

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY NOVEMBER 5, 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 November 5, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (5) a. [Mike Atkins, CEO \(Comox Valley Airport Commission\): Temporary Parking at 1200 Military Row](#)

4. ADOPTION OF MINUTES:

- (9) a. [Adoption of Minutes](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, October 22, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

- 1. Paul Atterton: Weeds Growing on Boulevard Next to Property*
- 2. Angela MacDougall, Executive Director (Battered Women's Support Services):
Municipal Engagement on Gender-Based Violence*
- 3. Ariadne Boutsakis, Cats & Birds Coordinator (Stewardship Centre for BC): Cat Bylaws in
BC Webinar, Nov 13th at 12pm*

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

4. *Myrna Holman, President (d'Esterre Seniors' Centre Association): Thank You for Feedback Consideration Regarding the OCP*

5. *Whitney Murphy: Remembrance Veteran's Crosswalk Proposal*

6. *Natalie Groulx, Acting Conservation Director (Canadian Parks and Wilderness Society - BC Chapter) & Erin Gary, Staff Lawyer (West Coast Environmental Law): Request for Council Support - BC Coastal Marine Strategy*

7. *Paul Emmons: Request for No Parking Area*

7. UNFINISHED BUSINESS:

(35) a. [Official Community Plan Bylaw Update](#)

1. *THAT Official Community Plan Bylaw No. 2054 be given First and Second readings.*

2. *THAT Official Community Plan Bylaw No. 2054 be confirmed as being consistent with Comox Financial Plan Bylaw No. 2046 as required by the Local Government Act.*

3. *THAT Official Community Plan Bylaw No. 2054 be referred to a Public Hearing to be scheduled on November 26, 2025, at 5:00 pm at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, and advertised as required by the Local Government Act.*

4. *THAT Official Community Plan Bylaw No. 2054 be referred to the Agricultural Land Commission for comment to confirm compliance with the Agricultural Land Commission Act.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

(196) a. [Comox Facility Rental and Booking Policy CCL - 087](#)

1. *THAT Council approve the Facility Rental and Booking Policy CCL-087 to prohibit individuals or organizations from using Town facilities to promote hate and/or discrimination.*

2. *THAT Administration be directed to apply the policy to all facility rental agreements, licences to use, and leases involving Town-owned properties.*

(221) b. [Comox Firefighters Association Contributions and Initiatives Update](#)

For information only.

- (226) c. [Comox Valley Positive Ticketing Program](#)

THAT Council approve the Town of Comox's participation in the regional Positive Ticketing Program with the Comox Valley RCMP and local governments.

- (229) d. [Mobile Food Vendors on Private Property](#)

THAT Council direct Administration to prepare zoning bylaw amendments consistent with the Comox Business Improvement Association's recommendation:

1. That mobile food vendors be permitted only within the downtown core;

2. That operations be seasonal (spring and summer months); and

3. That the Town establish a licensing fee framework consistent with the Marina Park model, with a portion of contributions supporting downtown marketing through the BIA

- (233) e. [Solid Waste Fees Amendment for 2026](#)

THAT Fees and Charges Amendment Bylaw No. 2016.10, a bylaw to update refuse fees charged to service recipients, be given First, Second and Third Readings.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (244) a. [Rosemary Abram for Zim Zimmerman \(Keep Comox's Charm\): Delegation Request Appeal: Economic Approach to Housing](#)

ITEM SUMMARY: NOTE: Accepting the appeal requires a Council resolution, with a two-thirds majority vote of Council members. If accepted, the delegation will appear on the November 19, 2025 Regular Council agenda.

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

a. [Exclude the Public](#)

1. *THAT the Public be Excluded from the In-Camera session of Council on Wednesday, November 5, 2025 pursuant to the following sub-sections of section 90(1) of the Community Charter:*

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue

Ph: (250) 339-2202

Email: town@comox.ca

Comox BC V9M 1R9

Fx: (250) 339-7110

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

Name(s) of person(s) speaking: Mike Atkins		RECEIVED October 29, 2025	LOG: 25-461	REFER:	AGENDA: RCM 05Nov25
Organization you are representing: Comox Valley Airport Commission			FILE: 3320-20	ACTION: MR	
Primary purpose of Organization: Provision of Air Passenger Services to the Comox Valley, Northern and Central Vancouver Island		Number of members:			
Mailing address of Organization: 118-1250 Knight Rd Comox BC V9M 4H2		Contact Name: Mike Atkins			
		Phone: 250-890-0829 [REDACTED]			
City: Comox	Postal Code: V9M 4H2	Email: [REDACTED]			
Subject matter: Temporary Parking at 1200 Military Row					
Specific request of Council, if any (i.e., letter of support, funding): Seeking approval of a temporary gravel parking lot on vacant land at 1200 Military Row to address periods when all available airport parking is occupied. This temporary solution will be in place until the planned expansion to our current lot is completed.					
Requested meeting and date: November 5, 2025 @ 5pm		AV equipment required: Nil			
Date of application: 29 October 2025	Signature of applicant: [REDACTED]		Print name: Mike Atkins		

Please Note:

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

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

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

30 October 2025

Temporary Airport Parking Lot – 1200 Military Row

Mayor Minions & Council members,

We propose to establish a temporary gravel parking lot on the vacant portion of a site adjacent to the airport (the "Temporary Parking Project") and are writing to request your approval.

With passenger traffic continuing to increase, we are experiencing a serious shortage of available parking at our airport. We have used all our parking contingencies but do not believe that it will be sufficient and are worried that we will exhaust our parking capacity this Christmas season, our traditional peak parking period. Note that we were within one car of turning people away this past Thanksgiving weekend. Should we face a similar situation over Christmas, we can expect to see cars parked along Knight Road which, if not addressed with a temporary parking lot, could raise significant safety concerns with passengers walking on the roadway with luggage, especially in periods of low light and reduced visibility.

In preparation to construct additional parking capacity, we are in the process of purchasing the 1200 Military Row site and intend to construct parking stalls on the east portion of the site (currently occupied by Vancouver Island Enterprises). We anticipate completing regulatory approvals & pre-construction activities over the next 12-16 months and construction in 2027. In the meantime, a temporary solution is required, and we propose to establish the Temporary Parking Project on the west portion of the site (currently vacant land) and use this additional capacity for flights, with shuttle service to/from the YQQ Terminal, and overflow parking as conditions warrant.

Regulatory Context

We have been advised by Town staff that only Council has the authority to authorize the Temporary Parking Project on a temporary basis. We understand that the Town does not issue temporary use permits and that the proposed Temporary Parking Project does not qualify for the form of temporary authorization granted to Wacor Holdings for 1194 Pritchard Road in connection with the CVRD sewer project.

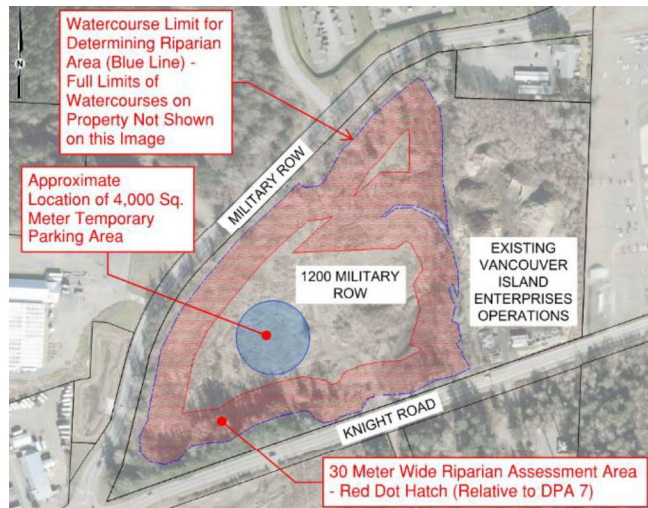
Request Details

The 1200 Military Row parcel has an area of 94,500 m² (9.45 ha). The Temporary Parking Project on the west portion has an area of ~4,000 m² (equating to 4.2% of the parcel) and the future permanent parking project on the east portion has an area of ~39,090 m².

To facilitate the Temporary Parking Project, the following site activities are anticipated:

- Install Erosion and Sediment Control (ESC) measures on the property, consistent with Town Bylaw No. 1824.

- Scrape and remove wild grass vegetation to prepare for gravel surfacing. No significant re-grading of the site will be undertaken (as a result, existing drainage patterns will be maintained). Scraped material will be removed from site or stockpiled on site and covered with wood chips to stabilize.
- Apply gravel to scraped areas to create smooth parking surface.
- Construct a stormwater management feature (shallow rock pit) to offset changes in hydrology resulting from the gravel surface.
- Apply gravel surfacing to an existing access roadway that extends from the parking areas to the existing edge of pavement of Knight Road.
- Supply parking signage/delineators, as needed, to indicate permissible parking areas.
- Supply temporary/portable lighting, as needed, to provide safe ingress/egress and use of the parking areas.



Addressing DPA-related Issues

The parcel is located within Development Permit Areas 16 & 7, and we propose to address related substantive issues, as follows:

DPA16 (North East Comox)

DPA 16, combined with the North East Comox Special Requirements found in Schedule 7 of Bylaw 2048, generate engineering design requirements that are intended to be applied for long-term “permanent” uses that guide development on a watershed (big picture) scale. A more appropriate fit for risk management related to the Temporary Parking Project’s temporary nature and small scale is the Town of Comox stormwater management requirements, which are applied to all other areas of Comox. The Temporary Parking Project proposes to comply with the “post to pre” stormwater management approach within the Town’s bylaws which will provide an adequate level of protection for downstream drainage infrastructure for the short duration that this temporary parking is needed.

The existing land condition is loosely vegetated with wild grasses and exposed aggregate/gravel visible on the ground surface, remnants of haul roads established when the property was originally cleared (by others). The proposed land use will convert a portion of this vegetated area into gravel surface for parking, resulting in a change in the hydrologic response of the temporary use area. To mitigate these impacts, one or more shallow rock pit type of stormwater features are proposed within/around the gravel surfacing of the temporary parking areas. The intent of the stormwater management feature(s) is to slow down the rainfall runoff leaving the temporary gravel parking area and mimic the hydrologic response of the existing site conditions described above.

The risk to existing downstream infrastructure is considered low, given existing and proposed conditions on the property, the size of the temporary use relative to the Queen's Ditch drainage catchment, and no (existing or proposed) direct connection to a stormwater outfall (e.g., piped outlet to ditch or watercourse). The proposed stormwater management feature can be designed to mitigate changes in peak flows up to the 25-year storm event (per Bylaw 2048, Section 4.3.2.2) and manage conveyance of runoff for storm events up to and including the 100-year storm event.

DPA7

DPA 7 (Riparian Areas). The temporary gravel parking area is located outside of the 30m wide Riparian Assessment Area, based on watercourse mapping utilized to secure a prior 2022 RAPR approval. As such, we are seeking an exemption to DPA 7 based on the temporary use having more than adequate buffering from existing watercourses.

Request of Council

We hereby request that Council approve the Temporary Parking Project as described above, subject to:

1. expiry upon the earlier of (a) the commencement of operation of a new parking lot on the east portion of 1200 Military Row; and (b) December 31, 2028; and
2. CVAC to indemnify the Town against any potential damages from downstream landowners due to increased stormwater flow from the Temporary Parking Project.

We sincerely hope that you will be able to accommodate this request and remain available should you wish to discuss.

Sincerely,



Mike Atkins
CEO
Comox Valley Airport Commission

CC:

Bill Anglin – Chair, Comox Valley Airport Commission





TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday October 22, 2025

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

Absent: Nil

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 12 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 October 22, 2025, Regular Council Meeting agenda be Adopted.

(2025.377) -- CARRIED

3. DELEGATIONS:

a. Shannon Gibney (Comox Valley Tennis Club): Continued Rental of Building for Clubhouse

**Delegation - Comox Valley
Tennis Club**

Representatives from the Comox Valley Tennis Club reported that the club, with nine volunteer directors and 241 members, has played at Anderton Park for over 40 years. The season runs from April to October, featuring weekly events, lessons, and workshops. Members pay \$50 annually, contribute \$95 toward a Town security camera, provide a second camera, maintain the AED and courts, and welcome everyone to join.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, October 1, 2025, be Adopted.

(2025.378) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

**Strategic Planning
Committee Meeting Minutes**

THAT the Minutes of the Strategic Planning Committee Meeting, held October 8, 2025, be Received.

(2025.379) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(1) Town of Comox Tourism Service and Commission

**Town of Comox Tourism
Service and Commission**

THAT Council invite the Comox BIA to a future meeting to discuss the provision of a local Tourism Service and withdrawal from regional participation with a proposed budget of \$50,000 to \$60,000.

(2025.380) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

- 1. Couleen Maryschuk, Open House Coordinator (Comox Valley Schoolhouse Quilters' Guild): Nov 13th Open House*
- 2. Edward Savage: Appealing Vacation Rental Bylaw 1850.53*
- 3. Anthony Tessier, Cpl (Ret'd) CD: Appeal for Medical Support Following CAF Release*
- 4. Chris Read, North Island Director (Restore Island Rail Society): Letter of Support for CN Self-Propelled Rail Vehicles*
- 5. Don Pardiack: Zero Land Tax Increase*
- 6. Marie Jacobs: Appreciation for Parkette on Comox Ave*
- 7. Pat Carl: Elbows up for Climate Action Open Letter*
- 8. Robert McLennan, Coordinator, (Comox Bird Friendly Team): Bird Friendly Community Certification*
- 9. Shawn Vincent (Simba Investments Ltd): Pre-zoning Request: 1630 Brighton Road & 1000 Pritchard Road*
- 10. Comox Resident: Squatters*
- 11. Comox Resident: Theft in Stewart St Area & RV in Comox Mall Parking Lot*

(2025.381) -- CARRIED

a. Consent Agenda

Consent Agenda

2. *THAT Items 10. (Comox Resident: Squatters) and 11. (Comox Resident: Theft in Stewart St Area & RV in Comox Mall Parking Lot) be removed from the consent agenda for discussion.*
(2025.382) -- CARRIED
3. *THAT Item 5. (Don Pardiak: Zero Land Tax Increase) be removed from the consent agenda for discussion.*
(2025.383) -- CARRIED
4. *THAT Item 9. (Shawn Vincent (Simba Investments Ltd): Pre-zoning Request: 1630 Brighton Road & 1000 Pritchard Road) be removed from the consent agenda for discussion.*
(2025.384) -- CARRIED
5. *THAT item 8. (Robert McLennan, Coordinator, (Comox Bird Friendly Team): Bird Friendly Community Certification) be removed from the consent agenda for discussion.*
(2025.385) -- CARRIED
6. *THAT Council support the Town of Comox's efforts to become a Bird Friendly Municipality and endorse the initiative through submission of this Council resolution to Nature Canada confirming the Town's commitment to meeting the program's certification criteria.*
(2025.386) -- CARRIED

7. UNFINISHED BUSINESS:

a. Affordable Housing Sites

Affordable Housing Sites

THAT the October 17, 2025 report from the Director of Development Services, titled "Affordable Housing Sites", be received for information.

(2025.387) -- CARRIED

AT 5:27 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 7.(A) AS HIS PARTNER IS EMPLOYED WITH HABITAT FOR HUMANITY.

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

Habitat for Humanity

1. *THAT Administration undertake a public consultation process for 2161 Park Drive to consider redesignating the parcel from park to residential, and include Habitat for Humanity Vancouver Island North in the process in early 2026, following completion of the OCP.*

(2025.388) -- CARRIED

2. *THAT 2161 Park Drive not be considered for an affordable housing project.*

(2025.389) -- DEFEATED

*[Opposed: Mayor Minions, Councillors CHaslett JKerr
JMeilleur MSwift]*

AT 5:50 P.M. COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

THE MEETING RECESSED AT 5:50 PM AND RECONVENED AT 5:52 PM

c. Affordable Housing Sites

Affordable Housing Sites

THAT Administration be directed to prepare a report for a future Council meeting outlining a possible submission to the BC Community Housing Fund for an affordable housing development at 151 Port Augusta Street.

(2025.390) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett
KGrant JKerr JMeilleur MSwift]

d. Grant in Aid Policy CCL-031.02

Grant in Aid Policy CCL-031.02

THAT the Grant in Aid Policy CCL-031.02 be amended to add the CV Substance Use Strategy to the list of groups from which grant-in-aid applications will be accepted for consideration.

(2025.391) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett
KGrant MSwift]

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Development Application Procedures Bylaw No. 2049

Development Application Procedures Bylaw

THAT the Development Application Procedures Bylaw No. 2049 be Adopted.

(2025.392) -- CARRIED

b. Fees and Charges Amendment Bylaw No. 2016.09

Fees and Charges Amendment Bylaw No. 2016.0

THAT the Fees and Charges Amendment Bylaw No. 2016.09 be Adopted.

(2025.393) -- CARRIED

c. Council Procedure Amendment Bylaw No. 1960.01

Council Procedure Bylaw Amendment

That Council Procedure Amendment Bylaw No. 1960.01 be Adopted.

(2025.394) -- CARRIED

d. Permissive Tax Exemption Bylaw No. 2041

Permissive Tax Exemption Bylaw

THAT Permissive Tax Exemption Bylaw No. 2041 be Adopted.

(2025.395) -- CARRIED

10. NEW BUSINESS:

a. Community Centre Modular Pump Track

Community Centre Modular Pump Track

1. *THAT Council approve a budget of \$155,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget.*

(2025.396) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett JKerr JMeilleur]

2. *THAT a report on the acquisition of a robust pump track targeted for mid to older teens be brought to a Regular Council Meeting in 2026 for consideration.*

(2025.397) -- CARRIED

b. Anderton Park Clubhouse

Anderton Park Clubhouse

1. *THAT Council approve the Licence to Use to be issued to the Comox Valley Tennis Club for the Anderton Park Clubhouse for the period of January 1, 2025, to December 31, 2027.*

(2025.398) -- CARRIED

2. *THAT Council approve an annual asset replacement fee of \$1,278 to be levied to the Comox Valley Tennis Club for the future replacement of the Anderton Park Clubhouse.*

(2025.399) -- CARRIED

c. Recreation Master Plan HAF Funding

Recreation Master Plan Funding

1. *THAT Council authorise \$70,000 of Housing Accelerator Funds (HAF) to fund a Recreation Master Plan.*

(2025.400) -- CARRIED

[Opposed: Mayor Minions, Councillor CHaslett]

2. *THAT staff add the Recreation Master Plan project to Council's Strategic Plan: Community Connection and Wellness – Recreation – Recreation Master Plan.*

(2025.401) -- CARRIED

d. 2025-26 Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule

Council Appointments 2025-26

1. *THAT Mayor Nicole Minions be appointed to the Vancouver Island Regional Library Board.*

(2025.402) -- CARRIED

2. *THAT Councillor Jonathan Kerr be appointed as alternate to the Vancouver Island Regional Library Board.*

(2025.403) -- CARRIED

3. *THAT all existing Comox Valley Regional District appointments continue.*

(2025.404) -- CARRIED

4. *THAT all existing external organization appointments continue.*

(2025.405) -- CARRIED

d. 2025-26 Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule

Council Appointments 2025-26

5. *THAT Council approve the Acting Mayor Roster for the year 2025-26, as follows:*
- a. November and December, 2025: Councillor Chris Haslett*
 - b. January and February 2026: Councillor Dr. Jonathan Kerr*
 - c. March and April 2026: Councillor Jenn Meilleur*
 - d. May and June 2026: Councillor Maureen Swift*
 - e. July and August 2026: Councillor Ken Grant*
 - f. September and October, 2026: Councillor Steve Blacklock*

(2025.406) -- CARRIED

6. *THAT the following be appointed as having signing authority for the year 2025-26:*
- a. Mayor Nicole Minions*
 - b. Councillor Steve Blacklock*
 - c. Councillor Ken Grant*
 - d. Councillor Chris Haslett*
 - e. Councillor Dr. Jonathan Kerr*
 - f. Councillor Jenn Meilleur*
 - g. Councillor Maureen Swift*
 - h. Jordan Wall, Chief Administrative Officer*
 - i. Edward Henley, Director of Finance*
 - j. Shelly Russwurm, Director of Corporate Services*
 - k. Randy Houle, Director of Development Services*
 - l. Shelley Ashfield, Director of Operations*
 - m. Teodora "Odie" Morin, Deputy Director of Finance*

(2025.407) -- CARRIED

7. *THAT the 2026 Regular Council and Strategic Planning Committee meeting schedule be approved as outlined in the October 16, 2025 report from the Director of Corporate Services titled "2025-26 Acting Mayor Roster, Signing Authorities and Meeting Schedule".*

(2025.408) -- CARRIED

8. *THAT MNP LLP be appointed as the Town auditor for the 2026 calendar year.*

(2025.409) -- CARRIED

THE MEETING RECESSED AT 7:08 PM AND RECONVENED AT 7:16 PM

e. Town of Comox Staff Holiday Event

Staff Holiday Event

THAT the staff Christmas party proceed in 2025.

(2025.410) -- CARRIED

f. Replacement of UBCM Strategic Priorities Fund – Asset Management Plan resolution

**UBCM Strategic Priorities
Fund – Asset Management**

1. *THAT the July 16, 2025 resolution 2025.275, as follows, be repealed:*

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

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

(2025.411) -- CARRIED

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

THAT Council commit to providing overall grant management for the project if the application is successful and supports any cost overruns.

(2025.412) -- CARRIED

g. Consideration of Pre-zoning for Residential Apartment Use

Prezoning Discussion

1. *THAT Council provide further direction as indicated at the April 16, 2025 Regular Council Meeting to pursue a medium pre-zoning approach focusing on missing middle housing with no additional multi-family pre-zoning.*

(2025.413) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett
KGrant MSwift]

2. *THAT Council direct staff to proceed with pre-zoning 1603 Brighton Road, 1000 Pritchard Road and 1490 Cambridge Road for multi-family, mid-rise, mixed use up to six storeys.*

(2025.414) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett
KGrant JKerr JMeilleur MSwift]

3. *THAT Council direct staff to proceed with pre-zoning 1603 Brighton Road, 1000 Pritchard Road and 1490 Cambridge Road for multi-family, low-rise up to four storeys.*

(2025.415) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

4. *THAT Council provide direction for pre-zoning of 1890 Comox Avenue to allow for multi-family apartment use up to six storeys in height.*

(2025.416) -- CARRIED

[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

h. Development Cost Charge & Amenity Cost Charge Bylaws

DCC and ACC Bylaw - Nancy Henderson

1. *THAT Amenity Cost Charges Bylaw No. 2052 be given First, Second and Third Readings.*
(2025.417) -- CARRIED
2. *THAT Development Cost Charges Bylaw No. 2053 be given First, Second and Third Readings.*
(2025.418) -- CARRIED
3. *THAT Development Cost Charges Bylaw No. 2053 be advanced to the Inspector of Municipalities for approval.*
(2025.419) -- CARRIED
4. *THAT Council Policy CCL-069.03 (Affordable Housing Amenity Contribution) be rescinded, subject to the adoption of Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053.*
(2025.420) -- CARRIED

i. Official Community Plan Bylaw

Official Community Plan

THAT Official Community Plan Bylaw No. 2054 be updated to reflect the decisions made in Resolution Numbers 2025.419 and 2025.420 at the October 22, 2025 Regular Council Meeting, and be brought back for Council's consideration at the earliest opportunity.
(2025.421) -- CARRIED
[Opposed: Councillor JKerr]

THE MEETING RECESSED AT 8:16 PM AND RECONVENED AT 8:24 PM

j. 2026 Corporate Budget

2025-2030 Budget

1. *THAT Council approves the 2026 Corporate Budget as attached in Appendix A of the October 17, 2025, report from the Director of Finance titled "2026 Corporate Budget", with an 8.65% increase to the general levy.*
(2025.422) -- CARRIED
[Opposed: Mayor Minions]
2. *THAT all but \$20,000 of the unallocated special projects budget be transferred to the Infrastructure Renewal Fund.*
(2025.423) -- CARRIED
3. *THAT an additional increase to the general tax levy of 0.008% for the tractor backhoe thumb unit, 0.035% for two new bus shelters, 0.006% for beach access improvements, 0.008% for the new Pioneer Park dog park, 0.019% for Comox dog park shade structure, 0.008% for the McKenzie Park water improvements, and 0.019% for Harbourwood Park sports court be approved to increase transfers to the Infrastructure Renewal Fund.*
(2025.424) -- CARRIED
[Opposed: Councillor CHaslett]

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. **Chrys Sample, Vice President (MIKI'SIW Métis Association): Métis Flag Raising Request: Nov 10-16, 2025 (Ceremony on Nov 12)**

Correspondence - Métis Flag Raising Request

THAT the October 15, 2025, flag-raising request from the MIKI'SIW Métis Association, for November 12-16, 2025, be received and the request granted.

(2025.425) -- CARRIED

- b. **Craig Freeman (Merville Community Association): Delegation Request Appeal: Moving Shakesides to the Merville Hall Site**

Correspondence - Merville Community Association

THAT Council approve scheduling the Merville Community Association delegation appeal to appear before Council at a future Regular Council Meeting for the purpose of requesting Council direction for the Town to seek a further variation of the Shakesides Trust.

(2025.426) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock KGrant
JKerr MSwift]

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor Blacklock**

Councillor Blacklock reported that the BIA Shells & Suds Trolley Tour event on October 17 was well attended and reminded everyone of the upcoming Comox Halloween Costume Parade on October 31 from 3:30 p.m. to 5:30 p.m., and the Mayor's Tree Lighting & Winter Market on November 21 from 3:00 p.m. to 7:00 p.m.

- b. **Councillor Swift**

Councillor Swift had nothing to report.

- c. **Councillor Haslett**

Councillor Haslett advised of the upcoming Nautical Days Festival Committee meeting on October 29 at 4:00 pm, with the Green Team meeting beginning at 3:00 pm.

- d. **Councillor Kerr**

Councillor Kerr attended CVRD meetings including a Comox Valley Recreation Commission meeting and a Comox Strathcona Regional Hospital District Board meeting.

- e. **Councillor Grant**

Councillor Grant attended a Regional Parks and Trails Committee meeting and a CVRD Board meeting.

- f. **Councillor Meilleur**

Councillor Meilleur had nothing to report.

- g. **Mayor Minions**

Mayor Minions advised that the Diwali Festival of Lights celebration has been moved to Sunday, October 26, and that the 19 Wing Air Show planned for 2026 has been cancelled. She also attended a meeting regarding the RCMP, noting that the related report will not be released until 2026. Municipalities are being asked to provide input on appropriate officer numbers specific to their local resources rather than overall RCMP staffing levels.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 9:28 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Paul Atterton

To Mayor and Council,
City of Comox,
1809 Beaufort Avenue,
Comox, BC
V9M 1R1

RECEIVED

OCT 20 2025

TOWN OF COMOX

LOG: 25-448	REFER:	AGENDA: RCM 05Nov25
FILE: 0220-20-2	ACTION: Staff (PW/Parks)	

File: 0220-20-2025, 5830-20

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

Re: Weeds growing adjacent to my property at [REDACTED] Comox, BC.

Dear Mayor and Council,

I am writing to respectfully request the restoration of the boulevard adjacent to my property on [REDACTED], which was altered during recent municipal construction. The current condition of the site does not reflect the quality or care it previously received.

This portion of land is part of the public road allowance and not privately owned. Nevertheless, for the past 24 years, I have personally maintained it—watering, mowing, and keeping it free of weeds—entirely at my own expense. Since the construction, the area has deteriorated into a patch of uncontrolled weeds, which is both unsightly and inconsistent with its prior state.

At 77 years of age, I trust the City does not expect me to remediate this issue myself. I kindly ask that the boulevard be restored to its previous condition. For your reference, I have attached photographs showing its current state.

Additionally, I would like to suggest the installation of a retaining wall at the property line, followed by gravel surfacing—similar to treatments applied to other properties along [REDACTED]. This would provide a consistent and low-maintenance solution that aligns with the City's approach elsewhere on the street.

Thank you for your attention to this matter. I appreciate your consideration and look forward to a resolution that reflects the care this space has received over the years.

Sincerely,
Paul Atterton







RECEIVED

October 21, 2025

TOWN OF COMOX

LOG: 25-450	REFER:	AGENDA: RCM 05Nov25
FILE: 0230-20,0	ACTION: MR	

File: 0230-20, 0400-03

From: Ending Violence & Advancing Equality [REDACTED]

Copies: Council

Sent: October 21, 2025 9:31 AM

JW/SR/CD

To: Ending Violence & Advancing Equality [REDACTED]

Subject: Follow-Up: Municipal Engagement on Gender-Based Violence

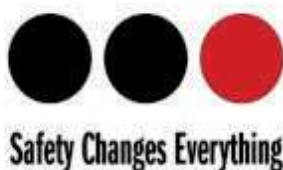
Good morning, Mayor and Council members,

Battered Women's Support Services (BWSS) is following up on our earlier correspondence regarding the #DesignedWithSurvivors campaign, a province-wide initiative that reframes gender-based violence as a public safety issue and calls on municipalities to take coordinated local action.

Attached is a letter outlining next steps and opportunities to meet or host a council delegation with BWSS. As November 25 approaches, marking the International Day for the Elimination of Violence Against Women and the start of the 16 Days of Activism, now is a meaningful time to join this important provincial conversation.

We look forward to the opportunity to connect with you and explore how we can support your community in advancing safety and gender equity.

With gratitude,
Shelby



Shelby Johnson (she/her) (elle/la)
Systems & Government Relations |
bwss.org
Email: [REDACTED]

BWSS:



My Sister's Closet:



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

October 21, 2025

Dear Mayor and Council Members,

I am writing to follow up on our earlier correspondence regarding the #DesignedWithSurvivors campaign, a province-wide initiative that reframes gender-based violence (GBV) as a public safety crisis. This campaign remains rooted in the essential question:

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

We have called on municipalities across British Columbia to take coordinated, local action to address GBV as a matter of public safety and gender equity. Since our initial outreach, BWSS has met with **19 municipalities**. Through council delegations and one-on-one discussions with mayors and staff, we have been able to explore practical steps that municipalities can take to strengthen prevention, response, and coordination on GBV. These conversations have been encouraging and demonstrate the growing recognition that safety starts at the local level.

Today, we are following up to ensure that your community has the opportunity to participate in this critical initiative, starting with a meeting or council delegation from BWSS. Our goal is to support your municipality in:

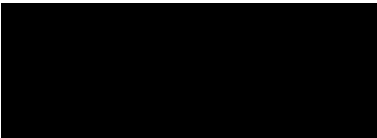
- **Identifying opportunities for municipal leadership**, including establishing task forces, implementing risk assessment protocols, and advancing public awareness initiatives.
- **Developing a gender-based violence prevention and response strategy** that aligns with community safety and equity goals.
- **Collaborating with community organizations and other levels of government** to ensure an integrated, survivor-centred approach.

As November 25 approaches, marking the **International Day for the Elimination of Violence Against Women and the start of the 16 Days of Activism Against Gender-Based Violence**, now is a meaningful time to join this provincial conversation and demonstrate your local government's commitment to ending gender-based violence.

We would be pleased to schedule a meeting or delegation at your convenience to discuss how BWSS can support you in this vital work.

Thank you for your continued leadership and commitment to community safety.

Warm regards,
Angela Marie MacDougall



Executive Director
Battered Women's Support Services
(BWSS)

BUSINESS LINE 604.687.1868

Town of Comox – Administration

From: Ariadne Boutsakis <ariadne@stewardshipcentrebc.ca>
Sent: October 21, 2025 3:11 PM
To: council
Cc: Town of Comox – Administration
Subject: SAVE THE DATE: "Cat Bylaws in BC" Webinar, November 13 at 12pm

RECEIVED

October 21, 2025

TOWN OF COMOX

LOG: 25-451	REFER:	AGENDA: RCM 05Nov25
FILE: 0220-30	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Mayor Minions and Councillors,

The Stewardship Centre for BC invites you and your staff to join a virtual lunch and learn session about the role and application of cat bylaws in British Columbia. Dr. Julia Kilgour, PhD, will highlight current research on the dynamics between urban free-roaming cats, communities, and ecosystems, followed by a case study on the City of Prince George's Responsible Animal Ownership Bylaw, presented by Animal Control Officer Laurie Mark.

Title: *Cat Bylaws in BC: Management Practices for Urban Free-Roaming Cats*

Date: Thursday, November 13th, 2025

Time: 12:00 – 1:00 PM (PST)

Location: Zoom

Why Attend?

Local governments play a critical role in protecting animal welfare, ecosystems, and community health. This webinar will explore practical approaches to mitigating cat-related conflicts, protecting wildlife, and promoting responsible pet ownership through evidence-based policies, research, and community solutions.

[Click here to register.](#) Registrants will receive a Zoom link and webinar recording.

For questions and more information, please contact Ariadne Boutsakis at the Stewardship Centre for BC (ariadne@stewardshipcentrebc.ca).

Kind regards,

Ariadne

Ariadne Boutsakis, BBA Sustainable Business (*she/her*)

Program Assistant

Greenspace for All Coordinator

Cats & Birds Coordinator

E-mail: ariadne@stewardshipcentrebc.ca

Phone: [REDACTED]



STEWARDSHIP CENTRE
FOR BRITISH COLUMBIA

Connect. Understand. Act.

info@stewardshipcentrebc.ca

d'Esterre Seniors' Centre Association



October 24, 2025

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

RECEIVED

OCT 24 2025

TOWN OF COMOX

LOG: 25-456	REFER:	AGENDA: RCM 05Nov25
FILE: 0220-50, C	ACTION: File	

File: 0220-50, 0360-20-09, 6480-20

Copies: Council
JW/RH/SR/CD

Dear Mayor Minions and Town Council,

On behalf of the Board of Directors of the d'Esterre Seniors' Centre Association, I am writing to thank you for your consideration of the feedback from our members regarding the Official Community Plan.

We are very pleased to see the land use designation reflect our current operation and to specifically see that support for d'Esterre will be embedded in Policy.

Our membership continues to grow and our mission of "Providing people with a better quality of life as we age." is only possible through the long-term commitment of the Town of Comox. We are very grateful for this ongoing and future focused support.

Respectfully,



Myrna Holman
President
d'Esterre Seniors' Centre Association

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

Town of Comox – Administration

From: Whitney Murphy [REDACTED]
Sent: October 26, 2025 11:10 PM
To: Town of Comox – Administration
Subject: Remembrance Veteran's Crosswalk Proposal
Attachments: Image.jpeg

RECEIVED

October 26, 2025

TOWN OF COMOX

To the Members of the Comox Town Council,

LOG: 25-457	REFER:	AGENDA: RCM 05Nov25
FILE: 0220-40, 5	ACTION: MR	

File: 0220-40, 5400-12

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

I hope this letter finds you well. I am writing to respectfully propose the installation of a Remembrance Veteran's Crosswalk in front of the Comox Legion on Comox Avenue (see attached photo for reference of Medicine Hat's new crosswalk).

Each year, our community gathers to honour the brave men and women who have served our country. The Comox Legion stands as a symbol of gratitude, service, and remembrance and a dedicated crosswalk would serve as a daily reminder of the sacrifices made by our veterans, not just on November 11th, but throughout the year.

A painted veteran's crosswalk, incorporating the symbolic red poppy or other respectful Remembrance imagery, would be a beautiful and meaningful way to honour those who have served and continue to serve. Other communities across Canada have implemented similar crosswalks, and they have become cherished local landmarks, instilling civic pride and remembrance in residents and visitors alike.

Beyond its symbolic value, this crosswalk would also improve pedestrian safety in a high-traffic area that sees many visitors to the Legion and nearby businesses. The combination of practical benefit and deep community meaning makes this project both timely and fitting for Comox.

As a local high school teacher who organizes Remembrance Day assemblies at Vanier, I would be happy to collaborate with the Legion, local artists, or community groups to assist in planning, fundraising, or volunteer efforts to make this project a reality.

Thank you for considering this proposal to help honour our veterans in such a visible and heartfelt way. I look forward to your response and would be grateful for the opportunity to discuss this idea further.

With appreciation,

Whitney Murphy

Comox Resident

[REDACTED]

[REDACTED]

[REDACTED]



Town of Comox – Administration

From: Natalie Groulx [REDACTED]
Sent: October 29, 2025 11:05 AM
To: council
Subject: Request for Council Support – BC Coastal Marine Strategy
Attachments: Coastal Marine Strategy Brief_Oct2025_CPAWS BC_WCEL.pdf; Coastal Marine Strategy Motion For Consideration_Oct2025.pdf

RECEIVED

October 29, 2025

TOWN OF COMOX

LOG: 25-460	REFER:	AGENDA: RCM 05Nov25
FILE: 0400-04	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Mayor Nicole Minions and Members of Council,

On behalf of the Canadian Parks and Wilderness Society – BC Chapter (CPAWS-BC) and West Coast Environmental Law, I am reaching out to request your Council's support for the BC Coastal Marine Strategy (CMS) and accompanying legislative framework to ensure its long-term success.

The CMS, co-developed by the Province of BC and coastal First Nations, provides [a blueprint](#) for protecting marine ecosystems, supporting local economies, and strengthening community resilience along our coast. The Association of Vancouver Island and Coastal Communities (AVICC) [has endorsed this initiative](#), and your Council's support would add vital momentum at the local level.

We respectfully request that your Council consider passing a motion of support and directing the Mayor to write to Premier David Eby and the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, expressing your support for the BC Coastal Marine Strategy and its implementation.

Municipal leadership will help ensure a healthy ocean, thriving coastal communities, and sustainable marine management for generations to come.

Thank you for your time and consideration. Please find attached:

-
-
- A council motion template, and
-
-
- A brief on the need and value of the BC Coastal Marine Strategy.
-

We also welcome the opportunity to brief you on the opportunities within the Coastal Marine Strategy for your community.

Warm regards,
Natalie Groulx



Natalie Groulx (she/her)
Acting Conservation Director
Ocean Program
CPAWS-BC



[Redacted email address]



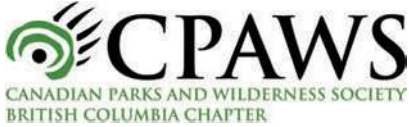
604-685-7445 [Redacted]



#227- 312 Main St, Vancouver, BC, V6A 2T2
Lands and waters of the Coast Salish Peoples



cpawsbc.org



[Make a gift for nature today.](#)

This message was sent from the unceded and traditional homelands of the lək̓ʷəŋən.

At CPAWS-BC, we value and respect flexible work arrangements. As such, my work week may look different from yours. Please do not feel obligated to respond outside of your normal working hours; I will respond when I am able. My working hours are 8am to 4:30pm PT, Monday-Thursday. [Learn more here.](#)

Strengthening BC's Economy and Readiness Through the BC Coastal Marine Strategy

British Columbia stands at a pivotal moment. Our coastal communities are on the frontlines of both economic pressures and environmental change. As the BC chapter of the Canadian Parks and Wilderness Society (CPAWS-BC), we work to safeguard the lands and waters that sustain us. Both CPAWS-BC and West Coast Environmental Law believe this is a timely opportunity to work together to strengthen resilience through the Coastal Marine Strategy – an approach that supports local economies while safeguarding the natural systems we all depend on.

The [BC Coastal Marine Strategy](#) is an overarching provincial framework with 116 concrete activities for managing coastal and nearshore marine areas within provincial jurisdiction. When fully implemented, the strategy can drive climate adaptation, grow BC's blue economy, enhance national defense, and advance Indigenous coastal management.

Protecting the coast is not just about the environment, it's smart economic policy.

Marine-based tourism and recreation alone generate over \$5 billion annually,¹ and the global ocean economy is projected to double between 2010 and 2030, outpacing broader global growth by 20%.² This represents a major opportunity for BC to expand its blue economy. Furthermore, these figures do not account for the vast amount of ecosystem services provided by marine and coastal areas. A 2012 report found the nearshore areas of BC's Lower Mainland provided \$22.6 billion in ecosystem services per year (this value translates to approximately \$30 billion as of 2024).³ This strategy will support a productive and biodiverse ocean, which is necessary for a thriving and sustainable blue economy.

¹ Big River Analytics Ltd. (2021). Economic Contribution Analysis: For the Economic Contribution of the Oceans Sector in Coastal BC. Unpublished and prepared privately for the governments of British Columbia and Canada.

² OECD, The Ocean Economy in 2030 (2016), p. 30, online: https://www.oecd.org/content/dam/oecd/en/publications/reports/2016/04/the-ocean-economy-in-2030_g1g6439e/9789264251724-en.pdf

³ David Suzuki Foundation and Earth Economics: Nearshore Natural Capital Valuation (November 2012), p. 67, online: <https://david Suzuki.org/wp-content/uploads/2012/11/nearshore-natural-capital-valuation-aquatic-benefits-british-columbia-lower-mainland.pdf>

The Coastal Marine Strategy can also strengthen national defence. BC's coastline is home to critical defense and emergency response infrastructure, and integrated coastal planning under the Strategy aligns with both provincial and national defense priorities. When implemented, it will enhance readiness in the face of climate impacts and geopolitical risks.

*"Many of us have seen first-hand the damage of degraded shorelines, pollution, abandoned vessels, declining salmon and contaminated shellfish. In a coastal province like ours, these impacts ripple inland, from Salmon Arm in the Okanagan all the way to the Rockies. Our coast also hosts critical national defense and emergency response infrastructure. So whether you are interested in the environment, the economy or national defense, a coordinated effort from the Province to protect our coast needs the force of law behind it." — **Councillor Mary Wagner**, the City of Langford*

Although the release of the Coastal Marine Strategy is a significant accomplishment for BC, a glaring functional gap remains, as the strategy does not have a legal framework to back it up. Legislation is key to strong, integrated coastal management. An accompanying legal framework would make the Coastal Marine Strategy durable and effective across government.

With your local government's support, BC can ensure the strategy drives lasting results for our economy, communities, and coastal ecosystems.

We welcome the opportunity to brief you on the opportunities within the Coastal Marine Strategy for your community.

Sincerely,



Erin Gray
Staff Lawyer
West Coast Environmental Law



Natalie Groulx
Acting Conservation Director, Ocean Program
CPAWS-BC



Motion:

WHEREAS in July 2024, following extensive consultation with First Nations and stakeholders, the Province of British Columbia released its first ever Coastal Marine Strategy, providing a 20-year vision of a “diverse, productive and resilient coastal marine environment that is valued in its own right and that supports the prosperity, health and well-being of coastal communities now and into the future”;

WHEREAS the Coastal Marine Strategy details nine important goals (diverse marine life; abundant wild Pacific Salmon; a clean coast; climate-ready communities; a sustainable coastal economy; vibrant coastal communities; trusting, respectful relationships; a robust tool kit; and integrated and balanced management), but does not have the force of law, and codifying the Strategy into law would support its success and longevity rather than leaving it dependent on the priorities of the government of the day:

THEREFORE BE IT RESOLVED THAT Council directs the Mayor to urge the Provincial Government to enshrine the BC Coastal Marine Strategy into law.

From: [REDACTED]
Sent: October 27, 2025 1:10 PM
To: Town of Comox – Administration <town@comox.ca>
Cc: Nicole Minions <NMinions@comox.ca>
Subject: No Parking

RECEIVED

October 27, 2025

TOWN OF COMOX

Hello All,

I would like to request a no parking area from Olympic Dr along to the crosswalk on the opposite side of 2300 Murrelet Dr. as shown in the picture.

The road is too narrow to make the turns in and out of 2300 when parked cars are across Murrelet plus we take up part of the oncoming traffic lane, which is dangerous.

I realize parking is at a premium but we have found this crowding to be dangerous.

Thank you for your consideration.

Patricia Lovell

Paul Emmons

[REDACTED]

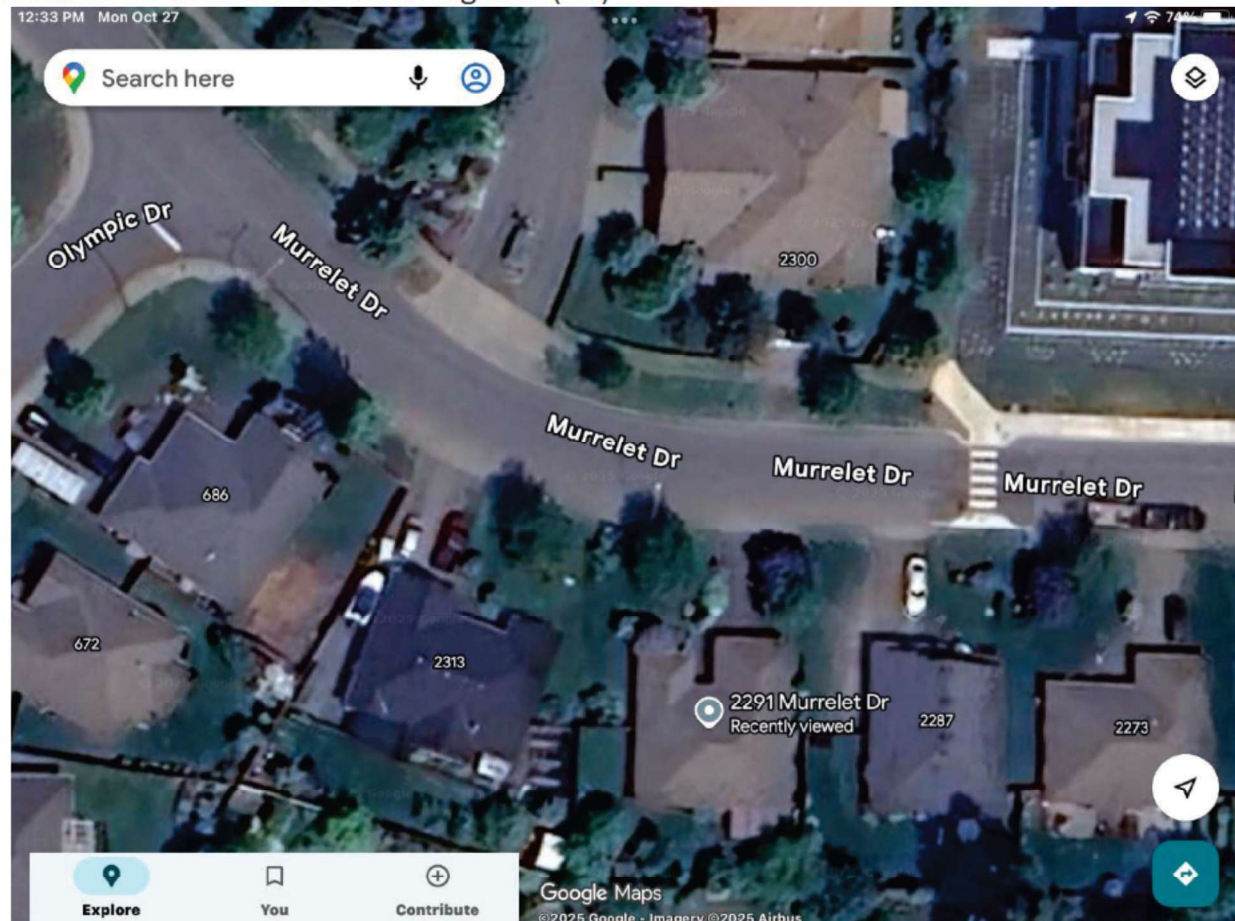
Comox, BC

[REDACTED]

LOG: 25-459	REFER:	AGENDA: RCM 05Nov25
FILE: 5480-01	ACTION: MR	

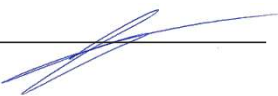
Copies: Council
JW/SA/CP/SR/CD

Patricia & Paul want this on the agenda (DS)



REGULAR COUNCIL MEETING

To: Mayor and Council	File: PR 24-12
From: Randy Houle, Director of Development Services	Date: October 31, 2025
Subject: Official Community Plan Bylaw Update	

Prepared by:  Randy Houle, Director Devel. Serv	Report Approved:  Jordan Wall, CAO
---	---

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council give first and second reading to Official Community Plan Bylaw No. 2054.
2. THAT Bylaw No. 2054 be confirmed as being consistent with Comox Financial Plan Bylaw No. 2046 as required by the *Local Government Act*.
3. THAT Bylaw No. 2054 be referred to a Public Hearing to be scheduled on November 26, 2025, at 5:00 pm at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, and advertised as required by the *Local Government Act*.
4. THAT Bylaw No. 2054 be referred to the Agricultural Land Commission for comment to confirm compliance with the *Agricultural Land Commission Act*.

PURPOSE

This report outlines amendments to the proposed Comox Official Community Plan Bylaw No. 2054 since the bylaw was previously considered by Council at the October 22, 2025 Regular Council Meeting.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following project/initiative that contributes to the Balanced Community Planning Strategic Priority:

- Update the OCP through community consultation to develop a vision for the future growth of Comox.

BACKGROUND

At the Regular Council Meeting on October 22, 2025, Council deferred consideration of first and second reading of proposed OCP Bylaw No. 2054. The Staff report can be found starting on page 265 of the agenda in the following link: [2025-10Oct 22 Regular Council Meeting Agenda.pdf](#). At this meeting, Council also provided direction to consider pre-zoning 1000 Pritchard Road, 1490 Cambridge Road and 1603 Brighton Road in Northeast Comox for multi-family apartment use up to four storeys in height. This requires a change of the proposed OCP designation of 1000 Pritchard Road and 1490 Cambridge Road from Low-Rise Mixed-Use (4-storey) to Low-Rise Residential (4-storey). 1603 Brighton Road was previously designated as Low-Rise Residential, thus no changes are required. The land use designation of 1150 Pritchard Road has also been updated from Low-Rise Mixed-Use (4-storey) to Low-Rise Residential (4-storey) as it is adjacent to the above-mentioned parcels.

ANALYSIS AND ISSUES

Mixed-Use Policies

The October 22 version of OCP Bylaw No. 2054 included policies to require commercial uses at grade fronting Pritchard Road on 1000 Pritchard Road, when this parcel was designated Low-Rise Mixed-Use (4-storey). This policy has been removed due to the amended designation to Low-Rise Residential (4-storey).

The October 22 Staff Report included an item for consideration: "whether to require a minimum of three storeys for mixed-use developments at prominent intersections." This policy has been deleted from OCP Bylaw No. 2054 to increase flexibility for mixed-use and commercial development consistent with past version of the Draft OCP.

The current OCP (Comox Official Community Plan Bylaw 1685) requires 12-metre natural vegetation buffers fronting Pritchard Road from Guthrie Road to Knight Road. When 1000 Pritchard Road, 1500 Pritchard Road, and 1490 Cambridge Road had Mixed-Use designations, this buffer may not have been desirable in facilitating a mixed-use commercial street. However, with residential designations, the buffer would be a desirable feature to retain the character of the area and provide noise and emissions buffers for future residential use. As a result, buffer policies have been carried over from the current OCP to the proposed OCP Bylaw No. 2054 as follows:

Provide natural vegetation buffers with existing mature trees retained to the greatest extent possible on both sides of Pritchard Road from Guthrie Road to Knight Road. The right-of-way width shall be at least 12.0 metres and dedicated to the Town or secured through statutory right-of-way, restrictive covenant, or other measures.

Growth Area Policies

The October 22 version of OCP Bylaw No. 2054 included policies that identified the Airport Corridor Growth Areas as a second priority Growth Area for the Town compared to the other Growth Areas. These policies have been deleted or amended given Council's direction to pre-zone parcels in the

Airport Corridor. However, there is still language to note that infrastructure projects to extend services to the parcels within the Airport Corridor may remain second priority compared to other Growth Areas when it comes to DCC project selection since such projects would likely only benefit developments in this area.

NEXT STEPS

If Council gives first and second reading to OCP Bylaw No. 2054, staff will schedule the required public hearing for November 26, 2025, and advertise the public hearing as required by the *Local Government Act*. Following the public hearing, staff will bring OCP Bylaw No. 2054 back to Council for consideration of third and final reading prior to the end of 2025. Schedule revisions may be required if Council provides direction for amendments to OCP Bylaw No. 2054.

ATTACHMENTS:

ATTACHMENT A: Comox Official Community Plan Bylaw No. 2054

TOWN OF COMOX

BYLAW NO. 2054

A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN

WHEREAS Council has the authority under the provisions of the *Local Government Act* to adopt an Official Community Plan Bylaw;

AND WHEREAS Council has considered the Official Community Plan Bylaw in conjunction with its financial plan and any waste management plan that is applicable in the municipality or regional district;

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

1.0 TITLE:

This bylaw may be cited for all purposes as the “Comox Official Community Plan Bylaw No. 2054”.

2.0 DEFINITIONS:

2.1 In this Bylaw, unless the context otherwise requires:

- (a) “Council” means the Council of the Town of Comox.
- (b) “Town” means the Town of Comox.

3.0 OFFICIAL COMMUNITY PLAN

Schedule “A” attached to and forming part of this bylaw is hereby adopted as an Official Community Plan for the Town of Comox.

4.0 REPEAL OF PREVIOUS BYLAWS:

Comox Official Community Plan Bylaw 1685 is hereby repealed.

5.0 ADOPTION:

READ a FIRST and SECOND time this _____ day of November, 2025

ADVERTISED a first time this _____ day of November, 2025

ADVERTISED a second time this _____ day of November, 2025

PUBLIC HEARING HELD this _____ day of November, 2025

READ A THIRD time this _____ day of _____, 2025

ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

Schedule “A”

TOWN OF COMOX

Official Community Plan

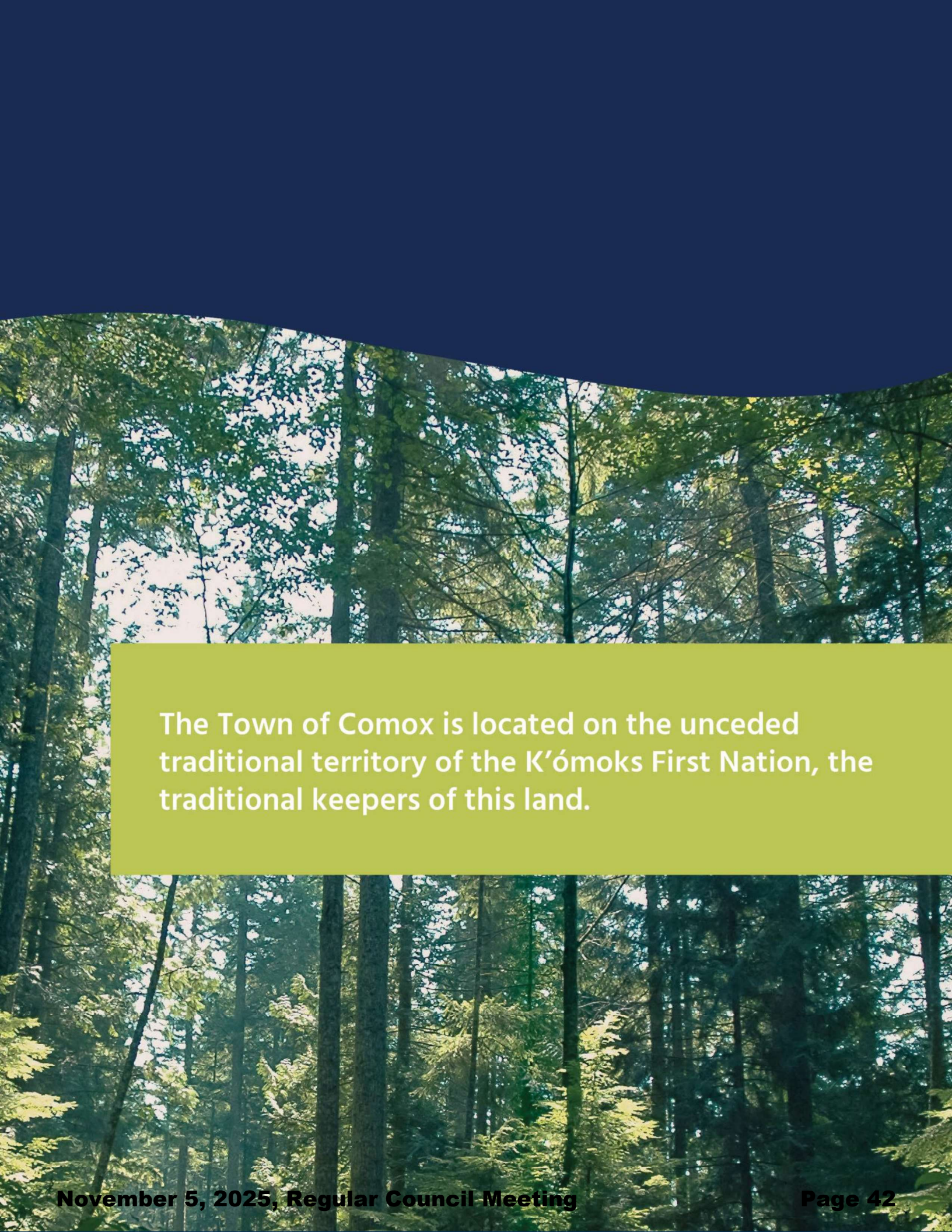
November 2025
Proposed First and Second Reading



**TOWN OF
COMOX**

November 5, 2025, Regular Council Meeting

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The Town of Comox is located on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

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Appendices

Appendix A: Regional Context Statement



PART 1

OCP Context



**TOWN OF
COMOX**

Overview

The Town of Comox is located within the traditional territory of the K'ómoks Peoples and the Comox Valley Regional District on the east coast of Vancouver Island, British Columbia. The Town overlooks the Strait of Georgia to the east and Comox Harbour and Estuary to the south. Located in a glacial valley, the region consists of rich agricultural land and incredible recreational opportunities. The region was first occupied by the Coast Salish Peoples (including the Pentlatch and K'ómoks) in what was known traditionally as "the land of plenty". As the Salish phrase suggests, the region hosts abundant local resources, including fish, fertile land, fresh water, and forests.



Figure 1 - Context Map



The history of K'ómoks First Nation (KFN) dates back to the arrival of their ancestors at the end of the last Ice Age. KFN ancestors lived on these lands for thousands of years, managing and harvesting the rich natural resources of the region. The Nation today is composed of culturally related, but formerly separate tribes that have come together as a single modern Nation. Contact with Europeans in the late 18th century brought disease and warfare, devastating KFN ancestors, just before settlers arrived in their territories. Despite colonial efforts to separate KFN from their lands, resources, and culture, their ancestors persevered. Today, current generations continue to uphold their rights and title to their territory and are striving to reclaim cultural expression and relationship with the land.



Comox was an early focal point for development in the Comox Valley, attracting settlers for its agricultural potential, deep water access, and safe moorage. The Port of Comox was founded in the mid-1800's and was an important port for Royal Navy ships and transport steamers. The first wave of settlers arrived in the area in 1862 on the shores above Augusta Bay (now known as Comox Harbour). Farming, fishing, and logging were the basis for development in the region. Goose Spit became a Royal Navy Training Base in 1876. Roads began to be constructed in the late 1800's, along with schools and hotels, which brought increased development and eventually attracted tourism. CFB 19-Wing Comox was founded in 1942, bringing increased development to the region.

To this day, CFB Comox is the only Canadian Air Force Base on the west coast of Canada and is a major employer of community members across the Comox Valley.

The Town of Comox was incorporated as a village in 1946, and the area continued to grow and develop. Comox experienced a post-war housing boom until the 1970s, with large lots and simple houses on minimalistic streets with a grid pattern, and some rental apartments around the Downtown. The 1980s and 1990s brought conventional suburban development with medium sized lots, curving road patterns, and cul-de-sacs linked by walkways. There were also some townhouse developments in the 1990s. Since the 2000s, urban development has increased, including townhouses, apartments, and mixed-use buildings, but single-detached homes have continued to be a staple of new housing development.



Vision and Guiding Principles

The Vision sets the framework for the entire OCP. It is informed by community input gathered as part of the OCP update process and will guide growth and development in the community to 2045.

VISION

Comox embraces its natural areas and surroundings, recreational opportunities and the unique atmosphere of its seaside setting. The heart of Comox is the Downtown – a compact, pedestrian friendly area with a lively mix of housing, services, and amenities. New development diversifies housing and employment options throughout Comox and is accompanied by concerted efforts to minimize environmental impacts. Mixed-use nodes throughout the community allow residents to safely access education, services, amenities, and employment by walking, rolling, or using public transit.

The Guiding Principles add tangibility to implement the Vision. They are intended to help guide decision-making and reinforce key direction. All policies included in the document will align with at least one of the guiding principles. The Guiding Principles are as follows:

1. Prioritize integrated community planning, and neighbourhood nodes, with strong links between land use, infrastructure, active transportation, and community amenities.
2. Plan Comox to be a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities.
3. Enhance Downtown Comox in partnership with the Comox Business in Action (BIA) and other interested community partners.
4. Continue to build a strong relationship with K'omoks First Nation.
5. Expand and enhance partnerships with agencies, organizations, and regional partners.
6. Protect, restore and enhance the natural environment and urban forest.
7. Provide a connected and diverse network of parks, trails, and open spaces.
8. Enhance the Urban Forest and Contribute to achieving emissions targets and risk management objectives of the Climate Action Plan and Risk Assessment.
9. Enhance employment and economic development for the Town of Comox.



PART 2

Community Profile



Population Growth

The 2021 Census reported a total population of 14,806, representing a 5.5% increase from the 2016 Census. Population growth from 2016 to 2021 was lower in Comox than in the region; the Comox Valley Regional District experienced an 8.9% increase in population. The population of Cumberland grew by 18.5% and the population of Courtenay grew by 10.8%.

Comox's population increased by approximately 3,700 people between 1996 and 2021. The Population grew by 33% from 2001 to 2021 and was higher from 2001 and 2011 (22%) than from 2011 and 2021 (9%).

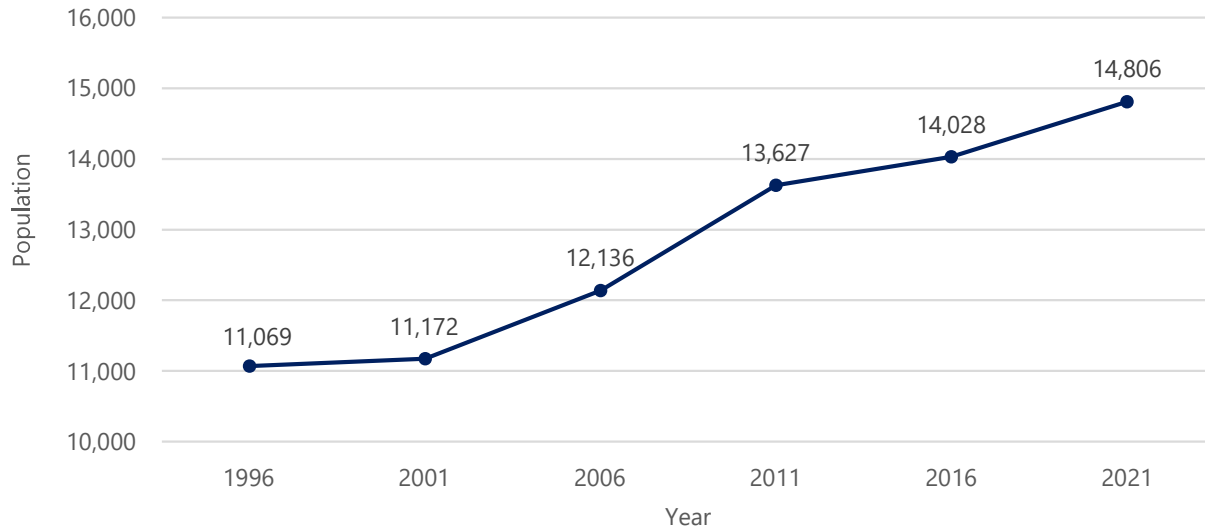
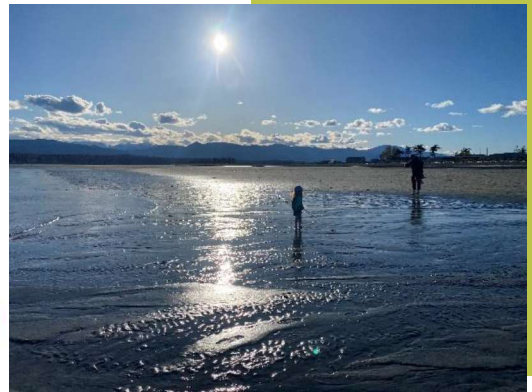


Figure 2 - Population of Comox from 1996-2021, according to census data.



Age Comparison

The Comox Valley will likely be more impacted by an aging population than many other areas of the province. Comox may also be more impacted than the region, with the highest median age among CVRD municipalities. When splitting the population into 10-year age cohorts, the 65-74 cohort comprises the highest proportion of the population. The 55-64 age cohort comprises the second highest proportion of the population.

The dependency ratio is an age-population ratio of those typically not in the labor force (ages 0 to 14 and 65+) to those typically in the labor force (ages 15 to 64). In Comox, the dependency ratio is 84.7, much higher than the provincial ratio of 53.0. A high dependency ratio indicates a higher ratio of dependents to working-age individuals with a higher demand for services and lower supply of workers/taxpayers to provide services. A high dependency ratio can also lead to challenges with economic growth, since there is a lack of working age people starting businesses and spending on non-essential goods and services.

As Comox grows, there is a need to attract working-age individuals to lower the dependency ratio and ensure there are sufficient essential service workers, in addition to continued economic development.

Median Age (2021)

52.4 vs. **50.8** vs. **42.8**
in Comox in the CVRD in BC

Median Age within the CVRD (2021)

52.4 vs. **48.8** vs. **39.2**
in Comox in Courtenay in Cumberland

65+ Demographic

31.9% vs. **20.3%** of the population
in Comox in the CVRD are 65+

Dependency Ratio (2021)

84.7% vs. **53.0%**
in Comox in BC



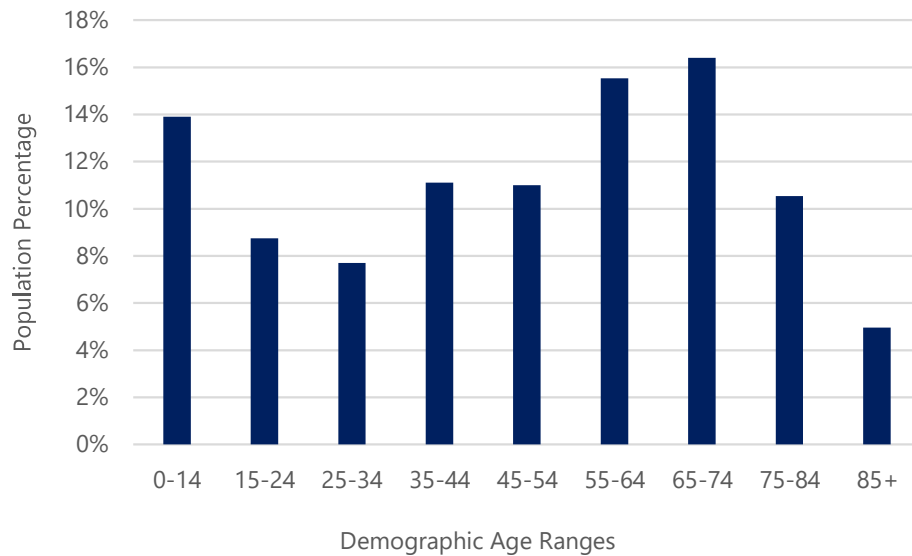


Figure 3 - Population structure by percentage of population in Comox, according to 2021 census data.

Housing

Single-detached houses are the most common housing type in Comox (65.8%) with a proportion much greater than in the province (42.4%). The remainder of the housing stock is split closely between other attached housing types.



Dwelling Type - Proportion of Single Detached Houses (2021)

65.8% vs. **42.4%**
in Comox in BC



As of 2017, the gap between median home price and what households earning the median income could afford grew considerably. Figure 7.1 in the 2024 Housing Needs Report (**replicated below as Figure 4**) identifies that median home prices were close to being affordable for couple households earning the median income from 2013 to 2016. The gap widened significantly in the years following, representing a large discrepancy in home price and household income. This indicates increasing demand for ownership housing at a rate that has surpassed new housing supply. The affordability gap will continue to challenge people from all life stages, but particularly young adults, who will continue to be needed as essential service workers and future business owners.

Increased housing diversity can provide market housing options at lower prices than single-detached dwellings of similar age and condition. Strata and rental apartment units have comprised the highest proportion of recent housing development at 72% of housing completions from 2018 to 2022. Single-detached homes were the second most common type of new housing at 22% of housing completions. As Comox grows, there will be a need for family-sized housing options at lower price points than single-detached homes, such as 3+ bedroom apartments, duplexes, and townhouses.



Figure 4 – Housing cost compared to median income affordability.

2021 Housing Stock

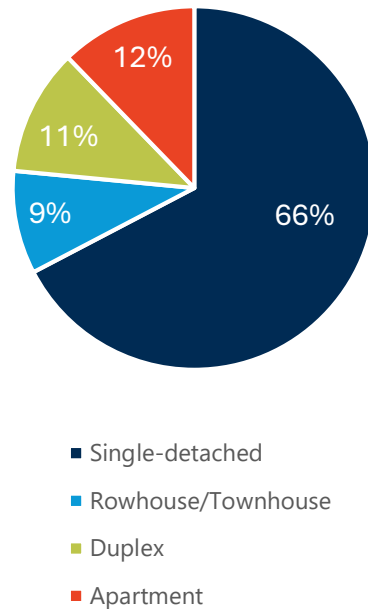
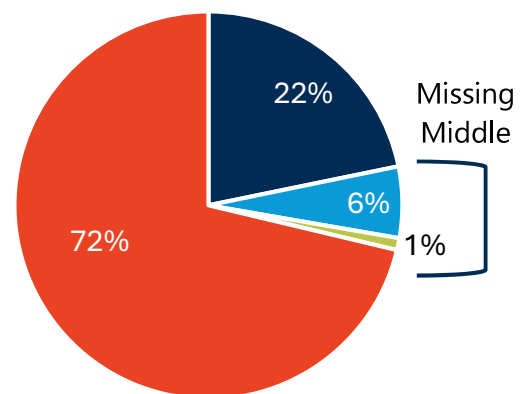


Figure 5 - Housing Completions

Housing Completions 2018-2022



PART 3

Community Policies



1. Housing Needs

OCP community engagement respondents noted housing choice and affordability as top improvement areas for Comox. As Comox grows, there is a focus on providing housing options for all types of residents including families, seniors, young adults, and single/couple households. By encouraging the creation of new rental housing and protecting existing rental housing, there is potential for more affordable and attainable housing options for residents. As land values increase, it is important to promote strategies and actions that limit displacement of low- or fixed-income residents currently living in Comox. Achieving many of the Town's housing goals will require partnerships with the non-profit sector, the development community and senior levels of government.

As of the 2021 Census, 66 percent of dwelling units in Comox were single-family dwellings. Construction of rental and multi-unit housing in Comox have steadily increased over the past decade. However, the gap between the cost of ownership housing and median household income has increased considerably and rental vacancy rates have remained extremely low, averaging 0.68% over the past decade and 1.7% in 2024. A large proportion of recent development has been apartments, and there will be a need for more ground-oriented multi-unit developments to accommodate families as Comox grows.

The 2024 Housing Needs Report identifies the need for 1,037 units from 2021 to 2026, and 3,358 units from 2021 to 2041. There are components of need that comprise housing need as shown in Table 1 below:

Table 1 - 5- and 20-year Housing Need as Referenced in the 2024 Housing Needs Report, and Associated Population (Estimate)

Component	5-year (by 2026)	20-year (by 2041)
A. Extreme Core Housing Need	49	196
B. Homelessness	38	76
C. Suppressed Households	68	273
D. Anticipated Growth	720	2,170
E. Vacancy	10	38
F. Demand Buffer	151	604
Total Units	1,037	3,358
Associated Population	1,867	6,044



The components of housing need are:

A. Extreme Core Housing Need: 20-year need is the total number of households currently in extreme core housing need as defined by Statistics Canada. 5-year need is 20-year need divided by four.

B. Homelessness: 20-year need is the total number of people experiencing homelessness in Comox in 2021 as determined by the provincial Integrated Data Partnership. Data is meant to determine homelessness throughout the year in contrast to point-in-time counts. 5-year need is 20-year need divided by two.

C. Suppressed Households: An indicator of households that would have formed if housing conditions in 2021 were similar to 2006.

D. Anticipated Growth: Status quo growth as determined by BC Stats by projecting past trends into the future. The theory behind the Housing Needs Report methodology is that if growth were to occur as per this component (similar rate to past growth), the other components of housing need would not be addressed.

E. Vacancy: 20-year need is derived by determining the number of vacant units that would increase the 2021 rental vacancy rate to 3%. 5-year need divides the 20-year need by 4.

F. Demand Buffer: A buffer to account for people that may move to, or around within a housing market.

BC Stats projects household growth from 6,903 households in 2021 to 8,198 in 2041 (1,295 households), representing 19% growth. The corresponding BC Stats population projection is 14,806 persons in 2021 to 17,410 in 2041, representing 18% growth (2,604 persons).

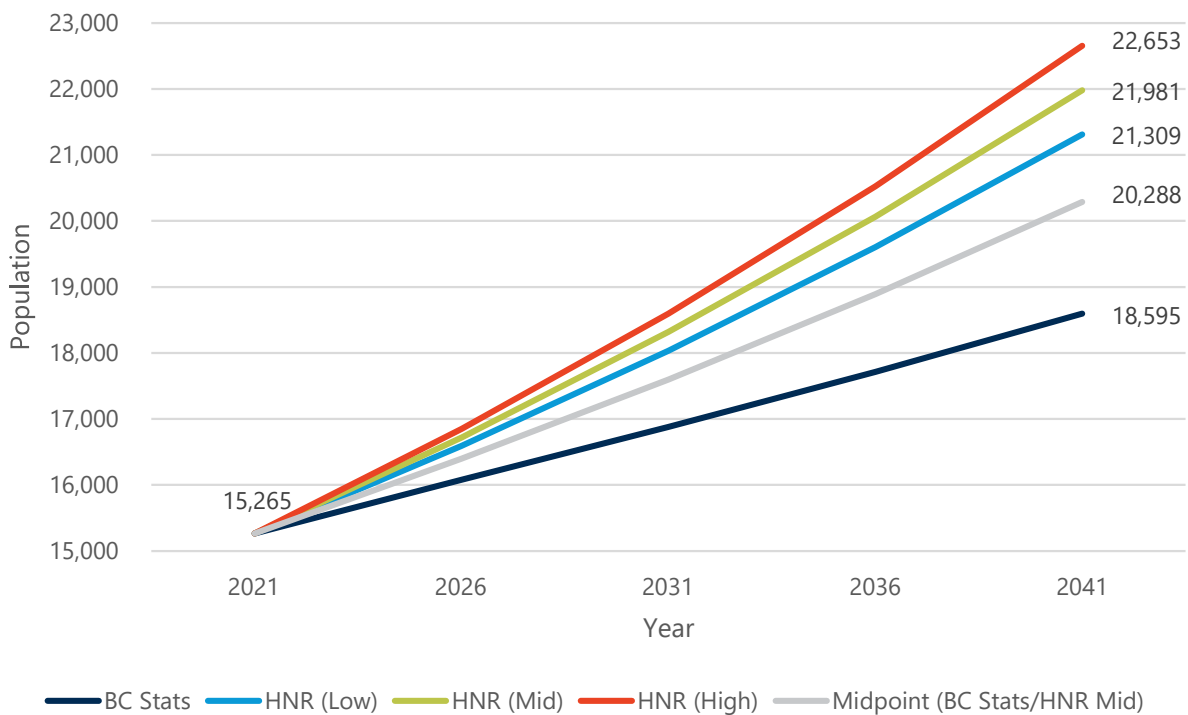
If housing need were to be met by 2041, the population could increase by approximately 6,000 to 7,400 persons from 2021 to 2041 as shown in Figure 6 below. The difference between BC Stats household and population projections, and population projections associated with fulfilled housing need, indicates that housing demand is higher than in the past. It is likely that housing supply rates would need to increase to moderate housing price growth.

Throughout the timeframe of the OCP, population growth in Comox is expected to be between BC Stats population projections and population projections associated with fulfilled housing needs, shown as the “Midpoint (BC Stats/HNR Mid)” line in Figure 6 below. Trends may fluctuate throughout the next twenty years based on supply/demand, social trends, and land economics.

BC Stats population projections are primarily based on carrying forward trends in mortality, fertility, and migration. Initiatives to increase housing supply in Comox coupled with high housing demand could influence trends in migration and lead to faster growth than projected by BC Stats. Initiatives to increase housing supply in Comox include changes directed by provincial housing legislation, Housing Accelerator Fund initiatives, and Development Application Process Review improvements. However, there are factors that affect housing supply growth that are out of the Town’s control, such as construction costs, interest rates, and general macroeconomic conditions.



Comox Population Projections



HNR (Low) assumes an average of 1.8 persons per new unit.

HNR (Medium) assumes an average of 2.0 persons per new unit.

HNR (High) assumes an average of 2.2 persons per new unit.

Figure 6: BC Stats population projections compared to fulfilled housing needs scenarios.

Table 2: Comox Population projections.

Year	BC Stats	HNR (Low)	HNR (Mid)	HNR (High)	Midpoint (BC Stats/HNR Low)	Midpoint (BC Stats/HNR Mid)
2021	15,265	15,265	15,265	15,265	15,265	15,265
2026	16,080	16,593	16,722	16,848	16,336	16,401
2031	16,878	18,036	18,318	18,595	17,457	17,598
2036	17,716	19,604	20,066	20,524	18,660	18,891
2041	18,595	21,309	21,981	22,653	19,952	20,288
20-year growth	3,330 22%	6,044 40%	6,716 44%	7,388 48%	4,687 31%	5,023 33%



As per Section 473(1)(a) of the Local Government Act, OCPs must include statements and map designations for the approximate location, amount, type, and density of residential development needed for at least the next 20 years. The OCP Future Land Use map identifies land use designations to support the amount of housing units needed in Comox for the next 20 years: 3,358 additional housing units.

After filtering out land that is not statistically likely to redevelop, the OCP land use designations provide capacity for **7,760 net new units** as identified in Table 2. The method to project net new units subtracts existing units within land use designations from build out projections. Standard gross densities are applied to each land use; these gross densities are lower than typical net densities to account for undevelopable areas and land dedication for road construction and improvements. As additional land become likely to redevelop over time, the OCP land use designations will provide for a higher number of new units.

Table 3 - OCP Land Use and Housing Unit Capacity on land that is likely to develop or redevelop.

OCP Land Use	Net New Unit Capacity
Ground Oriented Residential	590
Low-Rise Residential	1,970
Mid-Rise Residential	530
Low-Rise Mixed Use	2,630
Mid-Rise Mixed Use	1,930
Harbour and Marina CDA	110
Total	7,760

The following objectives and policies provide strategies to meet housing need over the next 20 years, particularly relating to non-market housing forms. Land use designations in the OCP and pre-zoning of parcels in the Zoning Bylaw aim to fulfill the market housing component of housing need. Regulatory and development process improvements completed through the Housing Accelerator Fund and Development Approvals Process Review are also contributing to increasing the supply of market and non-market housing in Comox.



Objectives

- 1(A.)** Increase development of ground-oriented multi-unit housing to provide housing choice for families.
- 1(B.)** Increase the supply of non-market and below-market housing, in addition to other alternatives to market housing such as co-op and affordable ownership.
- 1(C.)** Increase the diversity of housing types and tenures by supporting the development of small-scale multi-unit housing and purpose-built rental housing.
- 1(D.)** Minimize impacts of redevelopment on current rental tenants.

Policies

- 1.1** Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages.
- 1.2** Encourage multi-unit housing design that incorporates private open space, rooftop patios, gardens, greenspace and children's play areas to foster social connections, inclusion and intergenerational relationships.
- 1.3** Ensure retention or replacement of existing rental units and the mitigation of impacts to existing tenants as redevelopment occurs through planning tools that may include, but are not limited to, inclusionary and rental only zoning, rental replacement policy, and tenant protection bylaw as permitted by the *Local Government Act* and new provincial housing legislation.
- 1.4** Ensure short-term rental accommodation limits impacts on the long-term rental housing supply.
- 1.5** Consider working with BC Housing and non-profit developers on leasing underutilized public lands for the construction of co-op, rental, subsidized rental, special needs and/or supportive housing units.



Actions

- 1.6** Consider adoption of a Development and Amenity Cost Charge reduction and/or waiver bylaw for non-profit housing and other eligible affordable and special needs housing.
- 1.7** Complete a comprehensive update to the Housing Affordability Strategy to guide housing actions following completion of the Housing Accelerator Fund. Include a monitoring framework to evaluate efficacy and review every five years and update as needed.
- 1.8** Complete financial analysis to support the consideration of density bonus and/or inclusionary zoning bylaws by June 2026 as per recent *Local Government Act* revisions, with the intent to replace the existing Affordable Housing Amenity Contribution Policy.
- 1.9** Conduct a parking-use study and reduce minimum residential parking requirements if warranted, including the potential for the lowest rates in areas within a 400 metre radius of Route #1 bus stops.
- 1.10** Consider developing and adopting a Tenant Protection Bylaw to mitigate the impacts of redevelopment on existing rental tenants.
- 1.11** Consider an amendment to the Comox Reserve Fund Bylaw No. 2025, 2023 to provide additional options for how funds in the affordable housing reserve fund are used, including consideration for provision of grants available to non-profit developers for the construction of co-op, non-market, special needs, supportive, and/or other affordable housing units, including within developments that include a market housing component.
- 1.12** Consider amendments to the Zoning Bylaw to permit commercial childcare, adult day services, and/or special needs and supportive housing in all residential and mixed-use zones.
- 1.13** Review, and if required, update policies and bylaws to ensure that under-represented forms of tenure, including but not limited to co-housing, fee-simple row housing, and rent-to-own, are encouraged, with consideration for incentives if warranted.
- 1.14** Review the Zoning Bylaw and Building Bylaw, and consider the integration of Universal Design (as outlined by CMHC) incentives and/or requirements that exceed the BC Building Code.



2. Transportation

The multi-modal transportation network in Comox includes infrastructure for walking, rolling, public transportation, car sharing, and vehicular transportation. The relationship between the transportation network and land use planning will have a strong influence on whether residents and visitors utilize passenger vehicles or active and public transportation.

Next to housing, transportation can be one of the largest household costs. When households can own one vehicle rather than two, there are significant cost savings that improve quality of life. However, many Comox households will continue to own at least one passenger vehicle to visit recreation areas within the region and Vancouver Island that cannot be accessed by public transportation. Therefore, the multi-modal focus of this OCP is to make active and public transportation the easier choice for the majority of trips, recognizing that many households will still opt to own at least one vehicle.

As reported in the Climate Action Plan and Risk Assessment, transportation is the largest contributor to community emissions in Comox. Increasing the share of trips made by active and public transportation modes is a key aspect of climate action in Comox.

In addition to policies in this section, the OCP Active Transportation Network, Road Network, and Transit Network maps provide an outline of the future multi-modal transportation network in Comox.

Objectives

- 2(A.)** Make it safer and easier to choose active and public transportation options when traveling to, from and within Comox.
- 2(B.)** Maintain a safe and efficient road network that is continually upgraded to accommodate growth and development.
- 2(C.)** Enhance partnerships with agencies, organizations, and regional partners to create a transportation network that benefits the movement of goods and people throughout and beyond the Comox Valley.
- 2(D.)** Ensure the transportation system respects the natural environment, minimizes climate impacts and improves the livability of the community.



Policies

General

- 2.1 Ensure that new development considers emergency access/egress where necessary.
- 2.2 Promote a higher degree of mixed land uses at higher densities in Downtown Comox, Anderton Road, and Guthrie Road west of Anderton Road, to reduce the need for vehicular travel and longer trips, support frequent public transit service, and encourage density and housing diversity near the transit network.
- 2.3 Encourage the development of mixed-use neighbourhood centres throughout the Town to provide services and amenities within walking distance of residents.
- 2.4 Incorporate strategies to reduce conflicts between all types of users, including pedestrians, cyclists, persons with disabilities and other forms of active and personal transportation in the design of roads, trails, and active transportation infrastructure.
- 2.5 Continue to pursue transportation infrastructure grant opportunities.

Active Transportation

- 2.6 The Future Trail / Multi-Use Pathway identified on the OCP Active Transportation Network map north of Cambridge Road and east of Pritchard Road shall be located on the future north-south servicing corridor and connect to Knight Road. The ultimate alignment to connect to Knight Road will be determined through application processes.
- 2.7 Encourage active transportation through ongoing implementation of pedestrian and rolling facilities and dedicated routes.
- 2.8 Create new pedestrian and rolling connections across the Town, and fill in gaps between existing connections, for a more permeable active transportation network, as a condition of subdivision and development approvals.
- 2.9 Maintain ongoing communication and cooperation with the Ministry of Transportation and Transit, regional partners, user and service groups, with respect to expanding, enhancing, and maintaining the Town's active transportation network.
- 2.10 Work with BC Transit to ensure walking and cycling connections to the new downtown Comox Transit Exchange on Port Augusta Street at Comox Avenue, including the potential for statutory rights-of-way through large parcels to improve connectivity.
- 2.11 Work with School District 71 and the Comox Valley Regional District to establish active school travel and safe routes to school programs for Comox schools.



- 2.12** Promote active transportation as a direct means of reducing reliance on motor vehicles and the environmental impact of Comox's transportation system, along with the physical, mental, and social benefits.
- 2.13** Require pedestrian and bicycle connections to be developed as a condition of development approvals as determined by the Town, including potential access through a development site to connect adjacent roads and pathways through dedication or statutory rights of way.
- 2.14** Consider integrating and expanding active transportation connections beyond what is within the Transportation Master Plan to complement new development.
- 2.15** Strive to make preferred modes of active transportation affordable, convenient, and safe throughout the year.
- 2.16** Require land dedication for planned active transportation infrastructure improvements or installations through rezoning and building permit applications fronting planned active transportation routes, even when such improvements are planned in the future.
- 2.17** Protection and acquisition of active transportation routes may include, but not be limited to, right-of-way dedication or parkland dedication at the Town's discretion.
- 2.18** Explore concepts for an active transportation route through the Comox Golf Club that connects Buena Vista Avenue to Port Augusta Street/Balmoral Avenue to improve east-west connections through Downtown Comox.
- 2.19** Work with partners to prioritize cycling infrastructure improvements on Pritchard Road to improve the ability of residents to cycle to and from CFB Comox, the Airport, Highland Secondary School and Park, and Downtown.
- 2.20** Provide wayfinding along all active transportation routes, integrating best practices for sign colour, placement, frequency, and scale, while ensuring that content is consistent with regional standards.
- 2.21** In addition to pedestrian and cycling infrastructure improvements identified in the Transportation Master Plan, prioritize sidewalk, cycling, and traffic calming improvements that provide safe access to schools.
- 2.22** As a key pedestrian route to Highland Secondary School, advocate to the Ministry of Transportation and Transit to improve Guthrie Road from Linshart Road to the Town of Comox boundary west of Nootka Street with safety standards that exceed the current shoulder.
- 2.23** Provide facilities such as bike shelters and accessible resting areas within public and semi-public spaces.



Roads

- 2.24** Prioritize a well-connected grid road network; minimize dead-end streets or cul-de-sacs unless there is no feasible alternative as determined by the Town. The Town shall improve connectivity of the road network through the acquisition of land and road dedications where connections are warranted, and it is possible to do so.
- 2.25** Stewart Street serves as an important pedestrian and cycling route between central and Downtown Comox. Stewart Street between Cedar and Balsam Avenues will be maintained as an active transportation connection but not be opened for vehicular travel.

Site Access & Parking

- 2.26** On mid-block development sites fronting arterial and downtown roads as identified on the OCP Road Network map, encourage parcel consolidation such that site access can be provided from a lower road classification.
- a) Where every reasonable effort has been made to purchase parcels or secure a right-of-way that would provide access from a collector road, local road, or lane, the Town may consider permitting site access from an Arterial or Downtown Road where there may be a safe way to do so.
- 2.27** Encourage the design of multi-unit residential parking structures to accommodate work vans and pickup trucks to address the parking needs of residents that work in trades. Where this is not feasible for the entirety of the parking structure, consider providing increased-height parking stalls in a portion of the parking structure near the entrance that are available to rent rather than being assigned to a specific strata or rental unit that may not need an increased-height parking stall.

Transit

- 2.28** Continue to regularly review transit demand and advocate to BC Transit to plan for local and regional service, infrastructure upgrades and facility expansions when appropriate.
- 2.29** Advocate for a future direct transit route from Downtown Comox to the Comox Valley Airport.
- 2.30** Consult CVRD and BC Transit on land that may be required for future transit stops when completing road improvements and facilitating land dedications for road improvements.
- 2.31** Work with CVRD and BC Transit to implement the Transit Future Plan and seek opportunities to advocate for improvements that are in the public interest of Town residents.
- 2.32** Work with BC Transit, CVRD, and large employers in the region to implement a program



similar to the BC Transit ProPASS program, which provides discounted rates to employees deducted through payroll, to reduce demands for parking in Comox.

Truck Routes

- 2.33** Designated Truck Routes consist of those arterial and major collector roads highlighted on the OCP Truck Routes map.
- 2.34** All trucks are required to remain on designated truck routes until reaching a point that minimizes the travel distance on other roads to reach the truck's local delivery or collection location.

Airport and Floatplane Access

- 2.35** Work with the Comox Valley Airport Commission to partner on strategies that enhance access to and from the Airport.
- 2.36** Encourage the continued expansion of service at the Comox Valley Airport and the seaplane terminal at the Comox Marina through advocacy and partnerships.
- 2.37** Recognize the importance of the continued operation of the existing float plane site at the Comox Marina in cooperation with Transport Canada and any seaplane companies.

Actions

- 2.37** Continue to update transportation modelling every five years to ensure that infrastructure planning reflects current and future needs.
- 2.38** Complete a Town-wide Transportation Master Plan update based on OCP projections for population, housing, commercial, industrial, and institutional growth to inform the 2030 OCP Update, Development Cost Charges Bylaw and the Subdivision and Development Servicing Bylaw.
- 2.39** Develop a Sustainable Transportation Policy that provides reductions to minimum parking requirements in exchange for car-share spaces, zero-emission vehicle parking, EV charging stations, and/or cash-in-lieu, including guidelines for how cash-in-lieu funds are used. Include recommendations to update the zoning bylaw with consideration of requirements for end-of-trip facilities for commercial, industrial, and institutional uses.
- 2.40** Develop a long-term strategy for the consideration of a phased publicly accessible multi-use path along the waterfront as identified in the Parks and Trails Master Plan, helping to connect the Comox waterfront to Goose Spit Park (CVRD) and Kus-kus-sum.
- 2.41** Complete a review of parking requirements for different land uses, residential tenures, and areas of the Town, considering access to transportation and daily needs as identified in the



Complete Communities Growth Assessment; amend the Zoning Bylaw based on findings of the study.

2.42 Update the 2018 Traffic Calming Policy and Procedures to be in line with best practice.



3. Economic Development

Long-term economic sustainability requires concerted efforts to provide an attractive business environment and ample employment opportunities. Economic development policies are focused on building and maintaining partnerships with the business community and public sector employers to increase employment options, contribute to an attractive business environment, and support local tourism. Policies also recognize the importance of the Comox Valley Airport and Canadian Forces Base 19 Wing Comox to the local economy and aim to facilitate ongoing collaboration with these organizations.

The 2024 Economic Development Strategy identifies a lack of non-residential tax revenues necessary for long-term financial sustainability in Comox. The Strategy identifies that an additional 26 hectares of industrial land should be designated beyond the 2012 OCP Light Industrial designation. This OCP designates an additional 13.3 hectares of Industrial land, approximately 6.4 hectares of which is developable. In addition to the long-term tax base, more industrial land will be needed for job creation to accompany residential growth and reduce the dependency ratio in Comox (discussed in Part 2 – Community Profile). There has been considerable vacant land designated for light industrial use in Comox for decades, with limited development uptake due to services constraints. Additional analysis could allow for targets strategies to increase industrial development if there is demand for it in Comox.

Objectives

- 3(A.)** Increase the ratio of jobs to residents in Comox.
- 3(B.)** Base future land use planning for employment uses in evidence-based analysis.
- 3(C.)** Prioritize the enhancement of Downtown Comox to create a thriving complete community.

Policies

- 3.1** Support economic diversification that is compatible with the OCP Vision, Guiding Principles, and land use objectives and policies.
- 3.2** Implement the 2024 Economic Development Strategy and Downtown Enhancement Action Plan (EAP) as feasible.
- 3.3** Collaborate with the development industry and other government partners to ensure a commitment to service, competitive costs, and a fair, transparent development process.



- 3.4** Ensure that the Business Park land use designation new and emerging industries via Zoning Bylaw text amendments to add new and emerging land uses for lands zoned I1.1 and I2.1 (light industrial and aeronautical industrial).
- 3.5** Vitalize and enhance downtown with boutiques, street-level retail, service and restaurants, tourist accommodation, and residential and offices above ground/ higher storeys.
- 3.6** Support the development of festivals and community events that will make Comox a tourist destination for a broad range of visitors year-round.
- 3.7** Support the Comox Valley Farmer's Market location in Comox to support local food security, agriculture, and community gathering.
- 3.8** Partner with and support the Downtown Comox BIA and non-profit organizations for community events and promotion of community identity.
- 3.9** Continue to engage the development community, Comox BIA and other business owners in engagement for Town-led initiatives and seek regular feedback on how Town bylaws and policies can enhance local business.
- 3.10** Encourage commercial and mixed-use zones as illustrated on the OCP Future Land Use map to improve access to daily needs, broaden economic opportunities, and stimulate employment growth.
- 3.11** Advocate to Comox Valley Regional District for the completion of a Regional Employment Lands analysis and/or strategy to identify opportunities and inform future planning for employment lands in Comox.
- 3.12** Support the efficient operation and expansion of the Comox Valley Airport and 19 Wing Comox Canadian Forces Base, including through prioritization of active transportation infrastructure to/from Downtown Comox, advocacy for more frequent public transit, and supporting development of hotel and conference centre space in North Comox.
- 3.13** Work with key partners, such as local and regional business and tourism associations, and provincial and federal tourism agencies to market Comox as a destination for visitors.
- 3.14** Support efficient operations of the Comox Marina, Comox Valley Marina and Comox Valley Harbour Authority, including continued engagement to seek alignment with Town plans and projects.
- 3.15** Work with marine-based businesses in Comox, such as charters, diving, sight-seeing, and wildlife viewing, to ensure their efficient operation.



- 3.16** Recognize that facilitating attainable housing options are a key ingredient of maintaining and attracting a stable workforce, supporting business operations.

Actions

- 3.17** Complete an employment lands study that includes commercial and light industrial demand analysis to inform future OCP updates and employment land strategies.
- 3.18** Create an Economic Development Strategy Implementation Plan.
- 3.19** Consider the completion of financial analysis on the feasibility of Downtown revitalization initiatives to attract new business and development.
- 3.20** Consider creating a gateway feature on Comox Avenue at the western entrance of Downtown Comox as identified in the Downtown EAP.



4. Parks, Trails and Open Space

Comox is fortunate to have a wide variety of parks, open spaces, and scenic trails. The Town is home to 35 parks, ranging from community and neighbourhood parks to natural and linear green spaces. These are complemented by a regional park and trail network that capitalizes on the area's natural beauty. The Town's Urban Forest is also a vital part of the parks, trails, and open space network. The health and maintenance of the urban forest will continue to be challenged by climate change.

There is strong community support for a well-rounded parks and trails system that offers diverse recreational opportunities. Such a system not only promotes physical and mental well-being but also plays an important role in protecting the environment. Green spaces help manage flooding, drought, wildfire risks, and sea level rise, while also restoring natural habitats and improving ecological connectivity. Further, they provide environmental services such as cooling and carbon sequestration.

As Comox continues to grow, careful planning for parks and open spaces is essential to maintaining a high quality of life. While the Town currently has a strong municipal parkland-to-population ratio of 9.7 hectares per 1,000 residents, future growth will require upgrades to existing services and the acquisition of new parkland. Investing proactively in a connected, inclusive, and adaptable parks and open space network will help ensure that Comox remains a vibrant and livable community for generations to come.

Objectives

- 4(A.)** Provide a range of parks and open spaces to meet diverse needs and promote recreation, wellbeing, and community cohesion.
- 4(B.)** Create the urban forest as a connected system of forests, parks, trails, and open spaces that foster healthy and active living.
- 4(C.)** Increase community resilience to climate change through strategic location of parks and open spaces.
- 4(D.)** Ensure parks reflect their unique natural and cultural context.
- 4(E.)** Encourage partnerships with residents, neighbourhood associations, community organizations, and sports groups in acquiring, developing and managing lands for outdoor recreation and parks.



Policies

Planning and Design

- 4.1 Expand and improve existing parks to maximize existing infrastructure, flexibility and opportunity, as well as efficiencies during operation.
- 4.2 Integrate parks and landscaping initiatives with other infrastructure initiatives to maximize the multifunctional use of town assets—supporting recreation, enhancing aesthetics, providing cultural opportunities, and managing stormwater where appropriate.
- 4.3 Use the Five-Year Financial Plan to guide the development of parks and trails based on the Parks and Trails Master Plan and the CVRD Active Transportation Network Plan.
- 4.4 Use green infrastructure strategies, such as rain gardens, healthy tree canopy coverage, and ecosystem restoration, in parks and open spaces to improve the Town's climate resilience.
- 4.5 The location and design of public plazas in Downtown Comox should incorporate the following:
 - a) Optimum sunlight exposure
 - b) Primarily hardscape with planted areas and shade trees incorporated
 - c) Seating and gathering areas
 - d) Public art
 - e) Located within central areas as opposed to on the edges
- 4.6 Create healthy planting sites for trees and greenery in lower equity areas and areas particularly subject to the urban heat island effect, as determined through the Urban Forest Management Strategy (e.g. convert underutilized road ends, install bump outs, use soil cells, etc).



Acquisition

- 4.7 Support parkland targets as per the Parks and Trail Master Plan or future iteration thereof.
- 4.8 Incrementally increase the ratio of Comox's active parkland to residents to account for a higher proportion of new residential units being within multi-unit developments with limited access to private open space.
- 4.9 Consider a balanced approach between all park types when considering the acquisition of future parkland to acknowledge the wide diversity of park users and park needs.
- 4.10 Provide an equitable distribution of neighbourhood and community parks throughout the Town through new park acquisition and development.
- 4.11 Seek strategic dedication or acquisition of parkland and public access that provide significant environmental and recreational benefit as a condition of development such as trail linkages, waterfront access, and recreational opportunities.
- 4.12 Secure multiple public plaza spaces in Downtown Comox ranging from 0.2-0.4 hectares in size through zoning amendment processes or strategic acquisitions.
- 4.13 Target access to a playground/Active Parkland within ~5 minute (~400m) of home for Comox residents within the Urban Containment Boundary.
- 4.14 Incrementally acquire land within the Town through purchase, dedication, and statutory rights-of-way as feasible to develop a contiguous community waterfront trail/route that connects Pioneer Memorial Park to Goose Spit Park, advocating to CVRD to do the same.
- 4.15 Improve trail connectivity to provide a broader scale network from the ocean to the upland extents of the Town.
- 4.16 Pursue acquisition or statutory right-of-way as part of subdivision, rezoning, or redevelopment of lands that would support trail linkages for the Ocean to Upland Trail Network as identified in the Parks and Trails Master Plan, existing greenways, or identified active transportation linkages.
- 4.17 Continue to improve the existing node of harbour and marina node and waterfront access on the harbour as a priority recreation interest for the Town.
- 4.18 Continue to identify priorities for new trails and implement improvements to existing trails as per the *CVRD Regional Active Transportation Network Plan*.
- 4.19 Manage trails in a manner that minimizes their impact on the natural environment and adjacent residential areas.
- 4.20 Work with private landowners to obtain formal access to trail corridors for recreational use



where appropriate.

- 4.21** Improve safety, accessibility, and wayfinding to parks, open spaces, and trails for community members of all ages and abilities.

Placemaking

- 4.22** Highlight unique and culturally significant spaces in urban plazas and parks and provide spaces to celebrate a diversity of heritage, arts, and culture.
- 4.23** Consider the needs of diverse groups and cultures when designing public amenities and spaces.
- 4.24** Design for a variety of facilities and amenities that function for a diversity of ages and abilities in urban plazas and parks.
- 4.25** Provide natural vegetation buffers with existing mature trees retained to the greatest extent possible on both sides of Pritchard Road from Guthrie Road to Knight Road. The right-of-way width shall be at least 12.0 metres and dedicated to the Town or secured through statutory right-of-way, restrictive covenant, or another measure.

Partnerships

- 4.26** Support the acquisition of regionally significant lands within the Town by the CVRD to fulfill regional park and trail goals.
- 4.27** Foster partnerships and collaboration with K'ómoks First Nation to build greater understanding, opportunities for education, and for celebrating culture within public parks and trails.
- 4.28** Encourage partnerships with other agencies and community groups to deliver high quality public space and park amenities, as well as maintenance agreements.
- 4.29** Promote shared public space in private developments for a variety of land uses through partnerships.
- 4.30** Continue collaborating with School District 71, Conseil scolaire francophone, and private schools on shared use agreements for community use of school sites on evenings and weekends.

Actions

- 4.31** Update policy and requirements for parkland acquisition and dedication to ensure desirable parkland is secured through the Town's continued growth and development.



4.32 Implement and monitor progress on the Parks and Trails Master Plan.



5. Infrastructure

Most of Comox is serviced by a water system and sanitary sewer system as well as a storm water collection infrastructure. The responsibility for water and sanitary sewer systems is shared between the Town and the CVRD. The CVRD provides the Town with bulk treated water and storage while the Town provides the water distribution system. The Town provides the sanitary sewerage collection system and the CVRD is responsible for wastewater treatment needs. Comox has a municipal stormwater collection system and post-development flows are required to meet pre-development flows. Required system improvements to service the identified lands and land use designations in the Plan have been recognized in studies commissioned by the Town of Comox and are updated as needed.

Strategic investment and long-term infrastructure planning is required to support our growing community. Facilitating land use development in areas where infrastructure with servicing capacity already exists will improve the economic sustainability of infrastructure in Comox. Property tax revenues from low-density residential areas typically do not cover the costs of installing and maintaining publicly owned infrastructure, whereas revenues in high-density mixed-use areas typically exceed infrastructure costs. Property tax revenues from employment uses are also an important aspect of a sustainable and diversified tax based and can provide rationale for the infrastructure upgrades that can facilitate industrial development.

Objectives

- 5(A.)** Ensure development funds infrastructure that contributes to the Guiding Principles of this OCP.
- 5(B.)** Require infrastructure upgrades and new installations required to service growth to be provided without subsidy from the Town or existing taxpayers.
- 5(C.)** Ensure that infrastructure planning is coordinated with ongoing development projections in addition to high level population, housing, industrial, commercial, and institutional growth projections.
- 5(D.)** Prioritize infrastructure investment decisions that align with community growth priorities and financial sustainability.
- 5(E.)** Work with regional partners to provide efficient infrastructure systems that capitalize on economies of scale.
- 5(F.)** Continually reduce daily per-capita water consumption.



Objectives

- 5(G.)** Identify and value natural assets and incorporate into the Town's asset management plan.

Policies

General

- 5.1** Make infrastructure planning, investment, operations and maintenance decisions from an asset management perspective that considers long-term full life-cycle cost accounting. This includes design, maintenance and upgrades to infrastructure and utilities, including natural assets.
- 5.2** Design infrastructure to serve multiple purposes wherever appropriate. This includes coordinating with adjacent jurisdictions, other levels of government and utility service providers to ensure all infrastructure expansion and renewal projects consider multiple community objectives and agency needs.
- 5.3** Require the developer to fund costs of servicing growth to facilitate new development in Comox, and consider the use of front-end agreements, latecomer agreements, and similar cost-recovery tools where needed.
- 5.4** Collaborate and partner with K'ómoks First Nation, City of Courtenay, Comox Valley Regional District, and the Village of Cumberland in the planning, financing, and construction of infrastructure.

Water

- 5.5** Continue to implement water conservation measures, including but not limited to:
- a) public education on installation of low-flow plumbing fixtures, drought-tolerant landscaping, rainwater catchment systems, and the use of grey water systems for toilets, lawns, and landscaping,
 - b) implementation of universal water metering, and
 - c) pricing on a user-pay basis.



Sanitary Sewer

- 5.6 With the exception of parcels and building types exempt within the Subdivision and Development Servicing Bylaw, all new development and redevelopment must be connected to the Town's sanitary sewer system.
- 5.7 On-site private wastewater treatment will continue to be permitted where already in place, but strategic expansion of the Town's sewer service will be encouraged where needed, and funded by the developer, in support of removing on-site septic systems.
- 5.8 The Town will operate a sewerage collection system that will discharge into the CVRD regional trunk sewers and wastewater treatment operated by the CVRD. The Town does not envision the need for wastewater treatment or disposal within the Town's boundaries.

Storm Water

- 5.9 Ensure the design and management of stormwater management systems will avoid impacts to downstream properties. Where development occurs, control should be included to limit runoff to pre-development conditions and not increase the flows to downstream infrastructure, creeks, streams or other natural environments.
- 5.10 Mimic natural ecosystem processes in rainwater system design and construction as much as possible. This includes minimizing runoff, maximizing infiltration, preserving and protecting the water absorbing capabilities of soil, vegetation and trees particularly along riparian corridors and minimizing impervious surfaces on both private and public lands.
- 5.11 Where a surface drainage system has been approved and designed to function within a park area or natural open space, it is not eligible as credit towards *Local Government Act* parkland dedication requirements at time of development, except at the Town's discretion; and must include appropriate maintenance access and landscaping.
- 5.12 Explore opportunities to retain excess stormwater through natural infrastructure.

Other Services

- 5.13 The Town will continue to partner with Comox Strathcona Waste Management and utilize the Comox Valley Waste Management Centre for the disposal of organic material and landfill materials. Recyclables will continue to be delivered to the nearest Recycle BC approved Material Recovery Facility.
- 5.14 The Town will continue to support the implementation of various solid waste initiatives, including the provision of recycling and composting services for multi-unit development.



- 5.15** Collaborate with utility companies to coordinate the development and delivery of reliable, safe, and efficient electricity, natural gas, and other energy and communications infrastructure (e.g. solar, geothermal, etc.) to leverage efficiency, minimize costs, and mitigate negative impact to the community and to the environment.

Actions

- 5.16** Update the Town's modelling and master planning every five years to inform capital planning, requirements for new development, and updates to the Development Cost Charge Bylaw.
- 5.17** Track development and building permit applications for proposed and approved units by housing type, number of units, and industrial/ commercial/institutional floorspace, by infrastructure servicing catchment, to track existing demand for services throughout the Town.
- 5.18** Update the Development Cost Charge and Amenity Cost Charge Bylaws annually based on the Consumer Price Index.
- 5.19** Complete comprehensive Development Cost Charges and Amenity Cost Charges Bylaw updates no less than every five calendar years.
- 5.20** Explore options such as subsidized or reduced utility and development fees/charges for water and sewer upgrades to support the viability of infill small-scale multi-unit housing development in the Ground-Oriented Residential designation to increase housing availability.
- 5.21** Develop and implement a fast-track stormwater management guide that provides standardized solutions to retention, detention, and filtration of stormwater on parcels within zones that permit SSMUH development to reduce burdens on municipal stormwater infrastructure from the increase of on-site impervious space.
- 5.22** Continue to seek grants and funding programs to implement mandatory water metering Town-wide.
- 5.23** Review and update the Flood Plain Designation Bylaw based on updated mapping of the 200-year floodplain that incorporates sea level rise modelling.
- 5.24** Explore potential amendments to the Zoning Bylaw and Highway Use Bylaw that would require the use of permeable and pervious materials in new parking lots and driveways.



6. Community Connection and Wellness

Community connection and wellbeing are fundamental aspects of a thriving society. When individuals feel connected to their community, they experience a sense of belonging and support that can significantly enhance quality of life. Wellbeing encompasses physical, social, mental, and emotional health. A community that prioritizes wellbeing ensures that its members have access to greenspace, healthcare, education, childcare, recreational facilities, diverse housing options, and more. Collaboration with government and other partners is vital to achieving long-term community connection and wellbeing.

Objectives

- 6(A.)** Ensure that the built environment and community amenities are accessible and appropriate for all residents.
- 6(B.)** Increase opportunities to participate in place-making and community identity.
- 6(C.)** Continue to consult and collaborate with K'ómoks First Nation to advance reconciliation.
- 6(D.)** Support community and senior government partners in providing sufficient services such as special needs housing, childcare, education, healthcare and other social services.
- 6(E.)** Enhance resilience to climate change and environmental risks through emergency management and food security initiatives.

Policies:

- 6.1** Plan for recreation facilities to be expanded in tandem with population growth to maintain long-term community livability, ensuring that costs are captured through the Amenity Cost Charge Bylaw.
- 6.2** Recognize the importance of d'Esterre House Seniors' Centre in supporting the physical, emotional and general well being of seniors and continue to support the operation of a senior's centre in Comox.



- 6.3 When the Town's public facilities are due for upgrades, complete accessibility audits and implement recommendations as part of renovations and upgrades.
- 6.4 Design all future Town public facilities to be universally accessible.
- 6.5 Encourage the efficient use of community facilities through multi-purpose operations, such as seniors' use during the morning/early afternoon, and youth use in the late afternoon/evening.
- 6.6 Continue to refer development permits applications to the Comox Valley Accessibility Committee for feedback on accessibility concerns.
- 6.7 Explore strategies to encourage the transformation of underused spaces into childcare facilities (e.g. schools, religious assembly spaces, and amenity spaces in strata developments).
- 6.8 Continue to support the operation of Filberg Heritage Lodge and Park by the non-profit Filberg Heritage Lodge and Park Association.
- 6.9 Work with K'ómoks First Nation to ensure protection of Indigenous cultural heritage.
- 6.10 Collaborate with the owners of properties with heritage buildings or features with high conservation values to consider heritage designation.
- 6.11 When streets are being upgraded, consider the inclusion of neighbourhood place-making design features such as light post banners, standalone signs at key intersections, and placards on street signs.
- 6.12 Refer significant residential subdivision (more than 10 new lots) and zoning amendment applications (for more than 10 residential units) to Island Health to receive comment on how public health interventions can be integrated into developments.
- 6.13 Collaborate with Island Health planners to incorporate healthy built environment best practices into infrastructure and public space development, maintenance and upgrades.
- 6.14 Continue working with community organizations to identify how the Town can provide recreation programming that meets the needs of all ages and abilities.
- 6.15 Continue to advocate that School District 71 locate childcare centers, and especially before- and after-school care programs, on existing and future school sites.
- 6.16 Continue relationships with local schools and seek opportunities to include students in community engagement processes.
- 6.17 The Town will seek the expertise of seniors with respect to age friendly initiatives at the regional level including for the Comox Valley Regional Growth Strategy when it is updated.



- 6.18** Promote the Neighbourhood Emergency Preparedness Program (NEPP) in partnership with Comox Valley Emergency Management.
- 6.19** Ensure regular collaboration with emergency service providers, including planning for a growing population.
- 6.20** Enhance youth recreation opportunities to maintain livability for families.

Actions

- 6.21** Implement the Town of Comox Accessibility Assessment and Action Plan, and review and update every five years.
- 6.22** Continue to provide temperature-related emergency services such as cooling stations and warming centers.
- 6.23** Continue to provide equitable access to community recreation through the Leisure for Everyone Accessibility Program (LEAP) and the Town of Comox Resident Inclusion Program TRIP programs, or future iterations thereof.
- 6.24** Continue to deliver youth recreation opportunities and support the Comox Youth Council.
- 6.25** Continue to support Nautical Days and the Filberg Festival, Music in the Park, Operation High Jump, Polar Bear Swim and other special events.
- 6.26** Continue to provide space for Pearl Ellis Gallery and CAMS.
- 6.27** Continue to support community Halloween and Christmas Market events.
- 6.28** Implement recommendations of the Comox Valley Child Care Action Plan.
- 6.29** Explore potential incentives for the creation of new childcare spaces.
- 6.30** Pursue provincial and federal funding opportunities for the creation of new childcare spaces.
- 6.31** Consider leasing Town-owned space in public parks and buildings to be used for the creation of new childcare spaces.
- 6.32** Consult with K'ómoks First Nation to identify appropriate areas for incorporating K'ómoks language, history and culture into naming, signage, and information in public spaces and parks.



- 6.33** Consider permitting commercial childcare use in all residential zones in the Zoning Bylaw.
- 6.34** Consider the creation of a neighbourhood placemaking policy that provides grants for events and activities such as block parties, and public events/gatherings in neighbourhood parks.
- 6.35** Complete minor updates to the Amenity Cost Charge Bylaw every year to account for inflation as determined by the Consumer Price Index.
- 6.36** Complete major reviews and updates to the Amenity Cost Charge Bylaw every five years to ensure that amenities are commensurate with growth. Include public engagement to determine desired community amenities.
- 6.37** In addition to development application referrals, continue to inform School District 71 on projected growth to inform education planning.



7. Environment and Climate Action

Comox's natural environment is a diverse landscape that has long supported the cultural heritage of the K'ómoks First Nation and continues to sustain residents. The community is home to a wide variety of terrestrial and aquatic ecosystems, including upland forests, streams, wetlands, and intertidal zones. Coastal ecosystems play a crucial role in supporting biodiversity and are vital for migratory birds, particularly those traveling along the Pacific Flyway. The K'ómoks Estuary is designated as an Important Bird Area, recognizing its role as a vital stopover and wintering habitat for migratory birds along the Pacific Flyway. It is also identified as a Class 2 estuary, reflecting its regional importance for habitat conservation and ecological function on the B.C. coast. Additionally, the bluffs facing the Strait of Georgia and Comox harbour require special management due to their geological features. These areas also support rare Garry Oak ecosystems which are of high ecological value and require targeted conservation efforts.



Since the mid-1800s, lands within and around the Town of Comox have been significantly altered to accommodate development, resulting in smaller, disconnected patches of habitat separated by roads, infrastructure, and buildings. The degradation of ecosystems threatens biodiversity and increases costs for local governments by eliminating the 'free' services provided by healthy ecosystems—also known as natural assets—such as carbon sequestration, stormwater management, and cooling.

The OCP bolsters the Town's Climate Action Plan and Risk Assessment and the Urban Forest Management Strategy by ensuring that development mitigates environmental impacts and natural hazards.



Objectives

- 7(A.)** Recognize and sustain the functional role of natural features such as wetlands, streams, forests, and shorelines in providing essential functions such as carbon sequestration, stormwater management, cooling that support community well-being and resilience to climate change.
- 7(B.)** Minimize the impacts of development on sensitive and other important ecosystems.
- 7(C.)** Identify, protect, restore, and connect sensitive and other important ecosystems, including municipal parks and conservation areas, to enhance biodiversity and ecological functions.
- 7(D.)** Foster climate action and increase the resilience of municipal facilities and infrastructure to climate change.
- 7(E.)** Work in collaboration with K'ómoks First Nation, government partners, and community groups to foster regional ecological connectivity and climate action objectives.
- 7(F.)** Protect, enhance, and expand the urban forest.

An urban forest includes all the public and private-owned trees and the supporting vegetation in the Town of Comox. It includes all the individual trees and groups of trees located in natural areas, parks, backyards, on streets, and in commercial and industrial zones. It also includes other elements such as plants, water, soil, microorganisms, and wildlife. All these elements, the people, and the built environment can have a significant impact on the health of the urban forest.



Policies

PLANNING AND DESIGN

Natural Assets

- 7.1 Plan, manage, and design municipal parks to support ecological processes that enhance watershed health, water quality, and the broader ecological and community benefits these systems provide.
- 7.2 Retain and restore native vegetation in coastal and riparian areas.
- 7.3 Encourage “soft” shoreline management techniques and “Green Shores” approaches through development processes to protect and restore coastal shorelines.
- 7.4 Seek opportunities to plant new trees on public lands, ensuring that public realm design standards accommodate large canopy trees when the private realm cannot, prioritizing tree planting in low tree equity areas as identified in the Urban Forest Management Strategy.
- 7.5 Preserve and expand tree and vegetation cover on steep slopes to minimize erosion and enhance other ecological functions.
- 7.6 Emphasize “right tree in the right location” to help ensure that trees will not have to be removed due to future conflicts with utility wires, infrastructure, building foundations, etc.
- 7.7 Encourage the retention of healthy, mature trees where feasible.

Infrastructure and Buildings

- 7.8 As public infrastructure is maintained or renewed, assess potential risks from sea level rise and evaluate adaptation or risk mitigation strategies to enhance long-term resilience to sea level rise.
- 7.9 Encourage builders and developers that pursue green building certifications such as Passive House, Net Zero Home, and LEED.

ACQUISITION

- 7.10 Seek public ownership of land adjacent to Brooklyn Creek to form a continuous, naturalized Streamside Protection and Enhancement Area as identified in the Parks and Trails Master Plan.



- 7.11** Seek public ownership of lands to connect Brooklyn Creek Park to Skeena Park and the Northeast Woods as identified in the Parks and Trails Master Plan to support biodiversity and enhance ecological connectivity.
- 7.12** Prioritize the acquisition of parcels that contain sensitive ecosystems or are vulnerable to flooding, such as those within riparian areas or coastal zones, to support long-term ecological health and climate resilience.
- 7.13** Enhance and maintain the ecological function and biodiversity of sensitive ecosystems such as the K'ómoks Estuary, Lazo Marsh, and Brooklyn Creek through restoration, land acquisition, lot consolidation, and dedication during development.

PARTNERSHIPS

- 7.14** Collaborate with K'ómoks First Nation to understand and support their priorities for stewardship, restoration, and protection of sensitive and other important ecosystems.
- 7.15** Collaborate with K'ómoks First Nation, CVRD, City of Courtenay, Village of Cumberland, and other interest holders on regional initiatives including biodiversity corridors, climate change mitigation, and shared ecosystem management priorities such as the K'ómoks Estuary.
- 7.16** Collaborate with CVRD, K'ómoks First Nation, City of Courtenay, and Village of Cumberland to coordinate regional climate change mitigation and adaptation planning initiatives.
- 7.17** Support the regional Solid Waste Management Plan and initiatives for waste reduction, reuse, and recycling.



Actions

- 7.18** Monitor progress toward achieving emissions targets and actions identified in the Climate Action Plan and Risk Assessment.

Table 4: Greenhouse Gas Emissions targets as identified in the Climate Action Plan and Risk Assessment (2024).

Year	Provincial Emissions Reduction Goal	Annual Emissions Targets for Comox
2007	Baseline Year	72,600 tCO ₂ e
2025	16% below 2007	61,000 tCO ₂ e
2030	40% below 2007	43,600 tCO ₂ e
2040	60% below 2007	29,100 tCO ₂ e
2050	80% below 2007	14,500 tCO ₂ e

- 7.19** Monitor progress toward achieving canopy cover targets and actions identified in the Urban Forest Management Strategy.
- 7.20** Review and update Comox Tree Management and Protection Bylaw No. 1125, 1994, to include all lands in Comox and ensuring tree replacement on development sites exceeds the existing number trees.
- 7.21** Review and update Town of Comox Flood Plain Designation Bylaw No. 1474.
- 7.22** Encourage the development of Environmental Farm Plans, especially on ALR lands on which Brooklyn Creek is located, to improve the long-term health of Brooklyn Creek and the marine environment of the Comox Harbour, and increase efficiency, profitability, and new customers for farmers as a result of increased environmental sustainability. This includes the exploration of grant funding that could assist in the development of Environmental Farm Plans such as through grants offered by the Investment Agriculture Foundation of BC.
- 7.23** Collaborate with the CVRD to update environmental mapping that highlights critical information, such as sensitive ecosystems, watercourses and riparian areas, parks and greenways, and working landscapes, including in the Agricultural Land Reserve (ALR).
- 7.24** Consider completing a Town-wide assessment of riparian areas to classify streams and wetlands and update the Riparian Ecosystems Development Permit Area with clearly defined Streamside Protection and Enhancement Area provisions and requirements, which will ensure alignment with provincial regulations and improve clarity for applicants during development application processes.



- 7.25** Partner with Bee City Canada to facilitate habitat creation and management, education and engagement, and celebration during Bee City Pollinator Week.
- 7.26** Work with and educate private land holders on the benefits of protecting and enhancing sensitive and other important ecosystems.



PART 4

Growth and Land Use Policies



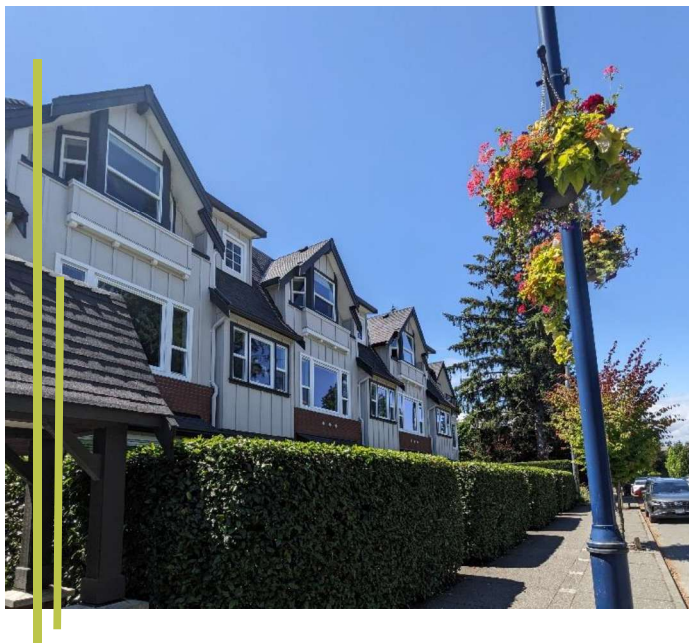
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8. Future Growth Concept

The Town undertook a Complete Communities Growth Assessment (CCGA) in 2024 that informs the Future Growth Concept of the OCP. Complete communities have ample daily needs (e.g. work, school, childcare, amenities, etc.) that can be accessed with active and public transportation from a diversity of housing options. The CCGA includes a geospatial analysis that identifies access to daily needs, existing housing density, likelihood of (re)development, and transportation access throughout the Town. The OCP identifies Growth Areas and Neighbourhood Mixed-Use Nodes in alignment with the findings of the CCGA to improve community completeness as Comox grows.



Growth management helps communities achieve sustainable development and maintain a high quality of life. By prioritizing new development in areas with infrastructure servicing efficiencies and limiting the impacts of development on natural areas, growth is environmentally responsible and economically viable. Establishing an Urban Containment Boundary (UCB) and limiting municipal services beyond that boundary helps to control urban sprawl and protect valuable agricultural and natural lands. Growth management also promotes increased density in areas with commercial and institutional uses, supporting walkability, transit service levels, and business health.



There are three types of Growth Areas identified in Figure 7, including Corridor, Centre, Infill Area, and Neighbourhood Mixed Use Node:

CORRIDOR

Guthrie-Anderton Corridor:

- The Comox Valley's most frequent Route #1 runs from Downtown Comox along Anderton Road and Guthrie Road to the North Island College/Hospital/Aquatic Centre area, through Downtown Courtenay, to Driftwood Mall in South Courtenay as shown on the OCP Transit Network map.
- The Airport Zoning Regulation in Comox limits building height in much of this Growth Area to 15 metres, with some exempt sites up to 25 metres. There are development opportunities on large properties that are well-served by daily needs and public transit.

Harbourview Corridor:

- The Harbourview Corridor is adjacent to Comox Avenue, west of Downtown. Most of the area does not have Airport Zoning Regulations and buildings up to six storeys are permitted in much of the Corridor. The future of the decommissioned St. Joseph's Hospital site is a key aspect of Harbourview that is envisioned to include market housing, supportive housing for seniors, and commercial services in a prime location on the waterfront. Residential densities will support commercial uses in Downtown Comox and future commercial uses in Harbourview that are a component of mixed-use developments.

Airport Corridor:

- This Growth Area includes a variety of land uses and will function as a node providing commercial services, employment opportunities, and increased housing diversity in North Comox. The south end is adjacent to Northeast Woods Park, an expansive passive park area with a diverse trail network that connects to Lazo Wildlife Park and Marsh, Highland Secondary School, and Brooklyn Elementary School. East-west regional greenways are envisioned along Dryden Road between Anderton Road and Cambridge Road that would connect Courtenay to Comox and Northeast Woods Park.
- This Corridor includes some of the last remaining greenfield parcels with development potential in the Town. It will require considerable investment to upgrade services to accommodate growth, which will be provided without subsidy from the Town. The inclusion of infrastructure projects to service this Corridor in the DCC Bylaw may be considered second priority compared to other Growth Areas, but higher priority than areas of the Town not identified as Growth Areas.
- The Business Park designation in this Centre is intended to provide regionally serving employment lands that contribute to the efficient operation of the Airport and 19 Wing Comox. Lands owned by the Department of National Defence are included in the Centre to identify the Town's support for continued growth, but this is ultimately up to the Department of National Defence. Department of National Defence lands



include recreation uses and commercial services that benefit Town residents and have potential to be scaled up in collaboration with the Town as Comox grows.

Downtown Centre:

CENTRE

- The Downtown Centre is envisioned as a character-rich mixed-use centre in the heart of Comox. There are many existing commercial services that draw visitors from throughout the Comox Valley, and tourists from beyond the Comox Valley. The Comox Valley marinas are also in Downtown Comox, making it a particularly lively area in the warmer months. Filberg Heritage Lodge and Park is just east of Downtown and functions as a regional and tourist attraction.
- Residential and mixed-use development can make Downtown Comox a more vibrant centre during off hours and throughout the year, but it will require attention to detail to be compatible with the character that residents know and love. Buildings fronting Comox Avenue should be encouraged to provide retail commercial units on building faces fronting Comox Avenue to create a lively, animated street.

West Comox Infill Area:

INFILL AREA

- This area is characterized by a grid road network with parcel sizes and building ages that indicate it may have a greater likelihood for infill small-scale multi-unit housing development compared to other areas of the Town. It is designated Ground Oriented Residential, which supports a variety of building types up to three storeys in height. There will be a need to consider the condition of services to accommodate potential infill growth.

Central Comox Infill Area:

- This infill area is just north of the Downtown Centre and close to the Comox Community Centre and multiple schools. There are large parcels in the area that are appropriate for parcel consolidation to facilitate townhouse development beyond four units on a parcel. Infill growth in this area will enhance business viability and vitality in Downtown Comox.

Mixed Use Nodes:

MIXED USE NODE

- Beckton
- Highland
- Dogwood
- There are three mixed-use nodes identified in east Comox to provide access to daily needs in what are currently residential neighbourhoods. The nodes include the Low-Rise Mixed-Use designation to sensitively add commercial services and housing diversity at key intersections in buildings up to four storeys. The preferred ground-level commercial uses are those that people use regularly, such as childcare, small grocery stores, pharmacies, restaurants, fitness centres, and cafés. Commercial office spaces that are used more sporadically, such as health and professional offices, are preferred above the first storey. Residential apartment





units are also encouraged above the first or second storey with residential parking under the structure.



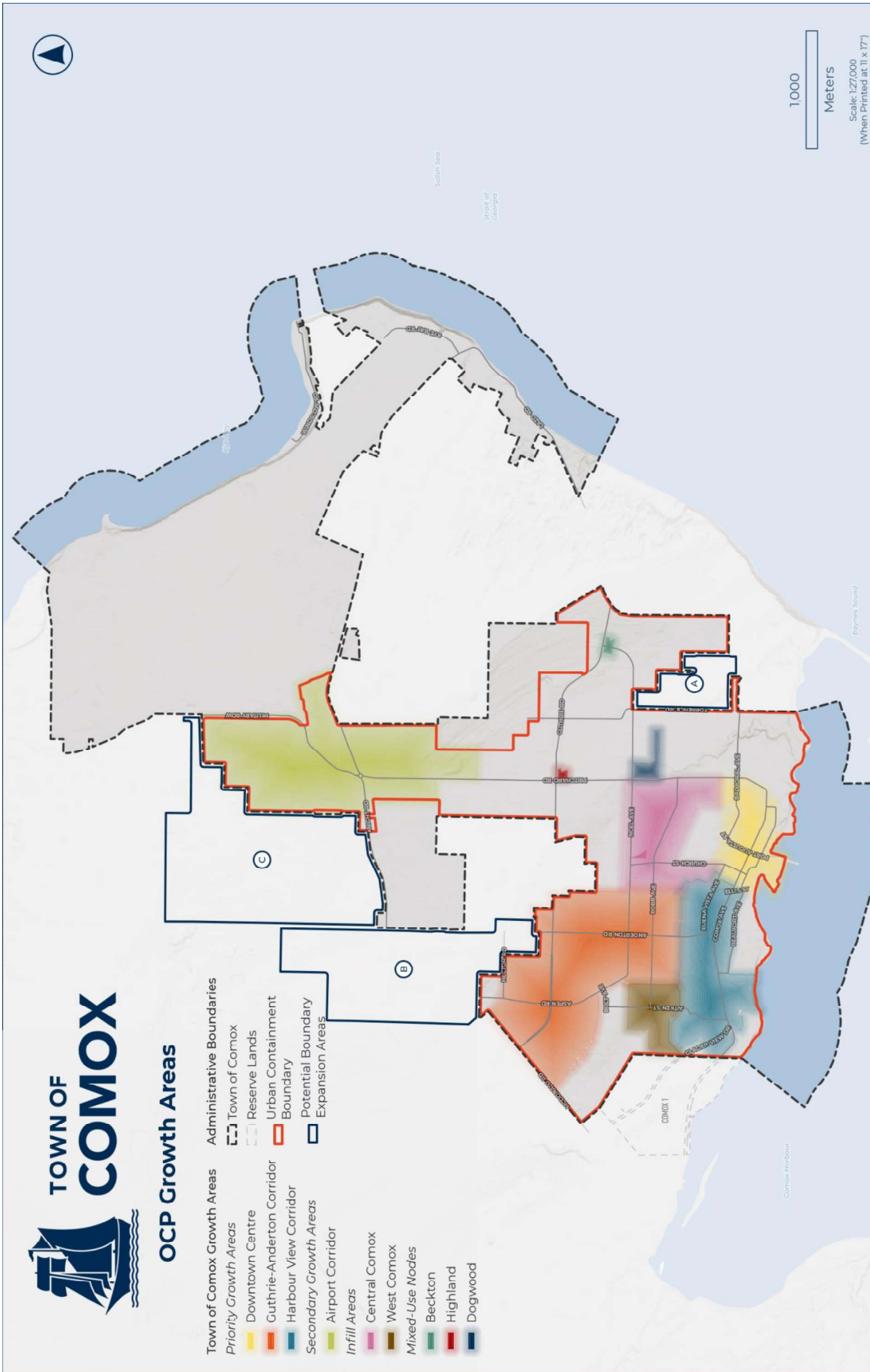


Figure 7 - OCP Growth Areas



Objectives

- 8(A.)** Prioritize new development in areas that have infrastructure servicing efficiencies to support long-term financial sustainability.
- 8(B.)** Increase density in and around areas with concentrations of commercial and institutional uses, public amenities, and access to public and active transportation infrastructure to support walkability, increased transit service levels, and business health.
- 8(C.)** Minimize impacts of development on agricultural and natural areas by encouraging growth within the Urban Containment Boundary.

Policies

- 8.1** Prioritize growth at the highest densities in the Harbourview Corridor and Downtown Centre, and moderate to high densities in the Guthrie-Anderton Corridor as identified on OCP Future Land Use and OCP Growth Areas maps. Encourage development in these areas to be at the maximum potential buildout that is achievable with the applicable land use designation.
- 8.2** Prioritize Ground Oriented Residential growth in the West and Central Comox Infill Areas.
- 8.3** Support zoning amendment and subdivision applications that consolidate parcels for development of more than 4 units per parcel in the Central Comox Infill Area.
- 8.4** Support mixed-use development in neighbourhood mixed-use nodes to provide convenient access to daily needs within walking distance.
- 8.5** In the Neighbourhood Nodes, ensure that ground-level commercial uses are those that people use regularly, such as childcare, small grocery stores, pharmacies, restaurants, fitness facilities, and cafés. Commercial office spaces that are used more sporadically, such as health and professional offices, should be above the first storey.
- 8.6** In Neighbourhood Nodes, residential apartment units are encouraged above the first or second storey with residential parking under the structure to provide for housing diversity within established neighbourhoods that are primarily single-detached residential.
- 8.7** Limit support for subdivision and extension of infrastructure services beyond the UCB as identified in OCP Growth Areas map, subject to Policies 8.11-8.14 below (not including minor or technical subdivisions at the Town's discretion, such as lot line adjustments and road, greenway, and park land dedication).



- 8.8** Limit further subdivision of parcels within the Flood Extents as identified on OCP DPA - Hazardous Conditions map, to mitigate the impacts of flooding to new buildings and septic systems.
- 8.9** Do not support Agricultural Land Reserve subdivision and exclusion applications unless it is demonstrated that there is a significant lack of future agricultural viability, and that there will be significant benefits to the community.
- 8.10** Continue to pursue an exemption of Kye Bay from provincial Small-Scale Multi-Unit Housing requirements due to servicing constraints, environmental impacts, geotechnical risks, flood hazard, physical separation of the area from the remainder of the Town, and the area being outside the UCB.

Long Term Growth Reserve

The Town of Comox is bordered by the City of Courtenay on the west, and rural residential, agricultural, and natural areas within the CVRD on other borders. The Regional Growth Strategy identifies rural residential lands bordering the Town as Settlement Expansion Areas. The 2011 OCP identified three potential boundary expansion areas within the Settlement Expansion Areas. Where greenfield areas are available for development, public and private resources are directed to those areas and can detract from growth within other priority growth areas. This OCP is focused on growth within existing Town boundaries to prioritize sustainable development patterns and resource efficiencies.

Partial Boundary Expansions

Partial Boundary Expansions incorporate a portion, but not all, of Area A, B, or C as shown on Figure 7. They can slowly expand Town boundaries, but are not guided by cohesive land use, environmental management, or engineering services plans. As a result, ongoing Partial Boundary Expansions can lead to patchwork growth that erodes future opportunities for cohesive planning. They may be considered in limited circumstances where aligned with the following policies.

- 8.11** Consider Partial Boundary Expansions that are contiguous with existing Town boundaries, within a portion of a Boundary Expansion Area identified on Figure 8 and the OCP Growth Areas map, subject to compliance with the Regional Growth Strategy, and the following to be secured prior to subdivision approval and final reading of a zoning amendment bylaw:
- a) The extension of municipal services and installation of new infrastructure is required at the applicant's expense, unless the impetus for service extension is failing private services that present a significant public health risk as determined by Island Health.
 - b) The provision of land for, and construction of, an active park that includes amenities that are needed in the community as identified in the



Parks and Trails Master Plan at a rate of 3.2 hectares per 1000 residents based on build-out population for the area, or cash-in-lieu, in addition to minimum parkland dedication requirements.

- c) Provision of a grid road network with greenway and cycling connections that tie into the Town's existing networks, and no new driveways connecting to an arterial or major collector road as identified on the OCP Road Network map.
- d) Proposed land uses are compatible with adjacent land uses as identified on OCP Future Land Use map.

Strategic Boundary Expansion

Figure 7 identifies Potential Boundary Expansion Areas A, B, and C that are outside of the existing UCB. These are potential greenfield development areas that would be guided by public engagement and analysis of existing environmental conditions to determine whether they are suitable for further consideration of incorporation into the Town. If it is determined that a Potential Boundary Expansion Area under consideration is suitable for greenfield development, comprehensive Local Area Plans and Engineering Services Plans would be created to guide development.

8.12 Consider a Strategic Boundary Expansion to incorporate a Potential Boundary Expansion Area into the Town if needed in the future to meet housing need as identified in the Housing Needs Report, subject to compliance with the RGS, and the following:

- a) Completion of a feasibility analysis to determine the suitability of physical conditions for greenfield development, including but not limited to consideration of geotechnical and environmental conditions.
- b) Identification of watershed boundaries to refine the boundary expansion area and form future Local Area Plan boundaries.

8.13 Where a Potential Boundary Expansion Area is incorporated into the Town, in addition to RGS policies, require the following to be completed prior to an OCP amendment that identifies land use designations for the area, and prior to consideration of subdivision and rezoning applications (except applications related to the use of land consistent with the existing land uses of the area):

- a) Completion of a Local Area Plan and Engineering Services Plan that outline a cohesive and financially sustainable growth framework that aligns with complete community planning principles, including consideration of employment lands.



- 8.14** Require a new Local Area Plan to be mostly built out prior to consideration of any further Strategic Boundary Expansions to ensure timely completion of the road network, services, and amenities required to service growth in the area.



Land Use Designations

Land use designations will guide growth and development in Comox over the next 20 years as shown on the OCP Future Land Use map, and provide specificity to the Growth Concept outlined in Section 8 – Future Growth Concept, while contributing to fulfilling the Guiding Principles outlined in Part 1 - Context, and Objectives in Part 2 – Community Policies. The Development Permit Areas in Section X provide guidelines for the form and character of development as per the land use designations.

Land use designations provide a vision for the future that often differs from how parcels are currently used, while the Zoning Bylaw regulates the current use. Some parcels are currently suitable for development and others will require zoning amendments, subdivision, consolidation, and/or infrastructure upgrades to develop based on the land use designation.



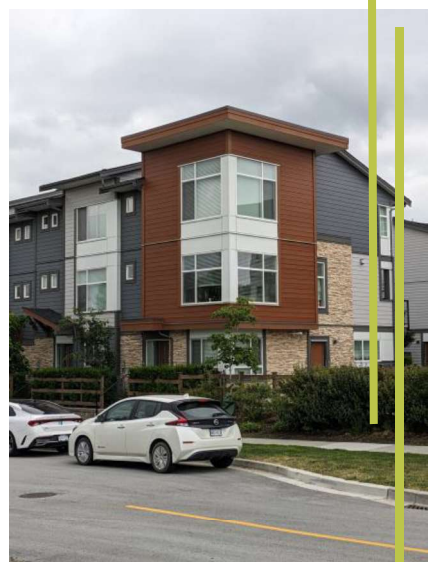
As outlined in Part 1 – Context, there is a need for more missing middle housing in Comox. In June 2024, the Town amended zoning of most parcels that used to be limited to one single-detached dwelling and accessory dwelling unit to permit up to four dwelling units per parcel. As part of the 2025 OCP and Zoning Bylaw updates, select parcels in Growth Areas have been pre-zoned to facilitate townhouse development, a common form of missing middle housing.

The Town will ensure coordination with other plans and bylaws as development takes place, such as infrastructure Master Plans, the Development Cost Charges Bylaw and the Subdivision and Development Servicing Bylaw. Strategic Planning documents such as the Climate Action Plan and Risk Assessment, Parks and Trails Master Plan, and Urban Forest Management Strategy provide actions the Town is taking to respect the environment, improve livability, and address climate change as Comox grows.



9. Ground Oriented Residential

The Ground Oriented Residential designation supports a variety of housing types such as single-detached dwellings, duplexes, townhouses, accessory dwelling units, and houseplexes, in buildings up to three storeys in height. Development within the Ground Oriented Residential designation encompasses small-scale multi-unit housing with 1-6 dwelling units on a parcel, as well as strata townhouses and fee-simple rowhouses, with more than 6 dwelling units on larger parcels.



Policies

- 9.1** Consider support for parcel consolidation and zoning amendments for more than four dwelling units per parcel on sites that align with one or both of the following:
- a) Frontage on a major collector or arterial road as shown on the OCP Road Network map.
 - b) Located within a Primary Growth Area, Mixed-Use Node, or the Central Comox Infill Area.

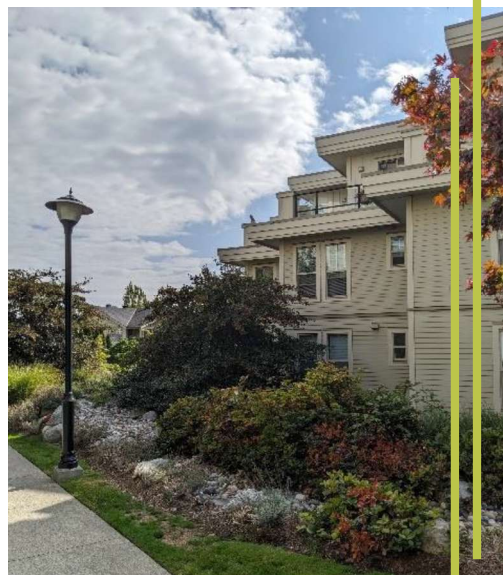


- 9.2** Where buildings with units accessed from an internal corridor are proposed under Policy 9.1, parcel frontage shall not exceed 60 metres.
- 9.3** Permit buildings up to three storeys in height.
- 9.4** In addition to small-scale multi-unit housing and strata development, encourage the development of fee-simple rowhouses with vertically separated units, where each unit fronts a public street, with parking accessed from a rear lane, and the land on which the units are located is divided into fee-simple lots with zero-lot line setbacks (except on end units).
- 9.5** For subdivision to create SSMUH parcels with a new road network, encourage vehicle parking to be provided from a rear lane unless not feasible, to provide the following benefits:
- c) Increased front-yard area to accommodate landscaping and trees.
 - d) A safer and more enjoyable pedestrian environment.
 - e) Increased on-street parking.
 - f) A more efficient use of parcel area for SSMUH buildings.



10. Low-Rise and Mid-Rise Residential

The Low-, Mid-Rise Residential designations are intended to facilitate residential apartment development close to existing and planned mixed-use areas, transit routes, and the active transportation network. Townhouse development is also supported in the Low-Rise Residential designation, while apartment development is preferred in the Mid-Rise Residential designation to provide sufficient density for commercial vibrancy and frequent transit viability. The locations and densities for this designation will contribute to facilitating vibrant mixed-use centres and increased transit service levels throughout the Town.



Policies

10.1 The Low-Rise Residential land use designation supports apartment, townhouse and rowhouse building forms.

10.2 Building heights should be up to the following:

- a) **Low-Rise Residential:** 4 storeys
- b) **Mid-Rise Residential:** 6 storeys

10.3 Commercial child-care facilities are permitted on the first storey.

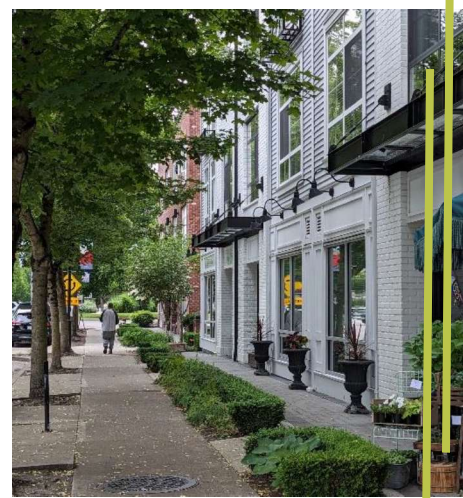


- 10.4** Encourage point-access block/single stair buildings on small parcels that might otherwise be consolidated; point access block/single stair buildings provide opportunities for a higher proportion of units with two or more exterior walls than typical double-loaded corridor buildings, resulting in improved cross ventilation and natural light.
- 10.5** Support the incorporation of ground-oriented units, including multi-storey townhouse-type units, in the design of apartment developments to support a variety of household types and sizes.
- 10.6** Encourage the incorporation of units with three or more bedrooms in apartment buildings that are within 400 metres of a school.
- 10.7** Support increased density provisions where more than 80% of parking required in the Zoning Bylaw is in under-building structures.
- 10.8** Within the Mid-Rise Residential Designation, buildings or portions of buildings that are directly adjacent to Ground Oriented Residential parcels should be a maximum of 4 storeys or step down to 4 storeys; for clarity, this does not apply where there is a public road separating the parcels.



11. Low- and Mid-Rise Mixed-Use

Mixed-Use designations support the development of nodes and corridors with multi-unit residential, commercial, and institutional uses serviced by active and public transportation infrastructure. As Comox grows, mixed-use development will be crucial for creating a complete community where residents can easily access daily needs such as work, education, childcare recreation, and health services without passenger vehicles.



Policies

- 11.1** Maximum building height shall be up to 4 storeys in the Low-Rise Mixed-Use designation and 6 storeys in the Mid-Rise Mixed-Use designation.
- 11.2** Facilitate commercial, residential and institutional use development. For clarity, multiple uses or a single use are permitted except as outlined in policies 11.4 and 11.5 below.
- 11.3** Where uses are split into different buildings on large development sites, prioritize commercial/institutional buildings as street-fronting, and residential buildings on internal portions of the site as feasible where not all buildings are street-fronting.
- 11.4** Commercial or institutional uses should be provided at grade on building faces on both street frontages of corner parcels of prominent intersections, including arterial/arterial, arterial/major collector, and major collector/major collector intersections as identified on the OCP Road Network map.



- 11.5** Zoning amendments for residential-only development on sites identified in policy 11.4 will be considered where the developer can demonstrate undue financial hardship associated with the development of commercial uses as identified in a report prepared by a reputable land economist (e.g. insufficient market size to support additional commercial uses in the proposed location at point-of-time of development). In these cases, efforts should be made to activate the street corner with public open space, or the location of active, transparent building amenity features such as fitness centres on the corner at grade.
- 11.6** Commercial uses are required fronting the Downtown Road as delineated on the OCP Road Network map. Retail uses are encouraged to retain a lively, interactive street.
- 11.7** Within the Mid-Rise Mixed-Use Designation, buildings or portions of buildings that are directly adjacent to Ground Oriented Residential parcels should be a maximum of 4 storeys or step down to 4 storeys; for clarity, this does not apply where there is a public road separating the parcels.



12. Marina Comprehensive Development Area

The Harbour and Marina Comprehensive Development Area designation applies to the privately-owned Comox Valley Marina and seaplane terminal. Adjacent to Marina Park, Town Hall, and Downtown Comox, the area is highly visible for residents and businesses in Comox, in addition to being visible from Royston and the City of Courtenay across the Comox Harbour. It has the potential for an exceptional contribution to economic development in the region by providing ocean-view hotel space and other tourist-oriented commercial uses, which could in turn increase the frequency of seaplane flights throughout the year. There could also be opportunities for public amenities on the parcel that would complement Marina Park.



Policies

- 12.1** Support the development of mixed-use commercial buildings up to six storeys in height, with or without residential uses.
- 12.2** Provide tourist-oriented commercial uses at grade, such as restaurant, cafe, bar, spa, bicycle/stand-up-paddleboard/kayak rental shop, and/or boutique retail shops.
- 12.3** Development should result in a high degree of pedestrian permeability to allow pedestrians to easily connect from the waterfront walkway to Marina Park, Beaufort Avenue, and Wilcox Street.
- 12.4** Given the prominent and highly visible location of this land use designation, buildings must display exemplary and unique architectural design that weaves into the Downtown Comox setting.



- 12.5** Attention to building design must be commensurate with the landmark location of the site and should involve early engagement with the Town.



13. Harbour and Marina

The Harbour and Marina area is an important cultural feature of Comox, facilitating public access to sea travel and activities. The Harbour and Marina land use designation supports the continued use of water parcels for commercial fishers, seaplane terminals, marina and ancillary uses.



Policies

- 13.1** Continue the marina use of water parcels.
- 13.2** The potential for future expansion of the marinas should be retained subject to identification and mitigation of environmental impacts and consultation with K'ómoks First Nation.
- 13.3** Continue to collaborate with the Comox Valley Marina to ensure safe and efficient operation with the Comox Municipal Marina.



14. Business Park

The Business Park designation is intended to provide more local jobs as Comox grows. In addition to light industrial uses, limited commercial uses will contribute to the efficient operation of Business Parks and the Comox Valley Airport in the Airport Corridor Business Park. All development will be sensitive to the surrounding rural context and compatible with adjacent institutional and residential uses.



Policies

- 14.1** Encourage uses that have a high job-to-floorspace ratio, such as, but not limited to, scientific and technical development, light manufacturing, aerospace engineering and service, wholesale outlets, equipment servicing and repair, brewery and distillery, and packing and processing.
- 14.2** Support commercial uses that contribute to the efficient operation of the Comox Valley Airport, such as, but not limited to, taxi dispatch, vehicle rentals, hotel, and conference centre.
- 14.3** Discourage inefficient job-to-floorspace ratio light industrial and large-format commercial uses, such as, but not limited to self-storage, outdoor storage, truck/ trailer/RV/boat parking and salvage yard.
- 14.4** Support limited service commercial uses to contribute to the efficient operation of the Business Park, such as service stations, restaurants, cafes, showrooms, tasting rooms, and brewpubs.



15. Institutional

The Institutional designation applies to existing public, assembly, non-profit, health care, and special needs housing uses. As Comox grows, there will be a need to scale up services such as healthcare, education, childcare, parks, community centres, and emergency services. Concerted efforts to combine institutional uses will be needed to improve community completeness and the efficient use of land.



Policies

- 15.1** Prioritize long-term institutional use of existing Institutional parcels to ensure there is sufficient land within the UCB to meet community needs. Consider support for zoning amendments that incorporate affordable homeownership and/or rental-tenure dwelling units on existing assembly use parcels with building heights that are compatible with surrounding uses.
- 15.2** Encourage the provision of non-profit housing on Institutional parcels where feasible, including future Institutional use parcels such as firehalls, police stations, recreation centres, healthcare facilities, places of worship, and civic buildings.
- 15.3** Encourage the continued institutional use of Institutional parcels between Rodello Street and Gladstone Street, north of Fairbairn Avenue (Lot 1, Plan VIP40282, Section 1, Comox Land District, & Dedicated Road Covered By PL 40909R Comox Elementary (PID: 000101-354); Lot 2, Plan VIP40283, Section 1, Comox Land District (PID: 000-101-371); Plan VIP40909, Section 1, Comox Land District, Contained within said PL (PID: 000-515-132)), as a future school/park, recreation centre, or other institutional use to accommodate



residential growth in Comox.

15.4 The development of new schools should include consideration for the following:

- a) Wherever possible, elementary schools should not be developed adjacent to arterial roads.
- b) Facilities should be designed and managed to maximize joint public use of recreational activities.
- c) Joint use agreements between the Town and the public school districts for use and maintenance of facilities are encouraged.
- d) Acquisition of land for municipal parks adjacent to schools.
- e) The provision of off-site road, sidewalk, boulevard, transit bay and utilities required to service a school use should be secured prior to rezoning or developing lands for school use.

15.5 Encourage community gardens in the Institutional designation.



16. 19 Wing Comox / Comox Valley Airport

The 19 Wing Comox / Comox Valley Airport designation applies to lands owned by the Canadian Department of National Defence within the Town of Comox. The 19 Wing Comox Canadian Forces Base, Comox Airforce Museum and public Comox Valley Airport and Glacier Greens Golf Club are also located on these lands. A variety of military housing and services are within the designation, and some services have limited availability for public use, such as the 19 Wing Fitness and Community Centre. School District 71 also leases land for the public Airport Elementary School.

The Town of Comox recognizes the regional and national significance of 19 Wing Comox and the Comox Valley Airport, in addition the other current uses in the designation, and supports continued collaboration with the Department of National Defence and Comox Valley Airport Commission to enhance access and operations.

Policies

- 16.1** Collaborate with 19 Wing Comox on the potential of shared use agreements for the public use of recreation facilities.
- 16.2** Enhance active transportation infrastructure on key routes to 19 Wing Comox and the Comox Valley Airport.



Non-Urban Land Uses

The following land use designations are outside of the Urban Containment Boundary and not generally envisioned as supporting new development.

17. Agricultural

The Agricultural designation applies to Provincial Agricultural Land Reserve (ALR) parcels in Comox and is intended for long-term farm use to support the local economy and food security.

Policies

17.1 Do not support ALR subdivision or exclusion applications.

Actions

17.2 Review and monitor Town bylaws, policies, plans, and procedures to ensure consistency with ALC legislation and regulations.



18. Detached Residential

The Detached Residential designation applies to the Point Holmes and Kye Bay areas, and one parcel at the intersection of Anderton Road and Knight Road adjacent to ALR lands and rural CVRD lands. Growth and development on these lands will be limited due to the lack of adequate sewer services and unplanned future sewer services.

The Point Holmes and Kye Bay areas are home to exceptional public beaches, and a waterfront trail runs through Point Holmes. However, these areas are functionally separate from the Town of Comox and outside of the Urban Containment Boundary. Upgraded sewer services to accommodate growth would be financially prohibitive and not in the public interest of Town taxpayers. These lands also include hazardous steep slope and sensitive marine ecosystem conditions. For these reasons, zoning amendments to permit small-scale multi-unit housing are not appropriate and the Town will seek permanent exemption from provincial legislation requiring the adoption of SSMUH zoning in Point Holmes and Kye Bay.

Policies

- 18.1** Limit support for zoning amendment applications that would permit non-residential uses or smaller residential parcel sizes than existing zoning, except for utility use, or where the Town determines that proposed zoning amendments would be in the public interest.
- 18.2** Limit support for subdivision applications without municipal water and wastewater service.
- 18.3** Consider support for subdivision applications that propose protection of sensitive ecosystems through land dedication, land trusts, ecogifts (e.g. land dedication for park above and beyond 5% parkland dedication requirement), density transfer, restrictive covenants and similar measures to protect sensitive ecosystems as identified on OCP DPA - Sensitive Ecosystems Map.
- 18.4** Do not support further subdivision of parcels along Kye Bay Road from Knight Road up to and including 1139 Kye Bay Road (Lot 1, District Lot 93, Comox District, Plan 32578).
- 18.5** The minimum parcel size for the subdivision of land in the Point Holmes/Cape Lazo area north of 1139 Kye Bay Road (Lot 1, District Lot 93, Comox District, Plan 32578) should not be less than 5,000 square metres. Subdivision should require continuous paved road access along any parcel frontage and from each parcel to Kye Bay Road.
- 18.6** The minimum parcel size for the subdivision of land in the Point Holmes/Cape Lazo area south of Knight Road should allow for the protection of sensitive ecosystems identified on the OCP DPA – Sensitive Ecosystems map, as per the boundaries of the sensitive ecosystem determined by a Qualified Professional in accordance with the guidelines of the Sensitive Ecosystems DPA, and avoid the need for the extension of sanitary sewer to



service the area. Sites with high environmental sensitivity should be protected through land trusts, ecogifts (e.g. land dedication for park above and beyond 5% parkland dedication requirement), density transfer, restrictive covenants or similar measures that may significantly affect minimum parcel size. Subdivision should require continuous paved road access along any parcel frontage and from each parcel to Lazo Road.

Actions

- 18.7** Consider the feasibility of amending zoning in the Detached Residential designation to permit a secondary suite and two detached dwellings (3 total dwelling units) in collaboration with Island Health and the Comox Valley Regional District to account for potential private wastewater system implications.



19. Commercial: Tourist

The Commercial: Tourist designation applies to existing tourist accommodation uses in Kye Bay and Point Holmes. It is intended to support continued tourist accommodation use and related accessory uses such as seasonal retail and water sports equipment rentals. This designation provides an alternative to the use of residential units for short-term accommodation in a popular tourism destination.

Policies

- 19.1** Continue the use of Commercial: Tourist parcels based on existing zoning in the Zoning Bylaw.



20. Parks and Open Space

The Parks and Open Space designation applies primarily to existing parks but includes potential future parks. It includes natural conservation areas in addition to active and passive parks. The Parks, Trails, and Open Space Objectives and Policies (Section 4) provide high-level guidance to plan for a complete parks and open space network that is incrementally expanded to accommodate a growing population.

Policies that refer to the Comox Golf Club should be read with the context that the Town does not own the land or operate the course; rather the Town is the majority shareholder in Courtenay Golf Club Ltd., which owns the land that the Comox Golf Club operates on. The land is leased by Courtenay Golf Club Ltd. to the Comox Golf Club, which is a non-profit organization that owns the improvements and operates the golf course and facilities. In addition, policies related to the Comox Golf Club are complementary to those in the Parks and Trails Master Plan and Downtown Enhancement Action Plan.



Policies

- 20.1** Ensure that community needs are met by requiring that all recreation, parkland and open space network components are identified, dedicated and constructed prior to the residential development that relies on them.
- 20.2** Encourage the development of a plan for the Comox Golf Club (Central Community Park) to guide its future role, form, use, and programs in the Town of Comox, considering that this property is in a prime location that should be programmed to appeal to the Town's long-term population.
- 20.3** Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park as per Section 4.5 of the Downtown Enhancement Action Plan.



- 20.4** Where portions of a parcel are undevelopable but suitable for riparian protection, protection of the natural environment or for greenway purposes, the Town will encourage applicants to dedicate these areas in addition to any required 5% for parkland dedication.
- 20.5** Consider public ownership of parcels within significant riparian corridors to maintain their integrity, and designate Parks and Open Space.



21. General Land Use Policies

The following policies apply for all land use designations.

- 21.1** Ensure that development site layouts do not result in remnant parcels that cannot be serviced, accessed, or would be uneconomical or impractical to develop.
- 21.2** Site planning for new development should consider the character and scale of surrounding areas.
- 21.3** Building heights are subject to required senior government approvals based on the Comox Airport Zoning Regulation.
- 21.4** Encourage the provision of mid-block land dedications or statutory rights-of-way to facilitate public pedestrian circulation through development sites, especially on large sites and street blocks, and areas where roads are not in a grid pattern.
- 21.5** Building heights associated with land use designations outline the maximum intended number of storeys; however, minor variations may be considered where appropriate based on the site context, including consideration of factors such as topography, road frontage and current and future adjacencies.
- 21.6** For the purposes of future density bonus and inclusionary zoning bylaws, maximum heights outlined in OCP land use designations may be considered as base heights, with additional storeys permitted in exchange for affordable housing, or provision of or contribution to amenities that provide substantial benefits to the community.
- 21.7** Zoning Amendments to a new Comprehensive Development Zone will be strongly discouraged; where proposed, there must be a strong rationale for why an existing Zoning Bylaw zone, with or without variances, is not sufficient to facilitate development as per the OCP land use designation and Development Permit Area guidelines.
- 21.8** Where a property is adjacent to land in the Agricultural Land Reserve (ALR), ensure that development limits associated negative impacts on adjacent agricultural operations by including appropriate buffers, setbacks and site planning, consistent with the BC Ministry of Agriculture Guide to Edge Planning, or future iteration thereof.



22. Sand and Gravel Extraction

Section 473 (1) of the Local Government Act requires OCPs to include statements and map designations for the areas covered by the plan respecting the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction. There are sand and gravel deposits within the Town boundaries, but future sand and gravel extraction within the Town would not be in the public interest.

Previous gravel extraction took place on Lots 1-3, Block A District Lot 194 Comox District, Plan 442 (900-920 Pritchard Road) by the Ministry of Transportation. Further gravel extraction would compromise environmental values in the area and make it difficult to service these lands with a gravity sanitary sewer.

Lot 4, Block A District Lot 194, Plan 442 (890 Pritchard Road), is heavily treed and would support gravel extraction but this would have a negative environmental impact, and the aggregate potential would be limited due to its proximity to residential development to the south and servicing constraints for future residential development.

Other sand and gravel deposits are located in the Northeast Woods and near Sand Pines Drive. There are severe limitations to extracting these deposits for off-site use. Due to the high environmental values of protected ecosystems, such as Garry Oak, older growth forests, and eagle and heron nesting sites in each of these areas, the highest and best use of this aggregate resource is considered for it to remain in its natural form.



PART 5

Implementing the Plan



Implementing the Plan

Meeting long-term, community-wide plan objectives requires collective effort. In addition to residents, businesses, and workers in our community, interest holders include senior levels of government, community groups, boards and agencies. OCP policies are implemented through a range of strategies, regulations and plans that are approved through decisions of Comox Council, including area specific plans, housing strategies, infrastructure master plans, and park plans. Section 478 of the *Local Government Act* clarifies that an OCP does not commit or authorize a local government to proceed with any project specified in the plan. However, all bylaws and works must be consistent with the OCP upon its adoption.

Implementation of the OCP must include monitoring and evaluation of key indicators to determine whether the plan is meeting community needs. Many sections of the OCP include Actions the Town can take to implement the plan. A separate OCP Implementation Plan compiling all of the action items will be developed to accompany the OCP.

OCP Reviews

The OCP must be reviewed every 5 years to consider the most recent housing needs report to ensure that at least 20-years of anticipated housing units are supported by the planned land use and housing policies in the OCP.

OCP Amendments

The Official Community Plan is a living document that provides direction on how Comox will evolve to 2045. While policies and decisions should be consistent with the principles, objectives and the policies of the Plan, the Official Community Plan should be recognized as a flexible and adaptable document. The Town may amend the Plan in accordance with the *LGA* to adapt to new trends and changing conditions in the community at the discretion of Council.

Where such changes are consistent with the community vision and goals of the OCP, Council may wish to approve an amendment to the OCP. Where the changes are substantial or are inconsistent with the community vision and goals, Council may wish to conduct a comprehensive review and update of the OCP. The vision and goals will thus be utilized to consider and to evaluate applications for OCP amendments.

OCP amendments to the land use designations (OCP Future Land Use map) shall be evaluated based upon the following criteria:

- (a) Consistency with the OCP vision, guiding principles, objectives, and policies.
- (b) Consultation with K'ómoks First Nation.
- (c) Consideration of information received through public consultation with impacted community members.



- (d) Impact on the natural environment, ecosystems and biological diversity and potential risk associated with hazardous conditions.
- (e) Demonstration of suitable transportation access and infrastructure servicing to accommodate the proposed development.
- (f) Identified community need and market demand for the proposed development.
- (g) Identification of how the public interest would be better-served by the proposed land use designation than the existing land use designation, including consideration of voluntary amenity contributions (or cash-in-lieu) above and beyond the Amenity Cost Charge Bylaw.

Legislative Compliance

Financial Planning

Section 477 of the *Local Government Act* requires a proposed OCP bylaw that has received first reading of Council to be considered in conjunction with the local government's financial plan. Following adoption, the Town's financial planning and budget process would then be conducted in alignment with the OCP.

Liquid Waste Management Plan

Comox Valley Regional District is in the process of completing a Liquid Waste Management Plan under the *Environmental Management Act*. Section 477 of the *Local Government Act* requires a proposed OCP bylaw that has received first reading of Council to be considered in conjunction with any Liquid Waste Management Plan under the *Environmental Management Act*. On the next OCP update required by the *Local Government Act*, the OCP will have to be considered in conjunction with the CVRD Liquid Waste Management Plan if it is in place at that time. Alignment of the OCP with the CVRD Liquid Waste Management Plan should support the Town's broader watershed and habitat protection goals as outlined in the Environmental objectives and policies of this OCP.



Development Approval Information

Pursuant to Section 485.1 of the *Local Government Act*, the entire Town of Comox is designated as a Development Approval Information Area in order to guide and support new development that contributes to the goals and objectives of the Official Community Plan. The Director of Development Services, or designate, may require development approval information pursuant to the *Local Government Act*. Information on the anticipated community impacts of a proposed activity or development, such as those related to transportation patterns, local infrastructure, public facilities, community services, or the natural environment requirements and procedures are set out in a separate bylaw. The conditions that justify this designation are as follows:

- Comox is a growing community and this growth will impact neighbourhoods, businesses, service provision and infrastructure. Information may be required to assess impacts on nearby and adjacent development, including shadowing, noise, visual impacts and scale, impacts on community services, such as parks, schools and protective services, socio-economic impacts, and impacts on the transportation and utility network and infrastructure.
- Comox's landscape includes hillsides, floodplains, forests and wildfire interface areas and other unique landscapes. Information may be required to assess impacts on these landscapes and to protect people, property and infrastructure.
- Comox is home to many sensitive terrestrial and aquatic ecosystems, a valley-wide airshed, forested areas, agricultural lands and water bodies, including the Salish Sea. Information may be required to guide and inform protection of this land, water and air.
- Comox is located in the traditional, ancestral and unceded territory of the K'ómoks First Nation, who have lived here since time immemorial. As such, the area is home to many important heritage assets. Settlement of the area by non-indigenous residents has also provided the town with many heritage assets. Information may be required to identify heritage value of these assets, including but not limited to landscapes, archaeological sites, buildings and properties, and to guide their protection and conservation.



Temporary Use Permits

In accordance with *Local Government Act* Section 492, an Official Community Plan may designate areas where Council may consider allowing temporary uses, and may specify general conditions regarding the issuance of temporary use permits in those areas. The temporary use designation is intended to apply to operations that are temporary in nature and the designation does not in itself permit specific uses on the designated sites. Within these areas, Council may, by resolution, issue a Temporary Use Permit and specify the conditions under which the temporary use be carried on. Upon the expiration of a Temporary Use Permit, the permitted uses revert to those outlined in the Zoning Bylaw.

Temporary Use Permits may be considered on all lands within the Town of Comox. Temporary Use Permits should consider the fit within the character of the neighbourhood and surrounding uses to minimize conflicts and nuisances and as such should consider any mitigating strategies such as landscape buffering, screening and operational details. Terms and conditions of the permit should specifically address an appropriate time duration up to the maximum limit under the *Local Government Act*.

Temporary Use Permit applications shall be evaluated against the following criteria:

- a) Compatibility of the proposed use with the Land Use Designation of the subject land and the policy direction of this OCP.
- b) Completion and incorporation of any public consultation with impacted community members to address immediate concerns.
- c) Impact on the natural environment and potential destruction of valuable ecological services as a result of the development.
- d) Demonstration of impact mitigating strategies, suitable access and servicing to accommodate the proposed development.
- e) Identified community need and market demand for the proposed use.
- f) The proposed alterations to the site may be deemed temporary in nature.
- g) The proposed use is of a temporary or seasonal nature.



Development Permit Guidelines





Introduction

Development permit areas (DPAs) are applied to areas or land uses to manage development, reduce the potential for any negative impacts, and ensure development is compatible with its physical context. An owner of land located within a DPA must receive a development permit prior to commencing any development, including land alteration, construction, and subdivision, as further described in the following sections. However, there are circumstances and activities that are exempt from development permit requirements as outlined in each DPA.

The Town reviews applications for development permits against the guidelines outlined in this OCP for each DPA. Guidelines may reference or incorporate other policies and regulations, as well as federal and provincial legislation. Issuance of a development permit is a form of authorization to proceed with the proposed development subject to issuance of other authorizations and permits, and may be subject to conditions imposed by the Town in accordance with the applicable DPA guidelines.

Legislative Context

Local governments have the legislative authority to designate DPAs in their OCPs under section 488 of the *Local Government Act*. Section 488 describes the purposes for which DPAs may be created, the types of activities requiring a development permit, and the requirements a local government may impose on a development permit applicant according to the type of DPA.

To designate a DPA, the conditions that justify the designation must be described. In addition, the DPA must provide guidelines that explain the special conditions or objectives to be addressed or considered in the development.

Overlapping Development Permit Area

Where land lies within more than one DPA, or where multiple uses under differing form and character DPAs are proposed, the applicable requirements for all DPAs will apply.

Except for the Riparian Ecosystems DPA, where land lies within multiple DPAs requiring reports prepared by Qualified Professionals, the Qualified Professionals should collaborate to provide one technical report that addresses overlapping areas.

Relevant Development Activities:

Unless otherwise stated in an individual DPA, a property owner must obtain a development permit prior to commencing the following within a DPA:

- subdivision of land;
- construction of, addition to, or alteration of a building or structure; and
- alteration of land, including vegetation.

Permit Exemptions

Each DPA forming part of this OCP contains a list of exemptions outlining conditions under which a development permit would not be required for lands within a DPA. The authority to exempt particular conditions or activities from requiring a development permit is granted to the Town under section 488(4) of the *Local Government Act*.

Meaning of Language

Use of the terms “should” and “encourage” in guidelines does not indicate that compliance is at the option of the applicant. Rather, compliance will be required as a condition of issuance of a development permit unless there are exceptional reasons why the guideline should not be applied to its fullest extent.

Use of the terms “must” and “shall” indicates that compliance is mandatory. Where guidelines are emphatic without the use of a modal verb (e.g. should, encourage, must, shall), compliance is mandatory.

Discretion of the Director of Development Services

The Town’s Director of Development Services has the discretion to interpret DPA exemption criteria and guidelines and determine whether and how they will be applied for proposals.

The Town’s procedures and authority for requiring development approval information are outlined in the Development Procedures and Delegation Bylaw.

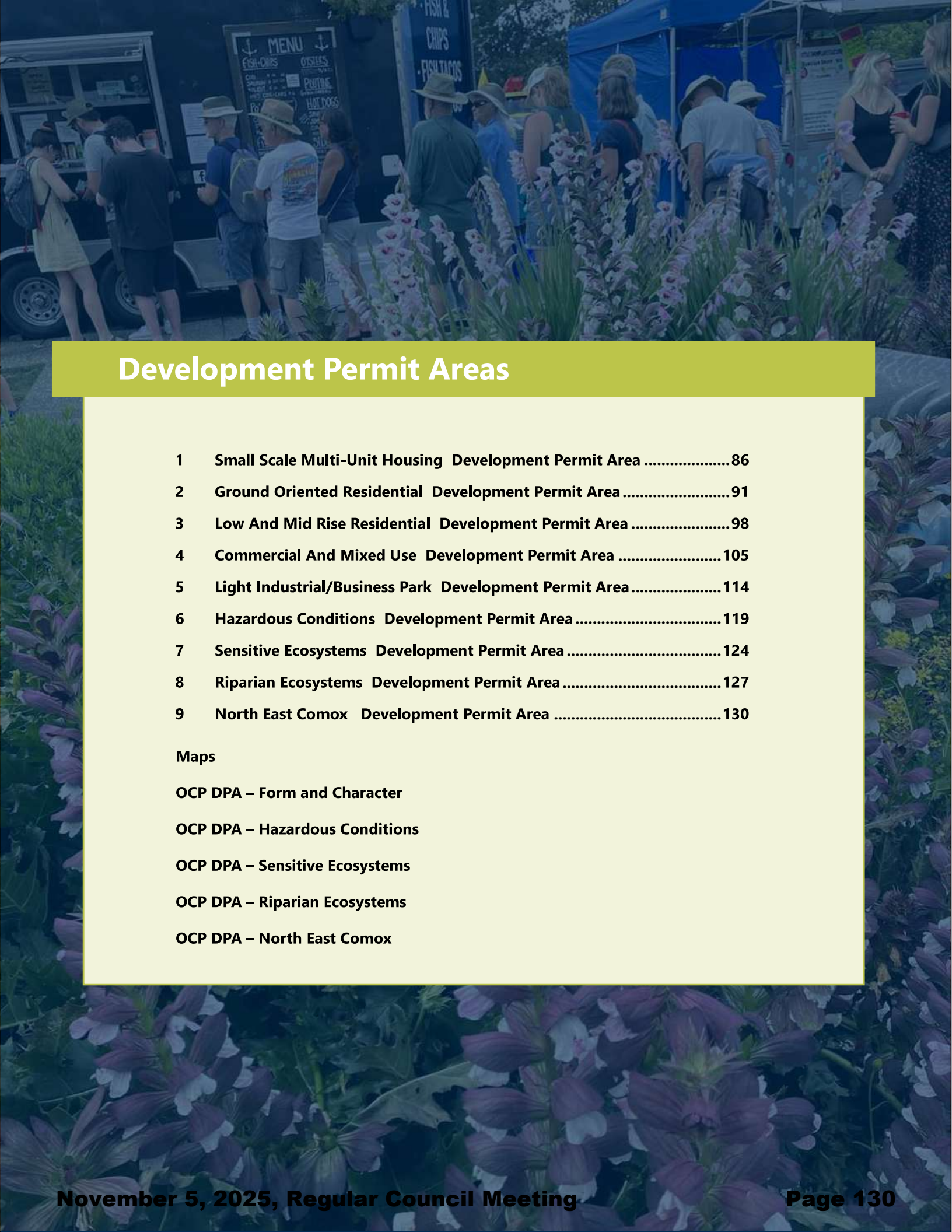


Variances

As per Section 490(1)(a) of the *Local Government Act*, zoning variances may be considered as part of Development Permit Applications where development is consistent with the intents of the Zoning Bylaw, OCP, and applicable Development Permit Area guidelines.

1. Minor variances to setbacks may be considered where:
 - A change would result in the retention of existing healthy mature trees in locations suitable for retention, sensitive ecosystems, or avoidance of a hazardous conditions area.
 - Variances are to accommodate desirable architectural features, such as porches, balconies, projecting design features, awnings, and canopies, provided that the building face still meets required setbacks.
 - Variances to minimum setbacks along the rear and side lot lines are used to provide a larger front yard setback to accommodate a landscaped or natural retention area along the front lot line that provides additional visual and acoustic relief for residential uses located at grade along an arterial or major collector road.
2. Variances to maximum permitted height of up to 3.1 metres, and variances to permit an appropriate building form under the same overarching land use (e.g. residential, mixed-use, commercial, industrial) may be considered where parcel coverage is reduced to preserve mature tree stands or sensitive ecosystems on site.
3. Variances to landscaping requirements may be considered in cases where the proposed building locations make it difficult or impossible to incorporate all landscaping requirements, or where trees will not thrive. In cases where landscaping requirements are reduced, compensatory planting elsewhere on site or in the adjacent public realm may be required.
4. Minor variances to impermeable surface requirements may be considered where other means of managing stormwater are incorporated into the design.
5. Minor variances to off-street parking requirements may be considered to facilitate retention of healthy mature trees in locations suitable for retention.





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- OCP DPA – Hazardous Conditions
- OCP DPA – Sensitive Ecosystems
- OCP DPA – Riparian Ecosystems
- OCP DPA – North East Comox



1 SMALL SCALE MULTI-UNIT HOUSING

Development Permit Area

1.1 Area

Unless exempted (see Exemptions below), a development permit addressing design guidelines must be approved prior to the construction of, addition to or alteration of a building or other structure, and the alteration of land, for all properties that currently have, or become developed with, small scale multi-unit housing, consisting of two to four attached primary residential dwelling units on a parcel. Table 1 below indicates the small-scale multi-unit housing (SSMUH) development scenarios that require a development permit.

Table 1: SSMUH DPA applicability.

SSMUH Scenario	DP Required
Single-detached dwelling*	No
Secondary suite**	No
Coach house with single-detached dwelling*	No
Coach house with duplex or townhouse	Yes
Duplex (two attached primary dwelling units)	Yes
Townhouse (3 or 4 attached primary dwelling units)	Yes

*Includes new construction and retrofit

**Includes new construction, retrofit, and building addition to accommodate secondary suite

1.2 Designation

This development permit area is designated pursuant to section 488 (1) (a), (e), (f), (h), (i), and (j) of the *Local Government Act*.

- Protection of the natural environment, its ecosystems and biological diversity.

- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development.
- Establishment of objectives to promote energy conservation.
- Establishment of objectives to promote water conservation.
- Establishment of objectives to promote the reduction of greenhouse gas emissions.
- Establishment of objectives for the form and character of intensive residential development.

1.3 Justification

This Development Permit Area guides all small-scale multi-unit housing development within the boundaries of the Town of Comox with an emphasis on high-quality, context-sensitive design through the following objectives:

- To establish design guidelines for small-scale multi-unit housing that maintain neighborhood character and natural features, while supporting housing diversity, gentle density, and Complete Communities.
- To promote building design that has a positive relationship with the street.
- To promote livability within the site while considering the relationship to neighbouring properties.



1.4 Exemptions

A Development Permit is not required for any of the following:

1. Development of single-detached dwellings, coach houses, and secondary suites as defined in the Zoning Bylaw.
2. Repair, maintenance, or construction of accessory buildings and structures.
3. Subdivision limited to a lot line adjustment, consolidation, or road or park dedication.
4. Any development that does not include small scale multi-use housing development.
5. Repair or maintenance of, or renovations to, existing legal buildings, structures, or utilities within the existing building footprint, including those structures described in s. 532(1) of the *Local Government Act* (a building permit may still be required) provided that it is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
6. Interior alterations.
7. Maintenance or repair of existing roads, paths, parking areas, driveways, fences or landscaping provided there is no excavation or removal of trees.
8. Construction of, or regular and emergency Town maintenance of municipal infrastructure or buildings, performed by the Municipality or its authorized agents and contractors, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development Services.



1.5 Guidelines

The following guidelines apply specifically to all residential development within the Small-Scale Multi-Unit Housing development permit area.

1. For proposals that retain existing dwellings, relaxations to design guidelines and development regulations may be considered.

Relationship to the Street

2. For buildings within the front yard, orient the primary façade to face the fronting street. Design primary entrances to include a clearly visible front door directly accessible from a public street or publicly accessible pathway and architectural features such as stoops, porches, shared landings, patios, recessed entries, and canopies.
3. On lots with multiple frontages, buildings must also be oriented and designed to address flanking streets with similar architectural and landscape treatments as the primary façade (i.e. window size and pattern, roof overhang detail, material patterns) (see Figure 1).



Figure 1: Exemplary unit, oriented and designed to address fronting and flanking streets. The flanking street frontage is pictured here (Guideline 3).

4. Grade changes between sidewalks, outdoor seating areas, and other pedestrian areas should be minimized and designed to accommodate the needs of persons with disabilities.
5. Create a soft transition between public and private spaces. Use low fencing, landscaping, and gentle grade changes to define the transition from the public realm to private residential areas.

Site Planning

6. Buildings and landscaping should be located and designed to suit natural topography, hydrology and vegetation. Creative, site sensitive solutions are encouraged.
7. Site planning should minimize disturbance to natural contours and existing vegetation and fit the context of surrounding development and natural environment. Designers should use site layout, building orientation, window placement,



vegetation and landscape screening to provide visual privacy between neighbouring properties.

8. Position buildings on the site to maximize access to sunlight for both interior spaces and outdoor amenity areas.
9. Position buildings to protect and retain mature trees to the greatest extent possible.
10. Encourage the redevelopment of properties while maintaining existing dwellings, if possible. Internal housing conversions, such as additional units within a structure are encouraged.

Site Circulation, Parking, and Site Servicing

11. Design walkways with durable, low-maintenance and accessible surface materials (e.g., pavers, brick, concrete) and connect to existing pedestrian networks (i.e. sidewalks, pathways).
12. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces. Shared driveways are encouraged.
13. Screen parking areas with fencing, landscaping, or other methods to reduce visual impacts on streets and neighbouring properties.
14. Place mechanical equipment (e.g., air conditioning units) and site services outside amenity areas, and reduce visual impact through siting and screening.
15. All on-site services should be underground.

Landscape Design and Open Space

16. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.
17. Design all residential units to have direct and convenient access to high-quality outdoor space.
18. Design open and landscaped areas to preserve and highlight existing mature trees wherever

feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.

19. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort.
20. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings.
21. Selection of the following types of plant species is encouraged:
 - Included in the Town of Comox's Climate Resilient Landscaping Standards.
 - Native or adapted to the region
 - Supportive of habitat, nesting, foraging, or pollination.
 - Drought tolerant.
 - Adapted to anticipated future climate conditions wherever possible.
22. Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops. The use of permeable paving materials for parking lots and other paved surfaces should also be considered.
23. Design sites to minimize water use for irrigation by using strategies such as:
 - designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
 - selecting drought-tolerant species.
 - using lower water requirement systems such as drip irrigation.
 - using recycled water for drip irrigation systems.



24. Fence design should be appropriate to its function, location and context in the neighbourhood. Fences should be of a high-quality material, reflecting and extending the building details and integrated with landscaping to minimize their visual impact. The use of chain link fencing is discouraged, and such fencing should not be visible from pedestrian areas, a street or a highway.

Building Articulation, Features, and Materials

25. Private balconies and patios should consider sight lines into adjacent properties and use techniques such as partitions/screens, step backs and landscaping to reduce visual impact on neighbors.
26. Minimize blank walls by incorporating elements such as windows, articulating the façade with recesses or projections, building material changes and landscaping.
27. Use high-quality, durable weather resistant exterior cladding materials. Suitable materials include natural stone, masonry, metal panels, stucco, painted wood, stained wood, and fibre cement siding.
28. Infill designs should not be repetitive in nature and variation between properties is encouraged (see Figure 2).



Figure 2: *Infill designs should not be repetitive in nature and variation between properties is encouraged (Guideline 27).*





2 GROUND ORIENTED RESIDENTIAL Development Permit Area

2.1 Area

Unless exempted (see Exemptions below), a development permit addressing design guidelines must be approved prior to the construction of, addition to or alteration of a building or other structure, and the alteration of land, for all properties that currently have, or become developed with, more than four dwelling units per parcel in buildings up to three storeys, with all units having direct access to grade without the use of a common interior corridor.-

2.2 Designation

This development permit area is designated pursuant to section 488 (1) (a), (e), (f), (h), (i), and (j) of the *Local Government Act*.

- Protection of the natural environment, its ecosystems and biological diversity.
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development.
- Establishment of objectives to promote energy conservation.
- Establishment of objectives to promote water conservation.
- Establishment of objectives to promote the reduction of greenhouse gas emissions.

2.3 Justification

This development permit area guides ground-oriented residential developments and redevelopment in the Town of Comox that demonstrates a high standard of creative building design through the following objectives:

- To establish guidelines for ground-oriented residential development in both existing and new neighborhoods that preserve the neighborhood character and natural environment, while supporting the Town's goals for housing diversity, gentle density, and Complete Communities.
- To support building design that enhances streets and open spaces, encouraging walking, cycling, and social interaction, while ensuring pedestrian comfort.
- To promote new development that prioritizes environmental protection, water conservation, and energy efficiency in site planning and design.
- To ensure landscaping (both onsite and off-site frontage) enhances neighborhood livability by encouraging sidewalks and planting large trees.
- To provide meaningful outdoor spaces that offer privacy, screening, and sensitivity to neighboring properties.



2.4 Exemptions

A Development Permit is not required for any of the following:

1. Development that does not include Ground Oriented Residential development of less than five dwelling units on a parcel.
2. Subdivision limited to a lot line adjustment, consolidation, or road or park dedication.
3. Repair or maintenance of, or renovations to, existing legal buildings, structures, or utilities within the existing building footprint, including those structures described in s. 532(1) of the *Local Government Act* (a building permit may still be required) provided that it is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
4. Interior alterations.
5. Maintenance or repair of existing roads, paths, parking areas, driveways, or landscaping provided there is no excavation or removal of trees.
6. Construction of, or regular and emergency Town maintenance of municipal infrastructure or buildings, performed by the Municipality or its authorized agents and contractors, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development Services.



2.5 Guidelines

The following guidelines apply specifically to all development within the Ground Oriented Residential development permit area.

Relationship to the Street

1. Streetscapes should be designed to animate the street and engage pedestrians with visually appealing frontages, comfortable spaces and features such as sidewalks, bicycle parking, and street furniture.
2. Building entrances should be directly accessed from sidewalks, parking lots and pedestrian pathways as seamlessly as possible from the street. Grade changes between sidewalks, squares, outdoor seating areas, transit stops, and other pedestrian areas should also be minimized and designed to accommodate the needs of persons with disabilities (see Figure 3).
3. Residential units at grade should have individual entrances and transitional areas between the building façade and the public circulation. This space is encouraged to be a usable outdoor space with a hose bib and spigot to allow for gardening.
4. Minimize blank walls along the street. Where blank walls are unavoidable, they should be screened with landscape treatments.
5. Create a soft transition between public and private spaces. Use low fencing, landscaping, and gentle grade changes to define the transition from the public realm to private residential areas (see Figure 3).



Figure 3: Connect entrances to public pathways and create a soft transition between public and private spaces using landscaping (Guideline 2 & 5).

6. The buildings at street corners should be designed to front both the primary and secondary street frontages with consideration of window placement, roof pattern, and cladding materials and pattern, being similar on the side and front.

Site Planning

7. Buildings and landscaping should be located and designed to suit natural topography, hydrology and vegetation. Creative, site sensitive solutions are encouraged.
8. Site planning should minimize disturbance to natural contours and existing vegetation and fit the context of surrounding development and natural environment. Designers should use site layout, building orientation, window placement, vegetation and landscape screening to provide visual privacy between neighbouring properties.
9. Position buildings on the site to maximize access to sunlight for both interior spaces and outdoor amenity areas.
10. Position buildings to protect and retain mature trees to the greatest extent possible.



Site Circulation, Parking, and Site Servicing

11. Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to existing bicycle and pedestrian networks (see Figure 4).
12. Include pedestrian circulation throughout the site to limit the need to walk on private drive-aisles when travelling throughout the site (see Figure 5). Pedestrian routes may overlap driveways only if pedestrian surface treatments signal the priority of the pedestrians in the space.
13. On-site pedestrian circulation should utilize trails, paths, and concrete sidewalks with rollover curbs adjacent to drive aisles.
14. Design walkways with decorative, durable, low-maintenance and accessible surface materials (e.g., pavers, brick, concrete) to distinguish pedestrian routes from vehicular zones.
15. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, amenity features and courtyards through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.



Figure 4: Design internal circulation patterns to be integrated with and connected to existing pedestrian networks (Guideline 11).



Figure 5: Pedestrian route to limit the need to walk on drive aisles throughout the site (Guideline 12).

16. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces. Shared driveways are encouraged.
17. Access roads to parking areas should be constructed at minimum available grade differentials.
18. Surface parking and loading areas should be situated in accordance with parking, loading and landscaping requirements. Where site conditions can accommodate rear lane access or internal drive aisles, off-street parking should not be located between the front or exterior side façade and any public street.
19. Surface parking should be screened and enhanced with landscaping.
20. Ensure utility areas and hydro kiosks are clearly identified at the development permit stage and are located to minimize impact (i.e. visual, noise etc.) on public or common open spaces. Hydro kiosks should be wrapped in decorative wraps and must be screened with landscaping.



21. Solid waste storage should be designed as an integral element of the development—contained within the building or suitably screened, complementary to overall building design and adequately sized to meet the needs of uses on site; in no cases shall solid waste storage be located within the front or exterior side yard.
22. Provide pedestrian pathways adjacent to individual unit driveways and outdoor parking stalls such that there is a clear path of travel from garages and unit entrances when the parking stall is in use.
23. All on-site services must be underground.

Landscape Design and Open Space

24. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.
25. Include landscaping on all areas of the site not being used for parking, circulation, buildings, and structures.
26. Provide year-round usable, public and private open spaces to create opportunities for recreation and social activity and provide buffers between uses.
27. Use Crime Prevention through Environmental Design (CPTED) principles to ensure good visual surveillance of all outdoor open spaces.
28. Design open and landscaped areas to preserve and highlight existing mature trees wherever feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.
29. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort.
30. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings. Lawn areas should be used minimally (no more than 25 percent) of overall landscaping. Medium or large trees should be included around the perimeter of the site, and within internal areas of the site to the greatest extent possible (see Figure 6).
31. Selection of the following types plant species is encouraged:
 - Included in the Town of Comox's Climate Resilient Landscaping Standards.
 - Native or adapted to the region.
 - Supportive of habitat, nesting, foraging, or pollination.
 - Drought-tolerant.
32. Adapted to anticipated future climate conditions wherever possible. Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops. The use of permeable paving materials for parking lots and other paved surfaces should also be considered.
33. Design sites to minimize water use for irrigation by using strategies such as:



Figure 6: Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings (Guideline 29).



- designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
- selecting drought-tolerant species
- using lower water requirement systems such as drip irrigation.
- using recycled water for drip irrigation systems.

- 34.** Fence design should be appropriate to its function, location and context in the neighbourhood. Fences should be of a high-quality material, reflecting and extending the building details and integrated with landscaping to minimize their visual impact. The use of chain link fencing is discouraged, and such fencing should not be visible from pedestrian areas, a street or a highway (see Figure 7).
- 35.** Youth play features should be integrated in on-site amenity and landscape areas (see Figure 8).



Figure 7: Fences should be of high-quality material and integrated with landscaping to minimize their visual appearance (Guideline 33).



Figure 8: Youth play features should be integrated in on-site amenity and landscape areas (Guideline 34).

Building Articulation, Features, and Materials

- 36.** Use of a variety of colours, roof lines, architectural features and building materials to create interesting façade treatments. Large areas of unvaried material are strongly discouraged (see Figure 10).
- 37.** Use high-quality, durable, weather resistant exterior cladding materials. Suitable materials include natural stone, masonry, metal, stucco, painted wood, stained wood, and fibre cement siding.
- 38.** Make material transitions at an inside corner (i.e. the return) rather than on the same plane.
- 39.** Roof forms should be modulated to reduce the apparent bulk of a building and to create more visual interest. Roof colour should be generally neutral or muted to blend with the natural landscape.
- 40.** Roof-mounted equipment should be integrated with the overall roof design and adequately screened so it is concealed to the greatest extent possible from pedestrian viewpoints.



- 41. Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure.
- 42. Individual buildings should not exceed 60 metres in length.
- 43. Private balconies and patios should consider sight lines into adjacent properties and use architectural techniques such as partitions/screens and step backs to reduce visual and shadow impact on neighbours (see Figure 9).



Figure 9: Private balconies and patios should use architectural techniques such as partitions/screens and step back to reduce visual and shadow impacts on neighbours (Guideline 42).



Figure 10: Use a variety of colours, rooflines, architectural features and building materials to create interesting façade treatments (Guideline 35).





3 LOW AND MID RISE RESIDENTIAL Development Permit Area

3.1 Area

Unless exempted (see Exemptions below), a development permit addressing design guidelines must be approved prior to the construction of, addition to or alteration of a building or other structure, and the alteration of land, for all properties that currently have, or become developed with, multi-unit residential buildings of four or more storeys, and multi-unit residential buildings with less than four storeys with units accessed from a common interior corridor.

3.2 Designation

This development permit area is designated pursuant to section 488 (1) (a), (e), (f), (h), (i), and (j) of the *Local Government Act*.

- Protection of the natural environment, its ecosystems and biological diversity.
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development.
- Establishment of objectives to promote energy conservation.
- Establishment of objectives to promote water conservation.
- Establishment of objectives to promote the reduction of greenhouse gas emissions.

3.3 Justification

This Development Permit Area guides low-rise and mid-rise housing development and redevelopment in the Town of Comox that demonstrates a high standard of creative building design through the following objectives:

- To establish guidelines for low-rise and mid-rise townhouse development in both existing and new neighborhoods that preserve the neighborhood character and natural environment, while supporting the Town's goals for housing diversity, gentle density, and Complete Communities.
- To support building design that enhances streets and open spaces, encouraging walking, cycling, and social interaction, while ensuring pedestrian comfort.
- To promote new development that prioritizes environmental protection, water conservation, and energy efficiency in site planning and design.
- To ensure landscaping (both onsite and off-site frontage) enhances neighborhood livability by encouraging sidewalks and planting large trees.
- To provide meaningful outdoor spaces that offer privacy, screening, and sensitivity to neighboring properties.



3.4 Exemptions

A Development Permit is not required for any of the following:

1. An application for subdivision.
2. Any development that does not include low-rise or mid-rise development.
3. Repair or maintenance of, or renovations to, existing legal buildings, structures, or utilities within the existing building footprint, including those structures described in s. 532(1) of the *Local Government Act* (a building permit may still be required) provided that it is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
4. Interior alterations.
5. Maintenance or repair of existing roads, paths, parking areas, driveways, or landscaping provided there is no excavation or removal of trees.
6. Construction of, or regular and emergency Town maintenance of municipal infrastructure or buildings, performed by the Municipality or its authorized agents and contractors, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development Services.



3.5 Guidelines

The following guidelines apply specifically to all residential development within the Low-Rise and Mid-Rise Apartments development permit area.

Relationship to the Street

1. Streetscapes should be designed to animate the street and engage pedestrians with visually appealing frontages, comfortable spaces and features such as sidewalks, bicycle parking, and street furniture.
2. Building entrances should be directly accessed from sidewalks, parking lots and pedestrian pathways as seamlessly as possible from the street. Grade changes between sidewalks, squares, outdoor seating areas, transit stops, and other pedestrian areas should also be minimized and designed to accommodate the needs of persons with disabilities.
3. The primary common building entrance of buildings fronting a street should be from the public sidewalk, and should include weather protection that is complementary to the building design.
4. Residential units at grade should have individual entrances and transitional areas between the building façade and the public circulation with some soft landscaping to signal the private entrance of a dwelling unit while providing privacy. This space is encouraged to be a usable outdoor space with a hose bib and spigot to allow for gardening.
5. Minimize blank walls along the street. Where possible, locate a unit or portion of a unit in front of above-grade parking structures. Where blank walls are unavoidable, they should be animated with surface treatments such as murals, green screens, or a combination of the two.

6. Create a soft transition between public and private spaces. Use low fencing, landscaping, and gentle grade changes to define the transition from the public realm to private residential areas.

Site Planning

7. Buildings and landscaping should be located and designed to suit natural topography, hydrology and vegetation. Creative, site sensitive solutions are encouraged.
8. Site planning should minimize disturbance to natural contours and existing vegetation, and fit the context of surrounding development and natural environment. Designers should use site layout, building orientation, window placement, vegetation and landscape screening to provide visual privacy between neighbouring properties.
9. Position buildings on the site to maximize access to sunlight for both interior spaces and outdoor amenity areas. Shadow studies may be requested to maximize access to direct sunlight for public spaces and dwelling units.
10. Position buildings to protect and retain mature trees to the greatest extent possible.

Site Circulation, Parking, and Site Servicing

11. Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to existing bicycle and pedestrian networks.
12. Design walkways with durable, low-maintenance and accessible surface materials (e.g., pavers, brick, concrete) to distinguish pedestrian routes from vehicular zones.
13. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, amenity features and courtyards through the appropriate selection of



materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.

14. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces. Shared driveways are encouraged.
15. Access roads to parking areas should be constructed at minimum available grade differentials.
16. The majority of apartment building parking should be provided in parking structures beneath the building.
17. Surface parking and loading areas should be situated in accordance with parking, loading and landscaping requirements. Off-street parking should not be located between the front or side facade of a building and any public street.
18. Surface parking should be screened and enhanced with landscaping and berms.
19. All accessible parking spaces should be located as close as possible to building entrances.
20. Covered short-term bicycle parking must be included and located in highly visible locations, such as near primary building entrances.
21. Ensure utility areas and hydro kiosks are clearly identified at the development permit stage and are located to minimize impact (i.e. visual, noise etc.) on public or common open spaces. Hydro kiosks should be wrapped in decorative wraps and screened with landscaping.
22. Solid waste storage should be designed as an integral element of the development—contained within the building or suitably screened, complementary to overall building design and adequately sized to meet the needs of uses on site; in no cases shall solid waste storage be located within the front or exterior side yard.
23. Conceal rooftop mechanical equipment using parapets or architectural screens integrated into the building design.
24. All on-site services must be underground.

Landscape Design and Open Space

25. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.
26. Encourage the installation of green infrastructure such as soil cells to support recommended soil volumes for medium/large trees in the Town's Climate Resilient Landscaping Standard where sufficient softscape cannot be provided.
27. Provide year-round usable, public and private open spaces to create opportunities for recreation and social activity and provide buffers between uses.
28. Use Crime Prevention through Environmental Design (CPTED) principles to ensure good visual surveillance of all outdoor open spaces.
29. Design open and landscaped areas to preserve and highlight existing mature trees wherever feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.
30. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort (see Figure 11).
31. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings. Lawn areas should be used minimally (no more than 25 percent of overall landscaping).
32. Selection of the following types of plant species is encouraged:
 - Included in the Town of Comox's Climate Resilient Landscaping Standards.
 - Native or adapted to the region.
 - Supportive of habitat, nesting, foraging, or pollination.



- Drought-tolerant.
 - Adapted to anticipated future climate conditions wherever possible.
- 33.** Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops. The use of permeable paving materials for parking lots and other paved surfaces should also be considered.
- 34.** Design sites to minimize water use for irrigation by using strategies such as:
- designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
 - selecting drought-tolerant species.
 - using lower water requirement systems such as drip irrigation.
 - using recycled water for drip irrigation systems.
- 35.** Fence design should be appropriate to its function, location and context in the neighbourhood. Fences should be of a high-quality material, reflecting and extending the building details and integrated with landscaping to minimize their visual impact. The use of chain link fencing is discouraged, and such fencing should not be visible from pedestrian areas, a street or a highway.

Figure 11: Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort (Guideline 28).



Building Articulation, Features, and Materials

36. Innovative and interesting façade treatments are strongly encouraged on all buildings, to create identifiable, attractive developments. For example (see Figure 12):

- Stepping back or providing balcony and terrace areas on the building above the ground floor.
- Use of a variety of colours, roof lines, architectural features and building materials. Large areas of unvaried material are strongly discouraged.

37. Floors above the fourth storey should be stepped back by 0.3 metres or more to minimize shadow impacts on both public and private spaces. Other architectural features to reduce the perceived height and massing of buildings taller than four storeys may be considered in place of step-backs to the satisfaction of the Director of Development Services.

38. Roof forms should be modulated to reduce the apparent bulk of a building and to create more visual interest. Roof colour should be generally neutral or muted to blend with the natural landscape.

39. Large development sites with more than two buildings must substantially vary the design of buildings through variation in architectural features including but not limited to materials, articulation, fenestration, and roof line.



40.

Figure 12: Innovative and interesting façade treatments are strongly encouraged on all buildings to create identifiable, attractive developments (Guideline 34).

- 41.** Roof-mounted equipment should be integrated with the overall roof design and adequately screened so it is concealed to the greatest extent possible from pedestrian viewpoints.
- 42.** Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure (see Figure 13).
- 43.** Use high-quality, durable weather resistant exterior cladding materials. Suitable materials include natural stone, painted wood, stained wood, masonry, metal panels, stucco, and fibre cement siding.
- 44.** Use higher quality (smaller scale, fine grained) materials at the pedestrian level (see Figure 13).
- 45.** Make material transitions at an inside corner rather than on the same plane.
- 46.** Buildings should be limited to a maximum of roughly 100 metres in length, and all buildings longer than 80 metres should include architectural treatments such as recesses, material and fenestration changes, articulation, or a combination of treatments to reduce the perceived length of the building.
- 47.** Private balconies and patios should consider sight lines into adjacent properties and use architectural techniques such as



partitions/screens and step backs to reduce visual and shadow impact on neighbors (see Figure 13).

48. The primary entrance to upper-level residential units from the fronting street should be architecturally significant and differentiated.



Figure 13: Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure (Guideline 38). Use higher quality (smaller scale, fine grained) materials at the pedestrian level (Guideline 40). Private balconies should consider sightlines into adjacent properties and consider step backs to reduce visual and shadow impact on neighbours (Guideline 43).





4 COMMERCIAL AND MIXED USE Development Permit Area

4.1 Area

Unless exempted (see Exemptions below), a development permit addressing design guidelines must be approved for all properties that are currently, or become developed as, commercial and mixed-use parcels.

4.2 Designation

This development permit area is designated pursuant to section 488.1 (1) (a), (d), (f), (h), (i), and (j) of the *Local Government Act*.

- Protection of the natural environment, its ecosystems and biological diversity.
- Revitalization of an area in which commercial use is permitted.
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development.
- Establishment of objectives to promote energy conservation.
- Establishment of objectives to promote water conservation.
- Establishment of objectives to promote the reduction of greenhouse gas emissions.

4.3 Justification

This Development Permit Area guides commercial and mixed-use development in the Town of Comox to support a vibrant, walkable, and attractive community that is sensitive to environmental conditions, including within Downtown Comox and the Harbour.

Downtown Comox is primarily designated Mid-Rise Mixed Use, and is characterized by small-town charm, a coastal setting, and human-scale buildings. The area features a mix of local businesses, public gathering spaces, and pedestrian-friendly streetscapes framed by views of the ocean and mountains. Architectural styles are generally modest and west coast-inspired, with natural materials, varied rooflines, and an emphasis on outdoor spaces like patios, balconies, and plazas.

The following objectives guide this development permit area:

- To encourage buildings that reflect the small-town coastal character of Comox, and include a mix of uses such as shops, services, and housing to provide active and welcoming streets.
- To establish guidelines for commercial and mixed-use development in both existing and new neighborhoods that preserve the neighbourhood character and natural environment.
- To support building design that enhances streets and open spaces, encouraging walking, cycling, and social interaction, while ensuring pedestrian comfort.



- To promote development that considers environmental protection, water conservation, and energy efficiency in site planning and design.
- To ensure landscaping (both onsite and off-site frontage) enhances neighborhood livability by encouraging sidewalks and planting large trees.
- To provide meaningful outdoor spaces that offer privacy, screening, and sensitivity to neighbouring properties.
- To support interactions with the waterfront with developments that are cohesive, interactive, and contribute to a vibrant Downtown Comox and Harbour.

4.4 Exemptions

A Development Permit is not required for any of the following:

1. An application for subdivision.
2. Any development that does not include commercial or mixed-use development.
3. Repair or maintenance of, or renovations to, existing legal buildings, structures, or utilities within the existing building footprint, including those structures described in s. 532(1) of the *Local Government Act* (a building permit may still be required) provided that it is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
4. Interior alterations.
5. Maintenance or repair of existing roads, paths, parking areas, driveways, or landscaping provided there is no excavation or removal of trees.
6. Construction of, or regular and emergency Town maintenance of municipal infrastructure or buildings, performed by the Municipality or its authorized agents and contractors, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development Services.



4.5 Guidelines

The following guidelines apply to all development within the Commercial and Mixed-Use development permit area, including the Downtown and Harbour areas.

Relationship to the Street

1. Streetscapes should be designed to animate the street and engage pedestrians with visually appealing frontages, comfortable spaces and features such as sidewalks, patios, plazas, bicycle parking, and street furniture.
2. Building entrances should be directly accessed from sidewalks, parking lots and pedestrian pathways as seamlessly as possible from the street. Grade changes between sidewalks, squares, outdoor seating areas, transit stops, and other pedestrian areas should also be minimized and designed to accommodate the needs of persons with disabilities.
3. The most active elements of a commercial use should be located near the windows fronting the street (e.g. the dining area of a restaurant as opposed to the food preparation area).
4. Residential units at grade should have individual entrances and transitional areas between the building façade and the public circulation with landscape screens to signal the private entrance of a dwelling unit and provide privacy. This space is encouraged to be a usable outdoor space with a hose bib and spigot to allow for gardening (see Figure 14).
5. The primary pedestrian entrance to commercial units at grade should be from the fronting street (see Figure 15).
6. Building façades that front streets should be developed with active ground floors to ensure businesses are easily identifiable and to promote pedestrian-friendly streets.
7. Design shop façades as individual entities to strengthen their character and interest to the pedestrian. Inviting entrances and clear window glazing offering visibility into a store are especially important to enhance indoor/outdoor connections. Interior renovations that close in storefront windows with display walls and cabinets that impede views into a store are discouraged. Avoid excessive window signage and the use of tinted or colored glass at grade.



Figure 14: Residential units at grade should have transitional areas between the building façade and public circulation with landscape screens (Guideline 4).





Figure 15: The primary pedestrian entrance to commercial units at grade should be from the fronting street (Guideline 5).

8. Minimize blank walls along the street. Where possible, locate a unit or portion of a unit in front of above-grade parking structures. Where blank walls are unavoidable, they should be animated with surface treatments such as murals, green screens, or a combination of the two.
9. Provide an entrance to upper level residential units from the fronting street, in addition to any other secondary entrances.

Site Planning

10. Buildings and landscaping should be located and designed to suit natural topography, hydrology and vegetation. Creative, site sensitive solutions are encouraged.
11. Site planning should minimize disturbance to natural contours and existing vegetation, and fit the context of surrounding development and natural environment. Designers should use site layout, building orientation, window placement, vegetation and landscape screening to provide visual privacy between neighbouring properties.
12. Position buildings on the site to maximize access to sunlight for both interior spaces and outdoor amenity areas. Shadow studies may be

requested to maximize access to direct sunlight for public spaces and dwelling units.

13. Position buildings to protect and retain mature trees to the greatest extent possible.
14. For sites with multiple buildings, ensure that outdoor amenity spaces at grade between buildings are spacious, inviting, and comfortable.

Site Circulation, Parking, and Site Servicing

15. Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to existing bicycle and pedestrian networks.
16. Design walkways with durable, low-maintenance and accessible surface materials (e.g., pavers, brick, concrete) to distinguish pedestrian routes from vehicular zones.
17. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, amenity features and courtyards through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.
18. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces. Shared driveways are encouraged.
19. Access roads to parking areas should be constructed at minimum available grade differentials.
20. The majority of apartment building parking should be provided in parking structures beneath the building.
21. Surface parking and loading areas should be situated in accordance with parking, loading and landscaping requirements. Off-street parking should not be located between the front or side facade of a building and any public street.
22. Surface parking should be screened and enhanced with landscaping and berms.



23. All accessible parking spaces should be located as close as possible to building entrances.
24. Encourage covered short-term bicycle parking in highly visible locations, such as near primary building entrances; and provide long-term bicycle storage facilities within buildings for residents' use.
25. Ensure utility areas and hydro kiosks are clearly identified at the development permit stage and are located to minimize impact (i.e. visual, noise etc.) on public or common open spaces. The wrapping of hydro kiosks in decorative wraps is encouraged.
26. Solid waste storage should be designed as an integral element of the development—contained within the building or suitably screened, complementary to overall building design and adequately sized to meet the needs of uses on site; in no cases shall solid waste storage be located within the front or exterior side yard.
27. Conceal rooftop mechanical equipment using parapets or architectural screens integrated into the building design.
28. All on-site services must be underground.

Landscape Design and Open Space

29. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.
30. Encourage the installation of green infrastructure such as soil cells to support recommended soil volumes for medium/large trees in the Town's Climate Resilient Landscaping Standard where sufficient softscape cannot be provided.
31. Provide year-round usable, public and private open spaces to create opportunities for recreation and social activity and provide buffers between uses (see Figure 16).



Figure 16: Provide year-round usable, public and private open spaces to create opportunities for recreation and social activity and provide buffers between uses (Guideline 29).

32. Use Crime Prevention through Environmental Design (CPTED) principles to ensure good visual surveillance of all outdoor open spaces.
33. Design open and landscaped areas to preserve and highlight existing mature trees wherever feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.
34. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, maximize views into stores, emphasize and frame important building features and natural focal points, screen and buffer parking and utility areas, and provide shade for comfort.
35. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings. Lawn areas should be used minimally (no more than 25 percent) of overall landscaping.
36. Selection of the following types of plant species is encouraged:
 - Included in the Town of Comox's Climate Resilient Landscaping Standards.
 - Native or adapted to the region.
 - Supportive of habitat, nesting, foraging, or pollination (see Figure 17).



- Drought tolerant.
- Adapted to anticipated future climate conditions wherever possible.



Figure 17: Select plant species that are supportive of habitat, nesting, foraging, or pollination (Guideline 34).

37. Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops. The use of permeable paving materials for parking lots and other paved surfaces should also be considered.
38. Design sites to minimize water use for irrigation by using strategies such as:
 - designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
 - selecting drought-tolerant species.
 - using lower water requirement systems such as drip irrigation.
 - using recycled water for drip irrigation systems.
39. Fence design should be appropriate to its function, location and context in the neighbourhood. Fences should be of a high-quality material, reflecting and extending the building details and integrated with landscaping to minimize their visual impact. The use of chain link fencing is discouraged, and such fencing should not be visible from pedestrian areas, a street or a highway.

Building Articulation, Features, and Materials

40. Large development sites with more than two buildings must substantially vary the design of buildings through variation in architectural features including but not limited to materials, articulation, fenestration, and roof line.
41. Innovative and interesting façade treatments are strongly encouraged on all buildings, to create identifiable, attractive developments. For example:
 - Stepping back or providing balcony and terrace areas on the building above the ground floor.
 - Use of a variety of colours, roof lines, architectural features and building materials. Large areas of unvaried material are strongly discouraged.
42. Floors above the fourth storey should be stepped back by 0.3 metres or more to minimize shadow impacts on both public and private spaces. Other architectural features to reduce the perceived height and massing of buildings taller than four storeys may be considered in place of step-backs to the satisfaction of the Director of Development Services (see Figure 18).
43. Roof forms should be modulated to reduce the apparent bulk of a building and to create more visual interest. Roof colour should be generally neutral or muted in order to blend with the natural landscape.
44. Roof-mounted equipment should be integrated with the overall roof design and adequately screened so it is concealed to the greatest extent possible from pedestrian viewpoints.
45. Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure.



46. Use high-quality, durable, weather resistant exterior cladding materials. Suitable materials include natural stone, masonry, metal, stucco, painted wood, stained wood, and fibre cement siding. Where flat panel fibre cement siding is used, it should be an accent and not comprise more than approximately one third of a building face, and flashing colour around the panels should not contrast significantly with the panel colour (see Figure 18).
47. Use higher quality (smaller scale, fine grained) materials at the pedestrian level.



Figure 18: Upper storey step backs; variety of colours, roof lines, building materials and architectural features that reduce perceived height and massing (Guidelines 38-39). Flat panel siding used as accent on building rather than dominant material, and seams blend in due to use of flashing that is same colour as panels (Guideline 43).

48. Make material transitions at an inside corner rather than on the same plane.
49. Buildings should be limited to a maximum of roughly 100 metres in length, and all buildings longer than 80 metres should include architectural treatments such as recesses, material and fenestration changes, articulation, or a combination of treatments to reduce the perceived length of the building.

50. Private balconies and patios should consider sight lines into adjacent properties and use architectural techniques such as partitions/screens and step backs to reduce visual and shadow impact on neighbors.
51. The primary entrance to upper-level residential units from the fronting street should be architecturally significant and differentiated from commercial units.

Sunlight Access & Seasonal Design

52. Prioritize pedestrian comfort through weather-protective features such as canopies, awnings, and overhangs in locations such as primary building entrances, street corners, above store fronts and display windows, other areas where people frequently gather or wait. Ensure weather protection features are architecturally integrated and reflect the building's design and fenestration patterns (see Figure 19).



Figure 19: Prioritize pedestrian comfort through weather protective features such as canopies, awnings, and overhangs in locations such as primary building entrances, street corners, above store fronts and display windows, other areas where people frequently gather or wait. Ensure weather protection features are architecturally integrated and reflect the building's design and fenestration patterns (Guideline 49).



- 53. Utilize architectural and landscape elements to block high summer sun while allowing winter sun penetration.

Signage and Lighting

- 54. Develop signage as an integral element of the building's façade, and to be compatible in scale and design with the design, colour, and material of the building.
- 55. Address signs must be visible from the street.
- 56. Signs should be scaled for pedestrians rather than vehicles, except along major arterials.
- 57. Encourage front-lit or halo-lit signs that illuminate the sign surface without excessive glare. Avoid the use of internally lit plastic box signs and mast mount freestanding signs.
- 58. Provide shielded, full cut-off down lighting to provide security and ambient lighting while minimizing light pollution and spill over lighting into adjacent properties.
- 59. Ensure that parking, walking, loading, and corridor areas have lighting.
- 60. Aside from light fixtures integrated into canopies, lighting of off-street parking and loading areas should be arranged that no part of any fixture is more than 4.5 metres above finished ground level and not overhang manoeuvring aisles or loading spaces.

Tourist Commercial Uses

Tourist commercial uses in the Kye Bay/Lazo area (OCP DPA – Form and Character – Commercial:Tourist) are in a unique setting adjacent to rural residential uses, and the following design guidelines should take precedence over any of the forgoing guidelines.

- 61. Building design should reflect the scale and nature of single-detached housing.

- 62. Primary materials should be masonry, fibre-cement siding, wood, or a combination of these. Use of metal should be limited to an accent material comprising not more than 10% of the building facade.
- 63. Except for masonry and metal accents, materials patterns should be board and batten, shingle, lap, shiplap, tongue-and-groove, or a combination.
- 64. A muted colour palette should be used so that buildings blend into the natural surroundings.
- 65. The Waterfront should be viewed as the primary frontage and buildings should be designed to front the ocean.
- 66. Fencing along the waterfront should be limited to 1.2 metres in height with some transparency. Solid metal fences are not permitted in any circumstances.
- 67. Parking and vehicle access should not be located adjacent to a side lot line to minimize the impacts of vehicular traffic on adjacent parcels. Parking areas should ideally be located on a central area of the site.

Harbour

In addition to the above guidelines, the following guidelines apply specifically within the Harbour areas as shown on OCP DPA – Form and Character – Harbour / Marina:

- 68. Building character should be commercial or residential in nature and not industrial or utilitarian (see Figure 20).
- 69. A Marine Theme is encouraged for buildings and structures.
- 70. Generous provision of windows (i.e. bay windows, dormers) is encouraged.





Figure 20: Building character should be commercial or residential in nature and not industrial or utilitarian (Guideline 65).

Downtown Comox

In addition to the above guidelines, the following guidelines apply within Downtown Comox as shown on OCP DPA – Form and Character - Downtown.

- 71.** Encourage the creation of patios and plazas within Downtown Comox adjacent to the sidewalk to facilitate pedestrian use and street activation (see Figure 21).



Figure 21: Encourage the creation of patios and plazas within Downtown Comox adjacent to the sidewalk to facilitate pedestrian use and street activation (Guideline 68).

- 72.** Built form and siting should maintain view corridors to and from the waterfront to the greatest extent possible.
- 73.** Design shall complement the scale and character of the Downtown area, harmonizing with the height, setbacks, and massing of adjacent buildings.
- 74.** Along Comox Avenue, narrow storefronts that integrate with the existing pattern are strongly encouraged.
- 75.** Notwithstanding guideline 43, within Downtown Comox, high-quality, timeless materials and patterns, such as masonry, stucco, painted wood, stained wood, and fibre cement siding in wood siding styles such as lap, shiplap, shingle, v-groove/tongue and groove, and board and batten, are strongly encouraged.
- 76.** Buildings on sloped sites are encouraged to utilize tiered building forms that step up/down with the slope.
- 77.** Storeys above the fourth must integrate minimum 0.3-metre step-backs to integrate with existing character.
- 78.** Sidewalk improvements and hardscape areas adjacent to sidewalks shall utilize decorative surface treatments such as exposed aggregate concrete, coloured concrete, stamped concrete, and/or pavers, which may be combined with smooth or broom-finished concrete.





5 LIGHT INDUSTRIAL/BUSINESS PARK Development Permit Area

5.1 Area

Unless exempted (see Exemptions below), a development permit addressing design guidelines must be approved for all properties that are currently, or become, developed for light industrial/business park development.

5.2 Designation

Pursuant to Section 488 (1)(f) of the *Local Government Act*, this designation establishes objectives for the form and character of commercial, industrial or multi-family residential development within the boundaries of the Town of Comox.

This development permit area is designated pursuant to section 488.1 (1) (a), (f), (h), (i), and (j) of the *Local Government Act*.

- Protection of the natural environment, its ecosystems and biological diversity.
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development.
- Establishment of objectives to promote energy conservation.
- Establishment of objectives to promote water conservation.
- Establishment of objectives to promote the reduction of greenhouse gas emissions.

5.3 Justification

This Development Permit Area guides the design and character of employment-focused development to realize functional, safe and attractive industrial and business park environments in Comox, through the following objectives:

- To encourage buildings and sites that are functional, tidy, safe, and efficient.
- To ensure that light industrial/business park development is designed in a manner that is functional and compatible with surrounding land uses, and contributes positively to its neighbourhood, context, and industry.
- To minimize impacts on neighbouring properties and the public realm.



5.4 Exemptions

A Development Permit is not required for any of the following:

1. An application for subdivision.
2. Any development that does not include light industrial/business park development.
3. Repair or maintenance of, or renovations to, existing legal buildings, structures, or utilities within the existing building footprint, including those structures described in s. 532(1) of the *Local Government Act* (a building permit may still be required) provided that it is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
4. Interior alterations.
5. Maintenance or repair of existing roads, paths, parking areas, driveways, or landscaping provided there is no excavation or removal of trees.
6. Construction of, or regular and emergency Town maintenance of municipal infrastructure or buildings, performed by the Municipality or its authorized agents and contractors, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development Services.



5.5 Guidelines

The following guidelines apply specifically to all development within the Light Industrial/Business Park DPA.

Relationship to the Street

1. Building entrances should be directly accessed from sidewalks, parking lots and pedestrian pathways as seamlessly as possible from the street. Grade changes between sidewalks, squares, outdoor seating areas, transit stops, and other pedestrian areas should also be minimized and designed to accommodate the needs of persons with disabilities (see Figure 22).



Figure 22: Building entrances should be directly accessed from sidewalks, parking lots and pedestrian pathways as seamlessly as possible from the street (Guideline 1).

2. Building façades that front streets should be developed with active ground floors to ensure businesses are easily identifiable and to promote pedestrian-friendly streets. Inviting entrances and clear window glazing offering visibility into a commercial/office space are especially important to enhance indoor/outdoor connections (see Figure 23).



Figure 23: Building façades that front streets should be developed with active ground floors to ensure businesses are easily identifiable and to promote pedestrian-friendly streets. Inviting entrances and clear window glazing offering visibility into a commercial/office space are especially important to enhance indoor/outdoor connections (Guideline 2).

3. Building elevations fronting and visible to the street should not include loading areas or service doors (i.e. an overhead loading door).
4. Minimize blank walls along the street. Where blank walls are unavoidable, they should be animated with surface treatments such as murals, green screens, or a combination of the two.



Site Circulation, Parking, and Site Servicing

5. Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to existing bicycle and pedestrian networks.
6. Design walkways with durable, low-maintenance and accessible surface materials (e.g., pavers, brick, concrete) to distinguish pedestrian routes from vehicular zones.
7. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, amenity features and courtyards through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.
8. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces. Shared driveways are encouraged.
9. Access roads to parking areas should be constructed at minimum available grade differentials.
10. Surface parking and loading areas should be situated in accordance with parking, loading and landscaping requirements.
11. All accessible parking spaces should be located as close as possible to building entrances.
12. Encourage short-term bicycle parking in highly visible locations, such as near primary building entrances.
13. Ensure utility areas and hydro kiosks are clearly identified at the development permit stage and are located to minimize impact (i.e. visual, noise etc.) on public or common open spaces.
14. Solid waste storage should be designed as an integral element of the development—contained within the building or suitably screened, complementary to overall building design and adequately sized to meet the needs of uses on site.

15. Conceal rooftop mechanical equipment using parapets or architectural screens integrated into the building design.
16. All on-site services must be underground.

Landscape Design and Open Space

17. Encourage site layouts that preserve existing mature trees and viable planting sites for medium/large trees in the adjacent public realm.
18. Encourage the installation of green infrastructure such as soil cells to support recommended soil volumes for medium/large trees in the Town's Climate Resilient Landscaping Standard where sufficient softscape cannot be provided.
19. Provide public and private open spaces to create opportunities for social activity and provide buffers between uses.
20. Use Crime Prevention through Environmental Design (CPTED) principles to ensure good visual surveillance of all outdoor open spaces.
21. Design open and landscaped areas to preserve and highlight existing mature trees wherever feasible. Where not feasible, consider utilizing a tree spade to relocate significant vegetation.
22. Landscaping is a major, integral part of a project design and should be coordinated to create a pleasing composition and cohesive look, define and enliven open spaces, moderate building massing, emphasize and frame important building features and natural focal points, screen and buffer parking, utility areas and neighbouring properties, and provide shade for comfort.
23. Landscaped areas should primarily feature trees, shrubs, perennials, grasses, and similar plantings. Lawn areas should be used minimally (no more than 25 percent) of overall landscaping.
24. Selection of the following types of plant species is encouraged:



- Included in the Town of Comox's Climate Resilient Landscaping Standards.
- Native or adapted to the region.
- Supportive of habitat, nesting, foraging, or pollination.
- Drought-tolerant.
- Adapted to anticipated future climate conditions wherever possible.

25. Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops. The use of permeable paving materials for parking lots and other paved surfaces should also be considered (see Figure 24).



Figure 24: Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and rain gardens, are encouraged to reduce stormwater runoff from surface parking lots and rooftops (Guideline 23).

- 26.** Design sites to minimize water use for irrigation by using strategies such as:
- designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
 - selecting drought-tolerant species.
 - using lower water requirement systems such as drip irrigation.
 - using recycled water for drip irrigation systems.
- 27.** Fences should be designed to be visually appealing and compatible with adjacent developments. Chain link fences are not permitted.

Building Articulation, Features, and Materials

- 28.** Avoid presenting blank or unarticulated facades to the street. Use projections, recesses, plantings, awnings, colour, and texture to break up large unglazed wall surfaces and reduce their visual impact.
- 29.** Differentiate building components—such as warehouses, offices, or sales areas—by using a variety of exterior materials.
- 30.** Use high-quality, durable exterior cladding materials that are fire-resistant or non-combustible.
- 31.** Painted or unpainted concrete may be used but must be combined with at least two other exterior materials visible from the public realm, such as wood, stone, brick, masonry, or metal.

Signage and Lighting

- 32.** Provide shielded, down lighting to provide security, illuminate entries, and illuminate vehicular and pedestrian access while minimizing light pollution and spill over lighting into adjacent properties.





6 HAZARDOUS CONDITIONS

Development Permit Area

6.1 Area

As per section 489 of the *Local Government Act*, unless exempted under section 1.5 below, a Development Permit addressing hazardous conditions guidelines must be approved for those properties shown as Hazardous Condition Development Permit Areas (DPA) before:

- Subdivision of land;
- Alteration of land, including vegetation; and
- Construction of, addition to, or alteration of a building or structure.

6.2 Designation

Pursuant to section 488(1)(b) of the *Local Government Act*, these lands are hereby designated a development permit area for protection of development from hazardous conditions.

6.3 Justification

Hazardous conditions, including but not limited to, flooding, bank instability, erosion, groundwater seepage, land slip, rock falls, subsidence, and sea level rise, may in some cases be abated by using appropriate precautionary measures as part of site and building design, construction, and long-term maintenance.

6.4 Objectives

Minimize risks to people and property from natural hazards including:

- Steep slope hazards
- Flood hazards

Manage development and construction practices in natural hazard areas to protect structures from damage.

Promote activities to reduce hazards while addressing environmental issues.



6.5 Exemptions

A Hazardous Conditions Development Permit will not be required for any of the following:

All Hazard Conditions:

1. The proposed development will not be impacted by, and will not result in impacts to surrounding properties, in relation to the identified hazardous condition(s). For the Town to determine whether the proposed development qualifies for this exemption, applicants may be required to provide a letter on the development and hazardous conditions, prepared by a Qualified Professional (QP), registered in British Columbia.
2. Proposed actions and activities are necessary to prevent immediate threats to life or property.
3. Renovation or alteration to existing buildings or structures that do not require an extension of the foundation and will not result in additional risks in relation to the identified hazardous conditions. For the Town to determine whether the proposed development qualifies for this exemption, applicants may be required to provide a letter on the development and hazardous conditions, prepared by a QP, outlining that the proposed development will not increase risks to people or property.
4. Cutting down a hazardous tree that presents an immediate danger to life or property, provided that the stump remains undisturbed. This must be confirmed by an ISA Certified Arborist as outlined in the Tree Management and Protection Bylaw as amended from time to time, or any future iteration thereof.
5. A technical subdivision for lot consolidation, lot line adjustment, or road dedication.
6. The Director of Development Services determines and confirms in writing that proposed activities will not increase hazard condition risks to people or property. The Director may request that the applicant provide a letter from a QP outlining that proposed activities will not increase hazard condition risks to people or property.
7. On the properties shown shaded on Figure 24 - Kye Bay Properties, pruning of trees provided that a written opinion prepared and executed by an ISA Certified Arborist states that:
 - 7.1. the proposed pruning did not undermine the tree's health;
 - 7.2. the proposed pruning was conducted under the supervision of an ISA Certified Arborist;
 - 7.3. the proposed pruning was in accordance with the ANSI Standard A-300;
 - 7.4. all tree parts greater than 5 cm in diameter were removed from the slope at time of pruning in a manner that does not create channelized pathways; and,
 - 7.5. any disturbances to the existing ground cover or soil were remediated with replanting, repacking, or regrading.
8. Pruning, topping or cutting down trees or plants located below the toe of the slope on properties shown shaded on Figure 25 below:

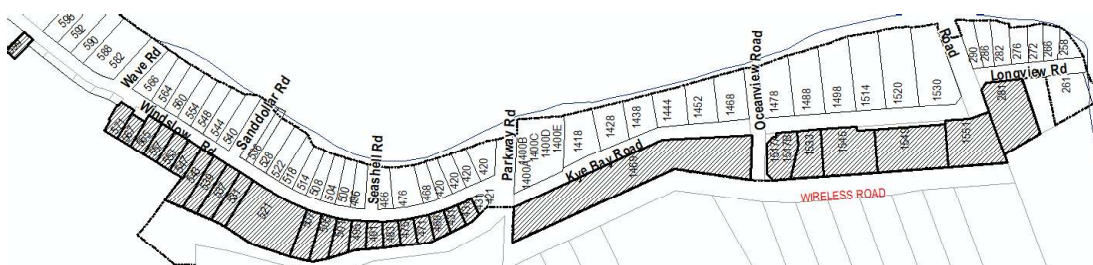


Figure 25: Windslow Road and Wireless Road parcels.



9. Cutting down or pruning a hazardous tree that presents an immediate danger to human safety or to property. This must be confirmed by an ISA Certified Arborist. If the property owner cuts down or prunes a tree pursuant to this section, the Owner will advise the Parks Manager that it has done so in writing within one (1) business day of cutting down the tree.
10. On the properties shown shaded on Figure 26 Kye Bay Properties below, cutting down or pruning a hazardous tree provided that a written opinion prepared and executed by an ISA Certified Arborist states that the tree presents a danger to human safety or to property.
11. On the properties shown shaded on Figure 26: Kye Bay Properties below, re-topping of trees provided that a written opinion prepared and executed by an ISA Certified Arborist states that the tree has been previously topped and re-topping did not undermine the tree's health.
12. On the properties shown shaded on Figure 26 Kye Bay Properties below, pruning of plants provided that a written opinion prepared and signed by a Red Seal Landscape Horticulturalist or executed by an ISA Certified Arborist states that:
 - 12.1. the pruning did not undermine the plant's health or substantially reduce existing ground cover;
 - 12.2. all plant parts greater than 5 cm in diameter were removed from the slope at time of pruning in a manner that does not create channelized pathways; and,
 - 12.3. any disturbances to the existing ground cover or soil were remediated with replanting, repacking, or regrading.
13. On Lot 1, District Lot 93, Comox District, Plan 25746, pruning of plants within 30 cm horizontal distance from the edge of an existing trail to a height 2.5 metres above grade.

Flood Risk Only

14. The construction of accessory buildings less than 10 square metres in area.
15. Landscape enhancement projects, such as planting new trees and shrubs.
16. Gardening and yard maintenance activities within an existing landscaped area, such as mowing lawns, pruning trees and shrubs, planting vegetation.

Steep Slopes Only

17. The construction of accessory buildings less than 10 square metres in area that does not require any ground disturbance.
18. Landscape enhancement projects, such as planting new trees and shrubs, that are undertaken or authorized in writing by the Town of Comox.
19. Gardening and yard maintenance activities within an existing landscaped area, such as mowing lawns, and pruning trees and shrubs.

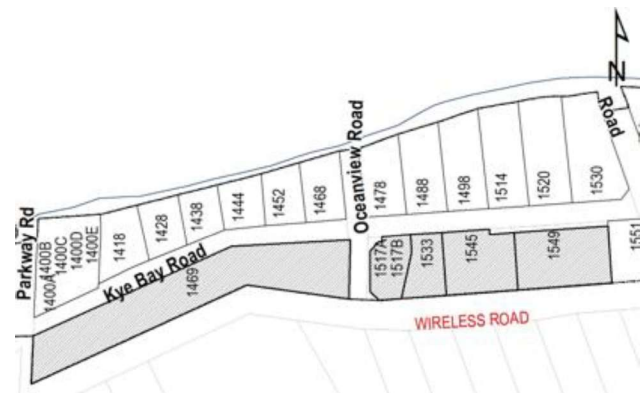


Figure 26: Kye Bay Properties



6.6 Guidelines

The general guidelines for issuing Development Permits in a Hazardous Condition Development Permit Areas are below; however, not all guidelines will be applicable to all developments. Typically, an assessment report which has been prepared by a professional qualified in the relevant discipline and licensed to practice in British Columbia will be required. Where a report has been accepted by the Town of Comox, recommendations will be used to establish conditions for the Development Permit. Care will need to be taken to ensure that guidelines intended to mitigate hazardous conditions are implemented in a manner sensitive to the environmental protection and preservation guidelines as outlined in the Sensitive Ecosystems and Riparian Ecosystems Development Permit Areas.

General

The following general guidelines apply to all Hazardous Condition areas, except that guidelines specific to Steep Slope and Flood Hazards take precedence if there is conflict with the general guidelines.

1. A report prepared by a QP must be provided to the Town, outlining the risks of development to the subject parcel and other parcels impacted by the immediate hazard area, measures that will be used to mitigate risks, and statements that:
 - 1.1. The proposed development will not increase hazard risks to people or property and will reduce risks compared to pre-development conditions as feasible.
 - 1.2. The proposed development will be safe for the intended use.
2. QP Reports must be in accordance with the Town's Report Terms of Reference for flood and steep slope hazards.
3. All development must be in accordance with the QP report outlined in guidelines 1 and 2.
4. Do not excavate, fill, place, erect or construct any building or permanent structure in areas subject to hazardous conditions that cannot be mitigated by the recommendations of a QP.
5. Site buildings and structures in accordance with setbacks determined by a QP.
6. Avoid encroaching into the critical root zones of those trees being retained.

Steep Slope Hazards

7. The geotechnical report shall be coordinated with an environmental report or riparian area assessment report as required by other Town Development Permit Areas, if applicable, to create a combined solution that mitigates both hazard and environmental impacts and protects environmentally valuable resources.
8. Maintain existing vegetation to absorb water, minimize erosion and protect slopes.
9. Design the development to minimize alterations to the steep slope to reflect the site rather than altering the site to reflect the development, notwithstanding site alterations that will mitigate hazards.
10. Preserve areas with natural slopes of 30 percent or more as natural open space.
11. Construct accesses such as pathways and stairways to minimize slope disturbance.
12. Avoid placing fill, excavated material, sand or soil near the top of the slope.
13. Slope stabilization must address bioengineering solutions prior to hard engineering solutions, designed by QPs.
14. Revegetate disturbed slopes where gullied or bare soil is exposed as per a QP's report, which must include a planting plan to stabilize the slope.



15. Where possible, design the site to avoid the need for retaining walls. Where this is not possible, retaining walls should be tiered to retain a gradual slope as close to the natural slope as feasible.

Flood Hazards

16. Building foundations must be designed by a Professional Engineer and include a safe for intended use statement.
17. All buildings for residential occupancy shall require the underside of the floor system for living space to be above the flood construction level.
18. Floor space ancillary to residential occupancies (such as underground or grade level parking), and floor space for commercial and industrial occupancies, may be permitted below the identified flood construction level if all electrical and mechanical equipment is located above the identified flood construction level or where a Professional Engineer has confirmed they may be safely located below it.





7 SENSITIVE ECOSYSTEMS

Development Permit Area

7.1 Area

As per section 489 of the *Local Government Act*, unless exempted, a Development Permit addressing Sensitive Ecosystem guidelines must be approved for those properties shown to contain lands generally identified on the OCP DPA – Sensitive Ecosystems Map, and all lands within Town boundaries that include sensitive ecosystems or wildlife habitats prior to:

- Subdivision of land;
- Alteration of land, including vegetation; and
- Construction of, addition to, or alteration of a building or structure.

7.2 Designation

In accordance with section 488(1)(a) of the *Local Government Act*, the Town of Comox Sensitive Ecosystems Development Permit Area has been established to protect the natural environment, its ecosystems and biodiversity. These lands are also designated under section 485 of the *Local Government Act* as areas in which the municipality may require applicants to provide information on the anticipated impact of development activities on the natural environment of the area affected.

7.3 Justification

The Sensitive Ecosystems DPA is established to protect Comox's sensitive ecosystems, including species at risk, from the effects of development and, where possible, to restore and enhance degraded sensitive ecosystems. Species at-risk are species or

populations that are listed under Schedule 1, 2 and 3 of the *Species at Risk Act* (S.C. 2002, c.29), are Red- or Blue-listed by the BC Conservation Data Centre, are considered regionally important, or are protected by the BC *Wildlife Act*. Known sensitive ecosystems in the Town include, but are not limited to:

- Arbutus/Garry Oak
- Coastal bluffs
- Heron nesting sites
- Raptor nesting sites, including but not limited to eagle, owl, and peregrine falcon
- Marine ecosystems
- Older forests
- Wildlife corridors

There may be other sensitive ecosystems in the Town that are identified during development processes that should be protected or should have development impacts mitigated.



7.4 Objectives

- Protecting, restoring and enhancing environmentally sensitive areas as functioning ecosystems.
- Protecting biodiversity, as well as wildlife habitats, features and functions.
- Avoiding negative impacts to environmentally sensitive areas over mitigation or compensation.
- Managing the introduction and spread of invasive species.

7.5 Exemptions

A Development Permit is not required for the following:

1. Works, not including the removal of trees, within an area of human disturbance, provided the area of human disturbance is not expanded. Areas of human disturbance include:
 - 1.1. Footprints of buildings and structures,
 - 1.2. Areas where soil or vegetation has been added, removed, or altered, and
 - 1.3. Without limiting (a) and (b), the following areas:
 - 1.3.1. areas modified for agricultural use, including, without limitation, for crops, pasture, range, hayfields and normal farm practices,
 - 1.3.2. areas that are or have been used for resource extraction and have not been restored to their natural conditions, and
 - 1.3.3. areas occupied by invasive plant species to an extent that precludes the unassisted reestablishment of native plant species.
2. Ecological restoration or enhancement projects, including urban forest management, that are undertaken or authorized by the Town of Comox.
3. Emergency responses or works required by the Town of Comox, Provincial Emergency Program or the Comox Valley Regional District.
4. hand removal of noxious weeds, as identified in the BC Weed Control Regulation and known invasive species, provided that measures are taken to prevent soil or debris being discharged into the watercourse, and subject to immediate replanting with native vegetation suitable to local conditions.
5. Cutting down a hazardous tree that presents an immediate danger to life or property as confirmed by an ISA Certified Arborist.
6. If a site inspection and letter has been completed and submitted by a Qualified Professional (QP) stating that there are no sensitive ecosystems on or near the parcel, or no mitigation measures are required to avoid negative impacts of proposed development on sensitive ecosystems on or near the parcel, and the report has been accepted by the Town.
7. The Director of Development Services determines and confirms in writing that proposed activities are unlikely to negatively impact a sensitive ecosystem. The Director may request that the applicant provide a letter from a QEP outlining that proposed activities are unlikely to impact a sensitive ecosystem.



7.6 Guidelines

1. Site design and development should be consistent with an Environmental Report prepared in accordance with the Town's Report Terms of Reference and guidelines contained in this section.
2. Applicants must provide an Environmental Report prepared by a Registered Professional Biologist together with other qualified professionals as the project warrants, including:
 - 2.1. Assessment from an environmental perspective of the proposed drainage, sediment and erosion control, storm drainage systems, and slope stability.
 - 2.2. Identification and assessment of sensitive ecosystems on the site and the impacts of development on sensitive ecosystems adjacent to the site, including marine ecosystems on waterfront sites, and recommendations to avoid or mitigate impacts of proposed development.
 - 2.3. Mechanisms for the protection of significant trees, vegetation or other sensitive ecosystem components during and post construction.
 - 2.4. Identification of the location of buffers required to protect sensitive ecosystems, including recommendations for fencing along buffers where adjacent development and activity is anticipated.
 - 2.5. Identification of, and measures required to protect active bird nests, including minimum buffers in accordance with the Provincial Environmental Best Management Practices for Urban and Rural Land Development.
 - 2.6. A plan for restoration of sensitive ecosystems that will be retained where they have been disturbed or where invasive weeds have intruded.
 - 2.7. Considerations for variances that could facilitate better protection and mitigation of impacts to sensitive ecosystems on the site.
 - 2.8. The timing of site work and rehabilitation.
 - 2.9. Where fencing may be installed, recommendations for fencing that allows for wildlife movement.
 - 2.10. An environmental monitoring plan.
3. Restoration plans prepared by a QP will be required where an environmentally sensitive area has been disturbed through unauthorized activities.
4. Garry Oak ecosystems should be undisturbed at all costs given their rarity and ecosystem diversity as a condition for all DPs issued under this DPA.
5. Where a sensitive ecosystem identified in the Environmental Report cannot be fully retained, habitat compensation areas should be provided at minimum 1:1 ratio.





8 RIPARIAN ECOSYSTEMS

Development Permit Area

8.1 Area

As per section 489 of the *Local Government Act*, unless exempted, a Development Permit addressing Sensitive Ecosystem guidelines must be approved for those properties shown to contain lands generally identified on the OCP DPA – Riparian Ecosystems Map, and all lands within Town boundaries that include streams or wetlands, prior to:

- Subdivision of land;
- Alteration of land, including vegetation; and
- Construction of, addition to, or alteration of a building or structure.

8.2 Designation

Pursuant to section 488(1)(a) of the *Local Government Act*, these lands are hereby designated a development permit area for protection of the natural environment, its ecosystems and biodiversity, and in particular riparian ecosystems. These lands are also designated under section 485 of the *Local Government Act* as areas in which the municipality may require applicants to provide information on the anticipated impact of development activities on the natural environment of the area affected.

8.3 Justification

Local governments are obliged by the *Riparian Areas Protection Act* and *Riparian Areas Regulation* to protect water bodies and riparian areas from the effects of residential, commercial and industrial development.

Riparian ecosystems represent areas of high biodiversity and a range of habitat features. They are an important connection between land and water, are important components of the hydrological cycle, function in natural erosion, deposition, and flood mitigation processes, and function as wildlife corridors. Riparian ecosystems also provide a natural setting and visual assets to Comox residents. As a result, riparian ecosystems warrant protection from development, in addition to revitalization of areas that have been degraded by human disturbance.

There are several well-known, important riparian assessment areas in the Town. There may be other riparian assessment areas that are independent of, or connected to the following riparian assessment areas.

- Brooklyn Creek
- Golf Creek
- Carthew Creek
- Hilton Springs
- Lazo Marsh
- Queen's Ditch drainage channel
- the ditches along and north side of Knight Road and south of Salmonberry Drive that discharge into Queen's Ditch



- the ditches located within and west of the road dedication of Military Row and south of Oceanspray Drive that discharge into Little River
- the ditch that travels along Ryan Road and Military Row north of Ocean Spray Drive that discharges into Little River

8.4 Definitions

Any terms used in this Development Permit Area that are defined in the *Riparian Areas Protection Regulation [B.C. Reg. 32/2023]* (Regulation) are as defined in the Regulation as amended from time to time, or any future iteration thereof.

Major Development means the construction of five or more dwelling units on a parcel, the construction of commercial and industrial buildings that require new or extended foundations, or subdivision to create three or more parcels.

8.5 Exemptions

A Development Permit will not be required for the following:

1. A development where the developer provides a copy of an authorization issued under section 35 (2) (b) or (c)[serious harm to fish — exception] of the *Fisheries Act* (Canada) for the development.
2. Repairs or other non-structural alterations or additions to a building or other structure, if:
 - 2.1. the structure will remain on its existing foundation and footprint, and
 - 2.2. The use of a building or structure conforms with uses permitted by the Zoning Bylaw on the parcel, and the building or structure is not damaged or destroyed to the extent of 75% or more of its value above its foundations.
3. Maintenance of an area of human disturbance, other than a building or structure, if the area is not extended and the type of disturbance is not changed.
4. Farming activities as defined in the Farm Practices Protection (Right to Farm) Act.
5. Development outside of a riparian assessment area. Where development is not clearly outside of a riparian assessment area, the Town may require a site plan completed by a BC Land Surveyor to identify that development is taking place outside a riparian assessment area.
6. Works in or about a stream approved under the *Water Sustainability Act*.



8.6 Guidelines

Unless exempted, a development permit will not be issued unless the Ministry of Environment has provided the Town with a copy of an assessment report prepared by a QEP, and development will take place as per the recommendations of the assessment report.

1. The minimum setback from the stream boundary as identified by a QEP and incorporated into a BC Land Surveyor certified site plan is 30 metres, unless an assessment report prepared by a QEP identifies a narrower SPEA as per the simple assessment, or a varying setback as per the detailed assessment, as outlined in Regulation Technical Assessment Manual.
2. The minimum setback from the top of a ravine bank for ravines that are 60 metres wide or more is 10 metres from top of ravine bank, as identified by a qualified QEP and incorporated into a BCLS certified site plan, unless an assessment report prepared by a QEP identifies a different setback as per the detailed assessment outlined in the Regulation Technical Assessment Manual. For clarity, the setback may need to be larger than 10 metres under another Development Permit Area.
3. Subdivision, including bare land subdivision, must result in parcels that are entirely outside of the SPEA, unless the SPEA is restored to a naturalized state, fenced, and protected through covenants on title of each parcel that includes a portion of a SPEA.
4. In addition to the minimum requirements of an assessment report as per the Regulation Technical Assessment Manual, assessment reports for Major Development must include the following measures that should be implemented for the development, including where a simple assessment is completed as per the Regulation Technical Assessment Manual, but except where a stream is classified by the QEP as a ditch as defined in the Regulation Technical Assessment Manual:
 - 4.1. measures to improve the health of the SPEA in areas of previous human disturbance within the SPEA.
 - 4.2. any potential hazards posed by the proposed development to natural features, functions or conditions in the SPEA that support the life processes of protected fish, and recommended measures to be taken to avoid the hazards.
 - 4.3. recommendations from the QEP for fencing and signage that prevents human disturbance of the SPEA but allows for movement of animals, and that complies with any form and character development permit area guidelines that apply to the type of development.
 - 4.4. recommended measures to protect and enhance natural features on the parcel that are outside of, but integral to the SPEA, including tree cover and vegetation, drainage patterns, aquifer protection, and topography.
 - 4.5. recommended measures for windfirm edge and stand stability.
5. Without limiting the Regulation Technical Assessment Manual, where a permanent structure is proposed to be demolished to facilitate development, the assessment report must identify the SPEA as if the permanent structure does not exist, and all development should take place outside the SPEA.





9 NORTH EAST COMOX

Development Permit Area

9.1 Area

As per section 489 of the *Local Government Act*, unless exempted, a Development Permit addressing North East Comox guidelines must be approved for those properties shown on the OCP DPA – North East Comox map prior to:

- Subdivision of land;
- Alteration of land, including vegetation; and
- Construction of, addition to, or alteration of a building or structure.

9.2 Designation

In accordance with sections 488(1) (a), (b), (c), (i) of the *Local Government Act*, these lands are hereby designation a development permit area for:

- the protection of the natural environment, its ecosystems and biodiversity.
- protection of development from hazardous conditions.
- protection of farming.

9.3 Objectives

- Protect the integrity of the ground water supply for the Lazo Wildlife Management Area, Hilton Springs, and adjacent ALR lands to the north.
- Manage drainage and prevent flooding on lands downstream and down-slope of this DPA.

9.4 Justification

Protecting the integrity of ground water supply and drainage control for the Lazo Wildlife Management Area, Hilton Springs and ALR land, mitigating impacts to ecological vitality and productive capability respectively.

9.5 Exemptions

A development permit is not required for the following actions:

1. Subdivision limited to a lot line adjustment, consolidation, or road or park dedication.
2. Subdivision of land; alteration of land, including vegetation; or construction of, addition to, or alteration of a building or other structure on a parcel within the area shown shaded in figure 27, for which a subdivision has been approved or a building permit issued in compliance with Town of Comox Subdivision and Development Servicing Bylaw, Schedule 7 (North East Comox Special Requirements).
3. Construction of, addition to, or alteration of a single detached dwelling and accessory buildings thereto.
4. Construction of, addition to, or alteration of a coach house.
5. Construction of, addition to, or alteration of a multi-unit building and accessory buildings thereto located on Lot 33 District Lot 156 Comox District Plan VIP64775 (1260 Noel Avenue).
6. Alteration of land, including removal of vegetation, on parcels that are 2500 square metres or less in area.



9.6 Guidelines

Unless exempted, no subdivision of land, alteration of land including vegetation, or construction of, addition to, or alteration of a building or other structure is to occur unless the applicant first obtains a development permit.

1. The quantity and quality of ground water flows to Lazo Marsh, Hilton Springs and ALR lands to the north of Lazo Marsh, east of Pritchard Road and south of Knight Road, should be maintained in relation to existing site conditions.
2. The impact of surface and ground water flows on flood frequency and duration on lands downstream and down-slope of this DPA for up to and including the 100-year storm event should be the same or less than existing site conditions.
3. A 15-metre undisturbed natural state buffer must be provided from the Natural Boundary of Hilton Springs and the Top of Bank of the conveyance ditch located along the road dedication for Cambridge Road, as identified on a BCLS certified by a British Columbia Land Surveyor (BCLS) certified site plan.
4. A report by a professional engineer with expertise in geotechnical engineering or hydrology and a professional agrologist may be required in accordance with Comox Planning Procedures Bylaw 1780 addressing measures necessary to ensure:
 - the quality and quantity of ground water flows are maintained in relation to existing site conditions; and
 - the impact of surface and ground water flows on flood frequency and duration on lands downstream and down-slope of this DPA for up to and including the 100-year storm event should be the same or less than existing site conditions.
5. The subdivision of land; alteration of land including vegetation; or construction of, addition to, or alteration of a building or other structure should be in accordance with any required professional engineer and professional agrologist impact assessment report, including any works or protective measures specified.

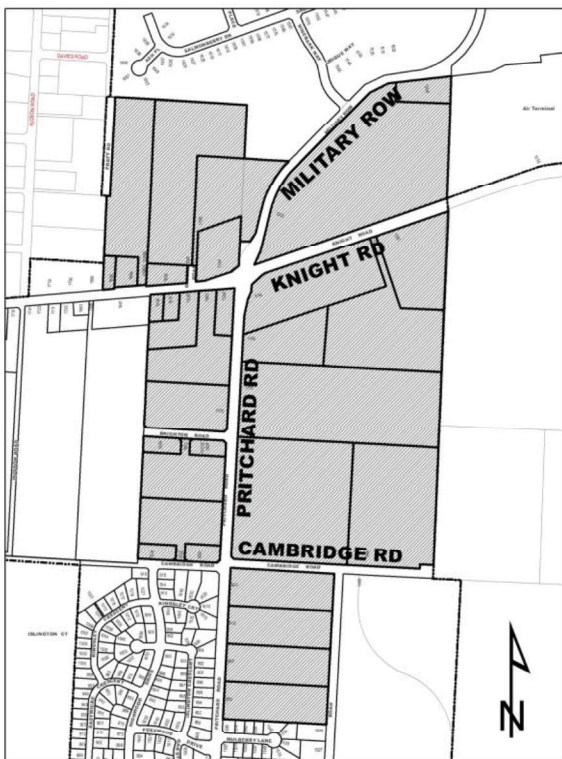


Figure 26: North East Comox Sub-catchment Area

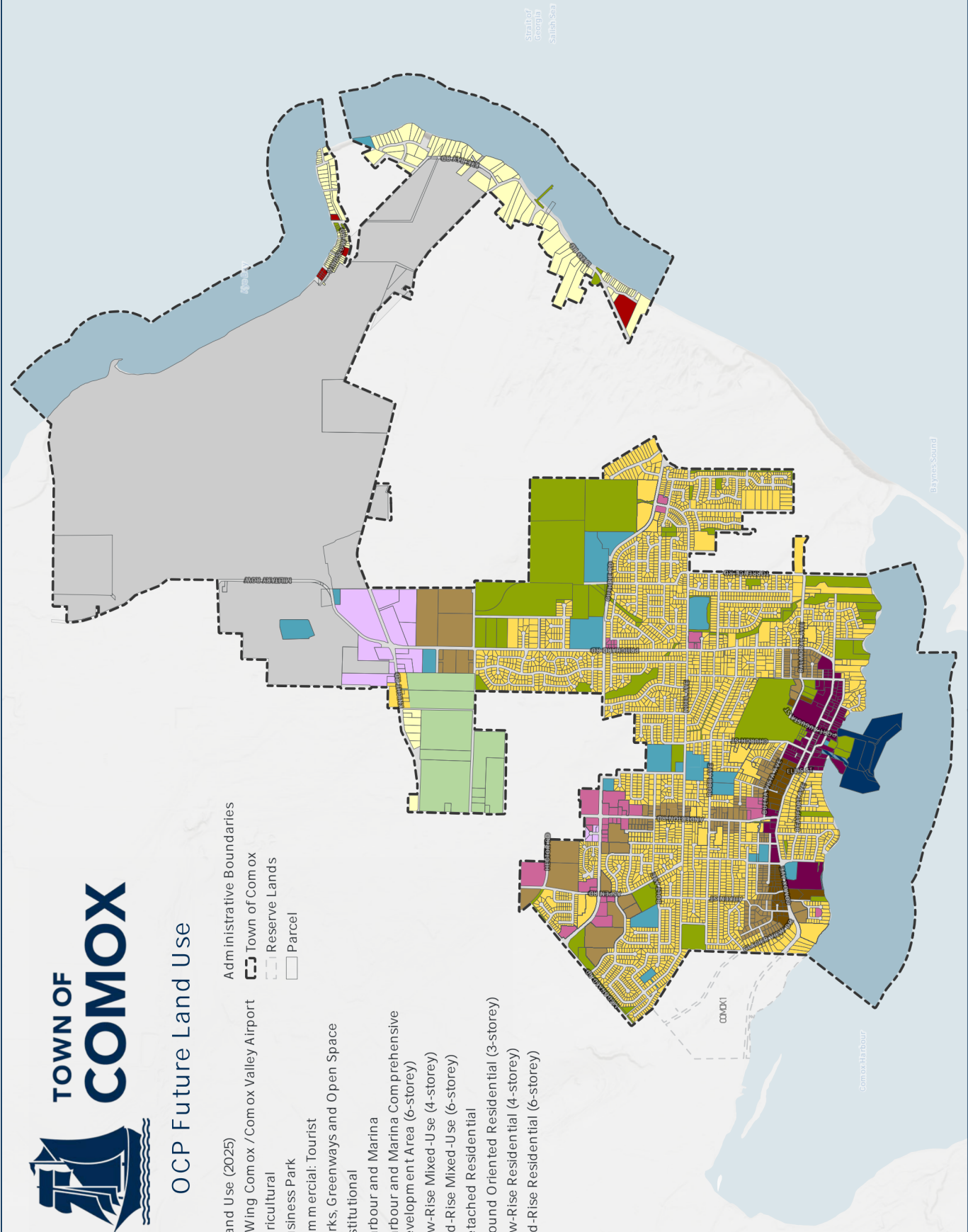




TOWN OF COMOX

OCP Future Land Use

- Land Use (2025)
 - 19 Wing Comox / Comox Valley Airport
 - Agricultural
 - Business Park
 - Commercial: Tourist
 - Parks, Greenways and Open Space
 - Institutional
 - Harbour and Marina
 - Harbour and Marina Comprehensive Development Area (6-storey)
 - Low-Rise Mixed-Use (4-storey)
 - Mid-Rise Mixed-Use (6-storey)
 - Detached Residential
 - Ground Oriented Residential (3-storey)
 - Low-Rise Residential (4-storey)
 - Mid-Rise Residential (6-storey)
- Administrative Boundaries
- Town of Comox
 - Reserve Lands
 - Parcel



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(When Printed at 11x17")

Sheet of
Comox
2011-2012

Baynes Sound

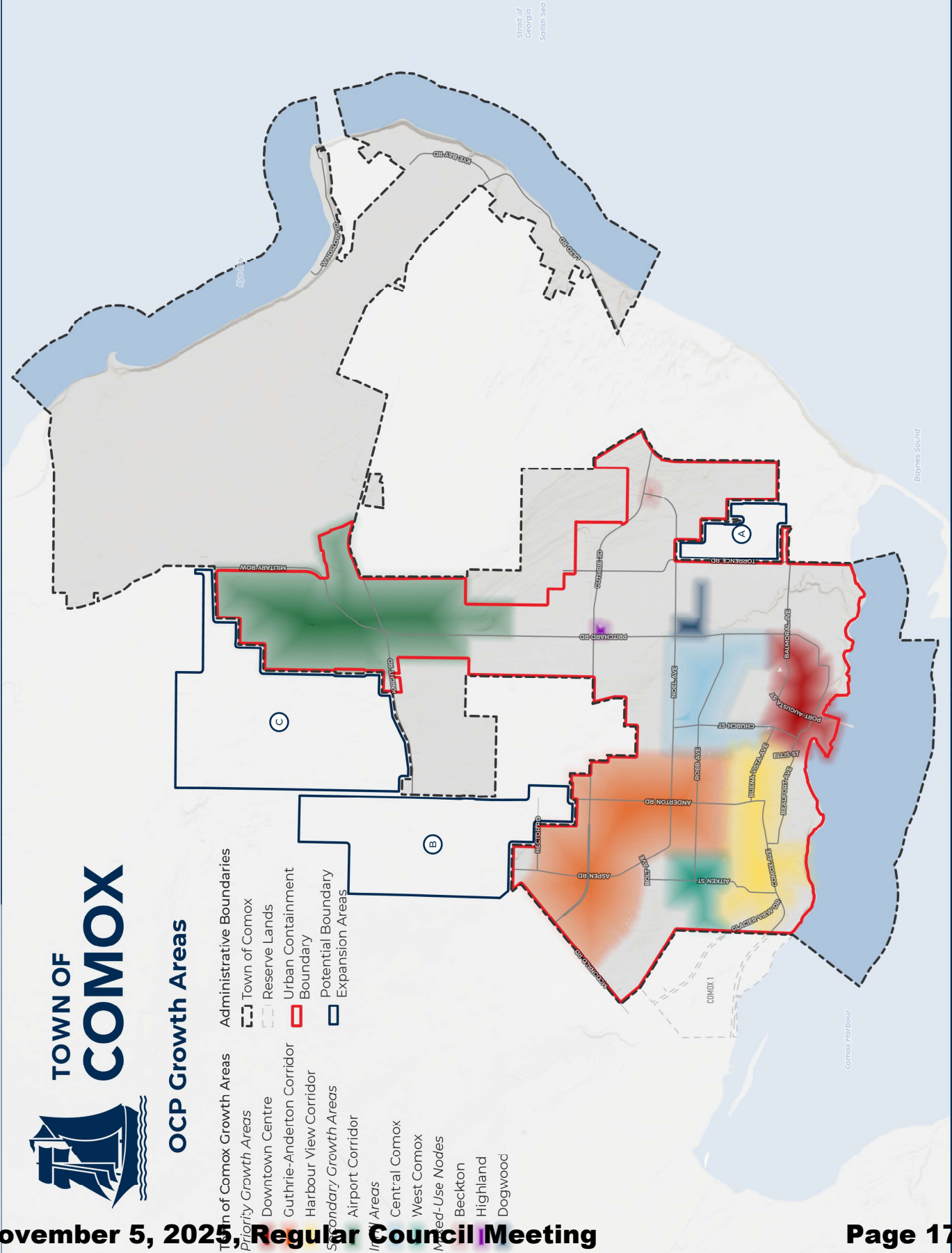
Comox Harbour

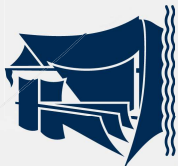


TOWN OF
COMOX

OCP Growth Areas

- | | |
|-----------------------------------|------------------------------------|
| Town of Comox Growth Areas | Administrative Boundaries |
| Priority Growth Areas | Town of Comox |
| Downtown Centre | Reserve Lands |
| Guthrie-Anderton Corridor | Urban Containment Boundary |
| Harbour View Corridor | Potential Boundary Expansion Areas |
| Secondary Growth Areas | |
| Airport Corridor | |
| Iron Areas | |
| Central Comox | |
| West Comox | |
| Mixed-Use Nodes | |
| Beckton | |
| Highland | |
| Dogwood | |

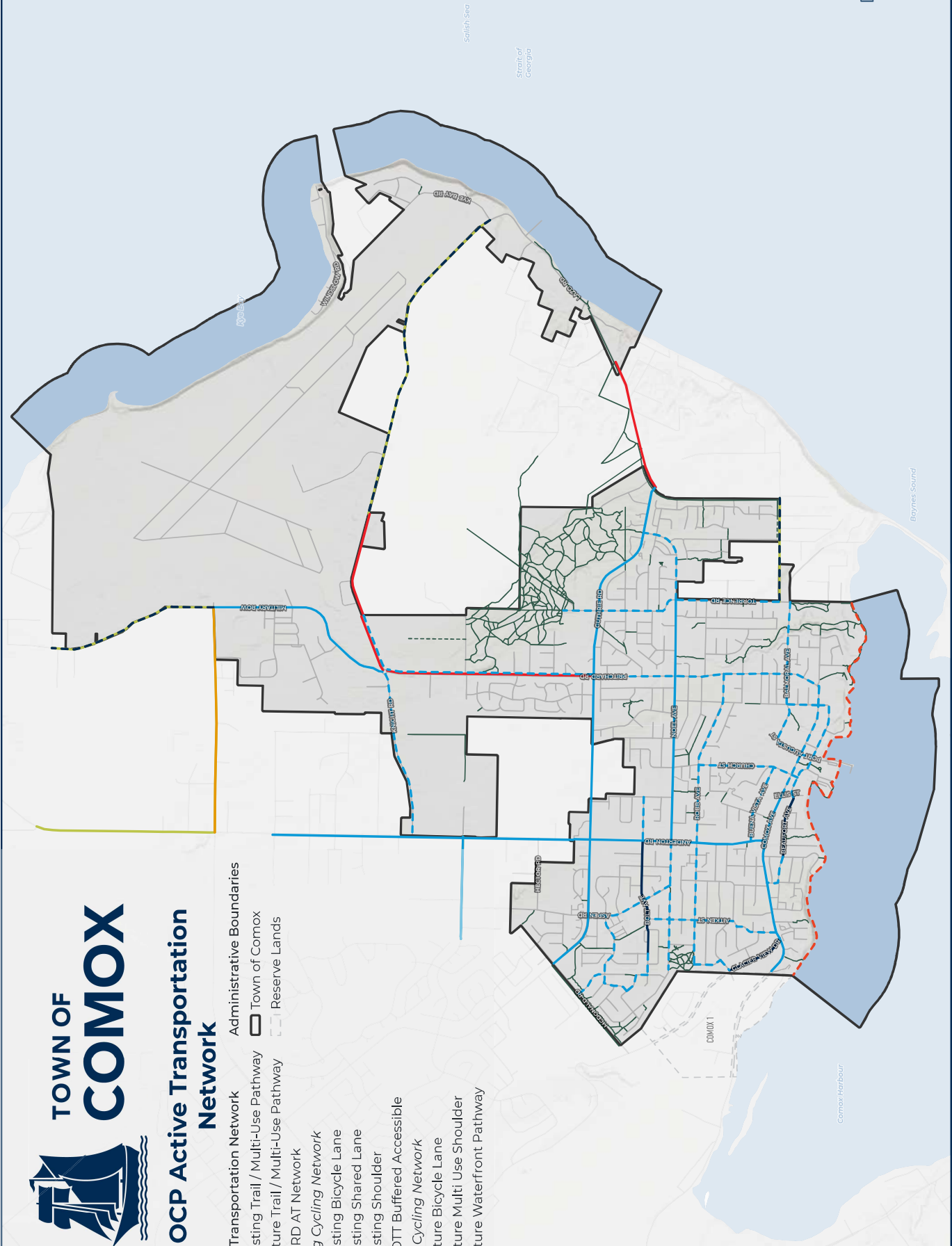




TOWN OF
COMOX

OCP Active Transportation Network

- Active Transportation Network
 - Existing Trail / Multi-Use Pathway
 - Future Trail / Multi-Use Pathway
 - CVRD AT Network
- Existing Cycling Network
 - Existing Bicycle Lane
 - Existing Shared Lane
 - Existing Shoulder
 - MOTT Buffered Accessible
- Future Cycling Network
 - Future Bicycle Lane
 - Future Multi Use Shoulder
 - Future Waterfront Pathway
- Administrative Boundaries
 - Town of Comox
 - Reserve Lands



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TOWN OF COMOX

OCP Transit Network

- Bus Stop
- Future Transit Exchange
- School Bus Route (99) *
- Frequent Bus Route (1)
- Bus Route
- Administrative Boundaries
- Town of Comox
- Reserve Lands

* Note: School pick-up and drop-off routes. Routes only operates when school is in session.

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Road Network - Classification

- Arterial
- Arterial (MOTT)
- Downtown
- Major Collector
- Major Collector (MOTT)
- Minor Collector
- Seaside Road
- Rural
- Local
- Other

Administrative Boundaries

- Town of Comox



Meters

Scale: 1:27,000
(When Printed at 11 x 17")



— Truck Route
— Road
Administrative Boundaries
 Town of Comox
 Reserve Lands

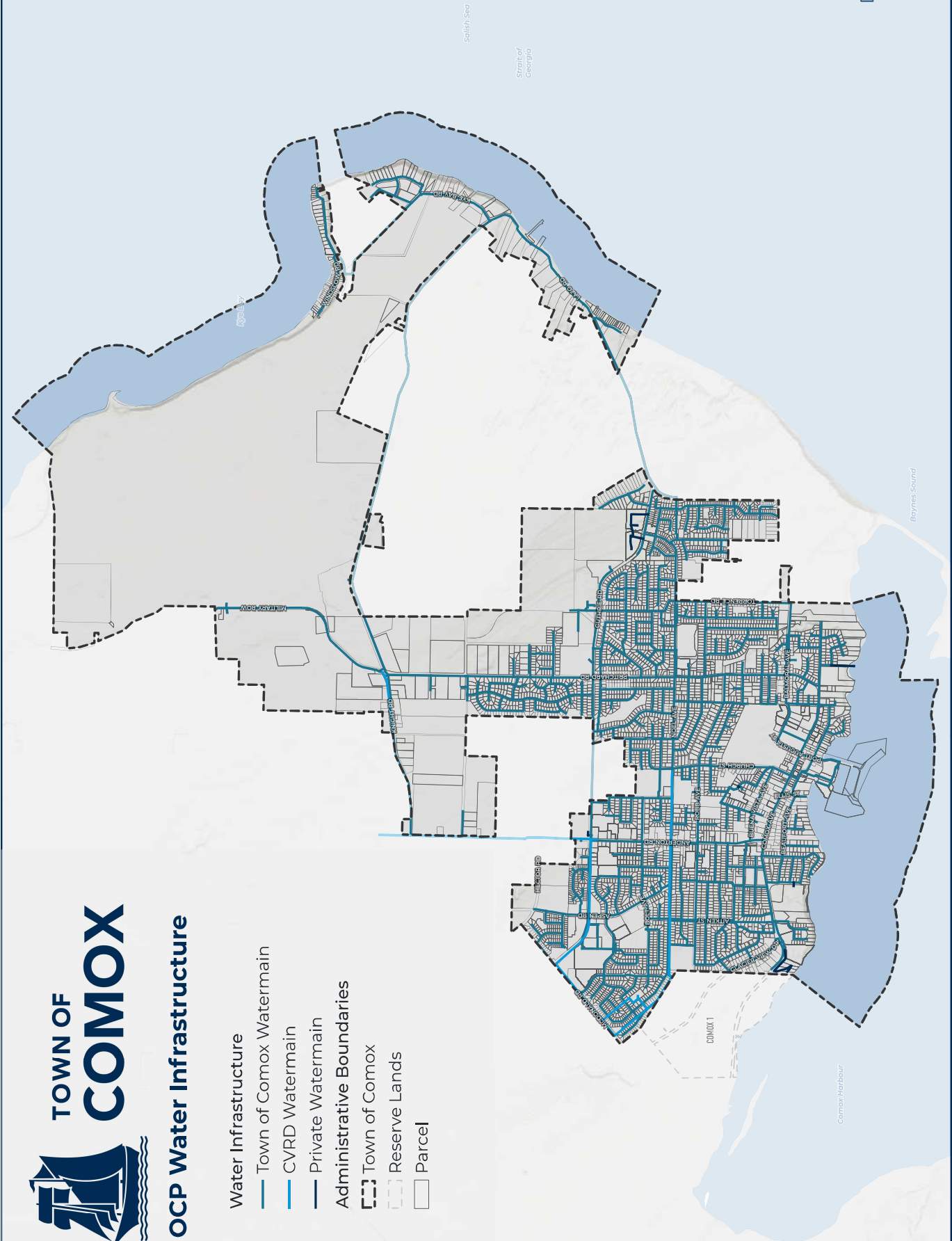




TOWN OF COMOX

OCP Water Infrastructure

- Water Infrastructure
 - Town of Comox Watermain
 - CVRD Watermain
 - Private Watermain
- Administrative Boundaries
 - Town of Comox
 - Reserve Lands
 - Parcel

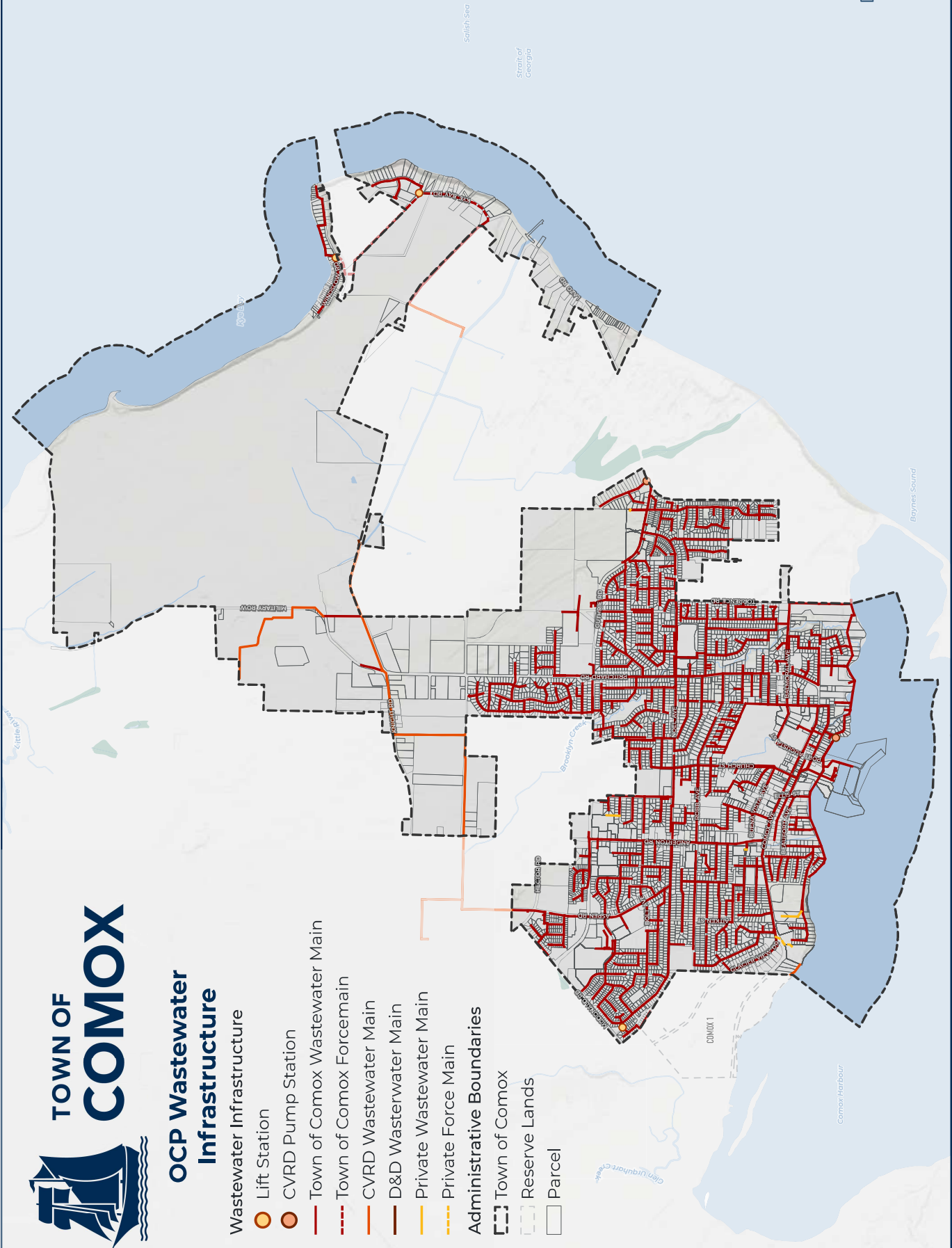




TOWN OF COMOX

OCP Wastewater Infrastructure





- Wastewater Infrastructure
 - Lift Station
 - CVRD Pump Station
 - Town of Comox Wastewater Main
 - Town of Comox Forcemain
 - CVRD Wastewater Main
 - D&D Wastewater Main
 - Private Wastewater Main
 - Private Force Main
- Administrative Boundaries
 - Town of Comox
 - Reserve Lands
 - Parcel

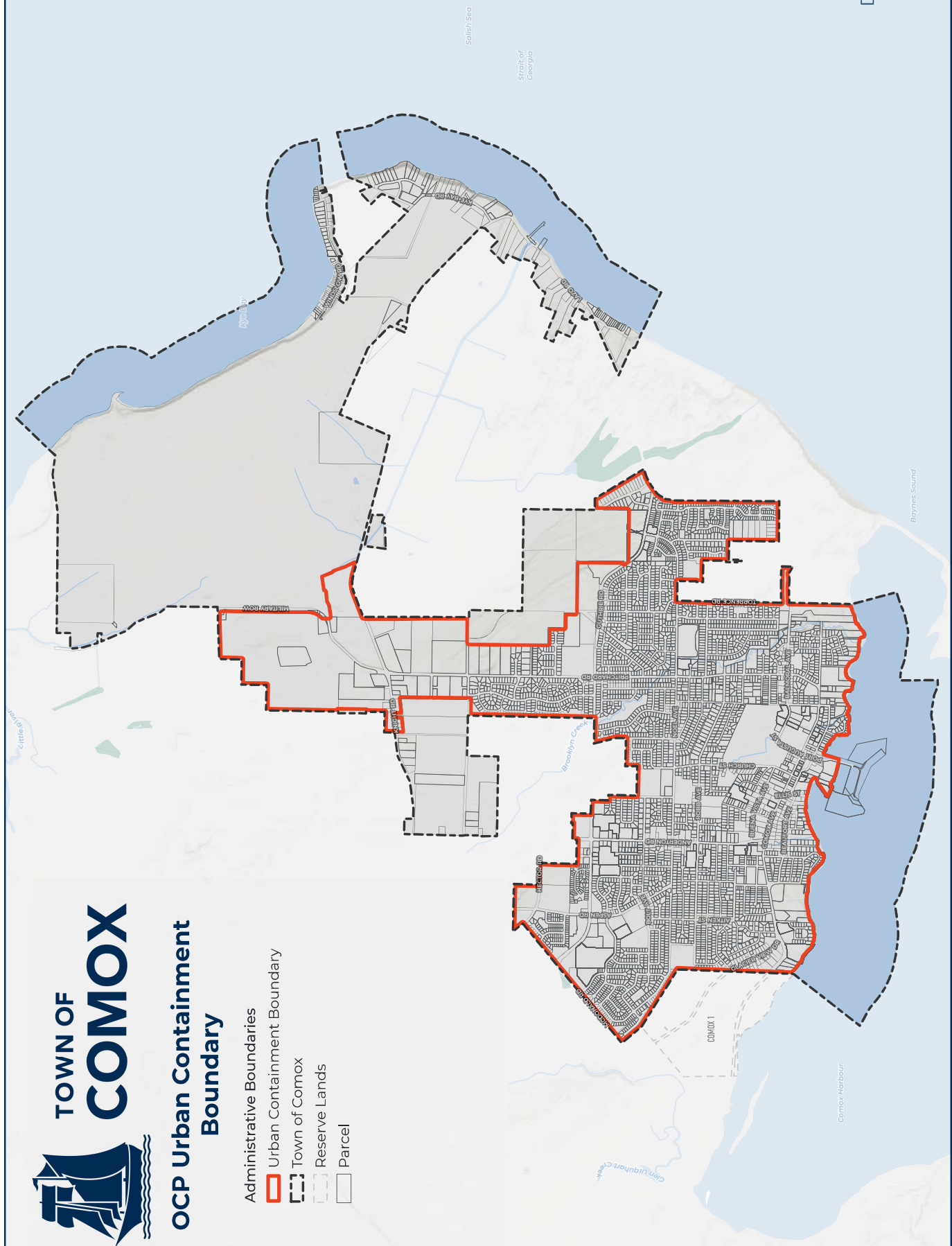




TOWN OF
COMOX

OCP Urban Containment Boundary

- Administrative Boundaries
-  Urban Containment Boundary
 -  Town of Comox
 -  Reserve Lands
 -  Parcel



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





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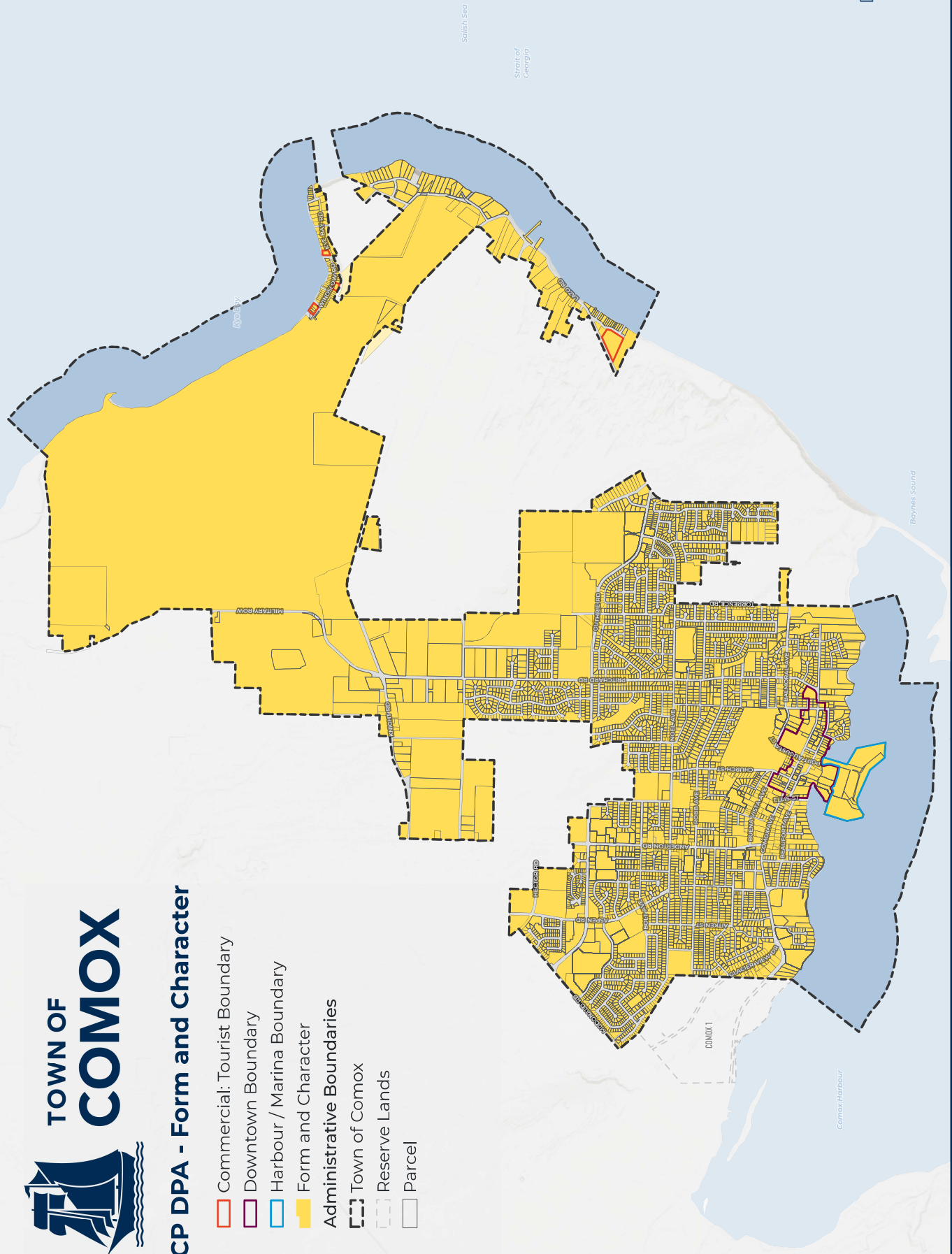
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TOWN OF
COMOX

OCBP DPA - Form and Character

-  Commercial: Tourist Boundary
-  Downtown Boundary
-  Harbour / Marina Boundary
-  Form and Character
- Administrative Boundaries**
-  Town of Comox
-  Reserve Lands
-  Parcel



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Scale: 1:27,000
(When Printed at 11" x 17")






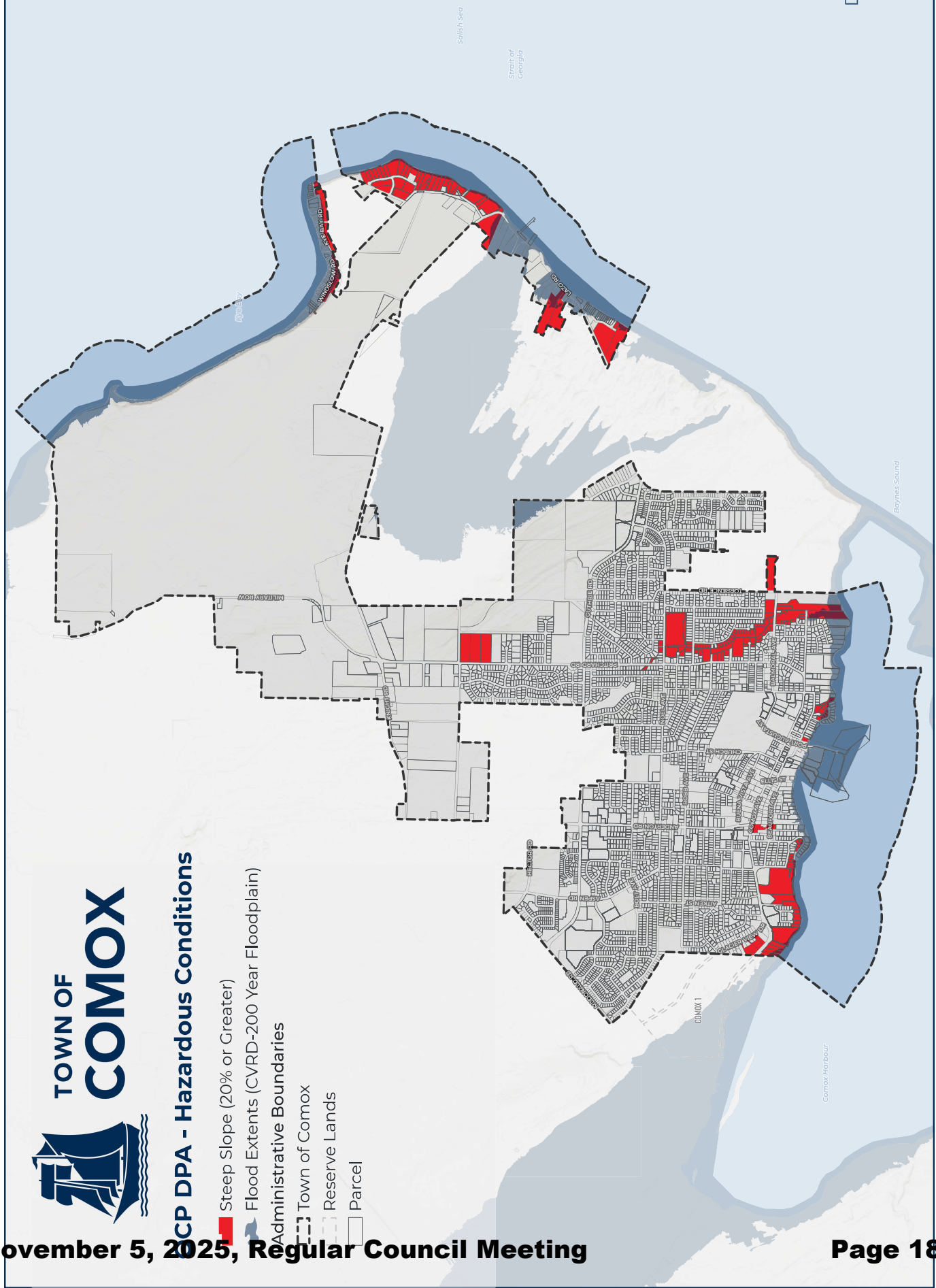
TOWN OF COMOX

CCP DPA - Hazardous Conditions

-  Steep Slope (20% or Greater)
-  Flood Extents (CVRD-200 Year Floodplain)

Administrative Boundaries






-  Town of Comox
-  Reserve Lands
-  Parcel

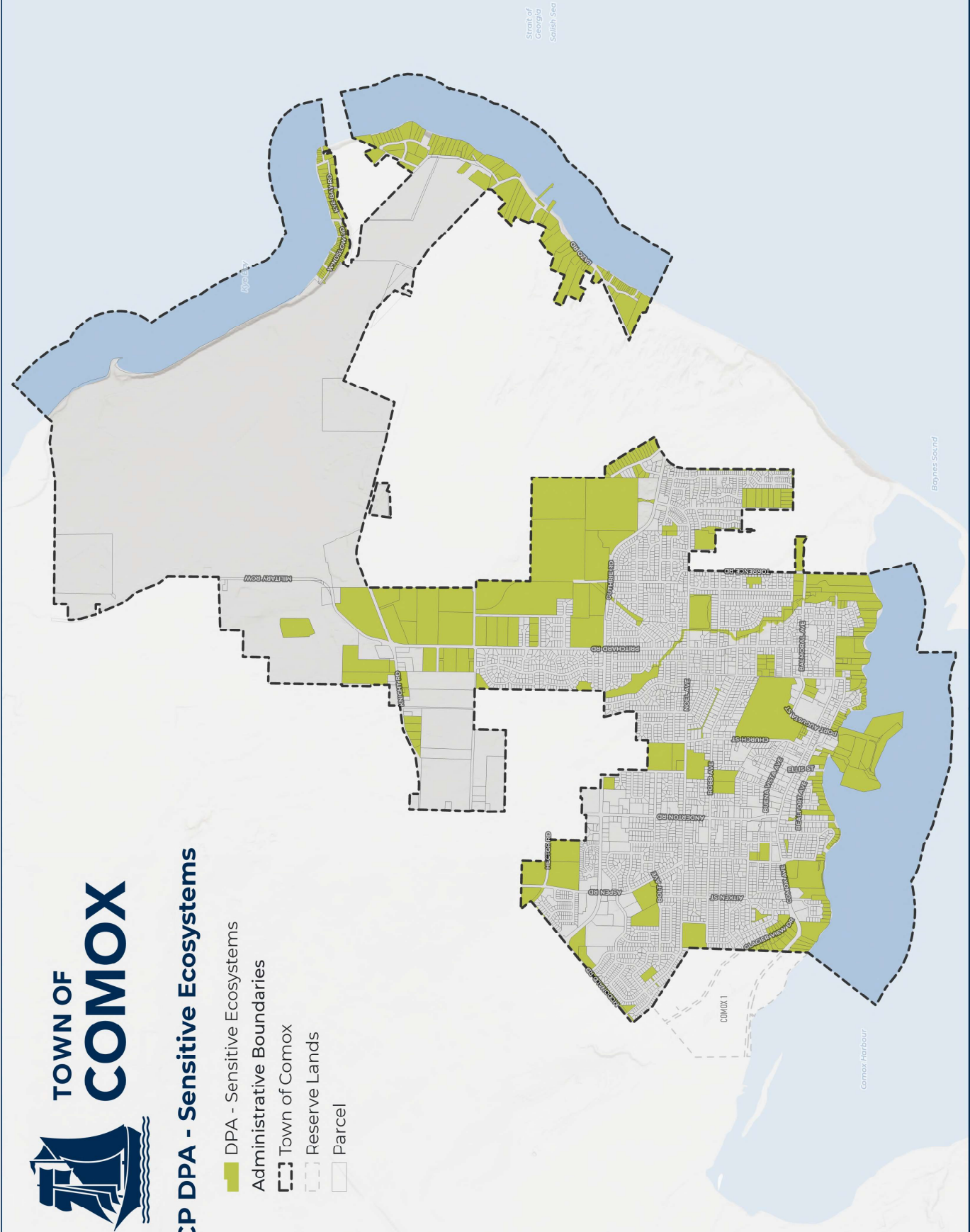




TOWN OF
COMOX

SCP DPA - Sensitive Ecosystems

-  DPA - Sensitive Ecosystems
-  Administrative Boundaries
-  Town of Comox
-  Reserve Lands
-  Parcel



Comox Harbour

Baynes Sound

Strait of
Georgia
Salish Sea



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(When Printed at 11 x 17")




TOWN OF
COMOX

SCP DPA - Riparian Ecosystems

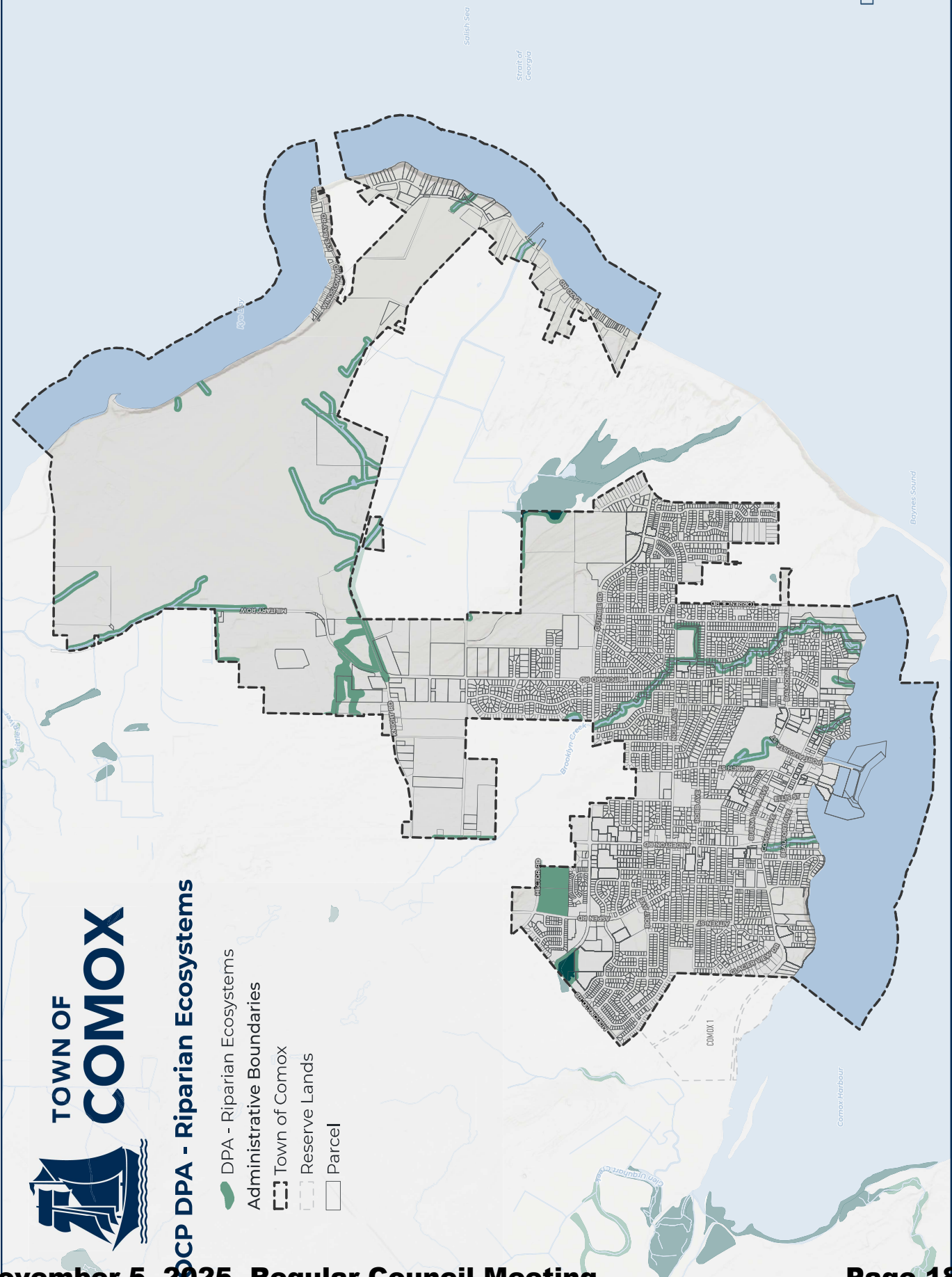
 DPA - Riparian Ecosystems

 Administrative Boundaries

 Town of Comox

 Reserve Lands

 Parcel



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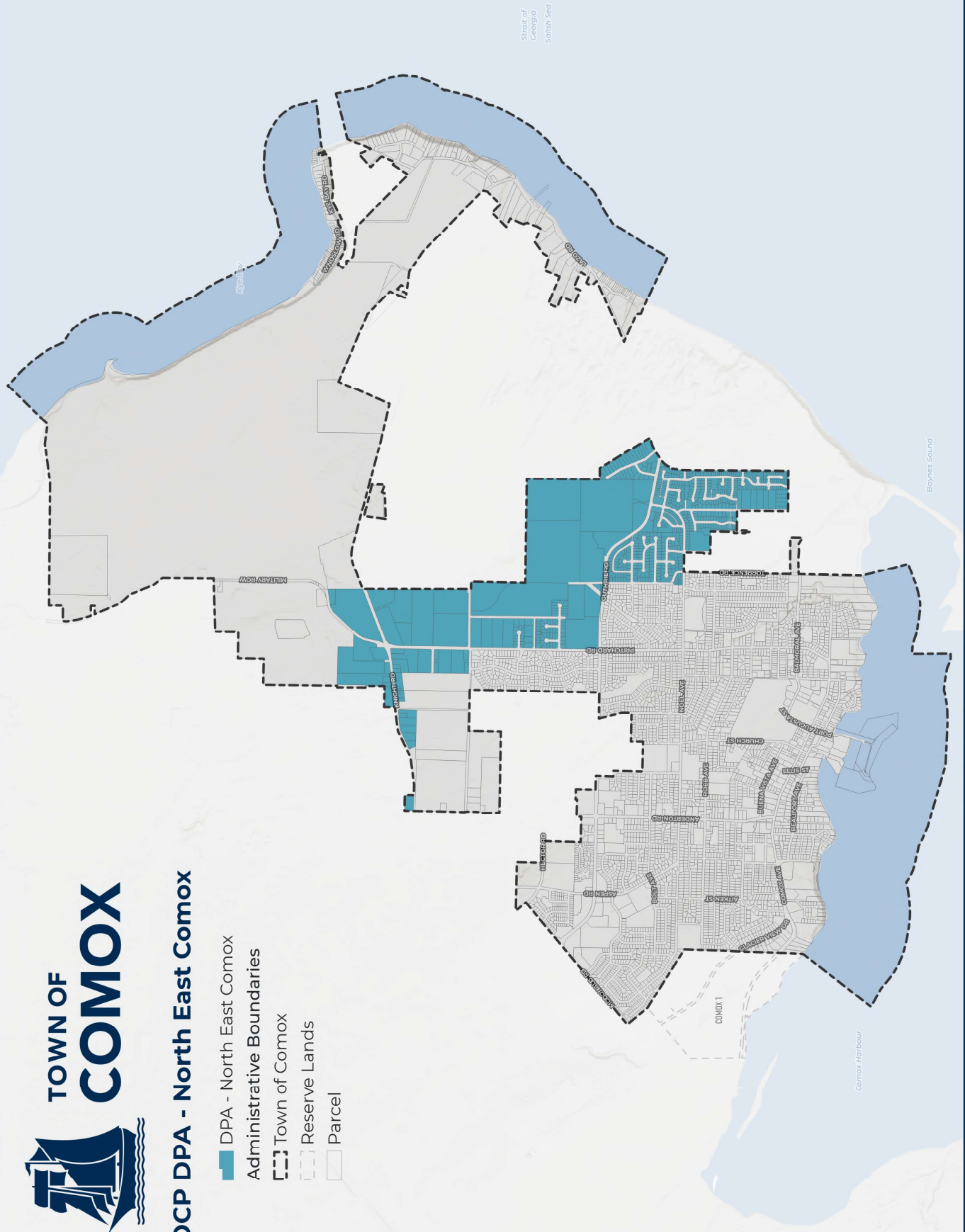
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TOWN OF COMOX

OCP DPA - North East Comox

-  DPA - North East Comox
-  Administrative Boundaries
-  Town of Comox
-  Reserve Lands
-  Parcel



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(When Printed at 11 x 17")

Appendix A - Regional Context Statement

The *Local Government Act* requires OCPs to include Regional Context Statements where a regional growth strategy applies to a municipality with an OCP. Regional Context Statement requirements are also identified in the *Local Government Act*, and the Regional Context Statement must identify how the OCP is consistent with the RGS or will be made consistent over time.

The RGS Vision is a comprehensive statement on the future of the region and the Goals identify how the Vision will be achieved. The Comox OCP includes objectives, policies, and actions that align with the RGS goals as identified in Table 1.

RGS Vision

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



Table 1 - RGS Goals

RGS Goal 1: Housing	Comox OCP Supporting Objectives/Policies/Actions
Ensure a diversity of housing options to meet evolving demographics and needs.	Part 3 Community Policies: <ul style="list-style-type: none"> Section 1 – Housing Needs
	Part 4 Growth and Land Use Policies <ul style="list-style-type: none"> Section 9 – Ground Oriented Residential Section 10 – Low-Rise and Mid-Rise Residential Section 11 – Low-Rise and Mid-Rise Mixed-Use Section 15 - Institutional
RGS Goal 2: Ecosystems, Natural Areas & Parks	Comox OCP Supporting Objectives/Policies
Protect, steward and enhance the natural environment and ecological connections and systems.	Part 3 Community Policies <ul style="list-style-type: none"> Section 4 – Parks, Trails, and Open Space Section 7 – Environment and Climate Action
	Part 4 Growth and Land Use Policies <ul style="list-style-type: none"> Section 20 – Parks and Open Space Section 22 – Sand and Gravel Extraction
	Part 6 Development Permit Areas <ul style="list-style-type: none"> Sensitive Ecosystems DPA Riparian Ecosystems DPA
RGS Goal 3: Local Economic Development:	Comox OCP Supporting Objectives/Policies
Achieve a sustainable, resilient and dynamic local economy that supports Comox Valley businesses and the region’s entrepreneurial spirit.	Part 3 Community Policies: <ul style="list-style-type: none"> Section 2 – Transportation <ul style="list-style-type: none"> Policies 2.34-2.36 (Airport and Floatplane Access) Section 3 – Economic Development Part 4 Growth and Land Use Policies <ul style="list-style-type: none"> Section 10 – Low- and Mid-Rise Mixed-Use Section 14 – Business Park Section 19 – Commercial: Tourist



RGS Goal 4: Transportation	Comox OCP Supporting Objectives/Policies
Develop an accessible, efficient and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres, and links the Comox Valley to neighbouring communities and regions.	Part 3 Community Policies <ul style="list-style-type: none"> Section 2 – Transportation Part 4 Growth and Land Use Policies <ul style="list-style-type: none"> Section 8 – Future Growth Concept
RGS Goal 5: Infrastructure	Comox OCP Supporting Objectives/Policies
Provide affordable, effective and efficient services and infrastructure that conserves land, water and energy resources.	Part 3 Community Policies <ul style="list-style-type: none"> Section 5 – Infrastructure Section 7 – Environment and Climate Action
RGS Goal 6: Food Systems	Comox OCP Supporting Objectives/Policies
Support and enhance the agricultural and aquaculture sectors and increase local food security.	Part 3 Community Policies <ul style="list-style-type: none"> Section 3 – Economic Development <ul style="list-style-type: none"> Policy 3.7 Section 7 – Environment and Climate Change <ul style="list-style-type: none"> Action 7.20 Part 4 Growth and Land Use Policies <ul style="list-style-type: none"> Section 17 – Agricultural
RGS Goal 7: Public Health and Safety	Comox OCP Supporting Objectives/Policies
Support a high quality of life through the protection and enhancement of community health, safety and well-being.	Part 3 Community Policies <ul style="list-style-type: none"> Section 6 – Community Connection and Wellness
RGS Goal 8: Climate Change	Comox OCP Supporting Objectives/Policies
Minimize regional greenhouse gas emissions and plan for adaptation.	Part 3 Community Policies <ul style="list-style-type: none"> Section 2 – Transportation <ul style="list-style-type: none"> Objective 2(D.) and related policies prioritizing active and public transportation modes. Section 7 – Environment and Climate Action



RGS Growth Management Principles

Part 4 of the RGS addresses Growth Management, including 16 growth management principles that are supported in the Comox OCP where applicable, primarily in Section 8 – Future Growth Concept. These reinforce the goals identified in Part 3 of the RGS.

The RGS requires OCPs to identify areas of existing development on the fringes of municipal areas that should eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to address existing public health and environmental issues. There are no known existing public health or environmental issues on the fringe of Town of Comox that meet these criteria.

The RGS allows member municipalities to identify fringe areas that could eventually be incorporated through boundary extensions and provided with publicly owned water and sewer services to allow for new long-term growth opportunities in a phased and orderly manner that does not detract from compact growth options within existing boundaries. The Comox OCP can accommodate growth needs without expanding Town boundaries. However, some factors that are out of the Town's control may impact the pace of new development, warranting consideration of boundary expansion to provide greenfield development areas as identified on Figure 7 OCP Growth Areas. Section 8 – Future Growth Concept, includes objectives and policies to guide boundary extensions in compliance with the RGS if they are considered within the life of the OCP.

The Town Centre for Comox as identified in the RGS MG Policy 1.3 consists of the Downtown Centre as shown on *Figure 7 – OCP Growth Areas*. Additional Corridors are identified to support mixed-use development close to transportation infrastructure and existing services and amenities. Mixed-Use Nodes function as small-scale neighbourhood centres.

RGS MG Policy 2B-1 requires OCPs to contain policies for Agricultural Areas that are consistent with the Agricultural Land Commission Act and regulations established under the Act, including the establishment of adequate buffers that ensure abutting farm and non-farm uses do not conflict and that non-farm uses do not impede agricultural activity within the ALR. Policy 8.10 outlines that the Town will not support Agricultural Land Reserve subdivision and exclusion applications unless it is demonstrated that there is a significant lack of future agricultural viability, in which case the Town may consider forwarding applications to the ALC for evaluation and decision. Action 17.2 is to review and monitor Town bylaws, policies, plans and procedures to ensure consistency with ALC legislation and regulation. Policy 21.7 requires developing properties adjacent to the ALR to ensure that development limits associated negative impacts on adjacent agricultural operations by including appropriate buffers, setbacks and site planning,



consistent with the BC Ministry of Agriculture Guide to Edge Planning, or any future iterations thereof.

Population and Employment Projections

Housing Growth

The RGS identifies 34% growth of dwelling units from 2010-2030. Comox's 2024 Housing Needs Report identifies the need for 3,358 new housing units from 2021 to 2041, representing a 50% increase in total private dwellings, whereas BC Stats household projections identify growth of 29% from 2021 to 2041. The land use designations in the OCP can accommodate more than 20 years of housing need. A likelihood of redevelopment analysis was completed for the Comox Complete Communities Growth Assessment. After filtering out land that is not statistically likely to redevelop, the OCP land use designations provide capacity for 7,760 net new units as identified in Table 2 (Section 1 – Housing Needs).

Population

The RGS identifies regional population growth of 31% from 2010 to 2030. The Town's population grew by 33% from 2001 to 2021, the most recent 20-year period for which Census data is available. BC Stats population projections for Comox indicate growth of 22% from 2021 to 2041. If 20-year housing need is fulfilled in Comox from 2021 to 2041, population growth will take place faster than BC Stats housing projections, in the range 40-48% depending on average persons per new unit.

The Town is committed to improving the efficiency of development approval processes to increase growth rates and try to accommodate housing needs. Work completed and underway for the Development Approval Process Review and Housing Accelerator Fund will optimize the Town's processes.




Employment

RGS employment projections identify a potential range of employment projections from growth of 29-57%. 19 Wing / Canadian Forces Base Comox are major regional employers located in Comox. However, Economic Development Objective 3(A.) is to increase the ratio of jobs to residents in Comox, which is intended to diversify the tax base and reduce the residential tax burden, and provide local jobs for residents to reduce greenhouse gas emissions from commuting. The Comox OCP designates approximately 30 gross hectares of vacant land for Business Park use, supporting a variety of employment options. The 2025 OCP increases the amount of land designated for Mixed-Use compared to the 2012 OCP, which supports a variety of commercial and institutional uses that can increase local jobs in Comox.



REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	0340-50-02, 0860-02, 7710-01
FROM:	Ted Hagmeier, Recreation Director	DATE:	2025-11-05
SUBJECT:	Comox Facility Rental and Booking Policy CCL - 087		

Prepared by:  <hr/> Ted Hagmeier, Recreation Director	Financial Approved:  <hr/> Edward Henley, Director of Finance	Report Approved:  <hr/> Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council approve the Facility Rental and Booking Policy CCL-087 to prohibit individuals or organizations from using Town facilities to promote hate and/or discrimination.
2. THAT staff be directed to apply the policy to all facility rental agreements, licences to use, and leases involving Town-owned properties.

PURPOSE

To seek Council's approval of a facility booking policy for staff to approve or deny facility bookings in Town Facilities while respecting rights established under the Canadian Charter of Rights and Freedoms.

STRATEGIC PLAN LINKAGE

Values	
Embracing Diversity	We support diversity and strive to make our community and services accessible and inclusive.
Disciplined Decision Making	We are responsible and transparent in our decision making.
Good Governance	We make evidence based decision focused on the best interests of the Town.

BACKGROUND

At the Regular Council Meeting of June 4, 2025, Council directed staff to develop a facility booking policy based on the following recommendations:

1. THAT Council direct Administration to create a facility booking policy to prohibit individuals or organizations renting Town facilities which may or are likely to promote hate and/or discrimination.
2. THAT, conditional upon Council's direction to create a facility booking policy, staff create a facility booking policy with the Recreation Director responsible to approve or deny a facility rental, with an appeal process to the Chief Administrative Officer.

The full staff report is attached as Appendix B – RCM June 4, 2025: Comox Facility Booking Policy.

Comox Facility Rental and Booking Policy CCL - 087 (attached as Appendix A) will create clear a framework for staff to:

1. Establish a process and criteria for reviewing and approving/denying facility booking requests.
2. Establish an appeal procedure for denied or cancelled facility booking requests.
3. Establish staff responsibilities to ensure they properly execute the policy.

Steps one and two, as copied from attached Policy CCL – 087, are as follows:

1. *Booking Request Form*
 - A. *All individuals or organizations that wish to rent Town Facilities must complete*

- and submit a Declaration of Compliance form, for the Town's consideration.*
 - B. The Declaration of Compliance form is due at time of booking.*
 - C. Individuals wishing to rent any Town Facilities must be 19 years of age or older.*
- 2. Approval or Refusal/Cancellation of Rental**
 - A. The Recreation Director, or designate, has the initial decision-making authority to decline a booking request or cancel an approved facility rental: if the applicant or renter:*
 - I. Fails to acknowledge and agree to the terms and conditions of the rental contract prior to the rental.*
 - II. Violates this policy or has a history of violating this policy or the terms and conditions of previous rental contracts.*
 - III. Indicates discrimination or an intention to discriminate against a person or a group or class of persons, or*
 - IV. Is likely to expose a person or a group or class of persons to hatred or contempt, on the basis of a prohibited ground of discrimination, contrary to section 7 of the Human Rights Code (British Columbia).*
 - V. Engages in conduct or expression that targets an individual or group based on a prohibited ground of discrimination, and that a reasonable person would view as likely to result in discriminatory treatment or vilification.*
- 3. Rental Approval or Refusal/Cancellation Principles**

In fulfilling their responsibilities, the Recreation Director, or designate, shall:

 - A. Request further information from applicant on the event, if required.*
 - B. Consider how any infringement of the applicant's freedom of expression might be minimized.*
 - C. Proportionately balance the application of its facility booking policy with the competing Charter right to freedom of expression.*
 - D. Provide written justification for denying booking request to applicant.*
 - E. Maintain written records of the rationale for each decision, including how freedom of expression considerations were balanced.*
- 4. Appeal**

Applicants or renters who wish to appeal a decision of Recreation Director must submit their appeal in writing, stating the grounds of their appeal, to the Chief Administrative Officer (CAO) or designate, within ten business days of receiving notice that their application to use Town Facilities is declined or cancelled.

Appeals will be considered on procedural and/or substantive grounds.

The CAO will provide a written response within five business days of receipt of the appeal. The decision of the Chief Administrative Officer is final.

Conclusion:

The proposed Facility Rental and Booking Policy (CCL-087) establishes a clear, transparent, and legally defensible framework for approving and managing facility rentals. It balances the Town's obligations under the Canadian Charter of Rights and Freedoms with its commitment to diversity, equity, and inclusion. Adoption of the policy will provide staff with clear guidance for consistent decision-making.

GOVERNANCE

Q: How are other local governments approaching the oversight of facility bookings?

A: The Comox Valley Regional District Recreation Commission approved a facility rental policy January 14, 2025, which includes:

- Defined circumstances under which facility rentals may be denied.
- A process for appealing booking decisions.
- Clear expectations for renters regarding their responsibilities and conduct.

The Village of Cumberland adopted the Community Events and Bookings Policy in 2024 which includes the following points:

7. Village of Cumberland will process event applications by:

a. evaluating the suitability of a facility, park, trail, and/or site to accommodate the event, including cumulative impacts of other events/activities, and assessing the event's accordance with the community's values as defined in Council's Strategic Plan.

15. The Village will not permit events that engage in or promote discriminatory activities, or whose activities are in contravention of the BC Human Rights Code and/or the Canadian Charter of Rights and Freedoms. This includes but is not restricted to events that discriminate based on age, ethnicity, religion, physical ability, sexual orientation, and gender identity/expression.

City of Courtenay staff are currently developing a facility booking policy.

See Appendix B – RCM June 4, 2025: Comox Facility Booking Policy for more information on how the CVRD and other local governments are approaching the issue of managing facility bookings.

Q: What are the governance implications of this policy?

A: There are two. The first is that the policy establishes:

- A Declaration of Compliance required for all facility renters.
- Decision-making authority vested in the Recreation Director, with an appeal process to the CAO.
- Procedural fairness and transparency in reviewing, approving, or denying facility bookings.

The second is that this policy reflects Council's direction to narrowly focus on hate and discrimination as defined by BC Human Rights Code or Criminal Code rather than broader moral or community impact criteria, such as behaviours that persons or the community might find objectionable.

This was Council's direction to staff from RCM June 4, 2025, where Council **declined** to endorse the Chief Administrative Officer's alternate recommendation:

1. *THAT Council direct staff to create a facility booking policy to prohibit individuals or organizations renting Town facilities which may or are likely to promote hate, discrimination, negative impacts to the community and/or non-family friendly topics.*


RCM June 4, 2025 staff report Comox Facility Booking Policy is attached as Appendix B.

Q: How will this policy to apply to leases and licences to use issued by the Town?

A: This policy fills a gap in the Town's current rental terms, which do not include language addressing hate or discrimination in facility use.

The Corporate Services Department manage licence to use and leases for Town properties. Staff will add language to facility leases (i.e. Pearl Ellis, Lions' Den, etc.) that requires their adherence to policy CCL – 087 to ensure consistency across Town-managed properties.

Appendix A: FACILITY RENTAL AND BOOKING POLICY CCL - 087

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
Section: COUNCIL	Number: CCL - 087	Office of Primary Responsibility: RECREATION	
FACILITY RENTAL AND BOOKING POLICY			
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
		Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted: Nov 5, 2025		Date Last Amended: N/A	
		Date to be Reviewed:	
Manner Issued: Email			

PURPOSE

To ensure that Town-owned facilities are used in ways consistent with the Town of Comox's commitment to diversity, equity, and inclusion, and in compliance with the Canadian Charter of Rights and Freedoms, the BC Human Rights Code, and the Criminal Code of Canada.

POLICY STATEMENT

The Town shall provide fair, transparent, and inclusive access to its facilities, subject to reasonable limits necessary to prevent unlawful discrimination, hate speech, or other harmful conduct that causes demonstrable harm to individuals or community.

Accordingly, the Town shall not permit use of its facilities for activities that:

- Promote or are reasonably likely to incite hatred or discrimination against any group protected under the BC Human Rights Code or Criminal Code.

This policy applies equally to all individuals and organizations, regardless of viewpoint or belief.

Furthermore, The Town seeks to balance the right to freedom of expression with the responsibility to protect individuals and communities from harm, as recognized in Section 1 of the Canadian Charter of Rights and Freedoms.

This policy provides the Recreation Director, or designate, with the authority to deny or cancel bookings that contravene these principles.

DEFINITIONS

"Declaration of Compliance" is a formal statement confirming that the use of Town recreation and park facilities will adhere to the required conditions of use and all applicable legal requirements and that Town recreation and park facilities will not be used for the promotion of hatred or discrimination. See Appendix A – Town of Comox Facility Use Declaration of Compliance.

"Town Facilities" refers to any property owned by the Town of Comox that may be rented hourly, daily monthly, or annually by License to Use or Lease.

"Hatred and Discrimination" include:

1. The incitement or promotion of hatred contrary to the *Criminal Code of Canada*.
2. Publishing, issuing, or displaying a statement, publication, notice, sign, symbol, emblem, or other representation that:
 - A. Indicates discrimination or an intention to discriminate against a person or a group or class of persons.
 - B. Is likely to expose a person or a group or class of persons to hatred or contempt, on the basis of a prohibited ground of discrimination, contrary to section 7 of the *Human Rights Code* (British Columbia).
 - C. Any conduct or expression:
 - I. That targets a person or a group or class of persons and may cause others to vilify them or to detest their humanity on the basis of a prohibited ground of discrimination.
 - II. That a reasonable person would view as likely to lead to discriminatory treatment of the person targeted.

"Prohibited Ground of Discrimination" means discrimination against a person or group based on a ground prohibited by law, including Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, or expression.

"Section 1 of the Canadian Charter of Rights and Freedoms" is also known as the reasonable limits clause. It acknowledges that while the Charter guarantees rights and freedoms, these are not absolute and can be limited under specific circumstances. It stipulates that these rights are "subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society". This means that government can limit Charter rights if the

limitation is prescribed by law, serves an important societal goal, and is proportionate to that goal.

"Section 7" of British Columbia's *Human Rights Code* prohibits the discriminatory publication of any statement, notice, sign, symbol, emblem, or representation that indicates discrimination or an intention to discriminate, or that is likely to expose a person or group to hatred or contempt.

SCOPE

This policy applies to

1. All Town Facilities.
2. All facility users, licensees, and permit holders, whether booked directly through the Town or through a licensee or partner organization.
3. All events, programs, or activities held in Town-owned or managed facilities, regardless of whether admission is charged.
4. Both public and private bookings.

RESPONSIBILITIES

The Town will assess all facility booking requests impartially, weighing potential community harm against the Charter right to freedom of expression.

The Town may seek legal advice for complex or controversial applications.

PROCEDURES

1. Booking Request Form
 - A. All individuals or organizations that wish to rent Town Facilities must complete and submit a Declaration of Compliance form, for the Town's consideration.
 - B. The Declaration of Compliance form is due at time of booking.
 - C. Individuals wishing to rent any Town Facilities must be 19 years of age or older.
2. Approval or Refusal/Cancellation of Rental
 - A. The Recreation Director, or designate, has the initial decision-making authority to decline a booking request or cancel an approved facility rental: if the applicant or renter:
 - I. Fails to acknowledge and agree to the terms and conditions of the rental contract prior to the rental.
 - II. Violates this policy or has a history of violating this policy or the terms and

conditions of previous rental contracts.

- III. Indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
- IV. Is likely to expose a person or a group or class of persons to hatred or contempt, on the basis of a prohibited ground of discrimination, contrary to section 7 of the *Human Rights Code* (British Columbia).
- V. Engages in conduct or expression that targets an individual or group based on a prohibited ground of discrimination, and that a reasonable person would view as likely to result in discriminatory treatment or vilification.

3. Rental Approval or Refusal/Cancellation Principles

In fulfilling their responsibilities, the Recreation Director, or designate, shall:

- A. Request further information from applicant on the event, if required.
- B. Consider how any infringement of the applicant's freedom of expression might be minimized.
- C. Proportionately balance the application of its facility booking policy with the competing *Charter* right to freedom of expression.
- D. Provide written justification for denying booking request to applicant.
- E. Maintain written records of the rationale for each decision, including how freedom of expression considerations were balanced.

4. Appeal

Applicants or renters who wish to appeal a decision of Recreation Director must submit their appeal in writing, stating the grounds of their appeal, to the Chief Administrative Officer (CAO) or designate, within ten business days of receiving notice that their application to use Town Facilities is declined or cancelled.

Appeals will be considered on procedural and/or substantive grounds.

The CAO will provide a written response within five business days of receipt of the appeal. The decision of the Chief Administrative Officer is final.

5. Facility Use Compliance

- A. The Town will not knowingly permit any individual or group to use its facilities in contravention of the conditions outlined in this policy.
- B. The facility users' non-compliance will result in immediate cancellation of the rental agreement.
- C. The Town may limit or prohibit access to Town Facilities for users who fail to comply with this policy.

6. Facility Use Standards

All use of Town Facilities will be considered according to the Town's need to ensure that:

- A. Use of Town Facilities abides by the Policy Statement and policy Responsibilities.
- B. Activities must comply with all applicable laws, Town bylaws, and policies.
- C. Applicants with a history of non-compliance may be denied access.

7. Payment of Fees & Charges

Town will grant an automatic, 100% refund for rental fees of bookings canceled by this policy.

8. Legal Consultation

At any time, the Town may seek legal advice on any decisions presenting potential Charter or Human Rights implications.

STAFF ROLES AND RESPONSIBILITIES

- 1. The Recreation Director is responsible for ensuring the policy is applied to all recreation facilities and parks hourly and daily rentals and bookings.
- 2. The Corporate Officer, or designate, is responsible for ensuring that all aspects of the policy are applied for all Town properties managed by leases and licenses to use.
- 3. The CAO is responsible for providing an impartial appeal process for denied Town Facility requests.

APPENDIX A: TOWN OF COMOX FACILITY USE DECLARATION OF COMPLIANCE

Completion of this Declaration is a mandatory condition of rental approval.

Town of Comox Facility Use Declaration

Under the BC Human Rights Code and the Criminal Code of Canada, it is unlawful to promote hatred or discrimination. The Town of Comox's Facility Rental & Booking Policy prohibits use of Town facilities for any activity likely to promote hatred or discrimination based on a prohibited ground (e.g., Indigenous identity, race, colour, ancestry, place of origin, religion, marital or family status, disability, sex, sexual orientation, gender identity or expression).

Declaration

I/We:

1. Confirm that our activities at Town facilities will comply with the BC Human Rights Code, the Criminal Code of Canada, and the Town's Facility Rental & Booking Policy.
2. Agree not to use Town facilities to promote hatred or discrimination against any person or group on a prohibited ground.
3. Acknowledge that non-compliance may result in immediate cancellation of our booking and termination of our rental contract.

☐ Have authority to sign on behalf of the organization.

Name of Organization


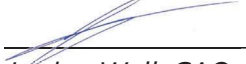
Name of Signatory

Date

Signature

**STAFF REPORT***Meeting: June 4, 2025*

TO:	Mayor and Council	FILE: 0340-50-07, 0860-02
FROM:	Ted Hagmeier, Recreation Director	DATE: May 29, 2025
SUBJECT:	Comox Facility Booking Policy	

Prepared by:  Ted Hagmeier, Recreation Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council direct staff to create a facility booking policy to prohibit individuals or organizations renting Town facilities which may or are likely to promote hate and/or discrimination.
2. THAT, conditional upon Council's direction to create a facility booking policy, staff create a facility booking policy with the Recreation Director responsible to approve or deny a facility rental, with an appeal process to the Chief Administrative Officer.

ALTERNATIVE RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council direct staff to create a facility booking policy to prohibit individuals or organizations renting Town facilities which may or are likely to promote hate, discrimination, impacts to community identify, and/or non-family friendly topics.

PURPOSE

To seek Council direction on whether to implement more stringent reviews and requirements for booking Town facilities.

STRATEGIC PLAN LINKAGE

Vision Statement	...We aim to provide a vibrant, safe, sustainable environment and community with disciplined urban planning and communications.
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Lenses	Accessibility - We will support and embrace diversity and strive to make our community and services accessible and inclusive for everyone regardless of ability or background.
Values	Embracing Diversity – We support diversity and strive to make our community and services accessible and inclusive.
Good Governance – Area of Focus	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

The Recreation Department is responsible for managing Town of Comox facility, field and park hourly and daily rentals:

- Community Centre (Gym, Multi-Purpose Hall, Rooms A, B and C).
- Spinnaker and Genoa Sail Buildings, Marina Park.
- Sports fields and their amenities, including Highland School fields, Rotary Sport Box, etc.

The Recreation Department uses its recreation software to create bookings, take payments and issue rental terms. These terms include expectations on refunds, sub-licencing, insurance, etc.

However, current rental contracts and municipal policies do not include provisions to address scenarios in which individuals or organizations may use public spaces to promote hate, discrimination, or divisive rhetoric.

The development of a formal **Facility Booking Policy** would provide the Town with clear, transparent, and enforceable guidelines to ensure municipal spaces are not used in ways that undermine community values, incite harm, or violate human rights.

Regional Context and Precedent

The Comox Valley Regional District Recreation Commission approved a facility rental policy January 14, 2025, which includes:

- Clear expectations for renters regarding their responsibilities and conduct.
- A “Declaration of Compliance”, which confirms the facility renters’ obligations, under the BC Humans Rights Code and Criminal Code of Canada, to refrain from the promotion of hatred and discrimination, and the CVRD booking policy.
- Defined circumstances under which facility rentals may be denied.
- A process for appealing booking decisions.

And it references the:

“...challenges faced by municipalities across Canada, where organizations have attempted to rent public facilities to promote hate and discrimination. Such incidents have highlighted the need for clear policies that safeguard public spaces from being

used in ways that undermine community values, violate human rights, or incite harm.”

If Council approves a Comox facility booking policy, it will need a process within it to approve or deny bookings. There are two options:

Review Body	Pros	Cons
Council	Public discussion and record of issues and decision. Council can speak directly for or against a booking	Council’s meeting schedule may not align with last minute bookings requests. Requires Council to weigh in on potentially divisive matters regularly
Staff	Staff can decide faster than Council since it is not bound by Council’s meeting schedule.	Staff may hold a different view than Council. Discussion is not held publicly.

Staff recommend the Recreation Director should be responsible to approve or deny facility rentals. The Recreation Director, after reviewing and considering a history of the group, promotional materials (websites, social media, public comments from representatives, etc.) and stated event purpose, will provide written justification for denying booking request to applicant within one week of the date the rental request was submitted.

The denied applicant may appeal in writing to the Chief Administrative Officer. The CAO has one week to review to review staff’s decision, the merits of the appeal and issue a decision. The CAO’s adjudication of the appeal is final.

APPLICABLE POLICIE(S)

Comox policy CCL-056 Community Centre Visitor Code of Conduct (see Appendix A) includes:

“1.02 The Town of Comox is committed to creating a safe, welcome and inclusive environment for all visitors to the Community Centre.”

GOVERNANCE CONSIDERATIONS

1. The Legalities of Facility Booking Policies:

Balancing free speech protections and protecting persons and groups from hatred and discrimination is not easy. Language can be infinitely nuanced, and interpretations of what

constitutes hatred and discrimination, and the politics and discussion that follows, complex, controversial and obstreperous.

Two appendices are provided to illustrate this. Appendix B – Selection of Facility Booking Policies shows the variety of policy attempts to manage facility bookings, and which strive to reflect community needs, are actionable by staff and defensible before the courts:

- **Restricts Hate:** The City of Vancouver Public Library policy acknowledges dispirit, contrary views and while supporting intellectual freedom and protection from hate under Canadian law.
- **Restricts Hate and Discrimination:** Port Alberni takes this a step further, using the guidelines of City bylaws, and provincial and federal laws to determine the threshold of unacceptable discrimination.
- **Restricts Hate, Discrimination, and Impacts Community To Identity:** The City of Mississauga utilises the unique angle of adverse impact to its identity as one of the ways to determine unacceptable bookings.
- **Restricts Hate, Discrimination, Impacts To Community Identify, and Non-Family Friendly Topics:** The Town of Banff is the most restrictive example, citing tobacco, vaping, firearms, and hunting, among other examples, as inappropriate topics for special events. Those four categories are themselves legal within their unique and separate licencing and legal restrictions but not permitted with the Town's facility booking policy.

Appendix C – Young Anderson: Court Rulings on Facility Booking Policies, are three examples provided by the Town's legal services on how the courts have ruled on municipalities' attempts to enforce booking policies and/or restrict behaviour. In each case, the courts ruled the municipalities had, for different reasons, the responsibility to investigate the nature of the speech or action impartially, discuss alternate solutions with the parties and show a proportionate balance of policies to free speech.

Therein is Council's key governance consideration, to find a proportionate and balanced facility booking policy that meets:

- Judicial scrutiny
- Community's needs
- Free speech standards
- Council's values.

Staff will include reference to the appropriate facility booking policy (if approved) for leases to tenants of Town property (fuel dock, doctor's offices, library, etc.)

2. Glossary of Key Terms, Summarised

Criminal Code of Canada:

"Hate" is primarily associated with the wilful promotion of hatred or incitement of hatred against an identifiable group, which can be a criminal offense.

"Discrimination," while not directly defined as a criminal offense in the Criminal Code, is relevant in the context of hate crimes, where other crimes may be motivated by bias or prejudice related to various protected grounds.

BC Human Rights Code:

"Discrimination" is defined as an action, policy, practice, or decision that has a negative effect on an individual or group and is related to certain protected personal characteristics. This includes negative treatment based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age.

Hate speech, which is a form of discriminatory speech, must be extreme and is likely to expose a person or group to hatred or contempt because of their protected characteristics.

ATTACHMENTS

APPENDIX A - Community Centre Code of Conduct

APPENDIX B - Selection of Facility Booking Policies

APPENDIX C - Young Anderson: Court Rulings on Facility Booking Policies

Appendix A – Community Centre Code of Conduct

SECTION 1 – COUNCIL POLICIES	POLICY NO. CCL - 056
ESTABLISHED: SEPTEMBER 16, 2020	LAST REVISED:
TITLE: COMMUNITY CENTRE VISITOR CODE OF CONDUCT	

PURPOSE

- 1.01 To encourage positive, responsible behaviour by all visitors to the Comox Community Centre.

POLICY STATEMENT

- 1.02 The Town of Comox is committed to creating a safe, welcome and inclusive environment for all visitors to the Community Centre.

SCOPE

- 1.03 All visitors to the Community Centre.

POLICY

- 1.04 Code of Conduct for all Persons:
- (a) I am responsible for my actions.
 - (b) I will treat others and this facility respectfully.
 - (c) I will interact with this facility safely and courteously.
 - (d) I will leave the facility if I cannot control my actions.

PROCEDURES

- 1.05 Failure to comply with this Code of Conduct may result in your expulsion and/or suspension from the Community Centre.

Appendix B – Selection of Facility Booking Policies

The following facility booking policy examples, from relevant, public organizations, are edited for brevity and applicability.

City of Port Alberni, Policy No. 4004-1 Conduct at Municipal Venues

"5) POLICY

Any individual or group of people attending City-owned venues are expected to adhere to the following principles, and this language will be included in all City venue rental agreements:

- We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community.
- We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt."

Town of Banff Special Events Policy C5001-1, Special Event Restrictions and Requirements

"5.12 General Restrictions and Requirements that apply to all public events:

- e. Special Events shall NOT be approved that, in the discretion of the Town Manager, are inappropriate associations for the municipality in that their products or business activities do not align with the Town of Banff values or Banff National Park interests. Examples of inappropriate topics for Special Events include, but are not limited to, events that:
 - Promote the use of tobacco, vaping or e-cigarettes, cannabis, drugs, alcohol, firearms or hunting;
 - Cause or promote to cause significant environmental harm;
 - Convey anything that is derogatory, prejudicial, harmful, hateful to or intolerant of any specific group or individual;
 - Promote pornography;
 - Are requested by organizations disqualified from doing business with the Town of Banff due to previously established reasons;
 - Are requested by organizations that have a negative public reputation or controversial public profile."

Vancouver Public Library, Public Meeting Rooms and Facilities Use –

"4. Public Use

The Library's values include diversity, respectful spaces, intellectual freedom and access for all. The Library believes that freedom of expression and access to ideas and information are essential to the health and development of a democratic society. We acknowledge that the Library's spaces may be used by those who express ideas that may be contrary to the Library's vision and values. ...the Library does not endorse or agree with any of the aims, policies or activities of any group or individual using the space, or of any of the ideas, messages or information they express.

There are necessary limits to how Library spaces may be used. The Library is committed to providing physically safe and respectful public and staff spaces, minimizing disruption of Library services, and maintaining the security of Library property.

The Library recognizes that individuals and groups may strongly disagree with ideas and views expressed within Library spaces and collections... However, in keeping with its value of intellectual freedom, the Library will not restrict freedom of expression beyond the limits prescribed by Canadian law.

5. Prohibited Activities

The use of Library ...facilities may not include or involve any of the activities listed below:

- 1) any violation of the Criminal Code, including:
 - a) the communication of statements that incite or willfully promote hatred against an identifiable group; or
 - b) the advocacy or promotion of genocide;

- 2) any violation of the BC Human Rights Code, including:
 - a) the publication, issuing or display of any material that indicates discrimination or an intention to discriminate against a person or group, or is likely to expose a person or group to hatred or contempt, because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age;"

City of Toronto Hate Activity Policy Statement - Use of Public Facilities

"Public space, facilities and properties within the jurisdiction of the City of Toronto will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person or group on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor. The City of Toronto... requires potential users of public space to certify that they will not be conducting any business that violates the Criminal Code of Canada hate propaganda

laws, and the Ontario Human Rights Code.”

City of Mississauga, Use of City Facilities, 05-01-12; Conditions of Use

“The City... will not knowingly permit any individual or group to use its Facilities in contravention of the conditions of use outlined in this policy... that:

- An individual or group does not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Ontario Human Rights Code, as amended (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability)
- In light of generally acceptable, prevailing community standards, the event is not likely to cause deep or widespread offence
- Activities are not conducted or promoted that have the potential to incite bullying (behaviour by a person or group which intimidates or demeans another person), the use or intended use of violence (physical force) and/or hatred (refer to Corporate Policies Respectful Workplace and Workplace Violence)
- There is no conflict with the City’s core values or vision and the booking does not adversely impact the City’s identity
- Activities are not conducted or promoted that are contrary to municipal, provincial or federal law or City by-laws, policies or an official code of conduct”

Appendix C – Young Anderson: Court Rulings on Facility Booking Policies

Young Anderson Barristers and Solicitors provided the following background on how courts view the balance of freedom of speech vs. the latitude of municipalities to control the use of their municipal facilities. It has been lightly edited for brevity.

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Section 2(b) of the *Charter* provides that everyone has the freedom of thought, belief, opinion and expression. Section 2(b) will be engaged within municipal facilities so long as the expressive content is peaceful and does not constitute hate speech.

Generally speaking, courts will undertake a contextual balancing exercise by analyzing the manner in which a Municipality made its decision (or applied its policy, as applicable) in each circumstance. In this kind of analysis, courts consider: (1) whether the Municipality's decision reflects a proportionate balancing of the public's *Charter* rights with the relevant purposes of the applicable policy; and (2) if the *Charter* right was infringed, whether the Municipality's decision was minimally impairing when compared with other outcomes. In other words, the Municipality will want to show that it took steps to minimize the infringement by considering alternative solutions.

The Municipality can reduce the risk of a court finding that a decision by the Municipality unjustifiably infringed section 2(b) of the *Charter* by taking the following practical steps:

1. Ensuring that its decisions are informed, meaning they are based on facts rather than assumptions;
2. Assessing the impact of the decision on the parties involved;
3. Giving the relevant parties an opportunity to be heard before making the decision;
4. Applying its policies in a manner that reflects a proportionate balancing of the affected group's *Charter* rights with the purposes of the policies; and
5. Considering the feasibility of alternative solutions.

Below, I have summarized three relevant court decisions that demonstrate the balancing analysis undertaken by courts where a freedom of expression infringement has been raised in the context of the use of municipal facilities.

The Redeemed Christian Church of God v New Westminster (City), 2021 BCSC 1401

This decision involved a judicial review of the City of New Westminster's decision to cancel an agreement permitting Redeemed Christian Church of God ("Grace Chapel") to use a municipally operated facility. Among other things, Grace Chapel sought a declaration that the City had violated its section 2(b) *Charter* right to the freedom of expression.

By way of background, Grace Chapel entered into an agreement with the City to rent a ballroom in the Anvil Centre, a facility operated by the City, to host a Christian youth conference. The City subsequently received an e-mail complaint from a member of the public asserting that Grace Chapel's event would be "anti-LGBTQ", based on the public views and involvement of one of the

conference facilitators. Upon receipt of the complaint, the City cancelled its agreement with Grace Chapel.

In cancelling the agreement, the City relied on the Anvil Centre's booking policy, which "restricts or prohibits user groups if they promote racism, hate, violence, censorship, crime or unethical pursuits."

The Court found that the City unjustifiably and unreasonably infringed Grace Chapel's s. 2(b) right to freedom of expression, because it failed to proportionately balance the application of its facility booking policy with the competing *Charter* right to freedom of expression. Similarly, the Court held that the City made its decision on the basis of assumptions, rather than informed knowledge, of what would be expressed at the event. Finally, the Court also found that the City made insufficient efforts to minimize the infringement on Grace Chapel's *Charter* rights. The Court reasoned as follows:

[113] In this particular case, the City failed to proportionately balance competing *Charter* rights. The City took immediate steps to research and consider the concerns raised by the complaint it received that anti-LGBTQ views would be disseminated at the Youth Conference. Yet, before cancelling the Youth Conference the very next day, the City took no similar steps to more fully inform itself about the anticipated content or focal points of the speakers at the Youth Conference. There was a clear imbalance in the City's efforts to inform itself of the competing rights at stake, or to at least attempt to balance them. The failure to balance competing rights leads me to conclude that the City's Decision is an unreasonable and unjustified infringement.

[114] I am very aware that the City was attempting to protect LGBTQ rights when it made its decision to cancel the Youth Conference. This is laudable and such minority rights must be considered. Yet, an important step in the City's decision-making process was missed. The City did not reach an informed conclusion; rather, it proceeded to make its Decision on the basis of assumptions about the Youth Conference and what it would involve. It based its assumptions about the content of that conference solely on one of the facilitator's ostensible views without considering what would actually be expressed at the Youth Conference.

[115] My conclusion that the City did not make sufficient efforts to inform itself in order to fairly consider and balance competing rights is buttressed by the fact that the City was asked by Grace Chapel to reconsider its decision, and it declined to do so.

[116] I would also note that the City took no steps to consider how any infringement of Grace Chapel's freedom of expression might be minimized, while it considered the other interests it wished to protect. Its decision was quick and precipitous. Had the City, for example, at least explored or considered some possible accommodation, its Decision might have been reasonably justified. I note in this regard that the Decision of the City did not focus on the singers or speakers engaged to appear at the Youth Conference but, rather, seemed to turn on the reputation of one facilitator at that conference. Some accommodation may have been possible, but no effort was made to minimize the infringement.

This decision serves as an important reminder that policies on the operation of municipal facilities must be applied in a manner that reflects a proportionate balancing of *Charter* rights with the relevant purposes of the policies. Where there is an infringement of *Charter* rights, municipalities must take steps to minimize the infringement, by, for example, considering possible accommodation.

We note that the Court's finding regarding section 2(b) of the *Charter* was set aside at appeal, on the grounds that there was no authority for Grace Chapel to have brought a claim for *Charter* relief by petition (rather than by an action). Nevertheless, the Court's *Charter* analysis in this decision provides useful guidance for how a court undertakes a *Charter* analysis in the specific context of the use of municipal facilities.

Christian Heritage Party of Canada et al v. City of Hamilton, 2018 ONSC 3690 ("CHP")

This decision provides guidance on what municipalities ought to consider before responding to harmful anti-trans and anti-LGBT expressive content in municipal spaces.

In *CHP*, the City of Hamilton decided to remove the applicant CHP's political advertisements from municipal bus shelters on the grounds that the advertisements were discriminatory to the transgendered community. The applicant sought a judicial review of the City's decision, arguing that the City had made its decision without providing the applicant an opportunity to be heard or considering their freedom of expression rights under s. 2(b) of the *Charter*. The Court allowed the application and held that the applicants had been denied procedural fairness. The Court reasoned that where limits are placed upon political expression in public, the affected parties must be heard, and the relevant evidence must be considered, and adequate reasons must be given for the limitation. In the words of the Court:

[55] The importance of freedom of expression demands that, where limits are placed upon political expression in public fora that are traditionally used for that purpose, care must be taken. We disagree with counsel for the city who submitted that the remedy imposed by the city (removal of the advertisements) is minor in so far as the applicants were free to advertise elsewhere. To the contrary, the remedy imposed is dramatic in so far as it abridges the applicants' *Charter* rights to make use of legally and constitutionally recognized platforms to engage in a fundamental value (*Greater Vancouver Transit Authority, supra*, at para. 77).

[56] Such drastic remedies can, of course, be justified. It would appear equally obvious, however, that such justifications would require some reasonable procedure to ensure that an abridgement of such a fundamental right is undertaken only in appropriate circumstances.

[57] It is clear that, where competing *Charter* interests are being considered, the city must balance those interests in order to reach a reasonable decision. Failure to balance said interests will, by definition, render a decision unreasonable as per *Doré v. Barreau du Québec*, [2012] 1 S.C.R. 395, [2012] S.C.J. No. 12, 2012 SCC 12.

The Court held that the City had failed to perform the required balancing of the applicants' right to engage in political speech with the rights of transgendered citizens to be free from discriminatory speech and quashed the City's decision to remove the advertisements.

In light of the above analysis, if the Municipality decides to deny a certain group from using municipal facilities for an activity that involves expression, there is a risk that the group will challenge the Municipality's decision, on the reasoning in *CHP*.

Assuming the form of expression at a municipal facility does not rise to the level of hate speech, the Municipality should ensure that before it makes any decision to limit the expressive right of a group, it will be able to show that it applied its applicable booking policy in a manner that reflects a proportionate balancing of the group's *Charter* rights with the relevant purposes of the Municipality's policy. The Municipality will also need to show that its response was reasonable when compared with other outcomes. In other words, the Municipality will want to ensure that its response minimally infringes upon the group's *Charter* rights.

If the expressive content of a group does rise to the level of hate speech, on the other hand, then the Municipality will have a more persuasive argument in relation to a *Charter* challenge. For example, the Municipality should be able to demonstrate that the expressive content of a particular group expresses prejudice on the basis of gender identity and sexual orientation or other protected rights. Should this issue arise, we recommend that the Municipality consider seeking further legal advice depending on the particular facts at issue.

Bracken v. Town of Fort Erie, 2017 ONCA 668 ("Bracken")

Bracken involved a Municipality's response to a protest, which was found to have violated a citizen's right to freedom of expression under section 2(b) of the *Charter*.

Mr. Bracken attended Town Hall to protest a bylaw that would permit a medical cannabis facility to be built across the street from his home. Due to the loud and intimidating nature of his protest activities, several employees of the Town expressed that they felt unsafe. In response, the Town called the police and asked Mr. Bracken to leave the premises. When Mr. Bracken refused to comply, the Town banned him from the Town Hall for one year. In rationalizing this decision, the Town referenced its workplace violence prevention policy, which is posted throughout public areas of the Town Hall. The policy lists various "customer behaviours" that the Town does not tolerate, including threats, verbal abuse, crossing physical barriers and physical contact. In terms of sanction, the policy states that "any customer who engages in this conduct may be refused service and/or removed from the premises".

Mr. Bracken challenged the Town's response to his protest. In considering the engagement of section 2(b) of the *Charter*, the Town argued that Mr. Bracken's protest activities ought to be excluded from the protection of section 2(b) of the *Charter* because they constituted "violence" or a "threat of violence". The Court of Appeal disagreed with the Town's position and provided the following analysis:

[49] Violence is not the mere absence of civility. The application judge extended the concept of violence to include actions and words associated with a traditional form of political protest, on the basis that some town employees claimed they felt "unsafe". This goes much too far. A person's subjective feelings of disquiet, unease, and even fear, are not in themselves capable of ousting expression categorically from the protection of s. 2(b).

[50] The consequences of characterizing an act as violence or a threat of violence are extreme: it conclusively defeats the *Charter* claim without consideration of any other factor. Accordingly, courts must be vigilant in determining whether the evidence supports the characterization, and in not inadvertently expanding the category of what constitutes violence or threats of violence.

[51] The town's logic, accepted by the application judge, appears to be this: (1) Mr. Bracken was agitated, loud, and angry; (2) his protest was therefore not peaceful; (3) all non-peaceful protest is violent; and (4) violence is not protected by s. 2(b). The error is readily apparent. A protest does not cease to be peaceful simply because protestors are loud and angry. [page176] Political protesters can be subject to restrictions to prevent them from disrupting others, but they are not required to limit their upset in order to engage their constitutional right to engage in protest.

[52] A finding that a person's expression is an act of violence or a threat of violence is, as explained above, determinative that their expression is not protected by the *Charter*. Once it is determined that an act is violent or a threat of violence, deliberation is at an end and the claim of a s. 2(b) *Charter* violation is defeated. Courts should therefore not be quick to conclude that a person's actions are violent without clear evidence. Here, there is no evidence that Mr. Bracken's protest was violent or a threat of violence, and the finding that it was constitutes a palpable and overriding error.

The Court concluded that Mr. Bracken's *Charter* rights were engaged, and that the limits on Mr. Bracken's s. 2(b) *Charter* rights by the Town were not justified under s. 1 of the Charter. In light of the Court's analysis in *Bracken*, the *Charter* rights of members of the public will be engaged so long as the expressive content is peaceful (i.e. where there is no evidence of violence or a threat of violence) and does not constitute hate speech.

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE: 0230-20-26,7200-01
FROM:	Gord Schreiner, Fire Chief	DATE: October 28, 2025
SUBJECT:	Comox Firefighters Association Contributions and Initiatives Update	

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

To provide Council with an update on the Comox Firefighters Association's financial contributions, community initiatives, and ongoing efforts to support our community and fire department.

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

The Comox Firefighters Association (CFFA) continues to be a pillar of strength and a key contributor to our community and fire department. Since 2004, they have provided over **\$500,000** for projects in our community. The value of their free and lower cost labour is impossible to quantify. Their efforts help maintain a safer community and modest training budget while ensuring a high level of service and operational readiness.

The CFFA is made up of our eight full-time and approximately fifty paid-on-call firefighters. Both groups play key roles in delivering emergency services (about 1,000 calls per year) and leading many community projects.



ANALYSIS/ISSUES/IMPLICATIONS

a. Community Engagement

Comox Firefighters actively participate in numerous public events each year and support the efforts of several local charities (such as YANA, Saint John Kettle Drive).

Events include parades, Halloween, fireworks standby, Polar Bear Swim, Lions Club Bingo, Kettle Drive, Youth programs, smoke alarm initiatives, Fire Prevention Open House, Christmas Tree Recycling and our Automatic External Defibrillator (AED) program (to name a few).

b. AED Program (highlighted):

Since 2014 we've helped place over 60 AEDs in public spaces in our community. This project represents an investment of over \$85,000. Funds for this project come from our Comox Fire Training Centre revenue. Public access AEDs are simple to use, require minimal maintenance, and most importantly, save lives. Each unit costs approximately \$2,000. In addition to donating AEDs, our fire department also offers free CPR and AED training to members of the community.



c. Recent Financial Commitments (October 2025):

- Increased their annual school bursary from \$500 to \$1,000 per year. At least one bursary is awarded annually, sometimes up to three depending on applications. Our bursary program started in the 90s.
- Committed **\$10,000** towards the purchase of a community, modular pump track.
- Pledged **\$50,000** towards the purchase of furnishing for 3rd floor of the replacement station.
- Committed **\$2,000** for Friday night, Youth Drop-in program (7:00–9:30 PM) at the Comox Community Centre (Trail period of 3–4 months). The CFFA will also promote participation in this program and add the occasional pizza nights.
- Allocated **\$1,000–\$2,000** for plates, cutlery, and related items for the existing fire station kitchen, which will also be used for replacement fire station and annual awards nights.

d. Comox Fire Training Centre (highlighted)

Our Comox Fire Training Centre formally started in 2004.

Prior to 2004 we (Comox Fire) would send about twelve firefighters per year to Justice Institute of B.C. (JIBC), Maple Ridge campus for a two-day, “live fire” course at a cost of about \$1,500 per firefighter. In 2004 our turnover was very low (only a hand full each year) and we had about thirty-six firefighters. Sending about twelve per year allowed each firefighter to get this critical “live fire” training about every three years.

We recognized, long ago the need to increase this exposure to live fire training while also recognizing that our department would be growing in numbers (now almost sixty firefighters) and turnover of our firefighters would increase (now about 15 per year).

Our goal has always been to have a group of certified firefighters here to protect our community. This allows for enhanced operational readiness and safer operations. Certification required each recruit to attend four days of live fire training, meaning in the past each recruit would need to go to JIBC twice for live fire. There are many other components to certifying a firefighter and our current process takes us about eighteen months to certify a recruit. All certified training takes place at our fire station/training centre.

We develop our own live fire training buildings, our own instructors and were also able to partner with JIBC allowing us to deliver the same courses here in Comox as we use to go to Maple Ridge for. After our successful start JIBC further allowed us to train other Comox Valley firefighters here giving them better access to this training at reduced costs. Today any firefighters in Canada can take live fire training here in Comox. In fact, we have had firefighters from Alberta, Manitoba, Saskatchewan and even Rankin Inlet.

Our great facilities, awesome instructors and partnership with JIBC have allowed us to:

- Save a significant amount of money in training our new recruits
- Saving for certifying our firefighters here in 2025 is estimated at **\$75,000**.

- Helps keep our operating cost modest.
- Increase our certified firefighter's exposure to live fire training.
 - We use the facilities for our weekly practices.
 - Allows for better trained and safer firefighters.
- Enhance our level of training as many of our certified firefighters have now become instructors and spend many hours each year delivering such training.
- Assist many other fire departments in similar ways.
 - We charge other departments for this training and in most cases, they do not have to travel off the Island, saving them \$\$\$.
- We are constantly maintaining and enhancing our facilities and instructors.

Several years ago, we added two levels Hazardous Materials training to our Training Centre. Level one (awareness) is a one-day course and is required by all firefighters. Level two (operations), is a four-day course and is required for all certified firefighters. Offering this training has also saved us (and others) a lot of money and allows our firefighters to take such training without traveling away from their families and jobs. The Hazardous Materials Operation course cost \$1200.00 per student (plus travel). We also added a one-day firefighter survival course to our training centre. Over 6,000 students have attended our Training Centre since it started.

Our training centre (which now includes four buildings) was largely built with donated labour from our firefighters. The capital cost came from Training Centre revenue (other departments), provincial wildfire revenue, donations and some budget capital (less than 10%). The Comox Firefighters Association looks after the financial component (\$ in and out) and I (Chief) manage the day-to-day operations. After paying our costs (wages and maintenance) the balance of the revenue is put into our "Good Neighbour Fund" (managed by the CFFA) where we fund the many projects we are involved with.

Since this fund started in 2005 the Comox firefighters have contributed over \$500,000 back into our community.



e. Training Centre: Environmental Initiatives:


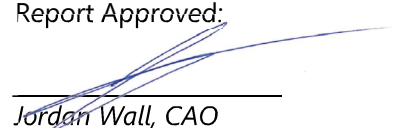
We care about our environment and have added the following features to try to reduce our impact:

- Water recovery system for training and rainwater capture saving over one million litres of drinking water per year.
- Use of small pumps instead of fire engines for water circulation during some training reducing our fuel consumption.
- Converting much of our lighting to LED.
- Adding natural gas props to reduce smoke.
- Over the past three years, we have invested \$40,000 in digital fire displays and artificial smoke systems, which provide realistic training while reducing real smoke and improving safety.



REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	0400-40, 7710-01
FROM:	Ted Hagmeier Recreation Director	DATE:	Nov 5, 2025
SUBJECT:	Comox Valley Positive Ticketing Program		

Prepared by:  Ted Hagmeier, Recreation Director	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council approve the Town of Comox's participation in the regional Positive Ticketing Program with the Comox Valley RCMP and local governments.

PURPOSE

To seek Council's approval to partner with the City of Courtenay, Village of Cumberland, Comox Valley Regional District, and the RCMP – Comox Valley detachment to deliver a positive ticketing program for regional youth.

STRATEGIC PLAN LINKAGE

Community Connection and Wellness We believe in fostering community connection and enhancing individual and collective wellness.	
Recreation	We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.
Public Safety	Support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.

BACKGROUND

The proposed Comox Valley Positive Ticket Program is a partnership of local governments and RCMP to reward and encourage positive behaviours in youth 18 years old and younger. Similar programs have operated in the City of Vancouver, City of Richmond, and Town of Golden.

Beginning in 2026, RCMP officers will distribute positive tickets to youth:

1. To reward for observed good behaviour.
2. To encourage, or redirect, behaviour, and engagement in positive, healthy activities.

The program benefits youth directly and provides the RCMP with opportunities to build positive relationships.

Each ticket will permit one youth to access one drop-in program for free at a regional recreation centre. Restrictions may apply to certain drop-in activities by age, schedule or pre-requisite based on organizations' operations. For instance, Community Centre Fitness Studio users must be 12 years and older. The ticket does not include equipment rentals or other associated activity fees.

Regional staff are considering listing the tickets' applicable uses or including a QR code linked to a designated page on the reverse of the ticket to inform holders of the potential recreation opportunities and including an expiry date on tickets. This will reduce the liability of unused tickets and encourage ticket holders to take advantage of recreation opportunities. One model in consideration is that tickets will expire the end of the following year from which they were issued (2026 tickets expire December 31, 2027). Tickets have no monetary value to the ticket holder.

GOVERNANCE AND FINANCIAL IMPLICATIONS

1. Governance and Implementation Implications:

Regional staff collaborating on this project will present reports to their respective councils this fall for approval with the goal of launching the program in early 2026 and in the process developing procedures for receiving, tracking tickets, and distributing tickets.

Staff anticipate the program will commence with approximately 250 tickets distributed to the RCMP in the first year of the program. It is difficult to judge how many tickets the program will need since ticket distribution will be at the judgement of individual RCMP officers and their unique situations with youth.

2. Financial Implications:

Comox Recreation youth drop-in prices range from an open gym admission (\$1.35) to Fitness Studio (\$5.00). With most youth residing in Courtenay, and the CVRD offering the most youth friendly recreation facilities (swimming and skating), it is likely most tickets will be redeemed in those two locations.

Regional recreation departments will track ticket redemption and usage for annual record keeping, information sharing and program improvements. Staff will share ticket redemption data and RCMP feedback in a report to the Council after the first year of the program.

Drop-in programs do not have direct costs from instructors. The program is expected to be cost-neutral for the Town.

The program will not include Comox recreation programs lead by recreation contractors.


3. Public Relations:

A joint media release coordinated by regional partners and the RCMP will announce the program's launch. Complementary social media promotion will be used by participating local governments. School District 71 may assist in sharing information with students, and RCMP officers will promote the initiative through their community interactions.

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	4540-01
FROM:	Jordan Wall, CAO	DATE:	Oct 31, 2025
SUBJECT:	Mobile Food Vendors on Private Property		

Report Approved:



Jordan Wall, Chief

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council direct staff to prepare zoning bylaw amendments consistent with the Comox Business Improvement Association's recommendation:

1. That mobile food vendors be permitted only within the downtown core on commercially zoned properties;
2. That operations be seasonal (spring and summer months); and
3. That the Town establish a licensing fee framework consistent with the Marina Park model, with a portion of contributions supporting downtown marketing through the BIA.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) THAT Council direct staff to prepare zoning bylaw amendments to permit mobile food vendors on all commercially zoned private properties in Comox, subject to applicable business licensing and health and safety regulations.
- 2) THAT Council direct staff to prepare zoning bylaw amendments to prohibit mobile food vendors from operating on privately owned commercial properties, maintaining the current model that limits such activities to Town-owned sites such as Marina Park.
- 3) Council direct staff to prepare zoning bylaw amendments permitting mobile food vendors only within the designated commercial zones in the Downtown Core and along the Anderton Corridor, with appropriate conditions on seasonality.

PURPOSE

To seek Council direction regarding the regulation of mobile food vendors on privately owned, commercially zoned properties in Comox, as part of the upcoming zoning bylaw up

STRATEGIC PLAN LINKAGE

Downtown Vitality - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place.

BACKGROUND

The Town's current zoning bylaw is unclear regarding the operation of mobile food vendors on private commercial properties. While mobile vendors are currently permitted in limited areas such as Marina Park under specific Town licensing, there is no consistent regulatory framework for private lands.

As part of the ongoing zoning bylaw review, staff are seeking direction from Council on whether, and to what extent, mobile food vendors should be permitted on commercial properties throughout Comox.

To inform this discussion, the Town consulted with the Comox Business Improvement Association (BIA). The BIA undertook a survey of its members and provided a formal written submission, which was reviewed by its Board of Directors at their October meeting.

The Town currently has one operating food truck along Anderton that, if the recommendation were to pass, would not be able to renew their business licence once their current one expires.

ANALYSIS/ISSUES/IMPLICATIONS

The Comox BIA has expressed conditional support for the operation of food trucks only within the downtown core, citing the need to support existing brick-and-mortar businesses that contribute to the Town's tax base, local employment, and downtown vibrancy. Specifically, the BIA recommends that:

1. Food trucks be limited to the downtown core, not permitted Town-wide.
2. Operations be seasonal, restricted to the spring and summer months.
3. Any food truck licensing beyond Marina Park adopt a license fee model similar to Marina Park, with a portion of the revenue directed to the BIA to support downtown marketing and enhancement initiatives.

Staff recognize that this approach aligns with maintaining downtown vitality while offering controlled flexibility to allow seasonal mobile food options that enhance community character and tourism appeal.

Alternative Option 1 – Allow food vendors on all commercial properties (Town-wide):

This option would permit mobile food vendors in all commercially zoned areas, subject to business licensing and compliance with health and safety regulations.

Pros: Promotes entrepreneurship and culinary diversity; may attract new visitors and investment.

Cons: Could compete with established restaurants; may increase complaints related to parking, waste, and enforcement.

Alternative Option 2 – Prohibit food vendors on private property:

Under this approach, food vendors would continue to be limited to designated Town-owned sites such as Marina Park through existing license programs.

Pros: Protects existing food service establishments from potential competition; easier enforcement.

Cons: Reduces flexibility for local entrepreneurs; limits activation of commercial and underutilized spaces.

Alternative Option 3 – Allow food vendors only in specific commercial zones (e.g., Downtown Core and Anderton Corridor):

This hybrid option would restrict operations to key commercial corridors identified in the Official Community Plan, balancing opportunity with control.

Pros: Supports mixed commercial activity while focusing on high-traffic areas; aligns with OCP urban design goals.

Cons: Expands the geographical area outside the BIA's request to keep them to the downtown.



LIFE *by the* SEA

October 30, 2025

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

RECEIVED

October 30, 2025

TOWN OF COMOX

LOG: 25-463	REFER:	AGENDA: RCM 05Nov25
FILE: 4540-01	ACTION: MR	

Copies: Council
JW/RH/SR/CD

Re: Food Truck Permitting on Commercially Zoned Properties

Dear Mayor Minions and Council,

Thank you for inviting the Comox Business Improvement Association (BIA) to provide input regarding the potential permitting of food trucks on commercially zoned properties in Comox. We appreciate the opportunity to contribute to this important conversation and to support the Town in shaping policy that reflects the needs of our community.

To inform our response, the BIA conducted a survey of our food and beverage sector members as well as our broader membership. The results were reviewed, provided to Town staff and discussed at our October Board meeting.

Our Board recognizes the vital role that bricks-and-mortar businesses play in the economic and cultural fabric of Comox. These establishments pay property taxes, employ local residents, and contribute to the vibrancy of our downtown. With this in mind, the Board expressed support for food trucks only if they are permitted within the downtown core. There is concern that allowing food trucks to operate throughout Comox could dilute the draw to downtown and impact the businesses that rely on foot traffic and destination appeal.

Additionally, the Board recommends that food truck operations be seasonal, limited to the spring and summer months, when both residents and visitors are most active, and when there are more community events.

Finally, should food trucks be permitted in areas of downtown beyond Marina Park, the Board strongly encourages the Town to apply a license fee model framework, not unlike what occurs with Marina Park food trucks, whereby a charge is directed to the BIA to support our downtown marketing and enhancement initiatives.

We are grateful for the Town's engagement with the BIA on this matter and remain committed to working together to ensure Comox continues to thrive as a welcoming and dynamic destination.

Warm regards,

Pete Chambers, President
Comox Business in Action Board of Directors

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
downtowncomox.com | comoxbia@gmail.com | 250-702-1298

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1810-20
FROM:	Edward Henley, Director of Finance	DATE:	Oct. 30, 2025
SUBJECT:	Solid Waste Fees Amendment for 2026		

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 Bylaw No. 2016.10, a bylaw to update refuse fees charged to service recipients, be given First, Second and Third Readings.

PURPOSE

To increase garbage (waste collection & disposal) fees to offset the increases in expenses the Town will see from tipping fees charged by the Comox Valley Regional District (CVRD).

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Lenses	Fiscally Responsible – We will balance the short- and long-term financial impacts of our decisions.
Values	Disciplined Decision Making - We are responsible and transparent in our decision making.
Good Governance – Areas of Focus	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.
Core Services	Financial management and accountability

BACKGROUND

The operating costs for refuse services are paid by user fees.

The primary operating costs for this service are as follows:

1. The CVRD charges the Town of Comox tipping fees based on the amount of waste sent to the landfill.
2. Emterra provides collection services for garbage, recycling, and organics to residents and commercial businesses, which are the highest costs the Town pays to provide solid waste collection services.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

Section 224 of the Community Charter, allows a Council, by bylaw, to set rates for the supply and use of services, including for refuse collection and disposal.

b. Financial

The bylaw passes along the increase in costs from the solid waste collection provider to all customers so that solid waste costs are not subsidized by property taxes. This will result in an increase of \$19.41 per year to our fee for garbage, organics, yard waste, and recycling for single-family homes, by \$17.74 per year for duplexes and by \$16.61 per year for multi-family homes. These increases will allow for additional costs charged to the Town of Comox to be recuperated.

Please see Appendix A and B for a comparison of 2025 vs proposed 2026 rates.

c. Intergovernmental

Rates for Courtenay are scheduled to be released in November 2025, which are expected to have increases due to the increase in CVRD tipping fees, as their contract with the CVRD is comparable to that between the Town of Comox and the CVRD.

Cumberland has not released their 2025 rates at the time of writing. Cumberland is not included in the automated collection service. Therefore, rates will differ based on the contract they negotiated with Emterra and is expected to be lower than Comox for their waste disposal fees.

d. Public Relations

The Town should advertise the new rates. It is also recommended that the website is updated with the new bylaws if passed along with a news bulletin to inform residents of the changes.

e. Governance Considerations

If Council decides not to pass along the fee increases from the vendors, any discrepancy in fees paid versus fees collected would be covered by property taxes and reserves.

APPENDICES**Appendix A**

Household	Garbage	Recycling	Organics	2026 Proposed	2025
Single Family Dwelling	120L	360L	360L	\$342.90	\$323.49
Single Family Dwelling & Suite	120L X 2	240L & 360L	120L & 360L	\$645.21	\$609.19
Duplex	120L X 2	360L X 2	240L X 2	\$644.33	\$608.86
Triplex	120L X 3	240L X 3	120L X 3	\$906.94	\$857.10
Quad	120L X 4	240L X 4	120L X 4	\$1,209.25	\$1,142.80
Multi-Family residence	120L	240L	120L	\$302.31	\$285.70
Assisted Set-out Services**	**	**	**	\$4.50	\$4.50

*Emterra has determined that some multi-family residences will not be eligible for curbside pick-up due to a variety of reasons. These residences will remain on a commercial contract with Emterra. Those multi-family residences that are allocated recycling curbside carts will be charged for the pick-up service accordingly.

** All households receiving automated refuse collection services will be charged a fee of \$4.50 (no change from 2025) to cover the costs to provide Assisted Set-Out Services. Assisted Set-Out Services will be available to a household, encompassing all carts allocated to that household.

Appendix B**AUTOMATED COLLECTION SERVICE FEES:****Basic Annual Fees**

Cart Type	120L Cart	240L Cart	360L Cart
Garbage Cart	\$129.54	\$397.50	NA
Recycling Cart *	NA	\$27.77	\$34.50
Additional Recycling Cart *	NA	\$58.62	\$64.81
Organics Cart	\$145.00	\$156.85	\$177.58

*Recycle BC provides the Town of Comox with a monthly allotment. 75% of the total amount has been allocated back to the households. The credit will apply first to the cost of the bin, resulting in the resident not being charged for the cost of the bin and any remaining credit applying to the service costs. Any additional bins purchased will be at full cost and will not be awarded the rebate.

TOWN OF COMOX

BYLAW NO. 2016.10

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

WHEREAS the Council of the Town of Comox wishes to amend the solid waste fees for the manual non-automated waste collection as well as the automated waste collection services;

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. 2016.10".

2. Amendment

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

- (a) By replacing SCHEDULE B, Solid Waste Collection Fees, with SCHEDULE A, attached to and forming part of this Bylaw.

3. Effective Date

This Bylaw shall become effective January 1, 20

4. Adoption

READ A FIRST time this _____ day of _____, 2025

READ A SECOND time this _____ day of _____, 2025

READ A THIRD time this _____ day of _____, 2025

ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

SCHEDULE A
Solid Waste Collection Fees

Effective January 1, 2026

1. AUTOMATED COLLECTION SERVICE FEES:

1.1 Basic Annual Fees

For the purpose of section 20(1) [Basic Annual Fees] of the Solid Waste Management Bylaw No. 2027, the Basic Annual Fee is set out in Tables 1 to 3 opposite the applicable type of Collection Carts supplied to the Automated Service Property.

Table 1: Automated Garbage Cart Fees

Size	2026	2027	2028	2029	2030
120 L	\$129.54	\$137.32	\$145.55	\$154.29	\$163.54
240 L	\$397.50	\$421.35	\$446.63	\$473.43	\$501.83

Table 2: Automated Recycling Cart Fees

Size	2026	2027	2028	2029	2030
240 L	\$27.77	\$29.44	\$31.20	\$33.08	\$35.06
360 L	\$34.50	\$37.92	\$40.20	\$42.61	\$45.17
Additional 240 L *	\$58.62	\$62.14	\$65.86	\$69.81	\$74.00
Additional 360L *	\$64.81	\$68.70	\$72.82	\$77.19	\$81.82

*Recycle BC provides the Town of Comox with a monthly financial incentive to collect recycling on their behalf. 75% of the financial incentive has been allocated back to households, thereby reducing the basic annual fees for the first recycling cart. The incentive will apply first to the cost of the cart, with any remainder applying to the cost of the service. Any additional recycling carts requested will be at full cost.

Table 3: Automated Organic Cart Fees

Size	2026	2027	2028	2029	2030
120 L	\$145.00	\$153.70	\$162.92	\$172.69	\$183.06
240 L	\$156.85	\$166.26	\$176.23	\$186.81	\$198.02
360 L	\$177.58	\$188.24	\$199.53	\$211.50	\$224.19

1.2 Cart Exchange Application Fees

For the purpose of section 20(4) [Cart Exchange Application Fee] of the Solid Waste Management Bylaw No. 2027, the Cart Exchange Application Fee is \$35 for each Collection Cart that is exchanged to a different size.

1.3 Additional Cart Application Fees

For the purpose of section 20(5) [Additional Cart Application Fee] of the Solid Waste Management Bylaw No. 2027, the Additional Cart Application Fee is \$35 for each additional Collection Cart that is supplied to an Automated Service Property.

1.4 Assisted Set-Out Service Fee

For the purpose of section 20(6) and 20(7) [Assisted Set-Out Service Fees] of the Solid Waste Management Bylaw No. 2027, the annual Assisted Set-Out Service Fees are set out in Column 2 of Table 4, opposite the applicable Fee Type in Column 1:

Table 4: Assisted Set-Out Service Fees

Column 1 Fee Type	Column 2 Annual Fee
Assisted Set-Out Service Fee	N/A
Assisted Set-Out Service Fee Subsidy* (per Automated Service Property)	\$4.50

1.5 Contamination Fees

Where waste, recycling, or organics are found to be contaminated due to improper sorting or the inclusion of prohibited materials, the property owner, or commercial entity responsible shall pay a penalty of \$100 for each such occurrence.

2. CONTAINER COLLECTION SERVICE FEES:

2.1 Container Fees

For the purpose of section 21 [Container Collection Service Fees] of the Solid Waste Management Bylaw No. 2027, the Container Fees are set out in Tables 5 to 10, opposite the applicable type of Waste collected under the Container Service Property:

Table 5: Receptacle and Toter Fee per Commercial Pickup

Waste Type	2026	2027	2028	2029	2030
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$9.35	\$9.91	\$10.50	\$11.14	\$11.80

Table 6: Compactor Disposal Fee per Tonne

Waste Type	2026	2027	2028	2029	2030
Garbage	\$243.47	\$258.08	\$273.56	\$289.98	\$307.38
Recycling	\$189.68	\$201.06	\$213.12	\$225.91	\$239.46

Table 7: Compactor Fee per Pickup

Waste Type	2026	2027	2028	2029	2030
Garbage	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86
Recycling	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86

Table 8: Receptacle and Toter Fee per Pickup per Cubic Yard

Waste Type	2026	2027	2028	2029	2030
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$8.75	\$9.27	\$9.83	\$10.42	\$11.04

Table 9: Residential Container Collection Fees - Bin Fee per Household per Month

Waste Type	2026	2027	2028	2029	2030
Garbage	\$11.13	\$11.80	\$12.51	\$13.26	\$14.05

Recycling	\$6.89	\$7.30	\$7.74	\$8.21	\$8.70
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Table 10: Residential Container Collection Fees – Receptacle & Toter Fees per Household per Month

Waste Type	2026	2027	2028	2029	2030
Garbage	\$12.46	\$13.20	\$13.99	\$14.83	\$15.72
Recycling	\$8.22	\$8.71	\$9.23	\$9.78	\$10.37



REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue

Ph: (250) 339-2202

Email: town@comox.ca

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RECEIVED

OCT 16 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: ZIM ZIMMERMANN MARY WHYTE		LOG: 25-445	REFER:	AGENDA: RCM 05Nov25
Organization you are representing: KEEP COMOX'S CHARM		FILE: 0400-01	ACTION: MR	
Primary purpose of Organization: RETAIN COMOX VALUES EXPRESSED THROUGH DEVELOPMENT				Number of members: 168
Mailing address of Organization: [REDACTED]		Contact Name: MARY WHYTE (ROSEMARY) ADMIN		
		Phone: [REDACTED]		
City:	Postal Code:	Email: [REDACTED]		
Subject matter: (NOT OCP) CDN ECONOMIC APPROACH TO HOUSING				
Specific request of Council, if any (i.e., letter of support, funding): ECONOMIC DEMAND FOR HOUSING RESET CVRD RE-VAMP				
Requested meeting and date: OCT 22		AV equipment required:		
Date of application: Revised OCT 15	Signature of applicant: [REDACTED]		Print name: for ROSEMARY ABRAM ZIM ZIMMERMANN	

Please Note:

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

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