

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY OCTOBER 1, 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.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the October 1, 2025, Regular Council Meeting agenda be Adopted.

3. COUNCIL RECOGNITION:

- a. [Council Recognition \(Nautical Days Festival\): Recognition for David Stevenson and Paul Baal](#)

1.1. DELEGATIONS:

- (7) a. [Bridget Meagher, Branch Assistant \(Comox Strathcona Waste Management Services, Comox Valley Regional District\): Solid Waste Management Plan](#)
- (8) b. [Shawn Vincent \(Simba Investments Ltd.\): Rezoning Properties and Stormwater Management Bylaw](#)
- (9) c. [Rachel Ricard \(Seymour Pacific Homes\): 2123 Hector Road](#)
- (10) d. [Martha Gerow & Jasper Sky \(Neighbourhood Committee #1 of Comox Community Homeowners\): Key concerns facing extreme developments at 1946/50 Comox Ave](#)

4. ADOPTION OF MINUTES:

- (11) a. [Adoption of Minutes](#)
1. *THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, September 3, 2025, be Adopted.*
 2. *THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, September 10, 2025, be Adopted.*

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (17) a. [Nautical Days Festival Committee Meeting Minutes \(August 27, 2025\)](#)

That the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday August 27, 2025, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Festival Producer - 2026 Festival Agreement](#)

THAT Mark Berge be offered the opportunity to extend his agreement with the Town to coordinate the 2026 Nautical Days Festival.

- (21) b. [Strategic Planning Committee Meeting Minutes \(September 10, 2025\)](#)

THAT the Minutes of the Strategic Planning Committee Meeting, held September 10, 2025, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Official Community Plan Update](#)

THAT Council supports, in principle, the Draft Development Permit Area Guidelines as presented in Attachment A of the September 5, 2025 report from the Director of Development Services titled Development Permit Areas.

6. CONSENT AGENDA:

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

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

- 1. Bev Karila: Weeds & Fire Hazard - Private Property*
- 2. Jenna Craib: Point Holmes*
- 3. Will Cole-Hamilton, Chair (Comox Valley Regional District Board): Response to Comox GIA Policy Amendment Letter*
- 4. Andrena Koch-Schulte, Realtor (CV Real Estate Group): Allowing Modular Homes within Town Boundaries*
- 5. Ted Brooks: Sewer Line Project*
- 6. Marie Jacobs: Development in the Comox Valley*
- 7. Dennis Sapong (Birdie Box Indoor Golf Simulator): Mobile Golf Simulator Proposal*

(23)

a. [Consent Agenda](#)

8. Cathy Peters, BC anti human trafficking educator, speaker, advocate
(beamazingcampaign.org): 3 Asks to Stop Child Sex Trafficking in BC

9. Rachel Mendel: Crosswalk Request for the Intersection of MacDonald and Lancaster

10. Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum
Oct 16, 2025 - RSVP by Oct 6

11. Anne MacNicoll: Manor Drive & Place Construction

12. Ruby Johnson: Indoor Water Walking Pool for the Comox Valley

13. Ambrose Yung, Registrar (Youth Parliament of BC Alumni Society): 97th Parliament
Promotion

14. Helen Stefiuk & Heather Tobe (Comox Valley Potters Club): Request for Advocacy to
Find Meeting Space

15. John Ayearst: Lancaster Park Changes

7. UNFINISHED BUSINESS:

a. [Tanya Massa, Tourism Development Specialist \(Experience Comox Valley\): Revised CV
Tourism Strategic Framework](#)

ITEM SUMMARY: *At the September 3, 2025, Regular Council meeting, representatives from Experience Comox Valley provided an update on the draft 10-Year Tourism Strategy for the Comox Valley, focusing on sustainable tourism growth, collaboration with the K'ómoks First Nation, year-round tourism opportunities, improved infrastructure, and inclusive visitor experiences. They requested that the Town provide feedback and consider endorsing the final plan in fall 2025, with public feedback open until September 8, 2025.*

- b. [Jeff West, Executive Director \(Habitat for Humanity, Vancouver Island North\): 2161 Park Drive Affordable Housing](#)

ITEM SUMMARY: *This item was carried forward from the September 3, 2025, Regular Council meeting. The August 13, 2025, delegation from Habitat for Humanity Vancouver Island North outlined their work building affordable, energy-efficient homes funded through ReStores in Campbell River and Courtenay. Since 2004, they have built 51 homes and served 56 families in the region. They requested Council's support for the title transfer of 2161 Park Drive for an 8-unit small-scale housing development, approval for zero lot line construction, 10 parking spaces, no sidewalk requirement, reduced Development and Amenity Cost Charges, and no additional off-site work requirements. Motion postponed to this meeting:*

RECOMMENDATION(S):

THAT the August 13, 2025 request from Habitat for Humanity Vancouver Island North for the 8-unit housing project at 2161 Park Drive be postponed to the October 1, 2025 Regular Council Meeting.

- c. [Kim Holl \(Indigenous Women's Sharing Society\): Comox Valley Substance Use Strategy Collaboration](#)

ITEM SUMMARY: *This item was carried forward from the September 3, 2025, Regular Council meeting. The August 13, 2025, delegation from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, spoke about efforts to address substance use in the community. She highlighted local overdose statistics, youth education programs, harm reduction work, and advocacy for more detox beds and supportive housing. She asked the Town to consider a multi-year contribution of \$10,000 to help carry out the group's 21 recommendations and improve community health and safety. Motion postponed to this meeting:*

RECOMMENDATION(S):

THAT Council approve the August 13, 2025 request from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, for a multi-year \$10,000 contribution toward implementing its 21 recommendations to improve community health and safety.

- d. [Dayna Forsgren, Coordinator \(CV Coalition to End Homelessness\): Amend Zoning Bylaw for Extreme Weather Response](#)

ITEM SUMMARY: *This item was carried forward from the September 3, 2025, Regular Council meeting. The August 13, 2025, delegation from the Coalition to End Homelessness asked Council to amend zoning to permit Extreme Weather Response Shelters in institutional zones, explaining that this would allow faster activation during severe weather, improve access to funding, and better protect vulnerable residents. She noted that current delays can leave people without shelter for months, putting them at serious risk. Motion postponed to this meeting:*

RECOMMENDATION(S):

THAT the Town investigate the use of Temporary Use Permits (TUP) to allow Extreme Weather Response Shelters and that Administration provide a report on this matter.

- (55) e. [2123 Hector Road, RZ 24-3 and DP 25-5](#)

1. *THAT Zoning Amendment Bylaw No. 1850.48 be Adopted.*
2. *THAT Development Permit 25-5 be approved for Proposed Lot B, as shown on Attachment 1 (Plan of Proposed Subdivision) in the October 1, 2025, report from Development Services titled, "2123 Hector Road RZ 24-3 and DP 25-5"; AND FURTHER,*

THAT Staff issue the permit once the following conditions have been met:

a. Subdivision approval to create the Proposed Lot B.

b. Submission of an irrigation plan for the on-site landscaping that is acceptable to the Director of Development Services.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (86) a. [Comox Zoning Amendment Bylaw No. 1850.48](#)

THAT Comox Zoning Amendment Bylaw No. 1850.48 be Adopted.

10. NEW BUSINESS:

- (89) a. [2025 UBCM Grant - Community Emergency Preparedness Fund](#)

THAT Council support Comox Fire Rescue's application to the 2025 UBCM Community Emergency Preparedness Fund for \$30,000 to purchase specialized personal protective equipment (PPE) cleaning equipment, and confirm that, if the application is successful, the Town of Comox will provide overall grant management.

- (92) b. [Development Application Procedure Update](#)

1. *THAT Council give First, Second and Third readings to Development Application Procedures Bylaw No. 2049.*
2. *THAT Council give First, Second and Third readings to Fees and Charges Amendment Bylaw No. 2016.09.*
3. *THAT Council give First, Second and Third readings to Comox Council Procedure Amendment Bylaw No. 1960.01.*

- (150) c. [Extreme Weather Response Facilities](#)

THAT the Comox Valley Coalition to end Homelessness be encourage to apply for a Temporary Use Permit once the permit regime is in place.

- (159) d. [Permissive Tax Exemption Bylaw - establishing 2026 - 2034 exemptions](#)

THAT Comox Permissive Tax Exemption Bylaw No. 2041, be given First, Second and Third Readings.

- 11. NOTICES OF MOTION: NIL**
- 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

RECEIVED

September 8, 2025

TOWN OF COMOX

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

Name(s) of person(s) speaking: Sarah Willie, Manager of Solid Waste Planning and Policy Development Vivian Schau, Senior CSWM Mgr			LOG: 25-368	REFER:	AGENDA: RCM 01Oct25
Organization you are representing: Comox Strathcona Waste Management, CVRD			FILE: 0114-20	ACTION: MR	
Primary purpose of Organization: Solid Waste Services for Comox Valley Regional District			Copies: Council JW/SA/CP/SR/CD		Number of members:
Mailing address of Organization: 770 Harmston Ave			Contact Name: Bridget Meagher, CSWM Branch Assistant Phone: 250-334-6016		
City: Courtenay	Postal Code: V9N 0G8	Email: cswm@comoxvalleyrd.ca			
Subject matter: Presentation of Solid Waste Management Plan proposed strategies and actions for public consultation					
Specific request of Council, if any (i.e., letter of support, funding): 					
Requested meeting and date: Wednesday, October 1, 202			AV equipment required: Projector/screen for PPT		
Date of application: Sept 8, 2025	Signature of applicant: 		Print name: Bridget Meagher		

Please Note:

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

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Name(s) of person(s) speaking: Shawn Vincent		
Organization you are representing: Simba Investments Ltd		File: 5225-01,6480-20 Copies: Council, JW/RH/SR/CD
Primary purpose of Organization:		Number of members:
Mailing address of Organization: 3455 Cumberland Rd		Contact Name: Shawn Vincent
		Phone: 250-898-8824
City: Courtenay	Postal Code: V9N 9N6	Email: shawn@simbainvestments.ca
Subject matter: Prezoning Properties and Stormwater Management Bylaw		
Specific request of Council, if any (i.e., letter of support, funding):		
Requested meeting and date: October 1, 2025		AV equipment required:
Date of application: September 25, 2025	Signature: [Redacted]	Print name: Shawn Vincent

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TOWN OF COMOX

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: Rachel Ricard		RECEIVED September 26, 2025		LOG: 25-389	REFER:	AGENDA: RCM 01 Oct 25
Organization you are representing: Seymour Pacific Homes				FILE: 3360-20/21	ACTION: MR	
Primary purpose of Organization:				File: 3360-20/2024.03 Copies: Council JW/RH/SR/CD		
Mailing address of Organization: 100 St. Ann's Road				Contact Name: Rachel Ricard		
				Phone: [REDACTED]		
City: Campbell River	Postal Code: V9W 4C4	Email: [REDACTED]				
Subject matter: 2123 Hector Road						
Specific request of Council, if any (i.e., letter of support, funding):						
Requested meeting and date: Oct 1, 2025				AV equipment required:		
Date of application: Sep 26, 2025	Signature of applicant: [REDACTED]				Print name: Rachel Ricard	

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RECEIVED



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

September 24, 2025

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: MARTHA GEROW, JASPER SKY		LOG: 25-388	REFER:	AGENDA: RCM 01Oct25
Organization you are representing: NEIGHBOURHOOD COMMITTEE #1		FILE: 0400-01	ACTION: MR	
Primary purpose of Organization: TO CONVEY, CLUSTER, CONVERGE, CONCUR, COLLABORATE, CONSOLIDATE AND COMMUNICATE CONCERNS TO COUNCIL.		Number of members: 30		
Mailing address of Organization: [REDACTED]		Contact Name: MARTHA GEROW		
City: COMOX		Phone: [REDACTED]		
Postal Code: [REDACTED]		Email: [REDACTED]		
Subject matter: 5 MINUTES TO PROVIDE COUNCIL WITH PETITIONS ON KEY CONCERNS OF THE COMMITTEE FACING THE EXTREME DEV. AT 1446/50 COMOX.				
Specific request of Council, if any (i.e., letter of support, funding): ① HALT ALL CONSIDERATION OF THE OUT-OF-SYNC DEVELOPMENT OF 235 CELL-UNITS UNTIL THERE'S A RE-HOUSING PLAN FOR TENANTS. ② MATCH ANY DEVELOPMENT PLAN TO THE CURRENT SURROUNDING ZONING INSTEAD OF FORCING THE NEIGHBOURHOOD TO ALIGN W. THIS UNWIELDY DEV.				
Requested meeting and date: OCT 1, 2025		AV equipment required: N/A		
Date of application: SEPT 24, 2025	Signature of applicant: [REDACTED]		Print name: ROSEMARY ABRAM FOR MARTHA GEROW.	

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday September 3, 2025

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

Absent: Nil

Staff Present: S. Russwurm, Corporate Officer
E. Henley, Director of Finance
R. Houle, Director of Development Services
G. Schreiner, Fire Chief

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

THAT the September 3, 2025, Regular Council Meeting agenda be Adopted.

(2025.333) -- CARRIED

3. DELEGATIONS:

a. Maddie Turenne (Youth Climate Corps BC): Update on the Successes of our Program and Impact on the Community

Delegation - Youth Climate Corps (YCCBC)

Representatives from the YCCBC Courtenay program reported 250 days of climate action with 12 partners on food security, ecosystem restoration, and invasive species removal. They invited the Town to explore joint projects to support youth, climate skills, and community resilience.

b. Tanya Massa, Tourism Development Specialist (Experience Comox Valley): Revised CV Tourism Strategic Framework

Delegation - Experience Comox Valley

Representatives from Experience Comox Valley provided an update on the draft 10-Year Tourism Strategy for the Comox Valley, focusing on sustainable tourism growth, collaboration with the K'omoks First Nation, year-round tourism opportunities, improved infrastructure, and inclusive visitor experiences. They requested that the Town provide feedback and consider endorsing the final plan in fall 2025, with public feedback open until September 8, 2025.

c. Rosemary Abram: Town Infill / Building Height (concrete, #2 cause of emissions)

Delegation - Rosemary Abram

The delegate spoke to Council on behalf of 86% of homeowners surveyed regarding infill development and building heights. She asked Council to support low-rise infill to limit environmental impacts and emissions, consider provincial housing orders without increasing staffing or infrastructure costs, and take into account community concerns about building heights and the pace of development.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, August 13, 2025, be Adopted.

(2025.334) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. *Brandy Fuchs: Request for Rat Bylaw*

2. *Marc Rutten, Acting Chief Administrative Officer (Comox Valley Regional District): Solid Waste Management Plan*

3. *Sherwin Christian: Motion to uphold tanker ban*

4. *Dave Durrant (Walk of Achievement Program): Induction of Honourable Senator Kim Pate, C.M.*

(2025.335) -- CARRIED

2. *THAT Item 1. (Brandy Fuchs: Request for Rat Bylaw) be removed from the consent agenda for discussion.*

(2025.336) -- CARRIED

3. *THAT Item 2. (Marc Rutten, Acting Chief Administrative Officer (Comox Valley Regional District): Solid Waste Management Plan) be removed from the agenda for discussion.*

(2025.337) -- CARRIED

7. UNFINISHED BUSINESS:

AT 5:58 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 7.(a) AS HIS PARTNER IS EMPLOYED WITH HABITAT FROM HUMANITY.

- a. **Jeff West, Executive Director (Habitat for Humanity, Vancouver Island North): 2161 Park Drive Affordable Housing**

August 13, 2025 Delegation - Jeff West

THAT the August 13, 2025 request from Habitat for Humanity Vancouver Island North for the 8-unit housing project at 2161 Park Drive be postponed to the October 1, 2025 Regular Council Meeting.

(2025.338) -- CARRIED

AT 6:01 P.M., COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

- b. **Kim Holl (Indigenous Women's Sharing Society): Comox Valley Substance Use Strategy Collaboration**

August 13, 2025 Delegation - Kim Holl

1. *THAT Council approve the August 13, 2025 request from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, for a multi-year \$10,000 contribution toward implementing its 21 recommendations to improve community health and safety.*

(2025.339) -- POSTPONED TO OCT 1, 2025 RCM

- c. **Dayna Forsgren, Coordinator (CV Coalition to End Homelessness): Amend Zoning Bylaw for Extreme Weather Response**

August 13, 2025 Delegation - Dayna Forsgren

1. *THAT the Town investigate the use of Temporary Use Permits (TUP) to allow Extreme Weather Response Shelters.*

AMENDING MOTION:

THAT the motion be amended to add "and that Administration provide a staff report on this matter" after "Extreme Weather Response Shelters."

(2025.340) -- CARRIED

2. *MAIN MOTION AS AMENDED:*

THAT the Town investigate the use of Temporary Use Permits (TUP) to allow Extreme Weather Response Shelters and that Administration provide a report on this matter.

(2025.341) -- POSTPONED TO OCT 1, 2025 RCM

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

- a. **Allocating 2025 Wildfire Deployment Revenue**

2025 Wildfire Deployment Revenue

THAT Council allocate the following amounts from revenue received through 2025 wildfire deployments to the fire department's 2025 operating budget:

- *\$10,000 to the Community Safety Program.*
- *\$15,000 for the repair, replacement, and enhancement of wildfire equipment.*
- *\$100,000 for the design and construction drawings related to the fire station replacement.*

(2025.342) -- CARRIED

b. Fire Services - 2025-2027 Capital Budget Adjustment

Replacement of Duty Officer Truck

THAT Council approve an adjustment to the Fire Department's Five-Year Capital Plan to advance the replacement of Duty Officer Truck #37 (2015 model) from 2027 to 2025.

(2025.343) -- CARRIED

c. Flag Raisings and Flag Protocol Policy

Flag Raisings and Flag Protocol Policy

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.05 as detailed in the July 28, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

(2025.344) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Lisa Dennis, Manager of Legislative Services (Comox Valley Regional District): Consent for Bylaw No. 883 - Comox Valley Sports Track and Fields Service Conversion

Sports Track and Fields Service Conversion

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" under section 349 of the Local Government Act.

(2025.345) -- CARRIED

b. Isha Matous-Gibbs (Urban Matters): Winter shelter strategy

Winter Shelter Strategy

THAT the correspondence dated August 22, 2025, from Isha Matous-Gibbs (Urban Matters) regarding an update on the Winter Shelter Strategy be received.

(2025.346) -- CARRIED

AT 6:17 P.M., COUNCILLOR KERR LEFT THE MEETING DECLARING A CONFLICT OF INTEREST WITH ITEM 12.(c) AS HIS PARTNER IS EMPLOYED BY SENIOR SUPPORT NORTH VANCOUVER ISLAND.

c. Christopher Bate (Senior Support North Vancouver Island): Request for letter of support

Senior Support North Vancouver Island

THAT the correspondence dated August 26, 2025, from Christopher Bate, Senior Support North Vancouver Island, requesting a letter of support for a Government of Canada New Horizons for Seniors Program grant, be received; AND FURTHER,

THAT the request for a letter of support be granted.

(2025.347) -- CARRIED

AT 6:20 P.M., COUNCILLOR KERR RETURNED TO THE MEETING.

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised of the upcoming Walk for Glacier View Lodge event on September 20 and reported attending several meetings and events, including the Pride Flag Raising, Comox Valley Substance Use meeting, Pride in the Park, and the BIA Lorne Park Light Up.

b. Councillor Swift

Councillor Swift had nothing to report.

c. Councillor Haslett

Councillor Haslett attended a d'Esterre Seniors Centre meeting and a Comox Nautical Days Festival Committee meeting. He expressed his appreciation to Bob Bowen for his dedicated volunteer support during the Nautical Days Festival. He also noted there is a vacancy on the Festival Committee, and the Town will be advertising for anyone interested in joining.

d. Councillor Kerr

Councillor Kerr attended a Comox Nautical Days Festival Committee meeting. He thanked Councillor Haslett, as chair of the committee, for leading the meetings and Town staff for their support of the Festival Committee. He also attended two Pride events, including walking in the Pride Parade with physician allies.

e. Councillor Grant

Councillor Grant had nothing to report.

f. Councillor Meilleur

Councillor Meilleur shared details about an upcoming community conversation on place-making, a free event open to everyone, scheduled for September 8 from 6:00 to 8:00 pm at the Filberg Centre in Courtenay.

g. Mayor Minions

Mayor Minions advised of the upcoming Comox Dragon Boat Festival, hosted by VI Paddling and the Town of Comox, on September 13 at Marina Park. She thanked Elevate the Arts and all staff and departments involved in organizing the Music in the Park event held at Marina Park on August 31.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:25 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday September 10, 2025

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

Absent: M. Swift

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
E. Henley, Director of Finance (electronically)
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 7:17 p.m. with 0 members of the public in attendance.

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

1. 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, September 10, 2025, pursuant to the following sub-sections of section 90 of the Community Charter:
(1)(c) labour relations or other employee relations.

(2025.349) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:17 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 7:45 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:45 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Nautical Days Festival Committee Meeting,
held in Council Chambers on Wednesday August 27, 2025

Present:	Chair	C. Haslett
	Members:	J. Kerr J. Dobbs J. Schreier M. Berge
Absent Members:		D. Stevenson
Staff Present:		C. Dallamore, Recording Secretary K. Gurak, Communications Coordinator R. Nall, Parks Manager J. Wolfe, Recreation Supervisor
Others Present:		A. Jegier, d'Esterre Seniors Centre P. Baal, Outgoing Craft Show Coordinator B. Bowen, Refuse & Recycling Coordinator J. Walker, Craft Show Coordinator D. Biggs, Long and McQuaid Representative S. Neville, Comox BIA & Comox Valley Marina Representative

Call to Order:

The meeting was called to order at 3:30 p.m. with 0 members of the public in attendance.

Councillor Haslett 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

The August 27, 2025, Nautical Days Festival Committee meeting Agenda was adopted.

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

a. Adoption of Minutes (July 30, 2025)

The July 30, 2025 Nautical Days Festival Committee meeting Minutes were adopted.

6. REPORT FROM FESTIVAL PRODUCER:

a. Report from Festival Producer

The 2025 Nautical Days Festival nearly broke even with \$96,988 in revenue and \$102,022 in expenses. Twenty-seven volunteers covered 43 of 74 shifts, and the production crew worked 400.75 hours. Food vendors had a good year and want to return, though power use needs review. The d'Esterre Senior Centre cooling centre was popular and ideas for 2026 include more family activities, a low-stimulation space, a pie-eating contest, and updated maps. A nautical costume contest was suggested. Work has started on 2026 pamphlets, sponsors will be approached earlier, and rising costs, especially for fireworks, mean the committee will look at multi-year sponsorships, better budget tracking, and higher vending fees.

7. CORRESPONDENCE:

a. Accessible Parking

Parking remains a concern. Ideas include partnering with Filberg, BC Transit, and using the bike lock-up. An accessible drop-off should be marked on the 2026 map. Dedicated vendor parking is needed while keeping public access open. The Committee agreed to review parking flow, explore vendor parking at the mall, and improve safety by limiting traffic in busy areas.

b. Baby Crawl 2026

It was noted that a baby race had been held in previous years and could be a good fundraising opportunity to consider for future events.

c. Church Services

The event was well-organized with 8–9 booths and no security issues. Music may be adjusted next year. Some community members raised concerns about hosting church in the park, though it was noted the space is available on other Sundays. The event overall was described as very positive. Complaints about religion in the park were received but handled appropriately.

d. Dave Stevenson: Committee Membership Update

The committee discussed having Council present plaques to Dave Stevenson and Paul Baal at a future Council meeting in recognition of their years of dedicated service.

e. Fireworks Complaint

There were some complaints about fireworks this year, but fewer than in previous years. Overall, it was a very positive experience with large crowds attending.

f. Highland Dancers & Marina Washrooms

The dancers were missed this year as communication did not reach them despite attempts to schedule their performance. Next year, contact will be made earlier. Washroom maintenance improved this year.

g. Live Music in Marina Park

Sound levels and stage placement were reviewed. Fireworks reach 150 decibels, bands about 100, and safety remains a priority. This year's stage location was limited by vendor pads, with some vendors too close. Suggestions for next year include beginning music performances at 11:30 after the parade to avoid gaps, with background music filling the time before, moving the stage back, raising speakers on scaffolding or blocks to project sound above pedestrians, and requesting Town support for setup.

h. Nautical Days Safety

Volunteer and staff safety measures were discussed, including the need for high-visibility gear, visual barriers such as caution tape and cones, and earlier shutdowns for better control of the area. Stage announcements could help communicate timelines. Booths must be packed up before vehicles enter, with all cleared by 6:00 pm for fireworks staging. Some felt there was a sense of chaos this year, and it was suggested that participants arrive earlier to avoid parade-related delays.

8. NEW BUSINESS:**a. Festival Producer - 2026 Festival Agreement**

THAT the Mark Berge be offered the opportunity to extend his agreement to coordinate the 2026 Nautical Days Festival.

(2025.005) -- CARRIED

b. Debrief Report - Bike Lock Up

The Bike Lock Up saw 552 users over the three festival days: 238 regular bikes, 264 e-bikes, 7 scooters, and 18 other vehicles like child carriers and trikes. Volunteers put in 68 hours running the service. People liked the location, space, and signage, but said it wasn't well advertised and could be easier to find online. Sharon Neville provided the property for the bike lock-up. For next year, people suggested more signs telling cyclists to slow down and showing where the lock-up is, plus better barriers using bright, tall markers. Most volunteers said they want to help again in 2026.

c. Debrief Report - Refuse & Recycling Coordinator

Volunteering for the first time at Nautical Days after years with MusicFest and Filberg, the Refuse & Recycling Coordinator aimed to cut landfill waste but had only two other volunteers instead of the 20 needed. Six volunteers have committed for 2026, but at least 30 are required to handle all on-site waste. Plans include working with the CVRD, Ocean Legacy, and Ribfest for ideas, recruiting more volunteers, adding clear signage, setting vendor rules for recyclable materials, creating a dedicated waste team, centralizing waste stations, improving barriers, and holding a meeting in October with CVRD and Town staff to set priorities.

d. Debrief Report - Craft Show Coordinator

The Arts & Crafts section of the 2025 festival went very well, helped by cooler weather and large crowds throughout the weekend. Ninety-seven crafters filled 102 spaces, including 39 new participants. Most reported good sales and plan to return. It was noted that the Parks Department previously placed tape along the gazebo steps for safety, though this was missed this year. The coordinator announced 2025 will be the final year after organizing 15 festivals (excluding two COVID years), thanked volunteers for their support, and highlighted the need for continued safety measures, better press coverage, and clear booth numbering in future.

e. Parks Update

Staff gave positive feedback and were pleased with the festival producer's work. Minor issues with breakers and keys were noted, and garbage management will be reviewed to identify best practices.

f. Rec Centre Update

Youth activities on Saturday were reviewed, with plans to use the Rec Centre's two bouncy castles for 2026. This year saw confusion around payment and staffing since the bouncy castle provider pays Nautical Days to attend while charging users separately. Suggestions for next year include offering more free family activities, creating a dedicated family fun zone, and exploring a pop-up park in place of carnival rides. Staffing remains a challenge but could be managed with advance planning and budgeting. Parks confirmed all equipment is moveable and adjustable.

9. FUTURE MEETING:

a. Marina Vendor Concrete Pads & Placement of Stage

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:00 pm

CARRIED

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

CHAIR



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday September 10, 2025

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

Absent: M. Swift

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

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

The Agenda was Adopted

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

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Priorities Report

The Strategic Plan Scorecard, dated September 5, 2025, was received.

3. DISCUSSION ITEMS:

a. 2026 Pre-Budget Presentation

A presentation was provided outlining the 2026–2030 pre-budget plan, focusing on infrastructure renewal, major capital projects, inflation impacts, RCMP cost pressures, and funding strategies to support growth, services, and financial stability while keeping tax increases predictable.

b. Second Quarter Financial Update

THAT the September 10, 2025, report from the Director of Finance, titled "Second Quarter Finance Update" be received for information.

CARRIED

c. Northeast Comox Storm Water Management Presentation

A presentation was provided on the NE Comox Stormwater Management Plan, highlighting flooding concerns, land and habitat protection, and infrastructure needs. Using hydrological modeling, environmental safeguards, and measures like infiltration features and detention ponds, the plan sets clear standards and bylaws to support sustainable growth and resilient infrastructure

d. Official Community Plan Update

THAT Council supports, in principle, the Draft Development Permit Area Guidelines as presented in Attachment A of the September 5, 2025 report from the Director of Development Services titled Development Permit Areas.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:17 p.m.

CARRIED

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

CHAIR

LOG: 25-358	REFER:	AGENDA:
FILE: 0220-20	ACTION: MR	RCM 01 Oct 25

Sept. 2/25

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

RECEIVED

September 2, 2025

TOWN OF COMOX

Dear Mayor and Town Council

I am 84 and my husband 87.
We walk everyday. We live on [REDACTED]
[REDACTED] - walk to Noel to Guthrie &
back home.

I have complained often for over
a month already about the weeds
that are prickly and otherwise that
hang over the sidewalk. These could
cause falls, etc.

The lot itself is very much an
eyesore as well a fire hazard.

There is a fire hydrant that
is involved in that area as well.

Tim Hautzinger has been aware
of how upset myself and others
have been with this PROBLEM!

He says his hands are tied because
of the antiquated laws. These
should be very much updated!

Last year was the same problem
but somehow the owner seemed to
be open to do the right thing.

SCHOOL is in today.

THANK YOU - HEFTY FINES?

BEV KARILA [REDACTED]



*Town of Comox
Mayor*

RECEIVED
SEP 02 2025
TOWN OF COMOX

RECEIVED

September 1, 2025

TOWN OF COMOX

LOG: 25-357	REFER:	AGENDA: RCM 01Oct25
FILE: 6030-20	ACTION: MR	

From: Jenna Craib [REDACTED]
Sent: September 1, 2025 7:30 AM
To: council <council@comox.ca>
Subject: Point Holmes

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

Hello,

My name is Jenna and I am wondering why the beach front walk in point Holmes is not being cared for properly by the city. There are many plants that have burs that are over grown and are not good for dogs. They need to be cut down! Landscaped. Also, these long yellow flower plants with burs are tact many wasps. I've read online that the point Holmes residents have also complained. Along with wayyy to many mosquitoes there.

My partner is a landscaper. Can you hire him to clean up the point Holmes beach front walk?

Thank you for your time and I look forward to your response.

Jenna Craib
My partner who can do the landscaping is: [REDACTED]
My address is [REDACTED] Comox, BC
[REDACTED]

Sent from my iPhone

Office of the Chair

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



RECEIVED

File: 0400.60 - Comox

September 3, 2025

September 3, 2025

TOWN OF COMOX

Sent via email only: town@comox.ca

Mayor Nicole Minions
Town of Comox
1819 Beaufort Avenue
Comox, BC, V9M 1R9

LOG: 25-360	REFER:	AGENDA: RCM 01Oct25
FILE: 0400-60,	ACTION: MR	

File: 0500-60,
0114-20/110

Copies: Council
JW/SR/CD

Dear Mayor Minions:

Re: Request to Amend the Regional Grant-in-Aid Policy

Thank you for your correspondence dated July 21, 2025 requesting that the Comox Valley Regional District (CVRD) Board consider amending the Regional Grant-in-Aid Policy to add a policy statement and set an annual funding cap.

The request was considered at the CVRD Board meeting on July 29, 2025, and after some robust discussion, a motion to amend the policy as outlined in your correspondence was not supported by the Board.

Although the Board did not move forward with the amendment, I appreciate that the Town of Comox Council took the time to consider this matter and bring it forward to the Board for discussion. There are many interests expressed at the Board table on a wide variety of topics and services; and many voices contribute to solid decisions. Despite the Town's specific interests not being met in this instance, I feel that the Town's contributions are regularly reflected in the Board's actions, and that most matters at the Board table are approved unanimously. Moving forward, I want to suggest that we connect more regularly on topics of important mutual interest. I look forward to maintaining a strong connection, as community leaders, and seeking areas for collaboration.

Sincerely,

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



Will Cole-Hamilton
Chair

RECEIVED

September 5, 2025

TOWN OF COMOX

LOG: 25-365	REFER:	AGENDA: RCM 01Oct25
FILE: 0220-40, €	ACTION: MR	

File: 0220-40, 6410-01

Copies: Council
JW/RH/SR/CD

From: Andrena Koch-Schulte [REDACTED]

Sent: Friday, September 5, 2025 11:11:08 AM

To: Jordan Wall <jwall@comox.ca>; cdellamore@comox.ca <cdellamore@comox.ca>; Ken Grant <kgrant@comox.ca>

Cc: [REDACTED]

Subject: Town of Comox Allowing Modular homes within town boundaries

Subject: Request to Expand Permitted Building Types to Include Modular/Indoor-Built Construction in the Town of Comox

Dear Mayor and Council / Planning Department / Building Department / Town of Comox Manager

I am writing to respectfully request that the Town of Comox expand its building bylaws or zoning regulations to explicitly permit modular and indoor-built construction for residential and multi-family housing developments.

Modular construction is a proven and efficient alternative to traditional site-built methods. It offers numerous advantages, including faster build times, reduced construction waste, lower environmental impact, and better quality control — aligning well with modern sustainability goals and the Town's reputation as a forward-thinking and progressive community.

Muchalat Projects, a modular manufacturer based in Cumberland, is already delivering high-quality structures across the region, including to municipalities like Courtenay, Cumberland, and Salt Spring Island, as well as for government clients such as BC Housing and the Department of National Defense. Their work is helping to address housing challenges in a timely, cost-effective, and environmentally conscious way.

As someone who has worked directly with Muchalat Projects — including selling their homes to private buyers — I can speak to the quality, appeal, and practicality of their modular units. These homes are indistinguishable from traditional builds in aesthetics and comfort, while offering distinct advantages during the construction process.

I believe embracing modular/indoor-built housing would contribute positively to Comox's housing diversity, affordability goals, and climate commitments. I encourage the Town to review and update its bylaws or building codes to include this innovative construction method.

I've copied [REDACTED], a partner at Muchalat Projects, who would be pleased to provide further information or examples of recent projects upon request.

Thank you for your consideration, and for your continued leadership in building a resilient and inclusive Comox.

Sincerely,

Andrena Koch-Schulte

Cell 250-897-2289

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RECEIVED

September 5, 2025

TOWN OF COMOX

From: Ted Brooks [REDACTED]
Sent: September 5, 2025 3:15 PM
To: council <council@comox.ca>
Subject: Sewer Line Project

LOG: 25-366	REFER:	AGENDA: RCM 01Oct25
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

Copies: Council
JW/SA/SR/CD

I think that the Town of Comox should take some action on ensuring the new sewer line project proceeds post haste. I have been driving down the rickety Comox hill for the last 3 weeks and there has been no pipe laid. The CVRD issued updates that said pipe would be laid around Komox First Nation and nothing has happened. The only visible work seems to be on the roundabout at Glacier Drive.

We, the taxpayers of Comox, are fed up with the length of time this project has already taken and will not tolerate inaction on the part of the contractor.

The time for action is NOW.

Ted Brooks.
[REDACTED]

September 10, 2025

TO: Mayors and Councils of Comox, Courtenay, and Cumberland;
Chair, Comox Regional District
RE: Development in the Comox Valley

RECEIVED

September 10, 2025

LOG: 25-370	REFER:	AGENDA: RCM 01Oct25
FILE: 3360-01	ACTION: MR	

Hello:

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

TOWN OF COMOX

You have received a number of submissions from our household expressing concerns about the pace, type, affordability, and impact of housing development in the Comox Valley. More and more warning flags in the same vein are being raised in the print and online media, no doubt expressed more eloquently. I urge our local jurisdictions to **resist**, in every possible manner, the misguided, unrealistic, and damaging housing mandates of higher levels of government.

As you may be concerned about clicking on external links, the information provided will, in any case, allow you to find the cited articles online should you wish. While some articles may specifically reference other jurisdictions, they are applicable locally and, indeed, across BC. While I have tried to categorize the information, the issues are interlinked and overlapping.

If you read only one article, I suggest it be that by Deborah Hull.

- **CREDIBILITY OF THE RATIONALE FOR INTENSE DEVELOPMENT**
- **AFFORDABILITY**
- **COMMUNITY INFRASTRUCTURE AND SERVICES (SCHOOLS, HOSPITALS, ROADS, ETC.)**

With a reduction in immigration and foreign student numbers, new housing at 19 Wing Comox and North Island College, and the plethora of developments underway or recently completed, the evidence to support the need for the extraordinary level of housing development coming forward (other than that for those with low income) for the Comox Valley is lacking or out-of-date.

Economic uncertainty and lack of community readiness will also most certainly affect demand; e.g., one approved development site (1000 Pritchard Rd.) was put up for sale, after being clear cut, abandoned, and left a mess.

New housing may draw people from those in much more expensive communities. However, I doubt that we are warning potential new residents about the undersized hospital, overloaded schools, and increasing taxes required to pay for the addition infrastructure and services needed.

“B.C. needs to rethink housing approach” by Deborah Hull. Times Colonist; Tuesday, September 9, 2025

<https://www.timescolonist.com/opinion/comment-bc-ndp-need-to-rethink-their-housing-approach-11177502>

The author's comments clearly describe the Province's flawed and conflicting estimates of housing need on which their directives for the capital city are based. There is no reason to believe that they are any more accurate for the Comox Valley.

Ms. Hull's comments on affordability echo my own. As someone who spent my childhood and youth in poverty, I well understand concerns about affordability. My ill parent was fortunate enough to secure inexpensive housing in rooms in divided-up homes. Affordable accommodation in such homes, small houses, duplexed older homes, and trailer parks/trailers is disappearing as development consumes them at every opportunity. As Ms. Hull states, **"the supply-side fixation risks triggering waves of demolitions, renovictions, and tenant displacement"** (that risk is already a reality).

"Developer-driven policies not easing crisis". Times Colonist: Tuesday, August 26, 2025. Letter by Emily Perkins

The letter begins,

"B.C.'s housing policy is increasingly shaped by development and real estate interests, at the expense of affordability and democratic governance."

It continues with some excerpts from an open letter to the provincial government from housing experts which noted,

"...increasing supply alone will not resolve the issue" and that developer practices are "fueling speculation, displacement, and loss of affordable housing" as well as "...destabilizing communities"

<https://www.pressreader.com/canada/times-colonist/20250826/281706915790703?srltid=AfmBOoo73GWYSF1g3QrUEoOXUA0ehee6llcWL5O-YOPAHGZsyqDmgUXW>

"Density will not reduce cost of housing". Editorial; Times Colonist: Friday, September 5, 2025.

https://www.pressreader.com/canada/times-colonist/20250905/281621016465761?srltid=AfmBOoofU3Z7DEKJbvNT9y_EJpQ6DPSRM8Ucz4s4Oxv6Oq8M2WQu74Yn

A letter by Terry Loeppky in the same edition notes that, **"The OCP strategy to make housing more affordable by increasing supply has been revealed as a myth."** - a myth that misguided urban planners have adopted as fact, I submit.

Communities are left to deal with the environmental impact and the provision of the infrastructure, services, and commercial needs affected by these policies - all at an unrealistic and destabilizing pace and at very high financial cost.

At public meetings and in the media, concerns have been expressed for years regarding local developments; e.g. **"Comox development proposal 'too much, too fast'"** by Matt Crosbie. Comox Valley Record; Wednesday, October 2, 2024, which also references traffic and agriculture.

<https://www.comoxvalleyrecord.com/letters/comox-development-proposal-too-much-too-fast-letter-writer-7552630>

- **IMPACT OF DEVELOPMENT ON AGRICULTURE**

Continued pressure on agriculture and on the Agricultural Land Reserve properties is being brought to bear by encroaching development and urban annexation of previously rural/semi-rural land. We are observing that locally; e.g., 1966 Guthrie, Crown Isle expansion. We lose food-growing land at our peril.

The Engagement Summary Report regarding the Comox Valley Regional District Agricultural Plan Update (October 2024) highlighted the pressures of development on farming; e.g., ***“Many producers pointed to concerns regarding potential shifting of urban boundaries...”***

It was also noted that ***“increasing prices of farmland is reducing affordability for farmers to expand their operations or for new entrants to begin financially viable operations.”*** Additionally, many interviewees cited a ***lack of enforcement on ALR infringements as a contributor to loss of farmland***.

Water availability was a major concern for farmers, a problem that will only increase with climate change.

- **IMPACT OF DEVELOPMENT ON THE ENVIRONMENT**

With inadequate environmental restrictions and monitoring locally and provincially, wetlands are being destroyed by development, either by building upon them or silting adjacent wetlands. It is left to communities and individuals to try to restore them; e.g.,

“Langford creek damaged by developers restored by volunteers”: Times Colonist; Friday, October 11, 2024

<https://www.timescolonist.com/local-news/langford-creek-damaged-by-development-restored-by-volunteers-9648291>

Numerous submissions have been made to local jurisdictions by qualified environmental specialists and groups expressing concern about wetlands and sensitive areas in the Comox Valley. Yet, the final nail in the coffin of the Brooklyn Creek is being driven by the Aspen/Hector developments in Comox. Piercy Creek would be the next to be sacrificed should proposed rezoning by Courtenay proceed. The community outcries appear to have little effect.

Apparently, developers can abandon a clear-cut site, leaving it to suffer erosion, intrusion of invasive species, flooding, and hazards without consequence as the sites await sale or future use. (locally, 1000 Pritchard Rd.)

As few builders leave a single tree unless required to, some communities are adding tree protection to their bylaws. It is time all jurisdictions in the Comox Valley did the same, along with setting more stringent remediation requirements.

“Saanich signals to developers: ‘tree protection is not negotiable’ ”: Times Colonist; Saturday, May 17, 2025.

Without green space, new developments create concrete heat islands, exacerbating the impact of the warming climate. Other than in very specific circumstances and areas, disallowing clear-cutting as well as increasing setback and minimum green space requirements on sites would at least help to mitigate these effects.

You are no doubt aware that Nanaimo is purchasing 360 hectares of land, including an environmentally important large marsh. As suggested in previous correspondence, purchasing key parcels of land may be a way (perhaps the only way) to protect the local environment against the damaging policies of higher levels of government who seem to be ignoring the damaging environmental impact of development.

This Raeside cartoon graphically illustrates the current situation around development:
<https://www.timescolonist.com/opinion/adrian-raeside-cartoon-fulfilling-bc-municipality-housing-quotas-11148667>

It is worth looking at.

- **TAXES**

As local leaders are no doubt discovering, development does NOT pay for itself, as so often claimed. If at all, it would only be in the very long term.

In summary, I and others have been writing with concerns about overdevelopment in the Comox Valley for several years. Local Council's minutes are replete with correspondence with concerns about the areas highlighted in this letter. Our services and infrastructure were already overburdened because of climate change, community growth, and past failure to keep up with education, health care, and transportation needs by all levels of government. Communities and local governments, supplied with correct and informed evidence, **not developers or the Province**, should have the final say in housing development.

As community leaders, I urge you to do your utmost to preserve the character, environment, livability, health, and affordability of the Comox Valley. Specifically, I urge you to:

- Push back against blanket policies from higher levels of government who have inadequate knowledge of and lack of concern for local conditions.
- Join with other jurisdictions to make the case to regain municipal control of housing development.
- Use municipal powers to the fullest to mitigate the issues caused by arbitrary and politically-motivated provincial housing mandates.
- Demand the financial support from the Province to provide the services and infrastructure already in deficit.

Thank you.

Marie Jacobs

Courtenay, BC

Town of Comox – Administration

From: **RECEIVED** birdieboxgolfsim@mail.com
Sent: September 12, 2025 9:57 AM
To: **September 12, 2025** Nicole Minions
Cc: Town of Comox – Administration
Subject: **TOWN OF COMOX** Inquiry - Mobile Golf Simulator Proposal for the Town of Comox
Attachments: BirdieBox_Benefits_Centered.pdf

LOG: 25-371	REFER:	AGENDA: RCM 01Oct25
FILE: 4320-01, 4	ACTION: MR	

File: 4320-01, 4540-01

Copies: Council
JW/SR/CD

Dear Mayor Nicole Minions, Council Members, and Comox Golf Club Board,

I hope this message finds you well. I would like to inquire about the possibility of operating a mobile trailer golf simulator within the Town of Comox. Our preferred location would be the Comox Golf Club, but we are also open to any site the Town feels would best serve residents.

The simulator is a fully self-contained 30-foot trailer designed to be safe, quiet, and minimally disruptive. We would handle all operations, staffing, insurance, and licensing. The Golf Club or Town would not incur any costs, aside from providing an appropriate space.

We have reviewed the Town's bylaws regarding business licences, mobile vendors, zoning, and safety standards, and are fully committed to compliance. Our intent is to create a recreational asset that aligns with community regulations while providing value to residents and golfers.

Key benefits include:

- Year-round practice and play opportunities for residents and visitors.
- An added amenity for Comox Golf Club members, enhancing membership value.
- Additional revenue opportunities for the Club without capital investment.

I would greatly appreciate guidance on next steps, including which department or individuals I should work with to review this proposal in more detail.

Thank you for your time and consideration.

Sincerely,
Dennis Sapon
Birdie Box Indoor Golf Simulator
250-616-2257

Courtenay BC



BIRDIE BOX Indoor Golf Simulator

Mobile Golf Simulator – Benefits Overview

A New Recreational Opportunity for the Town of Comox & Comox Golf Club

We propose operating a mobile, self-contained trailer golf simulator within Comox, ideally at the Comox Golf Club or another suitable Town location. The simulator provides year-round access to golf in a safe, modern, and accessible format.

Compliance & Responsibility

- Fully licensed under Town of Comox Business Licence requirements.
- Operated in full compliance with mobile vendor regulations and Zoning Bylaw No. 1850.
- Liability insurance, safety certifications, and staffing provided by us.
- No operational or financial burden on the Town or Golf Club.

Benefits to the Town of Comox

- Year-round recreation: Indoor golf available regardless of weather.
- Tourism & community appeal: Attracts visitors and supports local events.
- Youth & schools: Creates opportunities for training, lessons, and outreach.
- Innovation: Demonstrates Comox as a forward-thinking, recreation-friendly community.

Benefits to Comox Golf Club

- Member Value: Enhances member experience with off-season and evening play.
- New Revenue: Opportunities for rental fees, events, and increased clubhouse traffic.
- Zero Cost: The Club provides only the space; we cover operations, insurance, and equipment.
- Retention & Growth: Helps attract new members and retain existing ones with added amenities.

Town of Comox – Administration

From:

RECEIVED

Sent:

September 15, 2025 4:12 PM

To:

September 15, 2025

Town of Comox – Administration; minions@comox.ca

Subject:

Cathy Peters- 3 ASKS to Stop Child Sex Trafficking in British Columbia

TOWN OF COMOX

LOG: 25-374	REFER:	AGENDA: RCM 01Oct25
FILE: 0400-03	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Mayor Nicole Minions and Comox Town Council,

The Province (RCMP HQ) has recently announced a **BC Counter Human Trafficking Unit (CHTU)** of 12 officers.

Please access their expertise. For example, Prince George hosted their team for Human Trafficking presentations.

The second edition of my new book is now available: **Child Sex Trafficking in Canada and How to Stop It.**

Please consider having it available for City Hall, local police, educators, hospital staff, library, frontline service providers.

It is an invaluable resource with **strategies for prevention. It is the only book of its kind in Canada.**

Backgrounder: **CBC released a documentary on human trafficking in Canada.** (link below)

BC is behind every province in addressing this crime.

The **full decriminalization of hard drugs** has exacerbated this crime.

Drug and sex trafficking are linked. **Organized crime and international crime syndicates** are involved.

Gang recruitment is occurring in schools in BC, including elementary schools.

(School Liaison Officer programs are key to stopping this crime.)

A faltering economy and increasing massive debt is exacerbating crime in the Province as well.

3 ASKS:

1. Please write to the Premier and ASK the government to **reverse the harmful policy that fully decriminalizes hard drugs.**

2. Please ask the Premier to **remove phones from all schools.** This is occurring in many States and countries around the world.

(Australia has brought in the law for no social media for under 16 years of age- The Online Safety (*Social Media Minimum Age*) Amendment Act).

3. Enforce and educate about the **Federal Protection of Communities and Exploited Persons Act (2014) PCEPA** in British Columbia that criminalizes the root cause of human trafficking, the sex buyers and profiteers.

Please contact me for more information.

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

beamazingcampaign.org

[REDACTED]

Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work
Author: **Child Sex Trafficking in Canada and How to Stop It- second edition**

<https://www.cbc.ca/documentaries/the-passionate-eye/human-trafficking-is-one-of-the-fastest-growing-crimes-in-canada-and-anyone-can-be-a-target-1.7023920>

Town of Comox – Administration

From: Town of Comox – Administration
Sent: September 17, 2025 9:52 AM
To: Town of Comox – Administration
Subject: FW: Intersection of MacDonald and Lancaster
Attachments: 1000007469.jpg

RECEIVED

September 16, 2025

LOG: 25-375	REFER:	AGENDA: RCM 01Oct25
FILE: 5400-12	ACTION: MR	

From: Rachel Mendel [REDACTED]
Sent: September 16, 2025 9:02 PM
To: council <council@comox.ca>
Subject: Intersection of MacDonald and Lancaster

TOWN OF COMOX

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

Hello, my name is Rachel. I sent an email about a week ago to the town of Comox and Courtenay about an intersection near my home, which is right on the Courtenay/Comox boundary. See below:

'I live near the intersection of Lancaster way and MacDonald road. There is no crosswalk across MacDonald road on 1 side. This intersection has multi use pedestrian/bike pathways on 3 sides and Lancaster park on the 4th side. Why would there not be a crosswalk to cross MacDonald here? To cross MacDonald road and continue on the Greenways trails you have to use all 3 crosswalks or cross on the side where there isn't one. Traffic is not expecting a person to cross on 3 sides or to cross where there isn't a crosswalk. Can a 4th crosswalk be added to this intersection?'

My email was forwarded to Public Works. Public Works replied that this was done deliberately in the past and that they will not be moving the crosswalk. It was suggested that I need to use the available 3 crosswalks to cross the road.

I don't think any crosswalks should be moved, as that does not make sense, but a 4th one should be added to make a safe crossing towards the Lerwick Nature Park.

Thanks for your time with this,

M. Rachel Mendel
[REDACTED] Comox BC
Town of Comox



Office of the Chair

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



RECEIVED

File: 0540-20

September 17, 2025

TOWN OF COMOX

Mayor and Council
Town of Comox

Sent via email only: russwurm@comox.ca

LOG: 25-376	REFER:	AGENDA: RCM 01Oct25
FILE: 0220-30	ACTION: MR	

Dear Mayor and Council:

Copies: Council
JW/SR/CD

Re: Elected Officials' Forum October 16, 2025 – RSVP Required

As Chair of the Comox Valley Regional District (CVRD), I formally invite your Mayor and Council and senior staff representative to participate in an Elected Officials' Forum on Thursday, October 16, 2025 at 12 noon.

The purpose of this forum is two-fold:

- to provide an update on the work and activities of the Comox Valley Reconciliation Advisory Table, and
- to provide information and seek feedback on the Regional District's creation of a housing corporation.

The first topic will feature a presentation led by Nick Chowdhury of Wi'la'mola Consulting to share the work and the experiences of the Reconciliation Advisory Table members, a group which brings together local governments, representatives from K'ómoks First Nation and community organizations representing Inuit, Métis and urban Indigenous peoples.

The second topic will include a presentation by CVRD staff and consultants on the development of a CVRD-owned housing corporation that will work strategically and collaboratively to realize the creation of new non-market rental housing. This latter presentation will include details on the proposed mandate, role and value proposition as well as potential governance structures and opportunities for partnership. Small group discussions will also be facilitated whereby participants can provide feedback to help inform these key elements of the corporation.

As an Elected Officials' Forum, this gathering will bring together leadership from all four local governments, K'ómoks First Nation, School District 71 and Islands Trust. While no decisions are to be made during this session, I'm confident it will be an engaging experience for all attendees on two regionally significant topics.

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

Background information, including previous reports and studies, can be accessed on the CVRD website at:

- www.comoxvalleyrd.ca/reconciliationadvisorytable
- www.comoxvalleyrd.ca/affordablehousing

The meeting is expected to conclude by approximately 4:00 pm. As lunch will be provided, an RSVP is required from participants. Please RSVP with attendees to Lisa Dennis, Manager of Legislative Services by October 6, via telephone at

██████████ or via email at ██████████

Sincerely,



Will Cole-Hamilton
Chair

From: anne macnicoll [REDACTED]
Sent: September 17, 2025 8:04 AM
To: council <council@comox.ca>
Subject: Manor Drive/Place construction.

RECEIVED

September 17, 2025

LOG: 25-377	REFER:	AGENDA: RCM 01Oct25
FILE: 6630-01;6i	ACTION: MR	

To Mayor and Council

TOWN OF COMOX

File: 6630-01;6800-01

Copies: Council
JW/RH/SR/CD

The Manor House that sits between Manor Drive and Manor Place is a heritage building which I believe should be given heritage status and not be available for redevelopment.

This building sits within a residential area of homes that are no more than two stories high and I believe that any redevelopment within this area should be kept to a maximum of three stories and be designated as ground orientated residential in keeping with the rest of the area.

Manor Drive and Manor Place is restricted to one road in and out that is also used by two large apartment buildings. There are many seniors who live, walk and use mobility scooters in this small area most of which has no sidewalk and any additional traffic will basically reduce us to shut-ins.

Although we appreciate the rebuilding of the hospital and sewer lines were necessary it has been almost four years of incessant construction noise and we know that the redevelopment of one of the apartment blocks is still to come. Please please allow us some peace and quiet.

Anne MacNicoll

[REDACTED]

Comox.

Town of Comox – Administration

From: Ruby Johnson [REDACTED]
Sent: September 10, 2025 11:33 AM
To: info@courtenay.ca; info@cumberland.ca; Town of Comox – Administration; Jennifer Zbinden; commservicesbranch@comoxvalleyrd.ca
Subject: Idea for Indoor Water Walking Pool for the Comox Valley

RECEIVED

September 10, 2025

TOWN OF COMOX

LOG: 25-369	REFER:	AGENDA: RCM 01Oct25
FILE: 0110-01	ACTION: MR	

Copies: Council
JW/SR/CD

This email is being forwarded to the City of Courtenay, Village of Cumberland, Town of Comox and the Comox Valley Regional District. I originally emailed this to Jennifer Zbinden of Comox Valley Regional District earlier this year, but it came to my attention recently that an email such as this should be sent to each municipality. I ask that you kindly forward this email to each Mayor and Councillors. Thank you for your consideration.

My letter is as follows along with a photo of the Delbrook Community Recreation Centre pool in North Vancouver BC.

My name is Ruby Johnson, I am a property owner and resident of the Comox Valley. I was born in Comox 68 years ago and have an interest in healthy living. I retired from Service BC where I was employed as a Customer Service Representative, serving our community.

I spent most of 2024 living in North Vancouver (a friend needed some help) and discovered an excellent way to stay fit even though I have arthritis. I went to an aquatic centre in North Vancouver called Delbrook Community Recreation Centre, specifically for the water walking. I tried other water walking pools in Vancouver, however, in my opinion they were not as good as the one at Delbrook for adults. Aquatic Centres typically have the Lazy River in the leisure pool designed more for children, however, Delbrook has a design that works well for all ages due to the water is deeper and the facility schedules water walking for 16+ throughout each day so the children under 16 are allowed to use it, but not all the time. I found the experience to be both relaxing and invigorating and the people I spoke to and exercised alongside, loved it at Delbrook as did I. It was very popular, I was there almost daily and the health benefits for myself were noticeable and I enjoyed going.

The Delbrook water walking pool is attached to the leisure pool and has the same warm water temperature. There were people walking against the current for a vigorous workout, or going with the current for gentler workout, some using foam weights in the water for toning, etc.

The Comox Valley seems like it will continue to grow. The current Aquatic Centres for public are getting older, neither pool is open all year, aquafit classes are very well attended, and some children are unable to sign up for swimming lessons due to classes fill up fast. The Comox Valley showcases healthy living and the water walking pool would, in my opinion, increase options for folks facing health issues relating to aging or injury.

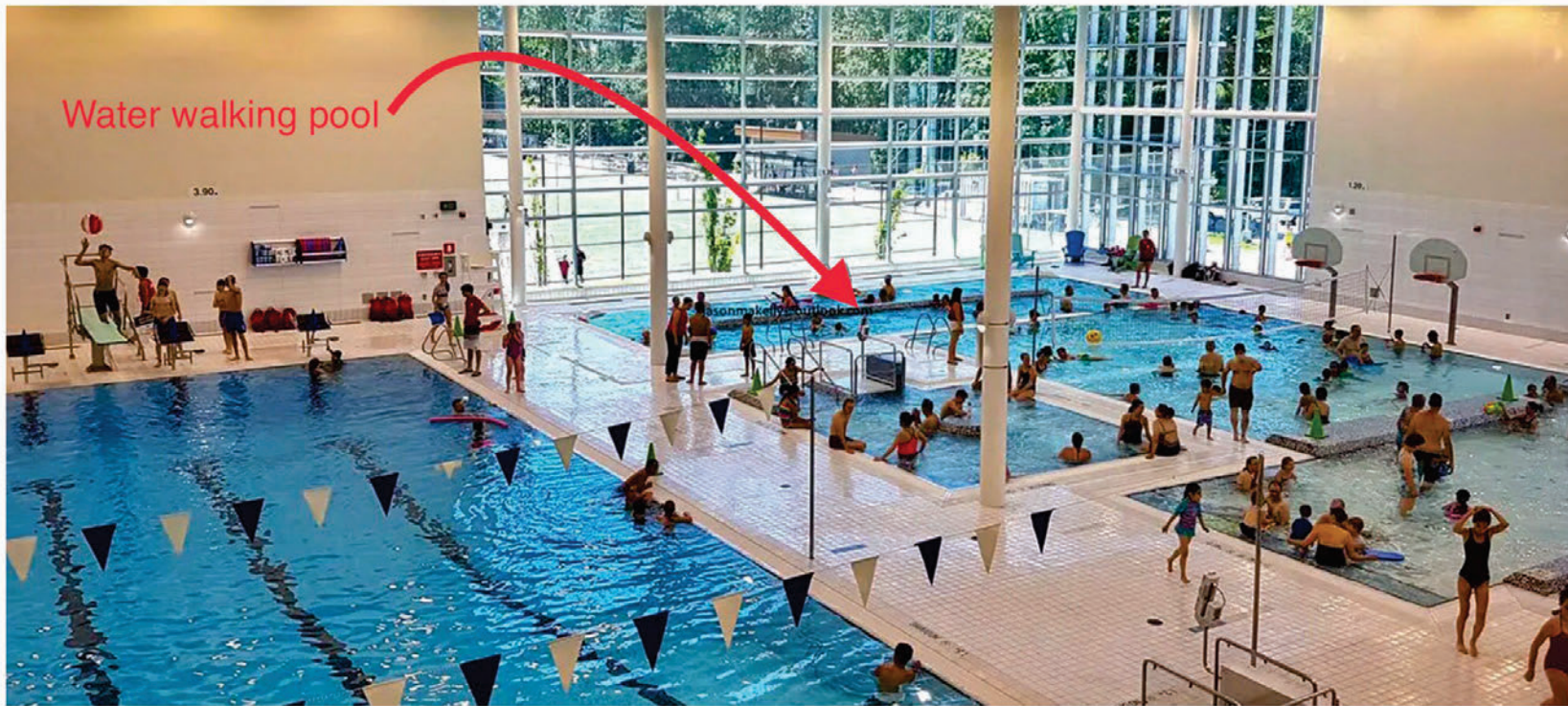
Thank you for your consideration of this idea for future water walking in the Comox Valley!

Ruby Johnson

[REDACTED]

[REDACTED]

[REDACTED]





15 September 2025

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

RECEIVED

September 22, 2025

TOWN OF COMOX

LOG: 25-381	REFER:	AGENDA: RCM 01Oct25
FILE: 0400-80	ACTION: MR	

Copies: Council
JW/TH/SR/CD

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 97th Parliament

The British Columbia Youth Parliament will hold its 97th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2025.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$545** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at <https://bcyp.org/applying/>. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display in your school, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

All application forms must be received by October 31, 2025. Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society

Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.

BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.



est. 1924

CONTACT US

For more information on BCYP and its projects, visit our website:

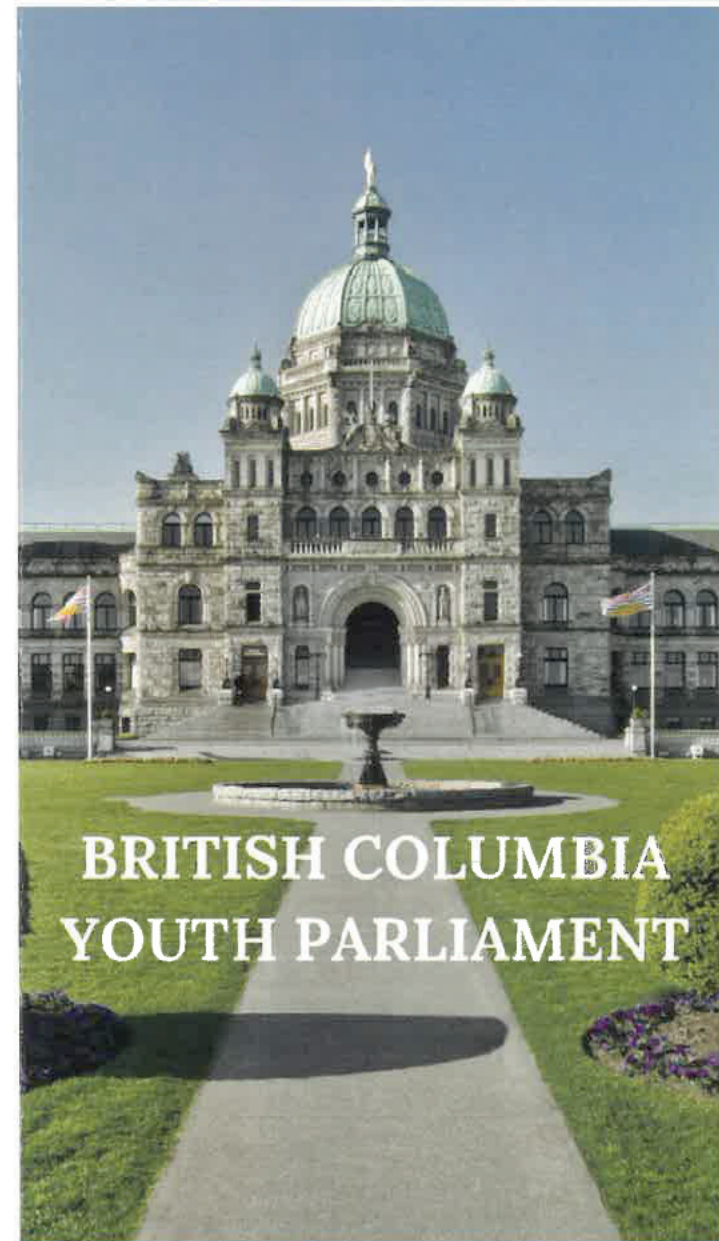
www.bcyp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar:

registrar@bcyp.org



BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

for over 95 years



October 1, 2025, Regular Council Meeting

Page 48

BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2025 marked its 96th Session.

Each year, between December 27th and 31st, 97 youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



October 1, 2025, Regular Council Meeting

* Photo by Chad Hipolito - www.hipphotography.com



Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.



Fundraising

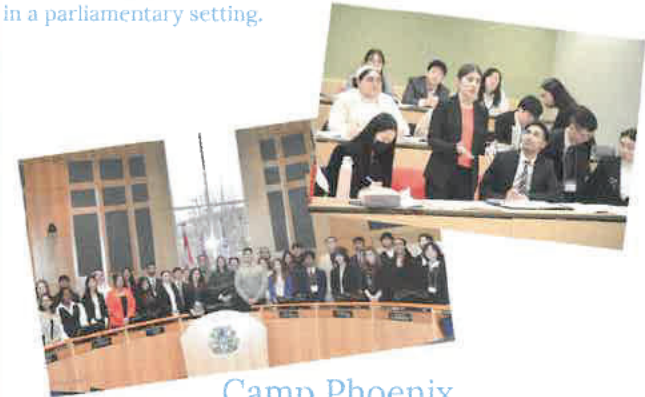
Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local businesses and prominent members of their local communities.

Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.





Scan here for the application!

Join us!

97th British Columbia Youth Parliament

December 27 - 31, 2025

Victoria, BC

- Learn about BC's parliamentary system
- Meet youths from across the province
- Participate in debates about important issues
- Engage in service to your community
- Participate in various events in the Sessional year

Application deadline October 31, 2025



This could be you



RECEIVED

September 25, 2025

TOWN OF COMOX

Co-Presidents

CVPC

<https://www.comoxvalleypotters.ca/>

Mayor and Council

Town of Comox

1809 Beaufort Ave

Comox, BC

LOG: 25-387	REFER:	AGENDA: RCM 01Oct25
FILE: 0400-03	ACTION: MR	

Copies: Council
JW/EH/SR/CD

Dear Mayor Minions and Council members,

We are writing to ask for your advocacy in supporting the Comox Valley Potters Club (CVPC) response to the termination of our contract with North Island College, and support our need to find space for our members to meet and to work.

Our situation

In April this year when we learned that NIC would not be offering ceramic courses in the 2025/2026 academic year, we wrote to the NIC president, Lisa Domae and other administrators about the impact concerns we had for the club. In May, we met with Neil Cruickshank, the Dean of Sciences and Arts, to learn that the CVPC agreement with the college would end in June. We were invited to submit a proposal of our needs and tenure at the college. As of July 14th, 2025, NIC terminated their agreement for studio access and use with the club. Tony Bellavia, VP Academic, cited risk and safety concerns along with student-centered use.

The CVPC has had a longstanding (25 years) partnership with the college, and the NIC studio has provided our Club a vital space for our ceramic artists and pottery enthusiasts to develop their skills and to collaborate and inspire each other. The club has historically accessed the studio one day a week from September to June. The club has paid an annual contribution of \$2000 to the ceramics studio, provided for a student bursary, invited students to events, donated ceramics resources to the library, and donated pottery supplies along with fully financing the car kiln purchase for the college, to name a few ways the partnership has been fostered.

Many CVPC members and ceramic artists in the community have come through the ceramics programs and are now functioning professional and productive ceramic artists in the Valley at their own home studios. In addition, many of our members chose to attend NIC after joining the club and seeing first-hand the quality of ceramic programs offered at the College. We have had a strong partnership.

The termination of our agreement is not what we were expecting given our long relationship with the college for access and use of the ceramics studio, our multiple donations to the college itself, the ceramics program and students enrolled in ceramics courses at the college, and the fact that there are no scheduled courses in the ceramics studio for the 2025/26 academic year.

Community arts organizations struggle in the valley without the support of institutions such as NIC. This has a direct impact on the enrichment of the cultural life of the region. We face a number of immediate issues and challenges to find a space that can accommodate the needs of a club such as ours and are appealing to the college for a grace period of the next year while there are no ceramic courses being offered.

Comox Valley needs a center for artists to develop, especially ceramic artists. This can be seen in the waitlist for courses at the college and demands on the CVPC whose membership has increased two fold since COVID (currently 72 members) and has a waiting list of over 70 people. Through the courses and the club's access to the studio during the fall and winter semesters, this community need has only marginally been met.

Our needs

We hope we (a non-profit organization) can appeal to the Town of Comox to advocate for ceramic arts in the valley, to address the needs of ceramic artists, and to promote the ceramic artistic vitality.

Initially and immediately, our hope is that the Town of Comox could advocate for this grace period by meeting with college as soon as possible. After that, our goal would be to work with the Town to find interim space for a ceramic studio.

In order to foster a strong arts, culture and heritage community, our long-term goals would be to advocate and support an arts center that creates an arts and culture hub in the Valley and that provides for the many artistic nonprofit organizations that need space to work and grow. We would offer to research and collaborate to make this happen. Together we could find an economically viable way to address this need within the Comox Valley.

We look forward to hearing from you.

Sincerely,

Helen Stefiuk

Heather Tobe

Co-presidents
CVPC

Town of Comox – Administration

From: JohnAyearst [REDACTED]
Sent: September 23, 2025 8:39 PM
To: Nicole Minions; Town of Comox – Administration
Subject: Lancaster Park Changes

RECEIVED

September 23, 2025

TOWN OF COMOX

LOG: 25-390	REFER:	AGENDA: RCM 01Oct25
FILE: 6130-20/L	ACTION: MR	

File: 6130-20/LANG Copies: Council
JW/SA/RN/RH/SR/CD

Dear Mayor Minions and Council:

As a resident of the [REDACTED], I was surprised to read yesterday that council has voted to change this peaceful tranquil gem into a loud, busy attraction that will have a huge impact on those living alongside the park.

And today, one day later and with no warning, a backhoe and workers arrived to begin digging!

We bought our home with the understanding that the park — developed in concert with the Lancaster Way condos in part to manage stormwater and urban greenery — would remain as originally planned: an urban green oasis for strolling, pausing to snack, enjoying the kids playground, biking on the trail, feeding the ducks, playing catch, bocce on the grass etc. It's a peaceful oasis meant for short-term enjoyment and quality of life as seniors and kids pass through constantly every day on bikes, on foot, strollers, scooters and rollerblades. It's very popular with dog walkers as well.

Now, without directly consulting the people most affected by the changes, you plan to uproot our world with noisy splash pad, parking, washrooms and pavilions? What are you thinking! In this little neighbourhood park?

And, I can only imagine the type of people attracted to the availability of public washrooms and shelters — think of the homeless and drug addicts populating Simms and Lewis parks and other sites in Courtenay.

Leave Lancaster as it is, a peaceful green oasis enjoyed by the hundreds of people passing through each day. Add some more benches and a picnic table or two, but don't change its designation into a community park. **It was always meant to be a neighbourhood park.**

Surely there are other sites that are larger and more central to Comox families than this one. Why not include a designated a "community park" in a new subdivision like out behind Guthrie/MacDonald/Aspen where those buying places already know those activities will be part of their life.

It's unfair to change the plan and status of our park years after we purchased our homes on the edge of what was planned an urban green space reserve and neighbourhood park.

Please reconsider this scheme and at the very least consult personally and directly with the affected stakeholders closest to the park.

Thank you for your consideration.

Sincerely,





John Ayearst

[REDACTED]

Comox, BC
Canada

[REDACTED]

TO: Mayor and Council	FILE: RZ 24-3
FROM: Regina Božerocka, Planner II	DATE: October 1, 2025
SUBJECT: 2123 Hector Road, RZ 24-3 and DP 25-5	

Prepared by:  Regina Božerocka, Planner II	Report Approved:  Randy Houle, Director Development Services	Municipal Engineer:  Shelley Ashfield Director of Operations	Report Approved:  Jordan Wall, CAO
--	--	---	--

RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Zoning Amendment Bylaw No. 1850.48 be adopted.
2. THAT Development Permit 25-5 be approved for Proposed Lot B, as shown on Attachment 1 (Plan of Proposed Subdivision) in the October 1, 2025 Regular Council Meeting report titled 2123 Hector Road RZ 24-3 and DP 25-5; and

THAT Staff issue the permit once the following conditions have been met:

- a. Subdivision approval to create the Proposed Lot B.
- b. Submission of an irrigation plan for the on-site landscaping that is acceptable to the Director of Development Services.

PROPOSAL

Zoning Amendment Bylaw No. 1850.48 adoption is to facilitate townhouse development on the subject property under RM7.1 zone, with the first phase consisting of approximately 80 units located on the northern portion of the subject property. This area is proposed to be subdivided as Lot B and has already been cleared prior to 2025 nesting season. Trees within the required greenway dedication, wetlands and their buffers are protected and have been retained and are estimated to meet the council tree retention policy CCL-067 target of overall 30% on the subject property.

Bylaw No. 1850.48 received Third Reading in June, 2025. All outstanding items listed in previous reports have been completed, which includes a \$839,500 contribution to the Town affordable housing fund, \$80,700 contribution towards construction of a playground within the Hector Greenway and registration of several covenants.

The last step prior to Building Permit issuance is the approval of a form and character DP for the proposed phase 1 development. Although this is staff-issuable, the Director has made the decision not to exercise his delegated authority, as per Section 12(4) of Comox Planning Procedure Bylaw 1780, due to reasons of complexity and consistency with larger developments in the area. The applicant's submission is included in **Attachment 5**. The future phase of development on the southern portion of the property has not been designed at this time.

PREVIOUS REPORTS TO COUNCIL

The previous reports on RZ 24-3 after the change of development proposal was amended to all townhouses RM7.1 zone, are available on the Council Meeting Agendas:

First and Second Reading (as amended for RM7.1 zone), page 57 of the May 21, 2025 [Agenda](#) and Third Reading, page 36 of the June 4th 2025 [Agenda](#)

ANALYSIS

ZONING IMPLICATIONS

The proposed 80-unit townhouse development meets regulations of RM7.1 Townhouse zone on a condition that the northern portion of the subject property is subdivided (first phase, proposed Lot B). Under RM7.1 zone, the minimum required density is 30 units per hectare, to support urban services and public transit. The entire area of the subject property is 4.0 ha, excluding the required road dedication for the greenway and pond, and would therefore require construction of a minimum of 120 units. For this reason, the development permit for the 80-unit townhouse development can't be issued until the property is subdivided in order to meet the minimum density requirements. Once the property is subdivided and Proposed Lot B is created, it's minimum required density is 48 units.

OFFICIAL COMMUNITY PLAN

The current OCP land use designation is Residential: Low Rise Apartments, Townhouses and Ground Oriented Infill, which permits a range of housing forms, including townhouses, as proposed under RM7.1 zone. The OCP policies prioritize residential growth and infill within the Town boundaries, encourages higher density forms of development to maximize land use and services and the provision of public community amenities as part of the development.

Draft 2025 Official Community Plan

The draft OCP identifies this property as Low Rise Residential, which is in general aligned with current land use designation and is compatible with proposed RM7.1 Townhouse zone.

DEVELOPMENT PERMIT AREAS IMPLICATIONS

The subject property is located within two development permit areas: Development Permit Area (DPA) #11 Wildlife Corridor and DPA #3 General Multiple Family. Under DPA #11, the first phase is exempt, as the fencing design meets guidelines and no additional tree removal is proposed.

The focus of the DPA #3 is on low-rise apartments and townhouses form and character, and to ensure that greenfield and infill multi-family developments are located in proximity to local services and multi-modal traffic options. The guidelines speak to providing appropriate street orientation, site planning and landscaping, and compatibility with the surrounding neighbourhood. The proposed townhouse development meets the DPA guidelines as summarized below:

Pedestrian and Street Orientation

The first phase of townhouse development features three buildings that are orientated towards Aspen Road. Short walkways connect unit entrance doors directly to the public sidewalk. To accentuate the entrances, concrete pads as well as balconies above and wood corbels have been added on the Aspen elevations. There is a soft landscaped transition from public to semi-private space with no fences, allowing for informal neighbourhood interactions. Hector Greenway and the storm pond maintenance road are adjacent to several townhouse rear elevations, where a fence and vegetation will provide separation of public space from private backyards.



③ POND RENDER FROM WALKING TRAIL
NTS



④ VIEW FROM ASPEN SIDEWALK
NTS

Integration with the Existing Development

Across the Aspen Road to the west there is another townhouse development, currently under construction, and recently developed single-family residences, both at two storeys height. The proposed townhouses are designed as three-storey 4-unit buildings with traditional gabled roof lines, muted colours, some wood and stone elements. Under the RM7.1 permitted height is up to 3 storeys, but several of the end units are 2 storeys, similar to one of the townhouses at Aspen frontage, illustrated below in Figure 1 and 2.



Figure 1. Building with a two-storey unit, side yard elevation

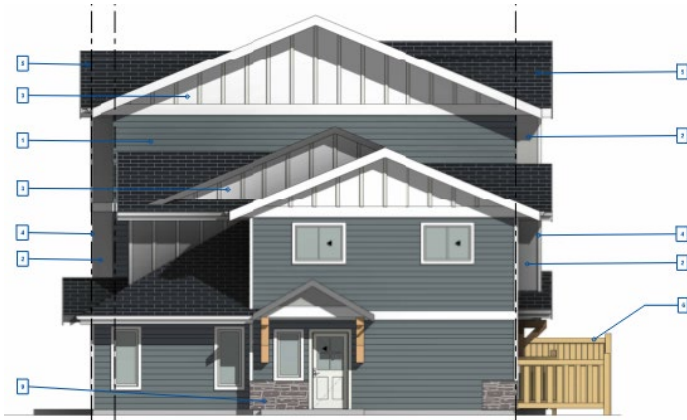


Figure 2. Building with a two-storey unit, Aspen Road frontage elevation

Pedestrian Circulation on Site

Pedestrian routes separate from vehicle driveways are provided to Aspen Road and Hector greenway. On-site pedestrian paths connect townhouse units to outdoor amenity area, greenway and public streets.

Parking

Street parking will be available along Aspen and Hector Roads after their final construction. On-site parking meets Zoning Bylaw regulations: every unit is provided with an attached garage, and a tandem space in front of it, and there are some surface parking stalls available for visitors.

Open Space

In relation to townhouse open space, guidelines of DPA#3 specifically require private open space provision of 10 m² per unit. The plans fully meet this guideline except for the units at Aspen frontage where that space is semi-private. The provision of balconies on west and east sides of these units will

allow for sunlight exposure. There is also a playground with seating and pergola proposed not far from the smaller wetland location.

Landscape Guidelines

There are no original trees protected by covenant on the phase one (Lot B), except potentially several trees just outside of the wetland buffer, at the proposed playground location. The playground plan should be adjusted to accommodate these trees, or replanting if the existing ones are not viable. The proposed landscape plan includes planting of 10 major trees (oak and linden) and approximately 150 medium-sized trees. Aspen Road frontage is landscaped to provide soft transition from public sidewalk to private unit entrances.

Final irrigation plan is outstanding and its submission is one of the items required prior to issuance of DP 25-5. Review of the proposed planting list and replacement for deer resistant species is another. Provision of landscape security of \$619,956.38 will be required at time of Building Permit issuance.

Energy, Water Conservation and Greenhouse Gas Reduction

Heat pumps for each unit are proposed on private decks that face the interior of the site, with exception of 2-storey units where it will be located on the patios at grade. The orientation of some of the townhouse buildings would be suitable for solar panels installation.

In general, staff consider that the proposed townhouse development meets the intent of the DPAs # and #11 on a condition that the property is subdivided in accordance with proposed plan and staff recommendation is to issue DP 25-5, as included in Attachment 3.

FINANCIAL IMPLICATIONS

The Town portion for sanitary and highway DCCs at current rate is \$2,370.55 per townhouse unit: \$189,644 for 80 units. The construction of the Hector Greenway is identified as a DCC project and thus a reduction in Park Development Cost Charges is estimated up to \$132,683.

The developer is also responsible for the construction of new storm pond and infiltration facilities, and sections of Aspen and Hector roads up to the centerlines, that will be Town infrastructure assets.

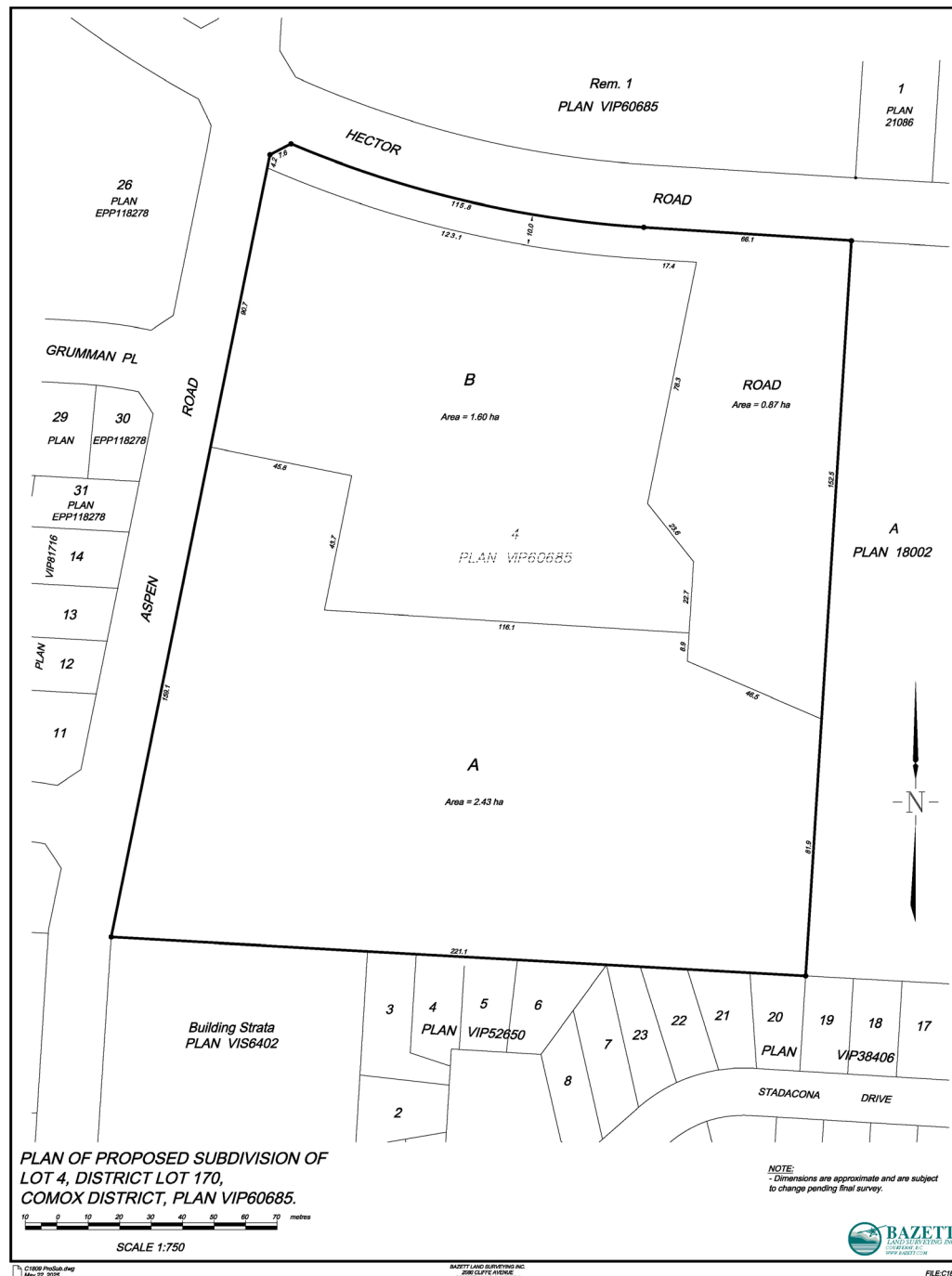
These costs and charges are in addition to building permit and service connection fees.

The estimated non-allocated tax revenue would be approximately \$90,000.

Attachments:

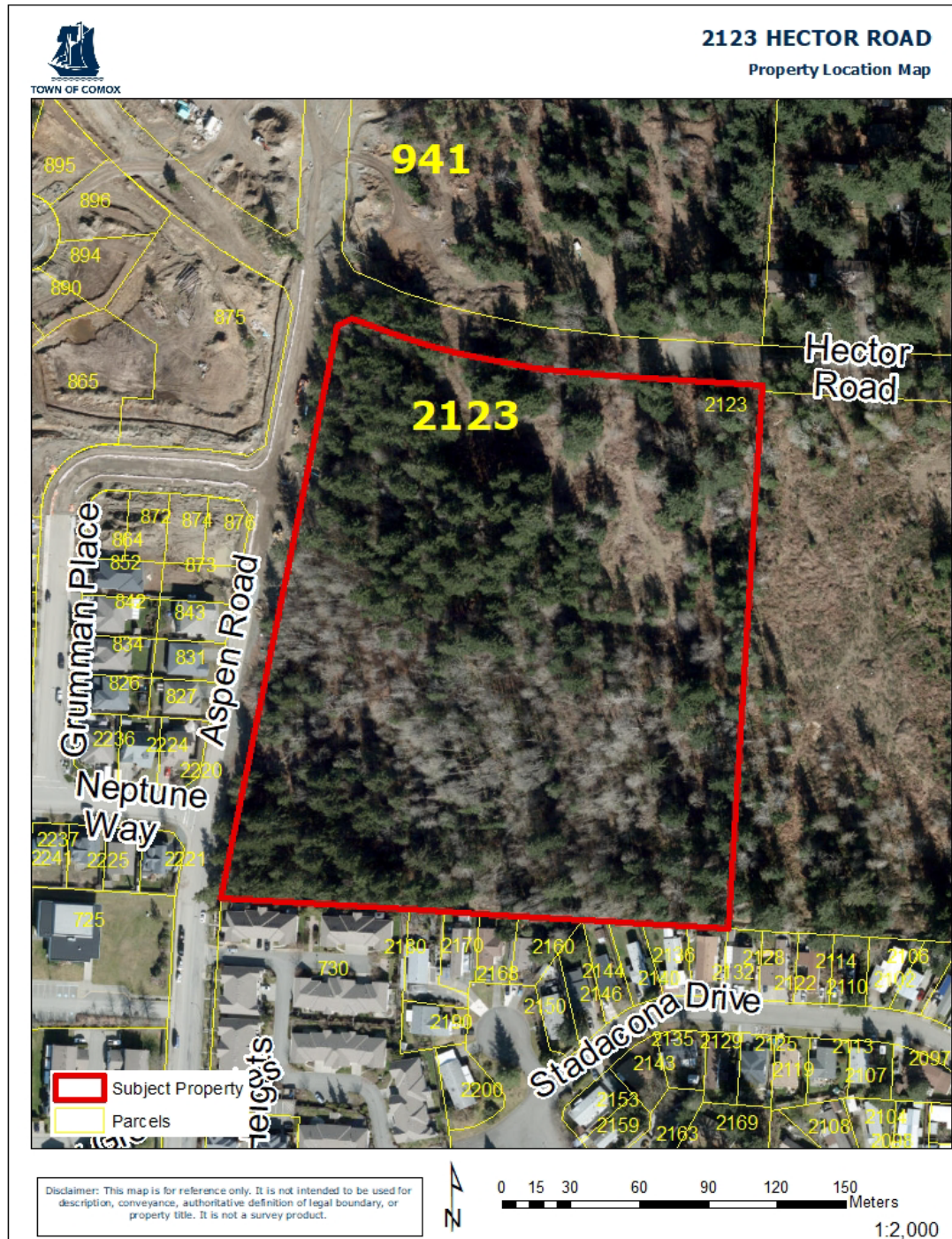
1. Plan of Proposed Subdivision
2. Subject Property Location Map
3. Comox Zoning Amendment Bylaw No. 1850.48
4. Draft Development Permit DP 25-5
5. Applicant's submissions in support of DP 25-5

Plan of Proposed Subdivision



ATTACHMENT 2

Subject Property Location Map



ATTACHMENT 3

Comox Zoning Amendment Bylaw No. 1850.48

TOWN OF COMOX

BYLAW 1850.48

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

1. Title

This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw 1850.48”

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

A. Schedule “A” is amended by:

Adding as Section 213.9(5) and renumbering accordingly, the following text:

Notwithstanding sections 213.9 (1) to (4), where a parcel abuts a greenway that is not less than 10.0 metres in width, the setback from a lot line abutting a greenway shall be not less than 5.0 metres.

B. Comox Zoning Bylaw 1850, Schedule “B” (the Zoning Map) is hereby amended by:

Rezoning the property legally described as **LOT 4 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685** (2123 Hector Road), shown shaded on Schedule “1” which is attached to and forms part of this Bylaw,

from R3.3 Single-Family – Large Lot
to RM 7.1 Townhouse

- C. Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

- | | | |
|-----|-----------------------------------|-----------------------------------|
| (1) | ADVERTISED A FIRST time this | 7 th day of May, 2025 |
| (2) | ADVERTISED A SECOND time this | 14 th day of May, 2025 |
| (3) | READ A FIRST AND SECOND time this | 21 day of May, 2025 |
| (4) | READ THIRD time this | 4 th day of June, 2025 |
| (5) | ADOPTED this | day of, 2025 |

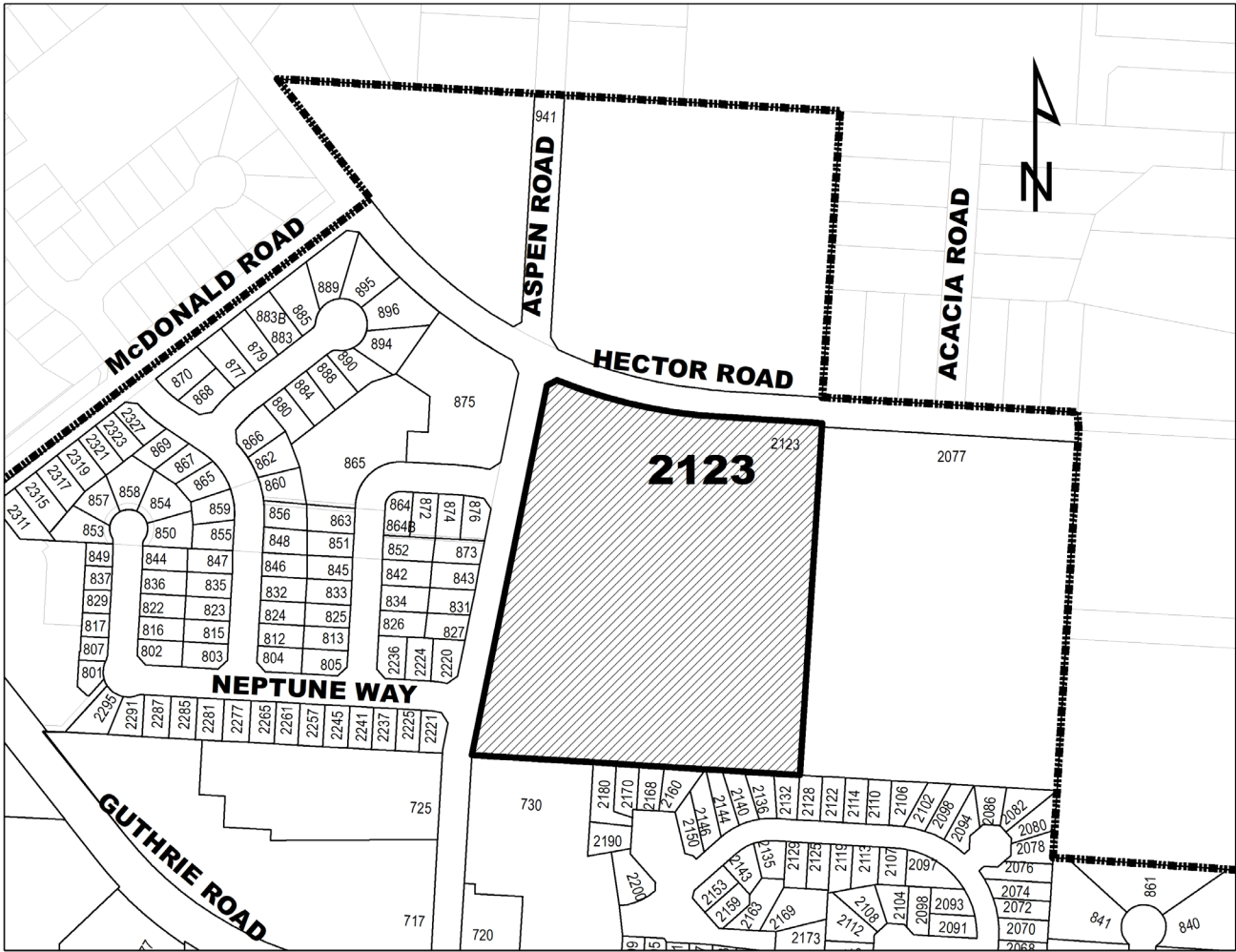
Mayor

Corporate Officer

BYLAW 1850.48

SCHEDULE "1"

Shown shaded:
2123 Hector Road
PID 023-020-148
LOT 4 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685



ATTACHMENT 4

Draft Development Permit DP 25-5

Permit Number DP 25-5**Decision of Council dated:** _____**Development Permit issued to:****Name:** Kristjan D. Mailman

1354279 B.C. LTD. INC.NO. BC1354279 and 1354284 B.C. LTD. INC. NO BC1354284

Address: 100 St. Ann's Road,
Cambell River, BC V9W 4C4**Property to which permit refers (PID)** 023-020-148**(Legal and Civic):** Lot 4 District Lot 170 Comox District Plan VIP60685
2123 Hector Road, Comox, BC V9M 3Y7**Conditions of Permit:**

This Development Permit is for construction of 80 townhouse units on a norther portion of the subject property, in accordance with Architectural, Landscape and Irrigation drawings contained in Schedule 1, attached to and forming part of this permit, and the following condition:

Time Schedule of Development: N/A**Security Required:** Landscape security \$619,956.38 (125% of \$495,965.11 cost estimate)**Lapse of Permit:** Subject to the conditions as stated under conditions of permit, if the permit has not substantially commenced any construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses._____
Permit Issuance Date_____
Signature of Director of
Development Services**THIS IS NOT A BUILDING PERMIT**

ATTACHMENT 5

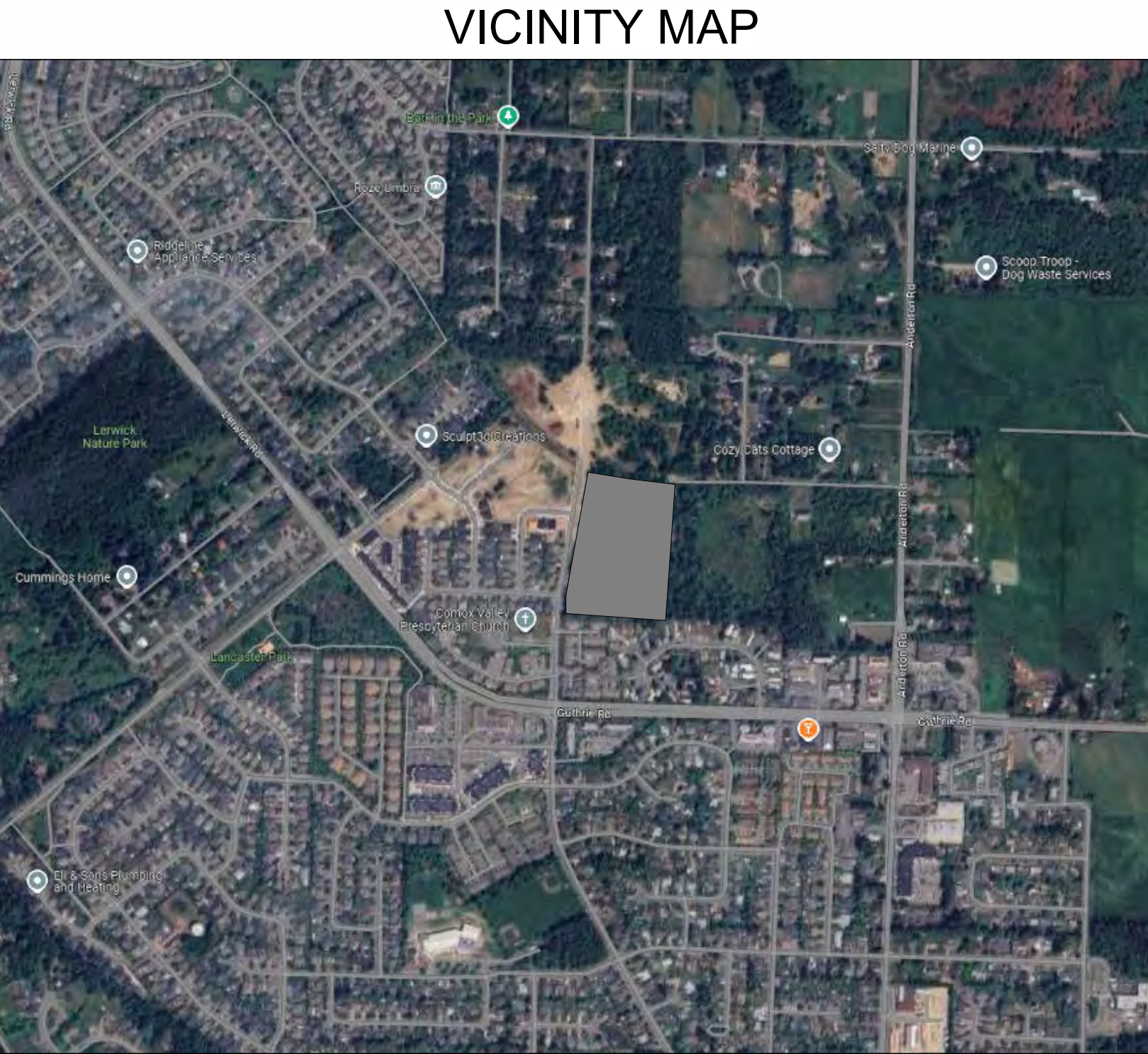
Applicant's submission in support of DP 25-5

DRAWING INDEX	
Sheet Number	Sheet Name
A0.0	COVER SHEET
A0.01	SITE RENDERS
A0.02	SITE RENDERS
A1.01	SITE PLAN LAYOUT
A1.02	SURFACE PARKING PLAN
A1.03	FIRE + EMERGENCY ACCESS PLAN
A1.04	WASTE + RECYCLING PLAN
A1.05	PHASED STRATA PLAN 1 OF 2
A1.06	PHASED STRATA PLAN 2 OF 2
A1.07	FENCING PLAN
A1.08	SITE SECTION / ELEVATION
A1.09	SITE AMENITIES
A1.10	SITE FRONTAGE DETAIL
A2.01	FIRST FLOOR PLAN - 3 + ADAPTABLE
A2.02	SECOND FLOOR PLAN - 3+ ADAPTABLE
A2.03	THIRD FLOOR PLAN - 3 + ADAPTABLE
A2.04	ROOF FLOOR PLAN - 3 + ADAPTABLE
A2.11	FIRST FLOOR PLAN - 4-PLEX
A2.12	SECOND FLOOR PLAN - 4-PLEX
A2.13	THIRD FLOOR PLAN - 4-PLEX
A2.14	ROOF FLOOR PLAN -4-PLEX
A2.21	FIRST FLOOR PLAN - BUILDING A
A2.22	SECOND FLOOR PLAN - BUILDING A
A2.23	THIRD FLOOR PLAN - BUILDING A
A2.24	ROOF FLOOR PLAN - BUILDING A
A3.00	FRONT / RIGHT - ELEVATION - 3 + ADAPTABLE
A3.01	BACK / LEFT ELEVATION - 3 + ADAPTABLE
A3.10	FRONT / RIGHT - ELEVATION - 4-PLEX
A3.11	BACK / LEFT ELEVATION - 4-PLEX
A3.20	FRONT / RIGHT - ELEVATION - BUILDING A
A3.21	BACK / LEFT ELEVATION - BUILDING A
A5.01	ADAPTABLE UNIT PLAN
A5.02	UNIT PLAN 2
A5.03	UNIT PLAN 3

GLACIER REACH TOWNHOMES

2123 HECTOR ROAD

COMOX, B.C.



VICINITY MAP IS ONLY AN APPROXIMATION OF PROJECT LOCATION

PROJECT TEAM:

APPLICANT &
GENERAL CONTRACTOR:



Seymour Pacific
HOMES

100 St Anns, Campbell River, B.C.
(T)250.286.8045 (F)250.286.8046
www.seymourpacific.ca

LANDSCAPE ARCHITECT:

CTQ CONSULTANTS LTD.

1334 ST PAUL STREET
KELOWNA, B.C.
V1Y 2E1

CIVIL ENGINEERING:

CASCARA CONSULTING
ENGINEERS LIMITED

203 - 335 WESLEY STREET
NANAIMO, B.C. V9R 2T5
250-591-7364



① SITE ENTRY FROM ASPEN
NTS



② 3 STORY BUILDING FRONT ELEVATION
NTS



③ POND RENDER FROM WALKING TRAIL
NTS



④ VIEW FROM APSEN SIDEWALK
NTS



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SITE MAP:



PROJECT STATUS:

ISSUED FOR DEVELOPMENT
PERMIT

Revision Schedule

No.	Description	Revision Date
A	ISSUED FOR REVIEW	02/25/2025
B	ISSUED FOR REVIEW	06/03/2025
C	ISSUED FOR REVIEW	06/05/2025
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F	RE-ISSUE FOR DP	08/25/2025
G	RE-ISSUE FOR DP	09/02/2025

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PROJECT NAME:

**GLACIER REACH
TOWNHOMES**

ADDRESS:

2123 HECTOR ROAD
COMOX, B.C.

DRAWING TITLE:

SITE RENDERS

DRAWN BY: PD

CHECKED BY: RR / TH

PROJECT NO.: VP 2117

SCALE:

DRAWING #:

A0.01

REV #:

G

Page 72

SITE INFORMATION			
PROJECT DESCRIPTION	20-MULTIFAMILY RESIDENTIAL TOWNHOUSE (3 STOREY)		
TOTAL UNITS	80 UNITS		
ADAPTABLE UNITS	8 UNITS		
CIVIC ADDRESS	2123 HECTOR ROAD		
MUNICIPALITY	TOWN OF COMOX		
ZONING	RM 7.1		
LEGAL DESCRIPTION	LOT 4 DISTRICT, LOT 170 COMOX DISTRICT PLAN VIP 60685		
PROPOSED PARCEL AREA PHASE 1	24,658.48m²	6.09 ACRES	2.47 HECTARES
PROPOSED NET PARCEL AREA PHASE 1	15,979.17m²	3.95 ACRES	1.59 HECTARES
DENSITY	20.25 DU / ACRE / 50.31 DU / HECTARES		

ZONING SUMMARY				
	REQUIRED		PROPOSED	
MAX. BUILDING HEIGHT	3 STOREY 12.0m		3 STOREY	
MIN. FRONT YARD S.B.	3.0	m	3.0	m
MIN. REAR YARD S.B.	5.0	m	5.0	m
MIN. SIDE YARD S.B.	5.0	m	5.0	m
FLOOR AREA RATIO	MAX -		-	
PARCEL COVERAGE	MAX 75%		28%	
PARCEL FRONTAGE	90.71m			

VEHICULAR / BIKE PARKING				
	REQUIRED	UNITS/AREA	REQUIRED	PROPOSED
TOWNHOUSE - REGULAR	1.5 / UNIT	80	120	160
VISITORS	0.1 / UNIT	80	8	11
TOTAL PARKING STALLS			128	171
OTHER PARKING PROVISIONS				
ACCESSIBLE TYPE A			8	8
SMALL CAR	MAX 25%		MAX 29	11
EV INSTALLED			-	80
SURFACE PARKING			-	91
GARAGE PARKING			-	80

BUILDING INFORMATION						
BUILDING	STORIES	UNIT #	HEIGHT	MIN GRD FLR UNIT	FOOTPRINT	GROSS FLOOR AREA
A	2/3	4	11.36 m	94.2 m²	305.0 m²	575.0 m²
B	3	4	10.90 m	-	272.5 m²	576.0 m²
C	3	4	10.53 m	-	272.5 m²	576.0 m²
D	3	4	10.23 m	-	272.5 m²	576.0 m²
E	3	4	9.80 m	-	272.5 m²	576.0 m²
F	3	4	10.04 m	-	272.5 m²	576.0 m²
G	3	4	9.94 m	-	272.5 m²	576.0 m²
H	2/3	4	10.63 m	94.2 m²	305.0 m²	575.0 m²
J	3	4	10.58 m	-	272.5 m²	576.0 m²
K	3	4	11.12 m	-	272.5 m²	576.0 m²
L	2/3	4	11.64 m	94.2 m²	305.0 m²	575.0 m²
M	2/3	4	10.62 m	94.2 m²	305.0 m²	575.0 m²
N	2/3	4	10.79 m	94.2 m²	305.0 m²	575.0 m²
P	2/3	4	11.81 m	94.2 m²	305.0 m²	575.0 m²
Q	3	4	12.68 m	-	272.5 m²	576.0 m²
R	3	4	11.89 m	-	272.5 m²	576.0 m²
S	3	4	11.14 m	-	272.5 m²	576.0 m²
T	3	4	11.10 m	-	272.5 m²	576.0 m²
U	2/3	4	10.87 m	94.2 m²	305.0 m²	575.0 m²
V	2/3	4	10.84 m	94.2 m²	305.0 m²	575.0 m²
TOTAL					5710.0 m²	11,512.0 m²

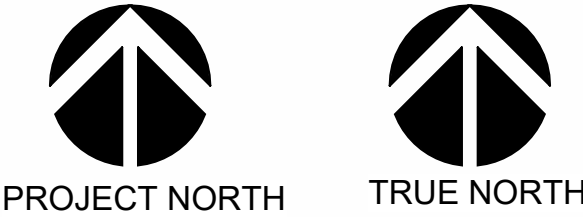
SITE COVERAGE		
	AREA	PERCENTAGE
PROPERTY	15979 m²	100%
BUILDING FOOTPRINT TOTAL	5710.0 m²	35.7%
BUILDING + DRIVEWAYS + LANES	10019.0 m²	62.7%

NOTE: CALCULATIONS DO NOT INCLUDE SIDEWALK AREA

LEGEND	
	PROPERTY LINE
	SETBACK LINE
	BUILDING OUTLINE
	WOODEN FENCE
	FIRE HYDRANT
	ELECTRICAL TRANSFORMER
	LED BOLLARD LIGHT
	CROSSWALK 1.5 X .45 STRIPS
	SIDEWALK LETDOWN
	PICNIC TABLE



1 SITE PLAN LAYOUT
1 : 400



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SITE MAP:



PROJECT STATUS:

ISSUED FOR DEVELOPMENT PERMIT

Revision Schedule		
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A	ISSUED FOR REVIEW	02/25/2025
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G	RE-ISSUE FOR DP	08/25/2025
H	RE-ISSUE FOR DP	09/02/2025

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PROJECT NAME:

GLACIER REACH TOWNHOMES

ADDRESS:

2123 HECTOR ROAD
COMOX, B.C.

DRAWING TITLE:

SITE PLAN LAYOUT

DRAWN BY: PD / RF

CHECKED BY: RR / TH

PROJECT NO.: VP 2117

SCALE: As indicated

DRAWING #:

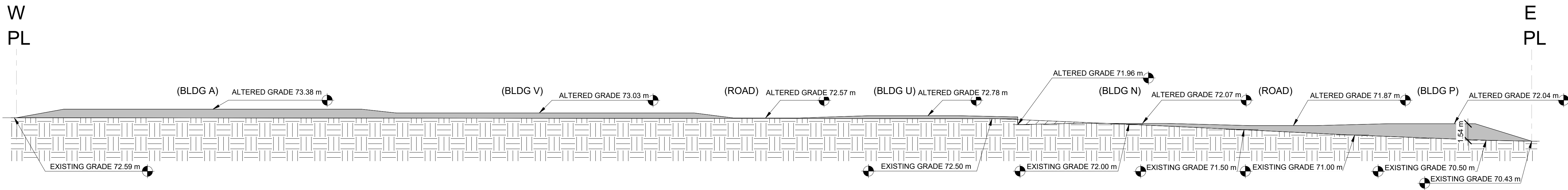
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REV #:

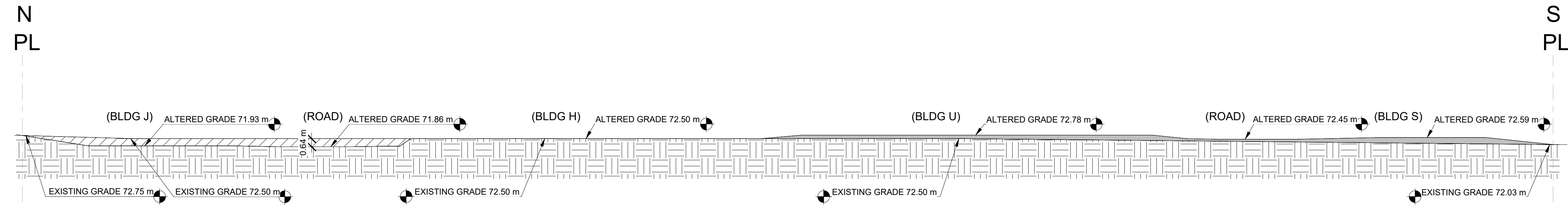
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Page 73

09/04/2025 8:25:05 AM



1 EAST WEST CROSS SECTION
1 : 200



2 NORTH SOUTH CROSS SECTION
1 : 200



3 SITE PLAN LAYOUT
1 : 750



4 STREETScape FRONTAGE ELEVATION
1 : 150

SITE MAP:



PROJECT STATUS:

**ISSUED FOR DEVELOPMENT
PERMIT**

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TOWNHOMES**

ADDRESS:

**2123 HECTOR ROAD
COMOX, B.C.**

DRAWING TITLE:

SITE SECTION / ELEVATION

DRAWN BY: PD / RF

CHECKED BY: RR / TH

PROJECT NO.: VP 2117

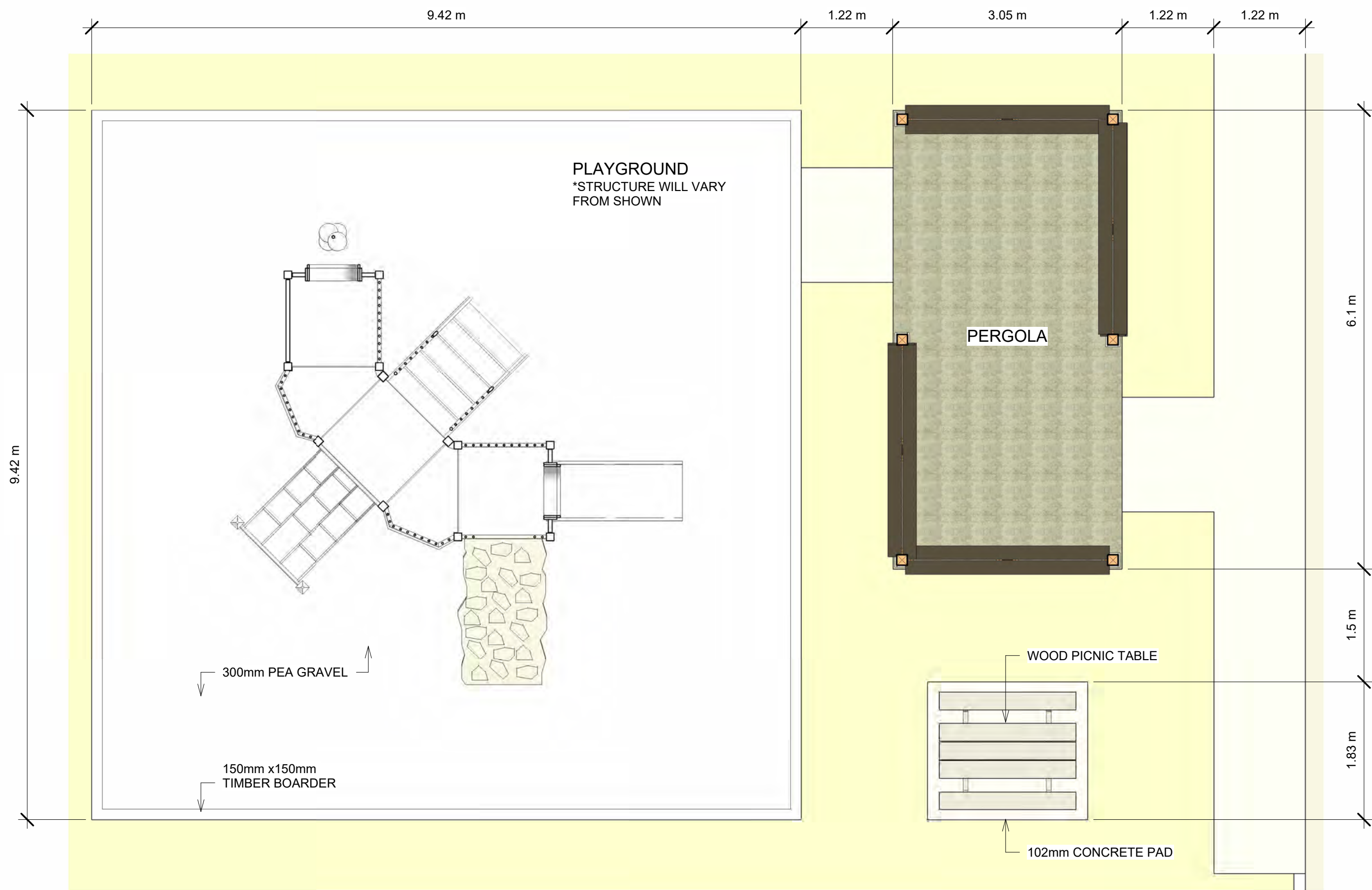
SCALE: As indicated

DRAWING #:

A1.08

REV #:

G



1 SITE AMENITIES
1 : 50



2 PLAYGROUND
NTS



3 PERGOLA
NTS



4 PICNIC TABLES
NTS



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SITE MAP:



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2123 HECTOR ROAD
COMOX, B.C.

DRAWING TITLE:

SITE AMENITIES

DRAWN BY:

PD / RF

CHECKED BY:

RR / TH

PROJECT NO.:

VP 2117

SCALE:

1 : 50

DRAWING #:

A1.09

REV #:

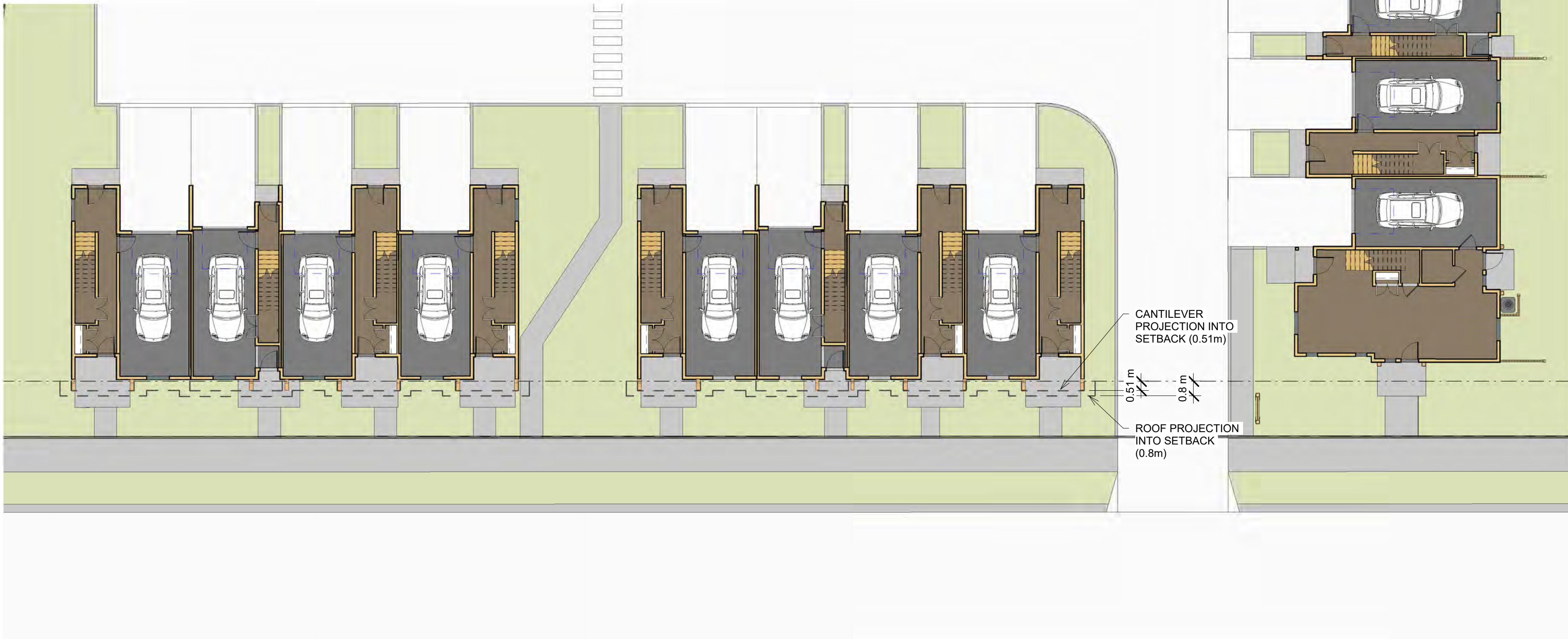
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1 FRONTAGE VIEW 1



2 FRONTAGE VIEW 2



3 FRONTAGE PLAN
1 : 175



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GLACIER REACH
TOWNHOMES

SITE MAP:



PROJECT STATUS:

ISSUED FOR DEVELOPMENT
PERMIT

Revision Schedule

No.	Description	Revision Date
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B	ISSUE FOR COORDINATION	08/19/2025
C	RE-ISSUE FOR DP	08/25/2025
D	RE-ISSUE FOR DP	09/02/2025

TRADE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES OR INCONSISTENCIES TO SEYMOUR PACIFIC DEVELOPMENTS LTD. WITHOUT DELAY. FOR CLARIFICATION AND/OR CONFIRMATION. DO NOT SCALE DRAWINGS. DESIGNS REPRESENTED AND DRAWINGS USED AS INSTRUMENTS OF SERVICE SHALL REMAIN THE COPYRIGHT AND PROPERTY OF SEYMOUR PACIFIC DEVELOPMENTS LTD. ANY REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY SEYMOUR PACIFIC DEVELOPMENTS LTD. IS PROHIBITED.

CONTRACTORS SHALL REMAIN FAMILIAR WITH, SHALL REFER TO, AND SHALL PERFORM IN ACCORDANCE WITH LOCAL LAWS, REGULATIONS AND BUILDING CODES. CONTRACTORS SHALL MAINTAIN GOOD INDUSTRY BUILDING AND SAFETY PRACTICES CONSISTENT WITH THE CONTRACT INTENT AND THE REQUIREMENTS OF JURISDICTIONAL AUTHORITIES.

ADDITIONAL CLAIMS AND COSTS RELATED TO NON-MATERIAL CHANGES WILL NOT BE ACCEPTED BY SEYMOUR PACIFIC DEVELOPMENTS LTD. NON-MATERIAL CHANGES ARE DEEMED TO BE PLAN CHANGES OR SPECIFICATION ADJUSTMENTS THAT DO NOT SUBSTANTIALLY AFFECT THE VALUE, TIME, COST AND QUALITY OF CONSTRUCTION.

CONTRACTORS SHALL MAKE EVERY REASONABLE EFFORT TO MAINTAIN SCHEDULE TARGETS AND PROVIDE GOOD EFFICIENCY, PROGRESS, WORKMANSHIP AND QUALITY TOWARD DEFICIENCY-FREE RESULTS.

PROJECT NAME:

GLACIER REACH
TOWNHOMES

ADDRESS:

2123 HECTOR ROAD
COMOX, B.C.

DRAWING TITLE:

SITE FRONTAGE DETAIL

DRAWN BY: JQ

CHECKED BY: TH

PROJECT NO.: VP 2117

SCALE: 1 : 175

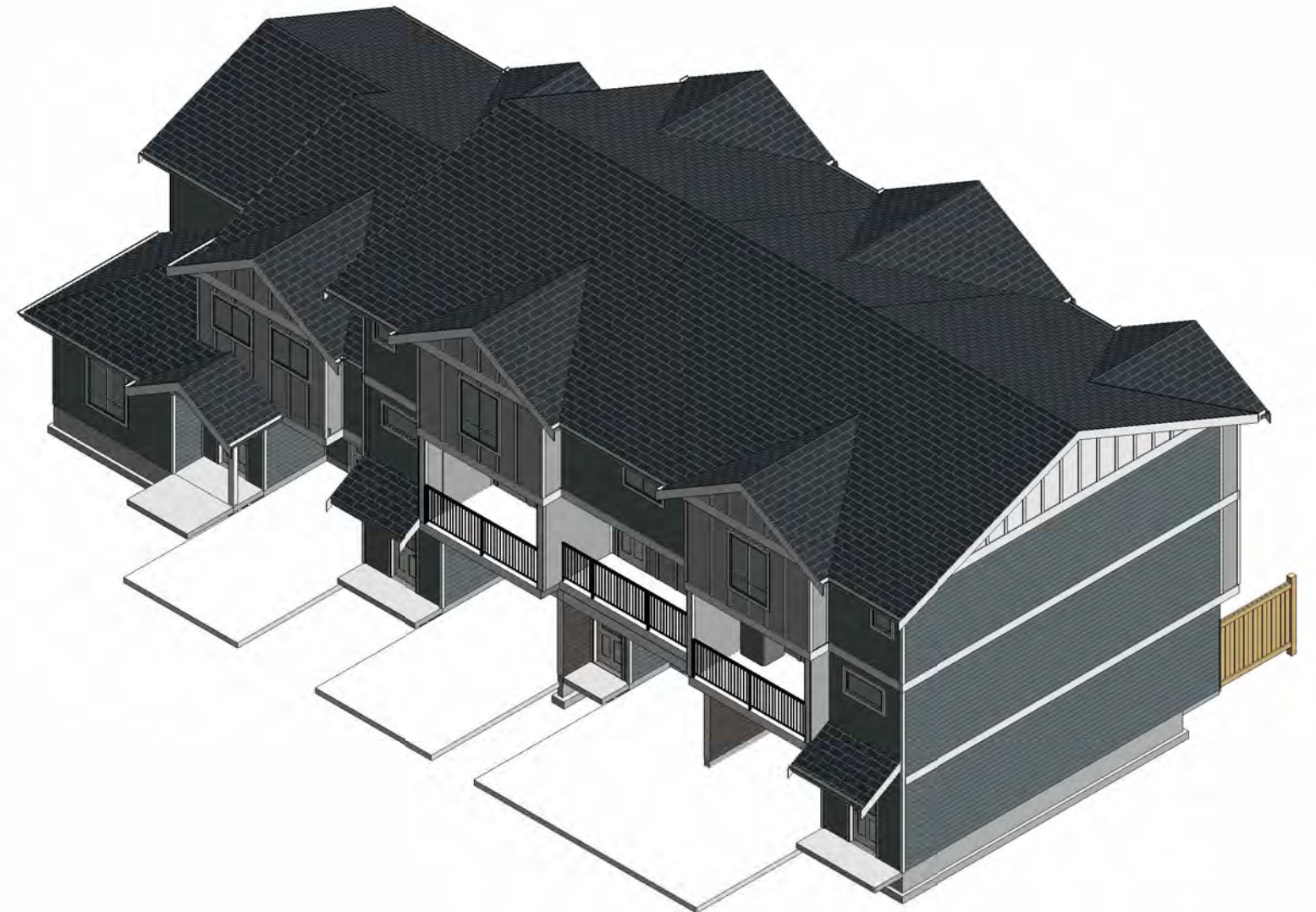
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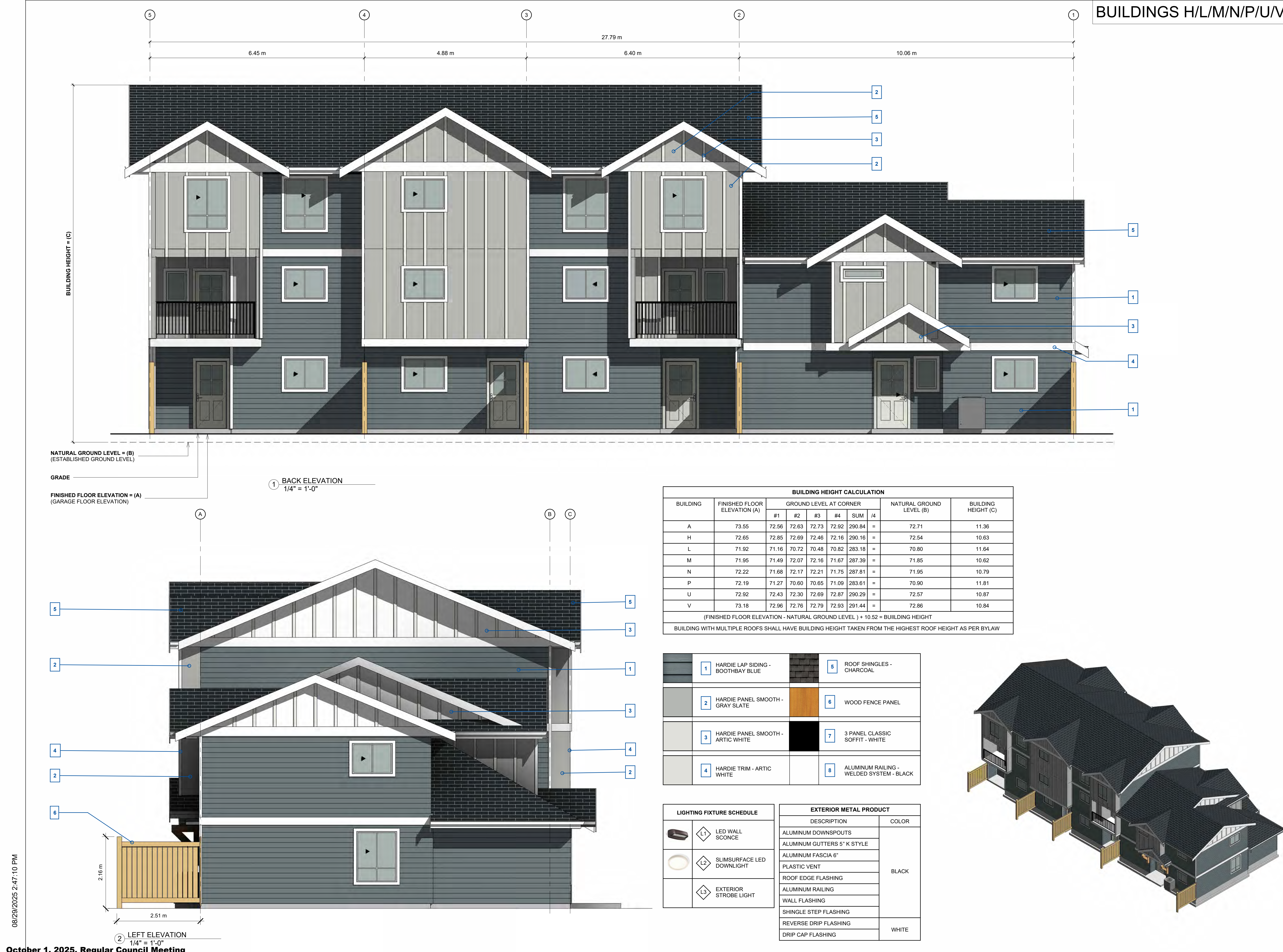
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REV #:

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Page 76

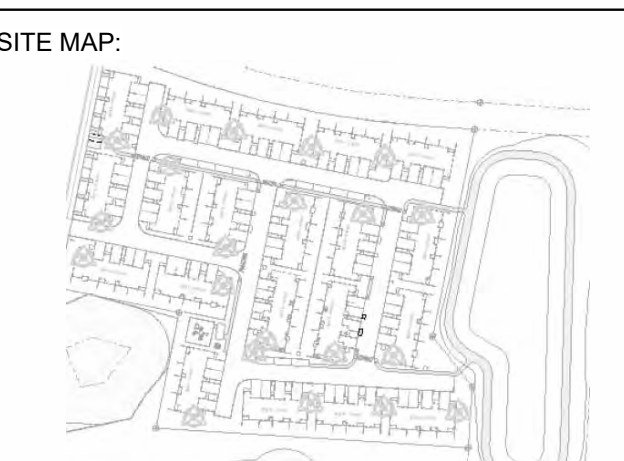




BUILDINGS H/L/M/N/P/U/V



Seymour Pacific
HOMES
100 St Ann's Street, Campbell River, B.C.
(250) 286-8045 (F) 250-286-8046
www.seymourpacific.ca
CONTACT: DAVID GOSNELL, GENERAL MANAGER
T: 250-850-3388 | C: 250-287-6937
Dave.Gosnell@seymourhomes.ca



PROJECT STATUS:
**DEVELOPMENT PERMIT
PROCESS**

Revision Schedule		
No.	Description	Revision Date
A	ISSUED FOR REVIEW	01/02/2025
B	ISSUED FOR REVIEW	06/03/2025
C	ISSUED FOR REVIEW	06/05/2025
D	ISSUED FOR REVIEW	06/11/2025
E	ISSUED FOR DP	06/13/2025
F	RE-ISSUE FOR DP	08/25/2025
G	RE-ISSUE FOR DP	09/02/2025

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**GLACIER REACH
TOWNHOMES**

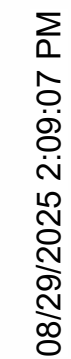
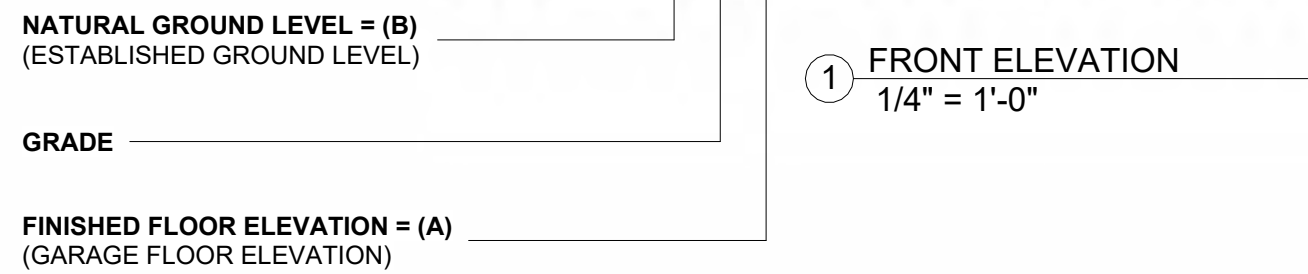
ADDRESS:
2123 HECTOR ROAD
COMOX, B.C.


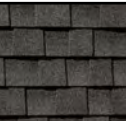



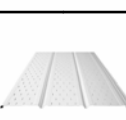



DRAWING TITLE:
**BACK / LEFT ELEVATION - 3 +
ADAPTABLE**



DRAWN BY: JQ
CHECKED BY: TH
PROJECT NO.: VP 2117
SCALE: As indicated

DRAWING #: **A3.01**
REV #: **G**
Page 78

08/29/2025 2:47:10 PM



	1 HARDIE LAP SIDING - BOOTHBAY BLUE		5 ROOF SHINGLES - CHARCOAL
	2 HARDIE PANEL SMOOTH - GRAY SLATE		6 WOOD FENCE PANEL
	3 HARDIE PANEL SMOOTH - ARTIC WHITE		7 3 PANEL CLASSIC SOFFIT - WHITE
	4 HARDIE TRIM - ARTIC WHITE		8 ALUMINUM RAILING - WELDED SYSTEM - BLACK
			9 CULTURED STONE - TBD

LIGHTING FIXTURE SCHEDULE		EXTERIOR METAL PRODUCT	
		DESCRIPTION	COLOR
	L1 LED WALL SCONCE	ALUMINUM DOWNSPOUTS	BLACK
		ALUMINUM GUTTERS 5" K STYLE	
		ALUMINUM FASCIA 6"	
	L2 SLIMSURFACE LED DOWNLIGHT	PLASTIC VENT	
		ROOF EDGE FLASHING	
		ALUMINUM RAILING	
	L3 EXTERIOR STROBE LIGHT	WALL FLASHING	WHITE
		SHINGLE STEP FLASHING	
		REVERSE DRIP FLASHING	
		DRIP CAP FLASHING	



NOTE:
STREETSIDE UNITS (B AND D) DEPICTED,ALL OTHER UNITS OF THIS TYPE WILL HAVE PRIVACY
FENCE AND NO ROCK.

SEYMOUR PACIFIC HOMES

HECTOR ROAD GLACIER TOWNHOMES, COMOX, BC

NOT FOR CONSTRUCTION

LANDSCAPE WORKS - PLANTING PLAN

AUGUST 22, 2025



LIST OF DRAWINGS

- L1.0 : PLANTING PLAN
- L1.1 : PLANTING PLAN
- L1.2 : PLANTING PLAN
- L1.3 : PLANTING DETAILS

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3. SUBSTITUTIONS

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4. QUANTITIES

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6. ROCK MULCH

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NOT FOR CONSTRUCTION		
3	ISSUED FOR REVIEW	2025-08-22
2	ISSUED FOR REVIEW	2025-08-14
1	ISSUED FOR REVIEW	2025-08-05
ISSUE	DESCRIPTION	DATE

CLIENT NAME:
SEYMOUR PACIFIC HOMES

PROJECT NAME:
HECTOR ROAD GLACIER TOWNHOMES
COMOX, BC

DRAWING TITLE:
PLANTING PLAN

DRAWN: MC	DRAWING NO.: L1.0
CHECKED: NM	
PROJECT NO.: 24079-100	
SCALE: 1:200	

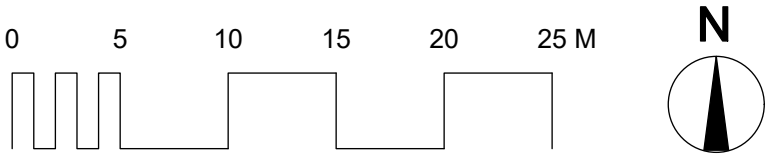


KEY MAP
SCALE 1:1000

LANDSCAPE LEGEND

- PROPOSED TREES
- SHRUBS, PERENNIALS & ORNAMENTAL GRASS PLANTINGS
- TURF AREA

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING
Trees Deciduous						
81	AC	Acer circinatum	Vine Maple	5cm Cal	B&B	
33	CO	Cercis occidentalis	Western Redbud	5cm Cal	B&B	
5	QI	Quercus inbricaria	Shingle Oak	5cm Cal	B&B	
15	SP	Stewartia pseudocamellia	Japanese Stewartia	5cm Cal	B&B	
21	SJ	Styrax japonicus	Japanese Snowbell	5cm Cal	B&B	
5	TC	Tilia cordata	Littleleaf Linden	5cm Cal	B&B	
Shrubs						
31	BBC	Buddleja 'Blue Chip'	Lo & Behold Blue Chip Butterfly Bush	#02	Potted	0.6m O.C
40	CAM	Ceanothus americanus	New Jersey Tea	#02	Potted	1.2m O.C
20	CSA	Cornus sericea 'Arctic Fire Red'	Arctic Fire Red Twig Dogwood	#02	Potted	1.5m O.C
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2	PLE	Philadelphus lewisii	Wild Mock Orange	#02	Potted	1.5m O.C
43	RGR	Rhododendron 'Girard's Rose'	Girard's Rose Rhododendron	#02	Potted	0.9m O.C
21	RKO	Rosa 'Knock Out'	Knock Out Shrub Rose	#02	Potted	1.2m O.C
13	RFR	Rosa rugosa 'Foxi Pavement'	Foxi Pavement Rose	#02	Potted	0.9m O.C
Perennials/Ornamental Grasses						
51	ASY	Anemone sylvestris	Snowdrop Anemone	#01	Potted	0.6m O.C
4	ADI	Aruncus dioicus	Goatsbeard	#01	Potted	1.25m O.C
105	CAC	Calamagrostis x acutiflora 'Karl Foerster'	Feather Reed Grass 'Karl Foerster'	#01	Potted	0.75m O.C
58	HRS	Hemerocallis 'Ruby Stella'	Ruby Stella Daylily	#01	Potted	0.6m O.C
7	HJU	Hosta 'June'	June hosta	#01	Potted	0.9m O.C
15	MRE	Muhlenbergia reverchonii	Undaunted Ruby Muhly	#01	Potted	1.2m O.C
24	PAT	Perovskia atriplicifolia	Russian Sage	#01	Potted	1.0m O.C
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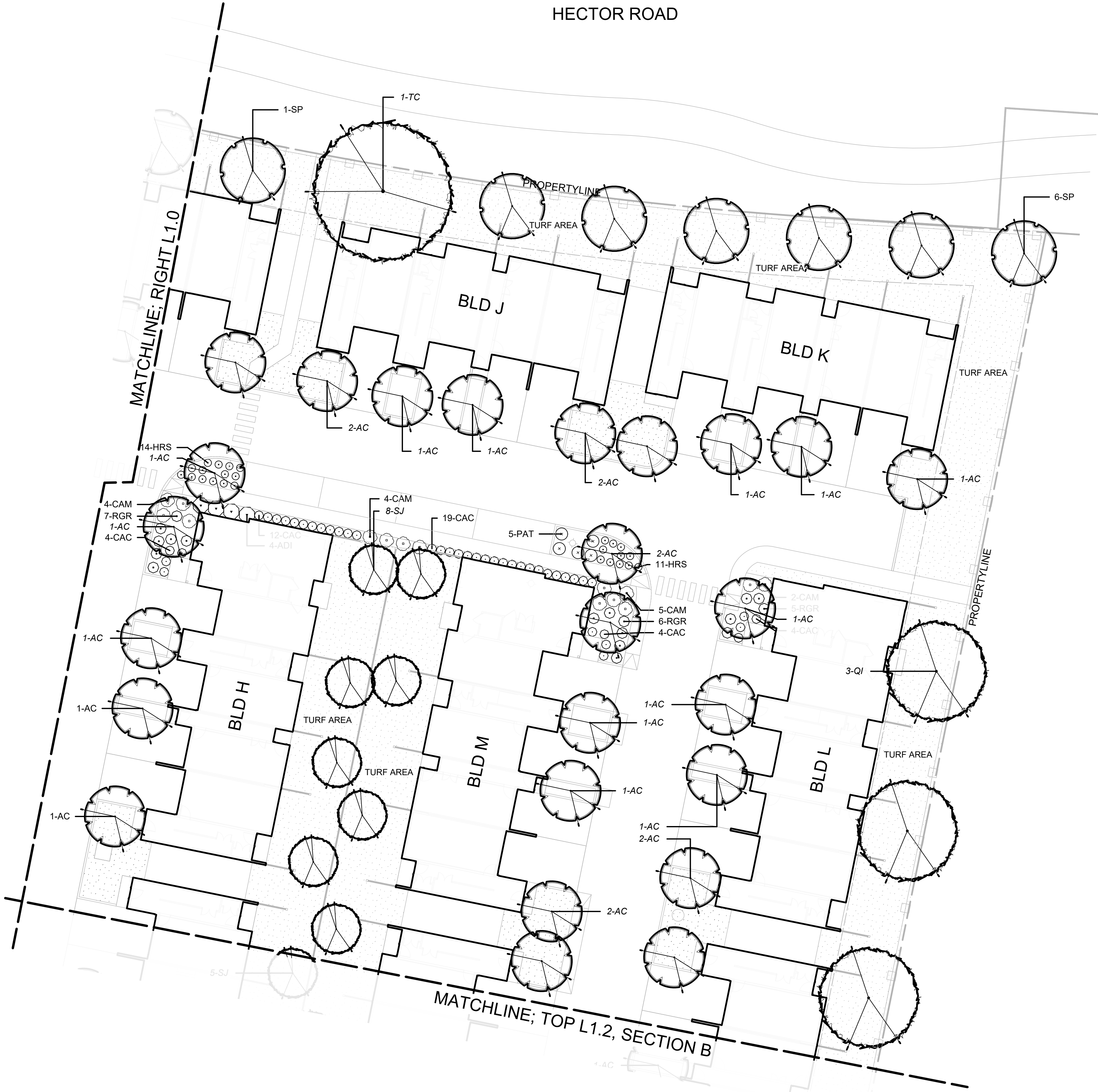
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2	ISSUED FOR REVIEW	2025-08-14
1	ISSUED FOR REVIEW	2025-08-05
ISSUE	DESCRIPTION	DATE

CLIENT NAME:
SEYMOUR PACIFIC HOMES

PROJECT NAME:
HECTOR ROAD GLACIER
TOWNHOMES
COMOX, BC

DRAWING TITLE:
PLANTING PLAN

DRAWN: MC	DRAWING NO.:
CHECKED: NM	L1.1
PROJECT NO.: 24079-100	
SCALE: 1:200	



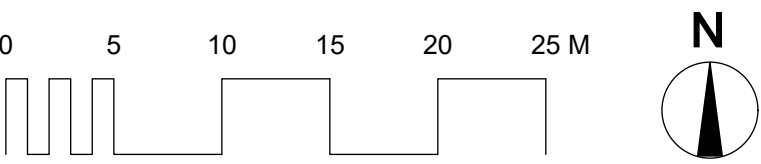
KEY MAP
SCALE 1:1000

LANDSCAPE LEGEND

- PROPOSED TREES
- SHRUBS, PERENNIALS & ORNAMENTAL GRASS PLANTINGS
- TURF AREA

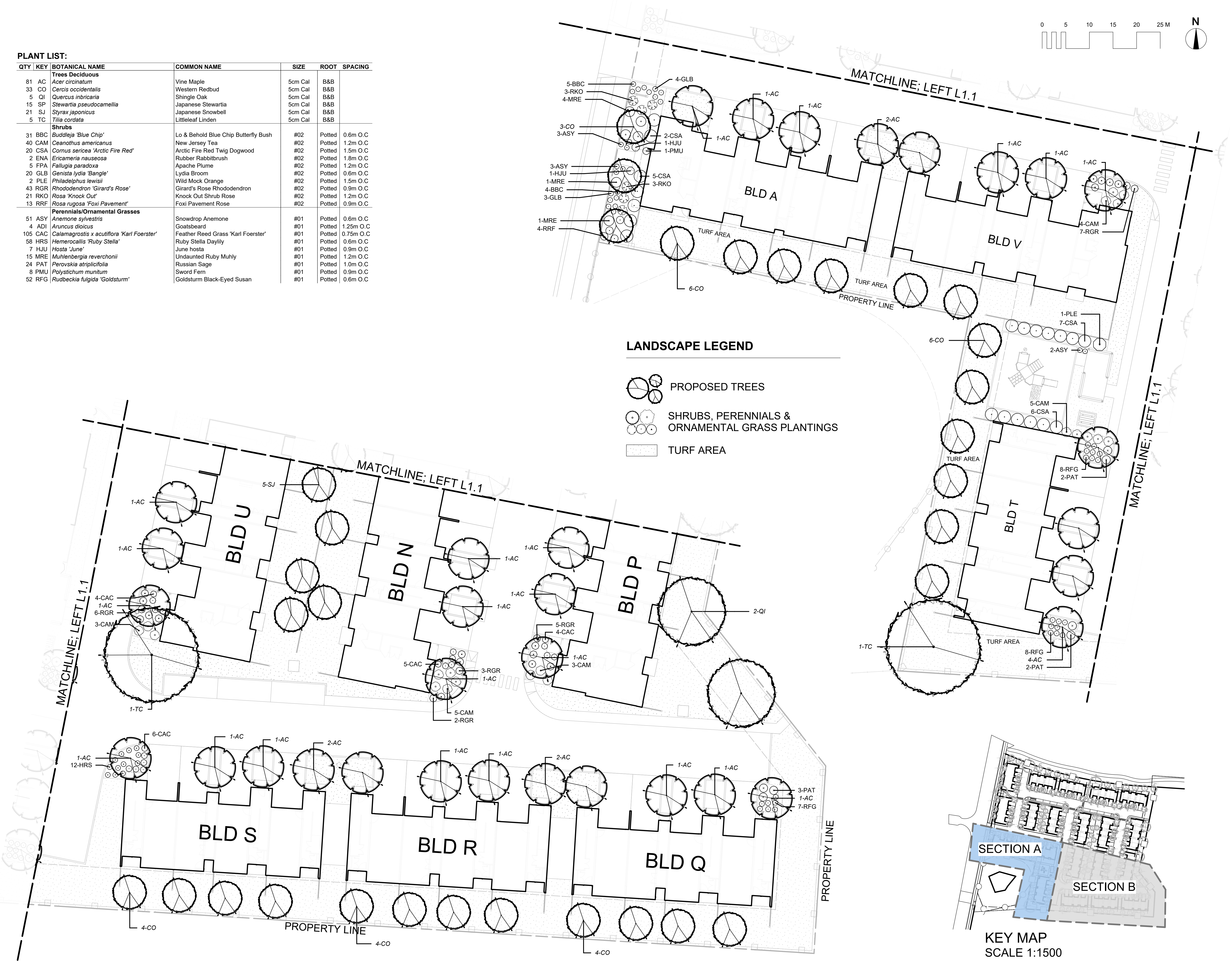
PLANT LIST:

QTY	KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	SPACING
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33	CO	Cercis occidentalis	Western Redbud	5cm Cal	B&B	
5	QI	Quercus inbricaria	Shingle Oak	5cm Cal	B&B	
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Shrubs						
31	BBC	Buddleja 'Blue Chip'	Lo & Behold Blue Chip Butterfly Bush	#02	Potted	0.6m O.C
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105	CAC	Calamagrostis x acutiflora 'Karl Foerster'	Feather Reed Grass 'Karl Foerster'	#01	Potted	0.75m O.C
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LANDSCAPE LEGEND

- PROPOSED TREES
- SHRUBS, PERENNIALS & ORNAMENTAL GRASS PLANTINGS
- TURF AREA

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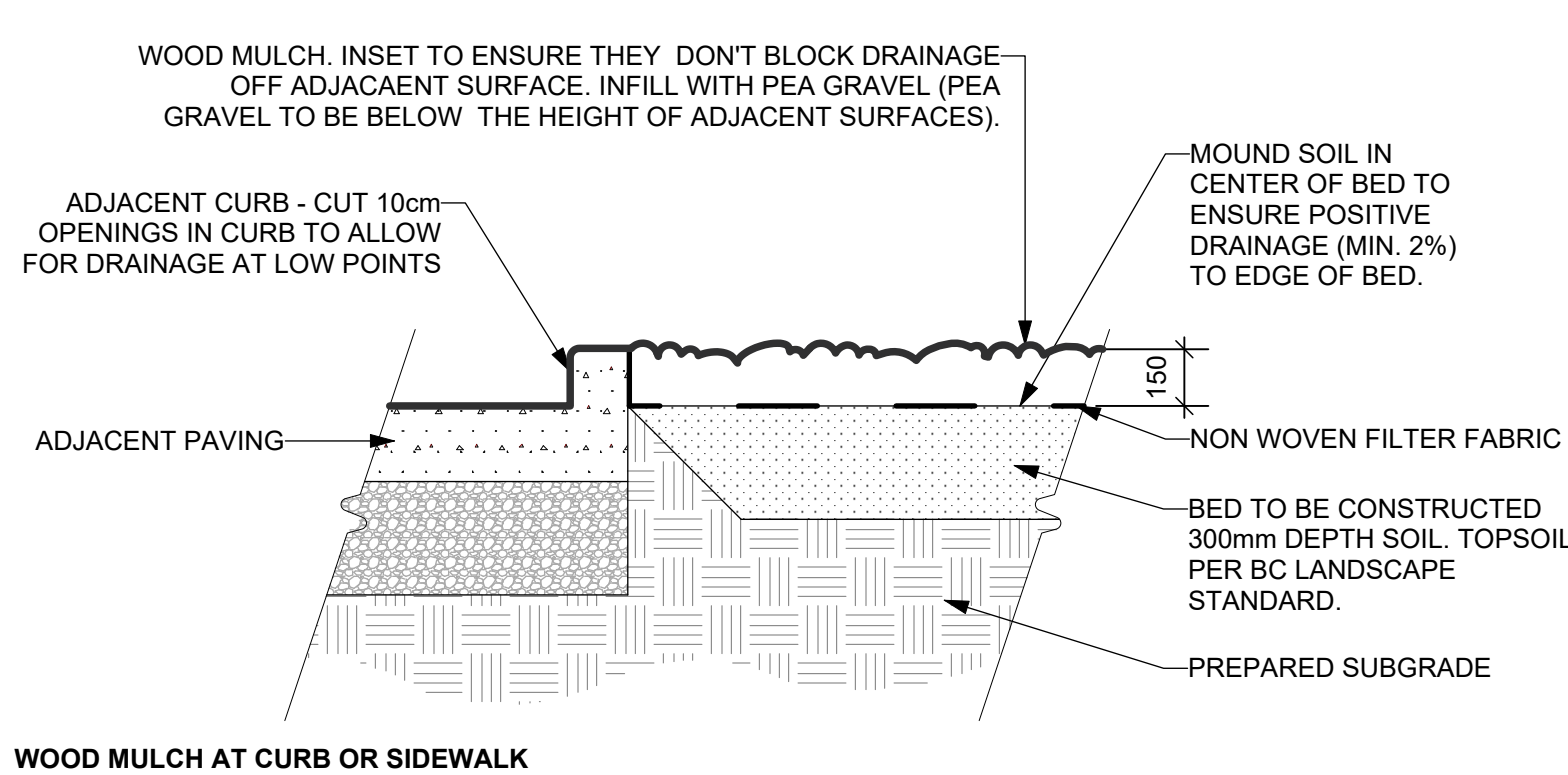
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ISSUE	DESCRIPTION	DATE

CLIENT NAME:
SEYMOUR PACIFIC HOMES

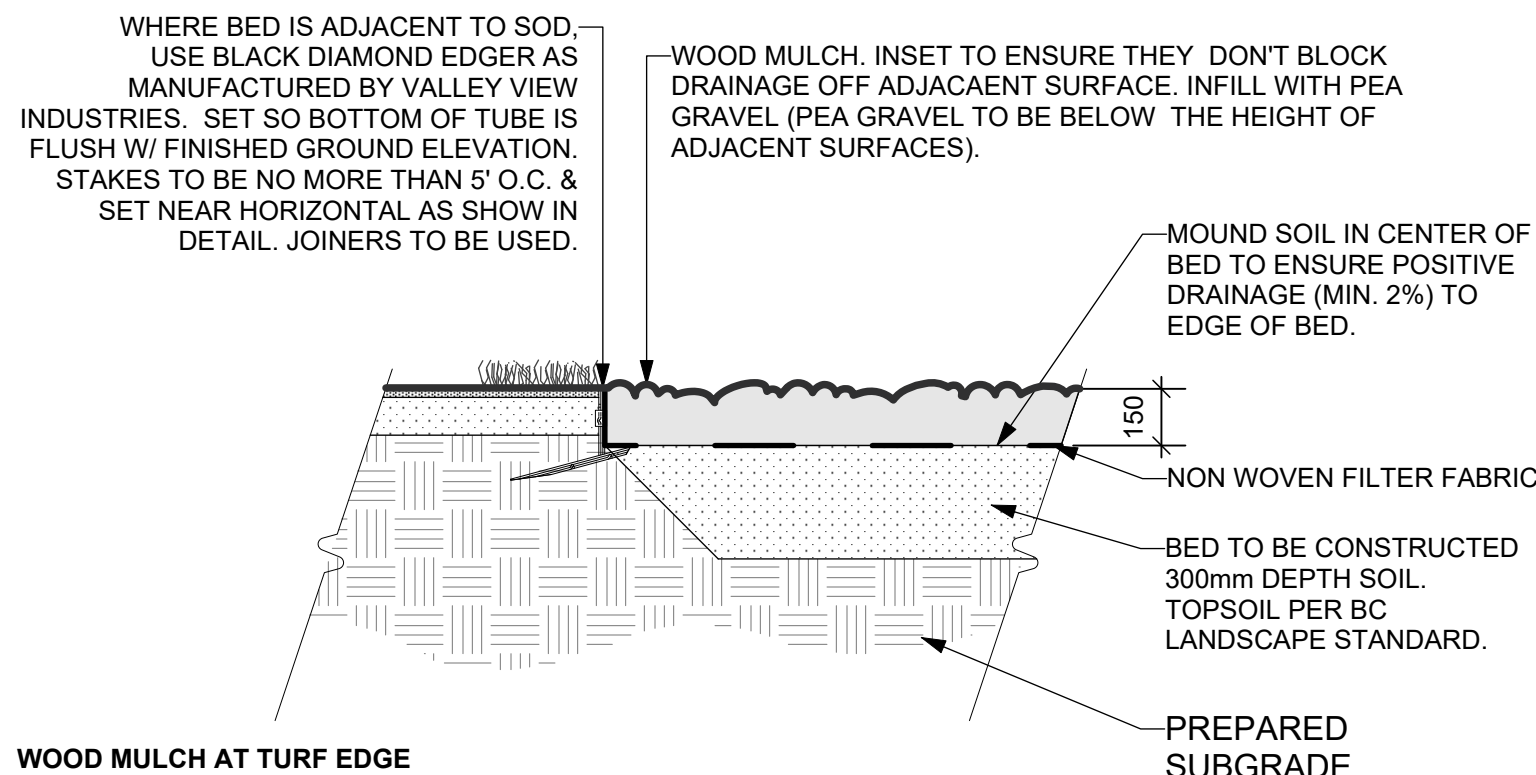
PROJECT NAME:
HECTOR ROAD GLACIER TOWNHOMES
COMOX, BC

DRAWING TITLE:
PLANTING PLAN

DRAWN: MC	DRAWING NO.:
CHECKED: NM	L1.3
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SCALE: 1:200	



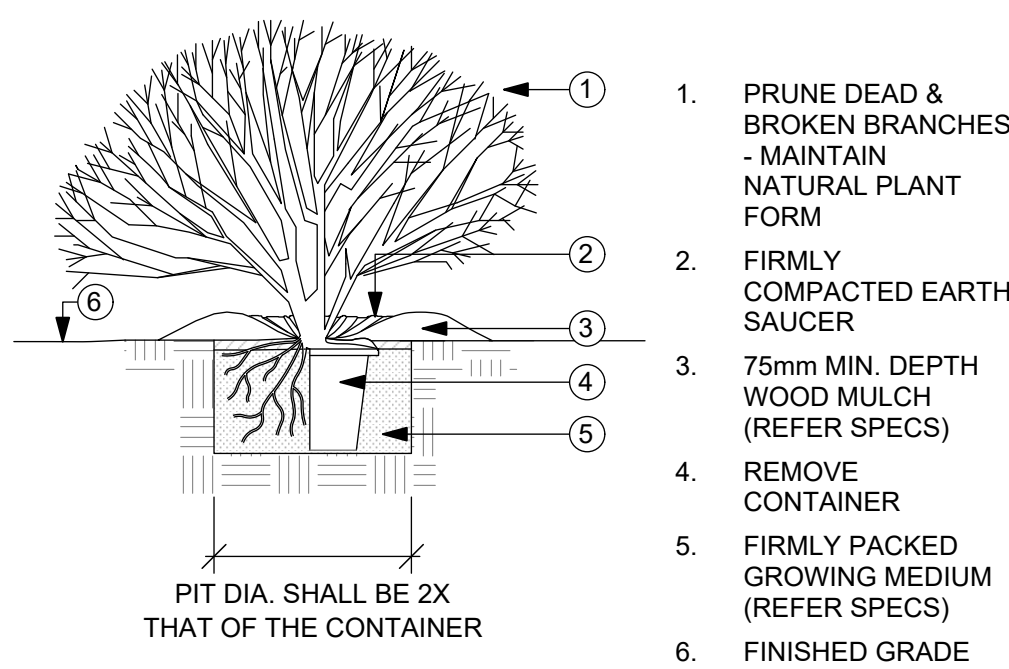
WOOD MULCH AT CURB OR SIDEWALK



WOOD MULCH AT TURF EDGE

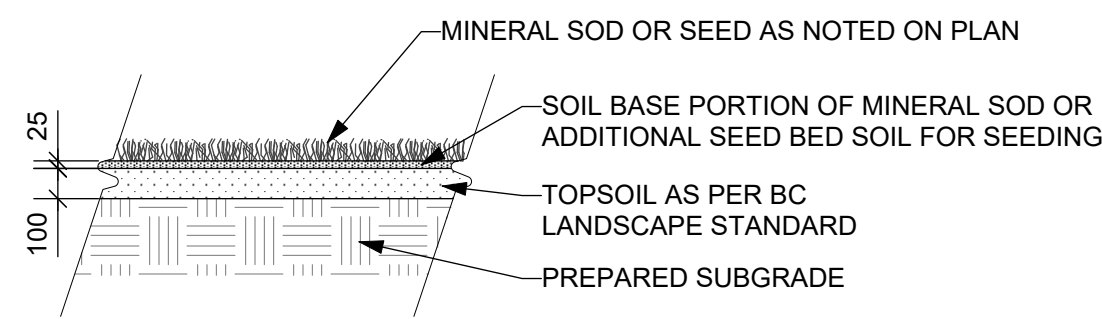
1 Planting Area with Wood Mulch - Section

Scale: 1:20



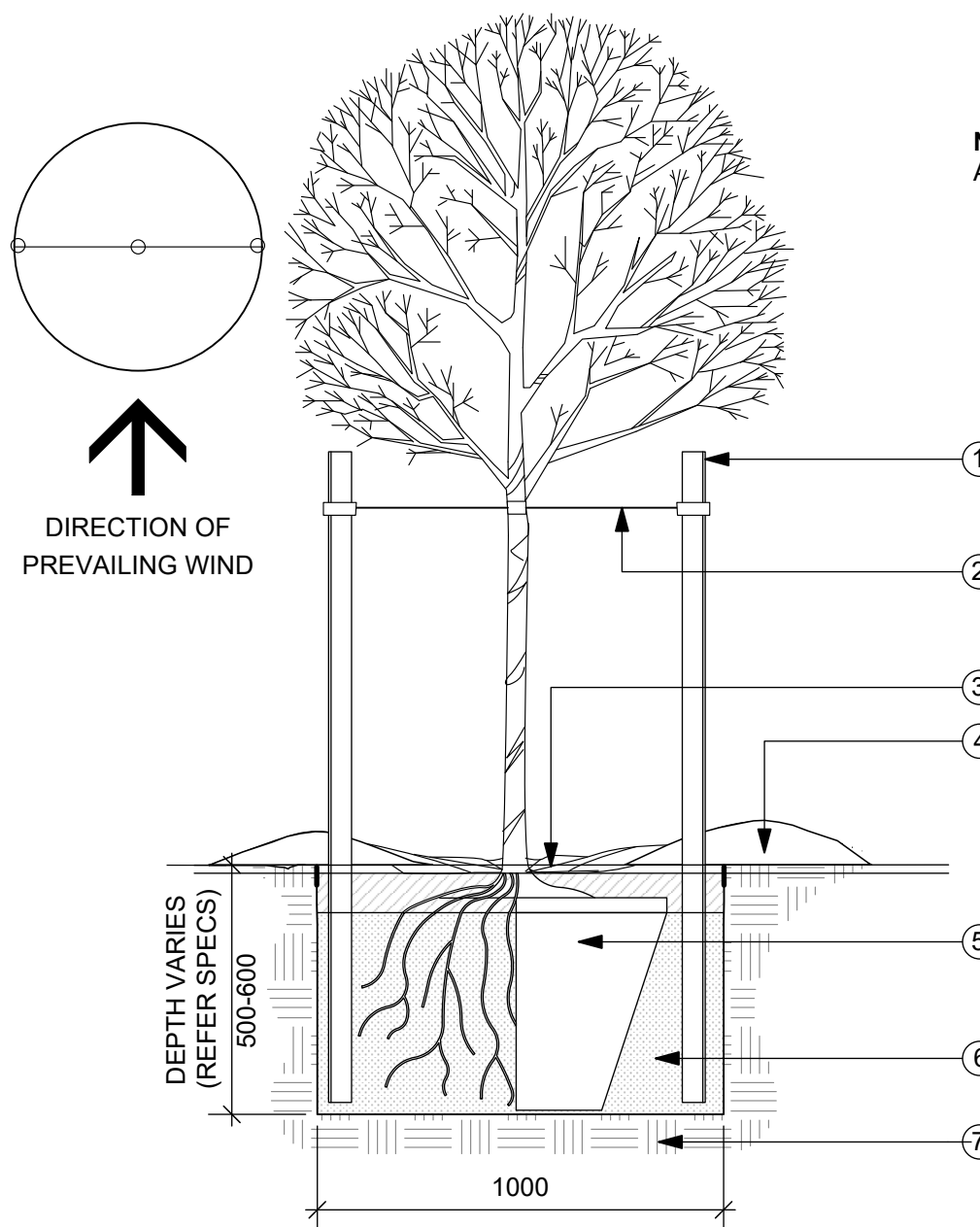
2 Shrub Planting in Wood Mulch - Section

Scale: N.T.S



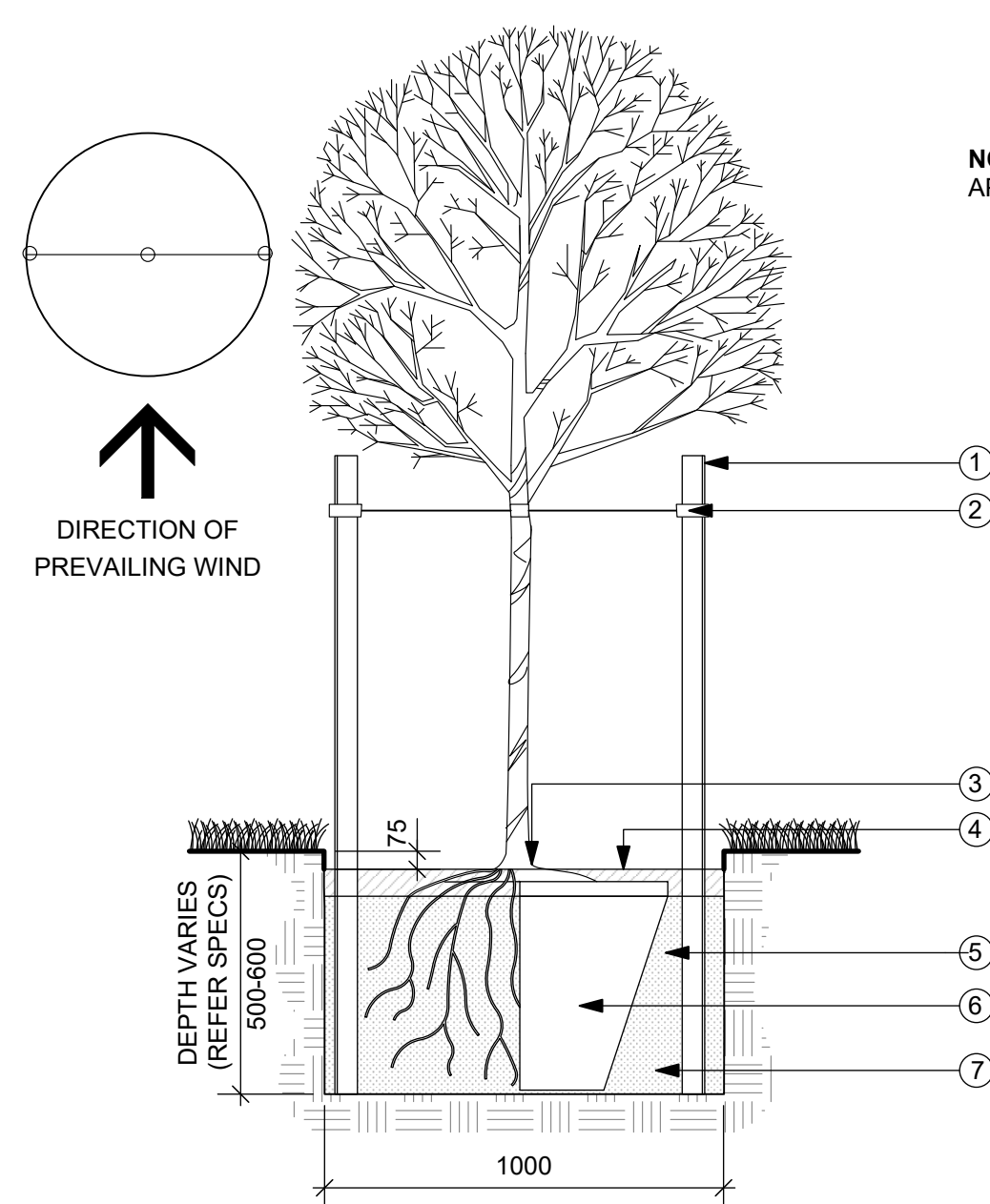
3 Sod - Section

Scale: 1:25



4 Tree Planting in Wood Mulch - Section

Scale: N.T.S



5 Tree Planting in Sod - Section

Scale: N.T.S

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NOTES

SEAL



NOT FOR CONSTRUCTION

3	ISSUED FOR REVIEW	2025-08-22
2	ISSUED FOR REVIEW	2025-08-14
1	ISSUED FOR REVIEW	2025-08-05
ISSUE	DESCRIPTION	DATE

CLIENT NAME:

SEYMOUR PACIFIC HOMES

PROJECT NAME:
**HECTOR ROAD GLACIER
TOWNHOMES**
COMOX, BC

DRAWING TITLE:
PLANTING DETAILS

DRAWN:	MC	DRAWING NO.:	L1.3
CHECKED:	NM		
PROJECT NO.:	24079-100		
SCALE:	AS NOTED		

prepared for Seymour Pacific Homes	Estimate of Probable Construction Costs Hector Road Glacier Townhomes
--	--

Hardscape	0	m ²		
Hydroseed Area	0	m ²		
Turf Area	3,659	m ²		
Planting Area	1,472	m ²		
Total	5,130	m²	55223	ft²

Item #	Description	Qty	Unit	Cost	Item Total	Subtotal
A	Topsoil & Mulch					
1.	Topsoil, turf areas (0.15m depth)	549	m3	\$90.00	\$49,393.07	
2.	Topsoil, planting areas (0.3m depth)	441	m3	\$90.00	\$39,733.61	
3.	Topsoil, hydroseed areas (0.05m depth)	0	m3	\$90.00	\$0.00	
4.	Topsoil, trees (1.0m cu.m. per tree)	159	m3	\$90.00	\$14,310.00	
5.	Wood Mulch, planting areas (0.075m depth)	110	m3	\$100.00	\$11,037.11	
6.	Rock Mulch, planting areas (0.05m depth)	0	m3	\$100.00	\$0.00	
						\$114,473.79
B	Site Construction					
1.	Concrete Paving	0	sq.m.	\$200.00	\$0.00	
2.	Paving Stones	0	sq.m.	\$300.00	\$0.00	
3.	Crusher Fines Paving	0	sq.m.	\$55.00	\$0.00	
4.	Rock Mulch (0.1m depth)	0	sq.m.	\$150.00	\$0.00	
						\$0.00
C	Planting					
1.	Trees, 10cm Cal.	3	ea.	\$800.00	\$2,400.00	
2.	Trees, 5cm Cal.	156	ea.	\$700.00	\$109,200.00	
3.	Trees, 4cm Cal.	0	ea.	\$600.00	\$0.00	
4.	Trees, 3cm Cal.	0	ea.	\$500.00	\$0.00	
5.	Trees (1.5m HT.)	0	ea.	\$600.00	\$0.00	
6.	Shrubs, Grasses, Perennials, #01 Cont.	910	ea.	\$18.00	\$16,380.00	
7.	Shrubs, Grasses, Perennials, #02 Cont.	470	ea.	\$25.00	\$11,750.00	
8.	Shrubs, Grasses, Perennials, #05 Cont.	0	ea.	\$55.00	\$0.00	
9.	Shrubs, Grasses, Perennials, #15 Cont.	0	ea.	\$150.00	\$0.00	
10.	Hydroseeding	0	m ²	\$3.00	\$0.00	
11.	Root Barrier	0	lm	\$70.00	\$0.00	
						\$139,730.00
D	Turf					
1.	Turf from Sod	3,659	m ²	\$12.00	\$43,904.95	
						\$43,904.95
E	Irrigation					
1.	Irrigation System, turf areas	3,659	m ²	\$40.00	\$146,349.84	
2.	Irrigation System, planting areas	1,472	m ²	\$35.00	\$51,506.53	
						\$197,856.37
F	Site Furnishings					
1.	Bench	0	ea.	\$2,000.00	\$0.00	
2.	Bike Rack (multi stall)	0	ea.	\$1,500.00	\$0.00	
2.	Bike Rack (single)	0	ea.	\$750.00	\$0.00	
3.	Trellis	0	ea.	\$15,000.00	\$0.00	
4.	Boulder	0	ea.	\$75.00	\$0.00	
						\$0.00
G	Total Construction Costs					\$495,965.11

The above items, amounts, quantities, and related information are based on CTQ's judgment at this level of document preparation and is offered only as reference data. CTQ has no control over construction quantities, costs and related factors affecting costs, and advises the client that significant variation may occur between this estimate of probable construction costs and actual construction prices.

TOWN OF COMOX

BYLAW NO. 1850.48

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw No. 1850.48"

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

A. Schedule "A" is amended by:

Adding as Section 213.9(5) and renumbering accordingly, the following text:

Notwithstanding sections 213.9 (1) to (4), where a parcel abuts a greenway that is not less than 10.0 metres in width, the setback from a lot line abutting a greenway shall be not less than 5.0 metres.

B. Comox Zoning Bylaw 1850, Schedule "B" (the Zoning Map) is hereby amended by:

Rezoning the property legally described as **LOT 4 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685** (2123 Hector Road), shown shaded on Schedule "1" which is attached to and forms part of this Bylaw,

from R3.3 Single-Family – Large Lot
to RM 7.1 Townhouse

C. Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

- | | | |
|-----|-----------------------------------|-----------------------------------|
| (1) | ADVERTISED A FIRST time this | 7 th day of May, 2025 |
| (2) | ADVERTISED A SECOND time this | 14 th day of May, 2025 |
| (3) | READ A FIRST AND SECOND time this | 21 st day of May, 2025 |
| (4) | READ THIRD time this | 4 th day of June, 2025 |
| (5) | ADOPTED this | day of, 2025 |

MAYOR

CORPORATE OFFICER

BYLAW NO. 1850.48

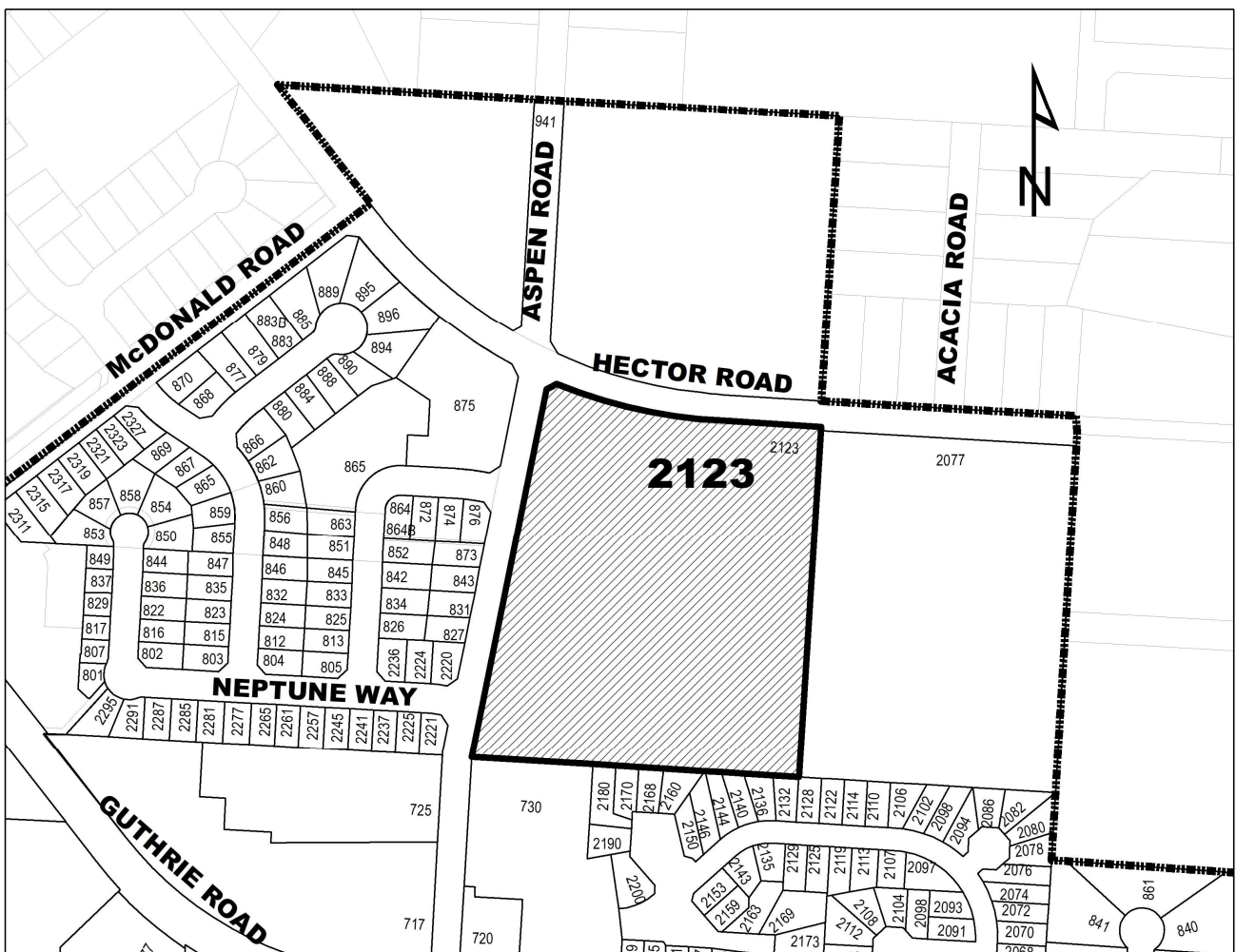
SCHEDULE "1"

Shown shaded:

2123 Hector Road

PID 023-020-148

LOT 4 DISTRICT LOT 170 COMOX DISTRICT PLAN VIP60685



REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1855-04
FROM:	Gord Schreiner, Fire Chief	DATE:	Sept 16, 2025
SUBJECT:	2025 UBCM grant, Community Emergency Preparedness Fund		

Supervisor:  Gord Schreiner, Fire Chief	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
--	--	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council support Comox Fire Rescue's application to the 2025 UBCM Community Emergency Preparedness Fund for \$30,000 to purchase specialized personal protective equipment (PPE) cleaning equipment, and confirm that, if the application is successful, the Town of Comox will provide overall grant management.

ALTERNATIVES

That Council decline to provide a resolution of support for Comox Fire Rescue's 2025 UBCM grant application for \$30,000.

PURPOSE

To obtain Council's resolution of support for Comox Fire Rescue's application to the UBCM Community Emergency Preparedness Fund for \$30,000 toward the purchase of specialized personal protective equipment (PPE) cleaning equipment.

STRATEGIC PLAN LINKAGE

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

Community Connection and Wellness	Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.
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BACKGROUND

UBCM provides an annual grant program (maximum \$30,000 in 2025) for volunteer and composite fire departments to support equipment and training.

- Comox Fire Rescue was successful in securing \$30,000 in 2023 but not in 2024.
- For 2025, we are applying for funding to purchase specialized extractors (industrial washing machines) and a drying cabinet to clean and maintain over 80 sets of turnout gear.

ANALYSIS/ISSUES/IMPLICATIONS

Our current cleaning process relies on a residential washer and hang drying. This outdated system is inadequate for the bulk and weight of firefighter PPE, and it fails to remove harmful contaminants effectively.

Modern extractor/drying systems are specifically designed for turnout gear:

- They remove carcinogenic substances and other contaminants.
- They ensure proper drying to prevent gear degradation.
- They extend the service life of PPE while improving firefighter health and safety.

a. Scope

If approved, the new equipment will:

1. Reduce firefighter exposure to harmful contaminants.
2. Improve cleaning efficiency and extend PPE lifespan.
3. Support firefighter readiness and overall safety.

b. Financial

- No financial contribution is required from the Town of Comox.
- The Comox Firefighters Association has committed to covering any cost overruns.

c. Public Relations

A press release will be issued should the grant application be successful.

GOVERNANCE CONSIDERATIONS

Q: Why is this equipment needed?

A: Firefighters are exposed to contaminants during fire and medical responses. Properly cleaning their gear reduces exposure risks and extends the life of costly protective equipment.

Q: How is gear currently cleaned?

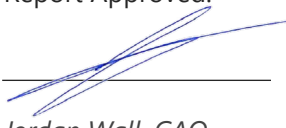
A: We use a residential washing machine and hang drying, which are not designed for bulky, heavy turnout gear.

Q: Do we have space for this equipment?

A: Our existing 48-year-old fire hall does not. However, our new fire station design includes dedicated space for this specialized cleaning system, which is now standard in modern stations.

TO: Mayor and Council	FILE: 3900-02
FROM: Randy Houle, Director of Development Services	DATE: September 26, 2025
SUBJECT: Development Application Procedure Update	

Report Approved:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) That Council give first, second and third reading to Development Application Procedures Bylaw No. 2049.
- 2) That Council give first, second and third reading to Fees and Charges Amendment Bylaw No. 2016.09.
- 3) That Council give first, second and third reading to Comox Council Procedure Amendment Bylaw No. 1960.01.

PURPOSE

The purpose of this report is to present an updated Development Application Procedures Bylaw, along with proposed amendments to the Fees and Charges Bylaw No. 2016 and the Council Procedure Bylaw No. 1960. These changes update application processes, fees and clarify procedures for delegations.

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	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

The Town's current Development Application Procedures Bylaw was adopted over a decade ago and has not kept pace with evolving best practices, legislative changes, and internal process improvements. As a result, staff initiated a review of the existing bylaw with the aim of streamlining application processes and aligning with updated public notification practices. Updating the planning procedure bylaw was also identified as an outcome of the development process review that occurred in 2022.

Similarly, amendments to the Fees and Charges Bylaw are proposed to ensure cost recovery for staff time spent on property information requests and to reflect the procedural changes introduced through the updated development application process. These adjustments also align the Town's fee structure with those of neighbouring municipalities.

Lastly, an amendment to the Council Procedure Bylaw is proposed to clarify the rules related to delegations following the introduction of bylaws where public hearings are not permitted under provincial legislation. This ensures consistency and integrity in Council's decision-making process.

ANALYSIS/ISSUES/IMPLICATIONS

Development Application Procedure Bylaw:

The key changes in the new bylaw are:

1. **Pre-application consultation** – Under the current bylaw, pre-application consultation is required for the majority of rezoning and OCP amendments. It is being proposed in the new bylaw that consultation will only take place for OCP amendments, and only if Council decides it is needed. This decision would be made after Council first reviews the application. This change will help applications move more quickly and reduce unnecessary costs if Council does not support an application.

2. **Temporary Use Permits** – New processes are being introduced to handle temporary use permits. This gives applicants the option of a temporary approval rather than pursuing a permanent land use change. Temporary permits can be processed faster and at lower cost.
3. **Comprehensive Development Plans** – For OCP amendments on lands with major environmental or servicing challenges, applicants will now need to provide a detailed development plan. This ensures that potential issues are understood before development moves forward.
4. **Public Hearing Notices** – Newspaper advertising for public hearings will no longer be required. Instead, notices will be provided through the Town's website and Facebook page, as allowed under the *Community Charter* through Public Notice Bylaw No. 2045. This will save the Town approximately \$10,000 per year and shorten the timeline for zoning and OCP amendments by two weeks. To make sure residents are still well-informed, staff recommend doubling the notification area for public hearings from 75m to 150m. Applicants will still need to post on-site notification signs which will continue to make the public aware of the application.

Fees and Charges Amendment Bylaw:

1. **Routine File Requests** – A new \$50 fee will be charged when property owners or realtors request copies of property files. This service is currently free, but on-demand requests create extra work for staff. The fee is consistent with neighbouring communities and standard practice. Requests are expected to be completed within 2–3 business days. To make the process easier, an online request form and step-by-step guide will also be provided.
2. **Property File Information Requests** – The current "comfort letter" fee will be replaced with a more detailed and standardized property file information request. This includes checks on past inspections, outstanding orders, and other records. The fee will increase from \$110 to \$150. Requests are expected to be completed within 2–3 weeks.
3. **Development Application Fees** – Adjusting fees to be more closely related to staff time and the rates of neighbouring municipalities. Legal costs will no longer be included in the application fee. The subdivision application fee has doubled, but the per lot rate is decreased due to the time spent on a small or large subdivision being comparable.

A fee comparison with neighbouring communities has been prepared below:

SCHEDULE "E" - DEVELOPMENT APPLICATION FEES				
Application Type	Current Fee	Proposed Fee	Courtenay	CVRD
OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT				
OCP Bylaw Amendment	\$2,020	\$4,000	\$3,000 + \$1,500 for public hearing	\$4,000-\$5,000
OCP Bylaw Amendment in conjunction with Zoning Bylaw Amendment	\$870	\$2,000	\$3,000 + \$1,500 for public hearing	\$2,500
ZONING BYLAW AMENDMENT				
Zoning Bylaw Amendment (to add one permitted use)	\$520-\$1,020	\$2,000	\$3,000 - \$7,500 + \$1,500 for public hearing (if applicable)	\$2,000-\$3,000
All other Zoning Bylaw Amendments	\$2,520-\$5,270	\$4,000	\$3,000 - \$7,500 + \$1,500 for public hearing (if applicable)	\$2,000-\$3,000
DEVELOPMENT PERMITS (DP)				
Riparian Ecosystem DP	\$270	\$500 per parcel	\$500	\$300-\$400
All other DP's	\$870	\$1,000 per parcel	\$1,000-\$2,500	\$1,000
Amendment to existing DP	\$620-\$2,020	\$750 per parcel	\$750	\$750
DEVELOPMENT VARIANCE PERMITS (DVP)				
Minor DVP (staff-issuable)	\$520	\$750	\$500	\$500
Major DVP (Council approval)	\$1,095	\$1,250	\$1,500	\$500
TEMPORARY USE PERMITS (TUP)				
Temporary Use Permit	N/A	\$1,500	\$2,500	\$1,500
LIQUOR OR CANNABIS LICENCE				
Liquor or Cannabis Licence Review	\$2,020-\$2,520	\$2,000	\$1,500 + \$1,500 for public hearing (if applicable)	N/A
SUBDIVISION				
Subdivision Application	\$825 + \$165 per additional parcel proposed	\$1,500 + \$100 per additional parcel proposed	\$600 + \$150 per additional parcel proposed	\$1,000 + \$100 per additional parcel proposed
Preliminary Layout Review Renewal or Amendment	\$500	\$500	N/A	N/A
Phased Strata Plan Approval	\$825	\$1,000	\$1,500	N/A

Application Type	Current Fee	Proposed Fee	Courtenay	CVRD
Local Area Service Bylaw	N/A	\$1,500	N/A	N/A
Latecomer agreement	N/A	\$500	N/A	N/A
Strata Conversion	\$845	\$1,000 + \$150 per strata lot	\$600 + \$100 per strata lot	\$1,500 + \$100 per strata lot
MISCELLANEOUS				
Preparation and registration of a covenant or other required legal document or legal review of a prepared document	N/A	At cost, 125% deposit required based on estimate	N/A	At cost
Third-party review of a professional report	N/A	At cost, 125% deposit required based on estimate	N/A	N/A
Ministry of Environment Site Profile Referral	\$100	\$100	N/A	\$100
Flood Plain Exemption	\$1,020-\$1,620	\$1,500	N/A	\$600
Board of Variance	\$320	\$500	\$500	\$500
Minimum Highway Frontage Exemption	\$520	\$500	N/A	N/A
Modification or Discharge of a restrictive covenant where Public Hearing is required	\$1,020	\$1,000	N/A	N/A
Heritage Alteration Permit	\$520-\$1,095	\$1,000	N/A	N/A
Heritage Designation Bylaw Adoption or Repeal	\$1,770	\$1,500	N/A	N/A

Comox Council Procedure Bylaw:

The bylaw currently states that the Mayor can refuse a delegation if it's in relation to a public hearing or opportunity for input. This provision is in place so that public feedback on development applications is given at the public hearing itself, not through separate presentations to Council. In cases where public hearings for zoning amendments are prohibited from being held, the same provision should apply so that delegations can't be used as a "backdoor" public hearing. To reflect this, the bylaw is being amended to state that the Mayor may refuse a delegation if the matter is in relation to a zoning or official community plan amendment.

ATTACHMENTS:

Attachment A: Development Application Procedures Bylaw No. 2049.

Attachment B: Fees and Charges Amendment Bylaw No. 2016.09.

Attachment C: Comox Council Procedure Amendment Bylaw No. 1960.01.

ATTACHMENT A

Development Application Procedures Bylaw No. 2049

THE CORPORATION OF THE TOWN OF COMOX

DEVELOPMENT APPLICATION PROCEDURES
BYLAW NO. 2049

CONTENTS

1.0 TITLE	4
2.0 DEFINITIONS	4
3.0 INTERPRETATION	5
4.0 SCOPE	5
5.0 GENERAL PROVISIONS:	6
<i>Application Fees</i>	6
<i>Application Requirements and Processing Procedure</i>	6
<i>Number of Development Applications</i>	6
<i>Development Permit Required Prior to Development</i>	7
6.0 DEVELOPMENT APPROVAL INFORMATION	7
<i>Type of Information Required</i>	7
<i>Preparation of the Terms of Reference</i>	8
<i>Selection of Personnel</i>	9
<i>Requirement for Independent Review</i>	9
<i>Incomplete or Deficient Reports</i>	10
<i>Presentation of Reports or Impact Studies</i>	10
<i>Publication of Information</i>	10
7.0 NOTIFICATION	10
8.0 PUBLIC INFORMATION MEETINGS	10
9.0 AGENCY REFERRAL PROCESS	11
10.0 SECURITY	12
<i>Phased Landscape</i>	12
<i>Form of Security</i>	12
<i>Amount of Security</i>	12
<i>Return of Security</i>	13
11.0 PERMIT RENEWALS, EXTENSIONS, AND LAPSES	14
12.0 RE-APPLICATION	15
13.0 CHANGE OF OWNERSHIP	15
14.0 DELEGATION OF AUTHORITY	16
15.0 COUNCIL RECONSIDERATION OF A STAFF DECISION	17
16.0 SEVERABILITY	18

17.0 REPEAL AND ADOPTION	18
Schedule 1 – Notice of Application Sign Requirements	
Schedule 2 – OCP Bylaw or Zoning Bylaw Amendments (including the establishment of a Phased Development Agreement)	
Schedule 3 – Comprehensive Development Plans	
Schedule 4 – Development Permits	
Schedule 5 – Minor Development Variance Permits AND Development Variance Permits	
Schedule 6 – Temporary Use Permits	
Schedule 7 – Heritage Alteration Permits	
Schedule 8 – Flood Plain Exemptions	
Schedule 9 – Section 219 Covenants and/or Statutory Right of Way Amendments	
Schedule 10 – Referrals for a Liquor License and/or Cannabis License under the Liquor and Cannabis Regulation Branch (LCRB)	
Schedule 11 – Applications made pursuant to the Agricultural Land Commission Act	

TOWN OF COMOX

BYLAW NO. 2049

A BYLAW TO ESTABLISH PROCEDURES FOR THE PROCESSING OF DEVELOPMENT APPLICATIONS, TO ESTABLISH POLICIES FOR DEVELOPMENT APPROVAL INFORMATION TO SPECIFY DISTANCES FOR NOTIFICATION, AND TO DELEGATE POWERS, DUTIES, AND FUNCTIONS OF COUNCIL

WHEREAS under the *Community Charter* and Parts 14 and 15 of the *Local Government Act*, the Corporation of the Town of Comox may, by bylaw, delegate Council's powers and establish procedures to amend: the Official Community Plan Bylaw or the Zoning Bylaw, issue a permit, and establish or amend a Phased Development Agreement;

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

1.0 TITLE

1.1 This Bylaw may be cited as the "Development Application Procedures Bylaw No. 2049."

2.0 DEFINITIONS

2.1 In this Bylaw,

"Applicant" means the owner or an agent duly authorized to act on the owner's behalf in relation to an application(s).

"Comprehensive Development Plan" means a plan required by the Town in advance of consideration of an OCP amendment for lands which have not been thoroughly assessed for development potential, boundary expansion areas, or where significant constraints have been identified which may affect the potential development of the site (e.g., infrastructure, servicing, access, topography, visual impact, or environmentally sensitive areas).

"Council" means the Council of the Town of Comox.

"Day" means calendar day.

"Development Review Team" or "DRT" means a group of Town of Comox staff responsible for review of development applications.

"Gross Floor Area" means as defined in the Town of Comox Zoning Bylaw.

“Director” means the person appointed to be responsible for the administration of development applications at the Town and includes a delegate fulfilling an Acting Director position during the Director’s absence.

“Official Community Plan” or “OCP” means the Town of Comox Official Community Plan Bylaw.

“Owner” means the registered owner(s) of property as demonstrated on the Land Title Certificate.

“Phased Development Agreement” means an agreement authorized by section 516 of the *Local Government Act*.

“Qualified Professional” means a professional engineer, geoscientist, architect, landscape architect, certified arborist, biologist, planner, forester, qualified environmental professional, or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined appropriate by the Director.

“Town” means the Corporation of the Town of Comox.

3.0 INTERPRETATION

3.1 A reference in this Bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated, or replaced from time to time. A reference in this Bylaw to any bylaw, policy, or form of the Town is a reference to the bylaw, policy, or form as amended, revised, consolidated, or replaced from time to time.

4.0 SCOPE

4.1 This Bylaw establishes procedures in relation to applications for:

- (a) an amendment to the OCP Bylaw, including the establishment of Comprehensive Development Plans;
- (b) an amendment to the Zoning Bylaw;
- (c) a Phased Development Agreement;
- (d) a Development Permit;
- (e) a Development Variance Permit AND Minor Development Variance Permit;
- (f) a Temporary Use Permit;
- (g) a Heritage Alteration Permit;
- (h) a Flood Plain Exemption;

- (i) a Section 219 Covenant and/or Statutory Right of Way Amendment;
- (j) a referral for a Liquor Licence and Cannabis Licence under the Liquor and Cannabis Regulation Branch (LCRB); and
- (k) applications made pursuant to the *Agricultural Land Commission Act*.

4.2 To the extent necessary, this Bylaw also applies to applications for other approvals, exemptions or agreements related to the development of land, buildings, or structures not specifically dealt with under other Town bylaws and may include matters under Part 14 or 15 of the *Local Government Act*, such as Housing Agreements and Heritage Revitalization Agreements. Such applications may be made by an Owner and must be accompanied by similar information requirements for processing in a similar manner as outlined in this Bylaw and in accordance with statutory requirements.

5.0 GENERAL PROVISIONS:

Application Fees

5.1 At the time of application, the applicant must pay the Town an application fee in the amount set out in any applicable Town of Comox Fees and Charges Bylaw.

Application Requirements and Processing Procedure

- 5.2 In respect of an application for an OCP Bylaw amendment, Zoning Bylaw amendment, or Comprehensive Development Plan, the applicant, at their cost, must post a Notice of Application Sign in accordance with Schedule 1 of this Bylaw.
- 5.3 Before commencing work that requires approval of an OCP Bylaw amendment, Zoning Bylaw amendment, Development Permit, Heritage Alteration Permit, and Temporary Use Permit, the applicant must submit the applicable application and receive approval for such amendment or permit from the Town.
- 5.4 An applicant must submit any application in the form required by the Director and the application will be processed substantially as outlined in the applicable Schedules to this Bylaw.

Number of Development Applications

- 5.5 Where a proposed activity or development involves more than one type of application, the applicant must comply with all of the applicable provisions of this Bylaw.
- 5.6 Where land is subject to more than one Development Permit Area designation, only one Development Permit Application is required and the application must address the

requirements of each applicable Development Permit Area, the applicant must pay the application fees for each Development Permit Area in the amount set out in Town of Comox Fees and Charges Bylaw.

Development Permit Required Prior to Development

- 5.7 In all Development Permit Areas, an applicant must obtain all required Development Permits before land is subdivided or development occurs, including but not limited to land clearing, preparation for the construction of services or roads, blasting, and construction of, addition to or alteration of a building or structure, unless otherwise exempted from requiring a Development Permit as specified in the Official Community Plan.

6.0 DEVELOPMENT APPROVAL INFORMATION

Type of Information Required

- 6.1 Pursuant to the *Local Government Act* and as set out in the OCP, the Director may require an applicant to provide information, at the applicant's expense, on the anticipated impact of a proposed activity or development on the community, including but not limited to the following:
- (a) Compliance of the activity or development with the OCP and any other relevant Town bylaw, plan, or policy in preparation or adopted by Council;
 - (b) The impact of the proposed development on the natural environment such as adjacent riparian and wetland areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and rare or endangered plant or animal species;
 - (c) Hazardous conditions including but not limited to mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood inundation, or other hazard (including appropriate construction elevations and setbacks);
 - (d) Transportation assessments including but not limited to transportation impacts in terms of daily and peak hour trip generation and assignments, public transit, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic flow or operation, trip generation, site access and egress, network connectivity, and accessibility;
 - (e) The aesthetic values of the proposed development such as visual character, landscaping, integration with public areas, view corridors and the natural environment, lighting, noise, and odour;
 - (f) The impact of the proposed development on groundwater quantity and quality, surface water generated by the proposed development, and the options for collection, storage, reuse and dispersal of such drainage;
 - (g) Hydrological and/or hydrogeological assessment including but not limited to

- infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion;
- (h) An assessment of wildfire hazard that assures project construction activities comply with Urban Wildfire Interface management principles;
 - (i) Functional servicing assessment of local infrastructure and site servicing including but not limited to drainage, water, sewer or other utilities, to determine the impact of the development on Town infrastructure including capital, operations, and maintenance over the lifecycle of the development;
 - (j) Tree assessment and plan that promotes the retention and planting of native plant species, plant health, habitat preservation, reduce wildfire risk, minimize erosion, and ensure that the landscape retains a natural appearance;
 - (k) Impacts on the demand for local community facilities and services including but not limited to schools, parks, recreation, and emergency, protective, and health services;
 - (l) Assessments of historical, cultural, and archaeological buildings, structures, sites, or features;
 - (m) How the proposed development impacts and buffers adjacent uses;
 - (n) Energy efficiency, water efficiency, and emissions reduction;
 - (o) Air Quality Impact Assessment including but not limited to pollution, dust, fumes, smoke, and odours;
 - (p) Retail impacts of a proposed commercial development including but not limited to the effects of additional competition, traffic impacts, effects on tenancy, and potential impacts to neighbourhood;
 - (q) Socio-economic impacts affecting the day-to-day quality of life of people and communities, including direct and indirect economic impacts, demographics, housing, local services, and socio-cultural issues;
 - (r) Construction management plan outlining the staging, implementation schedule, and duration of construction for any proposed development including proposed impact mitigation; and
 - (s) Other studies to which the Director considers the proposed activity or development impacts the jurisdiction of the Town as deemed necessary.

Preparation of the Terms of Reference

- 6.2 The applicant will be required to work with staff to review and confirm the scope of the report or impact study in accordance with any relevant Terms of Reference for Professional Reports.
- 6.3 The Director may require that the applicant provide, at the applicant's expense, documents,

plans, and/or development approval information in a report that is certified by a qualified professional, which:

- (a) complies with and fully addresses the relevant assessments;
- (b) identifies and defines the context, magnitude and significance of the anticipated impacts of the activity or development on the community, as well as the methodology, assumptions, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing circumstances and risks;
- (c) provides recommendations for conditions or requirements Council or the Director may impose to mitigate or ameliorate the anticipated impacts;
- (d) provides recommendations and details costs for modifications to the environment, or construction of works, to mitigate or ameliorate the anticipated impacts; and
- (e) is prepared to the satisfaction of the Director.

6.4 The Director is authorized to establish and revise the required information, documents, plans, and/or development approval information needed for each type of application pursuant to this Bylaw. The Director is authorized to establish and revise the size, form and quality of information, documents, plans, and/or development approval information needed to assist in reviewing or processing the application.

6.5 The Director is authorized to waive any of the information, documents, plans, and/or development approval information if at their discretion the information is not required to assist in reviewing or processing the application.

Selection of Personnel

6.6 The applicant will be required to provide the reports and impact studies prepared by Qualified Professionals at the applicant's expense in accordance with the Town's specifications for Terms of Reference for Professional Reports.

6.7 If required by the Director, a qualified professional shall certify all documentation including drawings, reports, security estimates, technical letters, and other documentation submitted to the Director for the purposes of reviewing the application.

6.8 The Director may review all documents and design drawings to verify general compliance with the requirements but will not necessarily check the adequacy or accuracy of the qualified professional's design. Any errors or omissions will be the sole responsibility of the qualified professional who has certified the documents and design drawings.

Requirement for Independent Review

- 6.9 The Town may require an independent review of the study results in certain circumstances, at the applicant's expense, including but not limited to staff capacity and to ensure the timely review of the study results and application processing timelines. The applicant will be notified if an independent review is required and the additional fees associated with the peer review.

Incomplete or Deficient Reports

- 6.10 If it is determined by the Director that a report containing development approval information is outdated, incomplete or deficient, the applicant will be notified in writing the nature of deficiencies and the timeframe to resubmit the corrected report.

Presentation of Reports or Impact Studies

- 6.11 The Director may request, at the applicant's expense, the presentation of the report or impact study to Council, the community, or staff by the Qualified Professional(s) that prepared the document.

Publication of Information

- 6.12 The Town may distribute and publish a report containing development approval information requested under this Bylaw.

7.0 NOTIFICATION

- 7.1 In accordance with the *Local Government Act*, the Town will mail or otherwise deliver individual notices at least 10 days prior to Council consideration of a development application, to:
- (a) All owners and tenants of the subject property for which an application is being made;
 - (b) All owners and tenants of properties within 150.0 metres of the subject property to which an application to amend the OCP Bylaw or Zoning Bylaw pertains; and
 - (c) All owners and tenants of properties within 75.0 metres of the subject property to which an application for a Temporary Use Permit or Development Variance Permit pertains.
- 7.2 Where notification is not required by the *Local Government Act*, the Town will provide notification to owners and tenants as follows:
- (a) The Town will make reasonable efforts to notify affected residents of an applicant's request to undertake a Comprehensive Development Plan. Methods of notification may include but are not limited to direct mail outs, newsletters, advertisements in the newspaper, or notices on the Town's website or social media pages.
 - (b) The Town will make reasonable efforts to notify affected residents of an application for

a Liquor License and/or Cannabis License under the Liquor and Cannabis Regulation Branch (LCRB). Methods of notification may include but are not limited to direct mail outs, newsletters, advertisements in the newspaper, or notices on the Town's website or social media pages.

- (c) When a public information meeting is required by the Town, the applicant will provide notice of the meeting to all owners and tenants of the subject property for which an application is being made and all owners and tenants of properties within 150.0 metres of the subject application or proposed bylaw at least 10 days prior to the public information meeting.

8.0 PUBLIC INFORMATION MEETINGS

- 8.1 Council may require the applicant to conduct additional public consultation for OCP amendments and Comprehensive Development Plans to seek additional community engagement regarding the proposed application, the cost of which will be the responsibility of the applicant.
- 8.2 When a public information meeting is required, it is the responsibility of the applicant to arrange, host, and conduct the meeting at a location that is approved by staff, accessible to individuals with disabilities, and is within the Town boundary and/or on a virtual meeting platform at their expense.
- 8.3 The applicant must advertise the meeting in a local newspaper at least 10 days prior to the meeting at their expense.
- 8.4 After the meeting is held, applicants must submit a report to the Town summarizing the meeting including the following information:
 - (a) Location, time, and duration of meeting;
 - (b) Number of attendees;
 - (c) Proof of how the meeting was advertised;
 - (d) Information provided at the meeting; and
 - (e) A summation of questions raised and major discussion points.

9.0 AGENCY REFERRAL PROCESS

- 9.1 When reviewing applications, staff will develop a referral list of agencies, organizations, or levels of government that the application may be sent to for review and comment. Each agency, organization or level of government shall be given a minimum of twenty-one days from the date of the referral to provide any comments.

10.0 SECURITY

10.1 Pursuant to the *Local Government Act* and the OCP, security may be required as a condition of permit issuance for the following:

- (a) Landscaping ("Landscape Security");
- (b) An unsafe condition or damage to the natural environment that may result as a consequence of a contravention of a condition in a permit ("Remediation Security"); or
- (c) To guarantee the performance of the terms of a permit ("Performance Security").

Phased Landscape

10.2 Plans may be approved for large-scale developments at the discretion of the Director to enable the completion of the landscape plan in phases and the return of the related security deposit at each phase. The applicant is required to request a phased approach to the execution of the landscape plan at the time of Development Permit Application, clearly identifying on the submitted landscape plan the proposed phases and related cost estimates for each phase.

Form of Security

10.3 Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft or in a form satisfactory to the Director.

Amount of Security

10.4 The amount of security will be calculated and submitted by a Qualified Professional at the applicant's expense, to the satisfaction of the Director using the following:

- (a) For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, hardscaping, fencing, retaining walls, irrigation, labour and plantings materials.
- (b) For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, irrigation, labour and planting materials.
 - i. Where security is required in the case of an unsafe condition or damage to the natural environment that may result from a contravention of a permit condition, the amount of security shall reflect:
 - a. the nature of the permit condition;
 - b. the nature of the unsafe condition or damage; and

- c. the cost to the Town of entering the land to undertake the work to correct the unsafe condition or restore and enhance the natural environment, including the cost of repairing any damage to land that may have been caused by the unsafe condition or that may have occurred in connection with the repair work.
- (c) For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures.

Return of Security

- 10.5 If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned to the applicant at the approval of the Director.
- 10.6 Unless otherwise stated in this Bylaw, the Town will return the security when written request has been submitted by the applicant and includes a satisfactory Substantial Completion Report by a Qualified Professional certifying that:
 - (a) The works have been completed in substantial compliance with the approved plan(s); or
 - (b) The unsafe condition or damage to the natural environment has been corrected.
- 10.7 The Substantial Completion Report must be signed and sealed by a Qualified Professional and include the following at a minimum:
 - (a) The date and drawing number of the plan reviewed by the Qualified Professional;
 - (b) Date(s) of inspection by the Qualified Professional;
 - (c) A statement from the Qualified Professional that the completed works substantially comply with the approved plan;
 - (d) Identification of conformance to approved species, quantity of materials, scale and number of plans, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to British Columbia Society of Landscape Architects (BCSLA)/British Columbia Landscape & Nursery Association (BCLNA) standards;
 - (e) Confirmation that the depth of soils and composition of soils are to British Columbia Society of Landscape Architects (BCSLA)/British Columbia Landscape & Nursery Association (BCLNA) standards;
 - (f) A description of all deviations from the approved plan(s) with a rationale for the changes and whether the changes meet the intent of the approved plan(s); and

- (g) The request of the amount of funds to be released.
- 10.8 Upon receipt of a Substantial Completion Report, the Town may conduct a site inspection to verify that the works are installed in accordance with the approved plans.
- 10.9 Should there be any deficiencies identified in the Substantial Completion Report or should the Town find any discrepancies and/or deficiencies during an inspection, an inspection report will be issued to the applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the Town prior to installation of any works. Depending on the level of non-conformance with the approved plans, Council approval of the revised plan(s) may be required through an amended permit application prior to the release of the security.
- 10.10 Site inspections and final acceptance by the Town of the installation of plant material, sodding or seeding, will not be carried out during the plant dormancy period between November 1st and May 31st, unless otherwise approved by the Director.
- 10.11 Upon completion of any items outlined in an inspection report, the applicant shall notify the Town for further inspection in order to obtain a final release of the security.
- 10.12 Upon substantial completion, the Town will return a portion of the security deposit. The Town will withhold 10% of the total security deposit or 25% of the value of soft landscaping, whichever is greater, as a maintenance bond for up to two growing seasons to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed).

11.0 PERMIT RENEWALS, EXTENSIONS, AND LAPSES

- 11.1 The Town only accepts complete applications. If staff determines that an application is incomplete during the initial review, the application will be placed on hold and the applicant will be requested to provide the required information. If an applicant does not provide the required information within three months of the request, the file will be closed and the application and fee will be returned in accordance with the Town of Comox Fees and Charges Bylaw.
- 11.2 An application that has been inactive for more than six months is deemed to be abandoned and may be closed.
- 11.3 In the event that an application made pursuant to this Bylaw has not been given final adoption by Council within one year after the date it was given third reading or one year after the date of last consideration by Council the application may be deemed to be abandoned and the file closed.

- 11.4 In the case of applications that have been delegated to the Director, if final approval of the application is not granted within one year after a written request from the Director to submit any outstanding items and/or meet the conditions of approval, the application will be deemed to be abandoned and may be closed.
- 11.5 In order for an application that has lapsed under Sections 11.1 to 11.4 to proceed, a new application and fee will be required.
- 11.6 For a bylaw amendment, upon written request from the applicant received thirty days prior to the lapse of the application, Council may extend the deadline for a period of one year by passing a resolution to that effect to enable the applicant to complete the requirements for final adoption. A maximum of two, one-year time extensions may be granted by Council. If Council decides to deny an extension request or the applicant has received two, one-year time extensions and still has not met the requirements for final adoption and wishes to proceed with the application, a new application and fee will be required as per the Town of Comox Fees and Charges Bylaw.
- 11.7 For applications not requiring a bylaw amendment, upon written request from the applicant received thirty days prior to the lapse of the application, the Director may extend the deadline for a period of one year to enable the applicant to complete the requirements for final approval. If the Director decides to deny an extension request or the applicant has received a one-year time extension and still has not met the requirements for final adoption and wishes to proceed with the application, a new application and fee will be required as per the Town of Comox Fees and Charges Bylaw.

12.0 RE-APPLICATION

- 12.1 Subject to the *Local Government Act*, where an application made pursuant to this Bylaw has been refused by Council, re-application for the same amendment or permit will not be accepted for a six-month period immediately following the date of refusal.
- 12.2 Where an applicant intends to appeal to the Council to vary the time limit set in Section 12.1 pursuant to the *Local Government Act*, the applicant shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.

13.0 CHANGE OF OWNERSHIP

- 13.1 If there is a change of ownership of a parcel(s) of land that is the subject of an application under this Bylaw, the Town will require updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

14.0 DELEGATION OF AUTHORITY

14.1 The following powers, duties, and functions of Council are delegated to the Director:

- (a) The power to require security under sections 496 and 502 of the *Local Government Act*.
- (b) The power to designate the form of any permit issued under this Bylaw as per the *Local Government Act*.
- (c) The power to designate the form and content of application forms.
- (d) The authority to create, amend, and prescribe graphic design templates for development application notice signs.
- (e) The authority to require development approval information.
- (f) The power to issue, amend or renew all Development Permits provided permit is consistent with the current OCP and relevant Guidelines.
 - i. The Director may refer a delegated Development Permit to Council when the proposed Development Permit meets the criteria to be delegated to staff, but in the opinion of the Director, it would be in the public interest to instead have the application considered by Council.
- (g) The power to issue Minor Development Variance Permits in accordance with the following sub-sections:
 - i. A Development Variance Permit is considered Minor where it meets the following criteria:
 - a. The variance would have no significant negative impact on the use of immediately adjacent or nearby properties;
 - b. The proposed variance is consistent with the general purpose and intent of the zone; and
 - c. The degree or scope of the variance relative to the regulation from which a variance is sought does not exceed a maximum change of 50%.
 - ii. In deciding whether to issue a Minor Development Variance Permit the Director must consider the following guidelines:
 - a. The proposed variance addresses a physical or legal constraint associated with the site (e.g., unusual parcel shape, topographical feature, statutory right-of-way, etc.);
 - b. There is a community or environmental benefit to the larger community in granting the variance and/or it would support a Council priority (i.e. affordable housing, environmental protection, provision of a trail SRW);

- c. The variance request must not include a reduction in the required number of off-street parking or loading spaces except in situations where an increase in required spaces is associated with a change in use resulting from a business licence application and does not propose additional floor area;
 - d. Proximity and impact of the variance to neighbouring properties is considered;
 - e. The proposed variance would unduly impact the character of the streetscape or surrounding neighbourhood; or
 - f. If strict compliance with the zoning regulation would be unreasonable.
 - iii. Despite Section 14.1(g), the Director will refer a Minor Development Variance Permit to Council when the proposed Minor Development Variance Permit meets the criteria to be delegated to staff, but in the opinion of the Director, it would be in the public interest to instead have the application considered by Council.
- (h) The power to issue and amend Heritage Alteration Permits.
- 14.2 The following powers, duties, and functions of Council are delegated to the Director, Corporate Officer, and Chief Administrative Officer when required as a condition of a development application approval:
- (a) To approve and execute or amend Section 219 Covenant or Statutory Right of Way;
 - (b) To approve and execute the discharge of a restrictive covenant which is no longer required or is to be replaced;
 - (c) To approve and execute a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the Town in connection with the operation of a sewer, water or drainage works, or for the purpose of trails or pedestrian or vehicular access; and
 - (d) To approve and execute a discharge of a statutory right of way which is no longer required by the Town or is to be replaced.

15.0 COUNCIL RECONSIDERATION OF A STAFF DECISION

- 15.1 Within fourteen days of being notified in writing of the decision of a delegate under this Bylaw, an applicant may, at no charge, request that Council reconsider the decision.
- 15.2 The applicant must give written notice to the Corporate Officer setting out the grounds on which the applicant considers the decision to be inappropriate, including the specific decision, and what decision Council should use as a substitute.

- 15.3 The Corporate Officer will notify the delegate of the request(s) for reconsideration and the delegate will, prior to the date of the meeting at which the reconsideration will occur, provide a copy of the written memo setting out for Council, the rationale for their decision.
- 15.4 The Corporate Officer will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
- 15.5 The Corporate Officer will notify the applicant of the date of the meeting at which reconsideration will occur.
- 15.6 Council will review the information provided by the applicant and staff, and either confirm the decision made by staff, or substitute its own decision including permit conditions.

16.0 SEVERABILITY

- 16.1 If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

17.0 REPEAL AND ADOPTION

- 17.1 Comox Planning Procedures Bylaw No. 1780 together with any amendments is hereby repealed.
- 17.2 Comox Development Approval Information Bylaw No. 1530, 2007 together with any amendments is hereby repealed.

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

ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

Schedule 1

Notice of Application Sign Requirements

Installation

1. In respect of an application for an OCP Bylaw Amendment, Zoning Bylaw Amendment, or Comprehensive Development Plan, the applicant, at their cost, must install a Town of Comox Notice of Application Sign in accordance with this Schedule.

Timing

2. The Notice of Application sign must be posted in accordance with the Processing Procedures outlined in the applicable Schedules forming part of this Bylaw.

Design of Sign

3. The design of the sign shall be in a form prescribed by the Director ('Town Sign Format Sheet').

Preparation of Sign

4. Staff will provide the applicant with a mock-up of the Notice of Application Sign in a digital format. It is the responsibility of the applicant to print and install the sign in accordance with this Bylaw. The applicant must provide staff with proof of sign installation within ten days of receiving the approved digital mock-up of the Notice of Application Sign.

Amendments to Application

5. If any significant amendments are made to the application, the applicant may be required to install new sign(s) reflecting the change in application. Staff will provide a mock-up of the revised sign content prior to final printing.

Siting of Sign

6. All Notice of Application Signs shall be placed on the property. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the Town staff prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather.

Number of Signs

7. The applicant shall post a minimum of one Notice of Application Sign. For large parcels with over 200.0 metres of street frontage, one Notice of Application Sign shall be required for each 200.0 metres of street frontage, to a maximum of three signs.

Maintenance of Sign

8. It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per

the sign siting specifications until such time the sign can be removed, in accordance with Section 9 of this Schedule.

Sign Removal

9. The Notice of Application Sign shall be removed by the applicant within seven days following:
- (a) The conclusion of the public hearing or adoption of the amending bylaw if a public hearing is not required; or
 - (b) The final consideration of an application by Council; or
 - (c) The abandonment of the application.

Failure to Post, Maintain, or Remove

10. Failure to post and maintain the required Notice of Application Sign(s) in accordance with this Bylaw may result in the postponement of any Public Information or Council meeting and any costs associated with the postponement will be borne by the applicant.
- (a) Non-compliance with this Section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Public Information or Council meeting as long as reasonable efforts have been taken by the applicant to maintain the sign.
 - (b) Failure to remove the sign as required may result in the sign being removed at the expense of the applicant. The Town shall not be liable for any damage or loss of the sign.

Schedule 2

OCP Bylaw or Zoning Bylaw Amendments (including the establishment of a Phased Development Agreement)

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Consultation

2. An application for an amendment to the OCP will include one or more opportunities for consultation with persons, organizations, and authorities it considers affected by the application as per the *Local Government Act*. The opportunity for consultation will be considered for each amendment application and will be outlined within staff's technical report to Council.

Processing Procedure

3. An amendment application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will return the application and request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, Development Review Team (DRT), advisory committees, government ministries, agencies and organizations.
 - (f) The Applicant will post a Notice of Application sign as per Schedule 1 of this Bylaw.
 - (g) For an OCP amendment application, staff may prepare an Initial Staff Report to Council to introduce the application and seek preliminary direction regarding the application prior to the amendment bylaw being considered by Council. This includes the requirement for a public information meeting as per Section 8 of this Bylaw and other matters as required. Council may also choose to reject the application at this point.

Town of Comox
Development Application Procedures Bylaw No. 2049
SCHEDULE 2

- (h) If Council provides direction to proceed with the application, staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
- (i) The applicant must address the items in the comprehensive letter and may wish to revise the application accordingly.
- (j) For a rezoning application where the proposed Zoning Bylaw Amendment is consistent with the OCP, staff will publish and give notice of Council's consideration of the amendment bylaw(s) advising of the date of consideration of first reading of the proposed bylaw in accordance with the *Local Government Act*.
- (k) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, advisory committees, the community and any recommendations from the Development Review Team (DRT).
- (l) Council will receive the technical report, consider the application, and at their discretion, may:
 - i. Give first and second readings to the amendment bylaw(s) and direct staff to schedule a public hearing, if required, in accordance with the *Community Charter* and the *Local Government Act*;
 - ii. Give first, second, third reading and adoption to the amendment bylaw(s), if a public hearing is not required;
 - iii. Postpone consideration of the amendment bylaw(s) and provide staff with direction on how to proceed before returning to Council for future consideration;
 - iv. Deny the amendment bylaw(s) and close the application; or
 - v. Give first reading to the amendment bylaw(s) and provide staff with direction to work with the applicant to resolve outstanding issues before returning to Council for consideration of second and/or third reading(s).
- (m) If a public hearing is held prior to third reading to permit public comment on the application pursuant to the *Local Government Act* and as per this Bylaw, notice(s) of the amendment bylaw(s) will be published in accordance with section 94 of the *Community Charter*. A public hearing is not permissible for a rezoning application where the proposed zoning amendment bylaw if:
 - i. The amendment bylaw(s) is consistent with the OCP;
 - ii. The purpose of the amendment bylaw(s) is to permit a residential development; and

- iii. The residential component of the proposed development accounts for at least half of the gross floor area of all building and structures proposed as part of the development.
- (n) Following a public hearing, if required, the minutes of the public hearing will be presented to Council prior to consideration of third reading of the amendment bylaw(s).
- (o) Council may proceed with third reading of the amendment bylaw(s), (including the imposition of conditions), postpone, or deny the application.
- (p) After third reading, an amendment bylaw may need to be referred to the relevant provincial minister(s) for signature before Council considers adoption.
- (q) Once all of the conditions identified at third reading, if any, have been addressed, Council will consider adoption of the amendment bylaw(s).
- (r) Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

Preparation of Phased Development Agreements

- 4. If a Phased Development Agreement is required, it may be processed concurrently with a Zoning Bylaw Amendment application, and will be substantially processed with the following additional steps:
 - (a) The applicant will be required to work with staff to develop a Terms Sheet identifying the basic conditions to be outlined in the Phased Development Agreement. Such conditions include, but are not limited to, the lands affected and intent of the agreement, the term, amenities, features, and phasing of the development. Other conditions may be required and will be determined on a site-specific basis.
 - (b) The applicant will submit the draft Terms Sheet to the Town who will refer it to applicable Town departments, government ministries, agencies, organizations and the Development Review Team.
 - (c) Staff will prepare a technical report to the Director for consideration of the Terms Sheet. Once the basic conditions in the Terms Sheet have been agreed upon, the applicant will be directed to draft the Phased Development Agreement, at the applicant's expense, and submit the agreement to the Town.
 - (d) Staff will refer the draft Phased Development Agreement to all applicable Town departments, government ministries, agencies, organizations and may refer the draft Phased Development Agreement to a solicitor.
 - (e) Staff will prepare a technical report for Council's consideration on the draft Phased Development Agreement, incorporating feedback received from the referral process, the community and any recommendations from Development Review Team (DRT).
 - (f) Notices of the amendment bylaw(s) will be given advising of the date of the first reading of the bylaw in accordance with the *Local Government Act*.

- (g) If Council wishes to proceed with the Phased Development Agreement, the Phased Development Agreement bylaw will be given first reading and second reading (including the placement of conditions, where appropriate). Council may alternatively decide to postpone or deny the application.
- (h) If a public hearing is held prior to third reading to permit public comment on the application pursuant to the *Local Government Act* and as per this Bylaw, notice(s) of the Phased Development Agreement bylaw(s) will be published in accordance with section 94 of the *Community Charter*.
- (i) Following a public hearing, if required, the minutes of the public hearing will be presented to Council prior to consideration of third reading of the amendment bylaw.
- (j) Council may proceed with third reading of the Phased Development Agreement bylaw(s) (including the imposition of conditions), postpone, or deny the application.
- (k) Once all of the conditions identified at third reading, if any, have been addressed, Council will consider adoption of the Phased Development Agreement bylaw(s).
- (l) Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- (m) If a Phased Development Agreement is entered into, a Notice of Permit will be registered against the title of the property at the Land Title Office by staff.
- (n) Amendments to an approved Phased Development Agreement may occur pursuant to the *Local Government Act*.

Schedule 3

Comprehensive Development Plans

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedures

PART A: Development of Terms of Reference for a Comprehensive Development Plan

2. A request for the development of Terms of Reference for Comprehensive Development Plans submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposed Terms of Reference and application requirements for the Comprehensive Development Plan with staff prior to submitting a formal application to the Town. Staff may refer the request for a Terms of Reference to Council for direction on whether to pursue a Comprehensive Development Plan or an Area Plan. Where applicable, the Town may require collaboration/joint applications between adjoining landowners to ensure comprehensive development planning as per the OCP.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will return the application and request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies, and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) The applicant will post a Notice of Application sign as per Schedule 1 of this Bylaw.
 - (f) Staff will notify affected residents of the applicant's request to undertake a Comprehensive Development Plan as per Section 7 of this Bylaw.
 - (g) The Director will work with the applicant to prepare a draft Terms of Reference for the Comprehensive Development Plan.
 - (h) Staff will refer the draft Terms of Reference to applicable Town departments, Development Review Team (DRT), advisory committees, government ministries, agencies and organizations.
 - (i) Based on feedback received through the referral process, staff may meet with the applicant and/or send the applicant a letter(s) identifying any outstanding issues to be addressed in order to finalize the draft Terms of Reference.

- (j) Staff will prepare a technical report for Council's consideration of the draft Terms of Reference, incorporating feedback received from the referral process and the community and any recommendations from the Development Review Team (DRT).
- (k) Council will consider the technical report and may approve, approve with conditions, postpone or deny the draft Terms of Reference for the Comprehensive Development Plan.

PART B: Submission of a Comprehensive Development Plan

- 3. A Comprehensive Development Plan submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) Once the Terms of Reference have been prepared and approved by Council, the applicant will commission a Qualified Professional to prepare the draft Comprehensive Development Plan in consultation with the Town and interested parties.
 - (b) The applicant will submit the draft plan in accordance with the authorized Terms of Reference.
 - (c) Staff will review the draft plan for compliance with the Terms of Reference, relevant Town bylaws and policies and may meet with the applicant to address any outstanding issues (as required). Staff may conduct a site visit as part of the evaluation process.
 - (d) Staff will refer the draft plan to all applicable Town departments, advisory committees, Development Review Team (DRT), advisory committees, government ministries, agencies, and organizations.
 - (e) The applicant may be required and is encouraged to arrange a public information meeting at the applicant's expense, per Section 8 of this Bylaw, to present the draft plan to the community and solicit feedback. The proposed format and timing for the session must be submitted to the Director for approval a minimum of one-month prior to the consultation session.
 - (f) If a public information meeting is conducted, the applicant will be required to submit a report summarizing the session, per this Bylaw.
 - (g) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies;
 - iii. Complete any required approvals; and
 - iv. The applicant must address the items in the comprehensive letter and may wish to revise the application accordingly.
 - (h) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, advisory committees, the community and any recommendations from the Development Review Team (DRT).

- (i) The applicant is encouraged to attend the Council meeting at which the draft plan will be considered to listen to the proceedings.
- (j) Council will receive the technical report, and Council may approve the Comprehensive Development Plan or approve the Comprehensive Development Plan with conditions. Council may alternatively decide to postpone or deny the application.
- (k) Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- (l) If the Terms of Reference specify that the Comprehensive Development Plan be submitted or completed in distinct phases, the procedures outlined in this schedule will be repeated for each phase as applicable.

PART C: Official Community Plan Amendment

- 4. Once Council has approved all phases of the Comprehensive Development Plan, staff will bring forward an amendment to the Official Community Plan, in accordance with Schedule 2 of this Bylaw, to ensure consistency with the Comprehensive Development Plan.

Schedule 4

Development Permits

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. A Development Permit Application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies, and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees, Development Review Team (DRT), government ministries, agencies and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies;
 - iii. Complete any required approvals; and
 - iv. The applicant must address the items in the comprehensive letter and may wish to revise the application accordingly.
 - (g) Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team (DRT). In most cases the Director will have delegated authority to review the Development Permit, the application and technical report will be referred to the Director for consideration, otherwise the report will be prepared for Council's consideration.
 - (h) If the Director decides that it is in the public interest for Council to consider the application,

Council will receive the technical report, and if Council decides to proceed with the Development Permit Application, Council may authorize the issuance of the Development Permit or authorize the issuance of the Development Permit with conditions. Council may alternatively decide to postpone or deny the application. If the Development Permit Application includes a request for a development variance(s), the request may be considered by staff or Council in conjunction with the Development Permit Application pursuant to requirements of this Bylaw and the *Local Government Act*. Additional fees will be required as per the Town of Comox Fees and Charges Bylaw.

- (i) The applicant will be notified of the decision regarding the application.
- (j) If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.

Schedule 5

Minor Development Variance Permits AND Development Variance Permits

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. A Development Variance Permit Application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies, and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff may refer the application to the Development Review Team (DRT), all applicable Town departments, advisory committees, government ministries, agencies and organizations. Staff will determine whether the variance request is minor or needs to be referred to Council for a decision.
 - (f) Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team (DRT). If the application is deemed to be a Minor Development Variance Permit and the Director has delegated authority to approve the Permit, the application and technical report will be referred to the Director for consideration, otherwise the report will be prepared for Council's consideration.
 - (g) Staff will mail or otherwise deliver notices to adjacent property owners as per requirements of this Bylaw and the *Local Government Act*. If the Director has delegated authority to review the Development Variance Permit no notice is required as per the *Local Government Act*; however, the Director may require notification to be sent to adjacent property owners as per this Bylaw.
 - (h) The Director may authorize the issuance of a Minor Variance Permit or alternatively decide to deny the application or refer it back to staff for further information or deem that the variance is not minor and refer the application to Council for a decision. If authority has

not been delegated or the Director denies the application, Council will receive the technical report, and if Council decides to proceed with the Development Variance Permit application, Council may authorize the issuance of the Development Variance Permit or authorize the issuance of the Development Variance Permit with conditions. Council may alternatively decide to postpone or deny the application.

- (i) If a variance is approved, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.
- (j) When a permit is to (re) considered by the Council, staff will forward a technical memo, incorporating feedback received from the referral process, advisory committees, and the community.
- (k) Council will receive the technical memo and may authorize the issuance of the Development Variance Permit or authorize the issuance of the Development Variance Permit with conditions. Council may alternatively decide to postpone or deny the application.
- (l) If a Development Variance Permit is granted by Council, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.

Schedule 6

Temporary Use Permits

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. A Temporary Use Permit application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees, Development Review Team (DRT), government ministries, agencies, and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
 - (g) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from the Development Review Team (DRT).
 - (h) Staff will mail or otherwise deliver notices to adjacent property owners as per this Bylaw and as per requirements of the *Local Government Act*. Notice will also be published in the newspaper pursuant to the *Local Government Act*.
 - (i) Council will receive the technical report, and Council may grant the requested permit (including the imposition of conditions) or may postpone or deny the application.

- (j) Once the minutes of the Council resolution have been prepared, the applicant will be notified on the outcome.
- (k) If a Permit is granted by Council, a Notice of Permit will be registered against the title of the property at the Land title Office by staff.

Schedule 7

Heritage Alteration Permits

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. An application for a Heritage Alteration Permit submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposed amendment and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and consistency with provincial guidelines. Staff may meet with the applicant as required and may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees, Development Review Team (DRT), government ministries, agencies and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
 - (g) Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team (DRT). In most cases the Director will have delegated authority to review the Development Permit, the application and technical report will be referred to the Director for consideration, otherwise the report will be prepared for Council's consideration.
 - (h) If authority has not been delegated, or the Director decides that it is in the public interest for Council to consider the application, Council will receive the technical report, and may authorize the issuance of the Heritage Alteration Permit or authorize the issuance of the

Heritage Alteration Permit with conditions. Council may alternatively decide to postpone or deny the application.

- (i) The applicant will be notified of the decision regarding the application.
- (j) If authorized for issuance, staff will prepare the required Heritage Alteration Permit and related schedules for signature and obtain the security if required, pursuant to the *Local Government Act* and this Bylaw.

Schedule 8

Flood Plain Exemptions

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. A Flood Plain Exemption Application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and consistency with provincial guidelines. Staff may meet with the applicant as required and may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees, Development Review Team (DRT), government ministries, agencies and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
 - (g) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process.
 - (h) Council will receive the technical report, and Council may grant the requested floodplain exemption, may grant the floodplain exemption with terms or conditions, or may postpone or deny the application.
 - (i) Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
 - (j) If an exemption is granted, a covenant under the *Land Title Act* will be prepared at the

expense of the applicant and will be registered against the title of the subject property at the Land Title Office.

Schedule 9

Section 219 Covenants and/or Statutory Right of Way Amendments

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure

2. An application to amend a Section 219 Covenant or statutory right of way submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposed amendment and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and consistency with provincial guidelines. Staff may meet with the applicant as required and may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees, Development Review Team (DRT), government ministries, agencies and organizations.
 - (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
 - (g) Staff will prepare a technical report for consideration, incorporating feedback received from the referral process and any recommendations from the Development Review Team (DRT).
 - (h) Where the application is deemed to meet the criteria of delegated authority:
 - i. The amendment request and technical report will be referred to the Director for consideration;
 - ii. The Director will receive the technical report and may approve the request,

may approve the requested amendment with terms or conditions, or may postpone or deny the application; and,

iii. The applicant will be notified of the outcome.

(i) Where the application is deemed not to meet the criteria of delegated authority:

i. The amendment request and technical report will be prepared for Council's consideration;

ii. Council will receive the technical report and may approve the request, may approve the requested amendment with terms or conditions, or may postpone or deny the application; and

iii. Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

(j) If proposed amendment is approved, an amended covenant or statutory right of way under the *Land Title Act* or request to discharge will be prepared at the expense of the applicant and will be registered against the title of the subject property at the Land Title Office.

Schedule 10

Referrals for a Liquor License and/or Cannabis License under the Liquor and Cannabis Regulation Branch (LCRB)

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Applicants must review the Liquor and Cannabis Regulation Branch (LCRB) requirements prior to submitting a Liquor License and/or a Cannabis License application to the Town. The LCRB specifies application requirements and when local governments are required to comment on liquor license applications.
2. Application requirements are specified in the Town of Comox Development Application Form.

Processing Procedure for Liquor Licenses and Cannabis Licenses

3. A Liquor License Application submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of an application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant. Applicants are required to demonstrate proof of application to the LCRB prior to municipal consideration. The LCRB may forward a summary report to the Town prior to the Town's review of the application.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff may refer the application to all applicable Town departments and Development Review Team (DRT).
 - (k) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify recommended conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
 - (f) If a Council resolution is required as per the LCRB:

- i. Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community, and any recommendations from the Development Review Team (DRT) and in accordance with the criteria local governments must consider as per guidelines specified by the LCRB;
 - ii. Council will receive the technical report, and Council will make a recommendation to the LCRB by passing a resolution to either support or not support the application; and
 - iii. Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome. Staff will forward the Council resolution to the LCRB for their final review and approval.
- (g) If a Council resolution is not required per the LCRB, the Director will review the application and any feedback received from the review and provide a recommendation to the LCRB for their review and final approval.

Schedule 11

Applications made pursuant to the *Agricultural Land Commission Act*

This information is meant as a general guide to the processing procedure and is not regarded as the right to development approval if the steps indicated are followed.

Application Requirements

1. Applicants must review the Agricultural Land Commission's (ALC) 'Applicant Information Package' prior to submitting an application to the Town. The 'Applicant Information Package' contains details on ALC application requirements as well as the ALC process for issuing approvals.
2. Application requirements are specified in the Town of Comox Development Application Form.

Scope

3. This Schedule establishes procedures in relation to the following applications made pursuant to the *Agricultural Land Commission Act*:
 - (a) to include land into the Agricultural Land Reserve (ALR);
 - (b) to subdivide land within the ALR; and
 - (c) to conduct a non-farm use within the ALR.

Notification

4. The applicant will give notice of the application in accordance with the *Agricultural Land Commission Act*.

Processing Procedure

5. An application made pursuant to the *Agricultural Land Commission Act* and submitted in accordance with this Bylaw will be substantially processed as follows:
 - (a) The applicant will have a Pre-Application Meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the Town.
 - (b) Staff will review the application to determine whether it is complete, and, if incomplete, will request the required information from the applicant.
 - (c) Upon receipt of a complete application submitted in accordance with the requirements of this Bylaw, staff will open a file and issue a receipt to the applicant.
 - (d) Staff will review the proposal for compliance with relevant Town bylaws and policies and consistency with provincial guidelines. Staff may meet with the applicant as required and may conduct a site visit(s) as part of the evaluation process.
 - (e) Staff will refer the application to all applicable Town departments, advisory committees,

Development Review Team (DRT), government ministries, agencies and organizations.

- (f) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
 - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
 - ii. Submit any necessary reports/studies; and
 - iii. Complete any required approvals.
- (g) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community, and any recommendations from the Development Review Team (DRT).
- (h) Council will receive the technical report. If the proposal triggers sections 25(3) or 30(4) of the *Agricultural Land Commission Act*, Council will consider the technical report and may:
 - i. Authorize the application to proceed to the Agricultural Land Commission; or;
 - ii. Not authorize the application to proceed to the Agricultural Land Commission.
- (i) If sections 25(3) or 30(4) of the *Agricultural Land Commission Act* are not triggered by the proposal, Council may make a recommendation for Agricultural Land Commission consideration.
- (j) Once the minutes of the Council resolution have been prepared, staff will:
 - i. Notify the applicant of the outcome; and
 - ii. Forward the complete application, technical report, and Council resolution to the Agricultural Land Commission for consideration.

ATTACHMENT B

Fees and Charges Amendment Bylaw No. 2016.09

TOWN OF COMOX

BYLAW NO. 2016.09

A BYLAW TO AMEND THE COMOX FEES AND CHARGES BYLAW NO. 2016, 2023

WHEREAS the Council of the Town of Comox wishes to add fees for development applications and property file requests;

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 "Fees and Charges Amendment Bylaw No. 2016.09".

2. Amendment

(1) The Comox Fees and Charges Bylaw No. 2016, 2023 is hereby amended as follows:

(a) By replacing the following row in SCHEDULE "A":

Comfort Letters	\$110.00 per parcel
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with the following:

Property Information Request	\$150 per parcel
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(b) By replacing the following row in SCHEDULE "A":

Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST
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with the following:

Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST
Ordering covenants, ROWs or easements from the Land Title Office (only in conjunction with building permit or development application)	At cost + 10% administrative fee

(c) By adding the following row in "SCHEDULE "A":

Routine Release	\$50 per parcel
Public Art Application Fee	\$50 per application

- (d) By adding SCHEDULE "E" to the bylaw, which is attached to this bylaw as Schedule 'A'.

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this day of , 2025
- (2) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

SCHEDULE "E" - DEVELOPMENT APPLICATION FEES	
Column 1 Application Type	Column 2 Application Fee
OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT	
OCP Bylaw Amendment	\$4,000
OCP Bylaw Amendment in conjunction with Zoning Bylaw Amendment	\$2,000
ZONING BYLAW AMENDMENT	
Zoning Bylaw Amendment (to add one permitted use)	\$2,000
All other Zoning Bylaw Amendments	\$4,000
DEVELOPMENT PERMITS (DP)	
Riparian Ecosystem DP	\$500 per parcel
All other DP's	\$1,000 per parcel
Amendment to existing DP	\$750 per parcel
DEVELOPMENT VARIANCE PERMITS (DVP)	
Minor DVP (staff-issuable)	\$750
Major DVP (Council approval)	\$1,250
TEMPORARY USE PERMITS (TUP)	
Temporary Use Permit	\$1,500
LIQUOR OR CANNABIS LICENCE	
Liquor or Cannabis Licence Review	\$2,000
SUBDIVISION	
Subdivision Application	\$1,500 + \$100 per additional parcel proposed
Preliminary Layout Review Renewal or Amendment	\$500
Phased Strata Plan Approval	\$1,000
Local Area Service Bylaw	\$1,500
Latecomer agreement	\$500
Strata Conversion	\$1,000 + \$150 per strata lot
MISCELLANEOUS	
Preparation and registration of a covenant or other required legal document or legal review of a prepared document	At cost, 125% deposit required based on estimate
Third-party review of a professional report	At cost, 125% deposit required based on estimate

Ministry of Environment Site Profile Referral	\$100
Flood Plain Exemption	\$1,500
Board of Variance	\$500
Minimum Highway Frontage Exemption	\$500
Modification or Discharge of a restrictive covenant where Public Hearing is required	\$1,000
Heritage Alteration Permit	\$1,000
Heritage Designation Bylaw Adoption or Repeal	\$1,500

ATTACHMENT C

Comox Council Procedure Amendment Bylaw No. 1960.01

TOWN OF COMOX

BYLAW NO. 1960.01

A BYLAW TO AMEND COMOX COUNCIL PROCEDURE BYLAW NO. 1960, 2020

WHEREAS Council of the Town of Comox wishes to amend the delegation procedures in relation to development applications.

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 "Comox Council Procedure Amendment Bylaw No. 1960.01".

2. Amendment

(1) Comox Council Procedure Bylaw No. 1960, 2020 is hereby amended as follows:

(a) By replacing Section 19(1)(2)(a):

"the matter is regarding a public hearing or opportunity for input, held in accordance with an enactment as a prerequisite to the adoption of a bylaw or approval of a permit."

With the following:

"the matter is in respect of, or proposes to address a matter that is the subject of, an application for a zoning or official community plan amendment."

3. Adoption

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

(2) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

TO: Mayor and Council	FILE: PR 25-8
FROM: Elliot Turnbull, Planner II	DATE: September 26, 2025
SUBJECT: Extreme Weather Response Facilities	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the Comox Valley Coalition to end Homelessness be encourage to apply for a Temporary Use Permit once the permit regime is in place.

PURPOSE

The purpose of this report is to advise Council on the options available regarding a request from the Comox Valley Coalition to End Homelessness and the Winter Shelter Strategy Group to add Extreme Weather Response (EWR) Facilities as a permitted use in all institutional zones.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Community Connection and Wellness	Public Safety - Support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.

BACKGROUND

The EWR (Extreme Weather Response) program is a provincial initiative which funds community-based services to provide emergency shelter spaces, including overnight beds, which open only during extreme weather conditions such as cold, snow or heavy rain for individuals who are experiencing homelessness. The EWR season generally runs from October 15th to April 15th and is triggered based on local weather alerts and pre-set temperature thresholds (often 1°C or below). EWR Plans must be approved by BC Housing, and it is the provider's responsibility to obtain and provide evidence that the shelter has been approved by the municipality and the fire department for use as an EWR facility. An EWR facility is currently not permitted in the Town and establishing one would require a rezoning. The Town has received two requests (from the Comox Valley Coalition to End Homelessness and the Winter Shelter Strategy group) to amend the zoning bylaw to allow EWR facilities within institutional zones. Last year, an EWR facility was operated at 971 Cumberland Road in Courtenay through an emergency policy decision by the City. This year, the City is considering a Temporary Use Permit to allow a Temporary Winter Shelter at the same property. In addition, the CVRD operates EMBC funded Warming Centres which are low barrier, drop in spaces opened only when specific weather conditions are met. One of these centres was at the Sail building in Marina Park. These Centres only provide a refuge from the weather with no sleeping areas, unlike an EWR which does provide sleeping areas. The threshold to open a Warming Centre is much higher and thus the use is less frequent than an EWR facility would be. This report discusses two options available to Council in response to the requests: Add EWR facilities as a permitted use in institutional zones or rely on the pending Temporary Use Permit framework to consider EWR Facilities as needed.

ANALYSIS/ISSUES/IMPLICATIONS

Option 1: Add EWR Facilities as a Permitted Use in Institutional Zones as Requested

The CV Coalition to End Homelessness' recent request (Attachment A) is to amend the zoning bylaw to expressly include EWR facilities as a permitted use within institutional zones. Under the current Zoning Bylaw, Institutional Zones include:

- PA1.1 Public Assembly;
- PA1.2 Public Assembly/Housing; and,

- DND1.1 CFB Comox.

The PA1.2 zone covers two properties: Cypress Gardens (a 52-unit affordable housing apartment located at 1582 Balmoral Avenue) and Quadra Gardens (a 29-unit affordable housing apartment located at 1742 Beaufort Avenue). This zone likely would not be suitable for EWR facilities as it consists of existing residential buildings which may not have space.

The DND1.1 CFB Comox zone includes all lands owned by the DND. This zone is not suitable for EWR facilities as it is under the jurisdiction of the federal government.

The PA1.1 zone includes all existing properties with a church, Marina Park, Filberg Park, all existing school sites, the Comox Community Centre, Fire Hall, former St Joseph's Hospital property, Jane Place Pump Station, and D'Esterre Centre. Should Council wish to add EWR facilities to the permitted uses in this zone, further analysis would be required to determine which specific properties are compatible with an EWR facility and what conditions of use should be applied.

Advantages of this approach:

- Highest certainty and flexibility for service providers.
- No application to the Town required (unless building renovations proposed) which reduces costs for service providers.

Disadvantages of this approach:

- The Town loses site-specific control once zoning is in place.
- Difficult to anticipate and address potential issues that could be addressed through zoning.

Should Council wish to proceed with this option, it could be incorporated into the new Zoning Bylaw which should be adopted by the end of this year, or a zoning amendment could be considered at a later date.

Option 2: Rely on Temporary Use Permits to consider EWR facilities as needed

A Temporary Use Permit (TUP) is a type of permit enabled by the *Local Government Act* which may do one or more of the following:

1. allow a use not permitted by a zoning bylaw;
2. specify conditions under which the temporary use may be carried on; and

3. allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

The type of conditions that may be specified on a TUP include, but are not limited to, the requirement for letters of undertaking to restore the subject property to a specified condition by a specified date, obligation for security, establishment of mitigation strategies such as landscape buffering, screening or operational details (e.g. hours of operations, number of beds), and more.

TUPs are issued by Council resolution and require notification to the public. A TUP can be valid for a maximum of three years or an earlier expiry date as specified in the permit. TUPs can only be renewed once for a maximum of three additional years.

Currently, there is no framework for TUPs in the Town of Comox; however, a TUP framework is proposed within the draft Official Community Plan which is intended to be adopted by the end of the year. The proposed framework identifies the entire Town as the area where TUPs may be considered. This will also include establishing fees, application requirements, and more within the Town's Planning Procedures Bylaw. Once the TUP framework is established, any property owner may apply for a TUP and it would be at the discretion of Council whether it should be issued or not.

Advantages of this approach:

- Provides the Town with more control over addressing potential issues with site specific conditions and time limits.
- Allows consideration on a case-by-case basis as opposed to a blanket approval.
- Would allow more opportunities for the public comment on individual locations.

Disadvantages:

- Less certainty for service providers as issuance is a Council decision.
- Application to the Town would require additional processing time and payment of fees/securities by service providers.

As the TUP framework is already proposed within the draft Official Community Plan, there is no further action required at this time should Council choose this option.

ATTACHMENTS:

Attachment A: CV Coalition to End Homlessness Request to Amend Town of Comox Zoning Bylaw to Permit Extreme Weather Response (EWR) Facilities



RECEIVED

Dayna Forsgren
Coordinator | Comox Valley Coalition to End Homelessness
Phone: 250-884-9433
Email: comoxvalleyhousing@gmail.com

August 5, 2025

TOWN OF COMOX

August 5, 2025

Mayor and Council
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9
Phone: 250-339-2202

LOG: 25-335	REFER:	AGENDA: RCM 13Aug25
FILE: 0360-20,3	ACTION: MR	

File: 0360-20, 3360-01

Copies: Council
JW/RH/SR/CD

Subject: Request to Amend Town of Comox Zoning Bylaw to Permit Extreme Weather Response (EWR) Facilities

Dear Mayor Minions, City Councillors, and City Staff,

The Comox Valley Coalition to End Homelessness Coordinator and Leadership Team are writing to respectfully request that Council amend the Town of Comox Zoning Bylaw to include Extreme Weather Response (EWR) facilities as a permitted use within institutional zones. This amendment would provide the needed flexibility for the Town and its partners to respond effectively to extreme weather events that increasingly threaten the health and safety of vulnerable residents.

Without access to emergency shelter during severe weather—even a daily temperature drop of just 5°C—individuals experiencing homelessness face a 1.64x increased risk of frostbite, hypothermia, and preventable death^{1,2}. This lack of shelter also places undue strain on local emergency services, including hospitals, police, paramedics, and outreach providers. By including EWRs as a permitted use, the Town of Comox would be able to respond quickly, access critical provincial funding, and reduce service strain during extreme weather events.

What is an Extreme Weather Response Shelter?

¹ 2023 Public Health Recommendations to Reduce the Impacts of Exposure to Winter Weather on People Experiencing Homelessness in British Columbia: http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/Recommendations_Exposure_Winter_Weather_People_Experiencing_Homelessness.pdf

² Cold Weather Conditions and Risk of Hypothermia Among People Experiencing Homelessness: Implications for Prevention Strategies, 2019, <https://pmc.ncbi.nlm.nih.gov/articles/PMC6765826/>

An Extreme Weather Response (EWR) shelter is a short-term, emergency shelter funded by BC Housing, activated only during extreme weather conditions. These conditions include cold temperatures, snow, freezing rain, or high winds that could cause harm or death to individuals without safe indoor shelter. The EWR season generally runs from October 15th to April 15th and is triggered based on local weather alerts and pre-set temperature thresholds (often 1°C or below).

EWR Shelters provide:

- Overnight shelter beds for adults aged 19+
- Warm meals and basic hygiene support
- Connection and navigation support with community resources

The Importance of Extreme Weather Response Shelters in Comox

Climate change is increasing the frequency and severity of extreme weather events in the Comox Valley, including heat domes, Arctic outflows, and windstorms. During such events, people without shelter — and even housed individuals experiencing power outages or unsafe living conditions — are at risk of serious harm, including hypothermia, heatstroke, and death.

An EWR program, permitted in institutional zones, would allow the Town and local service providers to:

- Activate additional safe overnight spaces on short notice.
- Access provincial funding and supports through BC Housing's EWR Program.
- Reduce strain on healthcare, policing, emergency services and social services during extreme events as a result of a more coordinated response.
- Allow for Community members to connect with appropriate services for longer-term solutions and support to their health and wellness needs.

The Town of Comox could specifically provide safe, accessible EWR shelter options for seniors living in their vehicles—an underserved population facing unique barriers to traditional shelter access—ensuring their safety during extreme weather events.

Recognizing and Addressing the Needs of Marginalized Shelter Seekers

The *Comox Valley Winter Shelter Strategy (2024–2025)* identifies an urgent need to expand and diversify shelter options to address current service gaps and strengthen regional coordination. One of the most pressing challenges is the lack of shelters tailored to meet the unique needs of individuals who may not feel safe or be adequately supported in traditional co-ed or general shelter environments.

To ensure equitable and dignified access to shelter, it is critical to establish targeted options for:

- Seniors (55+)
- Women-only emergency shelter spaces
- Young adults (ages 19–24)
- 2SLGBTQ2S+ individuals
- Indigenous community members

These groups are disproportionately impacted by the housing crisis in British Columbia and frequently encounter systemic barriers when accessing shelter services. Their safety, cultural identity, age-specific needs, and lived experiences must be accounted for in any regional sheltering strategy.

The *2023 Comox Valley Point-in-Time Count* documented 272 individuals experiencing homelessness, with an additional 140 in emergency shelters or precarious housing situations. Of those surveyed:

- 27% identified as seniors,
- 28% identified as Indigenous,
- 12% identified as 2SLGBTQ+, and
- 8% identified as youth.

These figures reflect both the disproportionate impact on specific demographics in the region and the necessity of implementing a shelter system that is inclusive, responsive, and grounded in equity.

Our Request

We respectfully ask Council to:

1. **Amend the Zoning Bylaw** to expressly include **Extreme Weather Response (EWR)** facilities as a permitted use within institutional zones.

This proactive measure would empower Comox to safeguard vulnerable residents during climate emergencies while maintaining flexibility to respond as conditions evolve.

We welcome the opportunity to provide additional information or present at a future Council meeting. Thank you for your ongoing support and commitment to community well-being.

Sincerely,

Dayna Forsgren
 Coordinator
 Comox Valley Coalition to End Homelessness
 On behalf of the Comox Valley Coalition to End Homelessness Leadership Team

References

- BC Housing & Homelessness Services Association of BC. (2023). *2023 homeless counts in B.C.* BC Housing Research Centre.
<https://www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Comox-Valley-2023.pdf>
- City of Courtenay. (2025, July 9). *Winter shelter: Emergency conditions—Staff report and strategy.*
<https://www.courtenay.ca/community-and-culture/housing/shelter-and-supports/winter-shelter>
- Courtenay City Council. (2025, May 21). *Council meeting highlights: Extreme Weather Response and Winter Shelter Strategy update.*
<https://www.courtenay.ca/news/2025-05-26/courtenay-council-meeting-highlights-may-21-2025>

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1850-25
FROM:	Edward Henley, Director of Finance	DATE:	Sept. 25, 2025
SUBJECT:	Permissive Tax Exemption Bylaw - establishing 2026 - 2034 exemptions		

Prepared by:  Kate-Lynn Lautamus, Revenue Manager	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the Comox Permissive Tax Exemption Bylaw No. 2041, be given First, Second and Third Readings.

PURPOSE

To present the current properties requesting municipal property tax exemptions for the years 2026-2034.

STRATEGIC PLAN LINKAGE

Property tax exemptions (PTEs) meet the core services provided by the Town, such as arts & culture, economic development, recreation and public safety.

BACKGROUND

Council can grant permissive tax exemptions under Section 224 of the Community Charter, which requires passing by bylaw. Many of the permissive exemptions (like the land around churches) go hand in hand with statutory exemptions that already exempt the churches and hospitals and the land immediately underneath them.

Council may provide other exemptions for property owned by non-profit organizations or municipal property occupied by them that together benefit the general public. Occupiers of a crown or municipal property are assessed as if they owned the property freehold.

Whether the exemptions are new or unchanged, the granting of permissive tax exemptions has a cost in lost taxation revenue and an increased burden is placed upon the remaining property tax base..

The Town must submit its approved Bylaw to BC Assessment Authority no later than October 31, 2025, to be effective in 2026.

Amended Permissive Tax Exemption Policy CCL-025.01

Council amended its Permissive Tax Exemption Policy at the August 7, 2024 Council Meeting.

The major changes to the policy included:

- Revised application process in 2025 for 2026 PTEs.
- Any applicant that is approved for a PTE will continue to receive a property tax exemption until and including 2034 unless disqualified under section 6.03 or until this policy is amended or appealed.
- A property that engages in behaviour which Council deems to be abhorrent, egregious, or criminal may be ineligible for future Permissive Tax Exemptions for a set period of time.

ANALYSIS/ISSUES/IMPLICATIONS

There are six properties on the 2026 Property Tax Exemption list that warrant attention:

1. Comox Valley Affordable Housing Society – Comox Valley Affordable Housing already receives a statutory tax exemption equating to 70% of the assessed improvement values for their properties located at:
 - 1582 Balmoral Avenue, and
 - 1742 Beaufort Avenue

To receive this 70% exemption, documentation must be submitted by Comox Valley Affordable Housing Society to BC Assessment. It is the responsibility for the Comox Valley Affordable Housing Society to ensure that their documentation with BC Assessment is kept up to date. Please see Appendix A for a copy of the applications to be considered for a permissive tax exemption provided by the Comox Valley Affordable Housing Society.

2. Comox Valley Children's Day Care Society – In prior years daycares were provided with a permissive tax exemption for 50% of the assessed value. The applications for their operations located at:
 - 1800 Noel Avenue,
 - 695 Aspen Road, and
 - 211 Rodello Street

The Society requested an exemption of 100% for the years 2026 to 2034. They provide childcare for Providence Living employees and the community of the Town of Comox. Please see Appendix B for a copy of the applications to be considered for a permissive tax exemption provided by the Comox Valley Children's Day Care Society.

3. N E Woods Land Corp – The North East Woods previously received a statutory exemption from the Province of BC. A portion of the land was transferred by the Province to a K’omoks First Nation owned corporation. This transfer of ownership resulted in the loss of the Provincial statutory exemption for that transferred portion in 2023 and making it taxable in 2024.

The N E Woods Land Corp signed an agreement with the Town of Comox permitting the Town to continue to use the land as a park with a condition that the Town is responsible for property taxes. Permissive tax exemptions are permitted for land where there is an agreement to use it as a municipal service, such as a park. Therefore a permissive tax exemption has been requested to exempt the land similar to tax years 2023 and prior.

a. Financial

The increased burden on remaining properties in 2026 is estimated at \$388,008 which is a \$27,422 increase from 2025. This equates to approximately \$50 per household.

The increase is due in part to:

- Increase daycare exemptions from 50% to 100%
- Addition of the northern portion of the North East Woods owned by N E Woods Land Corp
- General change in taxes due to changes in assessed values of existing exempted properties

The addition of the properties or portion of the properties to permissive tax exemption will result in a reduction to the new tax growth from new development in 2026 tax year.

b. Public Relations

The permissive tax exemptions, once approved need to be included in the Annual Report and will be posted on the municipal website.

c. Comparative Figures

Permissive Property Tax Exemptions Comox Town Council is considering granting these permissive tax exemptions:		
Description of Property	Expected Effect of Exemptions:	
	2026 (Estimate)	2025 (Granted)
Comox Golf Course	\$ 35,658	\$ 33,017
Filberg Lodge & Park	\$ 137,505	\$ 127,319
Comox Archives & Museum	\$ 8,957	\$ 8,294
Pearl Ellis Art Gallery	\$ 3,719	\$ 3,443
Comox Lions Club	\$ 8,442	\$ 7,817
Unity Comox Valley	\$ 2,128	\$ 1,971
Tigger Too Day Care	\$ 4,789	\$ 2,217
Marine Rescue Station	\$ 220	\$ 204
Pt. Holmes Boat Launch	\$ 14,899	\$ 13,796
United Church	\$ 15,353	\$ 14,216
Pentecostal Church	\$ 9,092	\$ 8,418
Anglican Church	\$ 7,588	\$ 7,026
Bay Community Church	\$ 9,172	\$ 8,493
Presbyterian Church	\$ 8,888	\$ 7,638
Providence Living Society & Thrift Store	\$ 222,496	\$ 206,015
d'Esterre Seniors Centre	\$ 33,276	\$ 30,811
Comox Legion	\$ 20,884	\$ 19,337
Nature Trust of BC	\$ 22,668	\$ 20,988
888 (Komox) RCAF Wing	\$ 5,554	\$ 5,143
Affordable Housing 1582 Balmoral	\$ 21,067	\$ 19,507
Tennis Clubhouse	\$ 19,255	\$ 17,829
Dawn to Dawn	\$ 3,370	\$ 3,121
Aspen Grove Children's Centre	\$ 11,833	\$ 5,167
North Nanaimo Rentals	\$ 13,508	\$ 12,507
Living Hope Church	\$ 11,786	\$ 10,913
Affordable Housing 1742 Beaufort	\$ 9,926	\$ 9,191
Joyful Journeys Children's Centre	\$ 2,422	\$ 2,081
N E Woods Land Corp	\$ 30,796	\$ -
Estimated total taxes exempted	\$ 695,251	\$ 606,479
Estimated Town share exempted	\$ 388,008	\$ 360,586

APPENDICES

Applications from:

- Comox Valley Affordable Housing Society
 - 1582 Balmoral Avenue (Cypress Gardens)
 - 1742 Beaufort Avenue (Quadra Gardens)
- Comox Valley Children's Day Care Society
 - 211 Rodello Street
 - 695-102 Aspen Road
 - 1800 Noel Avenue



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

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

Applicant Organization: Comox Valley Affordable Housing Society	
Address: 1547 Dingwall Road, Courtenay, BC V9N 3S8	
Contact #1	Ann Janssen, Executive Director 250-703-3115 ann@cvaahs.com
Contact #2	Fred Tutt, President, 250-897-2338 tutt.fred@gmail.com
Property Address: Cypress Gardens 1582 Balmoral Ave, Comox, BC V9M 0C9	
Legal Description: LOT1 PLAN EPP104662 District Lot 87 Comox Land District land title: CA8477554	
Folio (roll) #: 00475009	PID #: 031-204-694
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area) 100% of the property, if possible.	
Organization's Goals: Describe your organization's goals and how this property is used to meet those goals. We are a Non-Profit organization dedicated to providing the residents of the Comox Valley (Comox) with safe, affordable housing and related services. We currently operate three affordable housing properties (two of which are in Comox) and offer rentals at subsidized and below-market rates.	
Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public. Our housing society provides comfortable, safe, and affordable housing to our residents, enabling them to live in Comox and contribute to the community. Our seniors and people with disabilities of all kinds enrich the lives of other people and change the community landscape in more ways than can be counted.	
Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so. This property accommodates 32 people at below-market prices or subsidized rates. Hydro is included in the rent, and we strive to offer food security programs whenever we can secure grant funding.	
Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property. Our board is composed entirely of volunteer directors who believe that "hands-on" is the most effective approach to achieving the best results. CVAHS has always believed in our tenants and their right to live in a manner just like any other person, regardless of the amount of rent they pay. We have a fantastic board who are like family to many of our tenants, and many volunteer Lions Club members from local Lions who are happy to "jump in" whenever needed 😊	
Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property. Not applicable. <i>We use the property exclusively for tenant events and uses that benefit the tenants or are necessary for the board.</i>	
Commercial Activities: Please describe any commercial activities occurring on this property. Not applicable. <i>We use the property exclusively for tenant events and uses that benefit the tenants or are necessary for the board.</i>	



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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

Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption?

To continue providing affordable housing into the future, we will utilize the savings for repairs and ongoing maintenance of the building. Any extra income we generate is deposited into our accounts and used to improve the building and/or grounds, ensuring its viability into the future.

Continued over...



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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

(a) Mandatory Attachments and Responses:

(Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?		YES
Site Drawing	Have you attached a site drawing for your property?	YES
Conditions	<i>Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?</i>	YES
Copy of certificate of society or non-profit registration		YES
<i>Have you attached the certificate or registration for the organization?</i>		
Lease Agreement	<i>In the case of lease agreement for premises rather than ownership, documents are required which indicate that the applicant will benefit by the exemption.</i>	N/A
Other information:	Provide any other relevant information you feel Council should consider.	

Signature

Ann Janssen – Executive Director

Name & Position

05/27/2025

Date

Submit Application to:

Town of Comox

Finance@Comox.ca

Attn: Revenue Manager

1809 Beaufort Avenue

Comox, B.C.

V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

APPLICATION FOR FUNDING



1. Name of the organization: [Blank]

2. Address: [Blank]

3. City: [Blank]

4. State: [Blank]

5. Zip: [Blank]

6. Phone: [Blank]

7. Fax: [Blank]

8. E-mail: [Blank]

9. Website: [Blank]

10. Description of the project: [Blank]

11. Budget: [Blank]

12. Other information: [Blank]

Signature: _____

Date: _____

City of San Francisco

Department of Social Services

1500 Market Street, Suite 100

San Francisco, CA 94102

Phone: (415) 355-8000

Fax: (415) 355-8001

E-mail: [Blank]

Website: [Blank]



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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Applicant Organization: Comox Valley Affordable Housing Society	
Address: 1547 Dingwall Road Courtenay BC V9N 3S8	
Contact #1	Ann Janssen, Executive Director 250-703-3115 ann@cvahs.com
Contact #2	Fred Tutt, President, 250-897-2338 tutt.fred@gmail.com
Property Address: 1742 Beaufort Ave. Comox BC V9M 1R7	
Legal Description: LOTB PLAN VIP 31594 Section 56 Comox Land District land title: CA7494088	
Folio (roll) #: 00279002	PID #: 001-145-070
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area)
100% of the property, if possible.

Organization's Goals: Describe your organization's goals and how this property is used to meet those goals.
We are a Non-Profit organization dedicated to providing the residents of the Comox Valley (Comox) with safe, affordable housing and related services. We currently operate three affordable housing properties (two of which are in Comox) and offer rentals at subsidized and below-market rates.

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APPLICATION FOR PERMISSIVE TAX EXEMPTION

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

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Continued over...



APPLICATION FOR PERMISSIVE TAX EXEMPTION

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

(a) Mandatory Attachments and Responses:

(Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?		YES
Site Drawing	Have you attached a site drawing for your property?	YES
Conditions	Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?	YES
Copy of certificate of society or non-profit registration		YES
Have you attached the certificate or registration for the organization?		
Lease Agreement	In the case of lease agreement for premises rather than ownership, documents are required which indicate that the applicant will benefit by the exemption.	N/A
Other information:	Provide any other relevant information you feel Council should consider.	


Signature

Ann Janssen – Executive Director

Name & Position

05/27/2025

Date

Submit Application to:

Town of Comox

Finance@Comox.ca

Attn: Revenue Manager

1809 Beaufort Avenue

Comox, B.C.

V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

APPLICANT'S PROPOSAL FOR THE PROPOSED TAX EXEMPT

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1800 Noel Avenue
Comox, British Columbia
V9M 2L1
Telephone: (250) 339-3033
Fax: (250) 339-7072
admin@cvcdds.com

May 20, 2025

Town of Comox
Attn: Director of Financial Services
1809 Beaufort Ave., Comox, B.C. V9M 1R9

Re: Permissive Property Tax Exemption, 211 Rodello Street V9M 0E1, Comox, BC

Dear Director of Financial Services,

Enclosed please find the application for a Permissive Property Tax Exemption for the above-described property known as *Joyful Journeys Children's Centre*. Included are the financial statements for the past year for the Society, the estimated financial statement for the Centre, and site drawings for the property.

Joyful Journeys will provide an essential service for families in Comox, with up to 32 families expected to access child care at this location. Through a valued partnership with Providence Living, 60% of these child care spaces are dedicated specifically to employees of Providence Living, supporting their ability to participate fully in the workforce.

Access to reliable, high-quality child care is fundamental to the well-being of families and to the broader community. Without it, many parents are unable to return to work, pursue post-secondary education, or attend to other vital responsibilities. Equally important is the support we provide to children's healthy development during their early years. As Comox continues to grow, the demand for early learning and care services is increasing rapidly, and our programs are essential in helping meet that need.

The Comox Valley Children's Day Care Society is deeply grateful to the Town of Comox for its long-standing support through the Permissive Property Tax Exemption program. This support has been critical in allowing us, as a non-profit registered charity, to deliver quality, inclusive child care services to families in the Comox Valley for over 50 years.

Should you require any additional information, please do not hesitate to contact me. We thank you sincerely for your continued consideration and support.

Sincerely

Erin Balmer, Executive Director
Comox Valley Children's Day Care Society



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

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

Applicant Organization: Comox Valley Children's Day Care Society	
Address: 1800 Noel Ave, Comox BC, V9M2L1	
Contact #1 (Name, Title and phone numbers) Erin Balmer, Executive Director 250-339-3033	
Contact #2 (Name, Title and phone numbers) Kaaren Wilson, Finance Manager, 250-339-3033	
Property Address: 211 Rodello St., Comox BC, V9M0E1	
Legal Description: LOT A SECTIONS 1 AND 2 COMOX DISTRICT PLAN EPP118693	
Folio (roll) #: 1022	PID #: 031.738.150
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area)
100% Property / Land
Organization's Goals: Describe your organization's goals and how this property is used to meet those goals. Please See Attached
Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public. Please See Attached
Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so. Please See Attached
Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property. Please See Attached
Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property. Please See Attached
Commercial Activities: Please describe any commercial activities occurring on this property. Please See Attached
Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption? Please See Attached

Continued over...



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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

(a) Mandatory Attachments and Responses:

(Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?	Yes
Site Drawing: Have you attached a site drawing for your property?	Yes
Conditions Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?	Yes

Other information: Provide any other relevant information you feel Council should consider.

Erin Balmer
Signature

Erin Balmer, Executive Director
Name & Position

May 15/25
Date

Submit Application to:

Town of Comox
Attn: Director of Finance
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

Comox Valley Children's Day Care Society (CVCDSCS) / Joyful Journeys Children's Centre

Application for Permissive tax Exemption

Attachment #1

Organization's Goals

To provide high quality, affordable, accessible and inclusive early care and learning programs for children and families in Comox. Our programs are responsive to and reflective of the desires and capabilities of the children, families, educators and community.

Benefit to the Community

We are a community-based organization serving the needs of families in Comox. Opened in 2024, Joyful Journeys Children's Centre has become a place where families can connect and where a strong sense of community and neighbourhood is fostered.

Joyful Journeys is a prime example of meaningful community partnership. Through our collaboration with Providence Living, 60% of child care spaces at the Centre are dedicated to Providence Living employees, while the remaining spaces are available to families throughout the Town of Comox. This partnership helps address the urgent need for child care in the region and directly supports the workforce of a key community health care provider.

As a licensed and regulated child care facility, Joyful Journeys provides a safe, stable, and nurturing environment that families can count on. We adhere to, and often exceed, public health and safety standards. Our services enable families to return to work, pursue post-secondary education, or attend to other essential responsibilities. We are committed to supporting the physical and mental well-being of the children in our care, providing a safe and engaging space for them to play, learn, and grow. When families thrive, communities thrive.

Joyful Journeys is fully inclusive of children with additional support needs, and we continue our close collaboration with the Comox Valley Child Development Association. We also work in partnership with Comox Elementary Schools and the local school district to support children through smooth transitions into kindergarten.

As an employer, we are committed to fairness and ethical practices, offering competitive wages, comprehensive benefits, and ongoing professional development opportunities for our team of early childhood educators.

Public Participation

We serve approximately 32 families at Joyful Journeys Children's Centre, with children attending on either a full-time or part-time basis. Enrollment is open to all families, subject to availability of space.

Current program fees are \$1,350 per month for children under the age of three, and \$978 per month for children aged three to five. Joyful Journeys has successfully enrolled in the Provincial Child Care Operating Funding (CCOF) program, which helps reduce out-of-pocket costs for families. In addition,

families may be eligible to apply for the Affordable Child Care Benefit to further offset their program fees.

Despite these funding supports, the combined fees received from parents and government programs do not fully cover the cost of operating the Centre. To bridge the gap, we actively engage in fundraising efforts, pursue available grants, and apply for a permissive property tax exemption to help ensure financial sustainability.

The Centre also supports local education and workforce development by welcoming work experience students from area high schools, as well as practicum students from North Island College and other post-secondary institutions.

Volunteer Participation

Our non-profit childcare program is governed by a volunteer Board of Directors made up of primarily parents and occasionally community members. We currently have 5 Board members, who contribute approximately 500 hours per year. All families enrolled are members of the CVCDCS and they each volunteer a minimum of 2 hours per year either in fundraising activities or small maintenance projects.

Third Party Use

Other than child care, the only other use for the building would be after-hours professional development, parent meetings or community early years meetings.

Commercial Activities

The operation of child care is the only commercial activities that happen on this property.

Use of Savings

The savings realized as a result of a successful permissive tax exemption request will directly support the operations and maintenance of *Joyful Journeys Children's Centre*. This includes, but is not limited to, expenses related to facility maintenance, rent, utilities, playground equipment, books, learning materials, and art supplies.

As a licensed child care facility, we are required to meet stringent safety and upkeep standards. These obligations, coupled with the rising costs of supplies, materials, and essential services, place increasing pressure on our limited budget. Unlike our other centres, *Joyful Journeys* is not currently part of the Provincial \$10 a Day Child Care initiative, and therefore does not receive the same level of government funding to offset operating costs as our other Comox centres.

In today's uncertain financial climate, these cost pressures are further compounded by inflation and ongoing economic instability. As a newly opened centre, we are also continuously identifying and responding to the developmental needs of the children we serve—requiring additional investments in toys, educational resources, and classroom enhancements.

A full permissive tax exemption would allow us to redirect critical funds toward maintaining high standards of care, improving the learning environment, and ensuring the long-term viability of this essential service for Comox families.

Other Information

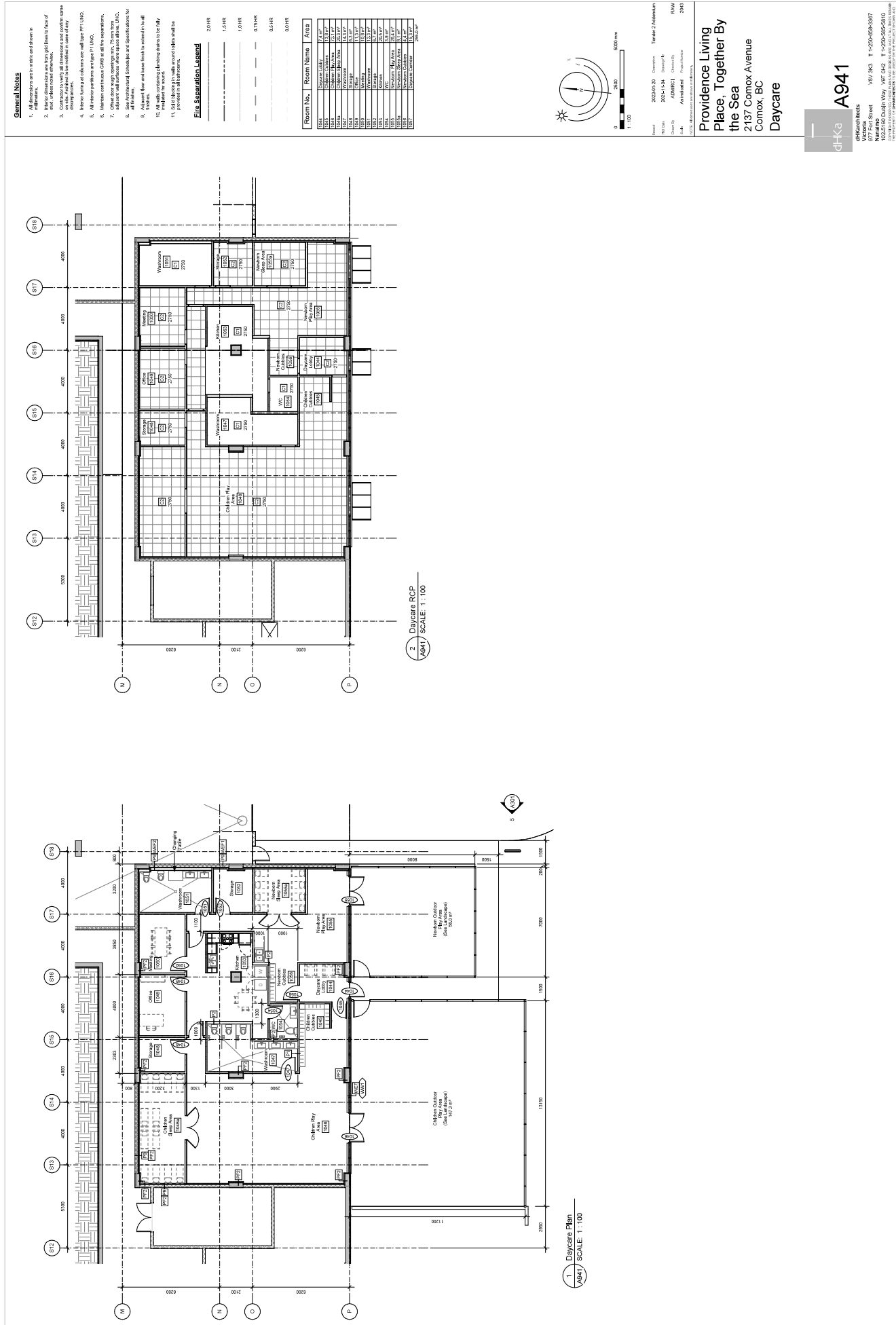
2025 Surplus

The Comox Valley Children's Day Care Society is committed to ensuring that children in Comox receive high-quality care in a safe, nurturing environment. To achieve this, we manage our financial resources with great care, prioritizing long-term sustainability and the responsible maintenance of our facilities. Any annual surplus is reinvested directly into the organization, with a portion allocated to depreciation reporting. This practice allows us to account for the ongoing wear and tear of our buildings and equipment, ensuring continued investment in the safety, functionality, and longevity of our spaces.

Our surplus is also used to fund essential maintenance and upgrades, such as repairing structural components, updating playground equipment, and improving safety features—all necessary to meet Island Health Licensing regulations and provide an optimal learning environment. However, this year, our surplus is significantly smaller due to rising repair and maintenance costs, increased prices for supplies and materials, and overall economic uncertainty. These pressures have strained our budget and reduced our financial flexibility.

Considering these growing financial challenges, the savings realized through a successful permissive tax exemption have become even more critical. For this reason, we are respectfully requesting an increase to a 100% exemption for the Joyful Journeys Children's Centre. This support will directly enhance our ability to continue delivering safe, stable, and accessible child care for Comox families.

The Comox Valley Children's Day Care Society remains deeply grateful to the Town of Comox for its progressive and responsive support of child care services—both through this unique public-nonprofit partnership at Aspen Grove, and through the ongoing permissive tax exemption. Thank you in advance for your thoughtful consideration of this application.



Comox Valley Children's Day Care Society

Statement of Operations and Changes in Net Assets

For the year ended March 31, 2024

	2024	2023
Revenue		
\$10 a Day ChildCareBC Program	780,747	570,772
Provincial government parent subsidies	289,776	187,526
Provincial government grants	254,898	229,078
Parent fees	183,483	230,963
Supported childcare	59,277	69,643
Gaming	44,296	31,718
Fundraising and donations	16,705	26,652
Memberships	2,154	2,170
	1,631,336	1,348,522
Expenses		
Advertising and promotion	2,916	1,454
Bad debts	588	3,133
Fundraising costs	5,951	13,423
Insurance	13,410	12,149
Interest and bank charges	100	108
Office	13,500	7,756
Professional fees	13,991	16,632
Property taxes	9,217	5,729
Rent	-	1,954
Repairs and maintenance	39,850	14,786
Salaries, wages and benefits	1,449,680	1,142,929
Strata fees	6,477	5,685
Supplies	24,687	15,745
Training and education	24,354	2,703
Utilities	16,555	17,596
Total expenses	1,621,276	1,261,782
Excess of revenue over expenses before other items	10,060	86,740
Other items		
Amortization of deferred capital contributions	12,769	10,320
Amortization of capital assets	(29,956)	(26,694)
Excess (deficiency) of revenue over expenses	(7,127)	70,366
Net assets beginning of year	350,364	279,998
Net assets, end of year	343,237	350,364

Comox Valley Children's Day Care Society
Joyful Journeys Children's Centre
Statement of Operations 07/01/2024 to 03/31/2025

Revenue

Provincial government grants	\$	52,792
Parent fees		66,157
Provincial government parent subsidies		173,256
Supported child care		-
Fundraising and donations		4,682
Membership		505
Provincial \$10-a-Day Funding		-
		<hr/>
		297,392

Expenses

General and Administrative Expenses		2,850
Insurance		1,883
Professional fees - <i>not incurred this fiscal year</i>		
Programming supplies		10,654
Property taxes - <i>not applicable this fiscal year</i>		
Repairs and maintenance		2,374
Salaries, wages and benefits		262,125
Strata fees and Rent		7,312
Utilities		1,431
		<hr/>
		288,630

Excess of revenue over expenses before other items	\$	8,762
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Comox Valley Children's Day Care Society
Statement of Operations 04/01/2024 to 03/31/2025

Revenue

Provincial government grants	\$	466,890
Parent fees		241,523
Provincial government parent subsidies		44,175
Supported child care		75,044
Fundraising and donations		28,367
Membership		2,925
Provincial \$10-a-Day Funding		1,222,333
		<hr/>
		2,081,257

Expenses

General and Administrative Expenses		17,005
Insurance		27,430
Professional fees		15,337
Programming supplies		37,930
Property taxes		9,741
Repairs and maintenance		18,614
Salaries, wages and benefits		1,821,408
Strata fees and Rent		15,644
Utilities		21,138
		<hr/>
		1,984,246

Excess of revenue over expenses before other items	\$	97,011
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1800 Noel Avenue
Comox, British Columbia
V9M 2L1
Telephone: (250) 339-3033
Fax: (250) 339-7072
admin@cvcdds.com

May 15, 2025

Town of Comox
Attn: Director of Financial Services
1809 Beaufort Ave., Comox, B.C. V9M 1R9

Re: Permissive Property Tax Exemption, 102-695 Aspen Road, Comox BC

Dear Director of Financial Services,

Please find enclosed the application for a Permissive Property Tax Exemption for the property known as *Aspen Grove Children's Centre*. Included with this application are the financial statements for the past year and site drawings of the property.

Aspen Grove provides an essential service to families in the Comox community. Each year, 28 families access high-quality child care services at this location. Access to reliable child care enables parents to return to work, pursue post-secondary education, and manage other critical responsibilities. Just as vital as the service to families is our commitment to fostering healthy child development in a safe, nurturing environment. As the population of Comox continues to grow, so does the demand for inclusive, high-quality early learning and care.

We are also proud to note that *Aspen Grove* directly benefits Town of Comox employees, some of whom rely on our child care spaces to support their work schedules and family needs. By offering accessible, dependable care within the community, we help support a stable local workforce and contribute to the overall well-being and productivity of Town staff.

The Comox Valley Children's Day Care Society is deeply grateful for the Town of Comox's continued support through the Permissive Property Tax Exemption program. As a registered non-profit charity, this support has been instrumental in helping us provide quality child care services for over 50 years.

Should you require any additional information, please do not hesitate to contact me. We sincerely thank you for your time and consideration of our application.

Sincerely

Erin Balmer, Executive Director
Comox Valley Children's Day Care Society



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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

Applicant Organization: Comox Valley Children's Day Care Society	
Address: 1800 Noel Ave, Comox BC, V9M2L1	
Contact #1 (Name, Title and phone numbers) Erin Balmer, Executive Director 250-339-3033	
Contact #2 (Name, Title and phone numbers) Kaaren Wilson, Finance Manager, 250-339-3033	
Property Address: 102 - 695 Aspen Rd, Comox BC, V9M3P5	
Legal Description: Strata Lot 2, Section 65, Comox District Strata Plan EPS57342	
Folio (roll) #: 601442	PID #: 031.339.891
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area)
100% Property / Land
Organization's Goals: Describe your organization's goals and how this property is used to meet those goals. Please See Attached
Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public. Please See Attached
Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so. Please See Attached
Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property. Please See Attached
Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property. Please See Attached
Commercial Activities: Please describe any commercial activities occurring on this property. Please See Attached
Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption? Please See Attached

Continued over...



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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

(a) Mandatory Attachments and Responses:

(Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?		Yes
Site Drawing:	Have you attached a site drawing for your property?	Yes
Conditions	Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?	Yes

Other information:

Provide any other relevant information you feel Council should consider.

Erin Balmer
Signature

Erin Balmer, Executive Director
Name & Position

May 15/25
Date

Submit Application to:

Town of Comox
Attn: Director of Finance
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

Comox Valley Children's Day Care Society (CVCDSCS) / Aspen Grove Children's Centre

Application for Permissive tax Exemption

Attachment #1

Organization's Goals

To provide high quality, affordable, accessible and inclusive early care and learning programs for children and families in Comox. Our programs are responsive to and reflective of the desires and capabilities of the children, families, educators and community.

Benefit to the Community

We are a community-based organization dedicated to serving the needs of families in Comox. Aspen Grove Children's Centre is more than a child care centre—it is a place where families connect, and where a strong sense of community and neighbourhood is nurtured.

Aspen Grove stands as a strong example of the ongoing partnership between the Comox Valley Children's Day Care Society (CVCDSCS) and the Town of Comox. In response to the continued need for accessible child care, dedicated spaces at Aspen Grove are available specifically for Town of Comox employees. This collaboration supports the Town's workforce by providing reliable, high-quality child care close to their place of employment. Through a long-term lease agreement with the Town, CVCDSCS operates these spaces as part of our broader commitment to meeting the child care needs of the community while directly supporting municipal staff and contributing to a more resilient and productive local government.

As a licensed and regulated facility, Aspen Grove provides families with a safe, stable, and reliable child care environment. We meet—and in many areas exceed—all public health and licensing requirements. This allows parents and guardians to participate in the workforce, pursue post-secondary education, or attend to other personal and professional responsibilities with peace of mind. Our programming supports the physical, emotional, and developmental well-being of children, giving them a safe and enriching place to learn, play, and grow.

We are proud to be an inclusive centre, welcoming children with additional support needs and working in close partnership with the Comox Valley Child Development Association to ensure appropriate care. We also collaborate with Comox Elementary and the local school district to support smooth transitions to kindergarten.

As an employer, we are committed to fair and ethical practices. We offer competitive wages, comprehensive benefits, and ongoing professional development opportunities to our dedicated team of early childhood educators.

Public Participation

Aspen Grove currently serves approximately 28 families, offering both full-time and part-time child care options. Enrollment is open to all families, with access granted as space becomes available, reflecting our commitment to inclusive and equitable service.

As of April 1, 2024, *Aspen Grove* joined the Provincial Government's **\$10-a-Day Child Care** initiative. This important development means that families in Comox now pay no more than \$200 per month for full-time care, regardless of their child's age. In contrast, regular fees would typically range from \$978 to \$1,350 per month. The Province covers the difference in fees, making child care more affordable and accessible for families.

However, the funding we receive—whether from families or through government subsidies—does not fully cover the actual cost of operations. To bridge this gap, we actively engage in fundraising efforts, pursue available grants, and apply for support through the Permissive Property Tax Exemption program.

In addition to providing licensed child care, *Aspen Grove* plays a role in broader educational development. We host work experience students from local high schools, as well as practicum students from North Island College and other post-secondary institutions, contributing to the growth and training of future early childhood educators.

Volunteer Participation

Our non-profit childcare program is governed by a volunteer Board of Directors made up of primarily parents and occasionally community members. We currently have 5 Board members, who contribute approximately 500 hours per year. All families enrolled are members of the CVCDCS and they each volunteer a minimum of 2 hours per year either in fundraising activities or small maintenance projects.

Third Party Use

Other than child care, the only other use for the building would be after-hours professional development, parent meetings or community early years meetings.

Commercial Activities

The operation of child care is the only commercial activities that happen on this property.

Use of Savings

The savings realized through a successful Permissive Property Tax Exemption will directly support the ongoing operations and maintenance of the Aspen Grove Children's Centre. This includes, but is not limited to, facility upkeep, utilities, playground equipment, books, learning materials, and art supplies. As a licensed child care centre, we are required to meet strict regulatory standards related to health, safety, and the maintenance of our environment and equipment.

These savings have become increasingly important in light of rising costs for essential supplies, materials, and services. Ongoing economic uncertainty has placed additional pressure on our operating budget, making it more challenging to maintain the high standards expected of a licensed early childhood education facility. Support through a property tax exemption allows us to allocate limited resources where they are most needed, helping us sustain quality care and a safe, engaging space for children and families.

Other Information

2025 Surplus

The Comox Valley Children's Day Care Society is committed to ensuring that children in Comox receive high-quality care in a safe, nurturing environment. To achieve this, we manage our financial resources with great care, prioritizing long-term sustainability and the responsible maintenance of our facilities. Any annual surplus is reinvested directly into the organization, with a portion allocated to depreciation reporting. This practice allows us to account for the ongoing wear and tear of our buildings and equipment, ensuring continued investment in the safety, functionality, and longevity of our spaces.

Our surplus is also used to fund essential maintenance and upgrades, such as repairing structural components, updating playground equipment, and improving safety features—all necessary to meet Island Health Licensing regulations and provide an optimal learning environment. However, this year, our surplus is significantly smaller due to rising repair and maintenance costs, increased prices for supplies and materials, and overall economic uncertainty. These pressures have strained our budget and reduced our financial flexibility.

Considering these growing financial challenges, the savings realized through a successful permissive tax exemption have become even more critical. For this reason, we are respectfully requesting an increase to a 100% exemption for the Aspen Grove Children's Centre. This support will directly enhance our ability to continue delivering safe, stable, and accessible child care for Comox families.

The Comox Valley Children's Day Care Society remains deeply grateful to the Town of Comox for its progressive and responsive support of child care services—both through this unique public-nonprofit partnership at Aspen Grove, and through the ongoing permissive tax exemption at our Tigger Too and Joyful Journeys locations. Thank you in advance for your thoughtful consideration of this application.

GROUND FLOOR

Sheet 4 of 8 sheets

STRATA PLAN EPS7342

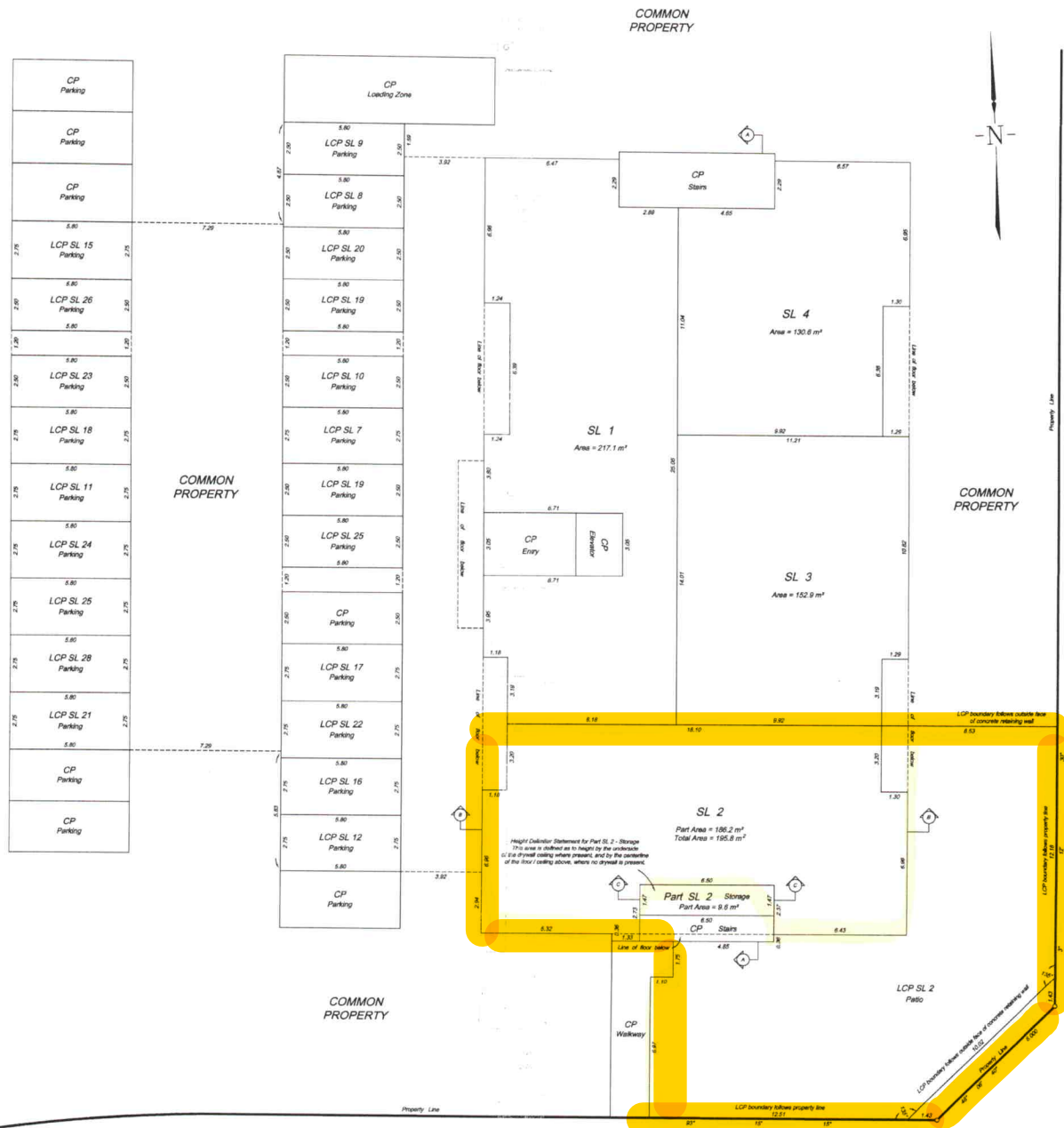
The intended plot size of this plan is 560 mm in width by 864 mm in height (D size) when plotted at a scale of 1:100.

LEGEND

- denotes standard iron post placed
- SL denotes Strata Lot
- CP denotes Common Property
- LCP denotes Limited Common Property

Height Delimiter Statement:

All LCP patios and decks are defined as to height by the centreline of the floor / ceiling above or its extensions, or where there is no floor / ceiling above, by the average height of the Strata Lot within the same building, unless otherwise indicated.

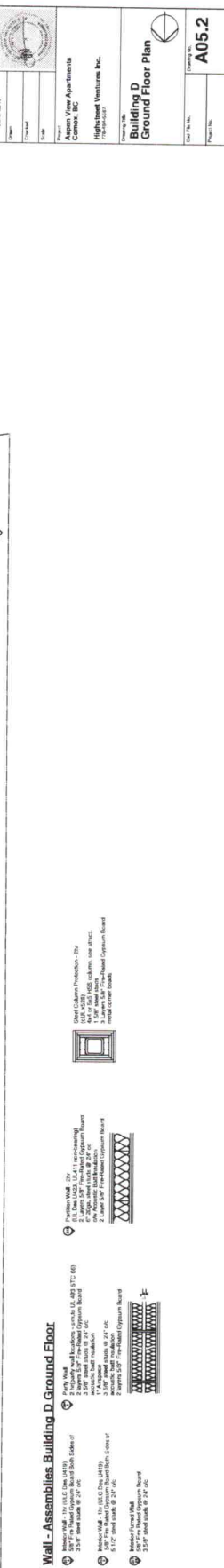


Strata Lot boundary dimensions are shown to the midpoint of the structural portion of the exterior walls and the midpoint between structural portions of party walls between Strata Lots or the midpoint of painted parking stalls as applicable.

All angles defect by multiples of 90 degrees unless otherwise noted.

Section arrows on this plan point in the direction of view.

Justin M. Pedres, BCLS (1996)
November 25, 2021



Comox Valley Children's Day Care Society

Statement of Operations and Changes in Net Assets

For the year ended March 31, 2024

	2024	2023
Revenue		
\$10 a Day ChildCareBC Program	780,747	570,772
Provincial government parent subsidies	289,776	187,526
Provincial government grants	254,898	229,078
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Memberships	2,154	2,170
	1,631,336	1,348,522
Expenses		
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Bad debts	588	3,133
Fundraising costs	5,951	13,423
Insurance	13,410	12,149
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Office	13,500	7,756
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Strata fees	6,477	5,685
Supplies	24,687	15,745
Training and education	24,354	2,703
Utilities	16,555	17,596
Total expenses	1,621,276	1,261,782
Excess of revenue over expenses before other items	10,060	86,740
Other items		
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Amortization of capital assets	(29,956)	(26,694)
Excess (deficiency) of revenue over expenses	(7,127)	70,366
Net assets beginning of year	350,364	279,998
Net assets, end of year	343,237	350,364

Comox Valley Children's Day Care Society
Statement of Operations 04/01/2024 to 03/31/2025

Revenue

Provincial government grants	\$	466,890
Parent fees		241,523
Provincial government parent subsidies		44,175
Supported child care		75,044
Fundraising and donations		28,367
Membership		2,925
Provincial \$10-a-Day Funding		1,222,333
		<hr/>
		2,081,257

Expenses

General and Administrative Expenses		17,005
Insurance		27,430
Professional fees		15,337
Programming supplies		37,930
Property taxes		9,741
Repairs and maintenance		18,614
Salaries, wages and benefits		1,821,408
Strata fees and Rent		15,644
Utilities		21,138
		<hr/>
		1,984,246

Excess of revenue over expenses before other items	\$	97,011
		<hr/> <hr/>



COMOX VALLEY CHILDREN'S DAY CARE SOCIETY

"Since 1970"

1800 Noel Avenue
Comox, British Columbia
V9M 2L1
Telephone: (250) 339-3033
Fax: (250) 339-7072
admin@cvcdds.com

May 15, 2025

Town of Comox
Attn: Director of Financial Services
1809 Beaufort Ave., Comox, B.C. V9M 1R9

**Re: Permissive Property Tax Exemption, 1800 Noel Ave., Comox, B.C.
Lot 1, Plan 22777, Section 70, Comox Land District
Folio # 492.001 PID # 003-166-228**

Dear Director of Financial Services,

Please find enclosed the application for a Permissive Property Tax Exemption for the property known as *Tigger Too Early Learning Centre*. Included with this application are the financial statements for the past two years and site drawings of the property.

Tigger Too provides an essential service to families in our community. Each year, approximately 120 families access child care and preschool services at our Comox location. Access to quality child care enables parents and guardians to return to work, pursue post-secondary education, and manage other critical responsibilities. Equally important is our role in supporting healthy early childhood development for the children in our care. As Comox continues to grow, the demand for high-quality early learning and care services is increasing significantly.

The Comox Valley Children's Day Care Society sincerely appreciates the Town of Comox's longstanding support through the Permissive Property Tax Exemption program. As a registered non-profit charity, this support has been instrumental in allowing us to deliver high-quality services to families for over 50 years.

Should you require any additional information or documentation, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Erin Balmer, Executive Director
Comox Valley Children's Day Care Society



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

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

Applicant Organization: Comox Valley Children's Day Care Society	
Address: 1800 Noel Ave, Comox BC, V9M2L1	
Contact #1 (Name, Title and phone numbers) Erin Balmer, Executive Director 250-339-3033	
Contact #2 (Name, Title and phone numbers) Kaaren Wilson, Finance Manager, 250-339-3033	
Property Address: 1800 Noel Ave, Comox BC, V9M2L1	
Legal Description: Lot 1, Plan 22777, Section 70, Comox Land District	
Folio (roll) #: 492001	PID #: 003.166.228
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area)	
100% Property / Land	
Organization's Goals: Describe your organization's goals and how this property is used to meet those goals. Please See Attached	
Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public. Please See Attached	
Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so. Please See Attached	
Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property. Please See Attached	
Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property. Please See Attached	
Commercial Activities: Please describe any commercial activities occurring on this property. Please See Attached	
Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption? Please See Attached	

Continued over...




APPLICATION FOR PERMISSIVE TAX EXEMPTION

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

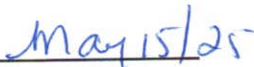
(a) Mandatory Attachments and Responses: (Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?		Yes
Site Drawing:	Have you attached a site drawing for your property?	Yes
Conditions	Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?	Yes

Other information: Provide any other relevant information you feel Council should consider.


Signature

Erin Balmer, Executive Director
Name & Position


Date

Submit Application to:

Town of Comox
Attn: Director of Finance
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

Comox Valley Children's Day Care Society (CVCDSCS) / Tigger Too (1800 Noel Avenue)

Application for Permissive Tax Exemption - 2026

Attachment #1

Organization's Goals

To provide high quality, affordable, accessible and inclusive early care and learning programs for children and families in Comox. Our programs are responsive to and reflective of the desires and capabilities of the children, families, educators and community.

Benefit to the Community

We are a community-based organization dedicated to supporting families in Comox. *Tigger Too* serves as a vital hub for young families living in or relocating to the Town, fostering a strong sense of neighbourhood connection and belonging.

Families in Comox rely on us to remain open so they can participate in the workforce or pursue post-secondary education. In these uncertain times, we have continued to promote the physical, emotional, and mental well-being of children by providing a safe, nurturing environment where they can play, learn, and grow. By offering reliable, high-quality child care, we contribute to the local economy and support the overall health of the community.

Tigger Too is fully inclusive, welcoming children with additional support needs. We collaborate closely with the Comox Valley Child Development Association to ensure each child receives the support they need. We also work in partnership with Comox Elementary schools and the local school district to support smooth transitions into kindergarten.

As an employer, we are committed to fairness and professionalism. We offer competitive wages, benefits, and ongoing professional development opportunities for our team of dedicated early childhood educators.

Public Participation

We currently serve approximately 120 families at *Tigger Too*, offering both full-time and part-time child care options. As a long-standing licensed program, we are proud to participate in the Provincial Government's \$10-a-Day Child Care Prototype initiative. This program significantly reduces the financial burden on families by capping full-time child care fees at \$200 per month, regardless of the child's age. Under normal circumstances, our fees range from \$978 to \$1,350 per month. Similarly, our preschool programs are offered at a subsidized rate of \$84 per month, compared to the regular rate of \$254 to \$270. The difference in fees is fully subsidized by the provincial government.

Despite this support, fees—whether from families or government subsidies—do not fully cover our operational costs. To sustain our services, we actively engage in fundraising efforts, pursue available grant opportunities, and apply for the Permissive Property Tax Exemption.

In addition to providing early learning and care, our facility also supports broader educational goals by hosting work experience students from local high schools and practicum students from North Island College.

Volunteer Participation

Our non-profit childcare program is governed by a volunteer Board of Directors made up of primarily parents and occasionally community members. We currently have 5 Board members, who contribute approximately 500 hours per year. All families enrolled are members of the CVDCS and they each volunteer a minimum of 2 hours per year either in fundraising activities or small maintenance projects.

Third Party Use

Other than child care and preschool, the only other use for the building would be after-hours professional development or community early years meetings.

Commercial Activities

The operation of child care and preschool are the only commercial activities that happen on this property.

Use of Savings

The savings realized through a successful Permissive Property Tax Exemption will directly support the ongoing operations and maintenance of the *Tigger Too* property. This includes, but is not limited to, building maintenance and upgrades, utilities, playground equipment, educational materials, books, and art supplies. As a licensed child care facility, we are required to meet strict health and safety standards, which demand consistent upkeep of our building and equipment.

Our facility is aging, and as a result, repair and maintenance costs are steadily increasing—further compounded by current economic challenges and rising costs of materials and services. The exemption would help offset these financial pressures, allowing us to maintain a safe and welcoming environment for children and families.

In addition, these savings will enhance our capacity to provide inclusive supports by enabling us to increase staffing ratios where possible. Higher staff-to-child ratios are essential to delivering individualized care, particularly for children with additional support needs, and reflect our ongoing commitment to inclusive, high-quality early learning and care.

Other Information

2025 Surplus

The Comox Valley Children's Day Care Society is dedicated to providing high-quality care in a safe, nurturing environment for the children of Comox. To uphold this commitment, we manage our financial resources with a long-term, sustainable approach, prioritizing the maintenance and improvement of our facilities.

In past years, our modest surplus has been reinvested into the organization to support ongoing operations, with a portion designated for depreciation reporting to reflect the gradual wear and tear on our buildings and equipment. This approach ensures transparency and helps us plan for future capital needs, including safety upgrades and infrastructure improvements.

However, this year we experienced a significantly reduced surplus due to substantial increases in repair and maintenance costs, as well as ongoing rises in the cost of supplies and essential services. Our aging facility requires more frequent and costly upkeep, which has had a notable impact on our budget. Despite our careful financial planning, these economic challenges have limited our ability to set aside funds for necessary upgrades and long-term investments.

It is important to note that our reported surplus does not reflect amortization expenses and has not been adjusted for any deferred income. These accounting considerations further underscore the financial pressures we are managing while striving to maintain a high standard of care and compliance with Island Health Licensing regulations.

The Comox Valley Children's Day Care Society remains deeply grateful for the Town of Comox's continued support through permissive tax exemptions. This support plays a critical role in helping us sustain our services and infrastructure. We thank you for your consideration of our application again this year.

Bylaw No. 1487
Schedule "D"

SUBJECT PROPERTY

1850

1855

1833	1825	1815
1832	1824	1814
HEMLOCK AVE		
1831	1821	471

CHURCH ST.

CH ST

494	486	474
-----	-----	-----

1799	1791	1785	1777
------	------	------	------

1796	1745	1784	1776	1760
------	------	------	------	------

NOEL AVENUE

1801	1795	1787	1779	1773	1765	1757	1749	1741
1792	1784	1776	1768	1756	1748			

LINDEN AVE.

1800	1796	1788	1780	1774	1766	1758	1748	1740
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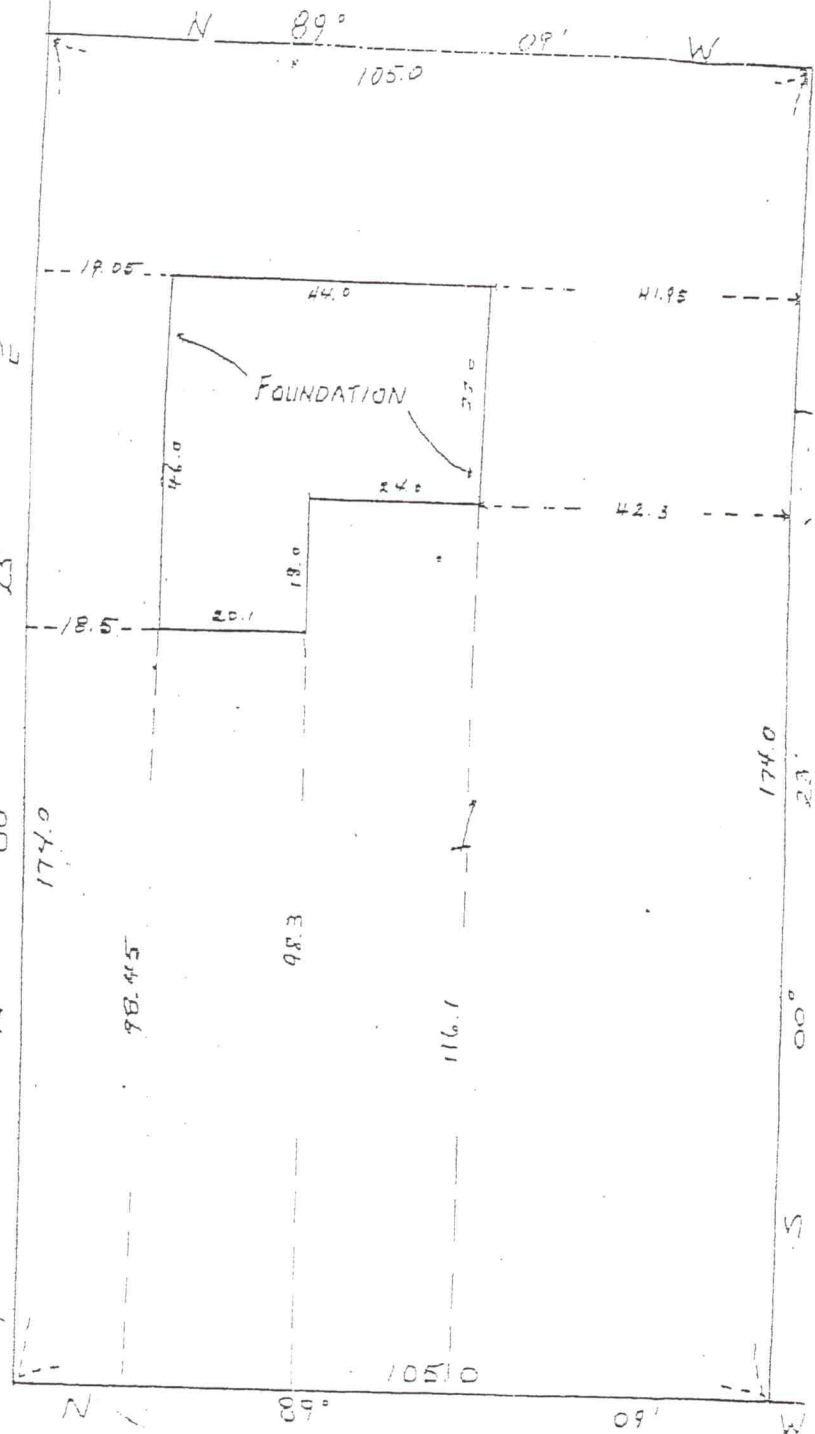
555

SECTION OF
 LOT 1. SECTION 70
 TRACT, PLAN

1 INCH = 20 FEET.

SEC.

CHURCH STREET
 66' WIDE



FOR THE PROTECTION OF
 ONLY AND IS NOT TO
 RE-ESTABLISH LOT LINES.
 BEET THIS 6TH DAY OF
 1973.

[Signature] B.C.L.S.
 COURTENAY B.C.

NOEL AVENUE

Comox Valley Children's Day Care Society

Statement of Operations and Changes in Net Assets

For the year ended March 31, 2024

	2024	2023
Revenue		
\$10 a Day ChildCareBC Program	780,747	570,772
Provincial government parent subsidies	289,776	187,526
Provincial government grants	254,898	229,078
Parent fees	183,483	230,963
Supported childcare	59,277	69,643
Gaming	44,296	31,718
Fundraising and donations	16,705	26,652
Memberships	2,154	2,170
	1,631,336	1,348,522
Expenses		
Advertising and promotion	2,916	1,454
Bad debts	588	3,133
Fundraising costs	5,951	13,423
Insurance	13,410	12,149
Interest and bank charges	100	108
Office	13,500	7,756
Professional fees	13,991	16,632
Property taxes	9,217	5,729
Rent	-	1,954
Repairs and maintenance	39,850	14,786
Salaries, wages and benefits	1,449,680	1,142,929
Strata fees	6,477	5,685
Supplies	24,687	15,745
Training and education	24,354	2,703
Utilities	16,555	17,596
Total expenses	1,621,276	1,261,782
Excess of revenue over expenses before other items	10,060	86,740
Other items		
Amortization of deferred capital contributions	12,769	10,320
Amortization of capital assets	(29,956)	(26,694)
Excess (deficiency) of revenue over expenses	(7,127)	70,366
Net assets beginning of year	350,364	279,998
Net assets, end of year	343,237	350,364

Comox Valley Children's Day Care Society
Statement of Operations 04/01/2024 to 03/31/2025

Revenue

Provincial government grants	\$	466,890
Parent fees		241,523
Provincial government parent subsidies		44,175
Supported child care		75,044
Fundraising and donations		28,367
Membership		2,925
Provincial \$10-a-Day Funding		1,222,333
		<hr/>
		2,081,257

Expenses

General and Administrative Expenses		17,005
Insurance		27,430
Professional fees		15,337
Programming supplies		37,930
Property taxes		9,741
Repairs and maintenance		18,614
Salaries, wages and benefits		1,821,408
Strata fees and Rent		15,644
Utilities		21,138
		<hr/>
		1,984,246

Excess of revenue over expenses before other items	\$	97,011
		<hr/> <hr/>

TOWN OF COMOX

BYLAW NO. 2041

**A BYLAW TO AUTHORIZE PERMISSIVE TAX EXEMPTIONS FOR THE YEARS
2026 to 2034**

WHEREAS Section 224 (2) (a) of the Community Charter allows Council to grant permissive exemptions from taxation of land or improvements that are owned by a not-for-profit corporation and that Council considers is used for a purpose that is directly related to the purposes of the corporation;

AND WHEREAS Section 224 (2) (f) of the Community Charter allows Council to grant permissive exemptions from taxation of a hall and additional land related to an exempt building or hall set apart for public worship;

AND WHEREAS Section 224 (2) (h) of the Community Charter allows Council to grant permissive exemptions from taxation of additional land surrounding an exempt hospital or senior's home;

AND WHEREAS the Town of Comox wishes to grant certain permissive tax exemptions for the years 2026 – 2034 within the limitations of the Community Charter;

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

1. Title

- (1) This bylaw may be cited for all purposes as the "Comox Permissive Tax Exemption Bylaw No. 2041".

2. Permissive Tax Exemptions Authorized for the Years 2026 to 2034

- (1) The following described properties (shadowed in Schedule "A" which is attached to and forms part of this bylaw) owned by **Courtenay Golf Club Ltd.** and used for the purpose of a public golf course shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Lot 11, Plan 41761 in Section 56, Comox Land District.

Civic Address: 1718 Balmoral Avenue, Comox, BC, V9M 2N1

Folio: 00231.000

PID: 000-823-881

PID: 009-134-239

PID: 009-303-651

PID: 009-303-685

PID: 009-303-723

PID: 009-303-758

PID: 009-303-782

PID: 009-303-839

PID: 009-303-871

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (2) The following described properties (shadowed in Schedule “B” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Filberg Heritage Lodge and Park Association** for the purpose of maintaining it as a heritage lodge and park, shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Lot A, Plan 32509 and Lot 1, Plan VIP71790, both in District Lot 87, Comox Land District.

Civic Address: 61 Filberg Road, Comox, BC V9M 2S7

Folio: 00470.001

Folio: 00470.004

PID: 000-156-990

PID: 024-929-701

- (3) The portions of the following described property (shadowed in Schedule “C” which is attached to and forms part of this bylaw) owned by the Town of Comox, and occupied by the **Comox Archives and Museum Society** (used as a public archives and museum), and by the **Pearl Ellis Gallery Association** (used as a public art gallery), and by the **Comox Valley Lions Club** (used as a meeting hall), and by **Unity Comox Valley** (used as a meeting place for public worship), shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Lot A, Plan 31594, Section 56, Comox Land District.

Civic Address: 1729 Comox Avenue, Comox, BC V9M 3M2

Folio: 00279.004

Folio: 00279.005

Folio: 00279.006

Folio: 00279.008

PID: 001-145-061

- (4) The following described property (shadowed in Schedule “D” which is attached to and forms part of this bylaw) owned by the **Comox Valley Children’s Day Care Society** (operating as Tigger Too) and used for the purpose of a day care facility and pre-school, shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Lot 1, Plan 22777, Section 70, Comox Land District.

Civic Address: 1800 Noel Avenue, Comox, BC V9M 2L1

Folio: 00492.001

PID: 003-166-228

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (5) The following described property (identified as “Marine Rescue Station” in Schedule “E” which is attached to and forms part of this bylaw) owned by the **Comox Valley Marine Rescue Society**, occupying a portion of the Town of Comox Municipal Marina, shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Float Building in District Lot 380, Nanaimo Land District (except Blocks A & B).

Folio: 00481.028

PID: 012-178-144

- (6) The following described property (outlined in bold on Schedule “F” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Point Holmes Recreation Association** for the purpose of providing and maintaining a public boat launch, shall be exempt from property value taxation for the year 2026 - 2034 on all land and improvements on:

Legal Address: District Lot 459, Nanaimo Land District.

- (7) The following described property (shadowed in Schedule “G” which is attached to and forms part of this bylaw) owned by the **United Church of Canada** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lots 75, 76, 77, and 78, Plan 18100, Section 1, Comox Land District.

Civic Address: 250 Beach Drive, Comox, BC V9M 19P

Folio: 00001.170

PID: 003-867-056

PID: 003-867-081

PID: 003-867-099

PID: 003-868-826

- (8) The following described property (shadowed in Schedule “H” which is attached to and forms part of this bylaw) owned by the **Pentecostal Assemblies of Canada** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot 1, Plan 34892, Section 70, Comox Land District.

Civic Address: 1919 Guthrie Road, Comox, BC V9M 3X7

Folio: 00507.004

PID: 000-307-823

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (9) The following described property (shadowed in Schedule “I” which is attached to and forms part of this bylaw) owned by the **Anglican Synod of the Diocese of British Columbia** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026-2034 to the extent of all the value of land surrounding the building for public worship, and the value of the hall on:

Legal Address: Lot A, Plan 26068, Section 56, Comox Land District.

Civic Address: 218 Church Street, Comox, BC V9M 2B7

Folio: 00375.000

PID: 002-730-464

- (10) The following described property (shadowed in Schedule “J” which is attached to and forms part of this bylaw) owned by **Bay Community Church** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026 - 2034 on the all of the value of the land surrounding the place of public worship, and the value of any hall on:

Legal Address: Lot 2, Plan 45138, D.L. 205, Comox Land District.

Civic Address: 1105 Pritchard Road, Comox, BC V9M 3S8

Folio: 00802.052

PID: 007-702-817

- (11) The following described property (shadowed in Schedule “K” which is attached to and forms part of this bylaw) owned by the **Trustees of the Comox Valley Presbyterian Church** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026 - 2036 on all of the value of the land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot A, Plan VIP69225, Section 65, Comox Land District.

Civic Address: 725 Aspen Road, Comox, BC V9M 4E9

Folio: 00600.970

PID: 024-559-415

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (12) The following described property (shadowed in Schedule “L” which is attached to and forms part of this bylaw) owned by the **Providence Living Society** and used for the operation of a not-for-profit residential care facility shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of the care facility's land, including the Auxiliary Society for Comox Valley HealthCare (AKA **ThriftShop**), a tenant occupier.

Legal Address: Lot B, Plan EPP118693, Section 1, Comox Land District

Civic Address: 2137 Comox Avenue, Comox, BC V9M 1P2

Folio: 00001.024

PID: 031-738-168

Excluded from this property tax exemption are tenant occupiers not specifically named above, such as:

00001.016 – Telus Communication, Class 2

00001.017 – Rogers Wireless, Class 2

00001.018 – Inglis Professional Tutoring Inc, Class 6

- (13) The following described property (shadowed in Schedule “M” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Comox Seniors Centre Association** and used for the operation of the d’Esterre Seniors Centre shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of all land and improvements for:

Legal Address: Lot 16, Plan 3923, Section 56, Comox Land District, except plans 13321&17061

Civic Address: 1801 Beaufort Avenue, Comox, BC V9M 1R9

Folio: 00398.000

PID: 006-127-037

- (14) The following described property (shadowed in Schedule “N” which is attached to and forms part of this bylaw) owned by the **Royal Canadian Legion Comox Branch 160** and used to serve veterans and their dependents, promote remembrance and act in the service of Canada and Comox, shall be exempt from property value taxation for the years 2026 - 2034 on all of the value on all land and improvements for:

Legal Address: Lots 6, 7, and 8, Plan 3923, Section 56, Comox Land District.

Civic Address: 1825 Comox Avenue, Comox, BC V9M 3M3

Folio: 00388.000

PID: 006-126-880

PID: 006-126-898

PID: 006-126-928

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (15) The following described property (darkened in Schedule "O" which is attached to and forms part of this bylaw) owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of all land for:

Legal Address: Lot 8, Plan 2657, District Lot 87, Comox Land District, except Plans 24797 and 29411.

Civic Address: Orchard Park Drive

Folio: 00701.000

PID: 006-308-333

- (16) The following described property (also darkened in Schedule "O" which is attached to and forms part of this bylaw) partially (3/8 interest) owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of all land and improvements for:

Legal Address: Closed Road 40 feet wide on the easterly boundary of Lot 9, Plan 2657, District Lot 87, Comox Land District

Civic Address: Orchard Park Drive

Folio: 00703.000

PID: 006-310-320

- (17) The following described property (darkened in Schedule "P" which is attached to and forms part of this bylaw) partially owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of all land for:

Legal Address: Lot 28, Plan VIP80065, District Lot 244, Comox Land District.

Civic Address: Colby Road

Folio: 01100.394

PID: 026-521-431

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (18) The following described property (darkened in Schedule "Q" which is attached to and forms part of this bylaw) owned by the **888 (Komox) RCAF Wing of the Air Force Association**, and used for educational purposes in support of 386 (Komox) Squadron Royal Canadian Air Cadets, shall be exempt from property value taxation for the years 2026 - 2034 on all of the value of Class 8 (Recreation / Non-Profit) land and improvements for:

Legal Address: Lot A, Plan 50460, District Lot 217, Comox Land District.

Civic Address: 1298 Military Row, Comox, BC V0R 2K0

Folio: 00803.020

PID: 016-254-805

- (19) The following described property (darkened in Schedule "R" which is attached to and forms part of this bylaw) owned by the **Comox Valley Affordable Housing Society**, and used for low-income rental housing for seniors, shall be exempt from property value taxation on all land and improvements for the years 2026-2034 for:

Legal Address: Lot 1, Plan EP104662, District Lot 87, Comox Land District.

Civic Address: 1582 Balmoral Avenue, Comox, BC V9M 0C9

Folio: 00475.009

PID: 031-204-694

- (20) The following described property (darkened in Schedule "S" which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Comox Valley Tennis Club** (used for recreation), shall be exempt from property value taxation for the years 2026-2034 on all land and improvements for:

Legal Address: Lot 9, Block 3, Plan 2696 and Lots 3, Plan 4215 of Section 56, Comox Land District.

Civic Address: 175 Stewart Street, Comox, BC V9M 2T5

Folio: 00229.006

Folio: 00229.005

PID: 006-056-750

PID: 006-056-784

PID: 006-321-534

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (21) The following described property (darkened in Schedule "T" which is attached to and forms part of this bylaw) owned by **Dawn to Dawn Action on Homelessness** (transitional housing) shall be exempt from property value taxation for the years 2026 - 2034 on all land and improvements for:

Legal Address: Lot 7, Plan VIP20917, Section 56, Comox Land District,

Civic Address: 1727 Elm Avenue, Comox, BC V9M 2G9

Folio: 00305.035

PID: 003-483-231

- (22) The following described property (darkened in Schedule "U" which is attached to and forms part of this bylaw) leased and occupied by the **Town of Comox** (used for office space) from North Nanaimo Rentals Ltd., shall be exempt from property value taxation for the years 2026 - 2034 on all land and improvements for:

Legal Address: Strata Lot 3, 4, and 5; Plan VIS1074, Section 56, Comox Land District.

Civic Address: Suites 305, 304 and 303 of 1797 Comox Avenue, Comox, BC V9M 3L9

Folio: 00392.012

Folio: 00392.014

Folio: 00392.016

PID: 000-887-978

PID: 000-887-986

PID: 000-887-994

and, 50% on all land and improvement for:

Legal Address: Strata Lot 6; Plan VIS1074, Section 56, Comox Land District.

Civic Address: Suite 302 of 1797 Comox Avenue, Comox, BC V9M 3L9

Folio: 00392.018

PID: 000-888-028

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (23) The following described property (shadowed in Schedule "V" which is attached to and forms part of this bylaw) owned by the **Town of Comox** with a long-term lease agreement with the **Comox Valley Children's Day Care Society** and used for the purpose of a daycare facility (operating as '**Aspen Grove Children's Centre**,') shall be exempt from property value taxation for the years 2026 - 2034 to the extent of all the land and improvements at:

Legal Address: Strata Lot 2, Plan EPS7342, Section 65, Comox Land District

Civic Address: 102 – 695 Aspen Road, Comox, BC V9M 3P5

Folio: 00601.442

PID: 031-592-929

- (24) The following described property (shadowed in Schedule "W" which is attached to and forms part of this bylaw) owned by the **Christian & Missionary Alliance – Canadian Pacific District** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2026 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot 6, Plan VIP26575, Section 2, Comox Land District

Civic Address: 2182 Comox Avenue, Comox, BC V9M 1P7

Folio: 00087.055

PID: 002-344-246

- (25) The following described property (shadowed in Schedule "X" which is attached to and forms part of this bylaw) owned by the **Comox Valley Affordable Housing Society** and used for low income rental housing for seniors, shall be exempt from property value taxation on all land and improvements for the years 2026-2034 for:

Legal Address: Lot B, Plan VIP31594, Section 56, Comox Land District

Civic Address: 1742 Beaufort Avenue, Comox, BC V9M 1R7

Folio: 00279.002

PID: 001-145-070

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (26) The following described property (shadowed in Schedule "Y" which is attached to and forms part of this bylaw) leased and occupied by the **Comox Valley Children's Day Care Society** from the Providence Living Society, with a long-term lease agreement for the purpose of a daycare facility (operating as '**Joyful Journeys Children's Centre**,' shall be exempt from property value taxation for the years 2026 - 2034 on the value of both land and improvements at:

Legal Address: Lot A Sections 1 and 2 Comox District Plan EPP118693, Comox Land District

Civic Address: 211 Rodello Street, Comox, BC V9M 1P2

Folio: 00001.022

PID: 031-738-150

- (27) The following described property (shadowed in Schedule "Y" which is attached to and forms part of this bylaw) owned by the **Providence Living Society** used for the operation of a not-for-profit residential care facility shall be exempt from property value taxation for the years 2026 - 2034 to the extent of all of the value of both land and improvements at:

Legal Address: Lot A Sections 1 and 2 Comox District Plan EPP118693, Comox Land District

Civic Address: 211 Rodello Street, Comox, BC V9M 1P2

Folio: 00001.022

PID: 031-738-150

Excluded from this property tax exemption are any tenant occupiers not specifically named in this bylaw.

- (28) The following described property (shadowed in Schedule "Z" which is attached to and forms part of this bylaw) owned by the **N E Woods Land Corp.** used for the operation of a public park shall be exempt from property value taxation for the years 2026 – 2034 to the extent of all the value of both land and improvements at:

Legal Address: Lot 1, Plan EP31743, District Lot 194, Comox Land District

Civic Address: Cambridge Road

Folio: 00801.117

PID: 029-237-351

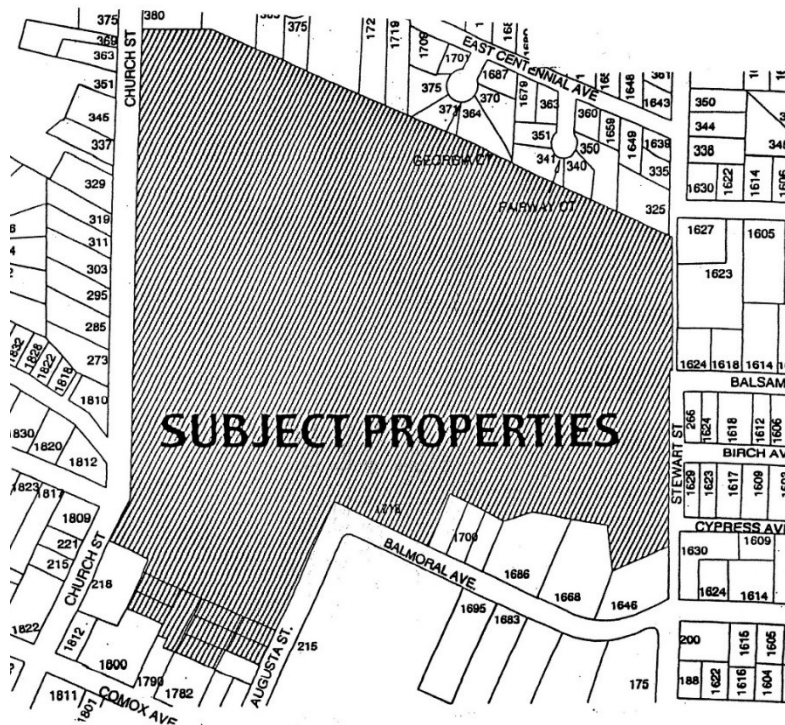
READ A FIRST time this	day of	October	, 2025
READ A SECOND time this	day of	October	, 2025
READ A THIRD time this	day of	October	, 2025
ADOPTED this	day of		, 2025

CORPORATE OFFICER

Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "A"

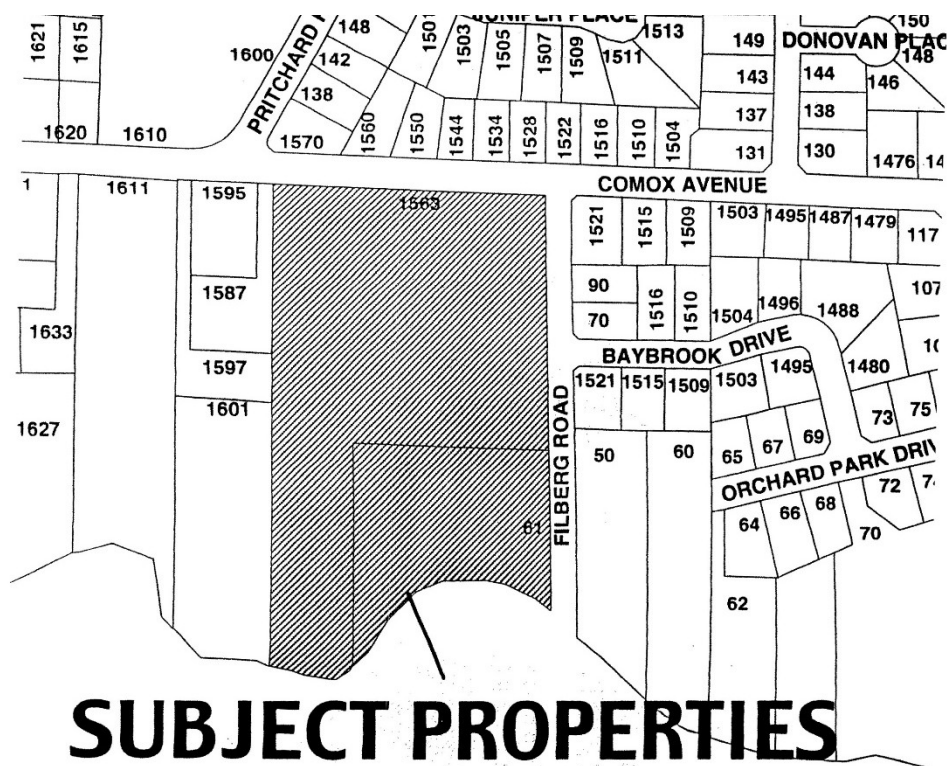
Courtenay Golf Club Ltd.
Civic Address: 1718 Balmoral Avenue
Roll # 231000



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "B"

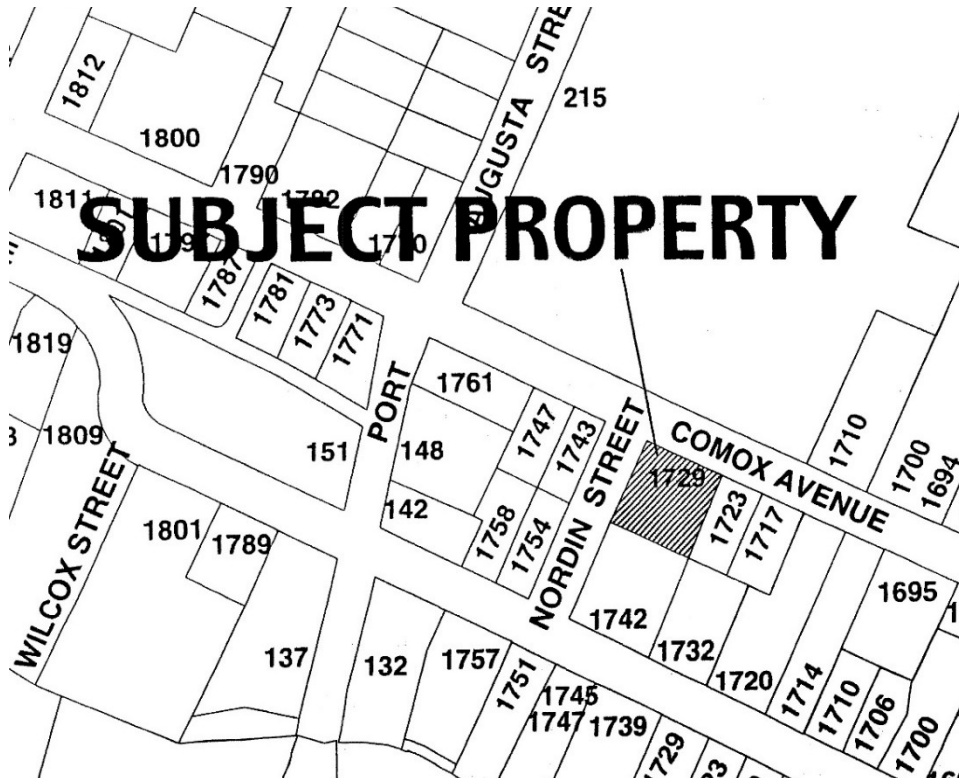
Filberg Heritage Lodge and Park
Civic Address: 61 Filberg Road
Roll # 470001
Roll #470004



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "C"

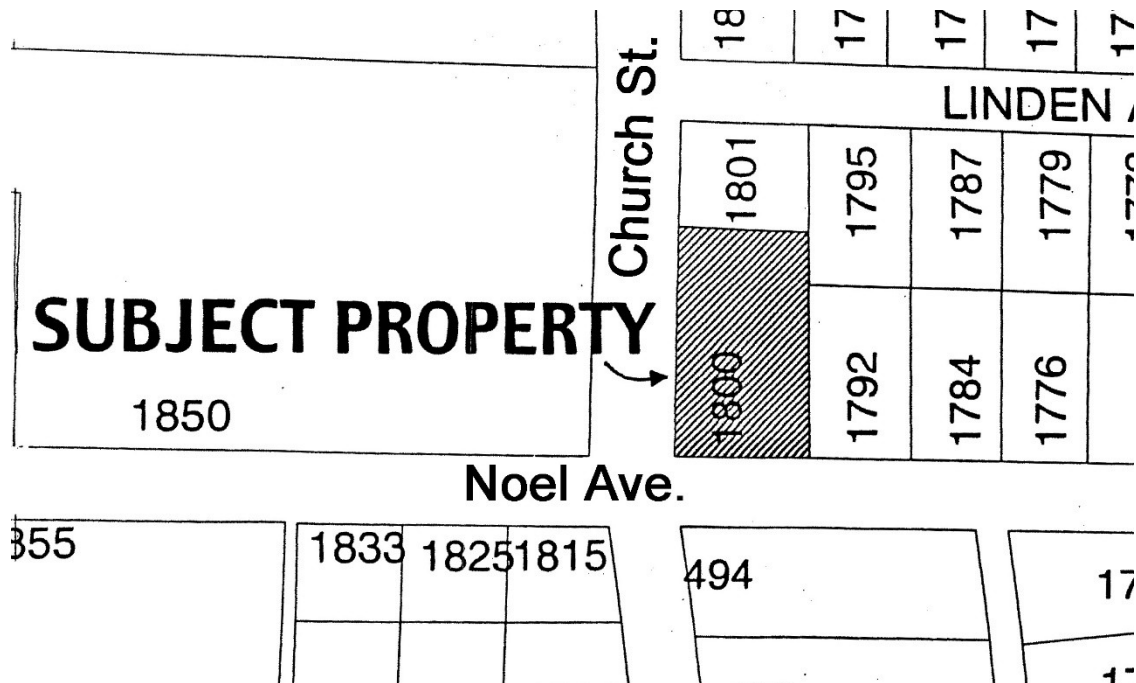
Comox Archives and Museum Society
Pearl Ellis Gallery Association
Comox Valley Lions Club
Unity Comox Valley
Civic Address: 1729 Comox Avenue
Roll # 279004
Roll # 279005
Roll # 279006
Roll # 279008



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "D"

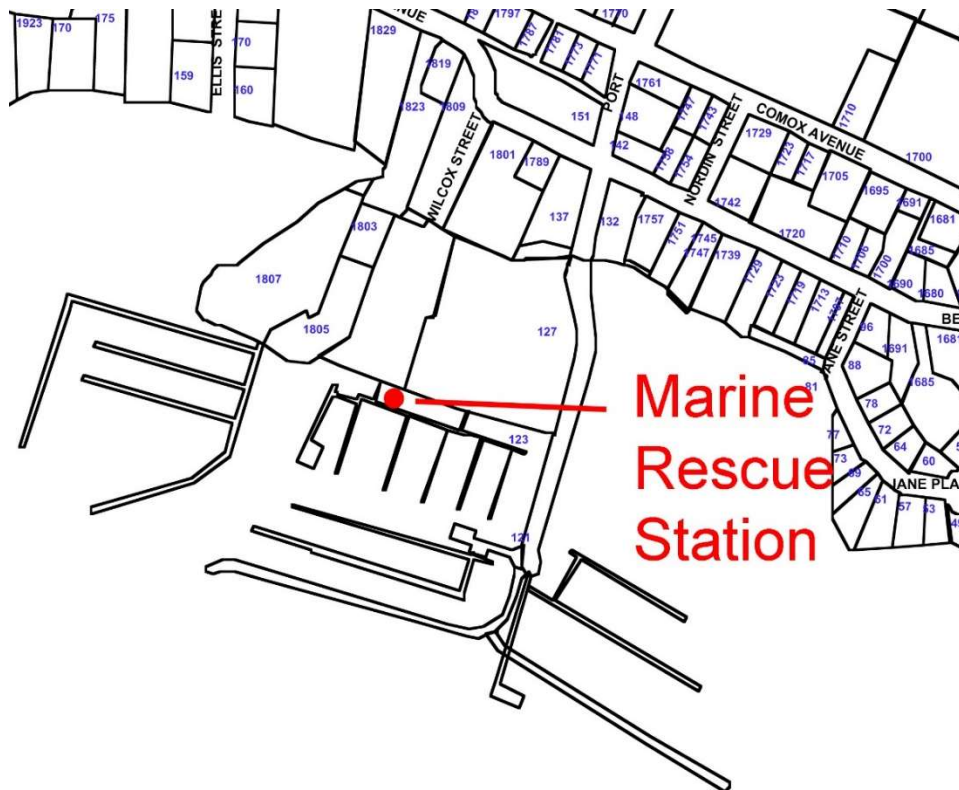
Comox Valley Children's Day Care Society (Tiger Too)
 Civic Address: 1800 Noel Avenue
 Roll # 492001



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "E"

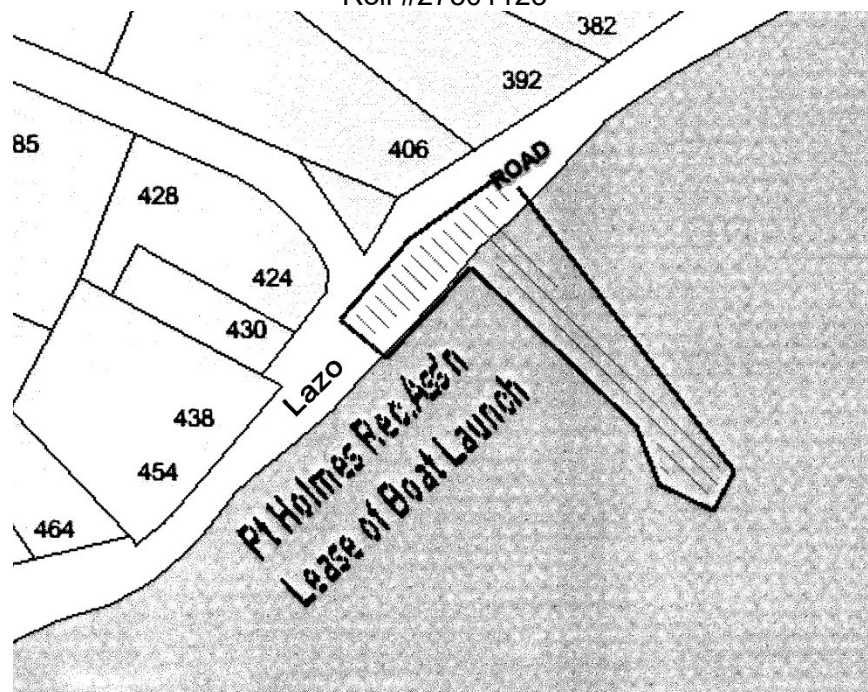
Comox Valley Marine Rescue Society
Roll # 481028



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "F"

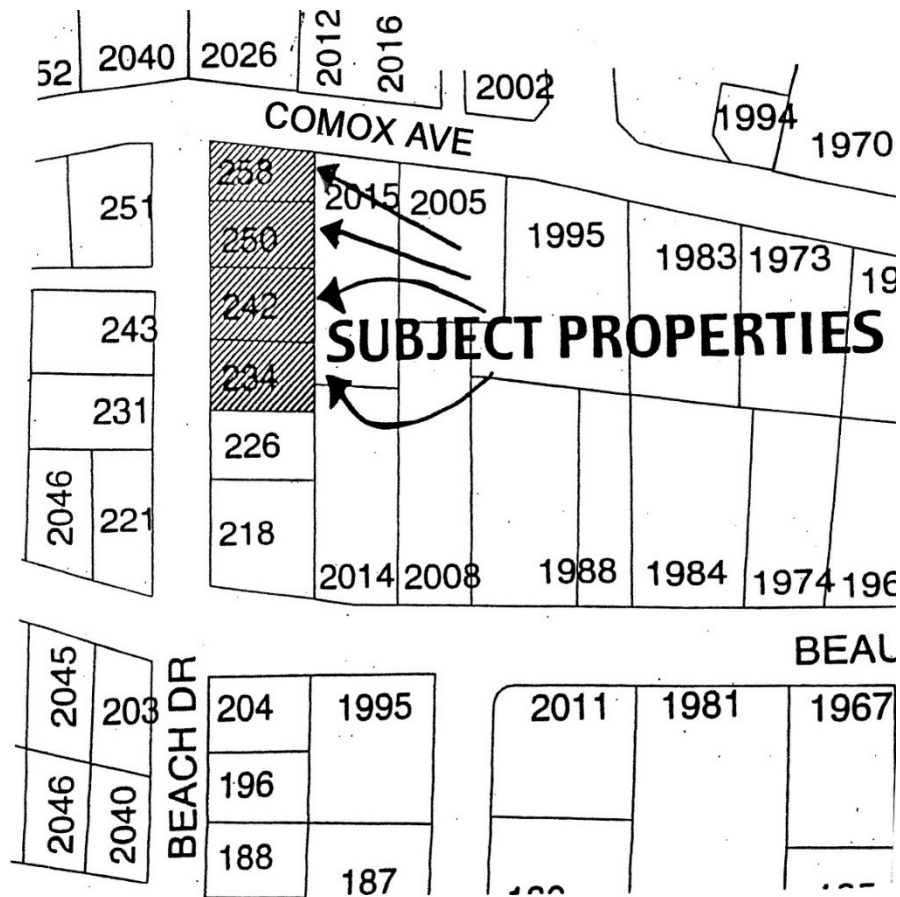
Point Holmes Recreation Association
Roll #27501125



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "G"

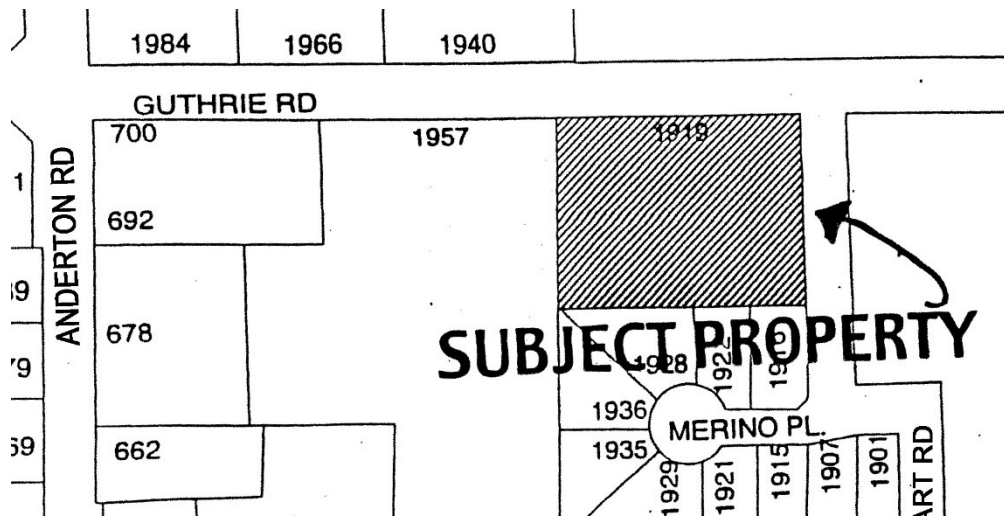
Comox United Church
Civic Address: 250 Beach Drive
Roll # 1170



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "H"

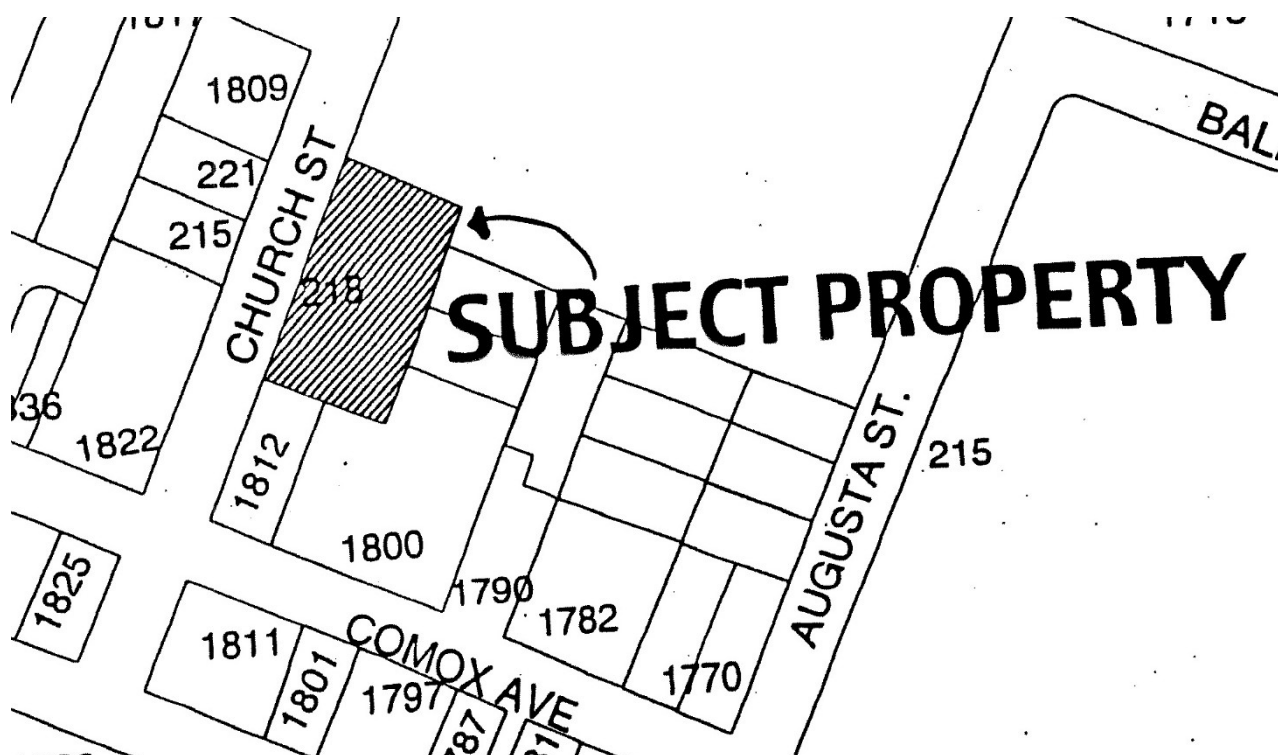
Comox Pentecostal Church
Civic Address: 1919 Guthrie Road
Roll # 507004



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "I"

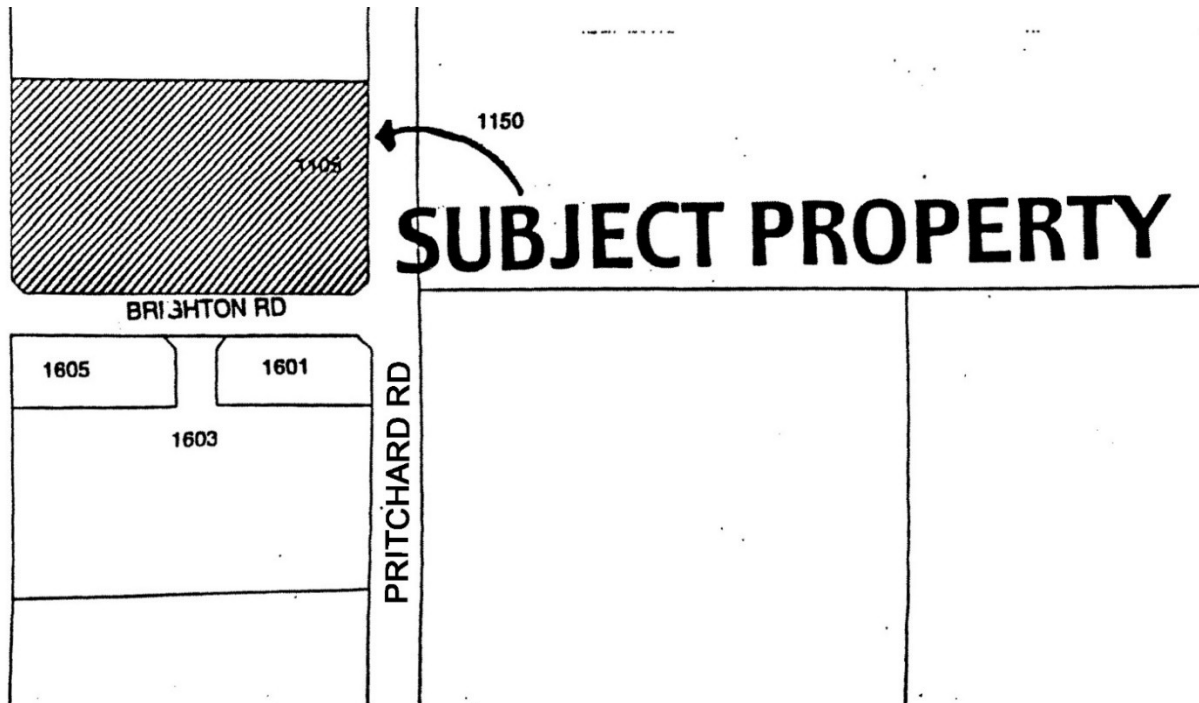
Anglican Synod of the Diocese of British Columbia
Civic Address: 218 Church Street
Roll # 375000



**Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 -
Bylaw No. 2041**

Schedule "J"

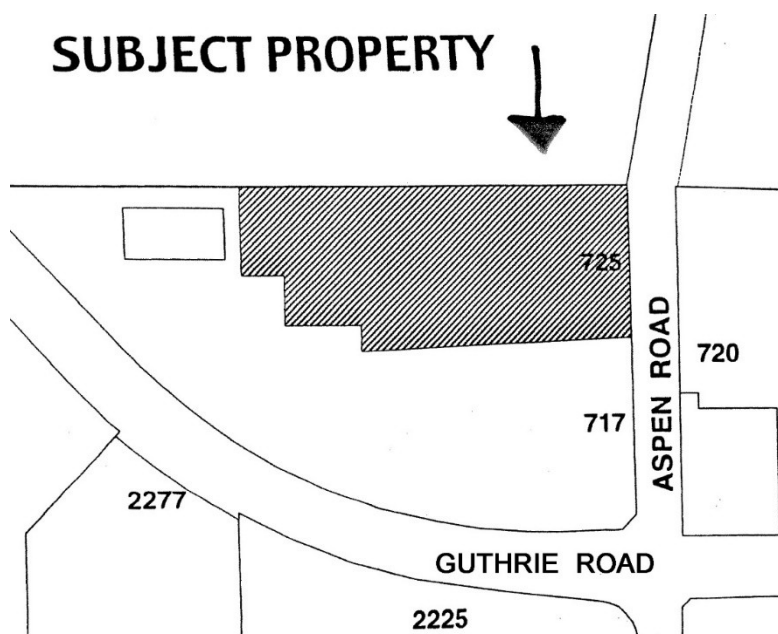
Bay Community Church
Civic Address: 1105 Pritchard Road
Roll # 802052



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "K"

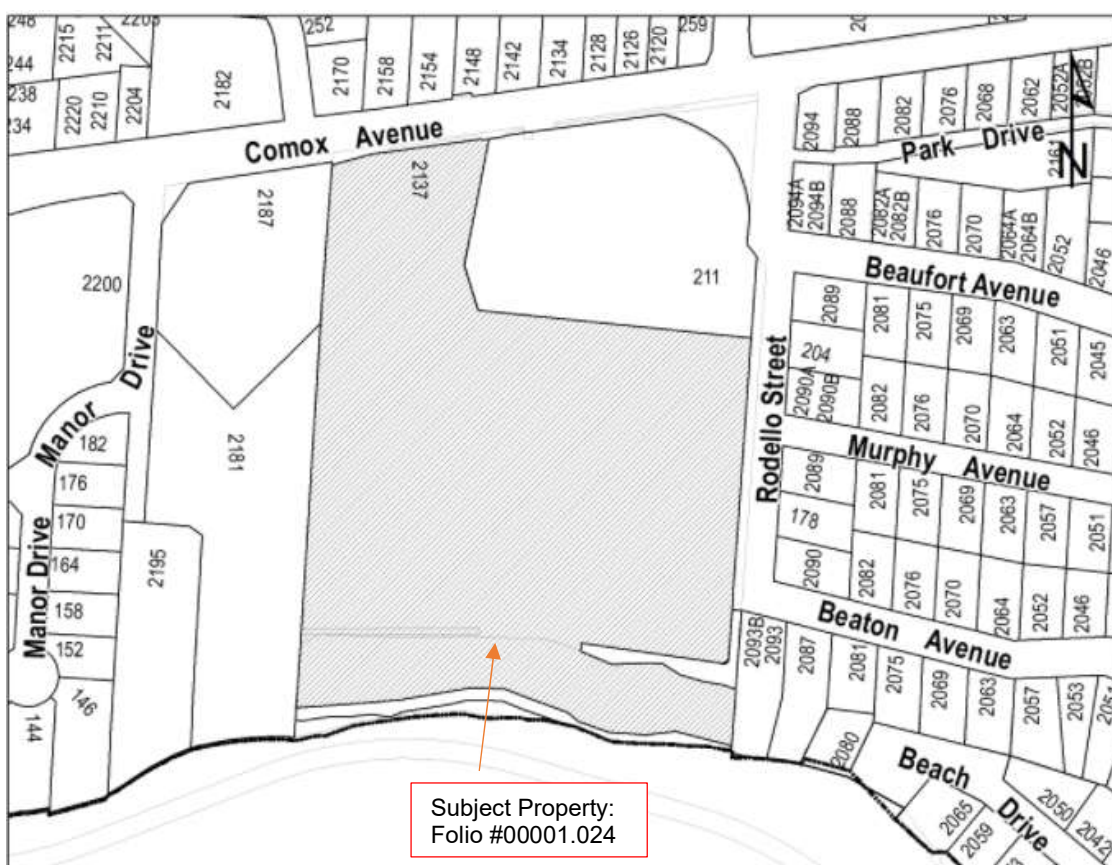
Trustees of the Comox Valley Presbyterian Church
Civic Address: 728 Aspen Road
Roll # 600970



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “L”

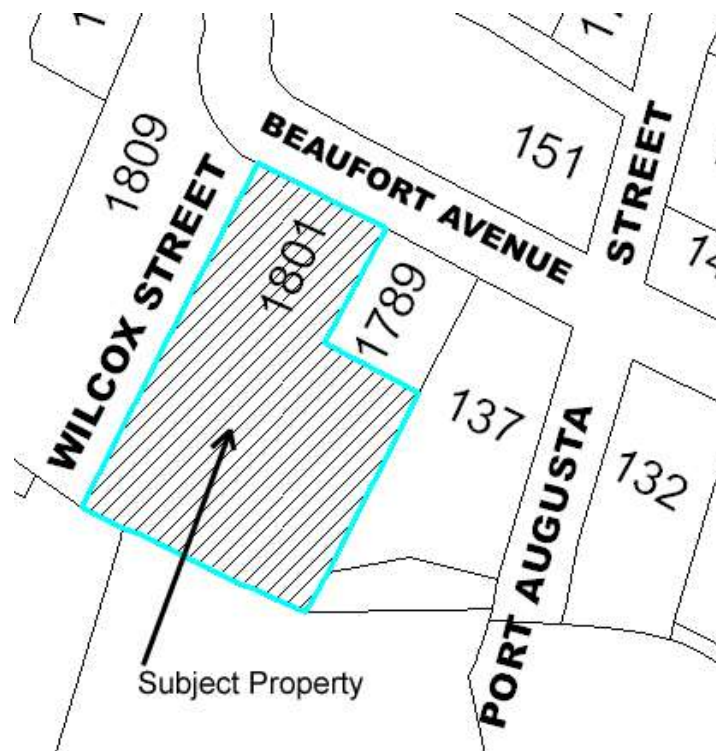
Providence Living Society
Civic Address: 2137 Comox Avenue
Roll # 1024



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “M”

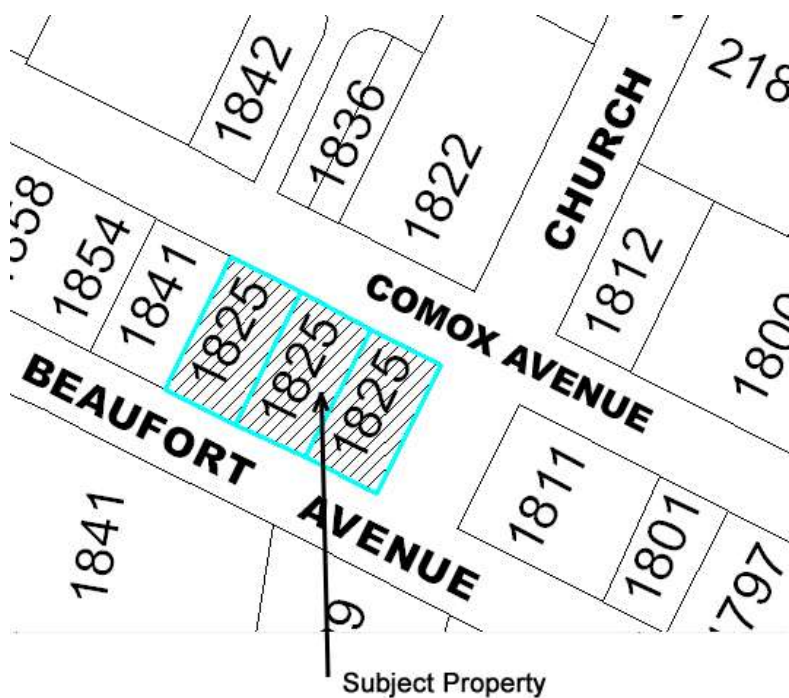
Comox Seniors Centre Association
Civic Address: 1801 Beaufort Avenue
Roll # 398000



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “N”

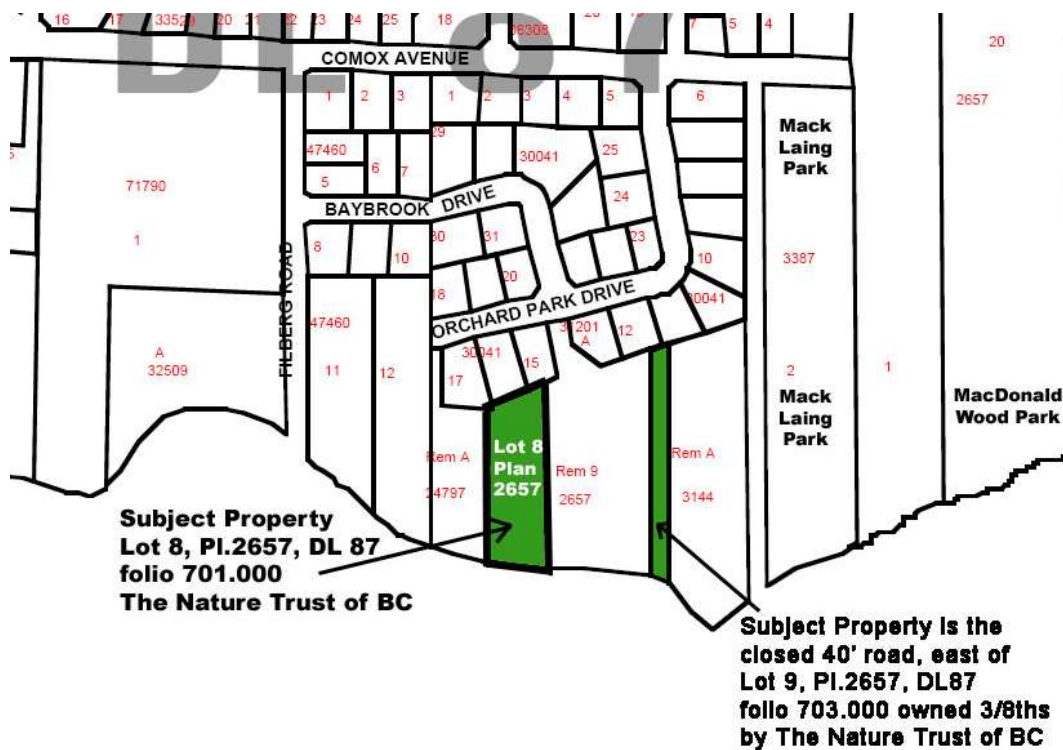
Royal Canadian Legion Comox Branch
Civic Address: 1825 Comox Avenue
Roll # 388000



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "O"

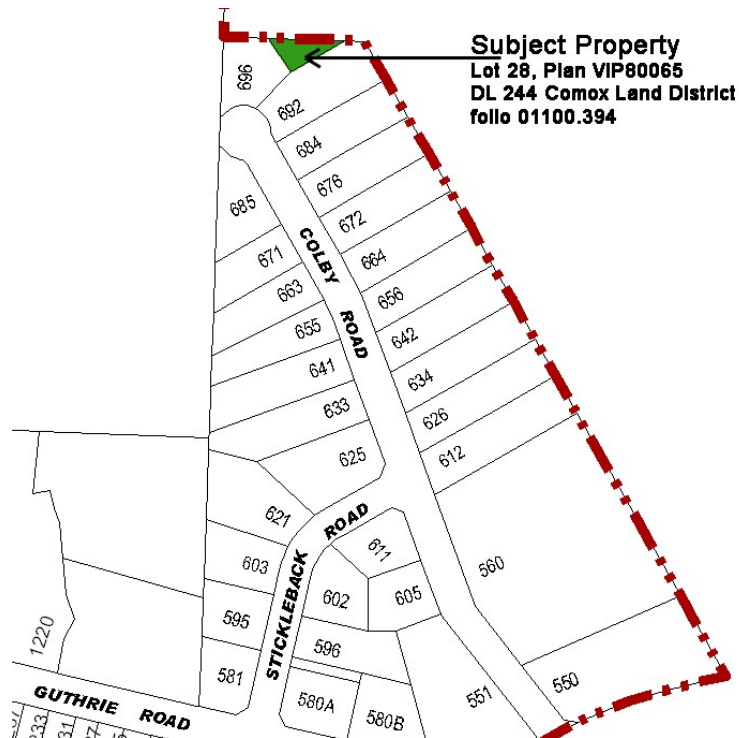
Nature Trust of BC
Civic Address: Orchard Park
Roll # 701000
Roll # 703000



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "P"

Nature Trust of BC
Civic Address: Colby Road
Roll # 1100394

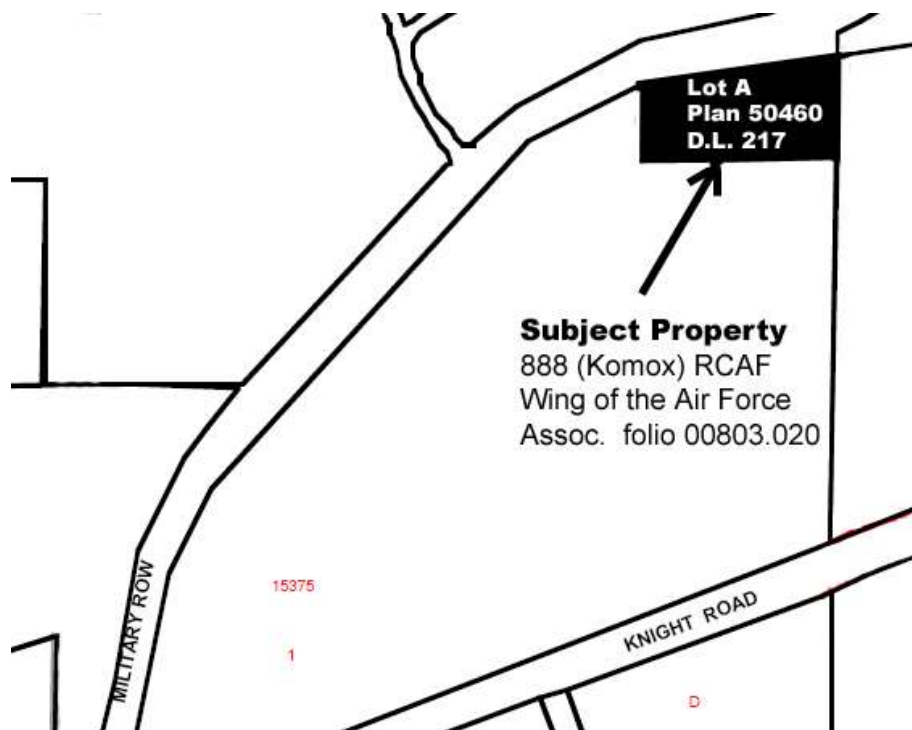


Subject Property
Lot 28, Plan VIP80065
DL 244 Comox Land District
folio 01100.394

Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "Q"

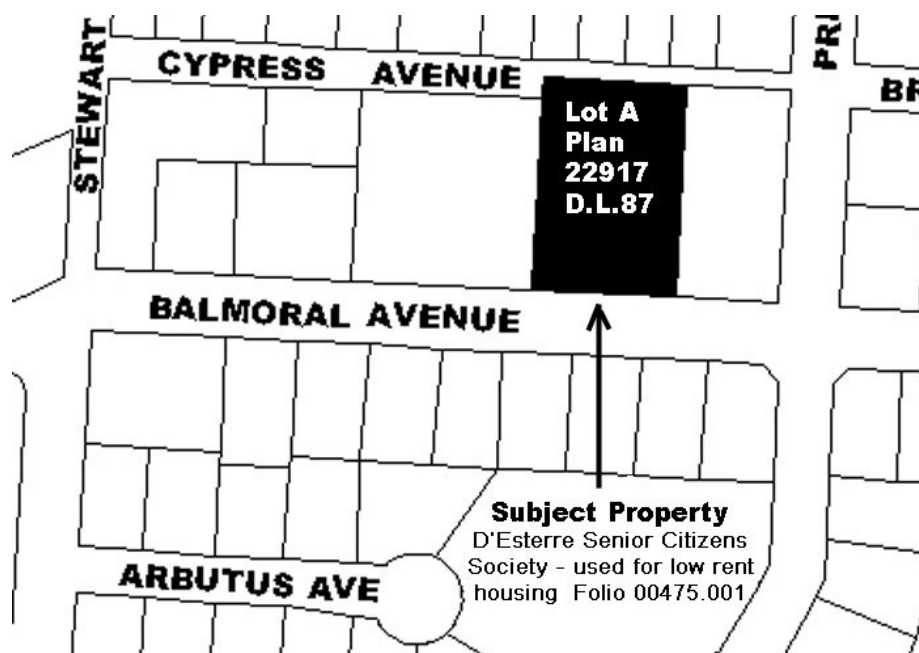
888 (Stocky Edwards) Wing Royal Canadian Air Force Association
Civic Address: 1298 Military Row
Roll # 803020



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "R"

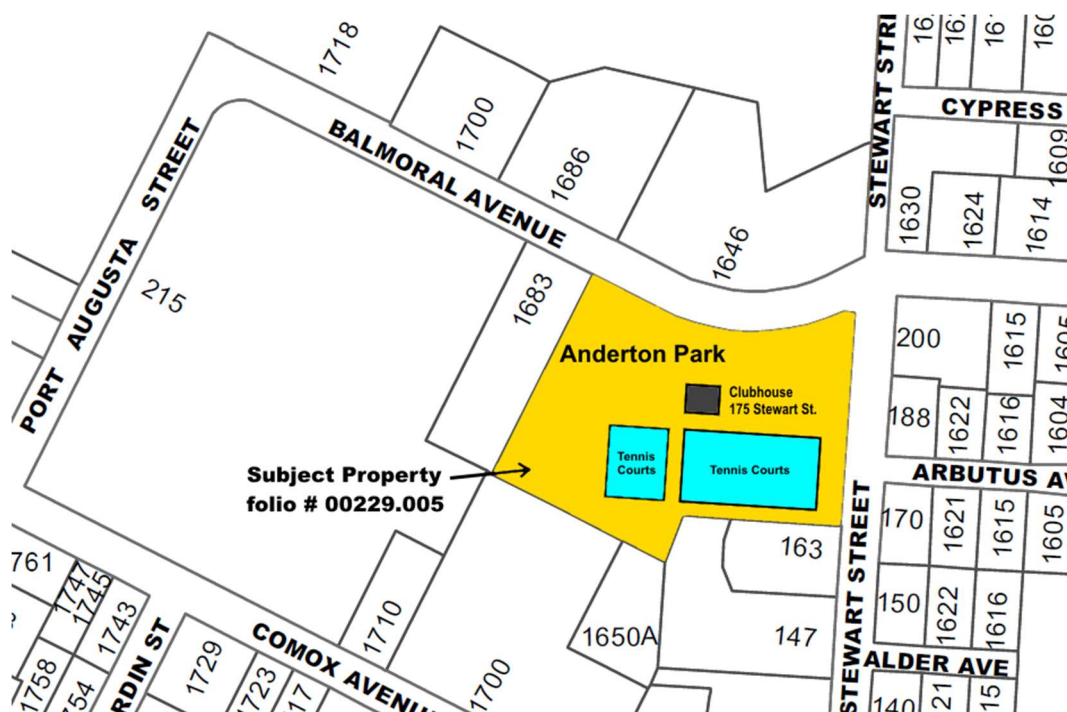
Comox Valley Affordable Housing
Civic Address: 1582 Balmoral Avenue
Roll # 475009



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "S"

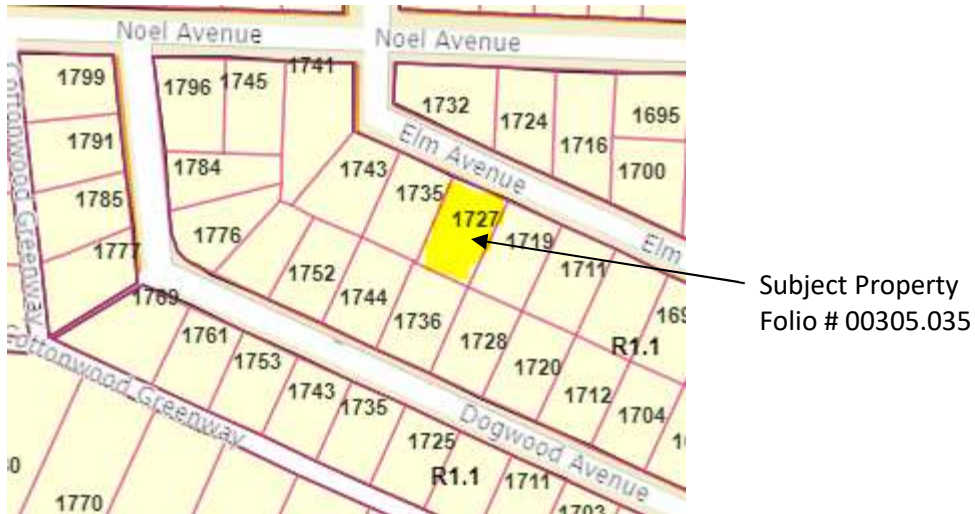
Comox Valley Tennis Club
Civic Address: 175 Stewart Street
Roll # 229005
Roll # 229006



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "T"

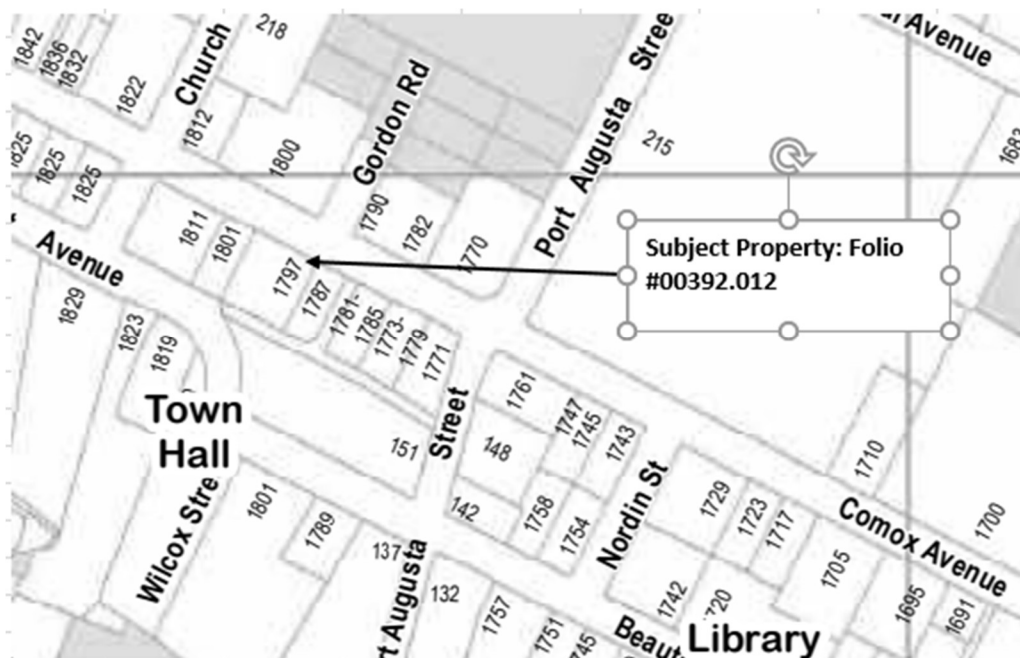
Dawn To Dawn Action on Homelessness
Civic Address: 1727 Elm Avenue
Roll # 305035



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “U”

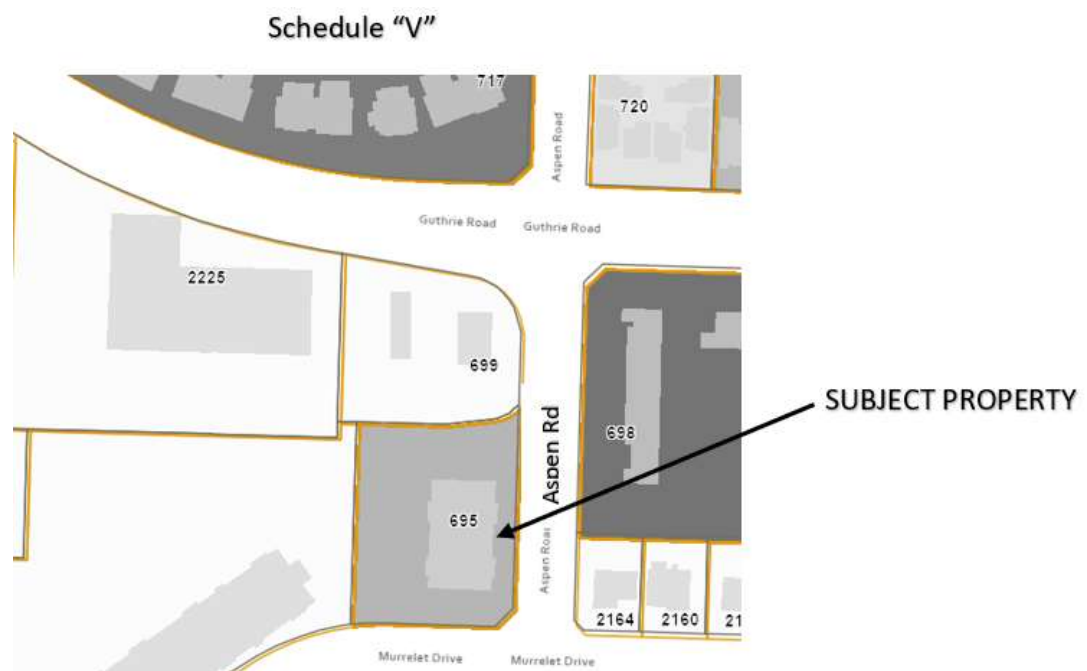
North Nanaimo Rentals
Civic Address: Suites 302 – 305 -1797 Comox Avenue
Roll # 392012
Roll # 392014
Roll # 392016
Roll # 392018



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

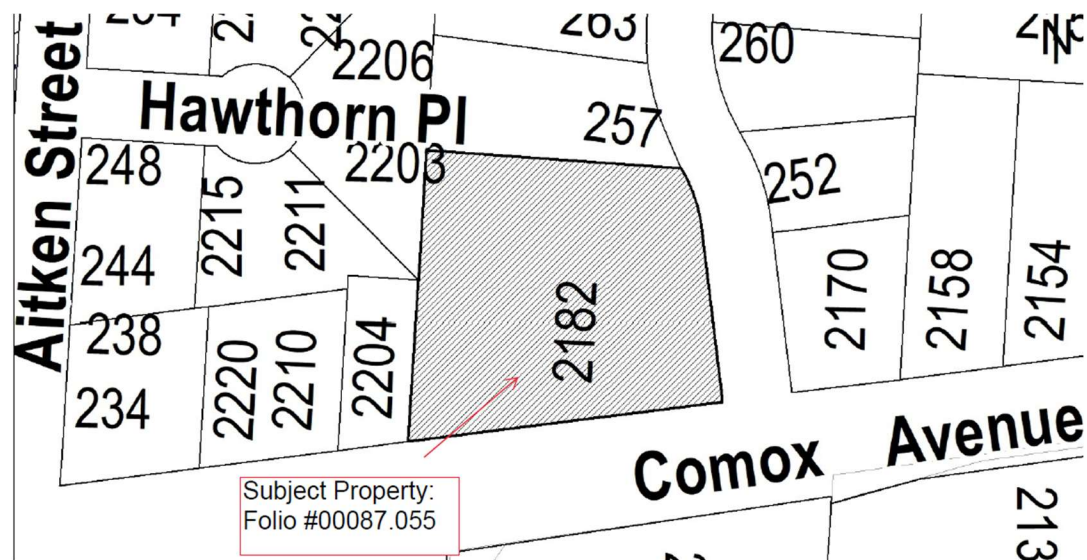
Schedule “V”

Comox Valley Children’s Day Care Society
Civic Address: 102 – 695 Aspen Road
Roll # 601442



**Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 -
Bylaw No. 2041**

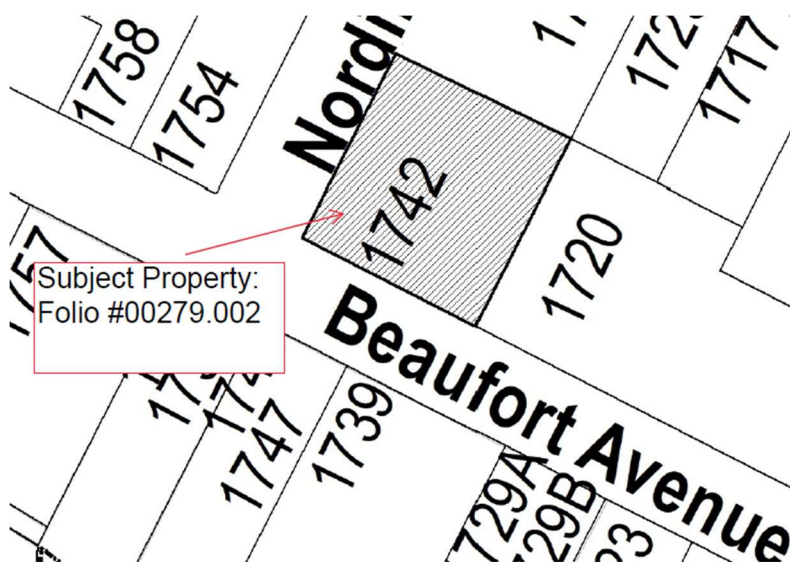
Schedule "W"



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule "X"

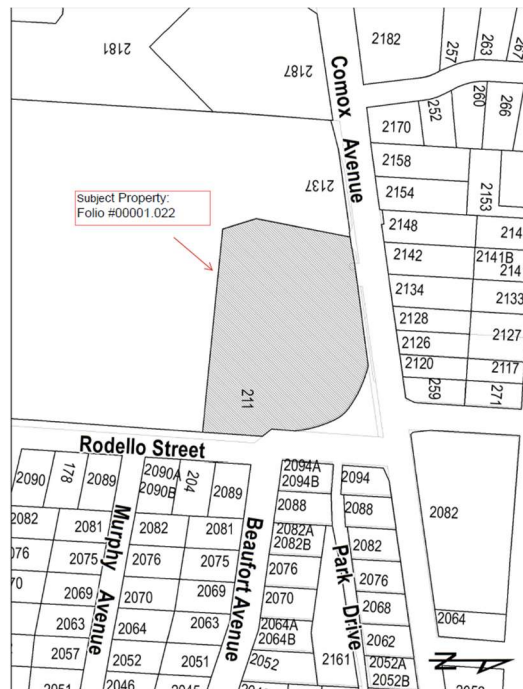
Comox Valley Affordable Housing
Civic Address: 1742 Beaufort Avenue
Roll # 279002



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “Y”

Providence Living Society
Comox Valley Children's Daycare Society
Civic Address: 211 Rodello Street
Roll # 1022



Comox Permissive Tax Exemption Bylaw for The Years 2026-2034 - Bylaw No. 2041

Schedule “Z”

N E Woods Land Corp
Civic Address: Cambridge Road
Roll # 801117

