TOWN OF COMOX

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY JULY 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.

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1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

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

3. DELEGATIONS:

(9) a. Vanya Koshti (Cascadia Views Inc): Intro Report for Development Proposal at 1946 & 1950 Comox Ave (RZ 24-4)

(10) b. Yvette Crane (Save Comox's Urban Forests): OCP & Tree Bylaws

(11) c. Rosemary Abram: Exposé Part 1: "The Best Predictor of Future Behaviour is Past Behaviour"

4. ADOPTION OF MINUTES:

(12) a. Regular Council Meeting Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on June 4, 2025, be Adopted.

(19) b. Special Council Meeting Minutes

THAT the Minutes of the Special Council Meeting, held in Council Chambers on June 27, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

(20) a. Strategic Planning Committee Meeting Minutes

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, June 11, 2025, be Received.

COMMITTEE RECOMMENDATIONS:

(1) UBCM Meeting Requests

1. *THAT the Town of Comox request a UBCM Minister meeting to support the Town's goal of acquiring 900, 910, and/or 920 Pritchard for recreational purposes.*

2. *THAT the Town of Comox request a UBCM Minister meeting to support the Town's Federal Active Transportation grant application and seek Provincial support for the desired sidewalk along the north side of Guthrie on MOTI's section of the road.*

3. *THAT the Town of Comox request a UBCM Minister meeting to discuss housing related infrastructure funding.*

(2) Parks and Trails Master Plan - Strategic Priorities

1. *THAT the Strategic Plan be amended to include the following projects:*
   a) *Community Centre Outdoors/Village Park Concept Plan*
   b) *Marina Park Concept Plan*
   c) *Lancaster Park Concept Plan*
   d) *New Park Washrooms*
   e) *Beach Access Improvements*
   f) *Dog Park Pilot Project*

6. CONSENT AGENDA:

(22) a. Consent Agenda

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

1. Kermit Dahl, Mayor (City of Campbell River): BC's Resource-Dependent Communities

2. Craig Freeman, Director (Craig Freeman, Director): Update on Shakesides

3. Wendy Rudolph, Substtute Teacher (Airport Elementary): Letters from Grades 2 & 3 Class Regarding Local Government

4. Linda Gale: Requesting Bylaw for Noise from Moving Vehicles

5. Les Van Herwaarden: Reopen Strathcona Cres to Back Rd/Glacier View Dr

6. Myrna Holman, President (d'Esterre Seniors' Centre Association): 50th Anniversary Celebration & Future Plans for the Association's Current Building

7. Sarah Weber, President & CEO (C3 Alliance): Invitation to the 12th Annual Resource Breakfast Series - Sept 23-25, 2025

(22) a. Consent Agenda

8. Angela MacDougall, Executive Director (Battered Women's Support Services): Request to Discuss Public Safety

9. Josie Osborne, Minister of Health (Province of BC): Reply to Letter Request: Farmers' Market Nutrition Coupon Program

10. Susan Wood & John Mang, Downtown Comox Events Producers (Susan Wood Communications): Comox Summer Fest 2025 - Thank You

11. Al Gregory: Comox Community Centre HVAC Issues- Fitness Studio

12. Anne Davis: Property Tax Concerns

13. William Crowder: Traffic Calming Saftey Request - Lowering Speed Limits

14. Scott Mercer, Detachment Commander (Comox Valley RCMP): Quarterly Report: April 1 – June 30, 2025

15. Joanne Wiens: Merville Community Association's Proposal for Shakesides

16. Mike Seib: Property Tax Concerns

17. Alison Rimmer: CVGSAR Funding

7. UNFINISHED BUSINESS:

(76) a. 2025 UBCM Grant - Strategic Priorities Fund – Asset Management Plan

THAT Council support the submission of an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund, as detailed in the July 10, 2025 report titled "2025 UBCM Grant – Strategic Priorities Fund – Asset Management Plan" from the Comox Director of Finance, in the amount of $276,950 to assist with the necessary revision and update of the tangible capital assets and implementation of asset management software and development of an updated asset management plan; AND FURTHER,

THAT Council commit to providing overall grant management for the project if the application is successful.

(95) b. Evolve Expansion – Electric Kick Scooters

1. THAT the Town of Comox consents to the Electric Kick Scooter Pilot Project (B.C. Reg. 247/2023) taking place within the Town of Comox.

2. THAT the Comox Street and Traffic Bylaw Amendment No. 1358.06 be given First, Second and Third Readings.

(103) c. Torrence and Noel Boundary Extension – Results of Alternative Approval Process

WHEREAS the Town of Comox has obtained the assent of the electors to petition the Ministry of Housing and Municipal Affairs to extend the boundaries of the Town of Comox as it appeared in the Gazette under issue of May 1, 2025, and in the Comox Valley Record under issues of April 30 and May 7, 2025;

AND WHEREAS all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed;

THEREFORE BE IT RESOLVED THAT the parcels approved for inclusion within the Town of Comox are as follows:

1. The North half of Lot 20, District Lot 186, Plan 449 (PID 001-095-544, no civic address);

2. Lot A, District Lot 186, Plan 24247 (PID 002-992-647, 480 Torrence Road); and

3. The North half of the South half of Lot 20, District Lot 186, Plan 449 (PID 009-047-671, 456 Torrence Road).

d. Notice of Motion (Councillor Grant) - CVRD Grant-in-Aid Policy

THAT the Council of the Town of Comox requests that the Comox Valley Regional District Board amend the Regional Grant-in-Aid Policy as follows:

1. Policy Statement (Section 1):

To establish and provide a framework for a small-scale Regional Grant-in-Aid Program, administered through a Community Foundation, as part of the CVRD's Administration and General Government Service. This program is intended to streamline the distribution of already established granting amounts and to support cost control and program efficiency into the future. Should higher levels of grant funding be desired, the CVRD Board may consider the creation of a stand-alone granting service to support such expansion.

2. Funding Cap (Section 5.b):

Replace the original clause with "The total Grant Funding available each year shall be set at no more than $30,000 in 2025, increasing by no more than $1,000 per calendar year."

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(173) a. Public Notice Bylaw - Alternative Means of Public Notice

THAT Comox Public Notice Bylaw No. 2045 be Adopted.

10. NEW BUSINESS:

(174) a. 2026-2030 Budget Schedule

THAT the July 16, 2025 report from the Director of Finance, titled 2026-2030 Budget Schedule be received for information.

(178) b. Aspen and Bolt Sidewalk and Bike Lane Project

THAT Council direct Administration to proceed with Option 2 as outlined in the July 11, 2025 report from the Engineering Manager titled "Aspen and Bolt Sidewalk and Bike Lane Project," and to install shared vehicle/bike lanes and parking on both sides of Aspen Road adjacent to Aspen Park.

(182) c. Bee City Canada Designation – Request for Council Resolution

THAT Council adopt the following resolution in support of applying for Bee City Canada designation:

WHEREAS the goal of Bee City Canada designation is to promote healthy, sustainable habitats and communities for pollinators;

AND WHEREAS native bees and other pollinators are experiencing widespread declines due to habitat loss, land fragmentation, pesticide use, invasive species, disease, and the effects of climate change;

AND WHEREAS the Town of Comox recognizes that pollinator health is essential to maintaining biodiversity, supporting local ecosystems, and contributing to broader community resilience;

AND WHEREAS the Town's existing initiatives, including native planting beds at Filberg Park and Marina Park, pesticide use restrictions, interpretive signage, and Pollinator Week programming, demonstrate an ongoing commitment to pollinator stewardship;

AND WHEREAS the Town of Comox's Climate Action Plan and Risk Assessment identifies pollinator protection as one of the actions that supports ecosystem resilience, enhances biodiversity, and contributes to a more sustainable and livable community;

NOW THEREFORE BE IT RESOLVED THAT the Town of Comox:

1.Accepts designation as a Bee City Canada community;

2.Will continue to promote the creation and enhancement of pollinator habitat on municipal lands where feasible;

3.Will support education and engagement efforts, including seasonal events, signage, and partnerships, to raise awareness about pollinator health;

(182) c. Bee City Canada Designation – Request for Council Resolution

4. Will celebrate Pollinator Week annually as a visible demonstration of this commitment;

5. Will designate staff to liaise with Bee City Canada and support the implementation and reporting of pollinator initiatives.

(201) d. Comox Recreation and Parks Fees Bylaw No. 2035

THAT Comox Recreation and Parks Fees Bylaw No. 2035 be given First, Second and Third readings.

(217) e. Public Art Policy

THAT Policy CCL-082, Public Art Policy, be Adopted.

(222) f. Rezoning Application RZ 24-4 (1946 & 1950 Comox Avenue)

1) THAT Council direct staff to work with the applicant to bring forward a zoning amendment bylaw with conditions identified in the July 11, 2025 report titled "Rezoning Application RZ 24-4 (1946 & 1950 Comox Avenue)" from the Planning Department, for RZ 24-4 including a road dedication to allow for Ivy Place to connect to Comox ave and the development's road access from either Ivy Place or Buena Vista.

2) THAT Council supports an application to be received for a 6 story building under the current OCP with inclusion of daycare and outdoor amenity space.

(255) g. Road Encroachment Parklet Licence Agreements

THAT the Road Encroachment Parklet Licence Agreements for:

1. Impresso Café Inc., for the facility located at 105 – 1811 Comox Avenue, and

2. Tidal Café, for the facility located at 146 Port Augusta Street,

for the term January 1, 2025, to December 31, 2029, as attached to the July 16, 2025 report from the Corporate Coordinator titled "Road Encroachment Parklet Licence Agreements," be approved; AND FURTHER,

THAT the Mayor and the Corporate Officer be authorized to execute the respective Road Encroachment Parklet Licence Agreements.

(279) h. Official Community Plan Update

1. *THAT the land use designation for 2181 Comox Avenue (High Rise Residential) in the Draft OCP, as shown in Map A: OCP Land Use attached to the July 11, 2025 report from the Director of Development Services titled "Official Community Plan Update," be amended to include provisions requiring a tenant relocation strategy and redevelopment plan for the existing building as conditions of any rezoning application over six storeys.*

(279) h. Official Community Plan Update

2. THAT Map A as amended: OCP Land Use, of the Draft OCP attached to the July 11, 2025 report from the Director of Development Services titled "Official Community Plan Update," be approved by Council for inclusion in the draft OCP Bylaws to be submitted to Council in the future.

(395) i. Subdivision Servicing Bylaw Update

1. THAT Subdivision and Development Servicing Bylaw No. 2048 be given First, Second and Third reading.

2. THAT a Latecomer and Cash-in-Lieu policy be developed for Council consideration.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

(623) a. Mike Hoy, Secretary-Treasurer, Comox Fire Protection Improvement District: Board recommendation on the Future of the Comox Fire Protection Improvement District

(624) b. Tracey Stoddart, Board Member (Pride Society of the Comox Valley): Pride Flag Raising Request - August 22, 2025

THAT the request for community event recognition from Tracey Stoddart of the Pride Society of the Comox Valley be received; AND FURTHER,

THAT approval be granted for the Pride flag to be raised from August 22 to August 24, 2025.

(626) c. Val Greenlaw, Poppy Chair 2025 (Royal Canadian Legion, Comox Branch 160): Permission for November 11, 2025 Ceremony & Flyby

THAT the June 23, 2025, email from Val Greenlaw, Acting Poppy Chair for the Royal Canadian Legion, be received; AND FURTHER,

THAT permission be granted for a flyby by RCAF Aircraft as low as 500 feet for the planned Remembrance Day Ceremony being held in Comox BC Canada, for transit, practice and shows on November 11, 2025.

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT

CORPORATE OFFICER

REQUEST TO APPEAR AS A DELEGATION

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

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: Martin Jirout, Chance Lee, Vanya Koshti	LOG: 25-300	REFER:	AGENDA: RCM 16Jul25
	FILE: 3360-20-2	ACTION: MR	

Organization you are representing: Cascadia Views Inc

RECEIVED
July 10, 2025
TOWN OF COMOX

File: 3360-20-2024.04 Copies: Council JW/RH/SA/CP/SR/CD

Primary purpose of Organization: Developer	**Number of members:** 3

Mailing address of Organization: [redacted]	**Contact Name:** Vanya
	Phone: [redacted]

City: Vancouver	**Postal Code:** [redacted]	**Email:**

Subject matter:

1. Second Acess from Comox Ave
2. Ivy Place and related topcis (e.g. road dedication, cul-de-sac)

Specific request of Council, if any (i.e., letter of support, funding):

Requested meeting and date: 16-July-2025	**AV equipment required:** zoom link, screensharing

Date of application: 09-July-2025	**Signature of applicant:**	**Print name:** Martin Jirout

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.

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

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: Yvette Crane

RECEIVED July 9, 2025

LOG:	REFER:	AGENDA:
25-298		RCM 16Jul25
FILE: 6300-01, €	ACTION: MR	

Organization you are representing: Save Comox's Urban Forests (SCUF)

TOWN OF COMOX File: 6300-01,6480-20 Copies:Council JW/RH/RN/SR/CD

Primary purpose of Organization: Our goal is to work for and support policies and initiatives that help preserve our urban forests and tree canopy.

Number of members: 15

Mailing address of Organization: [redacted]

Contact Name: Yvette Crane

Phone: [redacted]

City: Comox

Postal Code: [redacted]

Email: [redacted]

Subject matter: OCP Open House, Land use designation, Zoning Bylaw

Specific request of Council, if any (i.e., letter of support, funding):

1. Urgently review the OCP and its land use designation with an eye to what will happen to the trees that are on these properties being considered for re-zoning.
2. Carefully guide this process / work with Town staff to ensure a robust UFMP and Tree Bylaw are passed as soon as possible
3. Ensure that these are in place and strongly linked to the OCP, new land use designation, and zoning bylaw updates

Requested meeting and date: Regular Council meeting, July 16 2025

AV equipment required: none

Date of application: July 9, 2025

Signature of applicant: Yvette Crane

Print name: Yvette Crane

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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.

RECEIVED
JUL 09 2025
TOWN OF COMOX

Name(s) of person(s) speaking: ROSEMARY ABRAM

Organization you are representing: COMMUNITY MEMBERS

Primary purpose of Organization: VOICE OF THE MAJORITY (86% of HOMEOWNERS - COMOX)

Number of members: 173/200 SAMPLE

Mailing address of Organization: [redacted]

Contact Name: ROSEMARY ABRAM

Phone: [redacted]

City: COMOX BC

Postal Code: [redacted]

Email: [redacted]

Subject matter: Exposé Series Part I "THE BEST PREDICTOR OF FUTURE BEHAVIOR IS PAST BEHAVIOUR" 5 minutes

Specific request of Council, if any (i.e., letter of support, funding): Evidence-Based decision-making Legal implications assessment

LOG:	REFER:	AGENDA:
25-299		RCM 16Jul25
FILE: 0400-01	ACTION: MR	

Copies: Council
JW/SR/CD

Requested meeting and date: July 16, 2025

AV equipment required: N/A

Date of application: July 9, 2025

Signature of applicant: [signature]

Print name: ROSEMARY ABRAM

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday June 4, 2025

Present:	Mayor	N. Minions
	Councillors	K. Grant, C. Haslett, J. Kerr, J. Meilleur, M. Swift
Absent:		S. Blacklock
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. with 15 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

1. *THAT the June 4, 2025 Regular Council Meeting agenda be amended to add:*

   a. the following resolutions in Item 10(g) New Business:
   3. THAT the draft Communications Policy CCL-081 be adopted.
   4. THAT the Social Media Guidelines (Code of Conduct) be approved.

   b. a resolution under Item 17(a) Resolution to go In-Camera to exclude the public in accordance with section 90(1)(e) of the Community Charter.

   (2025.231) -- CARRIED

2. *THAT the June 4, 2025, Regular Council Meeting agenda be Adopted as Amended.*

   (2025.232) -- CARRIED UNANIMOUSLY

3. DELEGATIONS:

a. Rick Fisher: Comox Process Challenges

Rick Fisher: Comox Process Challenges

The delegate, a local land owner, expressed concern about inconsistent planning advice and long, unpredictable rezoning processes in Comox, which have discouraged investment and led to financial hardship. They cited an example of this and noted that other developers are choosing faster, more reliable processes in nearby communities. The speaker urged Council to adopt a clearer, more consistent approach to support responsible development.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

Regular Council Meeting Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on May 21, 2025, be Adopted.

(2025.233) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Nautical Days Festical Committee Meeting Minutes

Nautical Days Festical Committee Meeting Minutes

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, April 30, 2025, be Received.

(2025.234) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(1) Comox Nautical Days Festival Policy CCL-076

COMMITTEE RECOMMENDATION:

THAT Comox Nautical Days Festival Policy CCL-076 be amended to update Section 7.05 to state: All Services shall be organized in a manner that promotes inclusivity, safety, and community spirit, and must specifically align with the provisions outlined in Sections 5.02, 5.03, and 5.04 of the Sale of Advertising Policy CCL-074.

(2025.235) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

   1. Kristen Battle, Communications & Administrative Manager (LUSH Valley Food Action Society): Eat Local Comox Valley Bingo

   (2025.236) -- CARRIED

2. *THAT Item 1. (Kristen Battle, Communications & Administrative Manager (LUSH Valley Food Action Society): Eat Local Comox Valley Bingo) be removed from the consent agenda for discussion.*

   (2025.237) -- CARRIED

a. Consent Agenda

Consent Agenda

3. *THAT the Town of Comox cross-promote the LUSH Valley Food Action Society's "Eat Local Comox Valley Bingo" campaign.*

(2025.238) -- CARRIED

7. UNFINISHED BUSINESS:

a. RZ 24-3 (2123 Hector Road): Comox Zoning Amendment Bylaw 1850.48

2123 Hector Road

1. *THAT Zoning Amendment Bylaw No. 1850.48 be given Third Reading.*

(2025.239) -- CARRIED

2. *THAT prior to adoption of Zoning Amendment Bylaw No. 1850.48, the outstanding items listed under Schedule 1, Outstanding Items as included in the May 29, 2025 report from the Planner II, titled "RZ 24-3 2123 Hector Road" be resolved.*

(2025.240) -- CARRIED

b. Development Cost Charge and Amenity Cost Charge Draft Rates

DCC and ACC Draft Rates

1. *THAT the Development Cost Charge rates with a municipal assist factor of 1% be endorsed.*

(2025.241) -- CARRIED

2. *THAT Amenity Cost Charge rates with a municipal assist factor of 1% be endorsed.*

(2025.242) -- CARRIED

3. *THAT the programs and draft rates be advanced to the public consultation phase as presented.*

(2025.243) -- CARRIED

c. Adoption of 2024 Annual Report

2024 Annual Report

THAT the 2024 Annual Report, as included in the June 4, 2025, Regular Council Meeting agenda, be Adopted.

(2025.244) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. 2025 UBCM Grant - Strategic Priorities Fund

2025 UBCM Grant - Strategic Priorities Fund

THAT Council support the submission of an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund, as detailed in the May 29, 2025 report titled "2025 UBCM Grant –Strategic Priorities Fund" from the Comox Fire Chief, in the amount of $5 million to assist with the necessary replacement of the Town of Comox Fire Station; AND FURTHER,

THAT Council commit to providing overall grant management for the project if the application is successful; AND FURTHER,

THAT letters of support be requested from the K'ómoks First Nation, MLA Brennan Day, MP Aaron Gunn, 19 Wing Comox, and the Comox Fire Protection District.

(2025.245) -- CARRIED

b. Community Emergency Preparedness Fund Grant Application

Community Emergency Preparedness Fund Grant

THAT Council pass a resolution in support of the Comox Valley Regional District's joint application to the Union of BC Municipalities Community Emergency Preparedness Fund (CEPF), which includes up to $200,000 under the Emergency Operations Centres (EOC) Equipment and Training stream, including $40,000 toward the purchase of a backup generator for the Comox Community Centre; and up to $150,000 under the Emergency Support Services (ESS) Equipment and Training stream; AND FURTHER,

THAT the Comox Valley Regional District (CVRD) be designated as the primary applicant and fiscal host for the grant.

(2025.246) -- CARRIED

c. Comox Facility Booking Policy

Comox Facility Booking Policy

1. *THAT Council direct Administration to create a facility booking policy to prohibit individuals or organizations renting Town facilities which may or are likely to promote hate and/or discrimination.*

(2025.247) -- CARRIED

2. *THAT, conditional upon Council's direction to create a facility booking policy, staff create a facility booking policy with the Recreation Director responsible to approve or deny a facility rental, with an appeal process to the Chief Administrative Officer.*

(2025.248) -- CARRIED

d. Disposal of Assets - Recreation

Disposal of Assets - Recreation

THAT Council authorise the disposal of Recreation Department assets listed in the May 28, 2025 Report from the Recreation Supervisor titled "Disposal of Assets Recreation Department".

(2025.249) -- CARRIED

f. Public Notice Bylaw - Alternative Means of Public Notice

Public Notice Bylaw

THAT Comox Public Notice Bylaw No. 2045 be given First, Second and Third Readings.

(2025.250) -- CARRIED

g. Social Media Overview and Platform Considerations

Social Media Overview and Platform Considerations

1. *THAT the use of the Town's X accounts be discontinued, using a phased approach that will transition to using the BlueSky media platform.*

(2025.251) -- CARRIED

2. *THAT the Town continue to maintain an online presence, allowing for comments and utilizing the Town's Social Media Guidelines (Code of Conduct), to maintain a respectful and engaged online community.*

(2025.252) -- CARRIED

3. *THAT the draft Communications Policy CCL-081 be Adopted.*

(2025.253) -- CARRIED

4. *THAT the Social Media Guidelines (Code of Conduct) be Approved.*

(2025.254) -- CARRIED

11. NOTICES OF MOTION:

a. Notice of Motion (Councillor Grant) - CVRD Grant-in-Aid Policy

Notice of Motion - Grant-in-Aid Policy

THAT the Council of the Town of Comox requests that the Comox Valley Regional District Board amend the Regional Grant-in-Aid Policy as follows:

1. Policy Statement (Section 1):

To establish and provide a framework for a small-scale Regional Grant-in-Aid Program, administered through a Community Foundation, as part of the CVRD's Administration and General Government Service. This program is intended to streamline the distribution of already established granting amounts and to support cost control and program efficiency into the future. Should higher levels of grant funding be desired, the CVRD Board may consider the creation of a stand-alone granting service to support such expansion.

2. Funding Cap (Section 5.b):

Replace the original clause with "The total Grant Funding available each year shall be set at no more than $30,000 in 2025, increasing by no more than $1,000 per calendar year."

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Swift

Councillor Swift attended the following:
- Filberg Heritage Lodge and Park Association Board meeting
- Comox Valley Food Policy Council meeting
- "Aging at Home in British Columbia" event by B.C. Seniors Advocate, Dan Levitt

b. Councillor Haslett

Councillor Haslett attended the Comox Nautical Days Festival Committee meeting and reported that the committee will host a booth at the upcoming Downtown Comox Summer Fest 2025, taking place on June 28 from 10:00 a.m. to 5:00 p.m.

c. Councillor Kerr

Councillor Kerr attended the following events:
- "Aging at Home in British Columbia" event by B.C. Seniors Advocate, Dan Levitt
- Comox Nautical Days Festival Committee meeting

d. Councillor Grant

Councillor Grant attended the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show held in Ottawa.

e. Councillor Meilleur

Councillor Meilleur attended the Energy Justice Forum on accessible, affordable heating and cooling.

f. Mayor Minions

Mayor Minions advised the Filberg Summer Kitchen is now open 4 days per week and that she attended the following meetings:
- Ministry of Jobs, Economic Development and Innovation and Comox Valley Chamber of Commerce meeting with the Honourable Rick Glumac, Minister of State for Trade on the Provincial Response to U.S. Tariffs in Comox Valley.
- Comox Valley Community Action Team (CAT) Business Luncheon - Understanding the Toxic Drug Crisis.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, June 4, 2025 pursuant to the following sub-section of section 90 of the Community Charter:

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

(2025.255) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:44 P.M.

THE MEETING WAS CALLED BACK TO ORDER AT 7:09 P.M.

18. RISE AND REPORT FROM IN-CAMERA:

a. Rise and Report - In Camera meeting of June 4, 2025 - Mack Laing (Shakesides)

Rise and Report - Mack Laing (Shakesides)

Council rose and reported on the resolution of its June 4, 2025 In-Camera Council meeting, as follows:

THAT Council reaffirms it decision made at the May 21, 2025, Regular Council Meeting directing Administration to proceed with the construction of the Mack Laing viewing platform in 2025.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:10 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Friday June 27, 2025

Present:	Acting Mayor	M. Swift
	Councillors	K. Grant, C. Haslett, J. Kerr (electronically), J. Meilleur (electronically)
Absent:		N. Minions, S. Blacklock
Staff Present:		J. Wall, Chief Administrative Officer E. Henley, Director of Finance

Call to Order:

The meeting was called to order at 10:03 a.m. with 0 members of the public in attendance.

Acting Mayor Swift 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. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

That the Special Council Meeting agenda for Wednesday, June 27, 2025 be Adopted.

(2025.257) -- CARRIED

2. AGENDA ITEMS:

a. Municipal Security Issuing Resolution Near Net Zero Borrowing

Municipal Security Issuing Resolution

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, $1,109,520 as authorized through "Comox Loan Authorization Bylaw No. 2044, Achieving Near Net Zero Emissions Reduction at Six Municipal Facilities", and that the Comox Valley Regional District be requested to consent to our borrowing over a 10-year term and include the borrowing in a Security Issuing Bylaw.

(2025.258) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 10:06 a.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday June 11, 2025

Present:	Acting Mayor	K. Grant
	Councillors	Mayor N. Minions (electronically), C. Haslett, J. Kerr, J. Meilleur
Absent:		S. Blacklock, M. Swift
Staff Present:		J. Wall, Chief Administrative Officer S. Russwurm, Corporate Officer 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. APPOINTMENT OF CHAIR:

a. Appointment of Chair

THAT Councillor Ken Grant be designated to chair the June 11, 2025, Strategic Planning Committee Meeting, due to the Mayor's inability to attend in person, and in accordance with the Council Procedure Bylaw.

CARRIED

2. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

The Strategic Plan Scorecard, dated June 11, 2025, was received.

3. STAFF REPORTS:

a. UBCM Meeting Requests

COMMITTEE RECOMMENDATIONS:

1. THAT the Town of Comox request a UBCM Minister meeting to support the Town's goal of acquiring 900, 910, and/or 920 Pritchard for recreational purposes.

CARRIED

a. UBCM Meeting Requests

COMMITTEE RECOMMENDATIONS:

2. THAT the Town of Comox request a UBCM Minister meeting to support the Town's Federal Active Transportation grant application and seek Provincial support for the desired sidewalk along the north side of Guthrie on MOTI's section of the road.

CARRIED

3. THAT the Town of Comox request a UBCM Minister meeting to discuss housing related infrastructure funding.

CARRIED

b. Parks and Trails Master Plan - Strategic Priorities

COMMITTEE RECOMMENDATIONS:

1. THAT the Strategic Plan be amended to include the following projects:
   a) Community Centre Outdoors/Village Park Concept Plan
   b) Marina Park Concept Plan
   c) Lancaster Park Concept Plan
   d) New Park Washrooms
   e) Beach Access Improvements
   f) Dog Park Pilot Project

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:43 p.m. *CARRIED*

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

CHAIR

RECEIVED
June 6, 2025
TOWN OF COMOX

Sent on behalf of Mayor Dahl, City of Campbell River.....

LOG: 25-198	REFER:	AGENDA: RCM 09Jul25
FILE: 0400-60	ACTION: MR	

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

Dear Mayors and Regional District Chairs,

On behalf of the City of Campbell River Council, I am reaching out to share an important initiative that we believe will benefit all resource-dependent communities across British Columbia. Please find attached a letter inviting your community to join a collective advocacy movement aimed at amplifying our shared voice.

As communities that contribute significantly to the province's economy, we often face unique challenges that are not always reflected in provincial or federal policy decisions. This initiative seeks change by:

- Raising awareness of our economic contributions
- Advocating for policies that support our sustainability
- Fostering collaboration and knowledge-sharing among our communities

We've already taken steps by submitting a resolution to UBCM and applying to host a session at the 2025 Convention. We hope your community will consider joining us in this effort.

Your participation and insights will be invaluable as we work together to ensure a prosperous and resilient future for all resource-based communities in BC.

Please don't hesitate to reach out if you have any questions or would like to discuss further.

Thank you,
Mayor Kermit Dahl

Lisa Sanders
Executive Assistant

City of Campbell River
Tel: 250.286.5708
Lisa.Sanders@campbellriver.ca

I acknowledge we are on the territory of the Laich-Kwil-Tach people of the Wei Wai Kum and We Wai Kai First Nations.

Visit campbellriver.ca or follow us on Facebook, Instagram and LinkedIn.

City of Campbell River
From the Office of the Mayor

June 5, 2025,

To All Resource-Dependent Communities in British Columbia

Dear Mayors and Chairs Across British Columbia,

On behalf of the City of Campbell River Council, I am reaching out to invite your community to join a collective advocacy movement aimed at amplifying the voices of resource communities across British Columbia.

Resource communities like ours play a vital role in the economic fabric of the province of British Columbia. However, we often face unique challenges that are overlooked in broader policy discussions. By coming together, we can ensure that our collective concerns are heard and addressed at the provincial and federal levels.

Objectives:

- **Raise Awareness:** Highlight the significant contributions of resource communities to the provincial economy.
- **Advocate for Supportive Policies:** Influence policy decisions that directly impact resource-based communities.
- **Foster Collaboration:** Further strengthen partnerships between resource-based communities, so that we can work together, share best practices and strategies, and amplify results.

Key Initiatives:

1. **Targeted Communications:** We will launch a campaign to educate urban centres, policy makers, and the general public about the economic value of resource communities.
2. **Outreach:** We will continue to build a coalition of resource communities to strengthen our advocacy efforts.
3. **UBCM:** The City has submitted a UBCM resolution (attached) and is applying to host a session at the 2025 Convention.

301 St Ann's Road, Campbell River, BC V9W 4C7 • Phone 250-286-5700 Fax 250-286-5760

As leaders who have witnessed firsthand the incredible contributions and resilience of Campbell River, and resource communities across BC, we are deeply passionate about this initiative. We recognize that your community faces similar challenges and shares the same dedication and commitment to ensuring a prosperous future for all. Together, we can amplify our shared concerns, influence policy decisions, and drive change that will support the long-term growth and resilience of resource communities.

Please join us in this important initiative. Your insights and participation will be instrumental to our collective success.

Looking forward to working together for the betterment of all resource communities in British Columbia.

Sincerely,

Kermit Dahl
Mayor

City of Campbell River

Inclusion of Rural and Resource Communities in Provincial Economic Decision-Making

WHEREAS rural and resource-based communities continue to be a significant economic driver in both rural and urban areas across British Columbia;

AND WHEREAS communities throughout British Columbia are experiencing job losses and heightened economic challenges arising from trade uncertainties, and provincial legislation and policies that disproportionately affect resource industries such as forestry, mining, energy, and aquaculture;

AND WHEREAS these communities are integral to the provincial economy, contributing substantially to British Columbia's GDP, employment, and export revenues, while sustaining the economic vitality of urban centres through interconnected supply chains, workforce migration, and complementary industries;

AND WHEREAS current provincial decision-making processes frequently lack adequate representation and consultation with rural and resource-based communities, leading to policies that may inadvertently jeopardize the sustainability, cohesiveness and resilience of these regions;

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to formally recognize the critical economic contributions of rural and resource-based communities and to ensure their meaningful inclusion in the development of legislation, regulations, and economic strategies that impact resource industries by:

- Prioritizing economically viable access to resources;

- Supporting innovation within each sector to foster sustainable growth and enhance competitiveness;

- Actively engaging with each resource sector and its stakeholders to comprehensively understand their unique challenges and opportunities; and

- Take decisive action to amend policies and legislation based on the unique challenges and opportunities identified

- Removing restrictive legislation on resource sector industries.

LOG: 25-200	REFER:	AGENDA: RCM 09Jul25
FILE: 0810-20-1	ACTION: MR	

File: 0810-20-13, 6240-20 ML Copies: Council JW/SR/SA/RN/CD

From: craig freeman <seabankmars@shaw.ca>
Sent: Monday, June 9, 2025 10:19:15 AM
To: Jordan Wall <jwall@comox.ca>
Cc: [redacted] Nicole Minions <NMinions@comox.ca>; [redacted] Shelley Ashfield <sashfield@comox.ca>; Koreen Gurak <kgurak@comox.ca>; Robbie Nall <RNall@comox.ca>; [redacted]
Subject: RE: Update on Shakesides

RECEIVED
June 10, 2025
TOWN OF COMOX

Hello Jordan and Town of Comox Council,

I have been having conversations with other parties interested in the preservation of Shakesides and we are, together, kindly requesting that you and the Town of Comox postpone the demolition of Shakesides.

We believe that there is merit in appealing Justice Power's April 11, 2023 Judgement based on facts that were not available to her at the September 7-9, 2022 hearing. Those facts include my Letter to the Editor of the Record newspaper referencing Shakesides on July 31, 2016; the Merville Community Association's offer to relocate and restore Shakesides to a heritage site in Merville; and the confirmation by Nickel Brothers House Movers that the move is feasible. We are convinced that, had this information been available to Justice Power, it would have altered her decision.

It is also our understanding, based on the letter dated February 13, 2025, from Sointula Kirkpatrick & Sarah A.E. Kay, Counsel for the AGBC, that the lawyer acting on behalf of the BC Attorney General confirms that the move of Shakesides does not conflict with Justice Power's ruling.

The Merville Community Association together with the Area C Director Edwin Grieve and MARS, is enthusiastic about the tourism potential of Shakesides. Mack Laing was a world renowned ornithologist. His name, together with the abundance of bird species in our region, will attract hundreds of birders from around the world. It would be a tragedy to discard this important economic opportunity. Moving Shakesides to the Merville hall site would also preserve a heritage building as well as provide housing for a caretaker of the hall, out buildings and grounds.

Thank you for your time and consideration.

Cheers,

Craig Freeman, Director Merville Community Association

CC: Town of Comox Mayor and Council; Sointula Kirkpatrick, BC Attorney General; Edwin Grieve CVRD Area C Director

MARS
WILDLIFE RESCUE CENTRE

Mountainaire Avian Rescue Society (MARS)

RECEIVED

June 17, 2025

June 23, 2025

Craig wants this letter included with his correspondence to Council (DS)

To whom it may concern

TOWN OF COMOX

This letter is to express support for Merville Community Association's acquisition of the building known as "Shakesides.

This historic building has stories to tell us about the life of naturalist Mack Laing. It could also be used to share information about other remarkable local people who, over past years, have worked hard to preserve and protect the natural environment of our area. They shaped our culture and left us a precious legacy.

The Comox Valley has very few historic buildings. It's important to save those remaining because they link us to the past and give us a sense of place and continuity. Shakesides represents a particular time as well as its owner's passion for the natural world. At MARS we see first-hand that this passion is shared by schoolchildren, families and out of town visitors who come to our visitor centre to learn more about native wildlife and habitat. A museum that provides information about our environmental history, illustrating how issues similar to those we encounter today were addressed and resolved, would attract local and tourist interest and complement our work.

If there is a reasonable expectation of safely moving Shakesides to the Merville Hall property, we would like to see this happen. Merville Community Association has successfully re-located and restored other heritage buildings. In doing so, they make a substantial contribution to our community.

Sincerely,

Pearl McKenzie, Vice-President, MARS Board of Directors

1331 Williams Beach Road, Merville BC
Wildlife Hospital Phone: 250 337-2021 Visitor Centre Administration Phone: 778 428 2000
Mailing Address: Box 415, Merville, BC, V0R 2M0

RECEIVED
JUN 10 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-202		RCM 09-Jul-25
FILE: 0400-03	ACTION: MR	

Copies: Council
JW/SR/CD

Wendy Rudolph
Airport Elementary School,
1475 Salmonberry Dr.,
Comox, BC.,
V9M 1A4

June 6th, 2025

Dear Mayor Minion,

I name is Wendy Rudolph and I have been a substitute teacher at Airport Elementary every Monday for about six weeks. I am a retired teacher and spent 20 wonderful years at Airport Elementary.

This class is a grade 2/3 and we have been studying our local government. As this is our first introduction to government, the students were very interested in how it all works. Please find our letters to you enclosed in the envelope. If you care to respond to the class the address is above, but please direct the letters to Lauren Geneau, as she is the classroom I have had the pleasure of substitute teaching for.

Sincerely,

Wendy Rudolph

June 2, 2025

Dear Mayor Minions

My name is [redacted] and I am a student at Airport elementary I enjoy Comox because of all the beautiful Nature Parks. I also enjoy the marina broadwalk I would like to have more family activities like outdoor movies because I think it will bring more families together. We are studing local governments. Is being a mayor easy or hard? What is the difference between your job and the councillors job?

Sincerely,

[redacted]

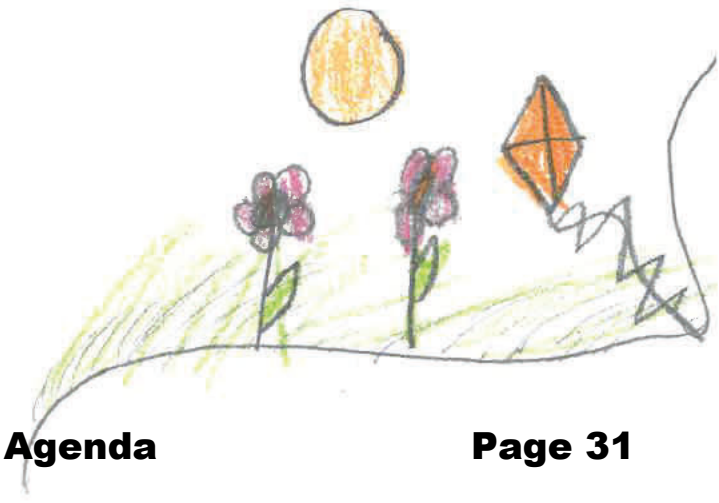
June 2, 2025

Dear MS. Minion

I'm a Student from AirPort School, MY name is [redacted] I like Comox because it has a Water Parke because I like Water, and I like Spending time outdoors, Please could we have a outdoor move nights because it is fun bring Faimly to gether and fireworks because Fireworks have colours we are Studying local government. how do you decide? The budget, what do your councillors do?

From,

[redacted]



June 4, 2025

Dear MS. Minion,

My name is [redacted] and I am a Student at Airport School. And I like living in Comox because it is a nice. Place it would be nice if there would. Be fire work Shows going on because. It will bring a lot of People together. And we are studying local goverment. Do You Spend the budget money Wisely?

from. [redacted]

June 2, 2025

Dear MS. Minions

Hi my name is [redacted]

What do you like about comox? I like to go to the comox marina. I would like more outdoor pools because there are more and more hot days. We are studying local government. Is it easy or hard to be a mayor? How do you decide to spent the budget? How do you make the public services.

From

[redacted]

Wednesday June 4th, 2025

Dear Ms Minion

My name is [redacted] And I like Comox Valley because I like ocean, beaches and Airport Elementary. I'd like more fireworks, because, It brings people together I wonder how you spend money on the city.

Sincerely From,

[redacted]

[redacted]

May 29 2025

Dear MS. Minion,

Hello Im a student at Airort El. and my name is [redacted] I am delighted to write to you. I like comox because it is wolrm and sunny. we are studying local community and government why did you want to be a mayor? do you like being a mayor? Wate is difrent abote being a mayor and your coamtsadrs.

Yours truly

[redacted]

June 2, 2025

Dear Ms. Mihjoh

Hi my name is [redacted]

I am a Student From Air Port Elem.
I like Coquitlam because of the Schools and I like less Pollution.
I would like the roads fixed because the road on my bus
Stop, there is a very big bump. We are studying local
Gover ment What do you spent All of the money on? and
What do your council do?

Sincerely From

[redacted]

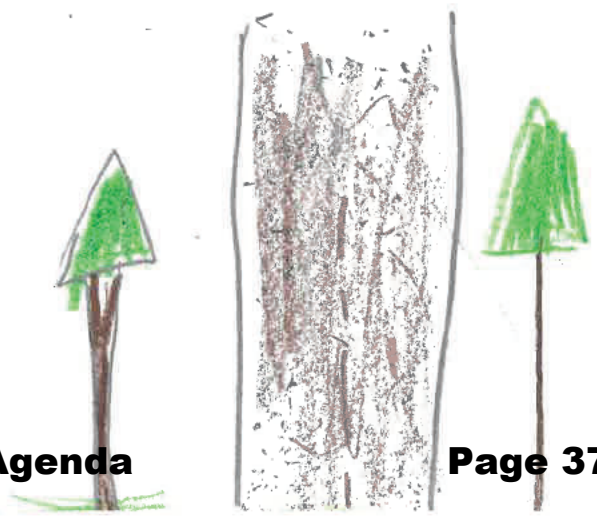
Monday, June 2, 2025

Dear Ms. minion,

My name is [redacted]. I am in Grade
I like the rivers. I like parks.
I like the school. I want more parks.
We are studying local government
what do you do. in your job
what do your councillors do?
I go to Airport. I want more
safe roads. I wonder if it is
hard to be a mayor?

Sincerely from,

[redacted]



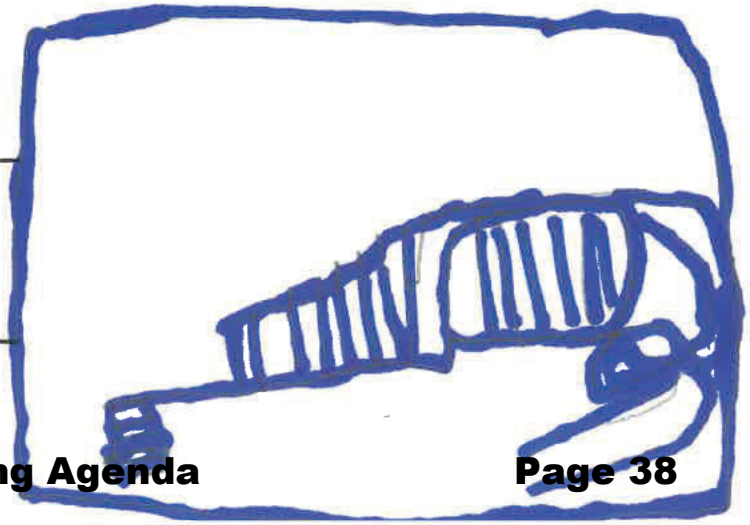
May 21, 2025

Dear Ms. Nicole Minion,

MY name is [redacted] and I'm a Student at Airport. I like Comox because the bike trails and the parks. I think it would be nice to have lots of out door movie nights to bring families to. Other we are studying local government. Do you like being a mayor?

Yours Truly,

[redacted]



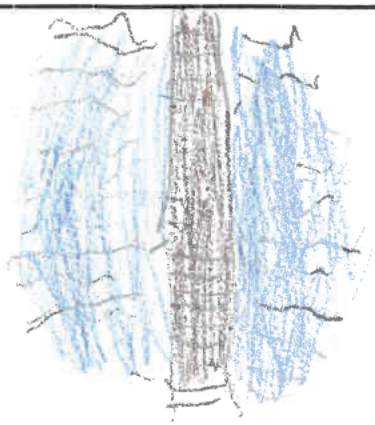
Thers Day, June 5th. 2025

Dear Ms Minier

My name is [redacted] I am a student of Airport Elem. I like the mains because its a nice place to be and its fun to go. I would like to see more family events in corner like fireworks or outdoor movies. We are Studying local governments. IS your job esy or hard. And What does your councilors do to help you? Do you like your Job or not are you French ofcrot French. Is your Job fun What do you do with the budget Money do you like to be the Mayor?

Sincerely

[redacted]



Monday, June 2, 2025

Dear, Ms, Minion

My name is [redacted], I go to AirportElem, I like living in Comox because it is very nice. I love all of the rivers and lakes. I would like if we could have more bike paths because I love to ride my bike and riding my bike is very fun!! We are studying local goverment. is it hard to pick what to sped money on like fireworks? what dose your 6 Counsillors do?

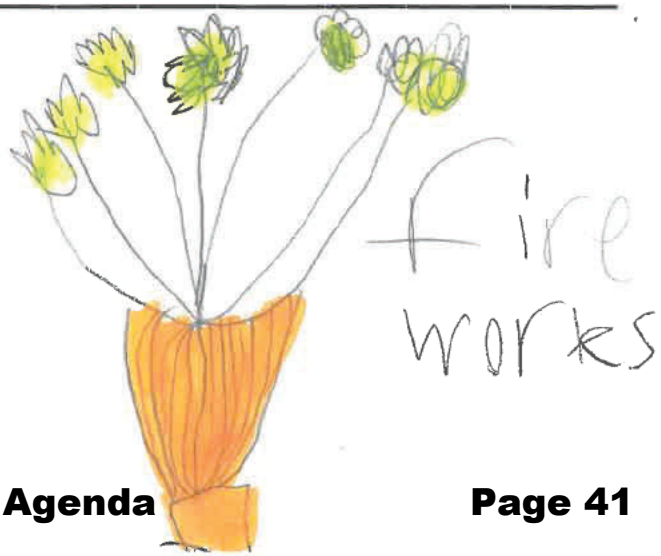
From, [redacted]

June 2 2025

Dear M.s minion.

Hi im [redacted] I go to Airport Scha
I am in grad 2 I woud like
there to be fireworks. and
on the walks I woud like
there to be more fireworks
on walks. and more pools
in side. and more parks. its fun
to play at parks.

from [redacted]

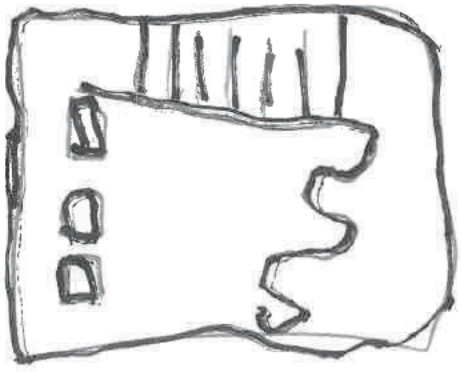


June 2, 2025

pear Nicole minion

my name is [redacted]
I go to Airport Elementary.
I enjoy comox because.
of the parks and the schools
I think we should make some
changes. we should. make
some more parks whatdo
the councilors do?
is it hard to do your Job"

From [redacted]



June 2, 2025

Dear ms. Minions

My name is [redacted] and I am in grade 2. and I am at the School Air Park Exem. I love all the parks in comox. I would like to see a new Park. and I would really Love it we are ofe studying local government What do your counilors do?

Sincerely From

[redacted]

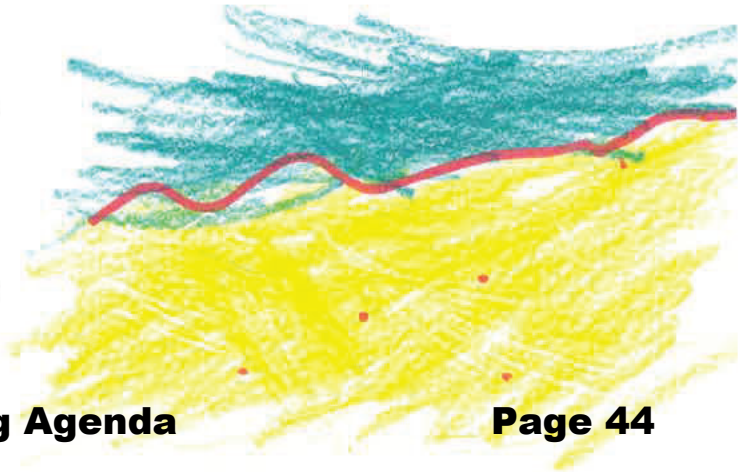
June 5 2025

Dear Mayor and Council

My name is [redacted]
I go to Airport Elementary.
What I like about Comox is
that we have a Pool and I would like
like to see more parks in
Comox How are you planning and spending
the Budget? I look forward to hearing
from you.

Yours truly

[redacted]



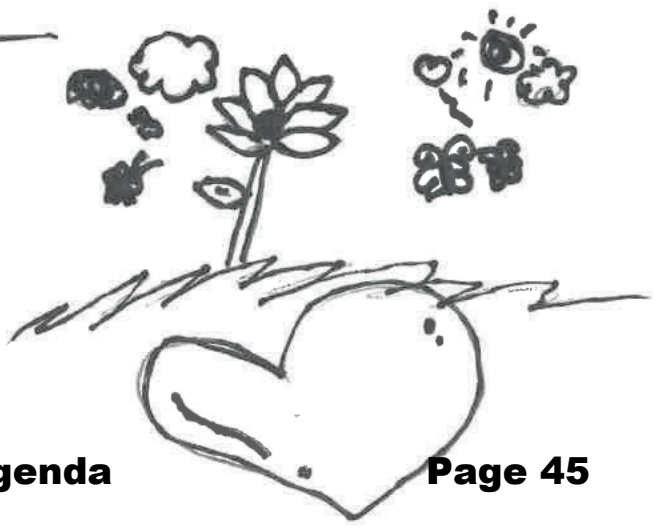
Thurs. June 5. 2025

Dear: MS. Minion,

I'm happy to be writting to you my name is [redacted] at Air Port Elementery. I enjoy Comox because the river's are so nice and the beaches. Can we have more fire works and out door movie's please. because that might be good for People to get together. What is your faverite thing about comox.

Your's truley,

[redacted]



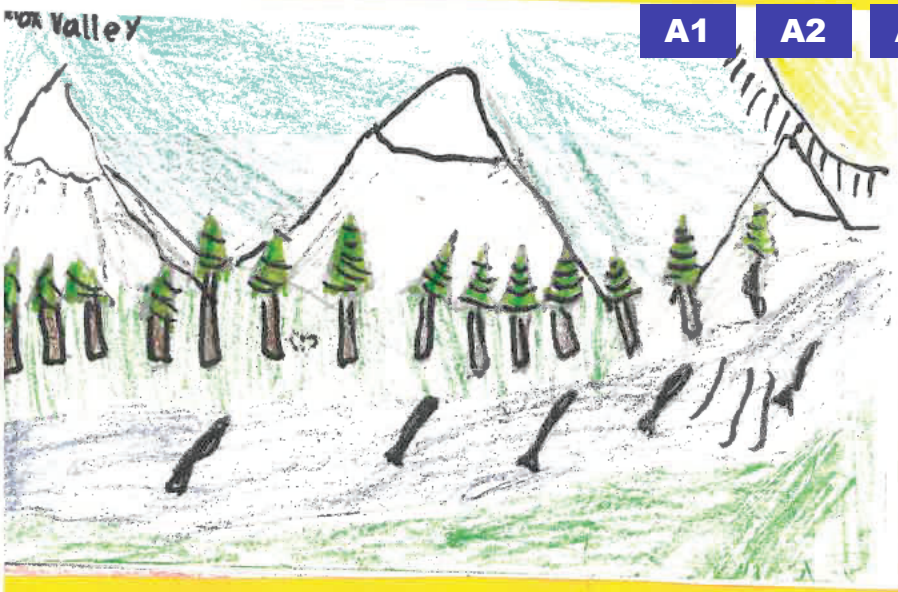
June 2nd 2025

Dear Mayor minion

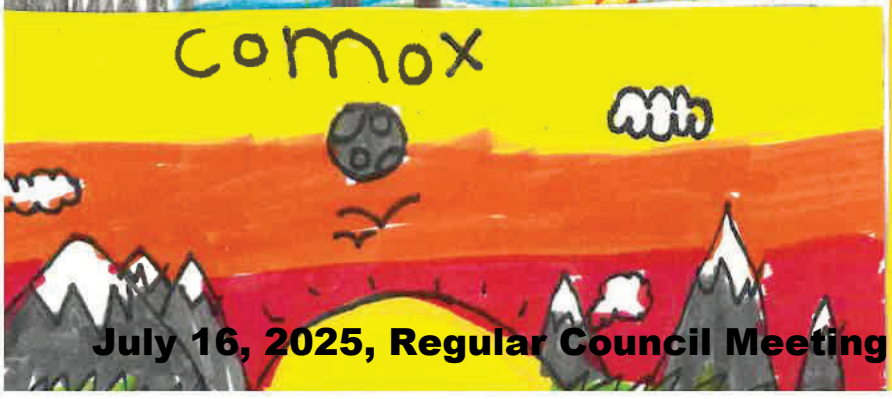
My name is [redacted]
[redacted] I go to
Air Port Elementark.
I like comox because
of the nature parks.
I would like more
fire works because it
would bring poeple
together.

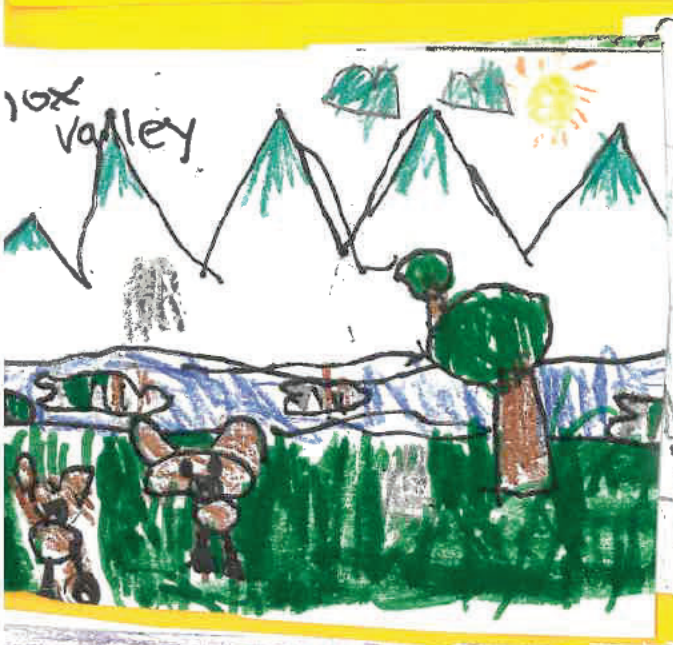
From ,

[redacted]



Attention:
Mayor
Minion

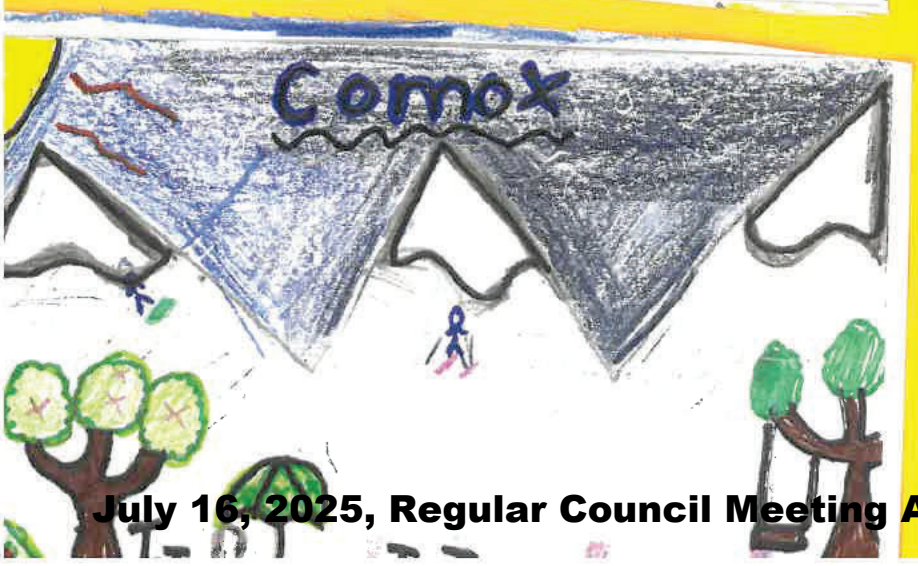



valley

Comox beach

Comox

Comox valley


Comox

RECEIVED

June 13, 2025

TOWN OF COMOX

LOG: 25-203	REFER:	AGENDA: RCM 09Jul25
FILE: 0220-20-2	ACTION: MR	

File: 0220-20-2025 Copies: Council JW/SR/CD

From: [redacted]
Sent: June 13, 2025 7:20 AM
To: council <council@comox.ca>
Subject: Noise levels

Attention: Town of Comox Council Members

I am writing at this time regarding noise from personal vehicles which is very disturbing as well as waking me up from sleep. This has been ongoing since March 2025.

My address is [redacted]

Numerous calls along with vehicle descriptions, license plate and times have been given to the non-emergency department of the local RCMP since the beginning of April and I have spoken to RCMP officers as well who have advised they have limited resources to patrol and to contact your office. Neighbors have also contacted the non-emergency number of the RCMP several times.

There are vehicles which race around Noel and Torrence from Guthrie every day and evening into the late-night hours. These vehicles have either no mufflers or modified exhaust systems which are extremely loud. Some are being driven far over the speed limit and are dangerous. They can be heard for kilometres around and I am sure I am not the only person who finds this worrisome and disruptive.

I have lived at this location for nine years and the noise level from vehicles has never been this disturbing.

What can be done about this issue? Can speed limits be lowered? Can a traffic calming circle be put in at Noel and Torrence? What are the options? If decibel measurements were taken they would not be acceptable.

Please help, I do not want to have to move from my home because of excessive noise levels. My windows and doors are always closed and the noise can be heard above a television or music playing. I should not have to wear ear plugs or play white noise to try and drown out the noise which does not work.

Below please find e-mail previously sent to By Laws Officer Tim Hautzinger and his response.

Sincerely,
Linda Gale- [redacted]

RECEIVED
June 13, 2025
TOWN OF COMOX

LOG: 25-206	REFER:	AGENDA: RCM 9Jul25
FILE: 0220-20, 5	ACTION: MR	

File: 0220-20, 5330-20-2022-02

From: les van [redacted]
Sent: June 13, 2025 4:36 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Strathcona

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

I am sending you an email to request that you reopen Strathcona Dr to Back Rd. This is a completely unnecessary shut down that only causes even more hardship to tired of this crap residents. Please don't tell me it wasn't your decision, because I have spoken to the other parties involved and they all state that the town of Comox has final say. This should never have been allowed, and please don't tell me it's short term, if it's short term , then there is no harm in keeping it open. You were elected to represent and support the people of Comox, the people that voted you in, not CVRD, not Courtenay, not Wacor, not some pencil pusher who's crying that the road can't sustain the volume. Stand up for Comox and open the road! Les Van Herwaarden [redacted]

Get Outlook for Android

d'Esterre Seniors' Centre Association

RECEIVED
June 19, 2025
TOWN OF COMOX

LOG: 25-219	REFER:	AGENDA: RCM 9Jul25
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-09 Copies: Council JW/SR/CD

June 19, 2025

Town of Comox
Mayor and Council
1809 Beaufort Ave
Comox, British Columbia
V9M 1R9

Dear Mayor Minions and Town Council,

On behalf of the Board of Directors of the d'Esterre Seniors' Centre Association, I am writing to you about two matters. The first, is the upcoming 50th Anniversary celebration of d'Esterre in June 2026, and the second, the future plans for the Association's current building.

Since the inception of the Association, the Town of Comox has been a very generous benefactor. We are hoping during the summer of 2026, to celebrate our anniversary and to highlight our unique partnership that fifty years ago recognized the importance of "*Providing people with a better quality of life as we age*". We would be pleased to partner with the Town to start the 50th Anniversary joint planning process this fall.

As we look to the past 50 years, we would also like to engage with you to plan for the future. The current building we occupy has been a favourite home for our Association, and we know our time there is limited. With the prospect of planning for a new space, we would like to know how we can be involved. Many members will be very sad to see our current location change, and yet, with consultation and input, the future can be very positive.

Our current space has begun to limit member participation due to the high number of registrations for a variety of activities. Our classes such as Yoga, T'ai Chi, and Strength Training are consistently filled with a demand for more classes, that without additional space, we can't offer. Our Bridge and card players are numerous and the downstairs meeting space is often full to capacity. The clubs such as Silversmithing, Rock and Gem, Woodworking, Pottery and Glass, all function in extremely small spaces, which limits the number of participants.

1801 BEAUFORT AVENUE, COMOX, BC
T 250-339-5133 W COMOXSENIORS.CA

We will soon be undertaking a space utilization analysis. This, combined with feedback garnered through a Town Hall event this past October, a recently completed membership survey, and a stakeholder engagement strategy being completed by our Executive Director as part of a Master's Program with Royal Rhodes University, can begin to define the space requirements for the growing number of seniors in Comox. Partnering with you, we would like to be engaged in the planning process to envision the future site of d'Esterre.

It is with much gratitude that we would welcome a meeting with the appropriate Town of Comox personnel to begin a collaborative approach to planning the 50th Anniversary celebrations, and, to provide input on the future of a new Centre. We would also welcome, sometime early this fall, a presentation to our members from the Town, about the future plans for the building.

Respectfully,

Myrna Holman
President
d'Esterre Seniors' Centre Association
[redacted]

Copy: d'Esterre Board of Directors
Alex Jegier, Executive Director

RECEIVED
JUN 23 2025
TOWN OF COMOX

RESOURCE BREAKFAST SERIES
Mining - Energy - Forestry

LOG: 25-232	REFER:	AGENDA: RCM 09Jul25
FILE: 0220-30	ACTION: MR	

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

Copies: Council
JW/SR/CD

June 20, 2025

Dear Mayor and Council,

Re: Invitation to the 12th Annual *Resource Breakfast Series* – September 23, 24, and 25, 2025

It is my pleasure to invite you to the *12th Annual Resource Breakfast Series* scheduled for September 23, 24, and 25, 2025 at the Union Club of British Columbia in Victoria, BC. The Resource Breakfast Series promises an exceptional experience, bringing together B.C. Resource Ministers, Local Area Governments, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

Event Details:

Date:	September 23, 24, and 25	**Location:**	Union Club of British Columbia, Victoria
Time:	7:00 – 8:30 am	**Dress Code:**	Business Casual
Style:	Buffet Breakfast	**Government Pricing:**	$27.00 + tax per breakfast

Registration: [redacted]

As a cornerstone event, the annual Resource Breakfast Series has a long tradition of fostering a welcoming atmosphere conducive to facilitating meaningful exchanges. The series features engaging presentations containing valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly. This exclusive event provides a unique platform for elected officials and sponsoring companies to engage in insightful conversations about BC's natural resource sector in a focused and intimate environment. Though operated independently from the UBCM convention, Local Area Government, Provincial Government officials, and select sponsors are invited to attend the series. General tickets are not available for purchase.

Tickets must be purchased to each individual breakfast. To support and encourage participation from a broad spectrum of leaders from across the Province, we are encouraging that local government limit themselves to 2 seats per Municipal Council or Regional District at any or all of the breakfasts.

We look forward to seeing you at the 12th Annual Resource Breakfast Series. Please reach out to [redacted] if you have any questions.

Sincerely,

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

C3 Alliance
450-688 W HASTINGS ST
VANCOUVER BC V6B 1P1
TEL 604 343 4847
INFO@C3ALLIANCE.CA

BATTERED WOMEN'S SUPPORT SERVICES

Safety Changes Everything

RECEIVED
June 23, 2025
TOWN OF COMOX

LOG: 25-236	REFER:	AGENDA: RCM 09Jul25
FILE: 0220-40	ACTION: MR	

Copies: Council
JW/SR/CD

June 20, 2025

Dear Mayor and Council Members,

Across British Columbia, residents are asking urgent questions about safety—on our streets, in our neighbourhoods, and in our homes. For women, girls, and gender-diverse people, the answer is often clear: **they do not feel safe**.

At Battered Women's Support Services (BWSS), we've launched **#DesignedWithSurvivors**, a province-wide initiative that reframes **gender-based violence (GBV) as a public safety crisis.** This campaign is rooted in one essential question:

What would public safety look like if it were designed with survivors in mind?

As municipal leaders, you shape the environment where safety is experienced—or where it fails. You oversee transit systems, public spaces, housing, policing budgets, and community programs. The decisions you make ripple through every part of daily life, especially for those most at risk.

Too often, GBV is treated as a private issue, disconnected from the public realm. But women and girls are harmed on buses, in parks, at workplaces, and in their homes—homes often located in your jurisdictions, with limited access to shelter, legal protection, or trauma-informed support.

Public safety is local. And local leadership matters.

We are inviting you to:

- Acknowledge gender-based violence as a public safety emergency in your municipality
- Commit to survivor-informed urban planning, policing oversight, and community investment
- Share the #DesignedWithSurvivors message to signal that your city, town, or village is part of the solution

This is not about blame—it is about vision. We believe municipalities can lead the way in building safer, more equitable communities by listening to survivors, investing in prevention, and aligning public safety with care, not control.

We would welcome the opportunity to speak with you about how this work could support your public safety, housing, and equity goals. Please reach out if you're open to a conversation.

Safety starts here—and it starts with you.

Warm regards,
Angela Marie MacDougall

Executive Director
Battered Women's Support Services
(BWSS)

BUSINESS LINE 604.687.1868
www.bwss.org PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2

From: Strategic Interventions <strategicinterventions@bwss.org>
Sent: June 23, 2025 12:07 PM
To: Nicole Minions <NMinions@comox.ca>; council <council@comox.ca>
Subject: Request to Discuss Public Safety

Good afternoon, Mayor and Council Members,

Please find attached an invitation to have a conversation regarding public safety.

If you have any questions or need further information, please do not hesitate to contact me here or at 778-996-5451.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Samantha

Samantha Kearney (She/Her)
Manager of Strategic Interventions | bwss.org

Email: [redacted]
Mobile: [redacted]

Crisis Line (604) 687-1867
Toll free 1-855 687-1868
P.O. Box 21503,
1424 Commercial Drive
Vancouver, BC V5L 5G2

BWSS: My Sister's Closet:

On the unceded and unsurrendered territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ilwətaʔɬ/Selilwitulh (Tsleil-Waututh).

RECEIVED
June 24, 2025

BRITISH COLUMBIA

June 24, 2025

TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-262		RCM 09Jul25
FILE: 0400-04	ACTION: MR	

1308489

Via email: [redacted]

Their Worship Nicole Minions
Mayor of the Town of Comox

Copies: Council
JW/SR/CD

Dear Mayor Minions,

Thank you for your letter of March 17, 2025, regarding the Farmers' Market Nutrition Coupon Program (FMNCP). I appreciate hearing directly from you about the positive impact this program has had on local farmers, the agricultural sector in the Comox Valley, and households with lower incomes over the past year.

I'm pleased to share that the BC Association of Farmers' Markets has received $4.25 million from the Ministry of Health to continue delivering the FMNCP this year. This funding will help over 8,500 lower-income households in approximately 90 communities across the province access nutritious foods at local farmers' markets.

Thank you again for taking the time to write and share your perspective.

Sincerely,

Josie Osborne
Minister

Ministry of Health Office of the Minister PO Box 9050 Stn Prov Govt
Victoria BC V8W 9E2

RECEIVED

June 30, 2025

TOWN OF COMOX

From: Susan Wood [redacted]
Sent: June 30, 2025 12:35 PM
To: council <council@comox.ca>
Cc: Sue Wood [redacted]
Subject: Comox Summer Fest 2025
Importance: High

LOG: 25-278	REFER:	AGENDA: RCM 16Jul25
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-01 Copies: Council JW/SR/CD/SA/CP/Kiley

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

Dear Mayor Minions and Comox Council Members,

I'm happy to share that Summer Fest was a true success! Thousands of people came out to enjoy the sunshine, live music, vibrant crafts, and fantastic local shopping.

Thank you for your outstanding support. The Town of Comox and the Public Works Department, in particular Kiley Graham, played a key role in bringing this celebration to life and creating such a positive experience for our community.

With much appreciation,

Sue Wood & John Mang
Downtown Comox Events Producers

Susan Wood Communications
[redacted]
Cheers
Sue

RECEIVED
July 3, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-287		RCM 16Jul25
FILE: 0220-20-2	ACTION: MR	

File: 0220-20-2025, 0810-20-02, 1705-20
Copies: Council
JW/TH/SA/BG/SR/CD

From: Al Gregory [redacted]
Sent: July 3, 2025 12:40 PM
To: council <council@comox.ca>
Cc: Ted Hagmeier <THagmeier@comox.ca>; Jordan Wall <jwall@comox.ca>
Subject: Comox Community Centre HVAC Issues- Fitness Studio

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

Dear Mayor and Council,

Please find attached a formal letter outlining my concerns and frustration with the HVAC system (air conditioning in the fitness studio) at the Comox Community Centre.

I see all the energy and enthusiasm that has gone into the town's OCP. I would respectfully suggest that some of that same effort be put into solving this issue, once and for all.

Kind regards,

Al Gregory
Comox, BC
[redacted]

July 3, 2025

Mayor and Council,

As a Town of Comox taxpayer, I don't consider myself one who has a lot to complain about, in general, when it comes to how my taxes are spent.

However, there is one thing that continues to frustrate me as a taxpayer concerning the temperature environment of the fitness studio at the Comox Community Centre. This summer will mark the 4th summer (yes FOURTH summer- so in essence 4th year), that I can recall, where the HVAC/air conditioning system in the fitness studio does not work properly. That is simply not acceptable. It's not acceptable to the taxpayers of Comox and it's not acceptable to the members of the community centre who use the fitness studio- especially in the summer months.

I have spoken to Ted Hagmeier, Comox Community Centre Manager, numerous times about my concerns and he has been more than accommodating and patient with my frustrating inquiries/complaints. I have also spoken to at least 3 facility maintenance managers over the last couple of years who don't really have any answers except to say they're aware of the issue and working on a resolution. So please don't deflect this onto staff to follow up with me, I've been there, done that, and they are stuck unless you make this a priority.

I am writing to you because you are the people who are in charge of the budgetary process, and providing the financial resources for overall operations in our town. I am officially fed up with exercising in a facility where the inside temperature cannot be properly regulated in the warmer or summer months. Even on days when the studio isn't 'busy', as little as 10-15 people accessing the studio. Not only is it an inconvenience but it makes basic, low intensity, exercising uncomfortable. It also presents increased risk for anyone doing high intensity or cardio exercise. Ceiling fans move the air in the studio but when they're simply moving 'warm air', they don't really help the problem. For a bit of background, I am a certified personal trainer and have had to learn about optimal and risky ways to exercise. This studio, during warmer or summer months, is well into the risk category, and that's a risk you are continuing to take for your citizens by not fixing the problem.

So, if you're not fully versed in this issue then I would ask that you get up to speed immediately, as we are heading into the hottest months of the year. I would appreciate a 'non-political' response from council as to what resources, financial or otherwise, council will be committing to fixing this problem.

There's no excuse for taking 4 years to fix an air conditioning system in a fitness studio. However the thought of this still being a problem next year is not something I want to consider, nor is it acceptable.

My taxes and community centre membership fees keep increasing each year. However here we are, heading into a 4th summer where the air conditioning system is still not working properly in one of the best and busiest facilities in our town.

I look forward to hearing from you and how the Town of Comox is going to fix this long standing issue once and for all.

Sincerely,

Al Gregory
Comox BC

RECEIVED
July 7, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-292		RCM 16Jul25
FILE: 6480-20, C	ACTION: MR	

July 6, 2025

File: 6480-20,0220-01,1980-01

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

To the Town of Comox

I am writing this letter with the hope that the vision that this current council has for the Town of Comox might be reconsidered. I understand all the mandates that were presented at the Community Centre and I can also understand a young and enthusiastic town council wanting to do the very best they can to meet or exceed the expectations laid out. However…these mandates are only for those communities who wouldn't be drastically changed or adversely affected by the densification recommended…this is not the case for our Town. I have noticed that even the Town, when doing something as simple as changing their photo on the website or Facebook page, chooses a view of the ocean and mountains and some of the unique sites that make our seaside town special…not apartment buildings or Condos. So maybe not everyone wants this change after all.

You will have many letters sent to you letting you know how residents feel about the proposals so I won't go on about them except to say that I believe it would be a huge mistake. My 3 main reasons would be:

- Road infrastructure…we do not have the ability to create additional roads in and out of Comox and we already have heavy traffic on roads that were once local resident's usage. People who rent or buy condos will mostly be working…not in Comox so they will all need to be driving to and from work somewhere.
- Town of Comox isn't a city…why do we want to make it look like one?
- We do not have the businesses in Comox to support more people…we have to go to Courtenay just to get a tire flat repair done. Affordable clothing stores, hardware and other necessities exist in Courtenay which creates even more traffic on our roadways.

And now I get to the most important point of my letter…property taxes. Our property taxes have increased by $245.25 (2021 to 2022), $361.64 (2022 to 2023), $429.28 (2023 to 2024) and $414.78 (2024 to 2025). We are retired…this is not sustainable for us and this rate is much higher than the cost of living increases so how are working families managing? I have read comments that say that we should be happy we owned our own home here and that it's time to turn it over to someone else…not be willed to our family. They think we should defer our taxes so that it would be impossible for our beneficiaries to take over our homes unless they have enough cash to pay off the deferred taxes and/or can qualify for a mortgage to cover it.
We worked very hard for years to be able to purchase a lot, pay it off while still working and then eventually building a house by selling the old house we lived in and continue to work until the house was paid off. We chose this location strategically to eventually move here to assist aging parents stay in their home longer and have a good quality of life. We wanted to live in "quieter" Comox…we could have built and had money left over if we wanted to locate to Courtenay…but we didn't as we worked out what our income was vs taxes, utilities, expenses and it was still within our means. Even though property was priced higher, we built here knowing that we would be happy. Well…fast forward to now!

It's always nice to offer up improvements to the town but I believe there needs to be more transparency…in language everyone can understand. I have seen questionnaires asking if you would pay 5% more on your taxes to have an improvement…it doesn't seem like much but what is not mentioned is that everything else will go up 10% and when added to an already large tax amount, really adds up…especially when this is done every year. I also enjoy some of the improvements made over the past few years but could I have lived without them? If it meant I couldn't afford them, yes!

Lots of residents are putting their homes up for sale or seriously considering it due to the high property taxes. We all understand that it takes money to upgrade water systems, etc. but isn't there any planning done ahead of time for these things? A contingency fund for each major upgrade expected over the next 10 years would be responsible bookkeeping. We plan ahead for the replacement of a roof, heating system, hot water tank, appliances…yes, a much smaller scale but all relative.

I don't believe it's fair that people who have contributed to Comox over years and called it home should have to feel that they need to sell their homes and move elsewhere because they can't afford their property taxes…when will the residents get a break and the increases stop?

The new neighbourhoods that have been built, along with condos and apartment buildings in the town of Comox should have brought in enough additional property taxes to help offset the needed increases.

And finally…I hear lots of talk about how can we make Comox attractive to tourists. We have a beautiful Marina, beautiful beaches, lots of bike paths along the ocean now…thanks, by the way…How about building a hotel close to the airport so that people will actually stay in Comox and not have to go to Courtenay. I know of lots of people who catch very early flights that would be happy to come to town the night before if they had somewhere to stay close to the airport. People would stay and eat here, shop here and enjoy our beaches. Maybe the hotel could even include a pool and water slides that residents could access during the winter months…or a mini golf course outside of the hotel. Make it so birthday parties, family gatherings could all take place in Comox. A hotel would add significantly to our tax base also.

I do appreciate the efforts of the current town council to try and make Comox the best it can be. I just think we need to dial back the enthusiasm a bit and realize that we are a small seaside town that gets really busy during the summer months…we love our tourists but we don't need or want hundreds more people moving here or displacing the wonderful residents who have Comox what it is today.

Sincerely,
Anne Davis
[redacted]

From: Town of Comox <no-reply@web-response.com>
Sent: July 5, 2025 7:01 AM
To: Town of Comox – Administration <town@comox.ca>
Subject: Webform submission from: Contact Us > Content rows

Submitted on Sat, 07/05/2025 - 07:01

Submitted values are:

RECEIVED
July 5, 2025
TOWN OF COMOX

LOG: 25-294	REFER:	AGENDA: RCM 16Jul25
FILE: 0400-03,5	ACTION: MR	

File: 0400-03, 5400-16 Copies: Council JW/SR/CD/SA/CP

First name:
WILLIAM

Last name:
CROWDER

[redacted]

Phone:
[redacted]

Willaim wants this email to go to Council for consideration (DS)

Email:
[redacted]

Feel free to ask us a question or provide feedback:
Here's a development that our town should really consider. In conjunction with lowering arterials to 40 kph, it would be a great start in engineering an active transportation based community.
https://dailyhive.com/vancouver/vancouver-local-minor-streets-lowered-speed-limit-30

RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

RECEIVED
July 8, 2025
TOWN OF COMOX

LOG: 25-301	REFER:	AGENDA: RCM 16Jul25
FILE: 7580-20	ACTION: MR	

Copies: Council
JW/SR/CD

Comox Valley RCMP Detachment

QUARTERLY REPORT

TOWN OF COMOX

April 1, 2025 – June 30, 2025

Comox Valley RCMP Detachment Quarterly Report

April 1, 2025 to June 30, 2025

The Comox Valley Royal Canadian Mounted Police (RCMP) provides quarterly updates on policing in the community. The quarterly reports coincide with the Comox Valley RCMP Annual Performance reporting timelines in conjunction with Community Priorities.

First Quarter: April 1 to June 30
Second Quarter: July 1 to September 30
Third Quarter: October 1 to December 31
Fourth Quarter: January 1 to March 31

Calls for Service

In the first quarter of the 2025-2026 fiscal year, there were 692 Calls for Service in Comox. This was an 11.6 percent (72 file) increase over the 620 Calls for Service in the first quarter of the previous fiscal year.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2021	162	153	168	220	217	216	299	240	208	191	189	190	**2453**
2022	160	160	182	183	191	171	233	228	206	225	157	197	**2293**
2023	161	162	194	153	248	237	295	271	208	243	224	194	**2590**
2024	159	184	177	199	209	212	205	251	221	196	168	193	**2374**
2025	166	159	209	185	254	253							**1226**

Most Common Call Types

In the first quarter of the 2025-2026 fiscal year, the most common Calls for Service in Comox pertained to Traffic Incident, Check Wellbeing, and Theft. There was a notable increase in Calls for Service pertaining to Traffic Incidents. Twenty-four percent of the Calls for Service regarding Traffic Incidents occurred on Guthrie Road.

File Type		First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
		2021	2022	2023	2024	2025		
1	TRAFFIC INCIDENT	88	62	70	72	98	36%	26
2	CHECK WELLBEING	47	49	50	53	58	9%	5
3	THEFT	39	14	30	34	41	21%	7
4	SUSPICIOUS CIRCUMSTANCES	32	32	35	34	36	6%	2
5	PROPERTY	39	28	58	52	34	-35%	-18

UNCLASSIFIED

6	ASSIST POLICE / FIRE / AMBULANCE	24	16	21	31	32	3%	1
7	ALARM	24	17	17	21	29	38%	8
8	DISTURBANCE	34	34	54	28	29	4%	1
9	FRAUD	22	19	15	25	25	0%	0
10	HARASSMENT	13	14	11	10	22	120%	12

Most Common Call Locations

In the first quarter of the 2025-2026 fiscal year, the locations in Comox with the most Calls for Service were an apartment building, the Comox Centre Mall, and the Comox Valley Airport. Relative to the first quarter of the previous fiscal year, there were notable increases in Calls for Service at all three of these locations.

- The Calls for Service at the apartment building predominantly pertained to one individual who has a history of being agitated with Emergency Health Services personnel.
- The Calls for Service at the Comox Centre Mall ranged from lost items to concerns regarding children, a dog in a vehicle, intoxicated people, and people with mental health issues.
- The increase in Calls for Service at the Comox Valley Airport was largely attributable to a malfunctioning panic button.

Location		First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
		2021	2022	2023	2024	2025		
1	Apartment Building	13	4	11	16	24	50%	8
2	Comox Centre Mall	16	10	8	6	17	183%	11
3	Comox Valley Airport	6	13	13	6	16	167%	10
4	Comox Valley Marina	7	8	23	16	12	-25%	-4
5	Unspecified Location, Comox	7	2	3	12	11	-8%	-1
6	Anderton Rd / Guthrie Rd	7	4	4	4	9	125%	5
7	Shopping Plaza, 727 Anderton Rd	6	6	7	5	8	60%	3
8	Youth Group Home	0	0	12	23	8	-65%	-15
9	Private Residence	0	0	0	0	8		8
10	Goose Spit	8	2	7	8	8	0%	0

UNCLASSIFIED

Violent Crime

In the first quarter of the 2025-2026 fiscal year, there were 59 Violent Crime files in Comox. This was a 55 percent (21 file) increase over the 38 Violent Crime files the first quarter of the previous fiscal year.

Types of Violent Crime

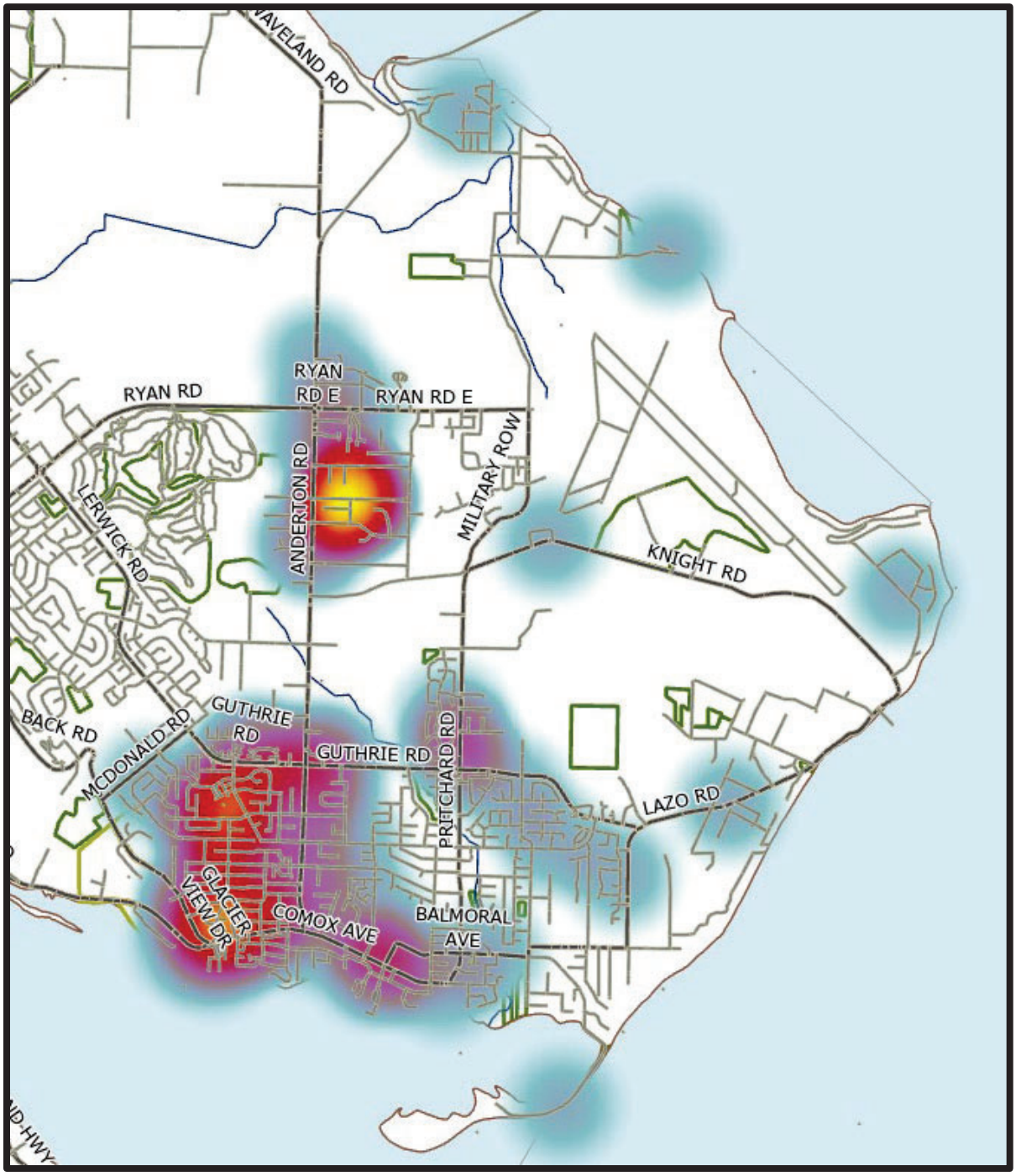
In the first quarter of the 2025-2026 fiscal year, the types of Violent Crime in Comox that increased the most relative to the first quarter of the previous fiscal year were Harassment and Utter Threats. Seven of the 19 Harassment files involved the same individuals. None of the Utter Threats files were related to each other.

File Type	First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
	2021	2022	2023	2024	2025		
HARASSMENT	13	10	4	9	19	111%	10
ASSAULTS	13	21	21	17	18	6%	1
UTTER THREATS	6	6	12	5	15	200%	10
SEX OFFENCES	2	1	2	5	4	-20%	-1
EXTORTION	0	0	1	1	3	200%	2
ROBBERY	0	0	0	0	0		0
KIDNAPPING	0	0	0	1	0	-100%	-1
Grand Total	**34**	**38**	**40**	**38**	**59**	55%	21

UNCLASSIFIED

Map of Violent Crime in Comox

In the first quarter of the 2025-2026 fiscal year, there was a hotspot for Violent Crime files in the area bounded by Anderton Road, Ryan Road, Hudson Road, and Daye Road.



UNCLASSIFIED

Property Crime

In the first quarter of the 2025-2026 fiscal year, there were 116 Property Crime files in Comox. This was a 16 percent (16 file) increase over the 100 Property Crime files in first quarter of the previous fiscal year.

Types of Property Crime

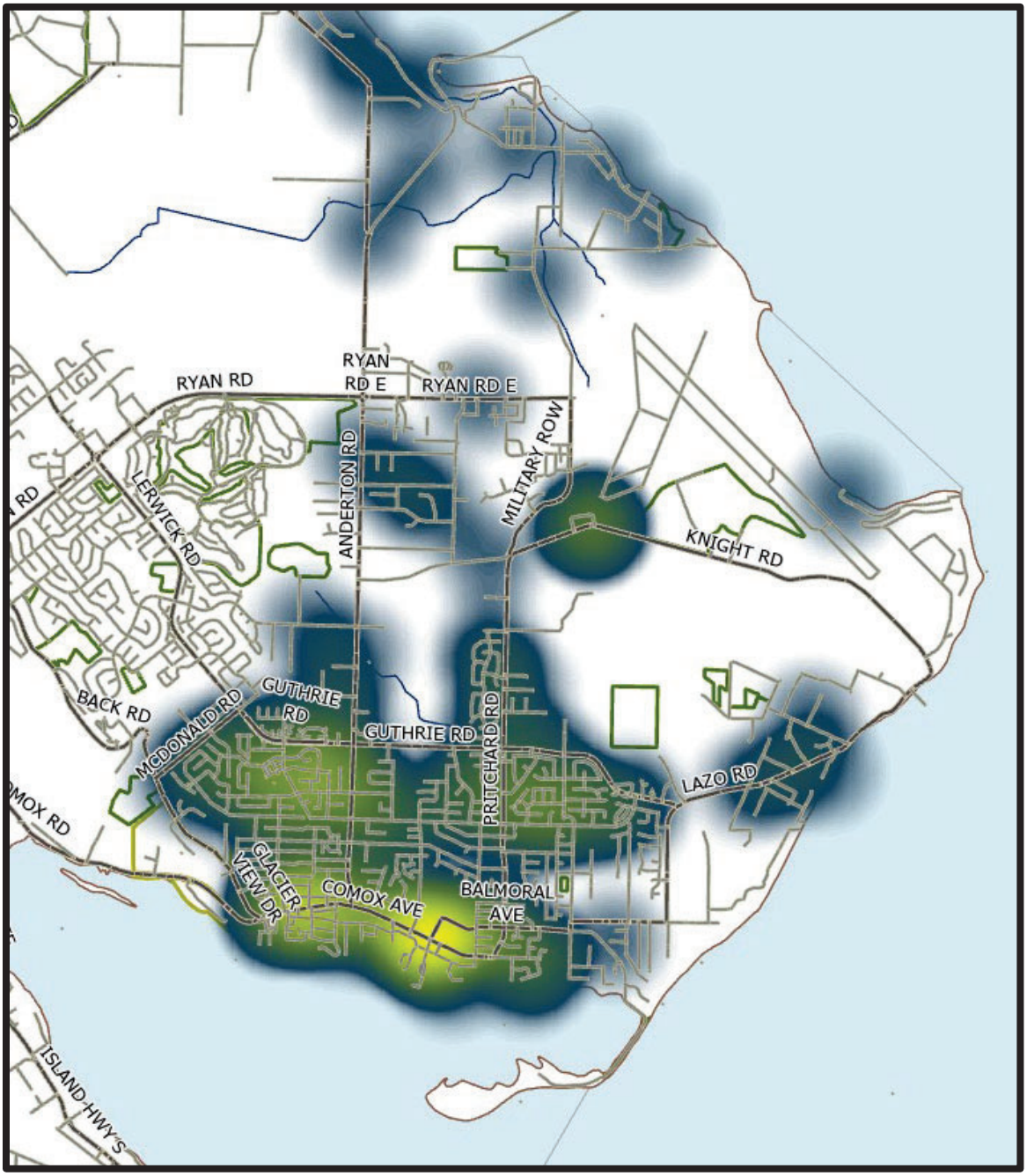
In the first quarter of the 2025-2026 fiscal year, the most common type of Property Crime in Comox was Mischief to Property. Relative to the first quarter of the previous fiscal year, there were notable increases in Mischief to Property and Theft from Vehicle.

File Type	First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
	2021	2022	2023	2024	2025		
MISCHIEF TO PROPERTY	33	42	32	30	37	23%	7
THEFT FROM VEHICLE	18	2	14	17	27	59%	10
FRAUDS	23	21	16	27	22	-19%	-5
OTHER THEFT U/5000	19	8	14	10	14	40%	4
SHOPLIFTING	4	1	2	1	5	400%	4
BIKE THEFT	2	1	2	5	4	-20%	-1
BREAK & ENTER - RES	7	3	3	1	3	200%	2
BREAK & ENTER - BUS	3	0	2	2	2	0%	0
THEFT FROM MAIL	0	0	0	0	1		1
POSSESS STOLEN PROPERTY	1	1	1	0	1		1
BREAK & ENTER - OTH	1	4	3	0	0		0
OTHER GO	0	1	5	1	0	-100%	-1
OTHER THEFT O/5000	0	0	1	0	0		0
AUTO THEFT	2	0	4	4	0	-100%	-4
ARSON	0	0	0	2	0	-100%	-2
Grand Total	**113**	**84**	**99**	**100**	**116**	**16%**	**16**

UNCLASSIFIED

Map of Property Crime by Area of Comox

In the first quarter of the 2025-2026 fiscal year, there was a hotspot for Property Crime files in area bounded by: Church Street, Balmoral Avenue, Port Augusta Street, and the Comox Valley Marina.



UNCLASSIFIED

Controlled Drugs and Substances Act (CDSA) Offences

In the first quarter of the 2025-2026 fiscal year, there were the same number of CDSA files in Comox as there were in the first quarter of the previous fiscal year.

File Type	First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
	2021	2022	2023	2024	2025		
DRUG POSSESSION	0	1	0	1	1	0%	0
DRUG TRAFFICKING	1	0	0	1	1	0%	0
DRUGS OTHER	0	0	0	0	0		0
Grand Total	**1**	**1**	**0**	**2**	**2**	0%	0

Traffic Offences

In the first quarter of the 2025-2026 fiscal year, there was 1 less Impaired Operation of Motor Vehicle file in Comox than there was in the first quarter of the previous fiscal year.

File Type	First Quarter/Year					% Change from Q1 24-25	Difference from Q1 24-25
	2021	2022	2023	2024	2025		
IMPAIRED OP MOTOR VEHICLE	9	8	9	12	11	-8%	-1
PROHIBITED DRIVING	0	0	0	0	0		0
DANGEROUS OP MOTOR VEHICLE	1	0	0	0	0		0
Grand Total	**10**	**8**	**9**	**12**	**11**	-8%	-1

UNCLASSIFIED

July 9, 2025

RECEIVED
July 9, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-302		RCM 16Jul25
FILE: 0810-20-1	ACTION: MR	

File: 0810-20-13, 6240-20 ML **Copies: Council JW/SA/RN/SR/CD**

Dear Town of Comox Council,

I suspect you are tired of hashing out the options for the Shakesides building.

It seems to me that the Merville Community Association (MCA) has put together an excellent win-win-win plan for dealing with the Shakesides building. Upon re-reading Craig Freeman's letter to the Editor of the Comox Valley Record (June 11, 2025 edition) it sounds like the money to move the building has been committed by generous citizens and all the necessary resources are in place to make the MCA plan a reality. In addition, the Mack Laing Heritage Society is "completely supportive" of this proposal.

I also understand that the Town of Comox Council has decided to demolish Shakesides at a cost to taxpayers.

Why not endorse the Merville Community Association plan? It makes sense from so many angles – heritage conservation, our environment, Mack Laing's legacy, housing and employment for a caretaker, and a cost saving for the Comox citizens. It also gets the building (and a headache) out of the Town of Comox.

Perhaps you are familiar with the Turkish proverb: "No matter how far you have gone on the wrong road, turn back." There is no shame in turning around and doing the right thing.

I urge you to re-visit this issue one last time and make a decision in favour of the Merville Community Association's proposal for Shakesides.

Thank you,

Joanne Wiens

[redacted]

RECEIVED
June 18, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-208		RCM 09Jul25
FILE: 0220-20,0	ACTION: MR	

From: Mike Seib [redacted]
Sent: June 18, 2025 11:03 AM
To: council <council@comox.ca>
Cc: Nicole Minions <NMinions@comox.ca>; Steve Blacklock <sblacklock@comox.ca>; Ken Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Maureen Swift <mswift@comox.ca>
Subject: Excessive taxes

File: 0220-20, 1980-01 Copies: Council JW/EH/SR/CD

I would appreciate if each of you could let me know why you think this amount of tax is reasonable to take from our family for a single family home? I feel you taking the time to reply is reasonable since you guys voted for this budget.

What are you doing to reduce the tax burden? Jonathan, I don't mean reduce the rate of increase I mean, reduce the tax burden.

I pee in cash just so you realize how much money this is. It's over $7000 comparable homes and pay half. Obviously this town is doing something very wrong with its people's money.

I look forward to your replies,

Mike
[redacted]

[redacted]
[redacted]
Canada
COMOX

Town of Comox – Administration

From: Alison Rimmer [redacted]
Sent: July 11, 2025 8:09 AM
To: Town of Comox – Administration
Subject: SAR

RECEIVED
July 11, 2025
TOWN OF COMOX

LOG: 25-305	REFER:	AGENDA: RCM 16Jul25
FILE: 0230-20-2	ACTION: MR	

File: 0230-20-21

Copies: Council
JW/EH/SR/CD

To the Town Council and Councillors,

It has come to my attention that CVGSAR is distinctly disadvantaged in comparison to most other SAR teams across B.C. given the lack of access to centrally located public land for a base of operations. Further, they pay annual lease costs far in excess of any other single team provincially. Annual lease costs and utilities exceed the amount of annual funding received from Government. Other teams are thriving and growing professionally, adding state of the art technology to aid in professional responses while CVGSAR is stagnating, crippled under the debt of building costs.

Community after community (local governments) have recognized the importance of SAR in their communities and have set aside land and funds. Vernon $ 4.3 million for a state of the art facility, taxpayer funded, Kelowna, $ 7.1 million for a similar facility, Fort St John, just purchased a 10 000 sq ft facility for the team there and they pay $ 10.00 per month.

They have worked hard to find land or a building... reality... but they can not afford both... land and building costs will exceed $ 4 million, lease costs for recent inquiries have risen to $15, 000 monthly.

Reality... this is not sustainable if our community is to retain the highly trained and highly respected team that CVGSAR once was.

Please consider very seriously the proper funding of the CVGSAR.

your constituent,
Ms Alison Rimmer
[redacted]

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

TO:	Mayor and Council	**FILE:** 1855-04
FROM:	Edward Henley, Director of Finance	**DATE:** July 10, 2025
SUBJECT:	2025 UBCM Grant - Strategic Priorities Fund – Asset Management Plan	

Prepared by:	Report Approved:
Edward Henley, Director of Finance	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council support the submission of an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund, as detailed in the July 10, 2025 report titled "2025 UBCM Grant – Strategic Priorities Fund – Asset Management Plan" from the Comox Director of Finance, in the amount of $276,950 to assist with the necessary revision and update of the tangible capital assets and implementation of asset management software and development of an updated asset management plan; AND FURTHER,

THAT Council commit to providing overall grant management for the project if the application is successful.

PURPOSE

To seek Council's resolution of support for an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund in the amount of $276,950 to assist in the revision and update of the Tangible Capital Assets (TCA), improved training of staff, implementation of asset management software and development of an updated asset management plan for the next term of Council. The 2025 budget currently has the implementation of asset tracking software. The proposed grant application will expand on the existing project to provide a more forward-looking and comprehensive initiative.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Lenses	**Fiscally Responsible** – We will balance the short- and long-term financial impacts of our decisions.

Strategic Priority Areas of Focus	
Values	**Disciplined Decision Making** - We are responsible and transparent in our decision making.
Organizational Excellence – Areas of Focus	**Asset Management** - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal. **Internal processes** – Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance – Areas of Focus	**Decision Making** - We make evidence-based decisions focused on the best interests of the Town over the long term.
Core Services	Financial management and accountability

BACKGROUND

The Union of BC Municipalities manages a stream of funding under the *Canada Community-Building Fund*. The *Strategic Priorities Fund* (SPF) is one of three funding streams delivered in British Columbia, formerly known as the Gas Tax Fund. The fourth intake of the SPF program, which opened on May 20, 2025, will invest up to $125 million to support infrastructure and capacity-building projects across the province. This stream just opened on May 20, 2025.

The Town's list of assets was primarily determined in 2009 and met the standards required at the time. In the intervening 16 years, the standards have increased and it is required to review and update the asset information. In some cases, assets were pooled together in large groups but sufficient information for each of the individual assets was not gathered. In other cases, assets such as roads were gathered for the whole length of the road and not divided up into the road segments that Public Works uses for maintenance and replacement resulting in the current valuations no longer being relevant.

The assets were originally tracked on spreadsheets, commonplace in 2009, however it is no longer standard practice. Best practice for almost 10 years has been to convert the spreadsheet data to asset management software which allows for better data retention and tracking of related information such as proof of valuation, condition assessments and other related information that is currently kept in paper form along with the spreadsheet, if it was retained at all.

BC asset management standards for municipalities is constantly being updated and seems to be following on the increased standards in Ontario which has updated their standards 3 times since 2009. The proposal will add in future expected asset management planning standards that will provide improved cost determinations. Some of these updated standards that this initiative will work towards include:

- Asset management policy update
- Asset management strategy update
- Condition standards framework
- Data disaggregation consolidation and refinement
- Data governance policy
- Asset management data management procedures
- Life cycle model development
- Risk analysis and management
- Levels of service framework
- Asset management plan

This initiative will build upon the first Asset Management Readiness Scale from 2018 where the Town of Comox generally started at Level 1 or pre-level 1 and are currently at the level shown in the updated Asset Management Readiness Scale. (see attached)

Another goal for the updated asset management plan is to develop an annual scorecard which would provide a high-level summary of the state of the Town's infrastructure assets and the changing condition and financial status using performance measurements and key performance indicators.

Finance staff are developing an asset management plan project charter to guide and implement the project.

ANALYSIS/ISSUES/IMPLICATIONS

a. Financial

The total estimated cost of the project is $291,950 which encompasses a wholistic approach.

Asset Management Software and Program Development Budget

	Cost	
Asset Management Software (1 year)		
Software License	20,000.00	
Software Implementation	41,800.00	
Annual software fees	15,000.00	not covered by grant
Total for AM Software	76,800.00	
AM Plan Development (3 years)		
AM Policy update	5,000.00	
AM Strategy Update	39,000.00	
Condition standards framework	12,000.00	
Data disaggregation, consolidation and refinement	9,000.00	
Data Governance Policy	7,200.00	
AM Data Management Procedures	15,750.00	
Lifecycle Model Development	24,000.00	
Risk Analysis and Management	24,000.00	
Levels of Service Framework	28,000.00	
Asset Management Plan	35,000.00	
Total AM Program Development	198,950.00	
Training $5400 per year (3 years)	16,200.00	
	16,200.00	
Total Project Cost	**291,950.00**	
Ineligible costs - annual software maintenance fee	15,000.00	
Strategic Priorities Grant Funding Request	276,950.00	

b. Public Relations

An asset management webpage will be prepared to be a central repository for the Town's ongoing progress. Previous and current asset management plans and related information will be posted to meet anticipated future Provincial requirements for infrastructure grant applications and to educate the public.

Asset Management Readiness Scale Assessment Tool

Policy and governance

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Policy and governance: By developing this competency, your organization is putting in place policies and objectives related to asset management (AM), bringing those policies to life through a strategy and roadmap, and then measuring progress and monitoring implementation over time.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
A: Policy and Objectives	☑	Senior management is committed to formalizing an **AM program**.	☑	We have drafted an **AM policy**. Senior management and council have endorsed the **AM policy**.	☑	We are starting to use our **AM policy** to guide our actions.	☐	We manage assets and services in accordance with our **AM policy** and organizational objectives.	☐	We continue to validate and refine our corporate, service and AM objectives based on the evolving needs of our community.
Please provide notes that describe how you have achieved your current level	The Town's current Asset Management (AM) Policy, established in 2013, outlines foundational definitions, objectives, and commitments, serving as an early demonstration of Council's support for asset management.									

Expected Future State

Current (from left)		**Expected**
3	**1**	**Select the level you expect to achieve at the end of this project** — **5**

Please provide information about how your project activities will help you achieve your expected future state

Update the existing Asset Management (AM) Policy and seek endorsement from the Senior Staff Team (SST) and approval from Council. In addition to the AM Policy, develop a Council-approved Asset Retirement Obligation (ARO) policy and update the Tangible Capital Asset (TCA) policy to align with practices in neighboring municipalities. These coordinated policies will be used to inform and guide evidence-based budgeting and investment decisions.

Asset Management Readiness Scale Assessment Tool

Policy and governance

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
B: Strategy and Roadmap	☑	We have identified the benefits that we want AM to deliver, and the benefits support organizational objectives.	☑	We have a strategy for our **AM program**.	☑	We have a **roadmap** that details the actions for implementing our **AM strategy** over the next 3 to 5 years.	☐	We are achieving our **AM policy** objectives. The necessary workflows, documents, and reporting tools are in place.	☐	We follow our **roadmap** and continually improve our AM practices.
			☑	We have a draft **roadmap** that outlines our approach for the next 1 to 3 years.			☐	We update our **roadmap** to address evolving needs.	☐	We document improvements to our AM practices.
Please provide notes that describe how you have achieved your current level	In 2018, Urban Systems supported the development of an Asset Management Investment Plan, which identified the estimated replacement costs and remaining useful life of the Town's assets. Building on this foundation, in 2023, YourCity assisted in preparing an Asset Replacement Funding Strategy Report. This report outlined several funding scenarios based on varying levels of asset health (tradeoffs between risk, level of service, and funding), each with corresponding tax impacts required to achieve those outcomes. Asset replacement needs within the 1–5 year timeframe are considered as part of the Town's annual budgeting									

Expected Future State

Current (from left)		**Expected**
3	**1**	**5**
	Select the level you expect to achieve at the end of this project	

Please provide information about how your project activities will help you achieve your expected future state

Refine and formalize a written funding strategy that outlines how resources will be allocated across each asset category. Implement a communications and engagement strategy to support ongoing Council and public approval of the Asset Management Plan (AMP) over the next eight years. Revise the methodology used to calculate the Infrastructure Renewal Fund levy to support increased capital funding during the 2026–2029 Council term. In parallel, develop a long-term asset management roadmap with a planning horizon of up to 20 years to guide sustainable investment and service delivery.

Asset Management Readiness Scale Assessment Tool

Policy and governance

FCM FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcome areas	Outcomes: Select the outcomes that your organization has achieved.									
		Level 1		Level 2		Level 3		Level 4		Level 5
C: Measurement and Monitoring	☑	We have identified short-term actions that will demonstrate early progress on AM.	☑	We are collecting baseline data on our current AM practices.	☐	We have established performance measures to monitor our asset management progress, outcomes, and the benefits to our community.	☐	We use performance measures to monitor AM progress, outcomes, and benefits.	☐	We monitor performance and use the feedback to prioritize and make ongoing refinements and improvements to AM practices.
Please provide notes that describe how you have achieved your current level	As a result of the work undertaken between 2018 and 2023, the Town has identified key actions to advance its asset management (AM) practices. One significant outcome has been the recognition of a funding gap between the current capital investment levels and what is required to maintain assets in a state of good repair. In response, the Town established an Infrastructure Renewal Fund levy as an initial step toward closing this gap and supporting long-term financial sustainability.									

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		☑	☑			

Expected Future State

Current (from left)		Expected
2	Select the level you expect to achieve at the end of this project.	4

Please provide information about how your project activities will help you achieve your expected future state

Improve the quality and consistency of baseline asset data by establishing clear standards for data collection. Develop key performance indicators (KPIs) to support benchmarking and performance measurement within AMP, enabling better tracking of progress and informed decision-making over

Expected State
Level 4

Asset Management Readiness Scale Assessment Tool

People and leadership

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

People and leadership: By developing this competency, your organization is setting up cross-functional teams with clear accountability and ensuring adequate resourcing and commitment from senior management and elected officials to advance asset management.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
A: Cross-functional Teams	☑	We have identified the representation we need on our cross-functional **AM team.**	☐	We have a cross-functional **AM team*** that guides the planning and implementation of our **AM program.**	☐	Our **AM team*** works within our organization to lead, communicate, and support AM improvements and organizational changes.	☐	Our **AM team*** is permanent and tasked with guiding and supporting AM across the organization on an ongoing basis.	☐	Our **AM team*** guides and supports the ongoing improvement of AM within the organization
Please provide notes that describe how you have achieved your current level	In 2018, Urban Systems supported the formation of a cross-functional asset management team composed of members of the Senior Staff Team (SST). While this dedicated team is not currently meeting specifically for asset management purposes, the SST continues to meet weekly, during which asset management-related topics may be discussed as needed.									

***Note: Larger organizations may have both an AM team responsible for implementation and an AM steering committee to provide direction and oversee the work. Smaller organizations may group these functions together. This outcome may be better suited to an AM team or an AM steering committee, depending on the organization. In some small communities the AM team may be as few as two people.**

Expected Future State

Current (from left)		**Expected**
1	**1**	**3**
	Select the level you expect to achieve at the end of this project	

Please provide information about how your project activities will help you achieve your expected future state

Review the current staffing complement for the Asset Management team to assess workload distribution and identify opportunities for collaboration. Evaluate whether designating a non-management position with specific responsibilities in the Asset Management Plan would enhance capacity and support effective implementation. Establish quarterly asset management team meetings with documented minutes to ensure ongoing coordination and accountability.

Asset Management Readiness Scale Assessment Tool

People and leadership

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
B: Accountability	☑	We have a champion who has been tasked with planning for our **AM program.**	☐	Our **AM team*** has a documented mandate to develop our **AM program**, which is outlined in a terms of reference and a one- to three-year **roadmap.**	☐	Our **AM team*** is accountable for implementing our **AM program.**	☐	We have operationalized AM roles and responsibilities across our organization.	☐	We document changes to AM roles and responsibilities as needed to support our evolving requirements.
			☐	Our **AM team** is accountable to senior management and council.	☐	AM roles and responsibilities are included in staff job descriptions.				
Please provide notes that describe how you have achieved your current level	The Director of Finance, supported by the Finance Project Accountant, is actively leading the planning efforts to advance the Asset Management Program to its next stage.									

Expected Future State

Current (from left)		**Expected**
1	**1**	**3**
	Select the level you expect to achieve at the end of this project	

Please provide information about how your project activities will help you achieve your expected future state

Once a new cross-functional team is established, we will review relevant job descriptions to incorporate Asset Management Plan responsibilities and define associated asset management tasks, including the development of procedural manuals. These tasks will also address the transition from the current Tangible Capital Asset data to more accurate and comprehensive asset management data to be integrated into the new AM software.

Asset Management Readiness Scale Assessment Tool

People and leadership

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
C: Resourcing and Commitment	☑	Council knows that resources must be dedicated to exploring the requirements for **AM** and for drafting an **AM roadmap.**	☑	Council demonstrates buy-in and support for AM and allocates resources (funding or staff time) to further develop the **AM program.**	☑	Council champions AM as a core business function and has approved funding to continue **AM roadmap** activities.	☐	Council funds ongoing AM monitoring and enhancement.	☐	The **AM team** measures and monitors progress.
									☐	Council demonstrates commitment to ongoing improvement of AM practices.
Please provide notes that describe how you have achieved your current level	Council's commitment to developing an asset management program is outlined in the Asset Management Policy. Between 2018 and 2023, Urban Systems and YourCity were engaged to support the development of a preliminary asset management strategy. Additionally, Council has approved budget funding for new Tangible Capital Asset/ Asset Management software, which will enhance the Town's asset management data quality and capabilities.									

Readiness level (automatic)	**Working on Level 1**	**Completed Level 1**	**Completed Level 2**	**Completed Level 3**	**Completed Level 4**	**Completed Level 5**
		☑				

Expected Future State

Current (from left)		**Expected**
3	**Select the level you expect to achieve at the end of this project**	**5**

Please provide information about how your project activities will help you achieve your expected future state

Seek Council's support to develop a staffing model that highlights the essential role of asset management information and planning. Staff will also request Council's support to apply for grant funding to update the Asset Management Plan (AMP) and implement new software. Additionally, establish current and proposed Levels of Service, and implement annual benchmarking and KPI reporting to monitor performance and drive continuous improvement.

Expected State
Level 3

Asset Management Readiness Scale Assessment Tool

Data and information

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Data and information: By developing this competency, your organization is collecting and using asset data, performance data and financial information to support effective asset management planning and decision-making.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Outcome areas	Outcomes: Select the outcomes that your organization has achieved.									
		Level 1		Level 2		Level 3		Level 4		Level 5
A: Asset Data	☑	We have **asset inventory data,** including approximate quantities of assets within most asset groups.	☑	We have a **basic inventory** of most **critical assets**, including information on general asset properties such as size, material, location and installation date.	☑	We have a consolidated, **basic inventory** of all assets.	☐	We have expanded **inventory** data for some assets.	☐	We have expanded **inventory data** for most assets.
					☐	We have defined life cycle investment requirements for **critical assets**.				
	☑	We have some anecdotal information on asset condition. Some age information exists.	☑	We are moving our data to a centralized location for use by the **AM team** (note: this does not require AM software).	☐	We have standardized condition rating systems defined for most asset groups.	☐	We have evaluated the life cycle investment requirements associated with **critical assets.**	☐	We have evaluated the life cycle investment requirements associated with most assets.
			☑	We have defined **critical assets** and have some information on asset condition for these assets.	☐	We have asset condition information on all **critical assets.**	☐	We update data according to cycles defined in our **AM plans** or **strategy.**		
Please provide notes that describe how you have achieved your current level	AM data is currently maintained in Excel and is based on TCA records. Asset condition is assessed using asset age and estimated useful life. However, the current TCA data has several limitations, including: 1. Inability to accurately track the disposal of individual assets within pooled asset categories due to a lack of clear definitions. 2. Roads and roadways assets are not well-defined or separated—for example, surface and subsurface components are grouped together. 3. After transitioning to a new data workbook post-2018, some of the asset details were not tracked going forward.									

Expected Future State

Current (from left)		Expected
2	1	**Select the level you expect to achieve at the end of this project**	3

Please provide information about how your project activities will help you achieve your expected future state

The Town plans to implement new AM/TCA software to improve the tracking of key asset management attributes across its asset portfolio. As part of the implementation process, a comprehensive review of the existing TCA data will be conducted, and additional information will be collected to enhance data accuracy, completeness, and usability.

Asset Management Readiness Scale Assessment Tool

Data and information

FCM FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
B: Performance Data	☑	We have informal or anecdotal approaches for measuring asset or service performance.	☑	We have some information on performance of **critical assets**, collected from a variety of sources.	☐	We have defined **level of service** measurements for some service areas.	☐	We have defined **level of service** measurements for critical service areas.	☐	We have defined **level of service** measurements for most or all service areas.
					☑	We have captured data on current **level of service** performance for some service areas.	☐	We communicate the results from our **level of service** measurement program to staff and council regularly.	☐	We continually improve how we collect data on **level of service** performance.
					☐	We have reviewed service levels and asset performance with council.				
Please provide notes that describe how you have achieved your current level	Currently, asset condition and performance for asset management purposes are primarily assessed based on asset age. Departments rely on informal, anecdotal methods to evaluate asset or service performance. At this time, individual asset data within the asset inventory (TCA data) is not used to inform maintenance or replacement decisions.									

Expected Future State

Current (from left)		**Expected**
2	**1**	**Select the level you expect to achieve at the end of this project** — **4**

Please provide information about how your project activities will help you achieve your expected future state

Formalize asset management policies and data collection standards in written documentation, with endorsement from all relevant departments through a cross-departmental asset management team. Develop current and proposed Levels of Service for each primary asset group, and for sub-groups where appropriate, to support consistent service delivery and long-term planning.

Asset Management Readiness Scale Assessment Tool

Data and information

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
C: Financial Information	☑	We have **financial information** on our assets, supporting minimum PS-3150 reporting requirements.*	☑	We have major capital renewal and operating & maintenance (O&M) expenditure data for some assets.	☐	We have capital (new and renewal) and O&M expenditure data for most assets.	☑	We understand the cost of sustaining current **levels of service** for all **critical assets**	☐	We understand the trade-offs between investment and the **level of service** we deliver and use this to optimize our financial plans.
			☐	We have a strategy to link AM and **financial information**.	☐	We have linked AM and **financial information** for all **critical assets**.				
					☑	We can demonstrate the gaps between forecasted infrastructure needs and current spending levels.				
Please provide notes that describe how you have achieved your current level	AM data is primarily based on the Town's TCA listing. Major capital renewal and operating expenditures are included in the Town's five-year financial plan. As part of the Asset Replacement Funding Strategy, funding gaps between projected needs and available resources were identified. This analysis supported the implementation of the Infrastructure Renewal Fund Levy as a step toward addressing long-term infrastructure funding shortfalls.									

*PS-3150 is the Public Sector Accounting Board's standard guiding the treatment of tangible capital assets.

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		☑				

Expected Future State

Current (from left)		Expected
1	1	Select the level you expect to achieve at the end of this project	4

Please provide information about how your project activities will help you achieve your expected future state

Formalize asset management processes and procedures in written documentation to ensure consistency and accountability across departments. Strengthen the connection between asset data and its application in assessing asset condition and informing budget forecasting. Improved asset data will enable the Town to better evaluate the trade-offs between investment levels and the resulting levels of service, supporting more informed and strategic decision-making.

Expected State
Level 3

Asset Management Readiness Scale Assessment Tool

Planning and decision-making

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Planning and decision-making: By developing this competency, your organization is documenting and standardizing how the organization sets asset management priorities, conducts capital and operations and maintenance (O&M) planning, and decides on budgets.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

	Outcomes: Select the outcomes that your organization has achieved.									
Outcome areas		**Level 1**		**Level 2**		**Level 3**		**Level 4**		**Level 5**
A: Documentation and Standardization	☑	Our asset planning approaches vary across the orgnization.	☑	Our departments follow a similar but informal asset planning approach.	☐	We have a structured asset planning approach, but application is inconsistent.	☐	We employ a consistent structured asset planning approach for each of our **critical services.**	☐	We employ a consistent structured asset planning approach for all services.
			☑	We evaluate investment needs and priorities based on a mix of structured and ad-hoc practices and criteria.	☐	We set priorities using criteria based on organizational goals and objectives.	☐	We set priorities using criteria that are fully aligned with our organizational goals and objectives.	☐	We adapt our planning approach and criteria to align with evolving organizational goals and objectives.
Please provide notes that describe how you have achieved your current level	While some asset management practices are in place, asset replacement planning remains largely ad hoc and reactive. It is primarily driven by individual departmental priorities and often lacks a long-term perspective beyond the five-year horizon. In many cases, decisions are influenced more by available funding than by asset condition, due to limited financial resources. This approach highlights the need for a more coordinated, data-driven, and long-range planning process.									

Expected Future State

Current (from left)		**Expected**
2	**1**	**Select the level you expect to achieve at the end of this project**

Please provide information about how your project activities will help you achieve your expected future state
Further formalize the methodology and funding allocation framework for the newly established Infrastructure Renewal Fund Levy. Update the existing Asset Replacement Strategy Plan, originally developed in 2023, to reflect current needs and priorities. Enhancing the asset database with a more accurate and complete inventory will enable the Town to better establish asset management priorities and support more informed, strategic budgeting decisions.

Asset Management Readiness Scale Assessment Tool

Planning and decision-making

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5
B: Asset Management Plans	☑ Our approach to asset renewal focuses on reacting to basic needs (e.g. growth, regulation and known problems).	☑ We have draft **AM plans** for some asset classes, with forecasted financial needs based on estimated data.	☐ We have **AM plans** for **critical services**, based on a mix of estimated and actual data.	☐ We have **AM plans** for most services based on actual data.	☐ We have **AM plans** for all services based on actual data.
			☐ Our **AM plans** include available information about **level of service** (current and target) and **risk** management.	☐ Our **AM plans** include basic needs forecasting and **risk** management strategies for **critical assets.**	☐ Our individual **AM plans** are integrated across services.
	☑ We evaluate priorities based on available information, staff experience, and input from council and management.		☐ Our **AM plans** identify short-term issues and priorities.	☐ Our **AM plans** are based on both short- and long-term issues and priorities. They balance short-term service objectives with longer-term goals and **risks**.	☐ Our **AM plans** include needs forecasts and **risk** management strategies for most assets. Plans address **risks** to both service and business goals
				☐ We keep our **AM plans** up to date through normal business.	
Please provide notes that describe how you have achieved your current level	The Town has an Asset Management Investment Plan (Urban Systems, 2018) that outlines the total value of municipal assets and their remaining useful life, based on Tangible Capital Asset (TCA) data & asset age. The plan also identifies a significant funding gap. In 2023, the Town completed an Asset Replacement Funding Strategy Report (YourCity), which presents multiple funding scenarios based on varying levels of risk, service, and funding. Each scenario outlines the corresponding tax impacts, helping to inform long-term financial planning and investment decisions.				

Expected Future State

Current (from left)		Expected
2	1 **Select the level you expect to achieve at the end of this project**	3

Please provide information about how your project activities will help you achieve your expected future state

Review the existing Comox asset management reports and identify gaps compared to Ontario's more rigorous asset management requirements. Develop a plan to address these gaps and produce a more comprehensive Asset Management Plan. The updated plan, informed by improved asset data, will incorporate remaining asset life estimates based on defined maintenance standards and regular condition assessments.

Asset Management Readiness Scale Assessment Tool

Planning and decision-making

FCM FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5
C: Budgets and Financial Planning	☑ We prepare annual capital and operating budgets based on historical values	☑ We prepare annual capital and operating budgets based on a mix of historical values and new priorities.	☐ We prepare an annual capital budget based on an annual assessment of current needs.	☐ We prepare annual needs-based capital and operating budgets that are based on an annual assessment of **risks** and current needs.	☐ We prepare multi-year needs-based capital and operating budgets that are based on our short- and mid-term needs.
	☑ We deal with new needs reactively, as they occur.		☐ We have a 3-year **capital plan** that addresses short-term issues and priorities.	☐ We have a 5-year **capital plan*** and update it annually. ☐ We update our **long-term financial plan** (at least 10-year) annually and understand the risks associated with our investment gap.	☐ We take a structured approach to address in-cycle changes.
Please provide notes that describe how you have achieved your current level	Capital budgeting is done through the traditional 5-year budget process.				

*Communities may benefit from long-term capital plans that extend beyond five years to ten years or more.

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		☑	☑			

Expected Future State

Current (from left)		Expected
2	1 Select the level you expect to achieve at the end of this project	3

Please provide information about how your project activities will help you achieve your expected future state

Develop current and proposed levels of service alongside updates to the capital budgeting process. Work toward establishing a more proactive, stable, and mature three-year capital budget within the five-year financial plan, setting the foundation for a long-term 20-year capital plan. Implementation of new asset management software will enhance data quality, enabling more informed and strategic capital budgeting decisions.

Expected State
Level 3

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Contribution to asset management practice: By developing this competency, your organization is supporting staff in asset management training, sharing knowledge internally to communicate the benefits of asset management, and participating in external knowledge sharing.

Note: To achieve each level, you must meet every requirement of each level before it.

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas		Level 1		Level 2		Level 3		Level 4		Level 5
A: Training and Development	☑	Our AM training and development approach is informal and largely driven by the personal initiative of staff.	☐	Our AM training and development requirements are defined by management based on short-term needs.	☐	We provide all staff with basic AM awareness training.	☐	We define AM knowledge and skill requirements. A training plan is in place for all positions.	☐	We train select staff members as internal experts to support the ongoing development of organizational capacity.
	☑	Some staff conduct targeted research, seeking out basic information on AM concepts and techniques.	☑	Selected staff are trained on basic AM concepts.	☐	Some staff undergo training on advanced AM concepts specific to their roles and responsibilities.	☐	Council, management and staff receive role-appropriate AM training to establish needed capacity across the organization	☐	Proactive, role-based training serves as a support for career development and succession planning.
			☐	Council has opportunities to increase their understanding of AM concepts.	☐	Staff and council are able to communicate the value of AM in their own words.				
Please provide notes that describe how you have achieved your current level	As a result of asset management work completed between 2018 and 2023, the Town's asset management knowledge and capacity—among both staff and Council—have improved compared to pre-2018 levels.									

Expected Future State

Current (from left)		Expected
1	1	**Select the level you expect to achieve at the end of this project** 3

Please provide information about how your project activities will help you achieve your expected future state

As part of the process to update the Town's Asset Management Investment Plan, a cross-departmental asset management team will be established, with champions designated within each department. These champions will help disseminate training to identified staff, promoting internal knowledge-sharing and reinforcing the benefits of asset management. Basic training will be provided to staff through the AMP update and software implementation, while select staff—such as project champions—will receive training on more advanced asset management concepts.

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5
B: Internal Communication and Knowledge Sharing	☑ We are aware of the need to mitigate the risk of losing information held in the minds of long-term staff.	☐ We mitigate the risk of losing information held in the minds of long-term staff, through improved record keeping.	☐ A culture of knowledge sharing is emerging internally, supported by official initiatives. ☐ We collect and maintain AM knowledge resources. ☐ We communicate the benefits of AM internally to staff and council.	☐ A culture of knowledge sharing exists and is supported by a mix of formal and informal initiatives. ☐ We disseminate AM knowledge resources within the organization.	☐ We capture AM knowledge and it flows freely throughout the organization. ☐ Staff leverage internal and industry knowledge and leading practice resources.
Please provide notes that describe how you have achieved your current level	There is a recognized risk of losing institutional knowledge held by long-term staff, particularly those involved in developing the 2018 Asset Management reports. While a cross-functional team was established during that process, many original members are no longer with the Town, and formal asset management team meetings have not continued.				

Expected Future State

Current (from left)		Expected
1	1 **Select the level you expect to achieve at the end of this project**	3

Please provide information about how your project activities will help you achieve your expected future state

Develop manuals and documentation outlining standardized processes to improve record-keeping and the effective use of asset management data. This documentation will foster a culture of knowledge sharing, enabling the Town to better collect, maintain, and utilize asset management knowledge and resources.

Asset Management Readiness Scale Assessment Tool

Contribution to asset management practice

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Current State

Outcomes: Select the outcomes that your organization has achieved.

Outcome areas	Level 1	Level 2	Level 3	Level 4	Level 5
C: External Communication and Knowledge Sharing	☑ We are investigating AM-related organizations and resources.	☐ Staff or elected officials attend AM-related events.	☐ We are members of one or more AM organizations and actively share our AM experience.	☐ We are actively involved in AM organizations and present at AM events.	☐ We are a thought leader on AM within the municipal sector.
				☐ We share information with our peers on our experience, innovations and lessons learned.	☐ We are active in coaching other organizations to improve the overall body of AM knowledge.
		☑ We share basic information on current capital projects with the public.	☐ We share basic information on our assets, the services we provide, and future needs with the public.	☐ We rely on the data from our **AM program** to explain decisions to the public.	☐ We communicate the benefits of AM to the public.
Please provide notes that describe how you have achieved your current level	We are exploring asset management-related training for staff involved in the Asset Management Plan update, asset inventory review, and software implementation project				

Readiness level (automatic)	Working on Level 1	Completed Level 1	Completed Level 2	Completed Level 3	Completed Level 4	Completed Level 5
		☑				

Expected Future State

Current (from left)		Expected
1	1	Select the level you expect to achieve at the end of this project: 3

Please provide information about how your project activities will help you achieve your expected future state

Explore opportunities for staff to attend asset management courses remotely or in person through organizations such as GFOABC, PSD, CNAM, and similar providers.

Expected State
Level 3

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	8640-20
FROM:	Shelly Russwurm, Director of Corporate Services	**DATE:**	July 10, 2025
SUBJECT:	Evolve Expansion – Electric Kick Scooters		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Shelly Russwurm, Director of Corporate Services		*Edward Henley, Fin. Director*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT the Town of Comox consents to the Electric Kick Scooter Pilot Project (B.C. Reg. 247/2023) taking place within the Town of Comox.

2. THAT the Comox Street and Traffic Bylaw Amendment No. 1358.06 be given First, Second and Third Readings.

PURPOSE

To seek Council authorization to

- participate in the provincial Electric Kick Scooter Pilot Project, and
- amend the Street and Traffic Bylaw to streamline definitions, clarify e-bike and electric kick scooter regulations and include administrative updates.

STRATEGIC PLAN LINKAGE

The expansion of the Evolve E-Bike program to include Electric Kick Scooters supports Council's Recreation and Climate Strategic Priority/Lens, increasing recreational opportunities for community members, enhancing youth recreational opportunities and supporting climate action:

STRATEGIC PRIORITY	AREA OF FOCUS
Recreation	Recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.
Climate (Strategic Priority Lens)	We will consider and value our natural assets and our unique community features and will take responsibility for our long-term impact on the environment for future generations.

BACKGROUND

In May of 2024 the Comox Valley Regional District, in partnership with the City of Courtenay, the Town of Comox and the BC Automobile Association's (BCAA) Evolve E-bike Share, launched a regional e-bike share pilot program in the Comox Valley with the goal of providing residents and visitors with affordable and environmentally friendly transportation options. 75 e-bikes were stationed at various popular local destinations in Comox and Courtenay.

In December of 2024, BCAA provided a summary of the program launch. The findings found the program to be successful, with 50% of the trips replacing vehicle trips, 81% of users being repeat users and nearly 60% of riders being local residents. The findings also found that the Pearl Ellis Gallery in Comox was one of the top three destinations of the program.

In May of 2025, Evolve presented a proposal to Council to expand its regional mobility program by offering e-scooters (electric kick scooters) in addition to e-bikes, and to include three new destinations in Comox.

ANALYSIS/ISSUES/IMPLICATIONS

Currently, Electric Kick Scooters are only permitted on local streets in BC under the Province's *Electric Kick Scooter Pilot Program Regulation* (the Regulation), which has been extended and runs until April 5, 2028. Local governments can join the Pilot Program, which will then permit Electric Kick Scooters on local streets subject to the conditions in the Regulation. Some of the conditions include design and power criteria, where scooters can be ridden on streets, speed limitations and age of riders.

The expansion of Evolve's e-bike share program to include Electric Kick Scooters will require the Town of Comox to join the Province's Electric Kick Scooter Pilot Program. It is also recommended that Council amend the Street and Traffic Bylaw to streamline some of the definitions related to the use of e-bikes and electric kick scooters, and to clarify that a person operating an e-bike or electric kick scooter must meet all of the provisions in the *Motor Assisted Cycle (E-Bike) Regulation* and the *Electric Kick Scooter Pilot Project Regulation*.

Other, administrative updates to the Street and Traffic include:

- reference to the Public Works Superintendent changed to the Engineering Manager;
- updated definition for Boulevard and Bylaw Enforcement Officer;
- authority to close roads and issue road use permits delegated to the Engineering Manager;
- removal of the reference to the Marine Plaza Area;
- increased fines for stopping longer than permitted and parking in a loading zone, to align with other fines;
- additional offence category for unauthorized stopping in a lane; and
- additional offence categories related to the use of e-bikes and electric kick scooters.

a. Applicable Policies and Legislation

Use of e-bikes and electric kick scooters on BC streets is regulated by the *Motor Assisted Cycle (E-Bike) Regulation* and the *Electric Kick Scooter Pilot Project Regulation*. Riders using these electric devices must ensure that the devices and the riders meet the criteria noted in respective Regulations.

Before e-scooters are permitted on streets in the Town of Comox, the Town must join the Province's Electric Kick Scooter Pilot Program. Once the Province has received Council's resolution and published a notice on their website, e-scooters will be permitted.

b. Financial

There are no direct costs in joining the provincial Electric Kick Scooter Pilot Project or in expanding the Town's participation in Evolve's E-Bike Share Program to include e-scooters.

c. Intergovernmental

Evolve's E-Bike Share Program is a regional program, with participation by the City of Courtenay and the Village of Cumberland. The program is administered by the Comox Valley Regional District, through a Memorandum of Understanding between the Regional District, the Town, the City and the Village.

d. Public Relations

The Town has an existing webpage related to Evolve's E-Bike Share Program, which will be updated with information related to the expansion of the program to include e-scooters once the Town joins the pilot program and the program is expanded. Information will also be provided via the Town's social media channels.

GOVERNANCE CONSIDERATIONS

Q: What are the additional design, power and use conditions related to the use of electric kick scooters on streets?
A: The full list of regulations can be found in the *Electric Kick Scooter Pilot Project Regulation*.

Q: Are there an additional set of design, power and use conditions related to the use of motor assisted cycles (e-bikes) on streets?
A: The full list of these regulations can be found in the *Motor Assisted Cycle (E-Bike) Regulation*.

Q: Can Council ride electric kick scooters in the Nautical Days' Parade?
A: Yes, since the street will be closed for the Nautical Days' Parade, Council can ride electric kick scooters even if the Province has not yet received or acknowledged the Town's request to join the pilot program.

Q: Will electric kick scooters still be available in Comox if Courtenay is not supportive of the expanded program?
A: Yes, they will be available locally.

TOWN OF COMOX

BYLAW NO. 1358.06

A BYLAW TO AMEND THE COMOX STREET AND TRAFFIC BYLAW, 2001

The Council of the Town of Comox, in open meeting assembled, enacts as follows:

1. Title:

This bylaw may be cited for all purposes as the "Comox Street and Traffic Bylaw Amendment No. 1358.06".

2. Amendment:

(1) **DIVISION I - INTERPRETATION:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By deleting the definition of **Administrator** and replacing it with:

"Chief Administrative Officer means the Chief Administrative Officer of the Town and includes anyone authorized by Council to act on behalf of the Chief Administrative Officer;"

(b) By replacing the definition of **Boulevard** with:

"Boulevard means that portion of a Highway between the curb or asphalt edge and the adjacent property line, and includes sidewalks and ditches;"

(c) By replacing the definition of **Bylaw Enforcement Officer** with:

"**Bylaw Enforcement Officer** means

(i) the person appointed by the Town of Comox to enforce bylaws;

(ii) the Building Inspector, Engineering Manager, Corporate Officer and Traffic Officers of the Town of Comox; and

(iii) members of the Royal Canadian Mounted Police.

(d) By adding a definition for **Cycle** as follows:

"Cycle has the same meaning as in the *Motor Vehicle Act*;"

(e) By adding a definition for **Cycle Lane** as follows:

(f) "**Cycle Lane** has the same meaning as in the *Electric Kick Scooter Pilot Project Regulation*;"

(g) By adding a definition for **Electric Kick Scooter** as follows:

"Electric Kick Scooter means a device that meets all of the criteria set out in section 3 [electric kick scooter criteria] of the *Electric Kick Scooter Pilot Project Regulation*;"

(h) By deleting the definition for **Public Works Superintendent** and replacing it with:

"Engineering Manager means the Engineering Manager of the Town and includes the Chief Administrative Officer, the Director of Operations, the Public Works Supervisor anyone authorized by Council to act on behalf of the Engineering Manager;"

(i) By adding a definition for **Motor Assisted Cycle (E-Bike)** as follows:

"**Motor Assisted Cycle (E-Bike)** has the same meaning as in the Motor Vehicle Act;", and

(j) By deleting the definition for **Responsible Official**.

(2) **DIVISION II – GENERAL REGULATIONS:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By replacing the reference to Administrator in section 4.3 with "Chief Administrative Officer"; and

(b) By adding subsections 4.5 and 4.6 as follows:

"4.5 Closing of Highways

(a) The Engineering Manager is hereby authorized to close to traffic any Highway or any portion of any Highway, at such time and for such periods, and in respect of the class or classes of traffic or use as they may deem necessary.

(b) The Engineering Manager is hereby authorized to place and maintain, or cause to be placed or maintained, a sufficient barrier or barriers or other warnings to indicate the closure of a Highway, the manner in which vehicles may proceed, the speed limits which shall apply, or any other warnings or devices; and it shall be unlawful for any person to remove, interfere with or pass beyond such barrier, device, or warning, or to enter through such closed area, or to proceed in contravention of such devices or signs.

4.6 Road Use Permit

(a) The Engineering Manager may, on application, issue a Road Use Permit for the use of a Highway in a manner otherwise prohibited by this Bylaw. The issuance of a Road Use Permit requires a minimum of:

(i) a completed application form stating the applicant's contact information, and the nature, location and timing of the proposed use to be undertaken;

(ii) a permit application fee as per the Fees and Charges Bylaw No. 2016;

(iii) cash security deposit or letter of credit as specified by the Engineering Manager;

(iv) a Certificate of Insurance naming the Town of Comox additionally insured under the general liability clause for $5,000,000; and

(v) an approved Traffic Management Plan in compliance with the Traffic Management Manual for Work on Roadways as published by the Ministry of Transportation and Infrastructure.

(b) A Road Use Permit is not required for Highway closures necessitated by the Town of Comox.

(3) **DIVISION III - Traffic Control Devices:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By replacing all occurrences of "Public Works Superintendent" with "Engineering Manager".

(4) **DIVISION V - Vehicle Traffic:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By deleting the words "motor vehicle" from subsection 7.3(m).

(b) By deleting subsection 7.10 in its entirety.

(c) By replacing all occurrences of "Public Works Superintendent" with "Engineering Manager".

(5) **DIVISION VI - Bicycle Traffic:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By replacing the DIVISION VI – Bicycle Traffic in its entirety with:

"**8.0 DIVISION VI - Cycle, In-line Skate, Roller Skate, Skateboard, Scooter and Electric Kick Scooter Regulations**

8.1 A person riding or rolling in, on or with Cycles, in-line skates, roller skates, skateboards, scooters and Electric Kick Scooters on a Highway:

(a) must be in a Cycle Lane, if there is a Cyle Lane adjacent to the Roadway;

(b) subect to paragraph (a), be as near as practicable to the right side of the Highway;

(c) must not be on a sidewalk unless directed by a Traffic Control Device;

(d) must not ride or roll abreast another person in, on or with Cycles, in-line skates, roller skates, skateboards, scooters and Electric Kick Scooters.

8.2 Electric Kick Scooter Requirements

A person must not operate an Electric Kick Scooter on a Highway unless the Electric Kick Scooter meets all of the provisions set out in the *Electric Kick Scooter Pilot Project Regulation*.

8.3 Motor Assisted Cycle (E-Bike) Requirements

A person must not operate a Motor Assisted Cycle (E-Bike) on a Highway unless the Motor Assisted Cycle (E-Bike) meets all of the provisions set out in the *Motor Assisted Cycle (E-Bike) Regulation."*

(6) **DIVISION VII – ENFORCEMENT:** The Comox Street and Traffic Bylaw, 2001 is hereby amended as follows:

(a) By adding the following offences to the table in subsection 9.3 Penalties:

Column 1	Column 2	Column 3	Column 4
Offence	**Bylaw Section**	**Fine Amount**	**30-Day Fine Amount**
Unauthorized stop in lane	7.3(m)	$90.00	$50.00
Obstruction of traffic	7.15	$90.00	$50.00
Ride on Highway contrary to Bylaw	8.1	$60.00	$30.00
Ride Electric Kick Scooter contrary to Regulation	8.2	$60.00	$30.00
Ride E-Bike contrary to Regulation	8.3	$60.00	$30.00

(b) By amending the following offences in the table in subsection 9.3 Penalties:

Column 1	Column 2	Column 3	Column 4
Offence	**Bylaw Section**	**Fine Amount**	**30-Day Fine Amount**
Stopping overtime	7.3 (o)	$90.00	$50.00
Park in loading zone with motor running	7.11 (d)	$90.00	$50.00

(c) By deleting the following offence in the table in subsection 9.3 Penalties:

Column 1	Column 2	Column 3	Column 4
Offence	**Bylaw Section**	**Fine Amount**	**30-Day Fine Amount**
Ride bicycle on sidewalk	8.0	$60.00	$50.00

3. Adoption:

READ A FIRST, SECOND and THIRD time this day of , 2025

ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

TO:	Mayor and Council	**FILE:**	4200-20-2025
FROM:	Shelly Russwurm, Corporate Officer	**DATE:**	July 4, 2025
SUBJECT:	Torrence and Noel Boundary Extension – Results of Alternative Approval Process		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Cammy Dallamore, Corporate Coordinator	*Shelly Russwurm, Director of Corporate*	*Edward Henley, Director of Finance*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

WHEREAS the Town of Comox has obtained the assent of the electors to petition the Ministry of Housing and Municipal Affairs to extend the boundaries of the Town of Comox as it appeared in the Gazette under issue of May 1, 2025, and in the Comox Valley Record under issues of April 30 and May 7, 2025;

AND WHEREAS all relevant legislative requirements pertaining to a municipal boundary extension in the *Local Government Act* and *Community Charter* have been completed;

THEREFORE BE IT RESOLVED THAT the parcels approved for inclusion within the Town of Comox are as follows:

1. The North half of Lot 20, District Lot 186, Plan 449 (PID 001-095-544, no civic address);
2. Lot A, District Lot 186, Plan 24247 (PID 002-992-647, 480 Torrence Road); and
3. The North half of the South half of Lot 20, District Lot 186, Plan 449 (PID 009-047-671, 456 Torrence Road).

PURPOSE

To outline the next steps in the Torrence and Noel boundary extension process and to obtain Council's resolution to formally submit the proposal to the Ministry of Housing and Municipal Affairs.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Organizational Excellence	**Internal processes -** Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance	**Community Participation** – We enhance two-way communication with our community.
Balanced Community Planning	**Strategic Growth** - We will balance the benefits of growth with the livability of our seaside community. **Housing** - We will create the conditions for a diversity of housing options in our unique seaside Town. **Community Addition** - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.

BACKGROUND

Under the Community Charter, Council must receive elector approval before proceeding with a boundary extension application. Section 86 allows municipalities to use an Alternative Approval Process (AAP) for this purpose.

With the AAP, elector approval is assumed unless 10% or more of eligible voters submit a formal objection. If that threshold is met, the Town must proceed with a referendum instead.

Notice of the AAP was published in the Comox Valley Record on April 30 and May 7, 2025. Electors had until July 6, 2025, to submit an Elector Response Form if they opposed the extension.

The Town has an estimated 12,577 eligible voters, so 1,258 forms would have been required to trigger a referendum. A total of 41 forms were submitted, of which 28 were accepted. As such, elector approval is deemed to have been obtained.

A package of information will be sent to the Ministry, including the results of the alternative approval process, a declaration stating that the statutory requirements of section 12 of the *Local Government Act* have been met, and a certified resolution of Council confirming the legal description of the parcels to be included within the municipal boundary. The Ministry will then

begin the process of preparing Supplementary Letters Patent (legislation that will redefine the boundary of the Town of Comox as well as specify the services, licences and permits of the regional district that are to be transferred to the Town).

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The recommended action aligns with the following policy and legislative frameworks:

- *Community Charter* – Section 86: Authorizes the use of an Alternative Approval Process (AAP) to obtain elector approval for proposed municipal boundary extensions.
- *Local Government Act* – Section 12 and Section 20: Establishes the requirement for municipal electoral approval prior to boundary amendments and stipulates that such extensions require an Order in Council following successful public approval and ministerial review.
- Town of Comox Official Community Plan (OCP): The subject properties are within a designated Boundary Expansion Area (Area A), identified as appropriate for phased, long-term growth. Proceeding with this application aligns with OCP Section 2.5.3.3 policies that encourage expansion in areas with proximity to services, roads, and existing urban development.
- Town of Comox Strategic Plan 2022–2026: This proposal directly supports strategic priorities under *Balanced Community Planning*, including Strategic Growth and Housing.

b. Financial

The AAP was a low-cost and efficient option compared to a full referendum. Costs included:

- Newspaper advertising (2 notices)
- Staff time to administer the process
- Printing and distributing response forms

Total costs were under $2,000, with no long-term financial impact to the Town.

The boundary expansion will have very little immediate cost to the Town—less than $1,000 per year. If development goes ahead, the landowner would pay for the estimated $860,000 in road upgrades. Ongoing costs are expected to rise by about $2,600 per year, but overall, the proposed development is expected to bring in more revenue than it costs, including property taxes of about $60,000+ once fully developed per year and additional payments like development and amenity charges, as well as utility fees.

There is no negative impact to the Town's Five-Year Financial Plan.

c. Intergovernmental

Public notification met all legislative requirements.

- Notices were published in the *Comox Valley Record* on April 30 and May 7, 2025.
- Elector Response Forms were available on the Town's website and at Town Hall.
- Background information and FAQs were posted online to support public understanding.

As the application involved three parcels under single ownership, no major public opposition was anticipated or received.

The Ministry of Housing and Municipal Affairs has confirmed that the proposal meets technical criteria and requires only completion of the AAP and final reporting before proceeding to Ministerial review.

d. Public Relations

Public awareness was achieved through the statutory AAP notice published in the Comox Valley Record for two consecutive weeks, as required by the *Community Charter*. In addition:

- Elector Response Forms were made available on the Town's website and at Town Hall.
- Background information and FAQs were posted online to improve transparency and understanding of the boundary extension and AAP process.

Given that the properties are under single ownership and no additional parcels are being included, broad public concern was not anticipated, and no significant objections were received.

GOVERNANCE CONSIDERATIONS

1. Was the public provided with a fair and accessible opportunity to participate?

Yes. The Town used a transparent and inclusive process. All required notices were published, and forms and information were easy to access. No barriers to participation were identified.

2. Does this decision demonstrate transparency and accountability?

Yes. Council's decision-making process was open and followed all provincial and local requirements. The results are clearly documented and shared publicly.

Attachments:

1. *Certification Results for AAP*
2. *Planning Report, April 2, 2025*

TOWN OF COMOX

ALTERNATIVE APPROVAL PROCESS (AAP)
CERTIFICATION OF RESULTS

CERTIFICATION OF RESULTS FOR ALTERNATIVE PROCESS

(TOWN OF COMOX)

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 148 of the *Community Charter* (or section 236 of the *Local Government Act*), certify the results of the alternative approval process that was conducted to obtain the approval of the electors 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).

dated June 9, 2025, as follows:

12,577 Estimated number of eligible electors

41 Number of elector response forms submitted by the deadline

13 Number of electors response forms rejected

28 Number of elector response forms accepted

0.22 % Percentage of estimated electors who validly submitted elector response forms

and in accordance with Section 86 of the *Community Charter*, the approval of the electors was *obtained*.

DATED this 9th day of June, 2025.

Corporate Officer

TOWN OF COMOX

STAFF REPORT

Meeting: 04-02-2025

TO: Mayor and Council	**FILE: BE 23-1**
FROM: Pamela Nall, Planner I	**DATE:** April 2, 2025
SUBJECT: Planning Report BE 23-1 **Boundary Extension Application – Torrence Road Properties – Electoral Approval**	

Prepared by:	Supervisor:	Report Approved:
Pamela Nall, Planner I	*Randy Houle, Director Devel. Serv.*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

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,

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.

ALTERNATIVE TO THE RECOMMENDATIONS

1) 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,

    That Town of Comox Administration be authorized to proceed with **Assent Voting** for electoral approval of a boundary extension application in the Noel Ave, Torrence Road, and King Road area for the above properties.

PURPOSE

The purpose of this report is to obtain Council acceptance of the Proposal Report (**Attachment B**) from Ministry of Housing and Municipal Affairs in response to a boundary extension application from the owner of three properties on Torrence Road and to obtain authorization from Council to proceed with an Alternative Approval Process (AAP) as the next step in the processing of the boundary extension.

STRATEGIC PLAN LINKAGE

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

Strategic Priority	Areas of Focus
Balanced Community Planning	**Strategic Growth** - We will balance the benefits of growth with the livability of our seaside community. **Housing** - We will create the conditions for a diversity of housing options in our unique seaside Town.

BACKGROUND

Subject Property/Area:

Legal Address:

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, vacant)
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)

CVRD Zoning Designation: Country Residential 1

CVRD OCP Designation: Settlement Expansion Area

Property Contains: Properties 1 & 3 are vacant, property 2 contains a tool shed

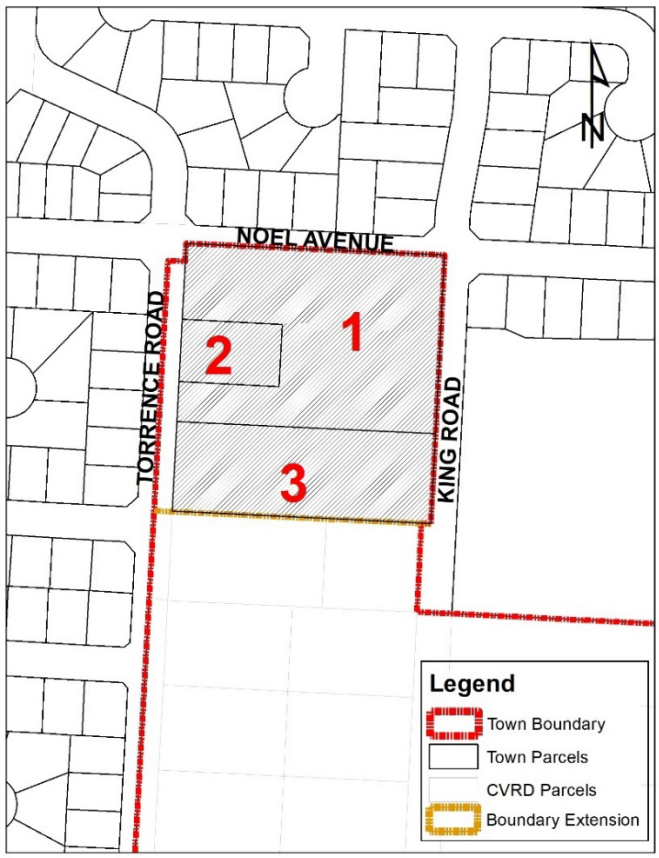


Figure 1: Subject Properties on Torrence Road

Surrounding Land Uses: Electoral Area B rural properties to the south; Town of Comox single-family properties to the north, west and undeveloped large lot to the east that is zoned to permit single-family subdivision.

Application History: A boundary extension application was received from the owner in 2023. In February 2024, Council approved Town staff to proceed with referrals to internal and external agencies and submit an initial submission to the Province for the boundary extension application for the subject properties on Torrence Road (see **Attachment A** for the February 21, 2024, Council Report). The initial submission was sent to the Province for review on July 19, 2024. On January 23, 2025, the Province provided the Town with a proposal report outlining the Town's required next steps in the application process (see **Attachment B**).

ANALYSIS/ISSUES/IMPLICATIONS

See February 21, 2024, Council Report (**Attachment A)** for a full discussion of the Zoning, OCP, and CVRD Regional Growth Strategy Policy implications of the boundary extension at Torrence Road, plus the requirements for the road network and underground services, and financial implications for the Town. Council and Staff were supportive of this process because the three properties are owned by a single owner, they are immediately adjacent to the Town, are next to a major collector, will allow for land dedication to expand Noel in the area to current Town standards, are easily serviceable, and the owner of the property indicated a desire to develop immediately which will support further housing in the Town.

The proposal report from the Province's Ministry of Housing and Municipal Affairs (**Attachment B**) outlines the next steps the Town is required to take before the application can be presented to the Minister of Housing and Municipal Affairs. These are:

1. Confirm what method of electoral approval will be sought and undertake that process; and
2. Provide to the Ministry any new or additional feedback received from First Nations.

The *Local Government Act* (Section 12) requires municipal electoral approval of proposed boundary extensions, which may be obtained by the municipality through assent voting (previously called a referendum) or AAP. Administration is recommending an AAP as the appropriate method of seeking electoral approval for the boundary extension application for the following reasons:

- Less expensive than assent voting and requires fewer staff resources.
- Offers increased convenience to the public as it provides at least 30 days for electors to submit response forms indicating their opposition, rather than being limited to appearing in person on the designated voting days to cast a ballot. Unlike assent voting, those that approve do not need to take any action.

Due to the relatively small scale of the boundary extension (3 properties in the same location owned by the applicant), assent voting is not recommended due to the higher cost and limited considered impact of the proposal to the Town as a whole.

If more than 10% of eligible voters register their opposition in the AAP, the Town is required to hold assent voting if Council wishes to continue with the boundary extension application.

The electoral approval for a boundary extension will include the entire municipality, and all eligible resident elector and non-resident property electors in the Town can participate in the AAP. This means that neighbouring residents who are within the CVRD electoral area and outside of the Town boundary will not be included in the AAP process.

REFERRALS

Referrals were sent to the City of Courtenay, CVRD, and K'ómoks First Nation. A summary is below, and referral letters and responses are included in **Attachment C**:

Agency	**Date of Referral**	**Response**
City of Courtenay	5 March 2024	Letter in support received on 18 March 2024
Comox Valley Regional District	5 March 2024	Response letter received 28 May 2024. Comox Valley OCP requests that municipalities seeking boundary extensions demonstrate efforts to intensify within existing boundaries prior to expansion. CVRD is supporting the Town to move forward with the proposal.
K'ómoks First Nation	5 March 2024	Email received on 30 January 2025. The property is outside the Area of Potential (AOP) and does not require a Cultural Heritage Investigation Permit (CHIP). The Ministry will be seeking further consultation with K'ómoks First Nations as part of the next step in the process.

PUBLIC PROCESS

As the applicant is the owner of all three properties in the proposed boundary extension area and the Town is not seeking to include any other properties into the application, no public consultation was required. Early in the application process, the owner of the property immediately south of the boundary extension area was contacted as their property was part of a previous application, but they declined to join the current application. The public was made aware of the proposed extension through the report presented at the February 21, 2024, Council meeting. Two neighbouring property owners contacted the Town about the proposal and were provided with copies of the Council report. One neighbour to the south of the boundary extension area is concerned about potential impact to water supply if the

properties develop after being incorporated into the Town. Servicing will be reviewed during the development stage to ensure these concerns are addressed.

If approved to proceed with an AAP by Council, the Town will advertise the proposed boundary extension in the Comox Valley Record once each week for two consecutive weeks and provide at least 30 days from the publication of the second notice for voters to submit response forms indicating their opposition. Response forms will be submitted to the Town's Corporate Officer. If less than 10% of voters register their opposition, the Town will seek Council's approval to pass a resolution requesting the Province to amend the boundary.

ATTACHMENTS:

Attachment A: February 21, 2024 Report to Council on Boundary Extension Application – Torrence Road Properties

Attachment B: January 23, 2025 Proposal Report on Requested Town of Comox Boundary Extension from Ministry of Housing and Municipal Affairs

Attachment C: Referral Letters and Responses

ATTACHMENT A

February 21, 2024 Report to Council on Boundary Extension Application – Torrence Road Properties

TOWN OF COMOX

STAFF REPORT

Meeting: 02-21-2024

TO: Mayor and Council	**FILE: BE 23-1**
FROM: Marvin Kamenz, Director of Development Services **Pamela Nall, Planner I**	**DATE:** February 21, 2024
SUBJECT: Planning Report BE 23-1 **Boundary Extension Application – Torrence Road Properties**	

Prepared by:	Supervisor:	Operations Approved:	Financial Approved:	Report Approved:
Pamela Nall, Planner I	Marvin Kamenz, Director Devel. Serv.	Shelley Ashfield, Director Operations	Geoffrey Kreek , Dep. Fin. Director	Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Town of Comox staff be authorized to refer to internal and external departments/agencies for comment and submission to the Province of a boundary extension application 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)

ALTERNATIVES TO THE RECOMMENDATIONS

1. That Town of Comox staff be authorized to refer to internal and external departments/agencies for comment a boundary extension application 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)

2. That Town of Comox does not proceed with processing of a boundary extension application 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

PURPOSE

To obtain direction if Council wishes to proceed with processing of a boundary extension application from the owner of three properties on Torrence Road. Administration is recommending moving forward with this limited boundary extension due to the proximity to the Town, the developers desire to develop in the near term, significantly established infrastructure and that one owner for all 3 properties make it straight forward.

REPORT SUMMARY

Subject Property/Area:

Owner: 1078915 B.C. LTD, INC.NO. BC1078915
(Ralph Borschneck)

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, vacant)
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)

Surrounding Land Uses: Electoral Area B rural properties to the south; Town of Comox single-family properties to the north, west and undeveloped large lot to the east that is zoned to permit single-family subdivision.

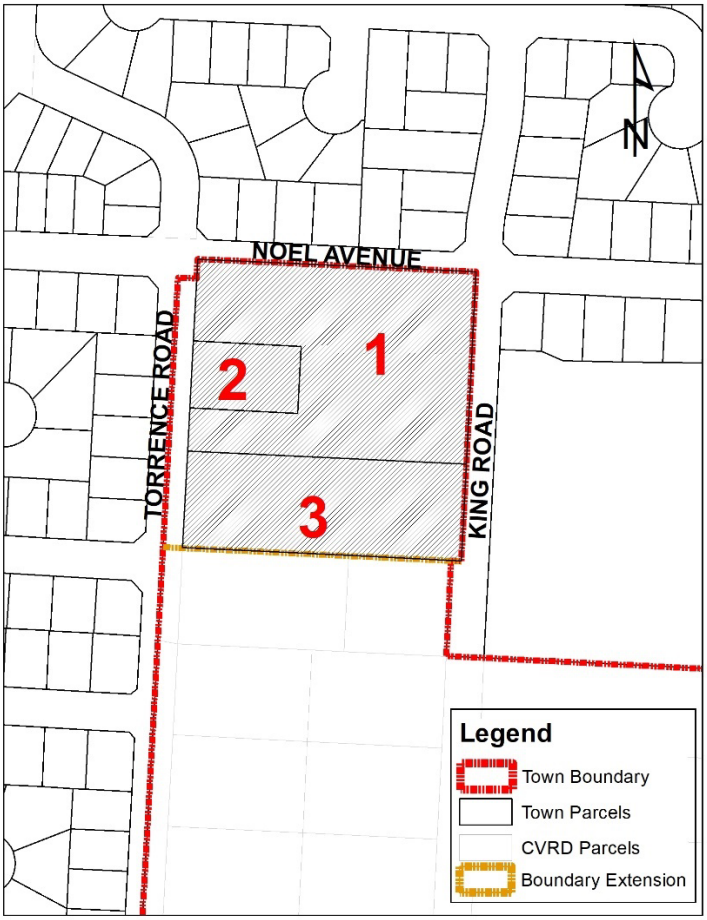


Figure 1: Subject Properties on Torrence Road

Key Issues:	
Opportunity for Strategic Growth	The subject properties are within Future Boundary Expansion Area A, which was identified in the Official Community Plan (OCP) as having potential for accommodating long term growth opportunities. The owner wishes to join the Town and develop the site to build 35 duplex lots which would result in 70 additional residential units in the Town. New provincial legislation requires the Town to rezone single family and duplex lots to permit a minimum of 4 housing units per lot by June 30, 2024, to enable small scale, multi-unit housing. The subject properties are also within an area identified in the CVRD's Regional Growth Strategy policy as having potential to accommodate future growth, subject to boundary extensions and provision of publicly owned water or sewer services.
Municipal Services	Town boundary currently runs in the middle of adjacent roads (Torrence Road and Noel Avenue). The boundary extension would include the remaining half of the roads adjacent to the properties, providing an opportunity to bring the full width of the roads into Town jurisdiction. Additional road dedication will be required for Noel Avenue. The King Road section is not constructed, and additional road dedication width will be required. Future development would finance necessary road upgrades. New servicing studies and upgrades for the sanitary, storm, and water infrastructure will be required. As part of the proposed development, the property owner would be responsible for the costs of necessary service upgrades.
OCP & Zoning	New provincial requirements require the Town to update the OCP by December 31, 2025, to provide sufficient land supply to meet 20-year housing demand and update the Zoning Bylaw to also pre-zone to meet 20-year housing demand. During this process Council would have to determine if the subject properties would be pre-zoned for more than 4 units per lot.

Council Decision

To proceed or to deny the boundary extension application.

Decision options	Implications
Recommended 1. Council authorizes referral of boundary extension proposal to internal and external departments/agencies and submission of boundary extension application to Province.	• No report to council advising of referral responses prior to submission to Province. • Minimizes processing time.
2. Council authorizes referral of boundary extension proposal to internal and external departments/agencies and directs staff to report back to Council on results of referral prior to Council decision whether or not to submit proposal to Province.	• Greater Council oversight • Increases processing time
3. Council denies the application to proceed to next phase of boundary extension process	Staff to inform applicant of Council's decision.

STRATEGIC PLAN LINKAGE

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

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

The property owner was in the process of clearing the property for single-family development under applicable Comox Valley Regional District regulations which do not regulate tree removal. Town residents raised concerns regarding the tree removal to the Town. Town staff advised the property owner to consider boundary extension as while the Town does have a Tree retention bylaw and policies along with higher infrastructure servicing standards, the difference in density is likely to offset any additional development costs.

The owner wishes to join the Town to develop the site to build 35 duplex lots[1]. The owner's rationale is contained in **Attachment 1**.

PROCESSING PROCEDURES

Attachment 2 lists the processing steps for Council consideration of the boundary extension application. **Attachment 3** contains the Provincial Municipal Boundary Extension Process Guide which provides a more detailed process description.

OCP IMPLICATIONS

The Official Community Plan Land Use Designation for the subject properties is **Potential Boundary Expansion Area.** The application is consistent with the Official Community Plan, Section 2.5.3.3 Future Boundary Expansion Supporting Policies. The OCP identifies the subject properties within Boundary Expansion Area A (see **Figure 2**: **Portion of Town of Comox Potential Boundary Expansion Areas**). As stated in the OCP, "servicing of Areas A and B have the best potential for accommodating new long-term growth opportunities in a phased and orderly manner for the following reasons: proximity to existing urban residential development, proximity to existing water and sewer services, proximity to existing major collector or arterial roads, proximity to commercial services in Downtown Comox or West Comox, large parcel sizes with redevelopment potential, and ability to provide additional supply of serviced land and facilitate a competitive housing market."

[1] Under a previous owner, the three subject properties were part of a larger boundary extension application in 2016 which also included properties to the south adjacent to Lazo Road. A Resolution that the Town of Comox proceed with the 2016 boundary extension application was passed by Council on January 17, 2018, and the application was submitted to the Ministry of Municipal Affairs for initial review in July 2018. The application did not proceed as necessary road upgrades by the Ministry of Transportation and Infrastructure of the portion of Lazo Road adjacent to the proposed boundary extension were not considered a priority at the time. In addition, the owner of the three subject properties at Noel and Torrence withdrew from the application.

Figure 2: Portion of Town of Comox Potential Boundary Expansion Areas

If the boundary extension is approved, the owner of the three subject properties plans to develop the site by building 35 duplexes on 450 m^2 lots which would result in 70 additional residential units in the Town. As part of new Provincial legislation to encourage small scale multi-unit housing in single-family neighbourhoods (Bill 44), the Town is required to update the OCPs by December 2025 to provide for 20-year local housing demand, as identified in a housing needs report. The Town is also required to pre-zone for 20-year housing demand by December 2025. By June 30, 2024 the Town is required rezone all single family and duplex lots to permit 4 housing units.

CVRD REGIONAL GROWTH STRATEGY POLICY

A boundary extension in this area is consistent with the Comox Valley Regional District (CVRD) Regional Growth Strategy (RGS):

- The subject properties are located within a Settlement Expansion Area of the RGS (see **Figure 3: Portion of RGS Settlement Expansion Area Map** – highlighted in orange). Settlement Expansion Areas are identified as fringe areas located on the edges of Municipal Areas that have been identified because "…they have the long-term potential to accommodate future growth subject to boundary extensions and the provision of publicly owned water or sewer services…"
- MG Policy 1E-1 "It is the intention of Local Governments in the Comox Valley that *Settlement Expansion Areas*…shall become part of a *Municipal Area* through a boundary extension."

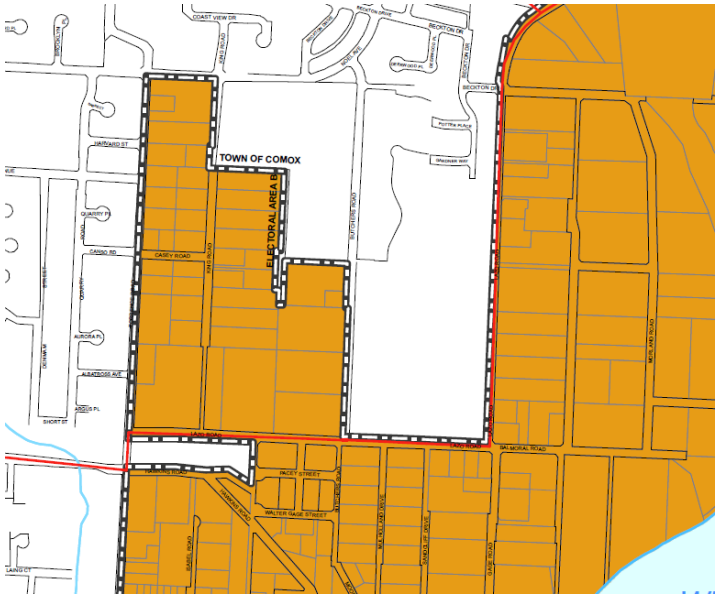


Figure 3: Portion of RGS Settlement Expansion Area Map

ZONING IMPLICATIONS

As with any boundary extension, properties that are incorporated into the Town maintain their CVRD zoning until rezoned by the Town. The three subject properties are currently zoned CVRD Country Residential 1 (CR-1) and are either vacant or have existing residential uses. Like the Town single-family residential zones, current CR-1 zoning permits single-family residential use, coach house (referred to as carriage house), secondary suite, home occupations[2], accessory buildings[3], and bed and breakfasts[4]

The following CR-1 permitted uses are inconsistent with Town residential zones:

- Domestic Agriculture permitted on any lot as an accessory use.
- On properties greater than 4000 metres^2 (1.0 acre), agricultural use is permitted.
- On properties greater than 1.0 hectare (2.5 acres), two single detached dwellings are permitted.
- On properties greater than 2.0 hectares (4.9 acres), animal kennels are permitted.

Of the three subject properties in the proposed boundary extension area, two are greater than 4000 metres^2 (1.0 acre), and one of those is greater than 1.0 hectare (2.5 acres). For these subject properties, the permitted uses listed above would remain permitted until the subject properties are rezoned by the Town. Although there are some zoning inconsistencies, staff are not aware of any of the uses currently conducted on the subject properties that would be non-conforming to permitted uses in a single-family

[2] Permitted home occupations, employees, number of patrons at one time, and number of home occupations operating in a single-family dwelling differ from Town of Comox residential zones
[3] Maximum height, permitted location, and setbacks differ from Town of Comox residential zones
[4] Varies from Town of Comox residential zones in permitted number of rooms and parking stalls required

residential zone as outlined in Zoning Bylaw 1850. In the CVRD Zoning Bylaw, the minimum parcel size is 4.0 hectares, so if the subject properties stayed in the CVRD they would not be eligible for subdivision.

New Provincial legislation (Bill 44) requires local governments to rezone all single- and two- family lots to permit four units by June 30, 2024, to increase local housing supply. Zoning bylaws must comply with Bill 44 and consider the Provincial Policy Manual and Site Standards for small-scale, multi-unit housing when rezoning. The property owner proposes to subdivide the three subject properties into 450 m^2 lots to provide 35 duplexes. The required rezoning would permit four units on each new lot. When rezoning, Council can be flexible in the configuration of the 4 units on a lot, for example a duplex with one secondary suite in each unit, or four townhouses.

ROAD, SIDEWALK, STREET TREE, WATER, SANITARY SEWER, STORM SEWER IMPLICATIONS

Road Network and Maintenance

The road network that surrounds the subject properties includes:

- Torrence Road – 153m Minor Collector Road, current road right of way is 20m. Current Town boundary runs in the middle of the existing road. Road right of way within Town boundary is 10m and is not to Town standards.
- Noel Avenue – 145 m Major Collector Road, current road right of way is 10m (within Town boundary), additional road dedication will be required and is not to Town standards.
- King Road –153m Local Road not constructed, current road right of way is 14.632m (within Town boundary), additional road dedication will be required.

After expanding the boundary, the immediate additional costs to the Town for maintenance and operation are expected to be minimal. King Road is not yet constructed, Noel Avenue is currently maintained and operated by the Town, and the additional section of Torrence Road is minimal. These combined factors result in additional costs of less than $1,000 per year.

To bring Torrence, Noel, and King Avenue up to Town Standards, capital upgrade costs are estimated to be around $860,000. If there is a development proposal, the landowner would be financially responsible for this capital upgrade. The current cost to maintain roads is approximately $8,500 per kilometer. Considering the Town already maintains and operates half of Torrence and Noel roads, the annual operating costs will increase by about $2,600, (calculating for the entire length of King, half of Torrence, and half of Noel).

Taking into account the full life cycle costs, including maintenance, operation, and replacement expenses, the annual increase in costs due to the boundary expansion is estimated to be approximately $19,780 ($2,600 + $17,180).

Underground Services:

A Butchers Road Area servicing study was done in 2006 that included portions of these lots. An updated servicing study for this area will be needed. In particular, it is anticipated that the following will be necessary:

- a storm water management plan (SWMP) to assess all drainage courses and ensure no adverse effects to the marsh adjacent to Lazo Road, the downstream drainage system, including the Town's storm water and the marine environment (estimated cost, $40,000); and
- an updated servicing study for this catchment area (estimated cost, $65,000).

At present, water service is available on Torrence and Noel; storm service is available on Noel; and sanitary service is available on Noel. There are several issues regarding servicing of this boundary extension that will result in the need for a servicing study with considerable construction and extension of the Town municipal sanitary and water systems, including the need for a SWMP.

FINANCIAL IMPLICATIONS

Lands being brought into the Town will generate annual revenues and costs, through the collection of property taxes (revenue) and provision of services (costs). Larger one-time capital expenditures may also be necessary in the case of studies, new/renewed infrastructure, and new services, etc. As part of the proposed development, the property owner would be responsible for the costs of necessary infrastructure upgrades and pay Development Cost Charges (DCCs) and any new Amenity Cost Charges (ACCs) as required.

The following outlines general financial considerations with respect to the boundary extension application:

- 2024[5] assessed land value of the subject properties is $2,852,000 (total with buildings $2,853,300).
- Applying the Town's municipal property tax rate to this amount would result in an estimated $5,377.44 in yearly property tax revenue.
- If the properties are developed as 35 duplex lots through rezoning by the Town, then the financial gain to the Town could outweigh the costs of providing municipal services for the subject properties if the improvement value is high enough.
- The cost of providing municipal services will be covered by parcel taxes and utility fees.

[5] Assessment is as of July 1, 2023:
Property "1" – land$1,336,000 – vacant
Property "2" – land $634,000, buildings - $1,300
Property "3" – land $882,000 – vacant

In summary, the cost of bringing the three subject properties into the Town is expected to be outweighed by the financial gain to the Town through the owner's proposed development.

MK /PN

Attachments:

1) Rationale provided by Property Owner
2) Processing Procedures
3) Municipal Boundary Extension Process Guide
4) Boundary Extension Application Forms

Subject: Join The Town of Comox

Dear Town of Comox Council Members,

I am writing to express my strong desire to see the Town of Comox expand its boundaries to encompass three properties situated at the southeast corner of Noel Ave and Torrence Road, totaling approximately 6 acres. These properties, consisting of 456 Torrence Road, 480 Torrence Road, and Lot 20 Torrence Road, hold immense potential for enhancing our community.

Previously, there were three residences on these properties, and our initial plan was to construct four new residences along with two secondary residences, in accordance with the current zoning regulations set by the Comox Valley Regional District. However, given the pressing need for additional housing in Comox, we have chosen to adapt our approach. We believe it would be more beneficial to transform these properties into 35 duplex lots, accommodating a total of 70 residential units.

These 35 side-by-side duplexes, each on 450 square meter lots, represent the optimum use of the land. Not only would this address the current housing shortage in our town, but it would also facilitate the widening of Noel Avenue to its full street width.

I respectfully request your consideration of this proposal and hope that you share my enthusiasm for the positive impact it could have on our town. Your support for this expansion would be a significant step towards addressing our housing needs and ensuring a brighter future for the residents of Comox.

Thank you for your time and attention to this matter.

Respectfully,

Ralph Borschneck

RECEIVED
JAN 12 2023
TOWN OF COMOX

ATTACHMENT 2

PROCESSING PROCEDURES

The following summarizes the process steps for Council consideration of the boundary extension application:

1. Council resolution to submit boundary extension application to Province.

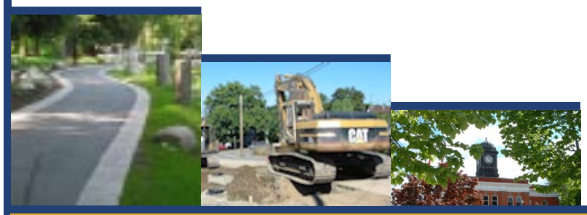
2. Province reviews application and provides feedback to Town.

3. Town addresses any identified Provincial concerns.

4. Town proceeds with Alternative Approval Process for elector approval of boundary extension.

5. If Alternative Approval Process is successful, Council resolution to submit boundary extension.

6. Province processes approval of boundary extension.



Municipal Boundary Extension Process Guide

March 2010

BRITISH COLUMBIA
The Best Place on Earth

Ministry of Community and Rural Development

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Preface

The *Municipal Boundary Extension Process Guide* (Guide) describes the steps for submitting a municipal boundary extension proposal for provincial approval. This process involves property owners and residents in the extension area and the municipality, the regional district, improvement districts, various government ministries and agencies, and First Nations.

The Guide applies to all municipal boundary extensions, whether the area is small or large, with many residents or none. In the case of a complex municipal boundary extension that includes a large area with many residents, the boundary extension process may include additional steps and considerations.

A companion document, the Municipal Boundary Extension Policies Guide, describes provincial policies for developing boundary extension proposals. These two documents replace the *Municipal Boundary Extension Criteria* (2002).

Processing municipal requests for boundary extensions is the responsibility of the Ministry of Community and Rural Development. Please direct inquiries to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria B.C. V8W 9T1

Phone: 250-387-4019

Facsimile: 250-387-7972

Toll free through Enquiry BC:
Call 604-660-2421 in Vancouver or 1-800-663-7867 elsewhere in B.C. and request a transfer to 250-387-4019 in Victoria.

Introduction

There are six steps to developing, processing and approving a municipal boundary extension proposal. The Ministry of Community and Rural Development (Ministry) recommends that a municipality contact the Local Government Structure Branch prior to Step 1.

Ministry staff can provide answers to questions as well as clarify requirements and discuss timing issues. It is helpful to the timely processing of requests if the municipality can provide as many details as possible related to the proposal, such as the community's overall approach to growth management, long-term servicing objectives and other relevant issues important to the community.

Municipalities are encouraged to take a comprehensive, strategic approach to boundary extension proposals as the process involves significant time and resources at both the local and provincial level.

Step 1: Proposal Development and Referrals

Developing a municipal boundary extension proposal begins with a council resolution confirming the municipality is willing to consider a boundary extension proposal (Appendix 1). The resolution also authorizes municipal staff to develop the details of the proposal and to send it to the Ministry for processing.

Municipal boundary extension proposals should include:

- blocks of property continuously adjacent (contiguous) to the current municipal boundary;
- complete parcels as described on the land title certificate; and,
- roads and road-rights-of-way adjacent to the proposed extension area that provide access from the municipality to the proposed extension area.

Appendix 2 provides the specific technical criteria needed to develop a municipal boundary extension proposal. Ministry staff are also available to provide assistance. Once the proposal is complete, the municipality must refer the proposal to the following parties for comment:

- property owners within the proposed municipal boundary extension area to obtain their opinion on the proposal (Appendix 4);
- the regional district to determine the impact on existing services and the details of transferring services should the municipal boundary extension be approved (Appendix 5);
- improvement districts that overlap with the proposed municipal boundary extension area[1];
- Agricultural Land Commission (ALC) if the proposed extension area includes land in the Agricultural Land Reserve (ALR);
- Integrated Land Management Bureau (ILMB) if the proposed extension area includes Crown land; and,
- First Nations whose traditional territory includes the proposed municipal boundary extension area.

Through the referral process, the municipality should identify and resolve concerns with the proposed municipal boundary extension before the municipality submits the proposal. Ministry staff can provide advice for resolving issues.

[1] Note: Generally improvement district boundaries will be reduced or the improvement district dissolved, and the service responsibility will transfer to the municipality, if a boundary extension is approved.

Step 2: Proposal Submission

A municipal boundary extension proposal submitted to the Ministry should include the following:

- a council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1);
- a rationale for the proposal, including land use implications;
- maps (Appendix 3);
- a list of parcels in the extension area including legal descriptions;
- a parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal;
- the name of the regional district and the affected electoral area(s);
- copies of communications with, and the opinions of, owners and other interested parties within the area of the proposed municipal boundary extension;
- results of referrals to the regional district, improvement districts, ALC and ILMB, including correspondence, and a record of issues identified and resolved or unresolved;
- results of referrals to First Nations, including correspondence and a record of issues identified and resolved or unresolved[1]; and,
- consideration of any specific conditions related to implementation and other relevant background information.

The Proposal Submission Checklist has been developed to help municipalities ensure that applications are complete (Appendix 6). The submission should be sent to:

Ministry of Community and Rural Development
Local Government Structure Branch
800 Johnson Street
PO Box 9839 Stn Prov Govt
Victoria BC V8W 9T1

Step 3: Ministry Review

The Ministry will acknowledge receipt of the municipal boundary extension proposal and review the submission by preparing an Administrative Report that will provide the municipality with feedback. If further work is required, Ministry staff are available to work with the municipality to complete the proposal.

Once the Ministry confirms a complete municipal boundary extension proposal, it will be referred by the Ministry to the Ministry of Transportation and Infrastructure (BC MoT) for review. The Ministry will discuss BC MoT's report with the municipality.

The Ministry recommends that the municipality wait until the Ministry confirms that all issues are addressed before seeking elector approval. This ensures that elector approval is obtained on a complete municipal boundary extension proposal. Technical changes to the proposal after elector approval is obtained could void the results, requiring the elector approval process to be repeated.

[1] NOTE: The *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals* provides guidance to local governments on engaging with First Nations on municipal boundary extension proposals. The Guide is available at:
www.cd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf

Step 4: Elector Approval

The *Local Government Act* (section 20) requires municipal elector approval of proposed boundary extensions. Elector approval may be obtained by the municipality through a referendum or the Alternative Approval Process (AAP) (*Community Charter*, section 85, 86). For more information on the AAP process and the processes related to voting, see the *Local Government Act* and the *Community Charter*.

If electors support the municipal boundary extension proposal, the municipality must provide the Ministry with:

- a second council resolution confirming the request to the Minister to extend the boundary of the municipality and confirming the legal description of the parcels to be included within the municipal boundary;
- a declaration that the statutory requirements of section 20 of the *Local Government Act* are met; and,
- the results of the elector approval process.

For more information, see Electoral Approval and Council Resolution Checklist (Appendix 7), Sample Statutory Alternate Approval Process Public Notice (Appendix 8), and Sample Council Resolution #2 (Appendix 9).

Step 5: Provincial Approval

Once the elector approval process is complete, the Ministry prepares Letters Patent implementing the proposed boundary change. Letters Patent describe the properties being included in the municipality, provide for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provide for special or transition features. The Ministry also amends the Letters Patent for the relevant regional district, removing the boundary extension area from the applicable electoral area.

The *Local Government Act* (section 20) requires the Lieutenant Governor in Council (Cabinet) to approve municipal boundary extension requests.

Step 6: Implementation

If the boundary extension proposal is approved by Cabinet, the Ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment and the Land Title and Survey Authority of BC that the municipal boundary extension will be implemented.

The municipality and relevant regional district are responsible for implementing the transfer and coordination of services within the boundary extension area. The municipality and the regional district may choose to establish a transition agreement to assist in this process.

To conclude the municipal boundary extension process, the municipality must confirm to the Ministry the population in the extension area. This information is used to adjust the municipality's population for grant allocations and to determine the number of votes held by the municipality on the regional district board. It is important that the population certification be submitted to the Ministry in a timely fashion (Appendix 10).

Glossary

Alternative Approval Process (AAP)
Local governments can use the Alternative Approval Process (*Community Charter*, section 86) to gauge public opinion instead of a referendum, in cases where the local government is required to obtain elector approval. The AAP can be used by a municipality to obtain elector opinion for a municipal boundary extension proposal.

Contiguous
Describes objects such as land parcels that adjoin and share a common border.

Elector
A resident elector or non-resident property elector of a municipality or regional district electoral area. See the *Local Government Act* (Part 3).

Elector Approval
Legislation provides the municipal electorate with an opportunity to voice their opinion on the proposal through an Alternative Approval Process or referendum.

Legal Description
The complete description of a parcel of land, such as parcel identifier, lot number, district lot number, district plan and the name of the land district.

Letters Patent
The legal document describing the local government's name and boundary as well as any unique or customized authorities of that government. Letters Patent are approved by Cabinet through an Order in Council. When municipal boundaries are changed, the Letters Patent for both the municipality and affected regional district are issued.

Order in Council (OIC)
An Order under the authority of legislation approved by the Lieutenant Governor in Council. An Order in Council is the instrument that Cabinet uses to approve boundary extensions. The OIC issues Letters Patent for the municipality and the regional district.

Referendum
A vote seeking elector opinion.

Appendix 1 – Sample Council Resolution #1

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

> *"THAT the (Corporate Name of Municipality) proceed with the proposed _____ area boundary extension proposal; and*
>
> *That (Corporate Name of Municipality) staff be authorized to develop, sign, and submit the proposal to the Provincial Government."*

_____
(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 2 – Technical Criteria

Municipal boundary extension proposals must meet the technical criteria described below.

Boundary Composition

The proposed boundary extension area should include complete legal parcels to avoid split local government jurisdiction over legal parcels. Legal descriptions for each parcel, as found on the land title certificate, must be included in the proposal submitted to the Ministry.

For more efficient and timely processing of municipal boundary requests, proposals that include a logical block of parcels rather than multiple requests to include single parcels are encouraged.

Various factors can define a block, the most obvious being the local road network so all parcels are bounded by intersecting roads. Other factors include local service areas and natural features such as water bodies, rivers or elevation.

Properties of the New Boundary

Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.

The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.

Figure 1 shows a proposal that meets the criteria of contiguity. The proposed extension area is adjacent to the existing municipal boundary and represents a complete block of legal parcels.

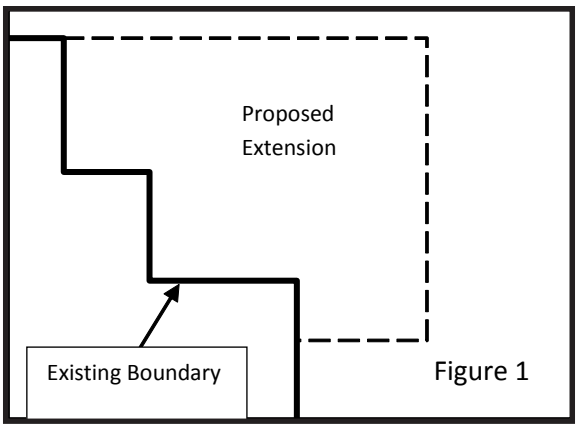


Figure 1 - Boundary extension proposal.

Figure 2 shows a "satellite" boundary extension which is only appropriate for exceptional cases such as:

- a major industrial site (e.g. utility, saw mill or mine) for which the municipality is the major service centre; or,
- an area owned by the municipality used for municipal purposes, such as an airport, a recreation area/facility, or public works yard.

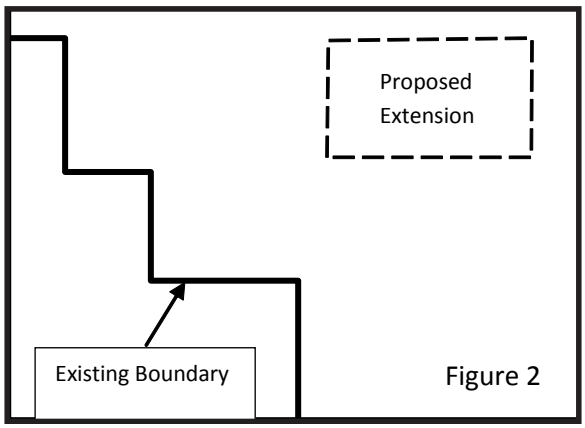


Figure 2 - Satellite boundary extension proposal.

Figure 3 shows a proposal that does not meet the requirements for developing a boundary extension proposal because it is not contiguously adjacent to the municipal boundary, and it does not qualify as a satellite boundary extension.

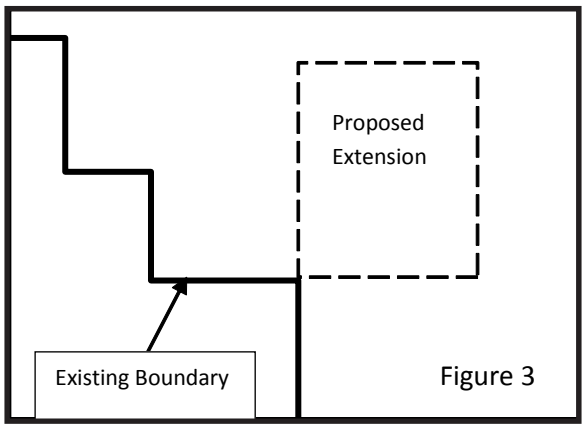


Figure 3 - Invalid boundary extension proposal.

Local Roads

A major consideration for municipalities when developing a boundary extension proposal is the efficient operation of the local road network. Following the boundary extension, any roads not designated as arterial or provincial, are transferred from the Province to the municipality, which assumes responsibility for maintenance and future upgrades.

The municipal boundary extension proposal should meet the following criteria:

- the boundary should follow one side of a road right-of-way, and include the entire road within the municipality;
- roads that provide access from the municipality to the boundary extension area should be included;
- roads and road rights-of-way adjacent to the boundary extension area should be included; and,
- where a boundary extension area is in the vicinity of an existing boundary that follows the centre line of a road, the boundary shall be adjusted to include the entire road within the municipality.

Where the inclusion of a road is not suitable from the perspective of road maintenance jurisdiction, the road will be excluded from the municipality to avoid situations where the road maintenance jurisdiction is not continuous.

Appendix 3 – Maps

As part of the boundary extension proposal, a municipality is required to provide the Ministry with a map of the proposed boundary extension showing its relationship to the current municipal boundary. Maps of the extension and surrounding areas should be provided to the Ministry in hardcopy and in electronic format.

The maps are used to review the road network and to prepare the new municipal boundary description for the Letters Patent. An appropriate scale will ensure clarity and accuracy of detail; ideally a scale of 1:5,000. Maps should accurately describe the:

- current municipal boundary;
- proposed municipal boundary;
- parcel lot lines;
- parcel identifiers and legal descriptors;
- ownership information;
- consent of landowners and residents (via shading);
- roads and road labels;
- other rights-of-way;
- major landmarks;
- Crown land;
- ALR land; and,
- First Nation Reserves and Treaty lands.

Appendix 4 – Public Consultation Within The Proposed Extension Area

It is the municipality's responsibility to design an appropriate process to obtain the opinion of residents and property owners within the area of the proposed boundary extension. The municipality is responsible for providing adequate information to allow residents and property owners to make an informed decision about their support for the proposal.

In particular, the municipality is likely to use ownership information from BC Assessment as the basis for individual distribution of information. It should be noted that eligible electors may not be property owners (renters, mobile home park residents), and these residents should be provided with information as well.

The nature and extent of the public consultation varies with the size of the proposed boundary extension. The table below outlines some possible consultation approaches for a municipality to consider.

Size of Boundary Extension	**Number of Parcels**	**Consultation Approach**	**Consultation Results**
Small area boundary extension	1 to 10	Municipality provides information to property owners and residents.	Individual response letters.
Medium area boundary extension	11 to 49	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting.	Individual response letters. Meeting feedback forms.
Large area boundary extension	More than 50	Municipality provides information to property owners and residents. Municipality holds an open house/public meeting. Municipality posts information on its website.	Individual response letters. Meeting feedback forms. Feedback through website.

The municipality's information to property owners and residents in the proposed boundary extension area should include the following:

- the municipality's reasons for considering the boundary extension proposal;
- general property tax implications (a comparison of tax rates inside and outside the municipality or a sample property tax calculation);
- general information about the costs, process and timing of providing the service if municipal water or sewer infrastructure service is the reason for the boundary extension;
- other significant changes related to local service delivery and service cost recovery (e.g. fees and charges); and,
- any council policy items relating to the boundary extension proposal (e.g. transitional measures).

Generally, the Minister will not recommend a boundary extension to Cabinet if a majority of property owners within the proposed extension area object. An exception may be made where overriding provincial or local interests exist, such as resolving public health concerns or environmental protection issues.

Consultation Information to the Ministry

When submitting the boundary extension proposal to the Ministry, the municipality should provide the following:

- copies of correspondence from owners/residents for small to medium area proposals; and,
- a summary of the public consultation process undertaken by the municipality and consultation results for medium to large area proposals.

A summary of the results of the public consultation process can be provided in the following ways:

- a map showing the opinion for each parcel for medium to large areas;
- a numerical summary of the opinions received;
- copies of individual submissions from owners/residents, cross-referenced to map location;
- a copy, or summary, of a petition or public meeting report, if those methods were used to determine opinion; and,
- a copy, or summary, of other material that relates to the opinion of owners/residents.

Vote within the Proposed Boundary Extension Area

Based on the population of the proposed boundary extension area and the consultations conducted by the municipality with property owners, a vote may be held. Generally, a vote in a proposed boundary extension area is reserved for situations involving a substantial population and where the municipality cannot accurately gauge the opinion of property owners in the proposed boundary extension area through another consultation process.

If a municipal council wishes a vote be held in the proposed boundary extension area, a request is made to the Minister to order a vote. The Minister also has the authority to order a vote independent of the municipality's request. If a vote is held, the municipality is required to submit a copy of the results certified by the Chief Election Officer.

Appendix 5 – Regional District Consultation

When a municipal boundary is extended, the area of the boundary extension is excluded from the regional district electoral area. The area is also excluded from regional district service areas, unless the municipality is a participant in the service.

Boundary extension proposals should be sent to the regional district Chief Administrative Officer who will refer to the appropriate staff for review (e.g. corporate administration, finance, engineering, planning). As a best practice, municipalities and regional districts should work together to jointly establish processes for reviewing proposals for boundary extensions.

Proposal submissions need to outline the consultation process between the municipality and the regional district and report on the results, including the resolution of issues and agreed-to terms for implementation. If required, special mitigation provisions can be designed through discussion between the municipality, regional district, and the Ministry.

When a municipality consults with the regional district, it is the responsibility of the regional district to identify the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved.

If there is the possibility of significant financial or service impact, the regional district should provide the following information, as applicable, to the municipality:

- total taxable assessments within the boundary extension area;
- list of the specific current services that would be impacted by the boundary extension, with the current total requisition for each of those services and comments about the nature of the expenditures for the service (for example, debt versus operational costs);
- percentage of taxable assessment within the area compared with the total within the identified service areas;
- estimated dollar amount of the requisition for each service identified that can be attributed to the boundary extension area;
- estimate of the increase in the residential tax rate that would be required to recover the financial amount for the identified electoral area services, assuming no change to the requisitions; and,
- the potential for reducing the amount of requisition as a result of the reduction in the service area.

The existence of a significant impact on regional district services can be addressed through discussion between the municipality and the regional district, with Ministry assistance as needed. Special mitigation provisions may be included in Letters Patent.

The primary test for determining significance is that the assessments in the municipal boundary extension area range from five to ten per cent of the service area. The secondary test is the actual amount of property taxation revenue involved in relation to the requisition for the service, and the financial impact on the remainder of the service area. Each service of the regional district will be considered individually.

Region-wide services such as grants in aid, electoral area administration, or regulatory services, where the service area consists of one or more electoral areas will generally not be considered for mitigation measures. They are intended for local services only such as fire protection, water, and recreation.

Mitigation measures are appropriate, for the following issues:

- Service participants. Is it an option to maintain the service financing by establishing the municipality as a participant?
- Debt. Could transitional provisions account for debt contributions from the boundary extension area?
- Operational costs. Can the service be continued for the remainder of the service area with a reduction in operating costs with minimal financial impact?
- Contractual arrangements. Can financial impacts be managed through a contract for service between the municipality and the regional district?
- Variables for transitional provisions. Variables include the amount of financial impact, number of years for which they will apply (except possibly for debt, they will rarely be long-term), possibility of a phased-in approach and governance arrangements.

Appendix 6 – Proposal Submission Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	Council resolution confirming the municipality wishes to consider a boundary extension proposal (Appendix 1).
	Rationale for the proposal, including land use implications.
	Maps (Appendix 3).
	A list of parcels in the extension area including legal descriptions.
	Parcel map and/or list of parcels indicating which property owners are in favour or opposed to the proposal.
	Name of the regional district and the affected electoral area(s).
	Copies of communications with, and the opinions of, property owners and other interested parties within the area of the boundary extension proposal.
	Results of referrals with the regional district.
	Results of referrals with relevant agencies (ALC, ILMB, improvement districts, etc.)
	Results of referrals to First Nations, including correspondence and a record of issues resolved or unresolved.
	Other relevant background information such as staff reports.

Include this checklist with the proposal application package.

Appendix 7 – Elector Approval and Council Resolution Checklist

Municipality:	
Extension Area Description:	
Submission Date:	

Submission to Ministry of Community and Rural Development	
	A declaration that the statutory requirements are met.
	Council resolution confirming the request for the boundary extension (Appendix 9).
	Elector approval: If by vote, the results of the vote. If by AAP, the results of the AAP process certified by the Chief Election Officer and copies of the AAP notice published in the newspaper.

Appendix 8 – Sample Statutory AAP Public Notice

NOTICE TO ELECTORS OF _____ (CORPORATE NAME OF MUNICIPALITY)

OF AN ALTERNATIVE APPROVAL PROCESS FOR A PROPOSED EXTENSION OF BOUNDARIES

Notice is hereby given that under section 86 (Alternative Approval Process) of the *Community Charter* and section 20 of the *Local Government Act*, the Council of the (Corporate Name of Municipality) intends to petition the Minister of Community and Rural Development requesting an extension of the area of the municipality to include the following described lands:

(Insert map showing road network and parcels to be included in the boundary extension)

(Insert information regarding the rationale for the proposed extension and include any special features for Letters Patent, as appropriate.)

ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

And Further Take Notice That the municipality may proceed with the boundary extension request unless at least ten percent of municipal electors indicate that a referendum must be held by submitting a signed Elector Response Form to (Municipal) City Hall no later than (usual closing time) 4:30 p.m. on (date: dd/mm/yy). Elector Response Forms must be in the form established by the (Corporate Name of Municipality), and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms.

Resident Elector – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the (Corporate Name of Municipality) for the past 30 days or more.

Non-Resident Elector – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the (Corporate Name of Municipality) for the past 30 days or more, and do not qualify as a resident elector.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many owners there may be.

If less than ten percent (#) of municipal electors submit an Elector Response Form, the boundary extension request will be deemed to have the approval of the electors and the proposal may proceed to the Minister of Community and Rural Development for consideration. For the purpose of conducting the alternative approval opportunity, the number of electors is calculated as (#).

Elector Response Forms are available from City Hall, (provide: street address, phone number, email and operating hours).

And That this is the first of two publications of this notice in a newspaper. / This is the second and last publication of this notice in a newspaper.

Corporate Name of Municipality
Name of Administrator
Title of Administrator

Appendix 9 – Sample Council Resolution #2

I, _____, Corporate Officer for the (Corporate Name of Municipality) do hereby certify the following to be a true and correct copy of a resolution adopted by the Council of the (Corporate Name of Municipality).

"THAT the (Corporate Name of Municipality) has obtained the assent of the electors to petition the Minister of Community and Rural Development to extend the boundaries of the (Corporate Name of Municipality) as it appeared in the Gazette under issue of Month, Day, Year, and in the local newspaper (Name) under issues of (Month, Day, Year).

THAT all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.

THAT the parcels approved for inclusion within the (Corporate Name of Municipality) are as follows: (List and include PID numbers and a map)."

_____
(Corporate Officer)

DATED at (Municipality), B.C. this _____ day of _____, _____.

Appendix 10 – Sample Declaration of Population

[Name of Municipality]

WHEREAS a population of census was taken on[date], and [number of persons/nil] are found to be residents of that Boundary [extension] Area of [municipality] described and authorized in Order in Council No._____, approved and ordered on [date].

I, THEREFORE, CERTIFY THAT there are [number of persons/nil] residents in the said [municipality] Boundary [extension] Area on [effective date of above Order in Council].

_____
(Enumerator)

DATED at [name of municipality], British Columbia, this [date]

This is the Statutory Declaration of population,

Dated _____, 2009

_____
(Mayor)

and

_____
(Corporate Administrator)

_____
(Commissioner for taking Affidavits within the Province of British Columbia)

BRITISH COLUMBIA
The Best Place on Earth

Ministry of
Community and
Rural Development

BOUNDARY EXTENSION APPLICATION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

If the registered owner on a title search printout indicates either multiple names, the name of a company or the name of a strata corporation, the signatures of ALL registered owners or authorized company/strata signatories must be included on this application form.

I/We acknowledge that I am / we are the registered owners of the property noted below, as registered in the Land Title Office in Victoria BC:

Civic Address: TORRENCE RD

Legal Description:

LOT 20, PLAN VIP449, DISTRICT LOT 186, COMOX LAND DISTRICT, EXCEPT PLAN 24247, N 1/2
PID: 001-095-544

I/We hereby request that the above property be incorporated into the municipal boundary of the Town of Comox.

Signature of Owner or Corporate/Strata Signing Officer	*Printed Name of Owner or Corporate/Strata Signing Officer*	*Date*
	Ralph Borschneck	May 31, 2023

BOUNDARY EXTENSION APPLICATION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

If the registered owner on a title search printout indicates either multiple names, the name of a company or the name of a strata corporation, the signatures of ALL registered owners or authorized company/strata signatories must be included on this application form.

I/We acknowledge that I am / we are the registered owners of the property noted below, as registered in the Land Title Office in Victoria BC:

Civic Address: 480 TORRENCE RD

Legal Description: LOT A, PLAN VIP24247, DISTRICT LOT 186, COMOX LAND DISTRICT, MANUFACTURED HOME REG.# 101645

PID: 002-992-647

I/We hereby request that the above property be incorporated into the municipal boundary of the Town of Comox.

Signature of Owner or Corporate/Strata Signing Officer	*Printed Name of Owner or Corporate/Strata Signing Officer*	*Date*
	Ralph Borschneck	May 31, 2023

BOUNDARY EXTENSION APPLICATION

TOWN OF COMOX
1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

If the registered owner on a title search printout indicates either multiple names, the name of a company or the name of a strata corporation, the signatures of ALL registered owners or authorized company/strata signatories must be included on this application form.

I/We acknowledge that I am / we are the registered owners of the property noted below, as registered in the Land Title Office in Victoria BC:

Civic Address: 456 TORRENCE RD

Legal Description: LOT 20, PLAN VIP449, DISTRICT LOT 186, COMOX LAND DISTRICT, N 1/2 OF S 1/2
PID: 009-047-671

I/We hereby request that the above property be incorporated into the municipal boundary of the Town of Comox.

Signature of Owner or Corporate/Strata Signing Officer	*Printed Name of Owner or Corporate/Strata Signing Officer*	*Date*
	Ralph Borschneck	May 31, 2023

ATTACHMENT B

January 23, 2025 Proposal Report on Requested Town of Comox Boundary Extension from Ministry of Housing and Municipal Affairs

BRITISH COLUMBIA
Ministry of Housing and Municipal Affairs

January 23, 2025 Reference: COM-19-01

Pamela Nall
Planner 1
Town of Comox
1809 Beaufort Ave
Comox BC V9M 1R9

Email: pnall@comox.ca

Requested Town of Comox Boundary Extension - Torrence Road Properties (File No.BE 23-1)

This serves as the Proposal Report from the Ministry of Housing and Municipal Affairs (HMA) for the Town of Comox (Town) proposed boundary extension to take in three parcels of land in the Torrence Road and Noel Avenue area adjacent to the Town's boundary.

The owner of the three parcels submitted a boundary extension application to the Town in May 2023. The application requested to join the Town in order to develop 35 duplex lots which would result in 70 additional residential units in the Town. The Town passed a resolution on February 21, 2024, to proceed with the boundary extension application. An official submission was sent to HMA on July 19, 2024.

The purpose of this report is to help the Town staff understand the aspects of the proposal that are acceptable and what requires further work before presentation to the Minister of Housing and Municipal Affairs. Included are steps the Town is expected to take to address HMA concerns and steps that HMA will undertake once the municipal proposal is finalized.

Description of the Proposed Boundary Amendment Area
The area of extension consists of three properties contiguous to the municipal boundary and within Electoral Area B of the Comox Valley Regional District (CVRD). The three privately owned parcels of land are in the Torrence Road and Noel Avenue area adjacent to the Town's boundary. The report is accompanied by a map that identifies the boundary extension area.

The parcels are legally described as:

Property Class	Status of Land (Fee simple/ Crown/Other)	Legal Description	Parcel Identification Number (PID)
1	Fee Simple	LOT 20, PLAN VIP449, DISTRICT LOT 186, COMOX LAND DISTRICT, EXCEPT PLAN 24247	001-095-544

1	Fee Simple	LOT A, PLAN VIP24247, DISTRICT LOT 186, COMOX LAND DISTRICT	002-992-647
1	Fee Simple	OT 20, PLAN VIP449, DISTRICT LOT 186, COMOX LAND DISTRICT	009-047-671

Basic Technical Criteria
The technical criteria established by HMA's *Municipal Boundary Extension Process Guide* is as follows:

Contiguous to current boundary	**Yes**
Complete parcels as described on land title certificate	**Yes**
Roads and road-rights-of-way provide access to the extension area	**Yes**

Proposal Review Synopsis
The proposal meets the technical criteria established by HMA's *Municipal Boundary Extension Process Guide* as follows:

- Properties are continuously adjacent (contiguous) to the current boundary;
- Properties are complete parcels as described on the land title certificate; and
- Roads and road-rights-of-way exist that provide access to the extension area.

All three parcels are located within a Settlement Expansion Area of the CVRD Regional Growth Strategy (RGS). Settlement Expansion Areas are identified in the RGS as fringe areas located on the edges of Municipal Areas that have been identified because they have the long-term potential to accommodate future growth, subject to boundary extensions and the provision of publicly owned water or sewer services. The RGS further provides that appropriate phasing policies be established, that new development does not detract from compact growth options within Municipal Areas, and that infrastructure capacity is available and financially sustainable.

HMA understands that the boundary extension proposal is consistent with the Town's Official Community Plan (OCP) future boundary expansion supporting policies, which indicates that servicing of Electoral Areas A and B have the best potential for accommodating new long-term growth opportunities in a phased and orderly manner, including for the following reasons:

- Proximity to existing urban residential development;
- Proximity to existing water and sewer services;
- Proximity to existing major collector or arterial roads;
- Proximity to commercial services in the Downtown Comox or West Comox; and
- Ability to provide additional supply of serviced land and facilitate a competitive housing market.

Local Interests:
Comox Valley Regional District (CVRD)

The CVRD provided feedback in 2018 on a proposed extension and provided a resolution that supported the request. The CVRD has reviewed the current boundary extension and is supporting the Town to move forward with the proposal.

City of Courtenay
A letter of support from the City of Courtenay was sent on March 18, 2024. City of Courtenay Council adopted a resolution at a regular meeting held on March 18, 2024, stating that the extension aligns with the CVRD RGS and is expected to positively impact the development and growth of the region, which benefits the residents and community as a whole.

Public Response
The public was made aware of the proposed extension through a report that was presented at a Regular Town Council meeting held in February 2024. The Town does not have plans to hold any town halls or information sessions with the community. There were two residents (neighbours of the proponent) that expressed interest in the application and the Town provided them with copies of the proposal. One of the residents is concerned about the effects of the development on her water supply.

Provincial Interests
Town staff reached out to the Ministry of Transportation and Transit (MoTT) district staff on October 15, 2024, seeking comments on the proposed boundary extension. The Town received comments from the MoTT South Coast Regional Office on November 1, 2024, indicating they have no concerns. HMA will reach out to MoTT Development Approvals to hear their views and any questions they have on the proposed boundary extension.

First Nations Referrals and Consultations
HMA staff have provided the link to the Consultative Area Database (CAD) to the Town. The Town has shared the list of Indigenous Nations that the Town sent a referral letter to. For this proposal, the Town identified the K'omoks First Nation for consultation.

The Town sent a letter to the K'omoks First Nation on March 5, 2024, detailing their proposed boundary extension. There has not been a response from K'omoks First Nation to date.

Next Steps
Under section 12 of the *Local Government Act,* before Cabinet can consider a boundary extension, there are certain requirements that must take place before presenting the proposal to the Minister.

The following steps will need to be undertaken by the Town:

- Confirm what method of electoral approval will be sought and undertake that process; and
- Any new or additional feedback received from First Nations that the Town sent letters.

The following steps will be undertaken by HMA:

- Maps will be drafted and shared for Town staff review;
- Referral outreach with MoTT to hear their views and any questions on the proposed boundary extension

- Consultation with First Nations to listen and accommodate, where possible, regarding the proposed boundary extension;
- After electoral approval, HMA staff in the Governance and Structure Branch will assemble the package for the Minister to review.

Once the Town has completed the steps above and shared that information with HMA staff, the Ministry will re-evaluate the proposal and advise on next steps. In the meantime, HMA will continue with internal provincial referrals and initiate consultations with Indigenous Nations once Council accepts this report.

If you have any questions, you can reach me by telephone at: 250-952-1649; or by email at: danny.courcy@gov.bc.ca.

Regards,

Danny Courcy

Program Analyst, Governance and Structure

ATTACHMENT C

Referral Letters and Responses

TOWN OF COMOX

PLANNING DEPARTMENT

05-MARCH-2024

Adriana Proton
Manager of Legislative Services
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Via email only:
info@courtenay.ca; aproton@courtenay.ca

RE: Town File: BE 23-1 Boundary Extension – Torrence Road Properties

Dear Adriana,

The Town of Comox is considering a boundary extension application for three parcels of land adjacent to the municipal boundary, as shown in Figure 1 – Boundary Extension Area.

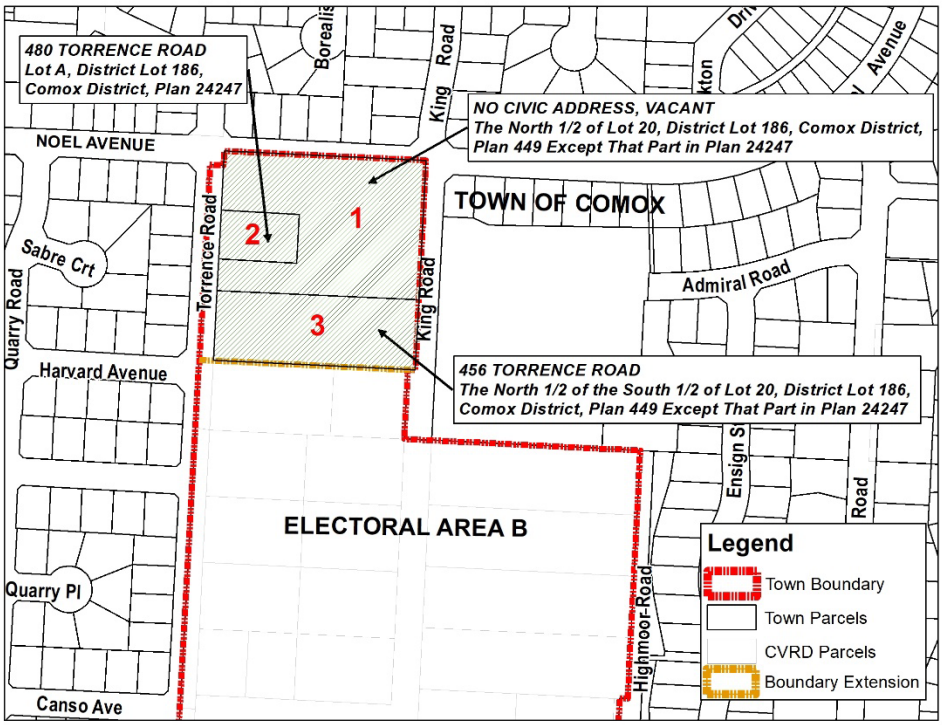


Figure 1 Boundary Extension Area

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'òmoks First Nation, the traditional keepers of this land.

TOWN OF COMOX

PLANNING DEPARTMENT

The owner of the three parcels submitted a boundary extension application to the Town in May 2023. At its Regular Meeting on February 21, 2024, the Council of the Town of Comox passed a resolution that the Town proceed with the boundary extension application, in accordance with the Provincial *Municipal Boundary Extension Process Guide*.

This letter is meant to inform the City of Courtenay of this application and seek any feedback you may have. Attached is a copy of the Council Report dated February 21, 2024, which provides further information on the application.

Please do not hesitate to contact me at pnall@comox.ca or 250-331-6464 if you have any questions or need more information.

Sincerely,

Pamela Nall

Pamela Nall

Planner I, Town of Comox

Attachments:

1. Planning Report BE 23-1 Boundary Extension Application – Torrence Road Properties

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'òmoks First Nation, the traditional keepers of this land.

City of Courtenay
830 Cliffe Avenue Courtenay, B.C. V9N 2J7
Phone: 250-334-4441 | Email: mayor@courtenay.ca
courtenay.ca

March 18, 2024

Town of Comox
1809 Beaufort Avenue
Comox, BC, V9M 1R9

Sent via email only:
town@comox.ca

RE: Town of Comox BE23-1 Boundary Extension (Torrence Rd) – Letter of Support

To Whom it May Concern:

The following resolution was adopted by City of Courtenay Council at its regular Council meeting held March 13, 2024:

> *THAT Council direct staff to write a letter in support of the proposed Town of Comox Boundary Extension for Torrence Road Properties, as it aligns with the Regional Growth Strategy.*

The City of Courtenay supports the proposed boundary extension at Torrence Road and Noel Avenue, which would bring three properties from the Comox Valley Regional District (CVRD) into the Town. This extension aligns with the Regional Growth Strategy and is expected to positively impact the development and growth of our region, benefiting both residents and the community as a whole.

Please feel free to reach out if there are any additional details or information needed from our end regarding this matter. We look forward to the successful outcome of this proposed boundary extension.

Yours truly,

Mayor Wells
City of Courtenay

TOWN OF COMOX

PLANNING DEPARTMENT

05-MARCH-2024

James Warren
Chief Administrative Officer
Comox Valley Regional District
770 Harmston Avenue
Courtenay BC V9N 0G8

Via email only: jwarren@comoxvalleyrd.ca

RE: Town File: BE 23-1 Boundary Extension – Torrence Road Properties

Dear Mr. Warren,

The Town of Comox is considering a boundary extension application for three parcels of land adjacent to the municipal boundary, as shown in Figure 1 – Boundary Extension Area.

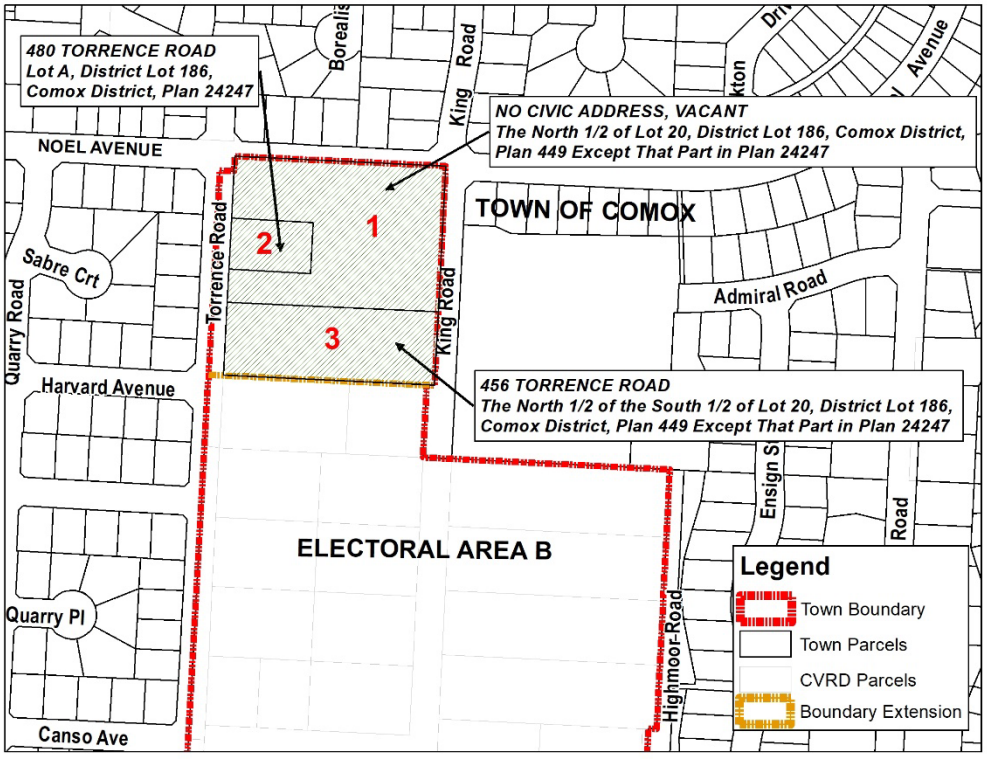


Figure 1 Boundary Extension Area

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'òmoks First Nation, the traditional keepers of this land.

TOWN OF COMOX

PLANNING DEPARTMENT

The owner of the three parcels submitted a boundary extension application to the Town in May 2023. At its Regular Meeting on February 21, 2024, the Council of the Town of Comox passed a resolution that the town proceed with the boundary extension application.

As part of the consultation process outlined in the Provincial *Municipal Boundary Extension Process Guide* (the Guide), please provide any impact on existing regional district services as well as any details of transferring services should this boundary extension be approved. Attached is Appendix 5 from the Guide, titled Regional District Consultation, and a copy of the Council Report dated February 21, 2024, which provides further information on the application.

Please do not hesitate to contact me at pnall@comox.ca or 250-331-6464 if you have any questions or need more information.

Sincerely,

Pamela Nall

Pamela Nall

Planner I, Town of Comox

Attachments:

1. *Municipal Boundary Extension Process Guide* Appendix 5 Regional District Consultation
2. Planning Report BE 23-1 Boundary Extension Application – Torrence Road Properties

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'òmoks First Nation, the traditional keepers of this land.

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

Comox Valley REGIONAL DISTRICT

File: 6470-20

May 28, 2024

Sent via email only: pnall@comox.ca

Pamela Nall, Planner 1
Town of Comox
1809 Beaufort Avenue
Comox BC V9M 1R9

Dear Pamela:

Re: Town File: BE 23-1 Boundary Extension – Torrence Road

This letter is in response to the Town of Comox (Town) request for information regarding the proposed Torrence Road area boundary extension.

Comox Valley Regional District (CVRD) staff have considered the proposed extension which is noted as being largely consistent with the previous proposal reviewed in 2018. Detailed below are the comments respecting the services impacted if the boundary extension is approved:

Parks:
It is noted that the subject properties will be removed from the Electoral Area Parks Service. However, given the limited number of properties this is not deemed to pose a significant impact to the service.

Bylaw Enforcement and Building:
No identified concerns.

Fire Protection:
As this property is currently administered by the Comox Fire Protection Improvement District there are no fire protection service impacts noted.

Engineering - Solid Waste:
The CVRD does not operate a solid waste collection service in the subject area. As such, there are no known impacts.

Engineering - Water:

If the subject properties are added to the Town of Comox they will automatically become part of the Comox Valley Water System and will be required to pay the appropriate Capital Improvement Cost Charge per CVRD Bylaw No. 2350 being the "Comox Valley Water Supply Capital Improvement Charge Bylaw No. 2350, 2001".

Engineering – Wastewater:
If the subject properties are added to the Town of Comox they will automatically become part of the Comox Valley Sewer System and will be required to pay the appropriate Capital Improvement Cost Charge per CVRD Bylaw No 3008 being the "Comox Valley Sewerage System Capital Improvement Cost Charge Bylaw No. 3008, 2007".

Finance:
The financial impacts of removing the subject properties are as follows:

1. All three properties are within Electoral Area B
2. Electoral Area B total assessment value will be reduced by the removal of the three properties (Total loss of assessment from Area B = $2,853,300).

It is also noted that the subject properties will be removed from the CVRD's various general government services, including Grant-in-Aid, Feasibility Studies and Electoral Areas Administration and Election Services. However, given the limited number of properties this is not deemed to pose a significant impact to these services.

Planning:
The CVRD Planning and Development Services Branch understands the proposal at this time to only involve the incorporation of three Electoral Area B properties into the Town's municipal boundaries, but that the applicant will be seeking to develop the area with 35 duplexes on 450 m2 lots, and that Bill 44 may enable up to four units per lot once the Town's Zoning Bylaw is updated as required by Bill 44.

Per Section 36 (4) of the Official Community Plan, **the CVRD is requesting that the Town demonstrate the efforts it has made to intensify within existing boundaries prior to expanding into a settlement area**, and that, per Section 36 (5) of the OCP, a comprehensive assessment of potential costs and servicing be provided to the CVRD if this has not already been done.

Please note that if the properties are incorporated into the Town's boundaries, they will retain their CVRD zoning and Official Community Plan designation until the Town's corresponding bylaws are amended, by bylaw, to apply to the corresponding properties. At that point, the Regional Growth Strategy designation will also change to "Municipal Areas." The Comox Valley Rural Zoning Bylaw No. 520, 2019 zones the properties as "Country Residential One (CR-1)," and the Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 designates the properties as "Settlement Expansion Area." Neither

the CVRD Zoning Bylaw nor OCP place any development permit areas on the subject properties. Any building files associated with the subject properties should be transferred from the CVRD to the Town of Comox if the properties are incorporated.

Several policies in both the OCP and the CVRD Regional Growth Strategy Bylaw No. 120, 2010, encourage development within existing boundaries and close to existing services, and discourage the incorporation of lands for new development. The following policies should be considered:

Regional Growth Strategy (Bylaw No. 120):

- Policy 4.4 (7) encourages local governments to "promote intensification, compact growth, and supportive public transit services throughout *Municipal Areas* as the primary means of accommodating population and employment growth." The Town of Comox has existing lands closer and more central to existing services that can be used to intensify development rather than facilitating development through further sprawl. In a similar vein, Section 36 (8) of the CVRD Official Community Plan (also linked below) "discourage[s] municipal boundary extensions intended to incorporate lands for green field development."
- Objective 1-A encourages Comox Valley local governments to locate housing close to existing services. The Town's staff report, submitted with the referral package, notes that there are "several issues regarding [the] servicing of this boundary extension" that will necessitate future feasibility studies. Facilitating the development of housing more centrally within the existing municipal boundaries will ensure housing is located closer to existing services.
- Objective 1-D encourages Comox Valley local governments to minimize the public costs of housing. While it's recognized that public servicing will be provided (and paid for by the applicant) to the lots should the anticipated rezoning and subdivision applications be approved, there is an anticipated cost of $105,000 to assess the feasibility of extending servicing to these lots should they be incorporated into the Town. This will result in higher costs for the Town and residents during the maintenance and upkeep of this new infrastructure.
- Objective 5-D states "Encourage sewage management approaches and technologies that respond to public health needs and maximizes existing infrastructure." The incorporation of the three lots into the municipal areas that will then see increased development potential and the need to connect to new servicing does not maximize existing infrastructure.

The CVRD Official Community Plan (Bylaw No. 337) also provides policy guidance on the incorporation of electoral area lands into a municipality. Specifically:

- 36 (4): "Request a municipality proposing an extension into a settlement expansion area to demonstrate their efforts to intensify within existing boundaries prior to expanding into a settlement expansion area."

- 36 (5): “Request a municipality seeking a boundary extension to provide to the CVRD a comprehensive assessment of potential costs and services including but not limited to water, sewer, street lighting, and road improvements upon receipt of a referral from that municipality to seek a boundary extension.”
- 36 (6): “Provide this information to affected residents allowing for a reasonable amount of time for affected residents to consider the extension and respond.”
- 36 (7): “The Ministry is encouraged to refer to it municipal boundary extension process and policy guidelines, requiring municipalities to demonstrate they have obtained consent for a municipal boundary extension from a majority of residents and property owners within the extension area.”
- 36 (8): “Discourage municipal boundary extensions intended to incorporate lands for green field development.”

Thank you for your review and consideration of the feedback outlined. To ensure accurate, current and correct information is available to the public, we would appreciate being kept abreast as this process as it unfolds. I can be reached at 250-334-6029 or via email at: jmartens@comoxvalleyrd.ca

Sincerely,

J. Martens

Jake Martens
General Manager of Corporate Services

cc: James Warren, Chief Administrative Officer
CVRD Board of Directors

TOWN OF COMOX

PLANNING DEPARTMENT

05-MARCH-2024

Ken Price

Chief Councillor

K'ómoks First Nation

3320 Comox Road

Courtenay BC V9N 3P8

RE: Town File: BE 23-1 Boundary Extension – Torrence Road Properties

Dear Chief Price,

The Town of Comox is considering a boundary extension application for three parcels of land adjacent to the municipal boundary, as shown in Figure 1 – Boundary Extension Area.

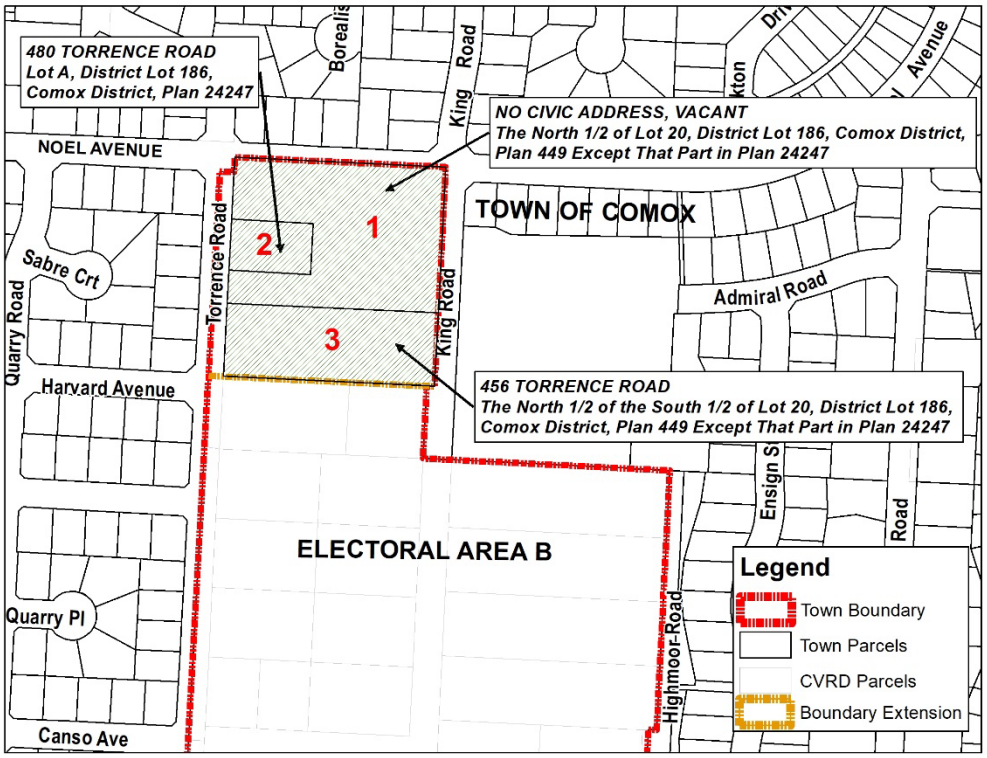


Figure 1 Boundary Extension Area

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

TOWN OF COMOX

PLANNING DEPARTMENT

The owner of the three parcels submitted a boundary extension application to the Town in May 2023. At its Regular Meeting on February 21, 2024, the Council of the Town of Comox passed a resolution that the Town proceed with the boundary extension application, in accordance with the Provincial *Municipal Boundary Extension Process Guide*.

This letter is meant to inform K'ómoks First Nation of this application and seek any feedback you may have. Attached is a copy of the Council Report dated February 21, 2024, which provides further information on the application.

Please do not hesitate to contact me at pnall@comox.ca or 250-331-6464 if you have any questions or need more information.

Sincerely,

Pamela Nall

Pamela Nall

Planner I, Town of Comox

Attachments:

1. Planning Report BE 23-1 Boundary Extension Application – Torrence Road Properties

Tel: 250 339-2202
Fax: 250 339-7110
Email: planning@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

From: KFN Cultural Heritage Investigation Permits
To: Pamela Nall
Subject: Re: Town Of Comox Referral Request - BE23-1 Boundary Extension - Torrence Road Properties
Date: January 30, 2025 8:56:46 AM
Attachments: image001.jpg
Outlook-jasmmzv1.png

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

The property is outside the AOP and does not require a CHIP.

Raini

Raini Bevilacqua, M.A.
Archaeologist & Project Coordinator
Archaeology & Referrals Department
K'ómoks First Nation
3330 Comox Rd, Courtenay, BC
P: (250) 339-4545 ext. 120
Follow us on Facebook and Instagram

tuwa akʷs χoχoɬ ʔa xʷ yiχmɛtɛt (ʔa) kʷʊms hɛhaw tʊms gɩǰɛ
"Care takers of the 'land of plenty' since time immemorial", ʔay□ajŭθəm (eye-uhh-juu-eth-em Island Comox)

About K'ómoks First Nation
K'ómoks First Nation's history begins with the arrival of their ancestors to this territory at the end of the last Ice Age. Descent from these First Ancestors tie the **K'ómoks** (Sathloot, Sasitla, Ieeksen, and Xa'xe) and **Pentlatch** tribes to their respective territories. For thousands of years, KFN ancestors occupied the extent of their territories, and harvested and managed the rich natural resources therein. These lands and waters supported thousands of people who developed a rich and sophisticated culture. The disease and warfare that accompanied contact with Europeans in the late 18th century decimated KFN ancestors, just before an onslaught of settlers came to their territories. From this time, KFN has struggled against colonial policies that tried to alienate KFN people from their territories, resources, and culture. Despite all of this, KFN's ancestors persevered, and current generations of KFN people continue to assert their rights and title to the whole of their territory.

Disclaimer
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error,

please notify me and follow with its deletion. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of The K'omoks First Nation. Finally, the recipient should check this email and any attachments for the presence of viruses. The sender accepts no liability for any damage caused by any virus transmitted by this email.

From: Pamela Nall <pnall@comox.ca>
Sent: 29 January 2025 10:56
To: KFN Cultural Heritage Investigation Permits <archpermits@komoks.ca>
Subject: RE: Town Of Comox Referral Request - BE23-1 Boundary Extension - Torrence Road Properties

Hi Raini,
I hope you are doing well. I am following up to see if KFN has any response to the attached referral request letter (dated March 2024) on the boundary extension application for 3 properties at Torrence Road and Noel Avenue.

I received a response from the Ministry of Housing and Municipal Affairs about the application (also attached for your information). The Town will request Council approval to undertake an Alternate Approval Process to seek electoral approval for the application. The Ministry will also be reaching out to KFN to initiate consultations about the proposed boundary extension.

Let me know if you require any further information.

Thanks
Pamela

Pamela Nall
Planner I
Town of Comox
250-331-6464 – Comox.ca
Facebook | Twitter | LinkedIn | YouTube

I 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.

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf, your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you.

From: KFN Cultural Heritage Investigation Permits <archpermits@komoks.ca>
Sent: July 20, 2024 12:27 PM
To: Pamela Nall <pnall@comox.ca>

TOWN OF COMOX

BYLAW NO. 2045

A BYLAW TO PROVIDE AN ALTERNATIVE MEANS OF PUBLISHING PUBLIC NOTICE

WHEREAS pursuant to section 94.2 of the *Community Charter*, Council may adopt a Bylaw to provide alternative means of publishing public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the *Public Notice Regulation, B.C. Reg. 52/2022*, Council considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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 Public Notice Bylaw No. 2045"

2. Publication for the Purpose of Public Notice

In accordance with the *Community Charter*, alternative means of publication for the purpose of public notice shall be:

a) electronically by posting the notice on the Town of Comox website; and

b) electronically by posting the notice on the Town of Comox Facebook page.

3. Adoption

(1) READ A FIRST AND SECOND time this 4th day of June, 2025

(2) READ A THIRD time this 4th day of June, 2025

(3) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1705-20
FROM:	Edward Henley, Director of Finance	**DATE:**	July 10, 2025
SUBJECT:	2026-2030 Budget Schedule		

Prepared by:	Report Approved:
Edward Henley, Director of Finance	*Jordan Wall, Corporate Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the July 16, 2025 report from the Director of Finance, titled 2026-2030 Budget Schedule be received for information.

PURPOSE

To provide an updated budget schedule that meets Council's Budget Timeline Policy CCL-066.01 as amended February 7, 2024 which requires a first draft of a budget to be presented to Council no later than the first week of November and an approval no later than the end of the third week of January.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Lenses	**Fiscally Responsible** – We will balance the short- and long-term financial impacts of our decisions.
Values	**Disciplined Decision Making** - We are responsible and transparent in our decision making.
Organizational Excellence – Areas of Focus	**Asset Management** - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal. **Internal processes** – Streamline and develop new processes that are efficient, cost effective and support our overall objectives.

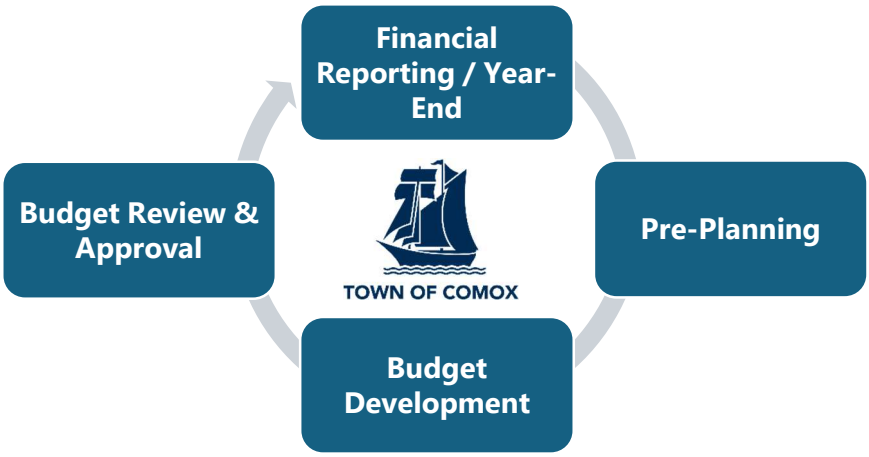
Strategic Priority Areas of Focus	
Good Governance – Areas of Focus	**Decision Making** - We make evidence-based decisions focused on the best interests of the Town over the long term.
Core Services	Financial management and accountability

ANALYSIS/ISSUES/IMPLICATIONS

Budget approval in principle in the prior year allows staff to begin implementation of the goals and objectives of the budget at the beginning of the budget year. The proposed timeline allows Council to conclude deliberations before the end of the year break and for staff to begin preparations for implementation in December. Tenders for construction could potentially be posted beginning in January so that the Town can potentially more bids from more contractors before they commit themselves to projects for others. This could lead to better pricing and options for the Town.

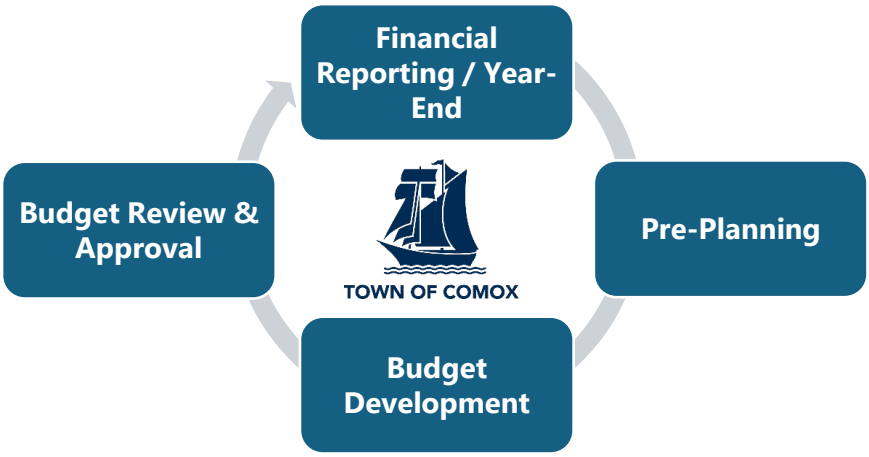
The Town will also be shifting budgeting standards to budgeting the usage of the prior year's non-market growth (new growth in revenue) rather than waiting until March to find out the amount for the budget year. The non-market growth numbers released in December invariably end up having major adjustments leading to the revised numbers in March and cannot be relied upon for budgeting decisions. The 2026-2030 budget will proceed normally with the 2025 actual non-market growth as calculated in March 2025.

The appendices include the proposed schedules.



2026 - 2030 Budget Timeline - Council

Date	Action	Owner
July 16	Budget Schedule to Council	Finance and Corporate Services
September 3	Pre-budget presentation to Council	Finance and CAO
September 10	Strategic Planning Update	Council Meeting
October 9	Circulation of all budgets, annual business plan to Council	Finance, Corporate
October 15	Presentation of Operating and Capital budgets to Council	Council Meeting
November 5	Review and recommendation for approval in principle of Budget and Annual Business Plan	Council Meeting
November 19	Extra budget deliberation date, if required	Council Meeting
Nov 5/19	Readings of Water, Sewer, Solid Waste rates bylaws, if needed	Council Meeting
Nov 19/Dec 3	Adoption of Water, Sewer, Solid Waste rates bylaws, if needed	Council Meeting
April	Presentation of tax rates report	Council Meeting
April	Readings of Financial Plan bylaw and Tax Rates bylaw	Council Meeting
May	Adoption of Financial Plan bylaw and Tax Rates bylaw	Council Meeting



2026 – 2030 Budget Timeline - Staff

Date	Action	Owner
May 14	2025 Budget frozen and 2026 Budget activated	Finance
July 10	Budget Kick off - discussion of principles and guidelines for budgets (COLA %, employee benefit changes, inflation assumptions, software training for new staff)	Senior Staff Team
July 16	Budget Schedule to Council	Finance and Corporate Services
July 10 - 31	Budget program refresher and new user training (with Odie)	All
August 8	Requests for new personnel or increased hours submitted to CAO	Directors
August 14	Senior Staff Team discussion of major budget pressures and initiatives	SST and Finance
August 22	Submission of all budgets to Finance	Directors
August 24 – September 2	Finance to meet with departments and review budget submissions	All
September 3	Pre-budget presentation to Council	Finance and CAO
September 4	Discuss proposed budgets and increase to levy. Identify any areas for revision.	SST
September 10	Strategic Planning Update	Council Meeting
September 11	Senior Staff meeting to review consolidated Operating and Capital Budgets Presentation	SST
October 9	Circulation of all budgets, annual business plan to Council	Finance, Corporate
October 15	Presentation of Operating and Capital budgets to Council.	Council Meeting
November 5	Review and recommendation for approval in principle of Budget and Annual Business Plan	Council Meeting
November 19	Extra budget deliberation date, if required	Council Meeting
Nov 5/19	Readings of Water, Sewer, Solid Waste rates bylaws, if needed	Council Meeting
Nov 19/Dec 3	Adoption of Water, Sewer, Solid Waste rates bylaws, if needed	Council Meeting
April	Presentation of tax rates report	Council Meeting
April	Readings of Financial Plan bylaw and Tax Rates bylaw	Council Meeting
May	Adoption of Financial Plan bylaw and Tax Rates bylaw	Council Meeting

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	5330-20-2019-09
FROM:	Craig Perry, Engineering Manager	**DATE:**	July 11, 2025
SUBJECT:	Aspen and Bolt Sidewalk and Bike Lane Project		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Craig Perry, Engineering Manager	*Shelley Ashfield, Director of Operations*	*Edward Henley, Director of Finance*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council direct Administration to proceed with Option 2 and install shared vehicle and bike lanes along with parking on both sides of Aspen Road adjacent to Aspen Park.

ALTERNATIVES TO THE RECOMMENDATIONS

That Council direct Administration to proceed with Option 1 and install dedicated vehicle and bike lanes along with parking on one side of Aspen Road adjacent to Aspen Park.

That Council direct Administration to investigate removing several trees in forest area in order to extend on street parking on the west side of Aspen Road.

PURPOSE

To receive direction from Council regarding the road cross section that is to be used on Aspen Road between Meadowlark Drive and Bolt Avenue adjacent to Aspen Park.

STRATEGIC PLAN LINKAGE

STRATEGIC PRIORITY	AREA OF FOCUS
Organizational Excellence	**Asset Management** - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal.
Community Connection and Wellness	**Recreation** - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.

	Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.

BACKGROUND

The Aspen Road and Bolt Avenue Sidewalk and Bikeway Project was originally identified in the Town's 2010 Transportation Study and reaffirmed in the 2020 Transportation Master Plan as a priority for improved pedestrian and cyclist connectivity in Comox. The corridor services Aspen Park Elementary School, adjacent recreation fields, and residential neighbourhoods.

Following the submission of a BC Active Transportation Infrastructure Grant application in October 2024, grant approval was secured in March 2025. The grant supports up to 70% of eligible project costs (up to $500,000), with construction to be completed by March 2026. The project includes construction of sidewalks, painted bike lanes, and associated pedestrian safety upgrades along Bolt Avenue and Aspen Road from Olympic Drive to Murrelet Drive.

ANALYSIS/ISSUES/IMPLICATIONS

The portion of Aspen Road between Meadowlark Drive and Bolt Avenue, adjacent to Aspen Park is a critical segment in the active transportation network due to its proximity to Aspen Park Elementary, recreational fields, and playgrounds.

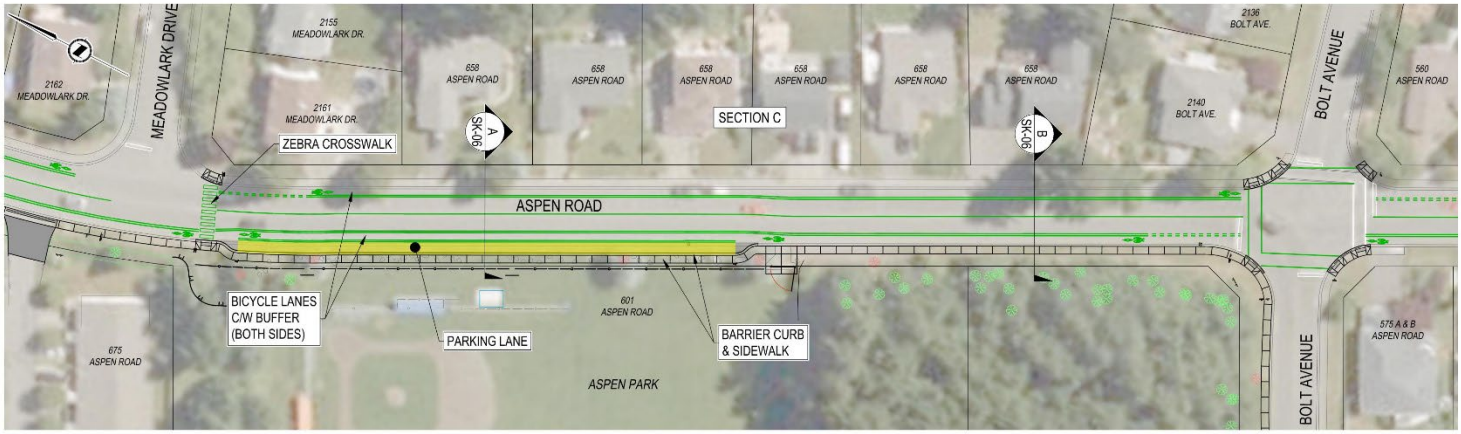
This segment experiences:

- High pedestrian volumes, especially during baseball games and practices
- Limited existing right-of-way (ROW) that challenges standard design applications
- Strong demand for on-street parking on both sides of the roadway

In order to provide parking and cycling infrastructure, two options have been investigated.

Option 1: Dedicated Bike Lanes with Parking on Park Side of the Road

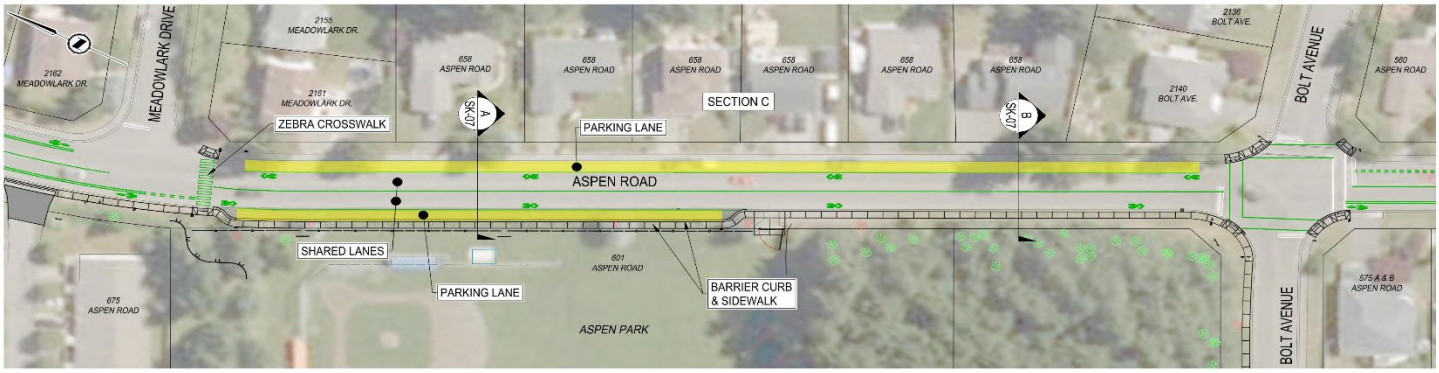
- Lane Configuration:
  - Two 3.3 m travel lanes (one each direction)
  - 1.5 m painted bike lanes with 0.3 buffers
  - 2.4 m parking lanes on park side



- Design Notes:
  - Requires 1.9m road widening along the Aspen Park frontage to accommodate additional cross-section width
  - Removes parking from one side of the road
  - Improves safety and comfort for cyclists with dedicated space outside vehicle flow
- Impacts:
  - Loss of on-street parking on residential side of the street (approximately 11 spaces)
- Cross section South of Aspen Park to Bolt
  - Two 3.3.m travel lanes
  - 1.8 m painted bike lanes with 0.4m buffers

Option 2: Shared Vehicle–Bike Lanes with Parking on Both Sides of the Road

- Lane Configuration:
  - Two shared lanes at 4.3 m width (one in each direction), used by both vehicles and cyclists
  - 2.4 m parking lane on both sides of the road at Aspen Park



- Design Notes:
  - Requires 2.4m road widening along the Aspen Park frontage to accommodate additional cross-section width
  - Retains parking on both sides of the road

    - Cyclists are accommodated within a widened travel lane; no dedicated bike lanes
- Impacts:
    - Retains function without physical widening but provides lower active transportation comfort level, particularly for younger or less confident cyclists
- Cross section South of Aspen Park to Bolt
    - Two shared lanes at 4.3 m width, used by both vehicles and cyclists
    - 2.4 m parking lane on west side of Aspen Road

Regardless of which option is selected, there will be a reduction in the number of parking spaces available near Aspen Park due to the addition of dedicated cycle lanes. There are other areas where this loss of parking can be accommodated.

Current Parking Area Removed	New Parking Area
Aspen between Murrelet and Aspen Park • Loss of approx. 10 spaces	North side of Murrelet fronting 695 Aspen and 2200 Murrelet • Current No Parking to be removed
Aspen fronting Aspen Park • 11 spaces with Option 1	Meadowlark, east of Aspen • Approx. 15 spaces within 100m of Aspen
Aspen west side from south end of park to Bolt • Approx 13 spaces	Bolt north side from Aspen to Aitken • Approx 19 spaces

Totals:
Option 1: a net estimated loss of 24 parking spots
Option 2: a net estimated loss of 13 parking spots.

There is an option to extend the parking area on the park side of Aspen Road toward Bolt Ave, however this will require the removal of numerous trees in the forested area on the south side of Aspen Park. The extension of this parking area would add another 6 parking spaces in the area. The parking area will have to end approximately 50m from the Bolt Ave intersection as the property on the northwest corner of Aspen and Bolt is Crown land.

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	6240-20
FROM:	Robbie Nall, Parks Manager	**DATE:**	July 10, 2025
SUBJECT:	Bee City Canada Designation – Request for Council Resolution		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Robbie Nall, Parks Manager	*Shelley Ashfield, Director of Operations*	*Edward Henley, Director of Finance*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council adopt the following resolution in support of applying for Bee City Canada designation:

WHEREAS the goal of Bee City Canada designation is to promote healthy, sustainable habitats and communities for pollinators;

AND WHEREAS native bees and other pollinators are experiencing widespread declines due to habitat loss, land fragmentation, pesticide use, invasive species, disease, and the effects of climate change;

AND WHEREAS the Town of Comox recognizes that pollinator health is essential to maintaining biodiversity, supporting local ecosystems, and contributing to broader community resilience;

AND WHEREAS the Town's existing initiatives, including native planting beds at Filberg Park and Marina Park, pesticide use restrictions, interpretive signage, and Pollinator Week programming, demonstrate an ongoing commitment to pollinator stewardship;

AND WHEREAS the Town of Comox's Climate Action Plan and Risk Assessment identifies pollinator protection as one of the actions that supports ecosystem resilience, enhances biodiversity, and contributes to a more sustainable and livable community;

NOW THEREFORE BE IT RESOLVED THAT the Town of Comox:

1. Accepts designation as a Bee City Canada community;
2. Will continue to promote the creation and enhancement of pollinator habitat on municipal lands where feasible;
3. Will support education and engagement efforts, including seasonal events, signage, and partnerships, to raise awareness about pollinator health;

4. Will celebrate Pollinator Week annually as a visible demonstration of this commitment;
5. Will designate staff to liaise with Bee City Canada and support the implementation and reporting of pollinator initiatives.

ALTERNATIVES TO THE RECOMMENDATIONS

That the report titled "Bee City Canada Designation – Request for Council Resolution" be received for information.

PURPOSE

To seek Council support for the Town of Comox to join the Bee City Canada program through formal resolution, confirming the Town's commitment to pollinator habitat creation, education, and celebration.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Community Connection and Wellness – Areas of Focus	**Parks** - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Good Governance – Areas of Focus	**Community Participation** – We enhance two-way communication with our community.

EXECUTIVE SUMMARY

At the October 16, 2024, Regular Council Meeting, Council passed the following resolutions:

THAT Council update the 2024 Strategic Plan to designate the Town of Comox as a Bee Friendly Community, in accordance with the 2024 Climate Action Plan and Risk Assessment.

THAT Council approve the inclusion of $3,200 into the yearly operating budget expenses related to the Bee Friendly designation.

Before the Town can apply to become a Bee-Friendly Community, Council must endorse a formal resolution. This report recommends that Council adopt a resolution to support the Town's application for designation as a Bee City Canada community. The designation would formalize and enhance the Town's existing efforts to protect pollinators through habitat creation, education, and seasonal programming. Becoming a Bee City is identified as a recommended action in the Town's 2024 Climate Action Plan and Risk Assessment and supports broader goals related to biodiversity, ecological resilience, and public engagement.

Staff have developed a Pollinator Action Plan that outlines short- and medium-term activities aligned with the Bee City program. The plan emphasizes low-cost, scalable actions that can be delivered through existing staff and community partnerships.

BACKGROUND

Pollinators such as native bees and butterflies play an important role in supporting biodiversity, food systems, and healthy ecosystems. Their populations are in decline due to habitat loss, pesticide use, invasive species, and the effects of climate change. In response to these declines, and in recognition of the importance of pollinators to ecological resilience and community livability, the Town's 2024 Climate Action Plan and Risk Assessment identifies "becoming a registered Bee City" as a recommended municipal action.

Bee City Canada is a national program that recognizes municipalities that commit to protecting pollinators through three pillars: habitat creation, education, and celebration. Participating communities commit to maintaining pollinator-friendly practices, engaging the public through outreach and events, and submitting a brief annual report. The program is non-regulatory, has a low annual fee ($200 for communities of the Town's size), and is designed to be implemented at a pace determined by the municipality. Designation provides visibility for existing efforts and offers a platform to support partnerships, educational programming, and grant readiness.

The Town is already active in this space through a range of pollinator-supportive initiatives. These include pollinator planting beds at Filberg Park and Marina Park, pesticide restrictions under the Pesticide Use Bylaw No. 1527 (2006), public education during Earth Day and World Bee Day, and pollinator-friendly landscaping practices embedded in the Climate Resilient Landscaping Standards. The Town also has three staff members certified as Pollinator Stewards and continues to expand its ecological programming through partnerships with community organizations.

To align with the Bee City framework, staff have developed a Pollinator Action Plan (Attachment 1) that outlines proposed actions over the short and medium term. Year 1 activities focus on deliverables that can be implemented within existing staff capacity, including new habitat plantings, signage, and expanded Pollinator Week programming in partnership with Community groups. The Action Plan also includes a reporting framework to track progress, document activities, and support the Town's annual renewal with Bee City Canada.

As part of the application process, Bee City Canada requires a Council resolution confirming the municipality's commitment to the program's principles and authorizing the application.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The recommended action aligns with the Town's 2024 Climate Action Plan and Risk Assessment, which identifies becoming a registered Bee City as an action supporting biodiversity and ecological resilience. It also supports policy directions identified in the Draft Urban Forest Strategy

and the Parks and Trails Master Plan, both of which emphasize native species, ecological landscaping, and habitat connectivity.

There is no specific legislative requirement or statutory authority needed to pursue Bee City designation. Participation is voluntary and program requirements are non-regulatory in nature.

b. Legal

There are no identified legal risks associated with Bee City Canada designation. Participation does not create any binding legal obligations. The Town maintains full discretion over the pace and scope of implementation as outlined in the submitted Pollinator Action Plan.

c. Financial

The annual cost to maintain Bee City designation is $200, based on the Town's population tier. Council approved $3,200 of funding annually for Bee Friendly Community initiatives into the Parks operating budget. This funding will enable the implementation of the Pollinator Action Plan.

d. Intergovernmental

There are no direct intergovernmental implications associated with this designation. However, the initiative complements broader provincial and federal commitments to biodiversity conservation and climate resilience.

The Town's ongoing reconciliation efforts with K'ómoks First Nation are acknowledged. While the Bee City designation does not formally require consultation, the Pollinator Action Plan provides future opportunities to collaborate on stewardship, education, and land-based knowledge initiatives where interests align.

e. Public Relations

A communications plan will be developed to share the Bee City designation if the application is successful. Key elements will include:

- A news post on the Town's website
- Social media updates during Pollinator Week and other seasonal events
- Inclusion of pollinator content in Town newsletters or program guides
- Updates to the Town's existing pollinator webpage

Participation in the program also provides access to shared branding and outreach tools developed by Bee City Canada.

Bee City Action Plan

Updated May 28, 2025

TOWN OF COMOX

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Introduction

Pollinators, including native bees, butterflies, and other insects, are necessary for healthy ecosystems and local food systems. They play a key role in the reproduction of flowering plants and contribute to broader biodiversity and climate resilience. Bee City Canada is a national program that recognizes municipalities committed to protecting pollinators through habitat creation, education, and celebration. These three pillars form the foundation of each Bee City designation and guide local actions to support pollinator health.

Comox has integrated pollinator protection into its broader commitments to biodiversity, climate action, and sustainable land management. The Town's decision to pursue a Bee City designation was identified as an action item in its Climate Action Plan and Risk Assessment and aligns with its goals to enhance ecological resilience and community engagement.

The Town of Comox is committed to supporting native pollinators and enhancing biodiversity through the Bee City designation. This Action Plan outlines short, medium, and long-term actions the Town will undertake or explore to support pollinator habitat, education, and celebration.

This plan builds on Comox's existing environmental leadership and community partnerships and also reflects the Town's ongoing efforts to integrate pollinator-friendly practices into municipal landscapes, public education, and operational standards. By advancing these initiatives through a coordinated and scalable approach, the Town aims to strengthen its contribution to regional ecological health while engaging residents in meaningful and accessible ways.

Current Actions That Align with Bee City Principles

Table 1 summarizes the ongoing actions that align with the habitat creation and enhancement, education, and celebration Bee City Pillars. Habitat creation and enhancement efforts include pollinator-specific gardens at Marina Park and Filberg Park, both designed with native and non-native plantings that support a range of pollinating species. Filberg Park is also certified as a wildlife-friendly habitat and features additional elements such as , nesting features, and pesticide-free maintenance practices. The Town's Invasive Species Management Plan and annual community cleanup events further support habitat health and restoration.

From a policy perspective, Comox has embedded pollinator considerations in key documents such as the Climate Resilient Landscaping Standards (2023) and the 2025 Draft Standard Design Specifications, both of which promote native planting, seasonal bloom diversity, and reduced mowing practices. The Pesticide Use Bylaw (No. 1527) has long restricted cosmetic pesticide use, providing early leadership in chemical reduction.

Education and public engagement are well established through a range of tools and events. The Town maintains a pollinator-focused webpage and provides a practical gardening brochure for residents. Staff promote pollinator-friendly practices during seasonal events such as Earth Day and World Bee Day, and the 2024 Pollinator Week celebration included family programming, seed giveaways, and educational booths. The Town also benefits from internal capacity, with three Parks staff certified as Pollinator Stewards through Pollinator Partnership.

Several ongoing or in-development initiatives, including the Urban Forest Strategy, Bird Friendly City efforts, and participation in the Butterflyway Project, further reflect the Town's broader commitment to biodiversity and offer multiple touchpoints to support native pollinators.

Table 1 - Existing initiatives that support pollinators.

Initiative	Description	Bee City Pillar	Lead / Partners
Marina Park Pollinator Garden	Native and ornamental plants installed to support butterflies and bees.	Habitat	Town of Comox
Filberg Park Pollinator and Wildlife Habitat	Certified wildlife-friendly site with pollinator beds, mason bee houses, native plantings, wildlife trees, and Pollinator Week events; no pesticide use.	Habitat / Education	Town of Comox/ Filberg Heritage Lodge and Park
Pesticide Use Bylaw (No. 1527, 2006)	Bans non-essential cosmetic pesticides on lawns and gardens. Reduces risk to pollinators.	Habitat	Town of Comox
Invasive Species Management	The Town implements an Invasive Species Management Plan and hosts removal events to restore habitat. These efforts improve	Habitat/Education	Town of Comox/ volunteers

Initiative	Description	Bee City Pillar	Lead / Partners
	conditions for native pollinator plants and offer public education on invasive species impacts		
Supporting Pollinators Webpage	Educational content on native gardening, pesticide alternatives, overwintering habitat, and invasive plant removal.	Education	Town of Comox
Pollinator Gardening Brochure	"6 How-to Steps for a Pollinator-Friendly Garden" guide for residents (Appendix A).	Education	Town of Comox
Pollinator Week 2023 and 2024 Events	Hosted at Filberg Park with seed giveaways, scavenger hunt, children's activities, and gardening info booths.	Education / Celebration	Town of Comox / Local Volunteers
World Bee Day Promotion (May 20)	Online education and awareness about native bee support and pollinator-friendly gardening.	Education / Celebration	Town of Comox
Earth Day Promotion (April 22)	The Town regularly promotes Earth Day through events and communications, providing opportunities to highlight pollinator-friendly practices.	Education / Celebration	Town of Comox / Community Partners
Bat Friendly Community Designation (2023)	Public bat talks, habitat enhancements, and awareness tied to pesticide reduction and native planting.	Habitat / Education	BC Community Bat Program / Town
Bird Friendly City (in progress)	Includes native plant and invasive species actions that also benefit pollinators; part of larger biodiversity strategy.	Habitat / Education	Comox Valley Nature / Town of Comox/Bird Friendly Comox
Butterflyway (David Suzuki Foundation)	Comox is listed on the David Suzuki Foundation's Butterflyway Project map. Native wildflower beds installed by residents and the Town support butterflies and	Habitat/Education	Town of Comox/Local Residents

Initiative	Description	Bee City Pillar	Lead / Partners
	native pollinators throughout the community.		
Climate Action Plan (2024)	The plan supports nature-based solutions and biodiversity by including actions related to habitat restoration and pollinators.	Habitat/Education	Town of Comox
Standard Design Specifications (2025 Draft)	Includes provisions for native, drought tolerant, and pollinator friendly landscapes	Habitat	Town of Comox
Climate Resilient Landscaping Standards	Town standards promote pollinator-friendly design including native plants, seasonal bloom planning, and habitat features like bare soil and leaf litter.	Habitat/Education	Town of Comox
Pollinator Steward Certification (Staff)	Three Parks staff have received Pollinator Steward certification, enhancing internal capacity to support pollinator initiatives.	Education	Town of Comox
Urban Forest Strategy (in progress)	Strategy under development that aims to support native trees, biodiversity, and ecological connectivity, aligning with pollinator habitat objectives.	Habitat/Education	Town of Comox
Parks and Trails Master Plan	Supports use of the Climate Resilient Landscaping Standards to guide selection of drought-tolerant, native, and climate-adapted species as part of broader climate resilience and environmental stewardship goals.	Habitat	Town of Comox

Advancing the Bee City Canada Commitment

The Town of Comox's pollinator action plan is organized by the three Bee City Canada pillars and reflects a combination of short-term initiatives, ongoing programming, and medium-term opportunities to embed pollinator-friendly practices into Town operations and partnerships. The plan is intended to be practical, scalable, and adaptable, with actions pursued in alignment with available resources, community input, and emerging

opportunities. The tables below outline initiatives the Town may implement, as resources permit, in support of its Bee City certification commitment.

Table 2 - Habitat Creation and Enhancement

Initiative	Description	Lead / Partners	Timeline	Cost
Annual Pollinator Bed Program	Develop a pollinator habitat asset layer and identify opportunities to establish or retrofit 2 pollinator-friendly planting beds per year in public spaces.	Town of Comox	Annual	$$
No Mow Zone Sign Pilot	Trial signage in parks to support early-season forage and promote reduced mowing practices.	Town of Comox	Short-term	$
Embedding Pollinator Support in Municipal Processes	As new planning documents, policies, strategies, or bylaws are introduced or updated, review them for opportunities to integrate pollinator-friendly practices	Planning / Parks / Bylaw	Medium-term	$

Table 3 - Education and Awareness

Initiative	Description	Lead / Partners	Timeline	Cost
Pollinator Week Library Partnership	Library-based display, storytime sessions, or activities during Pollinator Week.	Library / Town	Annual	$
Marina Park Week Event	Co-host event at Comox's premier park during pollinator week.	Comox BIA / Town	Annual	$

Initiative	Description	Lead / Partners	Timeline	Cost
Temporary Interpretive Signage	Install signs near habitat sites to explain ecological value and pollinator roles.	Town / Filberg Park	Short-term	$
"Pollinators of Comox" Info Poster	Visual display featuring local pollinator species in civic spaces.	Town / CV Nature	Short-term	$
Community Gardening Talk	Host a seasonal workshop on pollinator-friendly gardening.	Hort Society / Town	Annual	$
Seed Library Pop-Up	Offer free native seeds and resources via a temporary or library-based seed library.	Town / Library / Partners	Annual	$
Pollinator Passport	Create a bingo-style activity for kids to spot pollinators and plants in parks.	Town of Comox	Short-term	$
Cross-Promotion with Bird / Bat Programs	Share educational messages across Bird Friendly and Bat Week campaigns.	Town / CVN / BC Bat Program	Annual	$

Table 4 - Celebration

Initiative	Description	Lead / Partners	Timeline	Cost
Pollinator Art or Poster Contest	Invite students to submit art celebrating pollinators for display at civic locations.	Town / Library / Schools	Annual	$
Pollinator Poetry Path	Feature resident-submitted poems in pollinator gardens during Pollinator Week.	Town / Library	Annual	$

Initiative	Description	Lead / Partners	Timeline	Cost
Scavenger Hunt at Filberg Park	Seasonal family-friendly activity with pollinator clues and educational stops.	Town / Filberg Park Association	Annual	$
Social Media Garden Spotlights	Highlight pollinator-friendly gardens on Town media channels.	Town of Comox	Annual	$

Year 1 Implementation Plan

Implementation of this action plan will focus on initiatives that can be delivered through existing staff capacity and community partnerships. Short-term efforts will prioritize public education and simple habitat enhancements that build visibility and engagement. Medium-term actions will begin to integrate pollinator considerations into policies and operations; while recurring annual initiatives will maintain momentum and reinforce the Town's Bee City commitments. By pacing activities across different timeframes and leveraging partnerships, the Town will strive to make steady progress without requiring significant new resources.

In Year 1, the Town will focus on expanding pollinator activities through new partnerships, habitat improvements, and public education, with implementation tailored to capacity and opportunity. Key actions are expected to include supporting the work of the Pollinator Team, developing new or retrofitting two pollinator beds, and installing interpretive signage at existing garden sites. The Town will also explore partnership with the Comox Library to deliver Pollinator Week programming, including a StoryWalk and seed library pop-up. Educational tools such as the "Pollinators of Comox" info poster and Pollinator Passport may also be developed.

Pollinator Week will serve as a focal point for community engagement, supported by art and poetry activities, garden events, and digital outreach. Through summer and fall, efforts will shift to maintenance, content development, and reviewing early outcomes of pilot initiatives such as the No Mow Zone. Throughout the year, pollinator messaging will be integrated into Bird and Bat Friendly campaigns, and a pollinator lens will be applied to relevant bylaw and policy updates.

Table 5 - Year 1 timeline and activities

Season	Planned Activities
Winter (Jan–Mar)	Pollinator Team Meeting. Confirm timelines and responsibilities for Year 1 actions. Develop a "Pollinators of Comox" Info Poster/Graphic. Begin drafting content for interpretive signage and Pollinator Passport.
Spring (Apr–Jun)	Plan and design two Pollinator Beds for spring installation. Promote Earth Day (April 22) with pollinator-friendly gardening content. Launch No Mow Zone Pilot in designated parks. Install new interpretive signage near existing beds. Launch Seed Library Pop-Up at Library or Farmers' Market. Host Community Gardening Talk (spring edition). Run Pollinator Art or Poster Contest.
Celebrate Pollinator Week (June 16–22)	Event at Marina Park. Storytime/StoryWalk at Library. Pollinator Poetry Path. Social media spotlights on local gardens and Town-led efforts.
Summer (Jul–Aug)	Maintain new pollinator beds and monitor plant health. Continue public education via social media spotlights. Prepare seasonal planting tip content for newsletter or online.
Fall (Sep–Nov)	Host second Community Gardening Talk (optional). Promote native planting and seed collection tips. Refill or rotate Seed Library with fall-suitable species. Finalize Pollinator Passport content and print for spring launch. Review early outcomes from No Mow Zone and signage pilot. Coordinate with Bat Week outreach (late October).
Year Round	Integrate pollinator content into Bird/Bat Friendly campaigns. Share seasonal garden updates through social media. Meet as needed with the Pollinator Team to track progress. As new bylaws, policies, or strategies are developed or updated, assess potential impacts on pollinators and identify opportunities to enhance habitat, forage resources, or support ecological landscaping.

Monitoring and Reporting

Progress will be monitored through regular team check-ins, updates from relevant departments, and documentation of activities aligned with the three Bee City pillars. Each initiative will be recorded using the annual reporting template provided in Appendix B. This template captures key details such as project descriptions, timelines, community participation, and outcomes. Staff will also collect photographs,

communication materials, and partner feedback to support both internal evaluation and public reporting.

The completed annual report will be submitted to Bee City Canada as part of the required renewal process and shared with Council to maintain transparency and highlight achievements. Where feasible, updates and highlights will also be communicated to the public through the Town's website and other communication channels. This approach ensures that pollinator protection efforts remain visible, accountable, and responsive to evolving needs.

Review and Adaptation

Staff will revisit this Action Plan annually to assess progress, adapt timelines, and update commitments based on community feedback, staff capacity, and new opportunities. Progress will be reported through the reporting template in Appendix B and the Bee City Canada's annual renewal process.

Concluding Statement

The Town of Comox's commitment to pollinator health reflects a broader dedication to ecological stewardship, climate resilience, and community well-being. This action plan outlines a practical and flexible approach to advancing Bee City Canada's three pillars (habitat creation, education, and celebration) through municipal leadership and collaboration. By pursuing these initiatives as resources and opportunities allow, the Town will continue to build a pollinator-friendly community that supports biodiversity and engages residents in meaningful ways.

Appendix A – Pollinator Plants Brochure

THE BUZZ ON HONEYBEES

Honeybees are not native; they were brought to North America by European settlers and have been managed for use in the agricultural industry. Honeybees are highly social, live in hives with a queen, and produce honey.
Although Honeybees are facing challenges including habitat loss, pesticide use, impacts from mites and colony collapse disorder, they are not at risk of extinction. Keeping honeybees in your backyard will not help to save the native bees and some studies are showing that honeybees may be contributing to the decline in native bee populations.

There are over 400 native bee species in BC; most native bees are solitary, and although they may nest in close proximity to one another, each female is responsible for her own nest and offspring. They make their homes in underground tunnels, in hollow stems or in cavities of dead wood, without a hive to protect native bees are generally very docile and will rarely sting. Bumblebees are the exception; they form small nests with one queen and even produce small amounts of honey for their own use. They may sting but only if the nest is disturbed or if they are accidentally stepped upon.

THE SCOOP ON MONARCH'S

Our large native Swallowtail butterflies are often mistaken for monarch butterflies but Monarch butterflies and Milkweed are not native to Vancouver Island, we have the occasional monarch sightings on the island but they do not breed here so the campaigns to plant milkweed to save the butterflies is not beneficial here and could potentially even be harmful to our ecosystem. But don't worry! There's plenty of other butterfly species native to our area that you can help.

There are approximately 70 butterfly species native to Vancouver Island and most of them spend their entire lifecycle here even overwintering as eggs, larvae, pupae or adults. Butterflies are generalist feeds and will feed on nectar from a wide variety of plants but they will only lay their eggs on a select few host plants. In order to have a successful butterfly garden a variety of native host and nectar plants need to be incorporated into your garden.

Here's a few examples of native plants you can add to your garden to attract bees and butterflies:

Native host plants	Native nectar plants
StingingNettle	Goldenrod
Oceanspray	Woolly Sunflower
Pearly Everlasting	Gumweed
Salal	Douglas Aster
Willow	Wild Strawberry
Woolly Sunflower	Yarrow
Hardhack	Mock Orange
Alder	Seablush
Native Grasses	Spring Gold

Why add native plants to your garden?

Native plants are attractive, drought tolerant, adapted to our climate and relatively easy to maintain. They also support native wildlife and insect populations and can help combat the challenges of habitat loss. No matter what your personal garden style is, there's native plants that can work for you.

Are all non native plants bad?

No! non-native non-invasive plants can be beneficial in your garden, the removal of invasive plants from your garden should definitely be a priority though. Garden thugs like English Ivy, Periwinkle, Yellow archangel and Himalayan Blackberry often escape cultivation and spread into community greenspaces suppressing native plant growth and becoming difficult to eradicate once established.

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YOU CAN HELP MAKE THE TOWN OF COMOX A POLLINATOR PARADISE!

Insect populations are globally in decline and need your help! You can act now and take small steps in your own garden to help support native pollinators.

TOWN OF COMOX

STEP 1: CHOOSE A SITE

Pick a spot in your garden that gets plenty of sun, shady sites can work too but most pollinators are more active in the sunshine.

Choose a spot that is easily accessible for watering, all plants will benefit from some water in the first years to help them get established.

Remember to start out small, it's easier to add to your garden later than to start to big and become discouraged, even a small planting in a pot can be a pollinator oasis.

Pollinators like native bees, butterflies, moths, beetles, wasps and flies carry pollen from the male parts of the flower to the female parts of the same or another flower. For plants to become fertilized and produce fruit and seeds pollination must occur.

Pollinators are essential to the production of approximately 1/3 of our food supply and approximately 75% of flowering plants rely on animals to assist in fertilization.

Insect populations are facing numerous threats including habitat loss from urban sprawl, pesticides use, climate change, and the introduction of invasive species.

STEP 2: MAKE A DESIGN PLAN

Designing your garden doesn't need to be a big chore or have all the details, it can be as simple as laying out a garden hose in the desired shape of your bed to help you visualize your new planting area. Pay attention to the type of soil and moisture levels in your planting area, this will help you choose the best plants for your site.

Some ideas to incorporate into your pollinator garden:

Leaving some ground bare for ground nesting bees

Flat rocks for sun basking butterflies

Adding logs, leaves and hollow stems for cavity nesting bees.

Providing a small area for mudding for butterflies

STEP 3: PREPARE THE AREA

The best time of year to plant a garden is in early spring or fall while temperatures are mild, if your garden is going to be in an area that has lawn the turf will need to be removed before planting.

This can be done in a few ways:

Manually dig or rent a sod cutter.

Cover the turf with cardboard and top with soil

Cover the area with a tarp and let the sun cook the grass (this can take a long time)

STEP 4: TIME TO SHOP!

What to look for:

Native plants that are suited to your growing conditions.

Choose a variety of bloom times to provide blooms from spring to fall.

Be sure to include host plants for butterflies.

Select a variety of plant heights and flower shapes to attract different insects.

Consider adding native shrubs or trees if you have the space.

STEP 5: GET READY TO PLANT!

Some tips to help with design:

Lay out all your plants in your newly prepped area before you begin planting.

Be sure to arrange plants by height, with shorter plants in the front.

Massing plants of the same variety together will also help attract more pollinators to your garden.

STEP 6: MY GARDEN IS PLANTED, NOW HOW DO I MAINTAIN IT?

Water your garden weekly through the first growing season to help plants become established.

Leave the leaves in place in fall to provide protection for overwintering insects.

Leave the seed heads to provide food for birds.

Leave the stems intact or put into small piles, stem nesting bees may be overwintering there.

Avoid using any pesticides or herbicides in your garden.

ENJOY THE INSECTS AND BIRDS THAT ARE MAKING YOUR GARDEN THEIR HOME.

Appendix B – Annual Report

Bee City Annual Report

TOWN OF COMOX

POLLINATOR TEAM INFORMATION

Primary Bee City Liaison:
Department/Role:
Email/Phone:
Pollinator Team Members and Affiliations:

1. HABITAT ENHANCEMENT AND CREATION

PROJECT NAME	DESCRIPTION	LOCATION	DATE IMPLEMENTED	PARTNERS	NOTES OR OUTCOMES

2. EDUCATION AND AWARENESS

ACTIVITY OR MATERIAL	DESCRIPTION	AUDIENCE	DATE IMPLEMENTED	PARTNERS	ESTIMATED REACH / PARTICIPATION

3. CELEBRATION

EVENT	DESCRIPTION	LOCATION	DATE	PARTNERS	ESTIMATED ATTENDANCE

4. SUPPORTING ACTIONS (POLICY REVIEW, STAFF TRAINING, ETC.)

ACTION	DESCRIPTION	DATE/ TIMELINE	LEAD DEPARTMENT	NOTES/ STATUS

5. METRICS SUMMARY

DESCRIPTION	COUNT
New pollinator gardens or plantings created	
Total number of plants planted	
Number of outreach materials distributed	
Number of events	
Total estimated number of residents engaged	

6. PHOTOS, MATERIALS, OR LINKS

SUPPORTING MATERIAL	DESCRIPTION

7. REFLECTIONS AND PLANS FOR NEXT YEAR

REFLECTION QUESTIONS	RESPONSES
Key accomplishments this year:	
Challenges or lessons learned:	
Planned initiatives for the coming year:	
Community response to pollinator-related activities:	
Ideas for improvement or next steps:	

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

TO:	Mayor and Council	**FILE:**	3900-30
FROM:	Ted Hagmeier, Recreation Director	**DATE:**	July 16, 2025
SUBJECT:	Comox Recreation and Parks Fees Bylaw No. 2035		

Prepared by:	Financial Approved:	Report Approved:
Ted Hagmeier, *Recreation Director*	*Edward Henley,* *Director of Finance*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Comox Recreation and Parks Fees Bylaw No. 2035 be given first, second and third readings.

PURPOSE

The purpose of this report is to recommend approval of Bylaw No. 2035, which proposes an average 5% increase to selected recreation and parks fees to reflect rising operational costs.

The Community Charter allows Council, by bylaw, to set rates for services the municipality provides.

STRATEGIC PLAN LINKAGE

LENSES	Fiscally Responsible – We will balance short- and long-term financial impacts of our decisions.
VALUES	Disciplined Decision Making – We are responsible and transparent in our decisions.
STRATEGIC PRIORITIES Community Connection and Wellness	Recreation - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.

Good Governance	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

The Recreation Department has implemented two prior recreation and parks fee increases: June 2016, and September 2019. The Covid-19 pandemic delayed a planned 2022–2023.

Fees charged to access municipally funded recreation services must strike a balance between accessibility, fiscal prudence, and marketplace conditions.

The Town provides robust recreation accessibility programs:

- TRIP: annual discounts on recreation programs ($425 annually to 50% discount on non-contract programs) for Comox residents only). This does not include contract recreation programs.
- LEAP: 52 drop-in passes allotted annually to regional Comox Valley recreation departments. Drop-in passes differ across the region based on the amenities and price structure of each department.
- Permanent Disability Passes to the Fitness Studio, calculated at 75% of the applicable Teen/Student pass.

Bylaw No. 2035 fees increase approximately 5% with higher increases for recreation contractors and select, commercial facility rental rates. The changes to racquet courts fees are explained in the Governance section. Schedule A – 2019 vs 2025 Fee Increase Information shows the current and proposed recreation and parks fees with the corresponding percent increase, and the relevant City of Courtenay Recreation fee where applicable.

GOVERNANCE CONSIDERATIONS

Q: What is annual increase across most recreation fees?
A: Most recreation fees are increasing by 5% under Bylaw 2025. This bylaw is intended to remain in effect for three years. **When averaged over that period, the increase amounts to approximately 1.67% per year.** This approach helps fees keep pace with rising costs for wages, products, and services while balancing the financial burden to customers.

Q: When will customers pay the new fees?
A: New fees commence Tuesday, September 2, 2025, and will be added to the Fall 2025 recreation guide. Customers who purchase passes before the price increases can tack on time to existing passes at the current rates. The same goes for facility bookings made before September 2 which will be at current rates even if the rental dates are after the increase.

Q: What is the updated Racquet Court pricing model?
A: To stay competitive with the City of Courtenay, the proposed changes include:

1. Eliminating prime and non-prime pricing, replacing it with a flat rate by age group.
2. Matching Courtenay's lower rates where Comox rates are currently higher ("Courtenay Match").
3. Applying the standard 5% increase where Comox fees are lower than Courtenay ("Standard Increase").
4. Introducing new Senior and Family rates, which Courtenay does not currently offer ("NEW").

Q: How does the regional field allocation project impact Bylaw 2035?
A: The City of Courtenay is leading a regional consultation to develop a consistent policy for field use, including potential youth sport fees. Should recommendations arise from this initiative, Comox staff will present them to Council in 2026. Until then, staff recommend proceeding with the current increases outlined in Bylaw No. 2035.

Q: How do recreation staff plan to resolve the inconsistencies across facility rental fees?
A: A planned Recreation Master Plan will review programs and fees using a comprehensive market analysis and cost-recovery framework. The goal is to ensure rental fees are fair, competitive, and aligned with service levels..

ATTACHMENT(S)
Schedule A – 2019 vs 2025 Fee Increase Information
Schedule B – Town of Comox Bylaw No. 2035 Recreation and Parks Fees

Schedule A - 2019 vs 2025 Fee Increase

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE	Courtenay Rate	NOTES
Fitness Studio	Drop-ins	Adult	$6.85	$7.25	5.84%	$6.75	
		Senior	$5.80	$6.10	5.17%	$5.50	COC requires Evergreen membership ($40/year) for all senior rates.
		Teen/Student	$4.75	$5.00	5.26%	$4.00	
		Family*	$14.05	$14.75	4.98%	N/A	
	10 Visits (10 visits at the cost of 9)	Adult	$61.65	$65.25	5.84%	$67.50	COC sells these passes as buy 11 visits at the cost of 10.
		Senior	$52.20	$54.90	5.17%	$55.00	
		Teen/Student	$42.75	$45.00	5.26%	$40.00	
		Family*	$126.45	$132.75	4.98%	N/A	
	Passes	Adult 1 month	$73.00	$77.00	5.48%	$67.50	
		Adult 3 months	$149.00	$157.00	5.37%	$162.00	
		Adult 6 months	$249.00	$263.00	5.62%	$283.50	
		Adult 1 year	$389.00	$409.00	5.14%	$405.00	
		Senior 1 month	$61.00	$64.00	4.92%	$55.00	
		Senior 3 months	$119.00	$126.00	5.88%	$132.00	
		Senior 6 months	$197.00	$207.00	5.08%	$231.00	
		Senior 1 year	$310.00	$327.00	5.48%	$330.00	
		Teen/Student 1 months	$51.00	$54.00	5.88%	$40.00	
		Teen/Student 3 months	$99.00	$104.00	5.05%	$96.00	
		Teen/Student 6 months	$154.00	$163.00	5.84%	$168.00	
		Teen/Student 1 year	$240.00	$253.00	5.42%	$240.00	
		Family Pass 1 month*	$149.00	$157.00	5.37%	N/A	
		Family Pass 3 months*	$306.00	$322.00	5.23%	N/A	
		Family Pass 6 months*	$551.00	$579.00	5.08%	N/A	
		Family Pass 1 year*	$779.00	$819.00	5.13%	N/A	
		**based on the 2024, not 2019, rate.*					
		Permanent Disability Pass 1 month	N/A	$40.50	N/A	$40.00	PD pass calculated as 75% of equivalent Teen/Student pass.
		Permanent Disability Pass 3 months	$75.00	$78.00	4.00%	$96.00	
		Permanent Disability Pass 6 months	$115.00	$122.25	6.30%	$168.00	
		Permanent Disability Pass 1 year	$179.00	$189.75	6.01%	$240.00	

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE	Courtenay Price	NOTES
Racquet Court Fees	Drop-in	Adult	$6.30	$6.25	-0.79%	$6.25	Courtenay match
		Senior	N/A	$5.25	N/A	N/A	NEW

A1	A2	A3	A4	A5	A6	A7	A8	
		Student	$4.20	$4.45	5.95%	$4.50		Standard increase
		Family	N/A	$12.75	N/A	N/A		NEW
	10 Visit	Adult	$56.70	$56.25	-0.79%	$62.50 (buy 10 get 11)		Courtenay match
	(10 visits at the cost of 9)	Senior	N/A	$47.25	N/A	N/A		NEW
		Teen/Student	$37.80	$40.05	5.95%	$45.00 (buy 10 get 11)		Standard increase
		Family	N/A	$114.75	N/A	N/A		NEW
	Passes	Adult 1 month	N/A	$56.25	N/A	N/A		NEW
		Adult 3 months	N/A	$168.00	N/A	N/A		NEW
		Adult 6 months	$289.00	$262.50	-9.17%	$262.50		Courtenay match
		Adult 1 year	$469.00	$375.00	-20.04%	$375.00		Courtenay match
		Senior 1 month	N/A	$47.25	N/A	N/A		NEW
		Senior 3 months	N/A	$139.00	N/A	N/A		NEW
		Senior 6 months	$224.00	$210.00	-6.25%	$210.00		Courtenay match
		Senior 1 year	$389.00	$300.00	-22.88%	$300.00		Courtenay match
		Teen/Student 1 month	N/A	$40.05	N/A	N/A		NEW
		Teen/Student 3 months	N/A	$89.00	N/A	N/A		NEW
		Teen/Student 6 months	$129.00	$136.00	5.43%	$189.00		Standard increase
		Teen/Student 1 year	$209.00	$220.00	5.26%	$270.00		Standard increase
		Family 1 month	N/A	$114.75	N/A	N/A		NEW
		Family 3 months	N/A	$339.00	N/A	N/A		NEW
		Family 6 month	N/A	$519.00	N/A	N/A		NEW
		Family 12 month	N/A	$739.00	N/A	N/A		NEW

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE
Fitness Studio & Racquet Court	Passes	Adult 3 months	$209.00	$220.00	5.26%
		Senior 3 months	$159.00	$167.00	5.03%
		Teen/Student 3 months	$139.00	$146.00	5.04%
	Racquet Rental	Squash or Racquet Ball	$2.25	$2.50	11.11%
		Tennis	$2.25	$2.50	11.11%
		Pickleball	$2.25	$2.50	11.11%
	Balls	Squash balls	10% over cost	10% over cost	N/A

		Racquet balls	10% over cost	10% over cost	N/A

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE
Facility Rentals	Commercial Day Rate	Gym Full	$799.00	$839.00	5.01%
		Gym A or B	$529.00	$559.00	5.67%
		MP Full	$399.00	$425.00	6.52%
		MP A	$209.00	$229.00	9.57%
		MP B	$235.00	$249.00	5.96%
		Room A	$159.00	$169.00	6.29%
		Room B	$179.00	$189.00	5.59%
		Room C	$169.00	$179.00	5.92%
		Staff Kitchen with Gym or MP Hall	$29.00	$39.00	34.48%
		Sail Building	$219.00	$239.00	9.13%
		Marina Park Upper or Lower Gazebo	$99.00	$149.00	50.51%
		Rotary Sport Box	N/A	$149.00	N/A
	Commercial Hourly Rate	Gym Full	$109.00	$119.00	9.17%
		Gym A or B	$82.00	$89.00	8.54%
		MP Full	$69.00	$75.00	8.70%
		MP A	$35.00	$41.00	17.14%
		MP B	$39.00	$44.00	12.82%
		Room A	$32.00	$35.00	9.38%
		Room B	$39.00	$43.00	10.26%
		Room C	$37.00	$40.00	8.11%
		Sail Building	$35.00	$49.00	40.00%
		Marina Park Upper or Lower Gazebo	N/A	$39.00	N/A
		Rotary Sport Box	$19.00	$29.00	52.63%

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE
	Private Day Rate	Gym Full	$659.00	$689.00	4.55%
		Gym A or B	$369.00	$389.00	5.42%
		MP Full	$336.00	$359.00	6.85%
		MP A	$184.00	$194.00	5.43%
		MP B	$210.00	$220.00	4.76%
		Room A	$105.00	$111.00	5.71%
		Room B	$119.00	$125.00	5.04%
		Room C	$115.00	$121.00	5.22%
		Staff Kitchen with Gym or MP Hall	$26.25	$28.00	6.67%
		Sail Building	$184.00	$194.00	5.43%
		Marina Park Upper or Lower Gazebo	$79.00	$83.00	5.06%
		Rotary Sport Box	N/A	$59.00	N/A
	Private	Gym Full	$79.00	$83.00	5.06%

A1	A2	A3	A4	A5	A6	A7	A8

Hourly Rate	Gym A or B		$53.00	$55.65	5.00%
	MP Full		$37.00	$39.00	5.41%
	MP A		$26.25	$28.00	6.67%
	MP B		$31.75	$33.50	5.51%
	Room A		$23.00	$24.25	5.43%
	Room B		$27.00	$28.50	5.56%
	Room C		$25.00	$26.25	5.00%
	Sail Building		$27.00	$28.50	5.56%
	Marina Park Upper or Lower Gazebo		N/A	$19.00	N/A
	Rotary Sport Box		$11.50	$12.25	6.52%
Non-Profit	Gym Full		$473.00	$497.00	5.07%
Day Rate	Gym A or B		$289.00	$304.00	5.19%
	MP Full		$289.00	$299.00	3.46%
	MP A		$137.00	$145.00	5.84%
	MP B		$158.00	$166.00	5.06%
	Room A		$79.00	$83.00	5.06%
	Room B		$99.00	$104.00	5.05%
	Room C		$89.00	$93.50	5.06%
	Staff Kitchen with Gym or MP Hall		$25.00	$26.25	5.00%
	Lobby with MP or Gym		$26.25	$27.75	5.71%
	Sail Building		$137.00	$144.00	5.11%
	Marina Park Upper or Lower Gazebo		$59.00	$62.00	5.08%
	Rotary Sport Box		N/A	$49.00	N/A
Non-Profit	Gym Full		$63.00	$66.25	5.16%
Hourly Rate	Gym A or B		$31.50	$33.25	5.56%
	MP Full		$31.50	$33.00	4.76%
	MP A		$21.00	$22.00	4.76%
	MP B		$26.25	$27.75	5.71%
	Room A		$15.75	$16.75	6.35%
	Room B		$18.00	$19.00	5.56%
	Room C		$17.00	$18.00	5.88%
	Lobby		$5.25	$5.50	4.76%
	Sail Building		$21.00	$22.00	4.76%
	Marina Park Upper or Lower Gazebo		N/A	$14.00	N/A
	Rotary Sport Box		$11.00	$11.55	5.00%

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE	NOTES
Recreation Program Contractor	Facility Rentals	Gym Full	$38.60	$40.53	5.00%	
		Gym A	$20.70	$21.74	5.00%	
		Gym B	$20.70	$21.74	5.00%	
		MP Full	$22.05	$23.15	5.00%	
		MP A	$17.65	$18.53	5.00%	

A1	A2	A3	A4	A5	A6	A7	A8

		MP B	$18.75	$19.69	5.00%	
		Room A	$16.55	$17.38	5.00%	
		Room B	$16.55	$17.38	5.00%	
		Room C	$16.55	$17.38	5.00%	
		Village Park Field - per hour	$12.75	$13.39	5.00%	
		Village Park Field - per day	$66.15	$69.46	5.00%	
	Other Fees	Contractor equipment fee (per class, per week)	$0.50	$0.50	N/A	
		Contractor Trainer Fees	$7.35	$7.72	5.00%	Fee does not include customer admission to the Fitness Studio.
		Registration Fee	$11.00	$12.00	8.33%	

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE	NOTES
Field & Park Rentals		Misc Rates	$9.45	$9.92	5.00%	See field use category in fee bylaw.
		Misc Rates	$14.70	$15.44	5.00%	See governance report section re regional field study.
		Misc Rates	$16.00	$16.80	5.00%	
		Misc Rates	$16.80	$17.64	5.00%	
		Misc Rates	$21.55	$22.63	5.00%	
		Misc Rates	$28.35	$29.77	5.00%	
		Misc Rates	$34.15	$35.86	5.00%	
		Misc Rates	$42.00	$44.10	5.00%	
	Commercial	Marina Park: Upper or Lower Gazebo (per day)	$99.00	$109.00	10.10%	
	Private	Marina Park: Upper or Lower Gazebo (per day)	$79.00	$83.00	5.06%	
	Non-Profit	Marina Park: Upper or Lower Gazebo (per day)	$59.00	$62.00	5.08%	

BYLAW SECTION	FEE TYPE	FEE CATEGORY	2019 FEE	2025 FEE	% INCREASE
Open Gym	Drop-In	Adult	$3.50	$4.00	14.29%
		Senior	$2.25	$2.50	11.11%
		Child/Teen/Student	$1.30	$1.35	3.85%
	Annual Pass	Child/Teen/Student	$29.00	$30.00	3.45%
Other Fees	Drop-In	Sauna	$5.25	$5.50	4.76%
	10 Visit	Sauna	$47.25	$49.50	4.76%
	Facility Rental Call Out	Custodian (per hour + GST)	$39.00	$44.00	12.82%

TOWN OF COMOX

BYLAW NO. 2035

A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE RECREATION AND PARKS BY THE TOWN OF COMOX

WHEREAS Section 194 of the Community Charter authorizes Council to impose fees by bylaw;

AND WHEREAS Council wishes to recover a portion of the Town's Parks and Recreation expenses through user fees;

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 Recreation and Parks Fees Bylaw No. 2035".

2. Fees and Charges

(1) Recreation and Parks fees are hereby established, as outlined in Schedule "A", attached to and forming part of this bylaw.

(2) All fees within Schedule "A" are subject to applicable taxes where appropriate.

3. Effective Date

This Bylaw shall be effective September 2, 2025.

4. Repeal

Town of Comox Parks and Recreation Fees Bylaw No. 1924, 2019 is repealed.

5. Adoption

(1) READ A FIRST time this day of , 2025

(2) READ A SECOND time this day of , 2025

(3) READ A THIRD time this day of , 2025

(4) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

SCHEDULE A – Recreation and Parks Fees

SECTION 1: GENERAL INFORMATION

1.1 Implementation of Fees:
Bylaw effective September 2, 2025.

1.2 Age Classifications:
- Pre-school: 0 – 4 years
- Child: 5 – 11 years
- Teen: 12 – 18 years
- Adult Student: 19 & over (must provide valid student identification)
- Adult: 19 – 59 years
- Senior: 60 years or older
- Family: minimum of one or two parents or guardians, and minimum one child or teen all living at the same address

1.3 Definitions:
- Community/Not for Profit: Community associations, school groups, groups registered as a charity with the Canadian Revenue Agency.
- Private: Private Citizens.
- Commercial/Political: Any individual, company or organization engaged in the pursuit of business for profit while using Town of Comox Community Centre or satellite facilities.
- Staff: Employees of the Town of Comox.
- Recreation Program Contractor: A business that rents, pays admin fees or agrees to revenue split with the Town for services rendered.

1.4 Additional Charges:
The Town of Comox Community Centre reserves the right to charge facility renters set-up and take down rates and third-party costs for rented space on a cost recovery basis.

1.5 Recreation Programs and Services:
The Recreation Director has the authority to establish new fees for programs, events and services.

1.6 Tax Implications:
Taxes, as required by legislation, are included in fees unless otherwise noted.

1.7 Renters pay the day rate when booking exceeds four continuous hours in the same facility.

SECTION 2: FITNESS STUDIO FEES

2.1 Drop-in Fees:

Adult	$7.25
Senior	$6.10
Teen/Student	$5.00
Family	$14.75

2.2 10 Visit Passes (buy 9 and receive 10 visits):

Adult	$65.25
Senior	$54.90
Teen/Student	$45.00
Family	$132.75

2.3 Fitness Studio Passes:

Adult 1 month	$77.00
Adult 3 months	$157.00
Adult 6 months	$263.00
Adult 1 year	$409.00
Senior 1 month	$64.00
Senior 3 months	$126.00
Senior 6 months	$207.00
Senior 1 year	$327.00
Teen/Student 1 month	$54.00
Teen/Student 3 months	$104.00
Teen/Student 6 months	$163.00
Teen/Student 1 year	$253.00
Family 1 month	$157.00
Family 3 months	$322.00
Family 6 months	$579.00
Family 1 year	$819.00

Permanent Disability Passes are calculated at 75% of the equivalent Teen/Student pass.

Permanent Disability Pass 1 Month	$40.50
Permanent Disability Pass 3 Months	$78.00
Permanent Disability Pass 6 Months	$122.25
Permanent Disability Pass 1 Year	$189.75

SECTION 3: RACQUET COURT FEES

3.1 Racquet Court Drop-in Fees:

Adult	$6.25
Senior	$5.25
Teen/Student	$4.45
Family	$12.75

3.2 Racquet Court 10 Visit Pass:

Adult	$56.25
Senior	$47.25
Teen/Student	$40.05
Family	$114.75

3.3 Racquet Court Passes:

Adult 1 month	$56.25
Adult 3 months	$168.00
Adult 6 months	$262.50
Adult 1 year	$375.00
Senior 1 month	$47.25
Senior 3 months	$139.00
Senior 6 months	$210.00
Senior 1 year	$300.00
Teen/Student 1 month	$40.05

Teen/Student 3 months	$89.00
Teen/Student 6 months	$136.00
Teen/Student 1 year	$220.00
Family 1 month	$114.75
Family 3 months	$339.00
Family 6 months	$519.00
Family 1 year	$739.00

3.4 Racquet Court and Fitness Studio Passes:

Adult 3 months	$220.00
Senior 3 months	$167.00
Teen/Student	$146.00

3.4 Miscellaneous Racquet Court Fees:

Racquet Rental: Squash, Racquet Ball, Tennis or Pickleball	$2.50
Squash or Racquet Ball	Cost + 10%

SECTION 4: FACILITY RENTAL FEES

4.1 Community Centre, Sail Building and Sport Box Fees (GST not included):

	Commercial		**Private**		**Non-Profit**	
Community Centre	**Day**	**Hourly**	**Day**	**Hourly**	**Day**	**Hourly**
Gym Full	$839.00	$119.00	$689.00	$83.00	$497.00	$66.25
Gym A or B	$559.00	$89.00	$389.00	$56.65	$304.00	$33.25
Multi-Purpose Full	$425.00	$75.00	$359.00	$39.00	$299.00	$33.00
Multi-Purpose A	$229.00	$41.00	$194.00	$28.00	$145.00	$22.00
Multi-Purpose B	$249.00	$44.00	$220.00	$33.50	$166.00	$27.50
Room A	$169.00	$35.00	$111.00	$24.25	$83.00	$16.75
Room B	$189.00	$43.00	$125.00	$28.50	$104.00	$19.00
Room C	$179.00	$40.00	$121.00	$26.25	$93.50	$18.00
Staff Kitchen with Gym or MP Hall	$39.00	N/A	$28.00	N/A	$26.25	N/A
Lobby with Gym or MP Hall	N/A	N/A	N/A	N/A	$27.50	$5.50
Marina Park						
Genoa or Spinnaker	$239.00	$49.00	$194.00	$28.50	$144.00	$22.00

Building						
Marina Park Upper or Lower Gazebo	$149.00	$39.00	$83.00	$19.00	$62.00	$14.00
Highland Park						
Sport Box	$149.00	$29.00	$59.00	$12.25	$49.00	$11.55

4.2 Other Facility Rental Fees

Renters charged for custodial staff set up and/or take down time, at the discretion of the Recreation Director, at $44.00 per hour plus GST.

SECTION 5: RECREATION PROGRAM CONTRACTOR FEES

5.1 Facility Fees (charged by the hour unless otherwise noted; GST not included):

Gym Full	$40.53
Gym A or B	$21.74
Multi-Purpose Full	$23.15
Multi-Purpose A	$18.53
Multi-Purpose B	$19.69
Room A, B or C	$17.38
Village Park Field	$13.39
Village Park Field – Day	$69.46

5.2 Recreation Contractor Miscellaneous Fees (GST not included):

Contractor Equipment Fee (per class, per week)	$.50
Contractor Personal Training Fees	$7.72
Contractor Registration Fee per Person	$12.00

SECTION 6: PARK RENTAL FEES

6.1 Fees by Renter and Location (GST not included):

	Ball Diamonds				**Soccer/Field**				**Tournaments**	
	Games		Practices		Games		Practices		Adults	Minor
	Youth	Adult	Youth	Adult	Youth	Adult	Youth	Adult	Per day/per field	
Airport Elementary School	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	$44.10	$16.80
Aspen Park Elementary	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	$16.80
Brooklyn Elementary School	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$16.80
Comox Elementary School	N/C	N/A	N/C	N/A	N/C	N/A	N/C	N/A	N/A	$16.80
Comox Community Centre	N/C	$22.63	N/C	$9.92	N/C	$35.86	N/C	$17.64	$44.10	$16.80
Highland Secondary School	N/C	$22.63	N/C	$9.92	N/C	$35.86	N/C	$17.64	$44.10	$16.80
Robb Rd Elementary School	N/A	N/A	N/A	N/A	N/C	$29.77	N/C	$15.44	$44.10	$16.80

N/C – no cost. N/A – not available.

SECTION 7: MISCELLANEOUS FEES

7.1 Open Gym or Open Facility Fees:

Adult Drop-in	$4.00
Senior Drop-in	$2.50
Child/Teen/Student Drop-in	$1.35
Annual Child/Teen/Student Pass	$30.00

7.2 Sauna Fees:

Sauna	$5.50
Sauna 10 Visit	$49.50

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	0340-50
FROM:	Jordan Wall, CAO	**DATE:**	July 11, 2025
SUBJECT:	Public Art Policy		

Report Approved:

Jordan Wall, Chief Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Policy CCL-082, Public Art Policy, be Adopted.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT Council continue with an ad hoc approval of public art proposals.

PURPOSE

The purpose of this report is to introduce a formal Public Art Policy for Council consideration. The policy outlines a transparent and community-oriented process for reviewing and approving artwork proposed by residents and community groups for installation in public spaces.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Community Connection and Wellness	**Arts and Culture -** Support the work of local non-profits and festivals to deepen the sense of community and belonging.
Economic Health	**Downtown Vitality** - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place.
Good Governance	**Community Participation** – We enhance two-way communication with our community. **Relationships** – We develop connections and relationships both locally and regionally to leverage support for our goals. **Decision Making -** We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

The Town received a public art installation request in 2024. This application highlighted the lack of a formal decision-making process for approving art installations on Town property. Public art can support the Town's broader goals of beautification, cultural enrichment, and economic development, but it can also lead to conflict and disagreement. This policy aims to establish a process that includes the Town's arts and culture community in the decision-making and review process when considering public art.

As the Town does not have a Public Art budget, this policy is intended to provide a streamlined decision-making process while placing the responsibility for installation, maintenance, and dismantling on the artist or group submitting the application.

When each application is submitted, the proposal will be forwarded to the Pearl Ellis Gallery Board for review. Depending on the content of the proposal, it may also be referred to other community groups (e.g., the Comox Archives and Museum or the I-HOS Gallery).
Once the referral agencies have provided input and a recommendation to Council, the application and recommendation will be brought to Council for final approval.

This policy was reviewed by the Pearl Ellis Gallery, Comox Archives and Museum, and Comox Valley Arts. Their input has been included in the policy. However, three additional changes were requested for consideration:

- Reduction or elimination of the application fee for youth artists.
- Reduction or elimination of the application fee for Indigenous artists.
- Reduction or elimination of the application fee for Comox residents.

Given that the application fee for this process is $50 (reduce from $100 when reviewed) and considering that the intention is to create a semi-permanent art installation with all costs for installation, ongoing maintenance, and disassembly borne by the artist, an application fee of $50 should not present a meaningful barrier to entry.

a. Financial

This policy will not result in a meaningful increase in Town costs and due to the external referral process along with artist required installation and maintenance, not require a significant amount of staff time.

Council should consider that there is currently no Public Art funds in the budget and it is possible, if not likely, at some point in the future artists or groups may request Council support funding a Public Art project. At this time Council would need to use the annual Grant In Aid funding to do this. In 2025 Council

TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	**Number:** CCL - 082	**Office of Primary Responsibility:** Corporate Department
PUBLIC ART POLICY		
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Council ☐ Administrative	**Approved By:** ☒ Council ☐ Chief Administrative Officer ☐ Department Head
Date Adopted:	**Council Resolution No:**	**Date to be Reviewed:**
Manner Issued: Website, Internal Memo, Upon request		

1 PURPOSE

The Town of Comox recognizes public art as a valuable contributor to community well-being, civic identity, and cultural vibrancy. This policy is intended to promote and support the integration of community-appropriate artwork into public spaces throughout the municipality through a transparent and community-oriented approval process.

2 DEFINITIONS

"Art work" refers to original creations or designs intended to be installed or displayed in public spaces for the purpose of enhancing the visual, cultural, or social environment. Artwork may include, but is not limited to:

- Sculptures (freestanding, wall-mounted, or integrated into architecture or landscape)
- Murals or painted surfaces
- Functional art (e.g., artist-designed benches, bike racks, or lighting)
- Installations incorporating various media (e.g., wood, stone, metal, glass, fabric, or digital elements)
- Monuments or commemorative works
- Interactive or kinetic pieces
- For the purpose of this policy, "artwork" does not include mass-produced decorations, commercial signage, or unofficial graffiti.

"Community Appropriate" means artwork that:

A. Does not reflect negatively on the Town's image

B. Does not include depictions of violence, weapons, pornography, alcohol, cannabis, or tabaco

C. Does not discriminate against any member or group in the community.

3 SCOPE

Any significant artwork to be placed by a member of the public or community group on or in Town of Comox land, property, or buildings.

(a) For clarity, this policy does not apply to art work initiated by any department within the Town of Comox or minor artworks installed by the Town of Comox including temporary murals, paintings, or other items placed in or on Town buildings.

4 POLICY

Council of the Town of Comox will approve or deny any public art projects or requests. Any public art projects or requests will be forwarded to the Pearl Ellis Gallery for review and recommendation prior to Council consideration.

The Town of Comox has no allocated budgetary funds to support public art applications.

5 PROCEDURES

Applicants will submit a completed application to the Town of Comox Corporate Officer. This application will include:

(b) A detailed description and or sketch of the artwork

(c) An explanation how the proposed project will support the goals in the Town's Downtown Action Plan, Economic Development Plan, how the art will compliment the downtown or fit into broader beautification gaols, or how it will otherwise benefit the community.

(d) Budget and materials list

(e) Suggested placement location and method

(f) A detailed maintenance and decommissioning plan

DRAFT

The Application Fee listed under 5.01 will be $50.

(a) The Pearl Ellis Gallery shall be exempt from this fee.

The Corporate Services Department will review the application for completeness and submit any completed applications plus a $50 review fee to the Pearl Ellis Gallery. If determined appropriate the Corporate Services Department may also refer the artwork to any other body including the Comox Valley Archives and Museum.

Applications will be reviewed by a committee determined by the Pearl Ellis Gallery and any other referred agency. The Pearl Ellis Gallery will provide a recommendation and any other comments to the Comox Council for their consideration.

Upon receipt of a decision by the Pearl Ellis Gallery and any comments from other referred agencies a report for Council will be prepared and submitted which includes a completed application form, communications plan by the Corporate Services Department, comments from the Pearl Ellis Gallery and other referred agencies, and a completed application form.

6 Responsibilities

Unless otherwise agreed to all maintenance and decommissioning costs are borne by the applicant.

All art work will remain the property and responsibility of the applicant and can be removed or decommissioned at any time according to the decommissioning plan by either the Town or the artist.

The Town may, for any reason, request the applicant decommission the art work at any time.

DRAFT

Amendment Date	Section Amended or Description of Amendment	Resolution Number
	CCL-082 Policy established	

TOWN OF COMOX

STAFF REPORT

Meeting: 07-16-2025

TO: Mayor and Council	**FILE:** RZ 24-4
FROM: Robin Pallett, Planner II	**DATE:** July 11, 2025
SUBJECT: Rezoning Application RZ 24-4 (1946 & 1950 Comox Avenue)	

Prepared by:	Supervisor:	Operations Approved:	Report Approved:
Robin Pallett, Planner II	*Randy Houle, Director of Development Services*	*Shelley Ashfield, Director of Operations*	*Jordan Wall, CAO*

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1) THAT Council direct staff to work with the applicant to bring forward a zoning amendment bylaw with conditions identified in the July 16, 2025 Regular Council Meeting staff report for RZ 24-4 including a road dedication to allow for Ivy Place to connect to Comox ave and the development's road access from either Ivy Place or Buena Vista.

2) THAT Council supports an application to be received for a 6 story building under the current OCP with inclusion of daycare and outdoor amenity space.

ALTERNATIVES TO THE RECOMMENDATION

THAT Council direct staff to work with the applicant to bring forward a zoning amendment bylaw with conditions identified by Council at the July 16, 2025 Regular Council Meeting.

PURPOSE

The Development Application Review of the Town's approval process recommended that when an applicant and Town Staff reach an impasse on an aspect of a development application that the reason for this impasse, in certain circumstances, should be brought to Council for direction. As described below, the applicant and staff are seeking Council direction to resolve issues where agreement can not be found. The two main issues are:

1) Ivy Place currently does not connect to Comox Ave. As part of this development and according to the Town's Subdivision and Servicing Bylaw, the developer should provide road dedication on Ivy Place which allows for a future connection to Comox Ave.
2) The developer proposes a right-in and right-out access on Comox Ave directly from their development but the Highway Use Bylaw indicates that driveway access should be off of Beuna Vista or Ivy Place.
3) Whether or not Council feel the proposed amenities are sufficient to allow for additional height on the site (this is supported by staff and included in recommendation #2).

The applicant is proposing to construct a residential apartment complex containing 228 dwelling units on the subject property, over a partially underground parking structure. Two of the buildings (A & C, per the applicant's submission in Attachment D) are proposed to be six storeys high, and one (building B) would be five storeys. Since the proposed use is not permitted in the current zone, a rezoning to a new comprehensive development zone is required as proposed by the applicant. The proposed development would replace the existing 21 low-income rental dwelling units located on the subject site.

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. **Housing** - We will create the conditions for a diversity of housing options in our unique seaside Town. **Community Addition** - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.

BACKGROUND

Subject Property:

Zoning Designation: C3.1 zone

OCP Designation: Residential: Low Rise Apartments, Townhouses & Ground Oriented Infill

Site Size: 11,226.7 m^2

Property Contains: 14 existing residential buildings containing 21 dwelling units (removal proposed)

Surrounding Land Uses: Single-family and apartment development to the west; Single-family development across Buena Vista Avenue to the north, across Ivy Place to the east and across Comox Avenue to the south.

ANALYSIS/ ISSUES/ IMPLICATIONS

There are several key aspects about the proposed development that are inconsistent with Town bylaws, for which staff do not support variances (in certain cases) or otherwise accommodating the proposal as shown. The applicant has indicated that they wish to proceed with their current development proposal; as such, staff are seeking Council direction regarding the following issues prior to consideration of a formal zoning amendment bylaw:

1. Ivy Place Road Dedication & Standards

   The table below outlines how the developer's proposal compares to the road standards required in the draft Subdivision and Development Services Bylaw:

	Current Construction	Required Standard (via draft Bylaw)	Proposed
Min. Road Right of Way width	12.2 m	20.0 m	18 m
Min. Pavement Width	Approx. 5.0 m	8.4 m	6.6 m
Number of Sidewalks	No sidewalks	1.5 m – 1.8 m sidewalk on 1 side)	A 4.0 m-wide multi-use path on the west side of Ivy Place

Staff consider that the proposed reduction in the right of way width of Ivy Place from 20.0m to 18.0m to be minimal and unlikely to impact the future build out of the road to Town standards. Staff are concerned, however, with the proposed reduction in road dedication (shown in red Figure 1) along the remaining portion of the east property line that connects to Comox Avenue as it will not allow for a vehicle connection from Ivy Place to Comox Avenue. This connection would alleviate future traffic along Buena Vista Avenue (from increased density in the neighbourhood according to Land Use Designations in the draft OCP) and would be restricted to right-in, right-out vehicle traffic. For the build out of Ivy Place, the developer is proposing a narrower road pavement width and a 4.0m multi-use path which does not adhere to Town standards and will eliminate the possibility of on-street parking in the future.

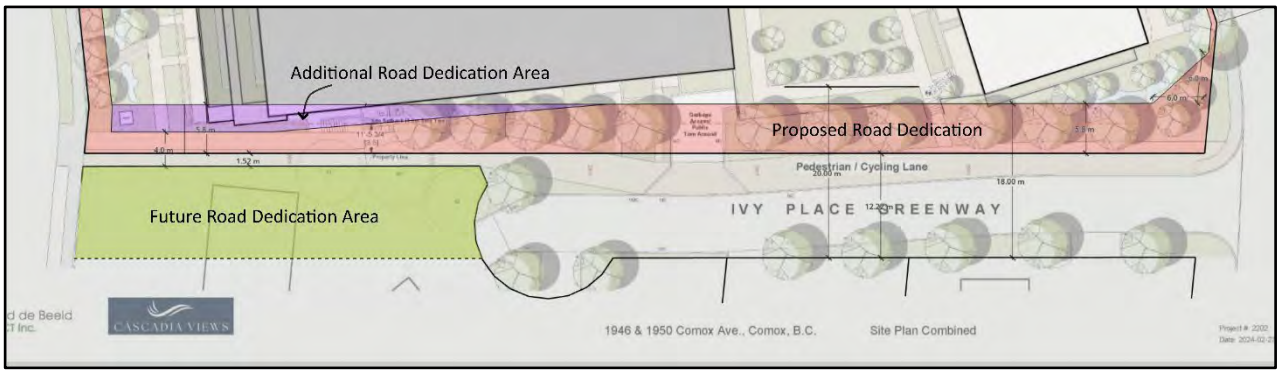

Figure 1: Recommended road dedication plan.

Based on the above, Staff are recommending that the applicant's proposal be revised to accommodate the road dedication necessary to allow for a future vehicle connection to Comox

Avenue from Ivy place (shown in purple in Figure 1), while also ensuring that Ivy Place is built to Town standards.

2. Driveway access from Comox Avenue;

   The proposed site plan demonstrates a U-shaped driveway access from Comox Ave that conflicts with section 10(d) of the Highway Use Bylaw, which requires that a lot that fronting an arterial road be accessed by vehicle from a lower-tier road when available, which in this case is Ivy Place or Buena Vista Avenue. This is to help reduce conflicts and interactions along arterial roads that slow down traffic that would increase the risk of collisions or pedestrian/vehicle conflicts along sidewalks. The Traffic Management Plan estimates that by 2044, peak times traffic will back up from the Comox/Anderton intersection past this development.

   Based on the above, Staff are recommending that the proposed development be revised to eliminate the access from Comox Avenue and accommodate on a lower tier road as per the Highway Use Bylaw.

3. OCP Conformance - Building Height (Number of Storeys)

   The proposed development includes a six-storey high building, located at the north end of the site, whereas OCP policy 2.1.1.3[g] limits development on the subject site to four storeys but accommodates consideration of additional height where a) the site contains a significant slope and b) satisfactory amenities are provided. The subject site is sloped roughly 1:20 (forming a 2.86° incline), with Buena Vista Avenue being roughly 6 m above Comox Avenue in that location. The applicant has proposed a suite of amenities as part of the proposed development which includes a private day care facility for 25 children and a 442.0 m^2 green space in the northwest corner of the site. The draft OCP identifies this site as within lands designated as *Mid-Rise Residential* land use, which would support multi-unit housing up to six storeys, without the slope and amenity provision. Therefore, if the applicant wishes to proceed immediately with the rezoning application, Council will need to consider whether the slope is 'significant', and the amenities package 'satisfactory' to justify the proposed building height.

   Given that the draft OCP includes this area as 6 stories staff feel securing the proposed daycare and outdoor amenities at this time would be beneficial through zoning due to the height bonusing

provisions in the current OCP. However, if Council does not plan on keeping this site at 6 stories in the final draft of the OCP it may be prudent to require an OCP amendment for the application.

4. Various Outstanding Items:
   - Creation of a Comprehensive Development (CD) zone.
   - Accommodation plan for existing tenants.
   - Sewer capacity analysis update.
   - Traffic assessment update.
   - Affordable housing contribution.
   - Arborist report update.

ATTACHMENTS:

Attachment A: Property Location Map

Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Drawings of the Proposed Development

TOWN OF COMOX

1946 & 1960 Comox Avenue

Property Location Map

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

TOWN OF COMOX

1946 & 1960 Comox Avenue

Property OCP Map

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

1:1,750

TOWN OF COMOX

1946 & 1960 Comox Avenue

Property Zoning Map

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

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Cascadia Views

1946 & 1950 Comox Avenue, Comox, BC

Rezoning

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

Civil Engineers: McElhanney

Landscape Architect: kinship design • art • ecology

Traffic Engineers: WATT Consulting Group

Project #: 2202

Date: 2024-02-27

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C.

Renders - Daycare View from Park

Project #: 2202
Date: 2024-02-27

A0.2

Project Description:	**Cascadia Views**									
Civic Address:	1946 & 1950 Comox Ave., Comox, B.C.									
Current Zoning:	C3.1 – Arterial Commercial									
Proposed Zoning:	Comprehensive Development									
	ft²	**m²**	**ha**							
Property Area	120,844	11,226.7	1.123							
Zoning Requirements*	**Required**	**Proposed**			Footprint = 41,017 ft²					
Lot Coverage:	70%	34%								
Density/FAR*	N/A	1.8								
*Based on GFA and excludes car and bike parking, dedications, ROWs, or area exclusions.										
Bldg Setbacks:										
Front	12.0m	12.0m min								
Rear	7.5m	7.5m								
Side (West)	3.5m	3.5m min								
Side (East)	3.5m	3.5m								
Building Height					Av. Natural Grade:					
Building A	10.0m	19.1m (62'7")			Building A			31.4m (103'1")		
Building B	10.0m	14.2m (46'8")			Building B			29.6m (97'0")		
Building C	10.0m	15.9m (52'2")			Building C			27.9m (91'6")		
Number of Storeys (Bldg A)	4	6								
Number of Storeys (Bldg B)	4	4+2 UG								
Number of Storeys (Bldg C)	4	4+2 UG								
Parking (non downtown)	**Per Unit**	**Required / Min.**	**Provided**							
Dwelling Unit (1 + 0.25 visitor)	1.25	285	286							
Parking – Types :										
Standard (5.5m x 2.75m) (Dwelling unit outside downtown = 1 per dwelling unit)		214	199							
Small (4.6m x 2.4m) (≤25% of total required)		71	82							
Accessible (5.5m x 3.7m) (1/ 100)		3	5							
Visitor (Dwelling unit outside downtown = plus 0.25 per dwelling unit)		57	57							
Loading n/a		0	4 (exterior)							
Bikes – Types :										
Class I, bike rack only (0.5/unit)		114	189							
Class II, bike room or locker (0.25/unit)		57	116							
Notes										
1) Proposed variances in red										

Proposed Development Summary										
					Building Area (ft²)					**(m²)**
	# of Storeys	**# of Units**	**Building Footprint (m²)**	**Building Footprint (ft²)**	**Residential**	**Day Care**	**Circ**	**Common (Interior)**	**Total GFA**	**Total GFA (m²)**
Building A	6	82	1312.6	14,129	58,882	1,981	11,501	4,885	77,249	7,177
Building B	4 + 2 UG*	73	1249	13,444	55,975		9,036	3,136	68,147	6,331
Building C	4 + 2 UG*	73	1249	13,444	55,975		9,101	2,387	67,463	6,267
Total		228	3810.6	41,017	170,832	1,981	29,638	10,408	**212,859**	**19,775**
*GFA Excludes Parking										

Unit Mix %				**Usable Common Space (Exterior)**	**Area (ft²)**		
Studio	12%			Dog-Friendly Community Park	4,815		
1 Bed	42%			Main Courtyard	14,042		
1 Bed + Den	5%			Upper Courtyard	12,898		
2 Bed	29%			Comox Ave Landscaped Streetscape	5,572		
2 Bed + Den	3%			**Daycare**			
3 Bed	9%			Outdoor Play Area	2,711		
Total	**100%**			Interior/Exterior Area	4,692		
				Capacity of Daycare	28		

A1 A2 A3 A4 A5 A6 A7 A8

B
73 Units

C
73 Units

A
82 Units

Daycare

Cascadia Park (Dog Friendly)
4,815 ft2

Day Care (Outdoor)
2,711 ft2

Main Courtyard
14,042 ft2

Refer to Landscape Plan by Kinship Design for Courtyard Design (A1.1)

Upper Courtyard
12,898 ft2

Refer to Landscape Plan by Kinship Design for Courtyard Design (A1.1)

Property Line

Site Setback (3.5m Side Yard)

11'-5 5/8"
[3.5]

17'-8 1/4"
[5.39]

39'-4 1/2"
[12]

43'-8 5/8"
[13.32]

Site Setback (12m Front Yard)

24'-7 1/4"
[7.5]

Site Setback (7.5m Rear Yard)

Garbage Access/ Public Turn Around

Pedestrian / Cycling Lane

COMOX AVENUE

BUENA VISTA AVENUE

IVY PLACE GREENWAY

27m 28m 29m 30m 31m 32m 33m

NMC MC

1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C. Site Plan Combined

Project #: 2202
Date: 2024-02-27

A1.1

KEY FEATURES

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To retain the existing treed character along Buena Vista, and to moderate the scale of the architecture, new and existing trees will form forest pockets that anchor building corners, and wrap around buildings to unify the site. For new trees, the project will incorporate specimens of varying size, including large, mature trees to recreate the feel of a natural, well-established urban forest.

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Surrounding the buildings, a series of raingardens and bioswales will capture, infiltrate and convey rainwater in a system of linked, planted green infrastructure features. These features reveal the integration of nature into the human environment, create opportunities to support biodiversity, and reinforce the overall forest to foreshore design concept.

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A carefully considered plant palette consisting of indigenous plantings and complementary drought-tolerant, ornamentals will contribute to the function of the green infrastructure on site while also attracting local birds and pollinators, and adding visual interest to the streetscape across seasons. Deciduous street trees along Comox Avenue, on the south side of the site offer passive shading in the summer while preserving solar access during the winter months.

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Play spaces designed around natural elements including logs, boulders, landform and plantings provide the outdoor environments for a child care centre as well as a creative, open-ended play environment for the families living in Cascadia Views. These areas add life and character to the project, and amplify the forest to foreshore concept behind the landscape design.

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The architecture forms a Central Commons oriented to the south, overlooking Comox Harbour and the Salish Sea. This shared open space is divided into two levels. The lower courtyard includes an open lawn bounded by an arbour, small trees, and formal walkways that connect to individual garden suites. The upper commons includes a natural play, and seating surrounded by layered plantings. These levels are linked with central stairs and a water feature that descends through a series of garden terraces.

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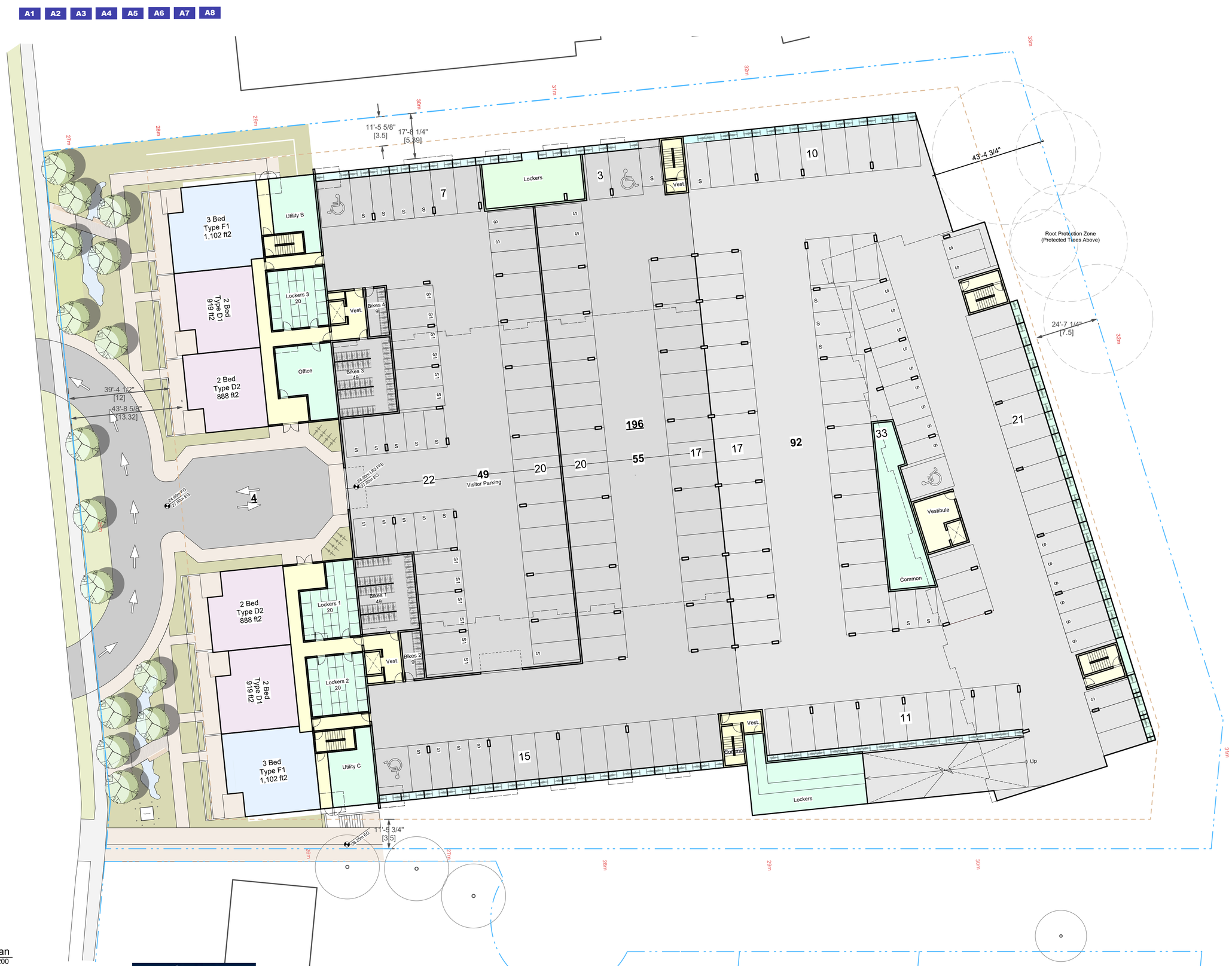
The Ivy Place Greenway forms the east boundary of the site. The development will include benches and areas of shady respite along an upgraded walkway lined with trees. It is a simple but elegant solution that improves an existing right of way with a human scale environment that connect cyclists and pedestrians to Comox Ave while providing site access for municipal or emergency services.



1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C.

LB2 Floor and Lower Site Plan

Project #: 2202
Date: 2024-02-27

A2.1

1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C. LB1a Floor/ Middle Site Plan

Project #: 2202
Date: 2024-02-27

A2.2

1 Site Plan
Scale: 1:200

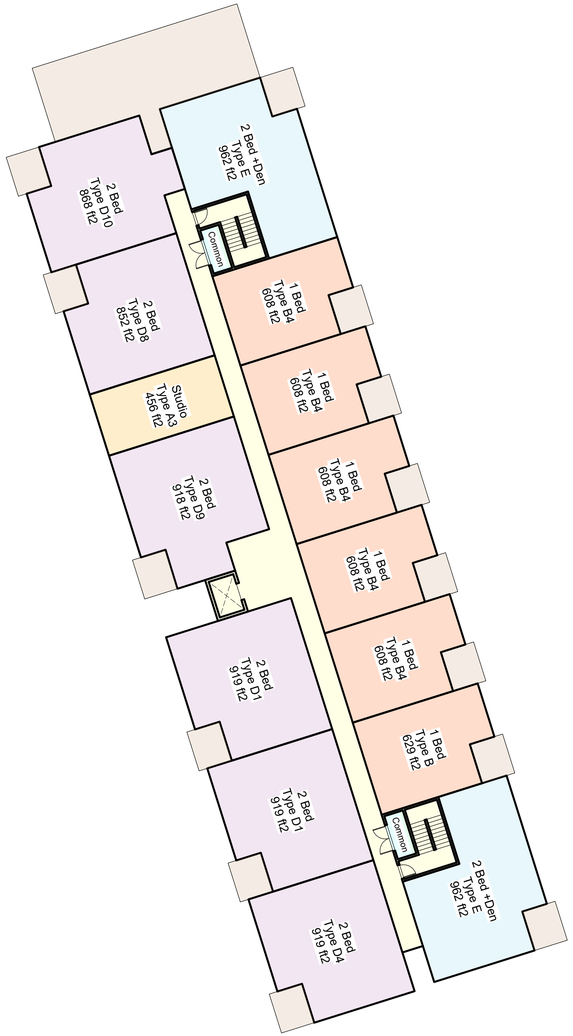
Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C. L1 Floor/ Upper Site Plan

Project #: 2202
Date: 2024-02-27

A2.3



1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

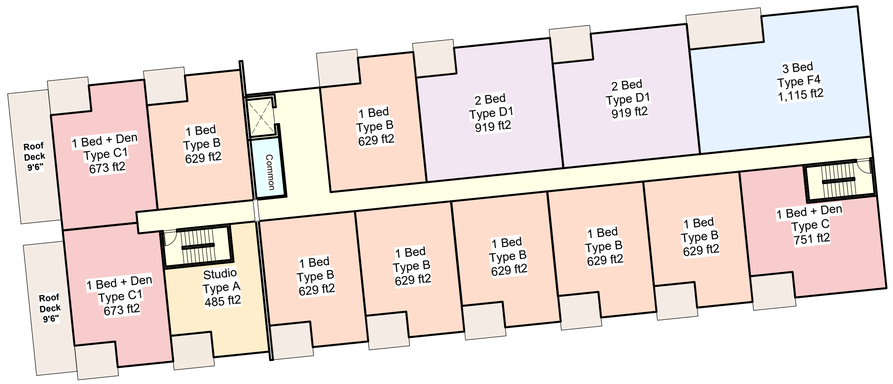
CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C.

L2 Floor Plan

Project #: 2202
Date: 2024-02-27

A2.4



1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

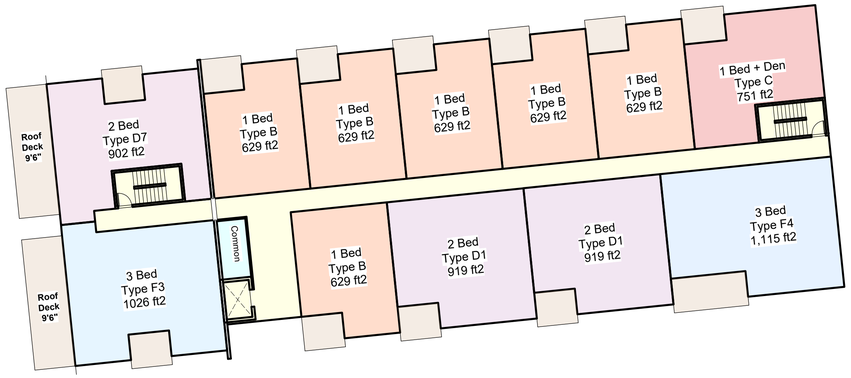
CASCADIA VIEWS

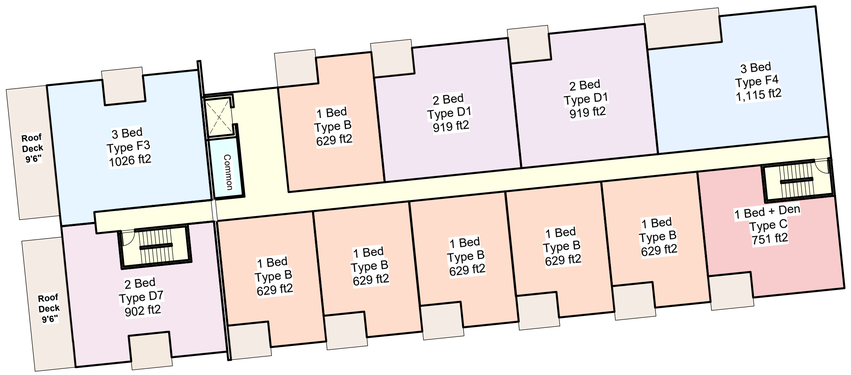
1946 & 1950 Comox Ave., Comox, B.C.

L3 Floor Plan

Project #: 2202
Date: 2024-02-27

A2.5





1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

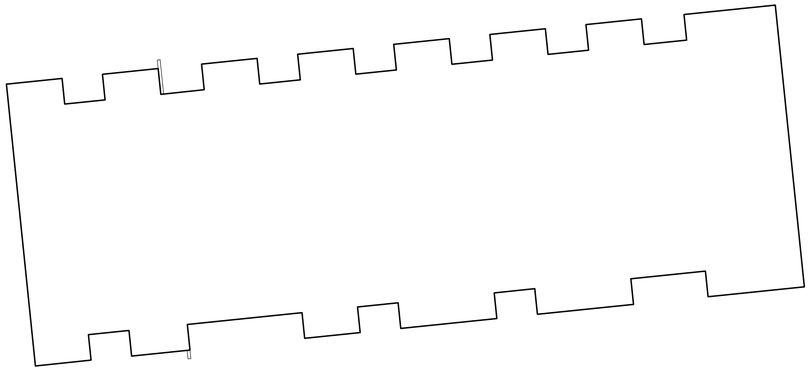
CASCADIA VIEWS

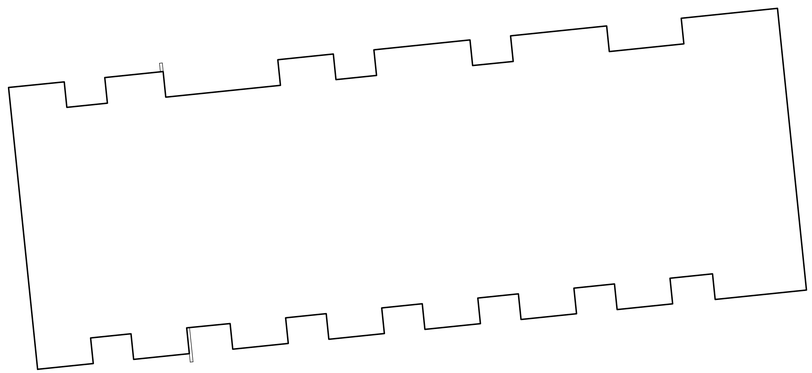
1946 & 1950 Comox Ave., Comox, B.C.

L4 Floor Plan

Project #: 2202
Date: 2024-02-27

A2.6





1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

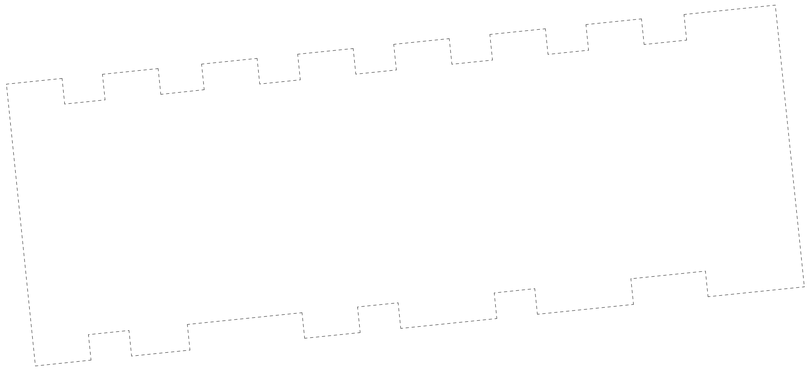
CASCADIA VIEWS

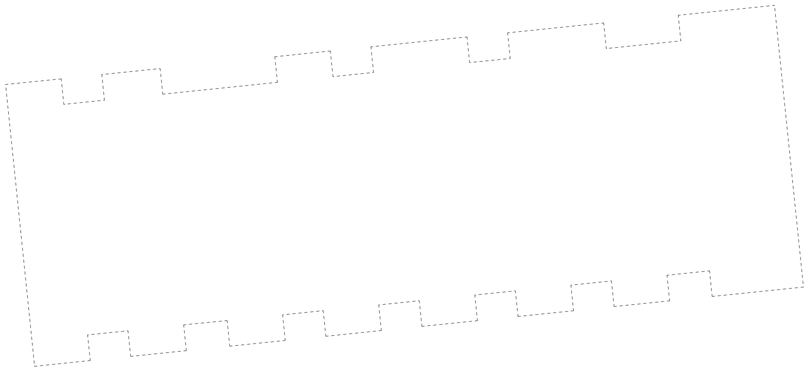
1946 & 1950 Comox Ave., Comox, B.C.

L5 Floor Plan

Project #: 2202
Date: 2024-02-27

A2.7





1 Site Plan
Scale: 1:200

Raymond de Beeld ARCHITECT Inc.

CASCADIA VIEWS

1946 & 1950 Comox Ave., Comox, B.C.

L6 Floor Plan

Project #: 2202
Date: 2024-02-27

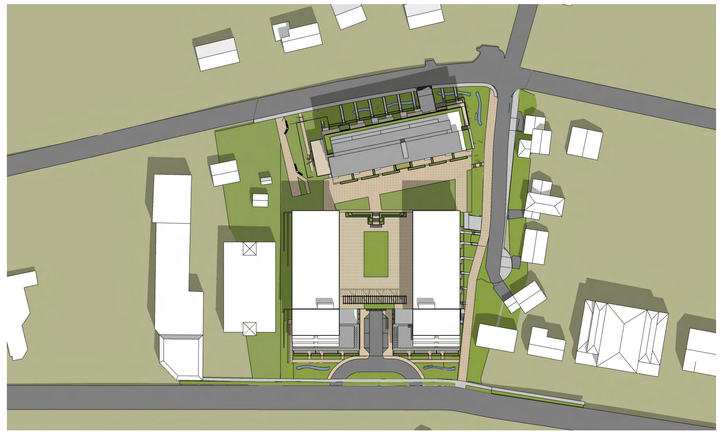
A2.8

01 December 21
Time: 9:00 am

02 December 21
Time: 12:00 pm

03 December 21
Time: 3:00 pm

04 March 21 / September 21
Time: 9:00 am



05 March 21 / September 21
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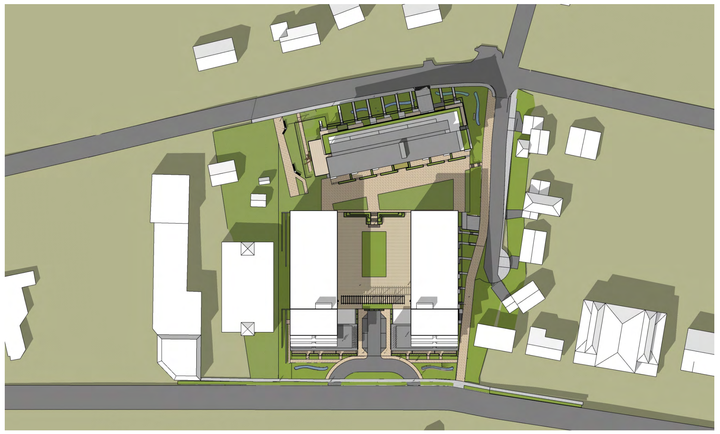

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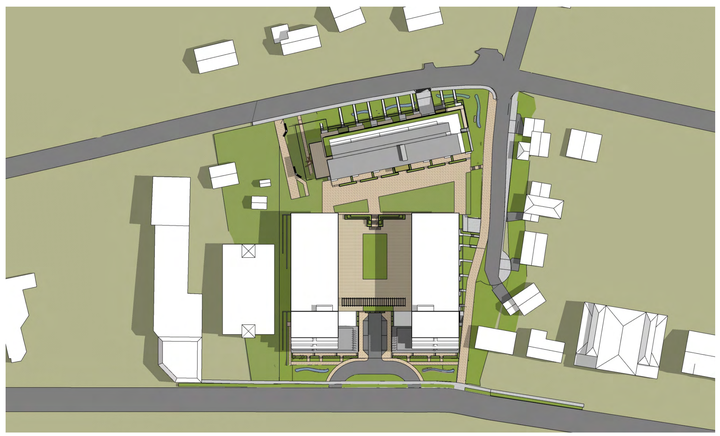

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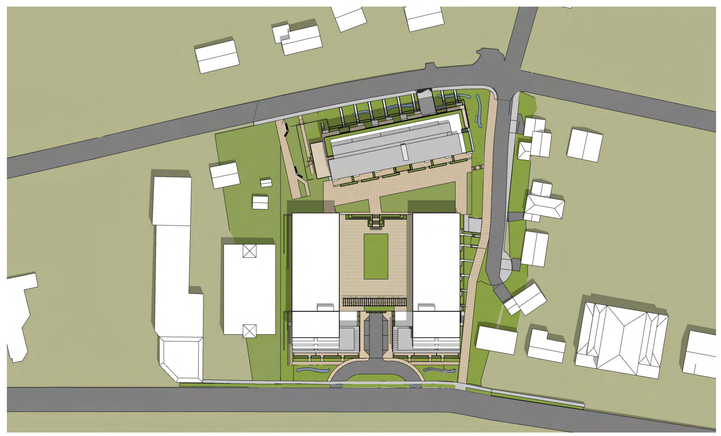

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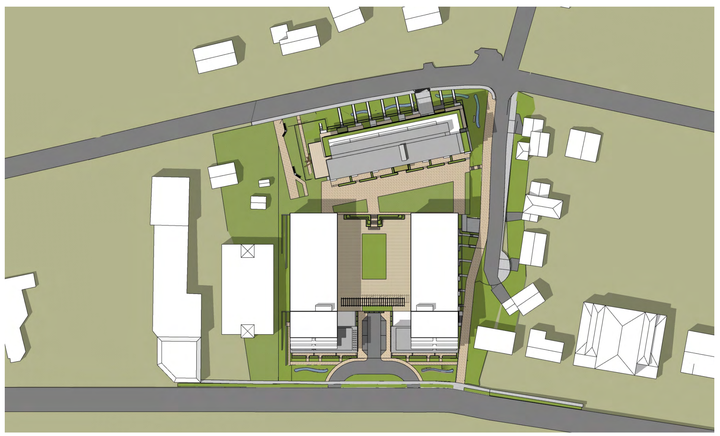

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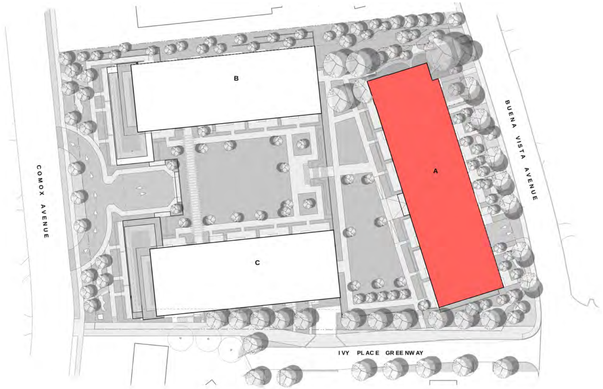
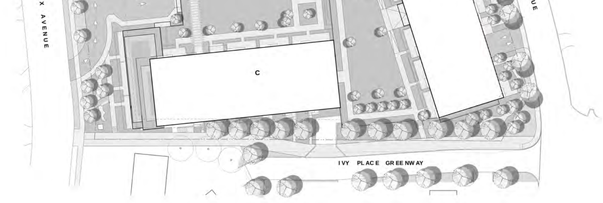
Time: 3:00 pm



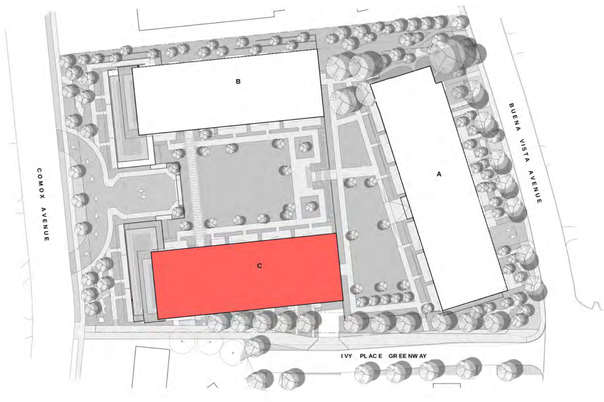
1 Building A Elevation North
Scale: 1/16" = 1'-0"

2 Building A Elevation East
Scale: 1/16" = 1'-0"



3 Building B Elevation West
Scale: 1/16" = 1'-0"

4 Building B Elevation South
Scale: 1/16" = 1'-0"



5 Building C Elevation East
Scale: 1/16" = 1'-0"

6 Building C Elevation South
Scale: 1/16" = 1'-0"

CASCADIA VIEWS

LANDSCAPE CONCEPT

DESIGN RATIONALE

LANDSCAPE CONCEPT
FOREST TO FORESHORE SCENARIO

The landscape concept for the Cascadia Views development draws inspiration from the dramatic natural forests, rivers and oceanside landscapes that characterize Comox. Bounded by Buena Vista Avenue to the north and Comox Avenue to the south, the site has a gentle slope toward Comox Harbour that is used to accentuate the transition from forest to foreshore.

Along Buena Vista, mature trees will be retained where possible, with Douglas fir, bigleaf maple and shore pine incorporated in the new design to create forest pockets that wrap around the buildings. A new child care centre featuring a natural play area is situated at the northwest corner of the site to support young families in the community.

A unifying thread of indigenous planting and complementary ornamentals, as well as seasonal flows of rainwater will cascade through a large open space courtyard toward the Comox Avenue streetscape. Also linking Buena Vista to Comox Avenue is Ivy Place –a future pedestrian connection with small gathering spaces and additional connections into the proposed development.

At Comox Avenue, the marine environment is reflected by a linear green infrastructure feature that unifies the streetscape, creating visual interest along a lively, energetic, pedestrian oriented edge to the development. Capturing and conveying rainwater in bioswales exposes the natural functioning of the urban ecosystem, and harnesses human development to create a lush, living environment that accentuates the local ecology and sense of place for people.

To amplify the feeling of the marine foreshore, while also strengthening the human scale of the architecture, boardwalk features provide crossings over the bioswale, creating repeating entry points to internal paths and patios.

To add character, comfort and creative flair at the human scale, benches and site furnishings that capture a modern marine aesthetic are incorporated into the design of the streetscape.

DESIGN PRECEDENTS

01 Forest pocket: Douglas Fir, understorey of small deciduous trees, shrubs & perennials

02 Indigenous evergreen understorey: sword fern, evergreen huckleberry, mahonia

03 Water feature: reflecting pool & plantings

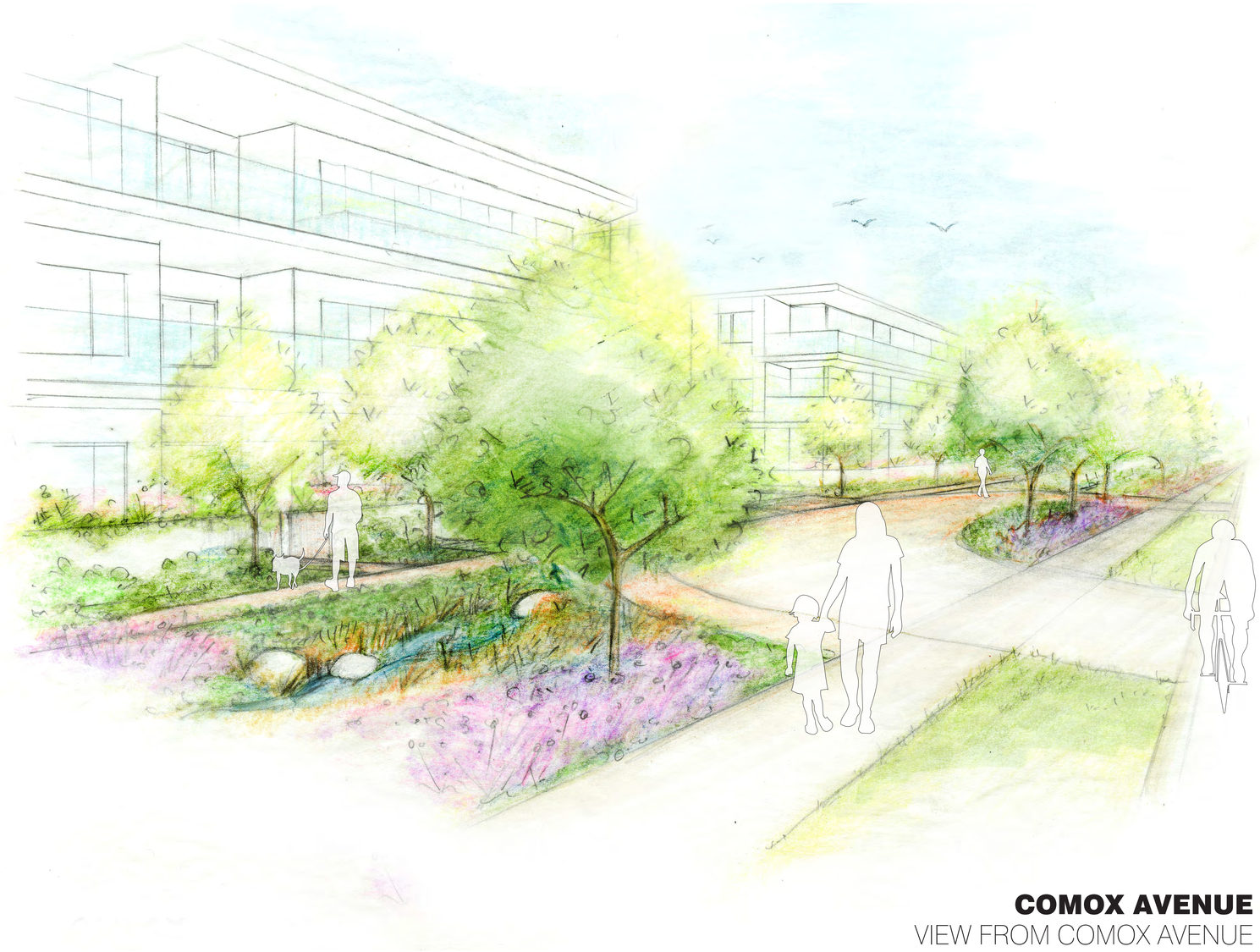
04 Natural play: climbing logs

05 Bioswale crossing with seating

06 Bioswale residential entry crossing

07 Perennial pollinators

08 Platform bench



COMOX AVENUE
VIEW FROM COMOX AVENUE

kinship
design • art • ecology
1070 Nelson Street Nanaimo BC V9S 2K2
250-753-8093
hello@kinshipdesign.ca

NO.	DATE	ISSUE
1	12-22-23	REZONING

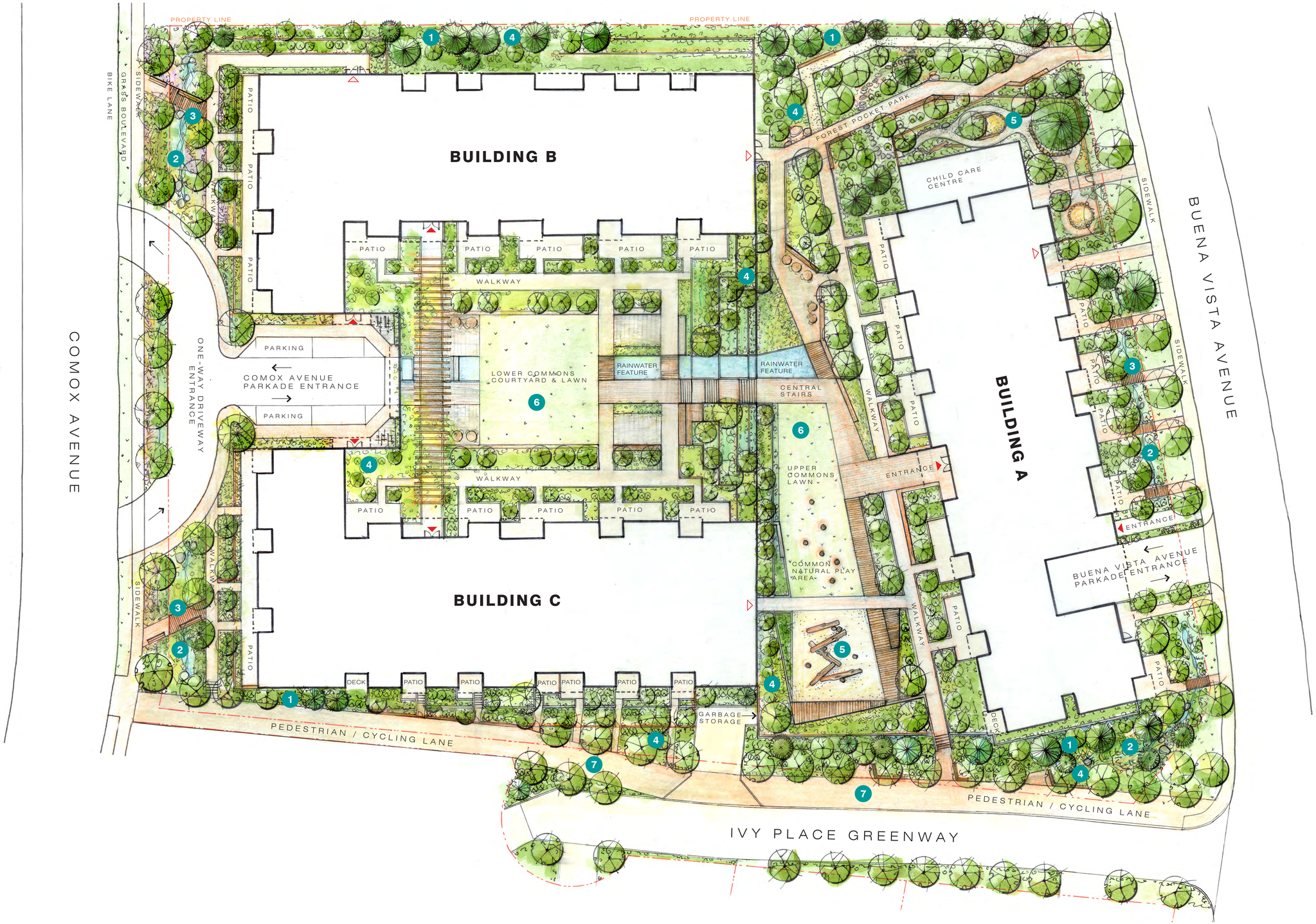
CASCADIA VIEWS

PROJECT
CASCADIA VIEWS
1946 & 1950 Comox Avenue
Comox, BC

DESIGN RATIONALE

PROJECT 23010
DB KS **CB** KS
SCALE VARIES
DATE JUNE 26, 2023

L1.01



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NO.	DATE	ISSUE
1	12-22-23	REZONING

CASCADIA VIEWS

PROJECT
CASCADIA VIEWS
1946 & 1950 Comox Avenue
Comox, BC

LANDSCAPE PLAN

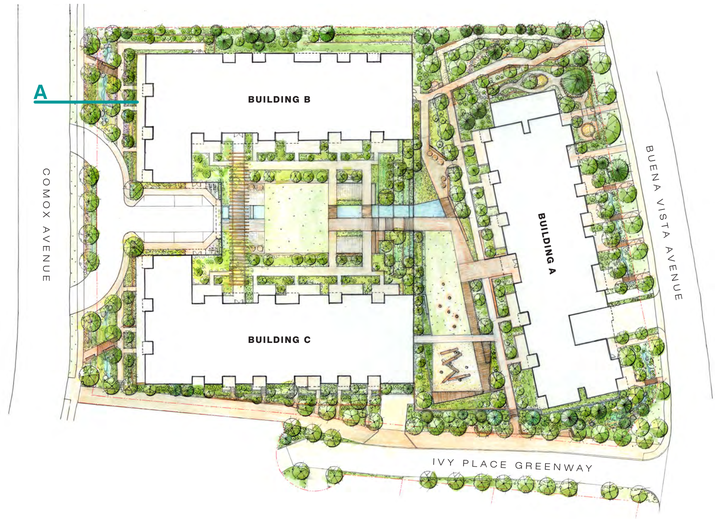
PROJECT 23010
DB KS **CB** KS
SCALE 1:200
DATE JUNE 26, 2023

L1.02

A A

COMOX AVENUE STREET SECTION A

NTS



BUENA VISTA AVENUE

VIEW TO CHILDCARE & PARK ENTRANCE

kinship
design • art • ecology
1070 Nelson Street Nanaimo BC V9S 2K2
250-753-8093
hello@kinshipdesign.ca

NO.	DATE	ISSUE
1	12-22-23	REZONING

CASCADIA VIEWS

PROJECT
CASCADIA VIEWS
1946 & 1950 Comox Avenue
Comox, BC

SECTION + VIEW

PROJECT 23010
DB KS **CB** KS

SCALE VARIES
DATE JUNE 26, 2023

L1.03

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	2240-40-01 / 4360-20
FROM:	Shelly Russwurm, Director of Corporate Services	**DATE:**	July 11, 2025
SUBJECT:	Road Encroachment Parklet Licence Agreements		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Cammy Dallamore, Corporate Coordinator	*Shelly Russwurm, Director of Corporate Services*	*Edward Henley, Director of Finance*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Road Encroachment Parklet Licence Agreements for:

- Impresso Café Inc., for the facility located at 105 – 1811 Comox Avenue, and
- Tidal Café, for the facility located at 146 Port Augusta Street,

for the term January 1, 2025, to December 31, 2029, as attached to the July 16, 2025 report from the Corporate Coordinator titled "Road Encroachment Parklet Licence Agreements," be approved; AND FURTHER,

THAT the Mayor and the Corporate Officer be authorized to execute the respective Road Encroachment Parklet Licence Agreements.

PURPOSE

To recommend that Council approve the Road Encroachment Parklet Licence Agreements between the Town of Comox and each café for five-year terms to enable seasonal parklets that enhance outdoor seating and contribute to vibrant, pedestrian-oriented streetscapes.

STRATEGIC PLAN LINKAGE

The café parklets support multiple strategic objectives:

Strategic Priority Areas of Focus	
Organizational Excellence	**Asset Management** - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal.

	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Community Connection and Wellness	**Parks** - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all. **Public Safety** – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.
Economic Health	**Downtown Vitality** - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place.
Good Governance	**Community Participation** – We enhance two-way communication with our community. **Decision Making -** We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

Impresso Café Inc. has requested a licence to install a seasonal parklet in front of their business at **105 – 1811 Comox Avenue**. This will provide extra outdoor seating and improve the customer experience. The business requires a new licence, as the previous licence was held by the former owner. Pending completion of nearby sewer conveyance roadworks, the parklet is proposed for installation beginning in 2025.

Tidal Café has requested a licence for a seasonal parklet at **146 Port Augusta Street**. Due to the roadwork completed as part of the sewer conveyance project, the parklet dimensions have been adjusted to occupy only the space between the new sidewalk and the existing patio.

In both cases, parklets will be installed and maintained by the businesses, and their use will be subject to defined terms to ensure safety, accessibility, and an aesthetic buffer adjacent to the street. The parkets contribute to vibrant, pedestrian-oriented streetscapes and are open to all members of the public in addition to café customers.

ANALYSIS/ISSUES/IMPLICATIONS

The proposed licence term from January 1, 2025, to December 31, 2029, supports long-term business planning for each café. while enabling efficient administrative oversight by the Town. The agreement clearly defines the responsibilities of the tenant, ensuring that the Town retains control over the use of public space and that key considerations such as safety, liability, maintenance, and removal are addressed. Retaining the right to revoke the licence for any reason provides the Town with flexibility to adapt to evolving community needs or future urban planning initiatives. Approval of these agreements supports the Town's objectives of fostering a vibrant downtown core, providing safe and accessible public spaces, and encouraging local economic development through collaboration with small businesses.

a. Legislative Requirements

There are no legislative requirements related to the issuance of a licence other than Council authorization to execute the agreements.

b. Risk Management

Each café will be responsible for maintaining the parklet and must carry insurance that names the Town as an additional insured, helping to protect the Town from liability. The parklet must meet Town standards for safety and accessibility, and compliance will be monitored. There are no major costs to the Town, as the tenant covers installation and upkeep. Although the licence fee is modest, the parklet provides broader benefits by supporting and enhancing public space, local business and the downtown area.

c. Financial

The Town will receive a nominal licence fee, depending on the terms set out in the agreement. Staff time required for review and oversight is expected to be minimal and can be managed within existing resources.

d. Intergovernmental

Not applicable.

e. Public Relations

The Town will advise of the issuance of parklet licences with each café on its Website and social media channels.

GOVERNANCE CONSIDERATIONS

Q: What is the purpose of the parklet agreement?
A: To support local businesses, enhance public space, and promote community use in line with Town goals.

Q: Who will be responsible for the maintenance and upkeep of the parklet?
A: The tenant (e.g., local business) is responsible for upkeep, cleaning, and safety, with regular inspections by the Town.

Q: What are the terms of use for the parklet?
A: The agreement outlines hours, permitted activities, and any restrictions to avoid confusion.

Q: What are the liability and insurance requirements?
A: The tenant must carry insurance naming the Town as an additional insured to protect against liability.

Q: What are the safety and accessibility considerations for the parklet?
A: The parklet must be accessible, include a railing along edges that are not adjacent to a sidewalk and follow all local safety regulations, including emergency access.

Attachments:

1. *Impresso Café Draft Agreement*
2. *Tidal Café Draft Agreement*

ROAD ENCROACHMENT LICENCE AGREEMENT – PARKLET

This Agreement made the **1st day of January, 2025**

BETWEEN:

TOWN OF COMOX,
1809 Beaufort Avenue, Comox, BC, V9M 1R9

(the "Town")

AND:

IMPRESSO CAFÉ INC.
105 – 1811 Comox Avenue
Comox, BC V9M 3L9

(the "Licensee")

WHEREAS:

A. The Licensee operates a coffee shop, known as "Impresso Café" (the "Licensee's Business") on land legally described as: PID 023-132-281, Lot 1, District Lot 56, Comox District Strata Plan VIS3756,

B. The highway, known as the Beaufort Avenue (the "Road") is vested in the Town under s. 35(1) of the *Community Charter*,

C. The Licensee wishes to use a portion of the Road for the purpose of a seating area and a public amenity (the "Parklet"), and

D. The Town has agreed to grant this non-exclusive and revocable Licence over a portion of the Road for the use and maintenance of a Parklet.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual grants and covenants herein contained the Parties hereto agree as follows:

1. Pursuant to Section 35(11) of the *Community Charter*, the Town, for itself, its successors and assigns, hereby gives and grants to the Licensee a non-exclusive and revocable Licence on, over, and through the portion of Road labeled "**Parklet Area 18.86 m x 3.41 m (64.31 m^2) "** (61.9 ft x 11 ft) on the sketch Plan (the "Licence Area"), a copy of which is attached as Schedule "A", for a Parklet.

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2. The Licensee may use the Licence Area for the purpose of a Parklet, for members of the general public.

3. The Licensee must install:

   (a) seating and tables for the enjoyment of the public,

   (b) a 1.07 metre high railing along that portion of the Parklet perimeter not adjacent to the sidewalk, sufficient to withstand 1.9 kN (knots) of horizontal force with vertical rails and with spacing between those rails of 100 mm or less, and

   (c) landscape planter boxes, raised beds or similar features to help soften the space and serve as a pleasant buffer along the road edge.

   (collectively, the "Works").

4. The term of the Licence granted by this Agreement shall commence on the date it is signed by both parties, and shall terminate on the earlier of:

   (a) revocation by the Town or,

   (b) December 31, 2029;

   (the "Term").

   If the Licensee is not in breach of any part of this Agreement at the end of the Term, then this Licence may be renewed for a 1-year period. The Licensee may exercise this option by giving notice to the Town at least 90 days prior to the expiry of the Term.

   The Licensee understands and agrees that the Licence granted herein is revocable at the pleasure of the Town and that if revoked for any reason whatsoever, the Licensee shall not be entitled to, shall not claim against the Town, and shall not receive any compensation for any reason at all including expenses incurred by the Licensee.

5. As consideration for the non-exclusive revocable Licence granted by this Agreement, the Licensee will pay to the Town without setoff or deduction:

   (a) the sum of $50 upon signing of this Agreement by the Licensee and the Town (the "Licence Fee"); and

   (b) then, an annual fee, in the sum of $50.00, before January 1 of each and every year during the Term of this Agreement, as payment for the following year's Licence.

6. The Licensee must:

   (a) obtain all required governmental authorizations and permits for the Works,

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(b) require any contractor performing work on the Licence Area to carry and maintain, at no expense to the Town, commercial general liability insurance, workers compensation coverage and other insurance in amounts and on terms reasonably determined by the Town,

(c) maintain the Parklet and the Works in good repair, and in a safe, clean and sanitary condition at all times;

(d) provide to the Town on completion of the Works, and any future modification of the Works, drawings of the Works;

(e) ensure that the Parklet be made accessible to individuals with disabilities; and

(f) maintain and ensure the health of all plants and landscaping.

7. The Licensee covenants and agrees with the Town as follows:

(a) to use the Licence Area in the manner provided by this Licence only between the hours of 7:00 a.m. and 10:00 p.m. of each day, unless otherwise permitted in writing by the Town;

(b) to use the Licence Area only for the purposes specified in section 2 of this Agreement and for no other purposes whatsoever without the prior written consent of the Town in its sole discretion;

(c) not to alter or modify the Licence Area in any way beyond the scope of the Works or install any buildings or structures without obtaining the Town's prior written consent and providing to the Town all supporting documentation required by the Town, including site plans relative to the proposed alteration or modification;

(d) not to use the Licence Area to store any materials;

(e) not to use the Licence Area for cooking, barbecuing, or preparation of food, or refreshments, or for the storage of food, or refreshments without the prior written consent of the Town;

(f) not to cause or permit live entertainment to be held on the Licence Area or cause or permit music or other noise or sound to be produced, reproduced or amplified on the Licence Area or from the Licensee's Business such that the music, noise or sound emanates into the Licence Area, unless the Licensee has a valid permit to play amplified music granted by the Town of Comox;

(g) not to cause, maintain or permit anything that may be or become a nuisance or annoyance on the Licence Area, to the owners or occupiers of adjoining lands or to the public, including by the accumulation of rubbish or unused personal property of any kind,

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(h) not to display any commercial advertisements for any goods, products or companies on the Licence Area, other than the name of the Licensee's Business, unless otherwise permitted by the Town's sign bylaw;

(i) to pay all municipal property taxes and other governmental fees, levies and charges which may be assessed and payable by the Licensee in respect of the Works, the Licence Area or the licence herein granted, and to furnish and pay for the necessary water, electrical, heating and other utility services required for the Licence Area. Should the Licensee fail to pay and discharge any such taxes, levies, and charges described above, the Town may do so at the cost of the Licensee and charge the Licensee a 20% administration fee for doing so, and the Licensee shall pay the cost forthwith upon receipt of invoice of the same from the Town;

(j) to make promptly all needed repairs to all Works, whether for reasonable wear and tear or otherwise, at the cost of the Licensee, including, if needed, removal of all Works and cleaning of the Licence Area as directed by Public Works as needed but no less than once per year, with prior notification of the Town;

(k) to not allow any refuse, debris, garbage, waste, contaminants, pollutants or other loose or objectionable material to accumulate or be deposited on the Licence Area, but rather to dispose of the same regularly and continuously and to take all reasonable measures to ensure that any effluent or other substance discharged, spilled, emitted, released or permitted to escape, seep or leak on or adjacent to the Licence Area or into any ditches, culverts, drains or sewers on or adjacent to the Licence Area does not contain any environmental contaminants or any substances harmful to any sewage disposal works;

(l) to promptly discharge any builders' liens which may be filed against title to the Licensee's lands relating to any work or construction which it undertakes on the Licence Area; and

(m) to promptly provide access for the Town's emergency actions and routine infrastructure maintenance and inspections.

8. The Licensee accepts the Licence Area in an "as is" condition, and any improvements made to the Licence Area by the Licensee at any time during the term of this Agreement, shall be at the sole risk, cost and expense of the Licensee.

9. Except as specifically set out herein, the Town is not obliged to furnish any services or facilities or to make any repairs or alterations in or to the Licence Area or the Works, and the Licensee hereby assumes the full and sole responsibility for the condition, operation, repair, replacement, maintenance, and management of the Licence Area and the Works.

10. The Licensee acknowledges and agrees that the Licence Area is a highway, and that the Town has limited power to authorize the private use of a highway. The Licensee further

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acknowledges and agrees that any Licence granted by the Town to the Licensee herein is not exclusive and is subject to the public's right to pass and repass over, and that the Town may require the Licensee to, at its own expense, remove any portion of the Works from the Licence Area for traffic or utility purposes.

11. The Town shall have the unfettered right at any and all times to enter upon the Licence Area for the purpose of inspecting the Works and reconstructing, maintaining, repairing, inspecting, testing or removing any Works, utility or highway existing in the vicinity of or within the Licence Area. The Town may temporarily remove or alter any part of the Works in the course of its own works on the Road, provided that the Town shall restore the Works to their previous condition after completing its own works on the Road. Having done so, the Town shall not be obliged to compensate the Licensee for any interruption in the Licensee's use of the Licence Area

12. Without limiting the Town's unfettered discretion to terminate this Licence for any reason whatsoever, if and when:

    (a) the Licensee fails to pay the Licence Fee or any other amount owing under this Agreement when due, and after 30 days' notice of demand by the Town;

    (b) the Licensee fails to observe or perform any of its obligations under this Agreement and the Licensee has not, within 30 days after notice from the Town specifying the default, cured the default, or if the cure reasonably requires a longer period, the Licensee has not commenced to cure the default within the 30 day period and thereafter does not diligently pursue the cure of such default;

    (c) the Licensee ceases to carry on business fronting on the portion of the Road used as a Parklet;

    (d) the Licensee vacates or abandons the Licence Area, or uses, or permits, or suffers the use of the Licence Area for any purpose other than the purposes permitted by this Agreement, and such default persists for 30 days after written notice by the Town;

    (e) the Licensee becomes bankrupt, or insolvent, or takes the benefit of any legislation in force for bankrupt, or insolvent debtors; or

    (f) proceedings are begun to wind up, or dissolve the Licence;

    then the Town may, at its option, terminate this Agreement and the Licence shall then become immediately forfeited and void and the Licensee shall immediately cease all use and occupation of the Licence Area and shall vacate the Licence Area.

13. At the end of the Term or other termination of this Agreement, the Licensee shall:

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(a) remove all Works placed by it on the Licence Area which the Town requires it to remove, and any Works not removed shall be forfeited and become the permanent property of the Town, without any compensation to the Licensee whatsoever; and

(b) leave the Licence Area in a clean, neat and sanitary condition satisfactory to the Town, and shall restore the quality of the Licence Area to its original condition as nearly as possible and free of any contamination, or pollution of any kind.

If the Licensee fails to leave the Licence Area in a condition required by this section, the Town may remove all Works on behalf of the Licensee and the Licensee shall, on demand, compensate the Town for all costs incurred by the Town respecting the removal of the Works, whether they were forfeited to the Town or not, or for the restoration of the Licence Area, plus a 20% administration fee.

14. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Town in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Road as if the Agreement has not been executed and delivered by the Town.

15. The Licensee will indemnify and save harmless the Town from and against all liability, actions, damages, proceedings, costs, claims, demands and expenses whatsoever (including solicitor's fees and litigation expenses), which the Town may incur, or suffer, or be put to by reason of, or in connection with, or arising from any breach, violation, or non-performance by the Licensee of any obligation hereunder to be observed, or performed by the Licensee, any wrongful act, or neglect of the Licensee on, or about the Licence Area, any damage to property related to the Licensee's use and occupation of the Licence Area, or the death, or injury to any person related to the Licensee's use and occupation of the Licence Area. This indemnity shall survive any termination of this Agreement.

16. The Licensee hereby releases and forever discharges the Town from all manner of claims of any nature whatsoever, which may arise by reason of any act, or omission, whether or not negligent, of the Town pursuant to this Agreement. This release shall survive any termination of this Agreement.

17. From the date of signing of this Agreement by the Licensee, the Licensee shall obtain and keep in force comprehensive general liability insurance in the amount of not less than $5,000,000.00 per occurrence for bodily injury and property damage, naming the Town as an additional insured. A copy of the policy of insurance, or a certificate of insurance issued by the insurer confirming that the required coverage is in place shall be provided by the Licensee to the Town each year along with the Licence Fee. The policy of insurance shall:

(a) include the following coverage, including the Licence Area and related premises: contingent employers' liability, owners protective liability, broad form property damage on an occurrence basis, including loss of use of property, contractual liability assumed under this Agreement, and cross liability;

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(b) be underwritten by an insurance company licensed to do business in British Columbia;

(c) include that the Town is protected notwithstanding any act, neglect or misrepresentation by the Licensee which might otherwise result in the avoidance of a claim and that such policy is not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge and control of the insureds;

(d) provide a waiver of the insurers right of subrogation against the Town;

(e) include a provision that the insurer will give the Town 30 days written notice of any material changes in the insurance coverage or of cancellation or termination of it; and

(f) provide that such policy and the coverage evidenced thereby shall be primary and non-contributing with respect to any policies carried by the Town and that any coverage carried by the Licensee shall be excess coverage.

18. If the Licensee fails to insure as required, the Town may, after giving 30 days' notice to the Licensee effect the insurance in the name and at the expense of the Licensee, and the Licensee authorizes the Town to act as its agent for such purpose, and the Licensee shall repay the Town all costs reasonably incurred by the Town within 21 days of receipt of an invoice. For clarity, the Town has no obligation to obtain any insurance required to be maintained by the Licensee under this Agreement.

19. This Agreement grants a Licence revocable by the Town for any reason whatsoever. The Licensee shall not be entitled to transfer, or assign this Agreement, in whole or in part. Prior to transferring, assigning, giving, or in any way disposing of the Licensee's business, the Licensee shall advise a prospective new business owner of the existence of this Agreement and, if the prospective new business owner wishes to use the Licence Area for the purpose of a Parklet, a new Agreement must be executed with the new business owner.

20. If the Licensee continues to use and occupy the Licence Area with the written consent of the Town after the expiration of the Term, then, without any further written agreement, the Licensee shall be a monthly licensee paying a monthly Licence fee in an amount determined by the Town and subject always to the other provisions in this Agreement insofar as the same are applicable to a month-to-month Licence of occupation and nothing shall preclude the Town from taking action for recovery of occupation of the Licence Area.

21. All notices, demands and payments to be given hereunder shall be in writing and may be delivered by hand, or sent by registered mail to the applicable address set out on the first page of this Agreement. Any notice delivered by hand shall be considered given on the day it is delivered, and any notice sent by registered mail shall be considered given on the fourth day after it is posted, provided that if before that fourth day there is a mail strike, slow down or other labour dispute which might affect the delivery of such notice by mail,

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then such notice shall only be effective when actually delivered.

22. This Agreement grants no interest in land to the Licensee.

23. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and assigns.

24. The Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents, servants or employees of the Town.

25. Wherever the singular or the masculine are used, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

26. The Town and Licensee shall forthwith, do or cause to be done all acts or things necessary to give proper effect to the intention of this Agreement.

27. The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

28. The invalidity of any particular provision of this Agreement shall not affect any other provision hereof and this Agreement shall be construed as if such invalid provision were omitted.

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IN WITNESS WHEREOF the parties have duly executed this Agreement this ___ day of _____, 2025.

SIGNED, SEALED AND DELIVERED in the presence of:

_____
Witness

_____
Address

_____
Occupation

TOWN OF COMOX by its authorized signatories:

_____
Name: Nicole Minions, Mayor

_____
Name: Shelly Russwurm, Corporate Officer

SIGNED, SEALED AND DELIVERED in the presence of:

_____
Witness

_____
Address

_____
Occupation

Impresso Café Inc. by its authorized signatories:

_____
Name:

_____
Name:

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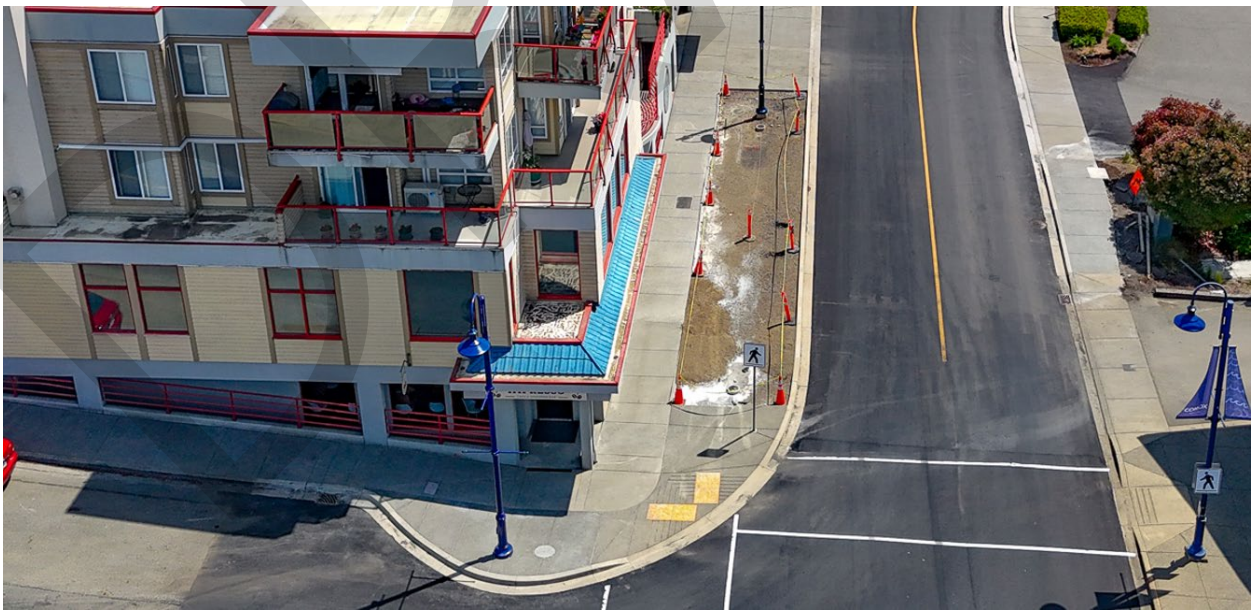
SCHEDULE "A



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ROAD ENCROACHMENT LICENCE AGREEMENT – PARKLET

This Agreement made the **1st day of January, 2025**

BETWEEN:

TOWN OF COMOX,
1809 Beaufort Avenue, Comox, BC, V9M 1R9

(the "Town")

AND:

KURT REIMER
1480 Baybrook Drive, Comox, BC V9M 2S8

(the "Licensee")

WHEREAS:

A. The Licensee operates a brunch/coffee shop known as "Tidal Cafe" (the "Licensee's Business") on land legally described as: PID 000-232-017, LOT A, SECTION 56, COMOX DISTRICT, PLAN 40664 (the "Licensee's Lands"); and,

B. The highway, known as Port Augusta Street (the "Road") are vested in the Town under s. 35(1) of the *Community Charter*; and,

C. The Licensee wishes to use a portion of the Road for the purpose of a seating area and a public amenity (the "Parklet"), and,

D. The Town has agreed to grant this non-exclusive and revocable Licence over a portion of the Road for the use and maintenance of a Parklet.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual grants and covenants herein contained the parties hereto agree as follows:

1. Pursuant to Section 35(11) of the Community Charter, the Town, for itself, its successors and assigns, hereby gives and grants to the Licensee a non-exclusive and revocable licence on, over, and through the portion of the Road labeled "**Parklet Area 1.2 m x 8.0 m (12 m^2)**" on the sketch plan (the "Licence Area"), a copy of which plan is attached hereto as Schedule "A".

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2. The Licensee may use the Licence Area for the purpose of a Parklet, for members of the general public.

3. The Licensee must install:

   (a) seating and tables for the enjoyment of the public.

   (b) a 1.07 metre high railing along that portion of the Parklet perimeter not adjacent to the sidewalk, sufficient to withstand 1.9 kN (knots) of horizontal force with vertical rails and with spacing between those rails of 100 mm or less, and

   (c) landscape planter boxes, raised beds or similar features to help soften the space and serve as a pleasant buffer along the road edge.

   (collectively, the "Works").

4. The term of the Licence granted by this Agreement shall commence on the date it is signed by both parties, and shall terminate on the earlier of:

   (a) revocation by the Town or,

   (b) December 31, 2029;

   (the "Term").

   If the Licensee is not in breach of any part of this Agreement at the end of the Term, then this Licence may be renewed for a 1-year period. The Licensee may exercise this option by giving notice to the Town at least 90 days prior to the expiry of the Term.

   The Licensee understands and agrees that the Licence granted herein is revocable at the pleasure of the Town and that if revoked for any reason whatsoever, the Licensee shall not be entitled to, shall not claim against the Town, and shall not receive any compensation for any reason at all including expenses incurred by the Licensee.

5. As consideration for the non-exclusive revocable Licence granted by this Agreement, the Licensee will pay to the Town without setoff or deduction:

   (a) the sum of $50 upon signing of this Agreement by the Licensee and the Town (the "Licence Fee"); and

   (b) then, an annual fee, in the sum of $50.00, before January 1 of each and every year during the Term of this Agreement, as payment for the following year's Licence.

6. The Licensee must:

   (a) obtain all required governmental authorizations and permits for the Works,

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(b) require any contractor performing work on the Licence Area to carry and maintain, at no expense to the Town, commercial general liability insurance, workers compensation coverage and other insurance in amounts and on terms reasonably determined by the Town,

(c) maintain the Parklet and the Works in good repair, and in a safe, clean and sanitary condition at all times;

(d) provide to the Town on completion of the Works, and any future modification of the Works, drawings of the Works;

(e) ensure that the Parklet be made accessible to individuals with disabilities; and

(f) maintain and ensure the health of all plants and landscaping.

7. The Licensee covenants and agrees with the Town as follows:

(a) to use the Licence Area in the manner provided by this Licence only between the hours of 7:00 a.m. and 10:00 p.m. of each day, unless otherwise permitted in writing by the Town;

(b) to use the Licence Area only for the purposes specified in section 2 of this Agreement and for no other purposes whatsoever without the prior written consent of the Town in its sole discretion;

(c) not to alter or modify the Licence Area in any way beyond the scope of the Works or install any buildings or structures without obtaining the Town's prior written consent and providing to the Town all supporting documentation required by the Town, including site plans relative to the proposed alteration or modification;

(d) not to use the Licence Area to store any materials;

(e) not to use the Licence Area for cooking, barbecuing, or preparation of food, or refreshments, or for the storage of food, or refreshments without the prior written consent of the Town;

(f) not to cause or permit live entertainment to be held on the Licence Area or cause or permit music or other noise or sound to be produced, reproduced or amplified on the Licence Area or from the Licensee's Business such that the music, noise or sound emanates into the Licence Area, unless the Licensee has a valid permit to play amplified music granted by the Town of Comox;

(g) not to cause, maintain or permit anything that may be or become a nuisance or annoyance on the Licence Area, to the owners or occupiers of adjoining lands or to the public, including by the accumulation of rubbish or unused personal property of any kind,

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(h) not to display any commercial advertisements for any goods, products or companies on the Licence Area, other than the name of the Licensee's Business, unless otherwise permitted by the Town's sign bylaw;

(i) to pay all municipal property taxes and other governmental fees, levies and charges which may be assessed and payable by the Licensee in respect of the Works, the Licence Area or the licence herein granted, and to furnish and pay for the necessary water, electrical, heating and other utility services required for the Licence Area. Should the Licensee fail to pay and discharge any such taxes, levies, and charges described above, the Town may do so at the cost of the Licensee and charge the Licensee a 20% administration fee for doing so, and the Licensee shall pay the cost forthwith upon receipt of invoice of the same from the Town;

(j) to make promptly all needed repairs to all Works, whether for reasonable wear and tear or otherwise, at the cost of the Licensee, including, if needed, removal of all Works and cleaning of the Licence Area as directed by Public Works as needed but no less than once per year, with prior notification of the Town;

(k) to not allow any refuse, debris, garbage, waste, contaminants, pollutants or other loose or objectionable material to accumulate or be deposited on the Licence Area, but rather to dispose of the same regularly and continuously and to take all reasonable measures to ensure that any effluent or other substance discharged, spilled, emitted, released or permitted to escape, seep or leak on or adjacent to the Licence Area or into any ditches, culverts, drains or sewers on or adjacent to the Licence Area does not contain any environmental contaminants or any substances harmful to any sewage disposal works;

(l) to promptly discharge any builders' liens which may be filed against title to the Licensee's lands relating to any work or construction which it undertakes on the Licence Area; and

(m) to promptly provide access for the Town's emergency actions and routine infrastructure maintenance and inspections.

8. The Licensee accepts the Licence Area in an "as is" condition, and any improvements made to the Licence Area by the Licensee at any time during the term of this Agreement, shall be at the sole risk, cost and expense of the Licensee.

9. Except as specifically set out herein, the Town is not obliged to furnish any services or facilities or to make any repairs or alterations in or to the Licence Area or the Works, and the Licensee hereby assumes the full and sole responsibility for the condition, operation, repair, replacement, maintenance, and management of the Licence Area and the Works.

10. The Licensee acknowledges and agrees that the Licence Area is a highway, and that the Town has limited power to authorize the private use of a highway. The Licensee further

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acknowledges and agrees that any Licence granted by the Town to the Licensee herein is not exclusive and is subject to the public's right to pass and repass over, and that the Town may require the Licensee to, at its own expense, remove any portion of the Works from the Licence Area for traffic or utility purposes.

11. The Town shall have the unfettered right at any and all times to enter upon the Licence Area for the purpose of inspecting the Works and reconstructing, maintaining, repairing, inspecting, testing or removing any Works, utility or highway existing in the vicinity of or within the Licence Area. The Town may temporarily remove or alter any part of the Works in the course of its own works on the Road, provided that the Town shall restore the Works to their previous condition after completing its own works on the Road. Having done so, the Town shall not be obliged to compensate the Licensee for any interruption in the Licensee's use of the Licence Area

12. Without limiting the Town's unfettered discretion to terminate this Licence for any reason whatsoever, if and when:

    (a) the Licensee fails to pay the Licence Fee or any other amount owing under this Agreement when due, and after 30 days' notice of demand by the Town;

    (b) the Licensee fails to observe or perform any of its obligations under this Agreement and the Licensee has not, within 30 days after notice from the Town specifying the default, cured the default, or if the cure reasonably requires a longer period, the Licensee has not commenced to cure the default within the 30 day period and thereafter does not diligently pursue the cure of such default;

    (c) the Licensee ceases to carry on business fronting on the portion of the Road used as a Parklet;

    (d) the Licensee vacates or abandons the Licence Area, or uses, or permits, or suffers the use of the Licence Area for any purpose other than the purposes permitted by this Agreement, and such default persists for 30 days after written notice by the Town;

    (e) the Licensee becomes bankrupt, or insolvent, or takes the benefit of any legislation in force for bankrupt, or insolvent debtors; or

    (f) proceedings are begun to wind up, or dissolve the Licence;

    then the Town may, at its option, terminate this Agreement and the Licence shall then become immediately forfeited and void and the Licensee shall immediately cease all use and occupation of the Licence Area and shall vacate the Licence Area.

13. At the end of the Term or other termination of this Agreement, the Licensee shall:

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(a) remove all Works placed by it on the Licence Area which the Town requires it to remove, and any Works not removed shall be forfeited and become the permanent property of the Town, without any compensation to the Licensee whatsoever; and

(b) leave the Licence Area in a clean, neat and sanitary condition satisfactory to the Town, and shall restore the quality of the Licence Area to its original condition as nearly as possible and free of any contamination, or pollution of any kind.

If the Licensee fails to leave the Licence Area in a condition required by this section, the Town may remove all Works on behalf of the Licensee and the Licensee shall, on demand, compensate the Town for all costs incurred by the Town respecting the removal of the Works, whether they were forfeited to the Town or not, or for the restoration of the Licence Area, plus a 20% administration fee.

14. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Town in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Road as if the Agreement has not been executed and delivered by the Town.

15. The Licensee will indemnify and save harmless the Town from and against all liability, actions, damages, proceedings, costs, claims, demands and expenses whatsoever (including solicitor's fees and litigation expenses), which the Town may incur, or suffer, or be put to by reason of, or in connection with, or arising from any breach, violation, or non-performance by the Licensee of any obligation hereunder to be observed, or performed by the Licensee, any wrongful act, or neglect of the Licensee on, or about the Licence Area, any damage to property related to the Licensee's use and occupation of the Licence Area, or the death, or injury to any person related to the Licensee's use and occupation of the Licence Area. This indemnity shall survive any termination of this Agreement.

16. The Licensee hereby releases and forever discharges the Town from all manner of claims of any nature whatsoever, which may arise by reason of any act, or omission, whether or not negligent, of the Town pursuant to this Agreement. This release shall survive any termination of this Agreement.

17. From the date of signing of this Agreement by the Licensee, the Licensee shall obtain and keep in force comprehensive general liability insurance in the amount of not less than $5,000,000.00 per occurrence for bodily injury and property damage, naming the Town as an additional insured. A copy of the policy of insurance, or a certificate of insurance issued by the insurer confirming that the required coverage is in place shall be provided by the Licensee to the Town each year along with the Licence Fee. The policy of insurance shall:

(a) include the following coverage, including the Licence Area and related premises: contingent employers' liability, owners protective liability, broad form property damage on an occurrence basis, including loss of use of property, contractual liability assumed under this Agreement, and cross liability;

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(b) be underwritten by an insurance company licensed to do business in British Columbia;

(c) include that the Town is protected notwithstanding any act, neglect or misrepresentation by the Licensee which might otherwise result in the avoidance of a claim and that such policy is not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge and control of the insureds;

(d) provide a waiver of the insurers right of subrogation against the Town;

(e) include a provision that the insurer will give the Town 30 days written notice of any material changes in the insurance coverage or of cancellation or termination of it; and

(f) provide that such policy and the coverage evidenced thereby shall be primary and non-contributing with respect to any policies carried by the Town and that any coverage carried by the Licensee shall be excess coverage.

18. If the Licensee fails to insure as required, the Town may, after giving 30 days' notice to the Licensee effect the insurance in the name and at the expense of the Licensee, and the Licensee authorizes the Town to act as its agent for such purpose, and the Licensee shall repay the Town all costs reasonably incurred by the Town within 21 days of receipt of an invoice. For clarity, the Town has no obligation to obtain any insurance required to be maintained by the Licensee under this Agreement.

19. This Agreement grants a Licence revocable by the Town for any reason whatsoever. The Licensee shall not be entitled to transfer, or assign this Agreement, in whole or in part. Prior to transferring, assigning, giving, or in any way disposing of the Licensee's business, the Licensee shall advise a prospective new business owner of the existence of this Agreement and, if the prospective new business owner wishes to use the Licence Area for the purpose of a Parklet, a new Agreement must be executed with the new business owner.

20. If the Licensee continues to use and occupy the Licence Area with the written consent of the Town after the expiration of the Term, then, without any further written agreement, the Licensee shall be a monthly licensee paying a monthly Licence fee in an amount determined by the Town and subject always to the other provisions in this Agreement insofar as the same are applicable to a month-to-month Licence of occupation and nothing shall preclude the Town from taking action for recovery of occupation of the Licence Area.

21. All notices, demands and payments to be given hereunder shall be in writing and may be delivered by hand, or sent by registered mail to the applicable address set out on the first page of this Agreement. Any notice delivered by hand shall be considered given on the day it is delivered, and any notice sent by registered mail shall be considered given on the fourth day after it is posted, provided that if before that fourth day there is a mail strike,

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slow down or other labour dispute which might affect the delivery of such notice by mail, then such notice shall only be effective when actually delivered.

22. This Agreement grants no interest in land to the Licensee.

23. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their successors and assigns.

24. The Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents, servants or employees of the Town.

25. Wherever the singular or the masculine are used, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

26. The Town and Licensee shall forthwith, do or cause to be done all acts or things necessary to give proper effect to the intention of this Agreement.

27. The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

28. The invalidity of any particular provision of this Agreement shall not affect any other provision hereof and this Agreement shall be construed as if such invalid provision were omitted.

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IN WITNESS WHEREOF the parties have duly executed this Agreement this ___ day of _____, 2025.

SIGNED, SEALED AND DELIVERED in the presence of:)
)
)
)
)
)
)
)
)
)

_____
Witness

_____
Address

_____
Occupation

TOWN OF COMOX by its authorized signatories:

_____
Name: Nicole Minions, Mayor

_____
Name: Shelly Russwurm, Corporate Officer

SIGNED, SEALED AND DELIVERED in the presence of:)
)
)
)
)
)
)
)
)
)

_____
Witness

_____
Address

_____
Occupation

Tidal Cafe Inc. by its authorized signatories:

_____
Name:

_____
Name:

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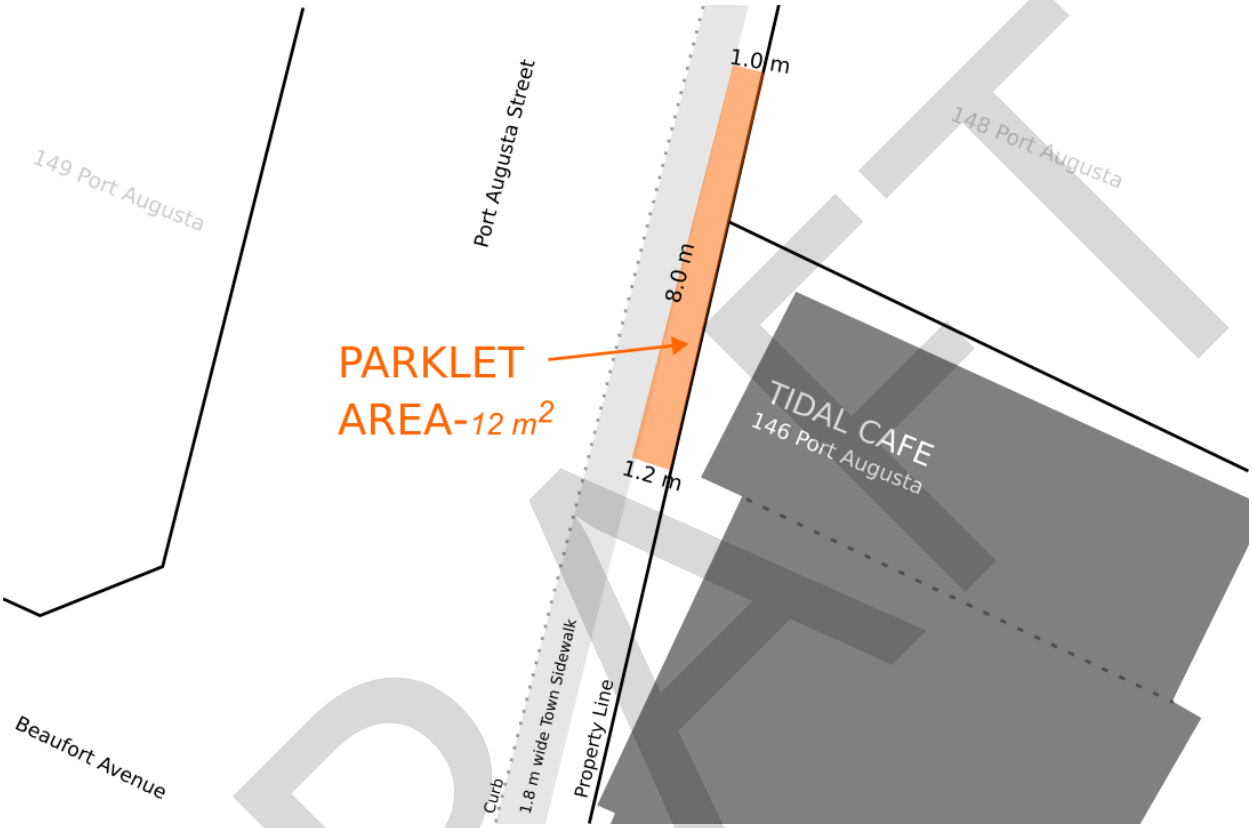
SCHEDULE "A"



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TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

To: Mayor and Council	**File:** 6480-20
From: Randy Houle, Director of Development Services	**Date:** July 11, 2025
Subject: Official Community Plan Update	

Prepared by:	Report Approved:
Randy Houle, Director Development Services	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT the land use designation for 2181 Comox Avenue (High Rise Residential) in the Draft OCP, as shown in Map A: OCP Land Use attached to the July 11, 2025 report from the Director of Development Services titled "Official Community Plan Update," be amended to include provisions requiring a tenant relocation strategy and redevelopment plan for the existing building as conditions of any rezoning application over six storeys.

2. THAT Map A as amended: OCP Land Use, of the Draft OCP attached to the July 11, 2025 report from the Director of Development Services titled "Official Community Plan Update," be approved by Council for inclusion in the draft OCP Bylaws to be submitted to Council in the future.

ALTERNATIVE TO THE RECOMMENDATIONS:

3. THAT the land use designation of 1805/1823 Beaufort Avenue from Harbour and Marina Comprehensive Development (**up to 12 storeys**) be amended to Harbour and Marina Comprehensive Development (**up to 6 storeys**) on Map A: OCP Land Use, of the Draft OCP (Attachment A).

4. THAT the land use designation of Downtown Comox be amended to reduce the maximum number of stories to 4 (or less) on Map A: OCP Land Use, of the Draft OCP (Attachment A).

PURPOSE

This report provides an update on the Official Community Plan update process including what has been learned from recent community engagement. It also seeks Council support of primary sections of the Draft OCP (Community and Land Use Policies) and updated Land Use Map for further public engagement. Urban Systems will provide a presentation with additional detail at the July 16 Regular Council meeting.

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 began working with staff in July 2024. There are six project phases as shown in Figure 1.

At the Regular Meeting on April 16, 2025, Council provided direction on the draft OCP Vision and Guiding Principles and Land Use Map, key potential development sites, and the approach to meeting requirements of provincial legislation. A public Open House was held on June 24, 2025, where staff engaged the public on these aspects of the OCP, in addition to active transportation, growth concept, and provincial legislation.

The project is in Phase 5 and would benefit from Council direction as the OCP is developed, and as further additional public engagement takes place.

Figure 1: OCP Update project phases.

ANALYSIS AND ISSUES

Community Engagement

Community engagement initiatives held to date include a community survey, pop-up events, interest holder focus groups, and an open house with digital and online feedback forms. Engagement events have been supported by the Engage Comox Valley OCP update webpage with regular updates, social media posts including responses to comments, newspaper advertisements, and information boards in public facilities.

Following the April 16, 2025 regular Council meeting, additional work on a draft OCP took place, preceding an Open House held June 24, 2025. The Open House Boards form Attachment B to this report. The Open House had a strong attendance with approximately 400 attendees. An online feedback form was available at the Open House, and online for those not able to attend the Open House.

A high volume of Open House feedback was critical of building heights, density, and housing types that would be supported by land use designations on the Draft Land Use map. The most frequent concerns were around the High-Rise Residential (**up to 9 storeys**) and Harbour and Marina Comprehensive Development Area (**up to 12 storeys**) designations. The second most frequent concern was the Mid-Rise Residential and Mixed-Use designations (up to 6 storeys) in Downtown Comox, and west of Downtown along Comox Avenue. The Draft land use designations along Anderton Road and Guthrie Road were generally supported.

Though less frequent than comments expressing concerns, there were comments in favour of increased density and the typical associated benefits such as improvements to housing diversity and affordability, workforce housing options, business diversity, transit access, tax base diversification, and long-term reduction of urban sprawl. There were also comments in support of more ground-oriented housing options such as townhouses and patio homes in Comox.

Building Heights

At the Regular Meeting on April 16, 2025, Council supported in principle the draft OCP land use map, subject to changing the land use designation of 1805/1823 Beaufort Avenue from Harbour and Marina Comprehensive Development (**up to 6 storeys**) to Harbour and Marina Comprehensive Development (**up to 12 storeys**), and the land use designation of 2181 Comox Avenue from Mid-Rise Residential (**up to 6 storeys**) to High-Rise Residential (**up to 9 storeys**) for the purpose of public input at the Open House scheduled for June 24, 2025.

There were several methods of receiving feedback at the Open House, including sticky note boards, hard copy feedback forms, and online feedback forms. A high proportion of comments were focused on opposition to building heights. Building heights were also a prominent topic of conversation at the Open House. Residents expressed concern that buildings above 4 to 6 storeys would negatively impact the character of Comox. Some participants noted that they are okay with mid-rise buildings up to 6 storeys, but not higher than that. Others drew the line at a 4-storey maximum. Some participants noted they would be okay with higher buildings where they do not impact Downtown Comox and view corridors.

A theme that arose from Open House engagement is concerns around view impacts resulting from the Mid-Rise Residential and Mid-Rise Mixed-Use designations in and west of Downtown Comox. As outlined in the April 16, 2025 Zoning Bylaw Update Staff Report, there is no intention for the Town to pre-zone to permit 6-storey buildings. Where parcels are not pre-zoned to the maximum supported height of the applicable land use designation, Council would retain full discretion when zoning amendments are proposed and there would be opportunities to mitigate impacts on the neighbourhood.

Due to comments received at and following the Open House, Council could direct staff to amend the designation of 1805/1823 Beaufort Avenue (Comox Valley Marina Ltd.) from Harbour and Marina Comprehensive Development (**up to 12 storeys**) to Harbour and Marina Comprehensive Development (**up to 6 storeys**) prior to the upcoming public review period, or in the Fall when considering first reading of the OCP bylaw after additional public review and feedback.

Though a high proportion of attendees and respondents were opposed to the High-Rise Residential (**up to 9 storeys**) designation at 2181 Comox Avenue, this designation has relatively lower public realm impacts compared to the Comox Valley Marina, and considerable public interest benefits of rental housing supply and mitigation of tenant displacement. 2181 Comox Avenue is outside of Downtown Comox and in a less prominent location than the Marina. As outlined in the April 16, 2025 OCP Report to Council, the smaller footprint facilitated by a taller building at 2181 Comox Avenue increases viability of retaining the existing rental building on the parcel throughout construction of a new building and offering right-of-first refusal to existing tenants in the new building. This is a strong public interest benefit that competes with concerns regarding public realm impacts of a building above 4 to 6 storeys.

Draft Community & Land Use Policies

A Draft OCP forms Attachment A to this report. The current Draft OCP does not include the development permit area and regional context statement schedules that will be completed throughout the summer. The first section of the draft OCP is comprised of an introduction to Comox, the land use planning context, and an overview of background data and statistics. The second section will include the OCP Vision and Guiding Principles, and Community Policies. The third section of the draft OCP is comprised of Growth and Land Use Policies, which include context and rationale for each land use designation on the Draft Land Use Map, and the policies intended to implement the long-term land use vision. Growth Concept graphics and policies are also included within the third section.

Interest Holder Focus Group engagement held in Spring 2025 and recent engagement for several plans and strategies inform the Community Policies section of the draft OCP. The Interest Holder Focus Groups included targeted engagement on Transportation & Infrastructure and Community Connection and Wellness. Recent engagement for the Parks and Trails Master Plan and Climate Action Strategy inform the Parks and Open Space and Environment and Climate Action sections. Engagement completed for the Economic Development Strategy and Downtown Enhancement Action Plan inform the Economic Development section. Ongoing housing policy work under the Housing Accelerator Fund,

engagement relating to Bill 44, and input received at all the Interest Holder Focus Groups inform the Housing section.

Community Policy subsections are intended to provide concrete objectives, policies, and actions to achieve many of the OCP Guiding Principles. Community Policy areas cover broad categories and have included inter-departmental collaboration, aiming to integrate land use planning with transportation, infrastructure, parks and recreation, urban forest, environmental, and climate action planning. Community Policy subsections include:

1. Housing
2. Economic Development
3. Transportation
4. Infrastructure
5. Community Connection and Wellness
6. Environment and Climate Action
7. Parks and Open Space
8. Implementation

OCP Growth Areas

The April 16, 2025 OCP Update Staff Report included a focus on the Draft Land Use Map. The Draft OCP expands on the land use framework with detailed policies for each land use designation on the map, and a draft Growth Areas map and associated objectives and policies. These identify a Growth Centre, Corridors, Infill Areas, and Mixed-Use Nodes in alignment with the findings of the Complete Communities Growth Assessment to improve community completeness as Comox grows. An Urban Containment Boundary is included to limit sprawl. Potential Boundary Expansion Areas are carried over from the existing OCP to identify areas that the Town may wish to consider in the long-term if growth is taking place slower than expected within the next decade.

The Growth Areas map and associated objectives and policies function as a growth management framework. The land use map and designations are more specific and outline the long-term land use of each parcel in the Town. The Growth Areas identify where most growth is and is not expected or encouraged, lending to strategic decision-making for infrastructure, services and amenities. Parcel-based land use designations still identify the land use on each parcel within a growth area. Development can still occur outside of the Growth Areas, Infill Areas, or Mixed-Use Nodes within the Urban Containment Boundary, but is expected to be incremental where it is occurring. There are also parcels within the identified Growth Areas, Mixed-Use Nodes, and Infill Areas that are not expected to develop soon, but would be good locations for redevelopment in the long term given proximity to public and active transportation, services, amenities, and existing infrastructure.

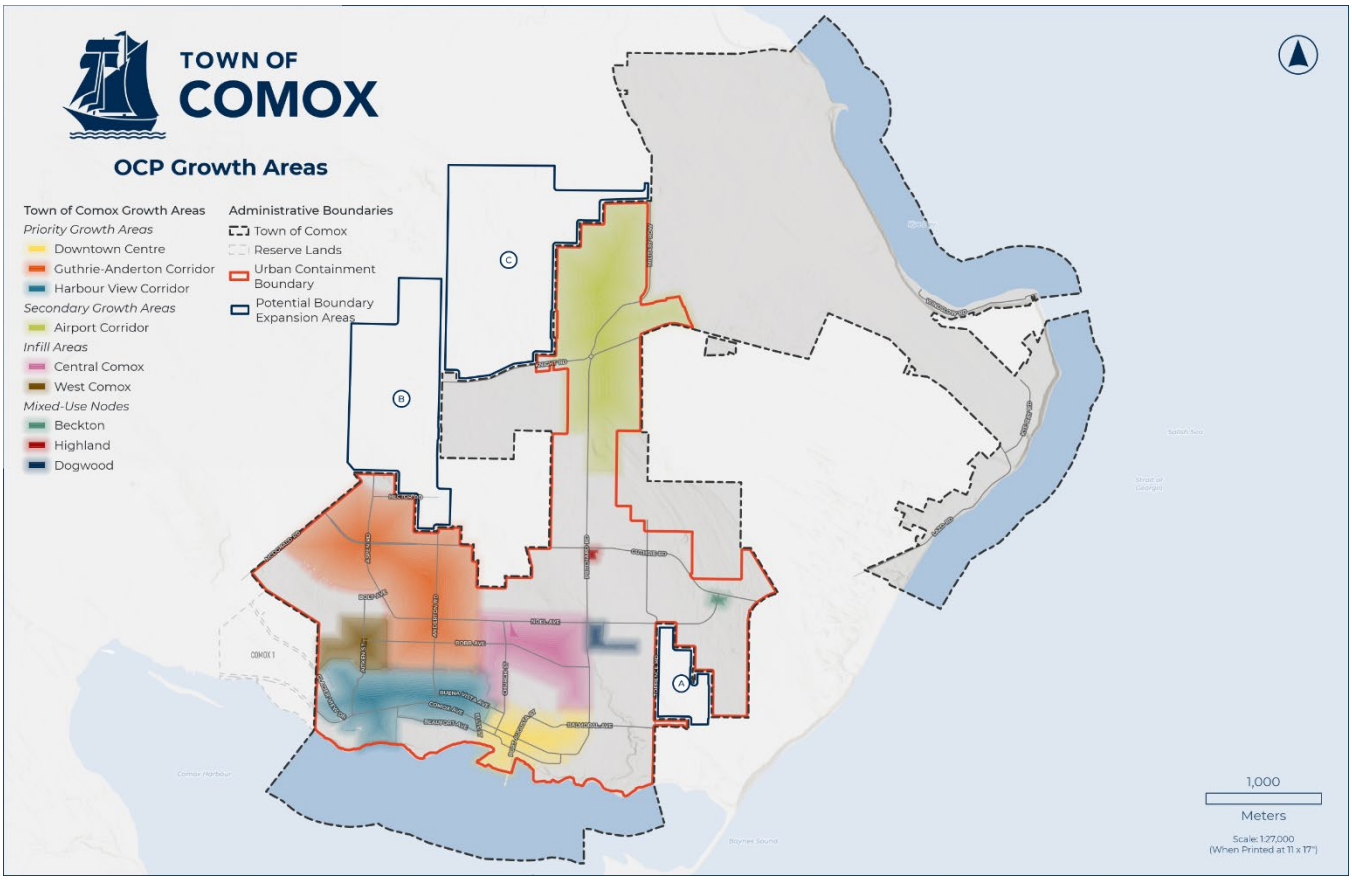


Figure 2: Draft OCP Growth Areas.

NEXT STEPS

Further to Council direction, staff will make requested revisions and post the draft OCP Community and Land Use policies on the Engage Comox Valley OCP webpage for public review. Development Permit Areas and associated guidelines will be the focus of further work throughout the summer, including consultation with developers and industry professionals. There will also be opportunities for the public to comment on the draft Development Permit Area guidelines.

Following further refinements to the draft OCP and development permit area guidelines based on public and interest holder consultation, the compiled draft OCP will be presented to Council for bylaw readings in Fall 2025.

GOVERNANCE CONSIDERATION

As Council considers decisions related to the OCP map, it is important to recognize that the proposed changes are intended to guide development over the next 10 to 20 years. In practice, it is unlikely that most, or even many, of these changes will lead to immediate development. Moreover, an OCP designation alone does not permit construction; rezoning applications will still be required in all cases.

When making decisions about the future of downtown Comox, Council should plan with a future population of 20,000 to 30,000 in mind — not the 10,000 to 15,000 population that informed the

current OCP. This shift in scale has important implications for land use, infrastructure, and economic sustainability.

The **Economic Development and Downtown Action Plan** identified increased residential density in the downtown core as a key driver of a vibrant, economically viable downtown. Council has previously discussed allowing taller buildings in the downtown, provided they include ground-floor retail. However, it is important to note that ground-floor retail will likely act as a "loss leader" for property owners and may only be feasible when paired with additional storeys of residential or commercial development above. While Council has the option to distribute higher-density development outside the downtown core, this may dilute efforts to create a lively and sustainable town centre.

Many public comments during the review of the downtown plan have emphasized a desire to retain Comox's small-town character. However, it is important to confront the economic realities facing small towns across Canada. In many such communities, downtowns have become characterized by vacant commercial spaces or use by professional services largely due to the fact that the population needed to support retail in 2025 is far higher than it was in the 1990s.

ATTACHMENTS:

ATTACHMENT A: Draft OCP

ATTACHMENT B: OCP Open House Boards

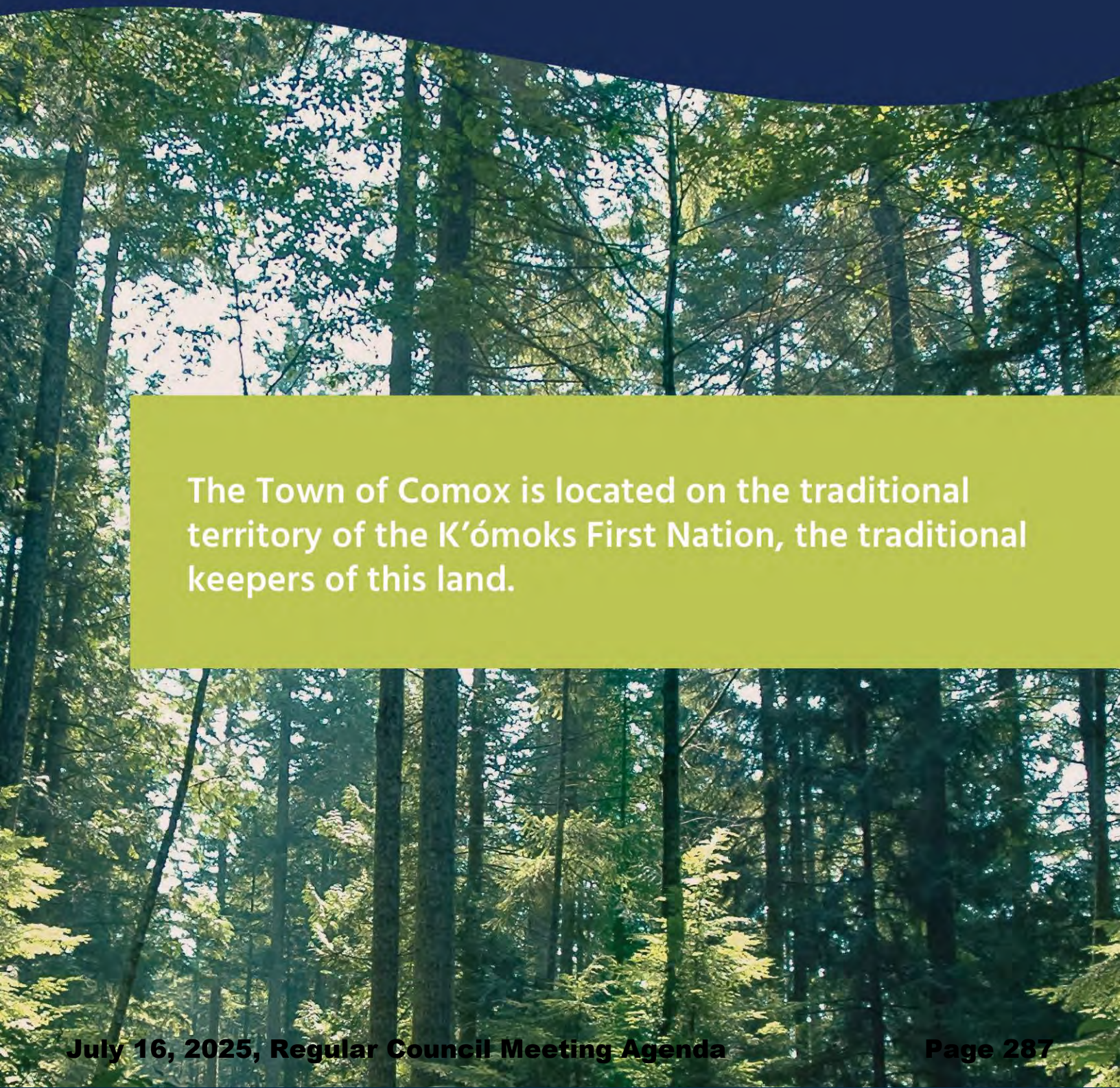
TOWN OF COMOX

Official Community Plan

July 2025

This is a preliminary draft of the updated OCP presented to Council on July 16, 2025, for the purposes of early and ongoing engagement. Language and formatting will continue to be refined, and content will be added. This version is subject to change until Council provides first reading of the Bylaw, and subject to change as directed by Council following first reading.

TOWN OF COMOX



The Town of Comox is located on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

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PART 1
OCP Context

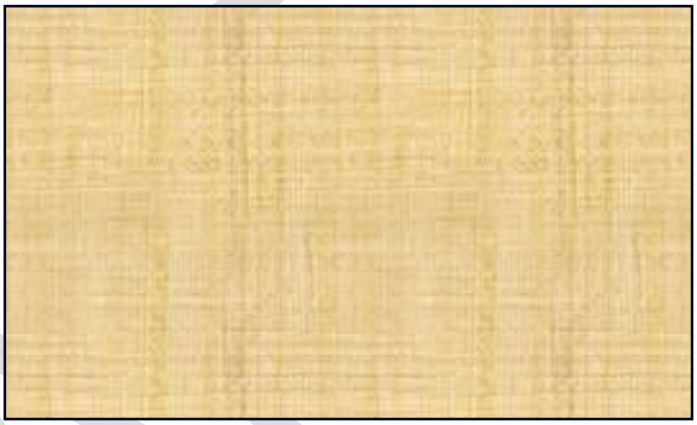
TOWN OF COMOX

Overview

The Town of Comox is located within the traditional territory of the K'ómoks Peoples and the Comox Valley Regional District on the east coast of Vancouver Island, British Columbia. The Town overlooks the Strait of Georgia to the east and Comox Harbour and Estuary to the south. Located in a glacial valley, the region consists of rich agricultural land and incredible recreational opportunities. The region was first occupied by the Coast Salish Peoples (including the Pentlatch and K'ómoks) in what was known traditionally as "the land of plenty". As the Salish phrase suggests, the region hosts abundant local resources, including fish, fertile land, fresh water, and forests.

Figure 1 - Context Map

The history of K'ómoks First Nation (KFN) dates back to the arrival of their ancestors at the end of the last Ice Age. KFN ancestors lived on these lands for thousands of years, managing and harvesting the rich natural resources of the region. The Nation today is composed of culturally related, but formerly separate tribes that have come together as a single modern Nation. Contact with Europeans in the late 18th century brought disease and warfare, devastating KFN ancestors, just before settlers arrived in their territories. Despite colonial efforts to separate KFN from their lands, resources, and culture, their ancestors persevered. Today, current generations continue to uphold their rights and title to their territory and are striving to reclaim cultural expression and relationship with the land.



Comox was an early focal point for development in the Comox Valley, attracting settlers for its agricultural potential, deep water access, and safe moorage. The Port of Comox was founded in the mid-1800's and was an important port for Royal Navy ships and transport steamers. The first wave of settlers arrived in the area in 1862 on the shores above Augusta Bay (now known as Comox Harbour). Farming, fishing, and logging were the basis for development in the region. Goose Spit became a Royal Navy Training Base in 1876. Roads began to be constructed in the late 1800's, along with schools and hotels, which brought increased development and eventually attracted tourism. CFB 19-Wing Comox was founded in 1942, bringing increased development to the region.

To this day, CFB Comox is the only Canadian Air Force Base on the west coast of Canada and is a major employer of community members across the Comox Valley.

The Town of Comox was incorporated as a village in 1946, and the area continued to grow and develop. Comox experienced a post-war housing boom until the 1970s, with large lots and simple houses on minimalistic streets with a grid pattern, and some rental apartments around the Downtown. The 1980s and 1990s brought conventional suburban development with medium sized lots, curving road patterns, and cul-de-sacs linked by walkways. There were also some townhouse developments in the 1990s. Since the 2000s, urban development has increased, including townhouses, apartments, and mixed-use buildings, but single-detached homes have continued to be a staple of new housing development.

Vision and Guiding Principles

The Vision sets the framework for the entire OCP. It is informed by community input gathered as part of the OCP update process and will guide growth and development in the community to 2045.

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 Guiding Principles add tangibility to implement the Vision. They are intended to help guide decision-making and reinforce key direction. All policies included in the document will align with at least one of the guiding principles. The Guiding Principles are as follows:

1. Prioritize integrated community planning, and neighbourhood nodes, 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 Business in Action (BIA) and other interested community partners.
4. Continue to build a strong relationship with K'omoks First Nation.
5. Expand and enhance partnerships with agencies, organizations, and regional partners.
6. Protect, restore and enhance the natural environment.
7. Provide a connected and diverse network of parks, trails, and open spaces.
8. Contribute to achieving emissions targets and risk management objectives of the Climate Action Plan and Risk Assessment.
9. Enhance employment and economic development for the Town of Comox.

PART 2
Community Profile

TOWN OF COMOX

Population Growth

The 2021 Census reported a total population of 14,806, representing a 5.5% increase from the 2016 Census. Population growth from 2016 to 2021 was lower in Comox than in the region. The Comox Valley Regional District experienced an 8.9% increase in growth. The population of Cumberland grew by 18.5% and the population of Courtenay grew by 10.8%.

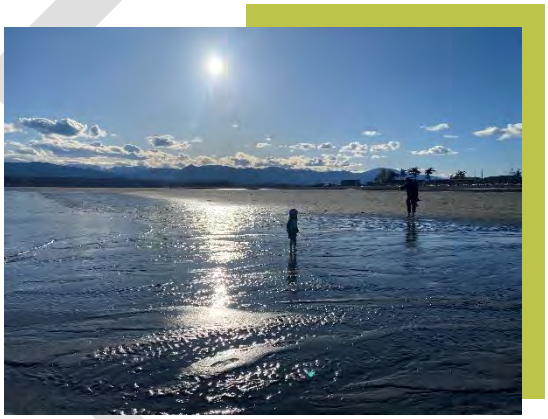
Comox's population increased by approximately 3,700 people between 1996 and 2021. The Population grew by 33% from 2001 to 2021 and was higher from 2001 and 2011 (22%) than from 2011 and 2021 (9%).

Population (2021)

14,806 in Comox vs. **72,445** in the CVRD

Population change (2016-2021)

+5.5% in Comox vs. **+8.9%** in the CVRD



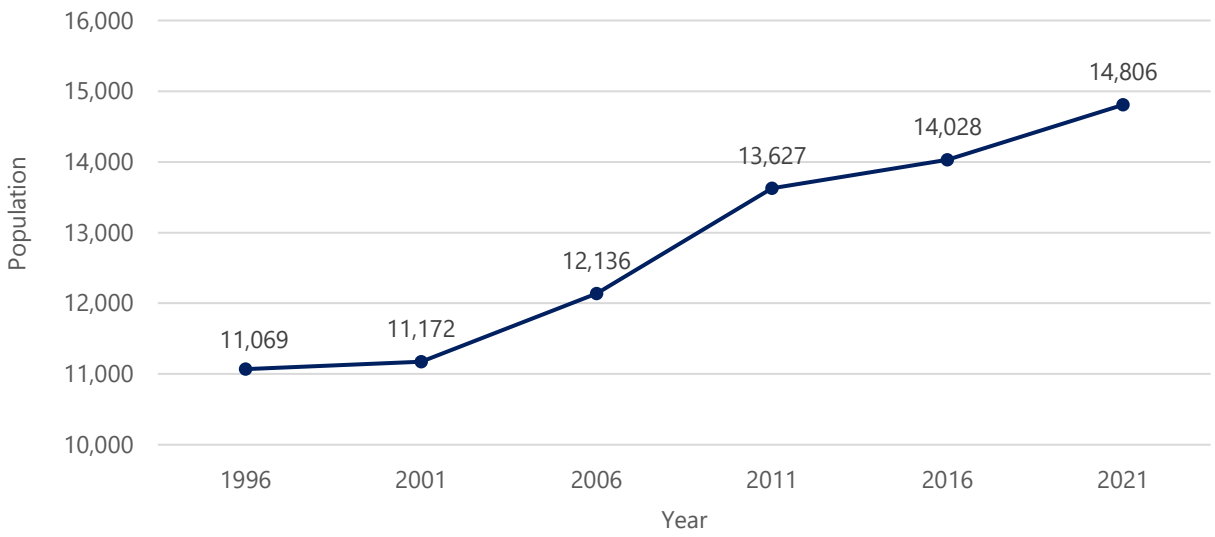


Figure 2 - Population of Comox from 1996-2021, according to census data.

Age Comparison

The Comox Valley will likely be more impacted by an aging population than many other areas of the province. Comox may also be more impacted than the region, with the highest median age among CVRD municipalities. When splitting the population into 10-year age cohorts, the 65-74 cohort comprises the highest proportion of the population. The 55-64 age cohort comprises the second highest proportion of the population.

The dependency ratio is an age-population ratio of those typically not in the labor force (ages 0 to 14 and 65+) to those typically in the labor force (ages 15 to 64). In Comox, the dependency ratio is 84.7, much higher than the provincial ratio of 53.0. A high dependency ratio indicates a higher ratio of dependents to working-age individuals with a higher demand for services and lower supply of workers/taxpayers to provide services. A high dependency ratio can also lead to challenges with economic growth, since there is a lack of working age people starting businesses and spending on non-essential goods and services. As Comox grows, there is a need to attract working-age individuals to lower the dependency ratio and ensure there are sufficient essential service workers, in addition to continued economic development.

Median Age (2021)

52.4 in Comox vs. **50.8** in the CVRD vs. **42.8** in BC

Median Age within the CVRD (2021)

52.4 in Comox vs. **48.8** in Courtenay vs. **39.2** in Cumberland

65+ Demographic

31.9% in Comox vs. **20.3%** in the CVRD of the population are 65+

Dependency Ratio (2021)

84.7% in Comox vs. **53.0%** in BC

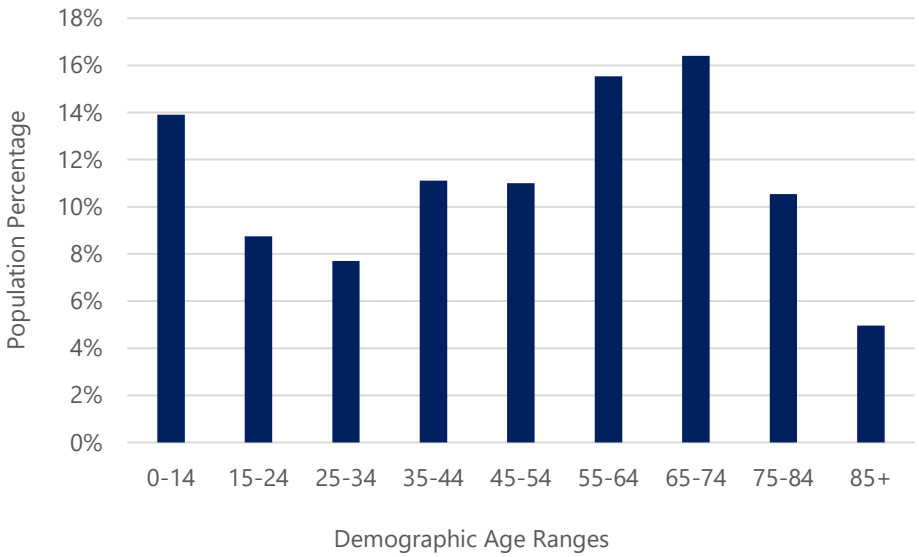
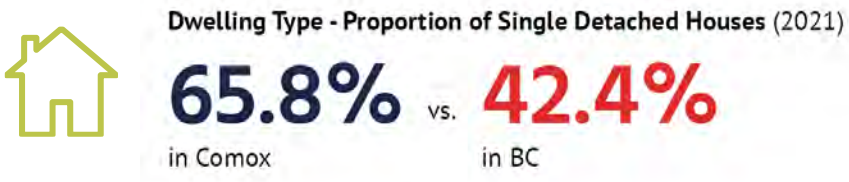


Figure 3 - Population structure by percentage of population in Comox, according to 2021 census data.

Housing

Single-detached houses are the most common housing type in Comox (65.8%) with a proportion much greater than in the province (42.4%). The remainder of the housing stock is split closely between other attached housing types.



As of 2017, the gap between median home price and what households earning the median income could afford grew considerably. Figure 7.1 in the 2024 Housing Needs Report **(replicated below as Figure 6)** identifies that median home prices were close to being affordable for couple households earning the median income from 2013 to 2016. The gap widened significantly in the years following, representing a large discrepancy in home price and household income. This indicates increasing demand for ownership housing at a rate that has surpassed new housing supply. The affordability gap will continue to challenge people from all life stages, but particularly young adults, who will continue to be needed as essential service workers and future business owners.

Increased housing diversity can provide market housing options at lower prices than single-detached dwellings of similar age and condition. Strata and rental apartment units have comprised the highest proportion of recent housing development at 72% of housing completions from 2018 to 2022. Single-detached homes were the second most common type of new housing at 22% of housing completions. As Comox grows, there will be a need for family-sized housing options at lower price points than single-detached homes, such as 3+ bedroom apartments, duplexes, and townhouses.

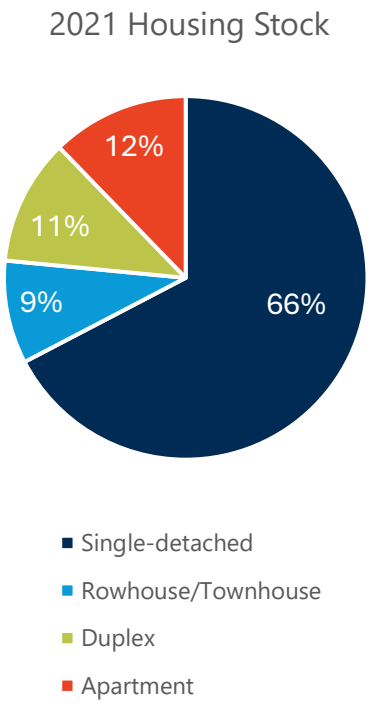


Figure 4 - 2021 Housing Stock

Figure 6 - 2024 Housing Needs

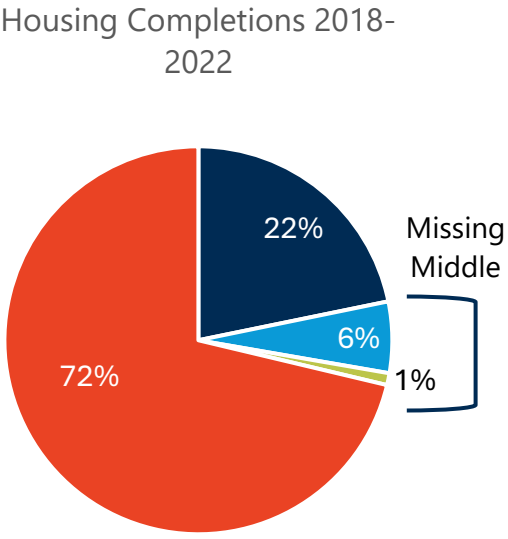


Figure 5 - Housing Completions

Legislative Compliance

Placeholder

PART 3
Community Policies

TOWN OF COMOX

1. Housing Needs

OCP community engagement respondents noted housing choice and affordability as top improvement areas for Comox. As Comox grows, there is a focus on providing housing options for all types of residents including families, seniors, young adults, and single/couple households. By encouraging the creation of new rental housing and protecting existing rental housing, there is potential for more affordable and attainable housing options for residents. As land values increase, it is important to promote strategies and actions that limit displacement of low- or fixed-income residents currently living in Comox. Achieving many of the Town's housing goals will require partnerships with the non-profit sector, the development community and senior levels of government.

As of the 2021 Census, 66 percent of dwelling units in Comox were single-family dwellings. Construction of rental and multi-unit housing in Comox have steadily increased over the past decade. However, the gap between the cost of ownership housing and median household income has increased considerably and rental vacancy rates have remained extremely low, averaging 0.68% over the past decade and 1.7% in 2024. A large proportion of recent development has been apartments, and there will be a need for more ground-oriented multi-unit developments to accommodate families as Comox grows.

The 2024 Housing Needs Report identifies the need for 1,037 units from 2021 to 2026, and 3,358 units from 2021 to 2041. There are components of need that comprise housing need as shown in Table 1 below:

Table 1 - 5- and 20-year Housing Need as Referenced in the 2024 Housing Needs Report, and Associated Population (Estimate)

Component	5-year (by 2026)	20-year (by 2041)
A. Extreme Core Housing Need	49	196
B. Homelessness	38	76
C. Suppressed Households	68	273
D. Anticipated Growth	720	2,170
E. Vacancy	10	38
F. Demand Buffer	151	604
Total Units	**1,037**	**3,358**
Associated Population	**1,867**	**6,044**

The components of housing need are:

A. Extreme Core Housing Need: 20-year need is the total number of households currently in extreme core housing need as defined by Statistics Canada. 5-year need is 20-year need divided by four.

B. Homelessness: 20-year need is the total number of people experiencing homelessness in Comox in 2021 as determined by the provincial Integrated Data Partnership. Data is meant to determine homelessness throughout the year in contrast to point-in-time counts. 5-year need is 20-year need divided by two.

C. Suppressed Households: An indicator of households that would have formed if housing conditions in 2021 were similar to 2006.

D. Anticipated Growth: Status quo growth as determined by BC Stats by projecting past trends into the future. The theory behind the Housing Needs Report methodology is that if growth were to occur as per this component (similar rate to past growth), the other components of housing need would not be addressed.

E. Vacancy: 20-year need is derived by determining the number of vacant units that would increase the 2021 rental vacancy rate to 3%. 5-year need divides the 20-year need by 4.

F. Demand Buffer: A buffer to account for people that may move to, or around within a housing market.

The following objectives and policies provide strategies to meet housing need over the next 20 years, particularly relating to non-market housing forms. Land use designations in the OCP and pre-zoning of parcels in the Zoning Bylaw aim to fulfill the market housing component of housing need. Regulatory and development process improvements completed through the Housing Accelerator Fund and Development Approvals Process Review are also contributing to increasing the supply of market and non-market housing in Comox.

Objectives

1(A.)	Increase development of ground-oriented multi-unit housing to provide housing choice for families.
1(B.)	Increase the supply of non-market and below-market housing, in addition to other alternatives to market housing such as co-op and affordable ownership.
1(C.)	Increase the diversity of housing types and tenures by supporting the development of small-scale multi-unit housing and purpose-built rental housing.
1(D.)	Minimize impacts of redevelopment on current rental tenants.

Policies

1.1 Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages.

1.2 Encourage multi-unit housing design that incorporates private open space, rooftop patios, gardens, greenspace and children's play areas to foster social connections, inclusion and intergenerational relationships.

1.3 Ensure retention or replacement of existing rental units and the mitigation of impacts to existing tenants as redevelopment occurs through planning tools that may include, but are not limited to, inclusionary and rental only zoning, rental replacement policy, and tenant protection bylaw as permitted by the *Local Government Act and new provincial housing legislation*.

1.4 Ensure short-term rental accommodation limits impacts on the long-term rental housing supply.

1.5 Consider working with non-profit developers on leasing underutilized public lands for the construction of co-op, rental, subsidized rental, and/or supportive housing units.

Actions

1.6 Consider adoption of a Development and Amenity Cost Charge reduction and/or waiver bylaw for non-profit housing and other eligible affordable housing.

1.7 Complete a comprehensive update to the Housing Affordability Strategy to guide housing actions following completion of the Housing Accelerator Fund. Include a monitoring framework to evaluate efficacy and review every five years and update as needed.

1.8 Complete a financial analysis to support the consideration of density bonus and/or inclusionary zoning bylaws by June 2026 as per recent Local Government Act revisions, with the intent to replace the existing Affordable Housing Amenity Contribution Policy.

1.9 Conduct a parking-use study and reduce minimum residential parking requirements if warranted, including the potential for the lowest rates in areas within a 400 metre radius of Route #1 bus stops.

1.10 Consider developing and adopting a Tenant Protection Bylaw to mitigate the impacts of redevelopment on existing rental tenants.

1.11 Consider an amendment to the Comox Reserve Fund Bylaw No. 2025, 2023 to provide additional options for how funds in the affordable housing reserve fund are used, including consideration for provision of grants available to non-profit developers for the construction of co-op, non-market, special needs, supportive, and/or other affordable housing units, including within developments that include a market housing component.

1.12 Consider amendments to the Zoning Bylaw to permit commercial childcare, adult day services, and/or special needs and supportive housing in all residential and mixed-use zones.

1.13 Review, and if required, update policies and bylaws to ensure that under-represented forms of tenure, including but not limited to co-housing, fee-simple row housing, and rent-to-own, are encouraged, with consideration for incentives if warranted.

1.14 Review the Zoning Bylaw and Building Bylaw, and consider the integration of Universal Design (as outlined by CMHC) incentives and/or requirements that exceed the BC Building Code.

2. Transportation

The multi-modal transportation network in Comox includes infrastructure for walking, rolling, public transportation, car sharing, and vehicular transportation. The relationship between the transportation network and land use planning will have a strong influence on whether residents and visitors utilize passenger vehicles or active and public transportation.

Next to housing, transportation can be one of the largest household costs. When households can own one vehicle rather than two, there are significant cost savings that improve quality of life. However, many Comox households will continue to own at least one passenger vehicle to visit recreation areas within the region and Vancouver Island that cannot be accessed by public transportation. Therefore, the multi-modal focus of this OCP is to make active and public transportation the easier choice for the majority of trips, recognizing that many households will still opt to own at least one vehicle.

As reported in the Climate Action Plan and Risk Assessment, transportation is the largest contributor to community emissions in Comox. Increasing the share of trips made by active and public transportation modes is a key aspect of climate action in Comox.

In addition to policies in this section, Maps C-E provide an outline of the future multi-modal transportation network in Comox.

Objectives

2(A.) Make it safer and easier to choose active and public transportation options when traveling to, from and within Comox.

2(B.) Maintain a safe and efficient road network that is continually upgraded to accommodate growth and development.

2(C.) Enhance partnerships with agencies, organizations, and regional partners to create a transportation network that benefits the movement of goods and people throughout and beyond the Comox Valley.

2(D.) Ensure the transportation system respects the natural environment, minimizes climate impacts and improves the livability of the community.

Policies

General

2.1 Ensure that new development considers emergency access/egress where necessary.

2.2 Promote a higher degree of mixed land uses at higher densities in Downtown Comox, Anderton Road, and Guthrie Road west of Anderton Road, to reduce the need for vehicular travel and longer trips, support frequent public transit service, and encourage density and housing diversity near the transit network.

2.3 Encourage the development of mixed-use neighbourhood centres throughout the Town to provide services and amenities within walking distance of residents.

2.4 Incorporate strategies to reduce conflicts between all types of users, including pedestrians, cyclists, persons with disabilities and other forms of active and personal transportation in the design of roads, trails, and active transportation infrastructure.

2.5 Continue to pursue transportation infrastructure grant opportunities.

Active Transportation

2.6 To encourage active transportation through ongoing implementation of pedestrian and rolling facilities and dedicated routes.

2.7 Create new pedestrian and rolling connections across the Town, and fill in gaps between existing connections, for a more permeable active transportation network, as a condition of subdivision and development approvals.

2.8 Maintain ongoing communication and cooperation with the Ministry of Transportation and Transit, regional partners, user and service groups, with respect to expanding, enhancing, and maintaining the Town's active transportation network.

2.9 Work with BC Transit to ensure walking and cycling connections to the new downtown Comox Transit Exchange on Port Augusta Street at Comox Avenue, including the potential for statutory rights-of-way through large parcels to improve connectivity.

2.10 Work with School District 71 and the Comox Valley Regional District to establish active school travel and safe routes to school programs for Comox schools.

2.11 Promote active transportation as a direct means of reducing reliance on motor vehicles and the environmental impact of Comox's transportation system, along with the physical, mental, and social benefits.

2.12 Require pedestrian and bicycle connections to be developed as a condition of development approvals as determined by the Town, including potential access through a development site to connect adjacent roads and pathways through dedication or statutory rights of way.

2.13 Consider integrating and expanding active transportation connections beyond what is within the Transportation Master Plan to complement new development.

2.14 Strive to make preferred modes of active transportation affordable, convenient, and safe throughout the year.

2.15 Require land dedication for planned active transportation infrastructure improvements or installations through rezoning and building permit applications fronting planned active transportation routes, even when such improvements are planned in the future.

2.16 Protection and acquisition of active transportation routes may include, but not be limited to, right-of-way dedication or parkland dedication at the Town's discretion.

2.17 Explore concepts for an active transportation route through the Comox Golf Club that connects Buena Vista Avenue to Port Augusta Street/Balmoral Avenue to improve east-west connections through Downtown Comox.

2.18 Work with partners to prioritize cycling infrastructure improvements on Pritchard Road to improve the ability of residents to cycle to and from CFB Comox, the Airport, Highland Secondary School and Park, and Downtown.

2.19 Provide wayfinding along all active transportation routes, integrating best practices for sign colour, placement, frequency, and scale, while ensuring that content is consistent with regional standards.

2.20 In addition to pedestrian and cycling infrastructure improvements identified in the Transportation Master Plan, prioritize sidewalk, cycling, and traffic calming improvements that provide safe access to schools.

2.21 As a key pedestrian route to Highland Secondary School, advocate to the Ministry of Transportation and Transit to improve Guthrie Road from Linshart Road to the Town of Comox boundary west of Nootka Street with safety standards that exceed the current shoulder.

2.22 Provide facilities such as bike shelters and accessible resting areas within public and semi-public spaces.

Roads

2.23 Prioritize a well-connected grid road network; minimize dead-end streets or cul-de-sacs unless there is no feasible alternative as determined by the Town.The Town shall improve connectivity of the road network through the acquisition of land and road dedications where connections are warranted, and it is possible to do so.

2.24 Stewart Street serves as an important pedestrian and cycling route between central and downtown Comox. Stewart Street between Cedar and Balsam Avenues will be maintained as an active transportation connection but not be opened for vehicular travel.

Site Access & Parking

2.25 On mid-block development sites fronting arterial and downtown roads as identified on Map E – Road Network, encourage parcel consolidation such that site access can be provided from a lower road classification.

a) Where every reasonable effort has been made to purchase parcels or secure a right-of way that would provide access from a collector road, local road, or lane, the Town may consider permitting site access from an Arterial or Downtown Road where there may be a safe way to do so.

2.26 Encourage the design of multi-unit residential parking structures to accommodate work vans and pickup trucks to address the parking needs of residents that work in trades. Where this is not feasible for the entirety of the parking structure, consider providing increased-height parking stalls in a portion of the parking structure near the entrance that are available to rent rather than being assigned to a specific strata or rental unit that may not need an increased-height parking stall.

Transit

2.27 Continue to regularly review transit demand and advocate to BC Transit to plan for local and regional service, infrastructure upgrades and facility expansions when appropriate.

2.28 Advocate for a future direct transit route from Downtown Comox to the Comox Valley Airport.

2.29 Consult CVRD and BC Transit on land that may be required for future transit stops when completing road improvements and facilitating land dedications for road improvements.

2.30 Work with CVRD and BC Transit to implement the Transit Future Plan and seek opportunities to advocate for improvements that are in the public interest of Town residents.

2.31 Work with BC Transit, CVRD, and large employers in the region to implement a program similar to the BC Transit ProPASS program, which provides discounted rates to employees deducted through payroll, to reduce demands for parking in Comox.

Truck Routes

2.32 Designated Truck Routes consist of those arterial and major collector roads highlighted on Map G – Truck Routes.

2.33 All trucks are required to remain on designated truck routes until reaching a point that minimizes the travel distance on other roads to reach the truck's local delivery or collection location.

Airport and Floatplane Access

2.34 Work with the Comox Valley Airport Commission to partner on strategies that enhance access to and from the Airport.

2.35 Encourage the continued expansion of service at the Comox Valley Airport and the seaplane terminal at the Comox Marina through advocacy and partnerships.

2.36 Recognize the importance of the continued operation of the existing float plane site at the Comox Marina in cooperation with Transport Canada and any seaplane companies.

Actions

2.38 Continue to update transportation modelling every five years to ensure that infrastructure planning reflects current and future needs.

2.39 Complete a Town-wide Transportation Master Plan update based on OCP projections for population, housing, commercial, industrial, and institutional growth to inform the 2030 OCP Update, Development Cost Charges Bylaw and the Subdivision and Development Servicing Bylaw.

2.40 Develop a Sustainable Transportation Policy that provides reductions to minimum parking requirements in exchange for car-share spaces, zero-emission vehicle parking, EV charging stations, and/or cash-in-lieu, including guidelines for how cash-in-lieu funds are used. Include recommendations to update the zoning bylaw with consideration of requirements for end-of-trip facilities for commercial, industrial, and institutional uses.

2.41 Develop a long-term strategy for the consideration of a phased publicly accessible multi-use path along the waterfront as identified in the Parks and Trails Master Plan, helping to connect the Comox waterfront to Goose Spit Park (CVRD) and Kus-kus-sum.

2.42 Complete a review of parking requirements for different land uses, residential tenures, and areas of the Town, considering access to transportation and daily needs as identified in the Complete Communities Growth Assessment; amend the Zoning Bylaw based on findings of the study.

2.43 Update the 2018 Traffic Calming Policy and Procedures to be in line with best practice.

3. Economic Development

Long-term economic sustainability requires concerted efforts to provide an attractive business environment and ample employment opportunities. Economic development policies are focused on building and maintaining partnerships with the business community and public sector employers to increase employment options, contribute to an attractive business environment, and support local tourism. Policies also recognize the importance of the Comox Valley Airport and Canadian Forces Base 19 Wing Comox to the local economy and aim to facilitate ongoing collaboration with these organizations.

The 2024 Economic Development Strategy identifies a lack of non-residential tax revenues necessary for long-term financial sustainability in Comox. The Strategy identifies that an additional 26 hectares of industrial land should be designated beyond the 2012 OCP Light Industrial designation. This OCP designates an additional 13.3 hectares of Industrial land, approximately 6.4 hectares of which is developable. In addition to the long-term tax base, more industrial land will be needed for job creation to accompany residential growth and reduce the dependency ratio in Comox (discussed in Part 2 – Community Profile). There has been considerable vacant land designated for light industrial use in Comox for decades, with limited development uptake due to services constraints. Additional analysis could allow for targets strategies to increase industrial development if there is demand for it in Comox.

Objectives

3(A.) Increase the ratio of jobs to residents in Comox.

3(B.) Base future land use planning for employment uses in evidence-based analysis.

3(C.) Prioritize the enhancement of Downtown Comox to create a thriving complete community.

Policies

3.1 Support economic diversification that is compatible with the OCP Vision, Guiding Principles, and land use objectives and policies.

3.2 Implement the 2024 Economic Development Strategy and Downtown Enhancement Action Plan (EAP) as feasible.

3.3 Collaborate with the development industry and other government partners to ensure a commitment to service, competitive costs, and a fair, transparent development process.

3.4 Ensure that the Business Park land use designation new and emerging industries via Zoning Bylaw text amendments to add new and emerging land uses for lands zoned I1.1 and I2.1 (light industrial and aeronautical industrial).

3.5 Vitalize and enhance downtown with boutiques, street-level retail, service and restaurants, tourist accommodation, and residential and offices above ground/ higher storeys.

3.6 Support the development of festivals and community events that will make Comox a tourist destination for a broad range of visitors year-round.

3.7 Support the Comox Valley Farmer's Market location in Comox to support local food security, agriculture, and community gathering.

3.8 Partner with and support the Downtown Comox BIA and non-profit organizations for community events and promotion of community identity.

3.9 Continue to engage the development community, Comox BIA and other business owners in engagement for Town-led initiatives and seek regular feedback on how Town bylaws and policies can enhance local business.

3.10 Encourage commercial and mixed-use zones as illustrated on the Land Use Map to improve access to daily needs, broaden economic opportunities, and stimulate employment growth.

3.11 Advocate to Comox Valley Regional District for the completion of a Regional Employment Lands analysis and/or strategy to identify opportunities and inform future planning for employment lands in Comox.

3.12 Support the efficient operation and expansion of the Comox Valley Airport and 19 Wing Comox Canadian Forces Base, including through prioritization of active transportation infrastructure to/from Downtown Comox, advocacy for more frequent public transit, and supporting development of hotel and conference centre space in North Comox.

3.13 Work with key partners, such as local and regional business and tourism associations, and provincial and federal tourism agencies to market Comox as a destination for visitors.

3.14 Support efficient operations of the Comox Marina, Comox Valley Marina and Comox Valley Harbour Authority, including continued engagement to seek alignment with Town plans and projects.

3.15 Work with marine-based businesses in Comox, such as charters, diving, sight-seeing, and wildlife viewing, to ensure their efficient operation.

3.16 Recognize that facilitating attainable housing options are a key ingredient of maintaining and attracting a stable workforce, supporting business operations.

Actions

3.17 Complete an employment lands study that includes commercial and light industrial demand analysis to inform future OCP updates and employment land strategies.

3.18 Create an Economic Development Strategy Implementation Plan.

3.19 Consider the completion of financial analysis on the feasibility of Downtown revitalization initiatives to attract new business and development.

3.20 Consider creating a gateway feature on Comox Avenue at the western entrance of Downtown Comox as identified in the Downtown EAP.

4. Parks, Trails and Open Space

Comox is fortunate to have a wide variety of parks, open spaces, and scenic trails. The Town is home to 35 parks, ranging from community and neighbourhood parks to natural and linear green spaces. These are complemented by a regional park and trail network and that capitalizes on the area's natural beauty.

There is strong community support for a well-rounded parks and trails system that offers diverse recreational opportunities. Such a system not only promotes physical and mental well-being but also plays an important role in protecting the environment. Green spaces also help manage flooding, drought, wildfire risks, and sea level rise, while also restoring natural habitats and improving ecological connectivity. Further, they provide environmental services such as cooling and carbon sequestration.

As Comox continues to grow, careful planning for parks and open spaces is essential to maintaining a high quality of life. While the Town currently has a strong municipal parkland-to-population ratio of 9.7 hectares per 1,000 residents, future growth will require upgrades to existing services and the acquisition of new parkland. Investing proactively in a connected, inclusive, and adaptable parks and open space network will help ensure that Comox remains a vibrant and livable community for generations to come.

Objectives

4(A.) Provide a range of parks and open spaces to meet diverse needs and promote recreation, wellbeing, and community cohesion.

4(B.) Create a connected system of forests, parks, trails, and open spaces that foster healthy and active living.

4(C.) Increase community resilience to climate change through strategic location of parks and open spaces.

4(D.) Ensure parks reflect their unique natural and cultural context.

4(E.) Encourage partnerships with residents, neighbourhood associations, community organizations, and sports groups in acquiring, developing and managing lands for outdoor recreation and parks.

Policies

Planning and Design

4.1 Expand and improve existing parks to maximize existing infrastructure, flexibility and opportunity, as well as efficiencies during operation.

4.2 Integrate parks and landscaping initiatives with other infrastructure initiatives to maximize the multifunctional use of town assets—supporting recreation, enhancing aesthetics, providing cultural opportunities, and managing stormwater where appropriate.

4.3 Use the Five-Year Financial Plan to guide the development of parks and trails based on the Parks and Trails Master Plan and the CVRD Active Transportation Network Plan.

4.4 Use green infrastructure strategies, such as rain gardens, healthy tree canopy coverage, and ecosystem restoration, in parks and open spaces to improve the Town's climate resilience.

4.5 The location and design of public plazas in Downtown Comox should incorporate the following:

a) Optimum sunlight exposure

b) Primarily hardscape with planted areas and shade trees incorporated

c) Seating and gathering areas

d) Public art

e) Located within central areas as opposed to on the edges

Acquisition

4.6 Support parkland targets as per the Parks and Trail Master Plan or future iteration thereof.

4.7 Incrementally increase the ratio of Comox's active parkland to residents to account for a higher proportion of new residential units being within multi-unit developments with limited access to private open space.

4.8 Consider a balanced approach between all park types when considering the acquisition of future parkland to acknowledge the wide diversity of park users and park needs.

4.9 Provide an equitable distribution of neighbourhood and community parks throughout the Town through new park acquisition and development.

4.10 Seek strategic dedication or acquisition of parkland and public access that provide significant environmental and recreational benefit as a condition of development such as trail linkages, waterfront access, and recreational opportunities.

4.11 Secure multiple public plaza spaces in Downtown Comox ranging from 0.2-0.4 hectares in size through zoning amendment processes or strategic acquisitions.

4.12 Target access to a playground/Active Parkland within ~5 minute (~400m) of home for Comox residents within the Urban Containment Boundary.

4.13 Incrementally acquire land within the Town through purchase, dedication, and statutory rights-of-way as feasible to develop a contiguous community waterfront trail/route that connects Pioneer Memorial Park to Goose Spit Park, advocating to CVRD to do the same.

4.14 Improve trail connectivity to provide a broader scale network from the ocean to the upland extents of the Town.

4.15 Pursue acquisition or statutory right-of-way as part of subdivision, rezoning, or redevelopment of lands that would support trail linkages for the Ocean to Upland Trail Network as identified in the Parks and Trails Master Plan, existing greenways, or identified active transportation linkages.

4.16 Continue to improve the existing node of harbour and marina node and waterfront access on the harbour as a priority recreation interest for the Town.

4.17 Continue to identify priorities for new trails and implement improvements to existing trails as per the *CVRD Regional Active Transportation Network Plan*.

4.18 Manage trails in a manner that minimizes their impact on the natural environment and adjacent residential areas.

4.19 Work with private landowners to obtain formal access to trail corridors for recreational use where appropriate.

4.20 Improve safety, accessibility, and wayfinding to parks, open spaces, and trails for community members of all ages and abilities.

Placemaking

4.21 Highlight unique and culturally significant spaces in urban plazas and parks and provide spaces to celebrate a diversity of heritage, arts, and culture.

4.22 Consider the needs of diverse groups and cultures when designing public amenities and spaces.

4.23 Design for a variety of facilities and amenities that function for a diversity of ages and abilities in urban plazas and parks.

Partnerships

4.24 Support the acquisition of regionally significant lands within the Town by the CVRD to fulfill regional park and trail goals.

4.25 Foster partnerships and collaboration with K'ómoks First Nation to build greater understanding, opportunities for education, and for celebrating culture within public parks and trails.

4.26 Encourage partnerships with other agencies and community groups to deliver high quality public space and park amenities, as well as maintenance agreements.

4.27 Promote shared public space in private developments for a variety of land uses through partnerships.

4.28 Continue collaborating with School District 71, Conseil scolaire francophone, and private schools on shared use agreements for community use of school sites on evenings and weekends.

Actions

4.29 Update policy and requirements for parkland acquisition and dedication to ensure desirable parkland is secured through the Town's continued growth and development.

4.30 Implement and monitor progress on the Parks and Trails Master Plan.

5. Infrastructure

Most of Comox is serviced by a water system and sanitary sewer system as well as a storm water collection infrastructure. The responsibility for water and sanitary sewer systems is shared between the Town and the CVRD. The CVRD provides the Town with bulk treated water and storage while the Town provides the water distribution system. The Town provides the sanitary sewerage collection system and the CVRD is responsible for wastewater treatment needs. Comox has a municipal stormwater collection system and post-development flows are required to meet pre-development flows. Required system improvements to service the identified lands and land use designations in the Plan have been recognized in studies commissioned by the Town of Comox and are updated as needed.

Strategic investment and long-term infrastructure planning is required to support our growing community. Facilitating land use development in areas where infrastructure with servicing capacity already exists will improve the economic sustainability of infrastructure in Comox. Property tax revenues from low-density residential areas typically do not cover the costs of installing and maintaining publicly owned infrastructure, whereas revenues in high-density mixed-use areas typically exceed infrastructure costs. Property tax revenues from employment uses are also an important aspect of a sustainable and diversified tax based and can provide rationale for the infrastructure upgrades that can facilitate industrial development.

Objectives

5(A.)	Ensure development funds infrastructure that contributes to the Guiding Principles of this OCP.
5(B.)	Require infrastructure upgrades and new installations required to service growth to be provided without subsidy from the Town or existing taxpayers.
5(C.)	Ensure that infrastructure planning is coordinated with ongoing development projections in addition to high level population, housing, industrial, commercial, and institutional growth projections.
5(D.)	Prioritize infrastructure investment decisions that align with community growth priorities and financial sustainability.
5(E.)	Work with regional partners to provide efficient infrastructure systems that capitalize on economies of scale.
5(F.)	Continually reduce daily per-capita water consumption.

Objectives

5(G.) Identify and value natural assets and incorporate into the Town's asset management plan.

Policies

General

5.1 Make infrastructure planning, investment, operations and maintenance decisions from an asset management perspective that considers long-term full life-cycle cost accounting. This includes design, maintenance and upgrades to infrastructure and utilities, including natural assets.

5.2 Design infrastructure to serve multiple purposes wherever appropriate. This includes coordinating with adjacent jurisdictions, other levels of government and utility service providers to ensure all infrastructure expansion and renewal projects consider multiple community objectives and agency needs.

5.3 Require the developer to fund costs of servicing growth to facilitate new development in Comox, and consider the use of front-ender agreements, latecomer agreements, and similar cost-recovery tools where needed.

5.4 Collaborate and partner with K'ómoks First Nation, City of Courtenay, Comox Valley Regional District, and the Village of Cumberland in the planning, financing, and construction of infrastructure.

Water

5.5 Continue to implement water conservation measures, including but not limited to:

a) public education on installation of low-flow plumbing fixtures, drought-tolerant landscaping, rainwater catchment systems, and the use of grey water systems for toilets, lawns, and landscaping,

b) implementation of universal water metering, and

c) pricing on a user-pay basis.

Sanitary Sewer

5.6 With the exception of parcels and building types exempt within the Subdivision and Development Servicing Bylaw, all new development and redevelopment must be connected to the Town's sanitary sewer system.

5.7 On-site private wastewater treatment will continue to be permitted where already in place, but strategic expansion of the Town's sewer service will be encouraged where needed, and funded by the developer, in support of removing on-site septic systems.

5.8 The Town will operate a sewerage collection system that will discharge into the CVRD regional trunk sewers and wastewater treatment operated by the CVRD. The Town does not envision the need for wastewater treatment or disposal within the Town's boundaries.

Storm Water

5.9 Ensure the design and management of stormwater management systems will avoid impacts to downstream properties. Where development occurs, control should be included to limit runoff to pre-development conditions and not increase the flows to downstream infrastructure, creeks, streams or other natural environments.

5.10 Mimic natural ecosystem processes in rainwater system design and construction as much as possible. This includes minimizing runoff, maximizing infiltration, preserving and protecting the water absorbing capabilities of soil, vegetation and trees particularly along riparian corridors and minimizing impervious surfaces on both private and public lands.

5.11 Where a surface drainage system has been approved and designed to function within a park area or natural open space, it is not eligible as credit towards *Local Government Act* parkland dedication requirements at time of development, except at the Town's discretion; and must include appropriate maintenance access and landscaping.

5.12 Explore opportunities to retain excess stormwater through natural infrastructure.

Other Services

5.13 The Town will continue to partner with Comox Strathcona Waste Management and utilize the Comox Valley Waste Management Centre for the disposal of organic material and landfill materials. Recyclables will continue to be delivered to the nearest Recycle BC approved Material Recovery Facility.

5.14 The Town will continue to support the implementation of various solid waste initiatives, including the provision of recycling and composting services for multi-unit development.

5.15 Collaborate with utility companies to coordinate the development and delivery of reliable, safe, and efficient electricity, natural gas, and other energy and communications infrastructure (e.g. solar, geothermal, etc.) to leverage efficiency, minimize costs, and mitigate negative impact to the community and to the environment.

Actions

5.16 Update the Town's modelling and master planning every five years to inform capital planning, requirements for new development, and updates to the Development Cost Charge Bylaw.

5.17 Track development and building permit applications for proposed and approved units by housing type, number of units, and industrial/ commercial/institutional floorspace, by infrastructure servicing catchment, to track existing demand for services throughout the Town.

5.18 Update the Development Cost Charge and Amenity Cost Charge Bylaws annually based on the Consumer Price Index.

5.19 Complete comprehensive Development Cost Charges and Amenity Cost Charges Bylaw updates no less than every five calendar years.

5.20 Explore options such as subsidized or reduced utility and development fees/charges for water and sewer upgrades to support the viability of infill small-scale multi-unit housing development in the Ground-Oriented Residential designation to increase housing availability.

5.21 Develop and implement a fast-track stormwater management guide that provides standardized solutions to retention, detention, and filtration of stormwater on parcels within zones that permit SSMUH development to reduce burdens on municipal stormwater infrastructure from the increase of on-site impervious space.

5.22 Continue to seek grants and funding programs to implement mandatory water metering Town-wide.

5.23 Review and update the Flood Plain Designation Bylaw based on updated mapping of the 200-year floodplain that incorporates sea level rise modelling.

5.24 Explore potential amendments to the Zoning Bylaw and Highway Use Bylaw that would require the use of permeable and pervious materials in new parking lots and driveways.

6. Community Connection and Wellness

Community connection and wellbeing are fundamental aspects of a thriving society. When individuals feel connected to their community, they experience a sense of belonging and support that can significantly enhance quality of life. Wellbeing encompasses physical, social, mental, and emotional health. A community that prioritizes wellbeing ensures that its members have access to greenspace, healthcare, education, childcare, recreational facilities, diverse housing options, and more. Collaboration with government and other partners is vital to achieving long-term community connection and wellbeing.

Objectives

6(A.) Ensure that the built environment and community amenities are accessible and appropriate for all residents.

6(B.) Increase opportunities to participate in place-making and community identity.

6(C.) Continue to consult and collaborate with K'ómoks First Nation to advance reconciliation.

6(D.) Support community and senior government partners in providing sufficient services such as special needs housing, childcare, education, healthcare and other social services.

6(E.) Enhance resilience to climate change and environmental risks through emergency management and food security initiatives.

Policies:

6.1 Plan for recreation facilities to be expanded in tandem with population growth to maintain long-term community livability, ensuring that costs are captured through the Amenity Cost Charge Bylaw.

6.2 When the Town's public facilities are due for upgrades, complete accessibility audits and implement recommendations as part of renovations and upgrades.

6.3 Design all future Town public facilities to be universally accessible.

6.4 Encourage the efficient use of community facilities through multi-purpose operations,

such as seniors' use during the morning/early afternoon, and youth use in the late afternoon/evening.

6.5 Continue to refer development permits applications to the Comox Valley Accessibility Committee for feedback on accessibility concerns.

6.6 Explore strategies to encourage the transformation of underused spaces into childcare facilities (e.g. schools, religious assembly spaces, and amenity spaces in strata developments).

6.7 Continue to support the operation of Filberg Heritage Lodge and Park by the non-profit Filberg Heritage Lodge and Park Association.

6.8 Work with K'ómoks First Nation to ensure protection of Indigenous cultural heritage.

6.9 Collaborate with the owners of properties with heritage buildings or features with high conservation values to consider heritage designation.

6.10 When streets are being upgraded, consider the inclusion of neighbourhood place-making design features such as light post banners, standalone signs at key intersections, and placards on street signs.

6.11 Refer significant residential subdivision (more than 10 new lots) and zoning amendment applications (for more than 10 residential units) to Island Health to receive comment on how public health interventions can be integrated into developments.

6.12 Collaborate with Island Health planners to incorporate healthy built environment best practices into infrastructure and public space development, maintenance and upgrades.

6.13 Continue working with community organizations to identify how the Town can provide recreation programming that meets the needs of all ages and abilities.

6.14 Continue to advocate that School District 71 locate childcare centers, and especially before- and after-school care programs, on existing and future school sites.

6.15 Continue relationships with local schools and seek opportunities to include students in community engagement processes.

6.16 The Town will seek the expertise of seniors with respect to age friendly initiatives at the regional level including for the Comox Valley Regional Growth Strategy when it is updated.

6.17 Promote the Neighbourhood Emergency Preparedness Program (NEPP) in partnership with Comox Valley Emergency Management.

6.18 Ensure regular collaboration with emergency service providers, including planning for a growing population.

6.19 Enhance youth recreation opportunities to maintain livability for families.

Actions

6.20 Implement the Town of Comox Accessibility Assessment and Action Plan, and review and update every five years.

6.21 Continue to provide temperature-related emergency services such as cooling stations and warming centers.

6.22 Continue to provide equitable access to community recreation through the Leisure for Everyone Accessibility Program (LEAP) and the Town of Comox Resident Inclusion Program TRIP programs, or future iterations thereof.

6.23 Continue to deliver youth recreation opportunities and support the Comox Youth Council.

6.24 Continue to support Nautical Days and the Filberg Festival, Music in the Park, Operation High Jump, Polar Bear Swim and other special events.

6.25 Continue to provide space for Pearl Ellis Gallery and CAMS.

6.26 Continue to support community Halloween and Christmas Market events.

6.27 Implement recommendations of the Comox Valley Child Care Action Plan.

6.28 Explore potential incentives for the creation of new childcare spaces.

6.29 Pursue provincial and federal funding opportunities for the creation of new childcare spaces.

6.30 Consider leasing Town-owned space in public parks and buildings to be used for the creation of new childcare spaces.

6.31 Consult with K'ómoks First Nation to identify appropriate areas for incorporating K'ómoks language, history and culture into naming, signage, and information in public spaces and parks.

6.32 Consider permitting commercial childcare use in all residential zones in the Zoning Bylaw.

6.33 Consider the creation of a neighbourhood placemaking policy that provides grants for events and activities such as block parties, and public events/gatherings in neighbourhood parks.

6.34 Complete minor updates to the Amenity Cost Charge Bylaw every year to account for inflation as determined by the Consumer Price Index.

6.35 Complete major reviews and updates to the Amenity Cost Charge Bylaw every five years to ensure that amenities are commensurate with growth. Include public engagement to determine desired community amenities.

6.36 In addition to development application referrals, continue to inform School District 71 on projected growth to inform education planning.

7. Environment and Climate Action

Comox's natural environment is a diverse landscape that has long supported the cultural heritage of the K'ómoks First Nation and continues to sustain residents. The community is home to a wide variety of terrestrial and aquatic ecosystems, including upland forests, streams, wetlands, and intertidal zones. Coastal ecosystems play a crucial role in supporting biodiversity and are vital for migratory birds, particularly those traveling along the Pacific Flyway. The K'ómoks Estuary is designated as an Important Bird Area, recognizing its role as a vital stopover and wintering habitat for migratory birds along the Pacific Flyway. It is also identified as a Class 2 estuary, reflecting its regional importance for habitat conservation and ecological function on the B.C. coast. Additionally, the bluffs facing the Strait of Georgia and Comox harbour require special management due to their geological features. These areas also support rare Garry Oak ecosystems which are of high ecological value and require targeted conservation efforts.

Since the mid-1800s, lands within and around the Town of Comox have been significantly altered to accommodate development, resulting in smaller, disconnected patches of habitat separated by roads, infrastructure, and buildings. The degradation of ecosystems threatens biodiversity and increases costs for local governments by eliminating the 'free' services provided by healthy ecosystems—also known as natural assets—such as carbon sequestration, stormwater management, and cooling.

The OCP bolsters the Town's Climate Action Plan and Risk Assessment and the Urban Forest Management Strategy by ensuring that development mitigates environmental impacts and natural hazards.

Objectives

7(A.) Recognize and sustain the functional role of natural features such as wetlands, streams, forests, and shorelines in providing essential functions such as carbon sequestration, stormwater management, cooling that support community well-being and resilience to climate change.

7(B.) Minimize the impacts of development on sensitive and other important ecosystems.

7(C.) Identify, protect, restore, and connect sensitive and other important ecosystems, including municipal parks and conservation areas, to enhance biodiversity and ecological functions.

7(D.) Foster climate action and increase the resilience of municipal facilities and infrastructure to climate change.

7(E.) Work in collaboration with K'ómoks First Nation, government partners, and community groups to foster regional ecological connectivity and climate action objectives.

7(F.) Protect, enhance, and expand the urban forest.

An urban forest includes all the public and private-owned trees and the supporting vegetation in the Town of Comox. It includes all the individual trees and groups of trees located in natural areas, parks, backyards, on streets, and in commercial and industrial zones. It also includes other elements such as plants, water, soil, microorganisms, and wildlife. All these elements, the people, and the built environment can have a significant impact on the health of the urban forest.

Policies

PLANNING AND DESIGN

Natural Assets

7.1 Plan, manage, and design municipal parks to support ecological processes that enhance watershed health, water quality, and the broader ecological and community benefits these systems provide.

7.2 Retain and restore native vegetation in coastal and riparian areas.

7.3 Encourage "soft" shoreline management techniques and "Green Shores" approaches through development processes to protect and restore coastal shorelines.

7.4 Seek opportunities to plant new trees on public lands, such as in parks and boulevards, in accordance with the Urban Forest Management Strategy.

7.5 Preserve and expand tree and vegetation cover on steep slopes to minimize erosion and enhance other ecological functions.

Infrastructure and Buildings

7.6 As public infrastructure is maintained or renewed, assess potential risks from sea level rise and evaluate adaptation or risk mitigation strategies to enhance long-term resilience to sea level rise.

7.7 Encourage builders and developers that pursue green building certifications such as Passive House, Net Zero Home, and LEED.

ACQUISITION

7.8 Seek public ownership of land adjacent to Brooklyn Creek to form a continuous, naturalized Streamside Protection and Enhancement Area as identified in the Parks and Trails Master Plan.

7.9 Seek public ownership of lands to connect Brooklyn Creek Park to Skeena Park and the Northeast Woods as identified in the Parks and Trails Master Plan to support biodiversity and enhance ecological connectivity.

7.10 Prioritize the acquisition of parcels that contain sensitive ecosystems or are vulnerable to flooding, such as those within riparian areas or coastal zones, to support long-term ecological health and climate resilience.

7.11 Enhance and maintain the ecological function and biodiversity of sensitive ecosystems such as the K'ómoks Estuary, Lazo Marsh, and Brooklyn Creek through restoration, land acquisition, lot consolidation, and dedication during development**.**

PARTNERSHIPS

7.12 Collaborate with K'ómoks First Nation to understand and support their priorities for stewardship, restoration, and protection of sensitive and other important ecosystems.

7.13 Collaborate with K'ómoks First Nation, CVRD, City of Courtenay, Village of Cumberland, and other interest holders on regional initiatives including biodiversity corridors, climate change mitigation, and shared ecosystem management priorities such as the K'ómoks Estuary.

7.14 Collaborate with CVRD, K'ómoks First Nation, City of Courtenay, and Village of Cumberland to coordinate regional climate change mitigation and adaptation planning initiatives.

7.15 Support the regional Solid Waste Management Plan and initiatives for waste reduction, reuse, and recycling.

Actions

7.16 Monitor progress toward achieving emissions targets and actions identified in the Climate Action Plan and Risk Assessment.

7.17 Monitor progress toward achieving canopy cover targets and actions identified in the Urban Forest Management Strategy.

7.18 Review and update Comox Tree Management and Protection Bylaw No. 1125, 1994, to include all lands in comox and ensuring tree replacement on development sites exceeds the existing number trees (e.g. 2:1 replacement ratio of mature trees).

7.19 Review and update Town of Comox Flood Plain Designation Bylaw No. 1474.

7.20 Encourage the development of Environmental Farm Plans, especially on ALR lands on which Brooklyn Creek is located, to improve the long-term health of Brookly Creek and the marine environment of the Comox Harbour, and increase efficiency, profitability, and new customers for farmers as a result of increased environmental sustainability. This includes the exploration of grant funding that could assist in the development of Environmental Farm Plans such as through grants offered by the Investment Agriculture Foundation of BC.

7.21 Collaborate with the CVRD to update environmental mapping that highlights critical information, such as sensitive ecosystems, watercourses and riparian areas, parks and greenways, and working landscapes, including in the Agricultural Land Reserve (ALR).

7.22 Consider completing a Town-wide assessment of riparian areas to classify streams and wetlands and update Development Permit Area X: Aquatic Conservation with clearly defined Streamside Protection and Enhancement Area provisions and requirements, which will ensure alignment with provincial regulations and improve clarity for applicants during development application processes.

7.23 Partner with Bee City Canada to facilitate habitat creation and management, education and engagement, and celebration during Bee City Pollinator Week.

7.24 Work with and educate private land holders on the benefits of protecting and enhancing sensitive and other important ecosystems.

PART 4
Growth and Land Use Policies

TOWN OF COMOX

8. Future Growth Concept

The Town undertook a Complete Communities Growth Assessment (CCGA) in 2024 that informs the Future Growth Concept of the OCP. Complete communities have ample daily needs (e.g. work, school, childcare, amenities, etc.) that can be accessed with active and public transportation from a diversity of housing options. The CCGA includes a geospatial analysis that identifies access to daily needs, existing housing density, likelihood of (re)development, and transportation access throughout the Town. The OCP identifies Growth Areas and Neighbourhood Mixed-Use Nodes in alignment with the findings of the CCGA to improve community completeness as Comox grows.

Growth management helps communities achieve sustainable development and maintain a high quality of life. By prioritizing new development in areas with infrastructure servicing efficiencies and limiting the impacts of development on natural areas, growth is environmentally responsible and economically viable. Establishing an Urban Containment Boundary (UCB) and limiting municipal services beyond that boundary helps to control urban sprawl and protect valuable agricultural and natural lands. Growth management also promotes increased density in areas with commercial and institutional uses, supporting walkability, transit service levels, and business health.

There are three types of Growth Areas identified in Figure 7, including Corridor, Centre, Infill Area, and Neighbourhood Mixed Use Node:

CORRIDOR

Guthrie-Anderton Corridor:

- The Comox Valley's most frequent Route #1 runs from Downtown Comox along Anderton Road and Guthrie Road to the North Island College/Hospital/Aquatic Centre area, through Downtown Courtenay, to Driftwood Mall in South Courtenay as shown on Map D – Transit.
- The Airport Zoning Regulation in Comox limits building height in much of this Growth Area to 15 metres, with some exempt sites up to 25 metres. There are development opportunities on large properties that are well-served by daily needs and public transit.

Harbourview Corridor:

- The Harbourview Corridor is adjacent to Comox Avenue, west of Downtown. Most of the area does not have Airport Zoning Regulations and buildings up to six storeys are permitted in much of the Corridor. The future of the decommissioned St. Joseph's Hospital site is a key aspect of Harbourview that is envisioned to include market housing, supportive housing for seniors, and commercial services in a prime location on the waterfront. Residential densities will support commercial uses in Downtown Comox and future commercial uses in Harbourview that are a component of mixed-use developments.

Airport Corridor:

- This Growth Area includes a variety of land uses and will function as a node providing commercial services, employment opportunities, and increased housing diversity in North Comox. The south end is adjacent to Northeast Woods Park, an expansive passive park area with a diverse trail network that connects to Lazo Wildlife Park and Marsh, Highland Secondary School, and Brooklyn Elementary School. East-west greenway connections are envisioned between Cambridge Road and Brighton Road that would connect Courtenay to Comox and Northeast Woods Park.
- This Corridor includes some of the last remaining greenfield parcels with development potential in the Town. It will require considerable investment to upgrade services to accommodate growth. , which will be provided without subsidy from the Town. The inclusion of infrastructure projects to service this Corridor in the DCC Bylaw will be considered second priority compared to other Growth Areas, but higher priority than areas of the Town not identified as Growth Areas.

CENTRE

Downtown Centre:

- The Downtown Centre is envisioned as a character-rich mixed-use centre in the heart of Comox. There are many existing commercial services that draw visitors from throughout the Comox Valley, and tourists from beyond the Comox Valley. The Comox Valley marinas are also in Downtown Comox, making it a particularly lively

area in the warmer months. Filberg Heritage Lodge and Park is just east of Downtown and functions as a regional and tourist attraction.

- Residential and mixed-use development can make Downtown Comox a more vibrant centre during off hours and throughout the year, but it will require attention to detail to be compatible with the character that residents know and love. Buildings fronting Comox Avenue should include retail commercial units on building faces fronting Comox Avenue to create a lively, animated street.

INFILL AREA

West Comox Infill Area:

- This area is characterized by a grid road network with parcel sizes and building ages that indicate it may have a greater likelihood for infill small-scale multi-unit housing development compared to other areas of the Town. It is designated Ground Oriented Residential, which supports a variety of building types up to three storeys in height. There will be a need to consider the condition of services to accommodate potential infill growth.

Central Comox Infill Area:

- This infill area is just north of the Downtown Centre and close to the Comox Community Centre and multiple schools. There are large parcels in the area that are appropriate for parcel consolidation to facilitate townhouse development beyond four units on a parcel. Infill growth in this area will enhance business viability and vitality in Downtown Comox.

MIXED USE NODE

Mixed Use Nodes:

- Beckton
- Highland
- Dogwood
- There are three mixed-use nodes identified in east Comox to provide access to daily needs in what are currently residential neighbourhoods. The nodes include the Low-Rise Mixed-Use designation to sensitively add commercial services and housing diversity at key intersections in buildings up to four storeys. The preferred ground-level commercial uses are those that people use regularly, such as childcare, small grocery stores, pharmacies, restaurants, fitness centres, and cafés. Commercial office spaces that are used more sporadically, such as health and professional offices, are preferred above the first storey. Residential apartment units are also encouraged above the first or second storey with residential parking under the structure.

Business Park:

- The Business Park designation in this Centre is intended to provide regionally serving employment lands that contribute to the efficient operation of the Airport and 19 Wing Comox. Lands owned by the Department of National Defence are included in the Centre to identify the Town's support for continued growth, but this is ultimately up to the Department of National Defence. Department of National Defence lands include recreation uses and commercial services that benefit Town residents and have potential to be scaled up in collaboration with the Town as Comox grows.

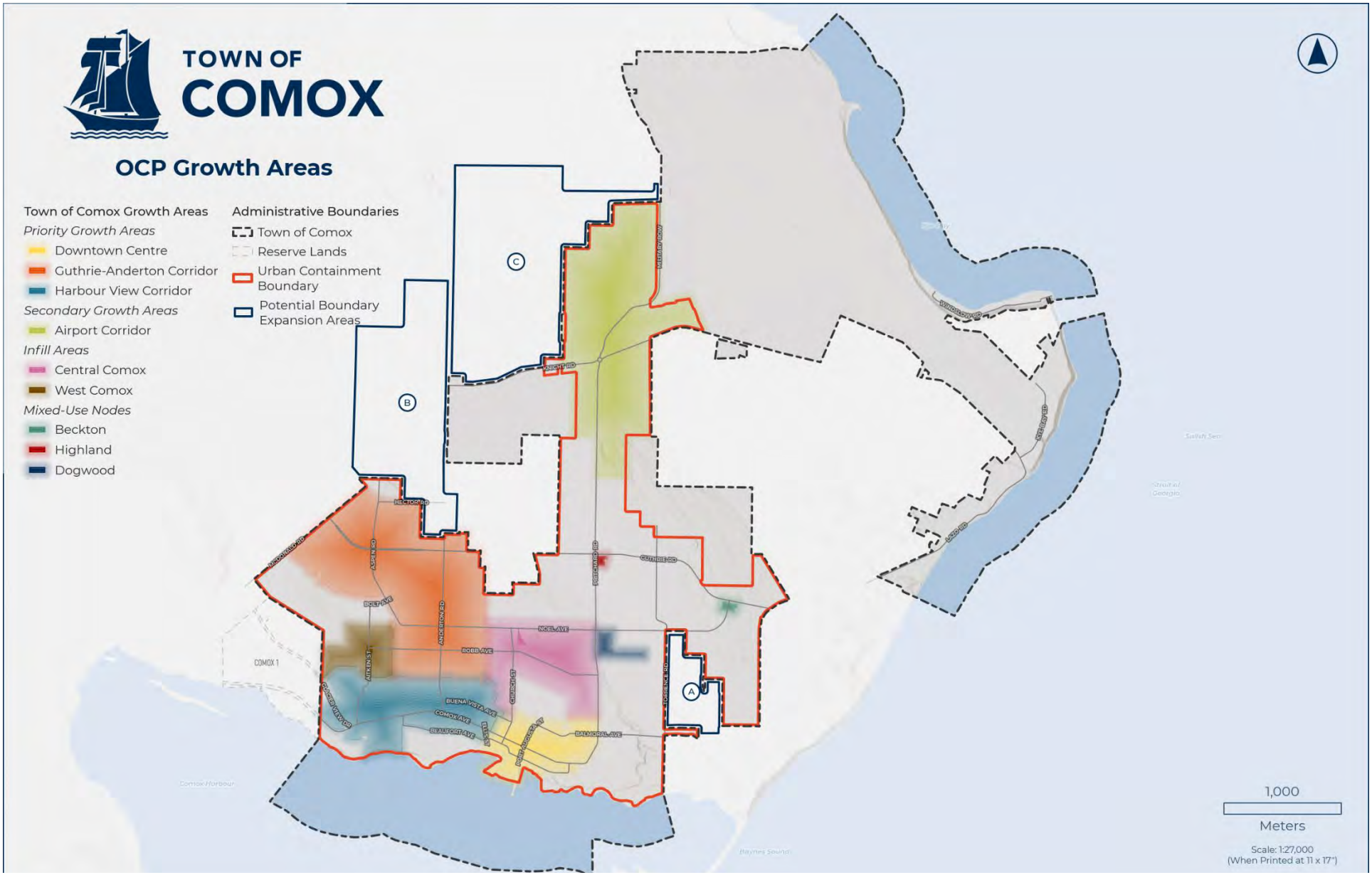


Figure 7 - OCP Growth Areas

Objectives

8(A.) Prioritize new development in areas that have infrastructure servicing efficiencies to support long-term financial sustainability.

8(B.) Increase density in and around areas with concentrations of commercial and institutional uses, public amenities, and access to public and active transportation infrastructure to support walkability, increased transit service levels, and business health.

8(C.) Minimize impacts of development on agricultural and natural areas by encouraging growth within the Urban Containment Boundary.

Policies

8.1 Prioritize growth at the highest densities in the Harbourview Corridor and Downtown Centre, and moderate to high densities in the Guthrie-Anderton Corridor as identified on Map 1 – Land Use, and Map 2 – Growth Concept. Encourage development in these areas to be at the maximum potential buildout that is achievable with the applicable land use designation.

8.2 Prioritize Ground Oriented Residential growth in the West and Central Comox Infill Areas.

8.3 Support zoning amendment and subdivision applications that consolidate parcels for development of more than 4 units per parcel in the Central Comox Infill Area.

8.4 Consider growth within the Low-Rise Mixed Use and Residential designations in the Airport Corridor to be second priority for the Town compared to the other Growth Areas, Infill Areas, and Mixed-Use Nodes where there are competing interests.

8.5 Support mixed-use development in neighbourhood mixed-use nodes to provide convenient access to daily needs within walking distance.

8.6 In the Neighbourhood Nodes, ensure that ground-level commercial uses are those that people use regularly, such as childcare, small grocery stores, pharmacies, restaurants, fitness facilities, and cafés. Commercial office spaces that are used more sporadically, such as health and professional offices, should be above the first storey.

8.7 In Neighbourhood Nodes, residential apartment units are encouraged above the first or second storey with residential parking under the structure to provide for housing diversity within established neighbourhoods that are primarily single-detached residential.

8.8 Limit the extension of infrastructure services beyond the UCB as identified in Map B – Growth Areas, subject to Policies 8.12.--8.15 below.

8.9 Limit further subdivision of parcels within the Flood Extents as identified on Map X – Hazardous Conditions Development Permit Area, to mitigate the impacts of flooding to new buildings and septic systems.

8.10 Do not support Agricultural Land Reserve subdivision and exclusion applications unless it is demonstrated that there is a significant lack of future agricultural viability, and that there will be significant benefits to the community.

8.11 Continue to pursue an exemption of Kye Bay from provincial Small-Scale Multi-Unit Housing requirements due to servicing constraints, environmental impacts, geotechnical risks, flood hazard, physical separation of the area from the remainder of the Town, and the area being outside the UCB.

Long Term Growth Reserve

The Town of Comox is bordered by the City of Courtenay on the west, and rural residential, agricultural, and natural areas within the CVRD on other borders. The Regional Growth Strategy identifies rural residential lands bordering the Town as Settlement Expansion Areas. The 2011 OCP identified three potential boundary expansion areas within the Settlement Expansion Areas. Where greenfield areas are available for development, public and private resources are directed to those areas and can detract from growth within other priority growth areas. This OCP is focused on growth within existing Town boundaries to prioritize sustainable development patterns and resource efficiencies.

Partial Boundary Expansions

Partial Boundary Expansions incorporate a portion, but not all, of Area A, B, or C as shown on Figure 7. They can slowly expand Town boundaries, but are not guided by cohesive land use, environmental management, or engineering services plans. As a result, ongoing Partial Boundary Expansions can lead to patchwork growth that erodes future opportunities for cohesive planning. They may be considered in limited circumstances where aligned with the following policies.

8.12 Consider Partial Boundary Expansions that are contiguous with existing Town boundaries, within a portion of a Boundary Expansion Area identified on Figure 1, subject to compliance with the Regional Growth Strategy, and the following to be secured prior to subdivision approval and final reading of a zoning amendment bylaw:

a) The extension of municipal services and installation of new infrastructure is required at the applicant's expense, unless the impetus for service extension is failing private services that present a significant public health risk as determined by Island Health.

b) The provision of land for, and construction of, an active park that includes amenities that are needed in the community as identified in the Parks and Trails Master Plan at a rate of 3.2 hectares per 1000 residents based on build-out population for the area, or cash-in-lieu, in addition to minimum parkland dedication requirements.

c) Restoration and land dedication of any environmentally sensitive areas as identified on Map X - Sensitive Ecosystem Inventory and Ecological Features within the proposed area, or adjacent to the proposed area that will be impacted by the proposed development.

d) Completion of an environmental assessment report to identify any potential Sensitive Ecosystems in the proposed area that have not been previously identified, the impacts of proposed development on the Sensitive Ecosystems and wildlife in the area, and mitigation measures for the proposed development.

e) Identification and provision of natural corridors that allow for wildlife movement through the area.

f) Provision of a grid road network with greenway and cycling connections that tie into the Town's existing networks.

g) Proposed land uses are compatible with adjacent land uses as identified on Map A – Land Use.

Strategic Boundary Expansion

Figure 7 identifies Potential Boundary Expansion Areas A, B, and C that are outside of the existing UCB. These are potential greenfield development areas that would be guided by public engagement and analysis of existing environmental conditions to determine whether they are suitable for further consideration of incorporation into the Town. If it is determined that a Potential Boundary Expansion Area under consideration is suitable for greenfield development, comprehensive Local Area Plans and Engineering Services Plans would be created to guide development.

8.13 Consider a Strategic Boundary Expansion to incorporate a Potential Boundary Expansion Area into the Town if needed in the future to meet housing need as identified in the Housing Needs Report, subject to compliance with the RGS, and the following:

a) Completion of a feasibility analysis to determine the suitability of physical conditions for greenfield development, including but not limited to consideration of geotechnical and environmental conditions.

b) Identification of watershed boundaries to refine the boundary expansion area and form future Local Area Plan boundaries.

8.14 Where a Potential Boundary Expansion Area is incorporated into the Town, in addition to RGS policies, require the following to be completed prior to an OCP amendment that identifies land use designations for the area, and prior to consideration of subdivision and rezoning applications (except applications related to the use of land consistent with the existing land uses of the area):

a) Completion of a Local Area Plan and Engineering Services Plan that outline a cohesive and financially sustainable growth framework that aligns with complete community planning principles, including consideration of employment lands.

8.15 Require a new Local Area Plan to be mostly built out prior to consideration of any further Strategic Boundary Expansions to ensure timely completion of the road network, services, and amenities required to service growth in the area.

Land Use Designations

Land use designations will guide growth and development in Comox over the next 20 years as shown on Map A – Land Use, and provide specificity to the Growth Concept outlined in Section 8 – Future Growth Concept, while contributing to fulfilling the Guiding Principles outlined in Part 1 - Context, and Objectives in Part 2 – Community Policies. The Development Permit Areas in Section X provide guidelines for the form and character of development as per the land use designations.

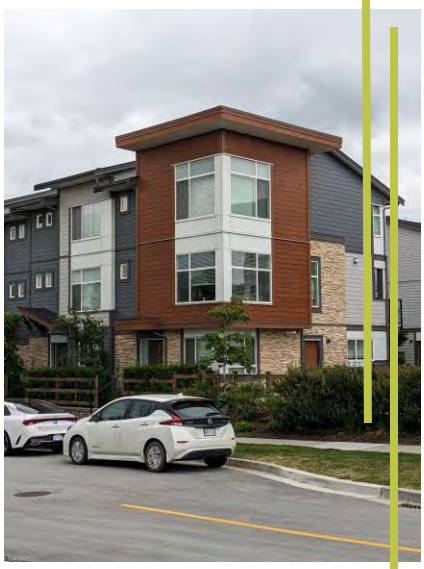
Land use designations provide a vision for the future that often differs from how parcels are currently used, while the Zoning Bylaw regulates the current use. Some parcels are currently suitable for development and others will require zoning amendments, subdivision, consolidation, and/or infrastructure upgrades to develop based on the land use designation.

As outlined in Part 1 – Context, there is a need for more missing middle housing in Comox. In June 2024, the Town amended zoning of most parcels that used to be limited to one single-detached dwelling and accessory dwelling unit to permit up to four dwelling units per parcel. As part of the 2025 OCP and Zoning Bylaw updates, select parcels in Growth Areas have been pre-zoned to facilitate townhouse development, a common form of missing middle housing.

The Town will ensure coordination with other plans and bylaws as development takes place, such as infrastructure Master Plans, the Development Cost Charges Bylaw and the Subdivision and Development Servicing Bylaw. Strategic Planning documents such as the Climate Action Plan and Risk Assessment, Parks and Trails Master Plan, and Urban Forest Management Strategy provide actions the Town is taking to respect the environment, improve livability, and address climate change as Comox grows.

9. Ground Oriented Residential

The Ground Oriented Residential designation supports a variety of housing types such as single-detached dwellings, duplexes, townhouses, accessory dwelling units, and houseplexes, in buildings up to three storeys in height. Development within the Ground Oriented Residential designation encompasses small-scale multi-unit housing with 1-6 dwelling units on a parcel, as well as strata townhouses and fee-simple rowhouses, with more than 6 dwelling units on larger parcels.



Policies

9.1 Consider support for parcel consolidation and zoning amendments for more than four dwelling units per parcel on sites that align with one or both of the following:

9.2 Frontage on a major collector or arterial road as shown on Map E – OCP Road Network.

9.3 Located within a Primary Growth Area, Mixed-Use Node, or the Central Comox Infill Area.

9.4 Where buildings with units accessed from an internal corridor are proposed under Policy 1, parcel frontage shall not exceed 60 metres.

9.5 Permit buildings up to three storeys in height.

9.6 In addition to small-scale multi-unit housing and strata development, encourage the development of fee-simple rowhouses with vertically separated units, where each unit fronts a public street, with parking accessed from a rear lane, and the land on which the units are located is divided into fee-simple lots with zero-lot line setbacks (except on end units).

9.7 For subdivision to create SSMUH parcels with a new road network, encourage vehicle parking to be provided from a rear lane unless not feasible, to provide the following benefits:

a) Increased front-yard area to accommodate landscaping and trees.

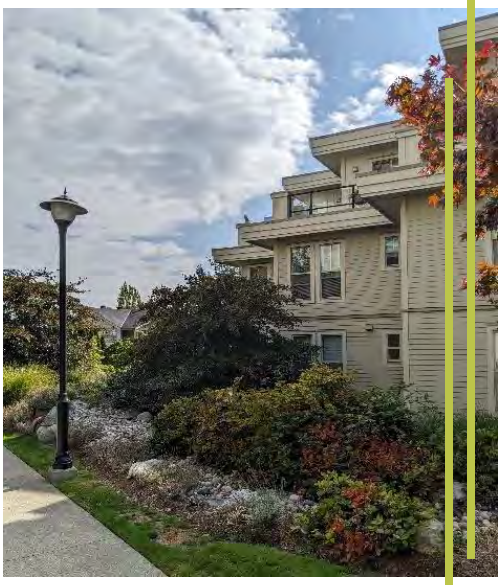
b) A safer and more enjoyable pedestrian environment.

c) Increased on-street parking.

d) A more efficient use of parcel area for SSMUH buildings.

10. Low-Rise, Mid-Rise, and High-Rise Residential

The Low-, Mid-, and High-Rise Residential designations are intended to facilitate residential apartment development close to existing and planned mixed-use areas, transit routes, and the active transportation network. Townhouse development is also supported in the Low-Rise Residential designation, while apartment development is preferred in the Mid- and High-Rise Residential designations to provide sufficient density for commercial vibrancy and frequent transit viability. The locations and densities for this designation will contribute to facilitating vibrant mixed-use centres and increased transit service levels throughout the Town.



Policies

10.1 The Low-Rise Residential land use designation supports apartment, townhouse and rowhouse building forms.

10.2 Building heights should be up to the following:

a) **Low-Rise Residential:** 4 storeys

b) **Mid-Rise Residential:** 6 storeys

c) **High-Rise Residential:** 9 storeys

10.3 Building heights above four storeys in the Mid- and High-Rise Residential designations will be subject to density bonus and inclusionary zoning provisions if and when they are adopted.

10.4 Commercial child-care facilities are permitted on the first storey.

10.5 Encourage point-access block/single stair buildings on small parcels that might otherwise be consolidated; point access block/single stair buildings provide opportunities for a higher proportion of units with two or more exterior walls than typical double-loaded corridor buildings, resulting in improved cross ventilation and natural light.

10.6 Support the incorporation of ground-oriented units, including multi-storey townhouse-type units, in the design of apartment developments to support a variety of household types and sizes.

10.7 Encourage the incorporation of units with three or more bedrooms in apartment buildings that are within 400 metres of a school.

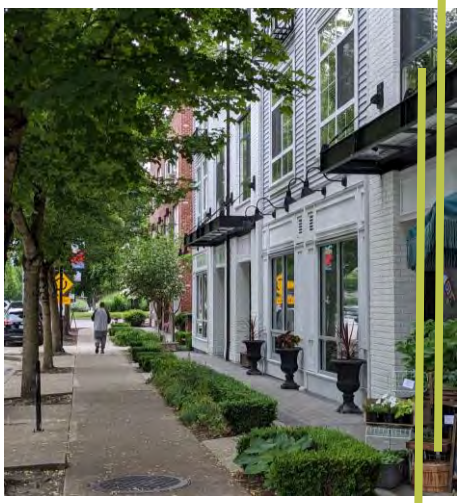
10.8 Support increased density provisions where more than 80% of parking required in the Zoning Bylaw is in under-building structures.

10.9 Within the Mid-Rise Residential Designation, buildings or portions of buildings that are directly adjacent to Ground Oriented Residential parcels should be a maximum of 4 storeys or step down to 4 storeys; for clarity, this does not apply where there is a public road separating the parcels.

10.10 Where a development application is submitted within the High-Rise Residential designation prior to the Town adopting a *Tenant Protection Bylaw* and *Inclusionary Zoning Bylaw*, require that any building proposed above 6 storeys includes mitigation measures to avoid displacement of existing tenants on the parcel before completion of a new building, and that tenants are offered right-of-first refusal for a unit with the same number of bedrooms at below-market rates in accordance with best practice.

11. Low- and Mid-Rise Mixed-Use

Mixed-Use designations support the development of nodes and corridors with multi-unit residential, commercial, and institutional uses serviced by active and public transportation infrastructure. As Comox grows, mixed-use development will be crucial for creating a complete community where residents can easily access daily needs such as work, education, childcare recreation, and health services without passenger vehicles.



Policies

11.1 Maximum building height shall be up to 4 storeys in the Low-Rise Mixed-Use designation and six storeys in the Mid-Rise Mixed-Use designation.

11.2 Building heights above four storeys in the Mid-Rise Mixed-Use designation will be subject to density bonus and inclusionary zoning provisions if and when they are adopted.

11.3 Mixed-use developments with commercial or institutional uses on the first storey or first two storeys fronting a public street, with residential uses above, are the preferred development format in the Low- and Mid-Rise Mixed-Use designations.

11.4 Consider support for mixed-use developments with uses split into different buildings on large development sites with multiple buildings that are three or more storeys in height, such as but not limited to a four storey commercial building with retail at grade and office above, and a four storey residential building, on the same site.

11.5 Building faces on both street frontages of corner parcels of prominent intersections, such as Downtown/major collector, arterial/arterial, arterial/major collector, and major collector/major collector intersections as identified on Map E – OCP Road Network, shall include commercial or institutional uses at grade.

11.6 Zoning amendments for residential-only development on sites identified in policy 11.5 will be considered where the developer can demonstrate undue financial hardship associated with the development of commercial uses as identified in a report prepared by a reputable land economist (e.g. insufficient market size to support additional commercial uses in the proposed location at point-of-time of development).

11.7 Ground-floor commercial uses should be retail uses fronting the Downtown Road as delineated on Map E – OCP Road Network, to retain a lively, interactive street.

11.8 Zoning amendments for developments without a residential use component may be considered where:

a) Mixed-use development is not feasible due to site constraints such as, but not limited to, irregular parcel size and shape, or insufficient parcel size.

b) Commercial-only or commercial/institutional buildings with multiple storeys and uses are proposed (e.g. retail at grade with service and office uses above; retail at grade with hotel above).

c) Residential uses are not compatible with the type of institutional use proposed.

11.9 Within the Mid-Rise Mixed-Use Designation, buildings or portions of buildings that are directly adjacent to Ground Oriented Residential parcels should be a maximum of 4 storeys or step down to 4 storeys; for clarity, this does not apply where there is a public road separating the parcels.

12. Marina Comprehensive Development Area

The Harbour and Marina Comprehensive Development Area designation applies to the privately-owned Comox Valley Marina and seaplane terminal. Adjacent to Marina Park, Town Hall, and Downtown Comox, the area is highly visible for residents and businesses in Comox, in addition to being visible from Royston and the City of Courtenay across the Comox Harbour. It has the potential for an exceptional contribution to economic development in the region by providing ocean-view hotel space and other tourist-oriented commercial uses, which could in turn increase the frequency of seaplane flights throughout the year. There could also be opportunities for public amenities on the parcel that would complement Marina Park.

Policies

12.1 Support the development of mixed-use commercial buildings up to six storeys in height, with or without residential uses.

12.2 Provide tourist-oriented commercial uses at grade, such as restaurant, cafe, bar, spa, bicycle/stand-up-paddleboard/kayak rental shop, and/or boutique retail shops.

12.3 Consider support for buildings up to 12 storeys in height where:

a) Hotel space is a significant component of the development.

b) A privately owned and maintained public space is provided adjacent to the waterfront walkway on the south end of the designation.

12.4 Development should result in a high degree of pedestrian permeability to allow pedestrians to easily connect from the waterfront walkway to Marina Park, Beaufort Avenue, and Wilcox Street.

12.5 Given the prominent and highly visible location of this land use designation, buildings must display exemplary and unique architectural design that weaves into the Downtown Comox setting.

12.6 Attention to building design must be commensurate with the landmark location of the site and should involve early engagement with the Town.

13. Harbour and Marina

The Harbour and Marina area is an important cultural feature of Comox, facilitating public access to sea travel and activities. The Harbour and Marina land use designation supports the continued use of water parcels for commercial fishers, seaplane terminals, marina and ancillary uses.

Policies

13.1 Continue the marina use of water parcels.

13.2 The potential for future expansion of the marinas should be retained subject to identification and mitigation of environmental impacts.

13.3 Continue to collaborate with the Comox Valley Marina to ensure safe and efficient operation with the Comox Municipal Marina.

14. Business Park

The Business Park designation is intended to provide more local jobs as Comox grows. In addition to light industrial uses, limited commercial uses will contribute to the efficient operation of Business Parks and the Comox Valley Airport in the Airport Corridor Business Park. All development will be sensitive to the surrounding rural context and compatible with adjacent institutional and residential uses.

Policies

14.1 Encourage uses that have a high job-to-floorspace ratio, such as, but not limited to, scientific and technical development, light manufacturing, aerospace engineering and service, wholesale outlets, equipment servicing and repair, brewery and distillery, and packing and processing.

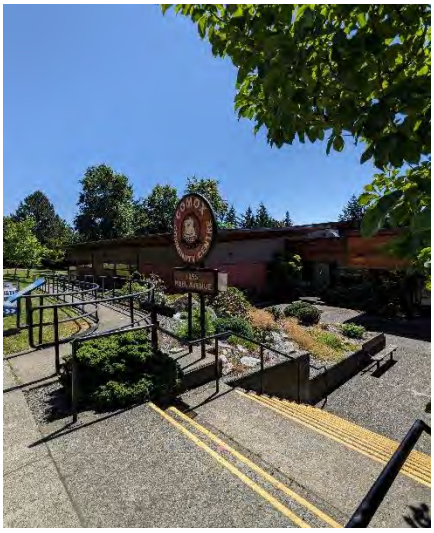
14.2 Support commercial uses that contribute to the efficient operation of the Comox Valley Airport, such as, but not limited to, taxi dispatch, vehicle rentals, hotel, and conference centre.

14.3 Discourage inefficient job-to-floorspace ratio light industrial and large-format commercial uses, such as, but not limited to self-storage, outdoor storage, truck/ trailer/RV/boat parking and salvage yard.

14.4 Support limited service commercial uses to contribute to the efficient operation of the Business Park, such as service stations, restaurants, cafes, showrooms, tasting rooms, and brewpubs.

15. Institutional

The Institutional designation applies to existing public, assembly, non-profit, health care, and special needs housing uses. As Comox grows, there will be a need to scale up services such as healthcare, education, childcare, parks, community centres, and emergency services. Concerted efforts to combine institutional uses will be needed to improve community completeness and the efficient use of land.



Policies

15.1 Prioritize long-term institutional use of existing Institutional parcels to ensure there is sufficient land within the UCB to meet community needs. Consider support for zoning amendments that incorporate affordable homeownership and/or rental-tenure dwelling units on existing assembly use parcels with building heights that are compatible with surrounding uses.

15.2 Encourage the provision of non-profit housing on Institutional parcels where feasible, including future Institutional use parcels such as firehalls, police stations, recreation centres, healthcare facilities, places of worship, and civic buildings.

15.3 Encourage the continued institutional use of Institutional parcels between Rodello Street and Gladstone Street, north of Fairbairn Avenue (Lot 1, Section 76, Comox District Plan 15402 (Brooklyn Elementary); Lots 1 and 2 Section 1 Comox District Plan 40282 and That Part of Section 1, Comox District included within Plan 40909), as a future school/park, recreation centre, or other institutional use to accommodate residential growth in Comox.

15.4 The development of new schools should include consideration for the following:

a) Wherever possible, elementary schools should not be developed adjacent to arterial roads.

b) Facilities should be designed and managed to maximize joint public use of recreational activities.

c) Joint use agreements between the Town and the public school districts for use and maintenance of facilities are encouraged.

d) Acquisition of land for municipal parks adjacent to schools.

e) The provision of off-site road, sidewalk, boulevard, transit bay and utilities required to service a school use should be secured prior to rezoning or developing lands for school use.

15.5 Encourage community gardens in the Institutional designation.

16. 19 Wing Comox / Comox Valley Airport

The 19 Wing Comox / Comox Valley Airport designation applies to lands owned by the Canadian Department of National Defence within the Town of Comox. The 19 Wing Comox Canadian Forces Base, Comox Airforce Museum and public Comox Valley Airport and Glacier Greens Golf Club are also located on these lands. A variety of military housing and services are within the designation, and some services have limited availability for public use, such as the 19 Wing Fitness and Community Centre. School District 71 also leases land for the public Airport Elementary School.

The Town of Comox recognizes the regional and national significance of 19 Wing Comox and the Comox Valley Airport, in addition the other current uses in the designation, and supports continued collaboration with the Department of National Defence and Comox Valley Airport Commission to enhance access and operations.

Policies

16.1 Collaborate with 19 Wing Comox on the potential of shared use agreements for the public use of recreation facilities.

16.2 Enhance active transportation infrastructure on key routes to 19 Wing Comox and the Comox Valley Airport.

Non-Urban Land Uses

The following land use designations are outside of the Urban Containment Boundary and not generally envisioned as supporting new development.

17. Agricultural

The Agricultural designation applies to Provincial Agricultural Land Reserve (ALR) parcels in Comox and is intended for long-term farm use to support the local economy and food security.

Policies

17.1 Do not support ALR subdivision or exclusion applications.

Actions

17.2 Review and monitor Town bylaws, policies, plans, and procedures to ensure consistency with ALC legislation and regulations.

18. Detached Residential

The Detached Residential designation applies to the Point Holmes and Kye Bay areas, and one parcel at the intersection of Anderton Road and Knight Road adjacent to ALR lands and rural CVRD lands. Growth and development on these lands will be limited due to the lack of adequate sewer services and unplanned future sewer services.

The Point Holmes and Kye Bay areas are home to exceptional public beaches, and a waterfront trail runs through Point Holmes. However, these areas are functionally separate from the Town of Comox and outside of the Urban Containment Boundary. Upgraded sewer services to accommodate growth would be financially prohibitive and not in the public interest of Town taxpayers. These lands also include hazardous steep slope and sensitive marine ecosystem conditions. For these reasons, zoning amendments to permit small-scale multi-unit housing are not appropriate and the Town will seek permanent exemption from provincial legislation requiring the adoption of SSMUH zoning in Point Homes and Kye Bay.

Policies

18.1 Limit support for zoning amendment applications that would permit non-residential uses or smaller residential parcel sizes than existing zoning, except for utility use, or where the Town determines that proposed zoning amendments would be in the public interest.

Actions

18.2 Consider the feasibility of amending zoning in the Detached Residential designation to permit a secondary suite and two detached dwellings (3 total dwelling units) in collaboration with Island Health and the Comox Valley Regional District to account for potential private septic system implications.

19. Commercial: Tourist

The Commercial: Tourist designation applies to existing tourist accommodation uses in Kye Bay and Point Holmes. It is intended to support continued tourist accommodation use and related accessory uses such as seasonal retail and water sports equipment rentals. This designation provides an alternative to the use of residential units for short-term accommodation in a popular tourism destination.

Policies

19.1 Continue the use of Commercial: Tourist parcels based on existing zoning in the Zoning Bylaw.

20. Parks and Open Space

The Parks and Open Space designation applies primarily to existing parks but includes potential future parks. It includes natural conservation areas in addition to active and passive parks. The Parks, Trails, and Open Space Objectives and Policies (Section 4) provide high-level guidance to plan for a complete parks and open space network that is incrementally expanded to accommodate a growing population.

Policies

20.1 Ensure that community needs are met by requiring that all recreation, parkland and open space network components are identified, dedicated and constructed prior to the residential development that relies on them.

20.2 Develop a plan for the Comox Golf Club (Central Community Park) to guide its future role, form, use, and programs in the Town of Comox, considering that this property is in a prime location that should be programmed to appeal to the Town's long-term population.

20.3 Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park as per Section 4.5 of the Downtown Enhancement Action Plan.

20.4 Where portions of a parcel are undevelopable but suitable for riparian protection, protection of the natural environment or for greenway purposes, the Town will encourage applicants to dedicate these areas in addition to any required 5% for parkland dedication.

20.5 Consider public ownership of parcels within significant riparian corridors to maintain their integrity, and designate Parks and Open Space.

21. General Land Use Policies

The following policies apply for all land use designations.

21.1 Ensure that development site layouts do not result in remnant parcels that cannot be serviced, accessed, or would be uneconomical or impractical to develop.

21.2 Site planning for new development should consider the character and scale of surrounding areas.

21.3 Building heights in the airport runway approach surface, as shown on Map A – Land Use, will be subject to approval of the Department of National Defence based on the Comox Airport Zoning Regulation.

21.4 Encourage the provision of mid-block land dedications or statutory rights-of-way to facilitate public pedestrian circulation through development sites, especially on large sites and street blocks, and areas where roads are not in a grid pattern.

21.5 Building heights associated with land use designations outline the maximum intended number of storeys; however, minor variations may be considered where appropriate based on the site context, including consideration of factors such as topography, road frontage and current and future adjacencies.

21.6 Zoning Amendments to a new Comprehensive Development Zone will be strongly discouraged; where proposed, there must be a strong rationale for why an existing Zoning Bylaw zone, with or without variances, is not sufficient to facilitate development as per the OCP land use designation and Development Permit Area guidelines.

21.7 Where a property is adjacent to land in the Agricultural Land Reserve (ALR), ensure that development limits associated negative impacts on adjacent agricultural operations by including appropriate buffers, setbacks and site planning, consistent with the BC Ministry of Agriculture Guide to Edge Planning, or future iteration thereof.

22. Sand and Gravel Extraction

Section 473 (1) of the Local Government Act requires OCPs to include statements and map designations for the areas covered by the plan respecting the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction. There are sand and gravel deposits within the Town boundaries, but future sand and gravel extraction within the Town would not be in the public interest.

Previous gravel extraction took place on Lots 1-3, Block A District Lot 194 Comox District, Plan 442 (900-920 Pritchard Road) by the Ministry of Transportation. Further gravel extraction would compromise environmental values in the area and make it difficult to service these lands with a gravity sanitary sewer.

Lot 4, Block A District Lot 194, Plan 442 (890 Pritchard Road), is heavily treed and would support gravel extraction but this would have a negative environmental impact, and the aggregate potential would be limited due to its proximity to residential development to the south and servicing constraints for future residential development.

Other sand and gravel deposits are located in the Northeast Woods and near Sand Pines Drive. There are severe limitations to extracting these deposits for off-site use. Due to the high environmental values of protected ecosystems, such as Garry Oak, older growth forests, and eagles and heron nesting sites in each of these areas, the highest and best use of this aggregate resource is considered for it to remain in its natural form.

PART 5

Implementing the Plan

Implementing the Plan

Meeting long-term, community-wide plan objectives requires collective effort. In addition to residents, businesses, and workers in our community, interest holders include senior levels of government, community groups, boards and agencies. OCP policies are implemented through a range of strategies, regulations and plans that are approved through decisions of Comox Council, including area specific plans, housing strategies, infrastructure master plans, and park plans. Section 478 of the *Local Government Act* clarifies that an OCP does not commit or authorize a local government to proceed with any project specified in the plan. However, all bylaws and works must be consistent with the OCP upon its adoption.

Implementation of the OCP must include monitoring and evaluation of key indicators to determine whether the plan is meeting community needs. Many sections of the OCP include Actions the Town can take to implement the plan. A separate OCP Implementation Plan compiling all of the action items will be developed to accompany the OCP.

OCP Reviews

The OCP must be reviewed every 5 years to consider the most recent housing needs report to ensure that at least 20-years of anticipated housing units are supported by the planned land use and housing policies in the OCP.

OCP Amendments

The Official Community Plan is a living document that provides direction on how Comox will evolve to 2045. While policies and decisions should be consistent with the principles, objectives and the policies of the Plan, the Official Community Plan should be recognized as a flexible and adaptable document. The Town may amend the Plan in accordance with the *LGA* to adapt to new trends and changing conditions in the community at the discretion of Council.

Where such changes are consistent with the community vision and goals of the OCP, Council may wish to approve an amendment to the OCP. Where the changes are substantial or are inconsistent with the community vision and goals, Council may wish to conduct a comprehensive review and update of the OCP. The vision and goals will thus be utilized to consider and to evaluate applications for OCP amendments.

OCP amendments to the land use designations (Map A – OCP Land Use Map) shall be evaluated based upon the following criteria:

(a) Consistency with the OCP vision, guiding principles, objectives, and policies.

(b) Consultation with K'ómoks First Nation.

(c) Consideration of information received through public consultation with impacted community members.

(d) Impact on the natural environment, ecosystems and biological diversity and potential risk associated with hazardous conditions.

(e) Demonstration of suitable transportation access and infrastructure servicing to accommodate the proposed development.

(f) Identified community need and market demand for the proposed development.

(g) Identification of how the public interest would be better-served by the proposed land use designation than the existing land use designation, including consideration of voluntary amenity contributions (or cash-in-lieu) above and beyond the Amenity Cost Charge Bylaw.

Legislative Compliance

Financial Planning

Section 477 of the *Local Government Act* requires a proposed OCP bylaw that has received first reading of Council to be considered in conjunction with the local government's financial plan. Following adoption, the Town's financial planning and budget process would then be conducted in alignment with the OCP.

Liquid Waste Management Plan

Comox Valley Regional District is in the process of completing a Liquid Waste Management Plan under the *Environmental Management Act*. Section 477 of the *Local Government Act* requires a proposed OCP bylaw that has received first reading of Council to be considered in conjunction with any Liquid Waste Management Plan under the *Environmental Management Act*. On the next OCP update required by the *Local Government Act*, the OCP will have to be considered in conjunction with the CVRD Liquid Waste Management Plan if it is in place at that time. Alignment of the OCP with the CVRD Liquid Waste Management Plan should support the Town's broader watershed and habitat protection goals as outlined in the Environmental objectives and policies of this OCP.

Development Approval Information

Pursuant to Section 485.1 of the *Local Government Act*, the entire Town of Comox is designated as a Development Approval Information Area in order to guide and support new development that contributes to the goals and objectives of the Official Community Plan. The Director of Development Services, or designate, may require development approval information pursuant to the *Local Government Act*. Information on the anticipated community impacts of a proposed activity or development, such as those related to transportation patterns, local infrastructure, public facilities, community services, or the natural environment requirements and procedures are set out in a separate bylaw. The conditions that justify this designation are as follows:

- Comox is a growing community and this growth will impact neighbourhoods, businesses, service provision and infrastructure. Information may be required to assess impacts on nearby and adjacent development, including shadowing, noise, visual impacts and scale, impacts on community services, such as parks, schools and protective services, socio-economic impacts, and impacts on the transportation and utility network and infrastructure.

- Comox's landscape includes hillsides, floodplains, forests and wildfire interface areas and other unique landscapes. Information may be required to assess impacts on these landscapes and to protect people, property and infrastructure.

- Comox is home to many sensitive terrestrial and aquatic ecosystems, a valley-wide airshed, forested areas, agricultural lands and water bodies, including the Salish Sea. Information may be required to guide and inform protection of this land, water and air.

- Comox is located in the traditional, ancestral and unceded territory of the K'ómoks First Nation, who have lived here since time immemorial. As such, the area is home to many important heritage assets. Settlement of the area by non-indigenous residents has also provided the town with many heritage assets. Information may be required to identify heritage value of these assets, including but not limited to landscapes, archaeological sites, buildings and properties, and to guide their protection and conservation.

Temporary Use Permits

In accordance with *Local Government Act* Section 492, an Official Community Plan may designate areas where Council may consider allowing temporary uses, and may specify general conditions regarding the issuance of temporary use permits in those areas. The temporary use designation is intended to apply to operations that are temporary in nature and the designation does not in itself permit specific uses on the designated sites. Within these areas, Council may, by resolution, issue a Temporary Use Permit and specify the conditions under which the temporary use be carried on. Upon the expiration of a Temporary Use Permit, the permitted uses revert to those outlined in the Zoning Bylaw.

Temporary Use Permits may be considered on all lands within the Town of Comox. Temporary Use Permits should consider the fit within the character of the neighbourhood and surrounding uses to minimize conflicts and nuisances and as such should consider any mitigating strategies such as landscape buffering, screening and operational details. Terms and conditions of the permit should specifically address an appropriate time duration up to the maximum limit under the *Local Government Act*.

Temporary Use Permit applications shall be evaluated against the following criteria:

a) Compatibility of the proposed use with the Land Use Designation of the subject land and the policy direction of this OCP.

b) Completion and incorporation of any public consultation with impacted community members to address immediate concerns.

c) Impact on the natural environment and potential destruction of valuable ecological services as a result of the development.

d) Demonstration of impact mitigating strategies, suitable access and servicing to accommodate the proposed development.

e) Identified community need and market demand for the proposed use.

f) The proposed alterations to the site may be deemed temporary in nature.

g) The proposed use is of a temporary or seasonal nature.

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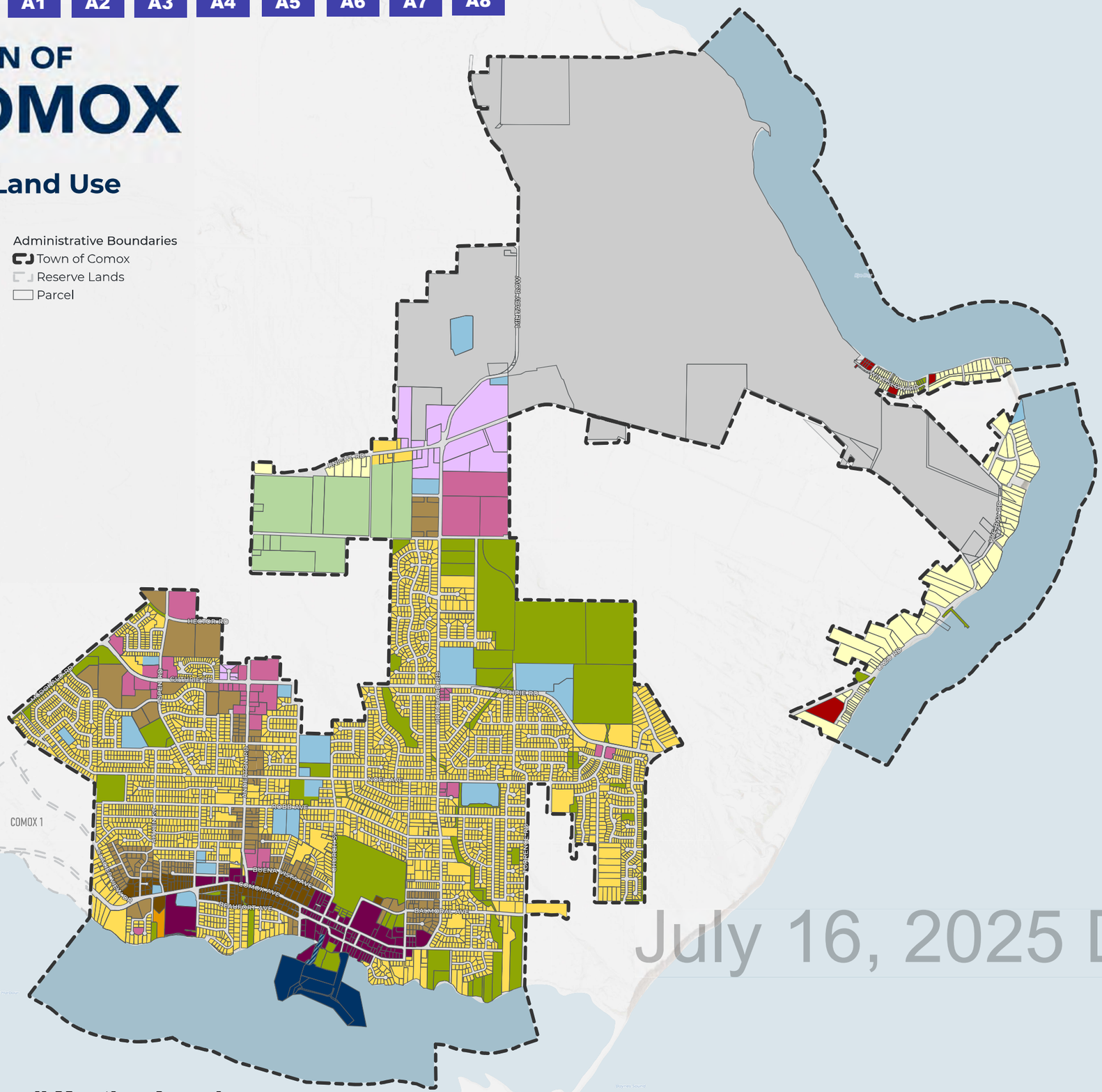
TOWN OF COMOX

OCP Future Land Use

OCP Land Use (2025)
- 19 Wing Comox / Comox Valley Airport
- Agricultural
- Business Park
- Commercial: Tourist
- Parks, Greenways and Open Space
- Institutional
- Harbour and Marina
- Harbour and Marina Comprehensive Development Area (12-storey)
- Low-Rise Mixed-Use (4-storey)
- Mid-Rise Mixed-Use (6-storey)
- Low-Rise Residential (4-storey)
- Mid-Rise Residential (6-storey)
- High-Rise Residential (9-storey)
- Detached Residential
- Ground Oriented Residential (3-storey)

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Parcel



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TOWN OF COMOX

OCP Growth Areas

Town of Comox Growth Areas

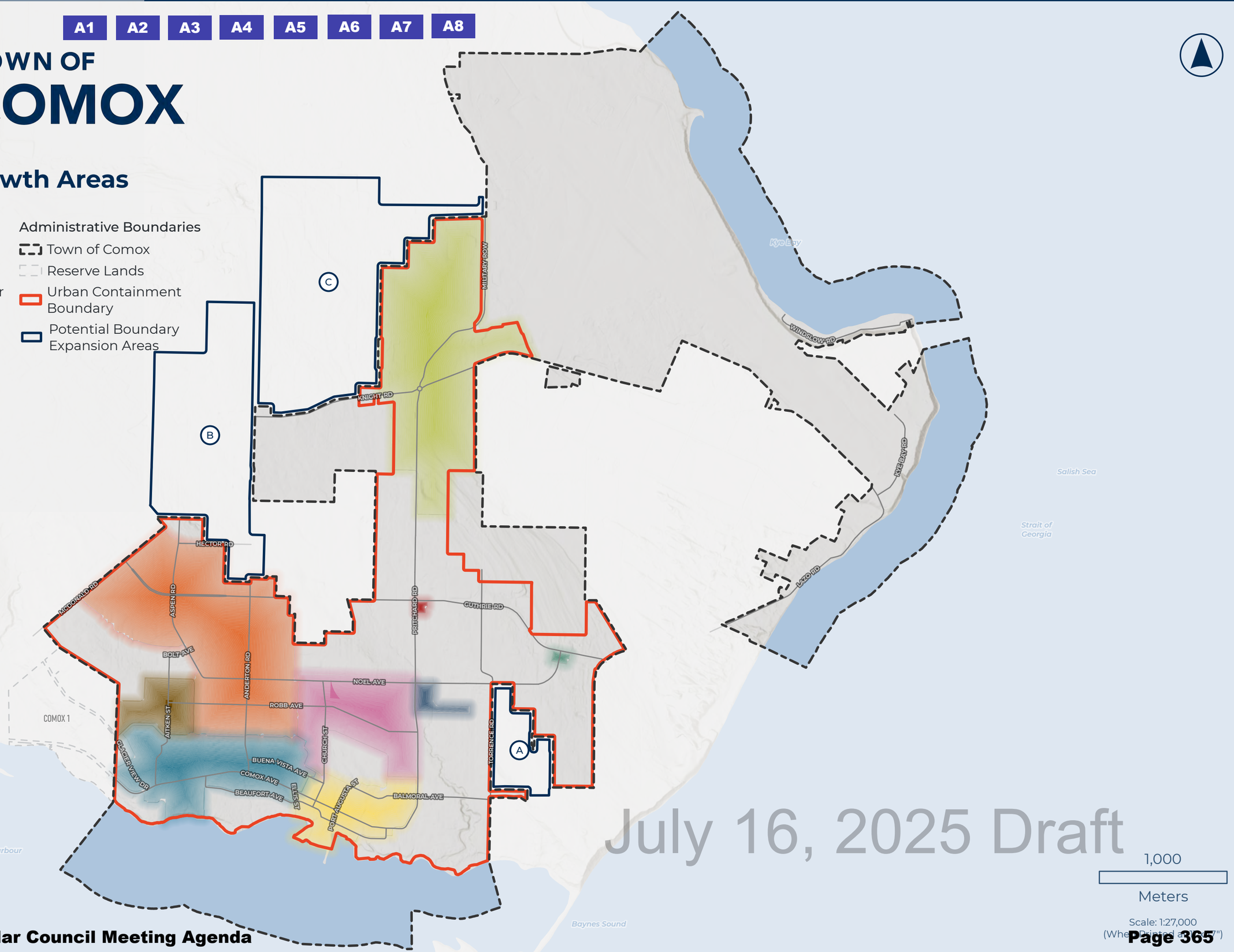
Priority Growth Areas
- Downtown Centre
- Guthrie-Anderton Corridor
- Harbour View Corridor

Secondary Growth Areas
- Airport Corridor

Infill Areas
- Central Comox
- West Comox

Mixed-Use Nodes
- Beckton
- Highland
- Dogwood

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Urban Containment Boundary
- Potential Boundary Expansion Areas



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TOWN OF
COMOX

OCP Active Transportation Network

Active Transportation Network

status

- Existing Trail / Multi-Use Pathway
- Future Trail / Multi-Use Pathway
- CVRD AT Network

Existing Cycling Network

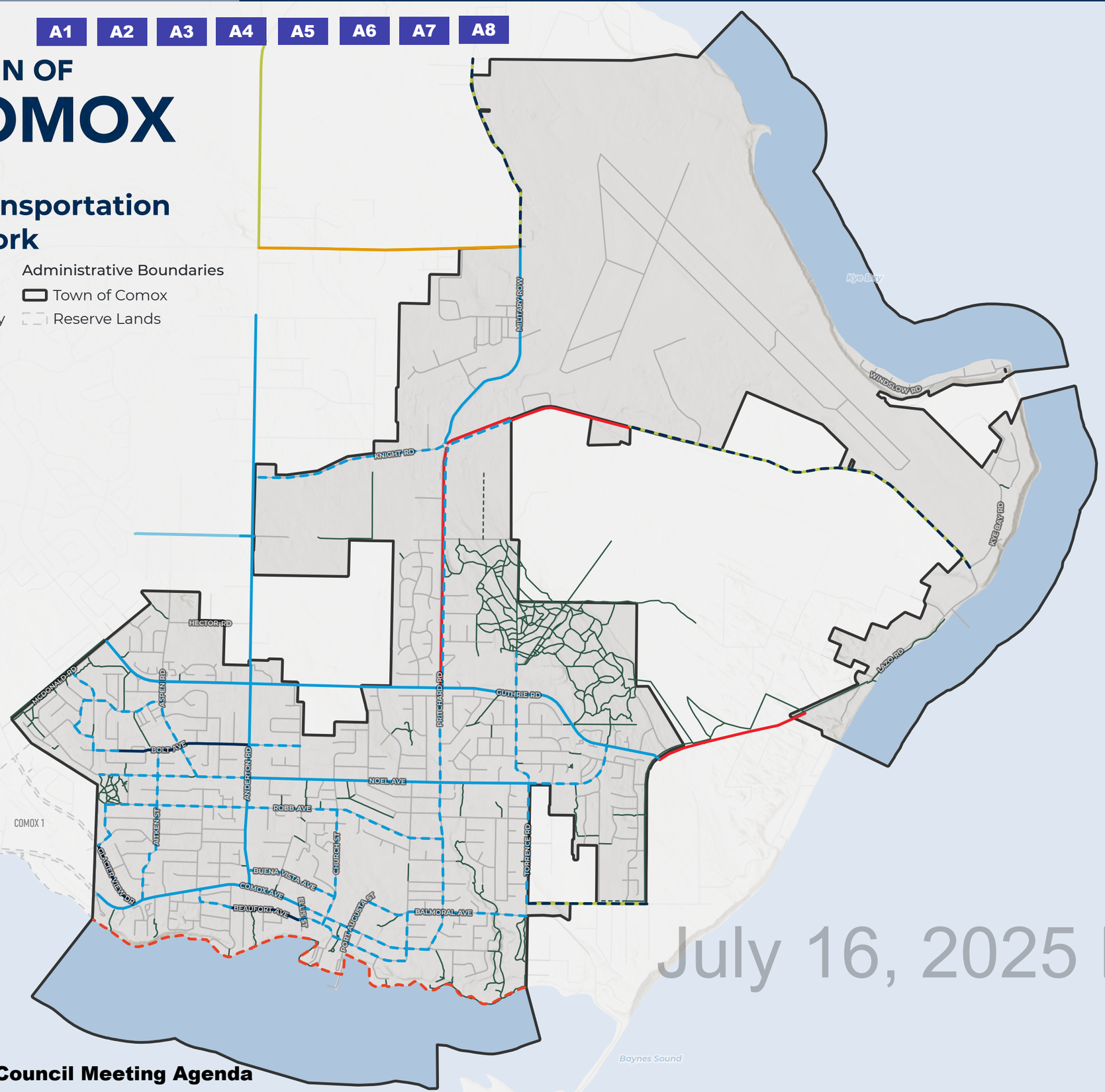
- Existing Bicycle Lane
- Existing Shared Lane
- Existing Shoulder
- MOTT Buffered Accessible

Future Cycling Network

- Future Bicycle Lane
- Future Multi Use Shoulder
- Future Waterfront Pathway

Administrative Boundaries

- Town of Comox
- Reserve Lands



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TOWN OF COMOX

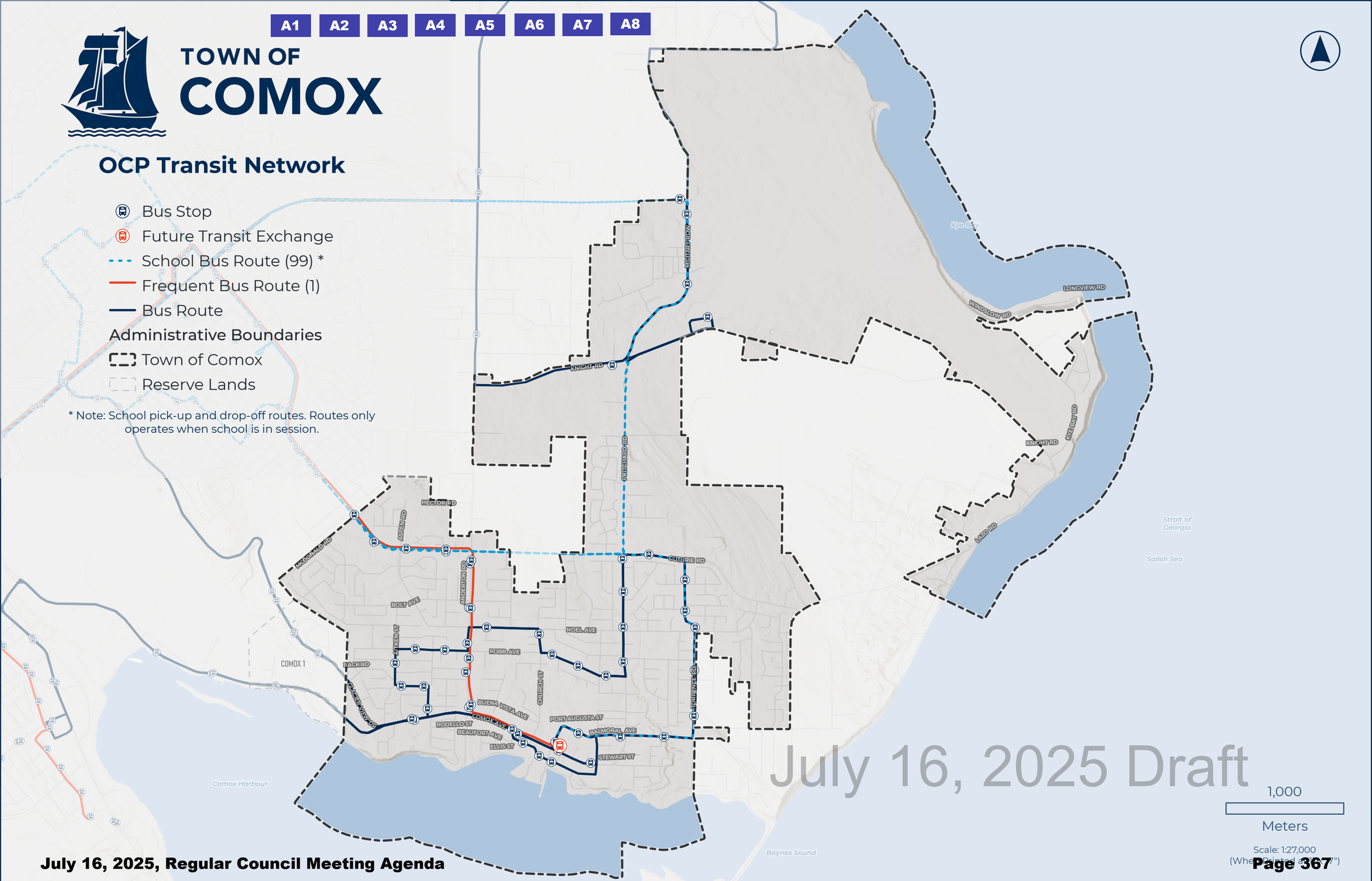
OCP Transit Network

- Bus Stop
- Future Transit Exchange
- School Bus Route (99) *
- Frequent Bus Route (1)
- Bus Route

Administrative Boundaries

- Town of Comox
- Reserve Lands

* Note: School pick-up and drop-off routes. Routes only operates when school is in session.



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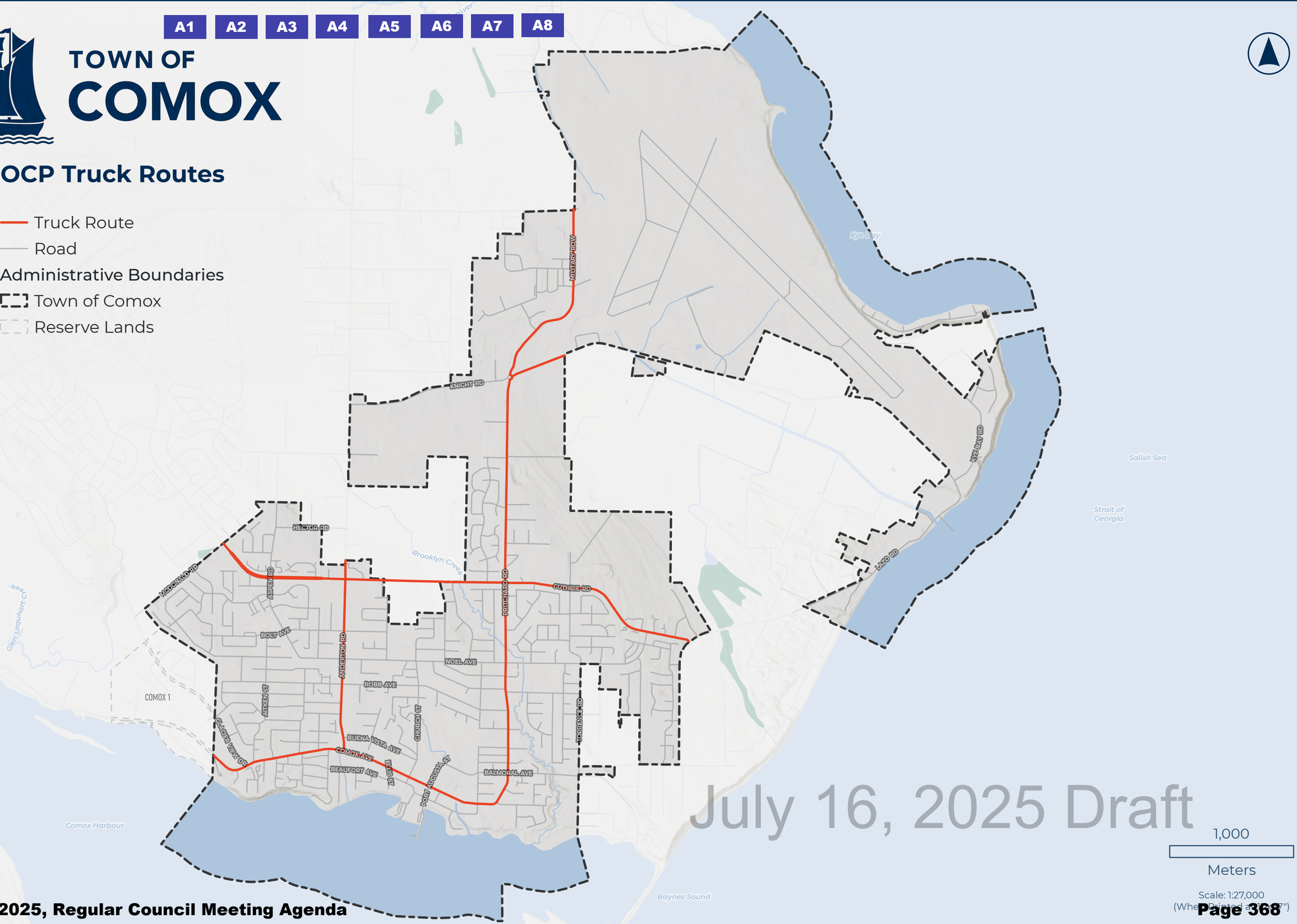
TOWN OF COMOX

OCP Truck Routes

- Truck Route
- Road

Administrative Boundaries

- Town of Comox
- Reserve Lands



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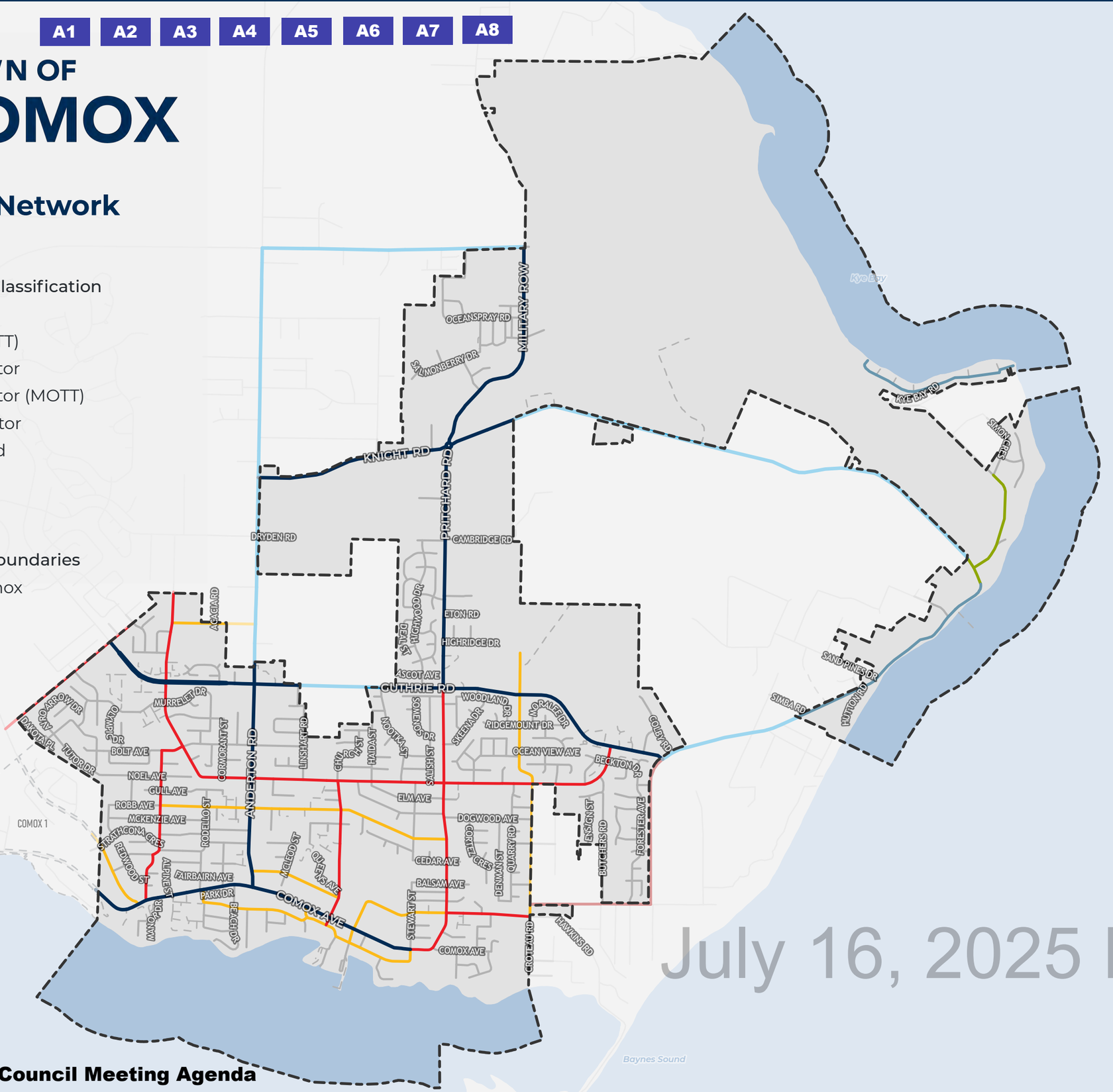
TOWN OF COMOX

OCP Road Network

Road Network - Classification
- Arterial
- Arterial (MOTT)
- Major Collector
- Major Collector (MOTT)
- Minor Collector
- Seaside Road
- Rural
- Local
- Other

Administrative Boundaries
- Town of Comox



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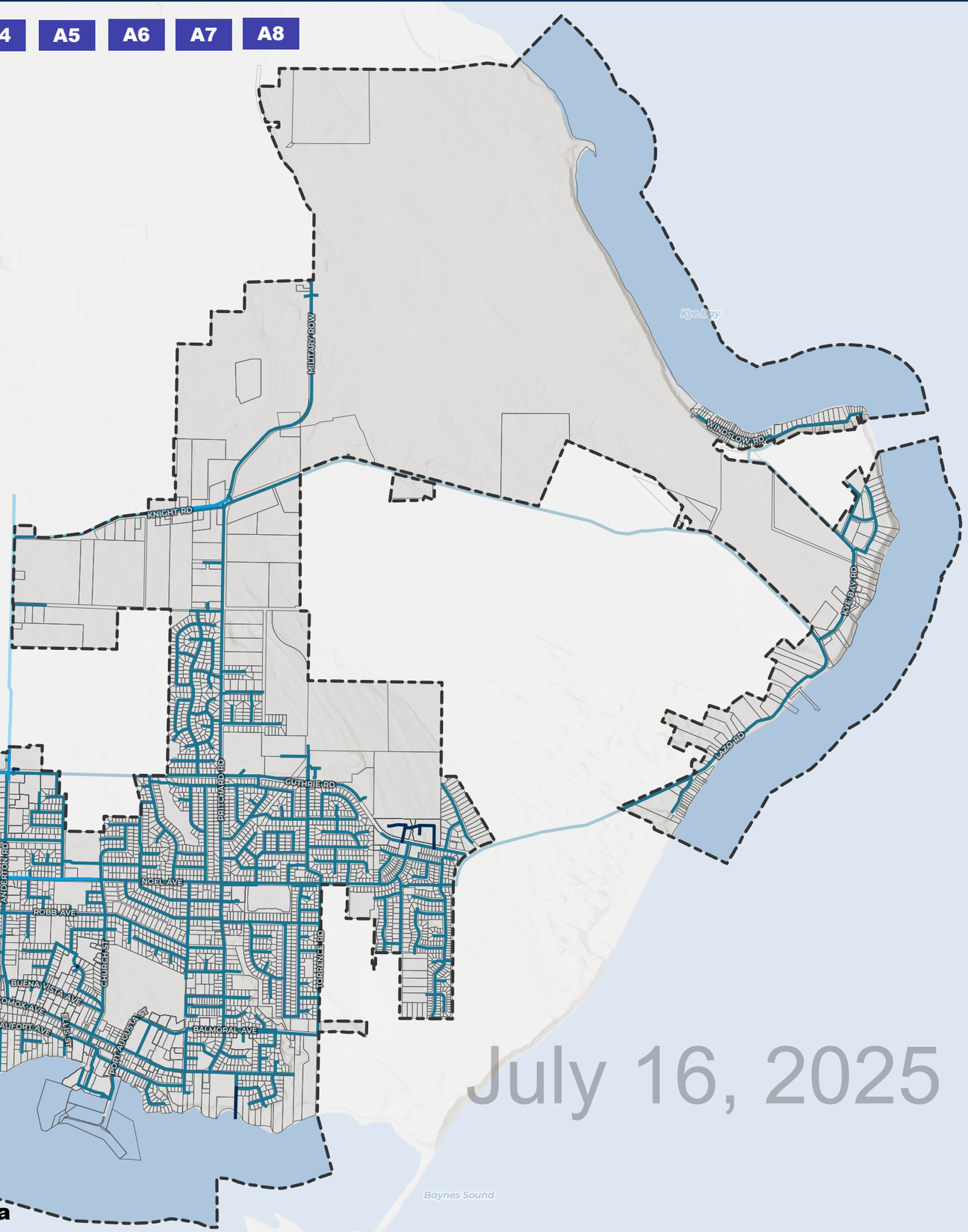
TOWN OF COMOX

OCP Water Infrastructure

Water Infrastructure
- Town of Comox Watermain
- CVRD Watermain
- Private Watermain

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Parcel



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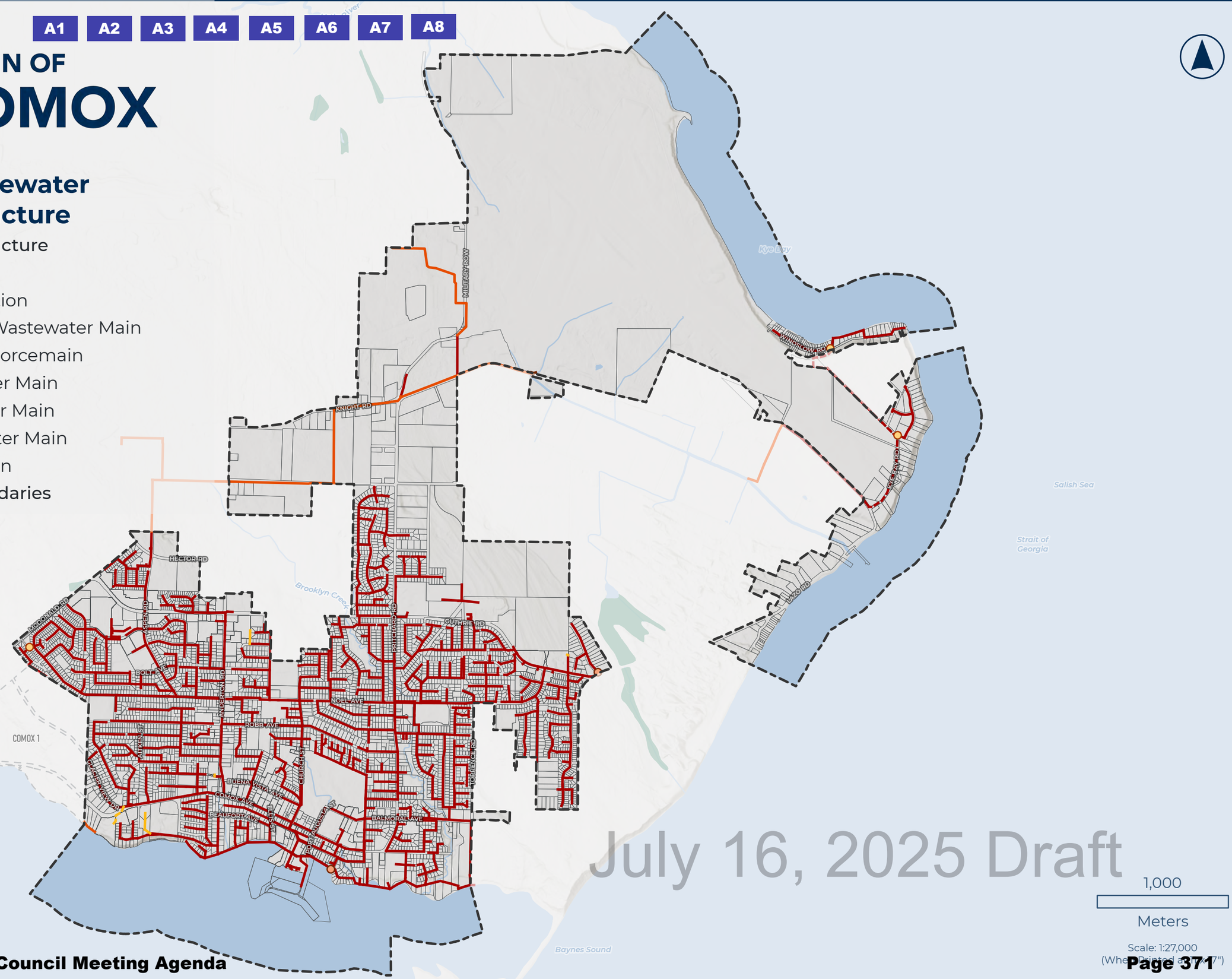
TOWN OF
COMOX

OCP Wastewater Infrastructure

Wastewater Infrastructure
- Lift Station
- CVRD Pump Station
- Town of Comox Wastewater Main
- Town of Comox Forcemain
- CVRD Wastewater Main
- D&D Wasterwater Main
- Private Wastewater Main
- Private Force Main

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Parcel



July 16, 2025 Draft

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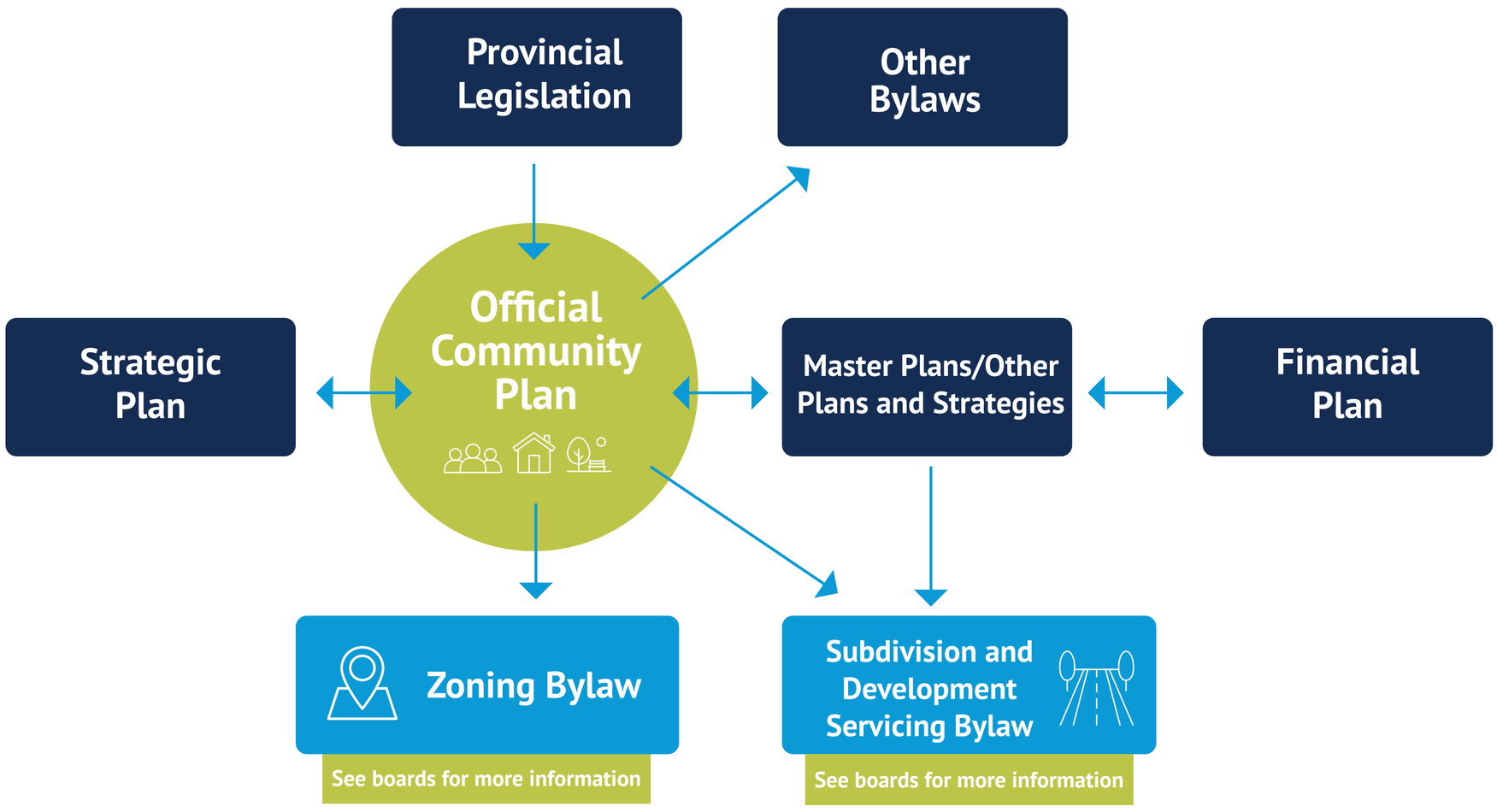
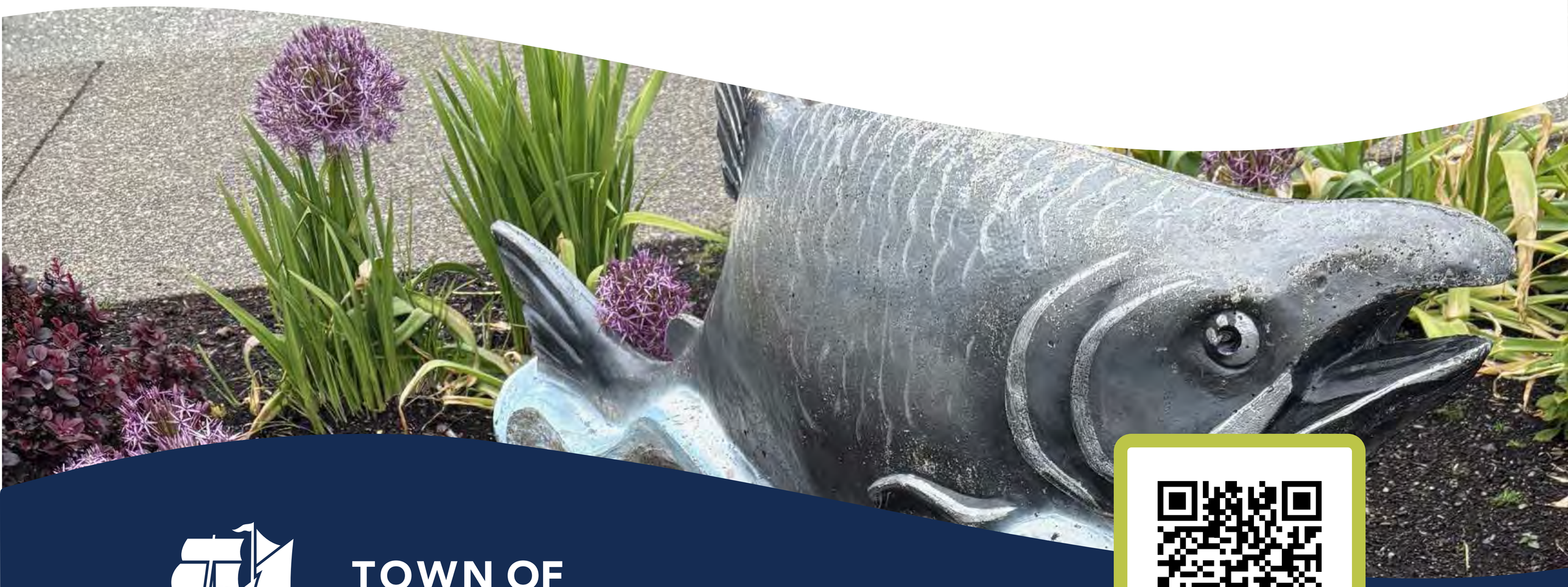
WELCOME!

To the Official Community Plan Open House!
We are glad you are here.

Format of the Open House

We invite you to explore the boards for the Official Community Plan, Zoning Bylaw, and Subdivision and Development Servicing Bylaw around the room. These vital documents guide sustainable growth and development in the Town. Your feedback is encouraged.





TOWN OF COMOX

Scan here to visit the Official Community Plan project page or go to comox.ca

VISION AND GUIDING PRINCIPLES

The Vision sets the framework for the entire OCP. It is informed by community input gathered as part of the OCP update process and will guide growth and development in the community to 2045.

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. 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.

GUIDING PRINCIPLES

The Guiding Principles add tangibility to implement the Vision. They are intended to help guide decision-making and reinforce key direction. All policies included in the document will align with at least one of the guiding principles.

1. Prioritize integrated community planning, and neighbourhood nodes, 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, stock, and affordability 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.
10. Enhance employment and economic development for the Town of Comox.

TOWN OF COMOX

OCP PROCESS TO DATE

The Town of Comox is setting sail on a journey to update its Official Community Plan and we want you to come aboard!

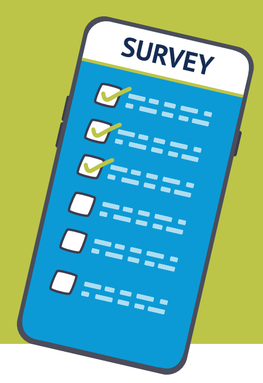
An Official Community Plan (OCP) is an "anchor" document that outlines a municipality's long-term vision for the community and guides future development. The OCP is now 13 years old, making an update essential to ensure that its vision, goals, and policies align with community aspirations.

NEW OCP REQUIREMENTS

Municipalities are now required to review and update their OCPs every 5 years to address current and projected housing needs for the next 20 years.

Project Timeline

SURVEY: WHAT WE LEARNED



Phase 1&2 Community Survey

422 Survey Responses

2500+ Survey Comments

10+ Social Media Posts

2,669 Visits on the project webpage

Top 5 Priority Areas

- Parks and Trails
- Future Land Use Planning
- Transportation, Roads, and Connectivity
- Environment
- Muncipal Services: Amenities Recreation

What Do You Value About Comox?

Add your thoughts using sticky notes.

Small Town Charm

Proximity to Nature/Ocean

Walkability and Trails

Safe and Quiet

TOWN OF COMOX

COMMUNITY PROFILE

Change 2016-2021 +5.5%

14,806

In Comox

Change 2016-2021 +8.9%

72,445

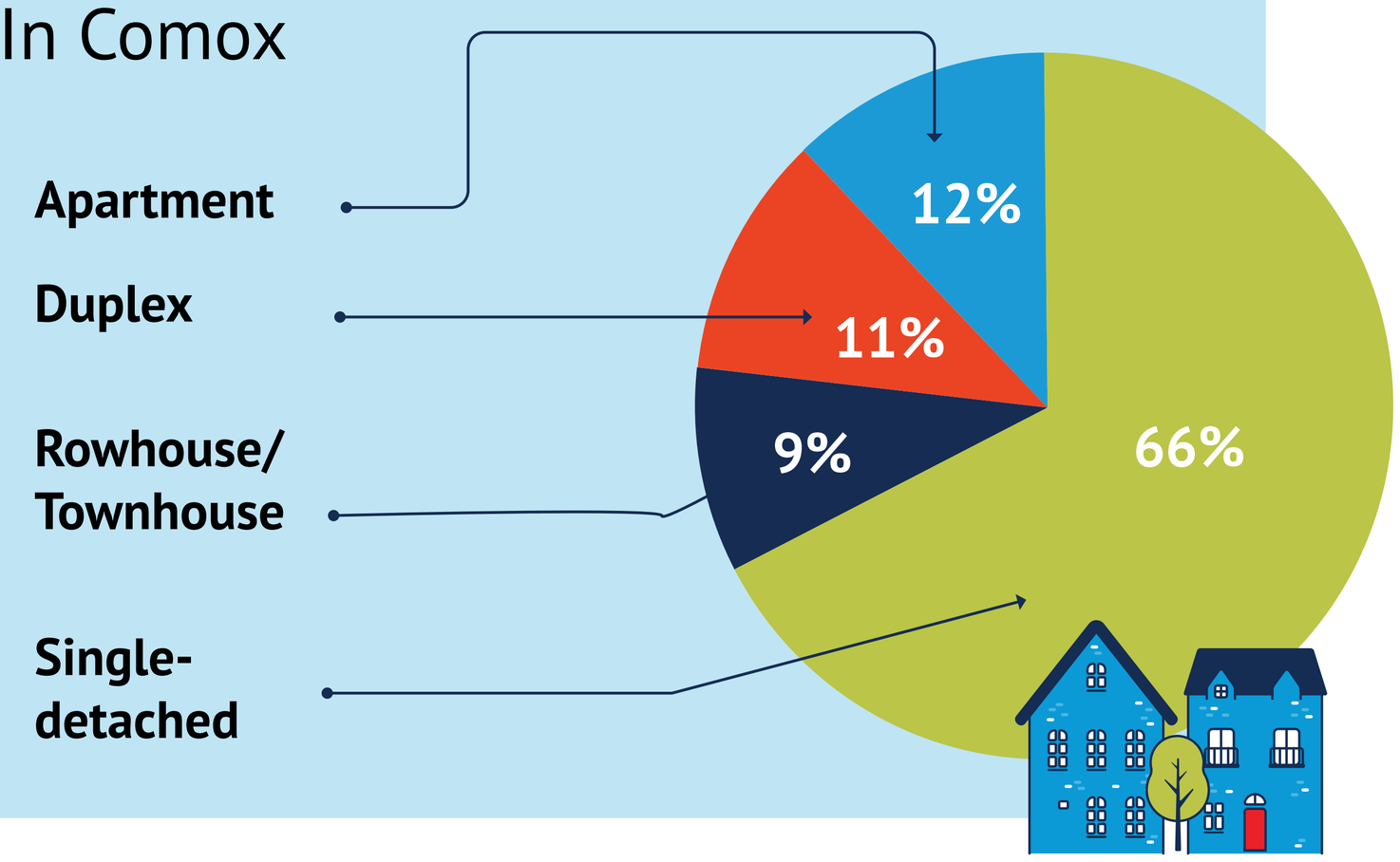
In Comox Valley Regional District

52.4

Median Age In Comox

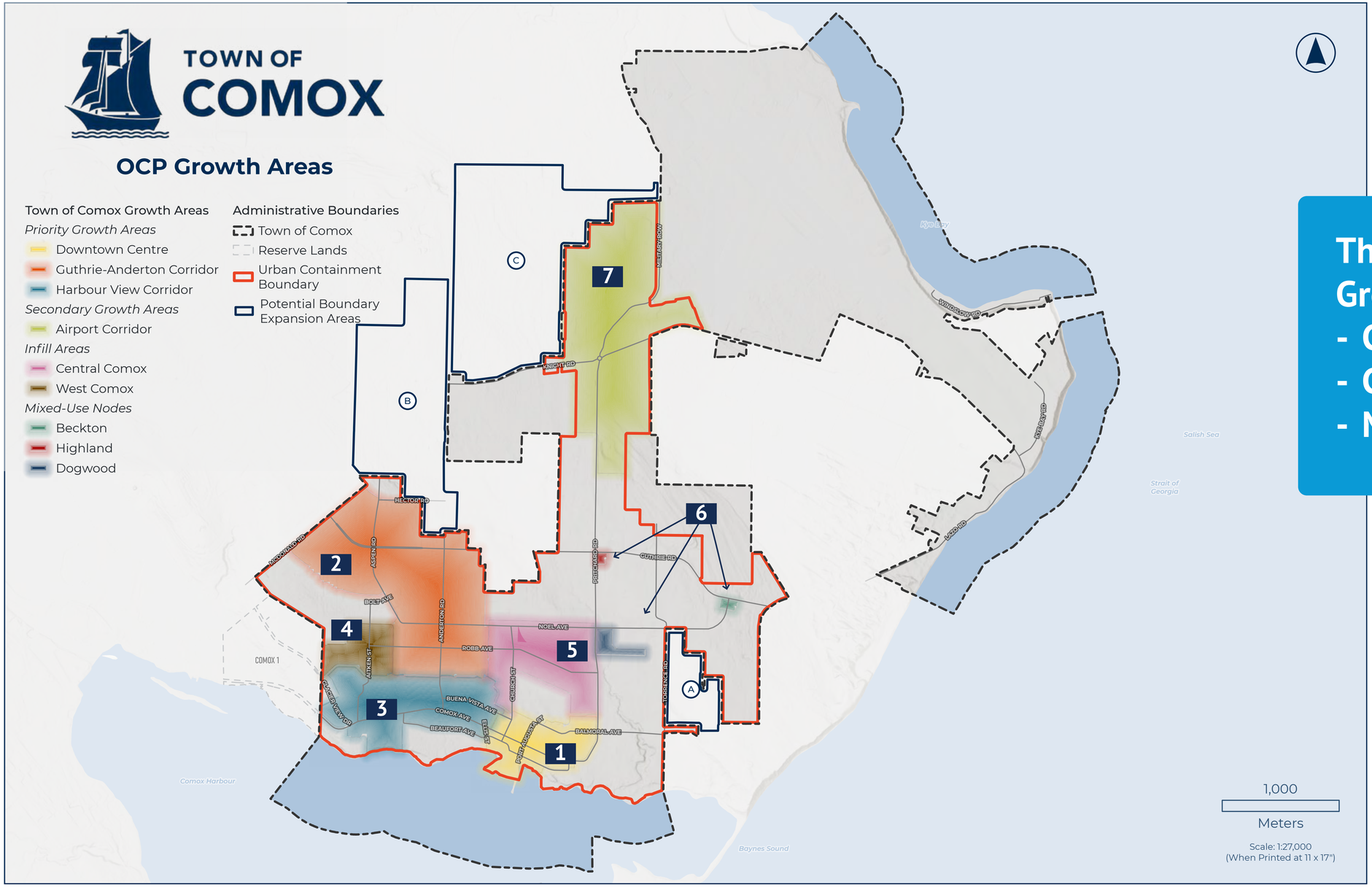
Housing Stock

In Comox



TOWN OF COMOX

GROWTH MANAGEMENT



Three Types of Growth Areas:
- **Centres**
- **Corridors**
- **Mixed-Use Nodes**

For descriptions of the growth areas see board 7.

GROWTH MANAGEMENT

The following growth areas are numbered 1-7 below and on the corresponding map on board 6.

1. Downtown Centre:

- As a priority growth area, the Town will prioritize infrastructure that can facilitate development in the Downtown Centre.
- Envisioned as a character-rich, mixed-use centre in the heart of Comox.

2. Guthrie-Anderton Corridor:

- Aligned with the Comox Valley's most frequent Bus Route #1.
- The Airport Zoning Regulation in Comox limits building height in much of this Growth Area to 4 storeys / 15 metres.
- There are development opportunities on large properties that are well-served by daily needs and public transit.

3. Harbour View Corridor:

- Limited Airport Zoning Regulations and potential for buildings up to 6 storeys, and one development with buildings up to 9 storeys.
- Former St. Joseph's Hospital site functions as a mixed-use node.
- Transit-supportive densities to encourage the expanded bus service.

4. West Comox Infill Area:

- Grid road network with parcel sizes and building ages that indicate it may have a greater likelihood for infill small-scale multi-unit housing development compared to other areas of the Town.
- Designated Ground Oriented Residential, which supports a variety of building types up to three storeys in height.
- Provides housing diversity near Corridors and Centres.

5. Central Comox Infill Area:

- Ground Oriented Residential housing up to three storeys near Downtown, Community Centre, and Schools.
- Parcels in the area could be consolidated to facilitate townhouse development beyond four units on a parcel.
- Infill growth in this area will enhance business viability and vitality in Downtown Comox.

6. Mixed Use Nodes:

- The Beckton, Highland, and Creekside nodes are located in east Comox and will increase access to daily needs in primarily residential neighbourhoods.
- Low-Rise Mixed-Use designation to sensitively add commercial services and housing diversity at key intersections in buildings up to four storeys.
- Preferred ground-level commercial uses are those that people use regularly, such as childcare, small grocery stores, pharmacies, restaurants, fitness centres, and cafés.

7. Airport:

- Includes a variety of land uses and will function as a node providing commercial services, employment opportunities, and increased housing diversity in North Comox.
- Some of the last remaining greenfield parcels with development potential in the Town.
- Lands owned by the Department of National Defence are included in the Centre to identify the Town's support for continued growth, but this is ultimately up to the jurisdiction of the Department of National Defence.

TOWN OF
COMOX

OCP Active Transportation Network

Active Transportation Network
- Existing Trail / Multi-Use Pathway
- Future Trail / Multi-Use Pathway
- CVRD AT Network

Existing Cycling Network
- Existing Bicycle Lane
- Existing Shared Lane
- Existing Shoulder
- MOTT Buffered Accessible

Future Cycling Network
- Future Bicycle Lane
- Future Multi Use Shoulder
- Future Waterfront Pathway

- Road

Administrative Boundaries
- Town of Comox
- Reserve Lands

Both parks and trails, and transportation, roads, and connectivity, were identified in survey respondents top five priority areas.

MILLARD RDW
KNIGHT RD
WINDERMERE AVE
HECTOR RD
MCDONALD RD
ASPEN RD
GUTHRIE RD
GLEN ABBEY DR
ROAD
NOEL AVE
ROBB AVE
ASPEN RD
BEAUFORT AVE
BUENA VISTA AVE
COMOX AVE
BEAUFORT AVE
BALMORAL AVE
TORRENCE RD
LAZO RD
KYE BAY RD
COMOX 1
GOOSE SPIT 3

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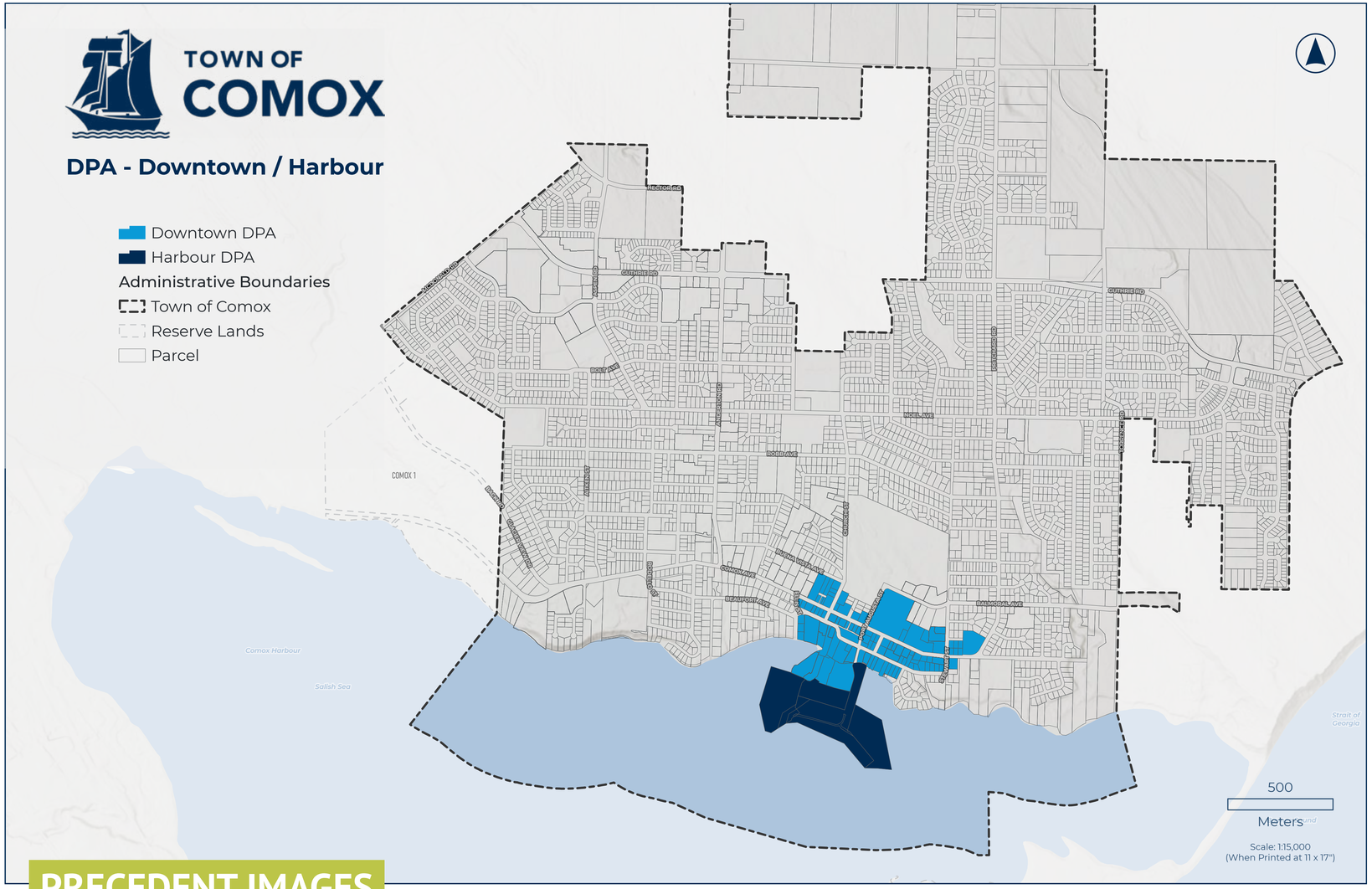
DOWNTOWN COMOX



The Downtown Centre is envisioned as a character-rich mixed-use centre in the heart of Comox. There are many existing commercial services that draw visitors from throughout the Comox Valley, and tourists from beyond the Comox Valley. The Comox Valley marinas are also in Downtown Comox, making it a particularly lively area in the warmer months. Filberg Heritage Lodge and Park is just east of Downtown and functions as a regional and tourist attraction.

Residential and mixed-use development can make Downtown Comox a more vibrant centre during off hours and throughout the year, but it will require attention to detail to be compatible with the character that residents know and love. Buildings fronting Comox Avenue should include retail commercial units on building faces fronting Comox Avenue to create a lively, animated street.

The Downtown Centre is primarily designated Mid-Rise Mixed-Use on the Draft OCP Land Use Map, which supports mixed-use buildings up to six storeys in height. Form and character will be influenced by the Downtown Development Permit Area guidelines.

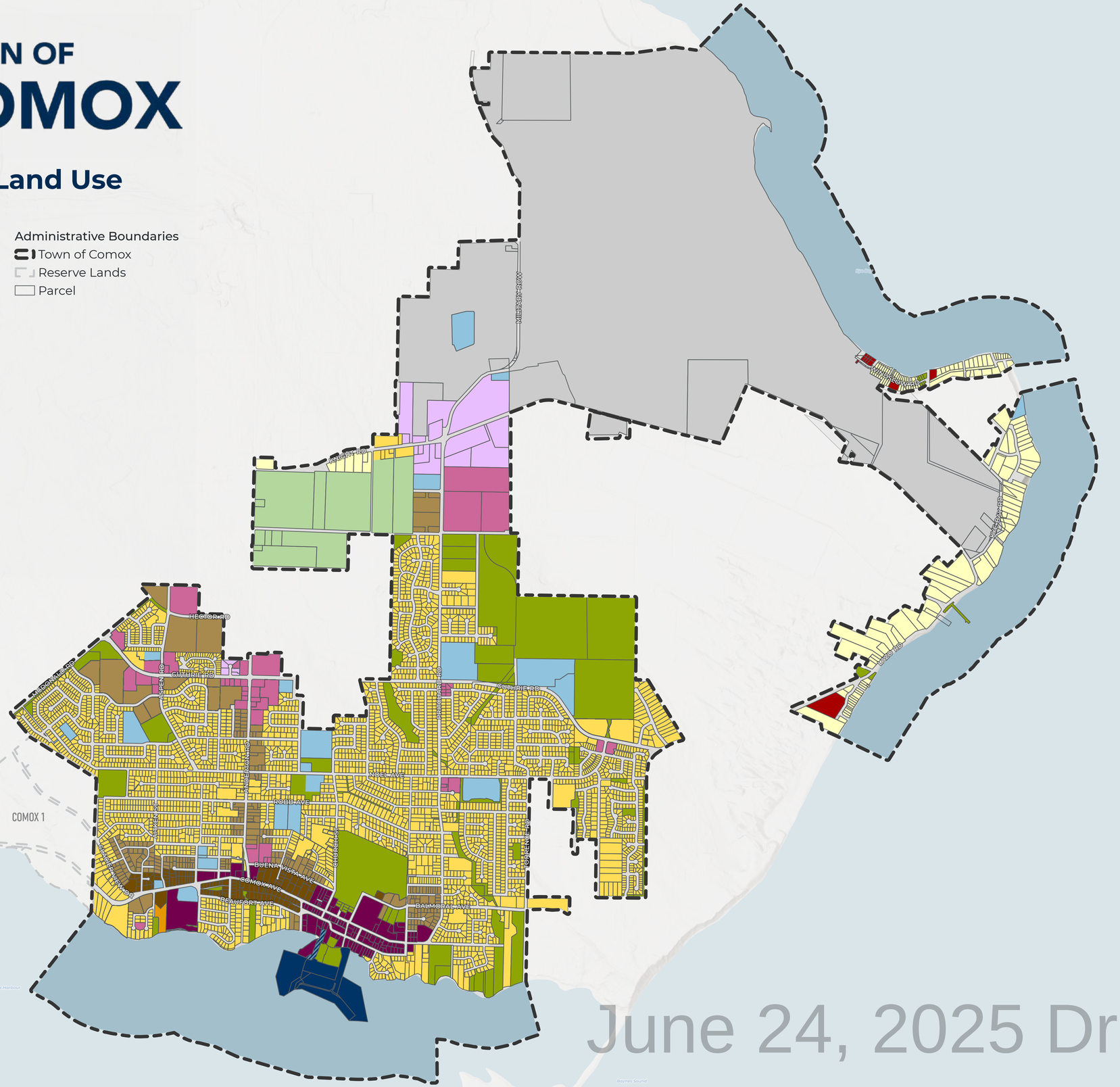
PRECEDENT IMAGES

TOWN OF
COMOX

OCP Future Land Use

OCP Land Use (2025)
- 19 Wing Comox / Comox Valley Airport
- Agricultural
- Business Park
- Commercial: Tourist
- Parks, Greenways and Open Space
- Institutional
- Harbour and Marina
- Harbour and Marina Comprehensive Development Area (12-storey)
- Low-Rise Mixed-Use (4-storey)
- Mid-Rise Mixed-Use (6-storey)
- Low-Rise Residential (4-storey)
- Mid-Rise Residential (6-storey)
- High-Rise Residential (9-storey)
- Detached Residential
- Ground Oriented Residential (3-storey)

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Parcel



June 24, 2025 Draft

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LAND USE DESIGNATIONS

Detached Residential

Applies to single-detached residential parcels that:

- Do not currently have water or sewer servicing.
- Have considerable servicing constraints and are not anticipated to have water or sewer servicing for the life of the OCP.
- Have constrained servicing that is inadequate for increased density.

Ground-Oriented Residential

- Small-Scale Multi-Unit Housing.
- Any residential building type up to 3 storeys permitted.

Low-Rise Residential

- Guides development of low-rise apartments and townhouse up to 4 storeys in height.

Mid-Rise Residential

- Guides development of mid-rise residential buildings up to 6 storeys in height.

High-Rise Residential

- Guides development of mid-rise residential buildings up to 9 storeys in height.

Low-Rise Mixed-Use

- Guides development of mixed-use buildings up to four storeys.

Mid-Rise Mixed-Use

- Guides development of mixed-use buildings up to six storeys in height.

Harbour and Marina Comprehensive Development Area

- Adjacent to the prominent Marina Park, Town Hall, and the character-rich Downtown, the area is highly visible for residents and businesses in Comox, in addition to being visible from Royston and the City of Courtenay across the Comox Harbour.
- Potential for an exceptional contribution to economic development in the region by providing ocean-view hotel space and other tourist-oriented commercial uses.
- Consideration of buildings up to 12 storeys in height.

Business Park

- The Business Park designation will provide more local jobs as Comox grows.
- In addition to light industrial uses, limited commercial uses will contribute to the efficient operation of the Business Park and Comox Valley Airport.
- Development will be sensitive to the surrounding rural context and compatible with adjacent institutional and residential uses.

Commercial: Tourist

- The Commercial: Tourist designation applies to existing tourist accommodation uses in Kye Bay and Point Holmes.
- Intended for continued tourist accommodation use in Comox and functions as an alternative to the use of residential units for short term accommodation.

Parks and Open Space

- The Parks and Open Space designation applies primarily to existing parks but includes one future park southwest of the intersection of Pritchard Road and Cambridge Road. It includes natural conservation areas in addition to active and passive parks.
- The Parks and Open Space Objectives and Policies provide high level guidance to plan for a complete parks and open space network that is incrementally expanded to accommodate a growing population.

Institutional

- The institutional designation applies to existing public, assembly, non-profit, health care, and special needs housing uses.
- As Comox grows, there will be a need to scale up services such as healthcare, education, childcare, parks, community centres, and emergency services.
- Concerted efforts to combine institutional uses will be needed to improve community completeness and the efficient use of land.

19 Wing Comox / Comox Valley Airport

- The 19 Wing Comox / Comox Valley Airport designation applies to lands owned by the Canadian Department of National Defence within the Town of Comox.
- A variety of military housing and services are within the designation, and some services are available for public use, such as the 19 Wing Fitness and Community Centre and Glacier Greens Golf Club.
- The Town of Comox recognizes the regional and national significance of 19 Wing Comox and the Comox Valley Airport and supports continued collaboration with the Department of National Defence and Comox Valley Airport Commission to enhance access and operations.

Agricultural

- The Agricultural designation applies to Provincial Agricultural Land Reserve (ALR) parcels in Comox and is intended for long-term farm use to support the local economy and food security.

LAND USE DESIGNATIONS & ZONING

OCP Land Use Designation = 20-year vision

Zoning = How a parcel can be used today

Rezoning / Zoning Amendment = Amending the zoning of a parcel in alignment with OCP Land Use Designation (among other purposes for zoning amendments)

- The OCP determines land use designations, which identify long-term intent.
- The Zoning Bylaw determines parcel zoning, which identifies current permitted uses and parameters of use.
- On land intended for a different future use than permitted by current zoning, the OCP designates land for a different use.
- Land can continue to be used as per existing zoning, but on many parcels, there are opportunities to "rezone" for consistency with land use designation.

Land Use Examples

Examples of the relationship between OCP Land Use Designations and Zoning

1

Single Detached Home

- A parcel with an existing single-detached house is zoned "R1.0 Small-Scale Multi-Unit Housing," and a Low-Rise Residential (4-storey) OCP land use designation.
- The parcel can continue to be used as a single-detached property, or for any other use permitted in the "R1.0" zone, or the owner could pursue a zoning amendment ("rezoning") to facilitate development of four storey apartments.

2

Downtown Rezoning

- A parcel in the Downtown area on Comox Avenue currently has a 2-storey commercial building.
- The existing zoning is C4.1, which permits buildings up to 10.0 metres in height (equivalent to about 3 storeys).
- The Draft OCP land use designation is Mid-Rise Mixed-Use (up to 6 storeys).
- For a 6-storey mixed use building to be permitted on the parcel, the owner would need to rezone the property to a different zone that would permit mixed-use buildings up to 6 storeys (typically equivalent to 25 metres).
  - » Council would have discretion on whether to grant the rezoning, and could place conditions on the rezoning.
- If rezoning is approved, prior to submitting a building permit application, the Town would need to approve a development permit application for the Downtown form and character Development Permit Area, which will include extensive design guidelines.

3

Downtown Continued Use

- A parcel in the Downtown area on Comox Avenue currently has a 2-storey commercial building.
- The existing zoning is C4.1, which permits buildings up to 10.0 metres in height (equivalent to about 3 storeys).
- The Draft OCP land use designation is Mid-Rise Mixed-Use (up to 6 storeys).
- The parcel owner has no intention of redeveloping and would like to maintain the tenancies of existing businesses for the unforeseeable future.
  - » This is fully permitted, and the parcel owner need not be compelled to rezone the property based on the OCP land use designation.
  - » The parcel could be bought and sold, and still continue to be used as per the C4.1 zoning.

LAND USE MAP

Let us know what you think!

Share your thoughts about the OCP Future Land Use Map by placing a sticky note on this board with your comments.

TOWN OF COMOX

Official Community Plan Open House | June 24, 2025

13

PROVINCIAL LEGISLATION

In 2023, the province amended the Local Government Act, resulting in significant changes for land use planning.

Housing Needs

- The province required municipalities to complete Interim Housing Needs Reports by December 31, 2024.
- The provincially required Interim Housing Needs Report must follow a specific methodology to determine 5- and 20-year housing need.
- The housing need period is 2021 to 2041.
- Housing need in Comox for 2021-2041: 3,358 units.

Official Community Plans (OCP)

- Provincial legislation requires local governments to update their OCPs to accommodate 20-year housing need as identified in the Interim Housing Needs Report, by December 31, 2025.
- The Land Use Map and land use designation policies are the main OCP sections that determine how the Town can meet housing needs. However, other policies are important for ensuring that growth happens in a sustainable manner that ensures a high quality of life for residents.
- “Growing up” can facilitate growth without the need to “grow out”, allowing for the maintenance of natural areas. It also provides housing diversity, and more affordable options compared to single-detached homes.

Zoning Bylaw

- Provincial legislation requires local governments to update their zoning bylaws to accommodate 20-year housing need as identified in the Interim Housing Needs Report.
- Most developments in Comox will be required to “rezone” for consistency with the OCP land use designation, which will require council approval on a site by site basis.
- In terms of meeting provincial requirements to accommodate housing need, the Town is proposing to focus pre-zoning for townhouses to facilitate the development of ground-oriented housing that is typically more affordable than new single-detached homes.

TOWN OF COMOX

QUESTIONS OR COMMENTS?

Your feedback is important to us!

We value your feedback on these initiatives. Should you have any questions or comments for the project team, please use the following methods:

General Questions and Comments

Fill out a comment sheet below and drop it off at the Town Hall by June 30th, email planning@comox.ca, or call 250.339.118

Official Community Plan

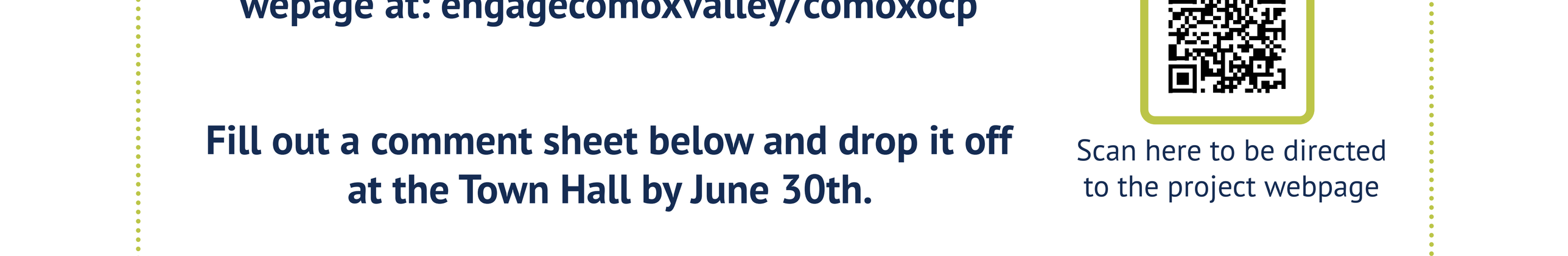
Submit a comment or question on the Projects wepage at: engagecomoxvalley/comoxocp

Fill out a comment sheet below and drop it off at the Town Hall by June 30th.

Scan here to be directed to the project webpage

Zoning Bylaw

Fill out a comment sheet below and drop it off at the Town Hall by June 30th.



TOWN OF COMOX

ZONING BYLAW UPDATE

Comox is updating the Zoning Bylaw to modernize its existing regulations, meet new legal requirements, and make it consistent with the new Official Community Plan.

Project Overview

The Town is undertaking a comprehensive review and update of its Zoning Bylaw, which is 8 years old. A Zoning Bylaw is an important tool that local governments use to govern land use, creating a set of consistent rules for residential, commercial, industrial, and other areas within our community.

This update is happening alongside the Official Community Plan (or OCP) update. The two documents are strongly linked. The OCP sets the long-term vision, goals and policies that guide growth and change in the community. The Zoning Bylaw translates that direction into actionable regulations for land, in the form of zoning.

An important objective of this project will be to amend Comox's Zoning Bylaw to comply with provincial housing legislation (Bill 44). By the end of 2025, all applicable local governments must update their zoning bylaws and OCPs to meet projected housing needs within their communities. This update will fulfill those requirements, among other changes to modernize the Town's approach to zoning.

Project Timeline

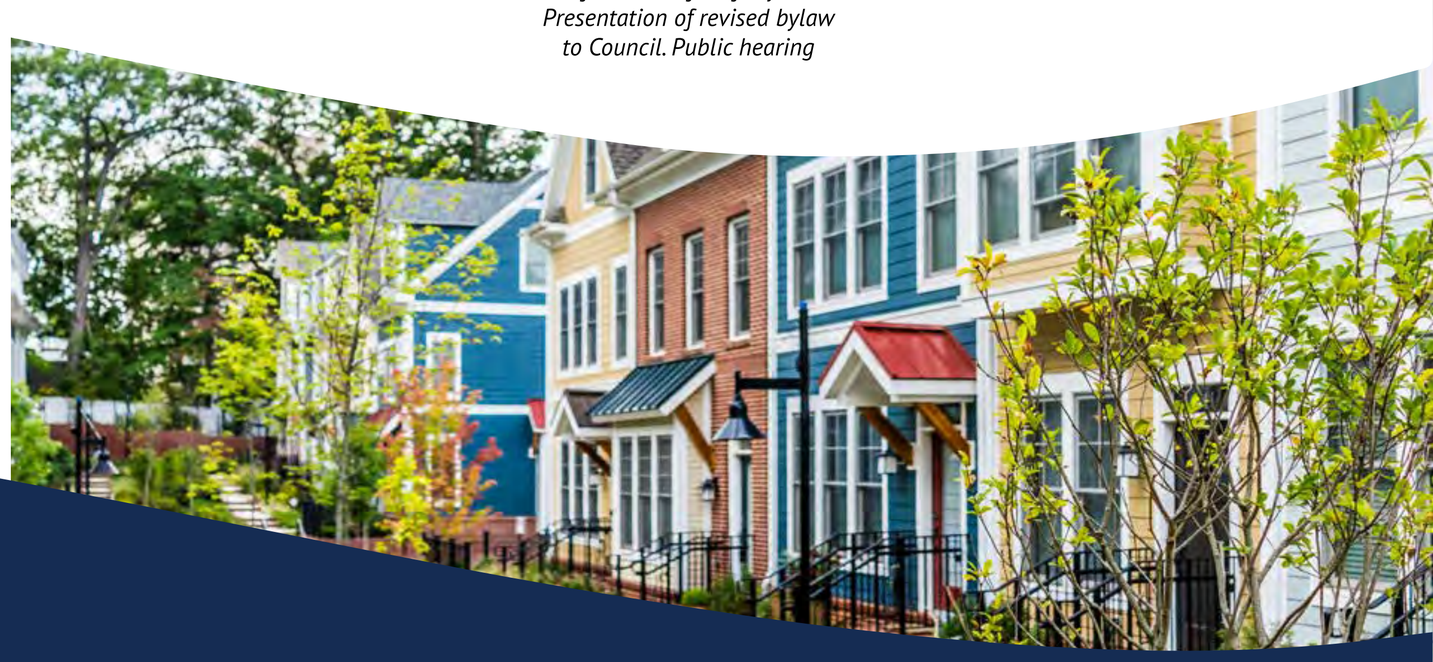
PROJECT LAUNCH — WINTER 2025
Review of existing Zoning Bylaw and identification of areas of focus

DEVELOP DRAFT ZONING BYLAW & ZONING MAPS — SPRING 2025
Development of draft bylaw and Zoning Map

PUBLIC ENGAGEMENT PERIOD — SUMMER/FALL 2025
Engagement with community on draft bylaw and Zoning Map, including online information and survey

REVISIONS & PRESENTATION — FALL 2025
Referral to external agencies for review and input. Refinement of draft bylaw. Presentation of revised bylaw to Council. Public hearing

ZONING BYLAW ADOPTION — END OF 2025
Adoption of new Zoning Bylaw



TOWN OF COMOX

FREQUENTLY ASKED QUESTIONS

What is a Zoning Bylaw?

A Zoning Bylaw regulates the use of land, buildings, and other structures in a community. They divide land into different areas, called zones, and define a set of rules for each. This can include residential, commercial, industrial, and other uses.

Zoning bylaws regulate a number of items, including:

- Use of land, buildings, and other structures
- Density, or the number of homes that can be built on a property
- Minimum and maximum parcel sizes
- Siting of buildings and structures, including height and setbacks from property lines
- Parking requirements for different types of uses, such as restaurants or apartments

How does zoning impact Comox residents?

Simply put, our zoning determines what can and can't be built in the Town. It is the governing set of rules for deciding how our community looks and feels, how easily we get around and find housing, and how the Town creates livable areas that also meet our goals for things like sustainability, heritage conservation, and job creation.

What is the relationship between a Zoning Bylaw and an Official Community Plan?

The OCP vision, goals, and land use policies are implemented by the zoning bylaw. Zoning Bylaws regulate the use of land, buildings and structures and establish boundaries of various zones. These zones outline permitted uses and define a set of rules that land, buildings and structures must follow, such as parcel size, building dimensions, location and height. A zoning map integrates land use categories defined in an OCP land use map such as residential, commercial, and industrial, amongst others.

What is the new Provincial Housing Legislation (Bill 44)?

In the fall of 2023, the provincial government passed Bill 44 to facilitate an increase in housing supply in communities throughout BC. It made changes to the *Local Government Act* as an effort to implement a new housing plan by:

- Requiring local governments to undertake regular housing needs assessments that project a community's 5- and 20-year housing needs;
- Encouraging the construction of small-scale, multi-unit housing (SSMUH) forms such as secondary suites, duplexes, and townhomes through zoning requirements; and
- Facilitating proactive planning processes that reduce the need for rezonings and development application approval times.

As a result of this legislation, by June last year, the Town was required to accommodate up to 3 or 4 units per lot on lots where single detached homes were previously permitted as a primary use in its Zoning Bylaw.

How are Comox's future housing needs determined?

Bill 44 requires local governments to update their Housing Needs Reports using a standard methodology to project 5- and 20-year housing needs from the year 2021-2026, and 2021-2041 respectively. These assessments must be undertaken on a regular basis for a more consistent, robust understanding of local housing needs. OCPs and Zoning Bylaws must then be updated accordingly to ensure that these housing needs can be met.

The first assessment was required to be completed by January 1, 2025. The Town updated its Housing Needs Report in August, 2024.

How is Comox's zoning changing due to Bill 44?

Bill 44 establishes a more proactive, long-term approach to planning, where local governments identify their housing needs, and then zone for the number and type of housing units needed. Local governments must have completed their first review and update of their Official Community Plans based on the 20-year housing need by December 31, 2025. In addition, Zoning Bylaws must pre-zone for this amount of housing on a regular basis.

It is anticipated that the Town will be able to meet its 5- and 20-year housing needs through provision of small-scale, multi-unit housing forms, on-going multi-unit development, as well as pre-zoning land for townhouse-style development. The first Zoning Bylaw update to align with the 20-year housing need discussed in the OCP must be completed by December 31, 2025.

SMALL SCALE MULTI-FAMILY HOUSING

Have you heard about Small-Scale Multi-Family Housing (SSMFH in Comox?

- In response to a Provincal mandate, Comox in June 2024 updated zoning to permit up to four dwelling units on most parcels zoned for single-family and duplex use.

SSMFH in Comox includes:

- Single-family dwellings
- Secondary suites
- Coach houses
- Two-family dwellings (duplexes)
- Townhouses

SSMFH Zones include:

*Zoning Bylaw update will further consolidate SSMFH zones to simplify and increase clarity.

- R1.0 Small-Scale Multi-Family Housing
- R1.2 Mobile Home Small-Scale Multi-Family Housing
- R1.3 Single-Family – 1100 m2
- R3.3 Single-Family Large Lot (except properties in Kye Bay)
- CD 5 Comprehensive Development 5: Lazo March – Single Family
- CD 18 Comprehensive Development 18: Single Family 560 Colby Road

Exceptions:

- Only a single-family dwelling and either a secondary suite or coach house are permitted on parcels without water or sewer service, and parcels over 4050 m^2 (~1 acre).
- Parcels zoned R1.1 on the Western Foreshore (south of Comox Avenue between Rodello Street and Ellis Street, and on Manor Place and Manor Drive).
- Parcels in Kye Bay.

For more information and to find out if your property is in a SSMFH Zone, visit the SSMFH webpage, which includes a guide to SSMFH.

Scan here or go to comox.ca

TOWN OF COMOX

HOME SUITE HOME

Accessory Dwelling Unit Incentive Program

The Accessory Dwelling Unit Incentive Program will consider ways to incentivize the creation of new accessory dwelling units (ADU) and the legalization of unauthorized ADUs, based on Council's Housing Accelerator Fund commitment.

What are Accessory Dwelling Units?

Accessory Dwelling Units in Comox are secondary suites and coach houses. Coach houses are detached dwelling units typically located in the rear yard, and limited in size to be smaller than a single-family home.

Stay updated by checking in on the Town's Secondary Suites webpage

Scan here or go to comox.ca

Why provide incentives?

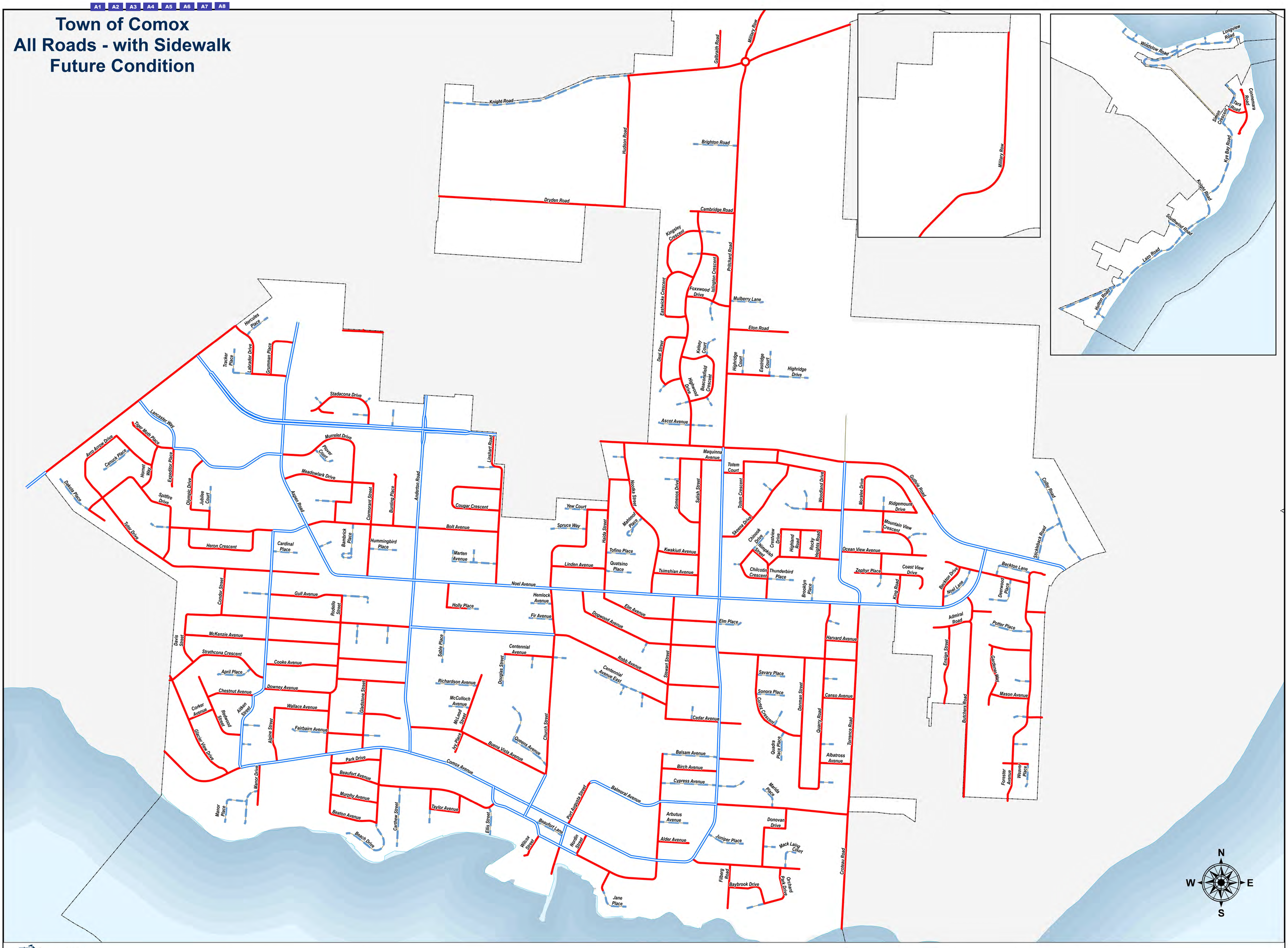
- A healthy rental market typically has a vacancy rate of 3-5%. The vacancy rate in Comox was 0.5% or lower from 2021-2023 and the average vacancy rate over the past 20 years has been 0.8%. Low vacancy rates typically lead to high rental price increases.
- ADUs benefit the community by adding much-needed rental housing. They can also reduce the cost of home ownership by functioning as "mortgage helpers".
- The BC Building Code has health and safety requirements for ADUs, and therefore, building permits are required for them.
- There are many unpermitted ADUs in Comox that are providing rental housing but may not meet health and safety requirements. The Town wants to ensure that new and existing ADUs are safe for renters and homeowners.

HOME SUITE HOME

TOWN OF COMOX

A1 A2 A3 A4 A5 A6 A7 A8

Town of Comox
All Roads - with Sidewalk
Future Condition



TOWN OF COMOX

No Sidewalk

Sidewalk - One Side

Sidewalk - Two Sides

1:5,000

0 250 500 750 1,000 m

NAD83 UTM Zone 10
Map Updated: June 12, 2025
Map By: Town of Comox Municipal Works

MEMORANDUM

URBAN SYSTEMS

DATE	July 2, 2025	FROM	Devon Phillips
TO	Randy Houle Elliot Turnbull Koreen Gurak	FILE	3791.0025.01
CC	Nancy Henderson Aaron Penner	SUBJECT	Open House Feedback Summary

OCP OPEN HOUSE FEEDBACK

On June 24th, the Town of Comox held an open house at the Community Centre from 3:30pm to 7:00pm. Over 350 residents attended to share their comments with the project team. Attendees provided feedback through forms at the event, a form on the project's webpage, and directly on the engagement boards. The following sections detail the feedback received, key themes, and next steps.

SUMMARY OF FEEDBACK

Submission Type	Number of Submissions	Notes
Sticky Note	125	- 69% of comments openly objected to the increase in storeys allowed. - Support for higher density and more storeys in Comox: 9% of comments.
Hard Copy	122	- 84% of feedback forms received opposed the increase in the number of storeys allowed
Engage Comox Valley Webpage Form	204	- 56% of respondents did attend the open house - 39% of respondents did not attend the open house. Of those that did not they were encouraged to review the open house materials before submitting a comment or question. - 5% preferred not to answer
Email	1	
Other	3 (Letters)	

KEY THEMES

OFFICIAL COMMUNITY PLAN AND ZONING BYLAW

The following are the top 6 themes pulled from the comments provided on the Official Community Plan (OCP) and Zoning Bylaw:

1. **Opposition to High-Rise Buildings:** There is strong opposition to the construction of buildings over 4-6 stories, particularly in the downtown and waterfront areas. Many residents support maintaining a maximum height limit to preserve the small-town character.

2. **Preservation of Small-Town Character:** A significant emphasis is placed on maintaining Comox's charm, scenic views, and unique "village by the sea" identity. There are concerns that high-rise developments could erode this distinct character.
3. **Infrastructure Concerns:** Many residents are worried about the strain on existing infrastructure, including roads, water supply, emergency services, and medical facilities. They believe that these systems are already stretched thin and cannot support increased density.
4. **Environmental and Aesthetic Values:** There are strong calls to protect green spaces, tree canopies, and waterfront access. Concerns are raised about the potential negative impacts of tall buildings on shadowing, wind tunnels, and blocked views.
5. **Skepticism about Densification:** While there is some support for gentle density through infill housing, townhomes, and secondary suites, there is skepticism about the benefits of high-rise condos. Many residents prefer low-rise developments and believe that better planning and regulation are needed.
6. **Senior Services and Accessibility:** There is a notable emphasis on the need for facilities and services specifically catered to seniors, who form a significant portion.

OTHER

In addition to the direct feedback on the OCP and Zoning Bylaw, below are the key themes summarized:

- **Governance and Transparency:** Frustration with the perceived lack of transparency and public consultation by the Town Council, with concerns about potential conflicts of interest among council members.
- **Community Engagement:** Requests for more open houses, public meetings, and referendums before making major zoning changes to ensure community involvement.
- **Civic Identity and Values:** Emphasis on protecting Comox's identity, with some residents expressing distrust in development motives and concerns about prioritizing developers over the community.
- **Social Equity and Housing Affordability:** Concerns about social equity and housing affordability, highlighting the need for inclusive and fair development practices.
- **Development Suggestions:** Ideas for alternative development focused on community needs, such as creating arts and cultural hubs, preserving green spaces, enhancing bike and pedestrian infrastructure, and improving traffic management.

GENERAL EVENT FEEDBACK

Open House attendees were asked to provide feedback on the events themselves, in an effort to continually ensure that these events meet the needs of the community.

- **Materials and Content:** Attendees appreciated the opportunity to provide feedback at this event but would have liked to have more background information and clearer presentation of proposed changes
- **Advertising:** Attendees learned about the open house from various sources, including social media, Comox Valley Record, radio, Engage Comox Valley page, word of mouth, and community handouts.

NEXT STEPS

The following is what we anticipate for next steps:

- Share back what was learnt to the public.

URBAN SYSTEMS

- Share any changes that are a result of the feedback received at the open house.
- Discuss engagement opportunities for the community around the draft plan.

TOWN OF COMOX

STAFF REPORT

Meeting: July 16, 2025

REGULAR COUNCIL MEETING

To: Mayor and Council	**File:** 0340-50-02
From: Randy Houle, Director of Development Services	**Date:** July 10, 2025
Subject: Subdivision Servicing Bylaw Update	

Prepared by:	Operations Approved:	Report Approved:
Randy Houle, Director of Development Services	*Shelley Ashfield, Director of Operations.*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Subdivision and Development Servicing Bylaw No. 2048 be given first, second and third reading; and

2. THAT a Latecomer and Cash-in-Lieu policy be developed for Council consideration.

ALTERNATIVE TO THE RECOMMENDATIONS:

1. That Council direct staff to revise the draft bylaw and bring back to Council for further consideration.

PURPOSE

To replace the Subdivision, Development and Servicing (SDS) Bylaw No. 1261 and No. 733 so it aligns with industry best practice, provides clear direction and ensures construction of safe and long-lasting infrastructure.

This SDS Bylaw update is the latest in a series of bylaw reviews to ensure that development processes and standards are modernized to meet best practices and improve processes. Staff have collaborated with the development community and the construction industry to modernize the bylaw and bring it into alignment with industry best practice and make it user friendly and accessible. The revisions ensure that Town infrastructure is high quality, long-lasting and delivers services the community relies upon now and in the future.

STRATEGIC PLAN LINKAGE

This project is identified as a Housing Accelerator Fund initiative and aligns with Balanced Community Planning Strategic Priority in the 2022-2026 Strategic Plan

BACKGROUND

The Subdivision, Development and Servicing Bylaw No. 2048 establishes the necessary standards for infrastructure design and construction pertaining to public works and services at the time of building permit and subdivision. It also outlines the application processes related to land subdivision and development within the Town. These standards are relevant for projects initiated by both the Town and applicants and cover the design and construction standards for water distribution systems, sanitary sewers, stormwater management, roadways, pedestrian paths, traffic signals, streetlights, and green spaces. It is best practice to revise the SDS Bylaw regularly to meet industry standards and provide durable infrastructure for the present and future.

The current SDS Bylaw (Bylaw 733 and 1261) was originally created in 1983 and major updates were completed in 1998, 2007, and 2021. The SD Bylaw review has been identified as an important task to continue to, modernize, and clarify development requirements and streamline processes. The project is also identified in the Town's Housing Accelerator Fund initiatives and must be completed as part of the 2025 milestones.

The new SDS Bylaw will result in conformance of the new road standards (sidewalk on one side and reduced travel lane sizes) approved by Council and reviewed at the OCP engagement session as well as the inclusion of climate resilient and fire smart landscaping standards, ability to pay cash in lieu, as well as increased cost recovery for inspections and engineering reviews.

ANALYSIS

Provincial Legislation

On November 30, 2023, the provincial Legislature adopted Bill 44 (*Housing Statutes (Residential Development) Amendment Act, 2023*), which amended the *Local Government Act* to facilitate the delivery of "more small-scale, multi-unit housing for people, including townhomes, triplexes and laneway homes, and fix outdated zoning rules to help build more homes faster." The Town complied with the legislation in June of 2024. Anticipating the impacts on works and services of small scale multi-unit housing (SSMUH) has been considered as a component of the SDS Bylaw update with the anticipation for additional revisions in a future phase of amendments to further address impacts and reflect municipal best practices which are still emerging.

The Province of BC also implemented changes through Bill 16, the *Housing Standards* Amendment Act, 2024, providing local governments with expanded authority to secure transportation infrastructure, a new Servicing Officer position, and authority to require transportation demand management measures. Local

governments can require, by bylaw, a wider range of site-specific works and services in respect of new subdivisions and developments. Examples include bicycle parking facilities, transit shelters, waste disposal and recycling containers, public transit and sustainable design features providing for energy and water conservation, reduction in greenhouse gas emissions and climate resilience. The amendments grant local governments new authorities to require a range of transportation-related measures that would apply to new developments, with the goals of reducing dependence on motor vehicles and increasing sustainable transportation options.

The new legislation also expands on the ability to require highway dedication at the time of subdivision also include a portion of land for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation. The new legislation establishes a role of "Servicing Officer" and allows a Servicing Officer to require an owner to provide land, as a condition of issuing a building permit, for the purposes of constructing and installing sustainable design features and transportation infrastructure.

Bylaw Revisions

Extensive updates have been implemented to refresh the SDS Bylaw, featuring revisions to the infrastructure design requirements for Water, Sanitary, Stormwater, Roadway, Transportation, Lighting, and Landscape Design.

The modifications incorporate the latest Master Municipal Construction Documents (MMCD) as the foundational construction specification. These amendments are encompassed within the Schedules 1 and 2 of the SDS Bylaw. Additionally, Comox's specific supplementary construction specifications and standard detail drawings found in Schedule 3 have been revised for consistency with the new MMCD version and to meet local construction stipulations. Many of the current bylaw detailed engineering drawings will be carried forward into the updated bylaw, as well as the inclusion of the North East Comox Stormwater Management guidelines and specifications in Schedule 7. Road standards and cross sections have updated to reflect existing vehicle, cyclist and pedestrian needs, with localized options for areas likely to be most impacted by SSMUH infill density enabled by Bill 44.

The MMCD Association is a non-profit society, founded in 1995 and supported by BC municipalities, consulting companies and contractors. Their mandate was to create improved construction documents for municipal infrastructure, rather than each municipality creating and maintaining their own contracts and specifications. Now, over 90 municipalities use the MMCD on a regular basis. A summary of the changes is provided below with a brief description of the reason for the change.

The following list summarizes the key changes proposed in the new SDS Bylaw:

- Construction standards are now aligned with the Master Municipal Construction Documents (MMCD)
- Design Criteria are now aligned with the MMCD design criteria manual with references to other key design documents (i.e. TAC)

- Modernized to reflect legislative changes and consistency with other bylaws (i.e. add definition of Servicing Officer as per Bill 16)
- Definitions streamlined and updated to fit with best practices new requirements
- Removed procedural items and forms from the bylaw to streamline bylaw and allow for changes without having to amend the bylaw when legislation, internal procedures, or branding changes
- Reference to Town's Approved Products List, which is now a reference document to the Bylaw
- Service levels better defined by road classification and supplemental spatial mapping, informed by community priorities and master planning documents
- Allows alternative designs approved by Director of Operations to address unique circumstances and to ensure "common sense" solutions to unique circumstances while meeting engineering best practice.
- Updated road cross sections
- Focused design guidelines and specifications on Landscaping, Sanitary Lift Stations, and Fibre-Optic Construction
- Potential to phase provision of cash in lieu of frontage improvement for small scale multiple unit housing to encourage infill housing where an existing dwelling and works and services are in place
- Inclusion of a 2% charge on the total value of the estimated cost to construct the works and services to offset the costs of engineering review and monitoring.
- Include a review and inspection fee that reflects best practices to ensure that growth is paying for the staff costs associated with application processing.

To provide consistency and process clarity it is recommended that the Town develop the following supporting policy to support the implementation of the SDS Bylaw:

- Latecomer Policy; and
- Cash in Lieu Policy.

Engagement

Staff have incorporated community input received during the development of associated master plans into the bylaw. Staff provided an update at the Developer Forum on January 27, 2025 to keep the development industry informed about the SDS Bylaw update. A project webpage was created with background information and a copy of the draft SDS Bylaw schedules for review. Comments received to date have been incorporated into bylaw revisions. The development community has been advised that the draft bylaw is scheduled to be on the Council Agenda and the draft bylaw has also been added to the project webpage for public review.

CONCLUSIONS AND NEXT STEPS

During the review process staff have worked to modernize the bylaw and bring it into alignment with industry best practice and improve clarity.

Should Council provide bylaw readings, staff will ensure that associated administration and associated policy documents are complete and bring the bylaw back to Council for adoption in August.

ATTACHMENTS:

ATTACHMENT A: Draft Subdivision Development Servicing Bylaw No. 2028

THE CORPORATION OF THE TOWN OF COMOX

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. 2048

DRAFT

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DRAFT

Schedule 1 – Supplementary Design Guidelines

Schedule 2 – Supplementary Construction Specifications

Schedule 3 – Supplementary Standard Detail Drawings

Schedule 4 – Standards for Sanitary Lift Stations

Schedule 5 – Landscape Standards

Schedule 6 – Fibre Optic Construction Standards

Schedule 7 – North East Comox Special Requirements

Schedule 8 – Quality Control & Assurance and Documentation Standards

DRAFT

TOWN OF COMOX

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. 2048, 2025

A BYLAW TO REGULATE AND REQUIRE THE PROVISION OF WORKS AND SERVICES IN CONNECTION WITH THE SUBDIVISION AND DEVELOPMENT OF LAND.

WHEREAS pursuant to the *Local Government Act*, the *Council* of the Town of Comox may, by bylaw, regulate and require the provision of *works and services* for the *Subdivision* or *Development* of land;

NOW THEREFORE BE IT RESOLVED that the Municipal *Council* of the Town of Comox, in open meeting assembled, hereby ENACTS AS FOLLOWS:

PART 1. TITLE

1.1. This bylaw may be cited as "Subdivision and Development Servicing Bylaw No. 2048".

DRAFT

PART 2. SEVERABILITY

2.1. If a section, subsection, paragraph, subparagraph or phrase in this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 3. INTERPRETATION

Purpose

3.1. The purpose of this bylaw is to establish standards for *Works and Services* which must be constructed and installed to service any *Subdivision* or *Development* of lands within the Town of Comox.

References

3.2. Every reference to this bylaw in this or another bylaw of the *Town* is a reference to this bylaw as amended to the date of the reference.

3.3. Every reference to the Master Municipal Construction Document (*MMCD*) is a reference to the version of *MMCD* design guidelines, construction specifications, and standard detail drawings for each respective issuance date, indicated in Section 3.4, 3.5, and 3.6.

3.4. If the requirements in Schedule 1 – Supplementary Design Guidelines conflict with the requirements set out in the MMCD Design Guidelines, dated 2022, the design guidelines

found in Schedule 1 shall take precedence over design guidelines found in the MMCD Design Guidelines, dated 2022.

3.5. If the requirements in Schedule 2 – Supplementary Construction Specifications conflict with the requirements set out in the MMCD Volume II Master Municipal Specifications, dated 2019, the construction specifications found in Schedule 2 shall take precedence over construction specifications found in the MMCD Volume II Master Municipal Specifications, dated 2019.

3.6. If the requirements in Schedule 3 – Supplementary Detail Drawings conflict with the requirements set out in the MMCD Volume II Standard Detail Drawings, dated 2019, the drawings found in Schedule 3 shall take precedence over construction specifications found in the MMCD Volume II Standard Detail Drawings, dated 2019.

Definitions

3.7. Unless otherwise defined in this Bylaw, a word or expression in this Bylaw has the meaning assigned to it in the *Local Government Act, Interpretation Act, Community Charter, Transportation Act* or *Land Title Act* or any of successor legislation.

3.8. Definitions of words and phrases used in this bylaw that are not included in the definitions in this part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

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3.9. In this bylaw, the following words are defined:

"Application for Building Permit" means the information, documents, agreements, covenants and *fees* required under this bylaw for a *development*.

"Application for Subdivision" means the information, documents, agreements, covenants and *fees* required under this bylaw for a *subdivision*.

"Approving Officer" means the person appointed by the *Town* as the Approving Officer under the *Land Title Act* and includes their lawful designate.

"Benefiting Lands" means lands, other than lands that are the subject of the *Owner's Application for Subdivision* or *Application for Development*, that are capable of being connected to or serviced by *Excess or Extended Services* and are identified as such in a *Latecomer Agreement*.

"Building Bylaw" means the *Town of Comox* Building Bylaw, as amended.

"Building Official" means the person appointed by the *Town* as the Building Official under the *Building Bylaw* and includes their lawful designate.

"Building Permit" means permission or authorization, in writing, by the *Building Official* to perform work regulated by the *Building Bylaw* and the British Columbia Building Code.

"Certificate of Acceptance" means a certificate issued by the *Town* verifying that all conditions of this bylaw have been met by the *Owner*.

"Certificate to Proceed with Construction" means a notice issued by the *Approving Officer* authorizing the *Owner* to proceed with *construction* of the *Works and Services*.

"Certificate of Substantial Performance" means a certificate issued by the *Consulting Engineer*, certifying that Substantial Performance of all of the *Works and Services* has been achieved.

"Certificate of Total Performance" means a certificate issued by the *Consulting Engineer*, certifying that Total Performance of all of the *Works and Services* has been achieved.

"Certified Irrigation Designer" means an individual certified by the Irrigation Industry of British Columbia.

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"Chief Administrative Officer" means the Chief Administrative Officer of the *Town*, or designate.

"Community Sewer System" means a sanitary sewer or a system of sewage disposal works which is owned, operated and maintained by the *Town*.

"Community Stormwater Management System" means a system of works owned, operated and maintained by the *Town*, designed and constructed to control the collection, conveyance and disposal of surface and other water.

"Community Water System" means a system of waterworks which includes the water distribution and treatment facilities which are owned, operated or maintained by the *Town*.

"Construct" or "Construction" means build, erect, install, repair, alter, add, enlarge, move, locate, re-locate, re-construct, upgrade, demolish, remove, excavate, or shore.

"Consulting Engineer" means a *professional engineer*, registered under and in good standing with Engineers and Geoscientists British Columbia (EGBC), and retained by the *Owner* to work on their behalf.

"Consulting Landscape Architect" means a professional landscape architect, registered under and in good standing with British Columbia Society of Landscape Architects (BCSLA) and retained by the *Owner* to work on their behalf.

"Contract Documents" means the contract documents between the *Owner* and its contractor in connection with the Construction of *Works and Services*.

"Council" means the Municipal Council of the *Town of Comox*.

"Cul-de-sac" means a *highway* with only one point of intersection with another and which terminates in a vehicular turning area.

"Design Drawings" means the drawings identifying the *Works and Services* requirements of this bylaw, provided by the *Owner* and submitted to the *Town* pursuant to an *Application for Subdivision*.

"Develop" "Developed" or "Development" means any construction to which the *Building Bylaw* applies.

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"Town" means the Town of Comox.

"Director" means the Director of Operations for the *Town* including a delegate fulfilling an Acting Director position in their absence.

"Director of Development Services" means the person appointed to be responsible for development applications at the Town including a delegate fulfilling an Acting Director position in their absence.

"Excess or Extended Services" means those *Works and Services* in respect of:
(a) a portion of a *Highway* system that will provide access to *Benefiting Lands*; and
(b) a portion of a water, sewage or drainage system that will serve *Benefiting Lands*.

"Estimated Cost of Works and Services" means an estimate prepared by the *Consulting Engineer* that itemizes the fair market value of the Work and Services and which includes the value of all professional *Fees* for design, approvals, Construction period services and *Record Drawings*.

"Fees" means those *fees* payable to the *Town* in connection with the Subdivision or *Development* of land, as prescribed by the Town's Development Application Procedures Bylaw and Fees and Charges Bylaw.

"Final Approval" means the execution by the *Approving Officer* of a plan of Subdivision.

"Frontage" means that length of *parcel* boundary which immediately adjoins a *highway*, other than a *lane* or walkway.

"Highway" includes a street, *road*, *lane*, bridge, viaduct, and any other way open to public use, other than a private right-of-way on private property.

"Highway Reservation Agreement" means an agreement between the *Owner* and the *Town*, in the form prescribed by the *Town*, as referred to in the *Community Charter*.

"Latecomer" means an *Owner* of *Benefiting Lands* who wishes to connect to or use Excess or Extended Services prior to the expiration of a Latecomer Agreement to which the *Benefiting Lands* are subject, provided that a Latecomer who makes an *Application for Subdivision*, or an Application for *Development*, with respect to the *Benefiting Lands*, will also be considered an "Owner" of a *Parcel* or proposed *Parcel* for the purpose of this bylaw.

"Latecomer Agreement" means an agreement between the *Owner* and the *Town*, in the form prescribed by the *Town*, as referred to in the *Local Government Act*.

"Latecomer Charges" means those charges determined and imposed by the *Town* and as defined by the Latecomer Agreement.

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"Maintenance Bond" means:

(a) a deposit in the form of cash or a certified cheque provided for the *Maintenance Period*, or

(b) an unconditional irrevocable standby letter of credit in a form satisfactory to the *Town*, expiring no earlier than the end date of the *Maintenance Period* from the date of issuance of *Substantial Performance* and providing for a right of renewal unless the bond or letter of credit is perpetual, issued to the *Town* by a branch of a chartered bank, credit union or trust company.

"Maintenance Period" means:

(a) the period of one year from the date of *Substantial Performance* and all other obligations of the *Owner* and its *Consulting Engineer*(s) have been performed; or

(b) the period of two years from the date of *Substantial Performance* and all other obligations of the *Owner* and its *Consulting Landscape Architect*(s) have been performed; or

(c) with respect to *Works and Services* that appear to be incomplete, defective or deficient during the Maintenance Period referred to in either (a) or (b) above, the period from the date on which such *Works and Services* are completed or corrected.

"MMCD" means the version of Master Municipal Construction Documents as indicated for each Schedule.

"Medical Health Officer" means the official appointed under the Health Act who has jurisdiction over the area in which the *Subdivision* is located.

"OCP" means the *Town of Comox* Official Community Plan.

"Off-site Works and Services" means *Works and Services* that are outside the *parcel* being *Subdivided* or *Developed* and are directly attributable to the *Subdivision* or *Development* and that are owned or will be owned and maintained by the *Town* following issuance of the *Certificate of Total Performance*.

"On-site Works and Services" means *Works and Services* that are located on the *parcel* being *Subdivided* or *Developed* and are directly attributable to the *Subdivision* or *Development* that may be owned and/or maintained by the Town following the issuance of the *Certificate of Total Performance*.

"Owner" means the registered owner of an estate in fee simple of land, or an agent duly authorized by the owner in writing in the prescribed form, and also where the context or circumstances so require:

(a) a tenant for life under a registered life estate;
(b) a registered holder of an agreement for sale;
(c) a holder or occupier of land held in the manner mentioned in Sections 228 and 229 of the *Community Charter* (Crown land held by others); or
(d) a lessee with authority to build on land.

"Owner/Consulting Engineering Confirmation" means a confirmation letter from the *Owner* and the *Consulting Engineering* Firm, in the form prescribed by the *Town*.

"Panhandle Parcel" means any *parcel* which gains *Highway Frontage* through the use of a narrow strip of land providing sufficient width for vehicular access which is an integral part of the said *parcel* (hereinafter called the "access strip").

"Parcel" means any *lot*, block or other area in which land is held or into which it is subdivided, but does not include a *Highway*.

"Preliminary Layout Review " means such drawings, plans, information and documents as the *Approving Officer* requires, and in such form as is required by the *Town*, to determine, on a preliminary basis:

(a) whether the proposed *Subdivision* would be against the public interest or otherwise unsuitable for *Subdivision*; and

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(b) if not against the public interest or otherwise unsuitable for *Subdivision*, what the *Owner* must include in the *Application for Subdivision Approval*.

"Preliminary Layout Review Letter" means a letter from the *Approving Officer* to the *Owner* advising of the *Approving Officer*'s response to *Preliminary Layout Review* information provided by the *Owner*.

"Professional Engineer" means a person who is registered or duly licensed as such under the provisions of the Engineers and Geoscientists Act of British Columbia.

"Public Access Route" means public land located between or beside *parcels* that will provide a connection between public *roads* or between public *roads* and open space or parks behind the *parcels* fronting the public *road*.

"Record Drawings" means drawings prepared by and certified by the *Consulting Engineer* that record the location, properties and details of all *Works and Services*.

"Road" means the portion of a *highway* to be used for vehicular traffic movement.

"Service Application" means an application made by the *Owner* to connect to the *Town*'s *Works and Services*, in the form prescribed by the *Town*.

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"Servicing Agreement" means an agreement between the *Owner* and the *Town* made pursuant to Section 219 of the *Land Title Act*, in the form prescribed by the *Town of Comox*, as referred to in the *Local Government Act*. The *Servicing Agreement* describes the terms and conditions agreed upon between the *Town* and the *Owner* relative to provision of *Works and Services* associated with a *Subdivision* or *Development*.

"Servicing Officer" means the Director of Operations or the Director of Development Services

"Statutory Declaration" means the *Owner*'s sworn declaration that all amounts relating to the *Works and Services* due and owing to third parties as of the date on which the Statutory Declaration is given have been paid, including all amounts owing to contractors and sub-contractors, and all assessments and levies under applicable legislation.

"Statutory Right-of-Way Agreement" means an agreement between the *Owner* and the *Town*, in the form prescribed by the *Town*, as referred to in the *Land Title Act*.

"Subdivide" "Subdivided" or "Subdivision" means:
(a) the division of land into two or more *Parcels* whether by plan, apt descriptive words, or otherwise;

(b) the consolidation of *Parcels* into one *Parcel* by plan; or
(c) the creation of a *Highway* or a portion of a *Highway* by plan.
(d) a boundary adjustment between two *parcels*.

"Substantial Performance" means the stage of performance of all of the *Works and Services* when the *Works and Services* are ready to be used for their intended purpose, as determined by the *Director*, and the total incomplete and deficient *Works and Services* can be completed at a cost of no more than 3% of total cost, estimated by the *Consulting Engineer* and verified by the *Director*.

"Surveyor" means a person currently licensed to practice by, and is in good standing with, the Association of British Columbia Land Surveyors.

"Total Performance" means when all *Works and Services*, including all incomplete, defective or deficient *Works and Services* that were apparent when the *Certificate of Substantial Performance* was issued have been completed or corrected, as certified by the *Consulting Engineer* and verified by the *Town*.

"Watercourse" means any natural or artificial stream, river, creek, ditch channel, canal, conduit, culvert, drain, waterway, gully or ravine in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks and includes an area adjacent thereto subject to inundation by reason of overflow or flood water.

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"Works and Services": includes site grading, *Highways*, sidewalks, boulevards, boulevard crossings, transit bays, street lighting, wiring, water distribution systems, fire hydrants, sewage collection and disposal systems, drainage collection and disposal systems, amenities, transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation, engineering, *Record Drawings* and such other infrastructure or systems as may be provided within the *Town* from time to time.

"Zone" means a zone identified and defined in *Town of Comox* Zoning Bylaw.

Application

3.10. Applications shall be submitted to the *Approving Officer*, in the case of applications to *Subdivide* land, and to the *Building Official*, in the case of building permit applications for *development* in accordance with Town application forms, application requirements and process procedures. The *Approving Officer* and *Building Official* may require the *Owner* to direct the Owner's *Consulting Engineer*, *Consulting Landscape Architect* or other Qualified Professionals to provide supplementary designs, plans and supporting documents to the extent that they are reasonably required to determine whether proposed *Works and Services* comply with this Bylaw and will function as intended. The *Approving Officer* and

Building Inspector shall refer such plans, drawings, and specifications to the *Director* for confirmation of compliance with this Bylaw and approval.

Standards of Measure

3.11. Any equivalent imperial units of measure shown, in parenthesis, after metric units in any schedule to this bylaw are for information purposes only and do not form part of this bylaw.

Schedules

3.12. The following schedules are attached to and form part of this bylaw:

- Schedule 1 – Supplementary Design Guidelines
- Schedule 2 – Supplementary Construction Specifications
- Schedule 3 – Supplementary Standard Detail Drawings
- Schedule 4 – Standards for Sanitary Lift Stations
- Schedule 5 – Landscape Standards
- Schedule 6 – Fibre Optic Construction Standards
- Schedule 7 – North East Comox Special Requirements
- Schedule 8– Quality Control & Assurance and Documentation Standards

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PART 4. SERVICING REQUIREMENTS FOR SUBDIVISIONS AND DEVELOPMENTS

Highway Dedication at Building Permit

4.1. The *Servicing Officer* is authorized to require a portion of a property to be dedicated for *Highway* use or for the purposes of providing sustainable design features and alternative forms of transportation infrastructure requirements as a condition of issuance of *Building Permit*.

Servicing Requirements

4.2. No *Owner* shall *Subdivide* land in the *Town* unless:

(a) the *Works and Services* required by this bylaw have been provided by the *Owner* to the satisfaction of the *Approving Officer*; or

(b) the *Owner* has entered into a *Servicing Agreement* with the *Town* to construct and install the required *Works and Services* by a date specified in the agreement and provided to the *Town* security as required in Part 6.

4.3. No *Owner* shall construct a building or structure in the *Town* for which a *Building Permit* is required unless:

(a) the *Works and Services* required by this bylaw have been provided by the *Owner* to the satisfaction of the *Director*; or

(b) the *Owner* has entered into a *Servicing Agreement* with the *Town* to construct and install the required *Works and Services* by a date specified in the agreement and provided to the *Town* security as required in Part 6.

4.4. As a condition of the approval of a *Subdivision* or issuance of a *Building Permit* the owner of the land shall provide the *Works and Services* required by this bylaw to the satisfaction of the *Director,* and *Works and Services* must be certified by a Qualified Professional as designed and constructed in substantial compliance with Schedules established under this Bylaw.

4.5. *Highways*, sidewalks, bicycle lanes, boulevards, roadway lighting, wiring, traffic signals, any other components associated with the provision of transportation systems shall be provided in accordance with the level of service set out in section 1 of Schedule 1, following the standards set out in Schedules established under this bylaw.

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4.6. Water systems shall be provided in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedules established under this bylaw. Water systems shall be connected to an existing *Community Water System*, unless located in an area that permits connection to individual, on-site water systems as set out in section 2 of Schedule 1.

4.7. Despite section 4.6, even if located in an area that permits connection to individual wells, the *parcel* or *development* shall be connected to an existing *Community Water System* if the *Community Water System* extends along the *frontage* of the *parcel*, or if the *Community Water System* exists within 15 metres of the *parcel*.

4.8. Sewer systems shall be provided in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedules established under this bylaw. Sewer systems shall be connected to an existing *Community Sewer System*, unless located in an area that permits on-site sewage system set out in section 3 of Schedule 1.

4.9. Despite section 4.8, even if located in an area that permits on site sanitary sewage effluent by ground disposal, the *parcel* or *development* shall be connected to an existing *Community Sanitary System* if the *Community Sanitary System* extends along the *frontage* of the *parcel*, or if the *Community Sanitary System* exists within 15 metres of the *parcel*.

4.10. Stormwater Management systems shall be provided in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedules established under this bylaw. Stormwater management systems shall be connected to an existing *Community Stormwater Management System*, unless located in an area that permits other

forms of Stormwater Management set out in section 4 of Schedule 1. For areas located in the North East Comox Stormwater Management Area, storm servicing requirements are set out in Schedule 7 established under this bylaw.

4.11. Landscaping shall be provided in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedule 5 established under this bylaw.

4.12. Fibre optics shall be installed in accordance with guidelines outlined in Schedule 6 established under this bylaw.

4.13. The *Works and Services* required in Part 5 shall be provided on that portion of any *highway* or *lane* immediately adjacent to the *parcel* that is the subject of the *subdivision* or *building permit* application, as the case may be.

4.14. All *Works and Services* to meet quality control & assurance and documentation standards outlined in Schedule 8.

Servicing Requirements on An Adjacent Highway

4.15. *Council* hereby delegates the Approving Officer the authority outlined in the *Local Government Act* to require that, prior to *Subdivision Approval* the *Owner* shall provide *Works and Services* directly attributable the *Subdivision*, in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedules established under this bylaw, on that portion of every *Highway* immediately adjacent to the *Parcel* being subdivided up to the centre line of the *Highway*.

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Servicing Requirements on a Building Site

4.16. *Council* hereby delegates to the *Director* the authority outlined in the *Local Government Act* to require that, as a condition of the issuance by the Town of a *Building Permit*, that the *Owner* shall provide *Works and Services* directly attributable the *development*, on or adjacent to the site subject to the *Building Permit* in accordance with the level of service set out in section 1 of Schedule 1 and the standards set out in Schedules established under this bylaw.

Works and Services in Highway Rights of Way

4.17. The *Works and Services* required by this bylaw shall be provided in dedicated *Highways*, unless the *Director or Approving Officer* has approved the location of the *Works and Services* in a statutory right-of-way granted to the *Town*, in which case the statutory right-of-way, including any required plan of right-of-way, must be prepared at the cost of the Developer, in terms satisfactory to the *Approving Officer*, and deposited concurrently with the deposit of the *Subdivision* plan in the case of a *Subdivision* application and prior to building permit issuance the case of a *Building Permit* application.

4.18. Any *Works and Services* required by this bylaw within an existing *Highway* right-of-way shall be provided, at a minimum, to the centre line of the *Highway* along the entire *Frontage* of the property, except that all required utility upgrades for water, sanitary sewer, stormwater, natural gas, electrical, street lighting or telecommunications shall be provided within the entire right-of-way regardless of its location.

Excess or Extended Services

4.19. *Council* delegates to the *Approving Officer* the authority to:

(a) determine what *Excess or Extended Services* are required in connection with a *Subdivision* or *Development*;

(b) determine whether the cost of those *Excess or Extended Services* are excessive such that the municipality cannot pay for those costs;

(c) identify the *Benefiting Lands* in relation to *Excess or Extended Services*; and

(d) determine what proportion of the costs associated with the *Excess or Extended Services* is associated with each *Benefiting Lands*.

Cash in Lieu

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4.20. The *Approving Officer* may require the *Owner* to provide to the *Town*, cash in lieu of the required *Works and Services*. The amount of cash in lieu shall be approved by the *Approving Officer* but shall not exceed 125% of the value of the design, *construction*, and installation of the required *Works and Services*. The *Consulting Engineer* may be required to prepare and submit the *Estimated Cost* of *Works and Services* to assist the *Approving Officer* in their evaluation.

PART 5. EXEMPTIONS AND UNIQUE CIRCUMSTANCES

Exemptions from Services at Subdivision

5.1. Despite the requirements in Part 4, the *Works and Services* requirements of this bylaw do not apply to a *Subdivision* which creates only:

(a) a *Highway* dedication;

(b) parkland;

(c) a *Parcel* for the installation of public utilities and related structures and equipment; or

(d) a consolidation of *parcels*; or

(e) a *parcel* line adjustment, in which the number of buildable *parcels* is not increased, except that the *owner* must meet section 5.3.

5.2. *Council* hereby delegates to the *Approving Officer* the power to exempt a *parcel* from the statutory or bylaw minimum *frontage* provided for in the *Local Government Act*.

Unique Circumstances for Subdivision

5.3. Despite section 5.1, where an *owner* is making an application to adjust *parcel* lines, and the *parcel* line adjustment does not create any additional *parcels*, the *owner* shall:

(a) extend the existing services to the adjusted *parcel lot* line;

(b) provide a drawing, prepared by a *surveyor*, indicating the locations of all existing and extended services, including power, water, sewer, and onsite disposal, if applicable; and

(c) identify which *parcel* will connect to which service.

If a service is not located in a dedicated *Highway* right-of-way or within the *Parcel* that it will service, the location and access to that service shall be protected by a *Highway* right-of-way in accordance with section 4.17.

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Exemptions from Services at Building Permit

5.4. *Works and Services* requirements of this bylaw do not apply to a *Building Permit* for accessory buildings or structures, internal alterations of a building and/or structure where the principal use and number of dwelling units of the building and/or structure, or part thereof, is not changing.

5.5. *Works and Service*s requirements for small scale multi-unit housing of up to 4 units in infill areas with at least 1 existing dwelling unit and existing frontage works that do not meet the standards set out in this bylaw may either construct the required frontage improvements as determined by the *Director* or pay cash-in-lieu, in accordance with section 4.20, for the proportion of the units being developed as follows:

(a) 33 percent for the second principal unit;

(b) 33 percent for the third principal unit; and

(c) 34 percent for the fourth principal unit.

Alternative Designs

5.6. Despite the requirements in Part 4, the *Approving Officer* or *Director* may approve alternative designs that meet the performance objectives of the requirements set out in the Schedules if the *Owner* provides a report prepared by their *Consulting Engineer*

clearly demonstrating that the alternative design will meet or exceed the performance objectives of the requirements set out in the Schedules.

PART 6. FEES AND SECURITY

Fees and Payment of Charges

6.1. *Final approval* of the *Subdivision*, issuance of the *Certificate to Proceed with Construction*, issuance of a *Preliminary Layout Review Letter*, or issuance of *Building Permit*, as the case may be, will not be issued by the *Town* until all applicable *fees* and charges have been paid.

Development Approval Fees

6.2. The *Owner* shall pay all engineering and legal *fees* as well as outside consulting costs incurred by the *Town* relating to the *subdivision* and servicing of the land, including detailed review and approval of the *Design Drawings*, monitoring the installation of the *Works and Services*, and the costs of connecting the *Works and Services* to the *Town*'s existing infrastructure.

6.3. Prior to issuance of the *Certificate to Proceed with Construction*, the *Owner* shall pay to the *Town* a Review and Inspection Fee in an amount equal to 2 percent of the estimated cost to *construct* the *Works and Services* as approved by the *Town*.

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Works and Services Security

6.4. Final approval of the *Subdivision* or issuance of a *Building Permit* shall not be granted prior to the provision of *Works and Services* unless the *Owner* pays to the *Town* a security in an amount equal to 125% of the *Consulting Engineer*'s Estimate of the Cost of the *Off Site Works and Services* required for the proposed *Subdivision* or *Development* to meet the requirements of this bylaw.

6.5. Prior to issuance of a *Building Permit* for a *Development* or *Final Approval* of a *Subdivision* in which landscaping is required, the *Owner* pays to the Town security in the amount equal to 125% of the estimated value of the landscaping as prepared by the *Consulting Landscape Architect* for the proposed *Subdivision* or *Development* to meet the requirements of this bylaw.

6.6. The *Owner* shall be responsible for the actual cost of the *Works and Services* and landscaping regardless of the adequacy of the security deposited with the *Town*.

Maintenance Security

6.7. The *Town* shall:

(a) Return the security required pursuant to Sections 6.4 of this bylaw, less ten percent (10%) as maintenance security, plus two hundred percent (200%) of the cost to repair deficiencies and defects as estimated by the *Owner*'s *Consulting Engineer* as approved by the *Director* as a deficiency holdback during the one-year *Maintenance Period*;

(b) Establish the date of commencement of the one-year *Maintenance Period*, and

(c) Advise the *Owner* of the terms of the one-year *Maintenance Period*.

6.8. For *Subdivisions* completed under the provision of section 4.2(a), at time of *Substantial Performance*, the *Owner* must pay to the *Town* a security in an amount equal to 10% of the *Consulting Engineer*'s estimate of the cost of the *On-Site Works and Services* plus two hundred percent (200%) of the cost to repair deficiencies and defects as estimated by the *Owner*'s *Consulting Engineer* as approved by the *Director* as a deficiency holdback during the one-year *Maintenance Period*. The Town shall:

(a) Establish the date of commencement of the one-year *Maintenance Period*, and

(b) Advise the *Owner* of the terms of the one-year *Maintenance Period*.

6.9. The *Town* shall:

(a) Return the security required pursuant to Sections 6.5 of this bylaw, less ten percent (10%) as maintenance security, plus two hundred percent (200%) of the cost to repair deficiencies and defects as estimated by the *Owner*'s *Consulting Landscape Architect* and as approved by the *Director* as a deficiency holdback during the two-year *Maintenance Period*;

(b) Establish the date of commencement of the two-year *Maintenance Period*, and

(c) Advise the *Owner* of the terms of the two-year *Maintenance Period*.

6.10. All *Works and Services* required to be constructed or provided pursuant to the provisions of this bylaw shall remain the sole responsibility of the *Owner* until a *Certificate of Acceptance* has been issued by the *Town*. The *Owner* shall maintain the works and repair or replace any defective works during the *Maintenance Period*. Should the *Owner* fail to maintain, repair or replace said works, the *Town* may undertake such maintenance, repairs or replacement using the security provided.

6.11. The *Maintenance Period* shall not commence until:

(a) *Substantial Performance* of the *Works and Services* has been achieved, and;

(b) the *Record Drawings* have been submitted by the *Owner* and approved by the *Approving Officer*.

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6.12. Should the *Maintenance Period* commence between the period November 1 and May 31, the *Director* may require the *Maintenance Period* be extended so that it terminates on June 1 following the anniversary of the commencement date of the *Maintenance Period*.

PART 7. GENERAL PROVISIONS

Project Supervision and Certification

7.1. All *Consulting Engineer*s that are required as a condition of this Bylaw shall follow the requirements of professional quality control and assurance standards per the Engineers and Geoscientists BC (EGBC) Professional Practice Guidelines and be on-site during the period of *construction* of all works falling within their field of expertise. The *Consulting Engineer* responsible for the respective works shall, upon satisfactory performance of said works, provide the *Town* with their written certification that they were, in fact, on-site during the period of *construction* of the works and that said works were installed meeting the requirements of this bylaw.

Consulting Professionals

7.2. The *Owner*, at its expense, shall retain a *Consulting Engineer* to design, inspect, test and certify all *Works and Services*, as set out in Schedules established under this bylaw and a *Consulting Landscape Architect* to design, inspect and certify landscaping as set out in Schedule 5.

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Cost of Services

7.3. All *Works and Services* required by this bylaw shall be constructed at the expense of the *Owner*.

Latecomer

7.4. Where the *Owner* is required by the *Town* to provide *excess or extended services*, the *Owner* is entitled to receive *latecomer charges* in accordance with:

(a) The *Local Government Act*; and

(b) The *latecomer* policy of the *Town*, where applicable; and

(c) The *latecomer* agreement in a form acceptable by the *Approving Officer*.

7.5. The *Approving Officer* shall require the *Owner* to provide appropriate documentation and associated costs respecting potential *latecomer* eligible properties. The issuance of a *Certificate to Proceed with Construction* shall be withheld until receipt of the said information.

7.6. The interest rate applicable to *latecomer charges* as per the *Local Government Act* shall be calculated by the *Town* at the time the *latecomer* agreement is signed and shall equal the prime lending rate of the chartered bank used by the *Town*, less one percent.

Transfer of Ownership

7.7. *Works and Services* constructed and installed under this bylaw become the property of the *Town* or the agency having jurisdiction, subject to no encumbrances, on issuance of the *Certificate of Acceptance*.

Stop Work Order

7.8. The *Approving Officer*, *Director*, *Building Official*, or the Bylaw Enforcement Officer may order:

(a) a person who contravenes this bylaw to comply with the bylaw within a time limit specified in the order;

(b) a person to stop *construction* on the work, or any part thereof, if such work is proceeding in contravention of this bylaw.

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Record Drawings

7.9. The *Owner* must submit *Record Drawings* following the completion of the *Works and Services* and prior to issuance of a *Certificate of Substantial Performance*.

7.10. If the *Owner* wishes to receive *Subdivision Approval* prior to submission of required *Record Drawings*, tests results, service cards, inspection reports, video reports, maintenance and operations manuals, and professional certifications, such Approval may be granted at the sole discretion of the *Director*, subject to a deficiency holdback in an amount set by the *Approving Officer* pursuant to this bylaw.

Delegation

7.11. The *Director* and the *Director of Development Services* are hereby delegated as the *Servicing Officer* for the Town. A *Servicing Officer* is authorized to exercise the powers and perform the duties set out in the *Local Government Act*.

7.12. The *Director and Approving Officer* is hereby delegated the powers to execute and amend all forms related to this Bylaw, including:

(a) Statutory Right-of-way;

(b) *Servicing Agreements*;

(c) Maintenance Agreements;

(d) Section 219 Covenants;

(e) Application Forms, Application Requirements, and Drawing Standards; and

(f) Latecomer Agreements.

PART 8. ENFORCEMENT

Authorization to Enter

8.1. The *Approving Officer*, *Servicing Officer*, *Director, Building Official* or their designates are authorized to enter, at all reasonable times, upon any property or premises to inspect the same in connection with their duties under this Bylaw and to ascertain whether the provisions of this Bylaw are being complied with.

Violation and Offence

8.2. It is an offence for any person to cause, suffer, or permit the *subdivision* of land in contravention of this bylaw or otherwise to contravene or fail to comply with this bylaw.

8.3. It is an offence for any person to prevent or obstruct or attempt to prevent or obstruct the authorized entry of the *Approving Officer*, *Director* or their designates, authorized under this bylaw.

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Offences and Penalty

8.4. Any person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by this Bylaw, is liable upon summary conviction to a maximum fine of $50,000. A separate offence shall be deemed to be committed on each day during, or on which, a violation occurs or continues.

PART 9. REPEAL AND ADOPTION

9.1. "Town of Comox Subdivision and Development Servicing Bylaw No. 733 & 1261" and all amendments thereto are hereby repealed upon adoption of this bylaw.

READ A FIRST time this	day of	, 2025
READ A SECOND time this	day of	, 2025
READ A THIRD time this	day of	, 2025
ADOPTED this	day of	, 2025

DRAFT

MAYOR

CORPORATE OFFICER

SCHEDULE 1

SUPPLEMENTARY DESIGN GUIDELINES

SUPPLEMENTARY DESIGN GUIDELINES

This schedule contains supplementary design guidelines to be applied in conjunction with the Design Guidelines of the Master Municipal Construction Documents, dated 2022, both of which shall apply to all Works and Services constructed within the Town of Comox.

Supplementary Design Guidelines contained within this Schedule supplement or supersede the Master Municipal Construction Document (MMCD). Where the Town of Comox Supplementary Design Guidelines conflict with the MMCD, the Town of Comox Supplementary Design Guidelines shall take precedence.

Section number and clause numbers in the Town of Comox Supplementary Design Guidelines coincide with the MMCD numbering protocol.

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1.0 GENERAL DESIGN CONSIDERATIONS

1.5.3	**Sewers in Common Trench**	Replace Section	Mainline storm and sanitary sewers may not be installed in a common trench.
1.8	**Level of Service Requirements**	Add Section	The minimum level of service to be constructed is set out in Table 1.8 below. While Table 1.8 sets out the minimum level of service required, the *Servicing Officer* retains the right to require a higher level of service or standard due to the conditions affecting a specific Subdivision. The following definitions correspond to Table 1.8: • WTR – Town water system. Connection requirements are outlined within this schedule and corresponding schedules for construction specifications and detail drawings. • WELL – "On-site" water system for each given parcel, where servicing by the Town water system is not available. Note that this definition is included for reference purposes. • SWR – Town sanitary sewer system. Connection requirements are outlined within this schedule and corresponding schedules for construction specifications and detail drawings. • SEP – "On-site" sanitary system for each given parcel, where servicing by the Town sanitary system is not available. Note that this definition is included for reference purposes. • STM – Closed drainage collection and disposal system. Connection requirements are outlined within this schedule and corresponding schedules for construction specifications and detail drawings. • DITCH – "Open" drainage collection and disposal system with open ditches and culverts. Technical requirements are outlined within this schedule and corresponding schedules for construction specifications and detail drawings. • SL-C – street lighting with cobra head-style • SL-D – decorative streetlighting • UG – underground communication and electrical wiring

Table 1.8 – Level of Service Guidelines

Road Classification for Level of Service	Water*	Sanitary**	Storm	Lighting	Wiring***	Roadways / Sidewalks
Local	WTR	SWR	STM	SL-C	UG	Per section 6 of Schedule 1
Minor Collector	WTR	SWR	STM	SL-C	UG	Per section 6 of Schedule 1
Major Collector	WTR	SWR	STM	SL-C	UG	Per section 6 of Schedule 1
Arterial	WTR	SWR	STM	SL-C	UG	Per section 6 of Schedule 1
Rural Collector	WTR	SWR	DITCH	N/A	UG	Per section 6 of Schedule 1
Downtown	WTR	SWR	STM	SL - D	UG	Per section 6 of Schedule 1
Waterfront	WTR	SWR	DITCH	N/A	UG	Per section 6 of Schedule 1

*Parcels with allowances for on-site water ("WELL") can be referenced in this schedule, Section 2.1.
**Parcels with allowances for on-site sanitary ("SEP") can be referenced in this schedule, Section 3.1.
***Wiring to match existing conditions where possible. Underground is preferred for greenfield subdivisions.

2.0 WATER DISTRIBUTION

2.1	**General**	Add to Section	For areas indicated in Map 2.1, the following water servicing requirements under the current section 2 in the current Schedule 1 do not apply as these areas are permitted for an on-site water system. On-site water systems are regulated under the *Drinking Water Protection Regulation* under the BC *Drinking Water Protection Act.*

A1 A2 A3 A4 A5 A6 A7 A8

ENSIGN ST
GARDENER WAY
MASON AVE
PAINTER PL
BARBER AVE
FORESTER AVE
COACH PL
BUTCHERS RD
GARDENER WAY
WEAVER PL
LAZO RD
LAZO RD
LAZO RD

TOWN OF
COMOX

MAP 2.1
SDS Bylaw - Land Capable of Development Using On-Site Water System

Land Capable of Development Using On-Site Water System

Administrative Boundaries

Town of Comox Boundary

Parcel

1,000

Meters

Scale: 1:2,000
(When Printed at 11 x 17")

2.2 Metering Replace Section

Meters shall be required on all single-family, single-family with secondary suite, multi-family, commercial, institutional and industrial developments. The water meter setter size shall be 25mm for all single-family residential homes without fire sprinklers unless there is a demonstrated need for a larger meter. All other meters must be sized in accordance with AWWA M22 and form contained in Appendix A. It should be noted that this methodology is based on the fixture value method and not the fixture unit method employed in the BC Building Code for piping within buildings.

Meters are to be sized and purchased by the developer per the Town's Approved Products List and deposited at the Town of Comox Public Works Yard for installation at Town cost prior to occupancy.

The maximum operating range for a water meter shall be less than 80% of the maximum instantaneous flow capacity as outlined by the meter manufacturer, with a maximum pressure loss of 48 kPa at the design flow rate. The size selection must not compromise the operating range or the long-term life of the meter and must ensure that pressures supplied to property are appropriate for the intended use.

For developments that are proposed to be phased, the meter chamber and piping must be sized for the meter required for the ultimate buildout of the development. However, the initial meter installed must also be sized to accurately capture the range of flows for the first phase.

The Consulting Engineer must ensure the meter selection and installation requirements are appropriate for the designed application.

For applications where domestic and fire demands are supplied from the same internal system, refer to the Town's Approved Products List for acceptable systems.

For applications where fire demands are to be supplied from a designated fire system separate from the domestic system, refer to the Town's Approved Products List. Approved backflow prevention shall be provided by the Developer and installed on private

property to isolate the fire system from the Municipal System. A separate meter and service per the Town's Approved Products List.

Other water meter requirements are as follow:

1. Units of measurement shall be cubic metre
2. Water service meters shall be located within the public Right of Way located 300mm off the property line unless authorized by the Engineer.
3. Service boxes for water services larger than 40 mm diameter shall be as approved by the Engineer.
4. All meter lids shall be drilled to allow for the installation of "Touch Pad".
5. Bypasses shall be provided on all meters 50 mm diameter and larger.

Water service and meter installations are to follow typical installation requirements noted in the Supplementary Detail Drawing W11 (as applicable for size) and W15.

2.3 **Per Capita Demand** — Replace Section

In the absence of reliable water consumption records, the following per capita demands shall be applied to future residential development.

- Average annual daily demand (ADD) – 635 L/c/d
- Maximum day demand (MDD) – 2100 L/c/d
- Peak hour demand (PHD) – 3000 L/c/d

2.5 **Fire Flows** — Add to Section

Alternative designs regarding fire flow may be considered by the Town if they meet fire flow requirements outlined in this section.

2.7 **Water Pressure** — Replace Section

Maximum allowable pressure	700 kPa (102 psi)
Minimum pressure at Peak Hour Demand (PHD)	350 kPa (51 psi)
Minimum pressure in system during design Maximum Day Demand plus Fire Flow (MDD+FF)	150 kPa (22psi)

			In exceptional circumstances or for brief periods design pressures of 280 kPa (41 psi) to 770 kPa (112 psi) are permitted. In areas where buildings may be expected to have automatic sprinklers, a special design is required to ensure a continuous supply to the sprinklers while providing adequate flow to standpipes and hydrants.
2.8	**Hydraulic Design**	Add to Section	The consulting Engineer shall apply the results from the water model into their design accordingly.
2.9	**Minimum Pipe Diameter**	Replace Section	Distribution mains: 200 mm Fire hydrant connections: 150 mm Cul-de-sacs without fire hydrants: 150mm Service connections: 25 mm ▪ All designations with fire sprinklers: 50 mm
2.10	**Dead Ends**	Replace Section	Runs of 150 mm main that are more than 200 m should be avoided by construction of additional cross mains, or by increasing the diameter of the long run main. Blow offs must be provided at the end of each dead ends as per MMCD Design Guidelines Section 2.16.
2.14	**Valves**	Replace Section	In general, valves should be located as follows: • In intersections in a cluster at the pipe intersection, there should be: ▪ Minimum three valves at 'X' intersections ▪ Minimum two valves at 'T' intersections • Not more than 20 service connections isolated • Not more than 200 m apart (except on feeder mains where spacing can be increased to 800 m) • Not more than 1 hydrant isolated. • On a new water line near the point of connection to the existing system • Adjacent to a pressure reduction station or a connection to a supply main • In high density residential areas where more than 50 dwelling units would otherwise be without water supply in the event of a single water break or un-serviceability.

			All valves shall be gate valves of the same size as the main.
2.15	**Hydrants**	Replace Section	Fire hydrants should be located in general at street intersections and as follows: • In accordance with the latest "Water Supply for Public Fire Protection – A Guide to Recommended Practice", published by Fire Underwriters Survey • Not more than 90 m from a building. • 2.0 m back from curb or 0.5 m back of sidewalk. • Minimum 1.0 m clear of any other utility structure. • At property line in mid-block locations. • Located a minimum of 60 meters from the end of cul-de-sacs/dead end roads. Hydrants installations are to follow typical installation requirements noted in the Supplementary Detail Drawing W14. Head loss through the hydrant (s) should be calculated as: $HL = 1{,}083 \times Q^2$ Where: HL = Head loss (m) Q = Fire flow (m^3/s) The minimum pressure for all nodes of the system should be at least 150 kPa (22 psi) during fire flow events.
2.16	**Blow Offs and Blow Downs**	Add to Section	Location and installation shall be in accordance with Supplementary Detail Drawing W16.
2.18	**Air Valves**	Add to Section	Air valve chambers shall be located off the road; the use of standpipe vent pipes is prohibited. Location and installation shall be in accordance with Supplementary Detail Drawing W17.
2.19	**Thrust Restraint**	Add to Section	Mechanical thrust restraints can also be used in lieu of thrust blocks.
2.21	**Service Connections**	Add to Section	New service connections shall be designated at one service per parcel. Service connections connected to watermains to be decommissioned/abandoned should be disconnected

			at the saddle/connection to watermain, in addition to disconnecting at the curb stop end.
2.22	**Alignments and Corridors**	Replace Section	Water mains shall be located to serve all parcels directly. Where a road curves, bends shall be used at intervals to maintain the offset between intersections. Deflection of any sections of the water main is prohibited. Where the proposed travelled surface of a roadway is on a consistently ascending or descending grade, the main may be installed at a constant depth below such grade with appropriate vertical bends as necessary. On straight roads, watermains should have straight alignment with uniform offsets between intersections. For curved roads and alignments, design joint deflections should be limited to half the maximum deflection specified by the pipe manufacturer for a standard, 6m pipe length. Where the road grade fluctuates between ascending and descending, the main shall be laid on a uniform grade, avoiding unnecessary high and low points. Arcing of pipe is prohibited. Bends shall be used to negotiate horizontal and vertical turns. Horizontal and vertical curves should not coincide, and unnecessary curves should be avoided. Pipe alignment to be at a parallel offset with an established road right-of-way or property line. Mains on new roads must be located as indicated in the applicable road cross section Supplementary Detail Drawings.
2.25	**Pressure Reducing Valve (PRV) Stations**	Replace Section	General requirements for pressure reducing stations shall be as follows: ▪ Include a dual Pressure Reduction Valve (PRV) arrangement with separate domestic and fire flow PRV's ▪ Epoxy coated valve bodies both inside and out.

  - Fire flow PRV must be equipped with a position indicator (limit switch).
  - Domestic flow PRV must be equipped with position indicator and insertion flow meter.
  - Filters shall be provided on all valve control piping.
  - All piloting shall be set to fail close.
- Include a surge/high pressure relief valve with stainless steel mesh dichlorination basket (capable of housing a minimum of 8 – 65mm dichlorination pucks).
- Pressure relief valves and surge relief valves to include anti-cavitation trim where recommended by the manufacturer based on site specific differential pressures.
- Each PRV and surge relief valve must be provided with isolating valves such that individual components can be removed for repair and each component can be operated independently.
- Pressure gauges and pressure transducers complete with snubbers and isolating valves must be included to register both upstream and downstream pressure.
- All piping and fittings, including control piping, must be stainless steel.
- Grooved couplings must be included to assist in disassembly of piping as required.
- All equipment and controls must be mounted in an above ground secure, lockable cabinet, on a concrete foundation. The cabinet shall be as follows:
  - Include two separate compartments, including one for the electrical controls and another for the mechanical piping and valves. All compartment must be heated, lighted and the controls enclosure must be ventilated
  - Include removable roof hatch above the Mechanical compartment.
  - Fabricated from powder coated aluminum.
  - Include a rubber gasket between the aluminum kiosk and the concrete to prevent water leakage into the kiosk.

2.26	**Abandonment**	Add Section	All mains are to be abandoned as part of the works, fitting shall be removed and the mains shall be filled with grout or Controlled Density Fill (CDF).
2.27	**Cross Connection Control**	Add Section	There shall be no connection between a public and a private potable water system, nor between either water system and a sewer or appurtenance thereto, which would permit the passage of private water or any sewage or polluted water into the potable public supply. No pipe, valve or fitting which has been exposed to raw sewage shall thereafter be included in a potable water system, either temporarily or permanently.

SUPPLEMENTARY DESIGN GUIDELINES
SANITARY SEWERS

3.0 SANITARY SEWERS

3.1	**General**	Add to Section	The quantity of sewage to be carried in a proposed sanitary sewer shall be determined by the Consulting Engineer having regard for the type and extent of existing and ultimate development within the total area to be served. The presence of an existing Town sewer does not imply that such is a suitable or adequate point of discharge. Where downstream facilities are inadequate to handle the increased flow from the proposed subdivision and/or development, a special design is required. For areas indicated in Map 3.1, the following sanitary servicing requirements under the current section 3 in the current Schedule 1 do not apply as these areas are permitted for an on-site sewerage system. On-site sewerage systems are regulated under the *Sewerage System Regulation* under the BC *Public Health Act.*

A1 A2 A3 A4 A5 A6 A7 A8

CAMBRIDGE RD
ETON RD
EASTRIDGE CRT
HIGHRIDGE DR
GUTHRIE RD
WOODLAND DR
MORALEE DR
GREENMOOR
RIDGEMOUNT DR
CRESTVIEW DR
TORRENCE RD
VIEW CRES
OCEAN VIEW AVE
HILLSIDE AVE
ZEPHYR PL
COASTAL VIEW DR
WINGRD
BROOKLYN ST
NIMPKISH ST
CROWN PL
DECASTRONIA
NOTE AVE
DEER WOOD PL
SABRE CRT
HARVARD AVE
ADMIRAL RD
POTTER PL
DOGWOOD AVE
SAVARY PL
QUARRY PL
CANSO AVE
CASEY RD
SONORA PL
BASIN ST
GRAND BANKS WAY
FORESTER AVE
SLATER PL
MASON AVE
BUTCHERS RD
BARBER AVE
COACH PL
RIVER RD
GORDON RD
STICKLEBACK RD
LAZO RD
SHORT ST
ARGUS PL
ALBATROSS AVE
AURORA PL
QUADRANT PL
GORDEL CRES
DEWAN ST
QUARRY RD
BALMORAL AVE
RAYMOND RD
SIMBA RD
HUTTON RD
SAND PINES DR
ALFORD CRES
SOUTHWIND RD
KNIGHT RD
KYE BAY RD
GONEMAH RD

TOWN OF COMOX

MAP 3.1
SDS Bylaw - Land Capable of Development Using On-Site Sanitary Sewer System

Land Capable of Development Using On-Site Sanitary System

Administrative Boundaries

Town of Comox Boundary

Parcel

1,000

Meters

Scale: 1:11,000
(When Printed at 11 x 17")

3.2	**Per Capita Flow**	Replace Section	Sanitary sewer design should be based on an average daily dry weather flow (ADWF) of 360 L/c/d.
3.3	**Non-Residential Flow**	Replace Section	Average dry weather flow (ADWF) for non-residential areas should be based on specific data related to the development or zoning. In the absence of specific data, the following sewage quantities can be used:

Schools, pupils and staff	45 L/c/d
Hotel, full service	1,000 L/room
Motel	350 L/unit
Restaurant and pub	150 L/seat
Other retail and office	120 L/employee
Industrial	11,000 L/ha

3.7.1	**Pipe Flow Formulas - Gravity Sewers**	Delete Replace with	n = Roughness coefficient = 0.013 for all pipe. n = Roughness coefficient = 0.011 for PVC pipe and 0.013 for all other pipe material.
3.9	**Alignment**	Replace Section	Horizontal and vertical alignments should be straight lines between manholes for gravity sewers and between defined deflection points for force mains. Force main line and grade requirements are as indicated for water mains. Air release valves are required at high points.
3.10	**Minimum Pipe Diameter**	Replace Section	The minimum pipe diameter is 200mm except for the upstream section of a residential sewer where future extension is not possible, in which case 150mm is acceptable. Service connections: 100mm, min 2% Sewage force mains: 100mm

			Sewers must be designed to satisfy the following parameters: ▪ 200mm diameter: d/D < 0.5. ▪ 250mm diameter: d/D < 0.7. ▪ 300mm diameter and greater: d/D < 0.8. The minimum grade shall be that which results in a minimum velocity of 0.60 m/s when flowing full or half full.
3.12	**Curved Sewers**	Replace Section	Horizontal and vertical curves may not be formed using pipe joint deflections regardless of recommendations from the manufacturer. Horizontal and vertical adjustments in the sewer alignment shall only be achieved through the use of manholes connecting straight sections.
3.13	**Depth**	Add to Section	Where the depth of cover over the main exceeds 3.6 m, service drops should be provided in accordance with MMCD Standard Drawing S7.
3.14.2	**Manholes - Hydraulic Details**	Replace Table 3.14	Table 3.14 Drop Structures **Invert Difference** / **Structure** Up to 0.25 m / Inside Ramp Greater than 0.6 m / Outside Ramp Note that drop structures for drops between 0.25m and 0.6m are not permitted. Re-grading of the pipes should be completed.
3.16.3	**Service Connections - Grade**	Replace Section	Preferred grade from property line to sewer main is 2%. Any grades not meeting the preferred grade must be approved by the Town. The following are the absolute minimum grades to be met: ▪ 100 mm diameter pipe: 1.5% ▪ 150 mm diameter pipe: 0.6% Larger sizes should maintain grades in keeping with minimum velocity as described in section 3.8.
3.16.4	**Service Connections - Details**	Replace Section	Use standard wye fittings for connections to new mains. For connections to existing mains, use direct tapping only. The service connection centreline must not be below the sewer main centreline.

Service connections may be permitted into manholes if:

- The connection is not oriented against the flow in the main.
- Manhole hydraulic requirements are met.
- The connection enters the manhole so the service invert is no lower than the sewer main crown.
- Benching is performed for each service connection into the manhole.

Services that are decommissioned shall be disconnected at the main. If the service disconnection is temporary and will be reused with a pending development, then it may be disconnected at the property line.

If a stub pipe must be left into a manhole, it shall be capped at such length as to extend outside the pavement surface above.

Inspection chambers are required on residential connections unless the service is less than 2.5 m long and connects to a manhole.

Control manholes are required on all industrial connections and on commercial connections where required by the local authority.

Manholes are required on the sanitary main for service connections larger than 150 mm diameter.

Connections shall be made in accordance with MMCD Standard Detail S7.

3.18	**Pump Stations**	Replace Section	Refer to Schedule 4 – Standards for Sanitary Lift Stations for sanitary lift station design guidelines.

4.0 STORMWATER MANAGEMENT

4.3.1 Applicable Regulatory Policies and Guidelines	Add to Section	• Town of Comox Drainage Infrastructure Protection Bylaw 1824 • Town of Comox Runoff Control Bylaw 1919 • Town of Comox Northeast Comox Stormwater Management Plan • Town of Comox Anderton Servicing Area Stormwater Management Plan (Anderton Corridor Servicing Study) • BC Water Quality Guidelines • Canada Environmental Quality Guidelines
4.3.1.1 Applicable Regulatory Policies and Guidelines – North East Comox Stormwater Management	Add Section	Development that would be applicable under the North East Comox Neighbourhood Stormwater Management Plan should reference all relevant specifications and guidelines for the North East Comox Special Requirements, instead of the following stormwater management sections of the Supplementary Design Guidelines. See Schedule 7 for further information.
4.3.1.2 Applicable Regulatory Policies and Guidelines – Anderton Drainage Area	Add Section	Development that would be applicable under the Anderton Drainage Area Development Works Agreement should reference all relevant specifications and guidelines under that agreement, instead of the following stormwater management sections of the Supplementary Design Guidelines. Guidelines for this area will include the Anderton Corridor Servicing Study and North East Comox Special Requirements (found in Schedule 7).
4.3.2.2 Stormwater Design Criteria - Stormwater Detention and Flow Rate Control	Add	All stormwater detention facilities shall be designed to limit post-development peak flows to equal to the corresponding pre-development peak flows for the 1 in 2, 1 in 5, 1 in 10 and 1 in 25-year return period storm events. Pre-Development Peak Runoff is defined as the runoff leaving the site based on the land use with the highest permeability over the previous 5 years. Pre-development flows for undeveloped areas shall be based on the land's natural state. This is typically defined as forested, unless it can be shown that another condition is applicable. For new developments and re-developments that eventually discharge into a creek, river, or wetland system, runoff volume controls are required to

		prevent erosion and shall recognize both peak flow rates and the duration of the peak flows. Overland escape routes must be provided to account for storms up to 1 in 100 year return period in a manner that does not result in negative downstream impact. Alternatively with Town approval a Development may optionally design the stormwater facility to limit post-development peak runoff to the 100 year pre-development for the 24-hour storm. Alternative designs may be considered by the Town if they meet the outlined in this section. Discharge at the downstream watercourse shall comply with the BC Water Quality Guidelines regarding watercourses and storm drainage systems, and shall be done to prevent erosion to streambeds and streambanks. New flows from development entering natural systems shall be confirmed to not increase flood risk to downstream properties or adversely affect the receiving ditch or channel.
4.3.2.3 Stormwater Quantity and Quality Control	Delete Section and Replace with the Following:	Stormwater Management Systems are to be used to capture rainfall on development lots and roadways. Captured rainfall volume should be infiltrated, evapotranspired, and/or re-used at the source. This is to promote the natural water balance and hydrology. Designs shall incorporate infiltration where possible. The infiltration potential is not consistent across the Town, therefore infrastructure will need to be sized to suit local conditions. It is understood that in some cases, infiltration may not be achievable. In such cases, management systems shall be sized to temporarily store the runoff, maximize infiltration and evapotranspiration potential, and allow some extent of discharge provided it's in the form of seepage and not *direct* runoff ('seepage' meaning the flow of water in a permeable medium and 'direct runoff' meaning stormwater drainage that is collected and conveyed away from the development). This could include but not be limited to planting areas, topsoiled areas, and other impervious surfaces.
4.4 Stormwater Management Plan	Add bullet	• Show that major storm systems do not negatively impact any properties downstream.

4.8	**Rainfall Data**	Add to Section	The intensity duration curve for Environment Canada's monitoring station at Comox Airport at shown in Figure 4.4, with the corresponding table 4.4.1 and interpolation equation table in 4.4.2.
4.11.6	**Storm Sewer System - Alignment**	Replace Section	Horizontal and vertical alignments are to be straight lines between manholes.

4.11.7	**Storm Sewer System - Minimum Pipe Diameter**	Delete bullets	• Storm Sewers 250 mm
			• Culverts
			  • Crossing Driveways 300 mm
			• Service Connections
			  • Residential 100 mm

		Replace with	• Storm Sewers 300 mm
			Except for the upstream section of a residential storm sewer where future extension is not possible, in which case 250mm is acceptable.
			• Culverts
			  • Crossing Driveways 450 mm
			• Service Connections
			  • Residential 150 mm

4.11.9	**Storm Sewer System - Curved Sewers**	Replace with	Horizontal and vertical curves may not be formed using pipe joint deflections regardless of recommendations from the manufacturer. Horizontal and vertical adjustments in the sewer alignment shall only be achieved using manhole connecting straight sections.
4.11.10	**Storm Sewer System - Sewer Depth**	Delete	In no case shall the cover be less than 0.9m or greater than 6.0m without the approval of the local authority
		Replace with	In no case shall the cover be less than 1.0m as measured from finished grade.
4.11.12	**Storm Sewer System - Manholes**	Delete, under subsection "Locations"	• Every change in grade, except as indicated in the Curved Sewers section • Every change in direction, except as indicated in the Curved Sewers section • Downstream of Curved sewers

			• 150 m maximum spacing for pipes smaller than 900 mm diameter • 250 m maximum spacing for pipes 900 mm diameter and larger
		Add Bullets, under subsection "Locations"	• 125 m maximum spacing for pipes smaller than 900mm diameter • 200 m maximum spacing for pipes 900mm diameter and larger
4.11.14	**Storm Sewer System - Service Connections**	Delete Sentence	Every legal lot and each unit of a residential duplex is to be provided with a separate service connection.
		Replace Sentence	Every legal lot is to be provided with a separate service connection.
		Add to Section	Refer to Supplementary Detail Drawing S19 for service connections.
4.15.1	**Best Management Practices (BMPs) for Runoff Control - General**	Add to Section	The application of Best Management Practices is encouraged on individual properties and will be considered on a case-by-case basis for installation on Town land where practical and supported by the Town's capacity for maintenance and operations. All stormwater facilities intended to be maintained and operated by the Town requires the Consulting Engineer to provide a maintenance manual that includes operating, maintenance, and monitoring procedures, as well as the following information where applicable: ▪ Record drawings of the completed facility. ▪ A description of the facility operation including design flows, design depths, and schematic diagrams of the inlet and outlet structures, connections, controls, valves, bypass, overflows, etc. ▪ Applicable vegetation maintenance. ▪ Applicable environmental regulations and best management practices. ▪ Recommended monitoring and inspection schedule, including a list of manufacturer's operation, service, and repair instruction and parts list. ▪ Calculations for sediment yield / discharge.

4.17	**Erosion and Sediment Control (ESC)**	Add to Section	Erosion control shall be undertaken per the Town of Comox Drainage Infrastructure Protection Bylaw.

Figure 4.1: Intensity Duration Frequency Curves Comox A –BCHP ID: 1021830
Years of Record: 1963-2006 (40 Years)

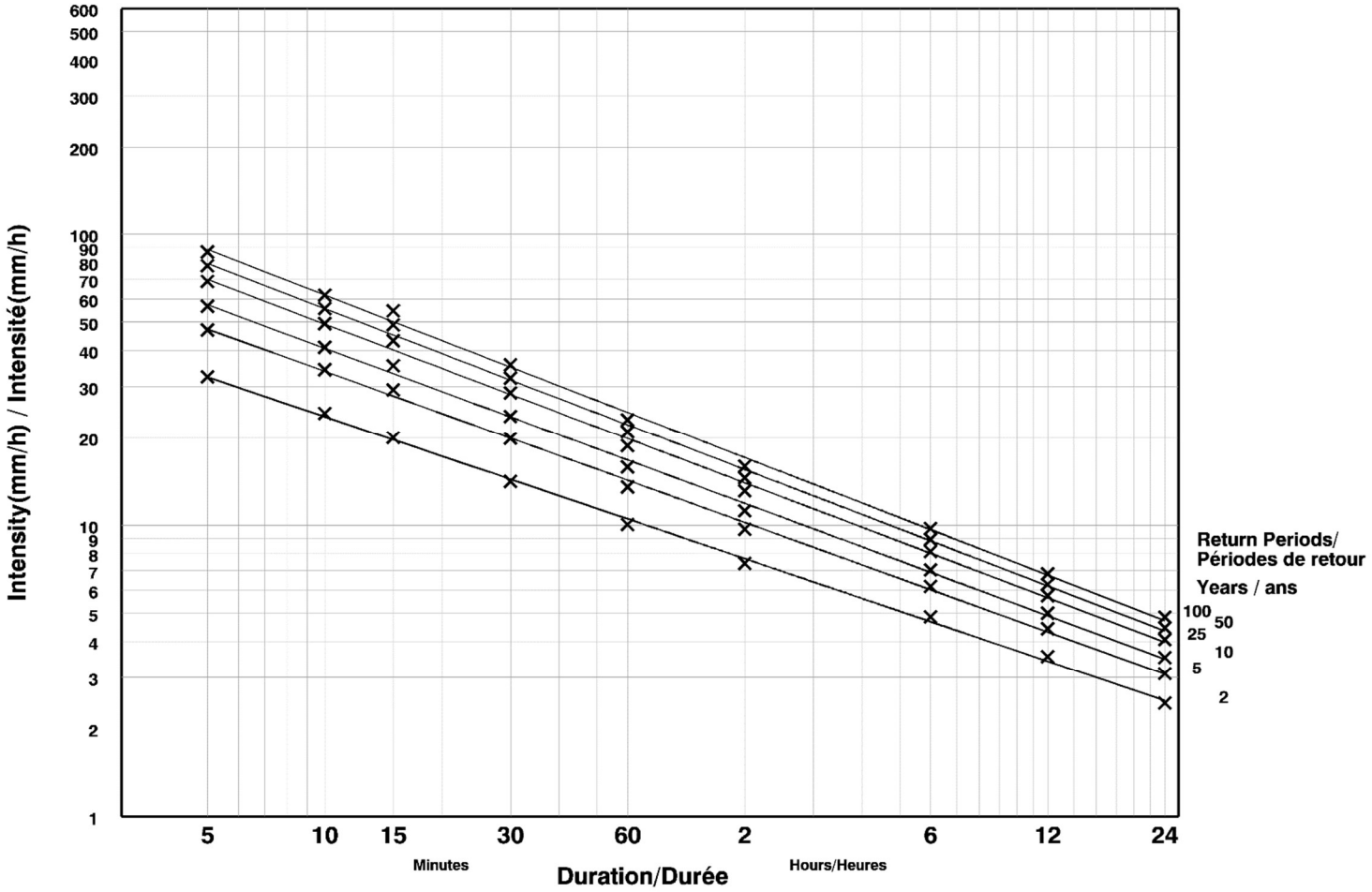


Table 4.4.1: IDF Curve Intensity Summary Table (mm/hr)
Comox A ID 1021830

Time		Return Frequency					
Minutes	**Hours**	**2 Years**	**5 Years**	**10 Years**	**25 Years**	**50 Years**	**100 Years**
15	0.25	20.0	29.3	35.5	43.2	49.0	54.7
30	0.5	14.2	19.9	23.8	28.6	32.2	35.7
60	1	10.1	13.6	15.9	18.8	21.0	23.1
120	2	7.4	9.7	11.2	13.1	14.6	16.0
360	6	4.9	6.2	7.0	8.1	9.0	9.8
720	12	3.5	4.4	5.0	5.7	6.3	6.8
1440	24	2.5	3.1	3.5	4.1	4.5	4.9

Table 4.4.2: Interpolation Equation of IDF Curve – Historical Data for Comox A ID 1021830
$R = A * T^B$ where: R = Rainfall (mm/hr), A and B = Coefficients, based on return period

Parameters	Return Frequency					
	2 Years	**5 Years**	**10 Years**	**25 Years**	**50 Years**	**100 Years**
A	10.5	14.3	16.8	19.9	22.2	24.5
B	-0.452	-0.482	-0.495	-0.506	-0.513	-0.518

Note: Coefficients are based on historical data – When using this table, 15% must be added to resulting intensities

6.0 ROADS

6.2	**Road Classification**	Replace Bullet	• A public lane (or alley) is a roadway with the primary function of providing land access, typically at the rear of abutting properties. Public lanes are not generally intended to carry through traffic. Lanes should run straight between local roads without corners or T-intersections. Lanes are encouraged in new subdivision layout design where possible for access and utility conveyance. Refer to Supplementary Detail Drawing R18.
6.3	**Cross-Section Elements**	Delete Table 6.1, Table 6.2 and Table 6.3	Replace with Table 6.1 noted below.

Table 6.1: Road Cross Section Requirements

Classification	ROW Width (m)	Design Speed (km/h)	Pavement Configuration	Sidewalk	Parking
Local - A	20	50	- Two 3.0m travel lanes	- Width varies from 1.5m to 1.8m, depending on configuration with boulevard	Combined with travel lanes
Local - B	20	50	- Two 4.2m travel lanes	- Width varies from 1.5m to 1.8m, depending on configuration with boulevard	Combined with travel lanes
Local - C	20	50	- Two 4.5m travel lanes	- Width varies from 1.5m to 1.8m, depending on configuration with boulevard	Combined with travel lanes
Minor Collector	20	50	- Two 4.3m travel lanes (shared bike and vehicle) - 2.4m parking lane on alternating sides – see note in parking column	- Width varies from 1.5m to 1.8m, depending on configuration with boulevard	2.4m “flex” space for parking, boulevards, pull-outs, bus stops, etc
Major Collector	20	50	- Two 3.3m travel lanes - Two 1.5m bike lane separated by solid paint marking (0.3m buffer) - 2.4m parking lane on alternating sides	- Width varies from 1.5m to 1.8m, depending on configuration with boulevard	2.4m parking on alternating sides
Arterial (2 Lanes)	25	50	- Two 3.3m travel lanes - Two 1.5m bike lane separated by solid paint marking (0.3m buffer)	- Width varies from 2.0m to 2.4m, depending on configuration with boulevard	None
Arterial (3 Lanes)	25	50	- Two 3.3m travel lanes - One 3.3m two-way left turning lane - Two 1.5m bike lane separated by solid paint marking (0.3m buffer)	- Width varies from 2.0m to 2.4m, depending on configuration with boulevard	None
Arterial (4 Lanes)	25	50	- Four 3.3m travel lanes - Two 1.5m bike lane separated by solid paint marking (0.3m buffer)	- Width varies from 2.0m to 2.4m, depending on configuration with boulevard	None

Rural Collector	20	50	- Two 3.0m travel lanes - For roads with bike lanes, two 1.5m bike lanes separated by solid paint marking (0.3m buffer) and 0.5m gravel shoulder on outer edges of the paved section	None	None
Downtown	18.3	50	- Two 3.3m travel lanes - Two 2.4m parking lanes (bump-outs at intersections)	- Required on both sides - 1.8m sidewalk with 1.6m boulevard for softscape landscaping	2.4m parking lanes on both sides
Waterfront	20	50	- Two 3.0m travel lanes - Two 1.5m bike lanes separated by solid paint marking (0.3m buffer) and 0.5m gravel shoulder on outer edges of the paved section	None	None

6.4	**Alignments**	Delete Table 6.4 – Alignment Standards	Replace as follow:

Table 6.4: Alignment Standards

Classification	Design Speed (km/h)	Min. Radius (m)	Grade** (%)		K-Value	
					Crest Curve	Sag Curve
			Desired	Absolute	Min.	Min.
Arterial	50	TAC*	8	8	10	11
Collector	50	TAC*	10	10	7	11
Local	50	35	12	15	4	7
Rural	50	120	10	10	10	11
Lane	30	25	12	12	4	7
Downtown	50	TAC*	10	10	7	11
Waterfront	50	TAC*	10	10	7	11
Driveway Multi-Family	-	-	0.5	12	-	-
Driveway Single Family	-	-	0.5	15	-	-
Driveway ICI				12		

*Note: Minimum Sight Distance is per TAC
** Minimum grade is 0.5% for all roads

6.4.2	**Alignments - Vertical Curves**	Add	Horizontal curves to be avoided coincident with sharp vertical curves.
6.4.3	**Alignments - Cross Slopes**	Delete	Minimum and maximum values vary by design speed between are 1.5% and 4.0%
		Add	Minimum and maximum values shall be between 2.0% and 4.0%
6.5.1	**Intersections - General**	Replace with	The guidelines provided are general considerations for intersection design. The BC Supplement to TAC Geometric Design Guide and the TAC Geometric Design Guide (Chapter 2.3) should be consulted for reference as part of the intersection design process Intersections should be as close to right angles. The angle may be reduced to a minimum 80 degrees where no other alternative exists due to site characteristics.

		The minimum spacing between intersections is measured from centerline to centerline and should be as follow: • Arterial: 250 m • Collector: 100 m • Local: 60 m
6.5.2 Intersections – Curb Returns	Add to Section	Curb return radii at an intersection shall have a minimum radius of 10.5m. A larger radius may be required to facilitate the movements of larger vehicles in industrial and commercial areas, or buses.
6.5.3 Intersections - Corner Cuts	Replace Section	All property corners at an intersection shall be provided with a minimum 6m radius or equivalent corner cut.
6.9 Cul-De-Sac	Add to Section	The grade of a downhill cul-de-sac shall not exceed 1 %. The grade around the gutter line of the bulb of a cul-de-sac shall be 0.4 – 5%. The area between the bulb centre point and the intersecting roadway shall have positive drainage. Cul-de-sacs are to be limited in new subdivision layout where possible.
6.9.1 Cul-De-Sac - Temporary Cul-De-Sac	Add Section	Temporary cul-de-sacs that are to be extended in the future shall be designed with gravel turnarounds beyond the right-of-way dedication. Vehicle Barricades and appropriate signage must be located at the ends of the temporary cul-de-sacs where required for safety or where physical access to the future road is possible. A statutory right-of-way shall be extended to the frontage of all lots around cul-de-sac bulbs.
6.11.1 Sidewalk and Pedestrian Crossings - Sidewalk	Replace Section	Sidewalk requirement varies by road class and is outlined in Table 6.1. Sidewalk construction shall be conformed to Supplementary Detail Drawings C21 and Supplementary Specifications. The preferred sidewalk location would be on the north side, for east-west aligned roadways, and the west side, for north-south aligned roadways. Refer to Maps 6.1 to 6.8 for the sidewalk requirement on each road, separated by road classification.

Map 6.1 All Roads - with Sidewalk - Future Condition

Knight Road
Military Row
Military Row
Lazo Road
Hector Road
Lancaster Way
Murrelet Drive
Aspen Road
Anderton Road
Bolt Avenue
Guthrie Road
Pritchard Road
Noel Avenue
Aitken Street
Robb Avenue
Glacier View Drive
Church Street
Buena Vista Avenue
Comox Avenue
Torrence Road
Ellis Street
Port Augusta Street
Balmoral Avenue
Beaufort Avenue
Stewart Street
Lazo Road
N
W
E
S

TOWN OF COMOX

No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides

1:15,500

0 0.25 0.5 0.75 1 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Produced by the Municipal Works

Map 6.2 - Arterial Roads - with Sidewalk - Future Condition

Knight Road
Military Row
Lazo Road
Hector Road
Lancaster Way
Murrelet Drive
Aspen Road
Anderton Road
Bolt Avenue
Guthrie Road
Pritchard Road
Noel Avenue
Aitken Street
Robb Avenue
Church Street
Torrence Road
Glacier View Drive
Comox Avenue
Buena Vista Avenue
Ellis Street
Port Augusta Street
Balmoral Avenue
Beaufort Avenue
Stewart Street

N
W
E
S

TOWN OF COMOX

No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides
Non-Arterial Roads

1:15,500

0 0.25 0.5 1 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Map Source: Comox Municipal Works

A1 A2 A3 A4 A5 A6 A7 A8

Map 6.3 - Lanes - with Sidewalk - Future Condition

Noel Avenue
Robb Avenue
Pritchard Road
Church Street
Buena Vista Avenue
Ellis Street
Port Augusta Street
Balmoral Avenue
Beaufort Avenue
Comox Avenue
Guthrie Road
Torrence Road

N
W E
S

TOWN OF COMOX

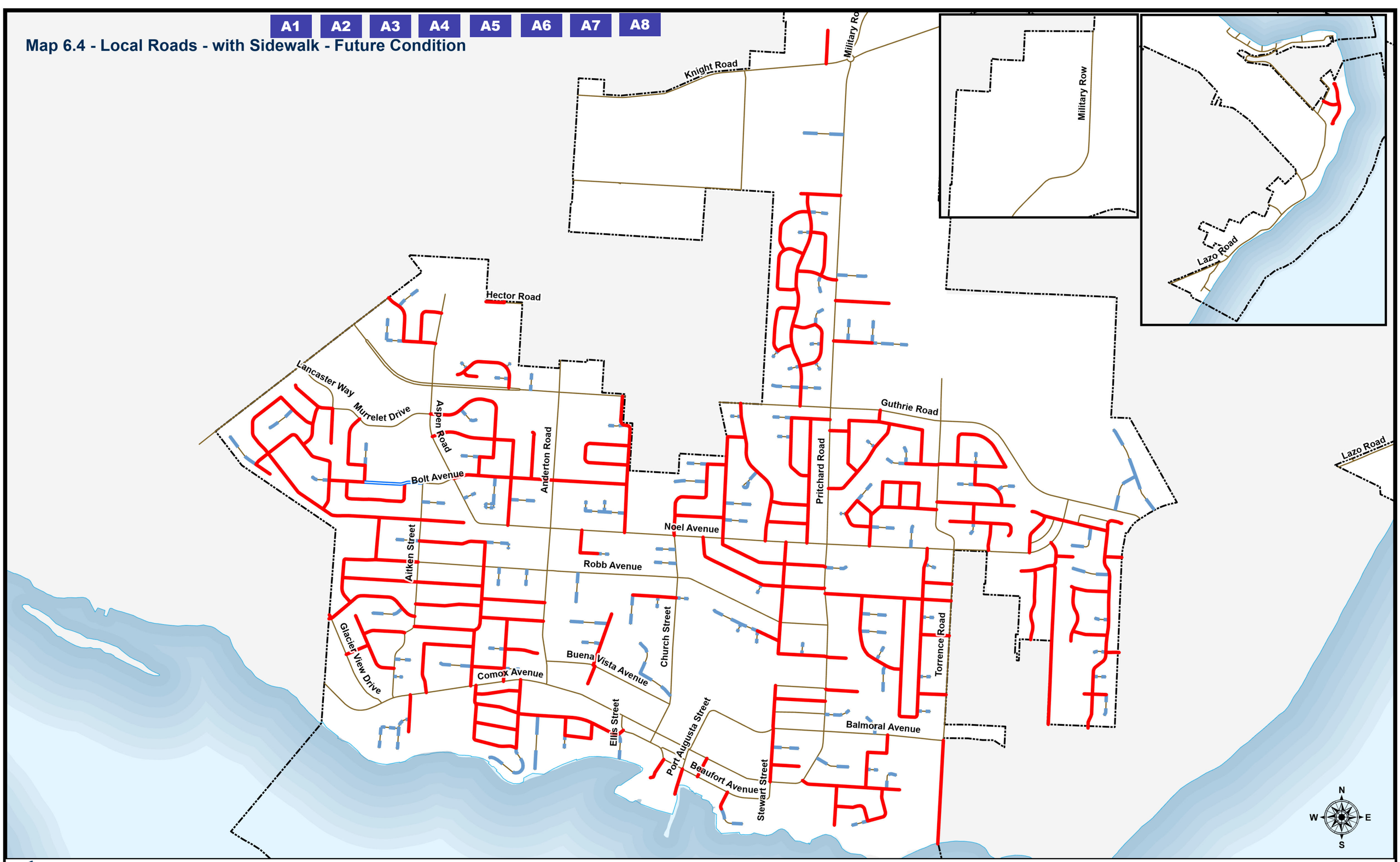
No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides
Non-Lanes
Lanes

1:6,000

0 0.25 0.5 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Produced by Comox Municipal Works

Map 6.4 - Local Roads - with Sidewalk - Future Condition



TOWN OF COMOX

No Sidewalk | Sidewalk - One Side | Sidewalk - Two Sides | Not Local Roads

1:15,500

0 0.25 0.5 1 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Municipal Works

Map 6.5 - Major Collector Roads - with Sidewalk - Future Condition

Knight Road
Military Row
Hector Road
Lancaster Way
Murrelet Drive
Aspen Road
Anderton Road
Bolt Avenue
Guthrie Road
Pritchard Road
Lazo Road
Noel Avenue
Aitken Street
Robb Avenue
Church Street
Glacier View Drive
Buena Vista Avenue
Comox Avenue
Torrence Road
Ellis Street
Port Augusta Street
Balmoral Avenue
Beaufort Avenue
Stewart Street

N
W
E
S

TOWN OF COMOX

No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides
Not Major Collector

1:15,500

0 0.25 0.5 1 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Municipal Works

Map 6.6 - Minor Collector Roads - with Sidewalk - Future Condition

Knight Road
Military Ro
Military Row
Lazo Road
Hector Road
Lancaster Way
Murrelet Drive
Aspen Road
Anderton Road
Bolt Avenue
Guthrie Road
Pritchard Road
Noel Avenue
Aitken Street
Robb Avenue
Glacier View Drive
Church Street
Buena Vista Avenue
Comox Avenue
Torrence Road
Ellis Street
Port Augusta Street
Balmoral Avenue
Beaufort Avenue
Stewart Street
Lazo Road
N
W
E
S

TOWN OF COMOX

No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides
Not Minor Collector

1:15,500

0 0.25 0.5 1 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Map Source: Town of Comox Municipal Works

A1 A2 A3 A4 A5 A6 A7 A8

Map 6.7 - Rural Collector Roads - with Sidewalk - Future Condition

Lazo Road

N
W E
S

TOWN OF COMOX

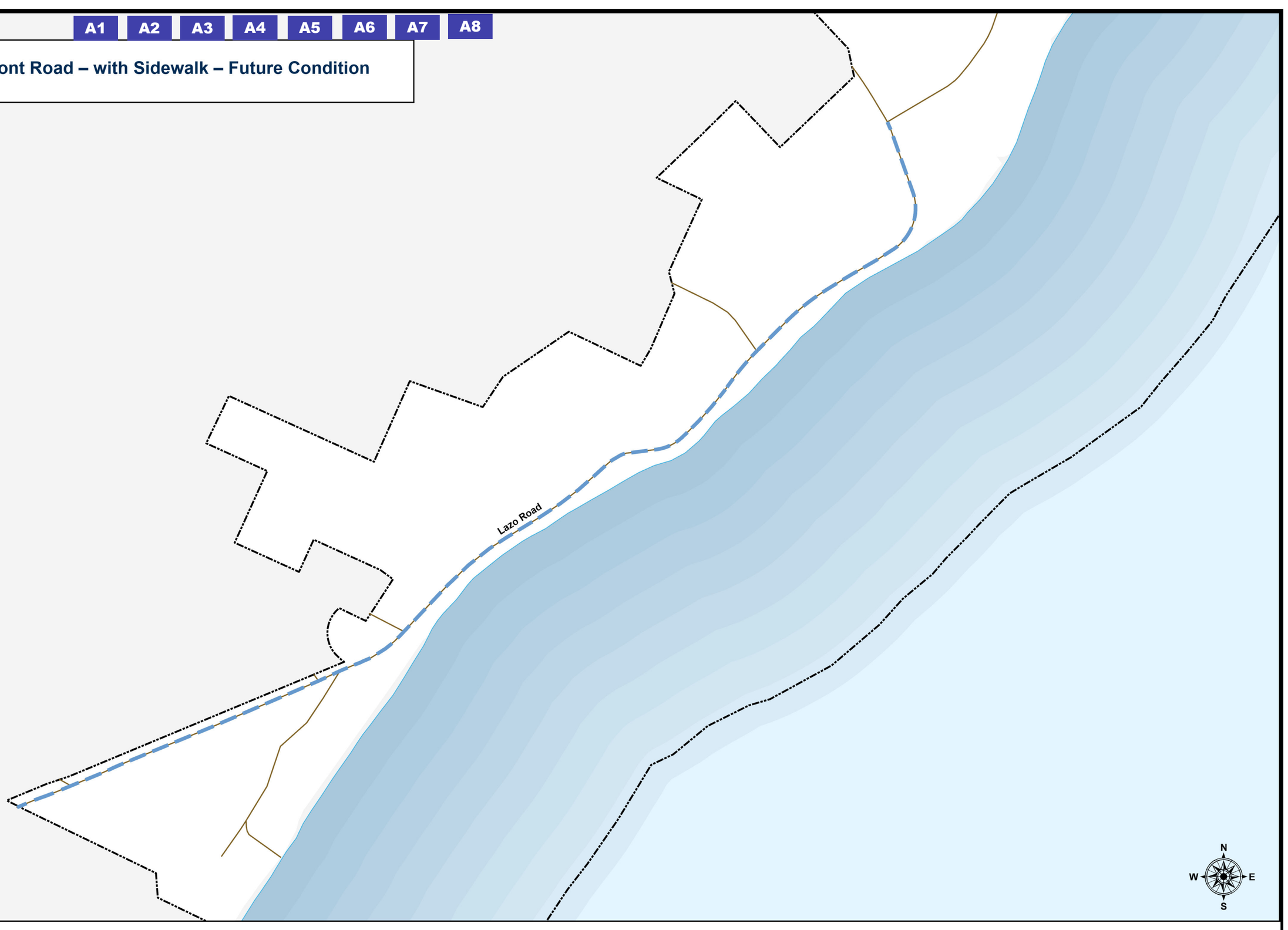
No Sidewalk
Sidewalk - One Side
Sidewalk - Two Sides
Not Rural Collector

1:6,000

0 0.1 0.2 0.4 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Department of Municipal Works

Map 6.8 – Waterfront Road – with Sidewalk – Future Condition



TOWN OF COMOX

No Sidewalk | Sidewalk - One Side | Sidewalk - Two Sides | Other Road

1:5,000

0 0.25 Kilometers

NAD83 UTM Zone 10
Map Date: July 7, 2025
Map Source: Town of Comox Municipal Works

6.11.3	**Sidewalk and Pedestrian Crossings - Pedestrian Connections**	Add Section	A pedestrian connection is a specific pathway designated for connecting two adjacent local streets or the end of a cul-de-sac. It shall be surfaced with concrete or asphalt with centre valley drainage or crossfall to curb. A pedestrian connection connecting a turning area of a cul-de-sac street to an adjacent street shall be provided where a cul-de-sac street is longer than 120 metres in length, as measured to the centre of the turning bulb. When such a connection is provided, the length of the cul-de-sac street may be increased to 230 metres. A pedestrian connection connecting a street to an adjacent street shall be provided at the mid-point of a street where continuous street frontage exceeds 370 metres; where a pedestrian connection is provided, frontage may be increased to a maximum of 500 metres. Pedestrian connection widths shall be as specified in Supplementary Standard Drawing R20.
6.14.3	**Driveway Location and Width**	Replace Section	Subject to compatibility with local bylaws, use the following dimensions. • Residential Zones: Driveways located on corner lots should be no more than 2 m from the lot corner farthest from the intersection. Provision of adequate sight distance should be considered in accordance with TAC Geometric Design Guidelines • Minimum and maximum widths of driveways and driveway crossings shall be in accordance with Town of Comox Bylaw 1920 Comox Highway Use. Driveways should be paired where possible. Refer to Supplementary Detail Drawing G10 for preferred utility locations. Driveway and lane crossing shall conform to Supplementary Detail Drawing C16.
6.14.6	**Access Management**	Add	Driveway access means the portion of land providing vehicular access to or from a property up to the curb, edge of pavement or travel surface from servicing ROW.

			Driveway access to an arterial road will be considered for approval only if access to a lower road classification is not available. Hammerhead turnaround facilities on private driveways shall extend perpendicularly a minimum of 20 m beyond the centre of the driveway to accommodate the turning movements of emergency vehicles. Provide "No Parking" signs.
6.16	**Underground Utility Locations**	Delete Bullets	• Water mains under a sidewalk • Sanitary sewers at pavement centre line • Storm sewer 1.2 m from sanitary sewer. • Electrical, telephone and gas in boulevard
		Add	Water mains, sanitary sewers, storm sewers and other shallow utilities (power, communications, fibre) shall be located per road cross section Supplementary Detail Drawings. Underground wiring for power servicing is preferred for greenfield development.
6.17.3	**Pavement Alternatives**	Delete Table 6.17.3.1 Minimum Pavement Structure for Asphaltic Concrete (A.C.) Pavement	Replace with the following:

Table 6.17.3: Roadway Base Design

Classification	Minimum Thickness
Lanes	50 mm A.C. surface course
	100 mm base course
	250 mm subbase
Local, Rural	50 mm A.C. surface course
	130 mm base course
	230 mm subbase
Collector	35 mm A.C surface course
	40 mm A.C. lower course
	150 mm base course
	300 mm subbase

Arterial, Downtown	40 mm A.C surface course
	60 mm A.C. lower course
	150 mm base course
	300 mm subbase
Waterfront	50 mm A.C surface course
	50 mm A.C. lower course
	130 mm base course
	300 mm subbase
Walkways	50 mm A.C. surface course
	100 mm base course

6.20	**Traffic Calming**	Add to Section	Traffic calming policies for the Town can be referenced at the Town of Comox Traffic Calming Policy and Procedures, 2017.
6.21	**Street Parking**	Replace Section	Street parking areas shall be designed in accordance with road cross section Supplementary Detail Drawings.
6.22	**Signage and Lane Markings**	Add Section	Pavement markings should be in accordance with the latest edition of TAC Manual of Uniform Traffic Control Devices. Town signage requirements can be referenced at Supplementary Detail Drawing R19.
6.23	**Greenways**	Add Section	Greenways are intended to carry pedestrian and non-motorized traffic only. See the Comox Parks and Trails Master Plan for identification of greenway locations.
6.24	**Fibre Optics**	Add Section	Refer to Schedule 6 – Town of Comox Fibre Optic Construction Standards for details regarding the design and installation of fibre optics throughout the Town.
6.25	**Rock Medians**	Add Section	Refer to Section 541 – Stone Paving of the BC Ministry of Transportation and Infrastructure 2020 Standard Specifications for Highway Construction for guidance on new or restoration of stone rock medians.

SUPPLEMENTARY DESIGN GUIDELINES
ROADWAY LIGHTING

7.0 ROADWAY LIGHTING

7.1	**General**	Add to Section	Relevant publications of the Illuminating Society of North America (IESNA) including RP-8-14
7.5.1	**Light Sources and Luminaires**	Delete	Common light sources are LED, High Pressure Sodium (HPS) and Metal Halide (MH) however LED have the best efficacy and overall life cycle and are most commonly used.
		Replace with	Light sources shall be LED with 3000K. The selection process shall be done in consultation with the Town and will only include luminaire manufacturers listed in the most current version of the Town's Approved Product List.
7.17.2	**Design – Decorative Lighting**	Add to Section	Refer to Supplementary Detail Drawing E11 for further details on acceptable decorative lighting. Refer to MMCD Standard Detail Drawings E4.1 and E4.2 for details on the Type 2 Luminaire Pole. Refer to BC Ministry of Transportation and Infrastructure Drawing MS316.1 for details on the Type 4A Luminaire Pole.

SCHEDULE 2

SUPPLEMENTARY CONSTRUCTION SPECIFICATIONS

CONSTRUCTION SUPPLEMENTARY SPECIFICATIONS

This schedule contains supplementary specifications to be applied in conjunction with the Specification of the Master Municipal Construction Documents, dated 2019, both of which shall apply to all Works and Services constructed within the Town of Comox.

Supplementary Specifications contained within this Schedule supplement or supersede the Master Municipal Construction Document (MMCD). Where the Town of Comox Supplementary Specifications conflict with the MMCD, the Town of Comox Supplementary Specifications shall take precedence.

Section number and clause numbers in the Town of Comox Supplementary Specifications coincide with the MMCD numbering protocol.

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SECTION

01 55 00S	TRAFFIC CONTROL, VEHICLE ACCESS AND PARKING
01 57 01S	ENVIRONMENTAL PROTECTION
03 30 20S	CONCRETE WALKS, CURBS AND GUTTERS
31 11 01S	CLEARING AND GRUBBING
32 12 16S	HOT-MIX ASPHALT CONCRETE PAVING
32 13 13S	PORTLAND CEMENT CONCRETE PAVING
32 93 01S	PLANTING OF TREES, SHRUBS AND GROUND COVERS
33 11 01S	WATERWORKS
33 30 01S	SANITARY SEWERS
33 40 01S	STORM SEWERS

MMCD Section 01 55 00S TRAFFIC CONTROL, VEHICLE ACCESS AND PARKING

1.0	**General**	Delete Subsection 1.0.4 and replace with the following	Give minimum 48h notice or as otherwise required by local bylaws to local police, fire departments, emergency services, BC Transit, and municipal works authorities prior to beginning construction and comply in all respects with their requirements.
		Add Subsection 1.0.7 as follows	Approval of Town's Highway Use permit required prior to any full or partial sidewalk or walkway closure.
1.4	**Traffic Management**	Add Subsection 1.4.10(6)	Any signs placed on site shall adhere to the current Town of Comox Sign Bylaw.
		Add Subsection 1.4.10(7)	Traffic control and warning devices shall be in accordance with the most recent Province of British Columbia Ministry of Transportation "Standard Specifications for Highway Construction".

MMCD Section 01 57 01S ENVIRONMENTAL PROTECTION

1.0 GENERAL

1.2	**Temporary Erosion and Sediment Controls**	Subsection 1.2.2(1) amend to read	Work around watercourses shall be done in accordance with the most recent version of the "Land Development Guidelines" published by the Provincial Ministry of Environment, the BC Water Quality Guidelines, and the Town of Comox Drainage Infrastructure Protection Bylaw.
1.4	**Environmental Protection**	Subsection 1.4.1 amend to read	Fires and burning rubbish shall only be in accordance with current Provincial and Municipal regulations and the Town of Comox Fire Regulation Bylaw.
1.4	**Environmental Protection**	Subsection 1.4.2 add	Work around watercourses shall be done in accordance with the "Land Development Guidelines", published by the Ministry of Environment, Lands, and Parks, with the Riparian Areas Protection Regulations and the Town of Comox Drainage Infrastructure Protection Bylaw.

MMCD Section 03 30 20S CONCRETE WALKS, CURBS AND GUTTERS

2.0 PRODUCTS

2.1 Materials

Add Subsection 2.1.7

Use curbs as shown in Supplemental Detail Drawing C18.

Add Subsection 2.1.8

2.1.8 The following section outlines material requirements for a standardized aesthetic appearance of exposed aggregate concrete walkways.

.1 Concrete mixes and material under this section shall also meet Section 03 30 53 with the following criteria specific to exposed aggregate:

- Cement content: 300 kg/m^3
- Supplementary Cementing Materials (SCM) content: 30 kg/m^3
- Air content: 6 – 9%
- Air entrainment admixture: as required to achieve specified air content and in conformance with ASTM C260
- Slump: 80 +/- 30mm
- Water reducing admixture: as required to achieve desired workability and conformance with ASTM C494
- Maximum water cementing materials ratio: 0.45
- Curing: type 3 (wet 7 days minimum)
- Admixtures containing calcium chloride not permitted
- Coarse aggregate shall be non-staining and non-reactive to alkali conditions
- Coarse aggregate to be natural round stone not subject to mechanical fracture except as described:
    - Max 15% content of naturally angular and

fractured particles, per particle count
- Max 10% content of thin, flat or elongated particles, per particle count
- Samples to be submitted to Owner

- Fine aggregate to be natural sand with gradation in conformance with CSA Table 10, FA 1
- Combined aggregate content shall be proportioned such that concrete has a minimum coarse aggregate (>5mm diameter) content of 43% of total concrete volume. If pumping is required and allowable by Owner, the minimum coarse aggregate content shall be 39% of total concrete volume. Satisfactory pumping shall be confirmed prior to commencement of work.

.2 Acceptable surface retardant (spray-applied water-soluble surface retarder) – approved products are included in the Approved Products List.

3.0 EXECUTION

3.13	**Special Effects**	Replace Subsection 3.13.2	3.13.2 Exposed aggregate execution .1 Internal vibration and/or vibrating screed are not permitted for exposed aggregate finishing. .2 Follow surface retardant manufacturer's recommendations for application. Do not apply surface retardant until all bleed water has evaporated. Finish to match surrounding concrete in colour, profile, and texture. .3 Depth of aggregate exposure to be within 15% of sample. .4 After initial set, flood with water and brush until 4mm relief is produced throughout. Apply sealer in accordance with manufacturer's instructions and application rates. Provide two complete coats.

3.13	**Special Effects**	Add Subsection 3.13.3	3.13.3 Downtown road cross section to have stamped concrete finish instead of brushed finish.
3.19	**Testing**	Add Subsection 3.19	3.19.1 Portland Cement concrete shall be tested for slump, compressive strength and air content.

3.19.2 The first set of tests each day or each project shall be made on samples from the first load of concrete delivered to the site. Thereafter for every 150 metres of curb or sidewalk the Consultant shall take at least one set of tests. Each set of tests shall consist of a slump test, an air test and casting of at least three cylinders for a compressive strength test. There shall be at least three such tests each with a minimum of three cylinders for each project with 300 metres of curb and/or 150 metres of sidewalk. For all other projects there shall be a minimum of one set of tests with a minimum of three cylinders cast per 60 m^3 poured of a specified strength. Samples shall be obtained, handled and tested in accordance with CSA-CAN3-A23.2.

3.19.3 For extruded curbing installed by a slip-form curbing machine using a no-slump mix design, the slump test is not required.

3.19.4 Should a measured slump or air content test fall outside the specified limits, (as stated in section 2.1.5 Materials) the test shall be repeated immediately. In the event of a second failure, the concrete shall be considered to have failed.

3.19.5 A compression test is the average of at least two cylinders from the same or adjacent samples of concrete. The minimum compressive strength specified shall be as in paragraph 2.1.5 Materials.

1. The average of all concrete cylinder compression tests for the particular phase of subdivision under construction shall equal or exceed the specified strength.

2. Not more than 15% of all cylinders tested shall fall below the specified strength.

3. No single test shall fall below 80% of the specified strength.

4. No three consecutive tests (based on time of pouring) shall fall below the specified strength.

   If concrete fails to meet the minimum requirements of sub-paragraphs .1 and .2, the entire project shall be deemed to be unacceptable. Should it fail to meet .3 or .4, the portion of the project represented by those tests shall be unacceptable. Additional testing of unacceptable portions of curb and/or gutter may be ordered by the Consultant. Should such additional tests also prove unsatisfactory, the unacceptable concrete shall be removed and replaced.

3.19.6 Should any of the concrete be found to be unacceptable a report by a Professional Engineer shall be submitted to the Town for approval detailing the extent of the work required to remove and replace the unacceptable concrete or recommendations for acceptance of the work.

MMCD Section 31 11 01S CLEARING AND GRUBBING

3.0 EXECUTION

3.5	**Removal and Disposal**	Delete 3.5.3 and replace with the following	Fires and burning of rubbish on site shall only be carried out in accordance with Provincial and Municipal Regulations and Town of Comox Fire Regulation Bylaw.

MMCD Section 32 12 16S HOT-MIX ASPHALT CONCRETE PAVING

3.0 EXECUTION

3.5	**Placing**	Add Subsection 3.5.8 as Follows	All placements shall be done with the paving machine in constant forward motion. There shall be no stops for refilling the hopper with material, the dump must move at the same rate with the paving machine. The temperature of the mix as measured behind the paving machine screed shall not be more than 15°C lower than the mixing temperature.
3.6	**Compaction**	Replace Subsection 3.6.1 with the following	The minimum average density of compacted asphalt pavement shall be 97% of 75 blow Marshall Density where the average density falls below 96% of 75 blow Marshall Density the Contractor shall remove and replace the affected area of the previously placed mix. Prior to any remedial work being carried out the method of investigation and extent of remedial work must be approved by the Town.
3.13	**Testing**	Add new Subsection 3.13 Testing as follows	

3.13.1 For a paving project of 99 tonnes or less lots the 75 blow Marshall Density maybe obtained by averaging the results from briquettes made from materials from the same source using the same mix design.

3.13.2 At least three core samples are required for the average from any single paving project of a size of 100 tonnes or more. In addition, 1 core sample must be taken for each additional 100 tonnes. Sampling must be representative of the total area paved. For projects that are over 1000 tonnes in size, or for work on arterial roads, a Materials Testing Consultant shall be retained to prepare for the approval of the Town an asphalt pavement design and construction approval procedure.

3.13.3 Field density tests using a non-destructive testing device may be taken frequently

during the beginning of each project to verify that the rolling procedure is providing the required compaction.

MMCD Section 32 13 13S PORTLAND CEMENT CONCRETE PAVING

2.0 PRODUCTS

2.1	**Materials**	Delete Subsection 2.1.4 and replace with the Following	Concrete mixes and materials: to Section 03 30 53 – Cast-in-Place Concrete meeting CSA A23.1. Exposure Class C2. The average 28-day compressive strength shall be in accordance with the specification for the intended use. Concrete shall be a special design with a flexural strength of not less than 4.0 MPa when tested in accordance with CSA CAN 3-A23.2.

MMCD Section 32 93 01S PLANTING OF TREES, SHRUBS, AND GROUND COVER

2.0 PRODUCTS

2.6	**Guying collar**	Delete Subsection 2.6.1 and replace with the following	Structures to stabilize trees to follow Canadian Landscape Standards Section 6.3.10.
2.13	**Root barrier**	Add Subsection 2.13.1	Root Barrier shall be a poly, ribbed device designed specifically for root barrier purposes (e.g. Deep Root Barrier or equal).
2.14	**Structural soils**	Add Subsection 2.14.1 as follows	Structural soils to follow Canadian Landscape Standards Section 5.2.9 for Engineered Soil.
2.15	**Tree gate and frame**	Add Subsection 2.15.1 as follows	Tree grates and frames shall be subject to approval of the Town, based on shop drawings provided at the time of design submission.

3.0 EXECUTION

3.11	**Guarantee / Maintenance**	Delete Subsection 3.11.1 and replace with the following	A two year maintenance period will apply for landscape work. Contractor to guarantee all materials and workmanship for a period of two full years from date of Total Performance, unless specified otherwise in Contract Documents.

MMCD Section 33 11 01S WATERWORKS

1.0 GENERAL

1.7	**Scheduling of Work**	Add Subsection 1.7.6	Submit a Hydrant Use Permit to the Town's Public Works Department, should the use of a hydrant be required. Refer to the application form for further details.

2.0 PRODUCTS

2.5	**Service Connections, Pipe, Joints and Fittings**	Add Subsection 2.5.6	For service connections greater than 50mm, refer to Supplemental Detail Drawing W11 for product information and arrangement of meter box.

3.0 EXECUTION

3.7	**Valve Installation**	Add Subsection 3.7.5	Extension pieces shall be used where the valve operator nut bury is greater than 1.2m.
3.19	**Testing Procedure**	Subsection 3.19.7 add	The proving of valves and leakage tests are required for new water mains. The leakage test shall be performed in accordance with the respective standards and manufacturer's recommendations detailed in section 3.19. Care shall be taken not to exceed the allowable pressure on any main or appurtenance, especially if some parts of the system are much lower than others. In particular, all resilient-seated gate valves and butterfly valves shall not be subjected to pressures in excess of their rated pressures. Subject to those precautions, the hydrostatic pressure for testing shall be as required by the respective standard or manufacturer's recommendation for the pipe under test. 1. The proving of valves shall commence with the new mains isolated from the existing system, full of water, with an independent source of water and pump available to raise and maintain pressure in the new mains. All valves not required to be closed shall be open. Hydrant isolating valves shall be open. Pressure shall be raised to the design

operating pressure. Each line valve shall be closed, one valve at a time, the downstream main depressurized and the valve proved. (Hydrant isolating valves will be proved later.) The owner may manipulate any valve under test to obtain a tight seal. Any valve which fails to hold pressure shall be repaired or replaced and be retested until a successful test is achieved.

2. The maximum length of pipe for each leakage test shall not exceed 300 m. The leakage test shall be carried out in accordance with the standard for the pipe being tested, the test duration shall be at least one hour. The test will not be accepted if the leakage exceeds the quantity determined by the following formula.:

$$L = \frac{ND\sqrt{P}}{130{,}400}$$

L = Allowable leakage (L/hr)
N = Number of joints
D = Nominal diameter of the pipe (mm)
P = The average test pressure (kPa)

3. The number of joints shall be one joint per length of pipe plus one joint per valve, two per tee and three per cross, based on the design drawings. Any additional joints introduced by the Owner for purpose of convenience of construction or repair shall not be included in the count.

3.21	**Disinfection and Flushing Procedures**	Subsection 3.21.2 add	All new waterworks materials shall be cleaned, installed and the mains and appurtenances constructed and disinfected in accordance with AWWA C651. The requirements for flushing apply, insofar as practicable, to repairs or subsequent work performed in pipes that were previously chlorinated. Those mains previously flushed, disinfected and approved shall remain isolated from other new mains not yet approved.

Add Subsection 3.21.10	The Owner shall notify the Health Inspector of the Provincial Health Department of any intended chlorination test. Copies of test results shall be submitted to the Contract Administrator.

MMCD Section 33 30 01S SANITARY SEWERS

3.0 EXECUTION

3.10	**Service Connection Installation**	Add the following to Subsection 3.10.2	Marker to be set so that top protrudes at least 0.5m above existing grade and painted red.
3.18	**Video Inspection**	Delete Subsection 3.18.1 and Replace with the following	Prior to completing paving works, the Contractor shall video inspect all sewer mains including existing mains where service connections were upgraded. The video inspection report shall be in the form specified by the Contact Administrator. Copies of the video and written reports shall be forwarded to the Contact Administrator when available.

MMCD Section 33 40 01S STORM SEWERS

3.0 EXECUTION

3.10	**Service Connection Installation**	Add the following to Subsection 3.10.2	Marker to be set so that top protrudes at least 0.5m above existing grade and painted green.
3.12	**Inspection and Testing**	Delete Subsection 3.12.1 and Replace with the following	Prior to completing paving works, the Contractor shall video inspect all sewer mains including existing mains where service connections were upgraded. The video inspection report shall be in the form specified by the Contact Administrator. Copies of the video and written reports shall be forwarded to the Contact Administrator when available.

SCHEDULE 3

SUPPLEMENTARY STANDARD DETAIL DRAWINGS

SUPPLEMENTARY STANDARD DETAIL DRAWINGS

This schedule contains supplementary standard detail drawings to be applied in conjunction with the Standard Detail Drawings of the Master Municipal Construction Documents, dated 2019, both of which shall apply to all Works and Services constructed within the Town of Comox.

Supplementary Standard Detail Drawings contained within this Schedule supplement or supersede the Master Municipal Construction Document (MMCD). Where the Town of Comox Supplementary Standard Detail Drawings are in conflict with the MMCD, the Town of Comox Supplementary Standard Detail Drawings shall take precedence.

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C19	CONCRETE ROLLOVER CURB
C20	ASPHALT ROLLOVER CURB
C21	SIDEWALK
E11	DECORATIVE POST TOP STREET LIGHT STANDARD
G9	CUL-DE-SAC WITH TYPICAL UTILITY LOCATIONS
G10	PREFERRED SERIVCE AND DRIVEWAY LOCATIONS
R9	DOWNTOWN ROAD CROSS SECTION
R10	RURAL COLLECTOR CROSS SECTIONS
R11	MINOR COLLECTOR ROAD CROSS SECTION
R12	MAJOR COLLECTOR ROAD CROSS SECTION
R13	ARTERIAL (4-LANE) ROAD CROSS SECTION
R14	ARTERIAL (2-LANE) ROAD CROSS SECTION
R15	ARTERIAL (3-LANE) ROAD CROSS SECTION
R16a	LOCAL ROAD A CROSS SECTION
R16b	LOCAL ROAD B CROSS SECTION
R16c	LOCAL ROAD C CROSS SECTION
R17	WATERFRONT CROSS SECTION
R18	LANE
R19	STREET NAME AND STOP SIGN
R20	PEDESTRIAN CONNECTION
S18	CULVERT HEADWALL
S19	STORM SEWER SERVICE CONNECTION
S20	CATCH BASIN WITH FLAT GRATE
S21	CATCH BASIN WITH COMBINED INLET
S22	PRECAST RISER MANHOLE

W11	WATER METER FOR SERVICES GREATER THAN 50mm
W12	THRUST BLOCK ARRANGEMENTS (PART 1 OF 2)
W13	THRUST BLOCK ARRANGEMENTS (PART 2 OF 2)
W14	HYDRANT
W15	25mm WATER SERVICE CONNECTION
W16	BLOW OFF ASSEMBLY
W17	AIR VALVE ASSEMBLY

LANDSCAPE DETAIL DRAWINGS

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L2	IRRIGATION BACKFLOW PREVENTION (PART 2 OF 2)
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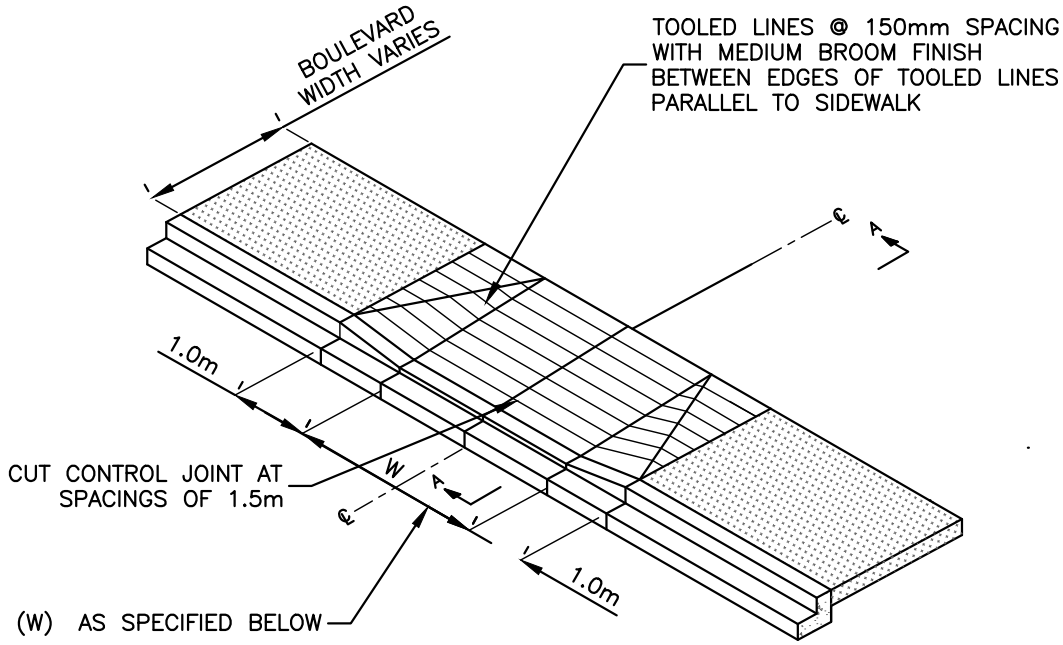
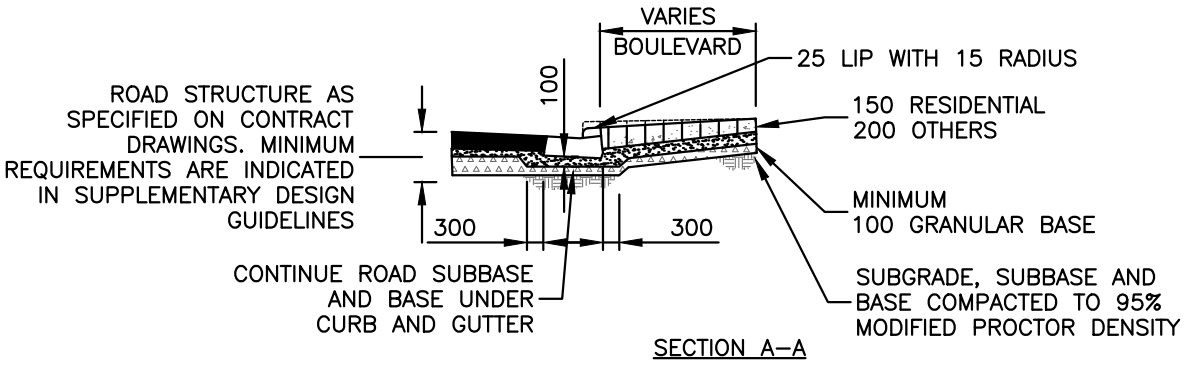
L4	SPLIT RAIL CEDAR FENCE
L5	SHRUB PLANTING
L6	COMMUNITY PATHWAY
L7	NATURE TRAIL
L8	TREE PLANTING
L9	TREE PLANTING ADJACENT TO SIDEWALK
L10	TREE PLANTNG WITH SOIL CELL
L11	TREE PLANTING WITH STRUCTURAL SOIL





SECTION A–A

NOTE:

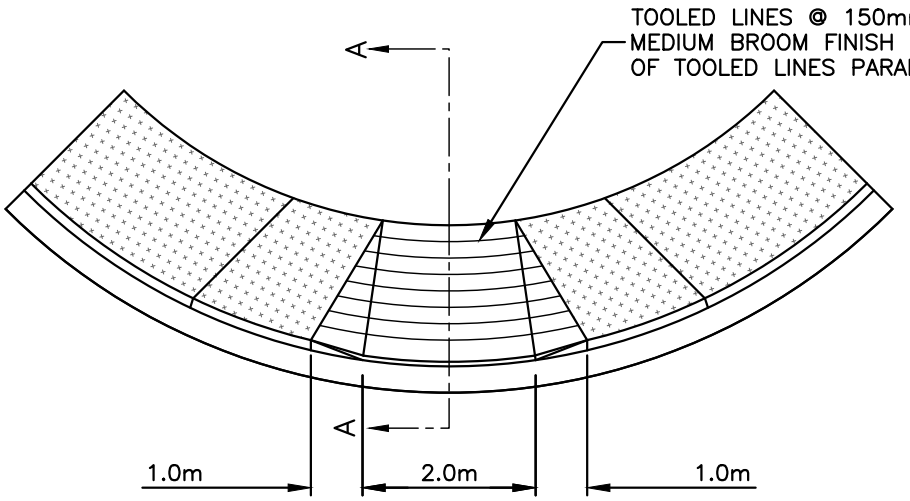
1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. DRIVEWAYS ORIENTATED AT 90° TO CURB, UNLESS SPECIFIED OTHERWISE ON CONTRACT DRAWINGS.
3. MINOR VARIATION IN CROSS SECTION WILL BE CONSIDERED TO ACCOMMODATE EXTRUDING MACHINES.
4. WIDTH (W) OPTIONS AS PER TOWN OF COMOX HIGHWAY USE BYLAW.

TOWN OF COMOX

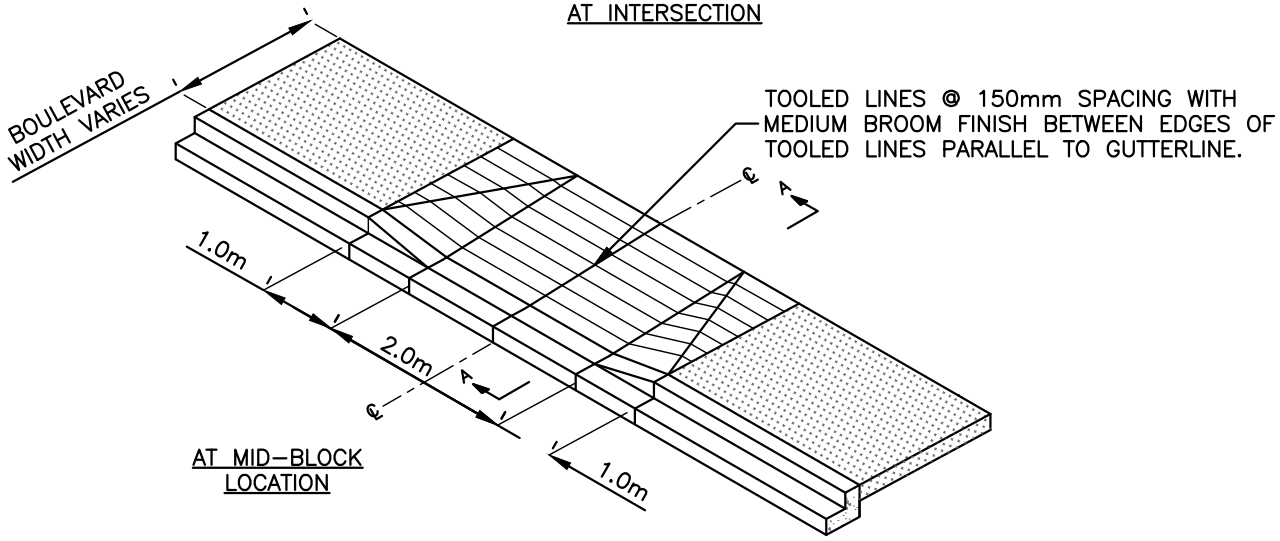
LANE AND DRIVEWAY CROSSING

DRAWING NUMBER: C16
REVISION NUMBER: A
SCALE: N.T.S.

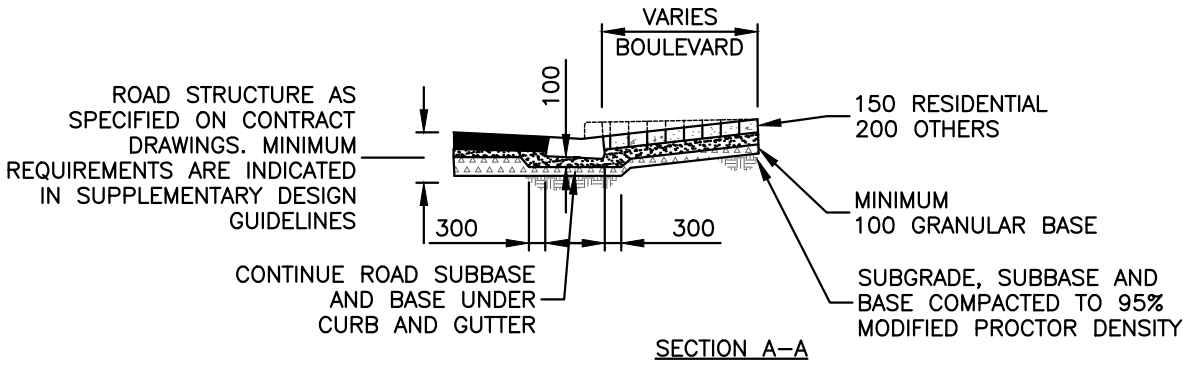
June 2025



AT INTERSECTION



AT MID–BLOCK LOCATION



SECTION A–A

NOTE:

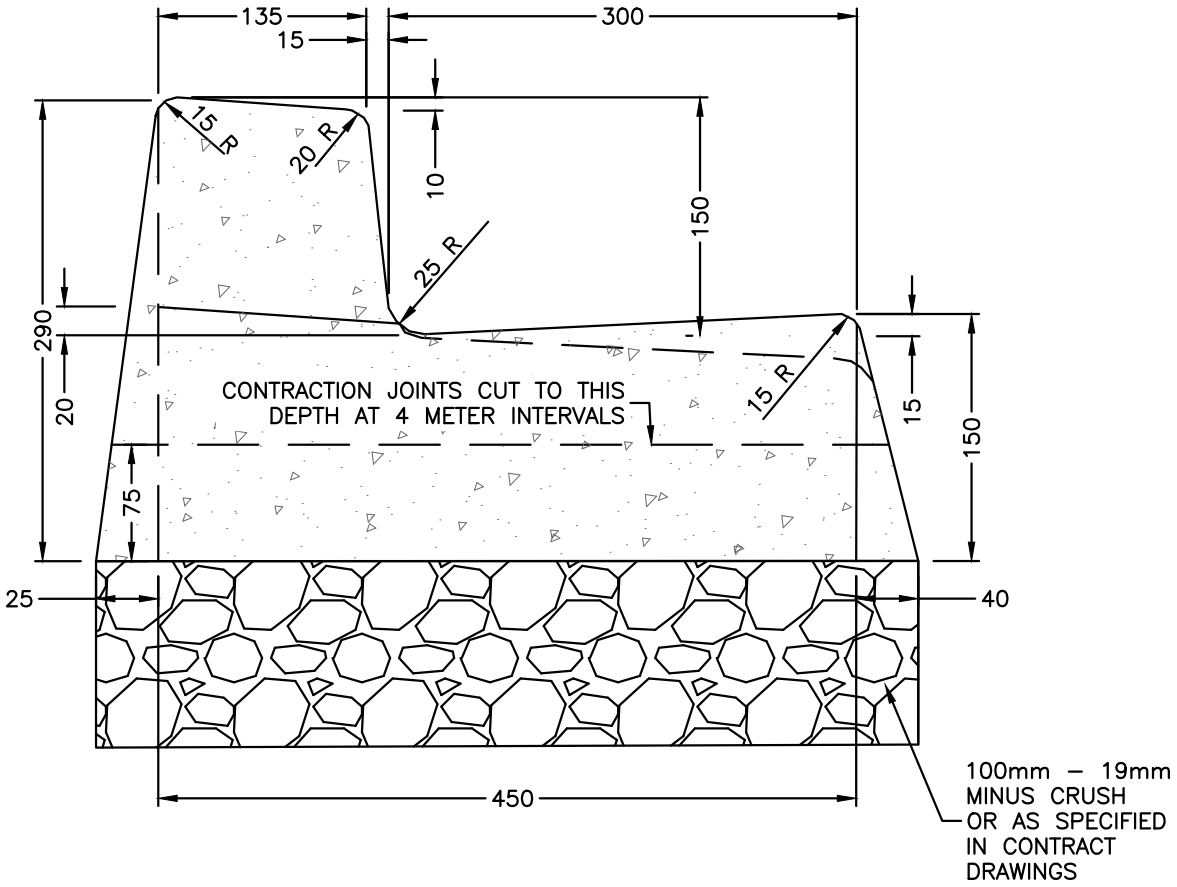
1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. DESIGN MAY BE ADJUSTED TO SUIT LOCATION BUT SHOULD BE CONSISTENT WITH THIS STANDARD.
3. ALL RAMPS TO BE SHAPED BY CONTINUOUS SCREEDING FROM END TO END USING STRAIGHT SCREED RESTING ON FORMS FRONT AND BACK. SURFACE TO BE VERY COARSE BROOM FINISHED, DIFFERING IN TEXTURE AND APPEARANCE FROM ADJACENT SIDEWALKS.
4. TACTILE STRIPS REQUIRED AT PEDESTRIAN CROSSINGS PER BC ACCESSIBILITY HANDBOOK. STRIPS REQUIRED AT INTERSECTIONS WHERE THERE IS AT LEAST ONE COLLECT AND/OR ARTERIAL ROAD AND AT MID–BLOCK CROSSWALKS.

TOWN OF COMOX

PEDESTRIAN RAMP

DRAWING NUMBER	REVISION NUMBER	SCALE
C17	A	N.T.S.

June 2025



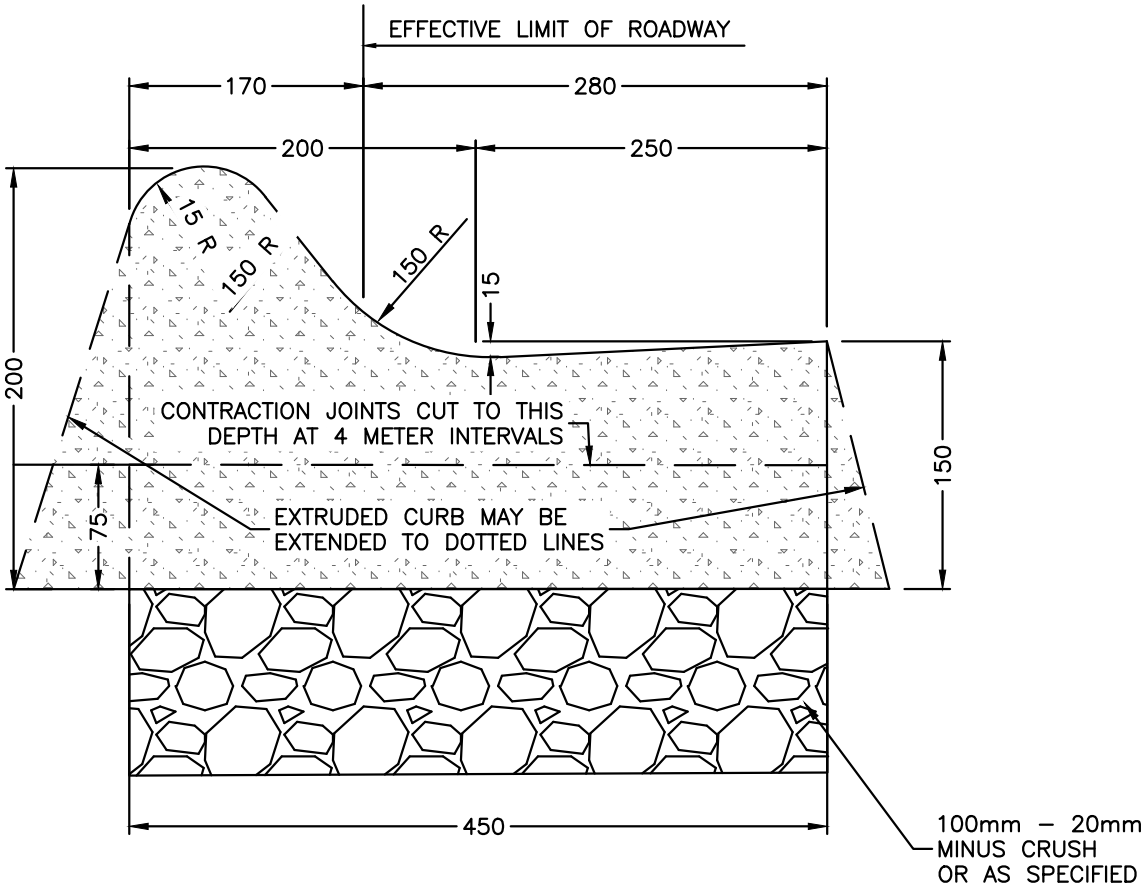
NOTE:
1. CONCRETE TO BE CLASS C2 WITH 28–DAY COMPRESSIVE STRENGTH OF 32 MPA AND BRUSHED FINISH.
2. 15mm EXPANSION JOINT AT TANGENT POINTS AND AT THE END OF EACH DAYS POUR.
3. 1/3 DEEP TOOLED CONTRACTION JOINT EVERY 3 METERS.
4. MINOR VARIATIONS IN CROSS SECTIONS WILL BE CONSIDERED TO ACCOMMODATE EXTRUDING OR SLIPFORM MACHINES.
5. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SPECIFIED.

TOWN OF COMOX

CONCRETE BARRIER CURB & GUTTER

DRAWING NUMBER	C18
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



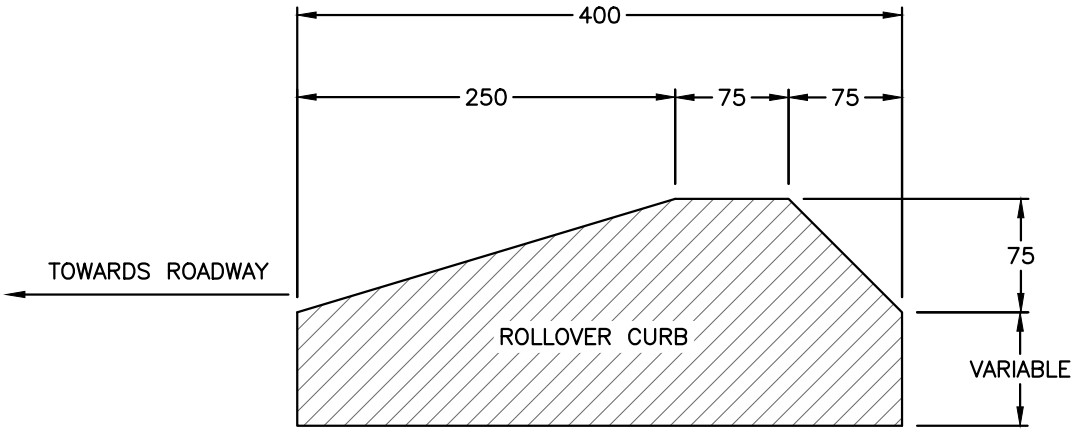
NOTE:
1. CONCRETE TO BE CLASS C2 WITH 28–DAY COMPRESSIVE STRENGTH OF 32 MPA AND BRUSHED FINISH.
2. 15mm EXPANSION JOINT AT TANGENT POINTS AND AT THE END OF EACH DAYS POUR.
3. 1/3 DEEP TOOLED CONTRACTION JOINT EVERY 3 METERS.
4. MINOR VARIATIONS IN CROSS SECTIONS WILL BE CONSIDERED TO ACCOMMODATE EXTRUDING OR SLIPFORM MACHINES.
5. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SPECIFIED.

TOWN OF COMOX

CONCRETE ROLLOVER CURB & GUTTER

DRAWING NUMBER	C19
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



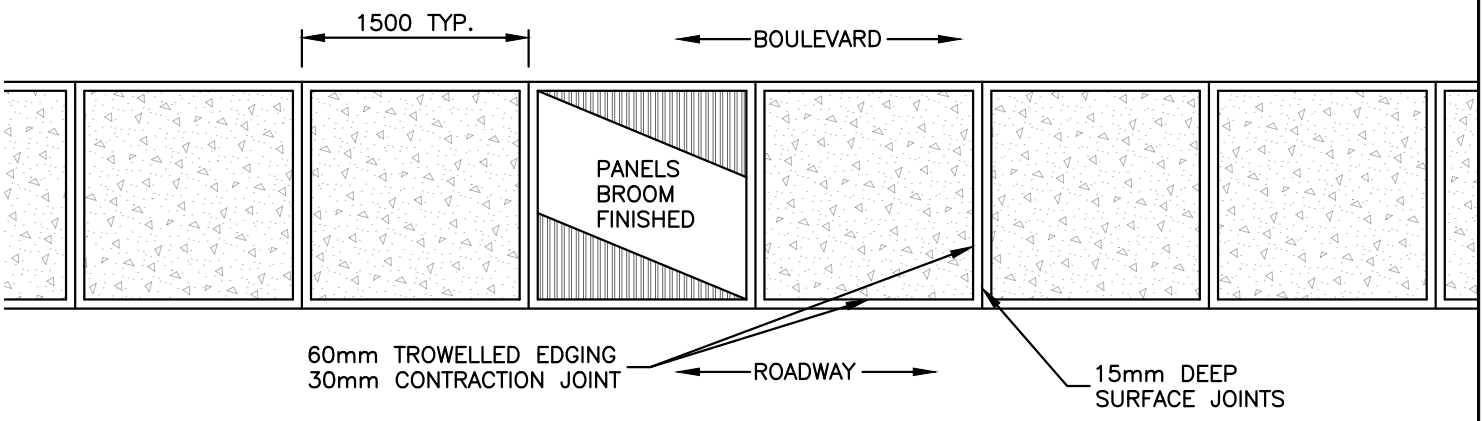
NOTE:
1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SPECIFIED.
2. NOT TO SCALE.

TOWN OF COMOX

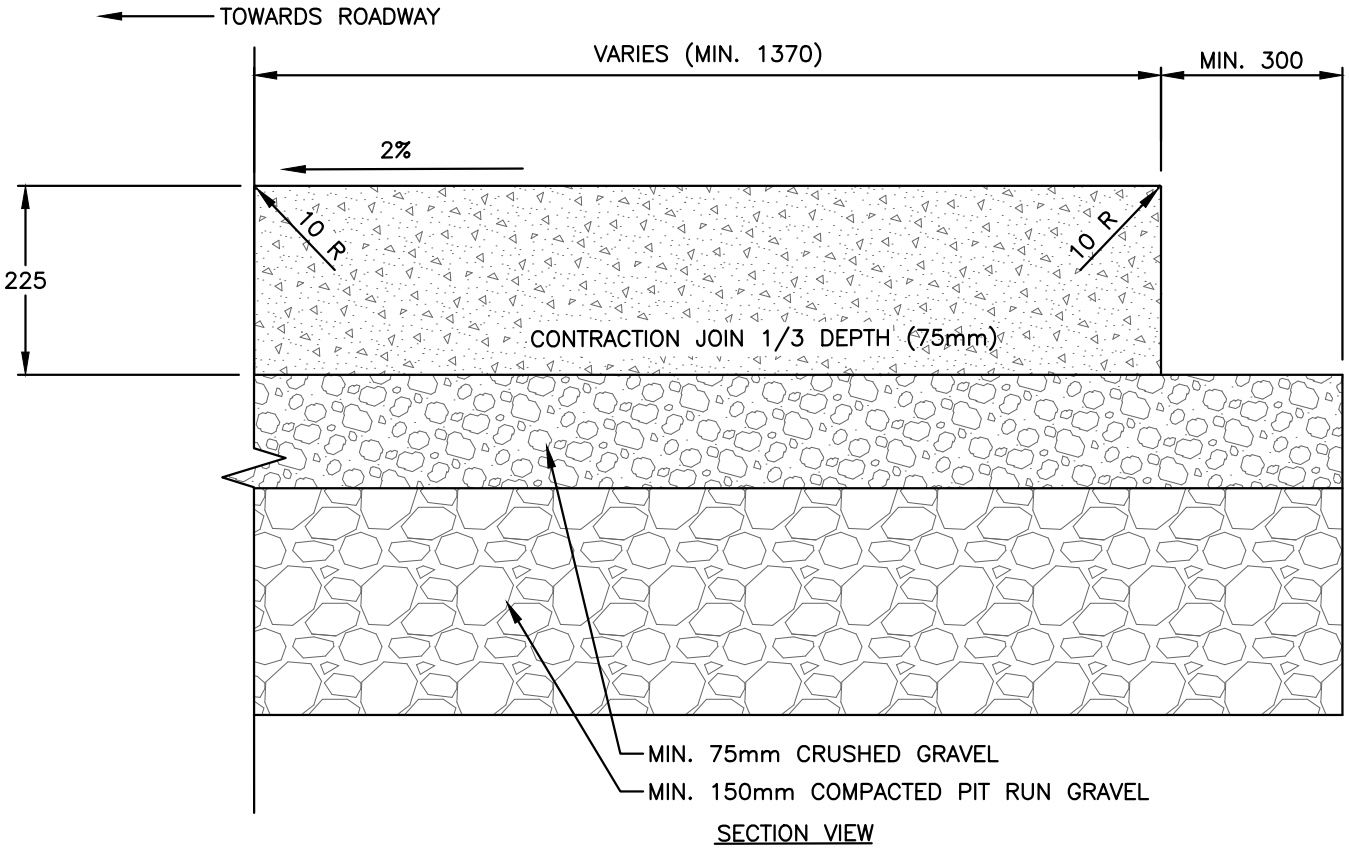
ASPHALT ROLLOVER CURB

DRAWING NUMBER	REVISION NUMBER	SCALE
C20	A	N.T.S.

January 2025



PLAN VIEW



SECTION VIEW

NOTE:

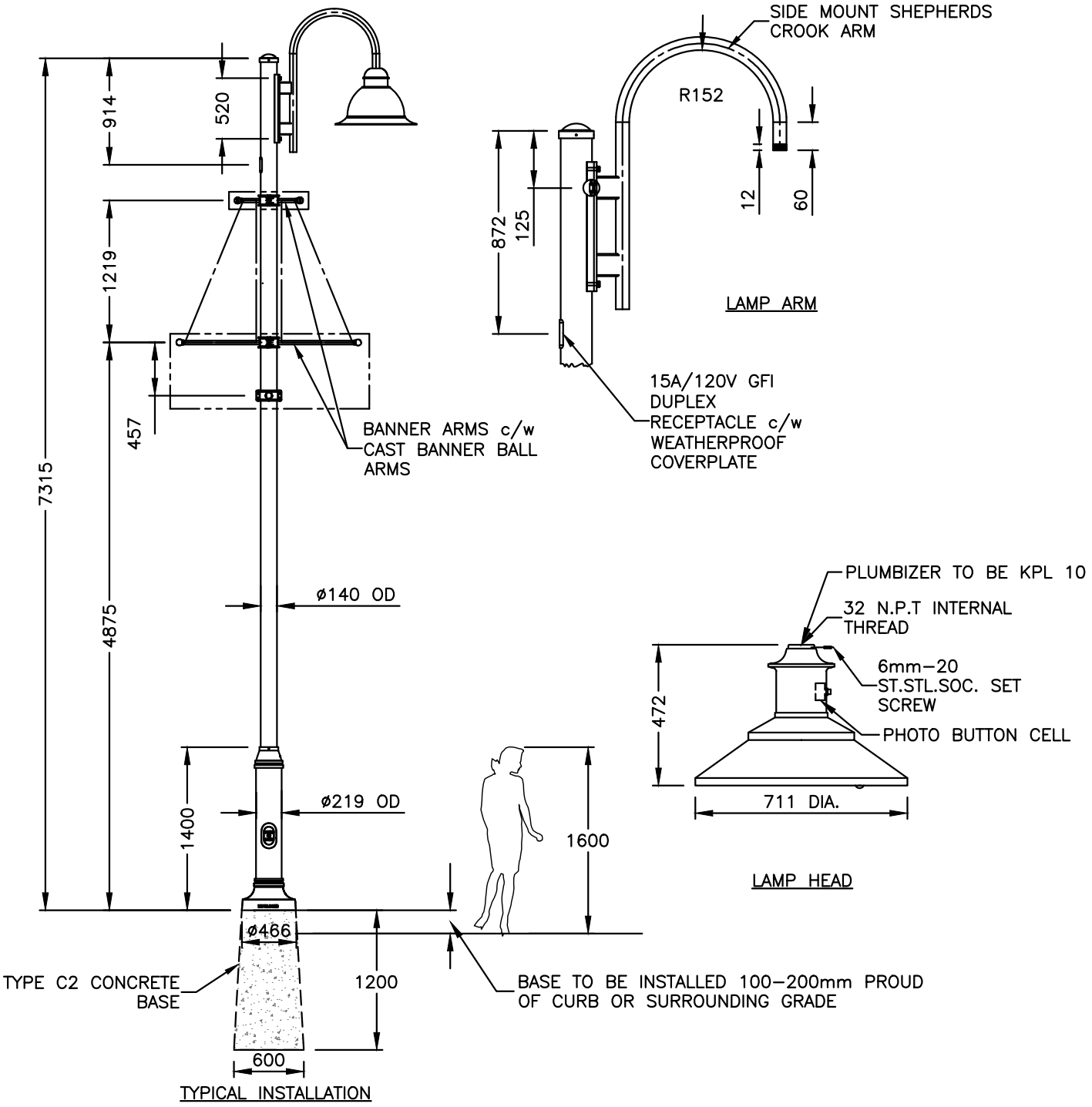
1. CONCRETE TO BE CLASS C–2 WITH A 28 DAY COMPRESSIVE STRENGTH OF 32 MPa.
2. 15mm EXPANSION JOINTS AT TANGENT POINTS AND AT THE END OF EACH DAYS POUR.
3. MINOR VARIATIONS IN CROSS SECTION WILL BE CONSIDERED TO ACCOMMODATE EXTRUDING OR SLIPFORM MACHINES.
4. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

SIDEWALK

DRAWING NUMBER	REVISION NUMBER	SCALE
C21	A	N.T.S.

June 2025



NOTE:

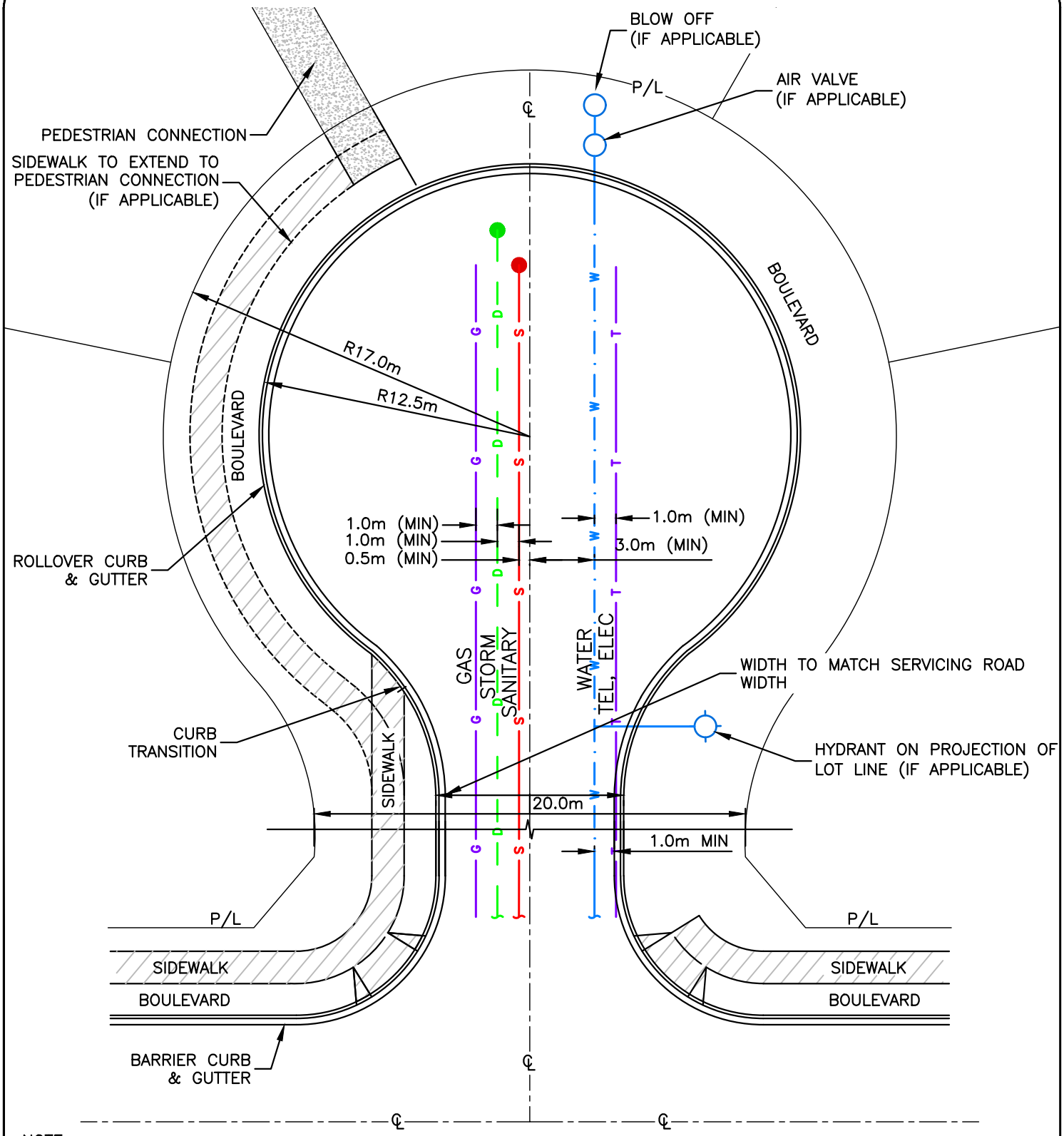
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. LAMP HEAD TO FEATURE LED LUMINAIRE, FLAT LENS.
3. POLE TO BE NON–TAPERED STEEL STEP POLE – GALVANIZED AND POWER COATED TO RAL 5013 COLOUR.

TOWN OF COMOX

DECORATIVE POST TOP STREETLIGHT STANDARD

DRAWING NUMBER	REVISION NUMBER	SCALE
E11	A	N.T.S.

June 2025



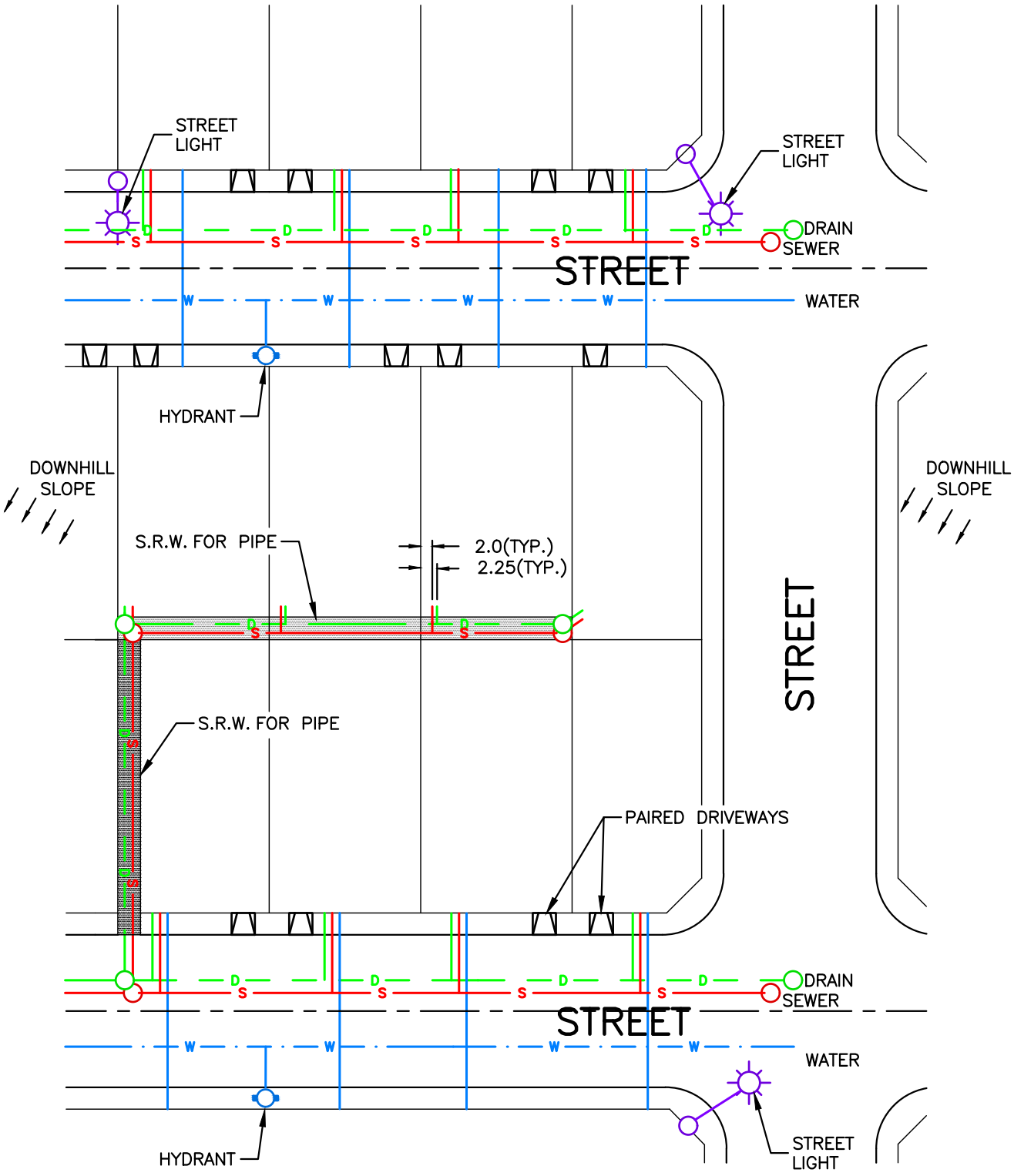
NOTE:
1. SIDEWALK REQUIRED FOR ALL CUL DE SACS, INCLUDING EXTENSION TO PEDESTRIAN CONNECTION

TOWN OF COMOX

CUL DE SAC
WITH TYPICAL UTILITY LOCATIONS

DRAWING NUMBER	REVISION NUMBER	SCALE
G9	A	N.T.S.

June 2025



NOTES:

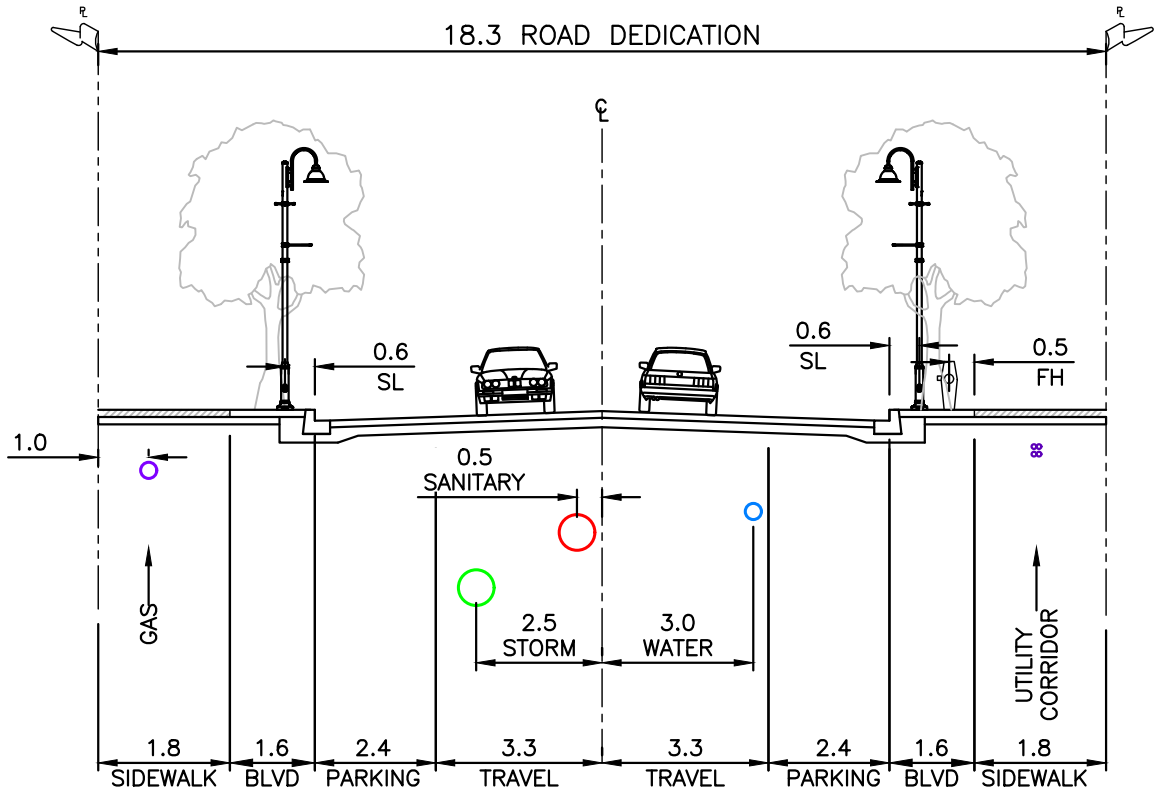
1. ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED.
2. MINIMUM COVER OF WATER SERVICE TO BE 1.0m.
3. DRIVEWAY, UTILITIES, SRWS, ROADWAYS, AND OTHER INFRASTRUCTURE FEATURES SHOWN FOR ILLUSTRATIVE PURPOSES.

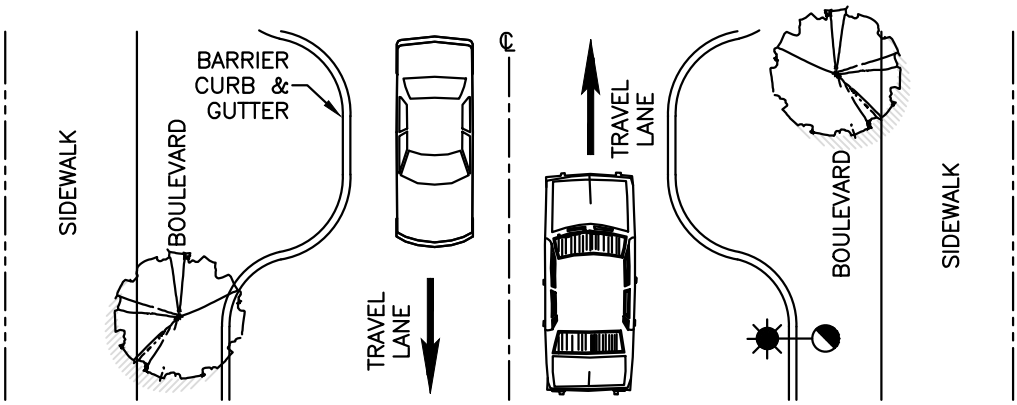
TOWN OF COMOX

PREFERRED SERVICE AND DRIVEWAY LOCATIONS

DRAWING NUMBER	G10
REVISION NUMBER	A
SCALE	N.T.S.

June 2025





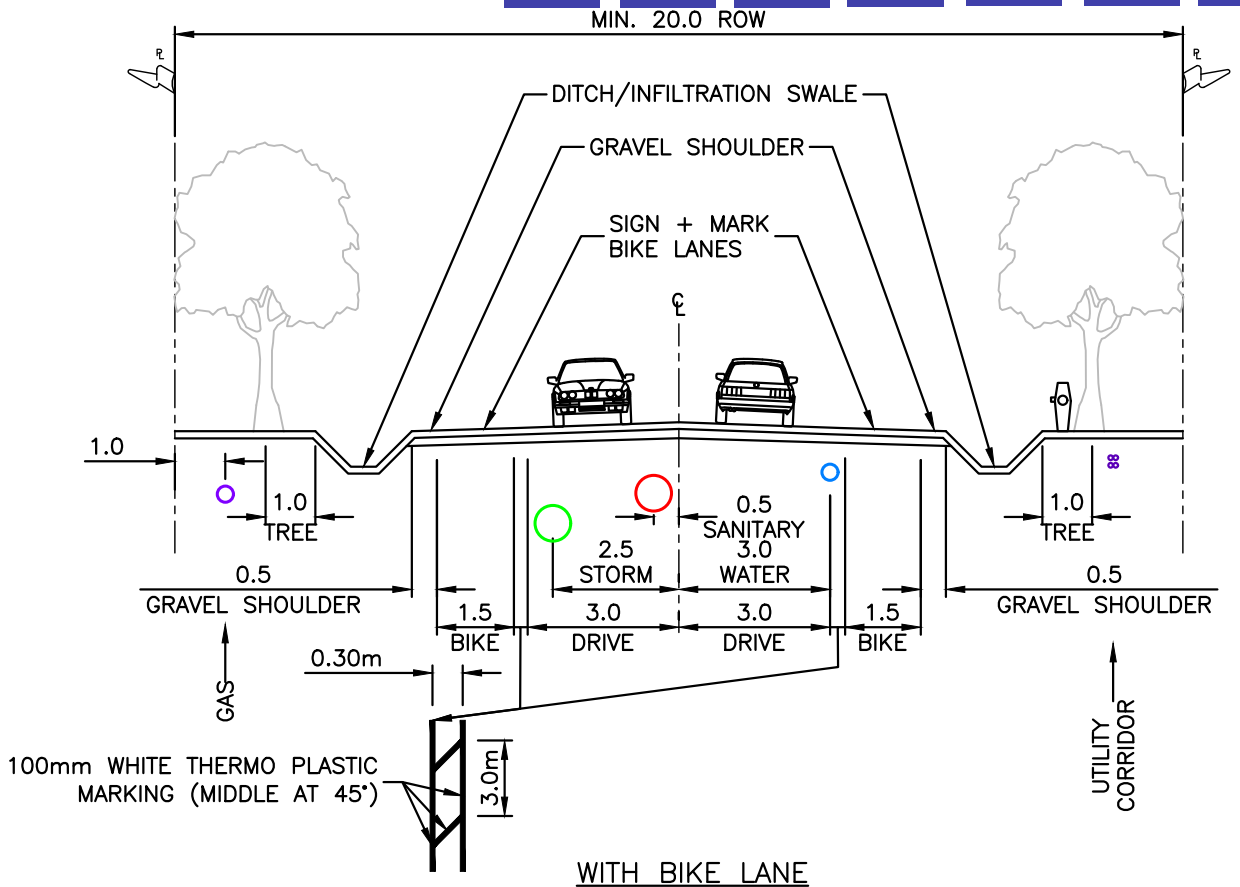
NOTE:
1. ALL DIMENSION ARE IN METERS UNLESS OTHERWISE NOTED.
2. SIDEWALKS WIDTH TO BE 1.8m OR TO THE BOULEVARD, WHICHEVER IS GREATER.
3. TREES AND LIGHTS TO BE STAGGERED; TREES TO BE CENTERED IN BOULEVARDS.
4. BULB OUTS TO BE LOCATED AT INTERSECTIONS.
5. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

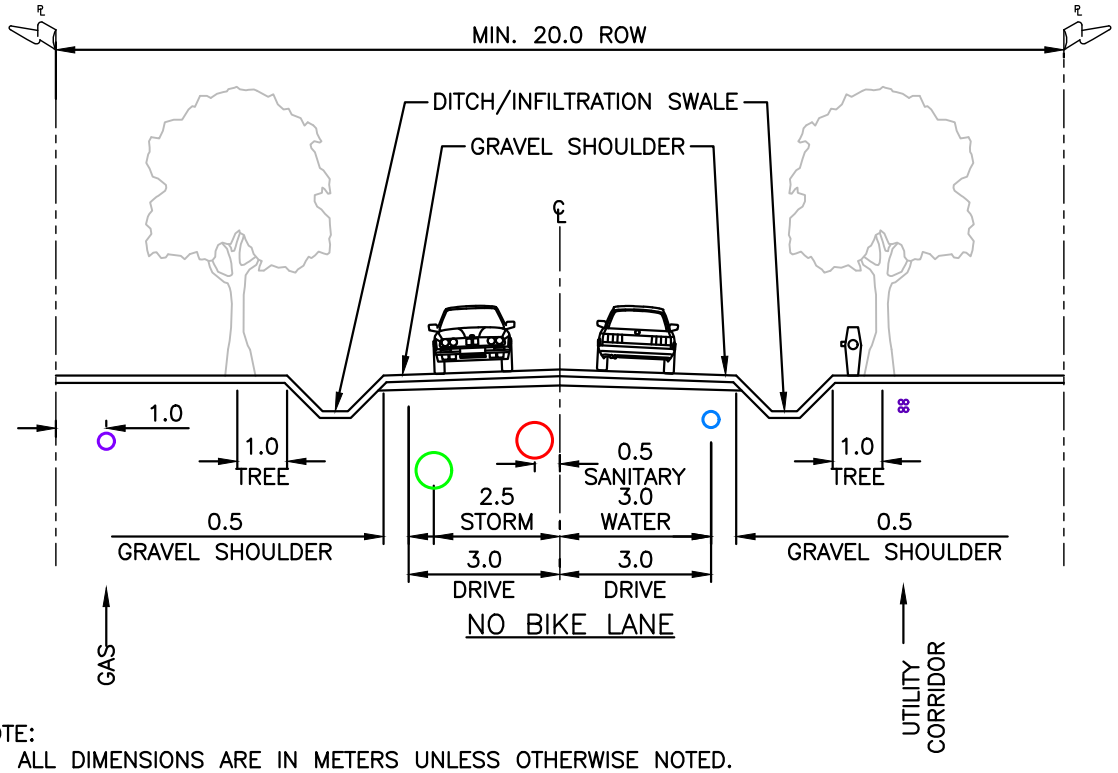
DOWNTOWN ROAD CROSS SECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
R9	A	N.T.S.

June 2025



WITH BIKE LANE



NO BIKE LANE

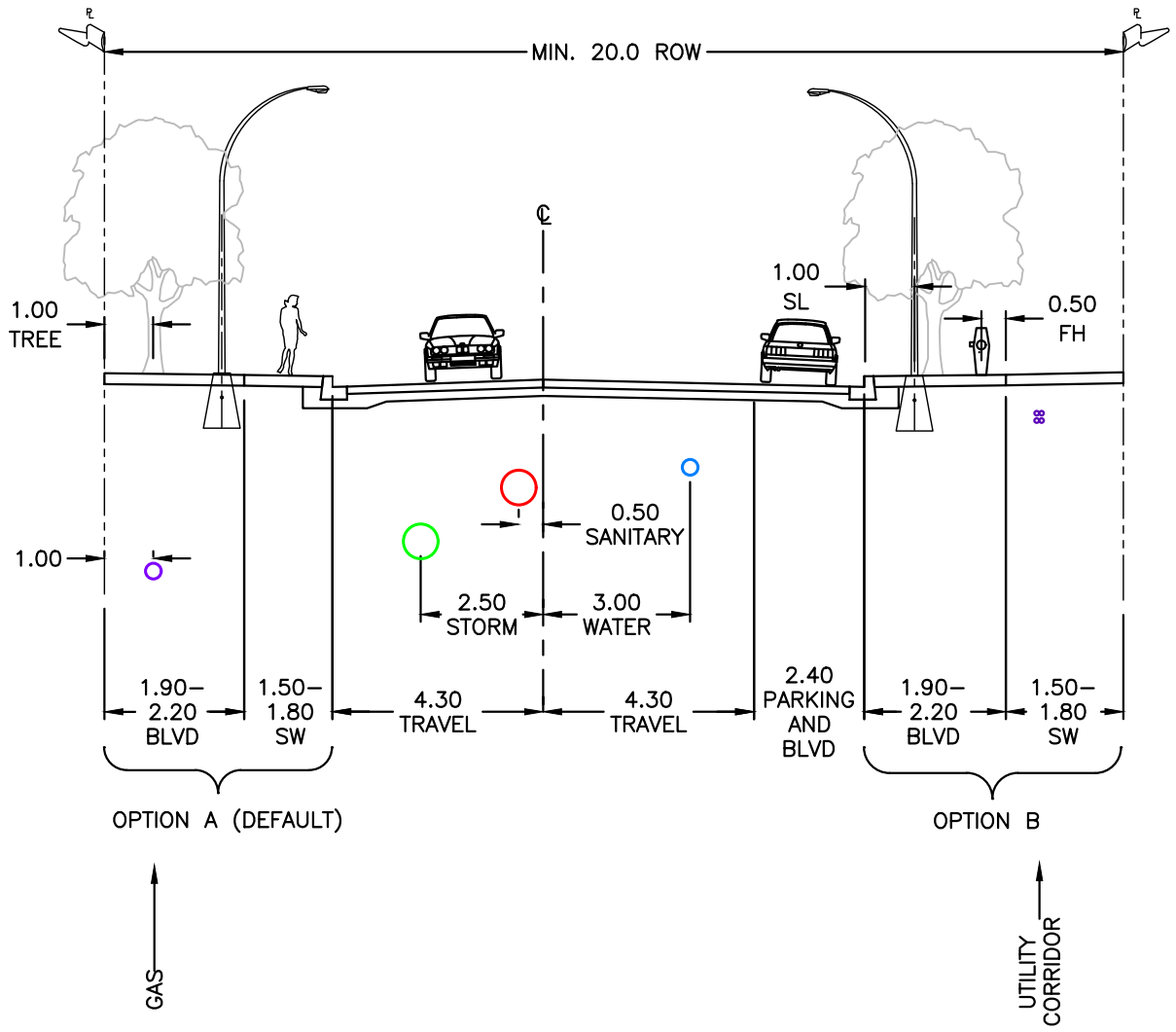
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

RURAL COLLECTOR CROSS SECTIONS

DRAWING NUMBER	R10
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



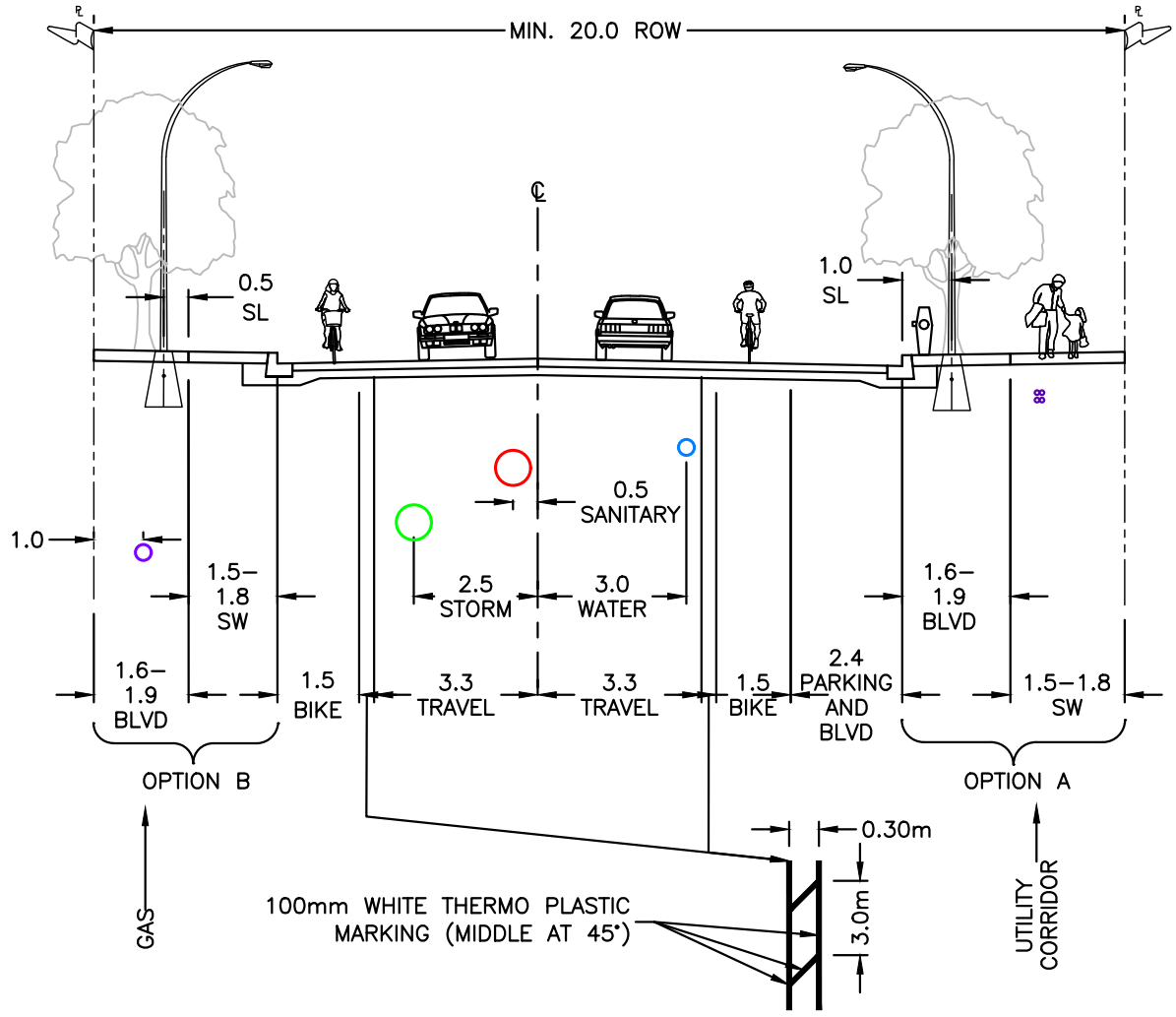
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. SIDEWALK WIDTH TO BE 1.8m WITH THE OPTION TO DECREASE TO 1.5m DEPENDING ON EXISTING NEIGHBOURHOOD CHARACTER (TREES, DRIVEWAY GRADES, & UTILITY LOCATIONS).
3. SEE LANDSCAPE DESIGN GUIDELINES AND SPECIFICATIONS ON PARKING AND BOULEVARD TREATMENT.
4. SIDEWALKS ON BOTH SIDES OF ROAD WITH THE OPTION FOR SIDEWALK ON ONE SIDE ONLY DEPENDING UPON PEDESTRIAN VOLUME AND EXISTING NEIGHBOURHOOD CHARACTER (TREES, DRIVEWAY GRADES, & UTILITY LOCATIONS).
5. BOULEVARD WIDTH OF 1.9m IF SIDEWALK IS 1.8m.
6. BOULEVARD WIDTH OF 2.2m IF SIDEWALK IS 1.5m.
7. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

MINOR COLLECTOR ROAD CROSS SECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
R11	A	N.T.S.

June 2025



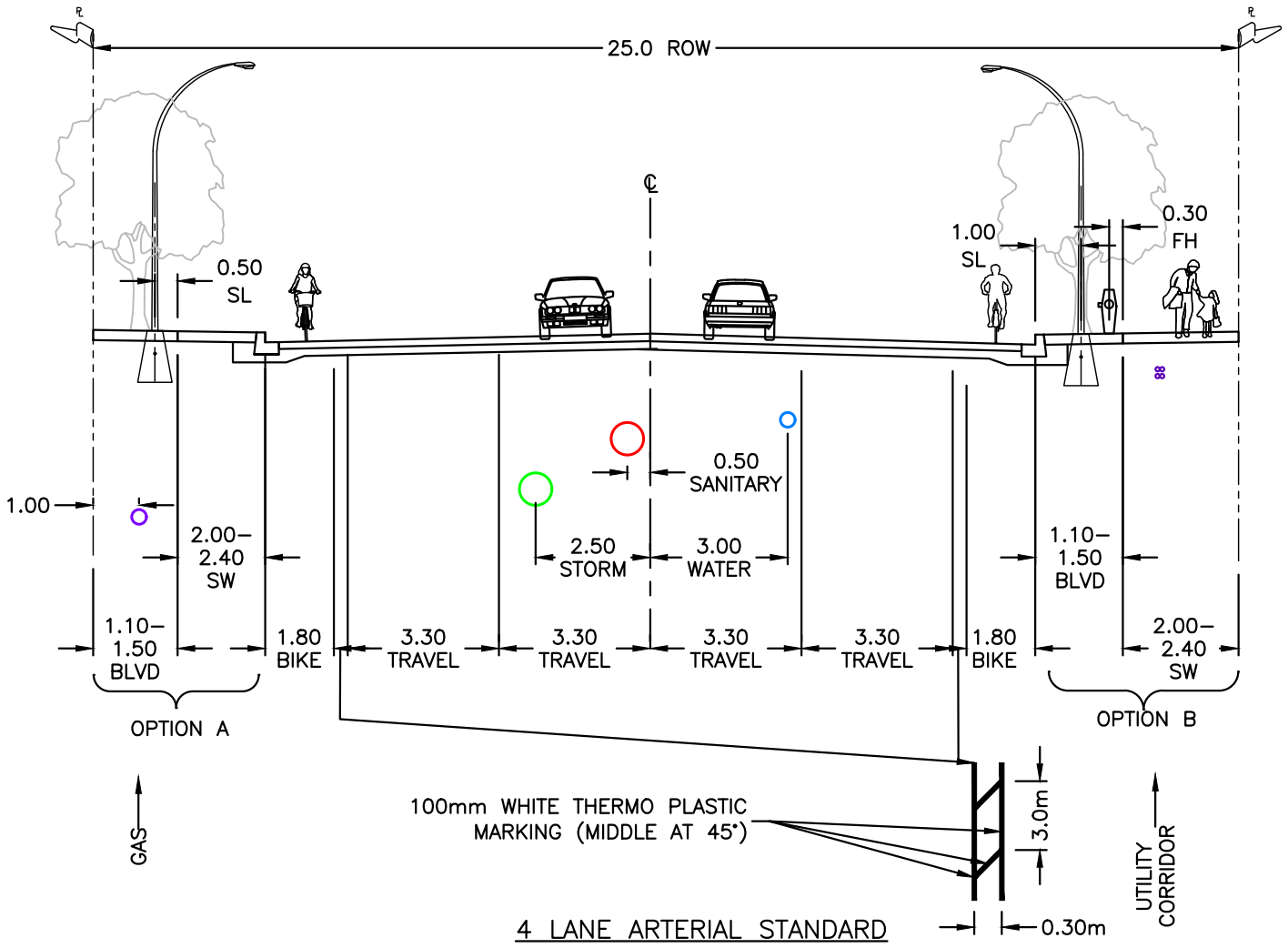
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. SEE LANDSCAPE DESIGN GUIDELINES AND SPECIFICATIONS ON PARKING AND BOULEVARD TREATMENT.
3. OPTION A IS THE DEFAULT LAYOUT UNLESS THERE IS A CONFLICT WITH THE EXISTING NEIBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS), THEN OPTION B WILL BE USED.
4. SIDEWALK WIDTH TO BE 1.8m WITH THE OPTION TO DECREASE TO 1.5m DEPENDING ON EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS).
5. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

MAJOR COLLECTOR ROAD
ROAD CROSS SECTION

DRAWING NUMBER	R12
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



4 LANE ARTERIAL STANDARD

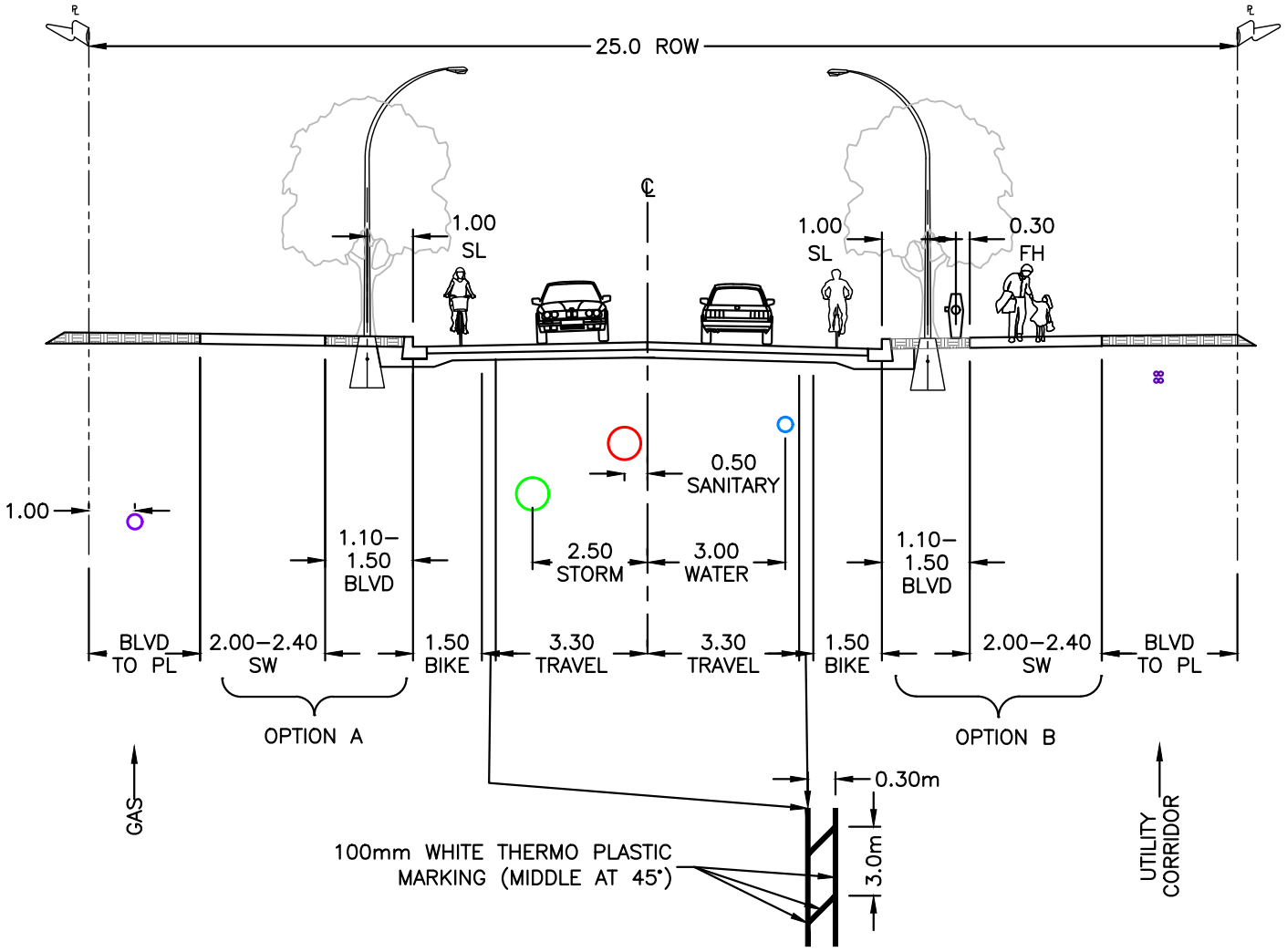
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. SIDEWALK WIDTH TO BE 2.4m WITH THE OPTION TO DECREASE TO 2.0m DEPENDING ON EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS).
3. OPTION A IS THE DEFAULT LAYOUT UNLESS THERE IS A CONFLICT WITH THE EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS), THEN OPTION B WILL BE USED.
4. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

ARTERIAL (4–LANE) CROSS SECTION

DRAWING NUMBER	R13
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



2 LANE ARTERIAL STANDARD

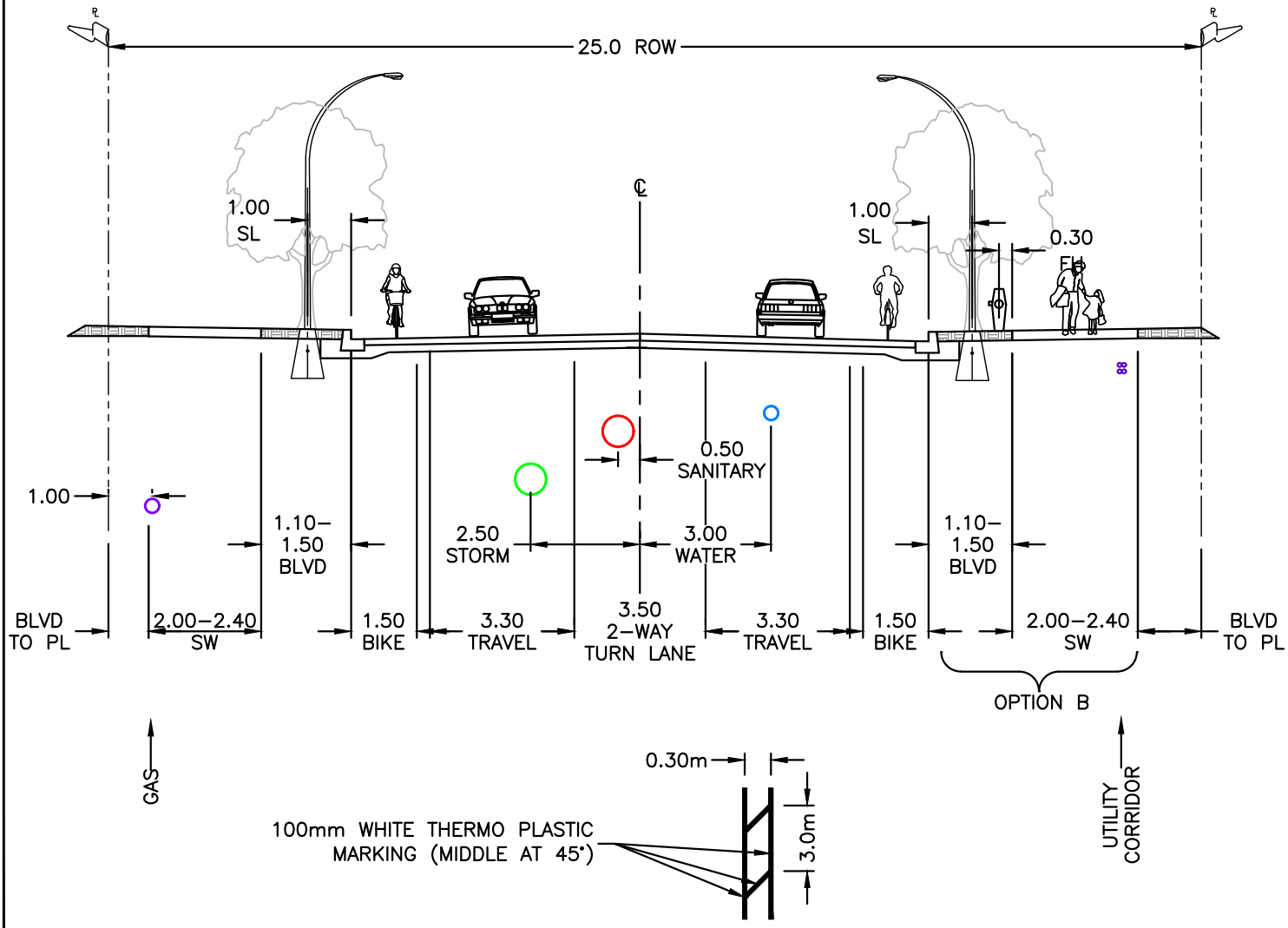
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. BOULEVARD DEFAULT OF 1.1m WITH THE OPTION TO INCREASE TO 1.5m IF CONFLICT WITH EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS).
3. SIDEWALK WIDTH TO BE 2.4m WITH THE OPTION TO DECREASE TO 2.0m DEPENDING ON EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS).
4. OPTION A IS THE DEFAULT LAYOUT UNLESS THERE IS A CONFLICT WITH THE EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS), THEN OPTION B WILL BE USED.
5. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

ARTERIAL (2–LANE) CROSS SECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
R14	A	N.T.S.

June 2025



3 LANE ARTERIAL STANDARD

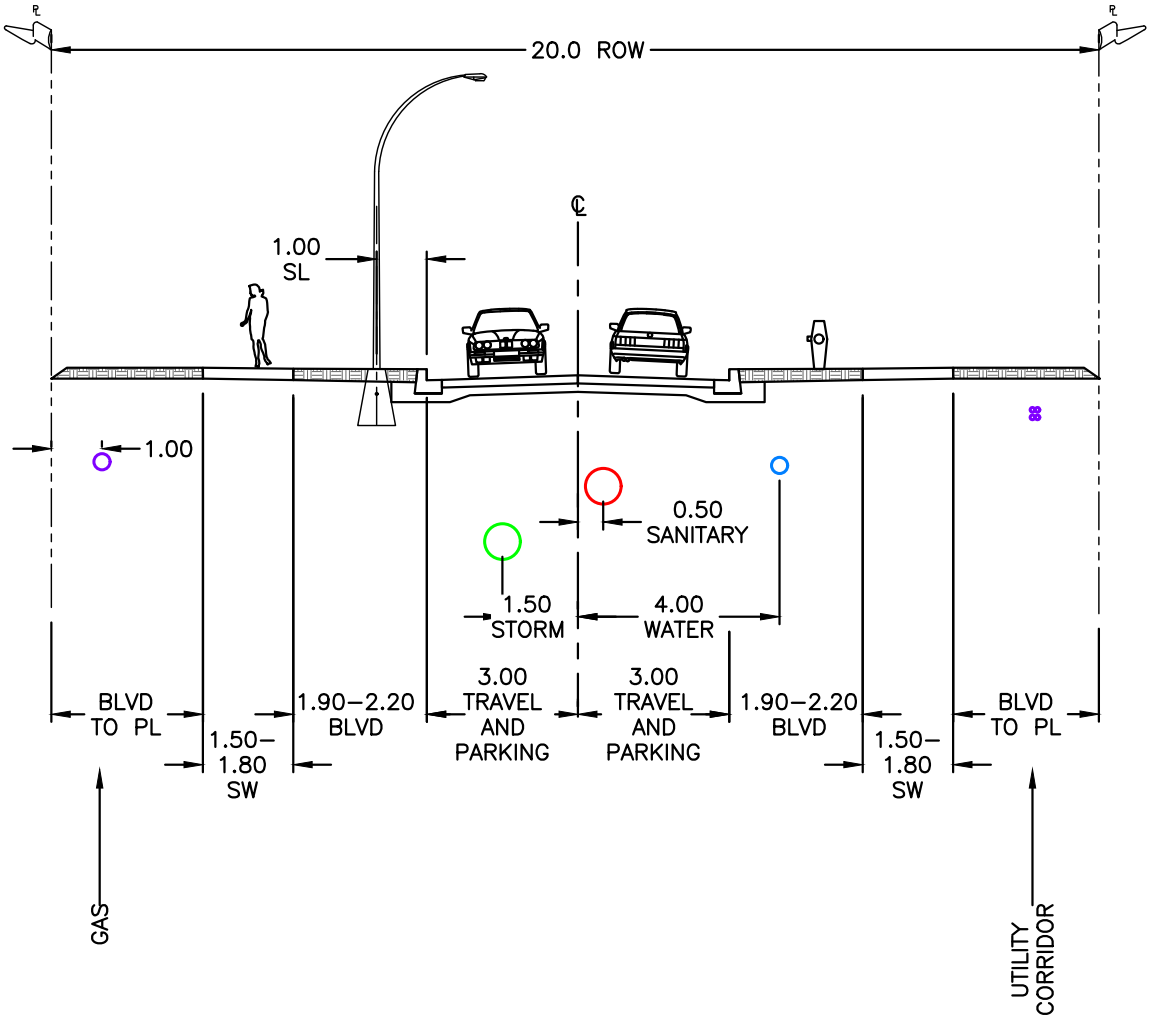
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. SIDEWALK WIDTH TO BE 2.4m WITH THE OPTION TO DECREASE TO 2.0m DEPENDING ON EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS).
3. OPTION A IS THE DEFAULT LAYOUT UNLESS THERE IS A CONFLICT WITH THE EXISTING NEIGHBOURHOOD CHARACTER (TREES, STREETLIGHTS, DRIVEWAY GRADES, & UTILITY LOCATIONS), THEN OPTION B WILL BE USED.
4. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

ARTERIAL (3–LANE) CROSS SECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
R15	A	N.T.S.

June 2025



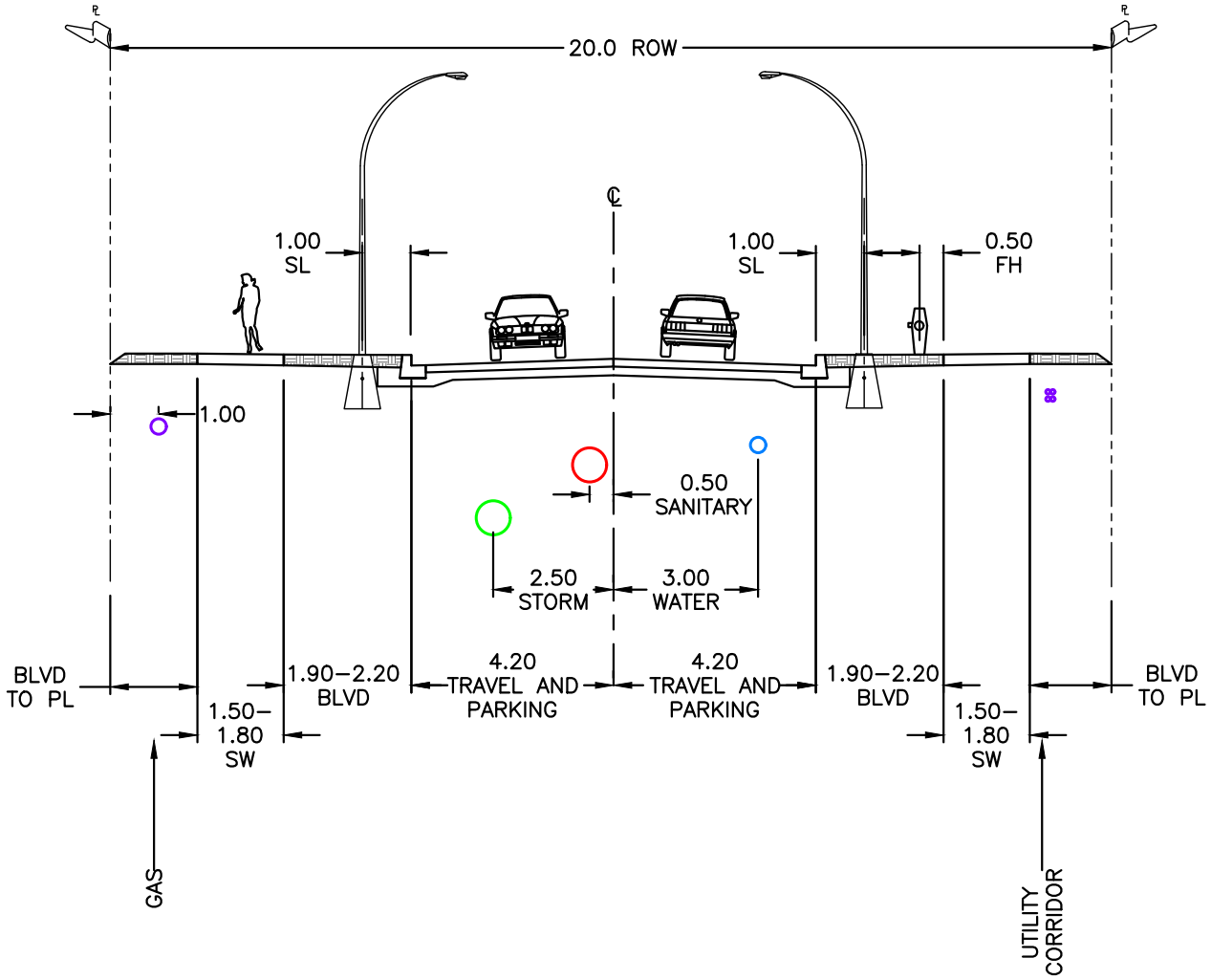
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
2. BOULEVARD WIDTH OF 1.9m IF SIDEWALK IS 1.8m.
3. BOULEVARD WIDTH OF 2.2m IF SIDEWALK IS 1.5m.
4. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

LOCAL ROAD A
CROSS SECTION

DRAWING NUMBER	R16a
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



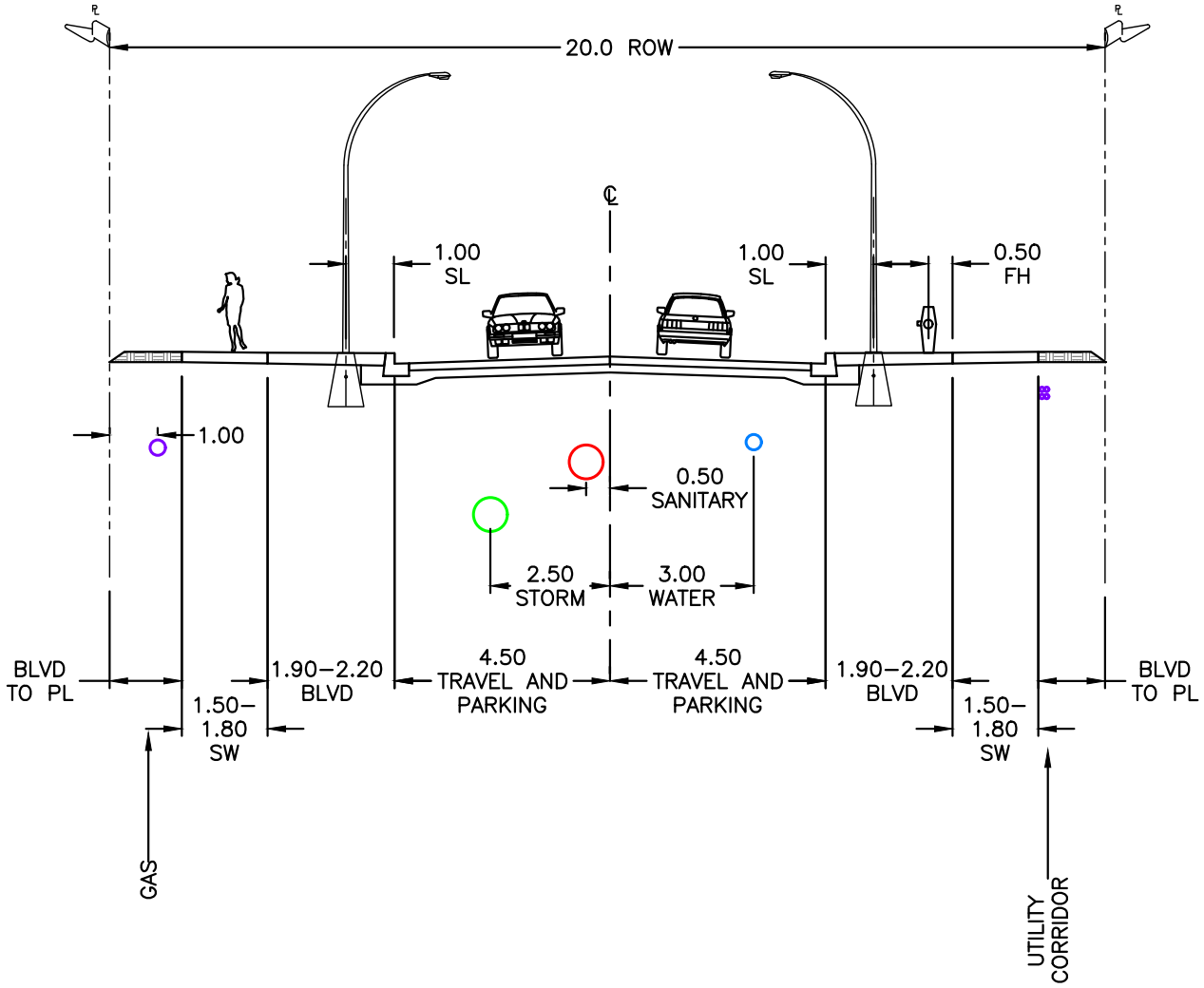
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
2. BOULEVARD WIDTH OF 1.9m IF SIDEWALK IS 1.8m.
3. BOULEVARD WIDTH OF 2.2m IF SIDEWALK IS 1.5m.
4. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

LOCAL ROAD B
CROSS SECTION

DRAWING NUMBER	R16b
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



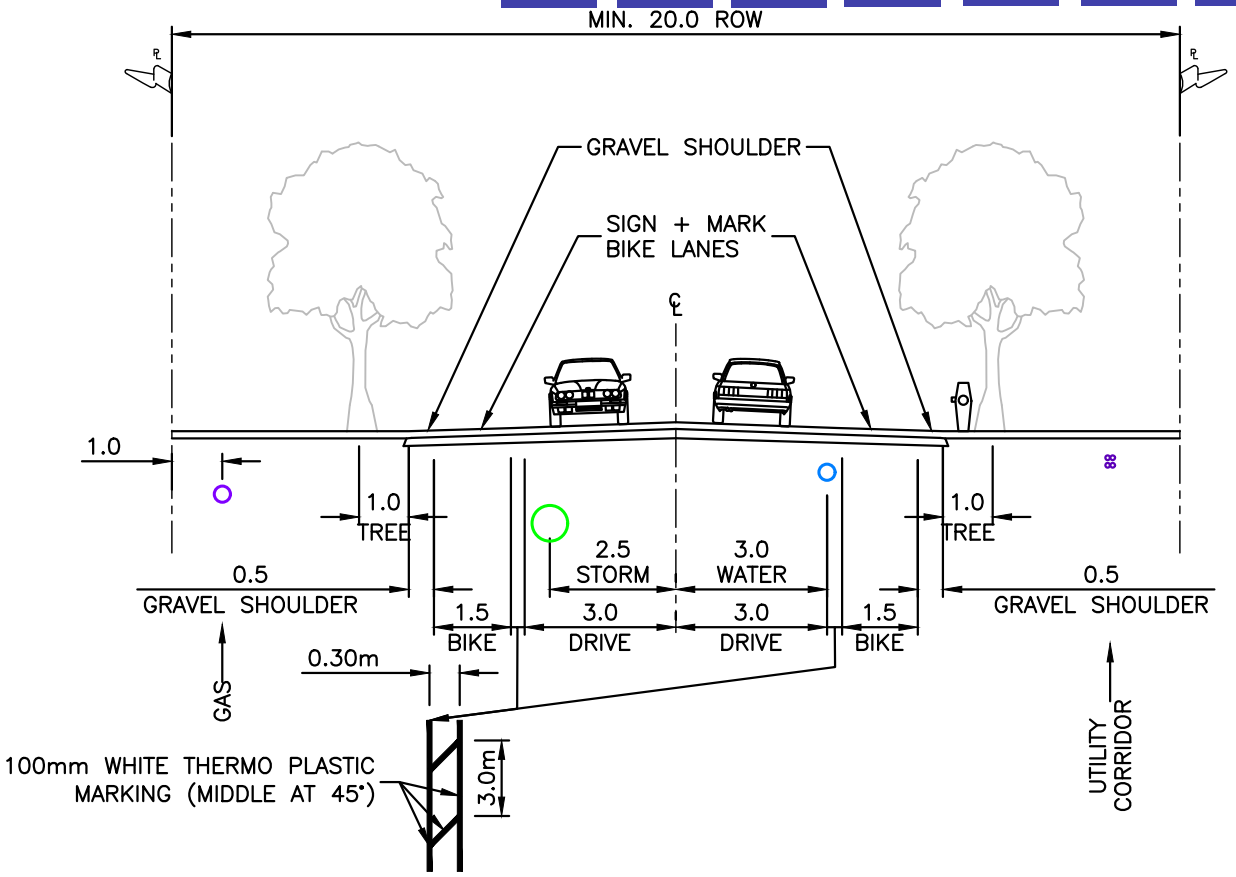
NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
2. BOULEVARD WIDTH OF 1.9m IF SIDEWALK IS 1.8m.
3. BOULEVARD WIDTH OF 2.2m IF SIDEWALK IS 1.5m.
4. ELEVATIONS FOR SANITARY, STORM, AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

LOCAL ROAD C
CROSS SECTION

DRAWING NUMBER	R16c
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



NOTE:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. BIKE LANE WIDTH OF 1.5m WITH 0.3m HATCH AREA ALONG DRIVE AISLES.
3. ELEVATIONS FOR STORM AND WATER UTILITIES SHOWN FOR ILLUSTRATIVE PURPOSES.

TOWN OF COMOX

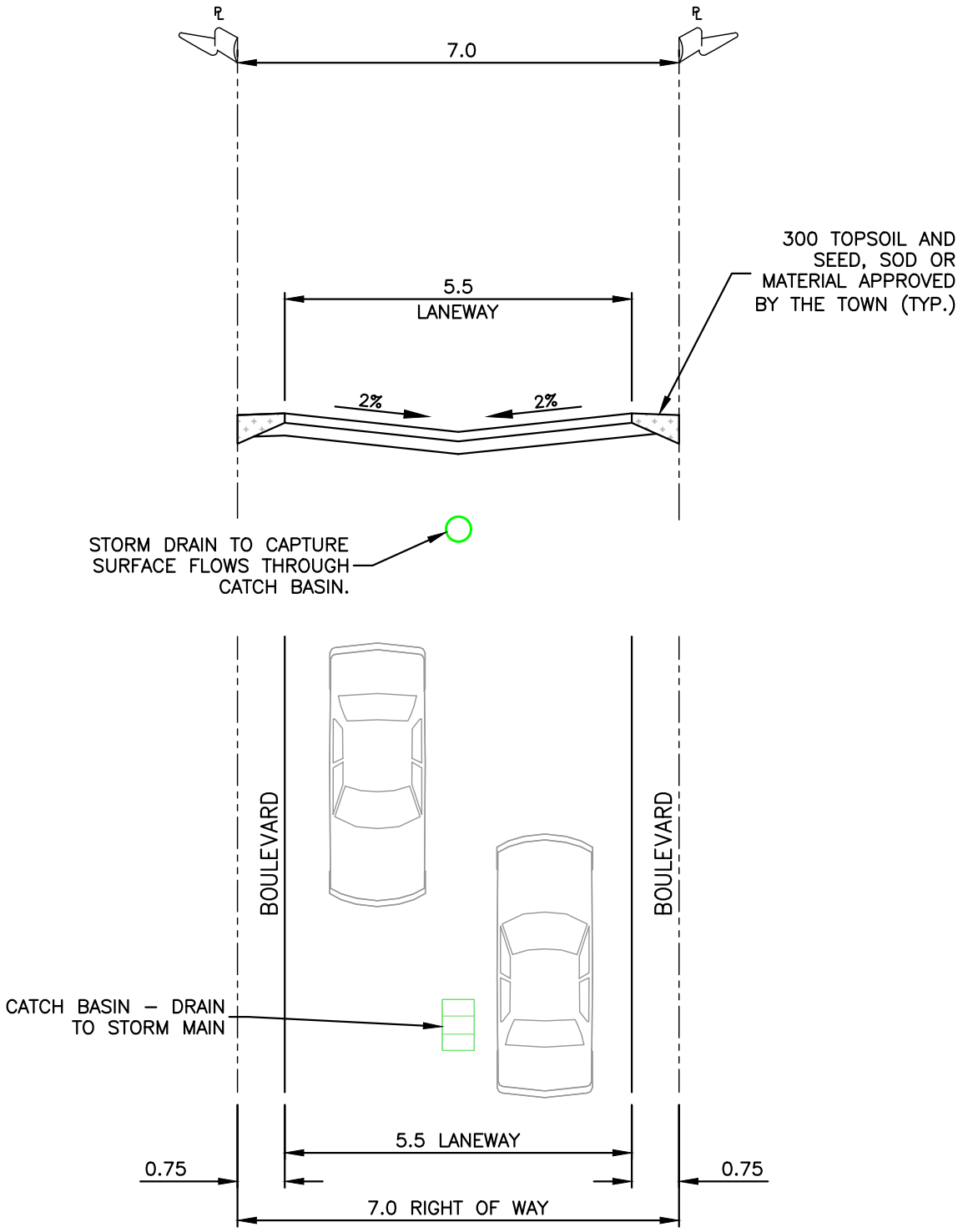
WATERFRONT

DRAWING NUMBER
R17

REVISION NUMBER
A

SCALE
N.T.S.

June 2025



NOTE:

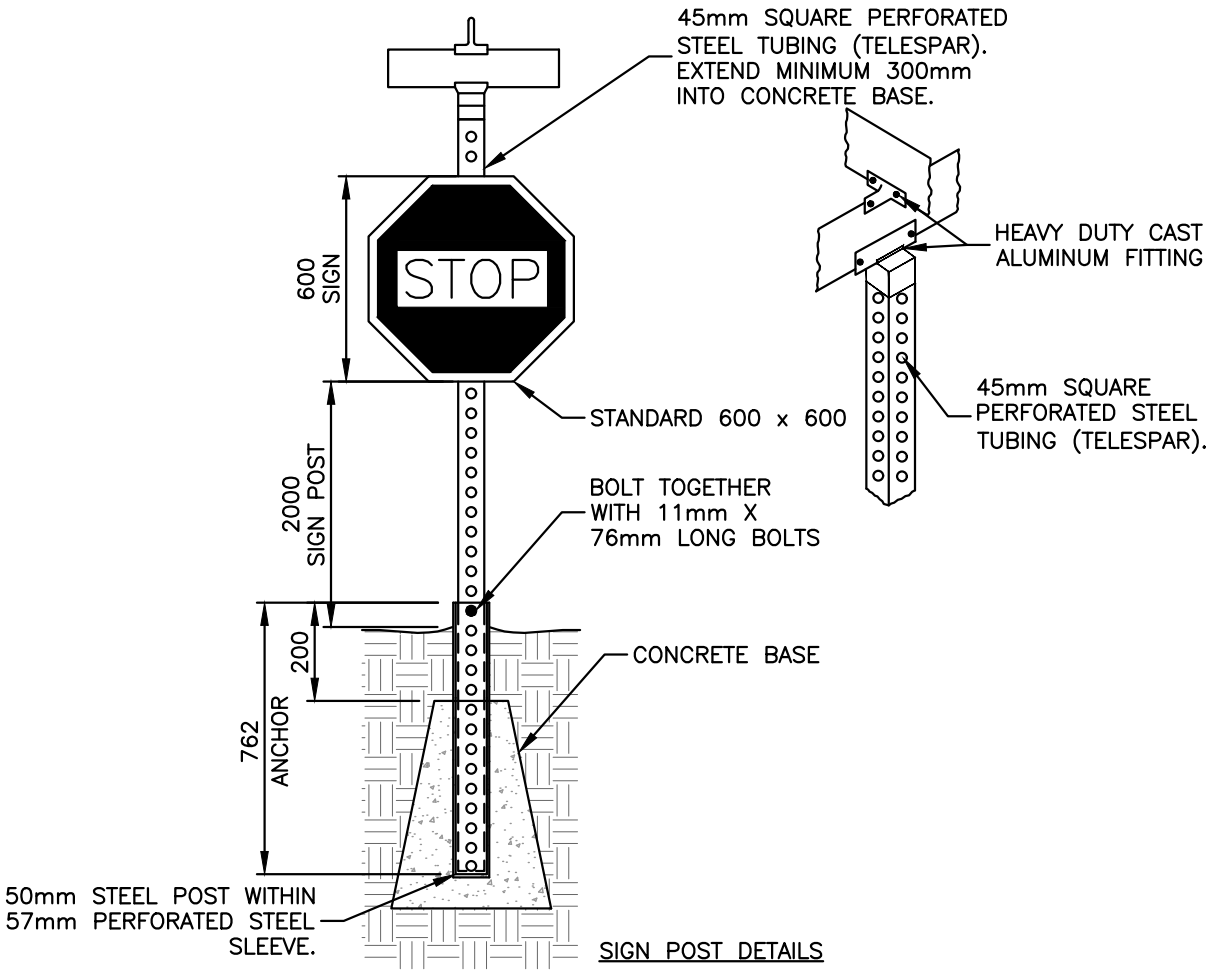
1. ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED.
2. SANITARY, STORM, AND THIRD–PARTY UTILITIES MAY BE SERVICED THROUGH LANES IF THERE ARE NO OTHER OPTIONS FOR SERVICING ALONG THE FRONTAGE OF THE LOT.

TOWN OF COMOX

LANE

DRAWING NUMBER	REVISION NUMBER	SCALE
R18	A	N.T.S.

June 2025



SIGN POST DETAILS

Substrate		Main Text	
Material	6" (150mm) extruded aluminum	**Height**	3.875" - 100mm
Length	16" - 32" with 2" increments	**Font**	Helvetica Compact
Sides	Double sided	**Force**	80%
Colour	Blue EG	**Colour**	White EG
Reflectiviy	ASTM 1	**CAP**	Upper case
Logo		**End Text**	
Size	3.875" - 100mm	**Size**	3.875" - 100mm
Placement	Left, 1" from edge	**CAP**	Upper case
Other		**Alignment**	Justified center

SIGN DETAILS

NOTE:

1. ALL DIMENSIONS IN MILLIMETERS UNLESS NOTED OTHERWISE.
2. STREET NAME SIGNS AND SIGN POSITION SHALL CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA.
3. STOP SIGN BLANK SHALL BE 12 ga. (0.0081) S0SH32 ALLOY ALUMINUM OR EQUAL.
4. STOP SIGN FACE SHALL BE STANDARD 600 x 600 DIAMOND GRADE HIGH INTENSITY REFLECTORIZED WHITE OR REFLECTORIZED RED.

TOWN OF COMOX

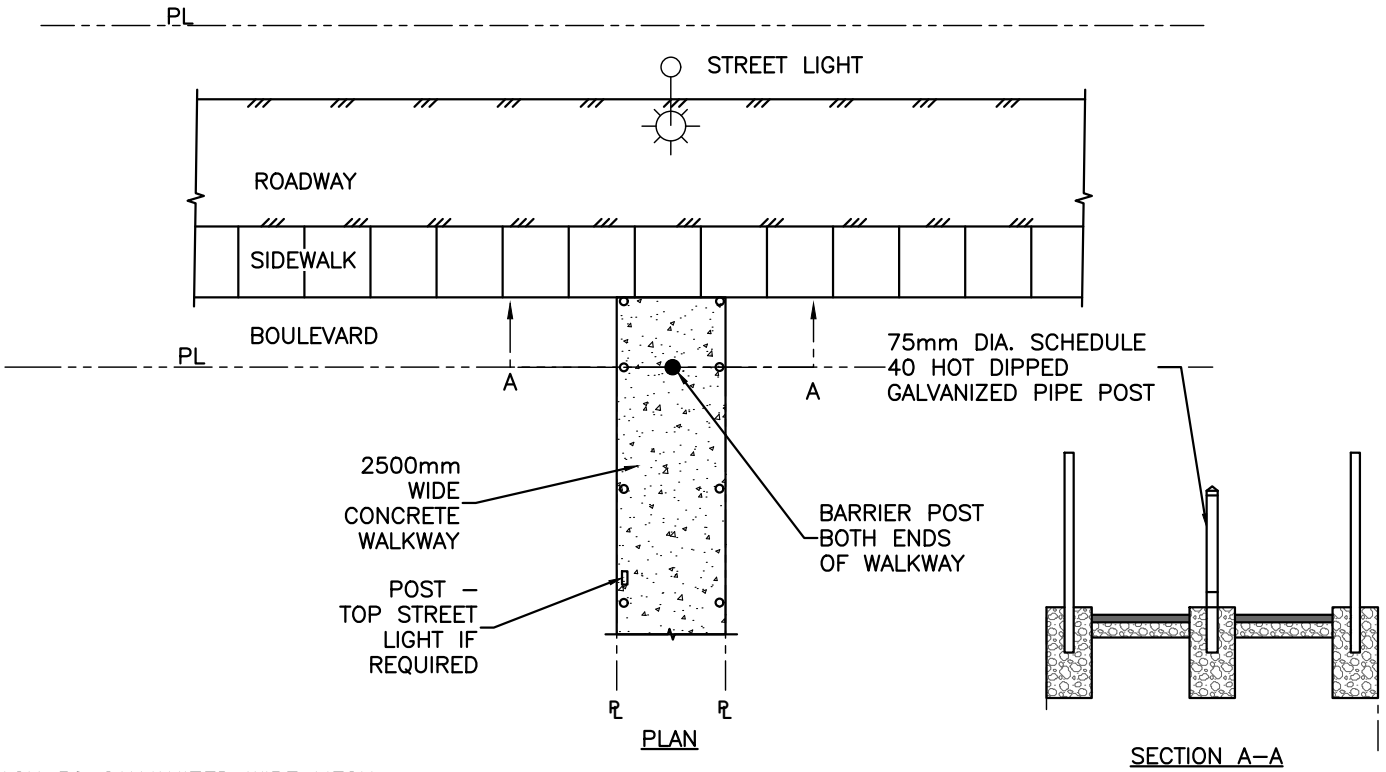
STREET NAME AND STOP SIGN

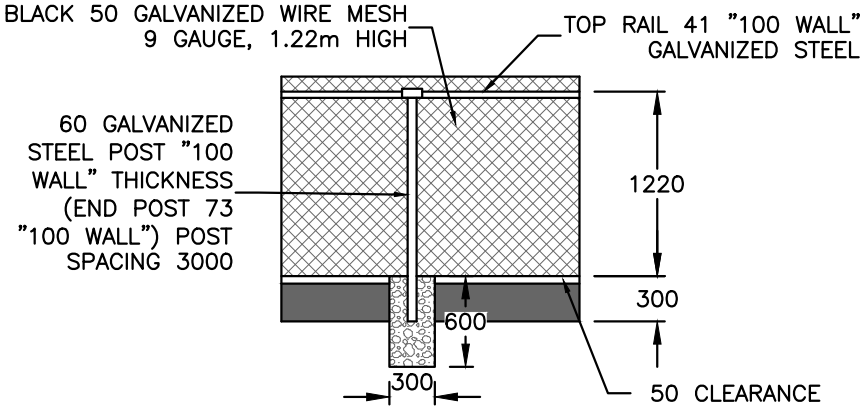
DRAWING NUMBER R19

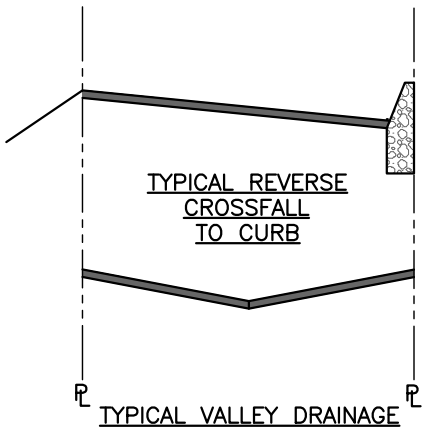
REVISION NUMBER A

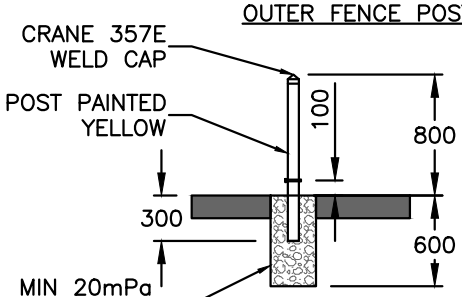
SCALE N.T.S.

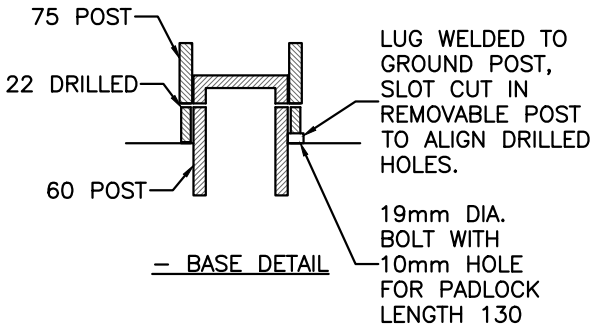
June 2025











NOTE:

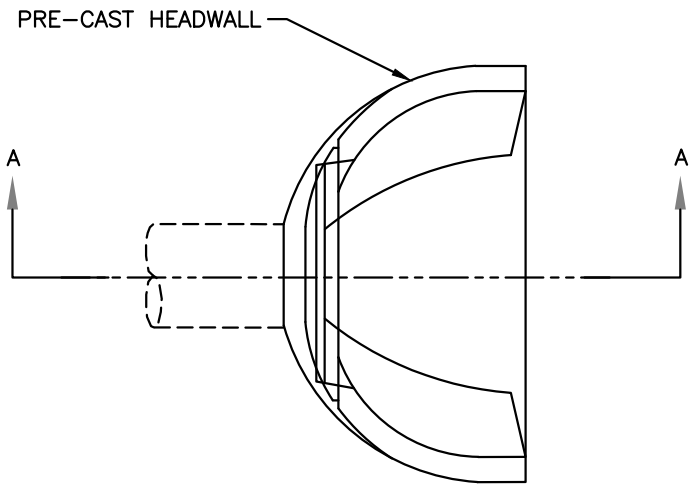
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. SLOPE OF WALKWAY TO BE MIN. OF 2% WITH POSITIVE DRAINAGE.

TOWN OF COMOX

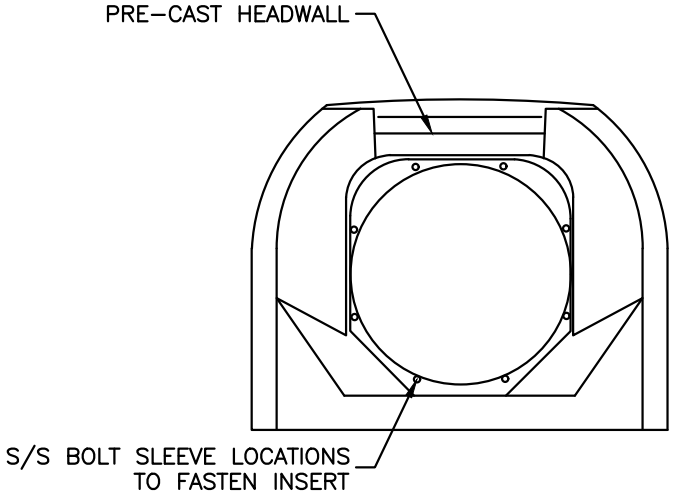
PEDESTRIAN CONNECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
R20	A	N.T.S.

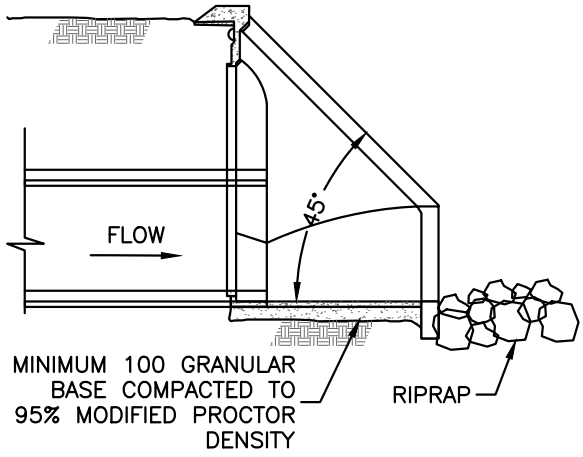
June 2025



PLAN



ELEVATION



SECTION A–A

NOTE:

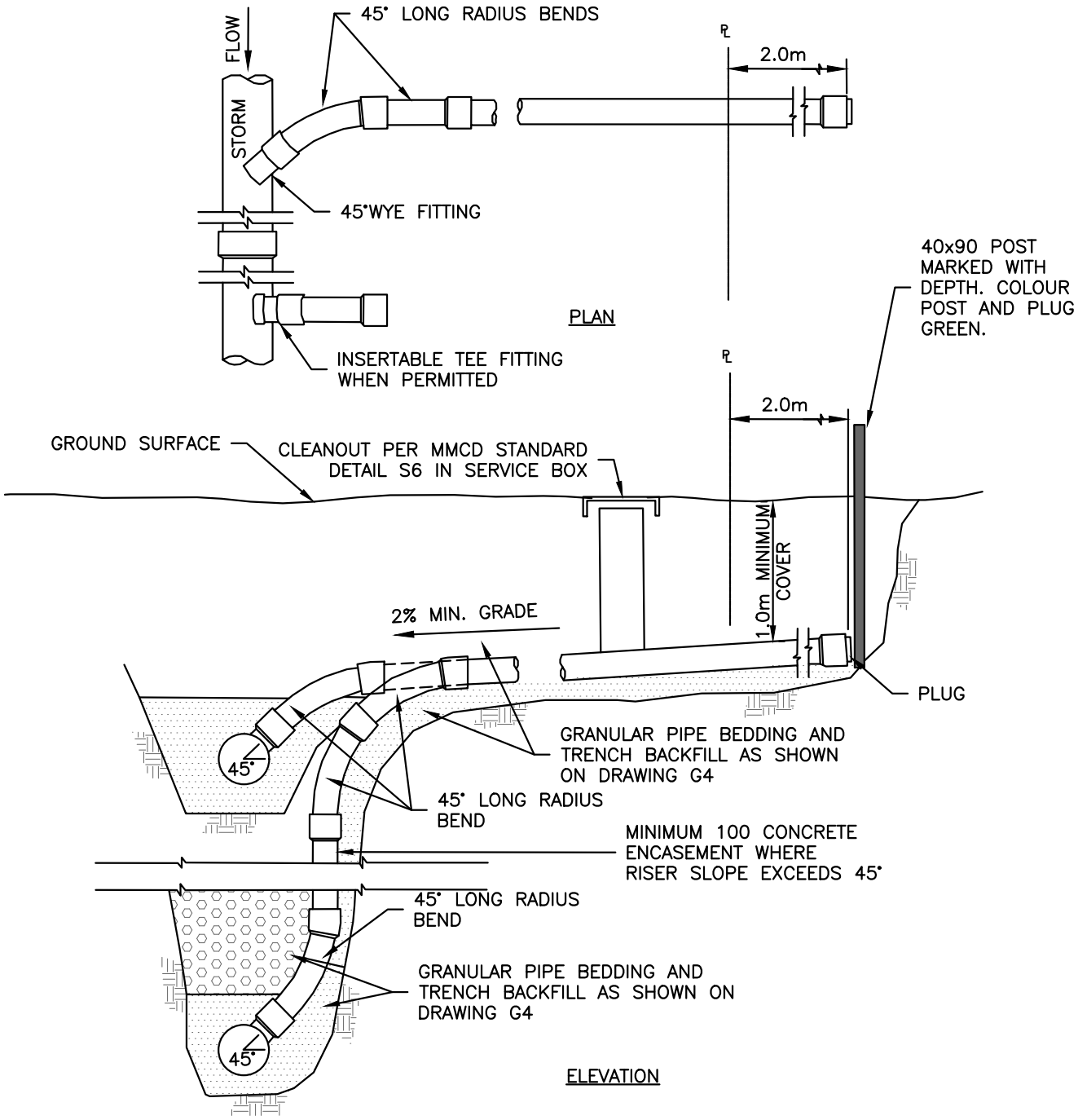
1. SAFETY GRILLAGE MAY BE SPECIFIED SHOULD DEBRIS MANAGEMENT BE REQUIRED AT THE CULVERT LOCATION.

TOWN OF COMOX

CULVERT HEADWALL

DRAWING NUMBER	REVISION NUMBER	SCALE
S18	A	N.T.S.

January 2025



NOTE:

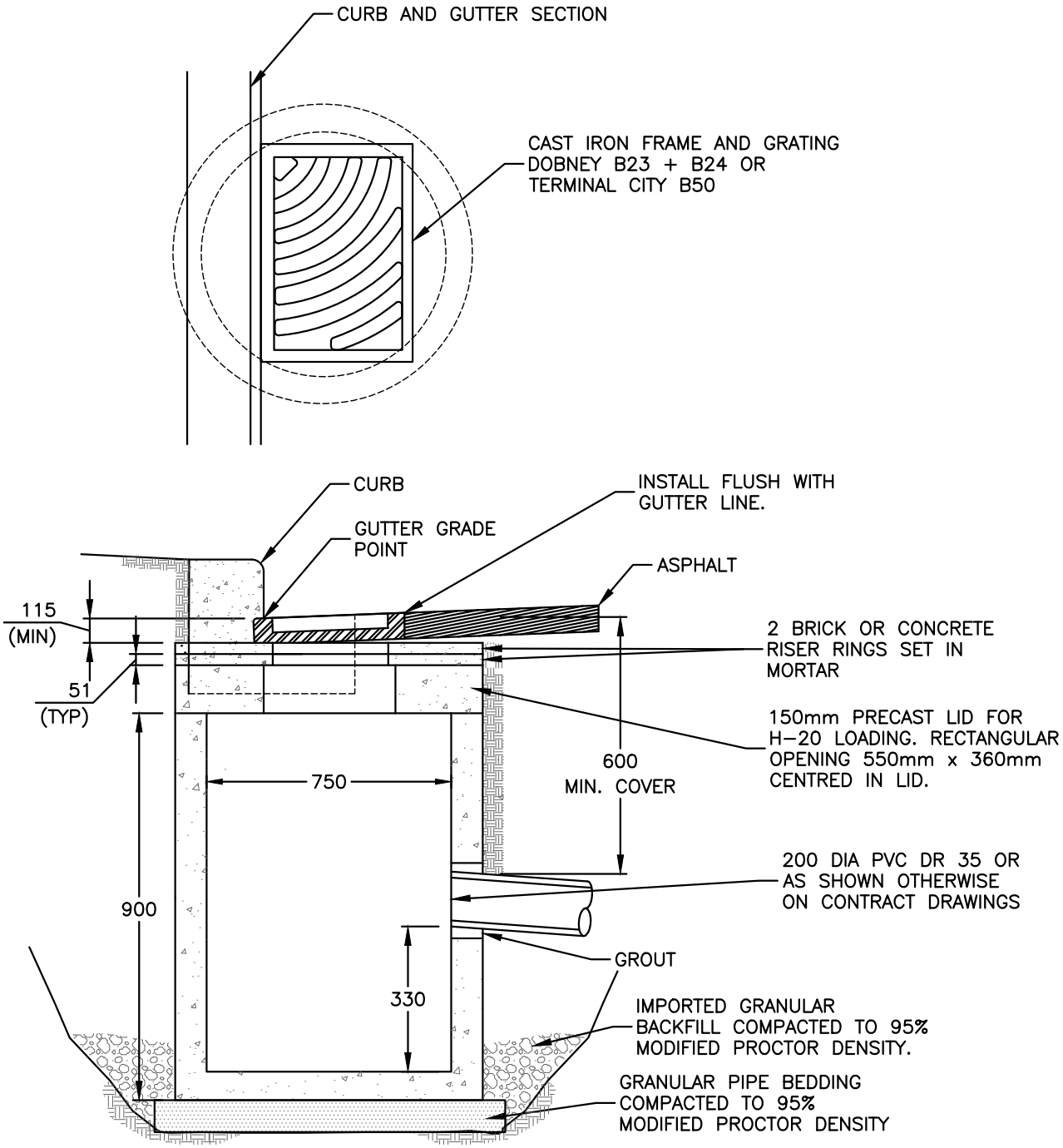
1. CONCRETE STORM SEWER PIPES TO BE PROVIDED WITH SUPPLIER INSTALLED PVC STUB.
2. CONNECTIONS TO BE 100 MINIMUM OR LARGER AS SPECIFIED ON CONTRACT DRAWINGS.
3. RISER TYPE SERVICE TO BE USED ONLY WHEN SERVICE IS MORE THAN 2.4m ABOVE WYE INVERT OR AS DIRECTED BY CONTRACT ADMINISTRATOR.
4. LOCATION OF SERVICE AND MARKER AS SHOWN ON CONTRACT DRAWINGS.
5. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

STORM SEWER SERVICE CONNECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
S19	A	N.T.S.

January 2025



NOTE:

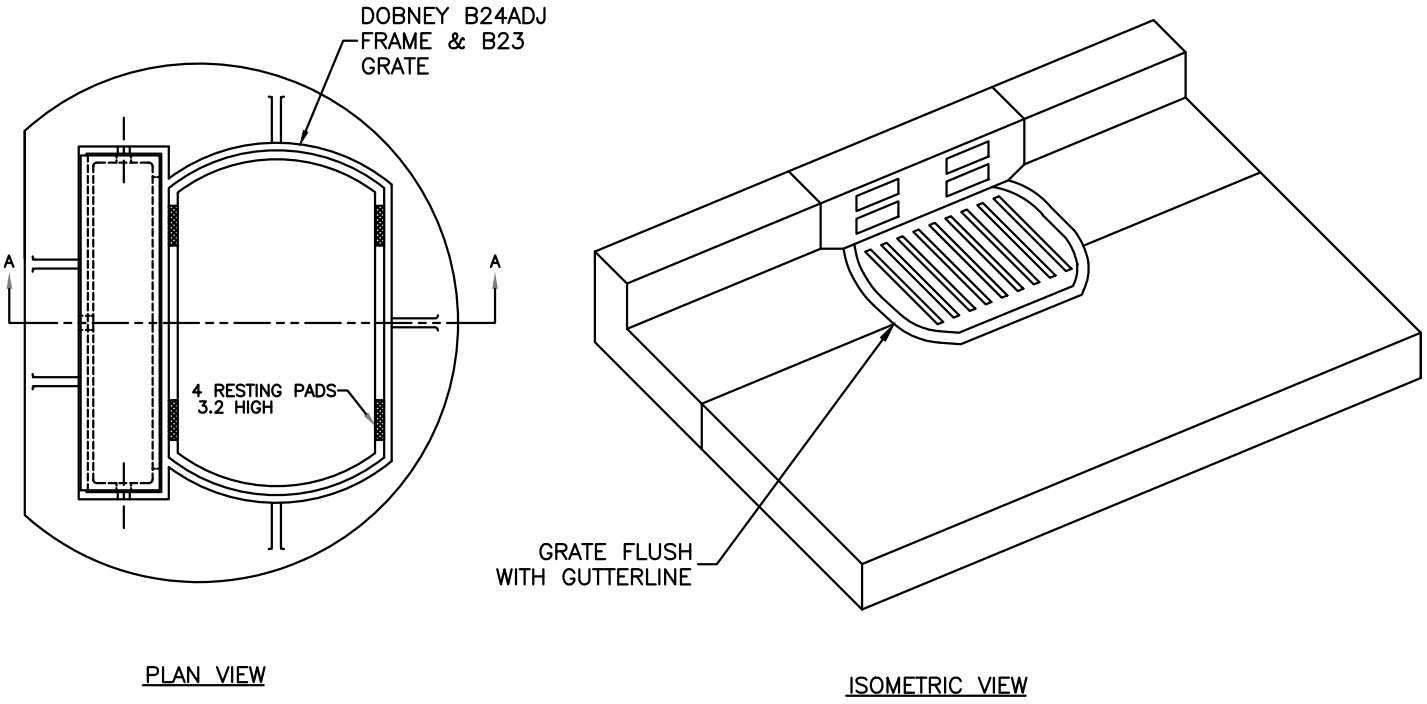
1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE SHOWN.
2. PRECAST UNITS c/w BASE AND H–20 RATING, APPROVED BY CONTRACT ADMINISTRATOR, ARE ACCEPTABLE.

January 2025

TOWN OF COMOX

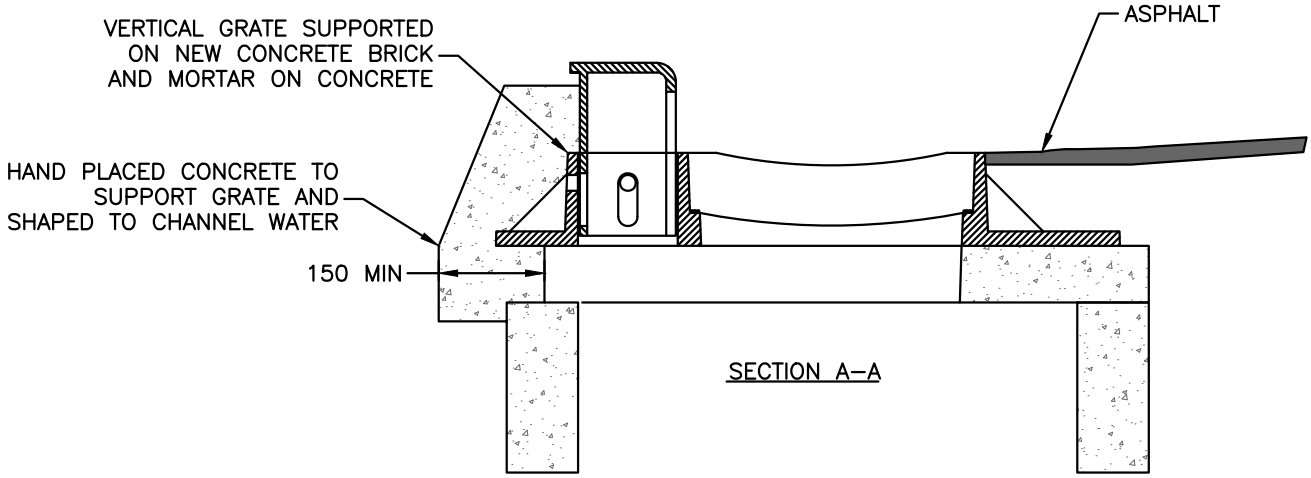
CATCH BASIN WITH FLAT GRATE

DRAWING NUMBER	REVISION NUMBER	SCALE
S20	A	N.T.S.



PLAN VIEW

ISOMETRIC VIEW



SECTION A–A

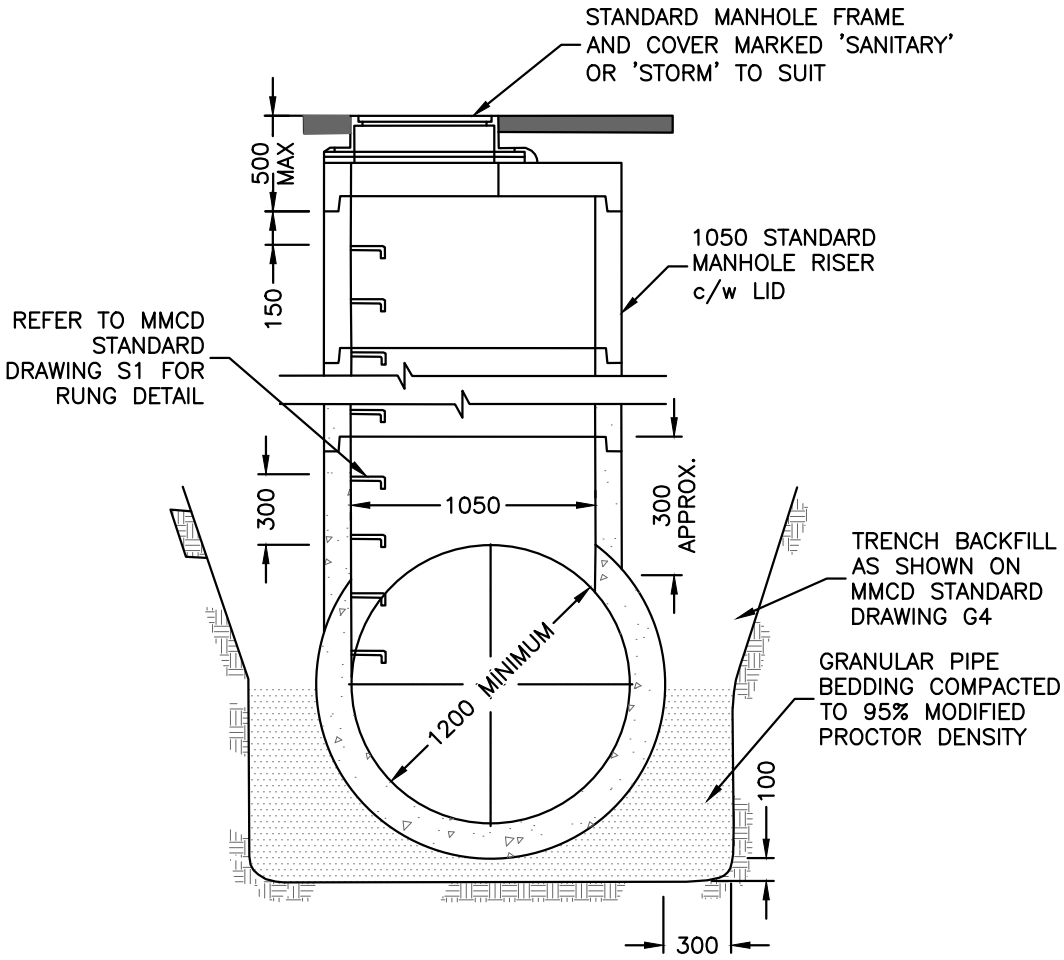
NOTES
1. DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

CATCH BASIN WITH COMBINED INLET

DRAWING NUMBER	S21
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



ELEVATION

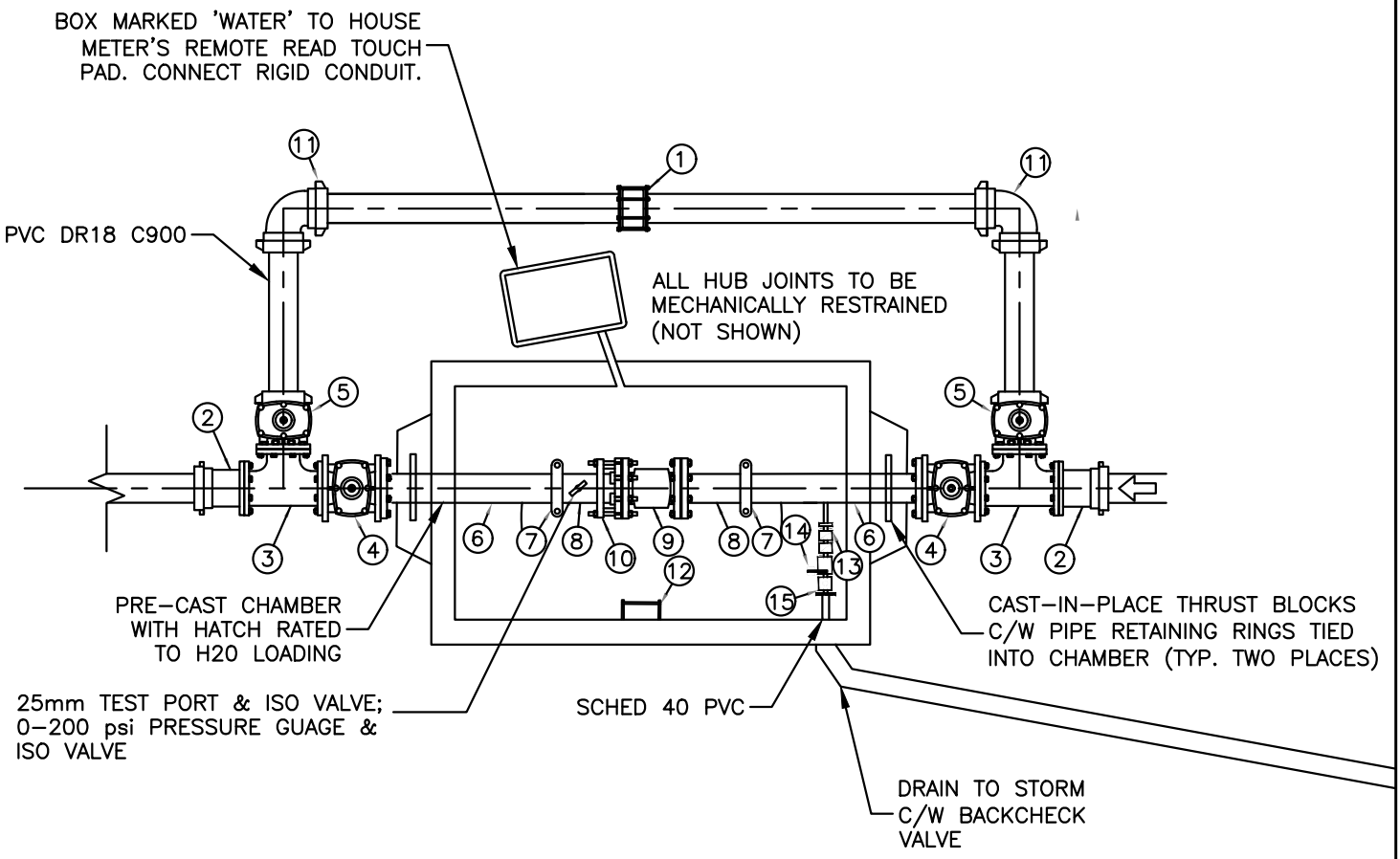
NOTE:
1. PRECAST RISER MANHOLES SUBJECT TO TOWN APPROVAL.
2. MAXIMUM DEPTH TO FIRST RUNG IS 500mm. WHEN HANDHOLD IS INSTALLED BETWEEN TOP AND FIRST RUNG, MAXIMUM DEPTH MAY BE INCREASED TO 660mm.
3. REFER TO CONTRACT DRAWINGS, SECTIONS 33 40 01 OR 33 30 01 AS APPLICABLE AND SECTION 33 44 01 FOR DETAILED SPECIFICATIONS.
4. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

PRECAST RISER MANHOLE

DRAWING NUMBER	REVISION NUMBER	SCALE
S22	A	N.T.S.

January 2025



ITEM	DESCRIPTION	QTY
1	PIPE COUPLER	2
2	FLxH ADAPTER	2
3	FL TEE	2
4	FL GATE VALVE (NORMALLY OPEN) C/W STD VALVE BOX	2
5	FLxH GATE VALVE (NORMALLY CLOSED) C/W LOCKABLE VALVE BOX	2
6	S.S. SCH10 FLxGRV SPOOL	2
7	S.S. GROOVE COUPLER	2
8	S.S. SCH10 FLxGRV SPOOL	2
9	FLOW METER	1
10	DISMANTLING JOINT	1
11	90° HxH BEND	2
12	GALVANIZED MANHOLE LADDER (SET)	1
13	DOUBLE CHECK BACKFLOW PREVENTER ASSEMBLY	1
14	FLOAT VALVE c/w PVC FLOAT ROD AND FLOAT	1
15	BLUE FLUID EJECTOR	1
16	ADJUSTABLE GALVANIZED STEEL SADDLE STYLE PIPE STANDS	AS REQUIRED

NOTE: PIPE SIZE TO MATCH SERVICE SIZE.

January 2025

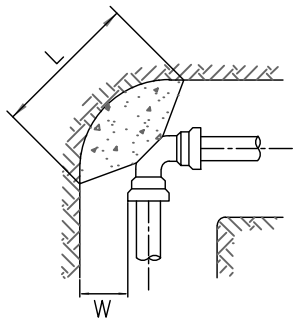
TOWN OF COMOX

WATER METER FOR SERVICES GREATER THAN 50mm

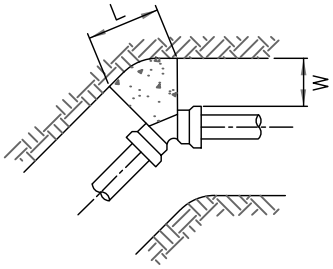
DRAWING NUMBER: W11

REVISION NUMBER: A

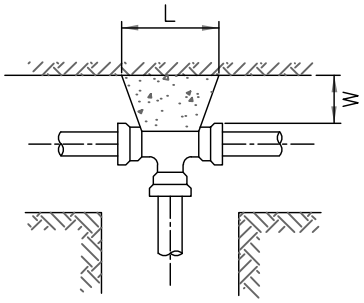
SCALE: N.T.S.



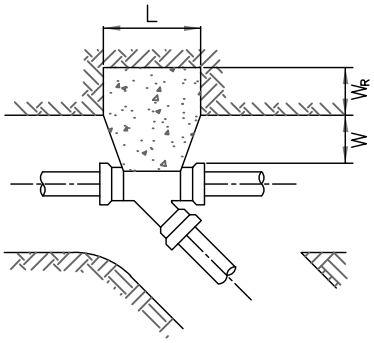
HORIZONTAL 90° BEND



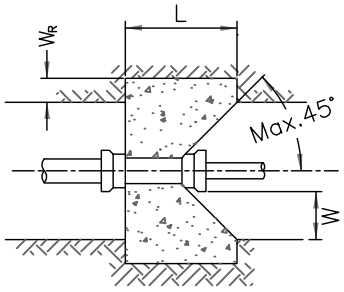
HORIZONTAL 45° BEND



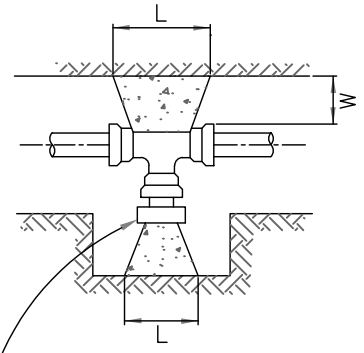
TEE



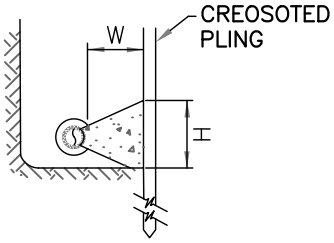
WYE



REDUCER

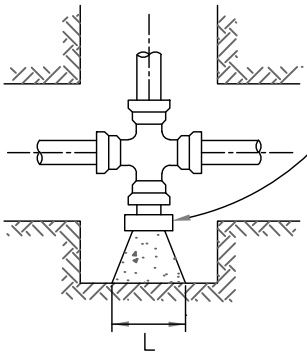


TEE WITH PLUG

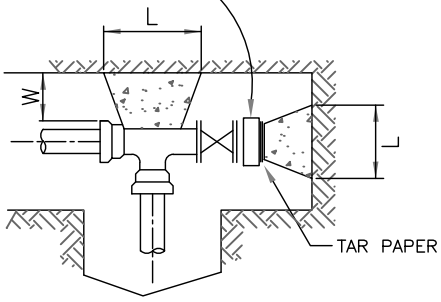


Note: WHERE GROUND CANNOT BE EXCAVATED TO FREE STANDING UNDISTURBED SOIL. SMALL PLANK SHEET PILING SHALL BE DRIVEN TO PROVIDE UNDISTURBED THRUST AREA. PILING TO BE DRIVEN PRIOR TO EXCAVATING FOR THRUST BLOCK. PILING SHOULD BE USED ONLY BELOW THE PERMANENT WATER TABLE.

BLOCK & PLING



CROSS WITH PLUG



TEE WITH VALVE

NOTES:

1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. CONCRETE TO HAVE A 28 DAY COMPRESSIVE STRENGTH OF 20MPa.
3. SEE DRAWING W13 FOR DIMENSION VALUES L,W,H & W_R FOR THE INDICATED GEOTECHNICAL CONDITIONS.

TOWN OF COMOX

THRUST BLOCKING (PAGE 1 OF 2)

DRAWING NUMBER	W12
REVISION NUMBER	A
SCALE	N.T.S.

January 2025

MINIMUM THRUST AREAS FOR FITTINGS AT 1030kPa PRESSURE AND FOR SOILS WITH MINIMUM BEARING PRESSURE OF 96kPa

(NOT TO BE USED FOR SOFT CLAY, MUCK, PEAT ETC.)

* DIMENSIONS APPLY TO THE LARGER DIAMETER END OF FITTING

TYPE OF FITTING	FITTING SIZE	OUTSIDE OF FITTING TO BEARING PLACE	RECESS IN TRENCH WALL	LENGTH	HEIGHT
	D	W	W_R	L	H
90° BEND	150 200 250 300	300 350 380 400		920 1070 1450 1650	460 610 760 920
45° BEND	150 200 250 300	300 350 380 400		460 610 760 920	460 610 760 920
22.5° BEND	150 200 250 300	300 350 380 400		460 610 840 920	230 300 460 460
TEE	150 200 250 300	300 350 380 400		610 760 990 1220	460 610 760 920
CROSS	150 200 250 300	300 350 380 400		610 760 990 1220	460 610 760 920
45° WYE	150 200 250 300	300 350 380 400	300 400 500 600	460 610 760 920	460 610 760 920
REDUCER	150 200 250 300	300 350 380 400	150 200 250 300	460 610 760 920	460 610 760 920
CAPS&PLUGS (if not bolted)	150 200 250 300	300 350 380 400		460 610 760 920	460 610 760 920

TOWN OF COMOX

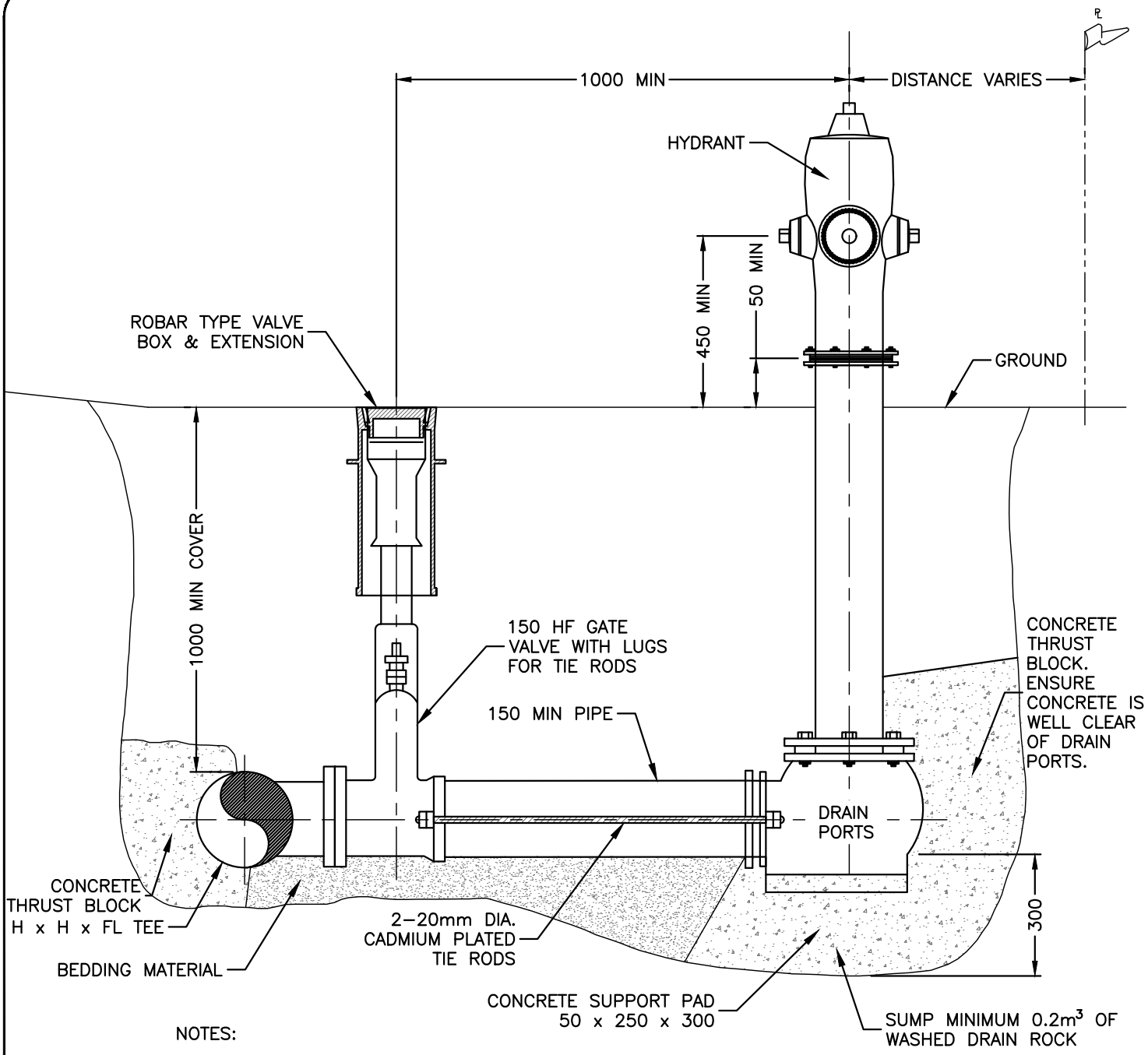
THRUST BLOCKING
(PAGE 2 OF 2)

DRAWING NUMBER
W13

REVISION NUMBER
A

SCALE
N.T.S.

January 2025



NOTES:

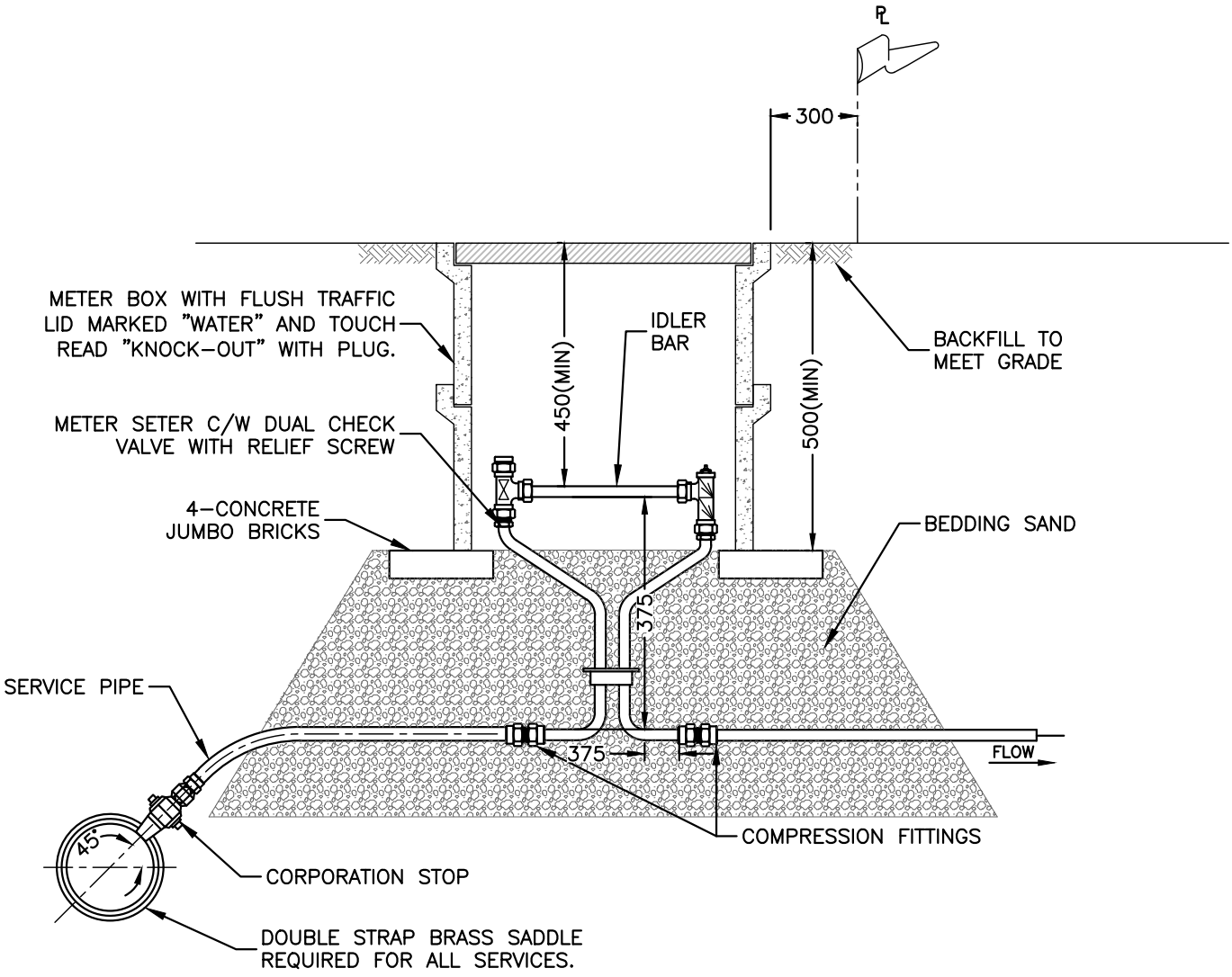
1. UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. HYDRANTS SHALL BE COMPRESSION TYPE AND EACH SHALL CONTAIN:
   2.1. PUMPER PORT – 5.75 IN. OD, FOUR (4) THREADS PER INCH.
   2.2. 65mm STANDARD BC HYDRANT THREAD.
3. HOSE AND PUMPER NOZZLE MUST FACE ROADWAY.
4. HYDRANT BODY COLOUR – RED WITH WHITE NUTS, CAP, BONNET, AND PORTS.
5. HYDRANT OPERATING NUTS AND NOZZLE CAP NUTS SHALL BE AWWA STANDARD PENTAGONAL. DIRECTION OF OPENING SHALL BE COUNTER–CLOCKWISE.

TOWN OF COMOX

HYDRANT

DRAWING NUMBER	W14
REVISION NUMBER	A
SCALE	N.T.S.

June 2025



NOTE:

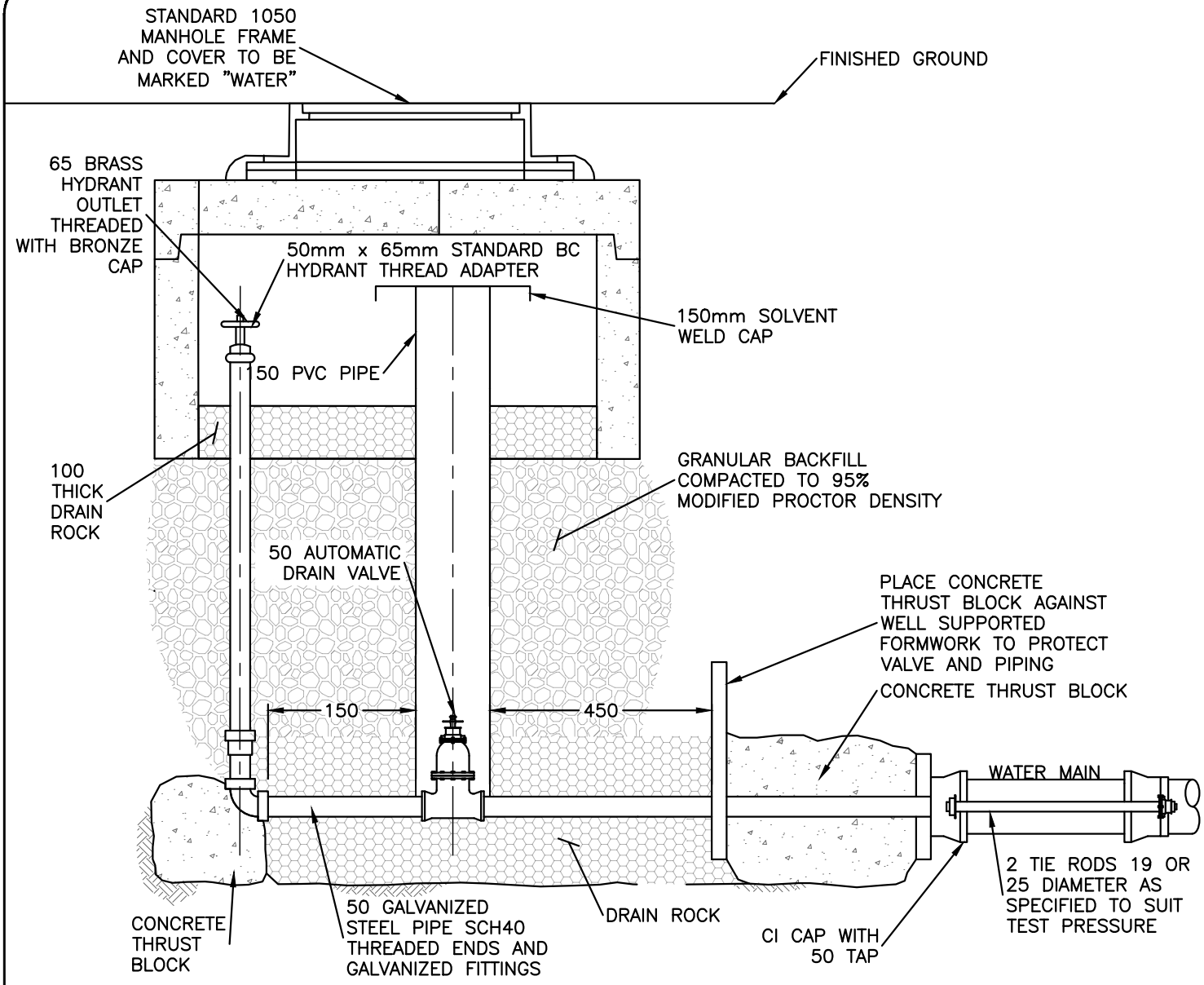
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. INSTALL SERVICE PIPE WITH "GOOSE NECK" IN HORIZONTAL POSITION.
3. ADDITIONAL METER "RISERS" SHALL BE EMPLOYED TO ACHIEVE A DEPTH OF COVER BETWEEN 450mm AND 60mm AS MEASURED BETWEEN THE FINISHED GRADE AND THE IDLER ARM.

TOWN OF COMOX

25 mm WATER SERVICE CONNECTION

DRAWING NUMBER	REVISION NUMBER	SCALE
W15	A	N.T.S.

January 2025



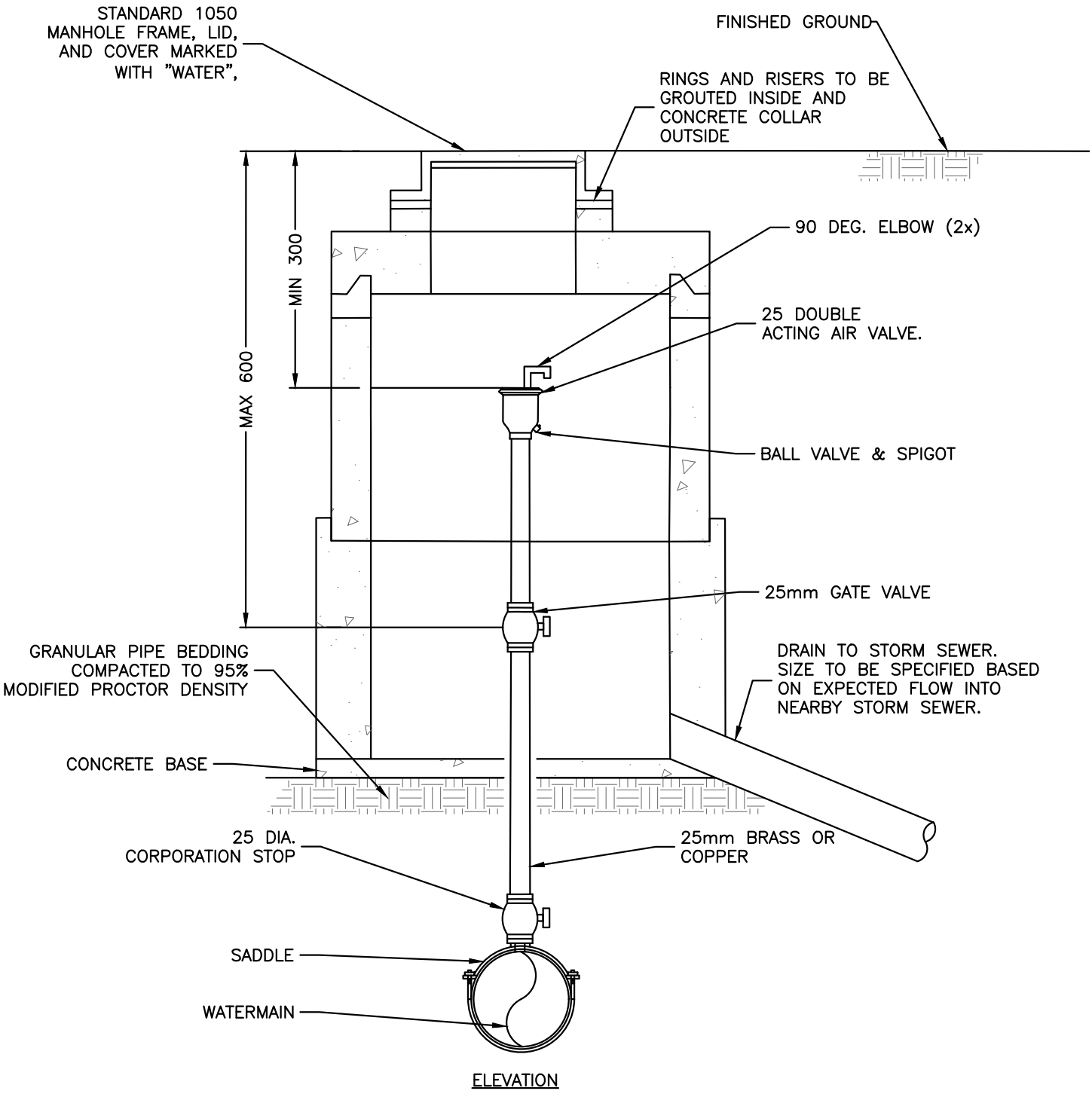
NOTES:
1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE SHOWN.
2. DRAIN LOCATION TO BE BELOW FROST DEPTH (MIN. 1m)

TOWN OF COMOX

BLOW OFF ASSEMBLY

DRAWING NUMBER	W16
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



ELEVATION

NOTE:
1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. AIR VALVES TO BE LOCATED OUTSIDE OF THE TRAVELLED PORTION OF THE ROADWAY.

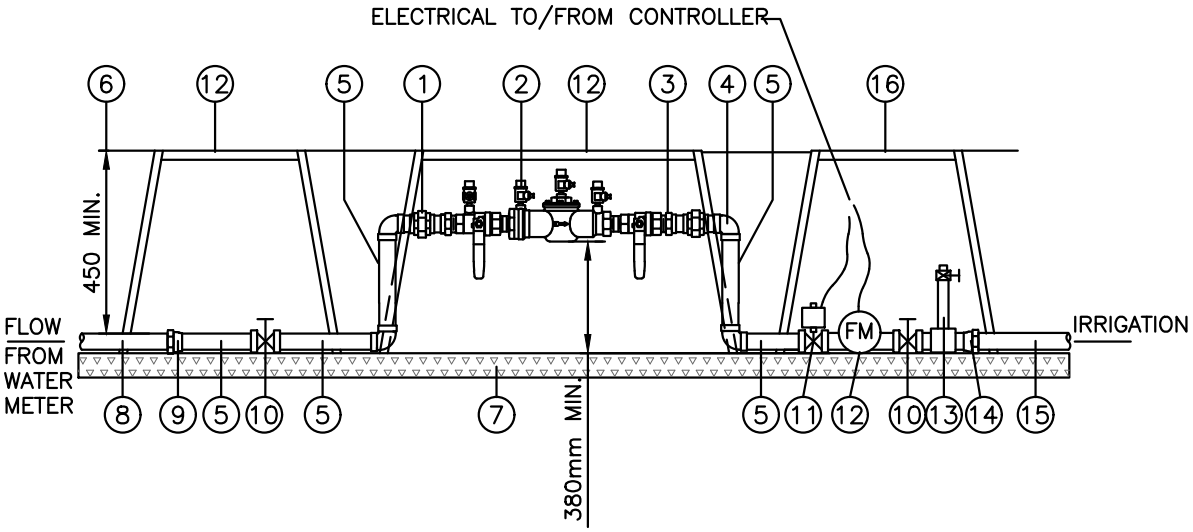
TOWN OF COMOX

AIR VALVE ASSEMBLY

DRAWING NUMBER	REVISION NUMBER	SCALE
W17	A	N.T.S.

June 2025

#	QUANT	DESCRIPTION
1	2	COPPER UNION
2	1	DOUBLE CHECK BACKFLOW PREVENTER ASSEMBLY c/w BALL VALVE SHUT OFF AT EACH END
3	2	COPPER MALE ADAPTER
4	4	COPPER 90° ELBOW
5	AS REQ'D	COPPER SPOOL PIECES (TYPICAL)
6	–	FINISH GRADE
7	–	50mm DEPTH 19mm MINUS GRAVEL
8	1	COPPER OR PVC PIPE FROM TOWN WATER METER
9	1	COPPER FEMALE ADAPTER – REQUIRED IF SUPPLY PIPE IS PVC
10	2	BRONZE GATE VALVE – CLOSE FOR WINTERIZATION
11	1	MASTER VALVE
12	1	FLOW SENSOR
13	1	19mm BRONZE HOSE BIB ON RISER – FOR WINTERIZING SYSTEM
14	1	COPPER FEMALE ADAPTER
15	1	PVC PIPE TO IRRIGATION
16	3	VALVE BOX



NOTE:
1. MATERIAL MAY BE UPDATED BASED ON APPROVED PRODUCTS LIST AND/OR TOWN APPROVAL.

TOWN OF COMOX

IRRIGATION BACKFLOW PREVENTION (PART 1 OF 2)

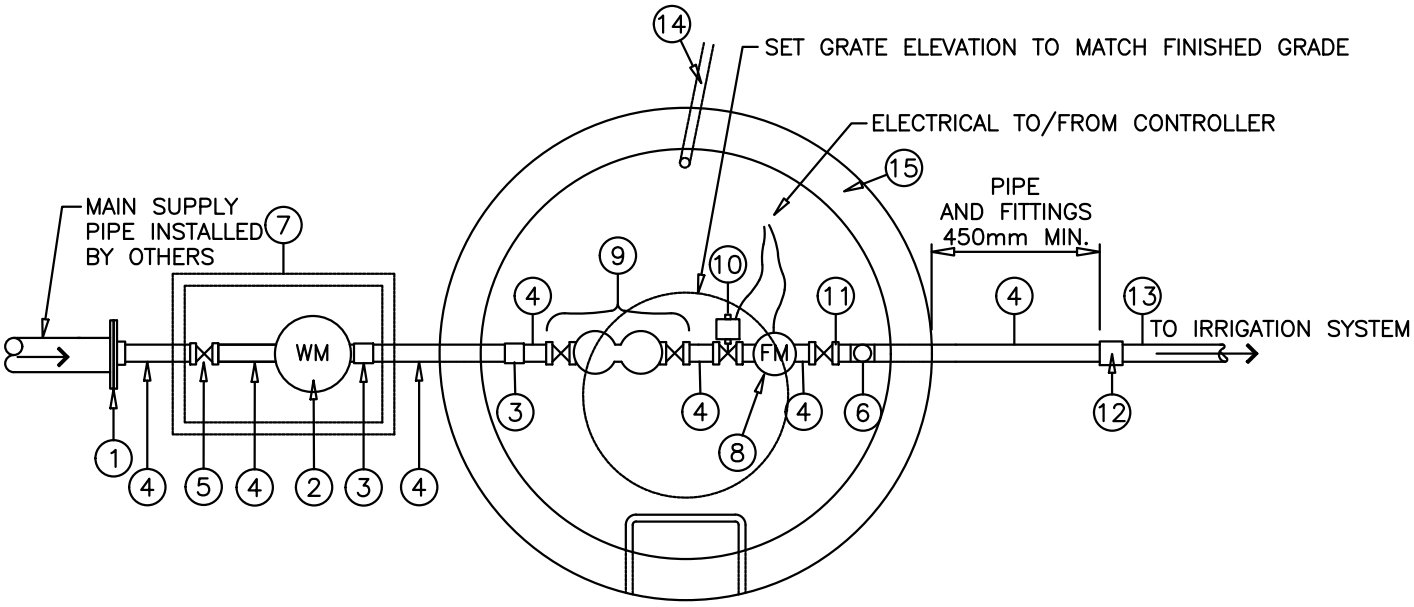
DRAWING NUMBER	L1
REVISION NUMBER	A
SCALE	N.T.S.

June 2025

#	QUANT	DESCRIPTION	CONNECTION
①	1	COMPANION FLANGE	FIPT
②	1	WATER METER (MIN. 4 ø FROM INLET VALVE AND 6 ø TO NEXT VALVE) AND IDLER	
③	2	DISMANTLING JOINT	FIPXSLIP
④	7	COPPER SPOOL PIECE SIZED TO SUIT (TYPICAL)	VARIOUS
⑤	2	BRONZE GATE VALVE C\W HANDWHEEL – CLOSE FOR WINTERIZATION	FIPT
⑥	1	19mm BRONZE HOSE BIB ON RISER – FOR WINTERIZING SYSTEM.	FIPT
⑦	1	METER BOX c/w RISERS AND CAST LID "WATER"	
⑧	1	FLOW METER	
⑨	1	TESTABLE DOUBLE CHECK DETECTOR VALVE BACKFLOW PREVENTER ASSEMBLY c/w GATE VALVES	
⑩	1	MASTER VALVE	
⑪	1	BRONZE GATE VALVE C\W HANDWHEEL	MIPT
⑫	1	SCHED 80 ADAPTER	FIPXSLIP
⑬	1	PVC IRRIGATION MAIN	PE
⑭	1	100mm SDR28 PVC DRAIN PIPE – CONNECT TO STORM DRAIN OR OUTLET	
⑮	1	CONCRETE MANHOLE CHAMBER c/w STEP IRONS, LID, CAST–IN–PLACE (OR PREMANUFACTURED) BASE H20 MANHOLE FRAME AND COVER AND GRADE RINGS AS REQUIRED. LID MARKED "WATER".	

NOTES:

1. INSTALL ADJUSTABLE SUPPORTS UNDER METER & BACKFLOW PREVENTER TO PROVIDE 300mm MIN. CLEARANCE ABOVE FINISH GRADE OF BOTTOM OF CHAMBER.
2. INSTALL THRUST RINGS AT CHAMBER OPENINGS OR PROVIDE RESTRAINING DEVICES INSIDE CHAMBER.
3. ALL FITTINGS TO BE COPPER OR OTHER APPROVED MATERIAL FROM APPROVED PRODUCTS LIST.



PLAN

TOWN OF COMOX

IRRIGATION BACKFLOW PREVENTION (PART 2 OF 2)

DRAWING NUMBER L2

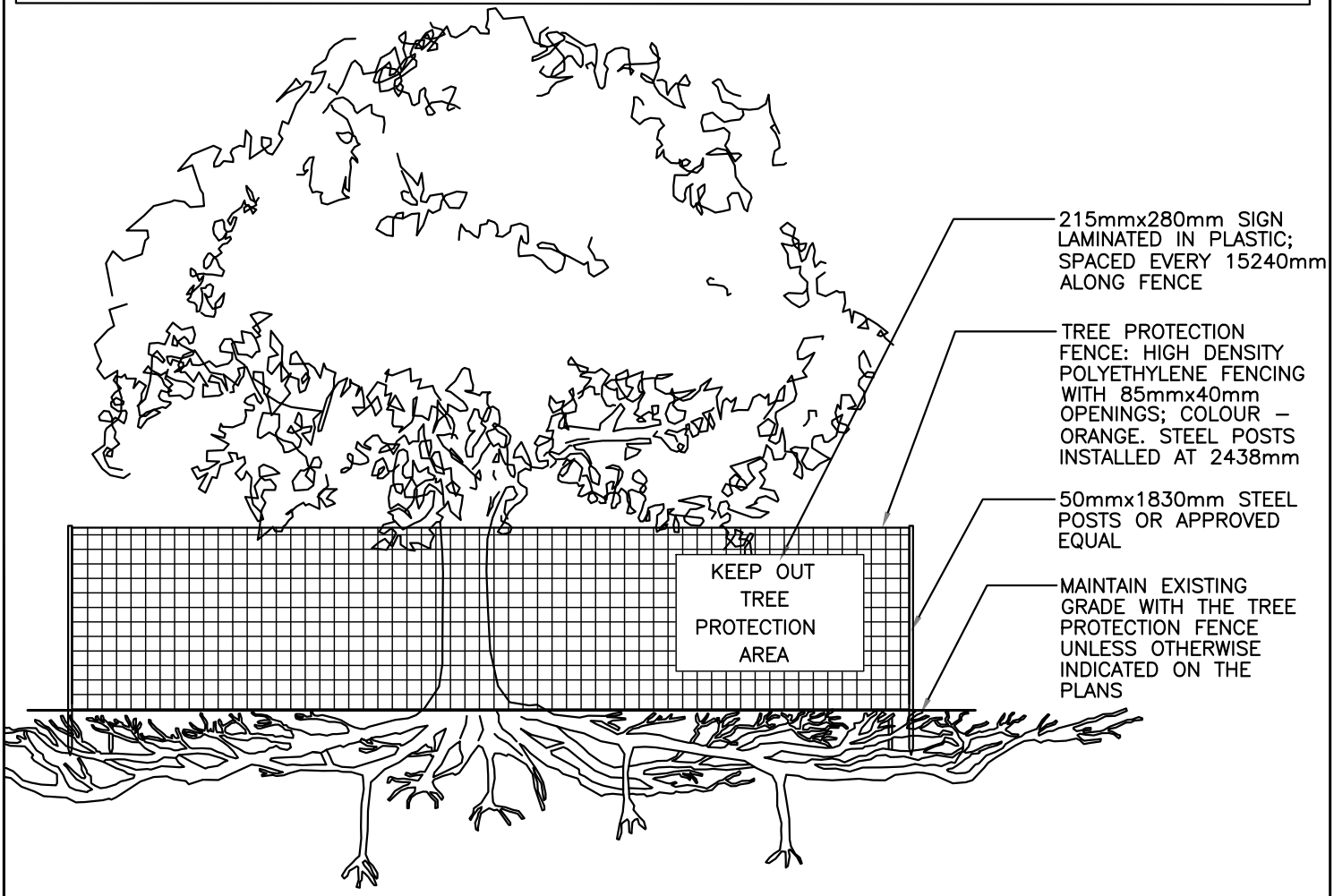
REVISION NUMBER A

SCALE N.T.S.

June 2025

NOTES:

1. LOCATION OF TREE PROTECTION FENCING AND LIMIT OF ACCESS FENCING TO BE VERIFIED WITH PROJECT MANAGER AND PROJECT ARBORIST PRIOR TO INSTALLATION.
2. TREE PROTECTION FENCING TO BE INSTALLED IN PRIOR TO ANY LAND DISTURBANCES ON SITE.
3. NO STORAGE OF BUILDING / CONSTRUCTION MATERIALS WITHIN PROTECTED AREAS OR AGAINST PROTECTION BARRIER.
4. ANY PRUNING OF BRANCHES OR ROOTS MUST BE DONE BY THE PROJECT ARBORIST.
5. HAND EXCAVATE ONLY WITHIN DRIPLINE OF TREES TO BE RETAINED SEVERING ROOTS IN EXCESS OF 50mm ø.
6. TREE PROTECTION FENCE IS NOT TO BE LIFTED OR REMOVED AT ANY TIME FOR VEHICULAR ACCESS. VEHICLES AND HEAVY EQUIPMENT CAN CAUSE SOIL COMPACTION IN THE ROOT ZONE DEPLETING THE AIR SPACE THAT IS ESSENTIAL TO THE TREE'S HEALTH.
7. BASED ON CONTRACTOR'S STAGING AND ACCESS REQUIREMENTS, ADDITIONAL TREE PROTECTION FENCING MAY BE REQUIRED.
8. THE TREE PROTECTION SHOWN SHALL BE TO THE EXTENT OF THE DRIP LINE OR AS IDENTIFIED IN THE CONTRACT DOCUMENTS;WHICHEVER IS MORE STRINGENT.
9. ALL EXCAVATION WORK WITHIN TWO METERS OF A TREE PROTECTION ZONE SHOULD BE CONDUCTED UNDER ARBORIST SUPERVISION.
10. TREES INDICATED FOR REMOVAL SHALL ALSO INCLUDE COMPLETE REMOVAL OF STUMPS AND ROOTS AND FILING IN DEPRESSIONS WITH SUITABLE SOIL FILL.
11. FENCING MUST REMAIN THROUGH THE DURATION OF ALL CONSTRUCTION ACTIVITIES. REMOVAL OR RELOCATION OF FENCING FOR TEMPORARY ACCESS MUST BE REPLACED DAILY AND IMMEDIATELY UPON COMPLETION OF WORK RELATED TO ACCESS.



TOWN OF COMOX

TREE PROTECTION

DRAWING NUMBER: L3

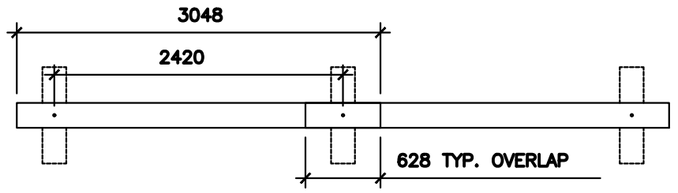
REVISION NUMBER: A

SCALE: N.T.S.

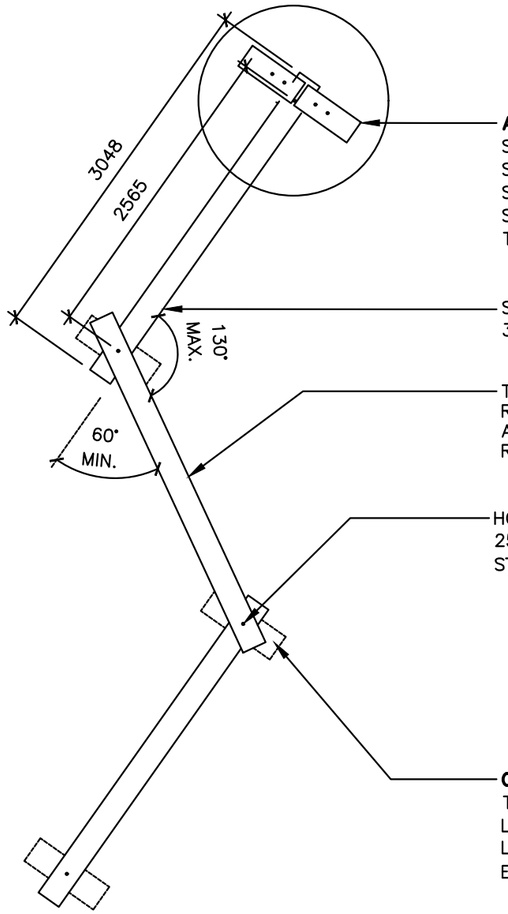
January 2025

NOTES:

1. ALL DIMENSIONS IN MILLIMETERS (mm), EXCEPT WHERE NOTED.
2. THE TOP RAIL IS TO BE LAGGED TO THE RAIL BELOW WITH ½" X 10" LAG SCREW.
3. ALL HARDWARE IS TO BE HOT DIPPED GALVANIZED.
4. WHERE THE ZIG–ZAG IS NOT POSSIBLE, AND THE 130 DEGREE ANGLE IS NOT POSSIBLE THE LAYOUT OF STACKED RAILS CAN BE IN–LINE, WHERE:
   - 4.1. THE OVERLAP OF RAIL ENDS IS 600mm
   - 4.2. THE CONNECTING REBAR IS DRIVEN 900mm INTO THE GROUND OR BORED INTO ROCK 150mm BELOW
   - 4.3. THE FENCE END SHOULD BE FINISHED WITH THE A–FRAME OPTION OR PINNED TO SOLID ROCK;
   - 4.4. THE REBAR DIAMETER SHOULD BE INCREASED TO 25mm (1").



PLAN (IN–LINE/STRAIGHT)



A–FRAME END OPTION
SHORT RAIL LENGTHS LAID UPON END SPACERS AND LAGGED TOGETHER TO SECURE FENCE.
SPACER LENGTHS FLARED BOTTOM TO TOP TO FORM A–FRAME.

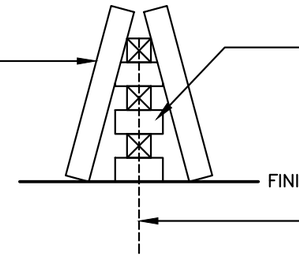
SPLIT RED CEDAR RAILS
3m (10' length), 200mm Ø

THREE (3) OR FOUR (4) STACKED CEDAR RAILS PLUS SPACER RAILS. NOTE THAT A 2–TIER RAIL AND POST DETAIL ONLY REQUIRES THE TOP AND BOTTOM PIECES.

HOLE FOR REBAR
25mm (1") HOLE DRILLED THROUGH STACKED RAILS.

OPTION
THE BASE OF THE FENCE CAN BE FULL LENGTH RAIL OR A SHORT SPACER TYPE LENGTH, THE BASE IS LAID UPON THE EXISTING NATIVE GROUND CONDITION.

PLAN (ZIG–ZAG)



SPACER RAILS
SHORT RAIL LENGTHS USED AS SPACERS IN STACKING FENCE RAILS AND MAY BE USED AS A BASE FOR STACKING RAILS.

FINISHED GRADE

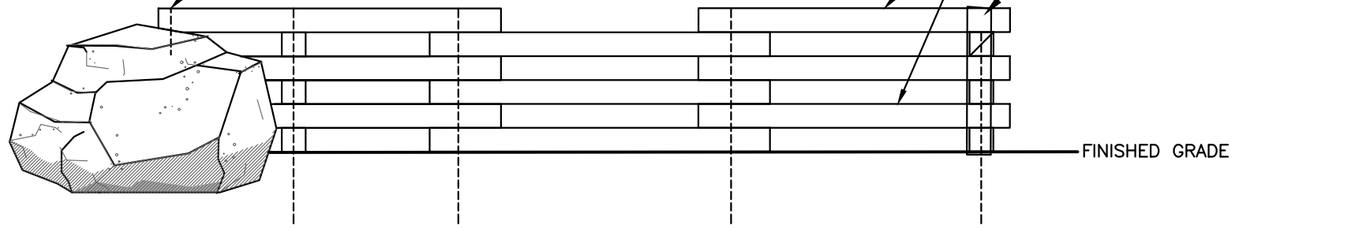
REBAR HAMMERED THROUGH RAILS PLUS 600mm INTO THE GROUND BELOW TO SECURE FENCE.

IF GROUND IS ROCK, BORE 150mm TO TIGHTLY SECURE REBAR TO GROUND.

END ELEVATION (A–FRAME)

FENCE ENDS TO BE TIGHT TO FIXED FEATURES, SUCH AS BOULDERS OR STABLE BANKS SO THERE IS NO UNSAFE GAPS. THE TOP END RAIL SHOULD BE PINNED TO ROCK.

USE SHORT END RAILS TO SPACE THE STACKED RAILS OR AS A BASE TO START A STACK OF RAILS.



FOR THE 2–TIER OPTION, THE TO AND BOTTOM SECTIONS REMAIN FOR EACH PANEL

A–FRAME END OPTION

FINISHED GRADE

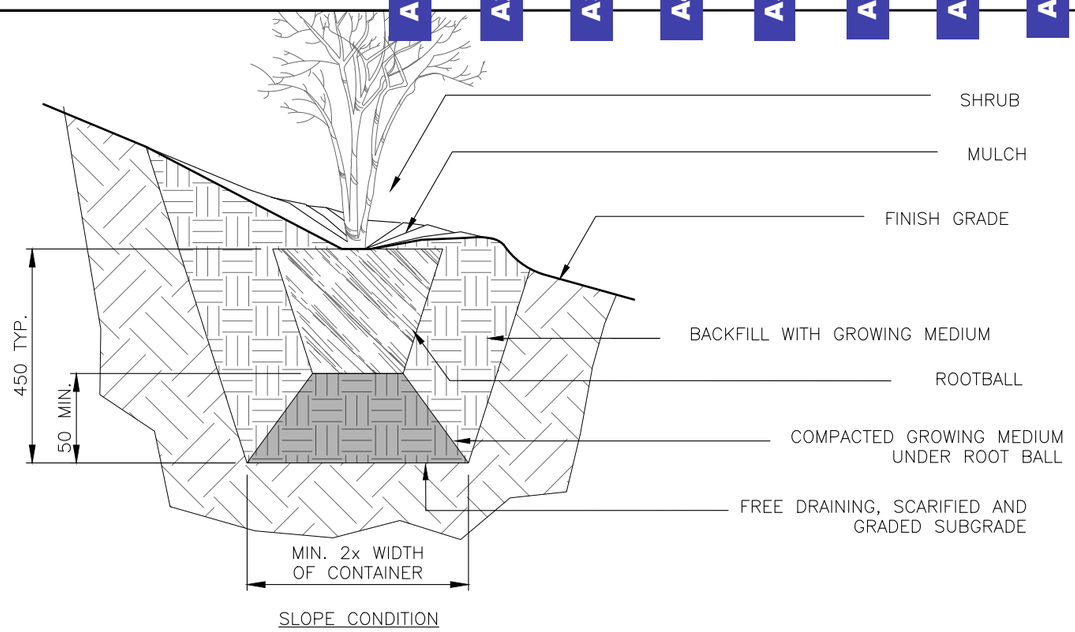
ELEVATION (ZIG–ZAG)

TOWN OF COMOX

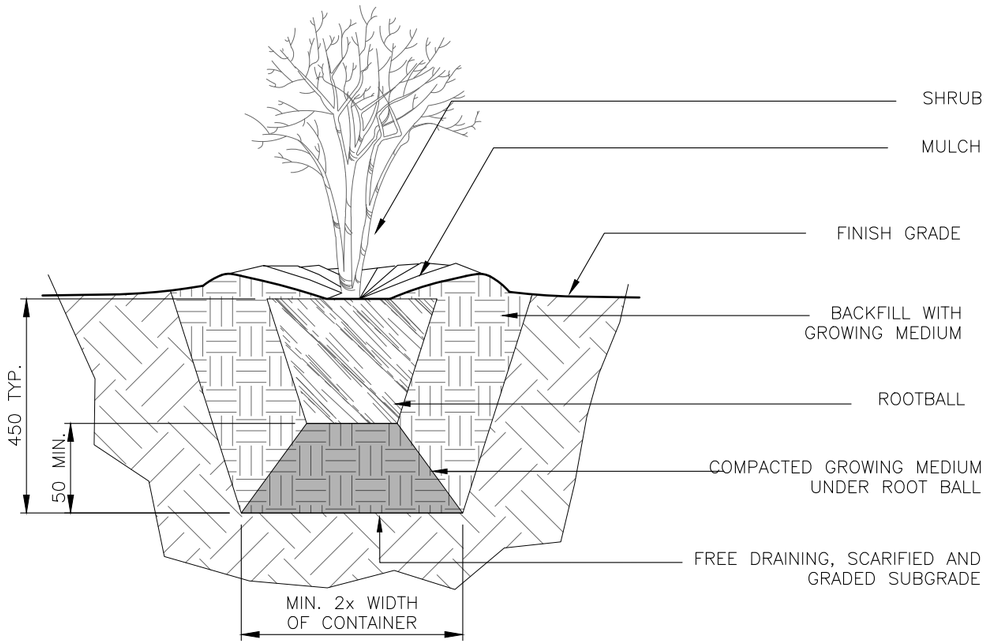
SPLIT RAIL CEDAR FENCE

DRAWING NUMBER	L4
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



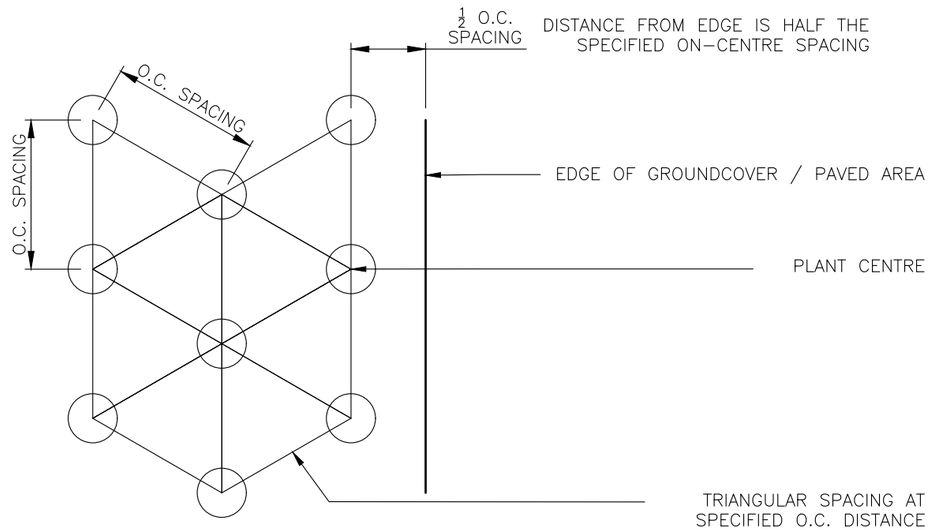
SLOPE CONDITION



FLAT CONDITION

NOTES

1. SHRUBS SHOWN IN INDIVIDUAL PLANTING PITS FOR CLARITY ONLY. ALL SHRUBS TO BE INSTALLED IN SHRUB PLANTING BED TO DEPTHS SHOWN UNLESS OTHERWISE INDICATED.
2. SET CROWN OF ROOTBALL 25mm ABOVE FINISHED GRADE AND REMOVE ALL ORGANIC POTS PRIOR TO PLANTING.
3. COMPOSTED MULCH:
   3.1. KEEP BACK 50mm FROM STEM
   3.2. DEPTH TO BE 75mm UNDER IRRIGATION CONDITION, 100mm UNDER DRYLAND CONDITION AFTER SETTLING
4. ALL UNITS IN mm UNLESS OTHERWISE NOTED.

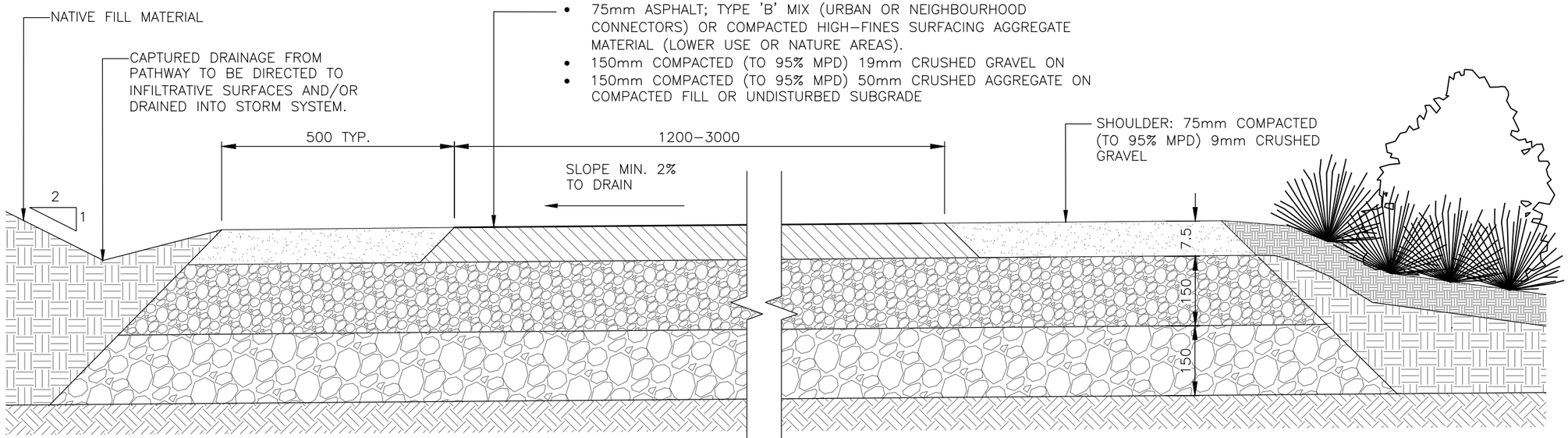


TOWN OF COMOX

SHRUB PLANTING

DRAWING NUMBER: L5
REVISION NUMBER: A
SCALE: N.T.S.

January 2025



NOTES

1. COMPACTED BASE MATERIAL TO BE 50mm CRUSHED AGGREGATE (AS NOTED) OR APPROVED ENGINEERED FILL.
2. PROVIDE 2% CROSSFALL IN THE DIRECTION OF DRAINAGE.
3. CONTRACTOR'S RESPONSIBILITY TO REHABILITATE ALL DISTURBED AREAS ALONG TRAIL EDGE.
4. THICKNESS OF EACH LAYER SHOWN AS MINIMUM REQUIREMENTS.
5. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.
6. MIN 7.5m ROW PREFERRED, WIDER IN NATURAL AREAS.

TOWN OF COMOX

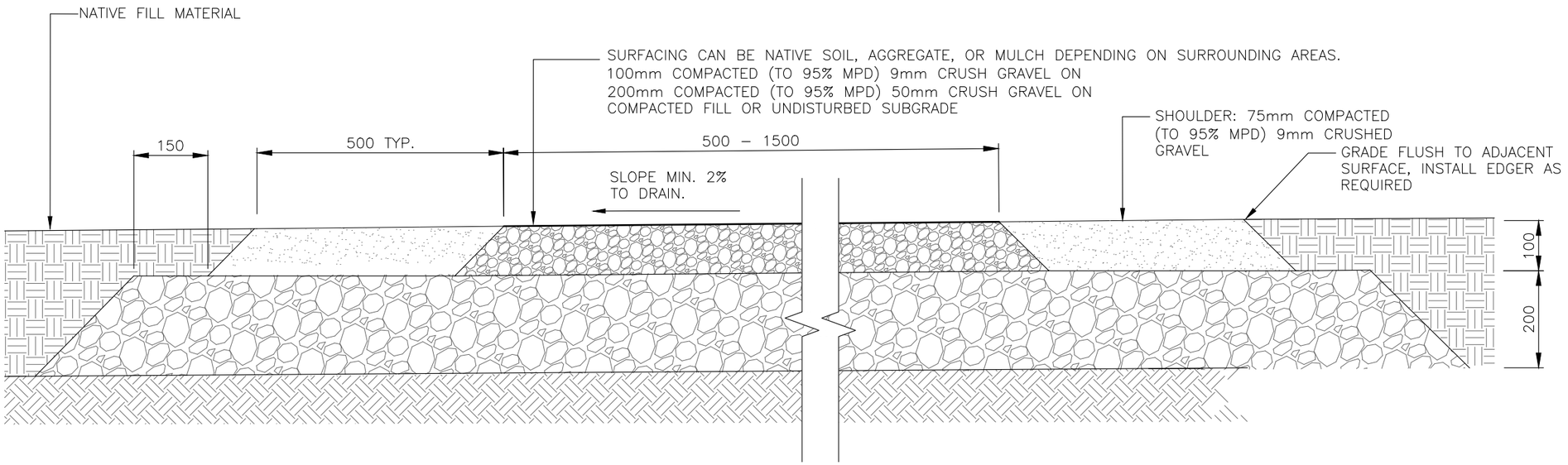
COMMUNITY PATHWAY

DRAWING NUMBER L6

REVISION NUMBER A

SCALE N.T.S.

June 2025



NOTES

1. COMPACTED BASE MATERIAL TO BE 50mm CRUSH GRAVEL (AS NOTED) OR APPROVED ENGINEERED FILL.
2. THICKNESSES OF EACH LAYER SHOWN AS MINIMUM REQUIREMENTS.
3. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.
4. MIN. 10m ROW PREFERERED.

TOWN OF COMOX

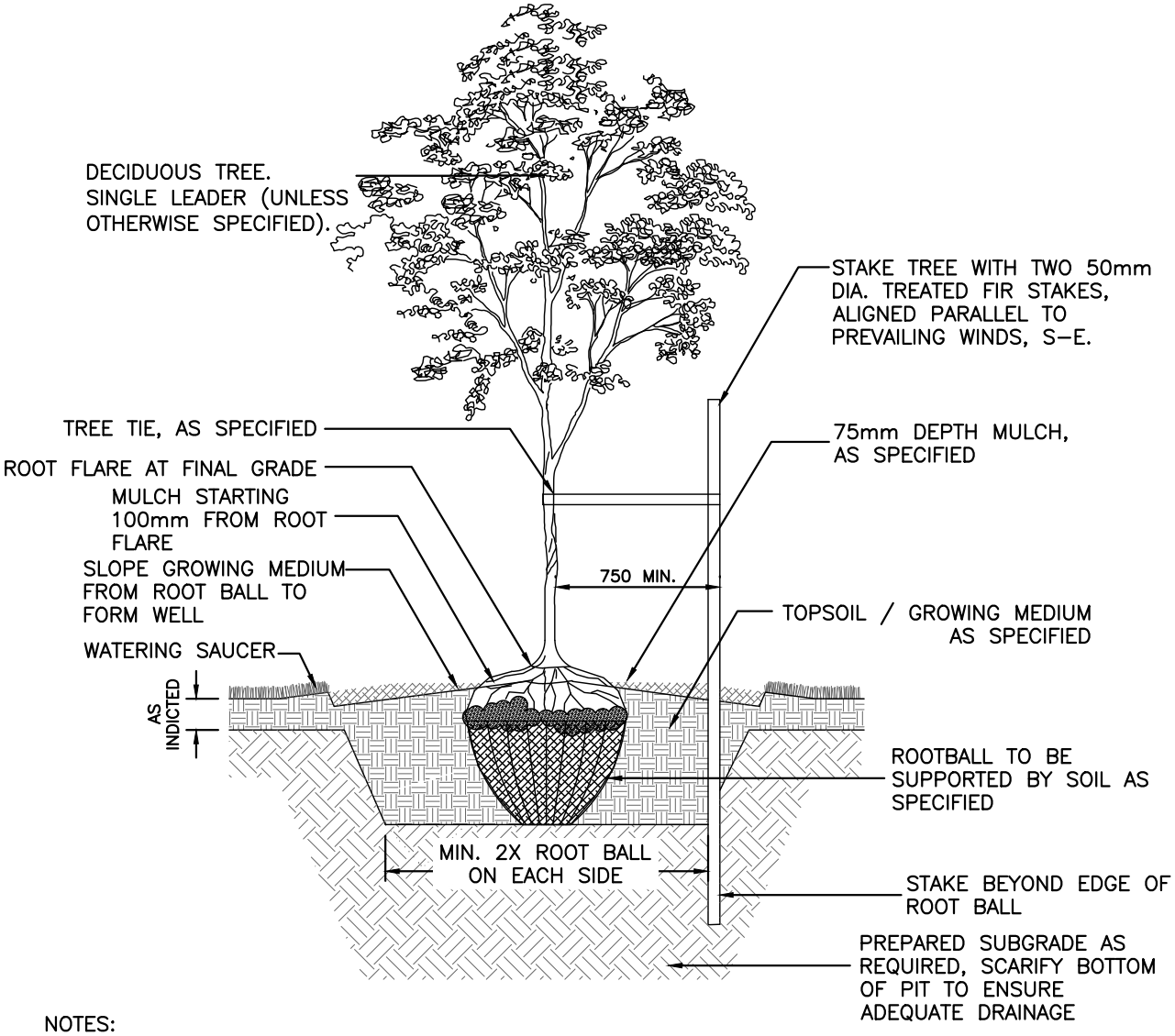
NATURE TRAIL

DRAWING NUMBER
L7

REVISION NUMBER
A

SCALE
N.T.S.

June 2025



NOTES:

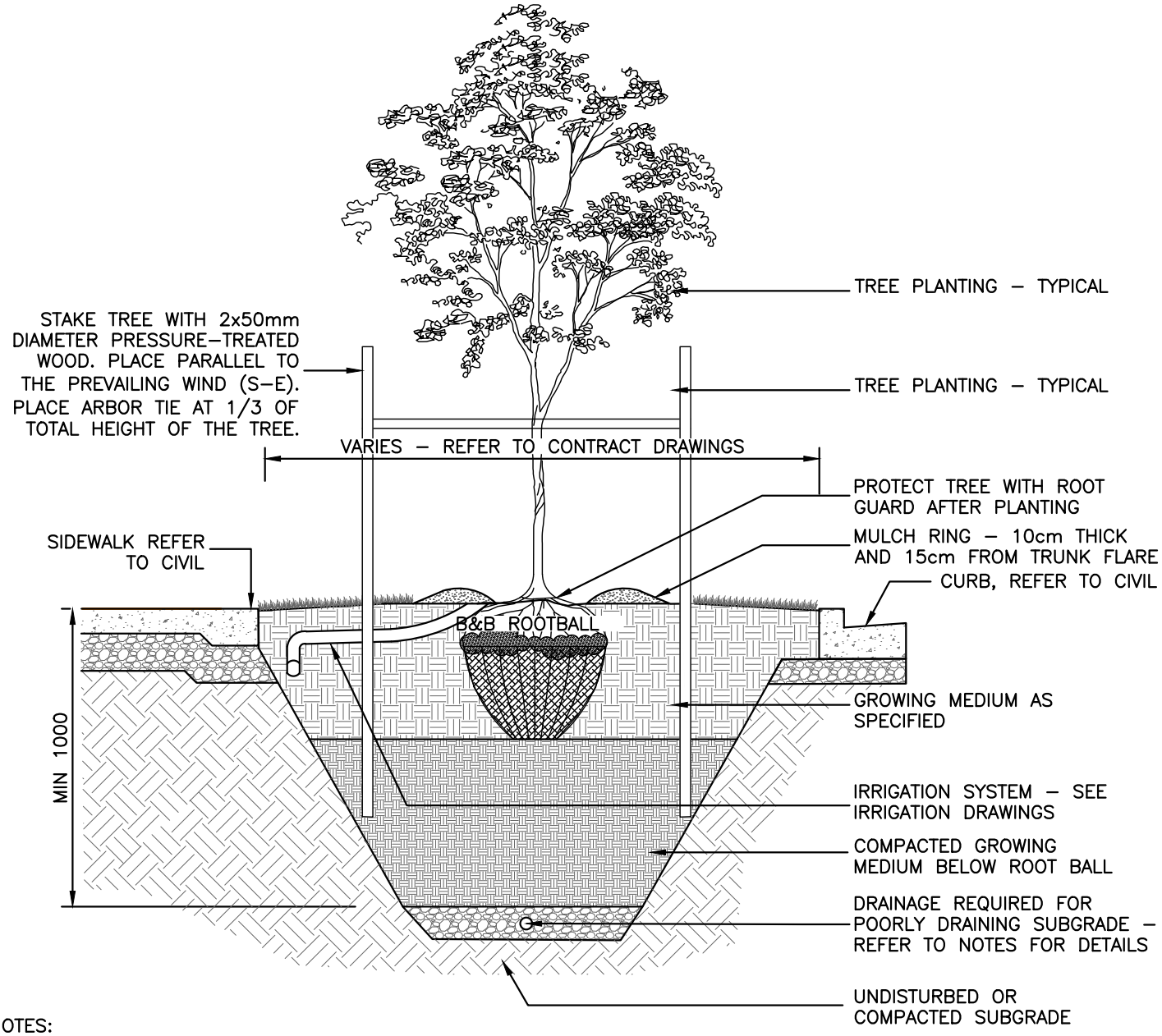
1. FOR B&B, LOOSEN AND CUT AWAY TOP 1/3 OF WRAPPING, TWINE, AND WIRE BASKET ONCE THE ROOTBALL HAS BEEN SET IN THE HOLE.
2. GROWING MEDIUM SHALL BE MIN. 1000mm DEPTH UNLESS NOTED OTHERWISE.
3. MIX 150mm DEPTH GROWING MEDIUM WITH SCARIFIED SUBGRADE PRIOR TO BACKFILLING REMAINING GROWING MEDIUM .
4. INSTALL TREE TIE AT APPROX. 100mm BELOW LOWEST BRANCH FOR DECIDUOUS LESS THAN 100mm CAL. DO NOT REMOVE OR CONSTRAIN ANY BRANCHES.
5. IF POOR DRAINAGE CONDITIONS EXIST, PROVIDE POSITIVE SUB–SURFACE DRAINAGE AWAY FROM PLANTING EXCAVATION.
6. IRRIGATION REQUIRED TO TOWN STANDARDS WHERE INDICATED BY MUNICIPAL ENGINEER.
7. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.
8. ROOTS MUST BE TEASED OUT TO ENCOURAGE LATERAL GROWTH AND REDUCE GIRDING, ESPECIALLY ION CONTAINER GROWN PLANTS.

TOWN OF COMOX

TREE PLANTING

DRAWING NUMBER	L8
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



NOTES:

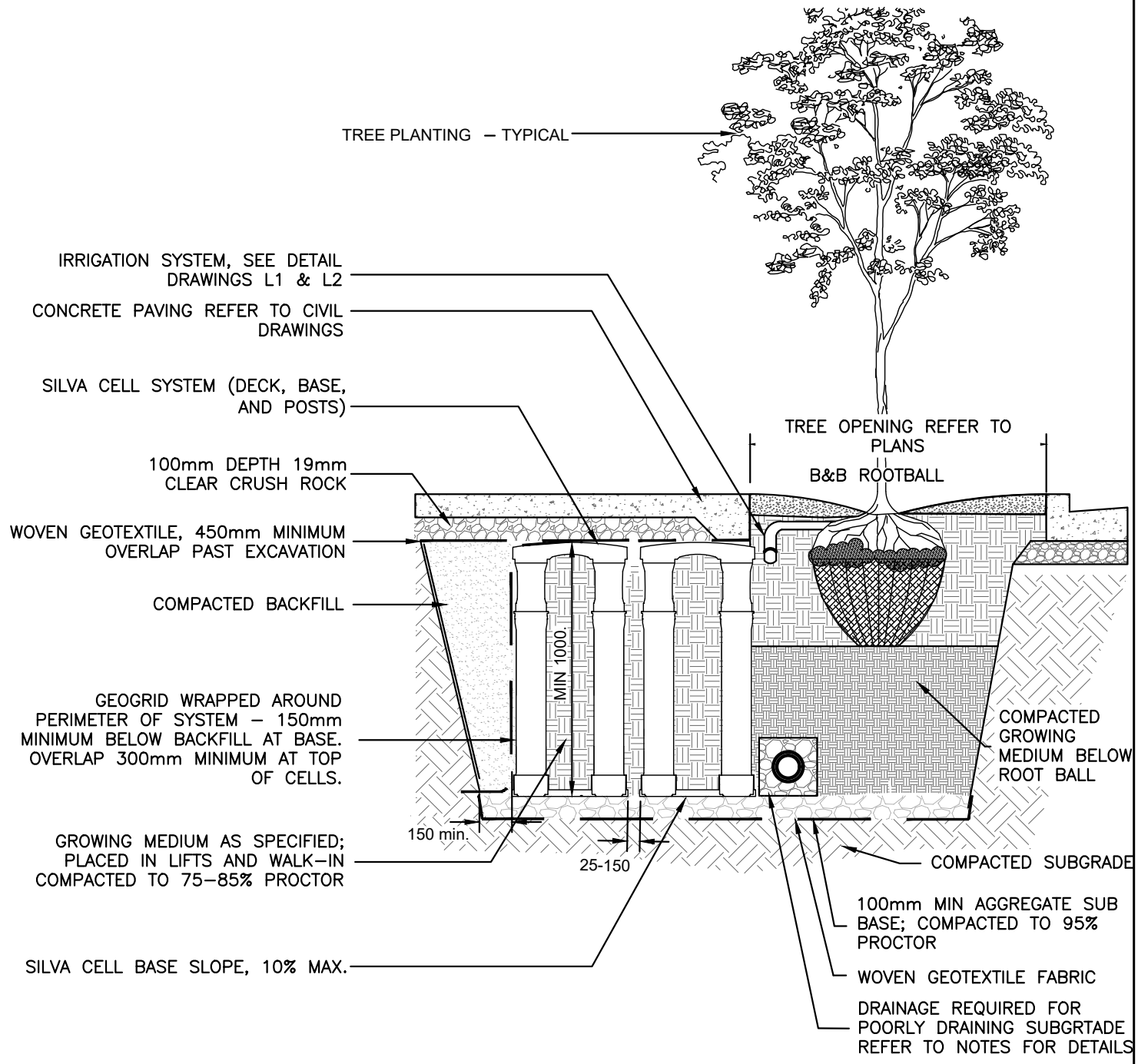
1. FOR B&B, LOOSEN AND CUT AWAY TOP 1/3 OF WRAPPING, TWINE, AND WIRE BASKET ONCE THE ROOTBALL HAS BEEN SET IN THE HOLE.
2. GROWING MEDIUM SHALL BE MIN. 1000mm DEPTH UNLESS NOTED OTHERWISE.
3. MIX 150MM DEPTH GROWING MEDIUM WITH SCARIFIED SUBGRADE PRIOR TO BACKFILLING REMAINING GROWING MEDIUM.
4. INSTALL TREE TIE AT APPROX. 100mm BELOW LOWEST BRANCH FOR DECIDUOUS LESS THAN 100mm CAL. DO NOT REMOVE OR CONSTRAIN ANY BRANCHES.
5. IRRIGATION REQUIRED TO TOWN STANDARDS WHERE INDICATED BY MUNICIPAL ENGINEER.
6. LOCATE AND FLAG ALL BURIED UTILITIES IN TREE PLANTING SITE PRIOR TO DIGGING TREE PITS.
7. DRAINAGE: 100mm PERFORATED PVC DRAIN COVERED WITH MIN. 150mm DRAIN ROCK WRAPPED WITH FILTER CLOTH (NILEX 4535 NON–WOVEN GEOTEXTILE OR EQUIVALENT), PIPE CONNECTED TO STORM DRAIN.
8. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.
9. EACH TREE REQUIRES 24.6m^3 OF GROWING MEDIUM/SOIL. IF ADEQUATE VOLUME CANNOT BE ACHIEVED, STRUCTURAL SOIL OR SOIL CELLS TO BE ADDED. REFER TO SUPPLEMENTAL DETAIL L10 AND L11 FOR OPTIONS.

TOWN OF COMOX

TREE PLANTING ADJACENT TO SIDEWALK

DRAWING NUMBER	REVISION NUMBER	SCALE
L9	A	N.T.S.

January 2025



NOTES:

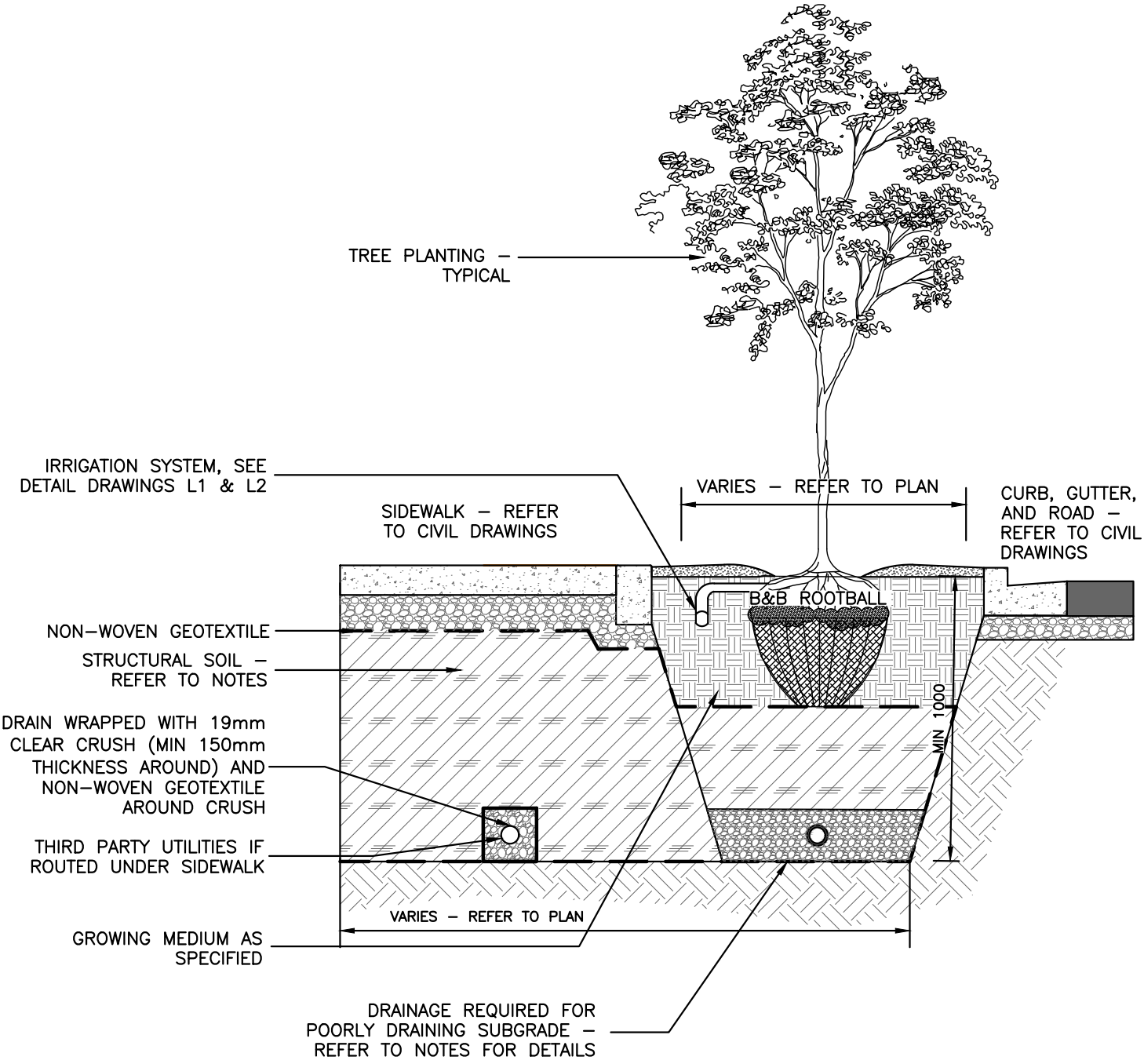
1. SOIL CELLS TO BE DEEPROOT SILVA CELL 3X SYSTEM OR APPROVED EQUIVALENT.
2. SOIL CELLS TO BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.
3. LOCATE AND FLAG ALL BURIED UTILITIES IN TREE PLANTING SITE PRIOR TO DIGGING TREE PITS.
4. DRAINAGE: 100mm PERFORATED PVC DRAIN COVERED WITH MIN. 150mm DRAIN ROCK WRAPPED WITH FILTER CLOTH (NILEX 4535 NON–WOVEN GEOTEXTILE OR EQUIVALENT), PIPE CONNECTED TO STORM DRAIN.
4. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

TREE PLANTING WITH SOIL CELL

DRAWING NUMBER	L10
REVISION NUMBER	A
SCALE	N.T.S.

January 2025



NOTES:

1. LOCATE AND FLAG ALL BURIED UTILITIES IN TREE PLANTING SITE PRIOR TO DIGGING TREE PITS.
2. DRAINAGE: 100mm PERFORATED PVC DRAIN COVERED WITH MIN. 150mm DRAIN ROCK WRAPPED WITH FILTER CLOTH (NILEX 4535 NON–WOVEN GEOTEXTILE OR EQUIVALENT), PIPE CONNECTED TO STORM DRAIN.
3. STRUCTURAL SOIL: CALCULATE VOLUME ACHIEVED AS 20% ACTUAL SOIL – FINAL MATERIAL TO BE APPROVED BY TOWN OF COMOX.
4. ALL UNITS IN MILLIMETERS UNLESS OTHERWISE NOTED.

TOWN OF COMOX

TREE PLANTING WITH STRUCTURAL SOIL

DRAWING NUMBER	L11
REVISION NUMBER	A
SCALE	N.T.S.

January 2025

SCHEDULE 4

STANDARDS FOR SANITARY LIFT STATIONS

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INTRODUCTION

The use of sanitary lift stations is generally discouraged and the Town must approve any proposal for a lift station prior to submission of any engineered drawings for a lift station. Lift stations are considered a "special case" and are to be designed by a qualified professional. The following will form the general design requirements for duplex lift stations categorized as small to mid-sized lift stations. For stations larger than 50 l/s, or that require more than two pumps, authorization must be obtained from the Town on a case-by-case basis, and the following standards may not fully apply.

Unless documentation provided by the Town of Comox along with a specific request for tender or request for proposal states specifically that a provision set forth has been waived, all provisions are to be satisfied.

The requirements set forth in these standards are minimum requirements that shall be applied universally by all parties performing services for and/or providing equipment to the Town of Comox. This includes, but is not limited to, all component parts that may form part of package systems.

This document is part of a series of standards and as such should not be viewed in isolation of all other Town of Comox associated standards which may modify and/or clarify the requirements set forth within this document.

The Town of Comox may, on a case-by-case basis, and at the Town's sole discretion, approve deviations from these standards.

INTENT OF THE STANDARDS

The Design Criteria are intended to provide direction to the Applicant and their Engineer on the elements required to be considered in the design of sanitary lift stations. It is intended to be used in conjunction with the MMCD Design Guideline Manual and the Town of Comox Subdivision and Development Servicing Bylaw Schedule 1.

The Supplementary Specifications are intended to provide direction to the Applicant and their Engineer on the specifications that must be incorporated into building servicing contracts for the installation of new sanitary lift stations. The Supplementary Specifications are to be used in conjunction with the Town of Comox Subdivision and Development Services Bylaw Schedule 2 and the Master Municipal Construction Document (MMCD).

SANITARY LIFT STATION DESIGN CRITERIA

1.0 GENERAL SPECIFICATIONS

1.1 Pumps

(a) All sanitary lift stations shall be designed with a minimum of two pumps, each capable of handling the Peak Wet Weather Flows independent of the other. The pump that is furthest away from the inlet shall be supplied with a 4901 flush valve.

(b) Each pump must be:

- capable of passing solids up to 75 mm in size;
- equipped with hour meters with units in decimals;
- easily removed for maintenance;
- constructed to operate on a voltage based on HP rating as shown on the table below:

Pump Size	Approved Voltages
Less than 5HP	Single phase 240V / Three phase 208V
5HP – 10HP	Three phase 208V / Three phase 600V
Larger than 10 HP	Three phase 600V

(c) Motor cables, power cables, etc. shall be continuous from the lift station to the kiosk. Cables are not to be spliced. Only one power cable is allowed in one conduit. Minimum conduit size to be 3” for pumps, and 2” for controls.

1.2 Kiosk

All auxiliary equipment and control panels shall be mounted in a secure lockable kiosk adjacent to the station. The kiosk shall be located not less than 1.2 metres and not more than 3 metres from the station lid, with the controls section of the kiosk facing the wet well and facing north (where practical to do so.). The kiosk shall be founded on a concrete foundation, and should be made from powder coated aluminum, with a standard green finish. All kiosks shall be supplied with a rubber gasket between the aluminum kiosk and the concrete to prevent water leakage into the kiosk.

The electrical Kiosk shall be CSA Type 3R rated and fabricated from marine grade aluminum in accordance with the following Ministry of Transportation and Infrastructure Kiosk Specifications:

- General Material Requirements: 402.3.1
- Connecting Hardware 402.3.2
- Fabrication Mechanical Requirements, General Requirements 402.4.1
- Welding 402.4.2
- Door Gaskets 402.4.4
- Kiosk Environmental Requirements, General 402.4.8.1
- Kiosk Fan and Heater Thermostat 402.4.8.5
- Kiosk Finish 402.6

- Electrical Kiosk shall be powder coated “Fence Post Green”.
- Plan Pouch 402.9

The kiosk shall be fabricated with sufficient bracing to form a structure capable of withstanding transportation, wind, snow and ice loading. The kiosk manufacturer is responsible for obtaining structural and seismic certification from a professional engineer registered with Engineers and Geoscientists BC. Structural certification shall include recommendations for fastening methods.

The kiosk shall contain separate compartments for:

- pump control;
- service entrance and distribution; and
- fan and duct section, complete with isolated cable junction chamber vented to the atmosphere.

The kiosk shall be designed to contain:

- all control and telemetry equipment within the pump control compartment;
- an electrical service entrance that is complete with required appurtenances and components shall be arranged in a manner acceptable to B.C. Hydro;
- all power distribution equipment in the service entrance and distribution section, with exception to a 120/240 or 120/208V electrical panel which shall be mounted within the pump control compartment;
- an extra 120 volt receptacle within the pump control and service entrance/distribution sections;
- an automatic transfer switch in the service entrance and distribution section;
- a manual transfer switch in the service entrance and distribution section;
- a receptacle for mobile backup generator on the exterior of the kiosk, standard with all the other receptacles on Town lift stations;
- exterior lighting mounted to an overhead pole capable of illuminating the area around the tank lid to WorksafeBC required standards; and
- a heater within each of the pump control and service entrance/distribution sections.

The fan and duct section shall be isolated from the pump control and service entrance/distribution sections by means of a continuous weld.

1.3 Piping/Valve Chamber

All piping within the wet well shall be stainless steel or approved equivalent, and all stations shall feature an external separate valve chamber for valves and flow measurement equipment. The valve chamber can be either fiberglass or pre-cast concrete with suitable lockable lids with lift assist mechanisms as required. The chamber will have a 4” drain fitted with a flushable P-Trap and Backwater Valve. See Figures 1 and 2, or equivalent function.

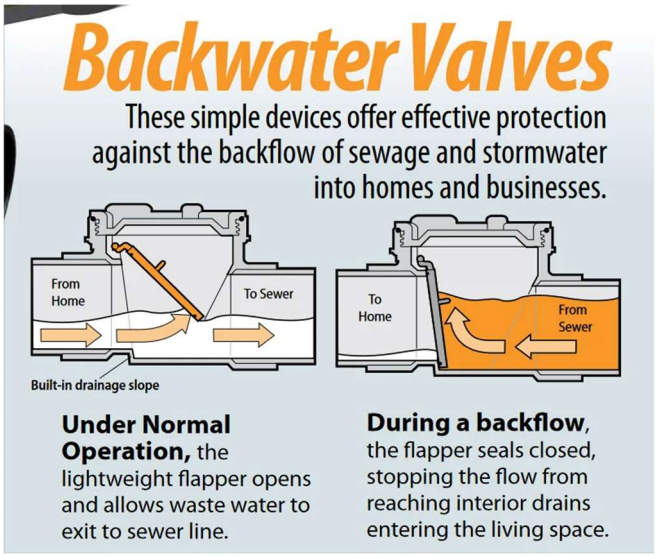


Figure 1 – Backwater Valve Schematic

Figure 2 – P-Trap

Each pump discharge shall have a ball check valve or lever type swing check valve.

Each pump discharge shall have a plug valve installed downstream of the check valves.

Drain to be provided at floor elevation and floor to be sloped to convey inflow of water or sewage toward drain inlet. The drain shall include a backwater valve and p-trap to prevent sewage and gas from entering the piping/valve chamber.

1.4 Ventilation

Ventilation at each station is to be by forced air using a fixed speed fan that runs continuously. The minimum ventilation rate is to be 12 air changes per hour or higher if required for safety considerations. The fan shall be located in the kiosk and be sealed to the inlet blower line. The blower shall indicate failure on the control panel.

Each station shall have a minimum of one vent stack, and shall have odour control installed. As a minimum, the vent stack shall be equipped with an activated carbon filter capable of conveying the required air flow rate without excessive pressure loss: Calgon SweetVent or equal.

1.5 Lift Station Tank

The lift station tank to be of fiberglass construction.

Wet wells shall be designed with the following features:

- Include a benched bottom to direct all solids into the pump suction;
- Include surface access with a lockable, waterproof fiberglass or aluminum cover. Access hatches must include hydraulic assist and safe hatch;

- Provide bollards around the wet well to prevent vehicles from riding overtop of the structure. Bollards to be as per MMCD Detail C12;
- Contain aluminum (or fiberglass) ladder mounted so it does not interfere with the removal and installation of the pumps, etc. The ladder shall be designed to extend and lock least 1.0 metre above the tank access. Ladders mounts to be structurally sufficient to prevent puncturing of the tank wall, where mechanical fasteners are to be used, the wall shall be reinforced to provide sufficient capacity for the type and size of fastener. Integrated fiberglass ladders shall be fixed mounted to the fiberglass wall with appropriate reinforcing of the fiberglass as specified by the manufacturer;
- Contain a platform above the high-level float to permit wet well access wherever the total depth from ground level to wet well floor exceeds 2.4 metres;
- Include 1 base and davit for confined space entry.
- Contain explosion proof lighting capable of illuminating the interior of the tank.

1.6 Equipment

All equipment must be CSA Approved and Work Safe BC compliant.

1.7 Emergency Backup Generator

All sewage lift stations shall be equipped with and emergency backup generator unless otherwise approved by the Town. The generator transfer switch shall be of the automatic type. The generator shall be diesel fueled unless otherwise approved by the Town. Diesel fuel tanks shall be base tanks integrated into generator unit by OEM, shall include double wall containment, and shall be sized to run the generator for at least 24 hrs continuously at 100% load. Fuel tank for generator shall have double walls, spill containment, and leakage alarm system. The generator shall have a 1.2m clearance all around, and it shall be provided with a noise control package. Noise Control Package Specification for Generator shall be residential rated. Sound attenuation includes enclosure and exhaust muffler package. Sound attenuation system performance shall result in measured sound levels not to exceed 65 dB @ 10.7 metres. Design Engineer shall perform a load analysis with the sequence of motor starting in order to know the motor starting loads and the motor running loads. Such electric load calculations must be done in kVA units to account additional loads due to low power factor. The generator shall have a motor starting kVA capacity to limit the voltage dip to no more than 15% for any motor starting conditions. Such generator load analysis must be included in the engineering report. The generator manufacturer must be pre-approved by the Town prior to design of the backup system.

The generator shall also come equipped with a permanently-mounted resistive load bank, with a full load that equals +/- 80% of the generator unit's full load capacity. The load bank shall also include the following specifications:

- Duty Cycle: Rated for continuous operation.
- Load Steps: 5, 10, 10, 25, 50, 100 KW
- Cooling System: integral with generator cooling system
- Sound dampening: integral with generator muffling system
- Operator Controls: Control Panel housed in a NEMA-type wall mount enclosure including:

- Main Power ON/OFF Switch, Power ON Indicator, and Master Load ON/OFF Switch.
- Load selection shall be provided by individual industrial lever-type toggle switches for on/off application of resistive load segments, one provided for each load step.
- Auto Load Dump Circuit: A remote load dump circuit is provided as part of the load bank control circuit.

- Provisions shall be provided to trip the load bank off-line from a normally closed set of auxiliary contacts from an automatic transfer switch or other device. In the event of a utility failure, all load is removed.

Automatic Load Controller: Automatic Load step controller that maintains a minimum load on the generator set. The controller shall monitors the connected downstream loads and will automatically add or subtract load steps in response to overall load changes as to maintain a minimum load level on the generator set.

1.8 Warranty

All lift station components shall be warranted in accordance with the manufacturer's warranty, and such warranty shall be explicitly stated in a warranty statement (section) provided with the Operations and Maintenance Manuals submitted upon acceptance of the Lift Station by the Town.

1.9 Water Connection

A 50 mm water service connection for cleaning purposes must be provided at the site. The service must include a dry standpipe and appropriate cross-connection control devices located in an above ground heated lockable cabinet. The connection shall also include an on/off ball valve and a 38mm quick connect cam-lock fitting. Cross-connection control devices must designed to be compliant with CSA standard B64.10-11 (Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers). RP backflow device shall be located in an above ground kiosk.

1.10 Site Fencing

1.8m black epoxy coated perimeter fencing is to be provided.

2.0 LIFT STATION ELECTRICAL DESIGN STANDARDS

2.1 Standard Lift Station Electrical Specification

All lift stations shall include at a minimum the following features and capabilities:

Manual pump controls	It shall be possible to set each pump into manual (Hand) mode. When in the manual mode the control of the pump shall be independent of (and unaffected by) the actions (or absence) of the controller or fail-safe pump control relays.
Motor type and starting	All pumps 10hp or larger require soft starting devices or are to be speed controlled via Variable Frequency Drives.
Controller	The station controller shall conform to the Town of Comox Approved Products List.
Float Switches	Each station shall be supplied with a high level and low level float switch. Guides must be used for all float levels. The low level float is to be set at a level just above the pump intake. The high level float is to be set at a level no higher than the obvert of the lowest inlet pipe. Refer to the section below for details regarding redundancy.
Fail Safe Operation	A redundant float switch setup shall be installed alongside the main switch operation. Pump start and shut-off switches should be wired in and set to “ready” mode but removed from the lift station surface to preserve the floats. A parallel contactor should be installed to an automated control system for redundancy.
Level monitoring	Wet well levels shall be monitored using an ultrasonic or radar sensor connected as an analog input to the control unit. This level is to be used for pump control and shall be reported to the central monitoring station.
Programmable operation	Pump start and stop levels are to be programmable and set through the local pump controller HMI.
Pump supervision	Pumps shall be monitored, as a minimum, for stator over temperature faults, seal leakage and over current condition.
Flow rate	Flow rate data is to be reported by flow monitoring device.
Intrusion alarm for kiosk or building	Access to the electrical controls is to be monitored by a contact switch, and an alarm condition shall be generated when the contact is broken.

Receptacle for plug in of standby generator	Each station, including those which include local generator, shall be equipped with a receptacle for plug-in of Town standby generator, mounted on the exterior of the building or kiosk within a lockable NEMA-4X enclosure (padlock provided by the Town). Manual disconnect switch required parallel to the automatic transfer switch.
Alarms	The following alarms shall be generated and reported by the alarm system by way of a dedicated telephone connection. • Intrusion Alarm • Loss of Power • High level alarm • Low level alarm • Pump monitoring alarms (leakage, high temperature) • Generator Faults (if generator installed) • Breaker tripped • Float switch failure
UPS backup for controller and communications system	A UPS standby power system is required. The UPS must provide power to the controller for at least one hour in the event of a power outage.

2.2 User Interface

The user interface in a typical lift system consists of manual controls for emergency and maintenance purposes, and an electronic interface directly to the controller.

Manual Controls

The operator interface at this level shall be kept to a minimum. Auto/Off/Manual selectors for each pump are to be provided. These controls shall function independently of the controller. When in placed in manual mode the appropriate pump shall start. When placed in the Off condition the pump shall not start regardless of input from the controller. In Auto mode the pump is controlled by the controller. Pump run time meters shall be installed for each pump.

Status lamps are required as follows:

- One lamp indicating kiosk power
- One status lamp for each pump indicating pump run condition
- One status lamp for each pump indicating a failure condition

Controller Interface

Each station shall also include a station control Human-Machine-Interface (HMI), mounted in the door of the control cabinet. This control keypad is used to view and reset alarm status, and to configure the operation of the station. The mounting position should be at a comfortable viewing height for the average person, with the screen being big enough to read any graphics and words comfortably.

2.3 VFD Station Supplementary Specification

All lift stations involving VFDs shall include the features and capabilities outlined above plus the following features and capabilities:

VFD	A solid state variable frequency drive, sized for the motors associated with the project, with inline load filters. Xylem ACS550 or similar.
VFD Manual Mode	The VFD shall be programmed to run the pump at an appropriate default speed in manual mode (when started).
VFD controller connection	Connection to the VFD is by analog output from the controller.
VFD output monitoring	The controller shall monitor and make use of the speed output, and current outputs of each VFD. These shall be made available to the monitoring system.

2.4 Entry and Alarm Test Mode

Each pumping station panel will have a key lock access to the control cabinet. A momentary spring-to-centre rotary selector switch shall be provided to switch to select between Test & Normal mode of operation. In Test mode the system shall behave as follows:

When momentarily switched to the “Test” position all normal alarms from the station will be acknowledged and disabled for 30 minutes, and a local “Test Mode” pilot light will illuminate.

In addition, a test alarm shall be triggered which will be treated as a low priority alarm at the SCADA system.

The station controller begins a phased monitoring of the situation, as described in the following table.

Phase	Description	
1	The input is activated by the test mode selector switch. Result: Work time begins (25 minutes).	
2	The input has been activated longer than the Work time. Result: Common alarm outputs are activated. Warning time begins. (5 minutes)	
3	Personnel acknowledge their presence within the Warning time. Result: Work time is restarted. Common alarm outputs are set to passive.	No acknowledge is received within the Warning time. Result: Personnel alarm is generated.

4	The selector switch is momentarily placed in the “Normal” position, or the kiosk/station door is closed. Result: “Test Mode” pilot light extinguishes and station alarming returns to normal.

3.0 TOWN SCADA SYSTEM

Sewage pumping stations are to be compatible with a central monitoring system, planned for some future date. This section is provided to explain the requirements on all new lift stations in order to ensure compatibility with the planned SCADA system.

Key features of the planned SCADA system are planned to include:

- Real-time information regarding the status of stations throughout the municipality in order to efficiently respond to faults and other issues as they arise.
- Limited remote-control capability of the stations, which in certain cases may avoid the need for a site visit.
- Historical information and other data that will assist with proactive maintenance activities; and
- Historical information and other data that can be used to make informed decisions
- guiding future infrastructure development.

4.0 COMMUNICATIONS BETWEEN SCADA AND LIFT STATION

Stations constructed pre SCADA system shall support the future installation of communications equipment. Sufficient space is to be provided in the kiosk for a lockable louvred/ventilated box that will contain transmitter/receiver and networking equipment. In addition, a 100mm underground communications conduit shall be stubbed out from the kiosk/building foundation to allow for a future installation of antenna.

CONSTRUCTION SUPPLEMENTARY SPECIFICATIONS

1.0 GENERAL

.1 This section refers to those portions of the Work that are unique to the supply and installation of prefabricated submersible sewage lift stations. This section must be referenced to and interpreted simultaneously with all other sections pertinent to the works described herein.

1.1 Related Work

.1	Electrical	Division 26
.2	Concrete Reinforcement	Section 03 20 01
.3	Cast-in-Place Concrete	Section 03 30 53
.4	Aggregates and Granular Materials	Section 31 05 17
.5	Excavating, Trenching, and Backfilling	Section 31 23 01
.6	Sanitary Sewers	Section 33 30 01
.7	Sewage Forcemains	Section 33 34 01

1.2 Shop Drawing and Data Sheets

.1 Before fabrication, the supplier shall submit shop drawings to the Town for review. The submission shall include data sheets for all equipment to be ordered, along with a full drawing package for the electrical kiosk (external kiosk, internal layouts, wiring and controls diagrams)

.2 Lift station structural drawings, stamped by a Professional Engineer registered in British Columbia, shall be provided for the fibreglass wet well, the reinforced concrete base, the electrical kiosk enclosure and the anchoring systems for the generator, electrical kiosk and wet well.

1.3 Requests for Approved Equals

.1 Any requests for approved equal shall contain sufficient documentation regarding the service organization which is available to back up the tendered pumping units. In particular, the service organization shall:

- have been in existence a sufficient length of time to have established a reputation which can be backed up with references;
- have a number of qualified employees whose major commitment is to carry out service calls; and
- have a well-equipped local maintenance shop.

.2 The Contractor shall also be prepared to demonstrate the availability of commonly required spare parts. If these are not kept in stock locally, the anticipated delivery period must be clearly indicated in the Form of Tender.

1.4 Commissioning Plan

.1 A commissioning plan should be provided to the Town for review 2 weeks in advance of the scheduled commissioning.

2.0 PRODUCTS

2.1 Structure

.1 Chamber:

.1 The main chamber shall contain the pumps and associated equipment and shall be a vertical cylinder.

.2 The shell shall be constructed of Fibreglass Reinforced Plastic (FRP) and shall provide sufficient rigidity to resist deflection during installation and to resist pump loads and vibrations.

.3 The main chamber shall be reinforced with external reinforcing rings.

.4 Four (4) lifting "eyes" adequate for the entire weight of the completed station, including all installed equipment, shall be provided.

.5 Where inflow, discharge and ventilation lines, pass through the tank wall, the wall shall be reinforced.

.6 The connecting flanges shall be ANSI B-16.1, Class 125, unless shown otherwise on drawings.

.7 Color of the fibreglass interior shall be sanitary white. The exterior shall be dark green.

.8 Hold down lugs, complete with hold down bolts, shall be provided with sufficient strength to anchor the lift station to the reinforced concrete base, preventing flotation.

.9 The wet well shall be smooth and free of projections and pockets which could impede flow and collect sediment.

.10 An aluminum access ladder shall be provided as per Work Safe BC requirements. After installation of the complete lift station, all equipment shall be capable of servicing from the upper chamber.

.11 Electrical connection points shall be provided for the pump motors, light, and float conduits.

.2 **Physical Properties of FRP Fabrication:**

.1 The material of all tanks shipped shall meet the following minimum requirements:

Property at 73° F.	ASTM Test	Value
Tensile Strength	D638	8,000 - 16,000 psi
Compressive Strength	D695	14,000 - 27,000 psi
Flexural Strength	D790	16,000 - 30,000 psi
Flexural Modulus	D790	1.0×10^6 psi
Hardness (average)	D790	Barcol 40

.2 Fiberglass tank to be helically filament wound utilizing chemically inert ISO resins. The laminate shall contain at least 60% and not over 70% glass by weight. All FRP work shall meet or exceed the following standards:

C.G.S.B.	41-GP-22
A.S.T.M.	3299 and 2563-2.4
A.S.T.M.	D883-69

.3 The maximum load rating permitted on the top of the tank must be posted on a plaque on the inside of the lid. The plaque must clearly visible when the lid is open.

.3 **Construction**

.1 Laminates shall be dense, without voids, dry spots, foreign inclusions, air bubbles, pinholes, or delamination and shall not be cracked or crazed. Such deficiencies shall be removed by grinding and replaced with hand laid matt and roving exceeding the amount removed. The fabricated unit shall have a smooth white inner surface and shall have a dimensional tolerance of plus or minus 6mm from design dimensions.

.2 Bonded joints shall be made by wrapping with strips of fibreglass mat soaked in resin. The wrap material shall be at least as thick as the heaviest plastic section joined, and it shall extend to either side of the joint a sufficient distance to make the joint at least as strong as the pieces joined. Interior joints shall be coloured white to match the interior surfaces; exterior joints shall be of the same colour as the exterior surface.

.3 The inside surfaces of bonded joints shall be sealed with one layer of mat and then coated with resin to a minimum of 2.5mm thick.

.4 All exposed interior and exterior surfaces shall have sufficient resin coating 0.51mm minimum thickness, to avoid exposure of glass fibres.

.5 To prevent "flowing" of the final resin coat, it shall be bonded by using "Veil" glass fibre.

.6 All cut edges and drilled holes shall be coated with resin so that no glass fibres are exposed and voids filled.

.7 Structural elements having edges exposed shall be reinforced with chopped strand glass mat.

.8 The minimum tank wall thickness shall be 16mm and shall be externally reinforced to resist soil, bearing, hydraulic, and handling loads, both internal and external. Wall thickness to be increased as required to resist loading.

.9 The resin used shall be a commercial grade and shall be evaluated by test of previous service to be acceptable for use in domestic sewage applications and suitable for installation underground throughout Canada.

.10 Ultraviolet light inhibitors to be used on all external surface in accordance with resin manufacturer's instructions.

2.2 Submersible Sewage Pumps

.1 Pumps to be equipped with ANSI discharge flange. Pumps shall be a centrifugal, submersible, non-clog, bottom suction, capable of passing a 76mm solid. Pumps and motors shall incorporate the following:

Impeller: Cast iron.

Volute/Motor Frame: Cast iron, close coupled to seal chamber. Volute to be equipped with quick discharge nozzle to provide an automatic rapid and leakproof gravity lock type connection or disconnection from the fixed elbow. Sliding guide brackets to slide along guide rails.

Shaft: Stainless Steel.

Seals: Double mechanical seals (tungsten carbide to carbide upper and tungsten carbide to tungsten carbide lower).

Bearings: Anti-friction suitable for a minimum bearing life of 50,000 hours B10 life under operating conditions.

Fluid Operating Temp.: 0°C to 20°C.

Fluid Specific Gravity: 1.0

Fluid Type: Domestic Sewage

Fasteners: Stainless Steel (ASTM TYPE 316).

.2 Motors shall be CSA approved submersible squirrel cage induction type with Class F insulation and non-hydroscopic windings. Service factor shall be 1.0. Use EEMAC Design B. If higher starting torque is required for the equipment loading, use EEMAC Design C.

Pump motors shall come equipped with means of communicating seal leaks and over-temperature conditions.

.3 Power cables shall be factory-sealed into the motors and flush valve. They shall be of a type of construction acceptable to the electrical inspector. Cables shall be of sufficient length to reach the Control Kiosk without splices.

Power cables shall be equipped with a disconnect switch located inside the wet well, complete with lockout. Disconnect switches to be Meltric Decontactors or approved equal.

.4 The pump motor nameplates shall be mounted in the Kiosk or Panel.

.5 Pumps shall be painted with epoxy and equipped with sacrificial zinc anodes to provide corrosion protection.

.6 Pump P2 to be equipped with Flygt Model 4901 Mix Flush Valve or approved equal.

.7 Contractor shall supply the following spare equipment:

- one (1) impeller
- one (1) spare pump

2.3 Fixed Discharge Connection

.1 Fixed discharge elbow, quick disconnect type, with steel soleplate, lower guide rail holder and drilled for anchor bolts.

2.4	**Lifting Chains**	.1	Lifting chains to be Grade 80 Accoloy A8 material, rated with a working load of 1900 kg and shall be NAR approved for overhead lifting, finish to be galvanized. Chain length to be sufficient to connect between pump and chain hoist.
2.5	**Guide Rail Assembly**	.1	Schedule 40 galvanized steel pipe c/w upper guide bar holder.
		.2	All fittings and connectors to be galvanized.
2.6	**Ventilation Duct Work & Fan**	.1	Inlet duct shall be provided for air blown into the lift station and a vent shall release exhaust air.
2.7	**Lighting Fixture**	.1	The wet well light shall be an explosion-proof, wall-mounted, LED fixture suitable for Class 1 locations, complete with globe and guard, RAB Type EB 123 or equal. Switch by General Contractor.
2.8	**External Piping**	.1	As per the Contract Drawings.
2.9	**Internal Piping**	.1	Sewage piping shall be stainless steel.
2.10	**Plug Valves**	.1	Plug Valve, c/w lever. Flanges to ANSI B-16.1, Class 125.
2.11	**Check Valves**	.1	Ball check valve. Flanges to ANSI B-16.1, Class 125.
2.12	**Level Regulators**	.1	Provide five ENM-10 Flygt level regulators to stop both pumps, start lead pump, start standby pump, high level alarm, low level alarm for 24 volt operation, each with sufficient cable suitable for the installation.
		.2	Provide one aluminum liquid level hanger, with wall bracket mount and flat switch conductor hooks for excess cable. Hanger shall also provide threaded strain-relief squeeze connectors for each level regulator.
2.13	**Bolts**	.1	All bolts, including those for the check valve and plug valve, shall be ASTM Type 316 Stainless Steel.
2.14	**Access Covers**	.1	Access covers shall be designed to allow removal of the pumps from the stations without removing or damaging other equipment.
		.2	Each cover shall be hinged and include hydraulic assist for easy opening with less than 225 N lifting force and shall be provided with a padlock hasp with a box enclosure to prevent vandalizing of the lock.

.3 A brass padlock shall will be installed by the Town at the developer's cost.

.4 Each cover shall be provided with a positive means of locking open.

.5 Safe-Hatch (or approved equal) shall be included to provide fall through protection.

2.15 Air Release Valve

.1 Air release valve to be 50mm diameter NPT inlet, cast iron body, bronze mechanism and seat, stainless steel lever pins and float, designed for sewage, rated at 1MPa. Provide shut-off valve and back flushing facilities including blow-off valves and 3 metre long back flush hose. Equip valve and hose with quick disconnect couplings.

2.16 Floor Gratings

.1 Fibreglass or Borden Type B aluminium Size No. 6 suitable for a bearing load of 5 kN/m², or 200 kg plus dead weight of one pump whichever is greater.

2.17 Miscellaneous Metals

.1 Aluminium: to ASTM 655.

.2 conforming to CSA G40.2-M1977; Type W with yield strength of 300 MPa, shop primed.

.3 stainless steel ASTM Type A316 Stainless Steel unless otherwise noted.

.4 Miscellaneous metalwork, including brackets, nuts and bolts, cables, turnbuckles, and eye bolts shall be stainless steel or aluminium. Sharp edges and weld splatter shall be removed prior to installation.

2.18 Pressure Gauge

.1 GIC #6211, liquid 100 mm diameter pressure gauge c/w snubber and isolating valve.

2.19 Hydrostatic Tests

.1 Pressure piping within the FRP wet well and valve chamber shall be hydrostatically tested to a pressure no less than 1.5 x the shut off pressure of the lift station pumps. The test pressure shall be held for a period of not less than two (2) hours, with no leakage permitted.

Sewage forcemains external to the lift station shall be tested in accordance with Section 33 34 01 – Sewage Forcemains.

Should any test disclose leakage greater than that specified above, the Supplier shall locate and repair the defect and retest

the section to ensure that the leakage is within the allowable limits.

2.20 Concrete Base and Anchoring System

.1 The reinforced concrete wet well base and anchoring system shall be designed to prevent uplift of the fibreglass lift station assuming that the surrounding soil is flooded to finished ground elevation and that the station is empty. A minimum safety factor of 1.5 against uplift shall be used in the design of the base and anchoring system.

2.21 Power Supply and Controls

.1 As per Division 26.

3.0 EXECUTION

3.1 Excavation and Backfilling

.1 To requirements of Section 31 23 01 Excavation, Trenching and Backfilling.

.2 Start backfilling only after the concrete has acquired a suitable degree of strength and only after obtaining written permission from the Contract Administrator. No backfilling of walls shall take place before the slabs have been cast and have reached a minimum of 75% design strength.

.3 Use only the approved portion of the excavated material and other approved imported granular fill.

.4 Deposit backfill in layers not exceeding 150mm thickness, and compact to obtain 95% of Standard Proctor Density or otherwise indicated on the Contract Documents.

.5 Keep heavy compacting equipment away from structure by at least 1.5 metres. This portion shall be compacted using hand operated tampers.

.6 Make all fills and embankments to elevations, contours, and slopes shown on the drawings.

.7 Grade top layer carefully to smooth regular surface, with a minimum thickness of 100mm of topsoil, when indicated on the drawings.

.8 Allow for any settlement which may occur in order that the finished fills or embankments will be to the final grades as shown on the drawings.

.9 Excavate and remove all materials whatever their nature and condition to depths and dimensions necessary for the construction of the structure and piping to the limits shown on the drawings.

.10 Furnish all equipment for construction, temporary supports including shoring, bracing, cribs, coffer dams, etc. and for de-watering.

.11 Install and operate an adequate de-watering system for construction of the structures in the dry.

.12 All equipment used for de-watering and excavation shall be of a suitable and rugged type to assure continuous operation.

.13 Make special provisions to relieve the water pressure and prevent flotation or damage to parts of the works in case of accidental stoppage of de-watering equipment.

.14 Where over excavation is required, fill with specified sub-base or lean concrete unless otherwise indicated in the Contract Documents.

.15 Stockpile excavated granular material meeting backfill specification designated by the Contract Administrator. Save for re-use.

.16 Notify the Contract Administrator for inspection and approval after the excavation is completed.

.17 Do not place any concrete until the Contract Administrator has approved the depth of excavation and the character of the foundation material.

3.2 External Piping

.1 To requirements of Sections 31 23 01 - Excavating, Trenching and Backfilling, Section 33 30 01 - Sanitary Sewers, and Section 33 34 01 - Sewage Forcemains.

3.3 Concrete Work

.1 To Section 03 30 53 - Cast-in-Place Concrete and Section 03 20 01 - Concrete Reinforcement.

3.4 Electrical

.1 To Division 26.

3.5 Piping Installation

.1 Pipe shall be adequately supported on adjustable pipe saddle supports or from pie hangers or brackets during construction and completion to prevent abnormal stresses being imposed on items of equipment such as pump flanges.

.2 Valves shall be installed in accordance with the manufacturer's recommendations.

.3 Before installing bolted connections, pipe ends, and gaskets shall be absolutely clean. Gaskets shall be lubricated with soapy water and bolts with thread lubricant. Bolts shall be tightened progressively by the crossover method and not in rotation around the joint. Bolts shall be torqued to the manufacturer's requirements. Wrenches used for tightening bolts shall be in good condition and properly sized to prevent rounding of nuts and bolt heads.

.4 During all stages of construction, piping shall be protected from damage from any cause. Openings in the piping system shall be securely covered, capped, or plugged to prevent collection of dirt, debris, or other extraneous matter during the entire construction.

.5 Damaged work shall be removed and replaced with new material to the satisfaction of the Town.

3.6 Pumps and Accessories

.1 Locate discharge elbows on the sump floor at exact locations required so that guide rails which connect from them to the access frame will be in perfect alignment.

.2 Firmly anchor discharge elbows to the floor at their proper location.

.3 Install guide rails.

.4 Lower pumps on guide rail system until contact is made with discharge elbows. Ensure that system functions to give leaktight connection.

3.7 Start-Up

.1 Lift station shall be completed, including work of other sections, before start-up.

.2 Start-up of equipment to take place in the presence of a trained representative of the Equipment Supplier and Town. Copies of final operating and maintenance manuals shall be provided to the Town at least two (2) weeks in advance of start-up.

.3 Set level and align all equipment to the complete satisfaction of the Town.

.4 Carefully check the operation and controls of the equipment.

.5 Notify the Town when the operation and controls of the equipment are satisfactory.

.6 Provide the necessary facilities for the Town to check the operation of the equipment.

.7 The Contractor shall make provisions for adequate supply of water to the wet well and forcemain for testing purposes. Testing will include checking performance of all pumps, floats, and controls. At minimum the following tests will be conducted.

.1 Pump Condition - i.e. pump body, impeller running free, quick disconnect connection, cable connections, gaskets and oil level.

.2 Wet Well Condition - i.e. pump sliding free on guide rails, pump cable with sufficient slack, floats suitably positioned and will not snarl, no cable splices or junction box in the wet well, well clean.

.3 Control Panel Condition - i.e. components including motor overloads correctly rated for the pumps. Record over-load settings on schematic, date and sign.

.4 Start-Up Operation - i.e. supply voltage suitable, pump rotation correct, operation of pumps - by float switches - HOA selectors - lead pump selector - overloads isolate associated control, alarm float.

.5 Pump Load Checks - ie. load current on all phases for single and parallel pump operation, supply voltage under load. Confirm pumping rate and operating head.

.6 Alarm panel test to confirm all zones are correctly configured and operational.

.8 Liaise with the Contract Administrator to ensure that the Design Engineer, the Town, the Contractor, and the Equipment Supplier are present for the start-up and testing program.

.9 The Town will not take over operation and maintenance of any equipment until the work of all related sections has been completed in the area in which the equipment is located and all equipment has operated in its intended manner to the satisfaction of the Town.

.10 Cost of any temporary power costs for the start-up procedure shall be the responsibility of the Contractor.

3.8 Protection

.1 Protect the work and material of all other sections from damage and make good all damage thus caused, to the satisfaction of the Town.

.2 Be responsible for work and equipment until finally inspected, tested, and accepted, protect work against theft, injury, or damage, and carefully store material and equipment received on site which are not immediately installed. Close open ends of work with temporary covers and plugs during construction to prevent entry of obstructing materials.

3.9 Cleaning

.1 Any dirt rubbish, or grease on walls, floors, or fixtures for which the Contractor is responsible must be removed and the premises left in first class condition in every respect.

.2 De-water station wet well and remove all dirt and grit from bottom of station.

3.10 Maintenance Manuals

.1 Supply three copies of hard backed bound manuals with all the information required for maintenance, operation, parts catalogue and lubrication. Supply electronic version through appropriate file-transfer service/software or through email correspondence.

The following information shall be included in the manual:

.1 Table of contents.
.2 As constructed shop drawings.
.3 Equipment, layout drawings.
.4 Electrical, control, and alarm wiring diagrams.
.5 Normal and emergency operating instructions for all equipment.
.6 Maintenance instructions for all equipment.
.7 Safe work procedure for confined space entry into the wet well and valve chamber (to be prepared by a Qualified Professional).
.8 Equipment data sheets.
.9 Certified head/capacity curves for pumps.
.10 Equipment part lists.
.11 Sealed record drawings
.12 Warranty information
.13 List of suppliers and contacts, including contractors that were involved in the project.

.2 Each section shall be separated from the preceding section with a plasticized divider with a tab denoting contents of the section.

.3 Review all of these instructions with the Town representatives before the commencement of the maintenance period.

General catalogues will not be accepted and bulletins must deal specifically with the equipment provided.

SCHEDULE 5

LANDSCAPE STANDARDS

INTRODUCTION

The following landscape standards include design criteria and specifications pertaining to all required landscaping requirements under the Town's Subdivision Development and Servicing Bylaw.

Unless documentation provided by the Town of Comox along with a specific request for tender or request for proposal states specifically that a provision set forth has been waived, all provisions are to be satisfied.

The requirements set forth in these standards are minimum requirements that shall be applied universally by all parties performing services for the Town of Comox.

This document is part of a series of standards and as such should not be viewed in isolation of all other Town of Comox associated standards which may modify and/or clarify the requirements set forth within this document.

The Town of Comox may, on a case-by-case basis, and at the Town's sole discretion, approve deviations from these standards.

INTENT OF THE STANDARDS

This schedule is intended to provide direction to the Applicant and their Engineer on the elements required to be considered in the design landscaped areas. It is intended to be used in conjunction with the MMCD Design Guideline Manual and the Town of Comox Subdivision and Development Servicing Bylaw Schedules and the Master Municipal Construction Document (MMCD).

LANDSCAPE STANDARDS

1. GENERAL

(a) Landscape design shall comply with the Canadian Landscape Standard (CLS), published by the Canadian Society of Landscape Architects and by the Canadian Nursery Landscape Association, current edition. A Consulting Landscape Architect shall prepare drawings and planting specifications for street trees, boulevards, medians, curb extensions, and any other landscape screening in locations as directed by the Parks Manager or designate.

(b) The Landscape design shall comply with the Town of Comox Climate Resilient Landscaping Standards, current edition. Should any conflict arise this Bylaw shall take precedence.

(c) Tree Preservations and new tree planting shall be considered at the early stages of development design and structure(s), driveways, rock pits, drainage features, retaining walls, street design etc. being arranged, sized and oriented to accommodate existing trees and new trees, including street trees.

(d) A Landscape Plan and details shall be prepared by a Consulting Landscape Architect and submitted to the Parks Manager or designate for approval prior to any Works and Services being done.

(e) The Landscape Plan shall be prepared in conformance with the Engineering Design Drawings requirements contained in this Bylaw.

(f) The Consulting Landscape Architect shall submit a BCSLA Schedule L (Assurance of Professional Design and Commitment for Field Review) prior to the commencement of construction and a Schedule C-L (Assurance of Professional Field Review and Compliance) at the time of Final Acceptance.

2. STANDARDS & SPECIFICATIONS

(a) All construction within the scope of this Schedule shall conform to the Canadian Landscape Standard and the requirements, standards and specifications prescribed by this Bylaw.

(b) Should any conflict exist or arise between these documents, this Bylaw shall take precedence.

3. PLANTING REQUIREMENTS

(a) Boulevards

(i) All softscape Boulevards without street trees, as approved shall be finished with 300mm Growing Medium and seeding or sod at the discretion of the Parks Manager or designate. Seed mix shall be as specified by the Consulting Landscape

Architect and approved by the Parks Manager or designate.

(ii) All softscape Boulevards to be planted with street trees shall be finished with 1000mm Growing Medium in a continuous trench followed by seeding or sod as applicable in (i) Above

(iii) All hardscape Boulevards shall use soil cells to obtain the applicable soil volume as required in Section 13.

(iv) The Developer shall be responsible for maintaining the Boulevards until the end of the Maintenance Period.

(v) Additional Landscaping may be required in certain areas at the discretion of the Parks Manager or designate.

(b) Medians

(i) Medians shall be Landscaped according to a plan prepared by a Consulting Landscape Architect and approved by the Parks Manager or designate.

(c) Curb Extensions

(i) Curb Extensions shall be Landscaped at the discretion of the Parks Manager or designate.

(d) Plant Material

(i) All plant material shall conform to the Canadian Landscape Standard and the Canadian Nursery Stock Standard, current edition. The plant size at time of planting shall be #1 pot size for ground covers and #2 pot size or greater for shrubs.

(ii) All plant material shall be selected based on the premise of the right plant for the right location. Plant selection shall be appropriate for the site's light and moisture availability, as well as context and aesthetic.

(iii) All plant material shall be located such that their mature height does not conflict with sight line requirements.

(e) Street Trees

All street tree plantings shall:

(i) Conform to the Canadian Landscape Standard and the Canadian Standard for

Nursery Stock, current edition;

(ii) Be nursery field grown unless approved otherwise by the Parks Manager or designate;

(iii) Be locally hardened and acclimatized;

(iv) Be 6cm caliper or greater if deciduous;

(v) Be 3.0 metres height or greater if coniferous.

All exceptions to the above must be pre-approved by the Engineer.

(f) Single Family Residential Parcels

A "yard" tree shall be provided for each newly created Residential parcel in a Development.

Yard trees shall be a minimum height of 2.0m for conifers and a minimum truck diameter of 6.0 cm measured at 1.2m above the root crown for deciduous.

4. PLANT SPACING AND LOCATION

(a) Street tree spacing shall be varied to accommodate species diversity, maximize the number of trees to achieve crown closure, allow for full crown Development, and accommodate site lines, utilities, and other site features.

(b) Species selection shall be guided by the Town of Comox Climate Resilient Landscaping Standards, current edition.

(c) The following are recommended tree spacing based on the described size classes and required soil volume, for reference:

Tree Type	Mature Height	Spacing on Centre (o/c)*	Soil Volume
Large	> 15 m	9.0 m – 12.0 m	35 m3
Medium	10 m to 15 m	9.0 m – 12.0 m	20 m3
Small	< 10 m	6.0 m – 9.0 m	15 m3
Columnar Trees	Narrow habitat & < 8 m	6.0 m – 9.0 m	15 m3

*Final tree spacing and location shall be approved by the Town.

(d) Tree spacing should be consistent with existing tree spacing within the same block, on both sides of the street. Individual cases are subject to offsets due to constraints shall be as directed by the Parks Manager or designate.

(e) Tree spacing shall be adjusted to accommodate clearances set out in this Section.

(f) Landscape shrub and groundcover plantings shall be designed to fill in, such that there is no exposed soil, within three (3) years of installation.

(g) Street tree planting shall not be required within the cul-de-sac bulb area.

5. MINIMUM TREE PLANTING CLEARANCES

(a) Listed below are the minimum distance that trees should be planted from street feature or furniture:

Street Feature/Furniture	**Minimum Separation to Tree**
Lamp Standards	5.0m
Steel/wooden poles, posts & bollards	3.0m
Hydrants	3.0m
Catch Basins	3.0m
Manholes, Valve Boxes, Service Boxes	3.0m
Water, Drainage & Sewer Service and Connection locations	2.0m
Driveways	2.0m
Intersection sight lines	8.0m
Overhead lines	5.0m from pole – Max. height of tree, 5.0m 10.0m from pole – Max. height of tree, 12.0m

6. DRAINAGE

(a) Drainage systems connected to the municipal storm sewer system shall be provided under hard surfaced street tree planting areas with soil cells, where subsoils are poorly draining and where tree pits and planting beds are at risk of holding water, at the discretion of the Engineer and Parks Manager.

7. IRRIGATION

(a) Drip irrigation and controllers meeting Town standards shall be provided for street trees in medians, curb extensions, and where street trees are planted in hard surfaced planting areas.

(b) All irrigation systems shall be metered.

8. LANDSCAPE LIGHTING

(a) At the discretion of the Engineer and Parks Manager, conduit from the nearest Town

electrical outlet to each tree pit shall be provided for all trees planted in hard surfaced street tree planting areas on Comox Avenue and Beaufort Avenue between Stewart Street and Church Street. Lighting systems acceptable to the Engineer may be required. Conduit and outlet shall be located to avoid conflict with the growing tree trunk and root collar and not pose a hazard to pedestrian traffic.

9. GROWING MEDIUM

(a) Growing Medium as defined in this Bylaw shall be installed at the following minimum depths prior to planting in non-hard surfaced areas:

(i) sod and grass areas 300mm (measured from top of sod thatch)

(ii) groundcover and shrub areas 450mm

(iii) street tree areas 1000mm

(b) Each tree planting location shall be provided with a volume of Growing Medium per subsection 4. (b) of this section. The Consulting Landscape Architect shall provide the planting plan showing the planting bed, and soil cell areas and associated Growing Medium volume calculations for each tree to the Town for approval.

(i) The Growing Medium volume calculations shall account for the functional volume of Growing Medium achievable using planting beds and soil cells.

(c) In areas where the required Growing Medium volume per tree is not achievable due to specific site or project constraints, such as the presence of surface bedrock, the volume of Growing Medium may be adjusted in coordination with tree species selection and at the discretion of the Parks Manager or designate.

(d) On-site topsoil or amended topsoil shall only be used if it meets the requirements for the specified Growing Medium and is approved by the Parks Manager or designate.

(e) For each Growing Medium source and type used, soil tests confirming that the texture, organic matter, and nutrient levels meet the specifications shall be conducted conforming to the CLS (section 6.1.6) and provided to the Consulting Landscape Architect for approval prior to delivery and use.

10. SEEDING (GRASS & WILDFLOWERS) AND SODDING

(a) Seeding and Sodding shall:

(i) Conform to the Canadian Landscape Standard, current edition;

(ii) Sod must be suitable for high-traffic areas, offer good wear tolerance, shall be grown on sand or sandy loam-based soil and shall be un-netted.

(iii) Seed mixtures and sod shall be suited to the climate, growing medium condition and type, site orientation, sun exposure, terrain, purpose of use, establishment and lawn class designation under which they are to be grown, and/or to the Consulting Landscape Architect or Parks Manager or designate specification;

(iv) All seeded and sodded areas shall be inspected and accepted by the Parks Manager or designate after Maintenance Period has ended.

11. SPLIT RAIL FENCING

(a) Split rail fencing to be used in areas with environmental sensitivity, in seeded areas with pollinator seed mixes, or to delineate or separate trails.

(b) All split rail fencing shall be designed and constructed in accordance with Supplementary Detail Drawing L4.

12. MULCH

(c) Non-composted bark mulch shall be used in all Boulevard, median, and curb extension planting beds and street tree plantings unless otherwise specified by the Consulting Landscape Architect and approved by the Parks Manager or designate.

(d) Non-composted bark mulch shall be placed at a minimum 75mm settled depth unless otherwise specified by the Consulting Landscape Architect and approved by the Parks Manager or designate.

13. SOIL CELLS

(a) Soil cells shall be used in areas of hard surface planting where tree grates are used. Or where the softscape boulevard width is less than 1.65 m from face of curb to sidewalk or 1.5m of clear width of growing medium to supplement the minimum volume of growing medium.

(b) Irrigation and drainage systems shall be installed in all soil cell areas.

(c) Refer to Supplementary Detail Drawing L10.

(d) Soil cells shall be filled with Growing Medium as specified by the Consulting Landscape Architect and approved by the Parks Manager or designate.

(e) Soil cells shall be installed according to the manufacturer's specifications and recommendations.

14. STRUCTURAL SOIL

(a) Structural Soil shall be used only under hard surfaces to connect two areas of softscape (e.g. under a Sidewalk to connect a Boulevard to a planting bed) where trees are installed in the soft Boulevard. **DO NOT** place Structural Soil in planting beds or planting pits.

(b) Structural Soil shall be installed as per Supplementary Detail Drawing L11.

15. MAINTENANCE

(f) During the Maintenance Period, maintenance and watering activities shall be specified by the Consulting Landscape Architect, approved by the Parks Manager or designate, and carried out by the Developer.

(g) After the expiry of the Maintenance Period the Town will be responsible for the maintenance of street trees.

16. TRAILS

(a) Community Pathways
Pathways are 1.2 to 3 metres wide with a smoothly paved surface to accommodate high usage and wherever possible universal accessibility with a maximum grade of 10%. They shall be designed and constructed in accordance with Supplemental Detail Drawing L6.

(b) Nature Trails
Trails are 0.5 to 1.5 metres wide with a compacted granular surface for moderate use and an intermediate level of accessibility. Where the gradient exceeds 20% a stairway shall be constructed with materials and design that are approved by the Engineer and Parks Manager. They shall be designed and constructed in accordance with Supplemental Detail Drawing L7.

(c) Planning, Design and Construction of all Trails:

(i) Trees, other plantings and landscaping should be included along the trail corridor to improve the local climate and environment and to make trails more inviting for daily activity.

(ii) Trail types and widths are at the discretion and approval of the Parks Manager or designate.

(iii) Associated works may be required such as, but not limited to: trail-head amenities, parking, creek crossings, slope stabilization measures, boardwalks, fencing, signage, viewpoints, drinking fountain, seating areas, stairs and access controls.

(iv) Where trails are to be included in a development, they must be shown on all associated plans, such as grading, servicing, landscape, tree preservation, and storm water management plans.

(v) For narrow trails, maintenance and emergency access must be considered and only small-sized specialized construction equipment will be allowed.

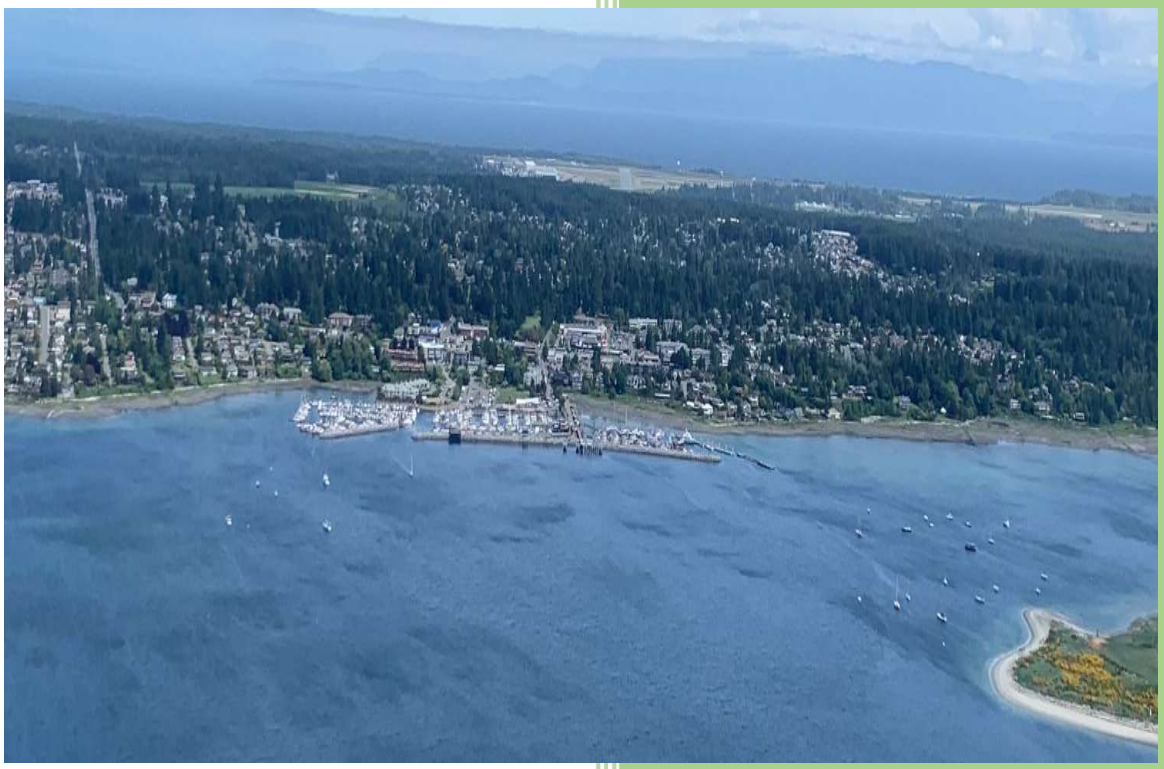
(vi) Layout plans must be confirmed with Town staff, with on-site confirmation prior to any tree pruning or removals or other works occurring on site.

SCHEDULE 6

FIBRE OPTIC CONSTRUCTION STANDARDS

TOWN OF COMOX

Fibre Optic Construction Standards



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1.0 – Introduction

Fibre optic networks are the global standard for high-speed data connectivity. Progressive municipalities understand the importance of advancing their communities to a “Fibre Ready” status and are preparing for this technology progression through the development of municipal fibre optic installation standards and guidelines.

The purpose of the Town of Comox’s Fibre Optic Construction Standard is to provide a guideline to assist municipal contractors and corporate telecommunication incumbent third party installers as they continue to develop fibre optic networks within the Town of Comox’s municipal boundary. It is anticipated that adherence to the Town of Comox’s Fibre Optic Construction Standard will support effective fibre optic network deployment and successfully meet permitting requirements and reduce wait time. This document focuses on two current technologies for fibre optic network deployment: Directional Drilling and Micro Trenching. In addition, this document identifies the use of innerducts for microduct installation in traditional civil construction PVC conduits installed in subsurface environments. The principles and construction specifications identified in the Town of Comox’s current bylaws and construction standards must be referenced prior to submission of drawings, plans or permitting requests for approval.

DISCLAIMER:
The following material represents a preferred construction standard for the Town of Comox and should be considered as a guideline. Any user of this document should always refer to the bylaws and construction standards established by the Town of Comox as a basis for making any business, legal, engineering, or other decisions. This document is only intended to be a guide and is not intended to be a substitute for sound engineering knowledge, judgment, or experience and does not attempt to duplicate material already covered in relevant engineering documentation, such as the Canadian Electrical Code or established Town of Comox Bylaws and Construction Standards. Any action taken should be under the advisement of the Town of Comox’s Corporate Staff. The authors and contributors of this guide are not responsible for any false or incomplete information presented in this guide. The Town of Comox’s Fibre Optic Construction Standard is a working document and will evolve with future technology advancement. It is the responsibility of the design contractor to ensure that they have a current version of the Town of Comox’s Bylaws and Construction Standards.

Contact Information

Town of Comox Public Works - 250-339-5410 **BC1 Call – 1-800-474-6886**

2.0 – Fibre Optic Network Installation Route Planning Options

The Town of Comox has identified four options for the installation of fibre optic microducts in subsurface environments within the town's municipal boundary. Contractors are encouraged to choose routes for Microtrenching and/or Directional Drilling based on the following priority sequence when planning subsurface installation of fibre optic networks.

Due to the invasive nature of Directional Drilling and Micro-trenching, care should be taken that subsurface utilities and infrastructure are exposed through rigorous pothole, daylighting procedures and certified Engineering Surveys. Directional Drill depth must not impact existing subsurface utilities. Microtrench cut width should not exceed 10 cm and trench depth must not be less than 60cm minimum without Town of Comox approval.

The following route options are provided in priority sequence:

2.1 – Option 1 - Back of Sidewalk - Softscape (Preferred)

- Microduct installed in softscape area or back of sidewalk
- See Diagram 2.0.a for further detail
- Good protection at 60+ cm depth and best cost value for Trenching and Directional Drill

2.2 – Option 2 – Boulevard – Paved or Softscape

- Microduct installed in boulevard located between curbline and sidewalk
- See Diagram 2.0.a for further detail
- Good protection at 60+ cm depth and best cost value for Trenching and Directional Drill

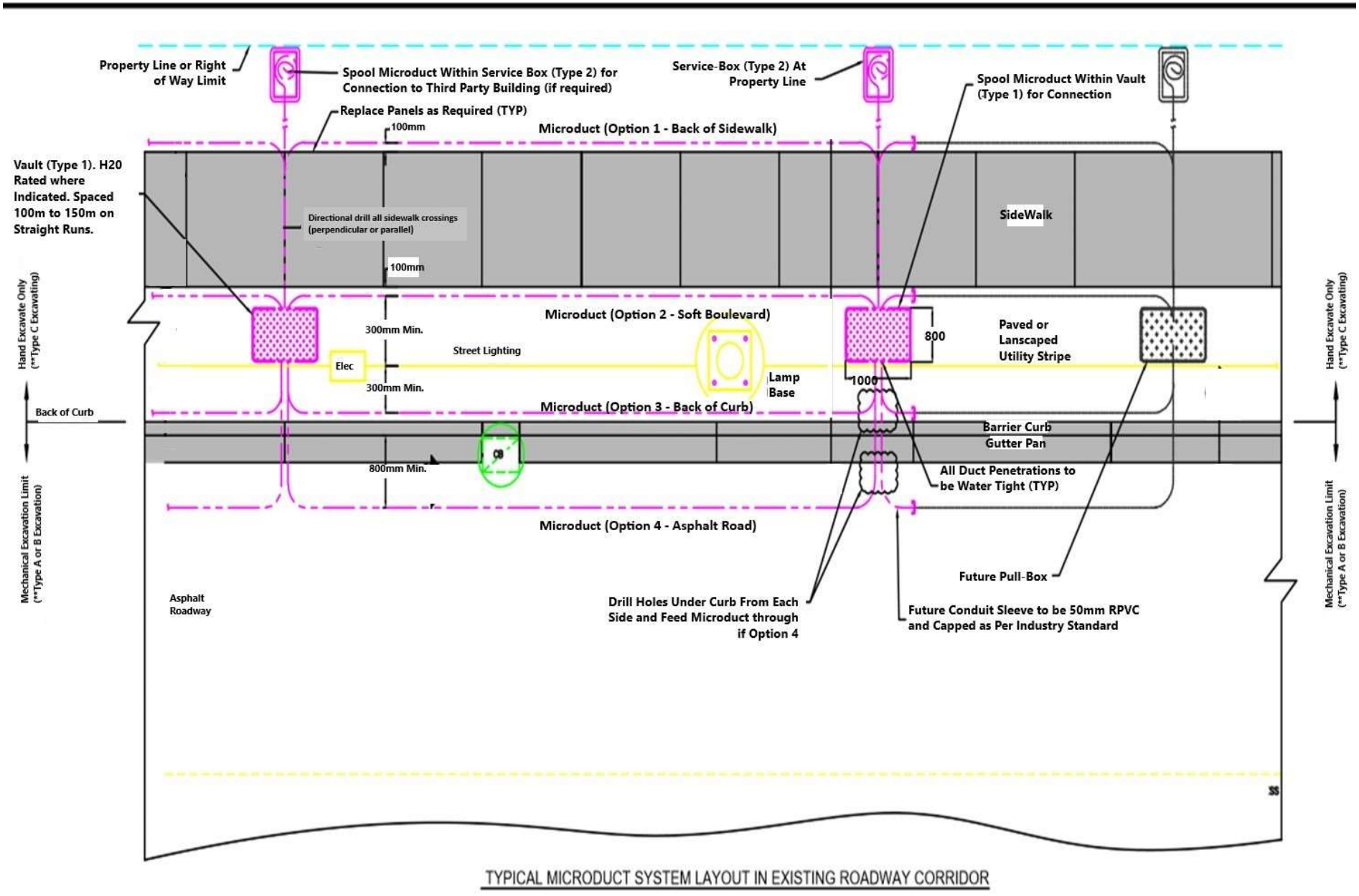
2.3 – Option 3 – Back of Curb

- Microducts to be installed along back of curb and follow curbline.
- See Diagram 2.0.a for further detail
- Best protection for microduct

2.4 – Option 4 - Asphalt Road - Hardscape

- Microduct installed in asphalt roadway as indicated by the TOC.
- See diagram 2.0.a for additional detail
- Good protection, most expensive for remediation and repair

2.0.a – Microduct Route Planning Options Cross Section



TYPICAL MICRODUCT SYSTEM LAYOUT IN EXISTING ROADWAY CORRIDOR

6

3.0 - Civil Construction- Fibre Optics Networks

3.1 - Underground Construction – Contractor Requirements

3.1.1 - General

- All civil design drawings must be engineer certified and approved by the Town of Comox before construction is initiated by contractor proponents or third party installations.
- Contractor shall provide the labour, tools, materials, equipment, project coordination, permits coordination/application, safety and traffic planning, travel and transportation for Outside Plant (OSP) underground, Inside Plant (ISP) building core, EMT and plenum duct installation, pulling or jetting cable and terminating and testing fibre in existing, new, or third-party structures, FOSCs, FECs, FPPs, and other housings within vaults, and rooms as required.
- All workmanship, materials and/or installation practices and activity shall be equal to or better than the standards established by the CAN/CSA T529/T530 Standards and the Canadian Electrical Code.
- Prior to any trenching, microtrenching, excavation, or directional drill boring, the contractor performing the work is responsible to notify and receive approval and required permits from the Town of Comox (**TOC**).
- In addition, TOC must be notified, and will require proof of BC One Call prior to locating private services, such as: water, sewer, storm, traffic control, fire alarm, Fortis Gas, BC Hydro, street/traffic lighting, etc.
- The contractor is responsible for maintaining all marks as detailed in the by-laws set up by the TOC. Copies of the by-laws can be requested by contacting the TOC or accessing the town's website www.comox.ca.
- To reduce errors, the contractor must conduct an engineering certified preliminary survey prior to start of work and has requested infrastructure data through BC 1 Call (www.bc1c.ca). Proof of BC 1 Call will be provided to the TOC.
- The proposed trench path or work should be "white-lined" with paint as visible representation of the proposed route.

3.1.2 – Civil Drawings, As-Built Drawings and GIS Spatial Data

- The contractor will keep a log of all Utility Locates. This will be kept for review if needed for utility damage reports and turned in with project record drawings as requested by the TOC.
- The contractor shall ensure that fiber optic cable is installed as specified on the drawings and that the Contractor installs fiber optic cable in accordance with the manufacturer's recommendations
- On a daily basis, the contractor shall red-line drawings during the course of construction to show the actual alignment or other variances of all installations required by the construction drawings.
- The drawings shall be available for review by the TOC when requested on the job site. Additionally, the contractor shall submit all redline drawings to the TOC on a weekly basis.

- All updated Civil and As-Built drawings must be provided to the Town of Comox as a final deliverable at the end of project completion.
- A GIS spatial data representation (compatible with ESRI mapping software) of the project must be provided to the Town of Comox as a final deliverable at the end of the project.
- **In the case of third-party installers providing subsurface fibre optic networks for the purpose of corporate incumbent telecommunications infrastructure, any design updates that vary from the approved designs submitted during the permitting process, must be forwarded to the Town of Comox for approval.**

3.1.3 – On-Demand Progress Report

- The contractor's progress shall be tracked by utilizing Progress Reports that will be requested by the TOC as required.
- Progress Reports shall be completed by a contractor's field representative and signed by the contractor's site supervisor with a copy made available to the TOC.
- The contractor shall note on these forms any discrepancies in progress.

3.1.4 – General Contractor Notes:

1. The contractor will provide all required equipment, tools, materials, and labour, including all associated mounting, pulling, jetting, testing, and other installation hardware to perform all work described within this document.

2. When installing cable in ducts, concrete vaults, and junction boxes, the contractor shall ensure the duct does not exceed the minimum bend radius as per manufacturer.

3. All work will be performed under strict accordance with all applicable federal, provincial, and municipal laws and regulations to safety and environmental rules.

4. The contractor shall provide and install all necessary bends, couplings, reducers, bell end fittings, plugs, heat-shrink wrap, caps and adaptors of the same product material as the duct to ensure a complete installation.

5. Top of vault/junction box covers to be flush with existing grade, unless noted otherwise.

6. The contractor shall not disturb or destroy existing plants, bushes, trees, or roots while installing the equipment and manually dig through hedges within tree drip lines.

7. Individual ducts shall enter and exit concrete vaults and junction boxes in the same position at each location for ease of identification and continuity.

8. The contractor shall not use factory bends in conduit runs unless shown on the drawings or approved by the design engineer in the field. All communication conduits and microducts shall be installed as straight as possible and utilize large radius sweep bends.

9. All ducts shall be verified and cleaned using the following procedure:

- Terminate ducts ends in the junction box as per standards drawings
- Send rubber cone projectile through duct with a string to prove the integrity of the duct. (opti-com. inc. rubber cone projectile or approved equal)
- Clean duct by pulling a wire brush mandrel through with a heavy pull rope connected to both ends of the mandrel
- Use a swab after mandrilling (existing ducts only)
- Install pull line and cap ends of duct using rubber or rpvc duct plugs
- Clean and vacuum boxes

10. Where minimum clearances from utilities (see section 3.2.1 or 3.4 below) cannot be maintained, notify the TOC representative.

11. All materials and aspect of the work shall be as per the most recent applicable:

- TOC standards
- All relevant contract documents and all specifications refereed to therein Worksafe B.C.
- The contractor must retain copies of the above documents on-site and shall ensure that all sub-contractors are familiar with the relevant sections of the above documents.

12. All municipal, provincial and private roadways affected by these construction works shall be maintained in a clean and dust-free state and shall be kept free of equipment and materials when construction activity is not occurring.

13. The contractor shall supply and install security hardware on all existing and new communication concrete junctions and concrete vaults.

14. The contractor shall obtain all permits and licenses prior to construction.

15. The contractor or third-party design/installer will notify the TOC representative of any discrepancies found within the drawings or the contract documents a minimum of 72 hours before starting construction.

16. The contractor shall supply and place permanent hot mix asphalt patching to the satisfaction of the TOC at all locations required. Cold mix asphalt may be used as a temporary remediation. The use of cold mix asphalt as a permanent remediation is not acceptable.

17. The contractor must repair or replace all existing signs, services, roads, vegetation, driveways and their letdowns, private properties, and private improvements that become damaged due to construction. Repair to surface features may be completed by the

contractor at the direction of the city's representative while repairs to underground works and lighting will be completed by the contractor or third party installer at their cost.

18. The contractor is responsible for all utility permit applications.

19. All work in areas with trees shall be completed in accordance with Town of Comox urban forestry oversight. The contractor shall confirm all locations requiring oversight with Town of Comox prior to commencing work.

20. As soon as the contract is awarded by the TOC or forwarded by a third party to the attention of TOC for the purpose of permitting, and at least 72 hours prior to beginning any construction activities, the contractor shall consult local authorities and contact BC One-Call (1-800-474-6886) to verify existing utility location and to ensure all related parties are informed of the proposed works ahead of the time.

3.2– MicroTrenching and Construction Sequence – See diagram 3.2.a, 3.2.b and 3.2.c

3.2.1 - Trench Detail:

- Trench walls to be uniform and straight.
- Bottom of trench to be flat and free of stray stones etc.
- The trench path should be as straight as possible to ease the placement of conduits(s) and cable pulls.
- **Proposed microduct must have a minimum vertical separation of 6oomm and horizontal separation of 1000mm from all utilities except where noted otherwise.**
- Cover depth to be 600mm minimum or where otherwise required and approved by Town of Comox.
- Sod cutting equipment shall be used prior to trenching areas that have established lawns.
- It is the contractor's responsibility to ensure exposed/open areas are properly barricaded and temporally covered to reduce safety hazards.
- Trenching near tree root systems should be avoided. Main tree routes should never be cut, without the approval of the TOC.

3.2.2 - Trench Backfill:

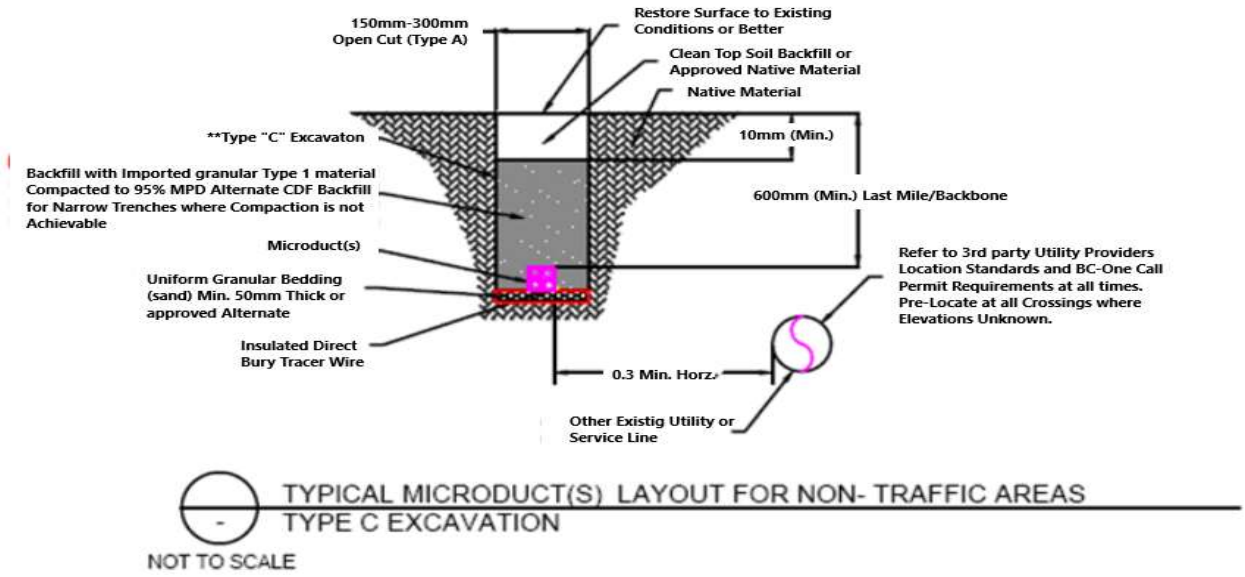
- Where applicable in open trench use 19mm minus granular material compacted to 95% mpd.
- Where compaction equipment is not suitable use flowable controlled density fill (c.d.f.) or non-shrink grout.
- TOC contract administrator to approve duct installation in writing prior to any backfilling.
- C.D.F. or grout to be coloured orange to denote communications utility. Colouring to be liquid iron oxide - solomon colorflo-orange or approved equivalent.

- C.D.F. and grout to have 1-5 mpa mix design that will set within 2 hours to strength suitable for traffic and to be non-shrinking following initial set.
- Restoration should return the area to pre-construction conditions. This may include the placement of new top soil or loam, seed, and fertilizer. See TOC subdivision bylaw for further detail on softscape restoration
- All trenches and/or excavations must be back-filled the same day.

3.2.3 – MicroTrench Construction Sequence

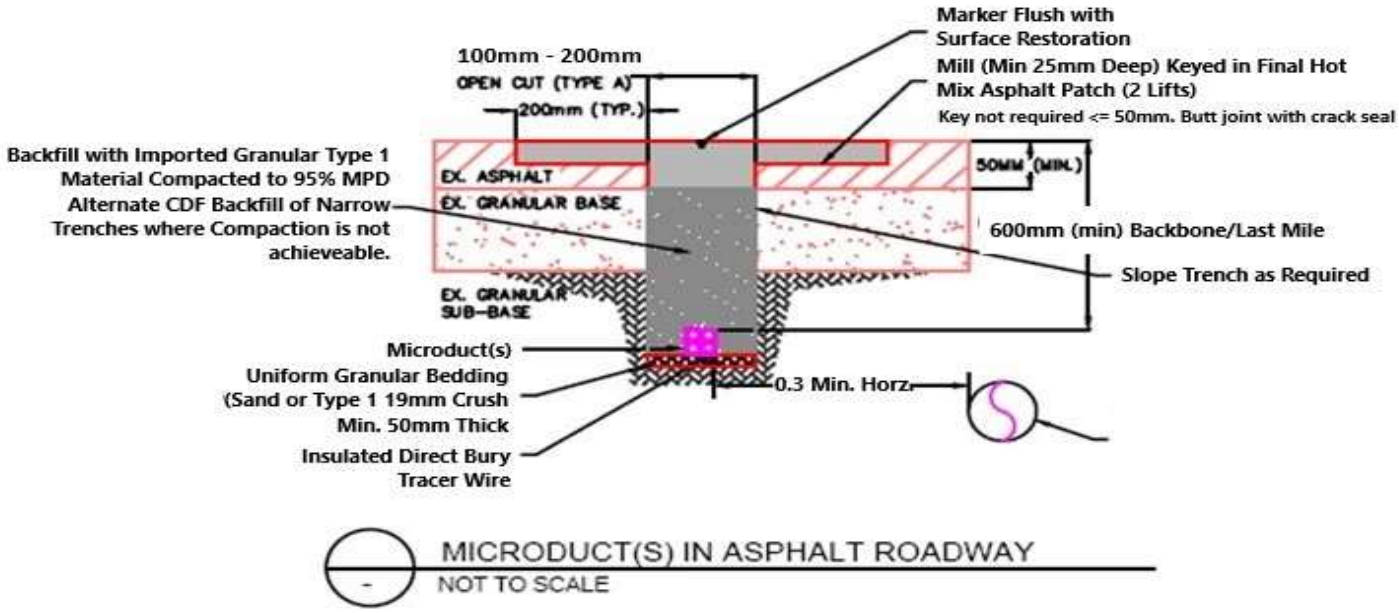
1. Cut trench and remove sod or asphalt
2. Excavate to required depth.
3. Inspect bottom of trench and remove any stray rocks etc. that will prevent microduct(s) from laying flat on trench bottom.
4. Place tracer wire in bottom of trench.
5. Place microduct(s) in bottom of trench.
6. Place flowable c.d.f. or non-shrink grout in trench to level as indicated on applicable detail (see diagram 3.2.b).
8. For restoration of concrete sidewalk or concrete roadway refer to diagram 3.2.c and TOC construction standards – Subdivision Bylaw
9. Allow c.d.f./non-shrink grout to set and fully cured before opening for traffic use. (mix specification to allow for setting in 2 hours or less where required).
10. Mill asphalt keyed patch strip along trench, sweep road clean and dry in limits/areas as indicated in diagram 3.2.b, centered on trench (does not apply to concrete surfaces).
11. Contractor is responsible for coordinating and expense of all remediation (asphalt/concrete/landscaping) .
12. Prep all trench and edges for asphalt.
13. Place fiber optic trench surface warning markers and signage along trench-line and as indicated in section 3.4.2.
14. Roll markers into warm asphalt during final finish rolling
15. Allow patch/fill to cool/set before opening to traffic.
    - Compaction - completed using a steel roller of sufficient weight to establish a uniform density comparable to the adjacent surface within the work area.
    - Industry standard compaction test is required and will be provided by the contractor to the TOC.
    - Finished surface shall be level with no depression retaining. Note: Cold patch mixes are temporary and must be replaced with permanent hot-mix.
    - Pavement restoration should be re-inspected after a period of a month for settlement.
16. The contractor is responsible for immediate correction to any trip or fall hazards.
17. Remediation - replace concrete panels and misc. restoration to landscaped or paver surfaces as required by the TOC subdivision bylaw and as indicated in diagrams 3.2.a, 3.2.b and 3.2.c below.

3.2.a – Softscape Trench Diagram



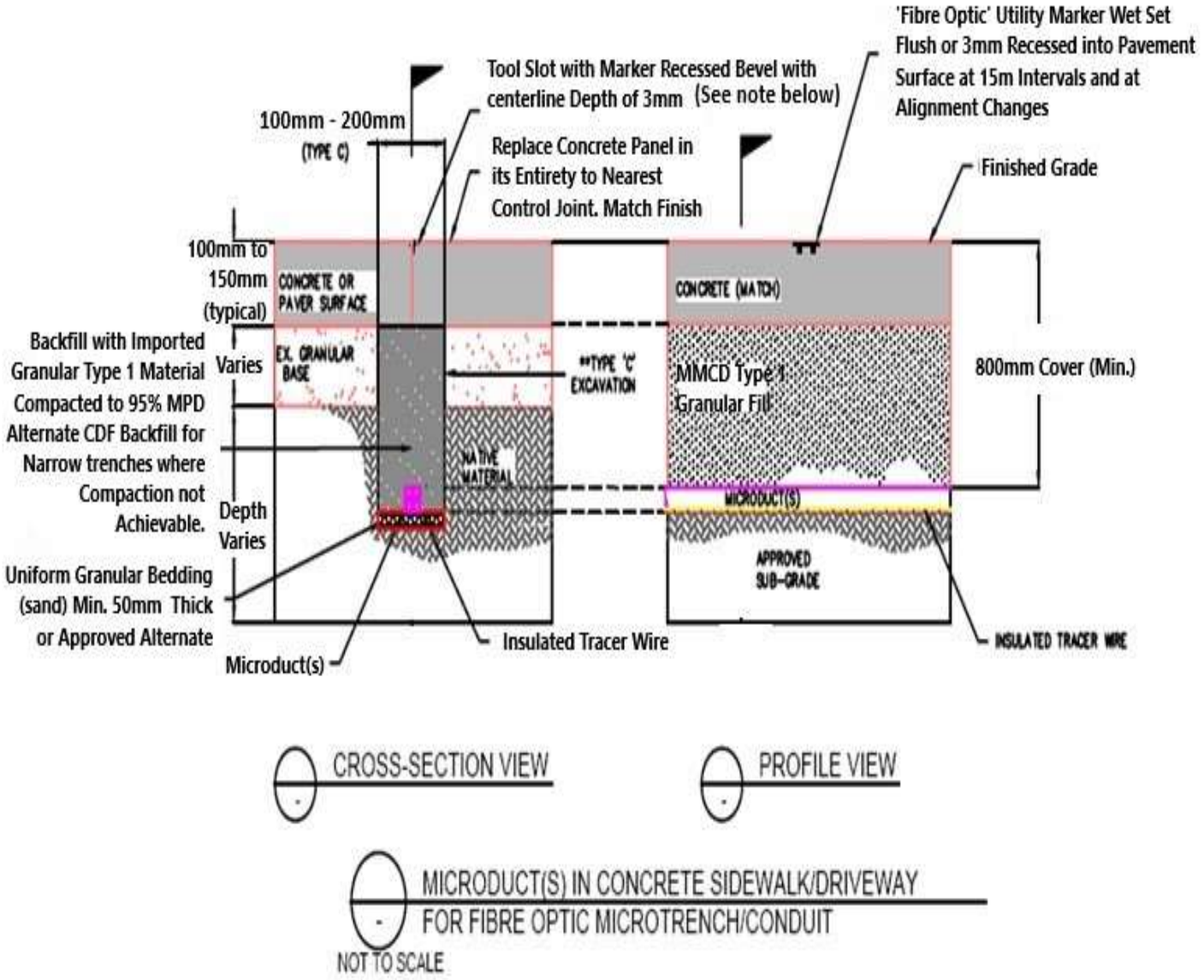
TYPICAL MICRODUCT(S) LAYOUT FOR NON- TRAFFIC AREAS
TYPE C EXCAVATION
NOT TO SCALE

3.2.b – Hardscape (Asphalt) Trench Diagram



MICRODUCT(S) IN ASPHALT ROADWAY
NOT TO SCALE

3.2.c – Hardscape (Concrete) Trench Diagram



Note: TOC prefers direction drill for under concrete/sidewalks. If trench required, tool marks allowed on perpendicular crossing only and must follow regular tool mark crossing. No tool marks if trench runs parallel under sidewalk.

3.3- Standard Horizontal Directional Boring

Although most subsurface fibre optic projects will require the combined use of Microtrenching and Directional Drilling, depending on subsurface conditions, utility impact and depth requirements, the Town of Comox has a strong preference for the use of directional drill to install fibre optic microducting and cabling.

Due to the cost-effective nature and advantages of Directional Drilling (DD), the Town of Comox prefers that DD technology be considered for use over micro-trenching wherever possible and as conditions allow.

The following is a summary of TOC requirements for Directional Drill Technology (see 3.3.1 - Directional Drill Contractor Notes for additional detail):

- Road crossing bores should be made perpendicular to the roadway centerline to minimize bore distance.
- All conduits will be provisioned with a tone-able “Mule-Tape” for locating purposes.
- The tunnel of the crossing can be enlarged by using reamers or cones.
- Conduit size should be placed to support the tunnel wall and to minimize settlement.
- Boring pits are to be a minimum of 90cm below grade to ensure the bore depth maintains 60cm cover minimum.
- All bores are to be drilled prior to the start of trenching.
- Utilities crossing the bore path are to be located using local "BC 1 Call" procedures.
- Utilities to be visibly located through the use of vacuum trucks or digging test pits or pot holes to daylight existing utilities
- A directional Bore Log of the Running Line and Depth will be provided to the TOC in electronic and GIS spatial formats. This requirement also includes Flowing Water Crossings that cannot be completed by aerial.
- Directional Bore Reamer Size shall not be over 5cm larger than the pipe being pulled back for the FOC to be placed in.
- Pneumatically driven piston may be used, with minimum depth of 120cm to top of pipe.
- All Directional bore casing shall be HPDE Poly pipe unless authorized by the TOC in writing.

3.3.1 – Directional Drilling Contractor Notes

1. Prior to beginning work, locate, mark and confirm depths of all utilities identified through an engineer certified survey, to be crossed (or that run parallel within 4.0m) by using ground penetrating radar and other reliable means.

2. It is the responsibility of the contractor to daylight all utilities identified within the vicinity of proposed directional drilled installation. Contractor must confirm utility location and depth. Daylighting to be done by hand-digging or hydrovac excavator.

3. **Microduct must have a minimum vertical separation of 6oomm and horizontal separation of 1000mm from all utilities except where noted otherwise.**

4. Advise the TOC at time of layout if it is not possible to achieve the required clearances and do not proceed with installation until all utility conflicts are resolved by a certified engineer.

5 Minimum microduct cover shall be 600 mm and depth to be as uniform as possible within municipal boundary.

6. Depth may be increased as required in areas where it is necessary to pass safely below existing utilities and structures or, to accommodate difficult soil conditions. Prior TOC approval is required.

7. When entering pull boxes/vaults , microduct or conduit must run horizontally through the end of pull boxes (microduct/conduit will not be installed through the floor of boxes)

8. Microduct or conduit will enter through the short ends of pull boxes and at a cover depth between 600 mm and 700 mm. Entering boxes from the side requires prior approval from contractor engineer unless noted otherwise.

9. Microduct/conduit terminations at opposite ends of the pull box/vaults are to be aligned with each other.

10. Microducts entering pull boxes will extend to a minimum of one pull box length into the box to allow for future coupling. Microduct extensions are to be securely fastened to the vault wall and not left loose within box.

11. If any portion (or all portions) of the installation is found to be impractical or impossible via directional drilling the contractor must utilize narrow trenching methods or conventional trenching methods,

12. Drilling mud must be controlled and fully contained within drill pits and shall never be allowed to enter any waterways (ditches, catch basins, lawn, basins).

13. Following the completion of installation of all directional drilled microducts or conduits, contractor must verify depths at 15m intervals by radio-locating (or daylighting) and must record the depths readings on the as-built plans at the corresponding locations. The contractor is responsible for daylighting requirements to confirm the radio-location depth readings are accurate and the equipment is properly calibrated.

14. Proposed drill pit locations will be identified on the drawings for locations requiring drilling. Pit locations shall be confirmed by the contractor prior to drilling and new or additional locations may be proposed by the contractor as needed. Receiving pits are at the discretion of the contractor but are generally intended to be located at or near vault/pull box locations. Where possible all pits must be in boulevard softscape areas to avoid pavement damage.

3.4 - Microduct Installation Requirements

The following is of summary of TOC requirements for Microduct Installation requirements (see 3.4.7 - Fibre Optic Cable Installation Contractor Notes for additional detail):

- **Installed microduct must have a minimum vertical separation of 600mm and horizontal separation of 1000mm from all utilities except where noted otherwise.**
- Microduct to be HDPE capable of accommodating a minimum of 24 fibre optic strands.
- TOC prefers innerduct solutions with minimum strand counts of 144 strands per duct or as indicated. Innerducts must be colour coded.
- Multiple microducts will be installed in one trench or bore hole, stacked or side by side.
- Duct to have a temperature rating of inst. 30°c to +70°c, operating range -40°c to +70°c
- Crush rating - 16 kN /per 100mm, min.
- Bending radius - 400mm.
- Tensile rating - 2.5 kN.
- Acceptable microduct products are EMTELLE or DURALINE or approved equal.
- Microduct(s) to be laid straight and flat in trench or pulled without wrapping during directional drill process as per plans
- As microduct has coiled memory, pea gravel may be placed at regular intervals to hold microduct down if required. Hold down is not required for directional drill process.
- Alternate equally effective conduit/microduct hold-down methods may be used upon prior approval from TOC.
- Microduct/Innerduct and Fibre Optic Cable will be secured/clamped around the inside walls of the manhole/vault/service box (~30 cm).
- If available, use the center racks as an attachment location for cable and FOSC.
- Do not wrap or box in other cables.
- At the splice and slack locations, fibre must be accessible, and must be able to be brought out of the vault for splicing, then returned to the vault, and reattached.
- All conduit commissioned by mandrel size for microduct product
- The ends of the microduct conduits must be capped or sealed, through the use of industry standard rubber caps or heat shrinking.

3.4.1 – Tracer Wire

- Tracer wire to be placed in the trench, or pulled alongside microduct when not integrated.
- Use (#10 gauge wire a.w.g.) rwu90 with xlpe insulation and connected to grounding points in pull boxes.

3.4.2 - Surface Warning markers

- Install inlay surface mounted trench warning markers every 15m and 1m on either side of each change in alignment.

3.4.3 – Microduct Depth Recording

- Record microduct(s) depth from finished surface on as-built drawings at 5m intervals
- Clearly indicate all points where depth changes, and lengths of the depth transition areas, where the duct is sloping from one depth to a new depth.
- Microduct must have a minimum vertical separation of 6oomm and horizontal separation of 1000mm from all utilities except where noted otherwise
- Submit mark ups to TOC.

3.4.4 - Fibre Cable Install

- The Fibre Optic Cable (**FOC**) will be protected with innerduct and properly identified with owner ID, tubes ID and tags.
- Fibre cables to be installed (blown, pulled, etc.) after microduct installation
- There must be 30m of coiled and tagged slack fiber cable at each vault location.
- Excess FOC inside concrete vaults and service boxes shall be coiled and mechanically secured in place with hook and pile fastener (e.g. Velcro™) ties such that the minimum bend radius is not exceeded and the cable is suspended above the concrete vault or junction box bottom. The hook and pile fastener straps are to provide 'breakaway' protection in the event of an accidental dig up between pull boxes.

3.4.5 - Pull Strings

- For each section between pull boxes complete with blown nylon pull string.
- Nylon pull string to remain in duct and tied off in each pull box.

3.4.6 – Labeling

- All cables, conductors, ports and terminals shall be labeled as defined on drawings.
- Contract must submit labelling recommendation to TOC for approval.
- Cable labels are required at each duct mouth.
- Each cable shall be labeled within 10cm of the terminated ends with a tag and text stating the fibre optic cable identifier and destination name.
- All labels must be machine generated. cables shall be tagged in the concrete vaults, junction boxes and all other access points with the fibre optic cable identifier and with "Caution: Fibre Optic Cable" tags and identify From-To locations targets (if extended).

3.4.7 - Fibre Optic Cable Installation Contractor Notes

1. The contractor shall supply and install indicated cables with exact fibre count noted.

2. The contractor shall install fibre optic cables as per manufacturer's recommendation and shall not exceed the recommended pulling and bending specifications.

3. Mini/micro cables installed in existing conduit shall be u/g rated or appropriately protected.

4. Excess cable inside concrete vaults and junction boxes shall be coiled, protected and mechanically secured in place with hook and pile fastener or weather resistant ties such that the minimum bend radius is not exceeded, and the cable is suspended above the concrete vault or junction box bottom. The hook and pile fastener straps are to provide "breakaway" protection in the event of an accidental dig up between pull boxes.

5. The contractor shall supply and install all fibre optic cable, including the supply and installation of termination and OTDR testing as required.

6. Fibre optic cable shall be installed in a continuous run in conduit between the splice closures (i.e. no splices are allowed except within the splice closures). 20-30m of fibre optic cable coil shall be installed inside each concrete vault or junction box and 10m service loops shall be provided in each pull box except where otherwise noted on the drawings.

7. The fibre optic cable shall be installed after the installation of the micro-duct is in the ground. The fibre optic cable shall be installed in the longest continuous run possible in conduit segments between the vaults or boxes that will still allow the cable to be efficiently pulled back in case of rupture.

8. Fibre Optic Splice Closure (FOSC) –

a. The contractor shall review the splice details and ensure configuration is consistent with design drawings and existing configuration. The contractor must contact the fibre optic engineer immediately for any discrepancies or inaccuracies. Any splice work should be suspended until discussed with fibre optic engineer.

b. All splice closures shall be installed to the manufacturer's specifications and installation instructions.

c. Splicing shall start on the bottom tray and will be assigned as tray #1. Buffer tubes are assigned as defined in drawings.

d. All FOSC trays shall be labeled on the side of tray. Splice details shall be labeled on splice protector of the tray.

e. All FOSC transport tubes shall be labeled and identified as feed or distribution per tray. Spare buffer tubes shall be neatly coiled and stored in the storage basket.

f. The FOSC shall be pressure tested prior to storage

g. Formal Splice Diagrams must be provided to the Town of Comox at project completion.

3.5- Standard Vaults/Service Boxes – refer to diagrams 3.5.a to 3.5.e for further detail

The following is the Town of Comox's requirement for Vault and Service box enclosures when installing HDPE pipe through Microtrenching of Directional Drilling technologies:

3.5.1 – Accepted Vault Types

- **Type 1 - H20 Road Rated Vault** - Oldcastle enclosure solutions. Synertech Duomold composite 2436-36 or approved alternate.
- **Type 2 - Service Box** - Oldcastle enclosure solutions. Synertech Duomold composite 1118-18 or approved alternate.

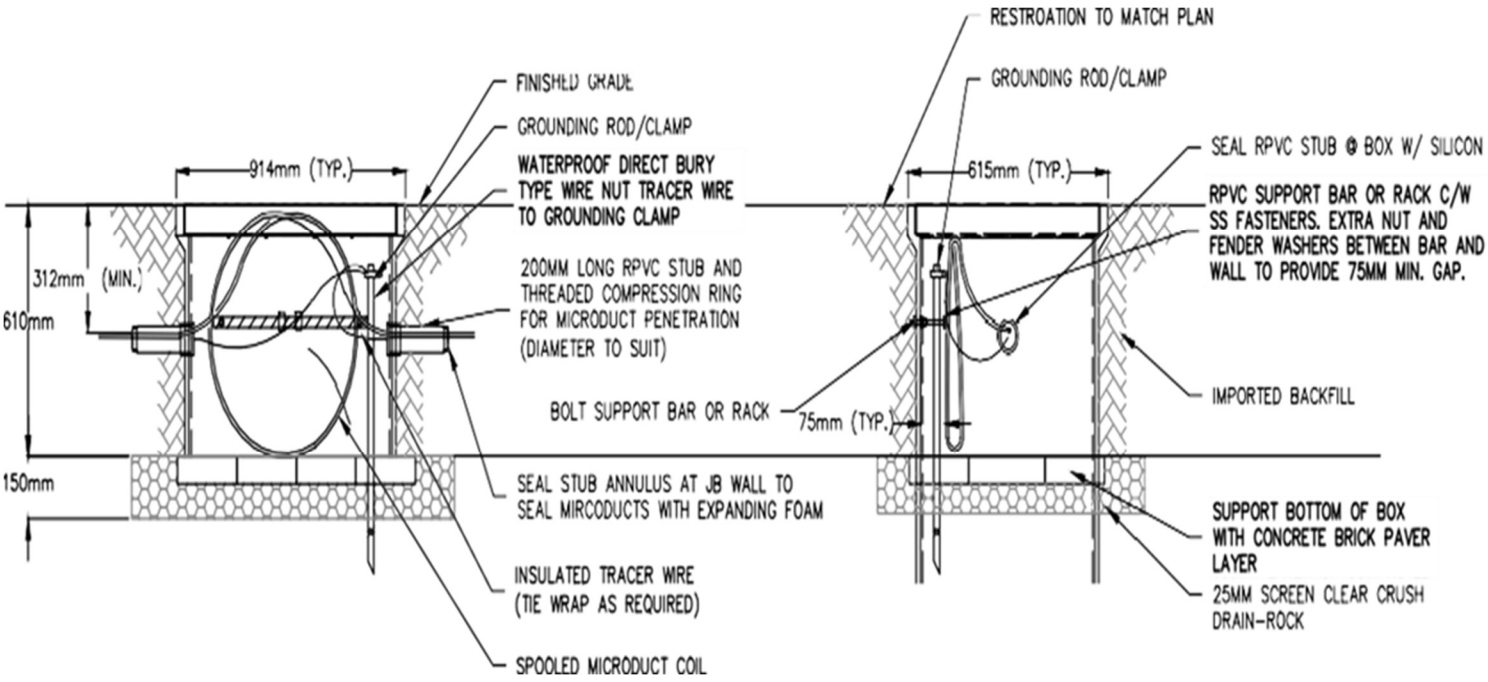
3.5.2 – Vault/Service Box Detail

- Composite lids will only be allowed, and lids must be rebar enforced.
- Lids to be installed with Penta head lockdown ss bolts.
- Vault composite covers to be marked "TOC-FN" by supplier.
- All Vaults/Service boxes will include grounding buss and 20mm x 1.5m long grounding rod.
- The longest dimension of vaults/boxes to be orientated and parallel to sidewalk unless otherwise identified on plan or approved by TOC.
- Microducts will enter the vault/box via the RPVC stub, of suitable diameter, and microducts to be sealed in conduit with expanding foam.
- Gap between ducts entering box, and holes cut into box, to be sealed with silicon sealant on both inside and outside of box.
- Refer to manufactures installations procedures for all vaults/service boxes.
- All box penetrations to be sealed water tight with grout or approved equal.

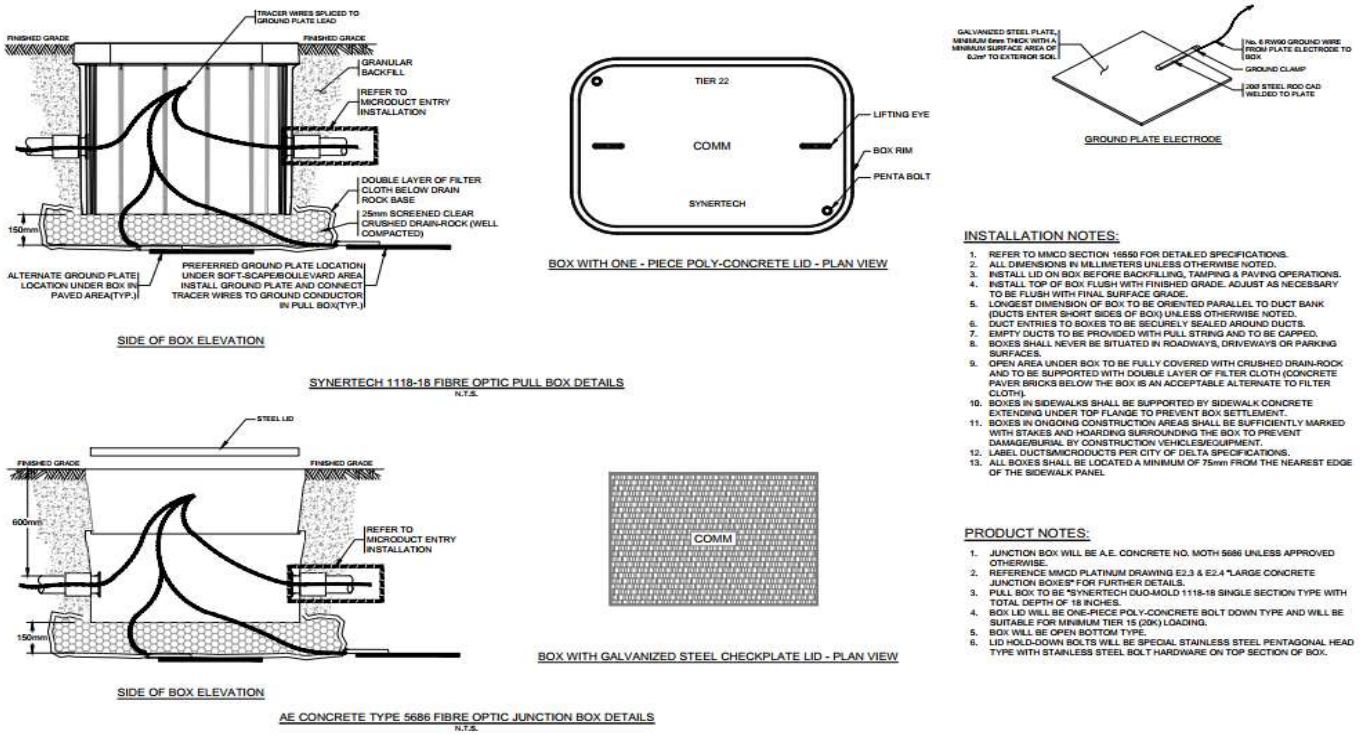
3.5.3 – Vault Installation Detail

- Vaults must be installed flush and level with grade at all times.
- Vault install locations must be reviewed by the TOC for approval and restoration requirements.
- Vault placement should blend in with the surrounding conditions.
- The vaults will have 7cm of 14mm pea stone installed inside for drainage purposes.
- Bond the FOSC to the vault grounding system. This must be approved by a telecom engineer and certification provided to the TOC
- Install and clamp HDPE InnerDuct/MicroDuct at least 30cm inside wall of vault.
- All microduct must be capped with heat-shrink wrap and industry standard plugging (see diagram 3.5.d)
- All grounds to be megged.

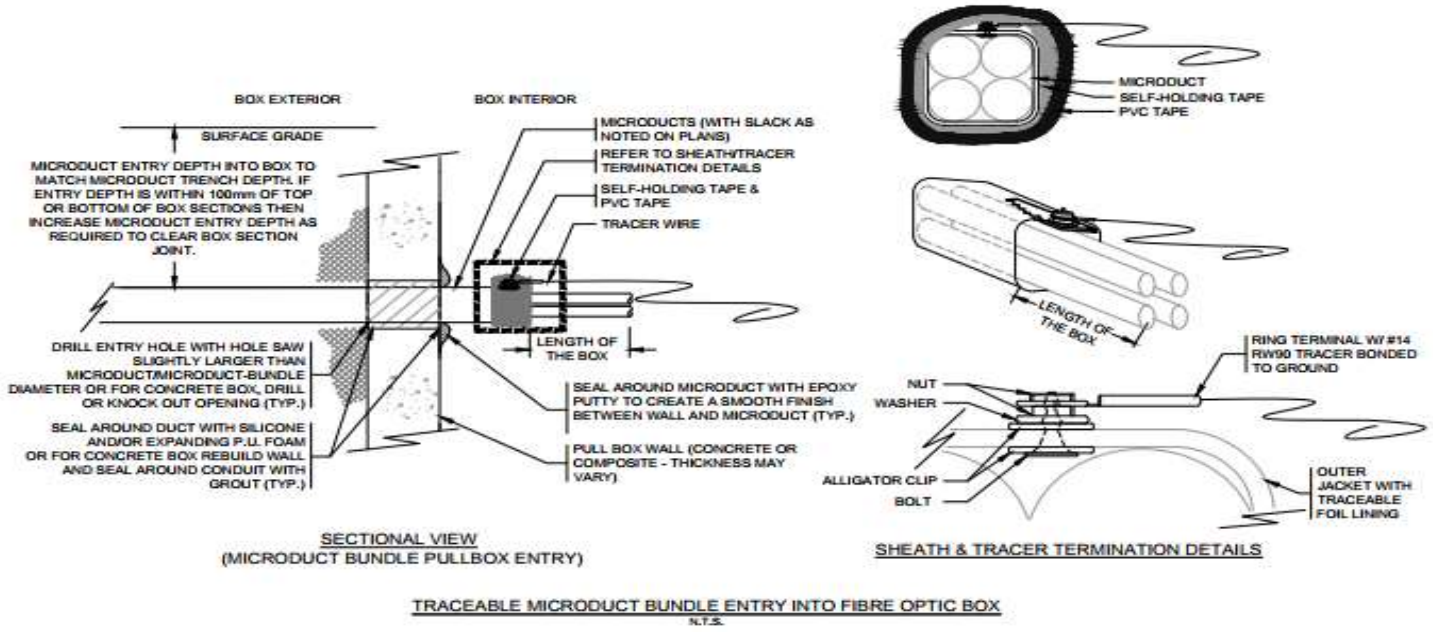
3.5.a – OldCastle Vault Installation Diagram



3.5.b – Synertech Vault Installation with Grounding Plate Diagram

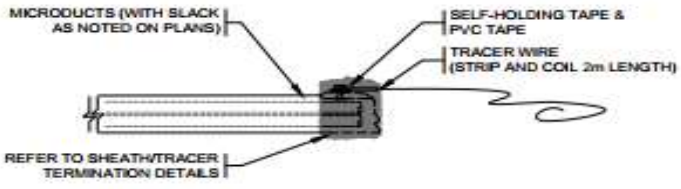


3.5.c – Microduct Bundle Entry in Vault Diagram



TRACEABLE MICRODUCT BUNDLE ENTRY INTO FIBRE OPTIC BOX
N.T.S.

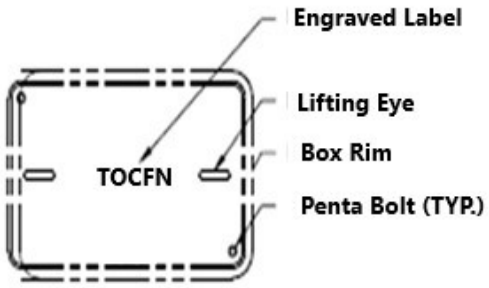
3.5.d – Microduct Stub Cap example



TRACEABLE MICRODUCT BUNDLE

MICRO DUCT STUB CAP
N.T.S.

3.5.e – TOC Vault Label Standard



4.0 – Subduct (Innerduct) Installation

Existing conduits may have spare capacity to host fibre optic cabling and abandoned infrastructure may still have viable use for supporting the installation of fibre optic ducts and cabling. Cost effective subducts will be required in existing and abandoned infrastructure to protect the micro-cable.

- Contractors will investigate the option to use exiting subsurface conduits. Options will include:
    - TOC abandoned water mains
    - TOC abandoned sewer and storm water infrastructure
    - TOC active infrastructure with extra capacity to host subducts
    - TOC streetlight or traffic light infrastructure
    - Telco, BC Hydro, Fortis or MOTI

4.1 - Underground Installation

- **Any existing or abandoned conduits identified for fibre optic innerduct installation must have a minimum vertical separation of 6oomm and horizontal separation of 1000mm from all utilities except where noted otherwise**
- Contractor must ensure that the proper work permit has been obtained from the TOC prior commencing the work activity.
- It is the contractor's responsibility to ensure that proper test procedures are conducted for the detection of hazardous gases using the appropriate gas testing equipment as outlined in GI-0002.708, Gas Testing Procedures and SAES-T-603.
- Contractor must verify prior to pre-entry tests, place warning devices, such as traffic cones, men-working signs, flags, and manhole guards, at the manhole. The work area protection setup operation shall be done with promptness to minimize exposure of personnel to traffic. (See SAES-T-603).
- Contractor must verify that prior to MH entry, the MH is purged with power blower having a minimum output capacity of 14.1 cubic meters per minute for the period of time shown on the manhole ventilation chart (Table 1) of SAES-T-628 prior to entry. Minimum ventilation time in all situations must not be less than 5 minutes.
- Contractor will verify the viable integrity of abandoned conduits using CCTV inspection. The results of inspection will be approved by the TOC.

4.2 – Subduct (Innerduct) Installation Contractor Notes

1. Where cable is to be placed in main conduit, contractor will verify and ensure that the duct(s) is thoroughly cleaned before the pull line or cable is placed.
2. Contractor will verify that care is taken to prevent damage to existing cables in manholes/vaults when setting up the pulling apparatus or placing tools of any kind. Ensure that workers are not stepping on cables or rack hooks when entering or leaving a manhole; always ensure the use of an approved ladder.
3. Contractor will ensure that existing conduit(s) are tested in both directions with an appropriate size mandrel prior to placing an underground subduct.
4. The number of sub-ducts to be installed will contain a minimum of three innerducts and have pull rope or pulling tape inside.
5. Sub-ducts installed in the same conduit will have different colours.
6. Innerducts in subducts will have different colours.
7. Contractor will ensure that subduct reels are positioned so that the subduct is alternately pulled from the top of one reel and the bottom of the next reel to keep the subducts from twisting during installation.
8. Contractor will ensure that all sub-ducts are sealed to prevent the entry of dirt, water or debris.
9. Contractor will verify that the first 20 feet of subduct is generously lubricated to reduce initial duct friction. Lubricate the sub-duct throughout the pull by applying generous amounts of lubricant (use lubricant recommended by sub-duct manufacturer).
10. Pulling of subduct will start slowly until at least two feet of it has entered the conduit. From this point, the subducts may be pulled, steadily and continuously, at the rate of 25 to 30 metres per minute.
11. Contractor will verify and ensure that the pulling length of underground sub-duct does not exceed 455 metres.
12. Contractor will utilize additional personnel at pull-through manholes/vaults to:
    a) Help guide subduct into the opposing duct.
    b) Alert the pulling personnel in the event of a mishap.
    c) Help with lubricating the subduct as it is pulled in.
13. Contractor will ensure that subduct ends are plugged and placed on hooks or tied to the racks in manholes.

14. Contractor will ensure that unnecessary bending of the subducts when attaching to cable hooks or racks is avoided and all subduct bends radii are 380 mm (15 in.) or greater.
15. Contractor will ensure that the sub-duct cutting and splicing shall not be cut or spliced for a minimum of 24 hours after placement to allow for sub-duct shrinkage. Sub-duct splices shall only be made inside the manhole between the cable vertical racks. Threaded, self-tapping type sub-duct couplers shall be used to splice sub-ducts.

5.0 - Building Entry - General Guidelines

The following is a summary of the Town of Comox's building access requirements for town facilities:

5.1 - Civil Work

- Contractor will create a new entry point where there is no access to an existing conduit.
- Contractor will install T-drains on the outside entry conduit to mitigate water migration.
- Building access conduit will be installed on an outside wall and enter above grade if possible.
- Contractor will ensure that the duct is sealed using fire-retardant at both the entry vault and the building's inside entry point. This seal will also act as a water seal, preventing damage.

5.2 – Building Entry Service/Pull Box

- A service/pull box will be installed near the entry point either inside or outside the building.
- Service/pull box will provide transition from PVC to Electrical Metallic Tubing (EMT).
- EMT metal conduit will be placed inside a building to protect the cable and to provide a safe fire-code rating for the fibre optic cable.

5.3 - Bend Radius

- Bend radius will not exceed 180° between service/pull points (boxes or vaults).

6.0 - Definitions and Abbreviations

a) **TOC** - The Town of Comox;
b) **Work** – Work performed to complete Fibre Optic Construction Standards requirements
c) **Contractor –** Refers to Town of Comox contractor proponent or Third Party (ex: Telecommunications Company) installer or designer.
d) **MBN** - Municipal Broadband Network
e) **GIS** - Geographical Information Systems
f) **Telco** - Major Corporate Telecommunications Service Provider
g) **MMCD** - Master Municipal Construction Documents
h) **FOC** – Fibre Optic Cable
i) **FOSC** – Fibre Optic Splice Cabinet – device that allows integration of fibre strands
j) **FEC** – Fibre Entrance Cabinet – used for fibre optic terminations
k) **Directional Drill** – automated subsurface drill used to install microduct and conduit
l) **MicroTrench** – narrow trench usually does not exceed 20 cm wide by 60 cm in depth
m) **MicroDuct** – flexible ducting used to host fibre optic cable
n) **ADSS -** All-Dielectric Self-Support.
o) **AP -** Access point. Typically, a small wireless location. Not a tower or rooftop location. May be found on a street light pole.
p) **CRTC -** Canadian Radio and Telecommunications Commission.
q) **dB -** Decibel. Used as a unit of measure to show loss over distance, or loss at splice or patching locations.
r) **DWDM -** Dense Wave Division Multiplexing. Uses lasers on different wavelengths on the same fibre strand to maximize bandwidth on each fibre.
s) **EMT -** Electrical metallic tubing.
t) **Folded ring** - A fibre "ring" where the ring is made up of different fibre strands in the same cable—sometimes even in the same buffer tube. Essentially, it is still a single point of failure (SPOF).
u) **FRE PVC -** UV rated PVC. Used for installation under a bridge or anywhere the duct may have exposure to direct, or indirect sunlight (such as reflection off water).
v) **FSM -** Fibre Strand Metre
w) **HDPE -** High density polyethylene.
x) **ID -**Inside diameter (usually in reference to a conduit).
y) **IRU -** Indefeasible right of use. (Typically, a 20–year term, or the life of the fibre cable.)
z) **ISP** - Internet service provider
aa) **ISP** - Inside plant.
bb) **LT -** Loose-tube.
cc) **LTE -** Long-Term Evolution (a standard for mobile communications).
dd) **MH -** Manhole.
ee) **MM -** Multimode.
ff) **NDC -** Non-dominant carrier.

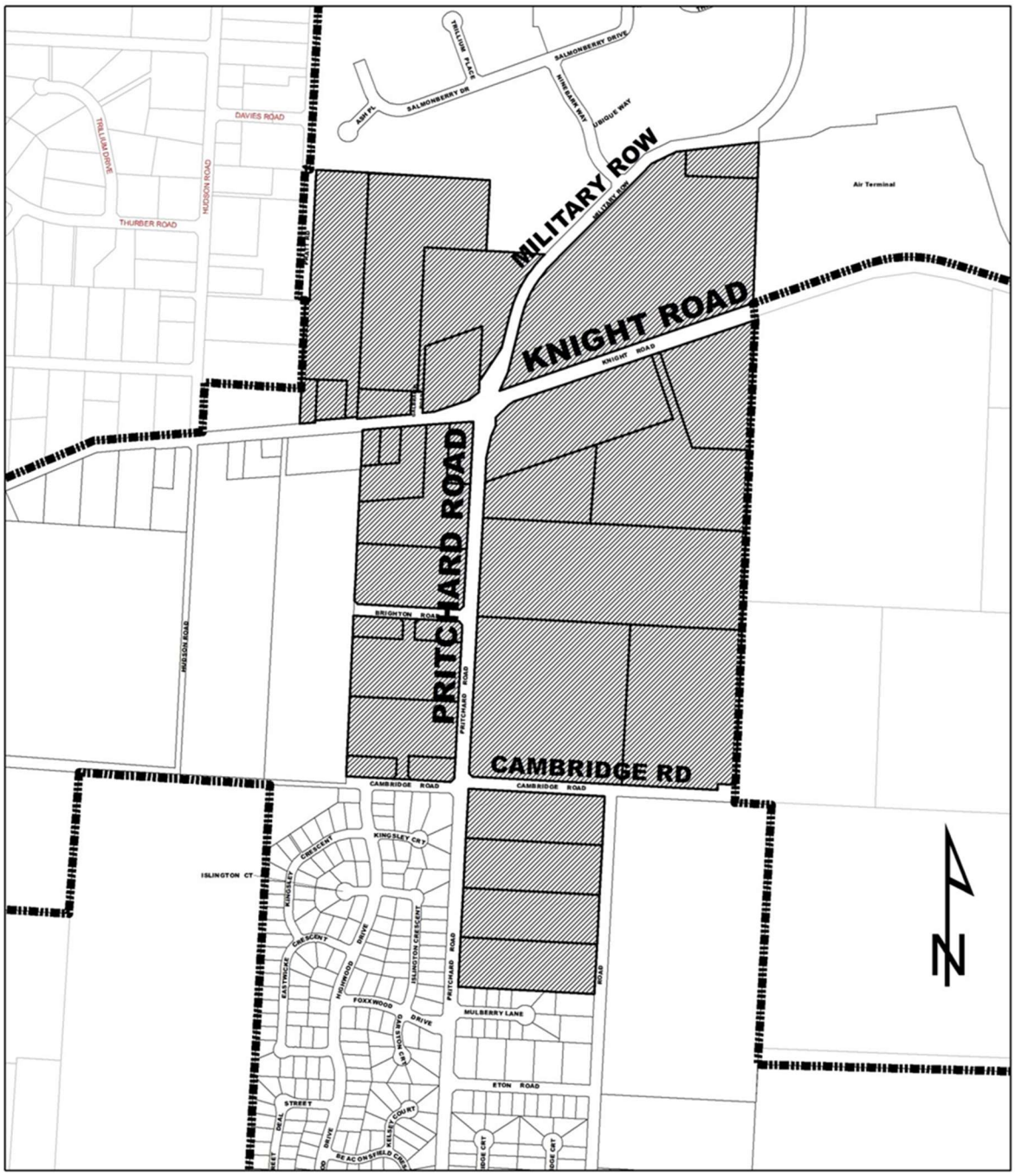
gg) **OD -** Outside diameter (usually in reference to a conduit or a fibre cable).
hh) **OH&S -** Occupational health and safety.
ii) **OSP -** Outside plant.
jj) **OTDR -** Optical time-domain reflectometer.
kk) **PLP -** Pre-formed line products.
ll) **POP -** Point of presence.
mm) **PVC -** Polyvinyl chloride.
nn) **RoW -** Right of way.
oo) **SB -** Service box.
pp) **SCADA -** Supervisory Control and Data Acquisition.
qq) **SDR -** Standard Dimension Ratio**.**
rr) **SFM -** Strand Fibre Metres.
ss) **SLA -** Service Level Agreement.
tt) **SM -** Single mode.
uu) **SPO -** Specific Permit of Occupation.
vv) **SPOF -** Single point of failure.
ww) **SSA -** Support Structure Agreement.
xx) **SV -** Service vault.
yy) **TMP -** Traffic management plan.
zz) **VOIP -** Voice Over Internet Protocol.

SCHEDULE 7

NORTH EAST COMOX SPECIAL REQUIREMENTS

NORTH EAST COMOX SPECIAL REQUIREMENTS

This schedule contains stormwater management requirements applicable to subdivision and/or development to those lands shown shaded in the drawing below, source North East Comox Neighbourhood Stormwater Management Plan – Phase 3 of 3, March 1, 2018, McElhanney Consulting Services Ltd.



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1.5.1. General

1.5.1.1 Infiltration trenches shall not be consecutive. That is, once runoff travels through a control manhole downstream of an infiltration trench, said runoff shall not be directed to additional infiltration trenches, but conveyed via the storm system to an outlet or neighbourhood dry detention pond.

1.5.1.2 Prior to design, infiltration rates for each site shall be confirmed. Infiltration rates to be verified using the Standard Test Method for Infiltration Rate of Soils in Field Using Double-Ring Infiltrometer ASTM D3385 – 09. If field tested infiltration rates vary by more than 25% of the applicable modeled rates shown in Table 4 – Model Input Parameters, the required base area and storage volume of the infiltration trench shall be re-calculated. Sub-catchment areas are identified on Figure 1.

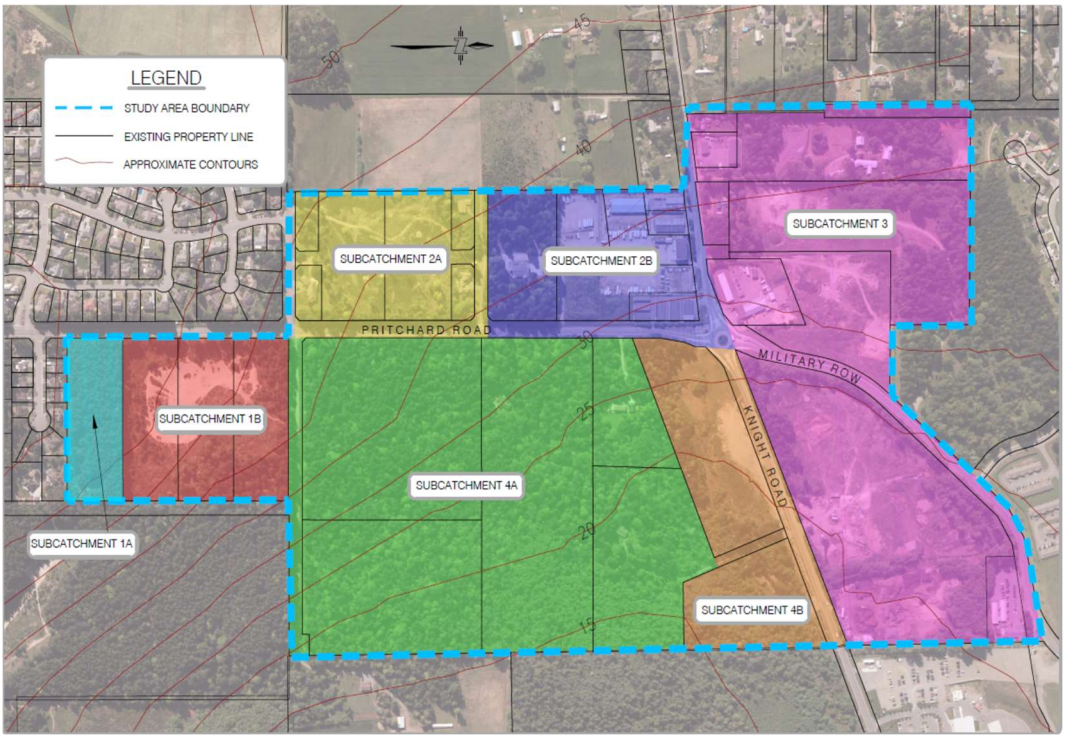

Figure 1 Sub-catchment Areas

Table 4: Model Input Parameters

Sub-Catchment	Area (ha)	% Imp.	Time to peak (hr)		Initial Abstractions (mm)		Smax	Smin	Infiltration Rate (mm/hr)
			Perv.	Imp.	Perv.	Imp.			
1A	2	60 (90)	1.5	0.75	9	2.5	250	20	40
1B	5.9	90	1.5	0.75	9	2.5	250	20	40
2A	6	60 (90)	1.5	0.75	9	2.5	250	20	10

2B	6.4	90	1.5	0.75	9	2.5	250	20	50
3	25.8	90	1.5	0.75	9	2.5	250	20	80
4A	27.5	60 (90)	1.5	0.75	9	2.5	250	20	30
4B	6.4	90	1.5	0.75	9	2.5	250	20	10

Notes for Table 4:
1) ha: Hectares
2) Imp.: Impervious
3) Perv.: Pervious
4) Smax: Maximum value of soil moisture storage (mm)
5) Smin: Minimum value of soil moisture storage (mm)
6) Parcels in residential zones are 60% Impervious and all other Land Uses are 90% Impervious.

1.5.1.3 Infiltration trenches must meet both the base area and storage volume for the applicable sub-catchment as specified in Table 5 as shown on SE-6 and SE-8. The outlet rating curves for the infiltration trench storage are based on orifice controls sized to convey 4 lps/ha at 1 metre of head.

1.5.1.4 Infiltration trenches shall be sized based on the tributary area of developed land and the land use, and in accordance with the surface areas and volumes specified in Table 5 – Infiltration Trench Sizing as shown on SE-6 and SE-8. To calculate the required Infiltration trench base area and storage volume, multiply the tributary area (in hectares) by the per hectare base area and storage volumes, for the applicable subcatchment, tabulated in Table 5 as shown on SE-6 and SE-8.

1.5.1.5 Base areas for infiltration trenches shall be calculated as the total base area of the drain rock reservoir.

1.5.1.6 Storage volumes for infiltration trenches shall be calculated as the total volume of the drain rock reservoir multiplied by a porosity of 30%.

1.5.1.7 Maximum discharge rate, infiltration rate, storage volume and drawdown time (the time it takes for an infiltration trench or dry detention pond to completely drain once inflow has stopped) shall be calculated and submitted to the Town for acceptance.

1.5.1.8 Infiltration trenches shall be dispersed throughout the development, unless otherwise approved by the Municipal Engineer.

1.5.1.9 All stormwater facilities except for amended soil shall be located within municipal rights-of-way (i.e. highway or or statutory rights-of-way in favour of the Town).

1.5.1.10 All paved areas, such as streets, driveways and walkways, shall either be sloped to drain onto adjacent unpaved landscape areas, boulevard infiltration trenches, or collected in catch basins and routed through subsurface infiltration trenches.

1.5.1.11 Infiltration trenches and landscaped areas designed as infiltration trenches shall be designed in accordance with the guidelines below, to encourage runoff from these areas to infiltrate into the soil.

1.5.1.12 Roof runoff shall not be directly connected to the storm service connection. All roof runoff shall be directed onto adjacent unpaved landscape areas. Lots shall be graded

to direct overland flow onto adjacent unpaved landscape areas, or permeable infiltration trenches.

1.5.1.13 Maximum ponding depth of boulevard infiltration trenches shall be 150mm. All boulevard infiltration trenches shall drain away from buildings and shall have an overflow to the 100-year return period flow path.

1.5.1.14 The surface of unpaved landscape areas shall be designed for positive drainage away from buildings. Slopes of 1% to 4% are desirable to encourage infiltration of small rainfalls while facilitating drainage of large storms and to prevent flooding of buildings.

1.5.1.15 Geotechnical investigation will be required prior to implementing infiltration trenches in the areas within 30m of a slope that is steeper than 3 (horizontal) to 1 (vertical) and higher than 6m, or other unstable slopes as determined by the Town.

1.5.1.16 Infiltration trenches are required in all developments.
All utility crossings of infiltration trenches shall have trench dams installed to stop infiltration water from flowing down the utility trench. Trench dams to be constructed of either non-shrink grout, a minimum of 150mm thick and keyed into trench walls a minimum of 150mm, or compacted impermeable earthen material approved by a geotechnical engineer a minimum of 450mm thick and keyed into trench walls a minimum of 300mm.

1.5.2 Materials

1.5.2.1 Infiltration Drain Rock: clean round stone or crushed rock conforming to the following gradations:

Drain Rock	
Sieve Designation	Percent Passing
25.0 mm	100
19.0 mm	0 – 100
9.50 mm	0 – 5
4.75 mm	0

1.5.2.2 Sand: Pit Run Sand, well graded, free from organic materials and conforming to following gradations:

Pit Run Sand	
Sieve Designation	Percent Passing
12.5 mm	100
4.75 mm	35 – 100
2.36 mm	20 – 100

1.18 mm	13 – 70
0.60 mm	8 – 50
0.30 mm	5 – 35
0.15 mm	2 – 25
0.075 mm	0 – 6

1.5.2.3 Amended soil shall meet the requirements of Guidelines and Resources for Implementing Soil Quality and Depth of section T5.13 in WDOE Stormwater Manual for Western Washington (see also North East Comox Neighbourhood Stormwater Management Plan Phase 2 of 3), with organic matter requirements modified as follows:
(1) For lawn areas 4 – 8%
(2) For plant bedding areas 4 – 18%

1.5.3 Installation and Testing

Infiltration trenches to be tested prior to acceptance by the Town. The recommended procedure for testing infiltration rate, and storage volume of infiltration trenches is as follows:

- Check the weather. Testing must be completed on a dry day with no rain in the forecast.
- Prior to testing, a complete inspection of the infiltration trench is required. Check the control manhole, cleanouts, observation well, upstream catch basins and manhole inlet piping. Remove any signs of sediment or debris buildup with the use of a vactor truck or other means capable of removing sediment without flushing sediment and debris into the infiltration trench or storm sewer. Allow system to completely drain prior to testing.
- Check the observation well to ensure the infiltration trench is completely empty.
- Ensure that there is ample supply of clean water free of contaminants. Fill the infiltration trench at a minimum rate of three times the maximum design infiltration rate. A minimum available volume of water of one half the infiltration trench design storage volume is required.
- Block the downstream outlet.
- Install a water level meter at ¼ of the depth of the infiltration trench either in the observation well or the control manhole overflow piping.
- Fill infiltration trench with clean water via manhole, catch basin or cleanout until ¼ full.
- Record total input volume, and time to fill ¼ full.
- Let infiltration trench completely drain through infiltration and record the total time.
- First calculate the infiltration rate using the following formula:

$(total\ input\ volume\ /\ total\ time\ ) = infiltration\ rate$

If calculated infiltration rate is not within 15% of design infiltration rate, the Town will require the infiltration trench be reconstructed.

- Second, calculate the storage volume using the following formula:
  $4 \times [total\ input\ volume - (infiltration\ rate \times time\ to\ fill)] = storage\ volume$

If calculated storage volume is not within 15% of design storage volume (this could mean that sediment has filled in a portion of the available volume), the Town may require the storage volume to be rehabilitated.

- Ensure that all manhole covers, catch basin grates, clean out and observation well lids are securely in place once test is complete.

For ponded areas of boulevard infiltration trenches, the ponded area drain time shall also be checked using the following method:

- On a dry day with no rain in the forecast, fill surface collection area with clean water to a ponded depth of 100mm and record time to completely drain.
- Drain time must be less than 4 hours. If drain time is greater than 4 hours, the Town will require the amended soil / washed sand layer to be removed and replaced.

1.5.4 Monitoring Equipment and Data Collection

Specifications are based on manufacturers approved products. Where modifications or updated products have been issued the latest approved product shall be used.

1.5.4.1 **Velocity Flow Meters**

Developers will be required to install data collectors (velocity flow meters) at the downstream end of each phase of development (to monitor infiltration trench performance) and downstream of dry detention ponds (to monitor pond performance).. Data collection shall include depth (m), velocity (m/s) and temperature (Degree Celsius) at 5 minute intervals.

Velocity flow meters shall be installed in pipe and be easily accessible by manhole.

Velocity flow meters will be installed with sufficient water depth to provide continuous operation. A short weir may be required to be installed in the pipe downstream of the sensor to maintain water depth over the sensor.

Velocity flow meters shall be compatible with Remote Transmittal Unit (RTU) unit and software for data collection and processing.

1.5.4.2 **Ultrasonic Sensors**

Dry Detention Pond water levels will be measured using Tough Sonic CHEM10 ultrasonic sensors. Ultrasonic sensors are to be mounted in the pond outlet control structure on the upstream side to measure the pond water level in meters and at 5 minute intervals .

The sensor leads connect to the RS-2323 interface (a port and connection type between data terminal equipment and data circuit terminating equipment) to

communication with the RTU. Distance measurements from the sensor to the water level are automatically calibrated for elevation inside the RTU.
In order to operate properly, a deadband of 0.50 m is required for the sensor (refer to Figure 1-2). This is the distance between the bottom of the sensor and the highest recordable elevation (or depth) required, which is usually the HWL. the HWL elevation is to be set below the required deadband to provide additional clearance.

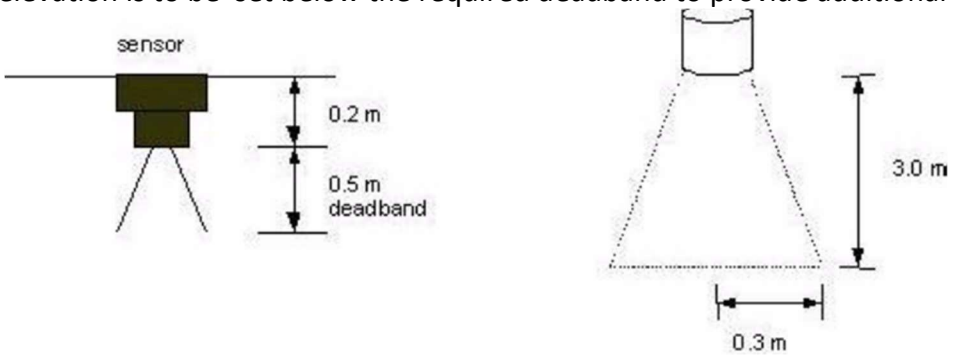

Figure 2 Dead Band and Sensor Band for Ultrasonic Sensors

Due to the conical shape of the sensor band, it is important that there be sufficient radial clearance (refer to Figure 2) between the signal from the sensor and any structure wall or protrusions. A radial distance of 0.30 m per 3.0 m of vertical distance is required. Ensure that MH rungs, trash racks, etc., do not interfere with the signal.
As a backup to the ultrasonic sensor, a mechanical float (Flygt bulb) is installed at or just below the HWL elevation.
The system will be set to send an alarm when:

- the water level reaches the design High Water Level.
- There is a loss of power, and

When any of these conditions are encountered the monitoring system will send an alarm to the person designated by the Town of Comox.
If monitoring of an adjacent similar subdivision is required, area velocity flow meters shall be installed in a storm sewer. The Town will provide the specific manhole location and corresponding catchment area. Data collection shall include depth, velocity and temperature at 5 minute intervals.
RTU unit shall be Sutron Xlink 500, HSPA loger/transmitter (or approved equal).
This device contains datalogging, sensor interface, solar charge controller and communications both on and off site. The devise is used to collect, store, and transmit sensor data.
Monitoring equipment shall be;

- Capable of monitoring reverse flow (flow meters only).
- 20W solar panel kits c/w 48 Hr battery or alternative option to connect directly to power source..
- .

- Connected to the internet and/or capable of remote data collection by cell phone connection.
- Capable of storing a minimum of 6 months of data at 5 minute intervals.
- Capable of field data collection.
- NEMA 4 weatherproof enclosure (or approved equal) secured on a 4m tall Type 4A galvanized steel pole type B concrete base (or approved equal).
- Equipped with alarm capabilities in the form of either a dial out or text message to notify of pond water levels approaching overflow or power failure..

1.5.4.3 Setup and Calibration

Due to the complexity of the equipment, setup must be completed by a qualified contractor. A calibration certificate from the service provider (or the equipment vendor) is also required to ensure that the elevations (HWL, and pond bottom) have been set correctly. Calibration certificates and phone numbers must be submitted to the Town of Comox. Monitoring equipment must be operational prior to Construction Completion Certificate; delays in servicing phone and electrical lines must be approved by the Town of Comox

- All work to be done in accordance with Canadian Electrical Code.
- High level regulator switch and ultrasonic level transmitters shall be connected to the RTU Package.
- The RTU shall be programmed to log the following conditions
  - Ultrasonic-high water level (HWL) alarm at elevation _____.
  - Power failure condition. (The RTU and the ultrasonic unit must be on the same breaker.)
- The contractor shall arrange for installation of one telephone/celluar line to the control panel enclosure. The line must be suitable for voice touch-tone communications. The RJ-II Box must be labelled with proper phone number with a permanent label.
- The contractor shall install the ultrasonic level sensor and regulator switch in appropriate locations. The regulator switch must be secured in an area subject to minimal water turbulence outside the trash rack and the ultrasonic level sensor must be located such that there is 0.3m of radial clearance per 3.0m depth in the control chamber. (No interference with trash rack, walls, etc.)
- The unit shall be mounted to the ceiling and above the level of the weir wall. A minimum clearance of 0.5m is required between the bottom of the unit and the top of the weir wall (PWL) to accommodate the sensor's dead zone (blanket distance).
- The contractor shall ensure all necessary equipment can be installed in the equipment enclosures.
- The contractor shall ensure proper operation of the RTU monitoring and communication functions. The ultrasonic level sensor must be calibrated. All alarm conditions must be tested.

- Installation and operating manuals must be supplied.
- The contractor must ensure that the alarm system is tied to the storm pond monitoring system. Calibration and testing of equipment to be completed by service provider.

1.5.5 Detailed Specifications

1.5.5.1 Disconnected Roof Leaders (Standard Drawing SE-3)
On parcels in residential zones, roof leaders shall not be connected to the municipal storm service. Roof leaders shall be disconnected and directed via lot grading to an unpaved landscaped area per Standard Drawing SE-3. Splash pads, drain rock or other similar means to displace energy and eliminate erosion at roof leader outlets must be used. Building lots shall be graded so that each property either drains directly to a municipal / statutory right-of-way or, at most, across one (1) other lot before reaching a municipal / statutory right-of-way. Subdivision lot grading and ultimate lot grading (post-building construction) shall be per the details on Standard Drawing SE – 11 or SE – 12 as applicable. Grading away from buildings shall be as per the latest edition of the British Columbia Building Code with a minimum grade away from buildings of 4% for 1.8 metres or 2% for 4.0 metres.

1.5.5.2 Sediment Catch Basin (Standard Drawing SE-4)
Catch basins shall have an underdrain connected to an infiltration trench per Standard Drawing SE-4.

1.5.5.3 Control Manhole (Standard Drawing SE-5)
Control manholes shall conform to Standard Drawing SE-5. Flow control to consist of a PVC tee, pipe stub cut at 30 degrees to the horizontal and a 15mm thick PVC plate solvent welded to pipe stub. Orifices to be sized to discharge 4 litres per second per hectare of tributary area per the sizing table on Standard Drawing SE-5. Overflow shall be a PVC pipe stub securely attached to the manhole wall with an inlet elevation set at the top elevation of the upstream infiltration facility.

1.5.5.4 Boulevard Infiltration Trench (Drawing SE-6) – General

1.5.5.4.1 Smaller, distributed infiltration trenches are preferred to single large-scale facilities.

1.5.5.4.2 Locate boulevard infiltration trenches so there is at least 3m of undisturbed soil between the trench and any building. Where the trenches are within 30m of wells or unstable slopes, a geotechnical review will be required.

1.5.5.4.3 Flow to boulevard infiltration trenches shall be distributed sheet flow, travelling through a filter strip: non-erodible material for erosion and scour protection, either vegetated (grassed) or non-vegetated (drain rock) filter area or swale (500mm minimum, greater than 3000mm desirable filter length) see Standard Drawing SE- 10.

1.5.5.4.4 Boulevard infiltration trench to have a level perforated drain pipe with either a manhole or clean out per Standard Drawing SE-9 installed at the upstream end.

1.5.5.4.5 Outflow from boulevard infiltration trench will be regulated by a control manhole per Standard Drawing SE-5 prior to discharge into a storm main.

1.5.5.4.6 Boulevard infiltration trench bottom to be level.

1.5.5.4.7 Boulevard infiltration trench bottom width – 600mm minimum.

1.5.5.4.8 Install boulevard infiltration trench in native ground, and avoid over-compaction of the trench sides and bottom, which reduces infiltration.

1.5.5.4.9 Provide erosion control along all sides of drainage inlets.

1.5.5.4.10 Pavement edge at the swale to be per Standard Drawing SE-10. Provide a 100mm drop at the edge of paving to the filter strip, to allow for positive drainage and buildup of road sanding/organic materials at this edge. Ensure positive drainage from curb into the ponded invert.

1.5.5.4.11 Ponded area side slopes of a maximum of 2H:1V, 4H:1V are required to aid operations and maintenance. Provide amended soil on side slopes similar to bottom. Approved plantings are provided below. Alternative native species may be used upon acceptance of the Town. See Standard Drawing SE-7 for an overview of the three planting zones; Center, Sloped Sides and Bermed Edges.

Center:

This area floods often and requires species that tolerate frequent flooding. Approved species that will be used in this zone are as follows:

- Tall sedge (Carex appressa)
- Spike rush (Eleocharis)
- Common cottongrass (Eriophorum angustifolium)
- Land quillwort (Isoetes histrix)
- Dwarf cattail (Typha minima)
- Giant leather fern (Acrostichum danaeifolium)
- Lady fern (Athyrium fillix –femina)
- Cinnamon fern (Osmunda cinnamomea)
- Royal fern (Osmunda regalis)
- Sword fern (Polystichum munitum

Sloped Sides:

This area floods briefly and requires plant species that tolerate damp soil but require only modest amounts of water during the dry season. Deciduous native shrubs, ferns, and grasses could be considered for use in this zone. Approved species of grasses and native shrubs that will be used in this zone are as follows:

Grasses for 4:1 slopes:

- Big bluestem (Andropogon gerardii)
- Meadow pinegrss, reedgrass (Calamagrostis Canadensis)
- Meadow barley (Hordeum secalinum)
- Moor grass (Molinia caerulea)
- Switchgrass (Panicum virgatum)

Shrubs for 2:1 or 4:1 slopes:

- Dogwood (cornus)

- Oceanspray (Holodiscus discolor)
- Sumac (Rhus)
- Thimbleberry (Rubus parviflorus

Bermed Edges:
These areas are outside the flood zone. Approved species of herbaceous perennials that will be used in this zone are as follows:

- Yarrow (Achillea millefolium)
- Swamp milkweed (Asclepias incarnata)
- Purple coneflower (Echinacea purpurea)
- Tuffted bluebell (Wahlenbergia communis)

1.5.5.4.12 Provide observation well for each boulevard infiltration trench: vertical standpipe, with perforated sides (perforated in drain rock reservoir only), and locking lid, to allow monitoring of water depth and sediment loading.

1.5.5.4.13 Maximum ponded level: 150mm.

1.5.5.4.14 A non-erodible outlet or spillway must be established to discharge overflow.

1.5.5.4.15 Avoid utility or other crossings of the boulevard infiltration trench. Where utility trenches must be constructed crossing below the boulevard infiltration trench, install trench dams to avoid infiltration water following the utility trench.

1.5.5.4.16 Construction

1.5.5.4.17 Isolate the ponded area from sedimentation during construction, either by use of effective erosion and sediment control measures upstream, or by delaying the excavation of 300mm of material over the final subgrade of the ponded area, until all sediment-producing construction in the drainage area has been completed.

1.5.5.4.18 Prevent natural fill soils from intermixing with the infiltration drain rock. All contaminated stone aggregate must be removed and replaced.

1.5.5.4.19 Infiltration drain rock shall be installed in 300mm lifts and “compacted” to eliminate voids between the geotextile and surrounding soils.

1.5.5.5 Street Infiltration Trench (Standard Drawing SE-8)

1.5.5.5.1 Locate street infiltration trenches so there is at least 3m of undisturbed soil between the trench and any building. Where the trenches are within 30m of wells or unstable slopes a geotechnical review will be required.

1.5.5.5.2 Provide a sump manhole or catch basin upstream of all street infiltration trenches for pre-treatment grit separation to avoid sedimentation in the infiltration trench. Do not allow drainage from land uses with a high risk for water pollution (e.g. refueling stations) to enter an infiltration trench.

1.5.5.5.3 Installation of perforated drain pipe within the drain rock reservoir to be level.

1.5.5.5.4 Outflow from street infiltration trenches will be regulated by a control manhole per Standard Drawing SE-5 prior to discharge to a storm main.

1.5.5.5.5 Street infiltration trench bottom to be level.

1.5.5.5.6 Street infiltration trench bottom width - 600mm minimum.

1.5.5.5.7 Install the street infiltration trench in native ground, and avoid over-compaction of the trench sides and bottom, which reduces infiltration.

1.5.5.5.8 Provide observation well for each street infiltration trench: vertical standpipe, with perforated sides (perforated in drain rock reservoir only), and locking lid, to allow the monitoring of water depth and sediment loading.

1.5.5.5.9 Avoid utility or other crossings of the street infiltration trench. Where utility trenches must be constructed crossing below the street infiltration trench, install trench dams to avoid infiltration water following the utility trench.

1.5.5.5.10 Construction

1.5.5.5.11 Physically isolate the street infiltration trench from flow during construction by capping all inlet and outlet pipes and directing runoff directly to the municipal storm main.

1.5.5.5.12 Prevent natural fill soils from intermixing with the infiltration drain rock. All contaminated stone aggregate must be removed and replaced.

1.5.5.5.13 Infiltration drain rock shall be installed in 300mm lifts and compacted to eliminate voids between the geotextile and surrounding soils.

1.5.5.6 Dry Detention Pond (Standard Drawings SE-14 and SE-15) -

1.5.5.6.1 General

1.5.5.6.2 General landscaping, vegetation requirements, pathway access, will be designed with collaboration with the Town of Comox Parks Department.

1.5.5.6.3 Size dry detention ponds by continuous flow modeling to provide rainfall capture of historic rainfall adjusted for 2050 climate change. As listed in the Source as Table 6 – Dry Detention Pond Sizing, provides a rough estimate of required dry detention pond sizing based on the tributary area of developed land and current Official Community Plan designation. Sub-catchment areas are shown on Figure 1.

Table 6: Dry Detention Pond Sizing

Sub-Catchment			Dry Detention Pond	
(#)	Total Area (ha)	% Impervious[1] (%)	Approximate Storage Volume (m^3)	Storage Volume per Hectare (m^3/ha)
1A	2.0	60 (90)	900 (900)	450 (450)
1B	5.9	90	2655	450
2A	8.0	60 (90)	2700 / (2700)	450 / (450)
2B	4.4	90	2880	450
3	25.8	90	11610	450
4A	27.5	60 (90)	12375 (13000)	450 (475)
4B	6.4	90	2880	450

Notes:
1) Parcels in residential zones are 60% impervious and all other parcels are 90% impervious.

1.5.5.6.4 All dry detention ponds must drain by gravity to the Town's Storm System within Town Right-Of-Way (i.e. highway or Town held statutory right of way).

1.5.5.6.5 Dry detention pond locations to be determined at time of detailed design, in conjunction with Town acceptance, to maximize the upstream tributary area and minimize the number of ponds while allowing for downstream conveyance to the Town's Storm System.

1.5.5.6.6 Design

1.5.5.6.7 Dry Detention Ponds and underground storage reservoirs (secondary) are the preferred method of stormwater detention for the NE Comox neighborhood, as water fowl pose a risk to the nearby airport. Dry Detention Ponds shall be built in conformance with Transport Canada's document TP 1247 - Aviation - Land Use in the Vicinity of Aerodromes.

1.5.5.6.8 Base elevations of dry detention ponds shall be above the seasonal groundwater elevation to avoid saturation in the winter months.

1.5.5.6.9 The design maximum water level shall be at or below the existing ground elevation. Maximum pond water level above the existing ground elevation may be considered provided the following issues are addressed to the satisfaction of the Town: potential inspection, maintenance and replacement costs as well as the downstream implications if there is a failure.

1.5.5.6.10 A minimum freeboard of 0.6m shall be provided above the designed maximum water level.

1.5.5.6.11 The dry detention pond berms shall be constructed with a maximum interior side slope of 5H:1V and a maximum exterior side slope of 5H:1V.

1.5.5.6.12 Despite section 1.5.5.6.11 the Municipal Engineer may reduce the minimum slope requirement to 4:1 should the proposed 5:1 slope present unique challenges of a significant nature in regards to the amount of land needed and the impact to the developability of the surrounding parcels only taking into account the following factors:

1. Submission of a report prepared and certified under seal by a P.Eng analyzing:

    a. Impact on Land (difference in area)
    b. Impact to the Developability of Surrounding Parcels
    c. Maintenance Impact
    d. Certification that Town Equipment can Access and Maintain.
    e. Cost Comparison
    g. Assessment Confirming Stability of the 4:1 for the Anticipated Life of the Pond.

1.5.5.6.13 The top of dry detention pond berms shall be a minimum width of 3.0m.

1.5.5.6.14 Pilot channels may be piped.

1.5.5.6.15 A pre-treatment sump or sediment forebay is to be provided at the inlet to pilot channels.

1.5.5.6.16 Pond inlets and outlets shall have safety grillage and be constructed of either precast concrete or fiberglass materials as approved by the Town.

1.5.5.6.17 The dry detention pond and outlet structure shall be designed to function with the overall objective of the NE Comox Stormwater Management Plan.

1.5.5.6.18 The flow control structure is to be constructed with a removable orifice plate sized to restrict flows to the pre-development target rates and shall be located within a lockable manhole positioned within the embankment for purpose of maintenance, access, safety and aesthetics. Discharges will be controlled by two orifices where the bottom of the lower orifice is placed at the pond bottom elevation and the bottom of the upper orifice is placed 0.6 m above the pond bottom. The orifices will be sized for the combined total discharges as shown below:

Subcatchment Discharge (L/s/ha)				
Depth (m)	1	2	3	4
0	0	0	0	0
0.6	7.5	7.3	8.3	8.0
1.0	16.7	16.4	16.8	16.9

1.5.5.6.19 An emergency spillway shall be designed to accommodate the post-development runoff in excess of a 1:100-year storm event. The discharge path from the dry detention pond to the receiving environment shall be adequately protected from erosion.

1.5.5.6.20 The design of the emergency spillway shall be determined based on the exit velocity of stormwater runoff from the dry detention pond.

1.5.5.6.21 A minimum of 4 signs shall be installed around the perimeter of dry detention ponds. Signs to be per Standard Drawing SE-13.

1.5.5.6.22 An access tract or road sufficient to accommodate maintenance vehicles shall be provided from the public right-of-way to the inlet and outlet structures and to the pond bottom.

1.5.5.6.23 Pedestrian trails to Town Standards may be included where applicable and desired, subject to Town acceptance.

1.5.5.6.24 Dry detention pond and surrounding green space landscaping must be designed and installed under the direction of a landscape architect with preference given to native species. The developer must submit for approval by Parks Superintendent an irrigation plan, complete with meter, meter setter and controller, landscaping plan which identifies top soil depth, plant varieties, plant sizes, planting details and planting locations and meet requirements of BCLNA Standards as published by the BC landscape and Nursery Association.

SCHEDULE 8

QUALITY CONTROL & ASSURANCE AND DOCUMENTATION STANDARDS

INTRODUCTION

The following standards sets out the Town's minimum requirements for quality in design, construction, and record-keeping for the *Works and Services* to be designed and constructed under the Town's Subdivision Development and Servicing Bylaw.

Unless documentation provided by the Town of Comox along with a specific request for tender or request for proposal states specifically that a provision set forth has been waived, all provisions are to be satisfied.

The requirements set forth in these standards are minimum requirements that shall be applied universally by all parties performing services for the Town of Comox.

This document is part of a series of standards and as such should not be viewed in isolation of all other Town of Comox associated standards which may modify and/or clarify the requirements set forth within this document.

The Town of Comox may, on a case-by-case basis, and at the Town's sole discretion, approve deviations from these standards.

INTENT OF THE STANDARDS

This schedule is intended to provide direction to the applicant and their Consulting Professional on the elements required to be considered in the subdivision application. It is intended to be used in conjunction with all schedules under this bylaw.

1. Engineering Requirements

1.1 The Owner shall demonstrate to the satisfaction of the Approving Officer that the Owner has retained or shall retain the services of a Consulting Engineer to undertake the design, inspection, testing and record-keeping for the Works and Services.

1.2 The Owner must retain, at the Owner's expense, a Consulting Engineer who is responsible for the design, layout, approval of materials, field inspection of installation, communication with the Owner's contractors, information for and certification of as-built drawings, for all Works and Services which are the responsibility of the Owner, in accordance with all other schedules under this bylaw.

1.3 All of the Works and Services for the Subdivision or Development are to be inspected and supervised for compliance with this bylaw during construction by the Owner's Consulting Engineer.

1.4 Inspection is required during construction and the Consulting Engineer, on a weekly basis, must submit copies of their inspection reports to the Town. Inspection requires the assignment of a qualified inspector to the specific location when the work is being performed. The following activities requiring inspection include, but are not limited to:

1.4.1 Placement of bedding
1.4.2 Pipe laying
1.4.3 Backfilling
1.4.4 All compaction of fill and foundations
1.4.5 Placement of road and sidewalk subgrade
1.4.6 Placement of road and sidewalk sub-base
1.4.7 Asphalt paving
1.4.8 Placement of concrete including finishing of sidewalks and other pavements
1.4.9 Placement of fill for foundations

Certain elements of the work are to be covered by either continuous or spot inspections at the discretion of the Consulting Engineer:

1.4.10 Landscaping
1.4.11 General mechanical installations
1.4.12 Cable pulling/wiring
1.4.13 Electrical connections

1.5 The Owner shall confirm that the Consulting Engineer shall be responsible for the provision of the Design, Construction and Record-keeping Quality Control and Assurance Plans described herein.

2. Construction Requirements

2.1 The Owner shall demonstrate that to the satisfaction of the Approving Officer that the Owner has or shall retain the services of one or more qualified Contractors to undertake the Construction of the Works and Services. Upon request of the Approving Officer, the Owner shall provide the Town with the name and address of its Contractor(s).

2.2 The Owner shall ensure that its Contractor(s) constructs the Works and Services in accordance with the design, drawings, plans, and specifications approved for Construction by the Director or designate.

2.3 The Owner shall also confirm that the Consulting Engineer shall be responsible for the provision of the Design, Construction and Record-keeping Quality Control and Assurance Plans described herein.

3. Quality Control & Quality Assurance Plan

3.1 The Owner shall submit or cause the Consulting Engineer to submit a Quality Control and Assurance Plan to the Town for approval coincident with submission of the first design drawing to the Town.

3.2 The Owner's proposed Design Quality Control and Assurance Plan shall detail the procedures that will be used to ensure and verify that the design for the Works and Services, including all plans, drawings, and specifications, shall be completed in accordance with the standards set out in this bylaw.

3.3 In the case of design items related to pump stations, structures, structural fills, geotechnical or hydro-geotechnical items or any item not described in Schedules 1 - 7, the Design Quality Control and Assurance Plan shall show such specialist and/or sub-consultants with suitable experience in these works.

3.4 The Owner's proposed Quality Control and Assurance Plan must detail the procedures that will be used to ensure and verify that the Works and Services shall be constructed in accordance with the Consulting Engineer's design, plans, drawings, and specifications. The Quality Control and Assurance Plan must include:

3.4.1 A proposed Construction Schedule showing milestone dates and the dates of Substantial and Total Performance of the Works and Services.

3.4.2 The nature and frequency of the proposed site inspections during Construction to ensure that all Works and Services constructed satisfy the intent of the design and conform with the drawings, plans and specifications.

3.4.3 The nature and frequency of the proposed field and laboratory testing requirements for the Works and Services including what materials and equipment are to be tested, what types of tests will be performed and when these tests are to take place.

4. Record-keeping Quality Control & Assurance Plan

4.1 The Owner shall submit or cause its Consulting Engineer to submit a Recordkeeping Quality Control and Assurance Plan to the Town coincident with submission of the first Design Drawings.

4.2 The Owner's proposed Record-keeping Quality Control and Assurance Plan shall detail the procedures that will be used to ensure and verify that proper records will be kept and maintained throughout the design, Construction and warranty phases of the Works and Services. The Record keeping Quality and Assurance Control Plan shall ensure that the following records, at a minimum, are kept:

4.2.1 Quality Manual and Standards.
4.2.2 Details of any field design or Construction changes to the drawings, plans and specifications to which changes are approved in writing by the Town.
4.2.3 Deficiency Identification Forms (Items of the Works that are either not supplied or constructed in accordance with the design (drawings, plans and specifications) or that require remedial or corrective action).
4.2.4 Deficiency Disposition/Verification Forms (List of the foregoing Items of the Works that have been corrected).
4.2.5 Inspection and Test Records.
4.2.6 Field measurement records of completed Works and Services that have been used by the Consulting Engineer to accurately prepare reproducible as-built drawings that are filed with the Town.
4.2.7 Certification prior to paving that it has inspected those items of the Works and Services that are below areas to be paved such as roads, walkways, driveways, and parking lots, and that same comply with the design (drawings, plans and specifications). Such certification shall be accompanied by all test and inspection reports and by video inspections and reports on pipelines.
4.2.8 Certification prior to acceptance by the Town that surface works including paving, drainage, curbs and gutters, sidewalks, streetlights, etc. have been constructed in accordance with the design (drawings, plans and specifications).

5. Record Drawings

5.1 Prior to issuance of a Certificate of Total Performance by the Director, the Applicant must submit with the Town one complete set of digital Utility Service Records for water and sewer services on Town of Comox forms (provided by the Town), one set of original as-constructed drawings, two as-constructed electronic copies of the drawings in a PDF format and one in a .dwg format compatible with the Town's requirements. For the .dwg format, drawings to be georeferenced to NAD83/UTM 10.

5.2 Along with the record drawings, the Consulting Engineer must provide written confirmation that all:

5.2.1 Integrated survey monuments have been installed to the satisfaction of the Surveyor General and are being registered under the Land Survey Act

5.2.2 Survey pins have been installed on the Parcel

5.3 All drawings required by this bylaw for works must be prepared, certified and sealed by the Owner's Engineer.

Comox Fire Protection Improvement District

June 16, 2025

Dear Mayor and Council, Town of Comox,

At our Annual General Meeting held June 10, 2025, the Board of the Comox Fire Protection Improvement District discussed the future of the old fire station property.

The Board unanimously agreed to recommend that the Town consider selling the property and allocating the proceeds to the Fire Department's Capital Reserve Fund. This approach would ensure that the funds are directed toward critical needs such as the replacement of the existing fire station, the acquisition of future apparatus, or other capital projects that support and enhance fire protection services.

We take great pride in our longstanding partnership with the Town of Comox in delivering high-quality fire services to our community.

We are fully supportive of the proposed fire station replacement project, which thoughtfully addresses several current challenges — including the integration of a modest affordable housing component for volunteer firefighters.

We look forward to continuing our strong and productive relationship with the Town for the mutual benefit of all Comox residents.

Sincerely,
Mike Hoy
Secretary/Treasurer
Comox Fire Protection Improvement District

RECEIVED
June 17, 2025
TOWN OF COMOX

LOG: 25-207	REFER:	AGENDA: RCM 09Jul25
FILE: 0810-20/1(	ACTION: MR	

File: 0810-20/10

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

TOWN OF COMOX

FLAG RAISING REQUEST FORM

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

Organization you are representing:

Pride Society of the Comox Valley

Primary purpose of Organization:

Education and advocacy for the queer community in the Comox Valley.

Number of members:

Mailing address of Organization:

LOG:	REFER:	AGENDA:
25-204		RCM 16Jul25
FILE:	ACTION:	
0630-20	MR	

Copies: Council JW/SR/CD

Contact Name: Tracey Stoddart

RECEIVED
July 2, 2025
TOWN OF COMOX

Phone: [redacted]

City:

Postal Code:

Email: [redacted]

Purpose of Event Recognition (please check all that apply):

- ☐ Civic Promotion
- ☑ Arts and Cultural Celebration
- ☑ Public Awareness Campaign
- ☐ Special Honour of Individual
- ☐ Charitable Fundraising Campaign
- ☐ Other (specify):

Description of Organization and relevant information related to your request (attach additional page if needed):

Requesting the pride flag be raised on August 22 untl August 24 for pride weekend.

Has a similar request been submitted in the past five years?

☑ YES (provide date of previous request): July 2024 ☐ NO

Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:

The pride events are taking place in Courtenay, Pulse on the Plaza Friday Aug 22, the parade and Pride in the Park on Saturday Aug 23.

This represents a signature as that does not seem possible below electronically. TS

Date of application:	Signature of applicant:	Print name:
July 2, 2025		Tracey Stoddart

OFFICE USE ONLY

Request meets Flag Protocol Policy (YES/NO): ☒ YES ☐ NO

If NO:

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

Community Flag Raising Dates (max 7 days): August 22-August 24, 2025

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

From: Tracey Stoddart [redacted]
Sent: June 16, 2025 9:20 AM
To: Cammy Dallamore <cdallamore@comox.ca>; Town of Comox – Administration <town@comox.ca>
Subject: Pride flag Aug 22?

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

Hello Cammy or administration,

I'm writing again on behalf of the Pride Society of the Comox Valley to ask whether the Town of Comox would be willing to raise the Pride flag in August.

This year's Pride Weekend in the Comox Valley falls on Friday, August 22 to Sunday, August 24. We're approaching the three municipalities with the request to raise the flag on Friday, August 22 to kick off the weekend. It would be greatly appreciated if this item could be added to the Council agenda at an appropriate time.

We have no specific times confirmed but hope to have the flag raisings take place between 10 am and 2 pm, if that's convenient for Council and staff. As usual, we plan to amplify the flag raisings on our social media and will invite members of the community at large to attend.

I wasn't able to find an online request form but will be happy to complete one if it's available. Otherwise, please let me know if there are any questions or concerns.

Many thanks,
Tracey Stoddart
Board Member Pride Society of the Comox Valley

From: Shauneen Clark [redacted]
Sent: June 22, 2025 2:08 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Permission for November 11, 2025 Ceremony

June 23, 2025

RECEIVED
June 22, 2025
TOWN OF COMOX

LOG: 25-231	REFER:	AGENDA: RCM 09Jul25
FILE: 0230-20, 7	ACTION: MR	

File: 0230-20, 7800-20

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

Mayor Nicole Minions
Town of Comox
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

Mayor Minions and Council:

It is once again that approaching time to seek permission for our upcoming Poppy Campaign to hold our annual Remembrance Day Parade on Tuesday, November 11, 2025 at the Cenotaph.

We respectfully request the use of Comox Avenue for the following:

(a) Block off Comox Avenue from Ellis to Nordin. 10:00 am to 11:30 am for the Remembrance Day Parade and Ceremonies, for which we also require a Road Closure Permit
(b) Use of reviewing stand and barricades
(c) Permission to post No Parking signs on both sides of Comox Avenue between Church and Port Augusta from 7:00 am to 11:30 am

We respectfully request a letter drafted to Branch 160 approving a Flyby by the RCAF with the following wording to be included:

"The municipality of Comox, British Columbia, Canada is supportive of a Flyby by RCAF Aircraft as low as 500 feet for the planned Remembrance Day Ceremony being held in Comox, BC, Canada, for transit, practice and shows on November 11, 2025"

Your attention to this request is very much appreciated.since the Flyby is under Special Events out of Winnipeg, thus-written permission granted is required at your earliest convenience and we await your prompt reply.

Yours in Comradeship,

Val Greenlaw
Acting: Poppy Chair 2025
Royal Canadian Legion, BC/Yukon Command,
Comox Branch 160
1825 Comox Avenue
Comox BC V9M 3M3
250 339 2022
[redacted]