

## **REGULAR COUNCIL MEETING**

### **AGENDA FOR WEDNESDAY NOVEMBER 19, 2025**

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

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

Call to Order: 5:00 p.m.

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#### **1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL**

#### **2. ADOPTION OF AGENDA:**

- a. [Adoption of Agenda](#)

*THAT the November 19, 2025, Regular Council Meeting agenda be Adopted.*

#### **3. DELEGATIONS:**

- (5) a. [Twila Skinner, General Manager \(Comox Valley Farmers' Market Association\): Update on 2025 Season & Look Ahead to 2026](#)
- (6) b. [Stuart Robinson, BIA Director & Barbara Hansen, BIA Vice President \(Comox BIA\): Invitation of Council to discuss local tourism function](#)

#### **4. ADOPTION OF MINUTES:**

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

*THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, November 5, 2025, be Adopted.*

#### **5. COUNCIL COMMITTEE MINUTES AND REPORTS:**

- (15) a. [Nautical Days Committee Minutes \(Oct 29, 2025\)](#)

*THAT the Minutes of the Nautical Days Festival Committee Meeting, held October 29, 2025, be Received.*

- (17) b. [Strategic Planning Committee Meeting Minutes \(Nov 12, 2025\)](#)

*THAT the Minutes of the Strategic Planning Committee Meeting, held November 12, 2025, be Received.*

**6. CONSENT AGENDA:**

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

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

- 1. Carol Schinkel: Remembrance Veteran's Crosswalk Proposal*

**7. UNFINISHED BUSINESS:**

- (5) a. [Delegation at November 5, 2025 Regular Council Meeting: Mike Atkins, CEO \(Comox Valley Airport Commission\): Temporary Parking at 1200 Military Row](#)

**ITEM SUMMARY: Mike Atkins advised that the Airport Commission is running out of parking. They have a long term plan to purchase 1200 Military Row for future parking; however are wanting to install temporary parking on west side for the upcoming Christmas season. They are asking for approval to move forward with their temporary parking plans.**

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS:**

- (19) a. [Solid Waste Fees Amendment for 2026](#)

*THAT Fees and Charges Amendment Bylaw No. 2016.10 be Adopted.*

**10. NEW BUSINESS:**

- (24) a. [Traffic Complaints](#)

*THAT Council defer all traffic-related requests outlined in Schedules A–C of the November 19, 2025, 'Traffic Complaints' report, AND FURTHER,*

*THAT Council direct Administration to review these items as part of the next Transportation Master Plan update scheduled for 2028.*

- (75) b. [Zoning Bylaw No. 2056](#)

**ITEM SUMMARY: A presentation will be provided by Urban Systems.**

**RECOMMENDATION(S):**

1. *THAT Council give first and second reading to Comox Zoning Bylaw No. 2056; AND FURTHER,*

*THAT the Zoning Bylaw be referred to a Public Hearing to be scheduled on December 3, 2025, at 5:00 pm at Council Chambers, 1801B Beaufort Avenue, and advertised as required by the Local Government Act.*

2. *THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1890 Comox Avenue, identifying the future registration of a 3.0m wide sewer right of way or easement prior to construction occurring on the lot, which will facilitate a future sewer service to 1873 Buena Vista Avenue from Comox Avenue.*



- (75) b. [Zoning Bylaw No. 2056](#)

**ITEM SUMMARY:** *A presentation will be provided by Urban Systems.*

**RECOMMENDATION(S):**

3. *THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1490 Cambridge Road, identifying the future registration of the following road dedications prior to construction occurring on the lot:*
  - *10.0m wide road dedication along the north property line plus additional land for a cul-de-sac to facilitate an extension of Brighton Road; and*
  - *5.0m wide road dedication along the south property line for a tree protection/landscape buffer area.*
4. *THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1000 Pritchard Road, identifying the future registration of the following road dedications prior to construction occurring on the lot:*
  - *12.0m wide road dedication along the west property line for a tree protection/landscape buffer area; and*
  - *5.0m wide road dedication along the south property line for a tree protection/landscape buffer area; and*
  - *9.0m wide road dedication along the east property line for a servicing/greenway corridor.*
5. *THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1603 Brighton Road, identifying the future registration of a 12.0m wide tree protection/landscape buffer covenant area along the east property line prior to construction occurring on the lot.*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- (280) a. [Bob Wells, Mayor \(City of Courtenay\): Request for Financial Support for Temporary Winter Shelter at 971 Cumberland Rd](#)
- (289) b. [Will Cole-Hamilton, Chair \(Comox Valley Regional District Board\): Statutory Notice and Request for Comment – Proposed Regional Growth Strategy Minor Amendment](#)
- (292) c. [Allan Gornall, General Manager \(Comox Valley Marina Ltd\): Marina Zoning Alignment - South Marina Expansion](#)

**13. LATE ITEMS: NIL**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

**15. MEDIA QUESTION PERIOD:**

**16. PUBLIC QUESTION PERIOD:**

**17. RESOLUTION TO GO IN-CAMERA: NIL**

**18. RISE AND REPORT FROM IN-CAMERA:**

**ADJOURNMENT**

A handwritten signature in blue ink, appearing to read "Susan", is written over a horizontal line.

CORPORATE OFFICER



TOWN OF COMOX

**REQUEST TO APPEAR AS A DELEGATION**

TOWN OF COMOX

1809 Beaufort Avenue

Comox BC V9M 1R9

Ph: (250) 339-2202

Fx: (250) 339-7110

Email: town@comox.ca

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

Name(s) of person(s) speaking: Twila Skinner			<b>RECEIVED</b>  October 28, 2025 <b>TOWN OF COMOX</b>		
Organization you are representing: Comox Valley Farmers' Market Association					
Primary purpose of Organization: Bring local food to local folks			Number of members: 90		
Mailing address of Organization: PO Box 3301 Stn Main			Contact Name: Twila Skinner		
			Phone: [REDACTED]		
City: Courtenay BC	Postal Code: V9N 5N5	Email: info@cvfm.ca			
Subject matter: Update on the 2025 Farmers' Market Season/Look ahead to 2026					
Specific request of Council, if any (i.e., letter of support, funding):			LOG: 25-458	REFER:	AGENDA: RCM 19Nov25
			FILE: 0230-20-2	ACTION: MR	
			File: 0230-20-22      Copies: Council JW/SR/CD		
Requested meeting and date: November 19, 2025			AV equipment required: Power Point Presentation		
Date of application: October 28, 2025	Signature of applicant: [REDACTED]		Print name: Twila Skinner		

**Please Note:**

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

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



# REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

O- Cfile: 6750-20-2024.02  
Copies: Council  
- JW/CD/KG

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

<b>Name(s) of person(s) speaking:</b> Stuart Robinson, BIA Director   Barbara Hansen, BIA Vice President		
<b>Organization you are representing:</b> Comox Business in Action (BIA)		
<b>Primary purpose of Organization:</b> The purpose of the Society is to promote trade and commerce within the downtown core of the Town of Comox.		<b>Number of members:</b> 150+
<b>Mailing address of Organization:</b> PO Box 1624, RPO Stn A		<b>Contact Name:</b> Pete Chambers, President <b>Phone:</b> 250-702-1298
<b>City:</b> Comox	<b>Postal Code:</b> V9M 8A	<b>Email:</b> comoxbia@gmail.com
<b>Subject matter:</b> Invitation of Council to discuss local tourism function		
<b>Specific request of Council, if any (i.e., letter of support, funding):</b> To establish a Comox-wide tourism commission of Council to lead tourism marketing and destination development for the Town of Comox and to fund the Commission using existing tourism funding levels.		
<b>Requested meeting and date:</b> November 19, 2025		<b>AV equipment required:</b> Power Point
<b>Date of application:</b> November 10, 2025	<b>Signature of applicant:</b> <i>Peter Chambers</i>	<b>Print name:</b> Peter Chambers

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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.

**RECEIVED**

Nov. 10, 2025

**TOWN OF COMOX**

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LOG: 25-465	REFER:	AGENDA: RCM 19NOV25
FILE: 6750-20	ACTION: MR	



**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday November 5, 2025**

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**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 6 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.

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**1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL**

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

*THAT the November 5, 2025, Regular Council Meeting agenda be Adopted.*

(2025.426) -- CARRIED

**3. DELEGATIONS:**

**a. Mike Atkins, CEO (Comox Valley Airport Commission): Temporary Parking at 1200 Military Row**

**Airport Temporary Parking**

Mike Atkins advised that the Airport Commission is running out of parking. They have a long term plan to purchase 1200 Military Row for future parking; however are wanting to install temporary parking on west side for the upcoming Christmas season. They are asking for approval to move forward with their temporary parking plans.

**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 22, 2025, be Adopted.*

(2025.427) -- CARRIED

**5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL**

**6. CONSENT AGENDA:**

**a. Consent Agenda**

**Consent Agenda**

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

1. *Paul Atterton: Weeds Growing on Boulevard Next to Property on Beaufort Avenue*

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*

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 along the south side of Murrelet Drive  
between Olympic Drive and the crosswalk*

(2025.428) -- CARRIED

2. *THAT Item 1 (Paul Atterton: Weeds Growing on Boulevard Next to Property on Beaufort  
Avenue) be removed from the Consent Agenda for Discussion.*

(2025.429) -- CARRIED

3. *THAT Item 7 (Paul Emmons: Request for No Parking Area along the south side of Murrelet  
Drive between Olympic Drive and the crosswalk) be removed from the Consent Agenda for  
Discussion.*

(2025.430) -- CARRIED

4. *THAT Item 5 (Whitney Murphy: Remembrance Veteran's Crosswalk Proposal) be removed  
from the Consent Agenda for Discussion.*

(2025.431) -- CARRIED

**7. UNFINISHED BUSINESS:**

**a. Official Community Plan Bylaw Update**

**OCP Bylaw Update**

1. *THAT Official Community Plan Bylaw No. 2054 be given First Reading.*

(2025.432) -- CARRIED

2. *THAT Official Community Plan Bylaw No. 2054 be given Second Reading.*

*THAT Official Community Plan Bylaw No. 2054 be amended at Second Reading  
to add Policy 12.6 to the Marina Comprehensive Development Area, to read:*



**a. Official Community Plan Bylaw Update**

**OCP Bylaw Update**

2. *"Upon receipt of an OCP amendment application, consider support for buildings more than six storeys in height, where:*

- 1. hotel space is a significant component of the development, and*
- 2. a privately owned and maintained public space is provided adjacent to the waterfront walkway on the south end of the designation."*

(2025.433) -- CARRIED

**b. Exclude the Public**

**Exclude the Public**

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

*(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.*

(2025.434) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 5:28 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 5:51 P.M.**

**c. Official Community Plan Bylaw Update**

**OCP Bylaw Update**

3. *THAT Official Community Plan Bylaw No. 2054 be amended a second time at Second Reading to change the proposed OCP Future Land Use of Mid-Rise Mixed Use (6-storey) properties in the downtown core to Low-Rise Mixed Use (4-storey).*

(2025.435) -- DEFEATED

*[Opposed: Councillors SBlacklock CHaslett KGrant MSwift]*

4. *THAT Official Community Plan Bylaw No. 2054 be amended a second time at Second Reading to remove policy statement 2.18.*

(2025.436) -- DEFEATED

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

5. *THAT Official Community Plan Bylaw No. 2054 be amended a second time at Second Reading to revise policy statement 2.18 to read:*

*"Explore concepts for an active transportation route through the Comox Golf Club that improves east-west connections through Downtown Comox."*

(2025.437) -- CARRIED

6. *THAT Official Community Plan Bylaw No. 2054 be amended a third time at Second Reading to change the proposed OCP Future Land Use of Mid-Rise Residential (6-storey) properties along the south side of Buena Vista Avenue and north side of Comox Avenue to Low-Rise Residential (4-storey).*

(2025.438) -- DEFEATED

*[Opposed: Councillors SBlacklock CHaslett KGrant MSwift]*

**c. Official Community Plan Bylaw Update**

**OCP Bylaw Update**

7. *THAT Official Community Plan Bylaw No. 2054 be amended a third time at Second Reading to change the proposed OCP Future Land Use of Low-Rise Residential (4-storey) properties along the north side of Buena Vista Avenue to Ground Oriented Residential (3-storey).*

(2025.439) -- CARRIED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett]

8. **MAIN MOTION AS AMENDED:**

*THAT Official Community Plan Bylaw No. 2054 be given Second Reading as amended to:*

1. *add Policy 12.6 to the Marina Comprehensive Development Area, to read: "Upon receipt of an OCP amendment application, consider support for buildings more than six storeys in height, where:*

- 1. hotel space is a significant component of the development, and*
- 2. a privately owned and maintained public space is provided adjacent to the waterfront walkway on the south end of the designation."*

2. *revise policy statement 2.18 to read: "Explore concepts for an active transportation route through the Comox Golf Club that improves east-west connections through Downtown Comox."*

3. *change the proposed OCP Future Land Use of Low-Rise Residential (4-storey) properties along the north side of Buena Vista Avenue to Ground Oriented Residential (3-storey).*

(2025.440) -- CARRIED

[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

9. *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.*

(2025.441) -- CARRIED

10. *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.*

(2025.442) -- CARRIED

11. *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.*

(2025.443) -- CARRIED

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**



**10. NEW BUSINESS:**

**a. Comox Facility Rental and Booking Policy CCL - 087**

**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.*

(2025.444) -- CARRIED

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

(2025.445) -- CARRIED

**b. Comox Firefighters Association Contributions and Initiatives Update**

**Comox Firefighters  
Association**

*THAT the October 28, 2025 report from the Fire Chief, titled "Comox Firefighters Association Contributions and Initiatives Update" be received for information.*

(2025.446) -- CARRIED

**c. Comox Valley Positive Ticketing Program**

**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.*

(2025.447) -- CARRIED

**d. Mobile Food Vendors on Private Property**

**Food Trucks**

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, and subject to the following:*

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

*THAT the main motion be amended to remove #1.*

(2025.448) -- DEFEATED

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

2. *THAT Council direct Administration 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, and subject to the following:*

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

**d. Mobile Food Vendors on Private Property**

**Food Trucks**

2. *THAT the main motion be amended to prohibit mobile food vendors from locating within 30m of an existing resaurant use.*

(2025.449) -- CARRIED

3. *MAIN MOTION AS AMENDED:*

*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, and subject to the following:*

1. *That operations be seasonal (spring and summer months);*
2. *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; and*
3. *That mobile food vendors be prohibited from locating within 30m of an existing restaurant use.*

(2025.450) -- CARRIED

**e. Solid Waste Fees Amendment for 2026**

**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.*

(2025.451) -- CARRIED

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- a. **Rosemary Abram for Zim Zimmerman (Keep Comox's Charm): Delegation Request Denial Appeal: Economic Approach to Housing**

**Delegation Request Denial  
Appeal**

*THAT the October 15, 2025 Delegation Request from Zim Zimmerman and Mary White, to present a Canadian economic approach to housing, be approved.*

(2025.452) -- DEFEATED

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

**13. LATE ITEMS: NIL**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

- a. **Councillor Blacklock**

Councillor Blacklock attended the Vancouver Island Economic Alliance 20th Annual State of the Island Economic Summit and provided an update on the sessions he attended, including a discussion on tourism and the development of tourism bylaws.

**b. Councillor Swift**

Councillor Swift attended a Solid Waste Management meeting on behalf of Councillor Grant and noted that fee increases are anticipated. She also attended the Filberg Heritage Lodge and Park Association board meeting and reported that 15,500 people passed through the gate this season. Their annual Christmas market is scheduled for Saturday, November 22, 2025, from 3:00 to 7:00 PM.

**c. Councillor Haslett**

Councillor Haslett attended a Nautical Days Festival Green Team and Committee meeting and noted that the committee is seeking new members.

**d. Councillor Kerr**

Councillor Kerr noted a significant reduction in landfill waste due to higher organics diversion and reported there has been very little negative feedback on the new bins. He added that the additional organics and yard waste drop-off has been helpful. He attended the following meetings:

- Comox Valley Social Planning Society Heart of the Community awards event where he congratulated Karen McKinnon and Betty Tate on receiving the Bunny Shannon Award.
- Water Committee meeting, noting that July 2025 saw the highest water use ever recorded in the Comox Valley, adding that lawns recover with seasonal rainfall, so summer lawn watering is not necessary.

**e. Councillor Grant**

Councillor Grant attended the following:

- Vancouver Island Economic Alliance 20th Annual State of the Island Economic Summit and noted their concerns about where our economy is going.
- Reported that the CVRD is considering keeping the South Sewer rates at the original level and has been invited to attend a meeting in January with the Town and the City of Courtenay to review the rate changes and clarify details.
- CVRD Board meeting, noting discussion on the proposed shelter on Cumberland Road in Courtenay. The City of Courtenay will be requesting \$36,000, and a letter will be coming to Council for discussion.

**f. Councillor Meilleur**

Councillor Meilleur attended the following:

- Comox Archives and Museum Society (CAMS) board meeting and noted their AGM is being held in December for those who wish to attend.
- Municipal Subcommittee of the Food Policy Council.

**g. Mayor Minions**

Mayor Minions thanked the Comox BIA, Sue Wood, volunteers, and the Fire Department for their Halloween events and for helping keep the community safe. She noted the following:

- Remembrance Day is approaching, the first poppy has been received, and everyone is invited to attend the ceremony on November 11 and the event at the Legion afterward.
  - Upcoming holiday events include:
    - Courtenay Midnight Madness on Friday, November 14,
    - Comox Winter Market and Tree Lighting on Friday, November 21, and
    - Cumberland's holiday event on Friday, December 5.
  - Planning is underway for the Town of Comox's 80th anniversary on January 14, 2026. Celebrations will run January 12–18, with the main event on January 14. The Town is working with the Pearl Ellis Gallery and CAMS, and a press release will be issued the next couple of weeks.
  - The Town has applied for the HGTV Hometown Takeover contest and submitted a video. She thanked the 40 residents who came out for a last-minute group photo and noted the contest could bring funding to support downtown improvements.
- She also attended the following:
- A Youth Council meeting, where she answered questions from students.
  - The Child Development Association's 50th anniversary telethon, noting the strong turnout from Council and the community and thanking everyone who contributed.

**17. RESOLUTION TO GO IN-CAMERA:**

**a. Exclude the Public**

**Exclude the Public**

*THAT the Public be Excluded from the In-Camera session of Council on Wednesday, November 5, 2025 pursuant to the following sub-section 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.*

*(2025.453) -- CARRIED*

**THE MEETING WAS CLOSED TO THE PUBLIC AT 7:28 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 8:10 P.M.**

**18. RISE AND REPORT FROM IN-CAMERA: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 8:10 p.m.

*CARRIED*

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

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MAYOR

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CORPORATE OFFICER



**TOWN OF COMOX**  
**Minutes of the Nautical Days Festival Committee Meeting,**  
**held in Council Chambers on Wednesday October 29, 2025**

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**Present:** Chair C. Haslett  
Members: J. Kerr, J. Dobbs, J. Schreier

**Absent Members:** Nil

**Staff Present:** S. Russwurm, Director of Corporate Services  
C. Dallamore, Recording Secretary  
K. Gurak, Communications Coordinator  
R. Nall, Parks Manager

**Others Present:** M. Berge, Festival Producer  
B. Bowen, Refuse & Recycling Coordinator  
S. Valdal, Comox Strathcona Waste Management Coordinator

**Call to Order:**

The meeting was called to order at 3:00 p.m. with members of the public in attendance.

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

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**1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL**

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

The October 29, 2025, Nautical Days Festival Committee meeting Agenda was adopted.

**3. GREEN TEAM DISCUSSION:**

**a. Green Team Discussion**

Bob Bowen, Refuse and Recycling Coordinator, presented a waste management plan for Nautical Days 2026 focused on reducing landfill waste through composting, recycling, and public engagement. The committee discussed the need for more volunteers and plans to reach out to community groups and organizations for support. They also addressed vendor compliance, waste sorting logistics, and the Town's waste diversion policy, emphasizing education, clear signage, and proper receptacles. The event will be promoted as a "green" initiative, with updates on volunteer recruitment to follow at the next meeting.

**4. ADOPTION OF MINUTES:**

**a. Adoption of Minutes (August 27, 2025)**

The August 27, 2025, Nautical Days Festival Committee meeting Minutes were adopted.

**5. UNFINISHED BUSINESS:**

**a. Marina Vendor Concrete Pads & Placement of Stage**

The Committee discussed setting up the stage in the main area as in previous years and adjusting vendor locations to accommodate it, which may require removing one food vendor spot. Food vendors will be notified in advance by email, and regular vendors will be informed that some may be relocated. The committee also proposed moving Big Scoop Ice Cream vendor closer to the playground and discussing logistics and speaker setup with Doug from Long and McQuade, including the possibility of elevating speakers using concrete blocks and chains.

**6. MONTHLY REPORT FROM FESTIVAL PRODUCER:**

**J. DOBBS JOINED THE MEETING AT 4:13 P.M.**

**a. Report from Nautical Days Festival Producer**

**Report from Nautical Days Festival Producer**

The Festival Producer reported that a CVRD Community Grant application has been submitted, with a response expected by April 1, 2026, and identified the BC Arts Council as another potential funding source. All payments for the 2025 festival have been completed. The Producer met with Jenna, the Craft Show Coordinator, who gathered vendor feedback and will provide an update in December. Sponsorship materials and event planning are underway, and the Festival Producer has extended his agreement to coordinate the 2026 festival. A final report will be presented at the next meeting on December 2, 2025.

**7. NEW BUSINESS: NIL**

**8. FUTURE MEETING:**

- a. Committee Membership Applications**
- b. Craft Show Coordinator Update**
- c. Review Volunteer Recruitment Progress and Confirm Green Team Logistics**
- d. Long and McQuade: Main stage logistics and speakers**
- e. Parking lot and Bike Lock Up**
- f. Tiered Sponsorship Program Development for Donations**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 4:22 p.m.

*CARRIED*

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

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CHAIR



**TOWN OF COMOX**  
**Minutes of the Strategic Planning Committee Meeting,**  
**held in Council Chambers on Wednesday November 12, 2025**

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**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

**Call to Order:** The meeting was called to order at 5:00 P.M.

The Agenda was Adopted.

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

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**1. STRATEGIC PRIORITIES REPORT:**

**a. Strategic Plan Scorecard**

The Strategic Plan Scorecard, dated November 12, 2025, was received.

**2. STAFF REPORTS:**

**a. Third Quarter Financial Update**

The November 12, 2025 report from the Director of Finance, titled Third Quarter Financial Update, was received for information.

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:21 P.M.

*CARRIED*

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

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CHAIR

**From:** Carol Schinkel [REDACTED]  
**Sent:** November 5, 2025 12:27 PM  
**To:** Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)>  
**Subject:** Remembrance Day

**RECEIVED**

**November 5, 2025**

**TOWN OF COMOX**

Not this year, but this would be a lovely addition...



LOG: 25-468	REFER:	AGENDA: RCM 19Nov25
FILE: 0220-40, 5	ACTION: MR	

File: 0220-40, 5400-12

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

Carol would like this to be considered  
by Council (DS)

Carol Schinkel

Courtenay [REDACTED]



**TOWN OF COMOX**

**BYLAW NO. 2016.10**

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

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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, 2025.

**4. Adoption**

READ A FIRST time this	5 <sup>th</sup> day of November, 2025
READ A SECOND time this	5 <sup>th</sup> day of November, 2025
READ A THIRD time this	5 <sup>th</sup> day of November, 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**

<b>Size</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Size</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Size</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Column 1</b>	<b>Column 2</b>
<b>Fee Type</b>	<b>Annual Fee</b>
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**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
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**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Garbage	\$11.13	\$11.80	\$12.51	\$13.26	\$14.05
Recycling	\$6.89	\$7.30	\$7.74	\$8.21	\$8.70


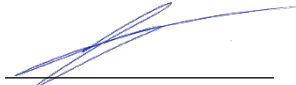
**Table 10: Residential Container Collection Fees – Receptacle & Toter Fees per Household per Month**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Garbage	\$12.46	\$13.20	\$13.99	\$14.83	\$15.72
Recycling	\$8.22	\$8.71	\$9.23	\$9.78	\$10.37

**REGULAR COUNCIL MEETING**

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<b>TO:</b>	Mayor and Council	<b>FILE:</b> 0220-20-2024/3360-01-5640-07
<b>FROM:</b>	Shelley Ashfield, Director of Operations	<b>DATE:</b> Nov. 13, 2025
<b>SUBJECT:</b>	Traffic Complaints	

Prepared by:  _____ Shelley Ashfield, Director of Operations	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 defer all traffic-related requests outlined in Schedules A–C of the November 19, 2025 'Traffic Complaints' report, and

THAT Council direct staff to review these items as part of the next Transportation Master Plan update scheduled for 2028.

**ALTERNATIVES TO THE RECOMMENDATIONS**

THAT Council approve individual requests listed in Schedule A-C of the report; and

THAT Council amend the approved 2026-2030 Financial Plan to include the capital improvements listed in Schedule A-C of the report.

**PURPOSE**

To provide Council with a summary of traffic complaints received between August 2024 to October 2025 and recommend deferral of all related actions to the 2028 Transportation Master Plan update for comprehensive review.

**STRATEGIC PLAN LINKAGE**

Priority	Goals
Fiscal Balance / Infrastructure Asset Management	Asset Management Plan Taxes and fiscal responsibility and transparency
OCP Implementation	Encourage and prepare for infill

**BACKGROUND**

Between August 2024 and September 2025, Administration received 14 traffic-related correspondences addressed to Council. These concerns are categorized as follows:

- 5 speeding complaints
- 5 intersection improvement/pedestrian safety requests
- 3 pedestrian/cycling safety concerns

**ANALYSIS/ISSUES/IMPLICATIONS**

In 2020 the Town updated its Transportation Master Plan. The purpose of the update is to renew the Town of Comox's 2011 TMP to ensure that the roadway, active transportation and transit future plans align with the desired goals for transportation in the Town. Specifically, the TMP Update assess Comox's current road, active transportation, and transit network needs, identifies challenges and makes recommendations for improvements to address transportation needs 5, 10 and 20 years into the future, to assist Administration with capital and financial planning.

In 2018 Council also adopted the Town's Traffic Calming Policy to guide Administration and the community on how to address speeding complaints. Within this policy, speeding is not considered to be an issue and Traffic Calming is not to be considered until the 85<sup>th</sup> percentile speed is approaching 10km/h above the posted speed limit. This is consistent with industry standard practices for other municipalities and Traffic Engineers.

Traffic calming is defined as a traffic management strategy that reduces vehicle speeds and/or volumes on a single street or street network using design measures to improve motorist and non-motorist safety, mobility, and comfort. When used effectively, traffic calming supports the livability and vitality of residential and commercial areas.

Arterial roads, and major collector roads should be considered very carefully when considering traffic calming measures. This is because history shows traffic calming on arterial or collector roads doesn't work because it increases number of drivers using shortcuts on local neighborhood roads to avoid the

inconvenience and discomfort, increases emergency services' response times, and increases safety concerns on local neighborhood roads.

**a. Applicable Policies and Legislation**

Traffic Calming Policy & Procedures CCL-051, attached.

**b. Legal**

Implementing design changes and capital improvements is essential for enhancing safety and addressing community concerns. To achieve this, we must ensure that geometric design, signage, and pavement markings adhere to established engineering standards and Town's Traffic Calming Policy and Procedures.

**c. Financial implications**

Schedule A	Speeding	~\$200,000
Schedule B	Intersection Improvements/Ped safety	~\$60,000
Schedule C	Ped/Cycle Improvements	~\$40,000
	<b>TOTAL COSTS</b>	<b>~\$300,000</b>

Any requests approved by Council will require an amendment to the approved 2026-2030 Financial Plan with potentially increase in taxes.

**GOVERNANCE CONSIDERATIONS**

1- What happens if projects do not get approved?

In review of the requests listed in Schedule A-C Staff confirm that they either are in compliance with Town Traffic Calming Policy or not warranted based on current data. Staff will monitor and recommend to Council that all requests be reviewed comprehensively as part of the 2028 Transportation Master Plan update.

Speeding concerns represent a broader policy issue. Staff recommend addressing this separately through a future Council Workshop or Strategic Planning session, to consider community-wide speed management strategies, review of Traffic Calming Policy thresholds, enforcement, and cost implications.



## Schedule A

## Speeding Concerns

Location	Concern/Request	Current Conditions meet Compliance with Traffic Calming Policy	Cost Implications	Administration Recommendation
Highwood Drive (Foxwood)	Reduce to 40 km/h; consider humps; 'local traffic only'	Yes - staff collected data and within traffic calming policy		None provided
Town	reduce speed to 30 km/hr. Courtenay reduced to 40km/hr better than 50 km/hr			None provided
Noel Avenue (Linden and Church)	speed humps at both ends of the 30 km/hr zone and one in the middle	Yes - staff collected data and within traffic calming policy		None provided
Hornet Way	speed hump be installed	Yes - staff collected data and within traffic calming policy		None provided
Arterials	Lower speed limit to 40 km/hr			None provided

Schedule B				
Intersection Improvements - Pedestrian Safety				
Location	Concern/Request	Administration Comments	Cost Implications	Administration Recommendation
Noel & Church	Flashing crosswalk requested	Not warranted at this time. Will monitor.	\$2,000 (analysis)   \$30,000 (RRFB, if warranted)	Defer to 2028 Transportation Study Update
Pritchard (mid-block between Foxwood & Eton)	Flashing crosswalk requested	Not warranted at this time. Will monitor.		
Noel & Linshart	Flashing crosswalk requested	Not warranted at this time. Will monitor.		
Hornet/Spitfire	3 way stop	Not warranted at this time. Will monitor.		

Comox/Church	veteran's memorial crossing		\$10,000	Defer - Mayor and CAO to discuss with Legion
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**Schedule C**
**Pedestrian/Cycling Safety**

<b>Location</b>	<b>Resident Request/Concern</b>	<b>Administration Comments</b>	<b>Cost Estimate</b>	<b>Administration Recommendation</b>
Noel Rd (Torrence–King)	Sharrows + 'No Passing' signs on narrow block	Road will be widened with frontage improvements when development occurs	\$5,000 (markings + signs)	Defer
Noel Rd (King–Guthrie)	Painted bike lane + parking on one side; sharrows where constrained	Not much traffic not warranted at this time.	\$35,000 (linework, signs, limited civil)	Defer to 2028 Transportation Study Update
Eton Rd (trailhead frontages)	Pedestrian access/operations adjunct to parking	Town reinstalled no parking signs at the end of the cul de sac to improve ped access August 2025.		Will monitor

**SCHEDULE D – CORRESPONDENCES**

RECEIVED

September 11, 2024

TOWN OF COMOX

LOG: 24-363	REFER:	AGENDA: RCM 02-Oct-24
FILE: 5460-07	ACTION: MR	

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

From: Jay Van Oostdam [REDACTED]  
Sent: September 11, 2024 9:04 AM  
To: council <[council@comox.ca](mailto:council@comox.ca)>  
Subject: reduce speeds on urban streets

---

Dear Council members

I see that Courtenay council is reducing speeds on streets near schools. Is this something Comox council is considering?



I think reducing speed to 40 km/hr is a wimpy response to the need but it is certainly better than 50. I would also suggest that council consider including cut through streets (residential streets being used as short cuts between main streets).

Thank you

Jay Van Oostdam [REDACTED] Comox

**Town of Comox – Administration**

**Subject:** FW: Noel and Church electronic crosswalk

LOG: 25-139	REFER:	AGENDA: RCM 07MAY25
FILE: 0220-20	ACTION: MR	

**From:** Karen Hildred [REDACTED]  
**Sent:** April 24, 2025 1:05 PM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Noel and Church electronic crosswalk

**RECEIVED**

Apr 24, 2025

**TOWN OF COMOX**

Hello,

I am a resident of the town of Comox.

I have noticed and need for an electronic, light, crosswalk at the Noel and Church Street crossing. This crosswalk is close to the daycare, school, rec center, frisbee golf and tot lot playground.

Today, while crossing with my toddler after preschool, we had three cars blow through the crosswalk while we were standing waiting to go down Church Street.

Would it be possible to be pointed in the right direction to make a submission to the town to consider putting in a traffic controlled electronic, light, crosswalk in this location?

Thank you  
Karen Hildred  
[REDACTED]

## Town of Comox – Administration

**From:** James Nairne [REDACTED]  
**Sent:** July 21, 2025 2:57 PM  
**To:** council  
**Subject:** Road safety on Noel road

**RECEIVED**

July 21, 2025

**TOWN OF COMOX**

LOG: 25-320	REFER:	AGENDA: RCM 13Aug25
FILE: 0220-20, 8	ACTION: MR	

File: 0220-20, 8310-01

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

To Comox Council

I hope this email finds you well. Im writing this email to start a dialogue on improving road safety for cyclists and road users in Comox. I want to talk specifically about cycling on Noel road between Torrence rd and Guthrie rd. This stretch of Noel road is an important West-East connector within Comox. Specifically connecting downtown Comox with East Comox(Lazo area) and in particular linking the Noel road bike lane to Guthrie road bike lane. Unfortunately this section has been left without any bike lane or any bike signage for approximately 4 city blocks even though it is listed as a cycling route. This lack of signage or acknowledgment is leaving cyclists at risk of an accident as well as drivers at risk. Im gonna break it down further into two parts, part 1 Torrence road to King road and part 2 King Road to Guthrie Road.

### Part 1:

Noel road between Torrence road and King road. This section is a narrow road, between town of Comox and Regional district property, has homes on one side and over growing foliage on the other side. This section has poor sight lines for cyclists and drivers on the west side(Torrence end) due to the placement of the stop sign and foliage right at the corner. The main issue with this section is that its narrow. There are no cyclists take the lane signs, share the road signs or sharrows painted on the road. I always take the lane when cycling through this section for my safety as well as for the drivers safety. The dangerous part is when drivers pass through this section. The road is narrow and when cyclists take the lane it leaves very little space for a car to pass and maintain the 3 foot required safe passing distance. Many cars pass and it happens safely but not all the time. In the past two days I have had two near misses in this section which has prompted the writing of this email. The first I was travelling eastbound and a car wanted to overtake. Which would have been fine but the driver did not calculate the speed of the oncoming car properly as well as my speed on an E-bike being 30km/h and instead of having a head-on collision with a car, the driver decided to cut me off and force me to ride into the bushes on the regional district side. Second incident was the same situation but a car pulled out of king road and onto Noel rd heading westbound. Leaving the driver overtaking me to slam on there brakes to avoid a collision. This section of road is only one block long and would really benefit with some proper signage to represent all of the road users. I feel at the least some sharrows need to be painted on the road surface to show drivers that cyclists are gonna take the lane. Even more of a benefit would be No Passing signs placed at this section. This would be to the advantage of cyclists and drivers by limiting the chance of a crash. There are sharrows painted on Balmoral ave at Brooklyn creek narrowing of the road, which from what I've measured is a wider section of road then what I'm requesting here.

### Part 2:

Noel road between King road and Guthrie. This section of road deserves to have a painted bike lane same as the rest of Noel between Torrence and Anderton roads. This section has a turn in it and lots of cars street park on either side of the road. This complicates sight lines for both cyclists and drivers when using the roadway. Especially since cyclists have to stay on the far right side of the road. Drivers turning out of Butchers rd or Bekton dr struggle to properly see cyclists due to all of the parked cars. This section should have parking just on one side of the road with the painted bike lanes. From Bekton to Guthrie the road narrows down for one block, so just a painted sharrows on the roadway to represent a shared road space. This would greatly improve road safety for cyclists and drivers. This section of road also sees lots of kids biking on the road or on the sidewalk to get to and from schools. This would create a safer school transportation corridor, get more kids riding, less parents driving to and from school and kids off the sidewalks creating safer sidewalks for pedestrians also.

Im sorry this email got longer than I wanted to send but I'm passionate about cycling in my neighbourhood and feeling safe. My hope is for greater safety for cyclists and drivers by limiting accidents and confrontations. Thank you for taking the time to read this and respond. I look forward to having a constructive dialogue on improving road safety in Comox.

Thanks,

James Nairne  
Comox  
[REDACTED]



## Town of Comox – Administration

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**From:** Sydney Johnson [REDACTED]  
**Sent:** July 22, 2025 1:21 PM  
**To:** council  
**Subject:** Reducing speed limit from 50 km to 40 km on Highwood Drive

**RECEIVED**  
July 22, 2025  
**TOWN OF COMOX**

LOG: 25-322	REFER:	AGENDA:  RCM 13Aug25
FILE: 0220-40, 5	ACTION: MR	

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

File: 0220-40, 5400-16, 5460-07

To mayor and council .

I am Sydney Johnson [REDACTED] and I am asking to have the speed limit reduced from 50 km to 40 km/h on highwood Drive. I have spoken to Justin Reusch public Work supervisor , he has suggested I email mayor and council a letter outlining my concerns.

Highwood drive is in the Foxwood subdivision, and it is the main road servicing the entire subdivision. Highwood drive is a relatively straight road with some gentle curves, and it is long extending the entire length of the Foxwood subdivision as well as being wide and unobstructed for these reasons highwood drive lends itself to cars driving fast on it. In addition at sometimes of day many drivers transit our neighborhood being highwood drive to avoid the congestion at the four-way stop at Guthrie and Pritchard. most of the people transiting are doing so while going to or returning from work and also people picking their children up from Highwood high school. another future concern is the development on Pritchard Street, which I don't know, but I'm assuming we'll be approximately 200 houses which will also add pressure to the intersection of Guthrie and Pritchard and therefore more people will transit highwood drive . I understand it is necessary for people to come and go from their homes therefore necessary to use highwood drive making it a busy road at times, but in my opinion, highwood drive has become normalized as a highway and not treated as a residential street and part of foxwood subdivision. The vast majority of people driving on Highwood Drive go 50 km/h but rarely see any going below 50 km/h also some go 60 and the odd person will go 70 or 80 because the street does lend itself for that speed, there are many families with children on the street. My neighbours [REDACTED] have told me they are moving because they don't feel it's a safe street for their children as well as people with campers backing in and out and people on bicycles and people walking so I don't believe it is safe at 50 km/h on this residential street . I have talked to many of my neighbours about this issue and the most common phrase. I hear is people drive too fast on this street. Another suggestion from my neighbours is to install speed bumps and signage that reads local traffic, only. For all of the above reasons I am asking mayor and council to reduce the speed from 50 km/h to 40 km/h . Thank you for reading my concerns and I look forward to any possible solutions .

Sydney Johnson [REDACTED]



## Town of Comox – Administration

**From:** Fil Bohac [REDACTED]  
**Sent:** July 31, 2025 12:17 PM  
**To:** council  
**Subject:** Request for Action on Parking Issues at Eton Road  
**Attachments:** Eton Rd Parking.jpg

**RECEIVED**

July 31, 2025

**TOWN OF COMOX**

LOG: 25-328	REFER:	AGENDA: RCM 13Aug25
FILE: 5480-02	ACTION: MR	

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

Dear Comox Town Council,

Eton Road is a short residential street that ends with easy access to the trails in North East Woods. As a result, it is regularly used by locals walking their dogs, many of whom park along the street. While some of my neighbours are opposed to non-resident parking on Eton Road, I have no objection to it, as long as it serves the purpose of trail access. However, I would like to highlight that poor parking practices are affecting the street, and is most acutely felt by my family as we live at the end of the street where most users park.

Recently, the number of vehicles using the road has increased significantly, and many drivers are now parking off the paved surface, in the dirt beside the road and the gravel area at the end of the road, including in the designated "no parking" zone. This situation is becoming problematic; the attached image illustrates this situation - all of these cars are non-resident vehicles. Parking off the paved road are causing dust when dry, erosion when wet, and creating an unsightly scene in what is a residential area. There is already a large gravel parking lot on Torrence road that accesses these same trails.

Additionally, the gravel area at the end of the road provides access to essential infrastructure, including water main controls, the gate which accesses the lane behind houses, the gas pipeline, and the sewer system. The only other access to this area involves moving large rocks at Highridge Road, which is much less convenient. Therefore, this space should be kept clear of parked vehicles to ensure proper access, which justifies the existing no parking signs.

I respectfully request the following actions:

1. **Enforcement of the existing "no parking" area** at the end of the road by ByLaw officers.
2. **Replacement of the missing "no parking beyond this point" sign** in front of 1523 Eton Road (the last house on the street). This sign disappeared in 2023 and should be replaced to match the sign on the opposite side of the street. Additional signage at the end of the street may also be necessary.
3. **Issuance of tickets for vehicles parked off the paved road**, particularly those occupying the area in the bushes perpendicular to the road. Alternatively, consider placing barriers (such as logs or rocks) to prevent parking in these areas that resemble parking spots.

I fully support local community access to North East Woods via Eton Road, including parking for trail users, as long as it is in compliance with residential street parking ByLaws and common sense. Many of these users are regulars who know my family and dog by name, and I consider them part of our



community. However, the situation at the end of Eton Road is quickly turning into an uncontrolled parking lot, which is both disruptive and unsightly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
Fil Bohac

[REDACTED]





## Town of Comox – Administration

**From:** Jack Shapka [REDACTED]  
**Sent:** August 6, 2025 8:27 AM  
**To:** council  
**Subject:** August 6, 2025 Eton RD Parking Issue  
**Attachments:** 20250723\_093614.jpg; 20250709\_102222.jpg; 20250709\_104151.jpg; 20250723\_154803.jpg; 20200506\_191252.jpg

**TOWN OF COMOX**

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

LOG: 25-339	REFER:	AGENDA: RCM 13Aug25
FILE: 5480-02	ACTION: MR	

Mayor & Council:

I am resident on [REDACTED] acting on behave of the following [REDACTED]

The parking issue is created by individuals accessing the North East Woods, parking their vehicles randomly, with no respect for the residents of Eton Rd or any parking by laws. We have numerous incidents, some examples; [REDACTED]-They have blocked part of my driveway, parked too close to the driveway, prevented snow removal and street cleaning in front of my property. The cars often disgorge unleashes dogs who aggressively interact with one another. Both of us have been accosted by their dogs on our property and in the back yard. Once the driver drove past the RTV door on the curbside (curbside on wooded area) as I was about to exit the RV.

[REDACTED] On several occasions I have come home with my trailer and could not park due the numerous vehicles parked on and off the street, preventing my ability to park in my driveway. When I asked the one of the individuals not to park by our driveway so I could back, she informed me that it was not my personnel street and that she can park there if she so wishes.

- The vehicles are normally speeding as they approach the end of the street. As soon as the vehicles are parked their dogs are let loose with no leashes.
- Vehicles are being parked after the no parking sign
- One no parking sign has been removed no idea as to when this took place
- Parking on the side walk end
- Parking in the wooded area
- Parking on the grassed curb area(great fire wizard)
- Some individuals living in FOXX Wood drive to Eton Rd for their walks.
- At times the trash pickup and home deliveries have no room to turn the vehicle around after the pickup and drop of, due to the number of non-local resident vehicles parked in the area.

Numerous traffic through out the day

These are just a few examples of the individuals who have turned Eton RD into a parking area for the North East Woods, when there is a dedicated parking area for the North East Woods located near the town maintenance site. To solve the Eton Rd parking issue request the following action be taken; reinstall the missing no parking sign at the end of Eton Rd and install Local residential parking signs as presently installed on Highridge Dr.

I am under the impression that residential streets are normally for the local residents , visitors and service providers, that is not the case on Eton Road at this time.

Request the local residential parking signs (see attached photo) be installed and local BY Law Officer to carry out checks for obedience of the parking guidelines.

Attached find photos of the parking issue and also of the signage on Highridge Dr. In summary there has been a history of un authorized parking in this area, it is time to solve this issue, before we have a major incident/accident.

Note 1: Presently there are 30 no parking signs on Prichard Rd between the 4 way stop on Guthrie Rd and the traffic circle and 5 no parking signs On Cambridge. This is an indication of the disrespectful citizens in this area.

For your consideration and action, thanks for your time.

If you require additional information or clarification I am available at any time.

Jack Shapka  
[REDACTED]

















**RECEIVED**

August 6, 2025

**TOWN OF COMOX**

From: Naomi Radawiec [REDACTED]

Sent: Wednesday, August 6, 2025 10:09 PM

To: Jenn Meilleur <[jmeilleur@comox.ca](mailto:jmeilleur@comox.ca)>

Subject: New Crosswalk at Pritchard near Foxxwood and Parking on Eton

LOG: 25-342	REFER:	AGENDA:  RCM 13Aug25
FILE: 5400-12	ACTION: MR	

Copies: Council

JW/SA/CP/SR/CD

Dear Councillor Jenn Meilleur,

My family and I live in [REDACTED] in Comox. My five year old son will be starting kindergarten in September at [REDACTED]

I'm writing to request that the Town of Comox put a crosswalk with flashing lights (and possibly extra cement for safety) across Pritchard street in between Foxxwood Drive and Eton Street. Many people cross this street daily, including Elementary Students, Highschool Students and dog walkers accessing the Northeast Woods trail head at Eton street. Many cars on Pritchard Street go way above the speed limit (Many going 80km/h and above), making it a very dangerous crossing for people and dogs. I don't feel good about my five year old crossing this street without a crosswalk daily when walking to school. [REDACTED] (it would be unreasonable to walk all the way down to the four way stop on Pritchard to cross, and then back up the hill to school). **A crosswalk would slow down traffic in this area and allow for a safer crossing.**

It has also been brought to my attention that some residents of Eton Street in Comox have requested a non-resident parking ban on the street. I often park on Eton to walk our elderly (13 year old) dog and five year old in the Northeast woods, using the park entrance at the end of the street. We always park on the side of the street that has no homes to respect the home owners on the street (we don't park in front of their homes). We don't park in the No parking zones, and never block driveways or other cars. We have noticed that most other Northeast Woods visitors park their cars on the side of the street with no homes. Our dog is getting weaker in her back legs and they sometimes drag on the pavement if she's walked too far. Therefore, we try to get to the trails asap to allow her to enjoy the forest and to minimize the distance she is walking. There are also some elderly people in Foxxwood neighborhood who are recovering from surgeries, knee replacements, who use canes and walking sticks, and park on Eton to minimize the distance they need to walk (and to avoid crossing the dangerous Pritchard street).

**Especially since there are no homes built along one whole side of Eton street, people should be allowed to continue parking on that side of the street so that we can safely access the trailhead to the Northeast Woods.**

**Most Importantly, I'm wondering if you could help us out by advocating for a crosswalk with flashing lights to be put in on Pritchard Street in between Foxxwood Drive and Eton street for the children, teens, adults, seniors, and dogs to cross safely?**

Thank you for reading this email and thanks for all that you do for our community!

Sincerely,  
Naomi Radawiec

**From:** Carol Schinkel [REDACTED]  
**Sent:** November 5, 2025 12:27 PM  
**To:** Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)>  
**Subject:** Remembrance Day

Not this year, but this would be a lovely addition...



Carol Schinkel

Courtenay [REDACTED]

**RECEIVED**

**November 5, 2025**

**TOWN OF COMOX**

LOG: 25-468	REFER:	AGENDA: RCM 19Nov25
FILE: 0220-40, 5	ACTION: MR	

File: 0220-40, 5400-12

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

Carol would like this to be considered  
by Council (DS)



## 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]





From: Town of Comox <no-reply@web-response.com> Sent: July 5, 2025 7:01 AM To: Town of Comox – Administration <town@comox.ca> Subject: Webform submission from: Contact Us > Content rows Submitted on Sat, 07/05/2025 - 07:01 Submitted values are: RECEIVED LOG: REFER: AGENDA: 25-294 First name: WILLIAM July 5, 2025 FILE: 0400-03,5 ACTION: RCM 16Jul25 MR File: 0400-03, 5400-16 Copies: Council Last name: CROWDER Phone: Email: TOWN OF COMOX JW/SR/CD/SA/CP

Willaim wants this email to go to Council for consideration (DS) Feel free to ask us a question or provide feedback:

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



**From:** [Jordan Wall](#)  
**To:** [Town of Comox – Administration](#)  
**Cc:** [Shelley Ashfield](#)  
**Subject:** FW: New Crosswalk at Pritchard near Foxxwood and Parking on Eton  
**Date:** August 7, 2025 9:13:36 AM  
**Attachments:** [image001.jpg](#)

---

Hi,

Correspondence please.

Shelley, can you include in your traffic change request folder for consideration at budget time.

Thanks,



**Jordan Wall**

Chief Administrative Officer  
Town of Comox  
250-339-2202 [Comox.ca](http://Comox.ca)  
[Facebook](#) | [Bluesky](#) | [Instagram](#) | [LinkedIn](#) |  
[YouTube](#)

I respectfully acknowledge that the land on which we gather and work is on the Unceded traditional territory of the K'Áḁmoks First Nation, the traditional keepers of this land.

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---

**From:** Naomi Radawiec [REDACTED]  
**Sent:** Wednesday, August 6, 2025 10:09 PM  
**To:** Jenn Meilleur <[jmeilleur@comox.ca](mailto:jmeilleur@comox.ca)>  
**Subject:** New Crosswalk at Pritchard near Foxxwood and Parking on Eton

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

---

Dear Councillor Jenn Meilleur,

My family and I live in [REDACTED] in Comox. My five year old son will be starting kindergarten in September at [REDACTED]

I'm writing to request that the Town of Comox put a crosswalk with flashing lights

**(and possibly extra cement for safety) across Pritchard street in between Foxxwood Drive and Eton Street.** Many people cross this street daily, including Elementary Students, Highschool Students and dog walkers accessing the Northeast Woods trail head at Eton street. Many cars on Pritchard Street go way above the speed limit (Many going 80km/h and above), making it a very dangerous crossing for people and dogs. I don't feel good about my five year old crossing this street without a crosswalk daily when walking to school. [REDACTED] (it would be unreasonable to walk all the way down to the four way stop on Pritchard to cross, and then back up the hill to school). **A crosswalk would slow down traffic in this area and allow for a safer crossing.**

It has also been brought to my attention that some residents of Eton Street in Comox have requested a non-resident parking ban on the street. I often park on Eton to walk our elderly (13 year old) dog and five year old in the Northeast woods, using the park entrance at the end of the street. We always park on the side of the street that has no homes to respect the home owners on the street (we don't park in front of their homes). We don't park in the No parking zones, and never block driveways or other cars. We have noticed that most other Northeast Woods visitors park their cars on the side of the street with no homes. Our dog is getting weaker in her back legs and they sometimes drag on the pavement if she's walked too far. Therefore, we try to get to the trails asap to allow her to enjoy the forest and to minimize the distance she is walking. There are also some elderly people in Foxxwood neighborhood who are recovering from surgeries, knee replacements, who use canes and walking sticks, and park on Eton to minimize the distance they need to walk (and to avoid crossing the dangerous Pritchard street).

**Especially since there are no homes built along one whole side of Eton street, people should be allowed to continue parking on that side of the street so that we can safely access the trailhead to the Northeast Woods.**

**Most Importantly, I'm wondering if you could help us out by advocating for a crosswalk with flashing lights to be put in on Pritchard Street in between Foxxwood Drive and Eton street for the children, teens, adults, seniors, and dogs to cross safely?**

Thank you for reading this email and thanks for all that you do for our community!

Sincerely,  
Naomi Radawiec



**SCHEDULE E – TRAFFIC CALMING POLICY**



## **TOWN OF COMOX**

1809 Beaufort Avenue Ph. 250 339-2202  
Comox BC V9M 1R9 Fx. 250 339-7110

### **POLICY MANUAL**

<b>SECTION 1 – COUNCIL POLICIES</b>	<b>POLICY NO: CCL – 051</b>
<b>ESTABLISHED: SEPTEMBER 5, 2018</b>	<b>LAST REVISED:</b>
<b>TITLE: TRAFFIC CALMING POLICY &amp; PROCEDURES</b>	

All requests for traffic calming within the Town of Comox shall be considered in accordance with the attached document, titled “Traffic Calming Policy & Procedures” – dated November 2017.



Town of Comox  
Traffic Calming Policy & Procedures  
November 1, 2017



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## 1. Introduction

This document outlines the Town of Comox's Traffic Calming policy which utilizes the Transportation Association of Canada and Institute of Traffic Engineers' "*Canadian Guide to Neighbourhood Traffic Calming (1998)*".

### 1.1 Why a Policy?

The Town of Comox is receiving numerous requests within the community for traffic calming. As such there is a need to manage community traffic calming requests in an appropriate and equitable manner. The primary intent of the traffic calming policy is to establish the guidelines that would warrant traffic calming measures when requests are received. A traffic calming policy provides a transparent document for council, staff and the community on when and what will be reviewed in determining if traffic calming measures are warranted.

### 1.2 What is Traffic Calming?

Traffic calming can be described as "the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users". It aims to encourage safer, more responsible driving and inherently reduce traffic flow. When used effectively, traffic calming supports the livability and vitality of residential and commercial areas.

A traffic calming policy will allow the Town to determine what areas of the community needs traffic calming and how to prioritize the needs.

## 2 Goals of Traffic Calming

The basic function of a street is to provide both movement and access, but in differing combinations depending on location, adjacent land use, and road classification. Traffic calming is used to ensure a street or street network retains its intended function. Traffic calming measures are put in place to achieve at least one of the following objectives:

- **Reduce vehicle travel speeds:**

Speeds and traffic volumes which are suitable for one type of road such as a major arterial road, may be considered excessive on a local road within a neighbourhood. Streets within the Town are classified to describe their role and functionality in the road network system.

For vehicle speeds, the 85<sup>th</sup> percentile speed is considered the speed at which 85% of the total traffic volume on a road is travelling at or below. In considering the need for traffic calming, the 85<sup>th</sup> percentile speed must exceed the posted speed limit by 10 km/hr.

Traffic calming measures which reduce vehicle speeds help to improve safety on neighbourhood streets for pedestrians, cyclists, motorists and other road users, and also help to improve the livability of a community by reducing noise and other negative impacts of traffic.

- **Discourage neighbourhood short-cutting:**

Neighbourhood streets are primarily intended for access to properties. Reducing through/short-cutting traffic helps to improve safety by reducing the potential for conflicts and encourages traffic to use the surrounding arterial road network. Reducing through traffic also reduces delays for local traffic, pedestrians, cyclists and other road users. This helps to improve livability for the residents by reducing noise, pollution, congestion, and other negative impacts of traffic.

- **Minimize conflicts between vehicles and other street users:**  
Local roads are intended to be shared between pedestrians, cyclists, motorists and other road users. Minimizing conflict points of road users, or enhance visibility or recognition between road users at existing conflict points. Reducing conflicts between road users helps to improve safety, as well as improve the livability of a community.
- **Improve the neighbourhood environment**  
Reducing vehicle speeds, traffic volumes and conflicts helps to enhance the livability of a community by reducing the apparent dominance of traffic. This makes for healthier neighbourhoods and more livable community.

Each road classification is intended to provide a different function as part of the overall network. Therefore it is important each traffic calming application is planned in consideration of the impact it may have on the overall road network.

Traffic calming uses physical design and other measures to improve safety for motorists, pedestrians and cyclists. It aims to encourage safer, more responsible driving and livability of a neighbourhood.

### **3 Traffic Calming Principles**

There is no single “best” solution when implementing traffic calming that can be applied based solely on objective criteria. A number of principles are common to the application of all traffic calming measures, regardless of problem, type of road or mitigation measure.

A combination of local knowledge, technical expertise and experience must be applied to determine the best measure or combination of measures. The following five principles are relevant to all traffic calming projects. Following them will help to create an effective plan and build community acceptance.

- **Identify and quantify the real problem** - Ensure that any traffic calming plan is based on real problems and not simply perceptions. Conducting vehicle volume and classification counts, documenting speeds, undertaking license plate traces and parking surveys and collecting collision statistics may be required to determine the type and extent of traffic problems.
- **Consider area wide solutions** - Traffic problems on a particular street may have raised the need for a study but those problems may be caused by deficiencies on other roads, or other roads in the area may face similar problems. Applying traffic calming measures on only one road may simply shift the problem to neighbouring streets.
- **Avoid restricting access** - Closures, diverters and other barriers may eliminate cut-through traffic, but they will raise opposition from residents, emergency service providers, transit and others in the community. They can also generate difficulties for large vehicles such as snow plows, garbage trucks and delivery vehicles.
- **Consider all potential impacts** - Measures implemented may negatively affect emergency vehicles, transit, bicycles, people who are visually impaired, maintenance, local access, parking, street sweeping, snow plowing and police enforcement. It may be impossible to completely eliminate all negative impacts but proper planning can reduce these concerns.

- **Monitor and follow-up** - It is important to perform follow-up evaluations to determine effectiveness of traffic calming measures and public acceptance after implementation. Some traffic calming devices may require maintenance that need be added to maintenance schedules.

#### **4 Approaches to Traffic Calming Measures**

Traffic calming measures are implemented to address issues with vehicles speeding, excessive traffic volumes and neighbourhood safety. All traffic calming measures help to reduce the speed and volume of traffic to improve the safety and quality of life for residents. These measures can be classified by the following:

- a) **Horizontal Deflection**  
Creates a horizontal deflection of vehicles which generally discourages short-cutting of vehicles. Examples are Bulb-out/curb extensions and traffic circles.
- b) **Vertical Deflection**  
Raising a portion of a road surface can create discomfort for drivers travelling at high speeds. Both the height and steepness affect the severity of vehicle displacement. Examples are speed hump and raised crosswalk.
- c) **Obstruction**  
Obstructing specific vehicle movements which are usually applied to traffic intersections. They discourage or eliminate short cutting or through traffic. Examples are semi-diverter/directional closure, diverters and right-in/right-out islands.
- d) **Signing**  
Installing signage such as stop signs, slow down or maximum speed signs are not an effective traffic calming measure.

#### **5 Process**

The following process will be instituted upon receiving a traffic calming request. This ensures a consistent approach.

##### **5.1 Step 1 – Initial Request for Traffic Calming**

Requests for traffic calming and concerns are most often related to the speed of and/or the traffic volumes on a particular street in a neighbourhood.

To begin the traffic calming process, the resident(s) concern must be made in writing to the Town.

##### **5.2 Step 2 – Collection of Data**

Traffic data collection is a vital part of the process to gain an understanding of the concerns raised by the residents. This information is part of an analysis to determine the most appropriate traffic calming measure. The traffic data to be collected is as follows:

- Collision data – data for all roadway links and intersections are sourced from ICBC on request from the Town
- Average daily traffic - volumes are normally collected using standard traffic counters which are non-intrusive and deployed on the side of the roadway
- 85<sup>th</sup> percentile speed - can be picked up alone or in combination with the traffic volume information



### **5.3 Step 3 – Initial Screening process**

The initial screening process will consider the classification of the street(s) under consideration, grade, collision history, average daily traffic volume and the defined threshold limits in the 85<sup>th</sup> percentile speed. The specific considerations include:

- Grade – if the grade of the roadway being considered exceeds 8%, then traffic calming will not be considered any further. Implementing traffic calming measures on roadways with steep grades could result in safety related issues especially under inclement weather conditions.
- Collision History – The collision history of the roadway within the past 3 years involving vulnerable road users such as cyclists and pedestrians which could have potentially been avoided with the implementation of traffic calming measures. This would be cause to advance the street through the initial screening process regardless of the volume and speed criteria. For local streets, this threshold is set at 3 collisions over a 3 year timeframe. For collectors, this threshold is set at 6 collisions over a 3 year timeframe.
- Volume on Roadway– The thresholds used for volumes upon which traffic calming could be considered are as follows:
  - local road average weekday traffic volume is greater than 1,000 vehicles per day
  - collector road average weekday traffic volume is greater than 5,000 vehicles per day
  - arterial road average weekday traffic volume is greater than 12,000 vehicles per day
- Speed on roads - The 85<sup>th</sup> percentile speed is the speed that 85 percent of the vehicles are travelling at or below. Another way of looking at this is that only 15 percent of vehicles are traveling faster than the 85<sup>th</sup> percentile speed. The threshold for consideration for traffic calming is the speed of traffic at the 85<sup>th</sup> percentile speed plus 10 km/h over the posted speed limit.

Table 1 traffic calming matrix is made up of recommended traffic calming measures and assigned threshold volumes and speeds relative to the road classification. If the data for the particular road exceeds the thresholds, then the complaint would trigger a traffic calming study.

Traffic calming should not be located on cul-de-sac roads since there can be no short cutting or volume issued due to lack of network connectivity. If speeding is an issue on cul-de-sac or long dead end roads an education program is required to inform neighbours of the street as the issues can only be created by that set of neighbours. This education could be in the form of a neighbourhood meeting and/or educational brochures identifying that speed is an issue being created by residents speeding in their own neighbourhood.

### **5.4 Step 4 – Initial Concepts Plan**

If it is clear that the thresholds have been met, then the town will select potential traffic calming measures. Also considering safety, access, preliminary cost and traffic conditions. Depending on the extent, effect on overall traffic network and nature of the traffic calming mechanism, this will be the bases for determining if the potential traffic calming study can be done in house with staff expertise or if a traffic engineer should be hired.

**Table 1 – Traffic Calming Matrix**

Measures *	Arterial Rd Threshold to Trigger Traffic Calming Study:		Collector Rd Threshold to Trigger Traffic Calming Study:		Local Rd Threshold to Trigger Traffic Calming Study:		Cost*
	Volume >12,000 veh/day	Op. Speed 85 <sup>th</sup> % ile > 10+ Km/h above posted	Volume >5,000 veh/day	Op. Speed 85 <sup>th</sup> % ile > 10+ Km/h above posted	Volume > 1,000 veh/day	Op. Speed 85 <sup>th</sup> % ile > 10+ Km/h above posted	
a) Traffic Circles					✓		2-50k
b) Intersection Channelization	✓		✓		✓		>3k
c) Diagonal Diverter					✓		50-100k
d) Raised Crosswalk					✓ (school & playground zones only)		20k
e) Speed Hump(s)					✓		1-5k
f) Speed Cushion			✓		✓		5k
g) Speed Table			✓		✓		5-7k
h) Curb Radius Reduction			✓		✓		>3k
i) Right in/Right out Island	✓		✓		✓		15-50k
j) Sidewalk Extension (at intersection)					✓		5-10k
k) Raised Median Island	✓		✓		✓		15–50k
l) Bulb-out/Curb Extension	✓		✓		✓		50-100k
m) Semi- diverter/Directional Closure					✓		15-50k
n) On Street Parking			✓		✓		1- 5k
o) Centreline Painting					✓		Varies
p) Street Closure					✓		50-100k

\*Typically these measures require curb and gutter to be effective. On rural roads curb and gutter (and associated drainage upgrades) may be required when implementing traffic calming.

\* Costs are based on a Class D estimates

### **5.5 Step 5 – Presentation to Stakeholders**

In order for any traffic calming project to be successful, the community must support the process and be committed to the solution that is put in place to resolve the problems being experienced.

By way of a survey and letter or open house, staff will present the purpose, objectives and implementation process of traffic calming in general. Residents and stakeholders will have an opportunity to become involved in the process, learn more about the potential traffic calming measures and to provide feedback.

Surveys will contain:

- A brief description of traffic calming, including its advantages and disadvantages;
- A survey question asking if residents are in favour, opposed or neutral to the implementation of traffic calming measures in the identified location(s);
- The preferred traffic calming design; and
- A request for comments and feedback.

In order for the process to continue, staff requires the support of 75% of the residents and stakeholders who stand to be affected by the change. This reinforces that community support is vital for the ultimate success for traffic calming. Stakeholders shall include emergency services and transit.

### **5.6 Step 6 – Second Open House**

Once the plan is completed a second open house may be held to present the plan. Residents and stakeholders will be asked if they support the plan presented. If necessary, consideration of modifying the plan to address additional problems or issues raised by the residents and stakeholders will be completed.

### **5.7 Step 7 – Council Approval**

Based upon feedback from residents and stakeholders and in consideration of the evaluation exercise, staff will present the final plan to council for approval and funding.

The implementation of the plan is subject to budget approval and staff resources. Residents and stakeholders will be notified in writing of council decision and next steps.

### **5.8 Step 8 - Installation**

The design of the various devices should be prepared according to the Transportation Association of Canada and Institute of Traffic Engineers' "*Canadian Guide to Neighbourhood Traffic Calming (1998)*".

A phased approach to installation may not be effectual, as traffic calming measures should be implemented all at once to ensure maximum safety, acceptance and compliance. Temporary or partially completed installations can create liability issues and/or maintenance problems. If funding is an issue, economical or more cost effective facilities can be utilised (e.g.: soft landscaping within the traffic circle) but the intention should be to install the measures as permanent fixtures rather than temporary.

The data that was collected on the subject area prior to initializing the traffic calming study represents the baseline information. Subsequent data results should be compared 6 months and 1 year respectively, after completion of the installation of the devices, to ensure the desired effect was achieved.

## **6 Conclusion**

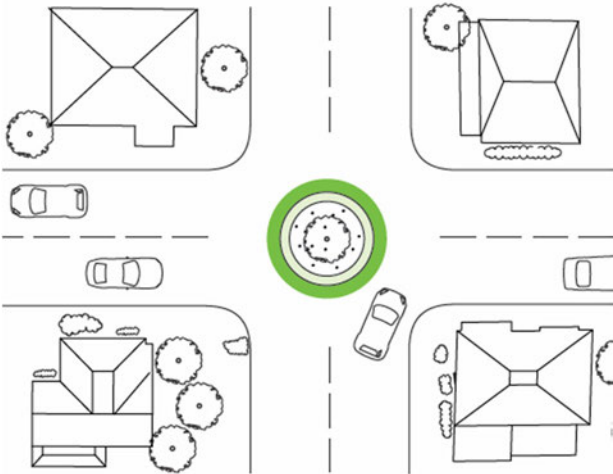
In order to streamline the decision making process for the Town of Comox, the aforementioned traffic calming steps should be followed when determining the necessity for enhanced safety measures. In order to maintain consistent and efficient process, these steps will ensure that the Town has the tools to implement a traffic calming measure where and when appropriate. As many individuals have their own perceptions regarding the need for traffic calming measure on a street, the previous steps will allow for the study to be based on the reality, as well as consider all potential impacts that these measures will have on all the road users.

## Appendix A: Types of Traffic Calming

### 1 Traffic Calming Measures Considered

#### a) Traffic Circle

Traffic circle is a raised island located in center of intersection which requires vehicles to travel through the intersection in a counter clock wise direction.



Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Can reduce vehicle speed by 6-10 km/h in vicinity of circles (most effective in reducing speed when several are used in a series)</li><li>• Reduces vehicle volume slightly (some jurisdictions have reported reductions of 10-20%)</li><li>• Reduces number of conflict points at intersection by 82%</li><li>• Enhances aesthetics with landscaping</li></ul>	<ul style="list-style-type: none"><li>• Maybe inappropriate on major emergency response routes as delays emergency vehicles 5 to 8 sec.</li><li>• Difficult for emergency vehicles and trucks to turn left</li><li>• May require removal of some on-street parking (prohibiting parking for 9 m from intersection recommended)</li><li>• Requires ongoing maintenance of landscaping</li></ul>

#### b) Intersection Channelization

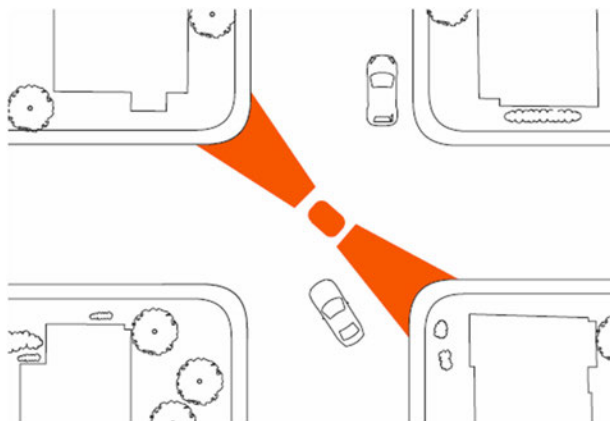
Intersection channelization is raised islands located at an intersection, which is designed to obstruct specific movements and direct traffic through an intersection. Must involve an assessment by a Traffic Engineer regarding effect to overall traffic network.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Creates pedestrian refuge which could increase pedestrian safety and shorten distance exposed vehicles</li> <li>Treatment that is intended to reduce short-cutting</li> </ul>	<ul style="list-style-type: none"> <li>Restrictive for larger vehicles and emergency vehicles</li> <li>Adversely affects snow removal and other maintenance programs</li> <li>Good illumination levels are required</li> </ul>

### c) Diagonal Diverter

A divider is a physical raised barrier placed diagonally across 4-way intersection to create 2 unconnected intersections. The barrier forces traffic to turn and prevents traffic from proceeding straight through the intersection. Gaps can be incorporated in the design for pedestrians, wheelchairs and bicycles and can be mounted by emergency vehicles. Must involve an assessment by a Traffic Engineer regarding effect to overall traffic network.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Can reduce vehicle speed slightly within immediate vicinity of measure (approximately 61-91 m)</li> <li>Can reduce vehicle volume by 20-70% (typically 35%)</li> <li>Reduces crash potential by eliminating conflicting traffic movement</li> <li>Lesser impact on traffic circulation in comparison to street closure</li> <li>Enhances aesthetics with landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Traffic may be diverted to surrounding neighborhood roadways</li> <li>May inconvenience local residents in accessing their homes</li> <li>Delays emergency service vehicles</li> <li>Drainage and icing may prove a problem</li> <li>Good illumination levels are required</li> </ul>

#### d) Raised Crosswalk

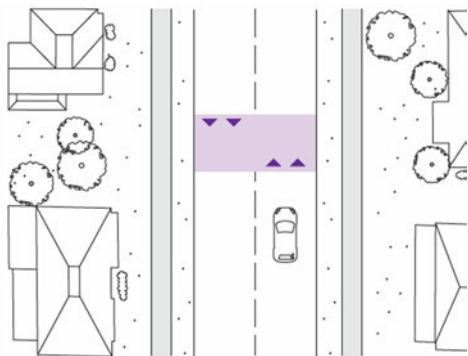
Marked pedestrian crossings elevated 7.6 to 15.2 cm above street grade at intersections or mid-block and can be at level with curb (about 15.2 cm above street). Raised crosswalks often have same profile as speed tables. Most effective with curb extensions



Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Can reduce vehicle speed by about 10 km/h</li><li>• Can reduce vehicle volume by about 12%</li><li>• Improves visibility for pedestrians</li><li>• Provides enhanced safety for pedestrians</li></ul>	<ul style="list-style-type: none"><li>• Negative impact on emergency response services</li><li>• Traffic may divert to surrounding neighborhood roadways</li><li>• Requires more maintenance</li><li>• Increased time and cost necessary for snow removal</li><li>• Drainage may be a concern (catch basin should be installed on uphill side of raised crosswalk)</li><li>• May produce noise concerns from adjacent residents due to braking and acceleration</li></ul>

#### e) Speed Hump:

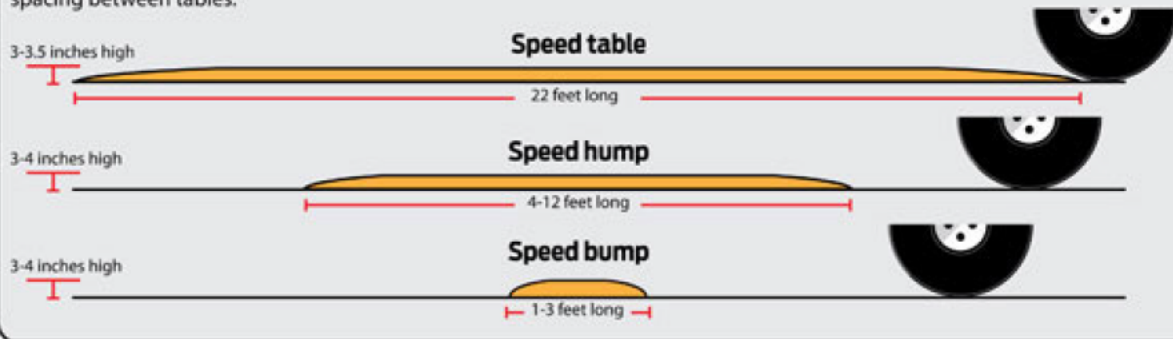
Speed humps are rounded raised areas placed on the roadway. They are designed to discourage motor vehicle drivers from travelling at excessive speeds. The profile of a speed hump can be circular, parabolic, or sinusoidal. They typically are 7.6-10.2 cm high and 1.2-3.7 m long (speed bumps in contrast are 0.3-0.9 m long)





### Bumps, humps and tables

All have different effects on vehicle speeds. Bumps generally result in vehicles slowing to 5 mph or less, while humps cause vehicles to slow to about 20 mph. Speed tables generally result in vehicle operating speeds of 25-30 mph, depending on the spacing between tables.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Speed humps are relatively inexpensive</li> <li>• Relatively easy for bicycles to cross</li> <li>• Very effective in slowing travel speeds</li> <li>• Tapered at the curb on each end to allow for unimpeded drainage</li> <li>• Available in pre-constructed form</li> </ul>	<ul style="list-style-type: none"> <li>• They cause a 'rough ride' for all drivers including cyclist</li> <li>• Negative impact on emergency response services</li> <li>• May cause increase noise</li> </ul>

### f) Speed Cushion:

A cushion is a series of 3-4 "humps" spaced across roadway that permits wide axle emergency vehicles to pass without slowing (typically 7.6 cm high, 1.82 m wide, and 2.1-4.3 m in length)



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Reduce vehicle speed</li> <li>• Can reduce vehicle volumes</li> <li>• No restrictions on on-street parking</li> <li>• Requires minimum maintenance</li> <li>• Does not restrict access to residents</li> <li>• Minimal impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• May divert traffic to parallel streets that do not have traffic calming measures</li> <li>• Increase in noise in the vicinity of the cushions</li> </ul>

**g) Speed Table:**

A table is a raised hump in roadway with flat top and ramps on either end, typically 6.7m long. Are typically long enough for the entire wheelbase of a passenger car to rest on the flat section. Their long flat fields, plus ramps that are sometimes more gently sloped than speed humps, give speed tables higher design speeds than speed humps. Speed tables are easier to construct than speed humps and generally have higher neighborhood acceptance.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Relatively inexpensive to install and maintain (cost increases with size, therefore speed table is most expensive)</li> <li>• Reduces vehicle speed and volume</li> </ul>	<ul style="list-style-type: none"> <li>• Increased time and cost necessary for snow removal</li> <li>• Noise from acceleration and deceleration</li> <li>• Traffic may divert to surrounding neighborhood roadways</li> <li>• Avoid on major transit routes</li> <li>• Drainage may be a concern</li> <li>• Should not be installed on grade exceeding 8% or curves unless radius is greater than approximately 91 m</li> <li>• Should not be placed within 76 m of a signalized intersection</li> <li>• Negative impact on emergency response services, snow and road maintenance</li> </ul>

**h) Curb Radius Reduction**

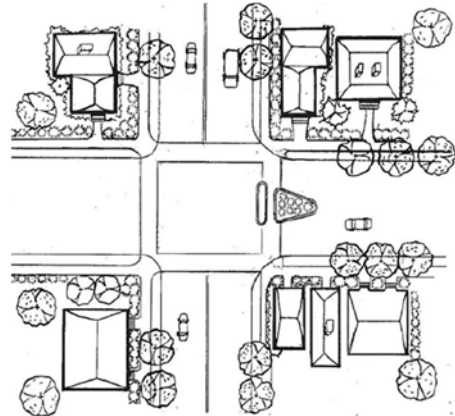
The reduction of the radii of street corners, typically 3.0 m to 5.0 m range. The radius of street corners affects traffic turning speeds as a tighter radius forces drivers to reduce speed.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Expand the intersection corner to reduce the crossing distance for pedestrians</li> <li>• Improve motorist visibility of pedestrians</li> <li>• Reduce the speeds of turning vehicles, which can reduce the likelihood and consequences of a collision with a pedestrian</li> </ul>	<ul style="list-style-type: none"> <li>• Not recommended for primary emergency vehicles, truck or transit routes</li> </ul>

### i) Right-in/Right-out Island

A right-in/right-out island is a raised triangular island at an intersection approach which obstructs left turns and through movements to and from the intersection, street or driveway. They are usually used to direct traffic to the nearest collector or arterial instead of cutting through the neighbourhood. It can also create refuge for pedestrians using the crosswalks in these locations. Prior to implementation a Traffic Engineer is required to review the intersection to ensure there is no adverse effect on adjacent traffic patterns and road network.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Reduces through traffic on local street</li> <li>• Can improve pedestrian safety by reducing crossing distances and providing refuge areas</li> </ul>	<ul style="list-style-type: none"> <li>• Little or no impact on vehicle speed</li> <li>• Does not reduce vehicle volume on major street</li> <li>• Restricts resident access</li> <li>• Traffic may be diverted to surrounding neighborhood roadways</li> <li>• Negative impact on emergency response services</li> </ul>

### j) Sidewalk Extension (at intersection)

A sidewalk extension is the continuation of the sidewalk across a local street intersection. A “raised” sidewalk extension continues at its original elevation, with the local roadway raised to the level of the sidewalk at the intersection. For an “un-raised” sidewalk extension the sidewalk is adjusted to the level of the road.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Favorable for intersections with substantial pedestrian activity</li> </ul>	<ul style="list-style-type: none"> <li>• Can create surface drainage concerns</li> <li>• Maintenance issues for snow plowing</li> <li>• May hamper turning movements causing traffic “back-ups” and possible collisions</li> </ul>

### k) Raised Median Island (Pedestrian Refuge)

Narrow islands at mid-block or intersection between travel lanes with breaks in curbing/landscaping for pedestrians. Median islands should be 1.8-2.4 m wide to comfortably accommodate pedestrians, and at least about 3.7 m long (preferably about 6.1 m)



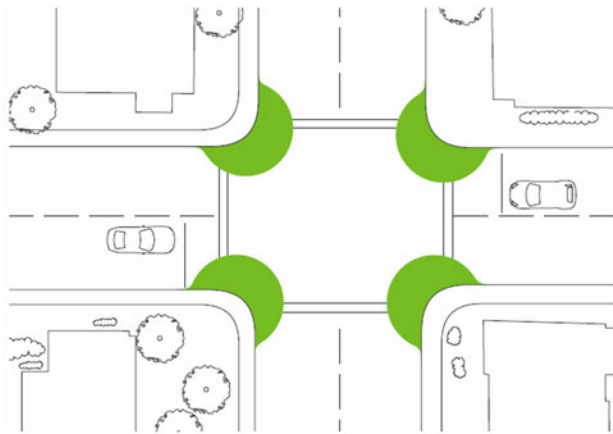
Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Can reduce vehicle speed by 2-8 km/h (typically 3-5 km/h), especially when median islands result in roadway narrowing</li><li>• Separate opposing vehicle travel lanes and prevent passing movements</li><li>• Provide a safe in-between refuge for pedestrians as they make their way across the street, split up a lengthy curb- to- curb distance.</li><li>• Can be used on curves to prevent vehicles from swinging wide at excessive speeds</li></ul>	<ul style="list-style-type: none"><li>• May require removal of on-street parking to create room for median</li><li>• May restrict access to driveways from one direction</li><li>• May require curbing at road edges to confine vehicles to narrowed traffic lanes</li><li>• Snow removal within pedestrian refuge areas may prove difficult and experience delays</li></ul>

### l) Bulb-out/Curb Extension

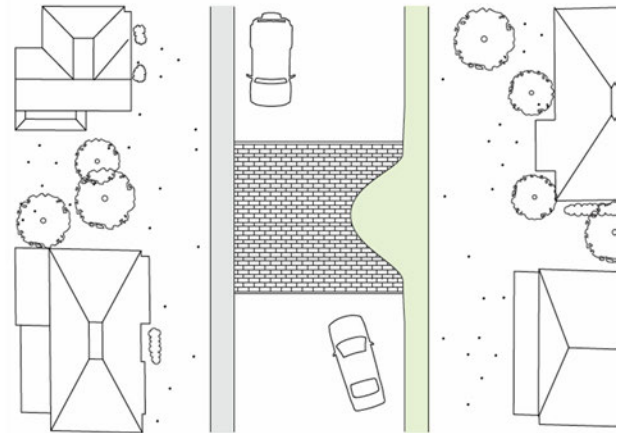
A curb extension is a horizontal intrusion of expanded area of curbing that extend across parking lane and may narrow at travel lane (at intersection of mid-block) with the primary purpose of speed reduction.







*Intersection*

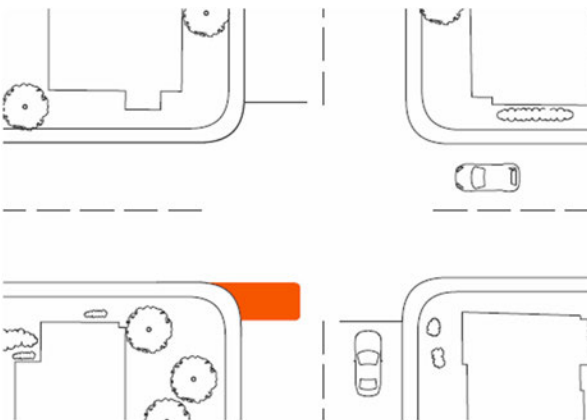


*Mid-block*

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Can reduce vehicle speed up to 2-3 km/h (and even up to 8 km/h when travel lanes are significantly reduced)</li> <li>• Improves pedestrian safety (reduces crossing distance)</li> <li>• prevents illegal parking close to intersections</li> </ul>	<ul style="list-style-type: none"> <li>• Reduces on-street parking</li> <li>• May be difficult to accommodate full bicycle lanes</li> <li>• Drainage may be a concern</li> <li>• Negative impact on emergency response services</li> </ul>

#### m) **Semi-diverter/Directional Closure**

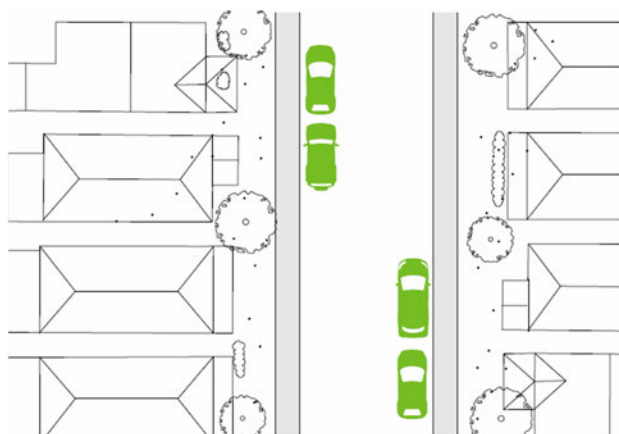
A physical barrier can be curb extension or vertical barrier that extends to proximately the centreline of a street, effectively obstructing one direction of traffic.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Can reduce vehicle speed by 3-8 km/h</li> <li>• Can reduce vehicle volume by 40-60%</li> <li>• Reduce cut-through traffic without restricting bicycle and pedestrian access</li> <li>• Enhances aesthetics with landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic may be diverted to surrounding roadways</li> <li>• Could be violated especially in late evening and on low-volume streets</li> <li>• Negative impact on emergency response services</li> <li>• Not on transit streets</li> <li>• Reduces access for residents</li> </ul>

#### n) On-Street Parking

On-street parking is the reduction of the roadway width for vehicle movement by allowing vehicles to park adjacent and parallel to the curb.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Reduces vehicle speed if roadway is less than 9.0 m and effective width of roadway is reduced. If one half or more of block face is not parked out, on-street parking is unlikely to reduce speed</li> <li>• Parked vehicles provide buffer between traffic and pedestrians on sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>• May reduce visibility of pedestrians and vehicles to each other</li> <li>• Negative impact on emergency response services</li> <li>• Not to be applied to roads with <math>\leq 6.0</math> m paved width</li> </ul>

**o) Centreline Painting**

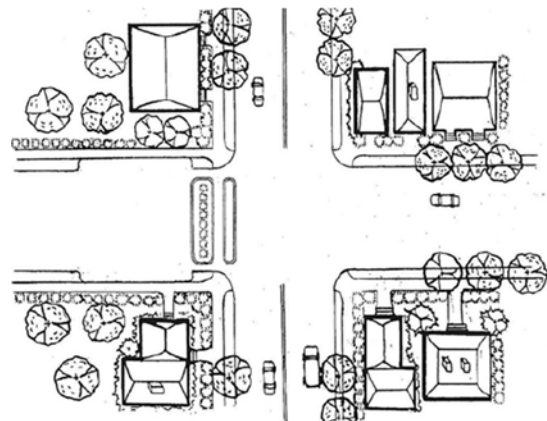
Painting a centreline can reduce the width of the travel portion of a lane. Usually used on roads 9.0 metre wide or less. Narrow lanes provide a feeling of constraint and encourage drivers to reduce their speed. Lanes can either be visually narrowed by adding a painted median, but these may be less effective than centre islands with raised curbs and landscaping, since vehicles can traverse a painted island.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Encourages drivers to slow down due to perception of the road narrowing</li> <li>• Delineates the traffic</li> <li>• Traffic lines do not slow emergency vehicles</li> <li>• Painted lines is relatively easy and low-cost to install and modify.</li> </ul>	<ul style="list-style-type: none"> <li>• Painted lines are easy for drivers to cross and disobey</li> <li>• Roads without paint lines allow drivers to assume they can use the entire road, which results in higher speeds</li> <li>• Removal of pre-existing traffic lines in order to change the configuration may leave unsightly scars on the pavement surface</li> </ul>

**p) Street Closure**

A closed roadway is a barrier extending the entire width, which obstructs all motor vehicle traffic movement from continuing along the roadway. Gaps can be provided for cyclists and they are typically passable by emergency vehicles.



Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Eliminates all cut-through traffic</li> <li>• May reduce vehicle speeds (especially if dead-end street is less than 122 m in length)</li> <li>• May reduce vehicle volume</li> <li>• Enhances aesthetics with landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Obstruct emergency service access</li> <li>• Restrict resident access</li> <li>• Adversely affects snow and road maintenance program</li> <li>• Creates issues regarding turn-around and may result in complaints due to repetitive use of private driveways for this purpose</li> </ul>

## **2 Traffic Calming Measures Not Considered**

### **a) Raised intersections**

Raised intersections are not readily visible to motorists and other roadway users. Consequently, their effect on vehicle speeds and traffic volumes are minor. Expensive to retrofit raised intersections on existing roadways.

### **b) Rumble Strips**

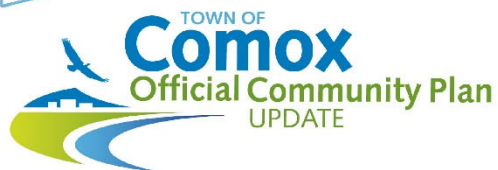
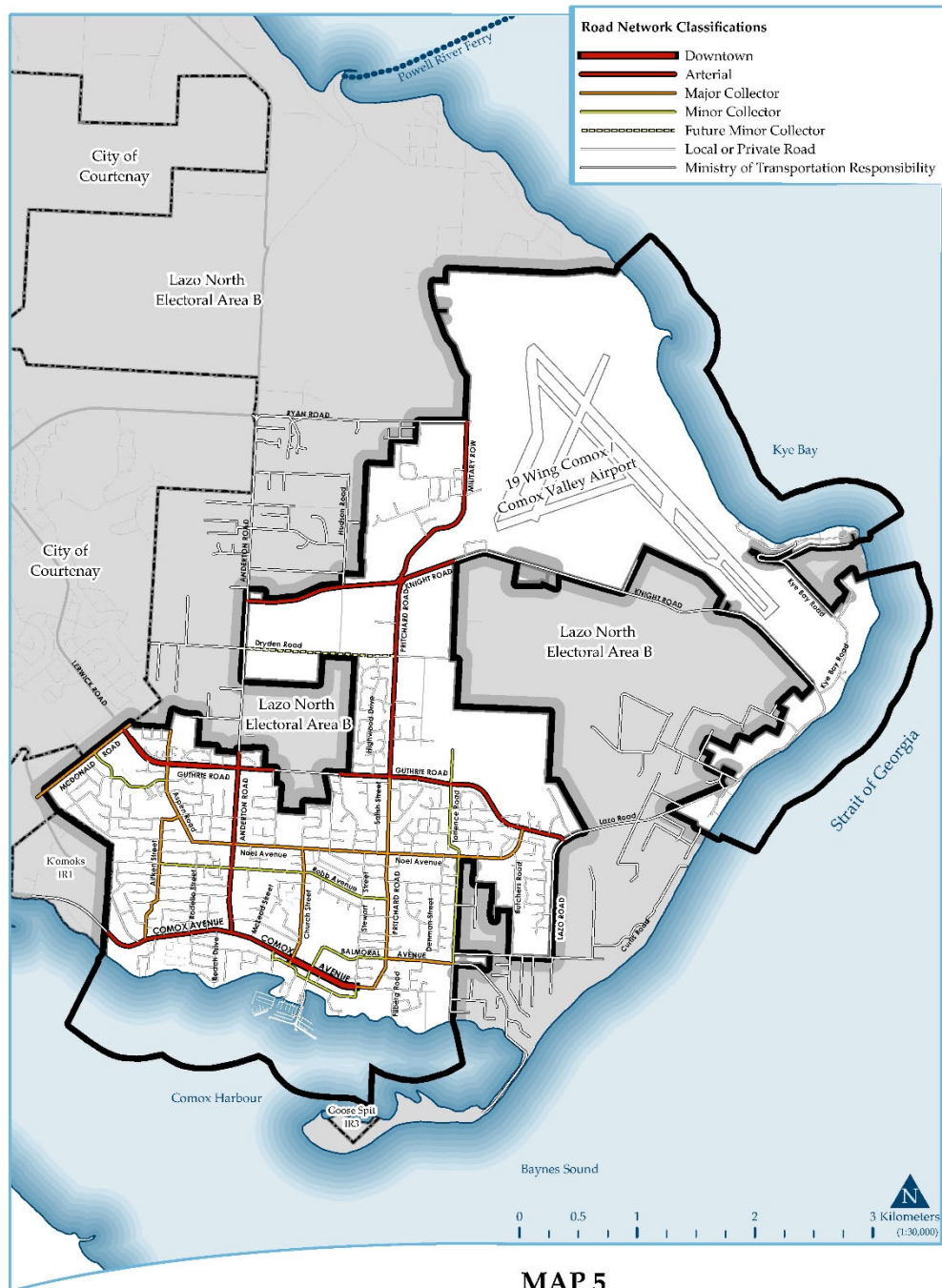
Rumble strips are effective when used to alert motorists to the presence of a stop sign, crosswalk, reduce speed zone or potentially hazardous situation. It is not a common traffic calming measure and creates additional noise for nearby residents.

### **c) Chicanes**

Chicane is a series of curb extensions on alternating side of the roadway, which is to narrow the road and require drivers to steer in an “S” pattern from one side of the road to the other. One lane chicanes have been successful at reducing vehicle volumes and speeds. They have a higher operational and maintenance costs especially for snow clearing and street sweeping.



## Appendix B – OCP Map 5 – Road Network Classifications



### MAP 5 Road Network

February 2011

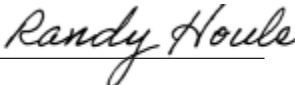

map created by the Arlington Group for the Town of Comox

data provided by:  
Town of Comox, Comox Valley Regional District,  
Province of British Columbia,  
Department of Natural Resources Canada® (All rights reserved),  
WiTS (Wildlife Tree Stewardship Program) 2009,  
BC Nature and Community Mapping Network.

MAP 5: ROAD NETWORK

**REGULAR COUNCIL MEETING**

<b>To:</b> Mayor and Council	<b>File:</b> PR 25-3
<b>From:</b> Randy Houle, Director of Development Services	<b>Date:</b> November 14, 2025
<b>Subject:</b> Zoning Bylaw No. 2056	

Prepared by:  Randy Houle, Director Devel. Serv	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. THAT Council give first and second reading to Comox Zoning Bylaw No. 2056; and

THAT the Zoning Bylaw be referred to a Public Hearing to be scheduled on December 3, 2025, at 5:00 pm at Council Chambers, 1801B Beaufort Avenue, and advertised as required by the *Local Government Act*.

2. THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1890 Comox Avenue, identifying the future registration of a 3.0m wide sewer right of way or easement prior to construction occurring on the lot, which will facilitate a future sewer service to 1873 Buena Vista Avenue from Comox Avenue.
3. THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1490 Cambridge Road, identifying the future registration of the following road dedications prior to construction occurring on the lot:
  - 10.0m wide road dedication along the north property line plus additional land for a cul-de-sac to facilitate an extension of Brighton Road; and
  - 5.0m wide road dedication along the south property line for a tree protection/landscape buffer area.

4. THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1000 Pritchard Road, identifying the future registration of the following road dedications prior to construction occurring on the lot:
  - 12.0m wide road dedication along the west property line for a tree protection/landscape buffer area; and
  - 5.0m wide road dedication along the south property line for a tree protection/landscape buffer area; and
  - 9.0m wide road dedication along the east property line for a servicing/greenway corridor.
5. THAT prior to adoption of Comox Zoning Bylaw No. 2056, a no-build covenant is registered on the title of 1603 Brighton Road, identifying the future registration of a 12.0m wide tree protection/landscape buffer covenant area along the east property line prior to construction occurring on the lot.

## PURPOSE

This report presents Comox Zoning Bylaw No. 2056 and associated Zoning Map for first and second reading (Attachment A). The Zoning Bylaw includes all content required by the *Local Government Act*, including updated density permissions to accommodate the Town's 20-year housing need. The report also provides an overview of the key changes being proposed and opportunities for the community to provide feedback on the draft bylaw.

## Major Items for Consideration

Council is being asked to provide direction on two key items:

1. Whether the proposed zoning bylaw approach is acceptable:

The proposed bylaw provides a comprehensive update to the Town's zoning framework to improve clarity, consistency, and alignment with the updated Official Community Plan.

2. Whether to require no-build covenants for the pre-zoned multi-family lots:

The proposed resolution will require the registration of covenants on four separate properties to require future road dedications, servicing right of ways, greenways, and tree protections areas that are generally outside of the development/building permit authority and would normally be negotiated through zoning amendments.

## STRATEGIC PLAN LINKAGE

### Strategic Priority

### Areas of Focus

---

<b>Balanced Community Planning</b>	<b>Strategic Growth</b> – We will balance the benefits of growth with the livability of our community.  <b>Housing</b> – We will create the conditions for a diversity of housing options in our unique Seaside Town.
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**EXECUTIVE SUMMARY**

The proposed Zoning Bylaw modernizes the format and structure, consolidates 65 existing zones to 49, and introduces clearer, more user-friendly regulations for housing, parking, landscaping, amenity areas, and home occupations. It supports the Town’s goal of meeting its 20-year housing needs while reducing redundancies and improving regulatory consistency between zoning and OCP land use designations. Several properties have been pre-zoned to accommodate future residential growth, and no-build covenants will be registered to secure future road dedications, servicing corridors, and tree protection/landscape buffer areas. Pending Council’s first and second reading, staff will schedule a public hearing for December 3, 2025, with consideration of third and final reading before year-end.

**BACKGROUND**

**Purpose and Objectives**

Accommodating Housing Need

Per the Interim Housing Needs Report, the Town’s 20-year housing need is 3,358 units. Although the current Zoning Bylaw may be able to technically accommodate the Town’s 20-year housing need, recent growth trends indicate that development over the next 15-years will likely fall short of the Town’s 20-year housing target by almost 500 units. Accordingly, Council provided direction to pre-zone several parcels which will be further discussed in this report.

Alignment with the Official Community Plan

Concurrent review of both the OCP Bylaw and Zoning Bylaw has enabled cohesive policy development that improves regulatory consistency between the higher-level land use objectives found in the OCP and specific land use regulations prescribed in the proposed Zoning Bylaw. It is anticipated that this approach will also reduce the number of future OCP and zoning amendment applications resulting from inconsistencies between the two bylaws.

**Community Engagement**

The Zoning Bylaw Review was first introduced to the community at the OCP Open House event that took place on June 24, 2025. Although the event focused primarily on the draft land use map for the OCP update, many attendees voiced support for a modernized and simplified approach to zoning and appreciated the opportunity to better understand the relationship between official community plans and zoning.

The community will have the opportunity to review the proposed Zoning Bylaw online and will be able to submit feedback via email or in person. Should the Zoning Bylaw be given first and second reading, members of the community will also be invited to participate in a public hearing to be scheduled on December 3, 2025.

## **DISCUSSION: KEY UPDATES**

### **New Bylaw Format and Modernization**

The proposed Bylaw uses an updated, interactive bylaw format that consolidates like-regulations (e.g., zones, permitted uses, density permissions, siting standards, etc.) into tables to avoid duplicate regulations, shorten the document, and improve the Bylaw's overall readability and ease of use. Existing figures and maps have been reviewed, updated, and/or replaced throughout the bylaw to aid with the interpretation of text regulations.

### **Updated Provisions**

#### Future Road Dedication Setbacks

This Zoning Bylaw review provided an opportunity to introduce an additional minimum setback requirement for new construction to better facilitate future road dedication in accordance with the Town's updated Subdivision and Development Servicing Bylaw.

#### Amenity Area Requirements for Residential Development

New amenity area regulations have been introduced for the purpose of ensuring that future residential development supports a high standard of livability for its residents. For all forms of residential development, new amenity requirements are limited to private amenity areas such as balconies, decks, or yards. In addition, all multi-unit residential development comprising ten or more units will now be required to provide shared outdoor amenity space (e.g., playgrounds, shared gardens, rooftop patios, etc.) while multi-unit residential development comprising fifty or more units will also be required to provide shared indoor amenities such as guest suites, communal kitchens and gathering spaces, and recreation and fitness equipment/facilities.

#### Home Occupation (HO) Regulations

Existing home occupation regulations, which are largely contained within the Definitions section of the current zoning bylaw, have been restructured as a tiered hierarchy of home occupation uses as described in Table 1 below.



<u>HO Classification</u>		<u>Description</u>
Minor		Minor home occupations are intended to be operated solely within a dwelling unit or accessory building by the resident of the property.
Major		Major home occupations are intended to be operated within a dwelling unit or accessory building and can employ one on-site, non-resident employee.
Accommodation	Bed and Breakfast	Bed and Breakfast Accommodation home occupations are operated solely within a principal dwelling unit and are intended to provide temporary accommodation to guests for a period of less than 90 consecutive days.
	Vacation Rental	Vacation Rental Accommodation home occupations are intended to be operated within a principal dwelling unit, secondary suite, or coach house to provide temporary accommodation to guests in accordance with provincial short-term rental regulations.

*Table 1. Updated Home Occupation Classifications*

This approach better acknowledges how different HOs may be suitable for different contexts or locations throughout the Town (e.g., a home office in an apartment versus a woodworking operation on a large, rural lot). The revised regulations are intended to offer more flexibility to HO uses, while also clarifying requirements regarding:

- Amount of space occupied by the home occupation (via floor area restrictions).
- Number of required off-street parking spaces.
- Number of on-site, non-resident employees permitted.
- Number of permitted visitors / non-employee users of the home occupation.
- Prohibited uses, including industrial, automotive, and watercraft repair uses.

#### Childcare Facilities

Childcare facilities have been permitted in nearly all zones to allow for flexibility and place a reliance on the Health Authority's rigorous licensing process to determine where and how childcare facilities may be provided.

#### Mobile Vending

Mobile vending has been added as a permitted use in all zones where commercial uses are permitted, which includes most Mixed-Use, Employment, Marine, and Park and Public Use zones, provided that a business license is issued. More detailed provisions such as proximity to restaurants can be addressed in a future amendment to the Town's Business License Bylaw.

### Modular Units

The existing limitations on modular units have been removed from the Zoning Bylaw to clarify that all forms of modular construction are permitted moving forward.

### Subdivision Standards for SSMUH-Lots

The minimum regulations for subdivisions in the updated Small-Scale Multi-Unit Residential (R-SSMU) zone have been reduced in accordance with previous direction from Council to continue supporting single-detached type subdivisions. Accordingly, the minimum lot size has been reduced from 650m<sup>2</sup> to 450m<sup>2</sup>, and the minimum lot width has been reduced from 20.0m to 15.0m.

### **New Landscaping Regulations**

Prescriptive landscaping requirements (e.g., a minimum number of trees per dwelling unit, soft-based landscaping requirements along property boundaries abutting a roadway, etc.) have been introduced for the purpose of supporting the retention and enhancement of the Town's existing tree canopy and establishing a minimum standard for all new development across Comox.

### **Revisions to Parking and Loading Requirements**

This Zoning Bylaw update has provided the Town with the opportunity to simplify existing parking and loading requirements to make them easier for staff and the public to understand and implement, including:

- Reduced parking minimums for most permitted uses to align with the parking requirements of similar uses established across the Comox Valley;
- Created distinct parking requirements for the Downtown (i.e., a 50% reduction to the number of required parking spaces for non-residential uses);
- Clarified regulations for user-specific parking and loading types (e.g., modernized barrier-free parking standards, established clear visitor parking requirements, and introduced EV-prepared parking space requirements);
- Introduced distinct requirements for short- and long-term bicycle parking; and
- Introduced end-of-trip facility requirements for large-scale commercial and institutional development.

### **Changes to the Zones**

#### Consolidation of Zones

Existing zones have been reviewed, consolidated, and reorganized to better reflect existing uses, minimize redundancies, and improve alignment with the Town's updated OCP Land Use Map. As a result, the total number of zones has been reduced from 65 to 49, as reflected in Table 2 below.

<b>Current Zone Breakdown</b>	<b>Updated Zone Breakdown</b>
Residential Zones (9)	Low-Density Residential Zones (4)
Multi-Family Residential Zones (13)	Multi-Family Residential Zones (3)
Commercial Zones (9)	Mixed-Use Zones (5)
Industrial Zones (2)	Employment Zones (3)
Marine Zones (4)	Marine Zones (2)
Park Zones (3)	Park and Public Use Zones (4)
Institutional Zones (3)	
Agricultural Zones (1)	Special Use Zones (2)
<b>Total (w/o CD Zones): 44</b>	<b>Total (w/o CD Zones): 23</b>
Comprehensive Development Zones (21)	Comprehensive Development Zones (26)
<b>Total: 65</b>	<b>Total: 49</b>

*Table 2. Breakdown of Existing and Proposed Zones by Category*

In addition to the overall review, consolidation, and restructuring of existing zones, the clear statements of intent have been established for each zone for the purpose of supporting applicants, staff, and Council in navigating future development approval processes, particularly in relation to applications for rezoning.

#### Low-Density Residential Zones

The current Bylaw has nine separate low-density residential zones. To minimize redundancies, efforts were made to consolidate these zones wherever the permitted uses, minimum setbacks, and height and lot coverage maximums were the same or similar. Accordingly, the proposed Zoning Bylaw includes just four low-density residential zones.

#### Multi-Unit Residential Zones

There are thirteen multi-unit residential zones in the current Bylaw. As with the low-density residential zones, efforts were made to consolidate redundancies wherever the permitted uses, density permissions, and other development regulations were the same or similar. Accordingly, the proposed Zoning Bylaw includes just three multi-unit residential zones.

- Ground-Oriented Residential (MR-1) – aligns with the Ground-Oriented Residential OCP land use designation and is intended to accommodate a slightly higher level of density than what is permitted in the new R-SSMU zone by permitting any form of ground-oriented multi-unit housing up to three storeys (e.g., townhouses, house plexes, etc.). This new zone includes the lots endorsed by Council for ground-oriented multi-unit residential pre-zoning at the August 13, 2025, Regular Meeting of Council (see Figure 1).
- Low-Rise Residential (MR-2) – aligns with the Low-Rise Residential OCP land use designation and is intended to serve as a gradual transition between the Downtown and surrounding low-density neighbourhoods through the provision of low-rise multi-unit residential development up to four storeys (e.g., townhouses and apartments). This new zone includes the three properties Council

directed staff to pre-zone for additional residential density at the October 22, 2025, Regular Meeting of Council (i.e., 1000 Pritchard Road, 1490 Cambridge Road, and 1603 Brighton Road).

- Mid-Rise Residential (MR-3) – aligns with the Mid-Rise Residential OCP land use designation and is intended accommodate higher density residential development up to six storeys (e.g., apartments) within and directly adjacent to the Downtown. This zone applies to the property Council directed staff to pre-zone for additional density at the October 22, 2025, Regular Meeting of Council (i.e., 1890 Comox Avenue).

Recently adopted multi-unit zones (i.e., the RM6.1, RM6.2, and RM7.1 zones) have been translated into unique Comprehensive Development zones to retain their existing regulations.

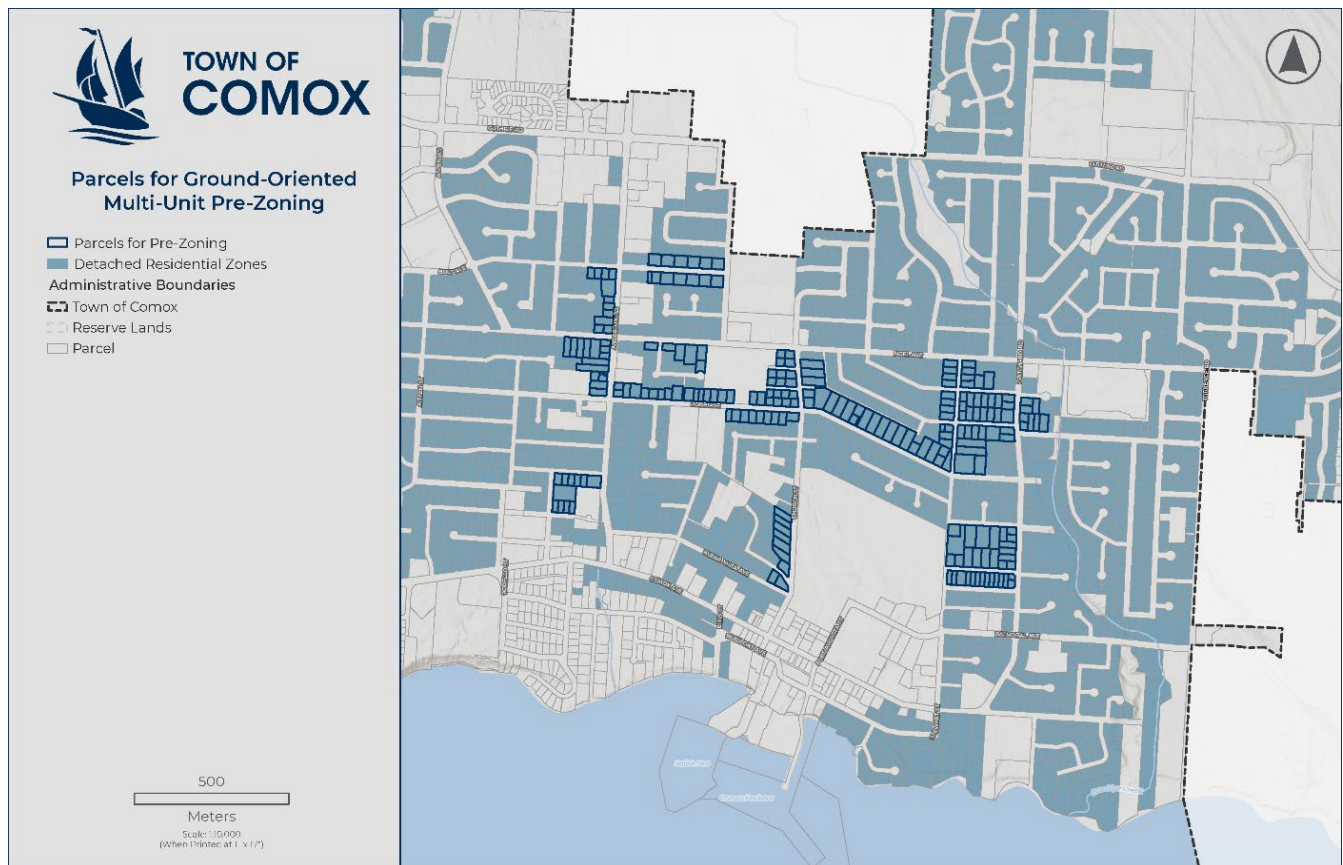


Figure 1. Parcels Endorsed by Council for Ground-Oriented Multi-Unit Pre-Zoning

### Mixed-Use Zones

Existing mixed-use zones previously categorized as commercial zones (i.e., the C4.1, C5.1, and C6.1 zones) now comprise their own 'Mixed-Use' zone category for the purpose of clearly distinguishing the current and desired character of mixed-use development from other larger-scale forms of commercial development. Moreover, lots zoned under the existing Core Commercial (C4.1) zone have been further broken out into three new mixed-use zones to better capture the distinct nature and scale of mixed-use development in different areas of Town (i.e., when located in the Downtown, along the Guthrie-Anderton Corridor, or interspersed within a predominately residential neighbourhood). The recently adopted

Commercial-Residential (C7.1) mixed-use zone has been translated into a unique Comprehensive Development zone to retain its existing regulations.

### Employment Zones

Review of the Bylaw's seven existing commercial zones and two existing industrial zones identified misalignment between existing zoning regulations and the Town's long-term vision for its employment lands as established in the new OCP Future Land Use map. As such, these zones have been consolidated and reorganized within their own 'Employment' zone category for the purpose of clearly distinguishing larger-scale commercial, service commercial, and light industrial uses from the smaller-scale forms of commercial development typically found in the Mixed-Use zones. Self storage and warehouse uses have been removed from the list of permitted uses in the employment zones, while hotel has been added as a permitted use.

### Marine Zones

The four existing marine zones have been simplified to better reflect the existing and desired nature of uses on and adjacent to the sea, resulting in two new marine zones.

### Park and Public Use Zones

Existing park and institutional zones have been reviewed and reorganized to create four distinct Park and Public Use zones for the purpose of clearly separating uses intended to serve the whole community from other non-residential zone types.

### Special Use Zones

Existing zones applicable to lands within the Agricultural Land Reserve and the 19 Wing Comox Canadian Forces Base have been included within their own 'Special Use' zones category for the purpose of clearly distinguishing them from other similar lands.

### Comprehensive Development Zones

Zoning regulations applicable to existing Comprehensive Development zones, as well as the recently adopted multi-unit residential and mixed-use zones noted above for retention as new Comprehensive Development zones, remain largely untouched. Where necessary, language used throughout the Comprehensive Development zones was updated to reflect new and/or updated definitions. Otherwise, all development provisions drafted to accommodate site-specific land use considerations at the time of rezoning remain in effect.

### **Pre-Zoning Covenant Requirements**

Staff recommend that no-build covenants be registered on four separate properties prior to adoption of the zoning bylaw, identifying areas for future road dedication, right-of-way, and tree protection. These requirements were previously identified through past subdivision applications, and the rezoning stage



provides the most appropriate mechanism to secure them. Staff have discussed the covenants with the property owners, and draft versions are currently being finalized for their review, with registration anticipated prior to bylaw adoption. The proposed covenants are summarized as follows:

1) 1890 Comox Avenue:

- A 3.0m wide right of way or easement shall be registered prior to construction on the lot to facilitate the future sewer servicing of 1873 Buena Vista Avenue. The current sanitary service to 1873 Buena Vista Ave and the sanitary main itself are not deep enough to provide service to the southern half of the property. This limits the developable area on 1873 Buena Vista Ave, unless a private sanitary lift station were to be installed.



Figure 2. Future sewer right of way/easement to 1873 Buena Vista Avenue

2) 1603 Brighton Road:

- A 12.0m wide tree protection covenant shall be registered along the east boundary of 1603 Brighton Road, to ensure that a landscape buffer is maintained on both sides of Pritchard Road as identified in the Town's updated OCP policies.

3) 1000 Pritchard Road:

- A 12.0m wide road dedication shall be registered along the west boundary of 1000 Pritchard Road to act as a form of tree and buffer protection while also allowing the Town to obtain ownership to allow flexibility for other uses (e.g., a pedestrian path) in the future.
- A 10.0m wide road dedication shall be registered along the north property line to allow for a future extension of Brighton Road from west to east. 10.0m is half of the road width, with the other half coming from the future development of 1150 Pritchard Road.
- A 9.0m wide road dedication shall be registered along the east property line to allow for a future servicing corridor along with a greenway.
- A 5.0m wide road dedication shall be registered along the south property line for a tree protection and landscape buffer.



Figure 3: 1000 Pritchard Road & 1603 Brighton Road – future road dedication and covenant areas



4) 1490 Cambridge Road:

- A 10.0m wide road dedication shall be registered along the north property line to allow for a future extension of Brighton Road from west to east. 10.0m is half of the road width, with the other half coming from the future development of 1150 Pritchard Road.
- A 5.0m wide road dedication shall be registered along the south property line for a tree protection and landscape buffer.



Figure 4. 1490 Cambridge Road – future road dedication areas

## NEXT STEPS

Should Council give first and second reading to Zoning Bylaw No. 2056, staff will schedule the required public hearing for December 3, 2025, and advertise the public hearing as required by the *Local Government Act*. Following the public hearing, Zoning Bylaw No. 2056 will be brought back to Council for consideration of third and final reading prior to the end of 2025.

## ATTACHMENTS

ATTACHMENT A: Comox Zoning Bylaw No. 2056.



TOWN OF COMOX

# Zoning Bylaw No. 2056



TOWN OF  
**COMOX**

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# SECTION 1 | ADMINISTRATION

## 1.1 Title

- (1) This Bylaw may be cited as "Town of Comox Zoning Bylaw No. 2056".

## 1.2 Application

- (1) The **Town** is hereby divided into zones as shown on "Schedule A – Zoning Map", which is attached to and forms an integral part of this Bylaw.
  - (a) Any map included in this Bylaw is attached to and forms an integral part of this Bylaw.
- (2) This Bylaw applies to all land, **buildings**, and **structures**, including the surface of water, within the boundaries of the **Town**.
- (3) No land, **building**, or **structure** within the **Town** shall be developed, used, constructed, erected, modified, converted, enlarged, re-constructed, altered, placed, maintained, or subdivided except in conformity with the provisions of this Bylaw.
- (4) Lawful non-conforming uses, **buildings**, and **structures** are subject to provisions of the *Local Government Act*.
- (5) This Bylaw shall not apply in the following situations:
  - (a) the use of a **building** or part thereof, as a temporary polling station, election official's headquarters, candidate's campaign office, and any other temporary use in connection with a federal, provincial, or municipal election, referendum, or census;
  - (b) the use of a **building**, or part thereof, as a constituency office for a federal Member of Parliament or a provincial Member of the Legislative Assembly when located in a **Mixed-Use, Employment, or Park and Public Use** zone, subject to the signage requirements established in the Town's *Sign Bylaw*;
  - (c) the temporary **outdoor storage** of materials which are incidental to the erection, maintenance, alteration, or sale of a **building, structure**, or utility for which a **building** or development permit has been issued provided such materials are removed within 30 days of project completion or one year following the issuance of a **building** permit, whichever is earliest;

- (d) the use of non-**Low-Density Residential**, non-**Multi-Unit Residential**, or non-**Agricultural** zones for activities such as amusement carnivals, religious gatherings, and music festivals for less than seven days, provided a valid licence has been issued under the *Town's Business Licence Bylaw*; and
- (e) the application of development standards for:
  - i. railways, pipelines, irrigation ditches, conduits, and flumes
  - ii. **telecommunication modules**, traffic control devices, free-standing lighting poles, and flag poles; and
  - iii. **utilities**, including those which are underground or within statutory rights-of-way and **utility** poles and anchors.

### **1.3 Severability**

- (1) If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason found to be invalid by a decision of a Court of competent jurisdiction, the invalid portion shall be severed and the validity of the remaining portion of the Bylaw shall not be affected.

### **1.4 Compliance with Other Legislation**

- (1) Nothing in this Bylaw shall exempt any person from their responsibility to ascertain and comply with the requirements of all other applicable municipal bylaws, provincial statutes or regulations, and federal statutes or regulations.

### **1.5 Repeal**

- (1) The Town of Comox Zoning Bylaw No. 1850, including all amendments, is hereby repealed.

## SECTION 2 | ENFORCEMENT

### 2.1 General

- (1) The Director of Development Services, the [Building](#) Inspector, and Bylaw Enforcement Officers are authorized to enforce the provisions of this Bylaw.

### 2.2 Right of Entry

- (1) The Director of Development Services, the [Building](#) Inspector, and Bylaw Enforcement Officers are authorized to enter, at all reasonable hours, onto any property to ascertain whether the provisions of this Bylaw are being adhered to.
- (2) No person shall interfere with or obstruct the Director of Development Services, the [Building](#) Inspector, or a Bylaw Enforcement Officer from entering upon property for the purpose of enforcing the provisions of this Bylaw.

### 2.3 Offences

- (1) No person shall contravene, cause, suffer, or permit a contravention of this Bylaw.
- (2) No person shall commence or undertake a use which is not permitted by this Bylaw.

### 2.4 Penalties

- (1) Each day that a contravention of this Bylaw occurs or is permitted to occur shall constitute a separate offence.
- (2) Any person who contravenes any provisions of this Bylaw is liable on summary conviction to a penalty not exceeding \$50,000.00 and the costs of prosecution.

## SECTION 3 | INTERPRETATION

### 3.1 General

- (1) Section headings in this Bylaw have been inserted as a matter of convenience and for reference only and in no way shall define or limit any of its provisions.
- (2) The following guidelines shall be applied in interpreting any use defined in **Section 4** of this Bylaw:
  - (a) typical uses listed in the definitions have been included as examples only and are not intended to be exclusive or restrictive; and
  - (b) where a specific use does not conform to the wording of any use defined in this Bylaw or generally conforms to the wording of two or more uses defined in this Bylaw, the use shall conform to and be included in the use class which is most appropriate in character and purpose.
- (3) Words or phrases not defined in this Bylaw, where defined by the *Community Charter* or the *Local Government Act*, shall have the same meaning as defined by those statutes.
- (4) Words or phrases not defined in this Bylaw, the *Community Charter*, or the *Local Government Act* shall be given their usual and customary meaning.
- (5) A reference in this Bylaw to any provincial or federal enactment shall be a reference to the enactment as amended, revised, consolidated, or replaced from time to time.
- (6) A reference in this Bylaw to any bylaw or policy of the **Town** is a reference to the bylaw or policy as amended, revised, consolidated, or replaced from time to time.



### 3.2 Maps and Schedules

- (1) The Zoning Map and any other map included in this Bylaw shall be interpreted as follows:
  - (a) where a boundary is shown as approximately following a **lot line**, the **lot line** is deemed to be the boundary;
  - (b) where a boundary is shown as approximately following the **Town** boundary, the **Town** boundary is deemed to be the boundary;
  - (c) where a boundary is shown as approximately following the **natural boundary** of a **watercourse**, the **natural boundary** is deemed to be the boundary; and
  - (d) where a boundary follows a street, **lane**, railway, pipeline, power line, **utility** right-of way, or easement, the centreline of such feature is deemed to be the boundary unless otherwise clearly indicated on the map.
- (2) Where a boundary does not follow a legally defined property line and where the distances are not specifically indicated, the location of the boundary is determined by scaling from the corresponding map.
- (3) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion or erosion, the zoning designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted or eroded area indicated on the Zoning Map.
- (4) Where a **lot** is divided by a zone boundary on the Zoning Map, each area created by the division shall be considered a separate **lot** for the purpose of determining the applicable regulations of this Bylaw, including but not limited to required **setbacks**, projections, and screening.

### 3.3 Figures

- (1) All figures used in this Bylaw are for illustrative purposes only and are not to scale.

### **3.4 Units of Measurement**

- (1) Metric units are used for all dimensions and measurements in this Bylaw.
- (2) For the purpose of this Bylaw, the following units of measure are abbreviated as follows:
  - (a) hectares – ha
  - (b) metres – m
  - (c) square metres – m<sup>2</sup>
  - (d) cubic metres – m<sup>3</sup>
  - (e) centimetres – cm
- (3) Regulations in this Bylaw provided to one decimal place must not be rounded to whole numbers.
- (4) Where a calculation has been made for the purposes of compliance with the provisions of this Bylaw and does not yield a whole number, metric fractions of one half or greater ( $\geq 0.5$ ) shall be rounded up to the nearest whole number and fractions of less than one half ( $< 0.5$ ) shall be rounded down to the nearest whole number.

## SECTION 4 | DEFINITIONS

4.1 In this Bylaw:

**Accessory** means clearly incidental and subordinate to a [principal](#) or [secondary building, structure,](#) or use, on the same [lot](#).

**Accommodation, Bed and Breakfast** means the use of one or more [sleeping units](#) within a [principal dwelling unit](#) to provide temporary accommodation for remuneration, and may include the provision of meals.

**Accommodation, Campground** means the provision of designated sites and associated facilities for the temporary accommodation of visitors using tents, trailers, recreational vehicles, cabins, or cottages for recreational purposes.

**Accommodation, Hotel** means a [building](#) or group of [buildings](#) with a common entrance lobby and shared corridors, divided into self-contained [sleeping units](#) which may include [cooking facilities](#), used or intended to be used as accommodation for transient visitors. This use may also include other associated uses such as [food services](#), banquet halls, meeting and convention rooms, recreation facilities, and [personal service](#) establishments for the convenience of guests, but specifically excludes [motel accommodation](#).

**Accommodation, Motel** means a [building](#) or group of [buildings](#) divided into self-contained [sleeping units](#) used or intended to be used as accommodation for transient visitors, each with a separate exterior entrance and access to on-site parking, and which may include [cooking facilities](#). This use may also include other associated uses such as [food services](#), banquet halls, meeting and convention rooms, and [personal service](#) establishments for the convenience of guests.

**Accommodation, Vacation Rental** means the use of a [dwelling unit](#) to provide temporary accommodation for remuneration, and may include the provision of meals.

**Agriculture** means a farm use as defined by the *Agricultural Land Commission Act*. Typical uses include but are not limited to farming, horticulture, or the keeping of bees, poultry, dairy livestock, and horses.

**Agriculture, Urban** means the small-scale growing of crops or production of farm products and the keeping of bees and hens within an urban or suburban environment. This use may include a [farm stand](#) but specifically excludes the production or sale of cannabis products.

**Airport** means premises used for the arrival, departure, movement, or servicing of aircraft, including associated [buildings](#), installations, hangars, open space, parking, and equipment.

**Amenity Area, Private** means an unenclosed area accessible only to the residents of an individual dwelling unit, typically in the form of a balcony, patio, or other such areas.

**Amenity Area, Shared** means common space accessible to all residents of a site, specifically designed and used for cultural, social, or recreational activities. Shared amenity areas located outdoors may include features that support urban agriculture activities, garden plots, tables, benches, playground equipment, fountains, pools, or outdoor cooking facilities, whereas shared amenity areas located indoors may include a sleeping unit for guest use, recreation and fitness equipment/facilities, cooking facilities, communal dining space, or meeting rooms.

*See Section 6.2 for additional amenity area regulations.*

**Animal Shelter** means premises used for the care and shelter of domesticated animals which have been lost, abandoned, or seized, but specifically excludes a kennel.

**Aquaculture, Land-Based** means the non-mechanized cultivation, rearing, and harvesting of fish, finfish, mollusks, crustaceans, aquatic plants, and any other aquatic organisms within the foreshore, but specifically excludes the processing of such organisms.

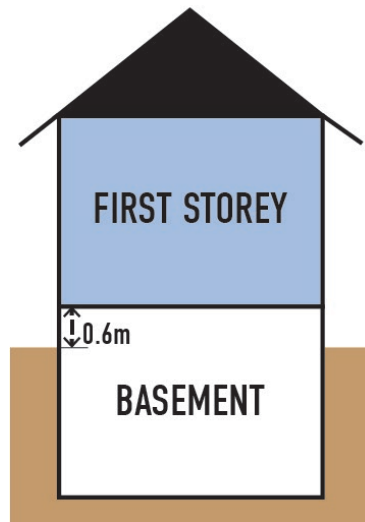
**Aquaculture, Marine-Based** means the cultivation, rearing, and harvesting of fish, finfish, mollusks, crustaceans, aquatic plants, and any other aquatic organisms, but specifically excludes the processing of such organisms.

**Automotive and Equipment Services, Light** means the provision of services associated with new or used automobiles, motorcycles, bicycles, snowmobiles, tent trailers, travel trailers, recreational vehicles, and similar vehicles, including but not limited to retail sales, rental, servicing, washing, installation, detailing, painting, and repair, as well as the sale, installation, or servicing of parts and accessories that are associated with the primary automotive and equipment service.

**Automotive and Equipment Services, Heavy** means the sale, rental, service, or repair of heavy vehicles, machinery, or mechanical equipment typically used for building, roadway, pipeline, oil field, and mining, construction, manufacturing, assembling operations, processing operations, or agricultural production, but specifically excludes standard trucks, automobiles, or similar vehicles.

**Basement** means a portion of a **building** that is partially or completely underground and has a finished ceiling 0.6 metres or less above **finished grade**.

**Figure 4-1. Basements**



**Breezeway** means a roofed, unenclosed, single-storey connection between **buildings**, but specifically excludes underground connections.

**Building** means a **structure** having a non-fabric roof supported by columns or walls, used for the shelter, enclosure, or accommodation of persons and/or property.

**Boat Launch** means a permanent **structure** that extends from or near the **natural boundary** into the water for the purpose of launching or receiving docks, navigational devices, boats, and other such floating vessels in and out of the water.

**Breakwater** means a permanent **structure** constructed using stone or concrete that extends from or near the **natural boundary** into the water for the purpose of protecting a harbour or shoreline from tides, currents, waves, and storm surges.

**Caliper** means the diameter of a tree trunk measured at a point 0.3 metres above the top of the tree's root ball.

**Caretaker Suite** means a **dwelling unit** used to provide on-site accommodation for a single-person household employed on the property.

*See Section 6.3 for additional caretaker suite regulations.*



**Carport** means a [structure](#) used to shelter one or more parked vehicles that is enclosed on no more than three sides.

**Care Facility, Child** means premises licensed under the *Community Care and Assisted Living Act* to provide care or supervision for three or more children.

**Care Facility, Community** means premises licensed as required under the *Community Care and Assisted Living Act* to provide care or supervision for three or more persons, and may include the provision of physical or mental [health services](#), emergency or transitional care, and the short- and long-term prevention and treatment of illness, injury, or disability. Community care facilities may comprise individual [dwelling units](#) or [sleeping units](#), and may include other associated uses such as standard administrative and operational support functions, temporary staff accommodation, provision of compassionate religious services, a lawfully operated helipad, and [food services](#).

**Care Facility, Licence-Not-Required** means a [home occupation](#) for the provision of care or supervision, in accordance with the *Community Care and Assisted Living Act*, for:

- a maximum of two children or a sibling group, or
- a maximum of two persons not related by blood or marriage.

**Chicken Coop** means an enclosed, weatherproof [structure](#) used to house hens, including but not limited to roosting areas, nesting boxes, and feeding areas.

**Coach House** means a self-contained [dwelling unit](#) that is detached from and clearly [secondary](#) to a [principal](#) residential [building](#) on the same lot.

See **Section 6.4** for additional coach house regulations.

**Commercial Unit** means a [building](#) or portion thereof that is accessible by one or more common entrances and used by one business.

**Commercial Vehicle** means a commercial vehicle as defined by and licensed under the Commercial Transport Act, or any other such vehicle used for the collection, transport, or delivery of people or goods in the ordinary course of business.

**Community Garden** means land used by members of the public, either collectively or via individual plots, for the production of plants and food crops, demonstration gardening, or instructional programming.

**Cooking Facility** means an area within a [building](#) or [structure](#) used for the storage, preparation, or cooking of food, including any fixtures or appliances reliant on a 220V electrical outlet or a permanent gas line.

**Cultural and Community Services** means premises used for cultural, recreational, or social purposes, including public or private clubs, spectator entertainment establishments, libraries, and cultural exhibits. Typical uses include but are not limited to municipal offices, community halls, social clubs, libraries, museums, galleries, and theatres.

**Data Centre** means a [building](#) or group of [buildings](#) used for the storage and operation of networked computers or data and transaction processing equipment, and may include [telecommunication modules](#) and associated components.

**Density** means a measure of the development intensity of a [lot](#), including the number of [dwelling units](#) permitted on a [lot](#) measured in units per [lot](#), units per hectare, or [floor area ratio](#).

**DND Facilities** means any land, [building](#), or [structure](#) used or intended to be used by the Department of National Defence.

**Drive-Through Services** means the provision of goods or services through a window by an attendant or automated machine, to persons remaining in vehicles in a designated queuing space. This use specifically excludes [gas stations](#) and [light automotive and equipment services](#).

**Driveway** means the portion of a [lot](#) between a [highway](#) or [lane](#) and a parking or loading area used for vehicular access and egress, but specifically excludes internal [manoeuvring aisles](#) within a [parking lot](#).

**Dwelling Unit** means a [building](#) or self-contained portion thereof containing sleeping, sanitary, and [cooking facilities](#), used or intended to be used as a residence for one household, but specifically excludes [hotel](#) and [motel accommodations](#) or recreational vehicles.

**Education Services** means the provision of training, instruction, education, or certification in a specific trade, skill, or service, including classrooms, administrative offices, gymnasiums, or maintenance and/or storage facilities associated with the primary education service. Typical uses include but are not limited to public or private schools, community colleges, universities, vocational schools, and adult education centres.

**Emergency and Protective Services** means premises used as a base of operations for fire protection, police, ambulance, or other such services.

**End-Of-Trip Facilities** means amenities necessary to support cyclists, joggers, walkers, and other active commuters at the end of their trip, including but not limited to common clothing lockers, changeroom, washroom, and shower facilities, bicycle repair space, and bicycle wash stations.

**Entertainment Facility** means premises used to provide entertainment and amusement to patrons for remuneration, including but not limited to arcades, billiard and pool halls, bowling alleys, cinemas, miniature golf, and movie theaters, but specifically excludes nightclubs and gaming facilities such as video lottery terminals, slot machines, or teletheatre outlets.

**Environmentally Sensitive Area** means an area of ecological significance that has, or with restoration or enhancement could have, natural features which contribute to the retention and/or creation of wildlife habitat, soil stability, water retention or recharge, vegetative cover, or similar vital ecological functions. Environmentally sensitive areas range in size from small patches to extensive landscape features, and can include rare or common habitats, plants, and animals.

**Farm Stand** means a [building](#) or [structure](#) used for the sale of crops and farm products grown or produced on-site.

**Farmer's Market** means a market for the sale of locally produced goods typically produced on farms, with multiple vendors, operated in a fixed location on a periodic basis. This use includes but is not limited to the sale of arts and crafts and [mobile vending](#), but specifically excludes the sale of farm machinery, implements, and tools other than gardening supplies.

**Fence** means a vertical [structure](#) used as a physical barrier or enclosure, or for screening purposes, including any moveable components such as a gate or door.

*See **Section 7.4** for additional fence regulations.*

**Fleet Services Facility** means premises used to dispatch, store, repair, clean, and otherwise maintain three or more [commercial vehicles](#) used for the transport of people, goods, or services, but specifically excludes the production, display, sale, or rental of such vehicles. Typical uses include but are not limited to buses, couriers, limousines, taxis, or roadside assistance vehicles.

**Floor Area** means the sum of all horizontal area with a clear ceiling [height](#) of 1.8 metres or more for each [storey](#) within a [building](#) measured to the interior face of exterior walls.

**Floor Area Ratio (FAR)** means the figure obtained when the [gross floor area](#) of a [lot](#) is divided by the [lot area](#).

*See **Section 5.4.1** for additional floor area ratio regulations.*

**Floor Area, Gross (GFA)** means the sum of all horizontal area with a clear ceiling [height](#) of 1.8 metres or more for each [storey](#) of all [buildings](#) on a [lot](#), measured from the outside face of the exterior walls, excluding enclosed areas used to accommodate required [parking areas](#) and any associated ramps used for vehicular access/egress.

**Food Services** means premises used for the preparation, service, and sale of food and beverages to the public. Typical uses include but are not limited to licensed restaurants, brewpubs, banquet facilities, cafes, and take-out restaurants.

**Gas Station** means premises used for the selling and dispensing of vehicular fuels, lubricants, electricity, and automotive parts and accessories, and may include a car wash or the sale of food, tobacco, pharmaceuticals, periodicals, or other similar convenience items.

**Grade, Finished** means the elevation of the ground following construction or land altering activities.

**Grade, Natural** means the elevation of the ground surface in its natural state, prior to the commencement of any alteration or development, or on sloping sites, the plane angles prior to the commencement of any alteration or development. Where land alteration has occurred, [natural grade](#) is determined using historical records or interpolation based on surrounding [natural grades](#).

**Greenway** means a linear open space, often established along a [highway](#) or adjacent to existing natural features, that is 6.0 metres or more in width and restricted to pedestrian and cyclist use or used for stormwater retention and detention pond maintenance access.

**Health Services** means the provision of physical or mental health services, on an out-patient basis, which may be of a preventative, diagnostic, treatment, therapeutic, rehabilitative, or counselling nature. Typical uses include but are not limited to medical and dental offices, chiropractors, massage therapists, acupuncture clinics, reflexology, health clinics, and counselling services.

**Height** means the maximum vertical distance between the highest point of a [structure](#) or [building](#) and the lesser of [natural grade](#) or [finished grade](#).

*See [Section 5.3.1](#) and [Figure 5-1](#) for additional height regulations.*

**Highway** means a highway under the *Land Title Act* that affords the [principal](#) access to abutting properties, including a thoroughfare, street, [lane](#), trail, avenue, parkway, highway, road, viaduct, alley, bridge, trestle way, or other public right of way which is ordinarily used for vehicular traffic, parking, and pedestrians, and is located on publicly owned lands.

**Home Occupation** means the use of a portion of a [dwelling unit](#) or [accessory building](#), by a resident of the premises, to operate a business.

*See Section 6.5 for additional home occupation regulations.*

**Impervious Surface** means a surface which either prevents or impedes the entry of water into the soil mantle or causes water to run off the surface in greater quantities or at a rate of flow greater than the rate of flow present under natural conditions prior to development. Such surfaces include but are not limited to concrete, asphalt, and pavers.

**Industrial, Heavy** means the assembly, fabrication, manufacturing, processing, storage, and testing of materials or products predominantly from extracted, bulk, or raw materials, including the processing of animal products and byproducts and processes using hazardous materials or processes which may create hazardous or commonly recognized offensive conditions, as well as the collection, demolition, dismantlement, storage, salvage, recycling, or sale of waste materials including furniture, scrap metal, vehicles, machinery, and other discarded goods.

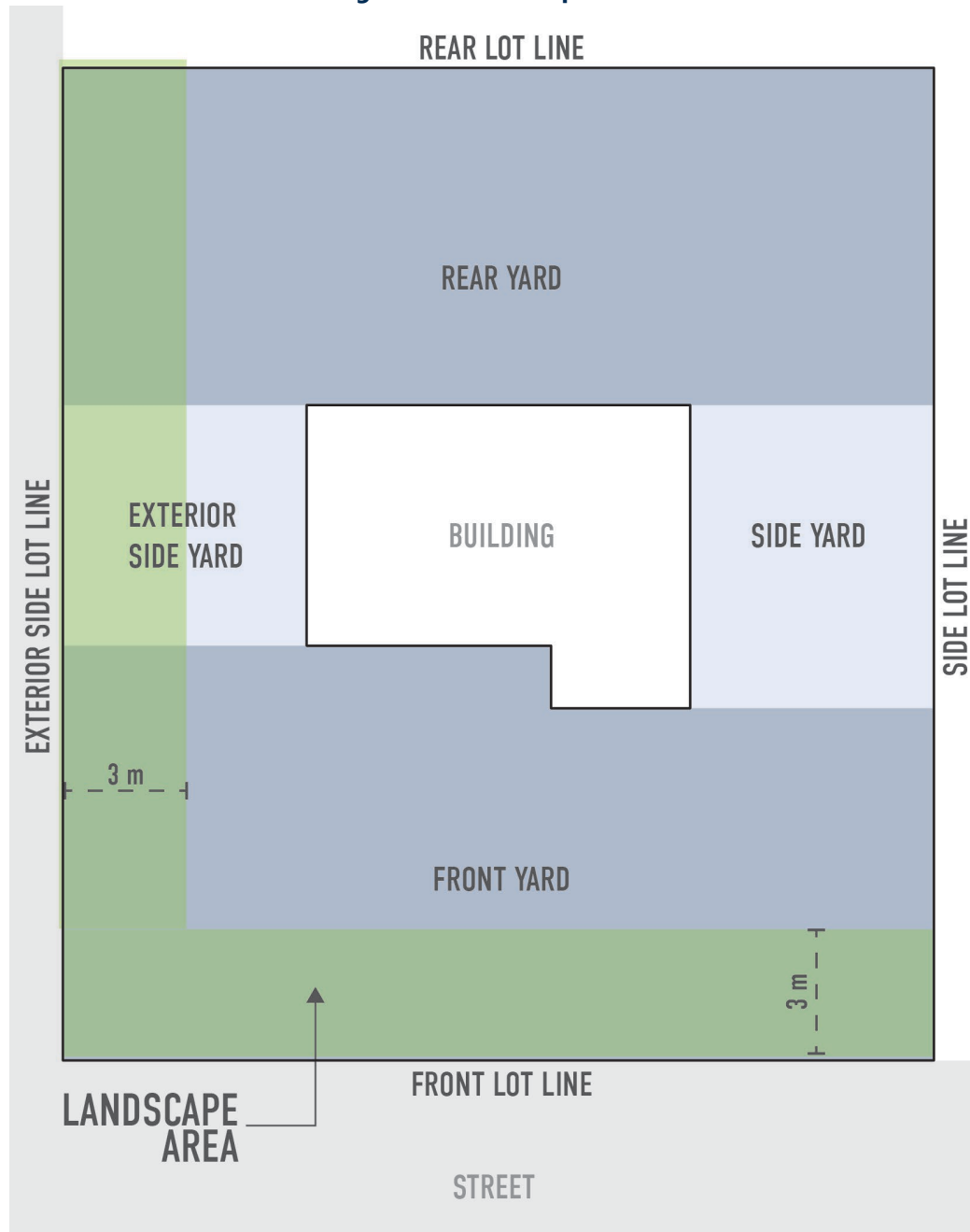
**Industrial, Light** means the assembly, fabrication, manufacturing, repair, servicing, maintenance, and testing of goods or materials where carried out wholly within an enclosed [building](#) or structure, including processes using hazardous materials, or processes that may create hazardous or commonly recognized offensive conditions, and may include the sale of such goods or materials but specifically excludes the storage, processing, or handling of hazardous waste.

**Kennel Facility** means premises used for the care, training, and overnight boarding of domesticated animals for remuneration, but specifically excludes livestock.



**Landscape Area** means the horizontal area of any yard abutting a highway that must be landscaped.

**Figure 4-2. Landscape Area**



See **Section 7.2** for landscape area requirements.

**Landscape Screen** means a continuous visual barrier consisting of natural vegetation, trees, shrubs, wooden or otherwise solid fencing, or a combination of those elements, serving to effectively screen the area that it encloses.

**Landscaping** means any combination of landscape features designed to enhance the visual appearance of a lot, including soil-based landscape elements, decorative paving, walkways, fencing, patios, and other ornamental features used to beautify or screen the appearance of all or a portion of a lot, but specifically excludes enclosed structures or buildings.

**Lane** means a highway 7.0 metres or less in width that provides rear or side yard access to abutting lots, or any other public highway that is otherwise undesignated.

**Licensed Premises** means premises licensed pursuant to the *Liquor Control and Licensing Act* to serve alcoholic beverages to the public, where such premises may also serve food and non-alcoholic beverages and provide forms of live entertainment. Typical uses include but are not limited to bars, lounges, and taprooms, but specifically excludes nightclubs, cabarets, discotheques, or other such premises.

**Loading Space** means an on-site area reserved for temporary vehicular parking for the purpose of loading or unloading goods and materials.

**Lot** means a separate and distinct parcel of land that is legally defined by a recorded subdivision plan or description of land registered in the Provincial Land Title Office.

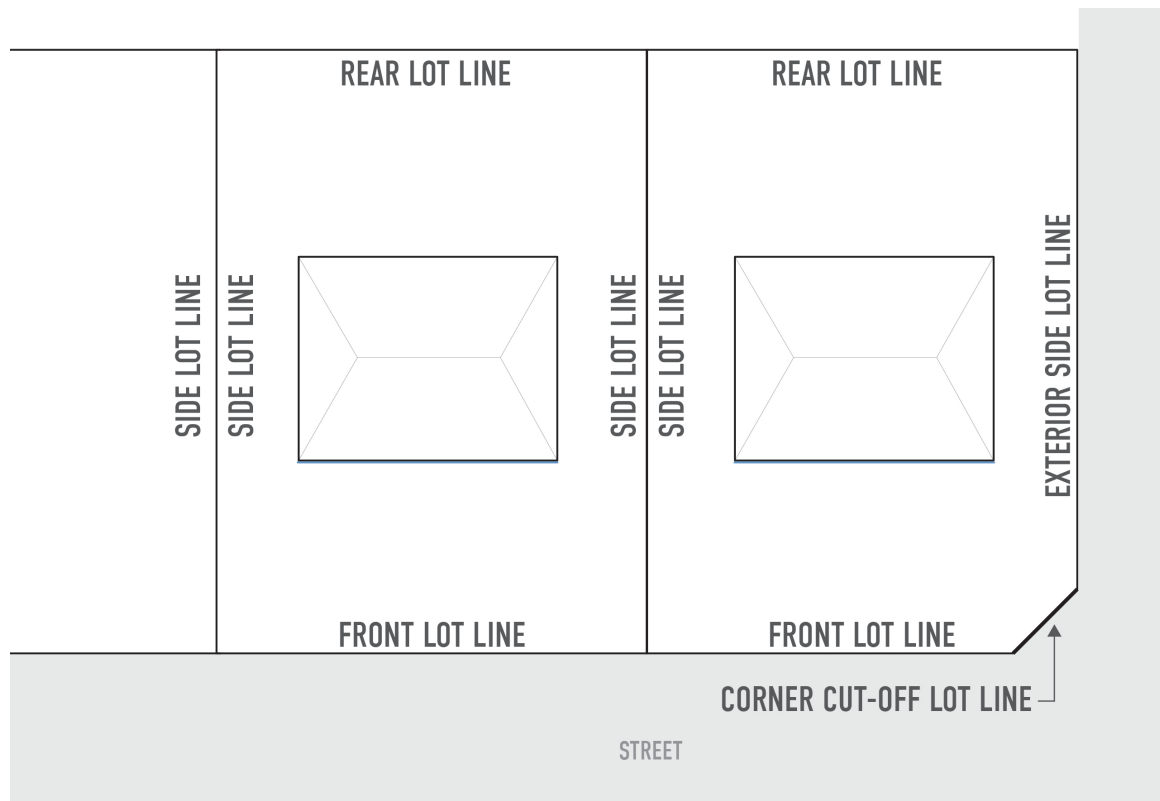
**Lot Area** means the total horizontal area within the lot line of a lot. In the case of a panhandle lot, the access strip shall be excluded from the calculation of total lot area for the purpose of determining compliance with a minimum lot area requirement of this Bylaw.

**Lot Coverage** means the total horizontal area of a lot that is built upon, expressed as a percentage of lot area.

*See Section 5.4.2 for additional lot coverage regulations.*

**Lot Line** means any line that forms the legally defined boundary of a lot.

**Figure 4-3. Lot Lines**



**Lot Line, Corner Cut-Off** means a lot line that is common to a lot and the intersection of two highways.

**Lot Line, Exterior Side** means a lot line abutting a highway other than a lane, which is not the front lot line or corner cut-off lot line.

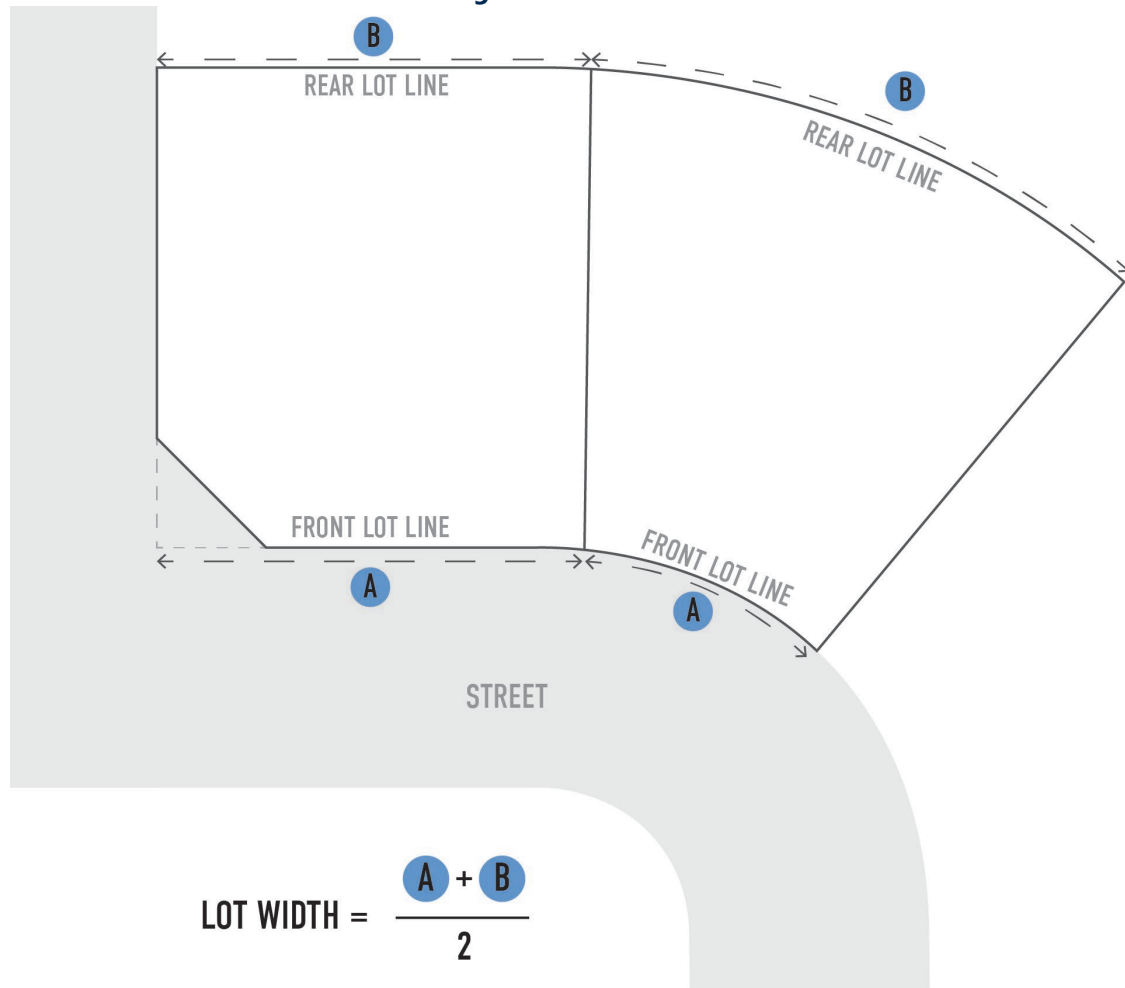
**Lot Line, Front** means the lot line that is common to a lot and an abutting highway, other than a lane. Where two or more lot lines abut a highway, the shortest line, excluding the corner cut-off lot line, shall be deemed to be the front lot line. Where a lot does not abut a highway, the lot line from which common vehicle access is provided shall be considered the front lot line.

**Lot Line, Rear** means the lot line that is opposite to and most distant from the front lot line, or, where there is no such rear lot lines, the point of intersection of any lot lines other than the front lot line that is opposite to and most distant from the front lot line.

**Lot Line, Side** means any lot line abutting a lane or between two or more lots other than the front, rear, corner cut-off, or exterior side lot lines.

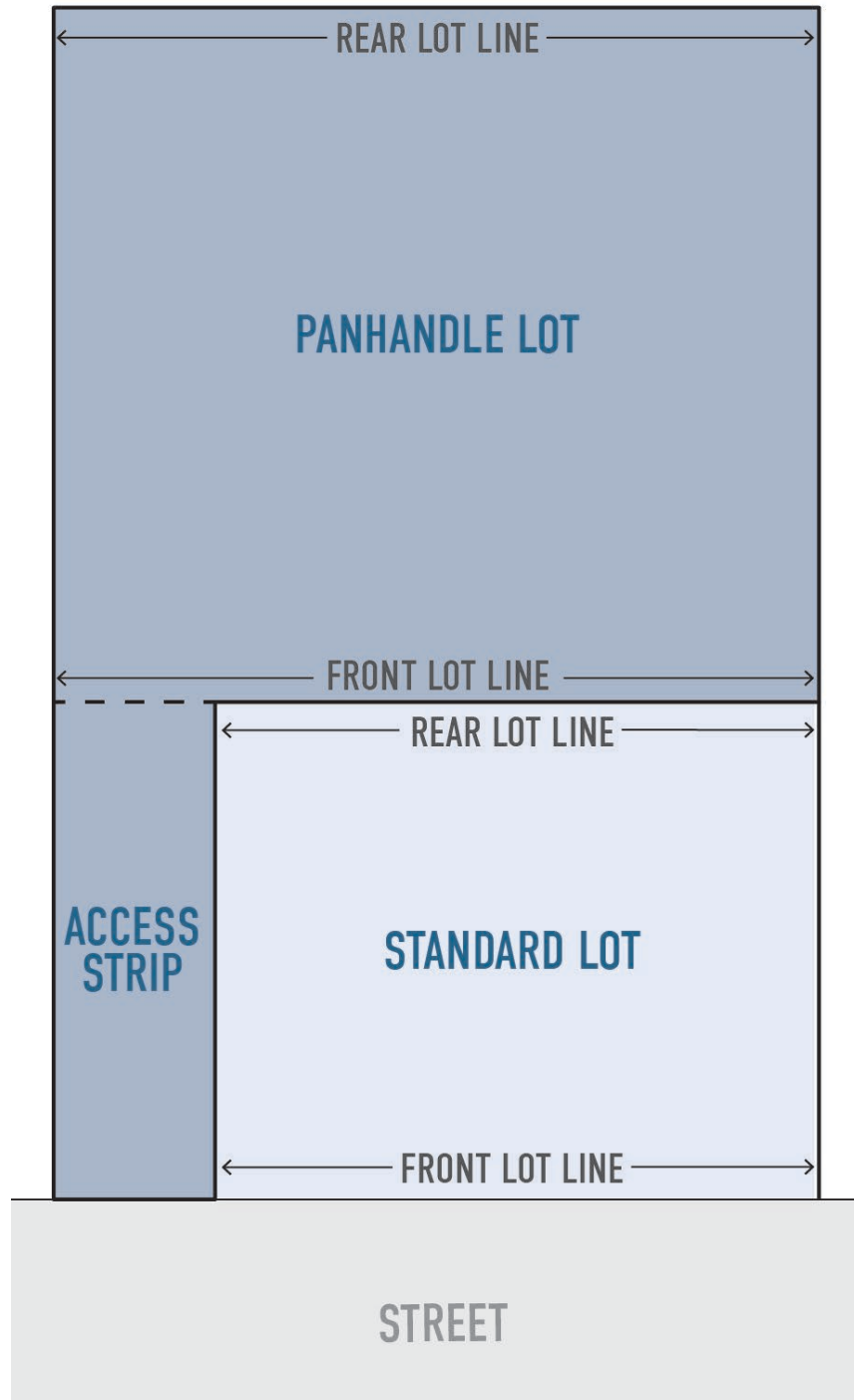
**Lot Width** means the average horizontal distance between the side lot lines of a lot, measured at both the front and rear lot lines.

**Figure 4-4. Lot Width**



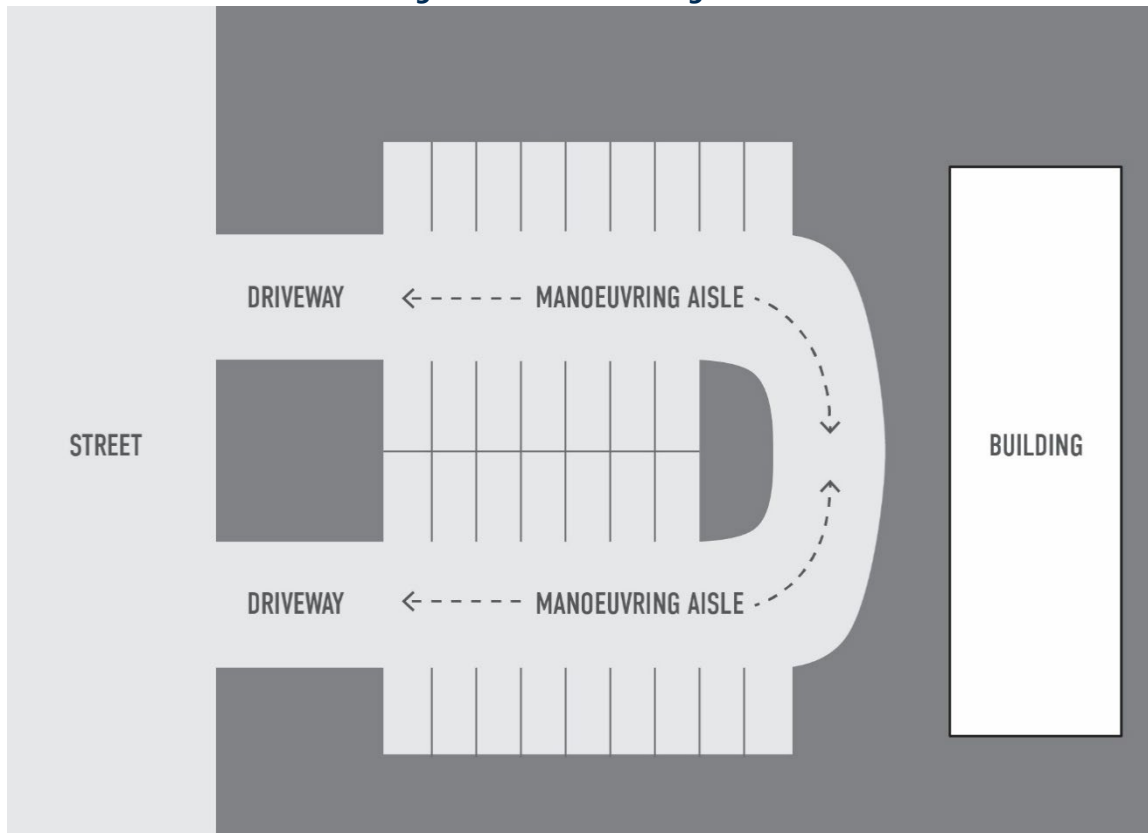
**Lot, Panhandle** means a [lot](#) that has its primary legal access from a [highway](#) through a narrow strip of land, referred to as the access strip, which is an integral part of the [lot](#).

**Figure 4-5. Panhandle Lot**



**Manoeuvring Aisle** means a pathway designated for use by vehicular traffic, within a [parking lot](#) or similar area, for the purpose of accessing individual parking and [loading spaces](#).

**Figure 4-6. Manoeuvring Aisle**



**Marina** means premises containing docking or mooring facilities where boats and other water vessels and their accessories are berthed, stored, serviced, repaired, constructed, or kept for sale or for rent, including uses associated with the primary [marina](#) operation such as a marine sani-dump, a marine fueling facility, marine equipment rentals, and [retail sales](#).

**Mobile Home** means a [dwelling unit](#) built in a factory environment that is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but specifically excludes recreational vehicles.

**Mobile Vending** means the sale or rental of goods or services from a mobile, non-permanent, and moveable apparatus such as a vehicle, trailer, or cart.

**Moorage Facility** means a [structure](#), whether floating or affixed to piles, which does not impede the flow of water or the littoral transport of beach materials, intended to be used to secure a boat or other water vessel by means of cables, anchors, or other such contrivances, but specifically excludes storage sheds, lockers and repair facilities.



**Natural Boundary** means, as established by a British Columbia Land Surveyor, the visible high-water mark of any body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the body of water a character distinct from that of the banks, in vegetation, as well as in the nature of the soil itself.

**Park** means land used or intended to be used for passive outdoor recreation by the public or for the protection of [environmentally sensitive](#) or ecologically significant areas.

**Parking Area** means the area of a [lot](#) used to accommodate [parking spaces](#) and associated [manoeuvring aisles](#).

**Parking Lot** means any [lot](#) or part of a [lot](#) used to temporarily park more than five vehicles, inclusive of any associated [driveways](#), [manoeuvring aisles](#), or ramps.

**Parking Space** means a designated area intended to be used to park one vehicle, exclusive of any [driveways](#), [manoeuvring aisles](#), or ramps.

**Parking, Barrier-Free** means [parking spaces](#) designated for use by persons with disabilities.

**Parking, Electrical Vehicle (EV)** means [parking spaces](#) designated for use by electric vehicles.

**Parking, EV-Prepared** means a [parking space](#) equipped with the necessary conductors, connectors, devices, apparatuses, fittings, and electrical supply to facilitate Level 2 electrical vehicle charging in accordance with SAE International's J1772 Standard.

**Parking, Long-Term Bicycle** means bicycle parking specifically provided and equipped for use by cyclists who typically stay at a site for more than two consecutive hours; such facilities are easy to access for a range of users, are located in a secured or controlled area, and provide protection from inclement weather.

**Parking, Short-Term Bicycle** means bicycle parking specifically provided and equipped for use by cyclists who typically stay at a site for less than two consecutive hours; such facilities are readily visible and accessible for a range of users and are located adjacent to the main entrance of the premises they serve.

**Parking, Tandem** means two [parking spaces](#), one behind the other, with a common or shared point of access to a [manoeuvring aisle](#), [driveway](#), [lane](#), or [highway](#).

**Personal Services** means the provision of services related to the care and appearance of the body or the cleaning and repair of personal effects, including the sale of goods that are associated with the primary personal service operation. Typical uses include but are not limited to barber shops, hairdressers, tattoo parlours, manicurists, estheticians, tailors, shoe repair shops, dry cleaning establishments, and laundromats, but specifically excludes [health services](#).

**Plant Nursery** means premises used for the growing, harvesting, display, and wholesale or retail sale of plants, trees, sod, and similar plant materials, including the sale of goods associated with the primary nursery operation, but specifically excludes the production or sale of cannabis products.

**Principal** means the main or primary use of land, [buildings](#), or [structures](#) on a [lot](#).

**Production Facility, Alcohol** means premises licensed under the *Liquor Control and Licensing Act* to produce, package, store, and distribute wine, beer, or spirits, and may include [retail sales](#), tours, tastings, or the service of food and beverages.

**Production Facility, Cannabis** means premises licensed under the *Cannabis Act* to grow, process, test, package, store, distribute, and destroy cannabis or cannabis-related products, but specifically excludes [cannabis retail](#).

**Professional Services, Internal-Facing** means the provision of technical, management, administrative, consulting, or financial services which do not include the servicing and repair of goods, the manufacturing or handling of a product, or on-site [retail sales](#), and where the provision of such services could function without directly servicing clients or customers entering the premises from the street. Typical uses include but are not limited to the offices of lawyers, accountants, architects, technology firms, planners, clerical, and secretarial agencies, but specifically excludes [health services](#), [personal services](#), or [public-facing professional services](#).

**Professional Services, Public-Facing** means the provision of technical, management, administrative, or financial services which may include supplemental functions such as the servicing and repair of goods, the manufacturing or handling of a product, or on-site [retail sales](#), and where the provision of such services functions by directly servicing clients and customers who enter the premises from the street and are accepted within a reception area. Typical uses include but are not limited to the offices of travel agents, real estate and insurance providers, financial institutions, household repair services, funeral services, and business support services, but specifically excludes [health services](#), [personal services](#), or [internal-facing professional services](#).

**Recreation Facilities, Indoor** means indoor facilities used or intended to be used for recreational, cultural, or community activities, including but not limited to arenas, gymnasiums, [swimming pools](#), ice rinks, rock climbing facilities, dance, fitness, and mixed martial arts studios, and indoor athletic fields and sport courts.

**Recreation Facilities, Outdoor** means facilities used or intended to be used for recreational, cultural, or community activities conducted outdoors, including but not limited to bandshells, amphitheatres, playgrounds, athletic fields and sport courts, [swimming pools](#), and field houses, but specifically excludes [campgrounds](#).

**Recycling Facility** means premises used to collect, temporarily store, and distribute recyclable materials pursuant to the Environmental Management Act, where such activities are carried out wholly within an enclosed [building](#) or [structure](#). This use specifically excludes [outdoor storage](#).

**Retail, Cannabis** means premises licensed under the *Cannabis Act* for dispensing, selling, or distributing cannabis or cannabis-related products, but specifically excludes a [cannabis production facility](#).

**Retail, Liquor** means premises licensed under the *Liquor Control and Licensing Act* to sell alcohol or alcohol-related products, but specifically excludes an [alcohol production facility](#).

**Retail Sales** means the provision of goods, merchandise, and other materials for sale to the public, including uses associated with the primary retail operation such as on-site storage and/or outdoor sales. Typical uses include but are not limited to grocery, hardware, pharmaceutical, clothing, appliance, thrift, and used-goods stores, but specifically excludes [gas stations](#), [light automotive and equipment services](#), [wholesale services](#), [cannabis retail](#), and [liquor retail](#).

**Retaining Wall** means a [structure](#) greater than 1.2 metres in [height](#) used to support, stabilize, and/or restrain existing earth or imported fill materials as a result of differences in grade.

**Secondary** means clearly in conjunction with and second to a [principal](#) use on the same [lot](#).

**Secondary Suite** means a self-contained [dwelling unit](#) located within, and [secondary](#) to, a [principal building](#) or portion of a [building](#) pursuant to the British Columbia Building Code.

**Setback** means the shortest horizontal distance between a [building](#) or [structure](#) and a [lot line](#).

*See Section 5.3.2 for additional setback regulations.*

**Shipping Container** means a non-combustible, portable unit used for the storage or transportation of goods, and includes sea cans and other such cargo containers.

**Sleeping Unit** means one or more rooms used or intended to be used, on either a temporary or permanent basis, for living and sleeping, but specifically excludes [cooking facilities](#) unless otherwise specified.

**Soil Volume** means the volume of growing medium material required to support plant growth, as calculated to include any continuous growing medium reachable by a plant's roots to a minimum depth of 1.0 metre.

**Soil-Based Landscape Elements** means any combination of horticultural elements requiring growing medium, including natural grasses, ground covers such as perennials and natural turf, shrubs, and trees. **Soil-based landscape elements** do not include landscaped areas without growing medium and plant materials or which are predominately comprised of rock, artificial turf, rubberized surfacing, or other such hard surface treatments.

**Storage Facility, Indoor** means a **building** or group of **buildings** comprising lockers available for rent, used or intended to be used to store commercial, industrial, and household goods and materials of a non-hazardous nature.

**Storage Facility, Warehouse** means a **building** or group of **buildings**, used or intended to be used to store commercial or industrial goods and materials of a non-hazardous nature.

**Storage, Outdoor** means the storage of equipment, goods, materials, and merchandise in the open air where such storage does not involve the construction of permanent **structures** or the material alteration of the existing state of the land.

**Storey** means the portion of a **building** between the top of any floor and the top of the floor next above it, and if there is no floor above it, the portion between the top of such floor and the ceiling above it. Any portion of a **building** having its ceiling 0.6 metres or less above **finished grade** will not be counted as a **storey**.

**Structure** means anything that is constructed, placed, erected, supported by, or sunk into land or water, but specifically excludes areas of hard surfacing such as concrete, brick or unit pavers, turfstone, asphalt, or similar materials.

**Swimming Pool** means a **structure** exceeding 0.6 metres in depth, used or intended to be used for swimming, bathing, or wading.

**Telecommunication Module** means terminals, devices, cables, and other related equipment used for the transmission, emission, reception, or exchange of information by electronic means.

**Town** means the Town of Comox.

**Utilities** means the provision of **utilities** for public consumption, benefit, or convenience, including water treatment, wastewater collection or treatment, stormwater collection or detention, irrigation, solid waste management, district heat, electric power, natural gas, and **telecommunication modules**.

**Veterinary Services, Major** means premises licensed as required under the *Veterinarians Act* to provide preventative, diagnostic, treatment, therapeutic, rehabilitative, medical, or surgical care to animals, which may include indoor or outdoor shelter facilities for animals receiving overnight medical care but specifically excludes a [kennel](#).

**Veterinary Services, Minor** means premises used to provide preventative, diagnostic, treatment, therapeutic, rehabilitative, medical, or surgical care to animals, where such services are carried out wholly within an enclosed [building](#) or [structure](#) which may include shelter facilities for animals receiving overnight medical care. This use also includes the grooming, training, and daytime care of animals, but specifically excludes an [animal shelter](#) or [kennel](#).

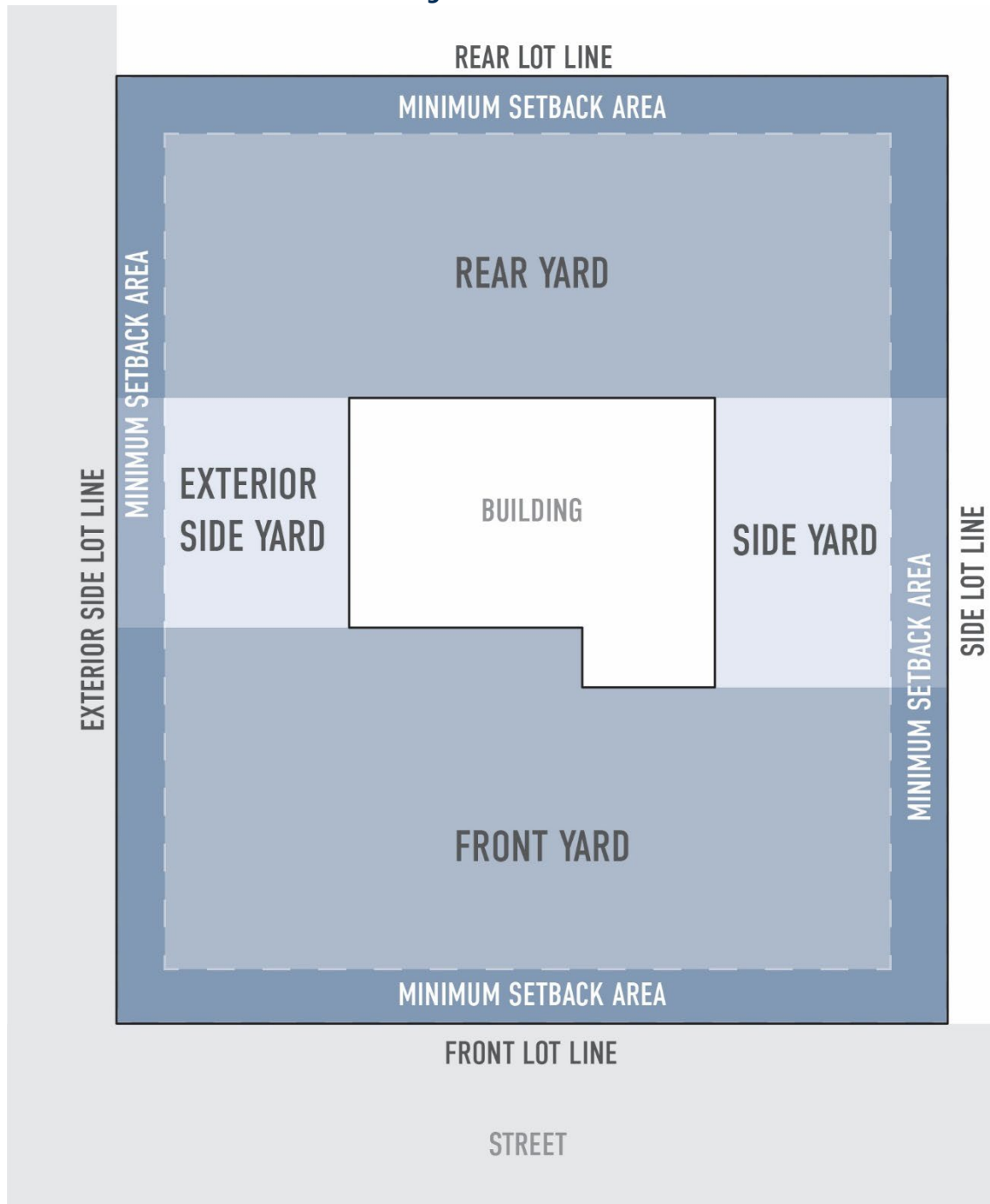
**Watercraft and Equipment Services** means the provision of services associated with new or used watercraft; boats, yachts, sailboats, canoes, kayaks, and similar marine vessels, including but not limited to [retail sales](#), rental, servicing, washing, installation, detailing, painting, and repair, as well as the sale, installation, or servicing of related parts and accessories that are associated with the primary [watercraft and equipment service](#).

**Watercourse** means any natural or man-made depression with visible banks, which contains water at some time, and includes any lake, river, stream, creek, spring, ravine, swamp, gulch, coulee, wetland, retention/detention pond, or surface source of water, whether containing fish or not, including intermittent streams and drainage works.

**Wholesale Services** means premises used for the storage, sale, and distribution of goods, commodities, and merchandise to retail distributors, other wholesale distributors, or industrial, commercial, institutional, and professional business users.

**Yard** means the area on a lot between a lot line and the nearest wall or supporting member of a building or structure, extending across the full width of the lot in the case of a front or rear yard, and the full width of the building face in the case of a side yard.

**Figure 4-7. Yards**





## SECTION 5 | GENERAL REGULATIONS

### 5.1 Uses Permitted in All Zones

- (1) The following uses, [buildings](#), and [structures](#) are permitted in all zones:
  - (a) [parks](#), open space, [community gardens](#), multi-use trails, and ecological reserves;
  - (b) traffic control devices, free-standing lighting poles, and flag poles; and
  - (c) [utilities](#).

### 5.2 Uses Prohibited in All Zones

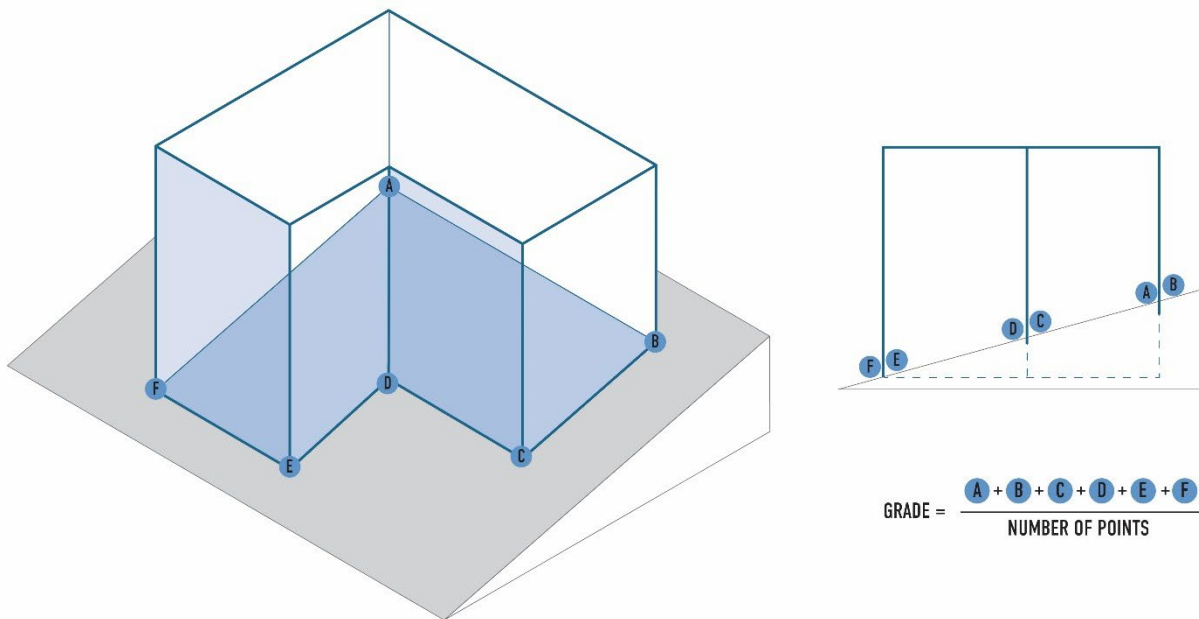
- (1) The following uses are prohibited in all zones:
  - (a) [data centres](#);
  - (b) [drive-through services](#); and
  - (c) [industrial, heavy](#).

### 5.3 Development Standards

#### 5.3.1 Height

- (1) Where a zone establishes maximum [height](#) regulations, no [building](#) or [structure](#) within that zone shall exceed the [height](#) specified.
- (2) For the purposes of calculating [height](#), grade shall be measured by averaging the elevation at any point at which the corner of a [building](#) or [structure](#) comes into contact with the surface of a [lot](#), excluding any artificial mounds of earth or rocks placed at or near the face the [building](#) or [structure](#), and excluding the minimum window well width and depth required by the British Columbia Building Code (see **Figure 5-1**).

**Figure 5-1. Calculating Grade**



- (3) Despite **Section 5.3.1(1)**, the following features may exceed the maximum **height** regulations of this Bylaw as prescribed in **Table 5.3.1(4)**.

<b>Table 5.3.1(4) Exceptions to Maximum Height Regulations</b>	
<b>Feature(s)</b>	<b>Maximum Height Allowance</b>
(a) Chimneys, belfries, spires, flagpoles and other such features	150% of the applicable zone-specific <b>height</b> maximum
(b) Mechanical, electrical, and structural features of a <b>building</b> , provided such features comprise $\leq 15\%$ of the <b>building's</b> total roof area and are screened from view	3.0 metres above the maximum allowable <b>height</b> of the <b>building</b> or <b>structure</b>
(c) <b>Telecommunication modules</b> , including supporting structures	unlimited <sup>1</sup>
<p>CONDITIONS [<b>Table 5.3.1(4)</b>]:</p> <p><sup>1</sup> <b>Telecommunication modules</b> shall be exempt from the maximum <b>height</b> regulations of this Bylaw, provided they comply with all applicable federal requirements for radiocommunication and broadcasting antenna systems.</p>	

- (4) Despite **Section 5.3.1**, in no instance shall the **height** of any **building**, **structure**, or associated feature, including temporary assemblies for construction purposes such as cranes, contravene the *Comox Airport Zoning Regulations*.

### 5.3.2 Setbacks

- (1) Where a zone establishes minimum [setback](#) regulations, no [building](#) or [structure](#) within that zone shall be placed, erected, constructed, sunk into, re-constructed, altered, or enlarged nearer to the [lot line](#) than the distance specified.
- (2) For certainty, all portions of a [building](#) or [structure](#), whether located above or below [finished grade](#), shall be subject to all [setbacks](#) for the zone in which it is located.
- (3) Despite **Section 5.3.2(1)** and **Section 5.3.2(2)**, the following [structure](#) may be located anywhere on a [lot](#):
  - (a) arbours, trellises, pergolas, and other such [landscaping](#) features;
  - (b) [fences](#) and [retaining walls](#); and
  - (c) playground equipment.
- (4) Despite **Section 5.3.2(1)** and **Section 5.3.2(2)**, specific architectural and structural features may project into a required [setback](#) as prescribed in **Table 5.3.2(5)**.

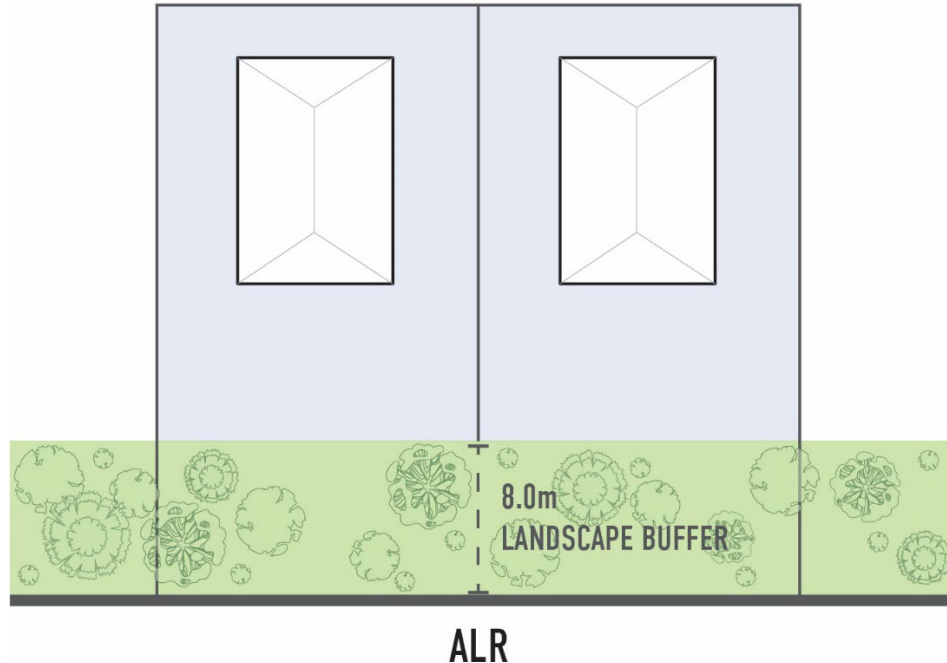
**Table 5.3.2(5) Allowable Projections into Setbacks**

-- = projection not permitted

Feature(s)	Required Setback	Low-Density Residential Zones	Multi-Unit Residential Zones	All Other Zones <sup>1</sup>
(a) PRINCIPAL BUILDINGS				
(i) Awnings, bay windows, canopies, cornices, eaves, gutter, pilasters, sills, sunshades, and other such architectural features	Front	0.6 m		1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75 m
(ii) Balconies, porches, and verandas	Front	--	1.0 m	1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75 m
(iii) Exterior stairs, steps, landings, ramps, and decks ≤ 0.6 metres above finished grade	Front	no setback required		
	Rear			
	Interior side			
	Exterior side			
(iv) Exterior stairs, steps, landings, ramps, and decks > 0.6 metres above finished grade	Front	--	--	1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75m
(b) SECONDARY BUILDINGS				
(i) Eaves and gutters	All setbacks	0.6 m		
CONDITIONS [Table 5.3.2(5)]:				
<sup>1</sup> Where a Comprehensive Development zone prescribes zone-specific allowable projections into setbacks, the allowable projections into setbacks prescribed within Table 5.3.2(5) shall not apply.				

- (6) New subdivisions shall be required to provide an 8.0 metre setback, to act as a landscape buffer, from any lot line abutting a lot in the Agricultural Land Reserve (see **Figure 5-2**).

**Figure 5-2. Landscape Buffer Requirement for New Lots Abutting ALR Lands**



### 5.3.3 Future Road Dedication Setbacks

- (1) To accommodate future road dedication, the required minimum setbacks prescribed within this Bylaw shall be increased by a distance equal to the width of road dedication that would be required to establish the full required width of the abutting highway in accordance with the *Town's Subdivision and Development Servicing Bylaw*.
- (2) For the purposes of calculating floor area ratio, a required future road dedication setback area, as required by **Section 5.3.3(1)**, may be included in the total lot area used to determine the level of density permitted on a lot.
- (a) For clarity, any portion of a lot to be dedicated or transferred to the Town in accordance with the *Subdivision and Development Servicing Bylaw* may be included in the total lot area used to determine the level of density permitted on a lot.

## 5.4 Density

### 5.4.1 Floor Area Ratio

- (1) For the purposes of calculating [floor area ratio](#), the following shall be excluded from the measurement of [gross floor area](#):
  - (b) [shared amenity areas](#) and other common [utility](#) spaces, including storage, laundry, waste management, and [end-of-trip facilities](#);
  - (c) areas used to house a [building's](#) mechanical and electrical systems;
  - (d) [basements](#); and
  - (e) shared corridors, stairs, and elevator shafts.

### 5.4.2 Lot Coverage

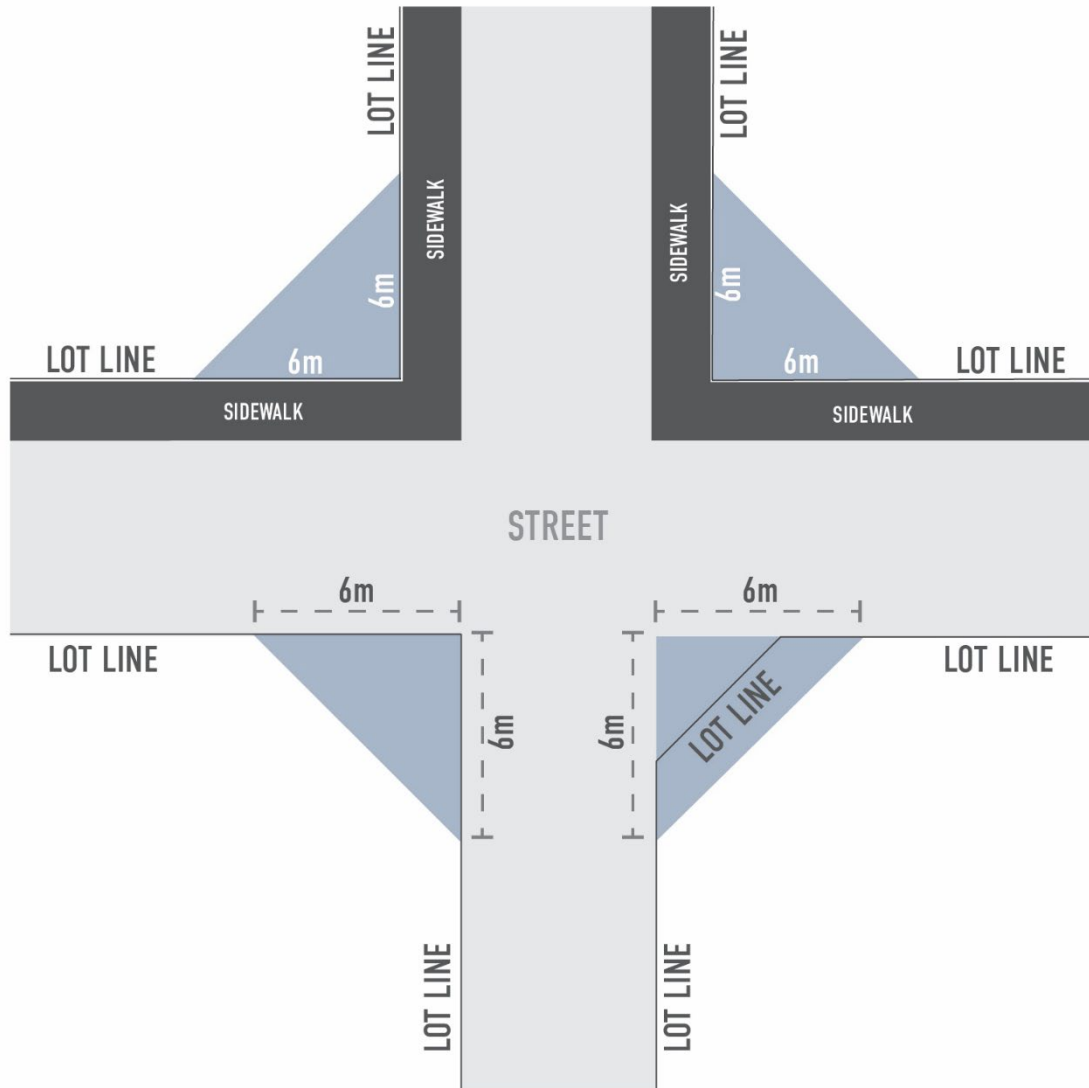
- (1) The following shall be excluded from the calculation of [lot coverage](#):
  - (a) one [accessory building](#) having less than 10.0 square metres of [floor area](#);
  - (b) arbours, trellises, pergolas, and other such [landscaping](#) features;
  - (c) awnings, bay windows, canopies, cornices, eaves, gutters, pilasters, sills, sunshades, and other such architectural features;
  - (d) [fences](#), [retaining walls](#), and [landscape screens](#);
  - (e) uncovered and/or unenclosed balconies, decks, porches, and verandas;
  - (f) uncovered courtyards, patios, sidewalks, [driveways](#), [parking areas](#), and other such hard surfacing;
  - (g) uncovered stairs and ramps; and
  - (h) uncovered [swimming pools](#).



## 5.5 Visual Clearance at Intersections

- (1) On any corner lot, no building, structure, fence, retaining wall, landscaping, screening, or other such object shall be placed, planted, erected, sunk into, or constructed to exceed a maximum height of 1.0 metre within the triangular space formed by measuring 6.0 metres along the edge of the two adjoining property boundaries and joining these points on the diagonal (see **Figure 5-3**).

**Figure 5-3. Required Sight Triangles**



# SECTION 6 | USE-SPECIFIC REGULATIONS

## 6.1 Accessory Buildings and Structures

- (1) Where expressly permitted in a zone, an accessory building or structure shall only be permitted where a principal use has already been established, or is in the process of being established, on the same lot.
- (2) Despite Section 6.1(1), one accessory building may be located on a lot where a principal use has not yet been established or is not yet in the process of being established, provided gross floor area of the accessory building does not exceed 10.0 square metres.
- (3) An accessory building or structure which is connected to a principal or secondary building via breezeway shall not be considered to comprise part of the principal or secondary building.
- (4) In no instance shall a building containing a dwelling unit be considered an accessory building.

## 6.2 Amenity Areas for Dwelling Units

Table 6.2(1) Private Amenity Area Regulations	
Criteria	Requirement
(a) Minimum Private Amenity Area	<b>Development Comprising &lt; 10 Dwelling Units:</b> 10.0 square metres per dwelling unit <sup>1</sup>
	<b>Development Comprising ≥ 10 Dwelling Units:</b> 3.5 contiguous square metres per dwelling unit
	No dimension of a contiguous private amenity area shall be less than 1.25 metres.
CONDITIONS [Table 6.2(1)]	
<sup>1</sup> No private amenity area shall be smaller than 5.0 square metres of contiguous area.	

Table 6.2(2) Shared Amenity Area Regulations		
Criteria	Outdoor Amenities	Indoor Amenities
(a) Minimum Shared Amenity Area	<p><b>&lt; 10 Dwelling Units:</b> n/a</p> <p><b>≥ 10 Dwelling Units:</b> 3.0 square metres per dwelling unit or 70.0 square metres per lot, whichever is greater</p>	<p><b>&lt; 50 Dwelling Units:</b> n/a</p> <p><b>≥ 50 Dwelling Units:</b> 1.0 square metre per dwelling unit</p>
	No shared amenity area shall be smaller than 35.0 square metres of contiguous area.	
(b) Location	No shared amenity area shall be located within a front or exterior side yard.	Shared amenity areas shall be located within an accessible area of the building.
	Required amenity areas may be provided in the form of a rooftop patio.	

### 6.3 Caretaker Suites

- (1) Where expressly permitted in a zone, a caretaker suite shall:
  - (f) have a maximum floor area of 90.0 square metres;
  - (g) be integrated within a principal building and shall not be connected to such building via breezeway, garage, or other such unconditioned space;
  - (h) be located above or to the rear of the principal use associated with the caretaker suite; and
  - (i) have its own separate entrance.
- (2) Despite any other provision in this Bylaw, a maximum of one caretaker suite shall be permitted per lot.

## 6.4 Coach Houses

Table 6.4(1) Development Regulations for Coach Houses		
Criteria		Requirement
(a) Maximum GFA		100.0 m <sup>2</sup>
(b) Maximum Height	(i) single-storey coach house	5.5 m
	(ii) two-storey coach house	7.5 m
(c) Minimum Front Setback		3.0 m
(d) Minimum Rear Setback	(i) single-storey coach house	1.5 m
	(ii) two-storey coach house	4.0 m
(e) Minimum Side Setback		1.5 m
(f) Minimum Exterior Side Setback	(i) single-storey coach house	3.0 m
	(ii) two-storey coach house	4.5 m
(g) Minimum Corner Cut-Off Setback		1.0 m
(h) Minimum Setback – lot lines fronting a garage or carport		6.0 m

## 6.5 Home Occupations

Table 6.5(1) Home Occupation Classifications		
Classification		Description
<b>Minor</b>		<b>Minor home occupations</b> are intended to be operated solely within a <b>dwelling unit</b> or <b>accessory building</b> by the resident of the property.
<b>Major</b>		<b>Major home occupations</b> are intended to be operated within a <b>dwelling unit</b> or <b>accessory building</b> and can employ one on-site, non-resident employee.
<b>Accommodation</b>	<b>Bed and Breakfast</b>	<b>Bed and Breakfast Accommodation home occupations</b> are operated solely within a <b>principal dwelling unit</b> and are intended to provide temporary accommodation to guests for a period of less than 90 consecutive days.
	<b>Vacation Rental</b>	<b>Vacation Rental Accommodation home occupations</b> are intended to be operated within a <b>principal dwelling unit</b> , <b>secondary suite</b> , or <b>coach house</b> to provide temporary accommodation to guests in accordance with provincial short-term rental regulation.

Table 6.5(2) Home Occupation Regulations – Minor and Major		
Criteria	Minor	Major
(a) Licencing Requirements	All <b>home occupations</b> must have a valid business licence issued by the <b>Town</b> .	
(b) Location	The <b>home occupation</b> shall be conducted entirely within a <b>dwelling unit</b> or <b>accessory building</b> , except where <b>agriculture</b> or <b>urban agriculture</b> is the primary purpose of the <b>home occupation</b> .	
(c) Maximum <b>Floor Area</b>	30% of the subject <b>dwelling unit's floor area</b> , up to a maximum of 40.0 square metres.	
	Where a <b>home occupation</b> is conducted within an <b>accessory building</b> , the maximum <b>floor area</b> is 60.0 square metres.	
(d) Use of Outdoor Spaces	<b>Home occupations</b> shall be conducted entirely within an enclosed <b>building</b> ; the outside use of a side or rear <b>yard</b> shall be permitted for care facility <b>home occupations</b> only, subject to the screening requirements prescribed in <b>Section 7</b> of this Bylaw.	

**Table 6.5(2) Home Occupation Regulations – Minor and Major**

Criteria	Minor	Major
(e) Operator Restrictions	The <a href="#">home occupation</a> must be operated by an individual whose <a href="#">principal residence</a> is the <a href="#">dwelling unit</a> associated with the <a href="#">home occupation</a> .	
(f) Employee Restrictions <sup>1</sup>	No non-resident employees.	A maximum of one non-resident employee.
(g) Client / Guest Restrictions	One client at any given time with the exception of children or adults receiving care in a care facility. <sup>2</sup>	
(h) Nuisance Restrictions	No nuisance from noise, vibration, smoke, dust, odours, heat, glare, or electrical or radio disturbance shall be produced by any <a href="#">home occupation</a> . At all times, the privacy and enjoyment of adjacent properties shall be preserved and in no instance shall the <a href="#">home occupation</a> adversely affect or interfere with the amenities of the surrounding neighbourhood.	
(i) Use Restrictions	In no instance shall a <a href="#">home occupation</a> involve a <a href="#">light industrial</a> , <a href="#">heavy industrial</a> , <a href="#">light automotive and equipment services</a> , , <a href="#">heavy automotive and equipment services</a> , or <a href="#">watercraft and equipment services</a> use.	
(j) Storage Restrictions	<a href="#">Outdoor storage</a> or use of <a href="#">shipping containers</a> is not permitted.	
(k) <a href="#">Commercial Vehicle</a> Restrictions	On-site parking of <a href="#">commercial vehicles</a> larger than 5,500 kilograms gross vehicle weight is not permitted.	
	No <a href="#">home occupation</a> shall cause goods or materials to be delivered to or from the dwelling associated with the <a href="#">home occupation</a> in such a quantity as to require regular or frequent delivery by a <a href="#">commercial vehicle</a> .	
(l) Retail Sale Restrictions	The display and retail sale of goods shall be limited to goods that were produced or manufactured on-site incidentally to the <a href="#">home occupation</a> , or goods produced or manufactured off-site which are directly related to the <a href="#">home occupation</a> . In no instance shall the display and sale of a good be the primary purpose of any <a href="#">home occupation</a> .	
(m) Other Restrictions	A food catering business operating lawfully within a dwelling may establish additional <a href="#">cooking facilities</a> , provided the installation of such facilities is required by the Health Authority. Should the <a href="#">home occupation</a> cease, the additional <a href="#">cooking facilities</a> must be removed and are in no instance to be used to establish an additional dwelling.	

CONDITIONS [Table 6.5(2)]:

<sup>1</sup>

Employee restrictions are applicable only to those working in a [home occupation](#) conducted within the associated [dwelling unit](#) or [accessory building](#). There is no limit on the number of off-site, non-resident employees.



**Table 6.5(2) Home Occupation Regulations – Minor and Major**

Criteria	Minor	Major
2	There shall be no limit to the number of children or adults permitted at any given time for a <a href="#">child care facility</a> or <a href="#">community care facility home occupation</a> , respectively, provided such facility holds a valid licence from the Health Authority.	

**Table 6.5(3) Home Occupation Regulations – Bed and Breakfast and Vacation Rental Accommodations**

Criteria	Accommodation	
	Bed and Breakfast	Vacation Rental
(a) Licencing Requirements	All <a href="#">home occupations</a> must have a valid business licence issued by the <a href="#">Town</a> .	
(b) Location	The <a href="#">home occupation</a> shall only be permitted where there is no more than one <a href="#">principal dwelling unit</a> on a <a href="#">lot</a> .	
	The <a href="#">home occupation</a> shall be conducted entirely within a <a href="#">principal dwelling unit</a> .	<p>The <a href="#">home occupation</a> shall be conducted within a <a href="#">dwelling unit</a> on the same <a href="#">lot</a> as the <a href="#">dwelling unit</a> in which the resident operator resides.</p> <p>No more than one <a href="#">dwelling unit</a> per <a href="#">lot</a> shall be used for a <a href="#">vacation rental accommodation home occupation</a>.</p>
(c) Operator Restrictions	The <a href="#">home occupation</a> must be operated by a resident property owner whose <a href="#">principal</a> residence is the <a href="#">dwelling unit</a> associated with the <a href="#">home occupation</a> .	The <a href="#">home occupation</a> must be operated by a resident property owner whose <a href="#">principal</a> residence is on the same <a href="#">lot</a> as the <a href="#">dwelling unit</a> associated with the <a href="#">home occupation</a> .
(d) Employee Restrictions <sup>1</sup>	No non-resident employees.	
(e) Client / Guest Restrictions	Two guests per <a href="#">sleeping unit</a> , up to a maximum of three <a href="#">sleeping units</a> .	Six guests at any given time.
(f) Nuisance Restrictions	No nuisance from noise, vibration, smoke, dust, odours, heat, glare, or electrical or radio disturbance shall be produced by any <a href="#">home occupation</a> , and, at all times, the privacy and enjoyment of adjacent properties shall be	

**Table 6.5(3) Home Occupation Regulations – Bed and Breakfast and Vacation Rental Accommodations**

Criteria	Accommodation	
	Bed and Breakfast	Vacation Rental
	preserved and in no instance shall the <a href="#">home occupation</a> adversely affect or interfere with the amenities of the surrounding neighbourhood.	
(g) Storage Restrictions	No <a href="#">home occupation</a> shall cause goods or materials to be delivered to or from the dwelling associated with the <a href="#">home occupation</a> in such a quantity as to require regular or frequent delivery by a <a href="#">commercial vehicle</a> .	
(h) Parking Restrictions	On-site parking of recreational vehicles is not permitted.	
(i) Other Restrictions	No accommodation <a href="#">home occupation</a> shall be operated on the same <a href="#">lot</a> as a care facility.	
CONDITIONS [ <a href="#">Table 6.5(3)</a> ]:		
1	Employee restrictions are applicable only to those working in a <a href="#">home occupation</a> conducted within the associated <a href="#">dwelling unit</a> or <a href="#">accessory building</a> . There is no limit on the number of off-site, non-resident employees.	

## 6.6 Secondary Suites

- (1) Where expressly permitted in a zone, a **secondary suite** shall:
  - (a) be incidental to, and integrated with, a **principal dwelling unit**, and shall not be connected to the **principal dwelling unit** via **breezeway**, garage, or other such unconditioned space; and
  - (b) not be located in a **coach house**;
  - (c) have its own separate entrance.
- (2) A maximum of one **secondary suite** shall be permitted per **principal dwelling unit**.
- (3) No **secondary suite** shall be subdivided from the **principal dwelling unit** under the *Strata Property Act*.

## 6.7 Urban Agriculture

Table 6.7(1) Urban Agriculture Regulations		
Criteria	Small-Scale Production of Food and Farm Products	Keeping of Chickens
(a) Minimum <b>Lot</b> Size	n/a	1,500.0 m <sup>2</sup>
(b) Siting Restrictions	n/a	The keeping of chickens shall only be permitted in a rear <b>yard</b> .
(c) <b>Accessory Buildings and Structures</b>	The maximum <b>height</b> of an <b>accessory building</b> or <b>structure</b> used for <b>urban agriculture</b> is 2.5 metres.	
	<b>Buildings</b> and <b>structures</b> used for <b>urban agriculture</b> shall only be permitted in a rear <b>yard</b> . <sup>1</sup>	
	Buildings and <b>structures</b> used for <b>urban agriculture</b> shall conform to the <b>setbacks</b> for <b>accessory buildings</b> and <b>structures</b> in each zone.	<b>Chicken coops</b> shall be <b>setback</b> a minimum of 3.5 metres from a rear or interior <b>side lot line</b> , and a minimum of 4.0 metres from an <b>exterior side lot line</b> .
	Farm stands shall have maximum <b>floor area</b> of 3.0 square metres.	<b>Chicken coops</b> shall be <b>setback</b> a minimum of 1.0 metre from all <b>dwelling units</b> on the <b>lot</b> .

Table 6.7(1) Urban Agriculture Regulations		
Criteria	Small-Scale Production of Food and Farm Products	Keeping of Chickens
		Chicken coops shall have a maximum floor area of 5.0 square metres.
(d) Composting	On-site composting shall be contained in a covered compost receptacle, not utilize any mechanized process, and shall consist only of plant matter.	
	Where opaque screening is provided, on-site compost receptacles may be located 0.0 metres from any lot line.	
(e) Food Processing Restrictions	Processing of food products produced on-site is prohibited unless in conjunction with an authorized home occupation. <sup>2</sup>	
(f) Nuisance Restrictions	No nuisance from noise, vibration, smoke, dust, odours, vermin, or visual disturbance shall be produced by any urban agriculture activity, and, at all times, the privacy and enjoyment of adjacent properties shall be preserved and in no instance shall urban agriculture adversely affect or interfere with the amenities of the surrounding neighbourhood.	
(g) Retail Sale Restrictions	The display and retail sale of goods via farm stand shall be limited to crops or farm products produced on-site.	The sale of eggs shall be limited to eggs produced on-site.
(h) Storage Restrictions	No outdoor storage shall be permitted.	
(i) Other Restrictions	n/a	A maximum of six hens and zero roosters shall be permitted per lot.
<p>CONDITIONS [Table 6.7(1)]:</p> <p><sup>1</sup> One farm stand may be located within a required front or exterior side yard, provided it is setback a minimum of 1.0 metre from all lot lines.</p> <p><sup>2</sup> On-site slaughter of chickens is prohibited. Any deceased chickens shall be disposed of at an appropriate refuse disposal facility or through the services of a veterinarian.</p>		

# SECTION 7 | LANDSCAPING AND SCREENING

## 7.1 General

- (1) All required landscaping and screening installations, including associated irrigation systems, shall meet or exceed the Canadian Landscape Standard (CLS).
- (2) All required landscaping and screening installations shall be regularly maintained by property owners to meet or exceed the Canadian Landscape Standard to ensure a healthy, neat, and orderly appearance throughout the year.
  - (a) Required landscaping maintenance for plant material shall include watering, mulching, pruning, fertilizing, liming, and tree support, as well as weed, pest, and disease control.
  - (b) Required landscaping maintenance for lawn and grass areas shall include mowing, trimming, edging, aeration, and repairs such as regrading, reseeding, resodding, as well as weed, pest, and disease control.
- (3) All required landscaping installations shall comply with the Town's Climate Resilient Landscaping Standards, current edition, for species recommendations and planting guidelines.

## 7.2 Landscaping Requirements

- (1) The landscaping requirements prescribed in Table 7.2(1) and Table 7.2(2) are only applicable to development comprising one or more new dwelling units, including the demolition and replacement of one or more existing dwelling units.

Table 7.2(1) Landscaping Regulations – Trees		
Criteria	Low-Density Residential and Multi-Unit Residential Zones	All Other Zones
(a) Minimum Number of Trees <sup>1</sup>	≤ <b>Three Dwelling Units:</b> 1 tree per dwelling unit ≥ <b>Four Dwelling Units:</b> 1 tree per 15.0 linear metres of lot frontage	1 tree per 15.0 linear metres of lot frontage
	A minimum of one tree is required per lot.	
(b) Minimum Tree Size	<b>Small Tree:</b> expected mature canopy diameter of < 6.0 metres <b>Medium Tree:</b> expected mature canopy diameter of 6.0 - 10.0 metres	

Table 7.2(1) Landscaping Regulations – Trees		
Criteria	Low-Density Residential and Multi-Unit Residential Zones	All Other Zones
	Large Tree: expected mature canopy diameter of > 10.0 metres	
(c) Minimum Tree Size Ratio	Medium Tree: 25% of required trees <sup>2</sup>	
	Large Tree: 50% of required trees <sup>2</sup>	
	Where only one tree is required, such tree must be a large tree.	
(d) Minimum Deciduous Tree Caliper	Small Tree: 4.0 cm	
	Medium Tree: 4.5 cm	
	Large Tree: 5.0 cm	
	The minimum vertical distance between grade and the tree’s lowest limb is 1.5 metres for all deciduous trees.	
(e) Minimum Coniferous Tree Height	1.4 m	
(f) Minimum Soil Volume Per Tree	35.0 m³	
(g) Tree Spacing	Minimum tree spacing shall be based on site requirements for sightlines, accessibility, and standard planting practices for the selected tree species.	
(h) Overhead Interference	Required trees shall be planted where overhead electrical power lines or other such objects will not interfere with their growth.	
	Where a required tree must be located within 2.75 metres horizontally from an overhead utility, such tree shall comprise a tree species identified as being suitable for placement adjacent to overhead utility lines in the Town's Climate Resilient Landscaping Standards.	
CONDITIONS [Table 7.2(1)]:		
1	The minimum number of required trees shall be inclusive of any existing trees on the lot that are to be retained, provided such trees meet all other landscaping regulations.	
2	The minimum number of small trees shall be equal to the total number of required trees minus the required number of large and medium trees.	



**Table 7.2(2) Landscaping Regulations – All Other Requirements**

Criteria	All Zones
(a) Required Landscape Areas	Where a required minimum setback for a yard abutting a highway is greater than 0.0 metres and less than 3.0 metres, the required landscape area shall be equivalent to the minimum setback area.
	Where a required minimum setback for a yard abutting a highway is greater than 3.0 metres, the required landscape area shall be a minimum of 3.0 metres into the required setback.
(b) Minimum Planting Requirements for Landscape Areas	75% of all landscape areas shall be planted with soil-based landscape elements. <sup>1</sup>
(c) Minimum Planting Requirements for Tiered Retaining Walls	100% of the horizontal area between each tier of a retaining wall shall be planted with soil-based landscape elements.
(d) Landscaping for Parking Areas	<b>Parking Areas that Accommodate &lt; 14 Vehicles:</b> n/a
	<b>Parking Areas that Accommodate ≥ 14 Vehicles:</b> a contiguous, 1.5 metre wide landscape buffer planted with soil-based landscape elements shall be provided between the parking area and any abutting highway(s)
	Landscape buffers shall be planted with a minimum of one medium or one large tree per 15.0 square metres of landscape buffer area. <sup>2</sup>
	The maximum number of consecutive parking spaces is 14. A landscape buffer or drive aisle shall separate the next 14 parking spaces.
	Landscape buffers shall be clearly delineated as separate and in addition to required parking and loading spaces.
(e) Irrigation	Landscape buffers shall be located such that loading and unloading vehicles can access the site without interference.
	All landscaping shall be equipped with a permanent, fully automatic, low-water requirement irrigation system. <sup>3</sup>
(f) Outdoor Lighting	Outdoor lighting of unenclosed parking areas and Employment-zoned lots shall not exceed a maximum height of 4.5 metres.
	Outdoor lighting of all non-parking area and non-Employment-zoned lots shall not exceed a maximum height of 4.0 metres.
	No flashing or blinking exterior lighting shall be permitted.

Table 7.2(2) Landscaping Regulations – All Other Requirements	
Criteria	All Zones
	All direct or ambient lighting shall have a DarkSky seal and be directed or shielded to ensure direct light rays do not shine beyond the boundaries of the lot.
<p>CONDITIONS [Table 7.2(2)]:</p> <ol style="list-style-type: none"> <li>1 Environmentally sensitive areas sited within the landscape area can be excluded from the total landscape area measurement used to calculate the minimum requirements for soil-based landscape elements.</li> <li>2 The minimum number of trees required within parking islands is in addition to the minimum number of trees required for all development.</li> <li>3 Areas of existing, undisturbed, native vegetation which are 100.0 square metres in area or larger and wholly or partially achieve the landscaping requirements, as well as areas specifically designed as xeriscape or with drought resistant native species may not require a permanent, fully automatic, low-water requirement irrigation system.</li> </ol>	

### 7.3 Landscape Screens

Table 7.3(1) Minimum Standards for Required Landscape Screens	
Type	Minimum Height
(a) Existing vegetation	1.5 m
(b) Continuous row of native, drought-tolerant plants <sup>1</sup>	1.5 m
(c) Solid, opaque fencing	1.8 m
<p>CONDITIONS [Table 7.3(1)]:</p> <ol style="list-style-type: none"> <li>1 Selection and installation of plant varieties shall consider the species recommendations and planting guidelines included in the Town's Climate Resilient Landscaping Standards.</li> </ol>	

- (2) Except where otherwise specified in this Bylaw, all required landscape screens shall be continuous except to accommodate access/egress to or from the screened area.
- (3) No required landscape screen in any zone shall be comprised of or contain barbed wire, razor wire, electrified wire, sheet metal, plywood, or chain link fencing.

Table 7.3(4) Landscape Screen Regulations			
Criteria or Use	Subject Lot		
	Multi-Unit Residential Zones	Light Industrial (E-3) Zone	All Other Zones
(a) Screening Along Lot Lines Shared with Adjacent Lots	A landscape screen shall be provided along all lot lines abutting a lot in a Low-Density Residential or Multi-Unit Residential zone.	A landscape screen shall be provided along all lot lines abutting a lot in any other zone.	A landscape screen shall be provided along all lot lines abutting a lot in a Low-Density Residential or Multi-Unit Residential zone.
(b) Utility Boxes and Transformers <sup>1</sup>	A landscape screen shall be provided around all utility boxes and transformers. <sup>2</sup>		
	No landscape screen shall be located within 2.5 metres of the doors of a utility box or transformer or within 0.3 metres of any other portion of a utility box or transformer.		
CONDITIONS [Table 7.3(4)]:			
<sup>1</sup> Screening requirements shall not apply to utility boxes and transformers which have been wrapped with a Town approved image by certified installers.			
<sup>2</sup> Despite Table 7.3(1), the minimum height of a landscape screen for a utility box or transformer shall be 1.2 metres.			

## 7.4 Fences

- (1) Despite any other height regulation in this Bylaw, no fence shall exceed the maximum fence height regulations prescribed in [Table 7.4\(3\)](#).
- (2) The height of a fence shall be determined by measuring the vertical distance between the highest point of the fence and finished grade, and, where such fence is constructed within 1.0 metre of the top of a retaining wall, shall include the height of such retaining wall (see [Figure 7-1](#)).

**Figure 7-1. Fence Height**

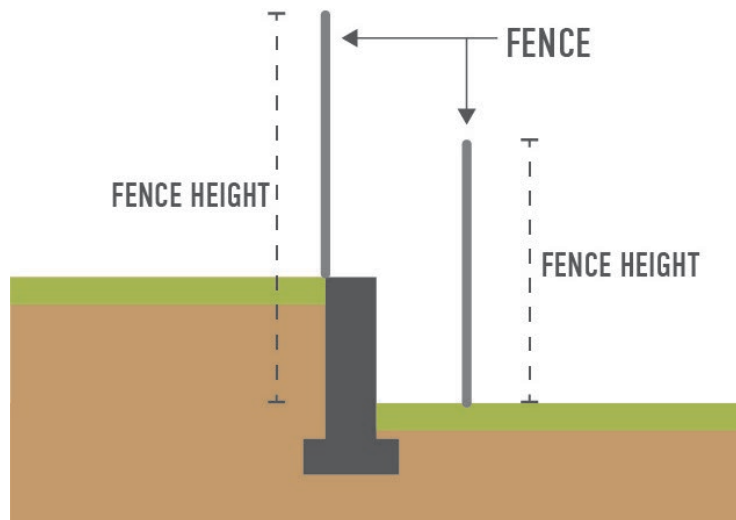


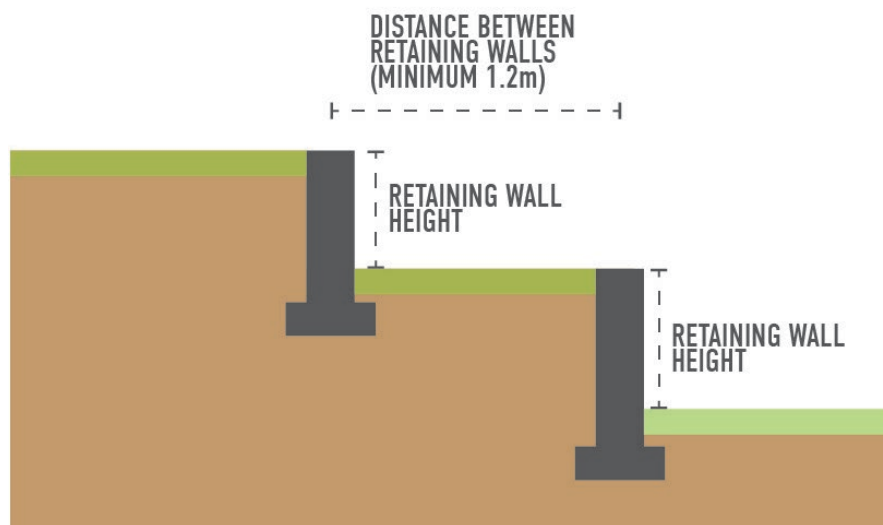
Table 7.4(3) Fence Regulations		
Zone(s)		Maximum Height
(a) <b>Low-Density Residential</b> and <b>Multi-Unit Residential</b>	(i) Front Yard	1.2 m
	(ii) Exterior Side Yard	
	(iii) All Other Yards	2.4 m <sup>1</sup>
(b) All Other Zones	(i) All Yards	2.4 m <sup>1,2</sup>
<p>CONDITIONS [Table 7.4(3)]:</p> <p><sup>1</sup> The maximum height of a fence erected on a lot which abuts a neighbouring lot where the finished grade is higher than that of subject lot, is 3.0 metres, provided the fence does not protrude more than 2.0 metres above the finished grade of the neighbouring lot (see Figure 7-1).</p> <p><sup>2</sup> Where a <b>Comprehensive Development</b> zone prescribes zone-specific fence standards, such standards shall apply.</p>		

- (4) Except in the **DND Lands (DND)** zone, no fence shall be comprised of or contain barbed wire, razor wire, electrified wire, sheet metal, or plywood.

## 7.5 Retaining Walls

- (1) The height of a retaining wall shall be determined by measuring the vertical distance between the highest point of the retaining wall and the natural grade immediately adjacent on the lower side.
- (2) Despite any other height regulation in this Bylaw:
  - (a) No retaining wall located within a required setback, including a tiered retaining wall, shall exceed 2.4 metres.
  - (b) No retaining wall shall be sited within 1.2 metres, measured horizontally, from another retaining wall (see **Figure 7-2**).

**Figure 7-2. Retaining Walls**





## SECTION 8 | PARKING AND LOADING

### 8.1 General

- (1) Except as otherwise specified in this Bylaw, on-site parking and loading spaces shall be provided and maintained for any development, including new development, a change of use associated with an existing development, and the expansion of an existing development.
- (2) Parking spaces shall not be credited as loading spaces or vice versa.
- (3) No parking or loading space required by this Bylaw shall be used for access or egress, a driveway or other such manoeuvring aisle, commercial repair work, displays, or the sale or storage of goods of any kind.
- (4) No parking or loading spaces required by this Bylaw shall interfere with or obstruct any landscaping or screening installations required under Section 7 of this Bylaw.

### 8.2 Location and Siting

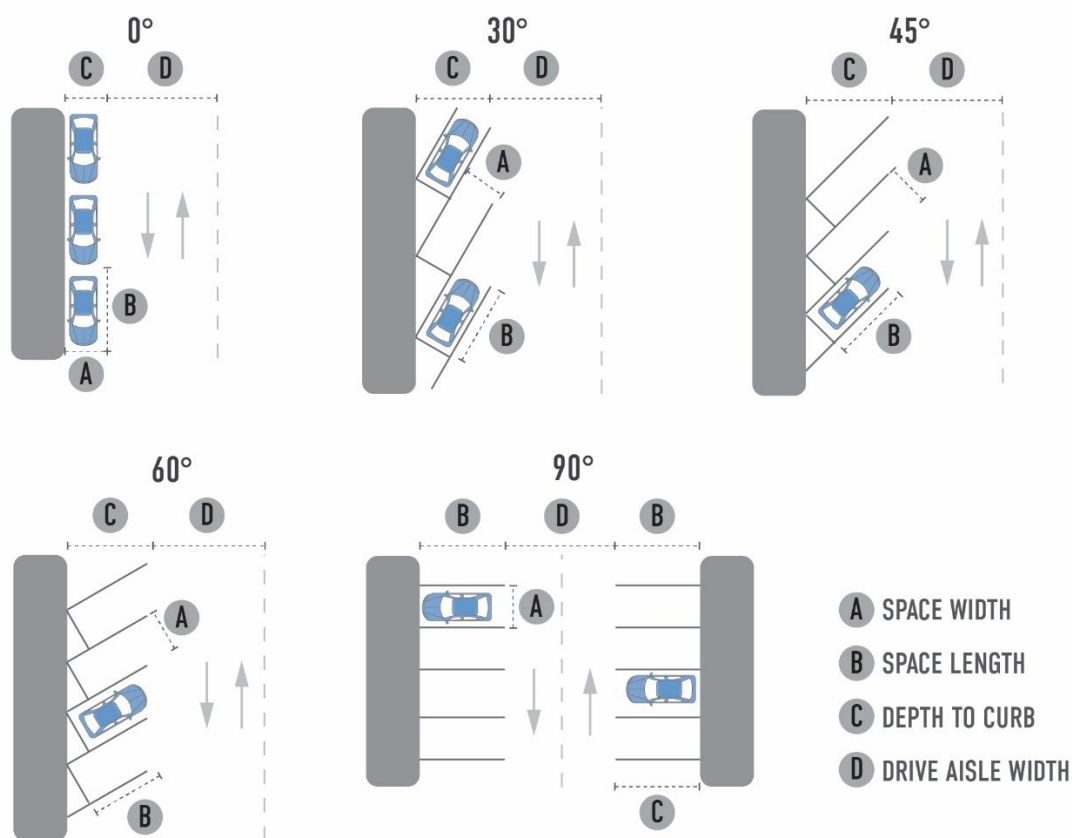
- (1) Except as otherwise specified in this Bylaw, all required parking and loading spaces shall be located on the same lot as the use that they serve.
- (2) Despite Section 8.2(1), standard or small vehicle parking spaces may be provided on a separate lot located within 120.0 metres of the use which they serve, provided the following conditions are met:
  - (a) the use requiring the parking spaces is not on a lot within a Low-Density Residential or Multi-Unit Residential zone;
  - (b) the use requiring the spaces is not residential or residential-related;
  - (c) parking lot is a permitted use on the separate lot where the parking spaces are proposed to be located; and
  - (d) pursuant to Section 219 of the Land Title Act, a restrictive covenant is registered on the title of the separate lot where the parking spaces are proposed to be located, outlining the provision of parking spaces in accordance with the requirements of this Bylaw.
- (3) All required parking and loading spaces shall have unobstructed access/egress to a highway via driveway, manoeuvring aisle, or lane.

- (4) No **parking** or **loading space** shall be located within 1.5 metres of any **lot lines** or **highway**.
- (5) In **Mixed-Use, Employment, Marine, and Park and Public Use** zones, no **parking** or loading area, including areas used for access and egress, shall be located within:
- (a) an interior side **yard** abutting a **lot** in a **Low-Density Residential** or **Multi-Unit Residential** zone; or
  - (b) an exterior side **yard**.

### 8.3 Dimension and Design Standards

Table 8.3(1) Minimum Dimensions for Standard Parking Spaces					
Parking Angle	Width	Length	Depth to Curb	Height Clearance	Manoeuvring Aisle Width <sup>1</sup>
0° (parallel parking)	2.6 m	7.0 m	2.6 m	2.2 m	3.6 m (one-way) <sup>1</sup>
30°		5.5 m	5.0 m		3.6 m (one-way) <sup>1</sup>
45°		5.5 m	5.7 m		3.9 m (one-way) <sup>1</sup>
60°		5.5 m	6.0 m		4.8 m (one-way) <sup>1</sup>
90°		5.5 m	5.5 m		7.0 m (two-way) <sup>1,2</sup>
CONDITIONS [Table 8.3(1)]:					
<sup>1</sup> The maximum width of any manoeuvring aisle is 7.2 metres.					
<sup>2</sup> Where parking spaces are provided in a single row, the minimum manoeuvring aisle width is 6.7 metres.					

## 8-1. Parking Lot Configurations

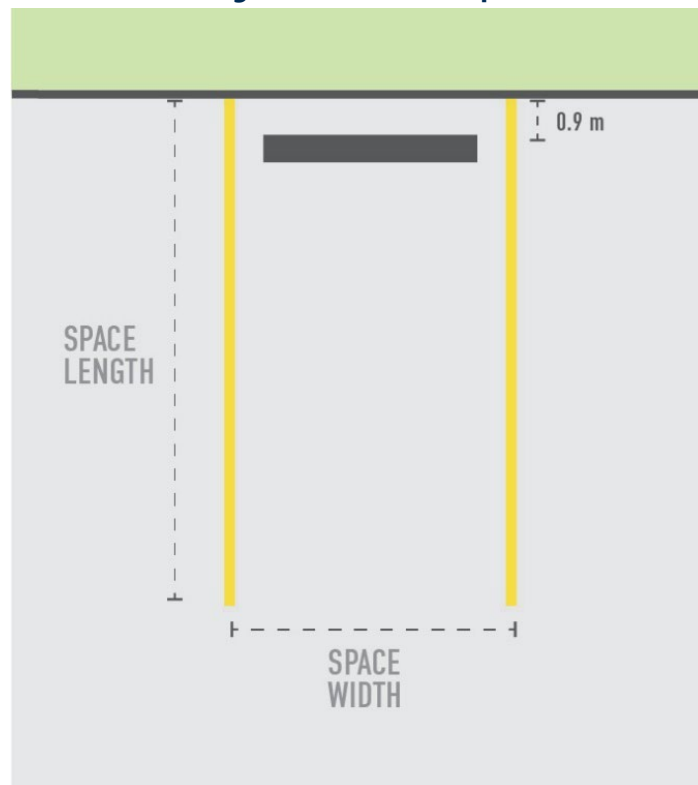


- (2) Dimensional requirements for [parking](#) and [loading spaces](#) and associated [manoeuvring aisles](#) shall be clear of obstructions, including but not limited to columns, [lot lines](#), curbs, landscape islands, walls, pipes, roof features, [fences](#), and emergency exit areas. All [parking](#) or [loading space](#) measurements shall be taken from the inside of any adjacent obstructions.

- (a) Where a [parking](#) or [loading space](#) abuts an obstruction, the width of such space must:
- iv. be an additional 0.3 metres where there is an obstruction abutting just one side;
  - v. be an additional 0.5 metres where there is an obstruction abutting either side; and
  - vi. be an additional 0.8 metres wider where the [parking space](#) abuts a doorway.

- (3) Except in **Low-Density Residential** zones, every required **parking** and **loading space**, including areas used for access and egress, shall:
- (a) have a durable, dust-free hard surface of concrete, asphalt, or semi-permeable material such as cobblestones, turf block, and honeycomb grid, constructed such that surface drainage is directed to an approved on- or off-site stormwater drainage system;
  - (b) not exceed a maximum grade of 8%;
  - (c) have **fencing**, curbs, or secured wheel stops to prevent vehicles from encroaching upon **lot lines**; and
  - (d) where there is no fencing or curb between a required **parking** or **loading space** and an abutting pedestrian walkway, sidewalk, or **highway**, a secured wheel stop that is 0.15 metres in **height** shall be installed 0.9 metres from the abutting pedestrian walkway, sidewalk, or **highway** (see **Figure 8-2**).

**Figure 8-2. Wheel Stops**



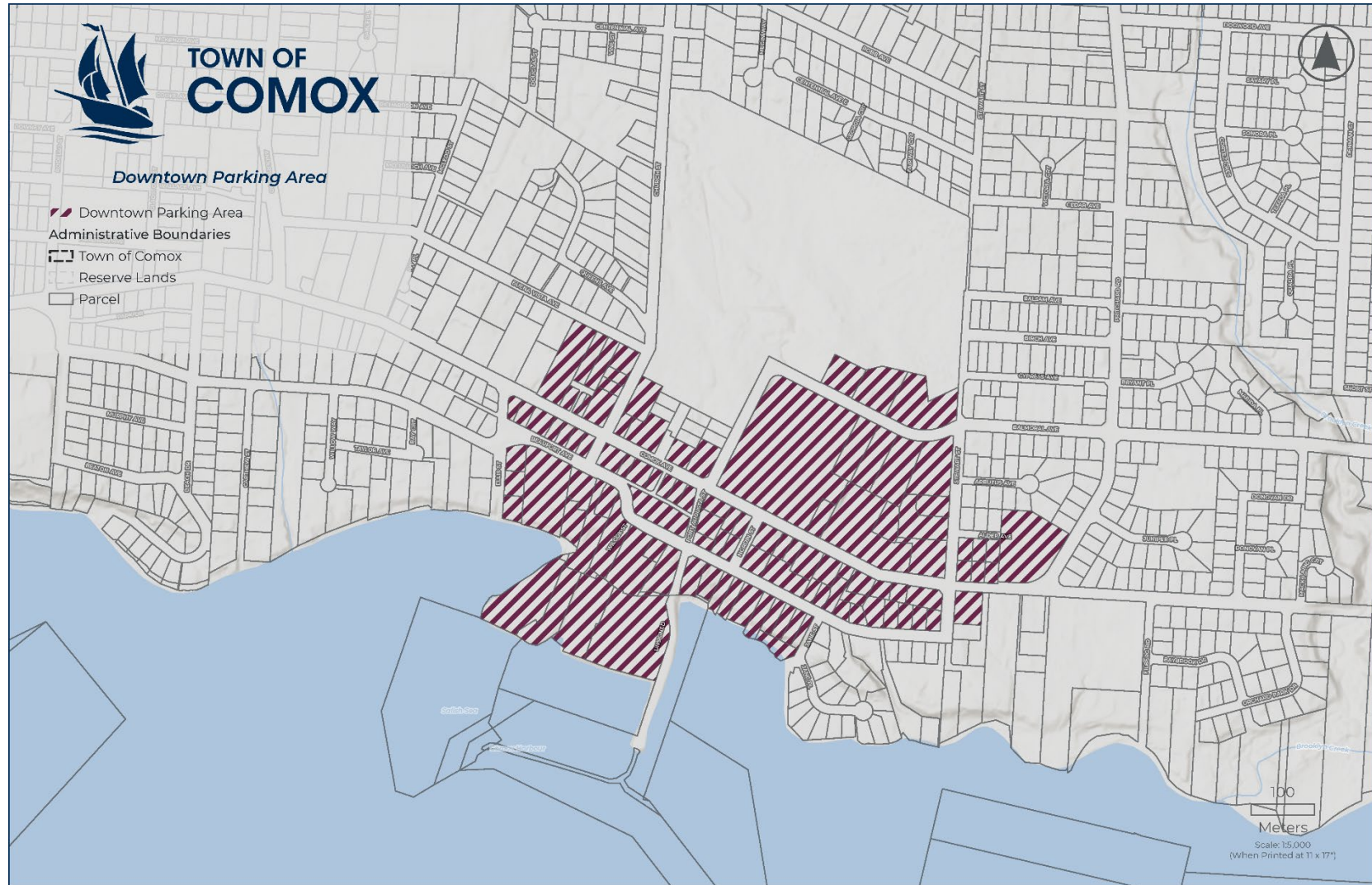
- (4) Every [parking](#) and loading area required to accommodate five or more vehicles, including areas used for access and egress, shall:
- (a) clearly delineate individual [parking spaces](#), [loading spaces](#), [barrier-free parking spaces](#), [electric vehicle parking spaces](#), manoeuvring aisles, entrances, and exits with pavement markings, signage, or other physical means in accordance with the Manual of Uniform Traffic Control Devices for Canada (MUTCDC);
  - (b) be designed to allow forward access/egress directly to an abutting [highway](#) from the [lot](#) on which the [parking](#) or loading area is located; and
  - (c) be illuminated using DarkSky compliant lighting which is directed or shielded to ensure direct light rays do not shine beyond the boundaries of the [lot](#).
- (5) No [driveway](#) shall exceed a maximum grade of 15%.

## 8.4 Parking and Loading Requirements

- (1) **Parking** and **loading spaces** shall be provided in accordance with the number of **parking** and **loading spaces** for a specific use as specified in **Table 8.4.1(1)** and **Table 8.4.8(3)**.
  - (a) For the purposes of calculating **parking** and **loading** requirements, the following shall be excluded from the measurement of **floor area**:
    - i. **shared amenity areas** and other common **utility** spaces, including storage, laundry, waste management, and **end-of-trip facilities**;
    - ii. areas used to house a **building's** mechanical and electrical systems; and
    - iii. shared corridors, stairs, and elevator shafts.
  - (b) **Parking** and **loading space** requirements for non-residential uses, other than **marina**, in the **Downtown** (see **Map 8-1**) shall be reduced by 50%.
  - (c) Despite **Section 8.4(1)**, where a **Comprehensive Development** zone prescribes zone-specific **parking** and **loading** requirements, such standards shall apply.
- (2) **Parking** and **loading spaces** for **secondary** uses shall be provided in addition to the **parking** and **loading spaces** required for **principal** uses.
- (3) Where multiple uses are established on a single **lot** or a **parking area** collectively serves multiple uses established on a single **lot**, the total number of required **parking** and **loading spaces** shall be the sum of the **parking** and **loading** requirements for each use calculated separately.
- (4) Where a specific use is not listed, the **parking** and **loading** requirements applicable to the use which is most comparable in character and purpose shall apply.

*See **Section 3.4** for additional information on how to calculate parking and loading requirements.*

Map 8-1. Downtown Parking Area





### 8.4.1 Standard Parking

Table 8.4.1(1) Parking Requirements		
Use		Minimum Number of Parking Spaces
<b>RESIDENTIAL AND RESIDENTIAL-RELATED USES</b>		
(a) Principal Dwelling Units	(i) One Detached Dwelling Unit	1.0 space per dwelling unit
	(ii) Two Attached Dwelling Units	
	(iii) Three or More Dwelling Units	
	(iv) Mobile Homes	
(b) Secondary Dwelling Units	(i) Secondary Suites	1.0 space per dwelling unit
	(ii) Coach Houses	
	(iii) Caretaker Suites	
(c) Care Facility, Licence-Not-Required		n/a
(d) Home Occupation	(i) Minor	n/a
	(ii) Major	1.0 space per non-resident on-site employee
	(iii) Bed and Breakfast Accommodation	0.5 spaces per sleeping unit
	(iv) Vacation Rental Accommodation	n/a
<b>ALL OTHER USES</b>		
(e) Accommodation, Hotel		1.0 space per sleeping unit
(f) Accommodation, Motel		1.0 space per sleeping unit
(g) Agriculture		n/a
(h) Airport		n/a
(i) Animal Shelter		1.0 space per 100.0 m <sup>2</sup> of floor area
(j) Aquaculture, Land-Based		n/a
(k) Aquaculture, Marine-Based		n/a
(l) Automotive and Equipment Services, Light		1.0 space per 100.0 m <sup>2</sup> of floor area

Table 8.4.1(1) Parking Requirements	
Use	Minimum Number of Parking Spaces
(m) Automotive and Equipment Services, Heavy	1.0 space per 100.0 m <sup>2</sup> of floor area
(n) Care Facility, Child	1.0 space per 8 children of capacity or 2.0 spaces per 100.0 m <sup>2</sup> of floor area, whichever is greater
(o) Care Facility, Community	0.5 spaces per sleeping unit or 1.0 space per 8 persons of capacity, whichever is greater
(p) Cultural and Community Services	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(q) DND Facilities	n/a
(r) Education Services	1.5 spaces per 100.0 m <sup>2</sup> of floor area
(s) Emergency and Protective Services	3.5 spaces per 100.0 m <sup>2</sup> of floor area
(t) Entertainment Facility	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(u) Farmer's Market	n/a
(v) Fleet Services Facility	1.0 space per 100.0 m <sup>2</sup> of floor area, plus 1.0 space per fleet vehicle
(w) Food Services	4.0 spaces per 100.0 m <sup>2</sup> of floor area
(x) Gas Station	2.0 spaces per 100.0 m <sup>2</sup> of floor area
(y) Health Services	4.0 spaces per 100.0 m <sup>2</sup> of floor area
(z) Industrial, Light	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(aa) Kennel Facility	1.0 space per 100.0 m <sup>2</sup> of floor area
(bb) Licensed Premises	4.0 spaces per 100.0 m <sup>2</sup> of floor area
(cc) Marina	1.0 spaces per 3 berths
(dd) Mobile Vending	n/a
(ee) Personal Services	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(ff) Plant Nursery	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(gg) Production Facility, Alcohol	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(hh) Production Facility, Cannabis	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(ii) Professional Services, Internal-Facing	1.0 space per 100.0 m <sup>2</sup> of floor area
(jj) Professional Services, Public-Facing	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(kk) Recreation Facilities, Indoor	4.0 spaces per 100.0 m <sup>2</sup> of floor area

Table 8.4.1(1) Parking Requirements	
Use	Minimum Number of Parking Spaces
(ll) Recreation Facilities, Outdoor	n/a
(mm) Recycling Facility	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(nn) Retail, Cannabis	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(oo) Retail, Liquor	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(pp) Retail Sales	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(qq) Storage Facility, Indoor	1.0 space per 100.0 m <sup>2</sup> of floor area
(rr) Storage Facility, Warehouse	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(ss) Storage, Outdoor	n/a
(tt) Veterinary Services, Major	0.5 spaces per 100.0 m <sup>2</sup> of floor area
(uu) Veterinary Services, Minor	2.5 spaces per 100.0 m <sup>2</sup> of floor area
(vv) Watercraft and Equipment Services	1.0 space per 100.0 m <sup>2</sup> of floor area
(ww) Wholesale Services	1.0 space per 100.0 m <sup>2</sup> of floor area

### 8.4.2 Barrier-Free Parking

- (1) Despite **Section 8.3**, every required **barrier-free parking** space must achieve the minimum dimensions prescribed in **Table 8.4.2(2)**.

Table 8.4.2(2) Minimum Dimensions for Barrier-Free Parking Spaces				
Type of Barrier-Free Parking Space	Width	Length	Height Clearance <sup>1</sup>	Side Access Aisle Width
Standard	3.1 m	5.5 m	2.75 m	1.5 m <sup>2</sup>
Van-Accessible		5.8 m		

CONDITIONS [Table 8.4.2(2)]:

<sup>1</sup> Refers to the minimum clearance that must be provided between the surface of the barrier-free parking space and the underside of any obstruction located directly above such parking space.

<sup>2</sup> Two adjacent barrier-free parking spaces may share a single side access aisle.

- (3) **Barrier-free parking** spaces must be provided as a function of the total number of required **parking spaces** prescribed in **Table 8.4.1(1)**.

Table 8.4.2(4) Barrier-Free Parking Requirements	
Total Number of Required Parking Spaces	Minimum Number of Barrier-Free Parking Spaces <sup>1</sup>
1 – 10	0
11 - 50	1
≥ 50	1% of all spaces <sup>2</sup>
<p>CONDITIONS [<b>Table 8.4.2(4)</b>]:</p> <p><sup>1</sup> <b>Barrier-free parking</b> spaces shall be included in the total number of required <b>parking spaces</b>. For example: where a development must provide twenty-five <b>parking spaces</b>, the total number of required <b>parking spaces</b> is twenty-five, one of which must be a <b>barrier-free parking</b> space.</p> <p><sup>2</sup> Where three or more <b>barrier-free parking</b> spaces are required, at least one space must achieve the minimum dimensions of a van-accessible <b>barrier-free parking</b> space as prescribed in <b>Table 8.4.2(2)</b>.</p>	

- (5) Despite **Section 8.3**, every required **barrier-free parking** space must:
- (a) have a firm and slip-resistant surface which does not exceed a 3% slope;
  - (b) have a side access aisle which is clearly marked with high contrast diagonal hatched pavement marking; and
  - (c) be clearly marked with high contrast pavement markings or vertical signage displaying the International Symbol of Access.
- (6) **Barrier-free parking** spaces shall be located within 10.0 metres of:
- (a) an elevator in an enclosed **parking area**;
  - (b) the primary entrance of the **building** they are intended to serve; or
  - (c) any another public entrance which provides barrier-free access to the **building** they are intended to serve.

#### **8.4.3 Commercial Vehicle Parking**

- (1) Despite **Section 8.3**, the minimum dimensions of a **parking space** intended to be used for **commercial vehicles** exceeding 4,400 kilograms gross vehicle weight shall be in accordance with the oversize **loading space** dimensions prescribed in **Table 8.4.8(1)**.
- (2) On-site parking of **commercial vehicles** shall not be permitted in **Low-Density Residential** or **Multi-Unit Residential** zone, except:
- (a) a maximum of one **commercial vehicle** not exceeding 4,400 kilograms gross vehicle weight;
  - (b) **commercial vehicles** required for the limited purpose of loading and unloading household contents; or
  - (c) **commercial vehicles** required for construction, repair, servicing, or maintenance works occurring on the **lot**.

#### 8.4.4 Electric Vehicle Parking

- (1) EV-prepared parking spaces must be provided as a function of the total number of required parking spaces prescribed in [Table 8.4.1\(1\)](#).

Table 8.4.4(2) Electric Vehicle Parking Requirements	
Total Number of Required Parking Spaces	Minimum Number of EV-Prepared Parking Spaces <sup>1</sup>
1 – 10	0
> 10	5% of all spaces
CONDITIONS [ <a href="#">Table 8.4.4(2)</a> ]:	
<sup>1</sup> EV-prepared parking spaces shall be included in the total number of required parking spaces. For example: where a development must provide 20 parking spaces, the total number of required parking spaces is 20, one of which must be an EV-prepared parking space.	

### 8.4.5 Small Vehicle Parking

- (1) Small vehicle **parking spaces** may be provided as a function of the total number of required **parking spaces** prescribed in **Table 8.4.1(1)**, up to a maximum of 50% of required **parking spaces** in the **Downtown** (see **Map 8-1**) and up to a maximum of 35% of required **parking spaces** in all other areas.
- (2) Despite **Section 8.3**, small vehicle **parking spaces** must achieve the minimum dimensions prescribed in **Table 8.4.5(3)**.

Table 8.4.5(3) Minimum Dimensions for Small Vehicle Parking Spaces					
Parking Angle	Width	Length	Depth to Curb	Height Clearance	Manoeuvring Aisle Width <sup>1</sup>
0° (parallel parking)	2.6 m	7.0 m	2.6 m	2.2 m	3.6 m (one-way) <sup>1</sup>
30°	2.3 m	4.5 m	4.3 m		3.6 m (one-way) <sup>1</sup>
45°		4.5 m	4.9 m		3.9 m (one-way) <sup>1</sup>
60°		4.5 m	5.1 m		4.8 m (one-way) <sup>1</sup>
90°		4.5 m	4.6 m		7.0 m (two-way) <sup>1,2</sup>
CONDITIONS [Table 8.4.5(3)]:					
<sup>1</sup>	The maximum width of any manoeuvring aisle is 7.2 metres.				
<sup>2</sup>	Where parking spaces are provided in a single row, the minimum manoeuvring aisle width is 6.7 metres.				

- (4) Despite **Section 8.3**, small vehicle **parking spaces** must be clearly marked with pavement markings or vertical signage designating the **parking space(s)** for exclusive use by small vehicles.

### 8.4.6 Tandem Parking

- (1) **Tandem parking** spaces are only permitted for the purpose of accommodating the **parking space** requirements of one **dwelling unit**.



### 8.4.7 Visitor Parking

- (1) Visitor [parking spaces](#) must be provided for residential developments as a function of and in addition to the total number of required [parking spaces](#) prescribed in [Table 8.4.1\(1\)](#).

Table 8.4.7(2) Visitor Parking Requirements		
Total Number of Required Parking Spaces	Minimum Number of Visitor Parking Spaces <sup>1</sup>	
	Downtown Parking Area	All Other Areas
1 – 4	0	0
≥ 5	10% of total number of required spaces	25% of total number of required spaces
<p>CONDITIONS [<a href="#">Table 8.4.7(2)</a>]:</p> <p><sup>1</sup> Visitor parking is calculated in addition to the total number of required <a href="#">parking spaces</a>. For example: where a residential development in the <b>Downtown</b> must provide 15 <a href="#">parking spaces</a>, the total number of required <a href="#">parking spaces</a> is 17, two of which must be designated as visitor parking.</p>		

- (3) Where one or more visitor [parking spaces](#) are required, a minimum of one of such visitor [parking space](#) must achieve the standards of a [barrier-free parking](#) space.
- (4) Despite [Section 8.3](#), visitor [parking spaces](#) must be clearly marked with pavement markings or vertical signage designating the [parking space\(s\)](#) for exclusive use as visitor parking.

### 8.4.8 Loading Spaces

Table 8.4.8(1) Minimum Dimensions for Loading Spaces				
Type of Loading Space	Width	Length	Height Clearance <sup>1</sup>	Side Access Aisle Width
Standard	2.6 m	5.5 m	2.75 m	0.5 m
Oversize	3.5 m	16.0 m	3.0 m	1.0 m
<p>CONDITIONS [<a href="#">Table 8.4.8(1)</a>]:</p> <p><sup>1</sup> Refers to the minimum clearance that must be provided between the surface of the <a href="#">loading space</a> and the underside of any obstruction located directly above such <a href="#">loading spaces</a>.</p>				

- (2) Loading spaces shall be provided in addition to the total number of required parking spaces prescribed in **Table 8.4.1(1)**. Zero loading spaces are required for specific uses not listed in **Table 8.4.8(3)**.

Table 8.4.8(3) Loading Requirements				
Use	Floor Area	Minimum Number of Loading Spaces		
		Conventional	Oversize	
MINIMAL LOADING				
Automotive and Equipment Services, Light Care Facility, Child Care Facility, Community Cultural and Community Services Education Services Entertainment Facility Farmer’s Market Food Services Health Services Licensed Premises Personal Services Plant Nursery Professional Services, Internal-Facing Professional Services, Public-Facing Recreation Facilities, Indoor Retail, Cannabis Retail, Liquor Retail Sales Veterinary Services, Minor Veterinary Services, Major	< 475.0 m <sup>2</sup>	0	0	
	475.0 – 2,800.0 m <sup>2</sup>	1	0	
	≥ 2,800.0 m <sup>2</sup>	1	1	
	OVERSIZE LOADING			
	Accommodation, Hotel Accommodation, Motel Automotive and Equipment Services, Heavy Emergency and Protective Services Fleet Services Facility Industrial, Light Production Facility, Alcohol	< 2,325.0 m <sup>2</sup>	1	1

Table 8.4.8(3) Loading Requirements			
Use	Floor Area	Minimum Number of Loading Spaces	
		Conventional	Oversize
Production Facility, Cannabis Recreation Facilities, Outdoor Recycling Facility Storage Facility, Indoor Storage Facility, Warehouse Watercraft and Equipment Services Wholesale Services	≥ 2,325.0 m <sup>2</sup>	n/a	1

## 8.5 Bicycle Parking

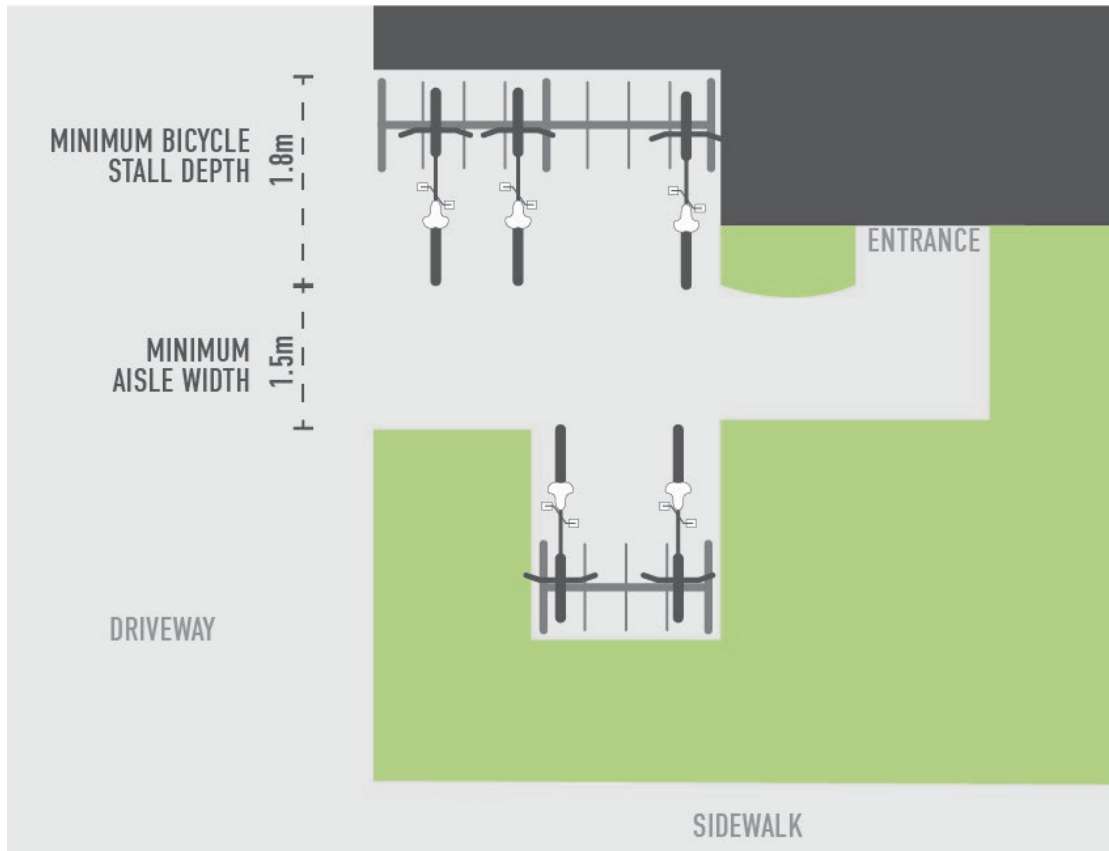
- (1) All bicycle parking spaces shall be located on the same lot as the use that they serve.
- (2) Bicycle parking shall be designed and installed in accordance with the minimum dimensions specified in [Table 8.5\(3\)](#) and the minimum standards specified in [Table 8.5\(4\)](#).

Table 8.5(3) Minimum Dimensions for Bicycle Parking				
Feature	Ground Anchored Rack		Wall Mounted Rack	
Angle of Rack	> 45 degrees	≤ 45 degrees	> 45 degrees	≤ 45 degrees
(a) Minimum Space Depth	1.8 m	1.45 m	1.2 m	
(b) Minimum Space Width	0.6 m			
(c) Minimum Aisle Width	1.5 m			
(d) Minimum Distance Between Bicycle Racks	0.9 m	1.3 m	0.9 m	1.3 m
(e) Minimum Distance Between a Bicycle Rack and an Obstruction	0.6 m			

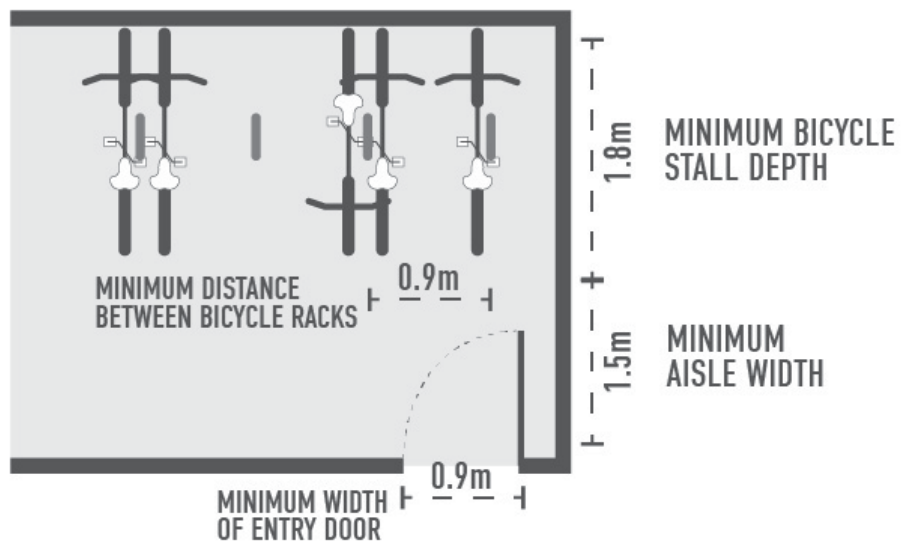
**Table 8.5(4) Minimum Standards for Bicycle Parking**

Feature	Short-Term Bicycle Parking	Long-Term Bicycle Parking
(a) Materials and Design	Must be constructed of theft resistant materials and designed to support two points of the bicycle frame and enable the bicycle frame and at least one wheel to be securely locked to the rack with a single U-style lock.	
	n/a	70% of all required long-term bicycle parking spaces provided in the form of a wall mounted rack must be equipped with a hydraulic lift mechanism.
		50% of all required long-term bicycle parking space must include charging infrastructure for e-bikes.
(b) Installation	Must be permanently anchored to the ground or a wall with secure, tamper-proof hardware.	
(c) Location	Must be conveniently located within 25.0 m of any main entrances, whether inside or outside of the building, and in a well-lit area.	Must be located inside a building or within a secure, weather-protected, dedicated facility accessible to residents, employees, or other identified users of the building.
		Must have an entry door that is a minimum width of 0.9 m and is equipped with an automatic or button-activated opening mechanism.
		Must have a minimum unobstructed height clearance of 1.9 m between the floor and the ceiling.

**Figure 8-3. Short-Term Bicycle Parking Configuration Example**



**Figure 8-4. Long-Term Bicycle Parking Configuration Example**



- (5) Bicycle parking spaces shall be provided in accordance with the number of [short-term](#) and [long-term bicycle parking](#) spaces required for a specific use as specified in [Table 8.5\(6\)](#).
- (a) Bicycle parking spaces for [secondary](#) uses shall be provided in addition to the bicycle parking spaces required for [principal](#) uses.
- (b) Where multiple uses are established on a single [lot](#) or a bicycle [parking area](#) collectively serves multiple uses established on a single [lot](#), the total number of required bicycle parking spaces shall be the sum of the bicycle parking requirements for each use calculated separately.
- (c) Where a specific use is not listed, the bicycle parking requirements applicable to the use which is most comparable in character and purpose shall apply.

Table 8.5(6) Bicycle Parking Requirements			
Use		Short-Term Bicycle Parking	Long-Term Bicycle Parking
RESIDENTIAL AND RESIDENTIAL-RELATED USES			
(a) Principal Dwelling Units	(i) One Detached Dwelling Unit	n/a	
	(ii) Two Attached Dwelling Units	n/a	
	(iii) Three or More Dwelling Units	0.25 spaces per dwelling unit	0.5 spaces per dwelling unit
	(iv) Mobile Homes	n/a	
(b) Secondary Dwelling Units	(i) Secondary Suites	n/a	
	(ii) Coach Houses	n/a	
	(iii) Caretaker Suites	n/a	
(c) Care Facility, Licence-Not-Required		n/a	
(d) Home Occupation		n/a	
ALL OTHER USES			
(e) Accommodation, Hotel		0.1 spaces per sleeping unit or 6.0 spaces, whichever is greater	n/a



Table 8.5(6) Bicycle Parking Requirements		
Use	Short-Term Bicycle Parking	Long-Term Bicycle Parking
(f) Accommodation, Motel	0.1 spaces per sleeping unit or 6.0 spaces, whichever is greater	n/a
(g) Agriculture	n/a	
(h) Airport	n/a	
(i) Animal Shelter	n/a	
(j) Aquaculture, Land-Based	n/a	
(k) Aquaculture, Marine-Based	n/a	
(l) Automotive and Equipment Services, Light	n/a	0.1 space per 100.0 m <sup>2</sup> of floor area
(m) Automotive and Equipment Services, Heavy	n/a	0.1 space per 100.0 m <sup>2</sup> of floor area
(n) Care Facility, Child		0.2 spaces per 100.0 m <sup>2</sup> of floor area
(o) Care Facility, Community		0.2 spaces per 100.0 m <sup>2</sup> of floor area
(p) Cultural and Community Services	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(q) DND Facilities	n/a	
(r) Education Services	0.8 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(s) Emergency and Protective Services	n/a	0.4 spaces per 100.0 m <sup>2</sup> of floor area
(t) Entertainment Facility	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	n/a

Table 8.5(6) Bicycle Parking Requirements		
Use	Short-Term Bicycle Parking	Long-Term Bicycle Parking
(u) Farmer's Market	0.6 spaces per 100.0 m <sup>2</sup> of area or 6.0 spaces, whichever is greater	n/a
(v) Fleet Services Facility	n/a	
(w) Food Services	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	n/a
(x) Gas Station	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	n/a
(y) Health Services	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(z) Industrial, Light	n/a	0.1 spaces per 100.0 m <sup>2</sup> of floor area
(aa) Kennel Facility	n/a	0.1 spaces per 100.0 m <sup>2</sup> of floor area
(bb) Licensed Premises		
(cc) Marina	1.0 spaces per berth	n/a
(dd) Mobile Vending	n/a	
(ee) Personal Services	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(ff) Plant Nursery	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(gg) Production Facility, Alcohol	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0	0.2 spaces per 100.0 m <sup>2</sup> of floor area

Table 8.5(6) Bicycle Parking Requirements		
Use	Short-Term Bicycle Parking	Long-Term Bicycle Parking
	spaces, whichever is greater	
(hh) Production Facility, Cannabis	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(ii) Professional Services, Internal-Facing	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.4 spaces per 100.0 m <sup>2</sup> of floor area
(jj) Professional Services, Public-Facing	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(kk) Recreation Facilities, Indoor	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 10.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(ll) Recreation Facilities, Outdoor	0.6 spaces per 100.0 m <sup>2</sup> of area or 10.0 spaces, whichever is greater	n/a
(mm) Recycling Facility	n/a	0.1 spaces per 100.0 m <sup>2</sup> of floor area
(nn) Retail, Cannabis	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(oo) Retail, Liquor	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area
(pp) Retail Sales	0.6 spaces per 100.0 m <sup>2</sup> of floor area or 6.0 spaces, whichever is greater	0.2 spaces per 100.0 m <sup>2</sup> of floor area

Table 8.5(6) Bicycle Parking Requirements		
Use	Short-Term Bicycle Parking	Long-Term Bicycle Parking
(qq) Storage Facility, Indoor	n/a	
(rr) Storage Facility, Warehouse	n/a	
(ss) Storage, Outdoor	n/a	
(tt) Veterinary Services, Major	n/a	
(uu) Veterinary Services, Minor	n/a	
(vv) Watercraft and Equipment Services	n/a	0.1 spaces per 100.0 m <sup>2</sup> of floor area
(ww) Wholesale Services	n/a	0.1 spaces per 100.0 m <sup>2</sup> of floor area

## 8.6 End of Trip Facilities

- (1) End-of-trip facilities must be provided as a function of the total number of required long-term bicycle parking spaces prescribed in [Table 8.5\(6\)](#).

Table 8.6(2) End-of-Trip Facility Requirements					
Use	Number of Long-Term Bicycle Parking Spaces	Number of Toilets	Number of Sinks	Number of Showers	Number of Storage Lockers
(a) Dwelling Units, Hotel, and Motel	0 – 3	0	0	0	0
	4 – 15 <sup>1</sup>				
	16 – 30 <sup>1,2</sup>				
	> 30 <sup>1,2</sup>				
(b) All Other Uses	0 – 3	0	0	0	0.5 lockers per space
	4 – 15 <sup>1</sup>	1	1	1	
	16 – 30 <sup>1,2</sup>	2	2	2	
	> 30 <sup>1,2</sup>	4, plus 2 for each additional 30 spaces	4, plus 2 for each additional 30 spaces	4, plus 2 for each additional 30 spaces	

CONDITIONS [Table 8.6(2)]:

<sup>1</sup> End-of-trip facilities must include a bicycle repair station including tools for bikes, a commercial grade tire pump, and a dedicated area to undertake simple repairs and maintenance.

<sup>2</sup> End-of-trip facilities must include a bicycle wash station including access to water and a dedicated bicycle cleaning area.

## SECTION 9 | LOW-DENSITY RESIDENTIAL ZONES

### 9.1 Zone Intent

Table 9.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
R-SSMU	Small-Scale Multi-Unit Residential	This zone is intended to support the gentle densification of existing low-density neighbourhoods by accommodating small-scale multi-unit housing forms that complement the character of adjacent properties.
R-WF	Western Foreshore Residential	This zone is intended to accommodate up to three dwelling units in the Western Foreshore area where there are known infrastructure constraints limiting further densification.
R-CL	Cape Lazo Residential	This zone is intended to accommodate low-density residential uses in the unserved Cape Lazo area.
R-LL	Large Lot Residential	This zone is intended to accommodate low-density residential uses on larger lots that are not connected to community water or community sewer systems.

### 9.2 Permitted Uses

Table 9.2(1) Permitted Uses				
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use	R-SSMU	R-WF	R-CL	R-LL
(a) Accessory Buildings and Structures	S	S	S	S
(b) Agriculture, Urban	S	S	S	S
(c) Care Facility, Child	S	S	S	S
(d) Care Facility, Community	S	S	S	S
(e) Care Facility, Licence-Not-Required	S	S	S	S
(f) Coach Houses <sup>1</sup>	S	S	S <sup>2</sup>	S

**Table 9.2(1) Permitted Uses**

P = permitted as a principal use

S = permitted as a secondary use

-- = use not permitted

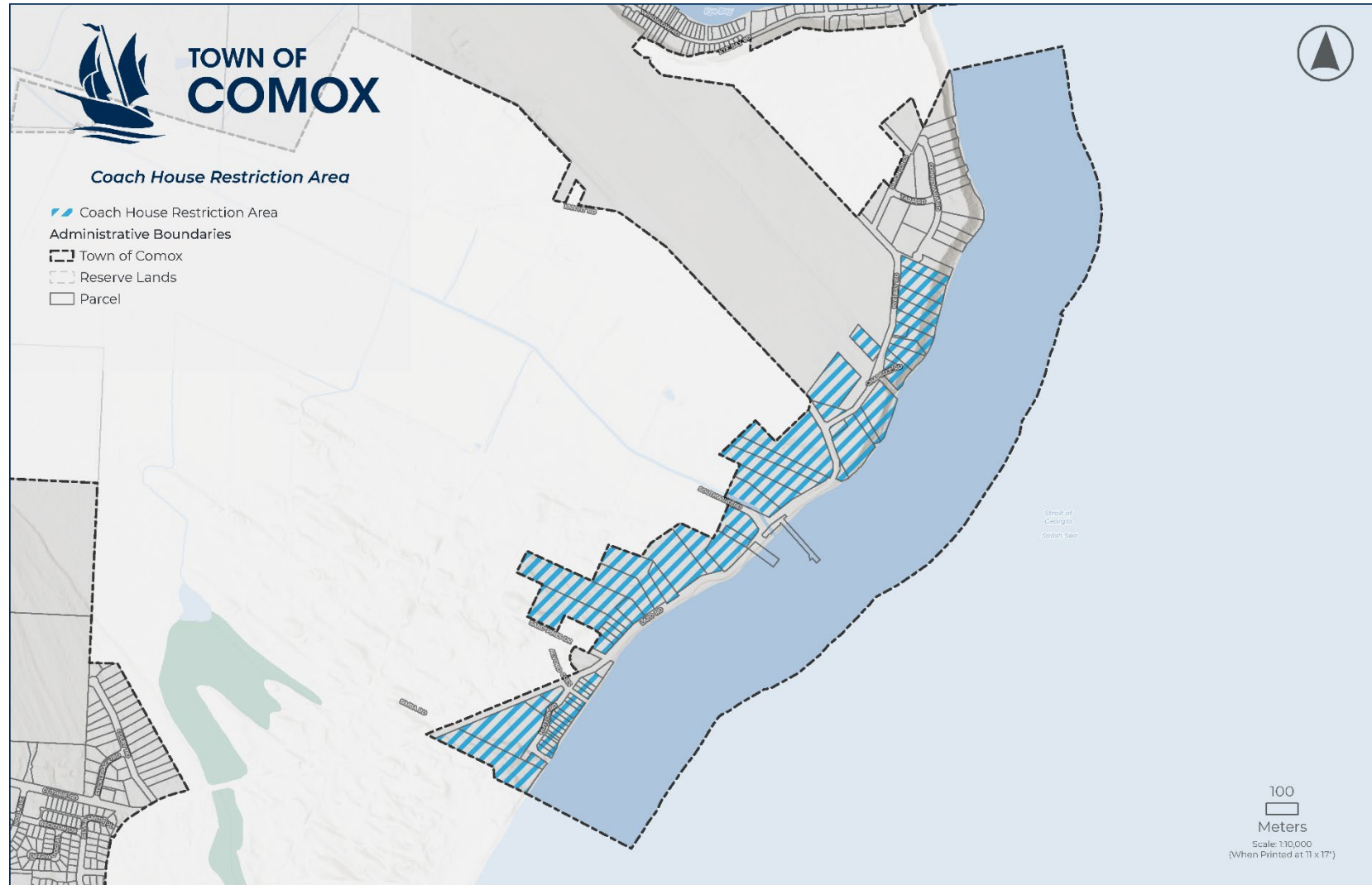
Use		R-SSMU	R-WF	R-CL	R-LL
(g) Dwelling Units		P	P	P	P
(h) Farm Stand		S	S	S	S
(i) Home Occupation	(i) Minor	S	S	S	S
	(ii) Major	S	S	S	S
	(iii) Bed and Breakfast Accommodation	S	S	S	S
	(iv) Vacation Rental Accommodation	S	S	S	S
(j) Kennel		--	--	--	S
(k) Mobile Home		-- <sup>3</sup>	--	--	--
(l) Secondary Suites		S	S	S	S

**CONDITIONS [Table 9.2(1)]:**

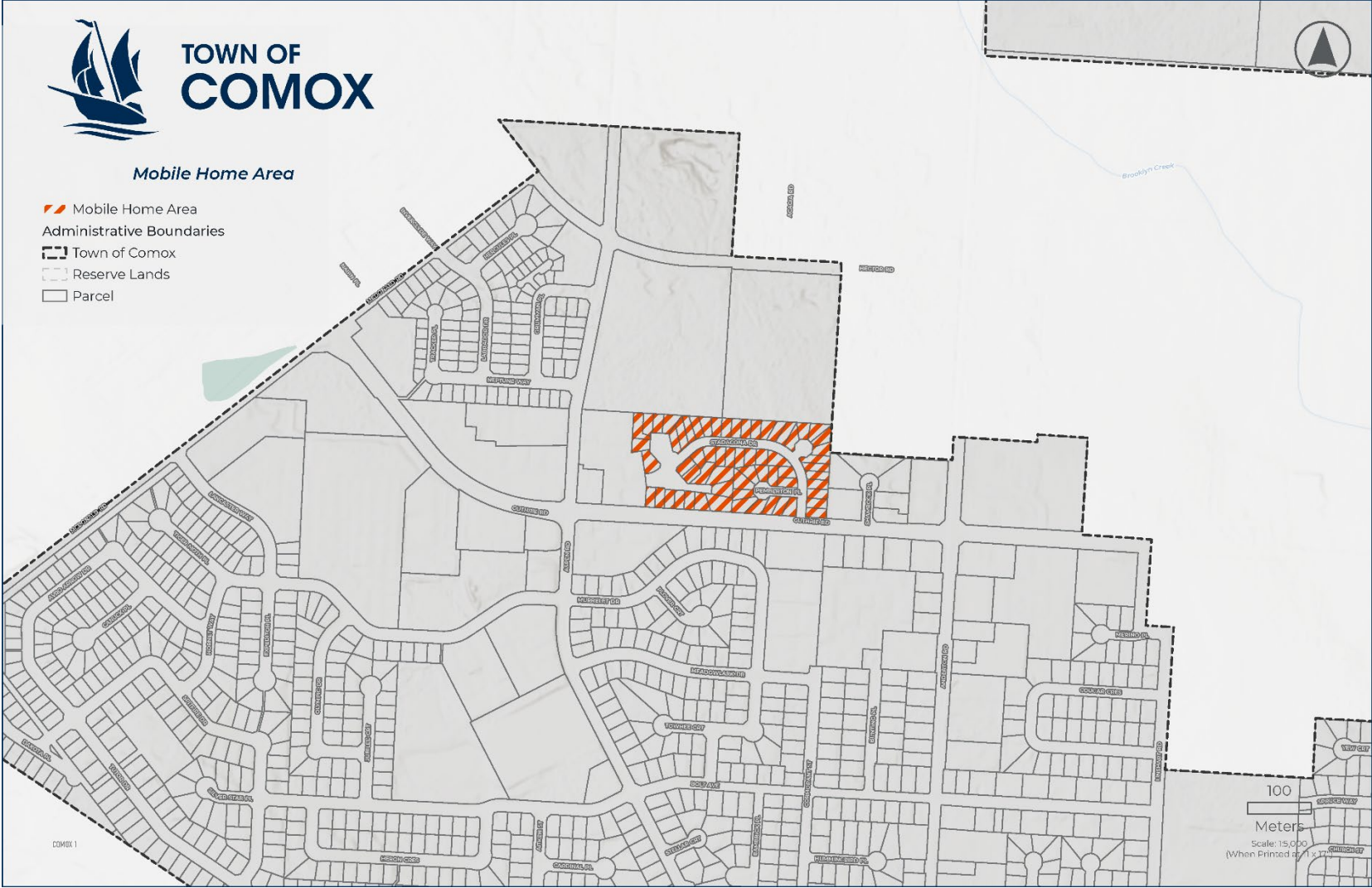
- <sup>1</sup> Subject to the coach house regulations prescribed in **Section 6.4** of this Bylaw.
- <sup>2</sup> Despite **Table 9.2(1)**, coach houses are not permitted in the areas indicated in **Map 9-1**.
- <sup>3</sup> Mobile homes are permitted as a principal use in the areas indicated in **Map 9-2**.



Map 9-1. Coach House Restriction Area



Map 9-2. Mobile Home Area



### 9.3 Subdivision Standards

Table 9.3(1) Subdivision Regulations				
Criteria	R-SSMU	R-WF	R-CL	R-LL
(a) Minimum Lot Area	450.0 m <sup>2</sup> <sup>1</sup>	650.0 m <sup>2</sup>	5,000.0 m <sup>2</sup> <sup>2</sup>	3,500.0 m <sup>2</sup>
(b) Minimum Lot Width	15.0 m	20.0 m	27.0 m	20.0 m
<p>CONDITIONS [Table 9.3(1)]:</p> <p><sup>1</sup> The minimum lot area is 595.0 square metres for the lot legally described as Lot A (DD ED94874), Section 2, Comox District, Plan 11938 (2147 Downey Road).</p> <p><sup>2</sup> The minimum lot area is 5,000.0 square metres for the lot legally described as Lot 14A, Lot 93, Comox District, Plan 4276 (1469 Kye Bay Road).</p>				

### 9.4 General Regulations

Table 9.4(1) General Regulations				
Criteria	R-SSMU	R-WF	R-CL	R-LL
(a) Maximum Lot Coverage	50%	35%	40%	30%
(b) Maximum Lot Coverage Including Impervious Surfaces	70%	70%	70%	60%
(c) Maximum Number of Dwelling Units	4 per lot <sup>1</sup>	2 per lot	2 per lot	4 per lot <sup>1</sup>
(d) Maximum GFA for Principal Buildings <sup>2</sup>	1,000.0 m <sup>2</sup>	n/a	400.0 m <sup>2</sup>	n/a
(e) Maximum GFA for Accessory Buildings <sup>3</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>
<p>CONDITIONS [Table 9.4(1)]:</p> <p><sup>1</sup> The maximum number of dwelling units is two for lots that are larger than 4,050.0 square metres in lot area and are not serviced by community water and sanitary systems.</p> <p><sup>2</sup> Maximum GFA refers to the combined floor area of all principal buildings on a lot. For clarity, this does not include the GFA associated with a coach house.</p>				

Table 9.4(1) General Regulations				
Criteria	R-SSMU	R-WF	R-CL	R-LL
<sup>3</sup> Maximum GFA refers to the combined floor area of all accessory buildings and structures on a lot. For clarity, this does not include the GFA associated with a coach house.				

## 9.5 Development Standards

Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary					
Criteria		R-SSMU	R-WF	R-CL <sup>1</sup>	R-LL
(a) Maximum Height		11.0 m	9.0 m	9.0 m	9.0 m
(b) Maximum Number of Storeys		3	2	2	2
(c) Minimum Front Setback	(i) garage / carport	6.0 m	7.5 m	3.0 m <sup>2</sup>	7.5 m
	(ii) all other portions	3.0 m	7.5 m	3.0 m <sup>2</sup>	7.5 m
(d) Minimum Rear Setback		5.0 m	7.5 m <sup>3</sup>	1.2 m <sup>2</sup>	7.0 m
(e) Minimum Side Setback		1.5 m	2.0 m	1.2 m <sup>2</sup>	2.0 m
(f) Minimum Exterior Side Setback	(i) garage / carport	6.0 m	3.5 m	1.2 m <sup>2</sup>	3.5 m
	(ii) all other portions	3.0 m	3.5 m	1.2 m <sup>2</sup>	3.5 m
(g) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m
CONDITIONS [Table 9.5(1)]:					
<sup>1</sup> A maximum of one principal building is permitted per lot.					
<sup>2</sup> For lots in the Lazo Road Setback Area (Map 9-3):					
<ul style="list-style-type: none"><li>the minimum front setback is 7.5 metres;</li><li>the minimum rear setback is 7.5 metres;</li><li>the minimum side setback is 2.0 metres; and</li><li>the minimum exterior side setback is 3.5 metres.</li></ul>					
<sup>3</sup> The maximum rear setback is 30.0 metres for the lot legally described as Lot A District Lot 93 Comox District Plan 48731 (476 Winslow Road).					

Map 9-3. Lazo Road Setback Area

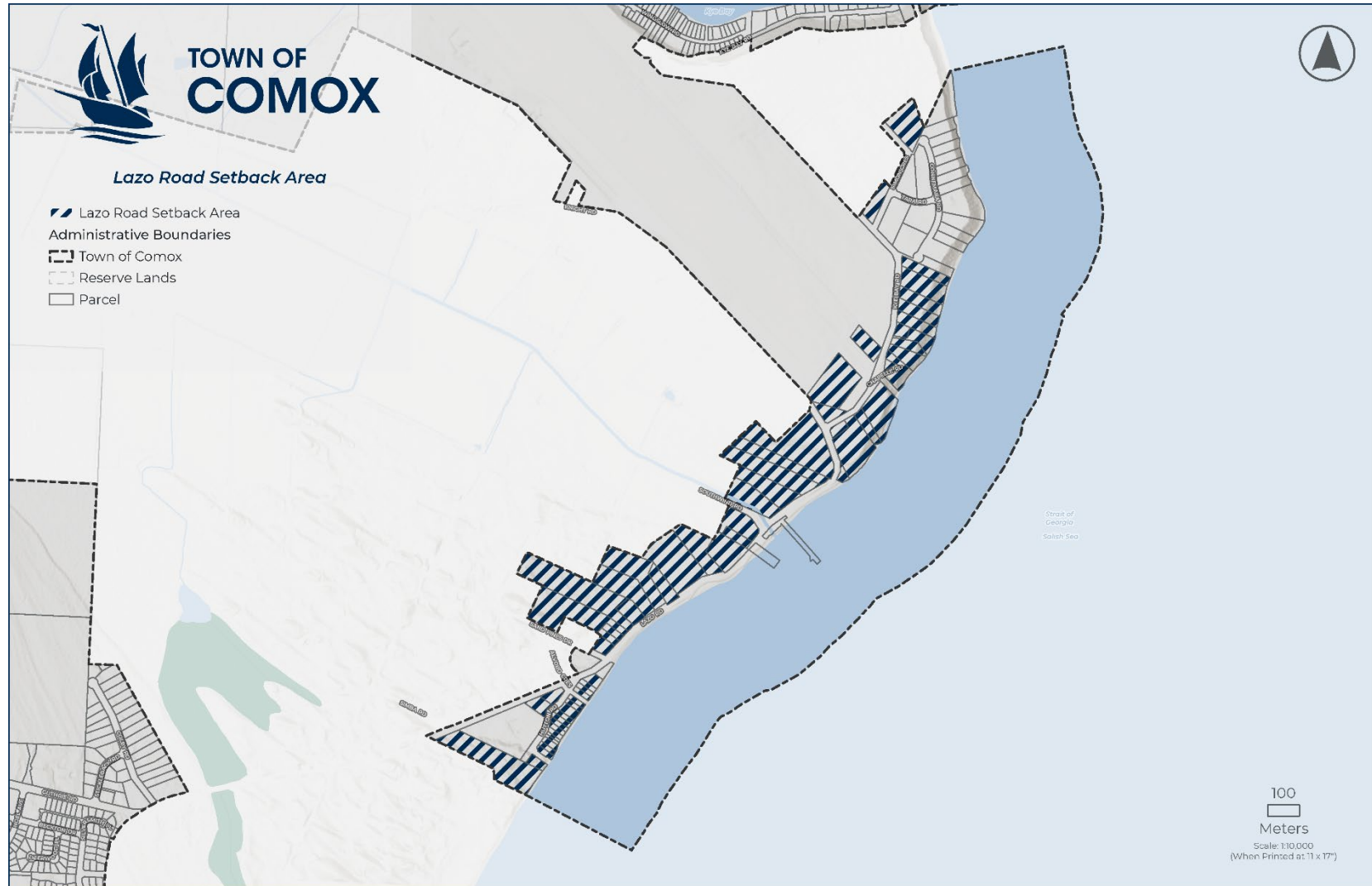


Table 9.5(2) Development Regulations for Buildings and Structures – Accessory				
Criteria	R-SSMU	R-WF	R-CL	R-LL
(a) Maximum Height	4.5 m	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	3.0 m	7.5 m	7.5 m	7.5 m
(c) Minimum Rear Setback	1.2 m <sup>1</sup>	1.2 m	1.2 m	1.2 m
(d) Minimum Side Setback	1.2 m <sup>1</sup>	1.2 m	1.2 m	1.2 m
(e) Minimum Exterior Side Setback	3.0 m	3.5 m	3.5 m	3.5 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [Table 9.5(2)]:</p> <p><sup>1</sup> The minimum setback is 0.0 metres for an accessory building having less than 10.0 square metres of floor area, provided such accessory building is not located within a front or exterior side yard.</p>				



## SECTION 10 | MULTI-UNIT RESIDENTIAL ZONES

### 10.1 Zone Intent

Table 10.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
MR-1	Ground-Oriented Residential	This zone is intended to accommodate a mix of ground-oriented multi-unit housing forms up to three <a href="#">storeys</a> .
MR-2	Low-Rise Residential	This zone is intended to serve as a transition between the Downtown and surrounding residential neighbourhoods through the provision of low-rise multi-unit residential development up to four <a href="#">storeys</a> .
MR-3	Mid-Rise Residential	This zone is intended to accommodate multi-unit residential development up to six <a href="#">storeys</a> within and adjacent to the Downtown.

### 10.2 Permitted Uses

Table 10.2(1) Permitted Uses				
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use		MR-1	MR-2	MR-3
(a)	<a href="#">Accessory Buildings and Structures</a>	S	S <sup>1</sup>	S
(b)	<a href="#">Agriculture, Urban</a>	S	S	S
(c)	<a href="#">Care Facility, Child</a>	S	p <sup>2</sup>	p <sup>2</sup>
(d)	<a href="#">Care Facility, Community</a>	S	P	P
(e)	<a href="#">Coach Houses</a>	S	--	--
(f)	<a href="#">Care Facility, Licence-Not-Required</a>	S	--	--
(g)	<a href="#">Dwelling Units</a>	P	P	P
(h)	<a href="#">Home Occupation</a>	S	S	S
	(i) Minor			



<b>Table 10.2(1) Permitted Uses</b> P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use		MR-1	MR-2	MR-3
	(ii) Major	S	S	--
	(iii) Bed and Breakfast Accommodation	S	--	--
	(iv) Vacation Rental Accommodation	S	--	--
(i) Food Services <sup>3</sup>		--	S	S
(j) Parking Lot		n/a	S	S
(k) Secondary Suites		S	--	--
CONDITIONS [Table 10.2(1)]: <sup>1</sup> Accessory buildings shall not be located within a required front or exterior side yard. <sup>2</sup> Child care facilities shall be located on the first storey of a principal building. <sup>3</sup> Food services shall only be permitted where ancillary to a community care facility use occurring on the same lot.				

### 10.3 Subdivision Standards

Table 10.3(1) Subdivision Regulations			
Criteria	MR-1	MR-2	MR-3
(a) Minimum Lot Area	1,000.0 m <sup>2</sup>	1,500.0 m <sup>2</sup>	1,500.0 m <sup>2</sup>
(b) Minimum Lot Width	30.0 m	30.0 m	30.0 m

### 10.4 General Regulations

Table 10.4(1) General Regulations			
Criteria	MR-1	MR-2	MR-3
(a) Maximum Lot Coverage	70%	50%	70%

Table 10.4(1) General Regulations			
Criteria	MR-1	MR-2	MR-3
(b) Maximum Lot Coverage Including Impervious Surfaces	80%	60%	80%
(c) Maximum Number of Dwelling Units	30 units per ha	n/a	n/a
(d) Minimum Number of Dwelling Units	n/a	55 units per ha	80 units per ha
(e) Maximum FAR	n/a	1.6	2.4

## 10.5 Development Standards

Table 10.5(1) Development Regulations for Buildings and Structures – Principal and Secondary			
Criteria	MR-1	MR-2	MR-3
(a) Maximum Height	12.0 m	16.0 m	24.0 m
(b) Maximum Number of Storeys	3	4	6
(c) Minimum Front Setback	4.5 m	4.5 m	4.5 m
(d) Minimum Rear Setback	4.5 m	5.0 m	6.0 m
(e) Minimum Side Setback	3.5 m	3.5 m	3.5 m
(f) Minimum Exterior Side Setback	3.5 m	3.5 m	3.5 m
(g) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m
(h) Minimum Setback – lot lines fronting a garage or carport	6.0 m	6.0 m	6.0 m

Table 10.5(2) Development Regulations for Buildings and Structures – Accessory			
Criteria	MR-1	MR-2	MR-3
(a) Maximum Height	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	3.0 m	3.0 m	3.0 m
(c) Minimum Rear Setback	1.2 m <sup>1</sup>	1.2 m <sup>1</sup>	1.2 m <sup>1</sup>
(d) Minimum Side Setback	1.2 m <sup>1</sup>	1.2 m <sup>1</sup>	1.2 m <sup>1</sup>

Table 10.5(2) Development Regulations for Buildings and Structures – Accessory			
Criteria	MR-1	MR-2	MR-3
(e) Minimum Exterior Side <a href="#">Setback</a>	3.0 m	3.0 m	3.0 m
(f) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [<a href="#">Table 10.5(2)</a>]:</p> <p><b>1</b> The minimum <a href="#">setback</a> is 0.0 metres for an <a href="#">accessory building</a> having less than 10.0 square metres of <a href="#">floor area</a>, provided such <a href="#">accessory building</a> is not located within a front or exterior side <a href="#">yard</a>.</p>			

## SECTION 11 | MIXED-USE ZONES

### 11.1 Zone Intent

Table 11.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
MU-1	Downtown Mixed-Use	This zone is intended to accommodate a mix of residential, commercial, and institutional uses that support vibrant, pedestrian-oriented development in the Town's historic Downtown.
MU-2	Downtown Residential Mixed Use	This zone is intended to promote the provision of multi-unit residential development in the Downtown with complementary commercial and institutional uses at grade.
MU-3	Corridor Mixed-Use	This zone is intended to accommodate mixed-use development along the Guthrie-Anderton Corridor.
MU-4	Neighbourhood Mixed Use	This zone is intended to support improved liveability of existing residential areas through the provision of mixed-use development that complements the character and scale of the surrounding neighbourhood.
MU-5	Cape Lazo Accommodation	This zone is intended to accommodate a mix of residential and tourist accommodation uses within the Cape Lazo area.

### 11.2 Permitted Uses

Table 11.2(1) Permitted Uses					
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted					
Use	MU-1	MU-2	MU-3	MU-4	MU-5
(a) Accessory Structures	S	S	S	S	S
(b) Accommodation, Hotel	P	--	P	--	P
(c) Accommodation, Motel	--	--	--	--	P
(d) Care Facility, Child	P	P	P	P	--

**Table 11.2(1) Permitted Uses**

P = permitted as a principal use  
S = permitted as a secondary use  
-- = use not permitted

Use		MU-1	MU-2	MU-3	MU-4	MU-5
(e) Care Facility, Community		P	P	P	P	--
(f) Coach Houses		--	--	--	--	S
(g) Cultural and Community Services		P	P	P	P	--
(h) Dwelling Units		P <sup>1</sup>	P	P	P	P
(i) Entertainment Facility		P	--	P	--	--
(j) Food Services		P	P	P	P	S <sup>2</sup>
(k) Health Services		P <sup>3</sup>	P	P	P	--
(l) Home Occupation	(i) Minor	S <sup>3</sup>	S	S	S	S
	(ii) Major	--	--	--	--	S
	(iii) Bed and Breakfast Accommodation	--	--	--	--	S
	(iv) Vacation Rental Accommodation	--	--	--	--	S
(m) Licensed Premises		P	--	P	P	S
(n) Mobile Vending		P	P	P	P	P
(o) Parking Lot		S	S	S	S	S
(p) Personal Services		P	--	P	P	--
(q) Production Facility, Alcohol		S	--	S	--	--
(r) Professional Services, Internal-Facing		P <sup>3</sup>	--	P	P	S
(s) Professional Services, Public-Facing		P	--	P	P	--
(t) Recreation Facilities, Indoor		P	--	P	P	--
(u) Retail, Cannabis		P	P	P	P	--
(v) Retail, Liquor		-- <sup>4</sup>	--	P	--	--
(w) Retail Sales		P	P	P	P	S <sup>5</sup>
(x) Secondary Suites		--	--	--	--	S

**Table 11.2(1) Permitted Uses**

P = permitted as a principal use  
 S = permitted as a secondary use  
 -- = use not permitted

Use	MU-1	MU-2	MU-3	MU-4	MU-5
(y) Veterinary Services, Minor	P 3,6	--	P 6	--	--

**CONDITIONS [Table 11.2(1)]:**

- 1** Dwelling Units must be integrated within a principal building where there are other non-residential uses occurring, subject to the following regulations:
  - dwelling units shall be located above of a non-residential use occurring on the first storey; and
  - dwelling units shall be accessed through a separate entrance from all non-residential uses occurring within the same building, so long as areas used for residential access must not exceed a combined 25% of the first storey business frontage.
- 2** The maximum floor area for food services is 140.0 square metres.
- 3** Uses shall only be permitted where located above the first storey of a principal building.
- 4** The maximum floor area for retail sales is 93.0 square metres.
- 5** A maximum of one liquor retail establishment shall be permitted as a principal use on the lot legally described as Lot A, Section 56, Comox District, Plan VIP75741 (215 Port Augusta Street).
- 6** Minor veterinary services shall not be permitted in any building containing more than one dwelling unit, a hotel accommodation, or a motel accommodation.

**11.3 Subdivision Standards****Table 11.3(1) Subdivision Regulations**

Criteria	MU-1	MU-2	MU-3	MU-4	MU-5
(a) Minimum Lot Area	550.0 m <sup>2</sup>	550.0 m <sup>2</sup>	550.0 m <sup>2</sup>	550.0 m <sup>2</sup>	2,000.0 m <sup>2</sup>
(b) Minimum Lot Width	15.0 m	15.0 m	15.0 m	15.0 m	27.0 m

**11.4 General Regulations****Table 11.4(1) General Regulations**

Criteria	MU-1	MU-2	MU-3	MU-4	MU-5
(a) Maximum Lot Coverage	n/a	n/a	n/a	60%	50%

Table 11.4(1) General Regulations					
Criteria	MU-1	MU-2	MU-3	MU-4	MU-5
(b) Maximum Lot Coverage Including Impervious Surfaces	n/a	n/a	n/a	75%	60%
(c) Maximum Number of Dwelling Units	n/a	n/a	n/a	n/a	3 per lot
(d) Maximum FAR	1.2	1.2	1.0	1.0	0.8

## 11.5 Development Standards

Table 11.5(1) Development Regulations for Buildings and Structures – Principal and Secondary						
Criteria		MU-1	MU-2	MU-3	MU-4	MU-5
(a) Maximum Height		10.0 m	10.0 m	10.0 m	10.0 m	10.0 m <sup>1</sup>
(b) Minimum Front Setback		0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(c) Minimum Rear Setback		0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(d) Minimum Side Setback	(i) abutting a lot in the Cape Lazo Mixed-Use zone	n/a	n/a	n/a	n/a	0.0 m
	(ii) abutting a lot in any other zone	0.0 m <sup>2</sup>	0.0 m <sup>2</sup>	0.0 m <sup>2</sup>	0.0 m <sup>2</sup>	2.0 m
(e) Minimum Exterior Side Setback		0.0 m	0.0 m	1.5 m	1.5 m	2.0 m
(f) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [Table 11.5(1)]:</p> <p><sup>1</sup> The maximum number of storeys permitted is two.</p> <p><sup>2</sup> The minimum setback is 3.5 metres for any lot line abutting a lot in a Low-Density Residential or Multi-Unit Residential zone.</p>						

Table 11.5(2) Development Regulations for Accessory Structures					
Criteria	MU-1	MU-2	MU-3	MU-4	MU-5
(a) Maximum Height	4.5 m	4.5 m	4.5 m	4.5 m	4.5 m



Table 11.5(2) Development Regulations for Accessory Structures					
Criteria	MU-1	MU-2	MU-3	MU-4	MU-5
(b) Minimum Front <a href="#">Setback</a>	0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(c) Minimum Rear <a href="#">Setback</a>	0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(d) Minimum Side <a href="#">Setback</a>	0.0 m	0.0 m	0.0 m	0.0 m	0.0 m
(e) Minimum Exterior Side <a href="#">Setback</a>	0.0 m	0.0 m	1.5 m	1.5 m	2.0 m
(f) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m	1.0 m	1.0 m

## SECTION 12 | EMPLOYMENT ZONES

### 12.1 Zone Intent

Table 12.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
E-1	Corridor Commercial	This zone is intended to accommodate a variety of commercial uses and services outside of the Downtown.
E-2	Service Commercial	This zone is intended to accommodate a range of service commercial and low-impact industry uses.
E-3	Light Industrial	This zone is intended to designate and preserve land for light industrial development adjacent to the Comox Valley <a href="#">Airport</a> .

### 12.2 Permitted Uses

Table 12.2(1) Permitted Uses			
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted			
Use	E-1	E-2	E-3
(a) <a href="#">Accessory Structures</a>	S	S	S
(b) <a href="#">Accommodation, Hotel</a>	P	P	P
(c) <a href="#">Accommodation, Motel</a>	-- <sup>1</sup>	--	--
(d) <a href="#">Airport</a>	--	--	P
(e) <a href="#">Animal Shelter</a>	--	P	--
(f) <a href="#">Automotive and Equipment Services, Light</a>	--	P	P
(g) <a href="#">Automotive and Equipment Services, Heavy</a>	--	--	P
(h) <a href="#">Caretaker Suite</a>	-- <sup>2</sup>	S	S
(i) <a href="#">Care Facility, Child</a>	P	S	S
(j) <a href="#">Cultural and Community Services</a>	P	--	--
(k) <a href="#">Drive-Through Services</a>	-- <sup>3</sup>	--	--

**Table 12.2(1) Permitted Uses**

P = permitted as a principal use

S = permitted as a secondary use

-- = use not permitted

Use	E-1	E-2	E-3
(l) Education Services	S	S	S
(m) Entertainment Facility	S	S	--
(n) Farmer's Market	--	S	--
(o) Fleet Services Facility	--	S	S
(p) Food Services	P	S	S
(q) Gas Station	P	P	P
(r) Health Services	P	P	--
(s) Industrial, Light	--	P	P
(t) Licensed Premises	P	P	--
(u) Mobile Vending	P	P	S
(v) Parking Lot	S	S	S
(w) Personal Services	P	P	--
(x) Plant Nursery	P	P	--
(y) Production Facility, Alcohol	--	P	P
(z) Production Facility, Cannabis	--	P	P
(aa) Professional Services, Internal-Facing	P	P	S
(bb) Professional Services, Public-Facing	P	S	S
(cc) Recreation Facilities, Indoor	P	P	--
(dd) Recycling Facility	--	P	P
(ee) Retail, Cannabis	P	P	--
(ff) Retail, Liquor	P	S	--
(gg) Retail Sales	P	P	--
(hh) Storage, Outdoor	--	-- <sup>4</sup>	S
(ii) Veterinary Services, Major	--	P	P
(jj) Veterinary Services, Minor	P	P	P
(kk) Watercraft and Equipment Services	--	--	P

**Table 12.2(1) Permitted Uses**

P = permitted as a principal use  
 S = permitted as a secondary use  
 -- = use not permitted

Use	E-1	E-2	E-3
(II) Wholesale Services	--	P	S

**CONDITIONS [Table 12.2(1)]:**

- 1** Motel accommodation is permitted as a principal use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 Except Plan EPP123005 (2082 Comox Avenue).
- 2** One caretaker suite shall be permitted as a secondary use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 (2082 Comox Avenue).
- 3** Drive-through services are permitted as a secondary use, up to a maximum of two drive-through services establishments per lot, on the lots legally described as:
  - Lot A, District Lot 170, Comox District, Plan VIP67445 (727 Anderton Road); and
  - Lot A, Section 77, Comox District, Plan VIP86498 (1966 Guthrie Road).
- 4** Outdoor storage is permitted as a secondary use on the lots legally described as:
  - Lot 1, Section 70, Comox District, Plan VIP53357 (528 Anderton Road);
  - That Part of Section 70, Comox District, Shown on Plan VIP56874 (528 Anderton Road); and
  - Lot A (DD EF138928), Section 70, Comox District, Plan VIP51941 (554 Anderton Road).

**12.3 Subdivision Standards****Table 12.3(1) Subdivision Regulations**

Criteria	E-1	E-2	E-3
(a) Minimum Lot Area	900.0 m <sup>2</sup>	900.0 m <sup>2</sup>	2000.0 m <sup>2</sup>
(b) Minimum Lot Width	30.0 m	30.0 m	30.0 m

## 12.4 General Regulations

Table 12.4(1) General Regulations			
Criteria	E-1	E-2	E-3
(a) Maximum Lot Coverage	60%	70%	60%
(b) Maximum Lot Coverage Including Impervious Surfaces	80%	100%	80%
(c) Maximum Number of Dwelling Units <sup>1</sup>	n/a	1 per building	1 per building
CONDITIONS [Table 12.4(1)]:			
<sup>1</sup> Dwelling units shall only be permitted in the form of a caretaker suite.			

## 12.5 Development Standards

Table 12.5(1) Development Regulations for Buildings and Structures – Principal and Secondary				
Criteria		E-1	E-2	E-3
(a) Maximum Height		10.0 m	10.0 m	10.0 m
(b) Minimum Front Setback		2.5 m	2.5 m	3.0 m
(c) Minimum Rear Setback	(i) abutting a lot in a Low-Density Residential or Multi-Unit Residential zone	7.5 m	7.5 m	7.5 m
	(ii) abutting a lot in any other zone	3.0 m	3.0 m	3.0 m
(d) Minimum Side Setback	(i) abutting a lot in a Low-Density Residential or Multi-Unit Residential zone	6.0 m	6.0 m	7.5 m
	(ii) abutting a lot in any other zone	0.0 m	0.0 m	3.0 m

<b>Table 12.5(1) Development Regulations for Buildings and Structures – Principal and Secondary</b>			
<b>Criteria</b>	<b>E-1</b>	<b>E-2</b>	<b>E-3</b>
(e) Minimum Exterior Side <a href="#">Setback</a>	2.5 m	2.5 m	3.0 m
(f) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m

<b>Table 15.5(2) Development Regulations for Accessory Structures</b>			
<b>Criteria</b>	<b>E-1</b>	<b>E-2</b>	<b>E-3</b>
(a) Maximum <a href="#">Height</a>	4.5 m	10.0 m	10.0 m
(b) Minimum Front <a href="#">Setback</a>	2.5 m	2.5 m	3.0 m
(c) Minimum Rear <a href="#">Setback</a>	3.0 m	3.0 m	3.0 m
(d) Minimum Side <a href="#">Setback</a>	0.0 m	0.0 m	3.0 m
(e) Minimum Exterior Side <a href="#">Setback</a>	2.5 m	2.5 m	3.0 m
(f) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m

## SECTION 13 | MARINE ZONES

### 13.1 Zone Intent

Table 13.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
M-1	Open Water	This zone is intended to provide for the use of intertidal areas and the open ocean for both recreational purposes and the navigation of commercial and recreational vessels.
M-2	Marina	This zone is intended to accommodate <a href="#">marinas</a> and <a href="#">marina</a> -related commercial uses both above and below the <a href="#">natural boundary</a> .

### 13.2 Permitted Uses

Table 13.2(1) Permitted Uses			
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted			
Use	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) <a href="#">Accessory Structures</a>	S <sup>1</sup>	S	S
(b) <a href="#">Accommodation, Hotel</a>	--	S	--
(c) <a href="#">Aquaculture, Land-Based</a>	--	S	--
(d) <a href="#">Aquaculture, Marine-Based</a>	P <sup>2</sup>	--	S
(e) <a href="#">Boat Launches</a>	S	P	P
(f) <a href="#">Breakwaters</a>	P	P	P
(g) <a href="#">Caretaker Suite</a>	--	S <sup>3</sup>	--
(h) <a href="#">Care Facility, Child</a>	--	S	--
(i) <a href="#">Cultural and Community Services</a>	--	S <sup>3</sup>	--



**Table 13.2(1) Permitted Uses**

P = permitted as a principal use  
 S = permitted as a secondary use  
 -- = use not permitted

Use	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(j) Education Services	--	S	--
(k) Farmer's Market	--	S	--
(l) Food Services	--	S	--
(m) Health Services	--	S <sup>3</sup>	--
(n) Licensed Premises	--	S	--
(o) Marina	--	P	P
(p) Mobile Vending	--	P	S <sup>4</sup>
(q) Parking Lot	--	S	--
(r) Personal Services	--	S	--
(s) Professional Services, Internal-Facing	--	S <sup>3</sup>	--
(t) Retail Sales	--	S	--
(u) Watercraft and Equipment Services	--	S	S

**CONDITIONS [Table 13.2(1)]:**

- <sup>1</sup> Accessory structures shall be limited to permanently anchored floating devices which support the safe navigation of boats and other such vessels such as buoys or beacons.
- <sup>2</sup> Land-based aquaculture shall not involve the placement of any structures except for 0.35 metre concrete blocks to mark the corners of a tenure boundary.
- <sup>3</sup> Uses must be located above the first storey of a principal building.
- <sup>4</sup> Mobile vending shall be conducted out of a floating vessel.

### 13.3 Subdivision Standards

Table 13.3(1) Subdivision Regulations			
Criteria	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) Minimum Lot Area	n/a	900.0 m <sup>2</sup>	900.0 m <sup>2</sup>
(b) Minimum Lot Width	n/a	35.0 m	n/a

### 13.4 General Regulations

Table 13.4(1) General Regulations			
Criteria	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) Maximum Lot Coverage	n/a	50%	n/a
(b) Maximum Lot Coverage Including Impervious Surfaces	n/a	60%	n/a
(c) Maximum Number of Dwelling Units <sup>1</sup>	n/a	1 per commercial unit	n/a
CONDITIONS [Table 13.4(1)]: <sup>1</sup> Dwelling units shall only be permitted in the form of a caretaker suite.			

### 13.5 Development Standards

Table 13.5(1) Development Regulations for Buildings and Structures – Principal and Secondary			
Criteria	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) Maximum Height	n/a	10.0 m	5.5 m <sup>1</sup>
(b) Maximum Number of Storeys	n/a	2	1

Table 13.5(1) Development Regulations for Buildings and Structures – Principal and Secondary			
Criteria	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(c) Minimum Front <a href="#">Setback</a>	n/a	7.5 m	3.0 m
(d) Minimum Rear <a href="#">Setback</a>	n/a	7.5 m	3.0 m
(e) Minimum Side <a href="#">Setback</a>	n/a	0.0 m <sup>2</sup>	3.0 m
(f) Minimum Exterior Side <a href="#">Setback</a>	n/a	3.5 m	3.0 m
(g) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [<a href="#">Table 13.5(1)</a>]:</p> <p><sup>1</sup> <a href="#">Height</a> shall be measured from the surface of the water.</p> <p><sup>2</sup> The minimum side <a href="#">setback</a> is 3.5 metres where such <a href="#">lot line</a> abuts a <a href="#">lot</a> in a <b>Low-Density Residential</b> or <b>Multi-Unit Residential</b> zone.</p>			

Table 13.5(2) Development Regulations for Accessory Structures			
Criteria	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) Maximum <a href="#">Height</a>	n/a	4.5 m	4.5 m <sup>1</sup>
(b) Minimum Front <a href="#">Setback</a>	n/a	3.0 m	3.0 m
(c) Minimum Rear <a href="#">Setback</a>	n/a	3.0 m	3.0 m
(d) Minimum Side <a href="#">Setback</a>	n/a	3.0 m	3.0 m
(e) Minimum Exterior Side <a href="#">Setback</a>	n/a	3.0 m	3.0 m
(f) Minimum Corner Cut-Off <a href="#">Setback</a>	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [<a href="#">Table 13.5(2)</a>]:</p> <p><sup>1</sup> <a href="#">Height</a> shall be measured from the surface of the water.</p>			

## SECTION 14 | PARK AND PUBLIC USE ZONES

### 14.1 Zone Intent

Table 14.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
P-1	Park and Nature Conservation	This zone is intended to preserve and protect lands that provide significant biodiversity and ecosystem services.
P-2	Park and Open Space	This zone is intended to designate lands for the preservation and enhancement of the Town's <a href="#">park</a> and open space assets while providing for a range of low impact recreational uses.
P-3	Public Golf Course	This zone is intended to accommodate the Comox Golf Club.
PU	Civic Facilities and Public Space	This zone is intended to accommodate a range of civic uses.

### 14.2 Permitted Uses

Table 14.2(1) Permitted Uses				
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use	P-1	P-2	P-3	PU
(a) <a href="#">Accessory Buildings and Structures</a>	S	S	S	S
(b) <a href="#">Agriculture, Urban</a>	--	S	--	S
(c) <a href="#">Boat Launches</a>	--	--	--	S
(d) <a href="#">Care Facility, Child</a>	S	S	--	P
(e) <a href="#">Care Facility, Community</a>	--	--	--	P
(f) <a href="#">Community Gardens</a>	--	P	--	P

**Table 14.2(1) Permitted Uses**

P = permitted as a principal use

S = permitted as a secondary use

-- = use not permitted

Use	P-1	P-2	P-3	PU
(g) Cultural and Community Services	--	--	--	P
(h) Dwelling Units	--	--	--	S <sup>1</sup>
(i) Education Services	--	--	--	P
(j) Emergency and Protective Services	--	--	--	P
(k) Farmer's Market	--	S	--	S
(l) Food Services	--	--	S	S
(m) Health Services	--	--	--	S
(n) Home Occupation (i) Minor	--	--	--	S
(o) Industrial, Light	--	--	--	-- <sup>2,3</sup>
(p) Licensed Premises	--	--	S	--
(q) Mobile Vending	--	S	S	S
(r) Park	P	P	P	S
(s) Parking Lot	n/a	S	S	S
(t) Recreation Facilities, Indoor	--	--	--	P
(u) Recreation Facilities, Outdoor	--	S	P	S
(v) Retail Sales	--	--	S	--

**CONDITIONS [Table 14.2(1)]:**

- <sup>1</sup> Dwelling units shall only be permitted where ancillary to a community care facility use occurring on the same lot.
- <sup>2</sup> Light industrial is permitted, provided such uses are limited to the processing or packing of food or beverage products, on the lot legally described as LOT 1, SECTIONS 53 AND 56, COMOX DISTRICT, PLAN VIP71843 (1855 Noel Avenue).
- <sup>3</sup> Processing or packing of food or beverage products shall not include the bottling of water where the source of the water is not the municipal water supply provided directly to the property on which the bottling is taking place.

### 14.3 Subdivision Standards

Table 14.3(1) Subdivision Regulations				
Criteria	P-1	P-2	P-3	PU
(a) Minimum Lot Area	n/a	n/a	n/a	750.0 m <sup>2</sup>
(b) Minimum Lot Width	n/a	n/a	n/a	18.0 m

### 14.4 General Regulations

Table 14.4(1) General Regulations				
Criteria	P-1	P-2	P-3	PU
(a) Maximum Lot Coverage	10%	30%	10%	35%
(b) Maximum Lot Coverage Including Impervious Surfaces	15%	35%	15%	50%
(c) Maximum FAR	n/a	n/a	n/a	1.6

### 14.5 Development Standards

Table 14.5(1) Development Regulations for Buildings and Structures – Principal and Secondary				
Criteria	P-1	P-2	P-3	PU
(a) Maximum Height	n/a	n/a	10.0 m	15.0 m
(b) Minimum Front Setback	n/a	n/a	n/a	7.5 m
(c) Minimum Rear Setback	n/a	n/a <sup>1</sup>	n/a <sup>1</sup>	9.0 m
(d) Minimum Side Setback	n/a	n/a <sup>1</sup>	n/a <sup>1</sup>	6.0 m
(e) Minimum Exterior Side Setback	n/a	n/a	n/a	6.0 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [Table 14.5(1)]:</p> <p><sup>1</sup> The minimum setback is 3.0 metres for any lot line abutting a lot in a <b>Low-Density Residential</b> or <b>Multi-Unit Residential</b> zone.</p>				

Table 14.5(2) Development Regulations for Buildings and Structures – Accessory				
Criteria	P-1	P-2	P-3	PU
(a) Maximum Height	4.5 m	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	n/a	n/a	n/a	3.5 m
(c) Minimum Rear Setback	n/a <sup>1</sup>	n/a <sup>1</sup>	n/a <sup>1</sup>	1.5 m
(d) Minimum Side Setback	n/a <sup>1</sup>	n/a <sup>1</sup>	n/a <sup>1</sup>	1.5 m
(e) Minimum Exterior Side Setback	n/a	n/a	n/a	3.5 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m
<p>CONDITIONS [Table 14.5(2)]:</p> <p><sup>1</sup> The minimum setback is 3.0 metres for any lot lines abutting a lot in a <b>Low-Density Residential</b> or <b>Multi-Unit Residential</b> zone.</p>				



## SECTION 15 | SPECIAL USE ZONES CATEGORY

### 15.1 Zone Intent

Table 15.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
ALR	Agriculture	This zone is intended to accommodate agricultural uses on lands located within the Agricultural Land Reserve.
DND	DND Lands	This zone is intended to accommodate buildings, structures, and uses owned and operated by the Department of National Defence, including the 19 Wing Comox Canadian Forces Base and Comox Valley Airport.

### 15.2 Permitted Uses

Table 15.2(1) Permitted Uses		
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted		
Use	ALR	DND
(a) Accessory Buildings and Structures	S	S
(b) Agriculture	P <sup>1</sup>	P
(c) Agriculture, Urban	S	S
(d) Airport	--	P
(e) Aquaculture, Land-Based	P	--
(f) Automotive and Equipment Services, Light	--	P
(g) Automotive and Equipment Services, Heavy	--	P
(h) Boat Launches	--	S
(i) Caretaker Suite	--	S
(j) Care Facility, Child	S	S

**Table 15.2(1) Permitted Uses**

P = permitted as a principal use

S = permitted as a secondary use

-- = use not permitted

Use		ALR	DND
(k)	Care Facility, Community	S	S
(l)	Care Facility, Licence-Not-Required	S	S
(m)	Coach Houses	S	S
(n)	Cultural and Community Services	--	P
(o)	DND Facilities	--	P
(p)	Dwelling Units	P	S
(q)	Education Services	--	P
(r)	Emergency and Protective Services	--	P
(s)	Farmer's Market	S <sup>2</sup>	S
(t)	Food Services	--	P
(u)	Health Services	--	P
(v)	(i) Minor	S	S
	(ii) Major	S	S
	(iii) Bed and Breakfast Accommodation	S	--
	(iv) Vacation Rental Accommodation	S	--
(w)	Industrial, Light	--	P
(x)	Kennel Facility	P	--
(y)	Licensed Premises	--	S
(z)	Mobile Vending	S <sup>3</sup>	S <sup>3</sup>
(aa)	Parking Lot	--	S
(bb)	Personal Services	--	P
(cc)	Plant Nursery	P	--
(dd)	Recreation Facilities, Indoor	--	S

**Table 15.2(1) Permitted Uses**

P = permitted as a principal use  
 S = permitted as a secondary use  
 -- = use not permitted

Use	ALR	DND
(ee) Recreation Facilities, Outdoor	S	S
(ff) Retail Sales	S	P
(gg) Secondary Suites	S	S
(hh) Veterinary Services, Minor	S	--

**CONDITIONS [Table 15.2(1)]:**

- 1** A building or structure used to shelter or board horses shall be limited to a maximum of 40.0 permanent stalls.
- 2** Farmer's markets are permitted to supplement a principal agriculture use occurring on the same lot, provided:
  - a minimum of 50% of all items being sold comprise farm products produced on site; and
  - the maximum area occupied by the farmer's market is 300.0 square metres.
- 3** Mobile vending is only permitted where secondary to a farmer's market.

**15.3 Subdivision Standards****Table 15.3(1) Subdivision Regulations**

Criteria	ALR	DND
(a) Minimum Lot Area	n/a <sup>1</sup>	n/a
(b) Minimum Lot Width	n/a <sup>1</sup>	n/a

**CONDITIONS [Table 15.3(1)]:**

- 1** Subdivision shall only be permitted in accordance with the *Agricultural Land Commission Act* and its regulations.

## 15.4 General Regulations

Table 15.4(1) General Regulations			
Criteria		ALR	DND
(a) Maximum Lot Coverage		50%	n/a
(b) Maximum Number of Dwelling Units	(i) Principal	1 per lot	n/a
	(ii) Secondary	2 per lot <sup>1</sup>	
CONDITIONS [Table 15.4(1)]:			
<sup>1</sup> A maximum of one secondary dwelling unit is permitted for lots that are smaller than 1.0 hectare in lot area and are not serviced by community water and sanitary systems.			

## 15.5 Development Standards

Table 15.5(1) Development Regulations for Buildings and Structures		
Criteria	ALR	DND
(a) Maximum Height	n/a	n/a
(b) Minimum Front Setback	7.5 m <sup>1</sup>	n/a
(c) Minimum Rear Setback	7.5 m <sup>1</sup>	n/a
(d) Minimum Side Setback	4.5 m <sup>1</sup>	n/a
(e) Minimum Exterior Side Setback	7.5 m <sup>1</sup>	n/a
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m
<p>CONDITIONS [Table 15.5(1)]:</p> <p><sup>1</sup> Buildings and structures used for intensive agricultural uses including but not limited to livestock and poultry barns or holding area, mushroom production facilities, on-farm composting, solid waste storage, and silos shall have a minimum setback of 30.0 metres.</p>		

# SECTION 16 | COMPREHENSIVE DEVELOPMENT ZONES

## CD1 – Beckton Estates

For the purposes of the CD1 zone, Areas A1, A2, B, and C1 are as shown in Figure 16-1.

### CD1.1 Permitted Uses

(1) In the CD1 zone, the following uses are permitted and all other uses are prohibited:

(a) Areas A1 and A2:

- i. Accessory Buildings and Structures
- ii. Care Facility, Licence-Not-Required
- iii. Home Occupation, Minor
- iv. Two or More Attached Dwelling Units

(b) Area B:

- i. Accessory Buildings and Structures
- ii. Care Facility, Licence-Not-Required
- iii. Home Occupation, Minor
- iv. Two or More Attached Dwelling Units

(c) Area C:

- i. Accessory Buildings and Structures
- ii. Care Facility, Licence-Not-Required
- iii. Home Occupation, Minor
- iv. Two or More Attached Dwelling Units

### CD1.2 Density

- (1) For Areas A1 and A2, combined, density shall not exceed 19 units per hectare.
- (2) For Area B, density shall not exceed 21 units per hectare.
- (3) For Area C1, density shall not exceed 36 units per hectare.

### CD1.3 Minimum Lot Area

- (1) Area A1: 20,000.0 square metres
- (2) Area A2: 23,000.0 square metres
- (3) Area B: 6,000.0 square metres
- (4) Area C1: 2,000.0 square metres

#### **CD1.4 Maximum Lot Coverage**

- (1) Lot coverage shall not exceed 25%.

#### **CD1.5 Maximum Height and Storeys**

- (1) Areas A1, A2, and B:
  - (a) Maximum Height: 10.6 metres
  - (b) Maximum Storeys: 2
- (2) Area C:
  - (a) Maximum Height: 12.0 metres
  - (b) Maximum Storeys: 3

#### **CD1.6 Minimum Setbacks**

- (1) Areas A1 and A2:
  - (a) Front Setback: 10.6 metres
  - (b) Rear Setback: 7.5 metres
  - (c) Side Setback: 7.5 metres
  - (d) Exterior Side Setback: 7.5 metres
- (2) Area B:
  - (a) Setbacks shall not be less than as shown in **Figure 16-2**.
- (3) Area C:
  - (a) Front Setback: 10.6 metres
  - (b) Rear Setback: 6.0 metres
  - (c) Side Setback: 2.4 metres
  - (d) Exterior Side Setback: 2.4 metres

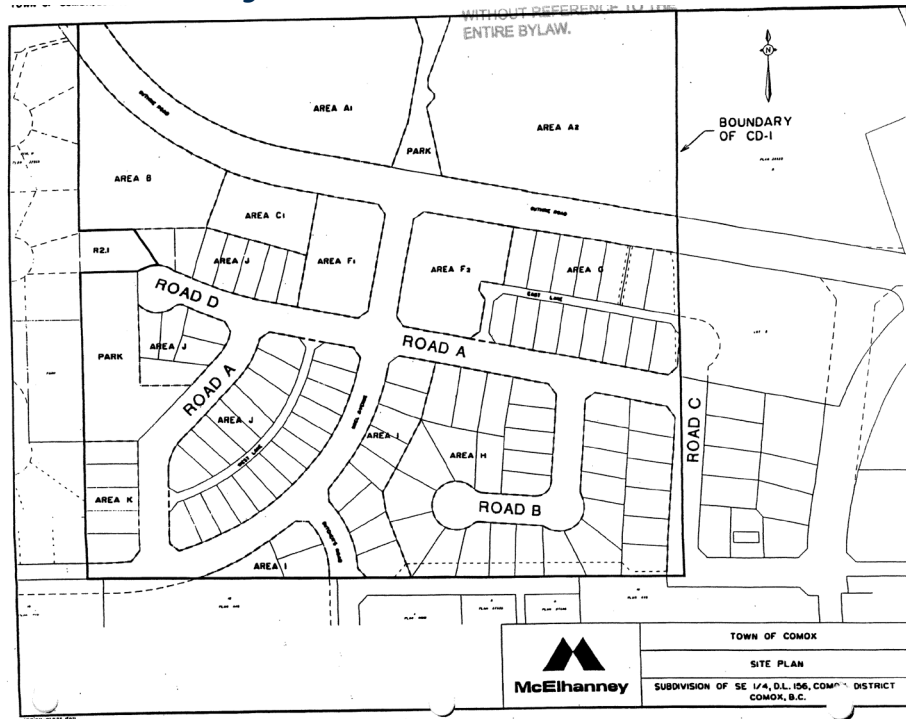
#### **CD1.7 Development Regulations for Accessory Buildings and Structures**

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 45.0 square metres of lot coverage;
  - (c) not occupy more than 2/3 of the width of the rear yard;
  - (d) not be located in the front yard;
  - (e) not be located closer than 4.5 metres from an exterior side lot line; and
  - (f) not be located closer than 1.2 metres from a rear lot lines.

## CD1.8 Conditions

- (1) For Areas A1 and A2, vehicle accesses onto Guthrie Road shall not exceed two.
- (2) For Areas B and C1, vehicle accesses onto Guthrie Road shall not exceed one.

**Figure 16-1. Beckton Estates Sub-Areas**





**Figure 16-2. Beckton Estates Setback Areas**



## CD2 – Cluster Single-Family

### CD2.1 Permitted Uses

- (1) In the CD2 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Care Facility, Licence-Not-Required
  - (c) Detached Dwelling Units
  - (d) Farm Stand
  - (e) Home Occupation, Minor
  - (f) Urban Agriculture

### CD2.2 Density

- (1) Density shall not exceed 34 units per hectare.

### CD2.3 Minimum Lot Area

- (1) Minimum lot area shall be 1,850.0 square metres.

#### **CD2.4 Minimum Lot Width**

- (1) Minimum lot width shall be 30.0 metres.

#### **CD2.5 Maximum Lot Coverage**

- (1) Lot coverage including impervious surfaces shall not exceed 70%.

#### **CD2.6 Maximum Height and Storeys**

- (1) Maximum Height: 7.5 metres
- (2) Maximum Storeys: 2

#### **CD2.7 Minimum Setbacks**

- (1) Front Setback: 9.0 metres
- (2) Rear Setback: 3.0 metres
- (3) Side Setback: 1.5 metres
- (4) Exterior Side Setback: 2.45 metres

#### **CD2.8 Development Regulations for Accessory Buildings and Structures**

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 10% of lot coverage;
  - (c) not occupy more than 2/3 of the width of the rear yard; and
  - (d) not be located in the front yard.

## CD3 – Congregate Care

For the purposes of the CD3 zone, Areas A, B, and C are as shown in Figure 16-3.

### CD3.1 Permitted Uses

(1) In the CD3 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

- i. Accessory Buildings and Structures
- ii. Accommodation, Hotel
- iii. Care Facility, Child
- iv. Care Facility, Community
- v. Care Facility, Licence-Not-Required
- vi. Caretaker Suite
- vii. Cultural and Community Services
- viii. Education Services
- ix. Entertainment Facility
- x. Farm Stand
- xi. Food Services
- xii. Health Services
- xiii. Home Occupation, Minor
- xiv. Licensed Premises
- xv. Parking Lot
- xvi. Personal Services
- xvii. Plant Nursery
- xviii. Professional Services, Internal-Facing
- xix. Professional Services, Public-Facing
- xx. Retail Sales
- xxi. Urban Agriculture

(b) Areas B and C:

- xxii. Accessory Buildings and Structures
- xxiii. Care Facility, Community
- xxiv. Emergency and Protective Services
- xxv. Parking Lot

### CD3.2 Density

(1) A maximum of one caretaker suite and one sleeping unit to be used as a guest suite are permitted per parcel.

### **CD3.3 Minimum Lot Area**

- (1) Minimum lot area shall be 8,000.0 square metres.

### **CD3.4 Maximum Lot Coverage**

- (1) Areas A and B: n/a
- (2) Area C: 50%

### **CD3.5 Maximum Height**

- (1) Areas A and B: 13.5 metres
- (2) Area C: 17.5 metres

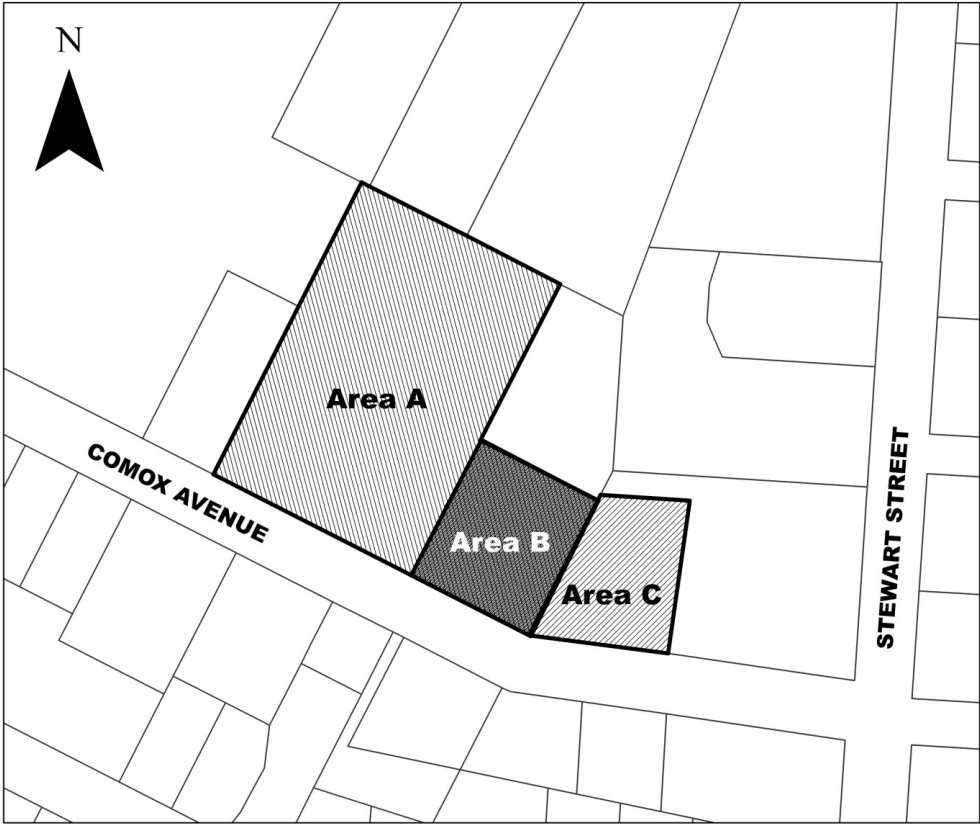
### **CD3.6 Minimum Setbacks**

- (1) Areas A:
  - (a) Front Setback: n/a
  - (b) Rear Setback: 7.5 metres
  - (c) Side Setback: n/a
  - (d) Exterior Side Setback: n/a
- (2) Areas B and C:
  - (a) Front Setback: 8.0 metres
  - (b) Rear Setback: 7.0 metres
  - (c) Side Setback (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 4.0 metres
  - (d) Site Setback (all other zones): n/a
  - (e) Exterior Side Setback: n/a

### **CD3.7 Development Regulations for Accessory Buildings and Structures**

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 10% of lot coverage;
  - (c) other than unenclosed gazebos, not be located in the front yard; and
  - (d) not be located closer than 4.0 metres from a rear lot lines.

Figure 16-3. Congregate Care Sub-Areas



## CD4 – Lazo Marsh

### CD4.1 Permitted Uses

- (1) In the CD4 zone, the following uses are permitted and all other uses are prohibited:
- (a) Accessory Buildings and Structures
  - (b) Accommodation, Bed and Breakfast
  - (c) Accommodation, Vacation Rental
  - (d) Care Facility, Child
  - (e) Care Facility, Licence-Not-Required
  - (f) Coach House
  - (g) Dwelling Units
  - (h) Farm Stand
  - (i) Home Occupation, Minor
  - (j) Urban Agriculture

### CD4.2 Density

- (1) Density shall not exceed four units per lot.

### CD4.3 Minimum Lot Area

- (1) Minimum lot area shall be 1,400.0 square metres.

### CD4.4 Minimum Lot Width

- (1) Minimum lot width shall be 27.0 metres.

### CD4.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 20%.

### CD4.6 Maximum Height

- (1) Maximum Height: 9.0 metres

### CD4.7 Minimum Setbacks

- (1) Front Setback: 7.5 metres
- (2) Rear Setback: 7.5 metres
- (3) Side Setback: 2.0 metres
- (4) Exterior Side Setback (abutting Guthrie Road): 7.5 metres
- (5) Exterior Side Setback (abutting any other highway): 3.5 metres

#### **CD4.8 Development Regulations for Accessory Buildings and Structures**

- (1) Accessory buildings or structures shall:
- (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 10% of lot coverage;
  - (c) not exceed 100.0 square metres of combined floor area;
  - (d) not occupy more than 2/3 of the width of the rear yard;
  - (e) not be located in the front yard; and
  - (f) not be located closer than 1.2 metres from a rear or side lot line.

## CD5 – 1829 Beaufort Avenue

For the purposes of the CD5 zone, Areas A, B, and C are as shown in Figure 16-4.

### CD5.1 Permitted Uses

(1) In the CD5 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

- i. Accessory Structures
- ii. Care Facility, Child
- iii. Care Facility, Licence-Not-Required
- iv. Caretaker Suite
- v. Cultural and Community Services
- vi. Farm Stand
- vii. Food Services
- viii. Health Services
- ix. Licensed Premises
- x. Parking Lot
- xi. Personal Services
- xii. Plant Nursery
- xiii. Professional Services, Internal-Facing
- xiv. Professional Services, Public-Facing
- xv. Retail Sales
- xvi. Veterinary Services, Minor

(b) Area B:

- i. Accessory Structures, secondary to a principal use in Area A or Area C

(c) Area C:

- i. Accessory Structures
- ii. Home Occupation, Minor
- iii. Three or more attached Dwelling Units
- iv. Parking Lot

### CD5.2 Density

- (1) Areas A and B: n/a
- (2) Area C: Density shall not exceed 18 units per hectare.



- (a) Despite **Section CD5.2(2)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then **density** shall not exceed 85 units per hectare.

### **CD5.3 Minimum Lot Area**

- (1) Minimum **lot area** shall be 4,000.0 square metres.

### **CD5.4 Minimum Lot Width**

- (1) Minimum **lot width** shall be 40.0 metres.

### **CD5.5 Maximum Lot Coverage**

- (1) Areas A and B: n/a
- (2) Area C: **Lot coverage** including **impervious surfaces** shall not exceed 60%.

### **CD5.6 Maximum Height**

- (1) Area A: 13.3 metres as measured from 11.411 metres of geodetic elevation.
- (2) Area B: 12.1 metres as measured from 11.411 metres of geodetic elevation.
- (3) Area C: 12.1 metres measured from 11.411 metres of geodetic elevation, except the maximum **height** shall be 5.5 metres measured from 11.411 metres of geodetic elevation within the area measured from the **front lot line** to a point 20.0 metres north of and parallel to the front line.

### **CD5.7 Minimum Setbacks**

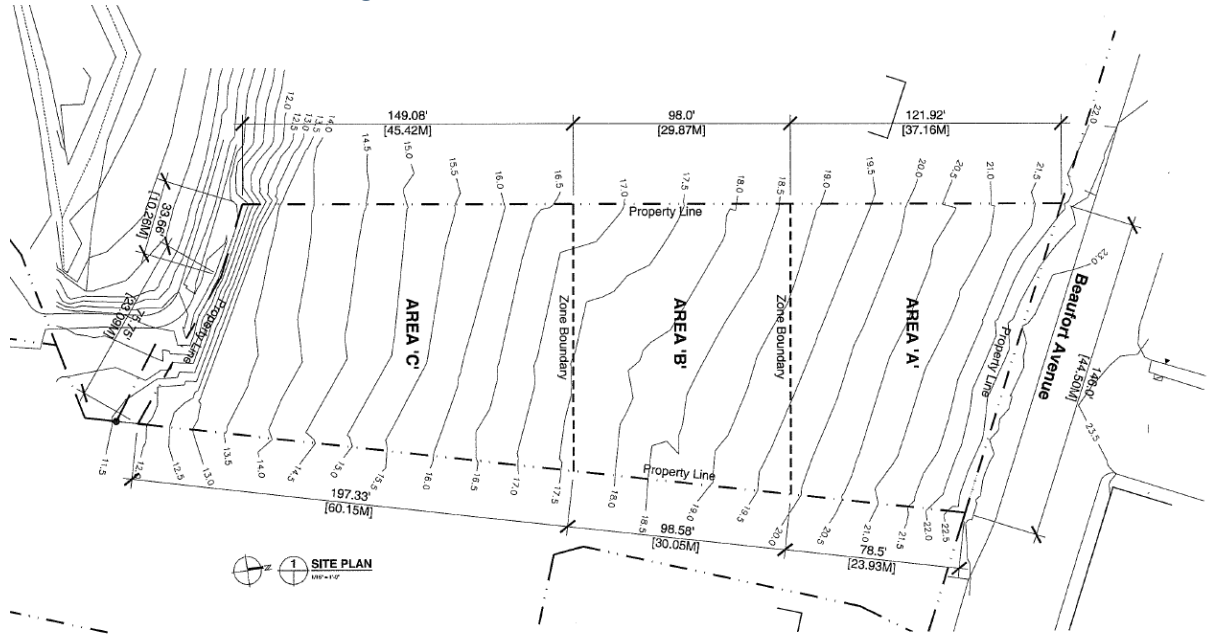
- (1) Front **Setback** (abutting Beaufort Avenue): n/a
- (2) Front **Setback** (abutting any other **highway**): 8.4 metres
- (3) Rear **Setback**: n/a
- (4) Side **Setback**:
  - (a) Area A: 0.6 metres
  - (b) Areas B and C: 3.5 metres
- (5) Exterior Side **Setback**: n/a

### **CD5.8 Conditions**

- (1) **Minor veterinary services** shall:
  - (a) not be located within a **building** containing more than one **dwelling unit**; and
  - (b) shall not include outdoor boarding or kenneling of animals.
- (2) **Health services** shall not be located below 19.5 metres of geodetic elevation.
- (3) **Internal-facing professional services** fronting Beaufort Avenue shall not be permitted between 16.0 and 19.5 metres of geodetic elevation.

- (4) Enclosed [parking lots](#) shall not be located below 16.0 metres of geodetic elevation.

Figure 16-4. 1829 Beaufort Avenue Sub-Areas



## CD6 – 1700 Balmoral Avenue

### CD6.1 Permitted Uses

- (1) In the CD6 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Structures
  - (b) Three or More Attached Dwelling Units
  - (c) Home Occupation, Minor

### CD6.2 Density

- (1) Density shall not exceed 170 units per lot.
- (2) A maximum of one principal building shall be permitted per lot.

### CD6.3 Minimum Lot Area

- (1) Minimum lot area shall be 2,650.0 square metres.

### CD6.4 Minimum Lot Width

- (1) Minimum lot width shall be 50.0 metres.

### CD6.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 65%.

### CD6.6 Maximum Height and Storeys

- (1) Maximum Height: 19.0 metres
- (2) Maximum storey: 5

### CD6.7 Minimum Setbacks

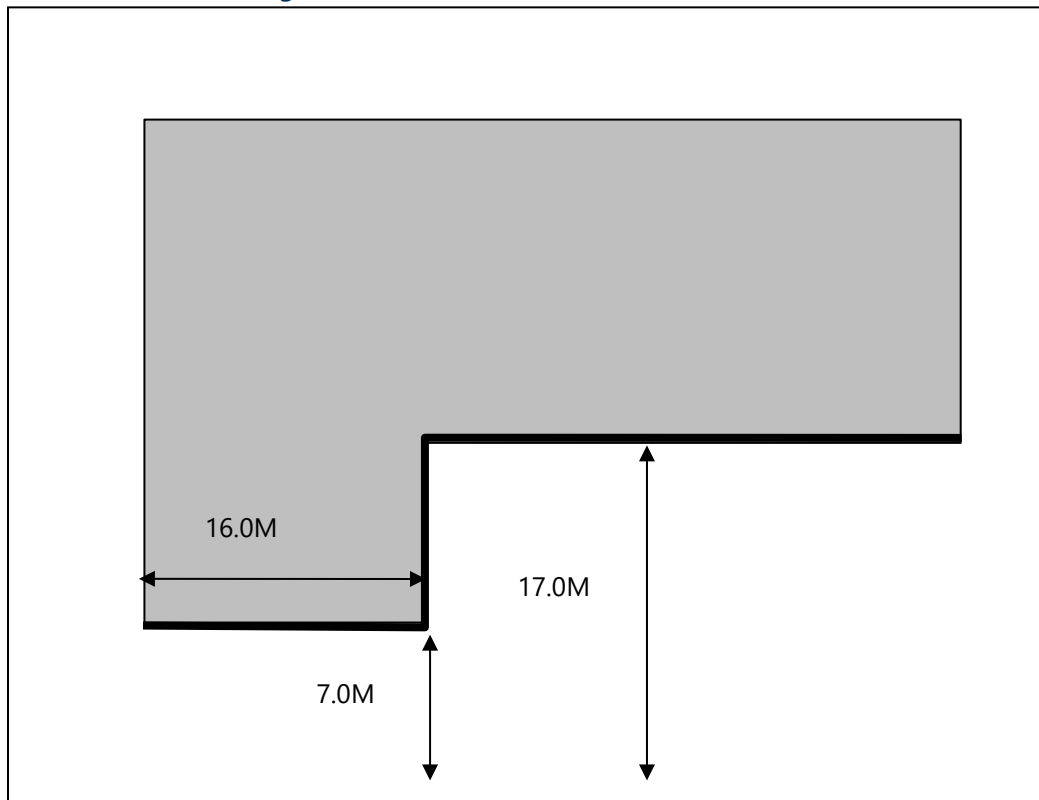
- (1) As shown in Figure 16-5:
  - (a) Front Setback: 7.0 metres for a maximum 16.0 metres of continuous building frontage as measured from the west property line, and 17.0 metres for the remaining building frontage
  - (b) Rear Setback: 6.0 metres
  - (c) Side Setback: 3.5 metres

### CD6.8 Conditions

- (1) The floor area of the first storey shall not exceed 1,400.0 square metres.
- (2) The floor area of the second storey shall not exceed 900.0 square metres.

- (3) All parking areas and areas used for the temporary storage of garbage or recycling produced on the lot shall be located below finished grade.

**Figure 16-5. 1700 Balmoral Avenue Setbacks**



## CD7 – Shamrock Place

### CD7.1 Permitted Uses

- (1) In the CD7 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Three or more attached Dwelling Units
  - (c) Home Occupation, Minor

### CD7.2 Density

- (1) Density shall not exceed 86 units per lot.

### CD7.3 Minimum Lot Area

- (1) Minimum lot area shall be 900.0 square metres.

### CD7.4 Minimum Lot Width

- (1) Minimum lot width shall be 30.0 metres.

### CD7.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 70%.

### CD7.6 Maximum Height

- (1) Maximum Height: 10.0 metres

### CD7.7 Minimum Setbacks

- (1) Front Setback: 12.0 metres
- (2) Rear Setback: 7.5 metres
- (3) Side Setback: 3.5 metres
- (4) Exterior Side Setback: 3.5 metres

### CD7.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 20% of lot coverage;
  - (c) not occupy more than 2/3 of the width of the rear yard;
  - (d) not be located in the front yard; and
  - (e) not be located closer than 3.5 metres from a rear lot lines.

## CD8 – Average 4650 m<sup>2</sup> Parcel - Single-Family

For the purposes of the CD8 zone, Areas A, B, and C are as shown in Figure 16-6.

### CD8.1 Permitted Uses

- (1) In the CD8 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Accommodation, Bed and Breakfast
  - (c) Accommodation, Vacation Rental
  - (d) Care Facility, Licence-Not-Required
  - (e) Detached Dwelling Units
  - (f) Farm Stand
  - (g) Home Occupation, Minor
  - (h) Urban Agriculture

### CD8.2 Density

- (1) Not more than one principal building shall be permitted per lot.

### CD8.3 Minimum Lot Area

- (1) Area A: 2,600.0 square metres
- (2) Area B: 5,400.0 square metres
- (3) Area C: 7,000.0 square metres

### CD8.4 Minimum Lot Width

- (1) Minimum lot width shall be 30.0 metres.

### CD8.5 Maximum Lot Coverage

- (1) Area A: 15%
- (2) Area B: 10%
- (3) Area C: 7%

### CD8.6 Maximum Height

- (1) Maximum Height: 9.0 metres

### CD8.7 Minimum Setbacks

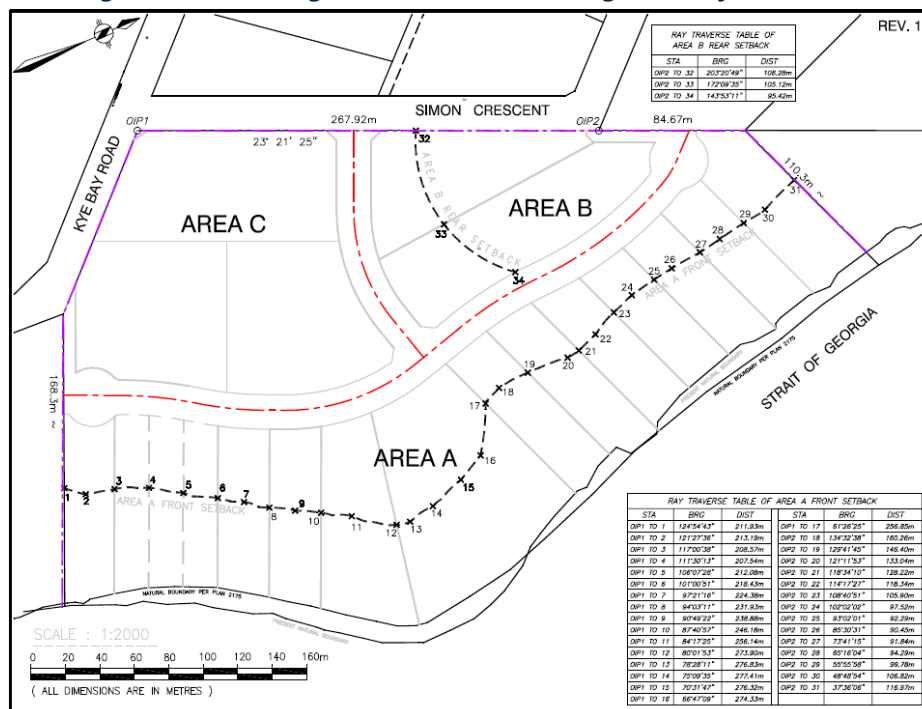
- (1) Front Setback: 12.0 metres
  - (a) Area A: as shown in Figure 16-6

- (b) Areas B and C: 9.0 metres
- (2) Rear **Setback**: 7.5 metres
  - (a) Area A: as shown in **Figure 16-6**
  - (b) Areas B and C: 9.0 metres
- (3) Side **Setback**: 3.0 metres
- (4) Exterior Side **Setback** (where **lot area** is < 5,000.0 square metres): 3.0 metres
- (5) Exterior Side **Setback** (where **lot area** is ≥ 5,000.0 square metres): equal to the front **setback**

## CD8.8 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed 4.5 metres in **height**;
  - (b) not exceed 150.0 square metres of combined **floor area** on **lots** ≥ 5,000.0 square metres in **lot area**;
  - (c) not exceed 60.0 square metres of combined **floor area** on **lots** < 5,000.0 square metres in **lot area**;
  - (d) not occupy more than 2/3 of the width of the rear **yard**;
  - (e) not be located in a front **yard**; and
  - (f) not be located closer than 3.0 metres from a **rear lot lines**.

**Figure 16-6. Average 4650 m2 Parcel - Single-Family Sub-Areas**





## CD9 – 1245 and 1263 Guthrie Road

For the purposes of the CD9 zone, Areas A1, A2, B, and C are as shown in Figure 16-7.

### CD9.1 Permitted Uses

(1) In the CD9 zone, the following uses are permitted and all other uses are prohibited:

(a) Areas A1, A2, and B:

- i. Accessory Buildings and Structures
- ii. Home Occupation, Minor
- iii. Two or more Attached Dwelling Units

(b) Area C:

- i. Accessory Structures
- ii. Care Facility, Child
- iii. Care Facility, Community
- iv. Care Facility, Licence-Not-Required
- v. Dwelling Units
- vi. Food Services
- vii. Health Services
- viii. Licensed Premises
- ix. Personal Services
- x. Professional Services, Internal-Facing
- xi. Professional Services, Public-Facing
- xii. Home Occupation, Minor

### CD9.2 Density

(1) For Area A1, density shall not exceed 8 units per hectare.

(a) Despite **Section CD9.2(1)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 42 units per hectare.

(2) For Area A2, density shall not exceed 11 units per hectare.

(a) Despite **Section CD9.2(2)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 38 units per hectare.

(3) For Area B, density shall not exceed 62 units per hectare.

### CD9.3 Minimum Lot Area

- (1) Area A1: 3,860.0 square metres
- (2) Areas A2 and C (combined): 4,360.0 square metres
- (3) Area B: 645.0 square metres

### CD9.4 Maximum Lot Coverage

- (1) Area A1: Lot coverage including impervious surfaces shall not exceed 65%.
- (2) Area A2: Lot coverage including impervious surfaces shall not exceed 70%.
- (3) Area B: Lot coverage including impervious surfaces shall not exceed 70%.
- (4) Area C: Lot coverage including impervious surfaces shall not exceed 65%.

### CD9.5 Maximum Height and Storeys

- (1) Areas A1, A2, and B:
  - (a) Maximum Height: 10.0 metres
  - (b) Maximum Storeys: 3
- (2) Area C:
  - (a) Maximum Height: 12.0 metres
  - (b) Maximum Storeys: 2

### CD9.6 Minimum Setbacks

- (1) The minimum setback of buildings from property lines, Beckton Drive, Noel Avenue and Guthrie Road shall be as shown in **Figure 16-7**.
- (2) In the event that a building having a different footprint from that shown in **Figure 16-7** is constructed in any Area, the siting of the building in relation to any lot lines abutting Beckton Drive, Noel Avenue, and Guthrie Road shall be such that equivalent percentages of the building length, plus or minus 10%, are set back from the lot line or highway that the building fronts by at least the distances specified in **Figure 16-7** and no area directly between a building and a highway that the building fronts is increased or reduced in area by more than 10%, and there must be at least as many articulations in the façade of any building as are shown in **Figure 16-7**. For illustration, in respect of the building in the southerly portion of Area A1, at least 1/3 of the building length must be set back at least 6.70 metres; at least 1/3 must be set back at least 4.69 metres; and at least 1/3 must be set back at least 2.55 metres, in all cases plus or minus 10% of the proportion of the building length.

### CD9.10 Projections into Setbacks

- (1) Porches may project into a required setback, provided no porch or an eave attached to a porch is more than 0.15 metres from a lot line abutting Beckton Drive, Noel Avenue, or Guthrie Road.

- (1) For Area A1, vehicle accesses onto Guthrie Road shall not exceed one.
- (2) For Areas A2, B, and C, vehicle accesses onto Guthrie Road shall not exceed one.

## CD10 – 640 Anderton Commercial/Mini Storage

For the purposes of the CD10 zone, Areas A and B are as shown in Figure 16-8.

### CD10.1 Permitted Uses

(1) In the CD10 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

- i. Accessory Structures
- ii. Farm Stand
- iii. Food Services
- iv. Health Services
- v. Licensed Premises
- vi. Personal Services
- vii. Professional Services, Internal-Facing
- viii. Retail, Cannabis
- ix. Retail Sales
- x. Veterinary Services, Minor

(b) Area B:

- i. Accessory Structures
- ii. Storage Facility, Indoor
- iii. Storage Facility, Warehouse

### CD10.2 Minimum Lot Area

(1) Minimum lot area shall be 6,000.0 square metres.

### CD10.3 Minimum Lot Width

(1) Minimum lot width shall be 18.0 metres.

### CD10.4 Maximum Lot Coverage

(1) Lot coverage shall not exceed 35%.

### CD10.5 Maximum Height

(1) Maximum Height: 10.0 metres

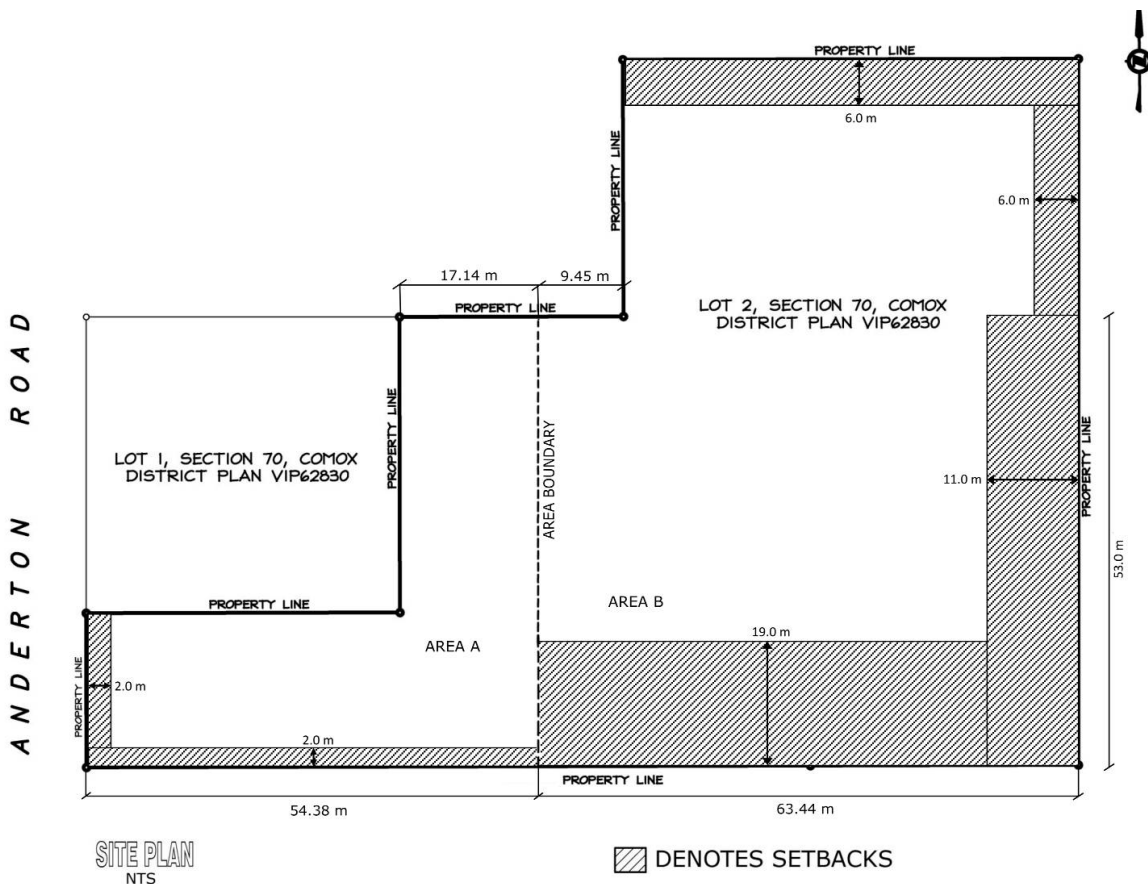
### CD10.6 Minimum Setbacks

(1) Minimum setbacks shall be as shown in Figure 16-8.

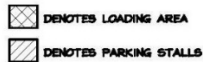
## CD10.7 Conditions

- (1) Minor veterinary services shall:
  - (a) not be located within a building containing more than one dwelling unit; and
  - (b) shall not include outdoor boarding or kenneling of animals.
- (2) Warehouse and indoor storage facilities shall:
  - (a) only be permitted where principal uses  $\geq 230.0$  square metres of floor area are located within Area A; and
  - (b) have no room exceeding 130.0 square metres of floor area, excluding mezzanines.
- (3) For Area A, no parking area shall be located between a building and a highway that the building fronts.
- (4) Despite Section 8.2, the location of required parking and loading spaces shall be as shown in Figure 16-9.

**Figure 16-8. 640 Anderton Commercial/Mini Storage Sub-Areas and Setbacks**



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## CD11 – 700 Lancaster Way

For the purposes of the CD11 zone, Areas A, B, and C are as shown in Figure 16-10.

### CD11.1 Permitted Uses

(1) In the CD11 zone, the following uses are permitted and all other uses are prohibited:

(a) Areas A and B:

- i. Accessory Buildings and Structures
- ii. Home Occupation, Minor
- iii. Attached Dwelling Units

(b) Area B:

- i. Accessory Buildings and Structures
- ii. Home Occupation, Minor
- iii. Three or More Attached Dwelling Units

### CD11.2 Density

(1) Density shall not exceed 11 units per hectare.

- (a) Despite **Section CD11.2(1)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 42 units per hectare.

### CD11.3 Minimum Lot Area

(1) Minimum lot area shall be 15,500.0 square metres.

### CD11.4 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 70%.

### CD11.5 Maximum Height and Storeys

(1) Area A:

- (a) Maximum Height: 11.5 metres
- (b) Maximum Storeys: 2

(2) Area B:

- (a) Maximum Height: 10.5 metres
- (b) Maximum Storeys: 2

(3) Area C:

- (a) Maximum Height: 12.5 metres

(b) Maximum **Storeys**: 3

## CD11.6 Minimum Setbacks

(1) Minimum **setbacks** shall be as shown in **Figure 16-10**.

## CD11.7 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings or structures** shall:
- (a) not exceed 3.0 metres in **height**;
  - (b) not exceed 10.0 square metres of **floor area**; and
  - (c) not be located in a front, side, or rear **yard**.

## CD11.8 Conditions

(1) No **parking area** shall be located between a **building** and a **highway** that the **building** fronts.

**Figure 16-10. 700 Lancaster Way Sub-Areas and Setbacks**





## CD12 – Single Family Campgrounds

### CD12.1 Permitted Uses

- (1) In the CD12 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Accommodation, Bed and Breakfast
  - (c) Accommodation, Campground
  - (d) Accommodation, Vacation Rental
  - (e) Coach Houses
  - (f) Dwelling Units
  - (g) Farm Stand
  - (h) Home Occupation, Minor
  - (i) Secondary Suites
  - (j) Urban Agriculture

### CD12.2 Density

- (1) No more than one principal building shall be permitted per lot.
- (2) A maximum of one dwelling unit is permitted per lot where such dwelling unit is secondary to a principal campground accommodation.

### CD12.3 Minimum Lot Area

- (1) Minimum lot area shall be 5,000.0 square metres.

### CD12.4 Minimum Lot Width

- (1) Minimum lot width shall be 20.0 metres.

### CD12.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 30% or 500.0 square metres, whichever is less.

### CD12.6 Maximum Height and Storeys

- (1) Maximum Height: 9.0 metres
- (2) Maximum Storeys: 2

### CD12.7 Minimum Setbacks

- (1) Front **Setback**: 7.5 metres
- (2) Rear **Setback**: 7.5 metres
- (3) Side **Setback** (**campground accommodation**): 3.5 metres
- (4) Side **Setback** (all other uses): 2.0 metres
- (5) Exterior Side **Setback**: 3.5 metres

### CD12.8 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed 4.5 metres in **height**;
  - (b) not exceed a maximum of 10% of **lot coverage**;
  - (c) not exceed 60.0 square metres of combined **floor area**;
  - (d) not occupy more than 2/3 of the width of the rear **yard**;
  - (e) not be located in the front **yard**; and
  - (f) not be located closer than 1.2 metres from a **rear** or **side lot line**.

### CD12.9 Conditions

- (1) **Campground accommodations** shall:
  - (a) not be permitted on a **lot** < 25,000.0 square metres in **lot area**;
  - (b) not exceed 61 individual campsites; and
  - (c) not be permitted on any **lot** where another **principal** use is located.
- (2) **Coach houses** shall:
  - (a) not be permitted on a **lot** where there is a **secondary suite**;
  - (b) not be permitted on a **lot** < 500.0 square metres in **lot area**;
  - (c) be located in a rear **yard**;
  - (d) not be permitted on a **lot** where the rear **yard** is less than 15.0 metres in width;
  - (e) not exceed a maximum of 10% of **lot coverage**;
  - (f) in combination with the combined **floor area** of all other **accessory buildings**, not exceed:
    - i. 50.0 square metres of **floor area** where **lot area** is < 650.0 square metres;
    - ii. 60.0 square metres of **floor area** where **lot area** is 650.0-1,000.0 square metres; and
    - iii. 70.0 square metres of **floor area** where **lot area** is ≥ 1,000.0 square metres;
  - (g) for the purpose of sub-section **(f)** only, **floor area** shall:
    - i. include garages and **carports**, excluding **carports** attached to a **coach house** to a maximum of 20.0 square metres and garages and **carports** forming part of a single-detached **principal dwelling unit**;
    - ii. exclude one **accessory building** less than 10.0 square metres of **floor area**; and

- iii. exclude one room less than 40.0 square metres of **floor area** which is completely contained within the associated **principal dwelling unit** and used by the residents of the **coach house** for storage, vehicle parking, or workshop purposes;
- (h) not exceed 10.0 square metres of roofed patio and deck **floor area**, where the roofed **floor area** is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;
- (i) not exceed in **height**:
  - i. 4.5 metres where the **floor area** of the **coach house** is < 50.0 square metres; and
  - ii. 5.5 metres where the **floor area** of the **coach house** is ≥ 50.0 square metres; where
- (j) not be located closer than 4.0 metres to a **principal building**; and
- (k) not be located closer than 2.0 metres from a **rear lot lines**.

## CD13 – 221 Glacier View Drive

### CD13.1 Permitted Uses

- (1) In the CD13 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings
  - (b) Dwelling Units
  - (c) Home Occupation, Minor

### CD13.2 Density

- (1) Density shall not exceed 21 units per hectare.
- (2) Single-detached principal dwelling units shall comprise a maximum of 50% of all dwelling units on a lot.

### CD13.3 Minimum Lot Area

- (1) Minimum lot area shall be 3,000.0 square metres.

### CD13.4 Minimum Lot Width

- (1) Minimum lot width shall be 60.0 metres.

### CD13.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 55%.

### CD13.6 Maximum Height

- (1) Maximum Height: 10.0 metres

### CD13.7 Minimum Setbacks

- (1) Lot Line Abutting Glacier View Drive: 5.0 metres
- (2) Lot Line Abutting Comox Avenue: 5.0 metres
- (3) Side Setback (portion of a building used as a garage or carport): 2.0 metres
- (4) Side Setback (all other portions of a building): 4.5 metres

### CD13.8 Development Regulations for Accessory Buildings

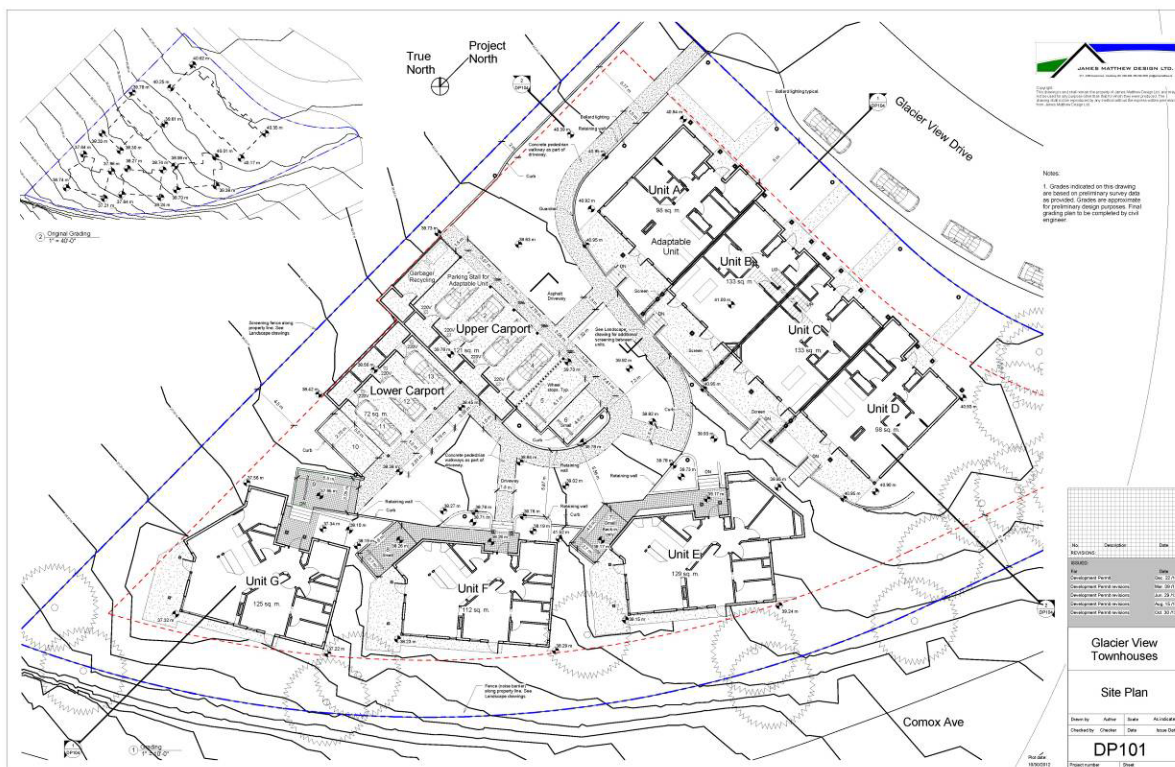
- (1) A maximum of one accessory building is permitted per lot, provided such accessory building shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed 200.0 square metres of floor area;
  - (c) not occupy more than 2/3 of the width of the rear yard;

- (d) not be located in the front or rear yard; and
- (e) not be located closer than 2.0 metres from a side lot line.

### CD13.9 Conditions

- (1) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, sunshades or steps may project up to 1.75 metres into a required front, rear, or exterior side setback, and up to 0.8 metres into a required interior side setback.
- (2) Despite **Section 8**:
  - (a) the number of required parking spaces per principal dwelling unit shall be 1.75; and
  - (b) the location of required parking and loading spaces shall be as shown in **Figure 16-11**.

**Figure 16-11. 221 Glacier View Drive Parking and Loading**



## CD14 – 560 Colby Road

### CD14.1 Permitted Uses

- (1) In the CD14 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Accommodation, Bed and Breakfast
  - (c) Coach Houses
  - (d) Dwelling Units
  - (e) Farm Stand
  - (f) Home Occupation, Minor
  - (g) Secondary Suites
  - (h) Urban Agriculture

### CD14.2 Density

- (1) Density shall not exceed four units per lot.
- (2) A maximum of one dwelling unit is permitted per lot where such dwelling unit is secondary to a principal campground accommodation.

### CD14.3 Minimum Lot Area

- (1) Minimum lot area shall be 2,500.0 square metres.

### CD14.4 Minimum Lot Width

- (1) Minimum lot width shall be 22.0 metres.

### CD14.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 20%.

### CD14.6 Maximum Height

- (1) Maximum Height: 9.0 metres

### CD14.7 Minimum Setbacks

- (1) Front Setback: as shown in Figure 16-12
- (2) Rear Setback: as shown in Figure 16-12
- (3) Side Setback: 2.0 metres
- (4) Exterior Side Setback: n/a

## CD14.8 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings or structures** shall:
- (a) not exceed 4.5 metres in **height**;
  - (b) not exceed 100.0 square metres of combined **floor area**;
  - (c) not occupy more than 2/3 of the width of the rear **yard**;
  - (d) not be located in the front **yard**;
  - (e) not be located closer than 48.0 metres from a **rear lot line**;
  - (f) not be located closer than 1.2 metres from a **side lot line**; and
  - (g) maintain a 2.0 metre side **setback** from the **front lot line** to a point 3.0 metres into the rear **yard** as shown in **Figure 16-13**.

## CD14.9 Conditions

- (1) **Coach houses** shall:
- (a) be located in a rear **yard**;
  - (b) not be permitted on a **lot** where the rear **yard** is less than 15.0 metres in width;
  - (c) not exceed a maximum of 10% of **lot coverage**;
  - (d) in combination with the combined **floor area** of all other **accessory buildings**, not exceed:
    - i. 50.0 square metres of **floor area** where **lot area** is < 650.0 square metres;
    - ii. 60.0 square metres of **floor area** where **lot area** is 650.0-1,000.0 square metres; and
    - iii. 70.0 square metres of **floor area** where **lot area** is ≥ 1,000.0 square metres;
  - (e) for the purpose of sub-section **(d)** only, **floor area** shall:
    - i. include garages and **carports**, excluding **carports** attached to a **coach house** to a maximum of 20.0 square metres and garages and **carports** forming part of a single-detached **principal dwelling unit**;
    - ii. exclude one **accessory building** less than 10.0 square metres of **floor area**; and
    - iii. exclude one room less than 40.0 square metres of **floor area** which is completely contained within the associated **principal dwelling unit** and used by the residents of the **coach house** for storage, vehicle parking, or workshop purposes;
  - (f) not exceed 10.0 square metres of roofed patio and deck **floor area**, where the roofed **floor area** is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;
  - (g) not exceed in **height**:
    - i. 4.5 metres where the **floor area** of the **coach house** is < 50.0 square metres; and
    - ii. 5.5 metres where the **floor area** of the **coach house** is ≥ 50.0 square metres; where
  - (h) not be located closer than 4.0 metres to a **principal building**; and
  - (i) not be located closer than 2.0 metres from a **rear lot lines**.



Figure 16-12. 560 Colby Road Setbacks

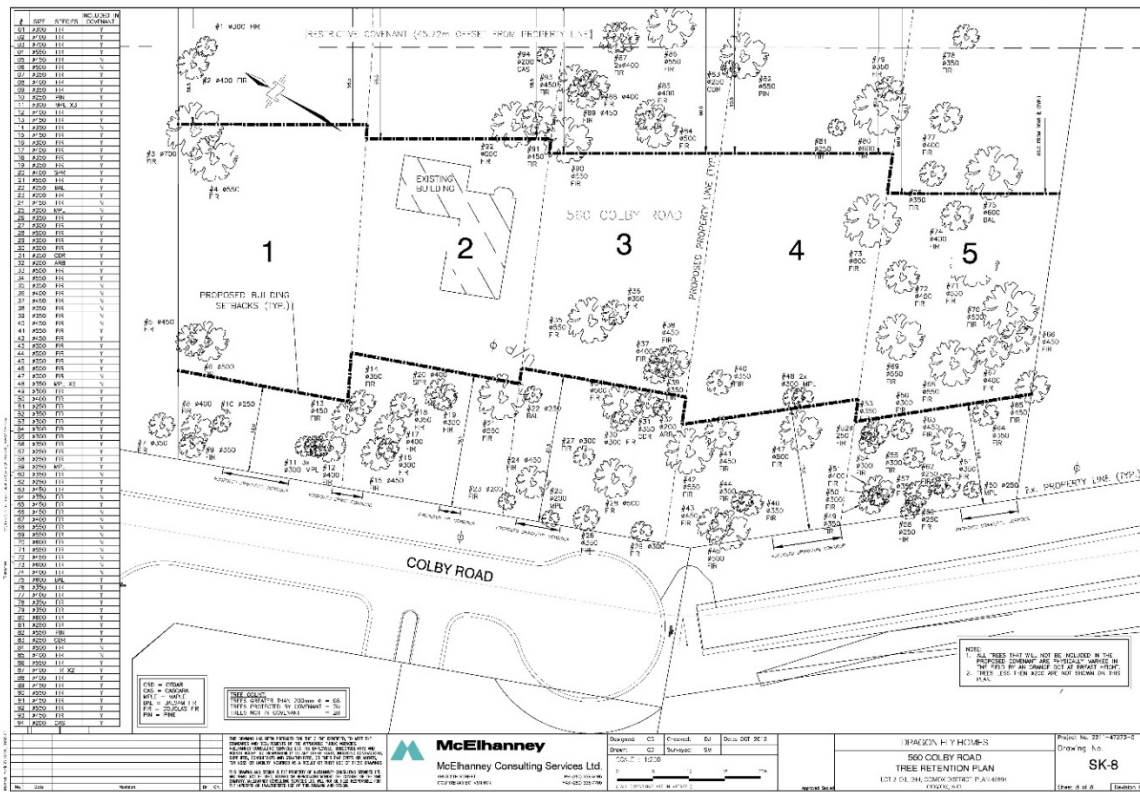
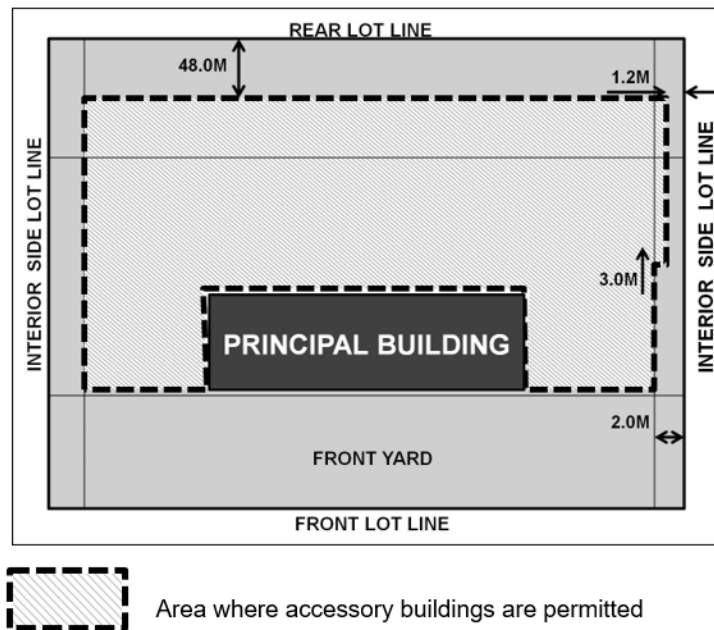


Figure 16-13. 560 Colby Road Siting Standards





## CD15 – Lot 2 Plan 43630

### CD15.1 Permitted Uses

- (1) In the CD15 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Three or More Attached Dwelling Units
  - (c) Home Occupation, Minor

### CD15.2 Density

- (1) Density shall not exceed 40 units per hectare.

### CD15.3 Minimum Lot Area

- (1) Minimum lot area shall be 2,000.0 square metres.

### CD15.4 Minimum Lot Width

- (1) Minimum lot width shall be 30.0 metres.

### CD15.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 65%.

### CD15.6 Maximum Height

- (1) Maximum Height: 10.0 metres

### CD15.7 Minimum Setbacks

- (1) Front Setback (as measured from any lot line abutting Wallace Avenue): as shown in **Figure 16-14**
- (2) All Other Setbacks: as shown in **Figure 16-15**

## CD15.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
- (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 10% of lot coverage;
  - (c) not occupy more than 2/3 of the width of the rear yard;
  - (d) not be located in a front or exterior side yard;
  - (e) not be located in a side yard abutting the lot legally described as Section 1, Comox District Except that Part Included In AFB 8.793.6122, AFB 9.219.6773A, AFB 9.425.7071A, AFB 9.669.7408A, AFB 9.881.7683A, AFB 9.883.7642A, AFB 10.80.7872A, AFB 10.230.8021A and AFB 10.232.8021A More Particularly Described As Shown Coloured Red on Plan 425 R/W and Said to Contain .102 Acres and the 30 Foot Wide Parcel Labelled "Remainder of Sec. 1" on Said Plan Together With the 60' Wide Portion of Section 1 Included in Comox Avenue (2006 Comox Avenue); and
  - (f) not be located closer than 2.0 metres from a side lot lines.

Figure 16-14. Lot 2 Plan 43630 Setback from Wallace Avenue

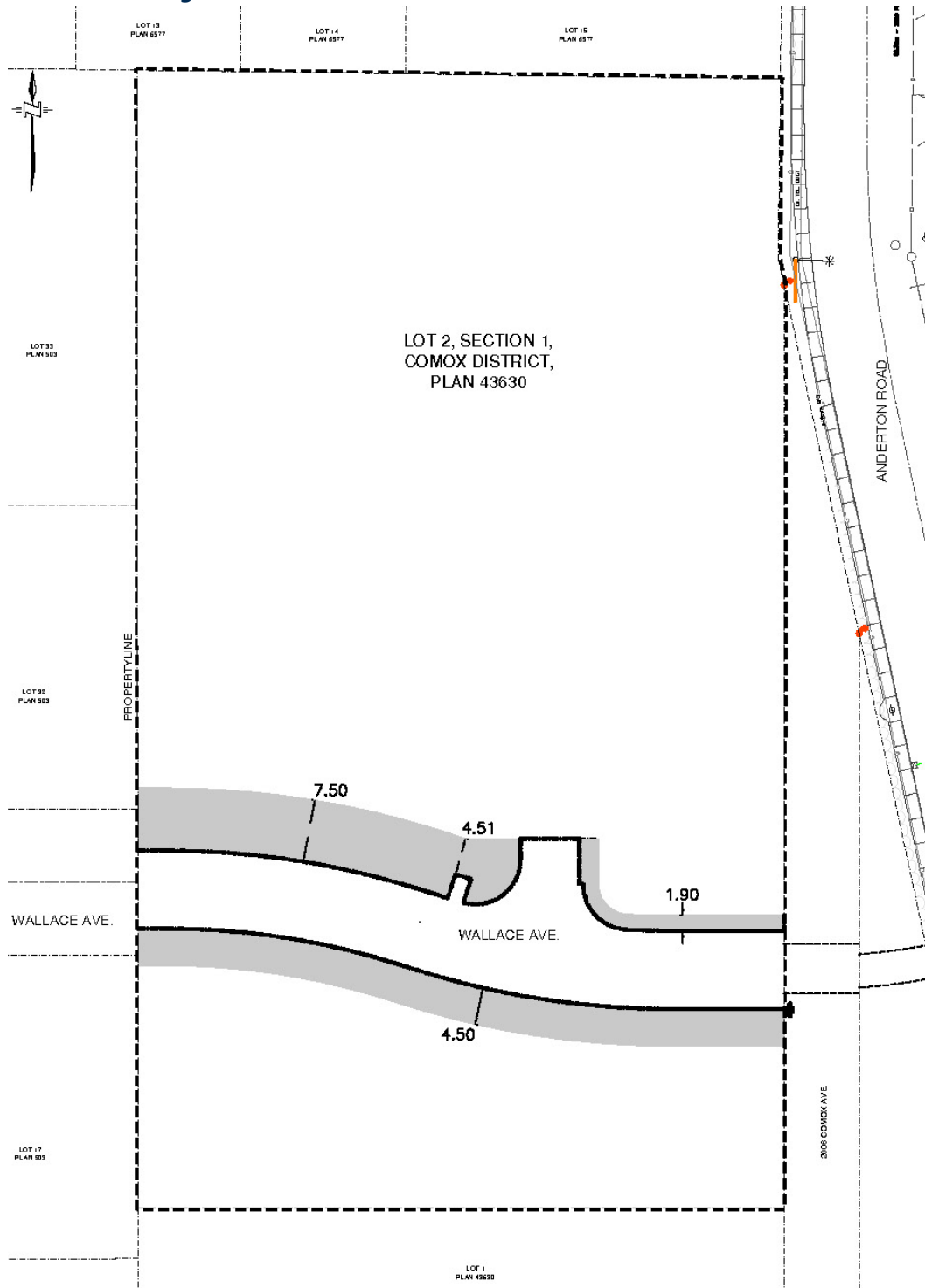
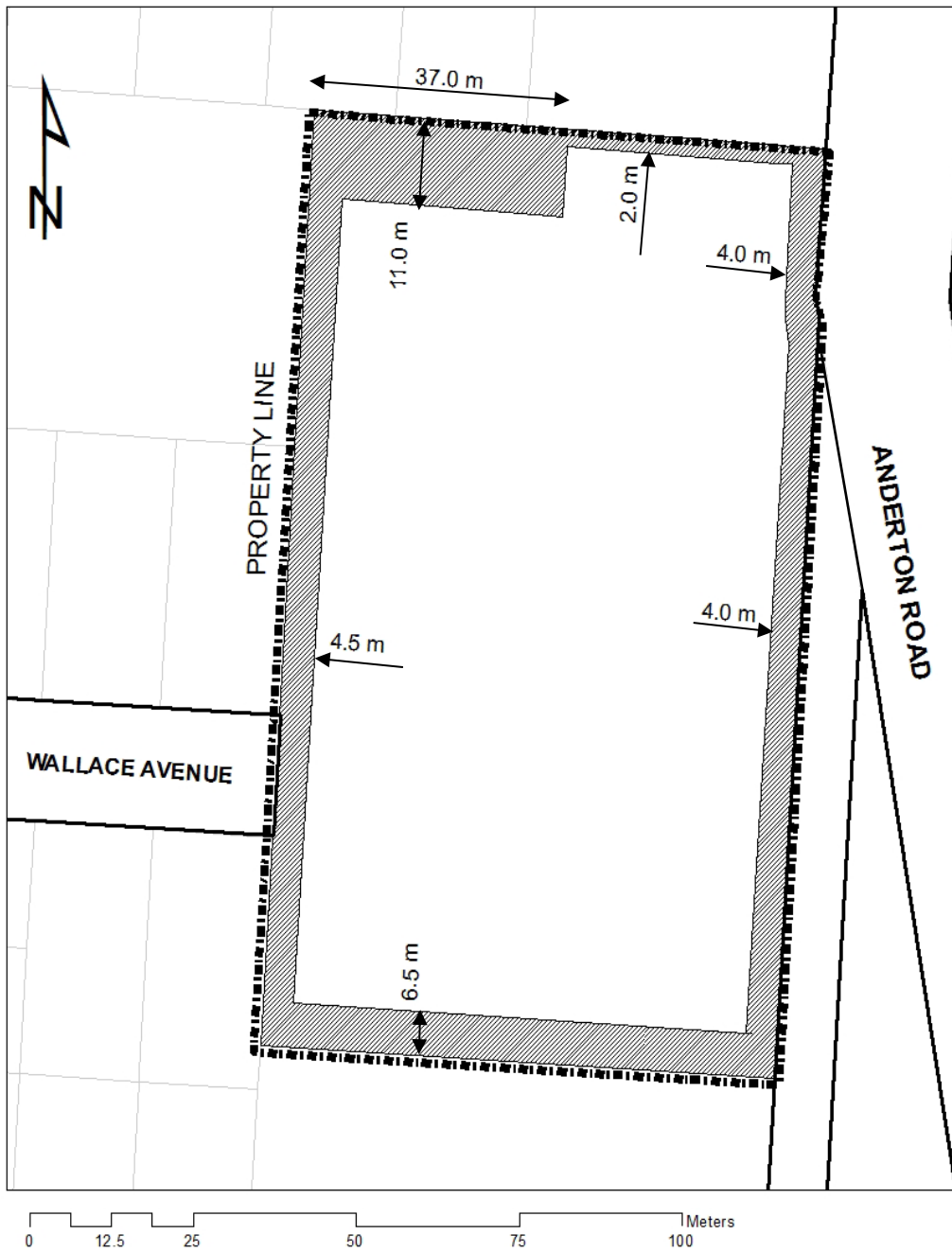


Figure 16-15. Lot 2 Plan 43630 – All Other Setbacks



## CD16 – 1770 Comox Avenue

### CD16.1 Permitted Uses

- (1) In the CD16 zone, the following uses are permitted and all other uses are prohibited:
- (a) Accessory Buildings
  - (b) Cultural and Community Services
  - (c) Dwelling Units
  - (d) Entertainment Facility
  - (e) Farm Stand
  - (f) Food Services
  - (g) Health Services
  - (h) Home Occupation, Minor
  - (i) Licensed Premises
  - (j) Parking Lot
  - (k) Personal Services
  - (l) Plant Nursery
  - (m) Professional Services, Internal-Facing
  - (n) Professional Services, Public-Facing
  - (o) Retail, Cannabis
  - (p) Retail, Liquor
  - (q) Retail Sales
  - (r) Urban Agriculture

### CD16.2 Minimum Lot Area

- (1) Minimum lot area shall be 2,000.0 square metres.

### CD16.3 Maximum Height

- (1) Maximum Height: 19.0 metres  
(2) Maximum Storeys: 5

### CD16.4 Development Regulations for Accessory Buildings

- (1) Accessory buildings shall:
- (a) not exceed 3.5 metres in height;
  - (b) not exceed a maximum of 15% of lot coverage; and
  - (c) not be located in a front yard.

### **CD16.5 Conditions**

- (1) Dwelling units shall be located above a non-residential use occurring on the first storey;
- (2) Commercial units shall not be located above the first storey;
- (3) Liquor retail shall only be permitted where a licensed premises is also located on the same lot.
- (4) Despite **Section 8**, the number of required parking spaces per dwelling unit shall be 0.85.

## CD17 – Public Utility Buildings

### CD17.1 Permitted Uses

- (1) In the CD17 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Structures
  - (b) Storage, Outdoor
  - (c) Utilities

### CD17.2 Minimum Lot Area

- (1) Minimum lot area shall be 900.0 square metres.

### CD17.3 Minimum Lot Width

- (1) Minimum lot width shall be 30.0 metres.

### CD17.4 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 50%.

### CD17.5 Maximum Height

- (1) Maximum Height: 10.0 metres

### CD17.6 Minimum Setbacks

- (1) Front Setback: 7.5 metres
- (2) Rear Setback (abutting a lot in a Low-Density Residential or Multi-Unit Residential zone): 7.5 metres
- (3) Rear Setback (abutting a lot in any other zone): 3.0 metres
- (4) Side Setback (abutting a lot in a Low-Density Residential or Multi-Unit Residential zone): 6.0 metres
- (5) Side Setback (abutting a lot in any other zone): 3.0 metres
- (6) Exterior Side Setback: 3.0 metres

### CD17.7 Conditions

- (1) Outdoor storage shall:
  - (a) not include used, partially completed, damaged, or obviously unserviceable products, goods, machinery, equipment, tools, boats, vehicles, or other such articles;
  - (b) not be located in a front yard; and
  - (c) not be located closer than 3.0 metres to any lot line.

## CD18 – 618 Anderton Road

### CD18.1 Permitted Uses

- (1) In the CD18 zone, the following uses are permitted and all other uses are prohibited:
- (a) Accessory Buildings and Structures
  - (b) Care Facility, Child
  - (c) Cultural and Community Services
  - (d) Dwelling Units
  - (e) Farm Stand
  - (f) Food Services
  - (g) Health Services
  - (h) Home Occupation, Minor
  - (i) Licensed Premises
  - (j) Personal Services
  - (k) Professional Services, Internal-Facing
  - (l) Professional Services, Public-Facing
  - (m) Retail, Cannabis
  - (n) Retail Sales
  - (o) Urban Agriculture

### CD18.2 Density

- (1) Density shall not exceed 95 units per hectare.

### CD18.3 Minimum Lot Area

- (1) Minimum lot area shall be 8,500.0 square metres.

### CD18.4 Minimum Lot Width

- (1) Minimum lot width shall be 100.0 metres.

### CD18.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 35%.

### CD18.6 Maximum Height and Storeys

- (1) Maximum Height: 13.0 metres
- (2) Maximum Storeys: 4



### CD18.7 Minimum Setbacks

- (1) Front **Setback**:
  - (a) **Dwelling Units** on the First **Storey**: 4.0 metres
  - (b) **Dwelling Units** above the First **Storey**: 4.0 metres
  - (c) All Other Uses on the First **Storey**: n/a
- (2) Rear **Setback**: 20.0 metres
- (3) Side **Setback**:
  - (a) Abutting a **Lot** in a **Low-Density Residential** or **Multi-Unit Residential** Zone: 12.0 metres
  - (b) Abutting a **Lot** in Any Other Zone: 2.0 metres

### CD18.8 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed 4.5 metres in **height**;
  - (b) not exceed a maximum of 10% of **lot coverage**;
  - (c) not be located in a front **yard**; and
  - (d) not be located closer than 2.0 metres from any **rear** or **side lot line** abutting a **lot** in a **Low-Density Residential** or **Multi-Unit Residential** zone.

### CD18.9 Conditions

- (1) Along any elevation of a **building** fronting Anderton Road, for a distance of not less than 60.0 metres measured parallel to Anderton Road, **dwelling unit** and **accessory** uses thereto other than amenity areas or areas used for **secondary** professional services up to 175.0 square metres of **floor area**, shall not be permitted on the first **storey** for a depth of 10.0 metres, measured perpendicularly from Anderton Road.
- (2) Non-residential uses shall not be permitted located above the first **storey**.
- (3) Despite **Section 8**, the number of required **parking spaces** per **dwelling unit** shall be 1.0.

## CD19 – 2310 Guthrie Road

For the purposes of the CD19 zone, Areas A and B are as shown in Figure 16-16.

### CD19.1 Permitted Uses

(1) In the CD19 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

- i. Accessory Buildings and Structures
- ii. Cultural and Community Services
- iii. Food Services
- iv. Health Services
- v. Home Occupation, Minor
- vi. Personal Services
- vii. Professional Services, Internal-Facing
- viii. Professional Services, Public-Facing
- ix. Retail Sales
- x. Three or More Attached Dwelling Units

(b) Area B:

- i. Accessory Buildings and Structures
- ii. Three or More Attached Dwelling Units

### CD19.2 Density

(1) Density shall not exceed 50 units per hectare.

### CD19.3 Minimum Lot Area

(1) Minimum lot area shall be 5,000.0 square metres.

### CD19.4 Minimum Lot Width

(1) Minimum lot width shall be 40.0 metres.

### CD19.5 Maximum Height and Storeys

- (1) Maximum Height: 11.5 metres
- (2) Maximum Storeys: 3

### CD19.6 Minimum Setbacks

- (1) Front **Setback**: 2.5 metres
- (2) Rear **Setback**: 3.0 metres
- (3) Side **Setback**:
  - (a) Abutting the **Lots** Legally Described as Lots 1-6, District Lot 170 Comox District, Plan EPP24381 (801-849 Tracker Place): 6.0 metres
  - (b) Abutting a **Lane**: 0.75 metres
  - (c) All Other Instances: 3.0 metres
- (4) Exterior Side **Setback**: n/a

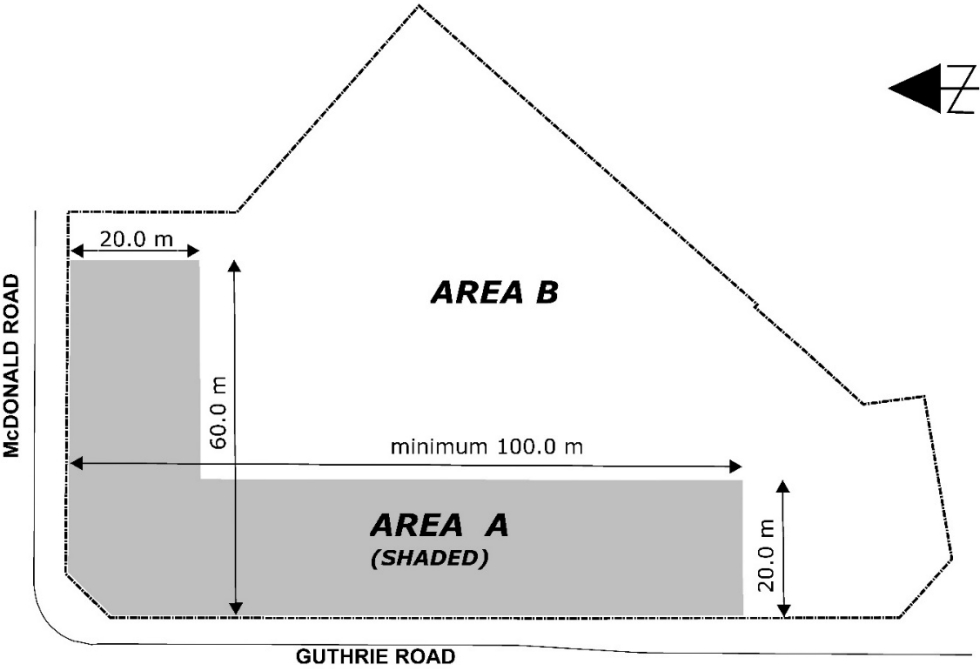
### CD19.7 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed 4.0 metres in **height**; and
  - (b) not exceed 40.0 square metres of combined **floor area**.

### CD19.8 Conditions

- (1) No **retail sales** or **personal services** establishment shall exceed 120.0 square metres of **floor area**.
- (2) Non-residential uses shall only be permitted on the first **storey** of any **building** fronting Guthrie Road for a depth of 6.0 metres as measured from the **building** face.
- (3) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, decks, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 2.0 metres into a required front or interior side **setback**, and up to 0.6 metres into a required rear **setback**.
- (4) Despite **Section 8**,
  - (a) the number of required **parking spaces** per **dwelling unit** shall be 1.75;
  - (b) the minimum number of required **parking spaces** for non-residential uses shall be 1.0 space per 40.0 square metres of **floor area**; and
  - (c) **barrier-free parking** spaces may be located more than 10.0 metres from an accessible entrance of the use which it serves.
- (5) No more than one access **driveway** shall be permitted per **lot**.
- (6) Vehicle access onto Guthrie Road shall not be permitted.

Figure 16-16. 2310 Guthrie Road Sub-Areas



## CD20 – Aspen-Murrelet

For the purposes of the CD20 zone, Areas A and B are as shown in Figure 16-17.

### CD20.1 Permitted Uses

(1) In the CD20 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

- i. Accessory Buildings and Structures
- ii. Home Occupation, Minor
- iii. Three or More Attached Dwelling Units

(b) Area B:

- i. Accessory Buildings and Structures
- ii. Care Facility, Child
- iii. Cultural and Community Services
- iv. Food Services
- v. Health Services
- vi. Home Occupation, Minor
- vii. Personal Services
- viii. Professional Services, Internal-Facing
- ix. Professional Services, Public-Facing
- x. Retail Sales
- xi. Three or More Attached Dwelling Units

### CD20.2 Density

- (1) Area A: Density shall not exceed 120 units per hectare.
- (2) Area B: Density shall not exceed 75 units per hectare.

### CD20.3 Minimum Lot Area

- (1) Area A: 15,000.0 square metres
- (2) Area B: 3,000.0 square metres

### CD20.4 Minimum Lot Width

- (1) Area A: 100.0 metres
- (2) Area B: 30.0 metres

### CD20.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 35%.

### CD20.6 Maximum Height

- (1) Area A: 14.0 metres as measured from 69.90 metres of geodetic elevation, excluding photovoltaic panels and supporting structures provided they do not exceed the maximum permitted height by more than 1.0 metre.
- (2) Area B: 14.0 metres as measured from 70.10 metres of geodetic elevation, excluding photovoltaic panels and supporting structures provided they do not exceed the maximum permitted height by more than 1.0 metre.

### CD20.7 Minimum Setbacks

As shown in **Figure 16-18:**

- (1) Front Setback:
  - (a) Area A: 2.8 metres
  - (b) Area B: 2.8 metres, excluding driveway retaining walls
- (2) Rear Setback: n/a
- (3) Side Setback:
  - (a) Area A (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 9.0 metres
  - (b) Area A (abutting a lot in any other zone): 6.0 metres
  - (c) Area B: 6.0 metres
- (4) Exterior Side Setback: 3.0 metres

### CD20.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.5 metres in height;
  - (b) not exceed a maximum of 2% of lot coverage;
  - (c) not be located in the front yard; and
  - (d) not be located closer than 9.0 metres from a side lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

### CD20.9 Conditions

- (1) In Area B, dwelling units and associated accessory uses, other than shared amenity areas, shall not be located on or below the first storey.
- (2) Non-residential uses shall not be permitted above the first storey.
- (3) Permitted uses shall be limited to accessory uses:
  - (a) For Area A, below 69.90 metres of geodetic elevation; and
  - (b) For Area B, below 70.10 metres of geodetic elevation.

- (4) No solid waste collection or recycling collection areas shall be located within 20.0 metres of any [lot line](#) abutting a [lot](#) in a **Low-Density Residential** or **Multi-Unit Residential** zone.
- (5) Despite **Section 5.3.2.:**
- (a) For Area A:
    - i. awnings, balconies, bay windows, canopies, chimneys, cornices, decks, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades, may project up to 1.2 metres into a required front or interior side [setback](#);
    - ii. porches may project up to 1.2 metres into a required interior side [setback](#);
    - iii. porches, stairs and landings may project up to 2.4 metres into required front [setback](#); and
    - iv. ornamental features may project up to 1.8 metres into required front [setback](#).
  - (b) For Area B:
    - i. awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades, may project up to 1.2 metres into a required front, rear, interior, and exterior side [setback](#);
    - ii. landings, porches, and stairs may project up to 2.4 metres into a required front [setback](#); and
    - iii. decks may project to the front or [exterior side lot line](#).
- (6) Despite **Section 8**, [barrier-free parking](#) spaces may be located more than 10.0 metres from an accessible entrance of the use which it serves, provided a path of travel between the [parking space](#) and accessible entrance is provided having:
- (a) a continuous plane not interrupted by steps or abrupt changes in level;
  - (b) permanent, firm, and slip resistant surface such as asphalt or concrete; and
  - (c) an uninterrupted width of not less than 1.5 metres and a gradient not steeper than 1 in 20.

Figure 16-17. Aspen-Murrelet Sub-Areas

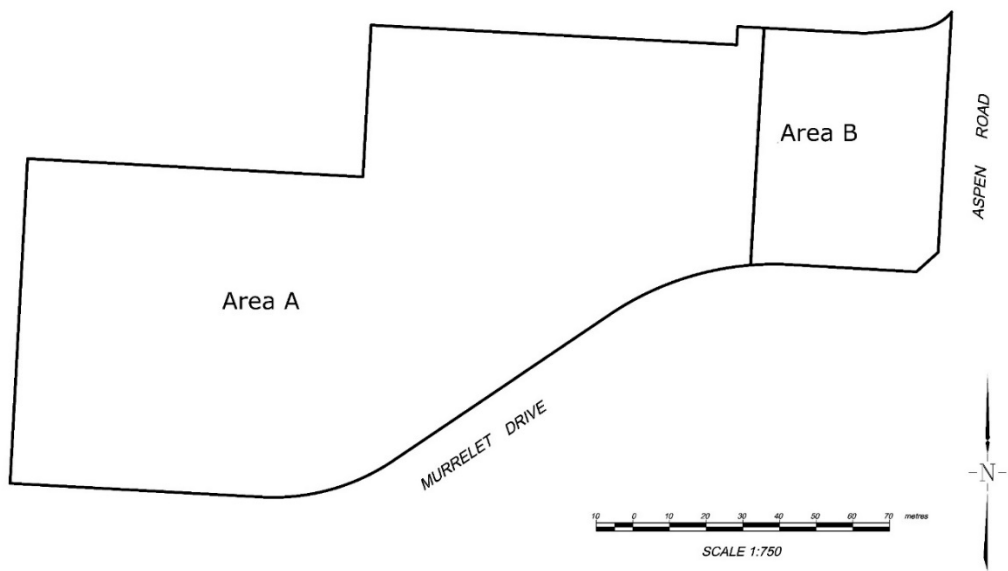
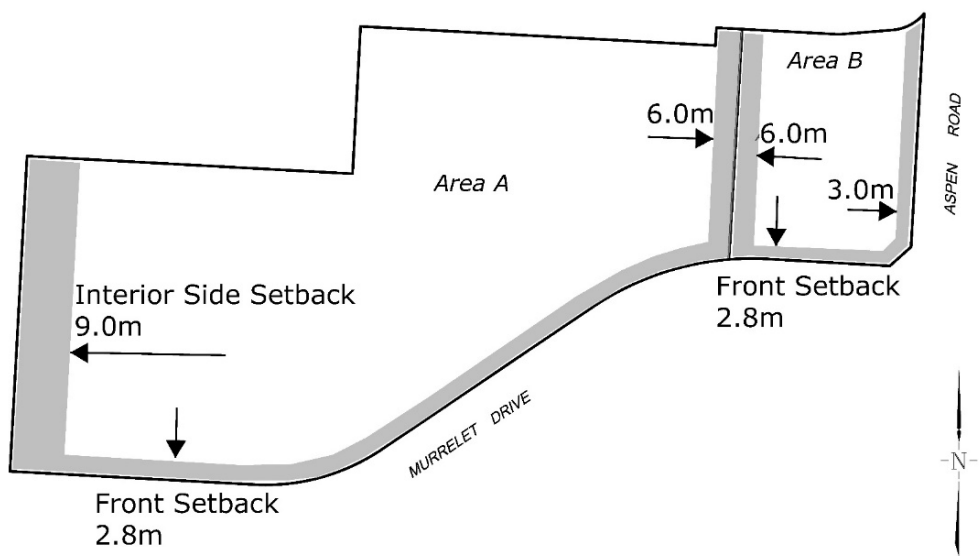


Figure 16-18. Aspen-Murrelet Setbacks





## CD21 – 468 Anderton Road

### CD21.1 Permitted Uses

- (1) In the CD21 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Home Occupation, Minor
  - (c) Two or More Attached Dwelling Units

### CD21.2 Density

- (1) Density shall not exceed 36 units per hectare.

### CD21.3 Minimum Lot Area

- (1) Minimum lot area shall be 4,000.0 square metres.

### CD21.4 Minimum Lot Width

- (1) Minimum lot width shall be 52.0 metres

### CD21.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 35%.

### CD21.6 Maximum Height and Storeys

- (1) Maximum Height: 9.0 metres
- (2) Maximum Storeys: 2

### CD21.7 Minimum Setbacks

- (1) Minimum setbacks shall be as shown in **Figure 16-19**.

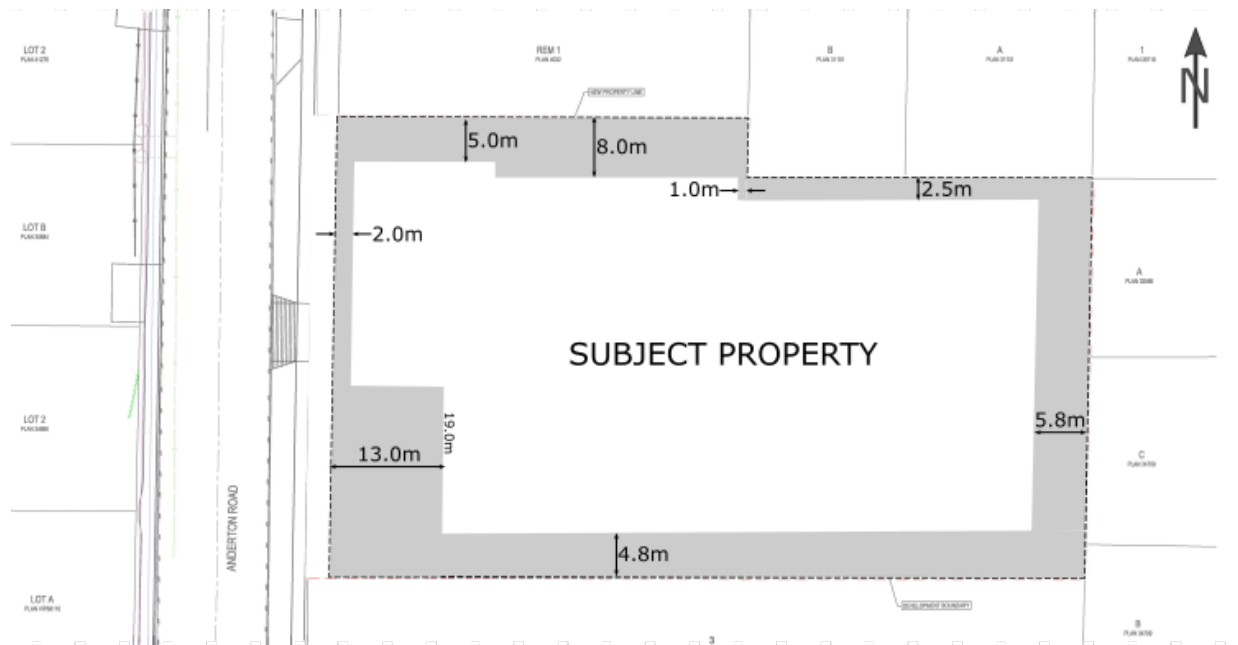
### CD21.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
  - (a) not exceed 4.0 metres in height;
  - (b) not exceed a maximum of 10% of lot coverage;
  - (c) not be located in the front yard; and
  - (d) not be located closer than 2.0 metres from a rear or side lot line.

### CD21.9 Conditions

- (1) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades may project up to 0.6 metres into a required front, rear, and side **setback**.
- (2) Despite **Section 8**, the minimum width of a two-way **manoeuvring aisle** shall be 6.0 metres.
- (3) No more than one access **driveway** shall be permitted per **lot**.

**Figure 16-19. 468 Anderton Road Setbacks**



## CD22 – Aspen Townhouses

### CD22.1 Permitted Uses

- (1) In the CD22 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Home Occupation, Minor
  - (c) Two or More Attached Dwelling Units

### CD22.2 Density

- (1) Density shall not exceed 45 units per hectare.

### CD22.3 Minimum Lot Area

- (1) Minimum lot area shall be 5,000.0 square metres.

### CD22.4 Minimum Lot Width

- (1) Minimum lot width shall be 40.0 metres

### CD22.5 Maximum Lot Coverage

- (1) Lot coverage including impervious surfaces shall not exceed 70%.

### CD22.6 Maximum Height and Storeys

- (1) Maximum Height: 9.0 metres
- (2) Maximum Storeys: 2

### CD22.7 Minimum Setbacks

- (1) Minimum Setback (portion of a building used as a garage or carport): 5.0 metres
- (2) Minimum Setback (any other portion of a building): as shown in Figure 16-20.

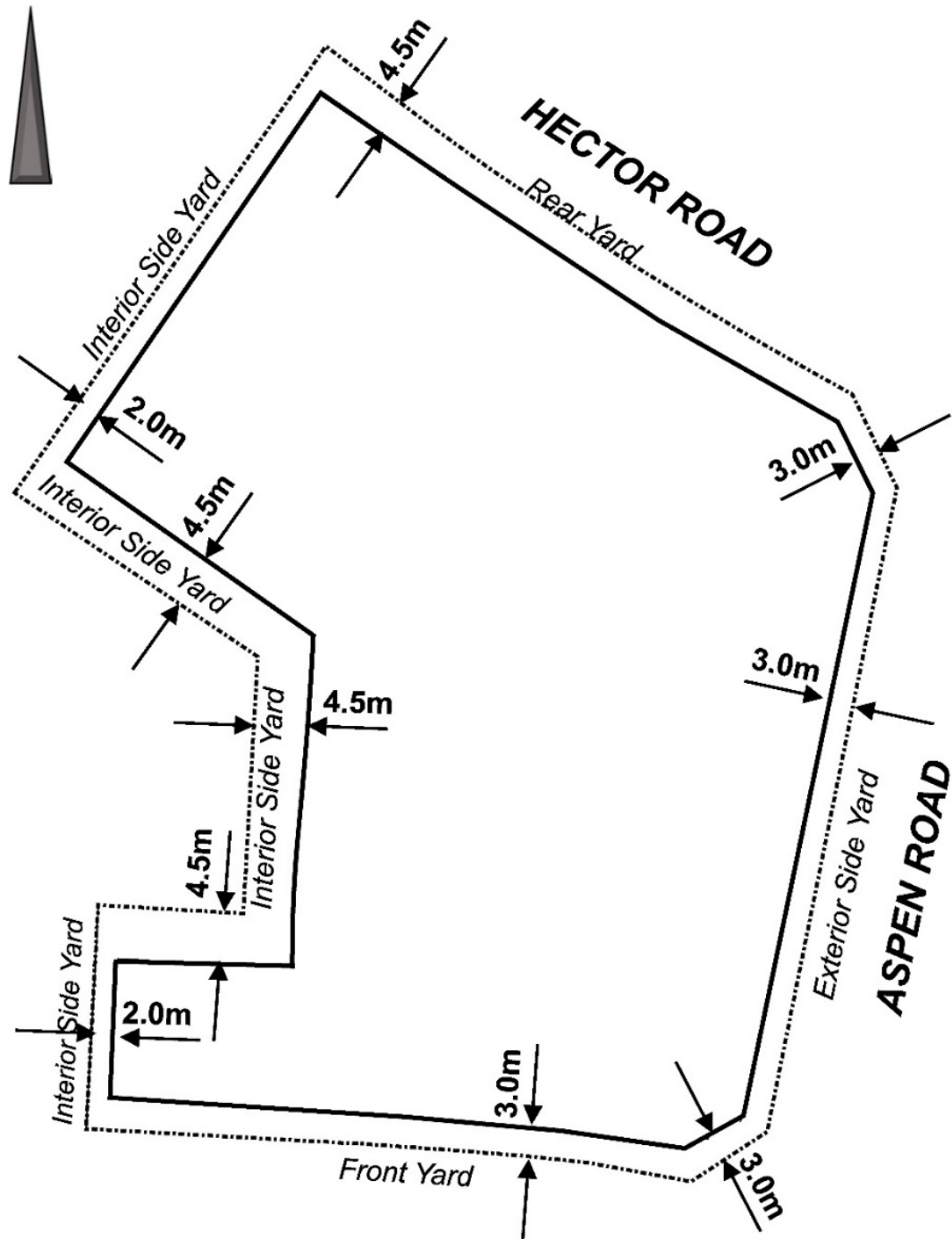
### CD22.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
  - (a) not exceed 3.0 metres in height;
  - (b) not exceed 80.0 square metres of floor area;
  - (c) despite subsection (b), where individual accessory buildings are provided for residential units, not exceed 2.5 square metres of floor area per dwelling unit;
  - (d) not be located in a front or exterior side yard; and
  - (e) not be located closer than 1.2 metres from a rear or side lot line.

### CD22.9 Conditions

- (1) No solid waste collection or recycling collection areas shall be located within 6.0 metres of any [lot line](#) abutting a [lot](#) in a **Low-Density Residential** or **Multi-Unit Residential** zone.
- (2) [Driveways](#) shall not exceed 6.0 metres in width.
- (3) No more than three access [driveways](#) shall be permitted to Grumman Place, including a common access [driveway](#).
- (4) No vehicle access shall be permitted to Aspen Road.
- (5) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 0.6 metres into a required front, side, or rear [setback](#).

Figure 16-20. Aspen Townhouses Setbacks



## CD23 – Apartments

### CD23.1 Permitted Uses

- (1) In the CD23 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Care Facility, Child
  - (c) Home Occupation, Minor
  - (d) Three or More Attached Dwelling Units

### CD23.2 Density

- (1) Density shall not be less than 55 units per hectare.
- (2) Density shall not exceed 80 units per hectare.
- (3) Despite Section CD23.2(2), where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.
- (4) Despite Section CD23.2(2) and (3), where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

### CD23.3 Minimum Lot Area

- (1) Minimum lot area shall be 3,500.0 square metres.

### CD23.4 Minimum Lot Width

- (1) Minimum lot width shall be 50.0 metres

### CD23.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 40%.
- (2) Lot coverage including impervious surfaces shall not exceed 75%.

### CD23.6 Maximum Height and Storeys

- (1) Maximum Height shall not exceed:
  - (a) 16.0 metres for buildings up to 4 storeys; and
  - (b) 12.0 metres for buildings up to 3 storeys.

### CD23.7 Minimum Setbacks

- (1) Front Setback:

- (a) For 9.0 metres as measured parallel to and at the front **setback**: 9.0 metres, as shown in **Figure 16-21**
  - (b) Additional **setback** area shall be provided for every 100.0 metres of linear **front lot line**, excluding **lot lines** that form a **corner cut-off** or that are within 6.0 metres of the intersection of two **highways** other than a **lane**; and minimum spacing between the multiple 9.0 metres **setback** areas shall be 20.0 metres
  - (c) All other situations: 3.0 metres
- (2) Rear **Setback**:
  - (a) 9.0 metres
  - (b) For **building** elevations measuring 25.0 metres or less in width along the rear **yard**: 5.0 metres, as shown in **Figure 16-22**
- (3) Side **Setback**:
  - (a) 9.0 metres
  - (b) For **building** elevations measuring 25.0 metres or less in width along the rear **yard**: 5.0 metres, as shown in **Figure 16-22**
  - (c) (4) Exterior Side **Setback**:
    - (a) For 9.0 metres as measured parallel to and at the exterior side **setback**: 9.0 metres, as shown in **Figure 16-21**
    - (b) Additional **setback** area shall be provided for every 100.0 metres of linear **exterior side lot line**, excluding **lot lines** that form a **corner cut-off** or that are within 6.0 metres of the intersection of two **highways** other than a **lane**; and minimum spacing between the multiple 9.0 metres **setback** areas shall be 20.0 metres
    - (c) All other situations: 3.0 metres
- (5) Despite **Section CD23.7(1)-(4)**, the minimum **setback** from any **lot line** abutting a **greenway** that is 10.0 metres or greater in width shall be 5.0 metres.
- (6) Despite **Section CD23.7**, the minimum **setback** from any **lot line** abutting a **lot** in the Agricultural Land Reserve shall be 15.0 metres.

### **CD23.8 Development Regulations for Accessory Buildings and Structures**

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed 9.0 metres and 2 **storeys** in **height**, where such **accessory buildings** or **structures** are used for **shared amenity areas**;
  - (b) not exceed 4.5 metres in **height** for any other **accessory building** or **structure**;
  - (c) not exceed a maximum of 10% of **lot coverage**; and
  - (d) not be located in a front or exterior side **yard**.

## CD23.9 Conditions

- (1) Child care facilities shall be located on the first storey of a principal building or accessory building.
- (2) Attached dwelling units with separate ground-level accesses shall:
  - (a) only be located within a residential building containing additional principal dwelling units accessed through common hallways;
  - (b) not be located above or below another attached dwelling unit with separate ground-level access unit; and
  - (c) not be located above the second storey of the residential building.
- (3) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.
- (4) The first storey of a principal building comprising more than three attached dwelling units shall:
  - (a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in Figure 16-23 when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and
  - (b) Section CD23.9(5)(a) does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.
- (5) Along a front or exterior side yard, parking areas located within a building at or more than 1.5 metres above finished grade shall be screened from the street by dwelling units as shown in Figure 16-24.
- (6) Residential building length shall:
  - (a) not exceed 85.0 metres in length, including projections; and
  - (b) where a directional turn of 90-135 degrees is provided, no section of a residential building shall exceed 85.0 metres in length, as shown in Figure 16-25.
- (7) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within a front or exterior side yard.
- (8) Despite Section 5.3.2:
  - (a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required setback;
  - (b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and
  - (c) balconies may project up to 1.0 metre into a required setback.
- (9) Despite Section 7.3, a landscape screen shall be provided along all front or exterior side lot line where there is parking located within a building more than 0.6 metres but less than 1.5 metres above finished grade.
- (10) Despite Section 7.4, no fence shall be permitted within a front or exterior side yard.
- (11) Driveways shall not exceed 6.0 metres in width.
- (12) No more than one driveway per highway frontage shall be permitted per lot.



MINIMUM ONE AREA PER FRONTAGE PLUS ONE FOR EVERY 100 M

9.0

3.0M

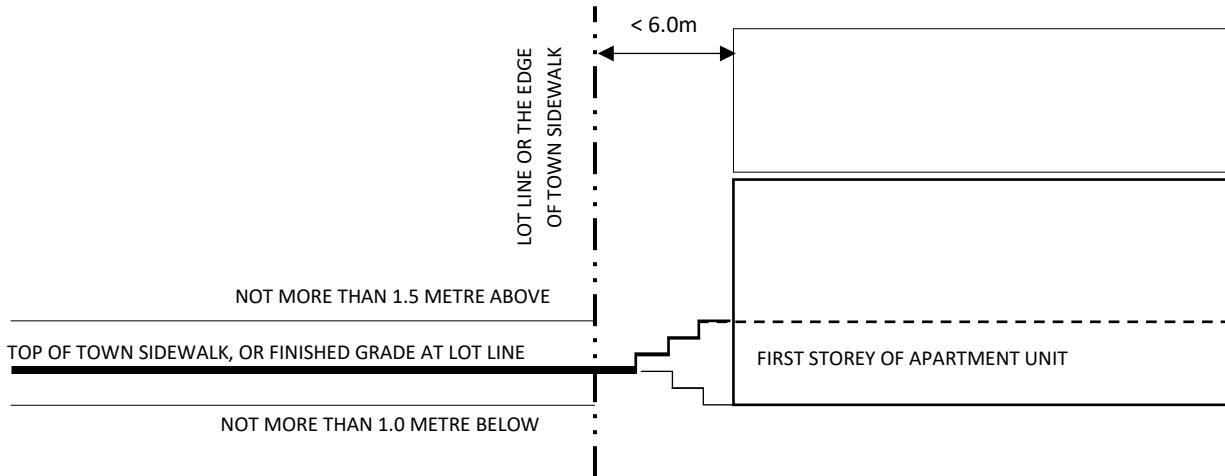
9.0M

EXTERIOR SIDE LOT LINE

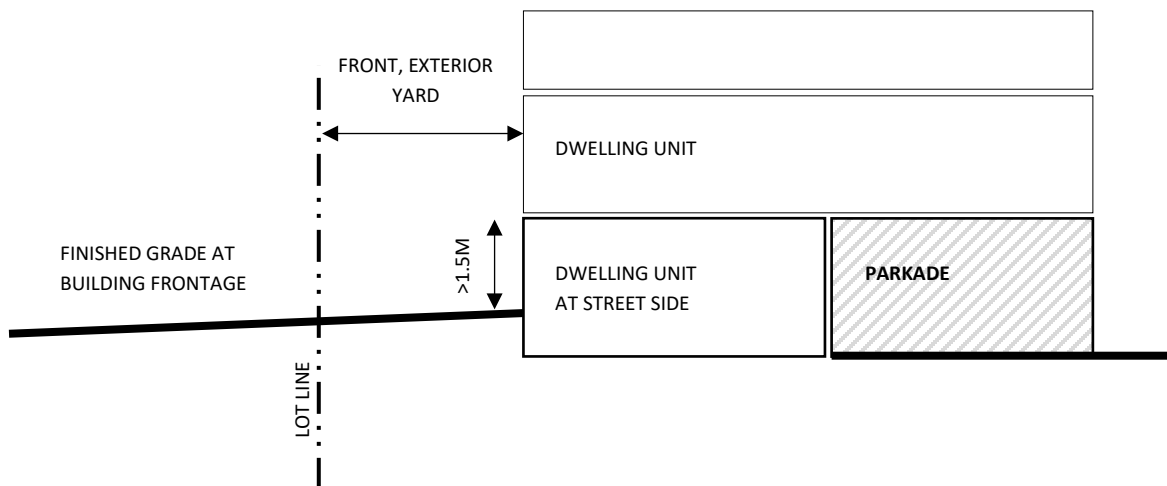
MINIMUM 20 METRES AND MAXIMUM 100 M

Diagram illustrating the minimum setbacks for a rear and interior side lot line. Two rectangular structures are shown. The left structure has a width dimensioned as "MORE THAN 25.0 M" and a setback from the dashed line dimensioned as "SETBACK 9.0 M". The right structure has a width dimensioned as "25.0 M OR LESS" and a setback from the dashed line dimensioned as "SETBACK 5.0 M". The dashed line is labeled "REAR AND INTERIOR SIDE LOT LINE".

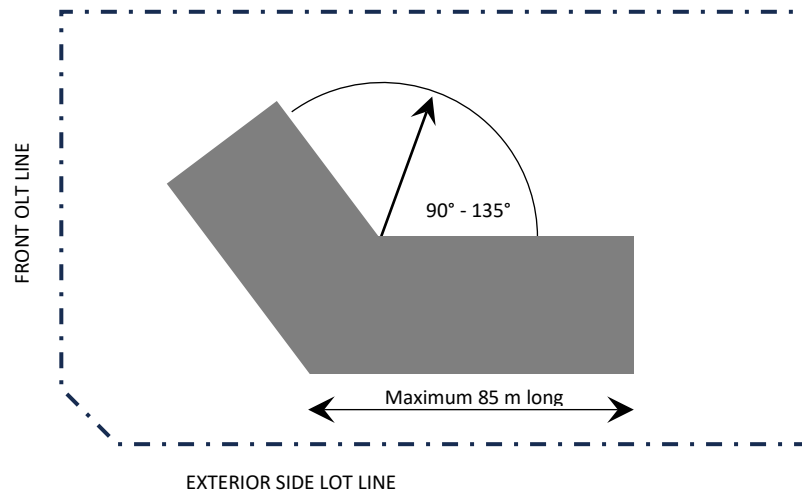
**Figure 16-23. First Storey Elevation**



**Figure 16-24. Screening Parking Areas Using Dwelling Units**



**Figure 16-25. Residential Building Length**



## CD24 – Apartments and Townhouses

### CD24.1 Permitted Uses

- (1) In the CD24 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Care Facility, Child
  - (c) Home Occupation, Minor
  - (d) Two or More Attached Dwelling Units

### CD24.2 Density

- (1) Density shall not be less than 55 units per hectare.
- (2) Density shall not exceed 80 units per hectare.
- (3) Despite Section CD24.2(2), where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.
- (4) Despite Section CD24.2(2) and (3), where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

### CD24.3 Minimum Lot Area

- (1) Minimum lot area shall be 3,500.0 square metres.

### CD24.4 Minimum Lot Width

- (1) Minimum lot width shall be 50.0 metres

### CD24.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 40%.
- (2) Lot coverage including impervious surfaces shall not exceed 75%.

### CD24.6 Maximum Height and Storeys

- (1) Maximum Height shall not exceed:
  - (a) 16.0 metres for buildings up to 4 storeys; and
  - (b) 12.0 metres for buildings up to 3 storeys.

## CD24.7 Minimum Setbacks

- (1) Front **Setback**:
  - (a) For 9.0 metres as measured parallel to and at the front **setback**: 9.0 metres, as shown in **Figure 16-26**
  - (b) Additional **setback** area shall be provided for every 100.0 metres of linear **front lot line**, excluding **lot lines** that form a **corner cut-off** or that are within 6.0 metres of the intersection of two **highways** other than a **lane**; and minimum spacing between the multiple 9.0 metres **setback** areas shall be 20.0 metres
  - (c) All other situations: 3.0 metres
- (2) Rear **Setback**:
  - (a) 9.0 metres
  - (b) For **building** elevations measuring 25.0 metres or less in width along the rear **yard**: 5.0 metres, as shown in **Figure 16-27**
- (3) Side **Setback**:
  - (a) 9.0 metres
  - (b) For **building** elevations measuring 25.0 metres or less in width along the rear **yard**: 5.0 metres, as shown in **Figure 16-27**
  - (c) (4) Exterior Side **Setback**:
    - (a) For 9.0 metres as measured parallel to and at the exterior side **setback**: 9.0 metres, as shown in **Figure 16-26**
    - (b) Additional **setback** area shall be provided for every 100.0 metres of linear **exterior side lot line**, excluding **lot lines** that form a **corner cut-off** or that are within 6.0 metres of the intersection of two **highways** other than a **lane**; and minimum spacing between the multiple 9.0 metres **setback** areas shall be 20.0 metres
    - (c) All other situations: 3.0 metres
- (5) Despite **Section CD24.7(1)-(4)**, the minimum **setback** from any **lot line** abutting a **greenway** that is 10.0 metres or greater in width shall be 5.0 metres.
- (6) Despite **Section CD24.7**, the minimum **setback** from any **lot line** abutting a **lot** in the Agricultural Land Reserve shall be 15.0 metres.

## CD24.8 Development Regulations for Accessory Buildings and Structures

- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed a maximum of 5% of **lot coverage**;
  - (b) not be located in a front or exterior side **yard**;
  - (c) not exceed 9.0 metres and 2 **storeys** in **height**, where such **accessory buildings** or **structures** are used for **shared amenity areas**;
  - (d) not exceed 4.5 metres in **height** for any other **accessory building** or **structure**;

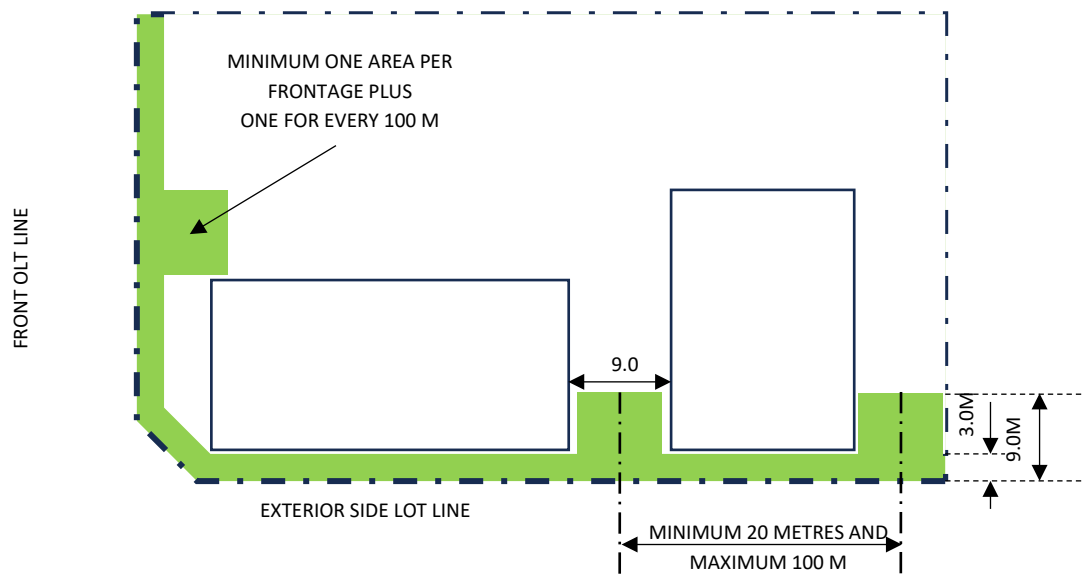
- (e) despite subsections **(c)** and **(d)**, where individual accessory buildings are provided for residential units, not exceed 6.5 square metres of floor area per dwelling unit and not exceed 2.5 metres in height; and
- (f) for individual accessory buildings provided for residential units, shall not be located closer than 2.0 metres from a rear or side lot line.

#### CD24.9 Conditions

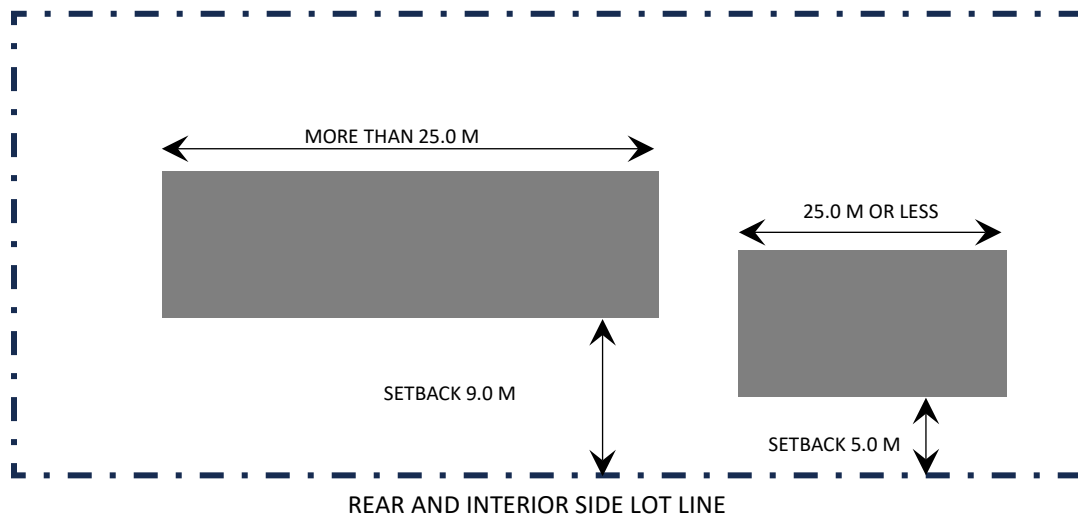
- (1) Child care facilities shall be located on the first storey of a principal or accessory building.
- (2) The combined number of attached dwelling units with separate ground-level accesses shall not exceed 20% of all dwelling units on a lot.
- (3) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.
- (4) Attached dwelling units with separate ground-level accesses may be located within a principal building containing more than three attached dwelling units accessed through common hallways.
- (5) Where attached dwelling units with separate ground-level accesses are located within a principal building containing more than three attached dwelling units accessed through common hallways, such dwelling units shall:
  - (a) not be located above or below another attached dwelling unit with separate ground-level access; and
  - (b) not be located above the second storey of a residential building.
- (6) The first storey of a principal building comprising more than three attached dwelling units shall:
  - (a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in **Figure 16-28** when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and
  - (b) **Section CD24.9(6)(a)** does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.
- (7) Along a front or exterior side yard, parking areas located within a building at or more than 1.5 metres above finished grade shall be screened from the street by dwelling units as shown in **Figure 16-29**.
- (8) Residential building length shall:
  - (a) not exceed 85.0 metres in length, including projections; and
  - (b) where a directional turn of 90-135 degrees is provided, no section of a residential building shall exceed 85.0 metres in length, as shown in **Figure 16-30**.
- (9) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within a front or exterior side yard.

- (10) Despite **Section 5.3.2.:**
- (a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required **setback**;
  - (b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent **finished grade**, may project up to 1.5 metres into a required **setback**; and
  - (c) balconies may project up to 1.0 metre into a required **setback**.
- (11) Despite **Section 7.3**, a **landscape screen** shall be provided along all front or **exterior side lot line** where there is parking located within a **building** more than 0.6 metres but less than 1.5 metres above **finished grade**.
- (12) Despite **Section 7.4**, no **fence** shall be permitted within a front or exterior side **yard**.
- (13) **Driveways** shall not exceed 6.0 metres in width.
- (14) No more than one **driveway** per **highway** frontage shall be permitted per **lot**.

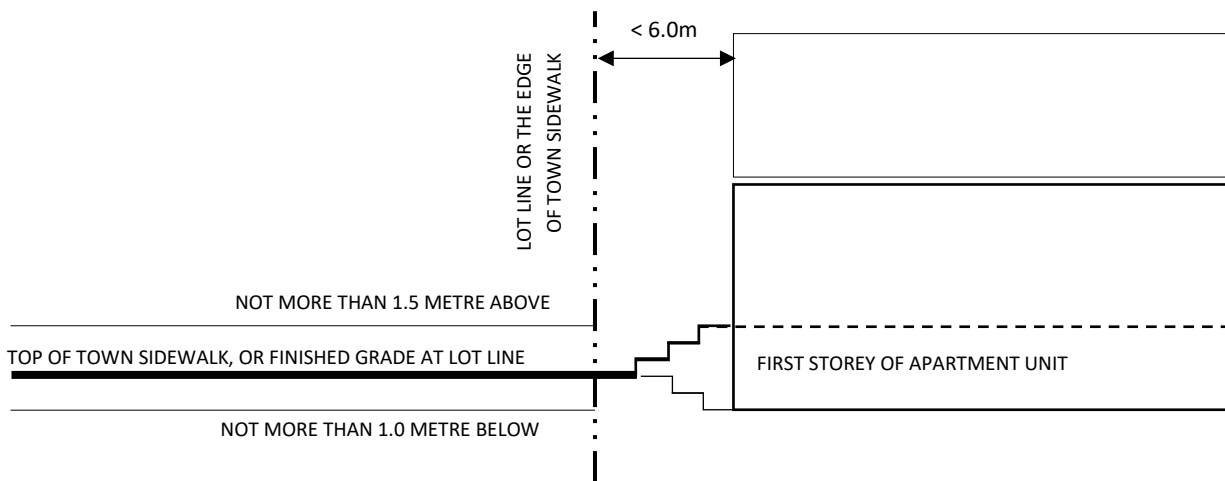
**Figure 16-26. Front and Exterior Side Setbacks and Setback Areas**



**Figure 16-27. Rear and Side Setbacks**

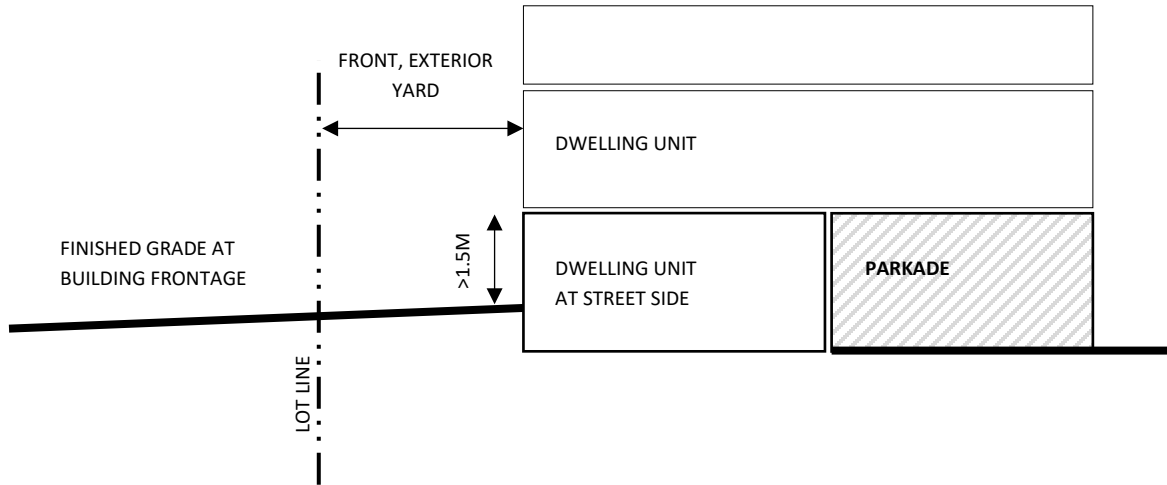


**Figure 16-28. First Storey Elevation**

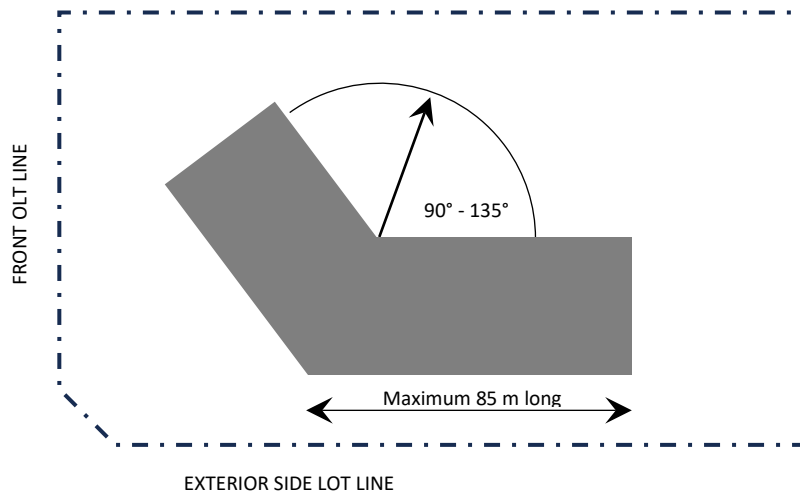




**Figure 16-29. Screening Parking Areas Using Dwelling Units**



**Figure 16-30. Residential Building Length**



## CD25 – Townhouses

### CD25.1 Permitted Uses

- (1) In the CD25 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Care Facility, Child
  - (c) Home Occupation, Minor
  - (d) Two or More Attached Dwelling Units

### CD25.2 Density

- (1) Density shall not be less than 30 units per hectare.
- (2) Density shall not exceed 80 units per hectare.

### CD25.3 Minimum Lot Area

- (1) Minimum lot area shall be 1,500.0 square metres.

### CD25.4 Minimum Lot Width

- (1) Minimum lot width shall be 30.0 metres

### CD25.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 40%.
- (2) Lot coverage including impervious surfaces shall not exceed 75%.

### CD25.6 Maximum Height and Storeys

- (1) Maximum Height: 12.0 metres
- (2) Maximum Storeys: 3 storeys

### CD25.7 Minimum Setbacks

- (1) Front Setback:
  - (a) For 5.0 metres as measured parallel to and at the front setback: 5.0 metres, as shown in **Figure 16-31**
  - (b) Additional setback area shall be provided for every 60.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane;
  - (c) All other situations: 3.0 metres
- (2) Rear Setback: 5.0 metres
- (3) Side Setback: 5.0 metres

- (4) Exterior Side **Setback**:
  - (a) For 5.0 metres as measured parallel to and at the exterior side **setback**: 5.0 metres, as shown in **Figure 16-31**
  - (b) Additional **setback** area shall be provided for every 60.0 metres of linear **exterior side lot line**, excluding **lot lines** that form a **corner cut-off** or that are within 6.0 metres of the intersection of two **highways** other than a **lane**;
  - (c) All other situations: 3.0 metres
- (5) Despite **Section CD25.7**, the minimum **setback** from any **lot line** abutting a **lot** in the Agricultural Land Reserve shall be 15.0 metres.

### **CD25.8 Development Regulations for Accessory Buildings and Structures**

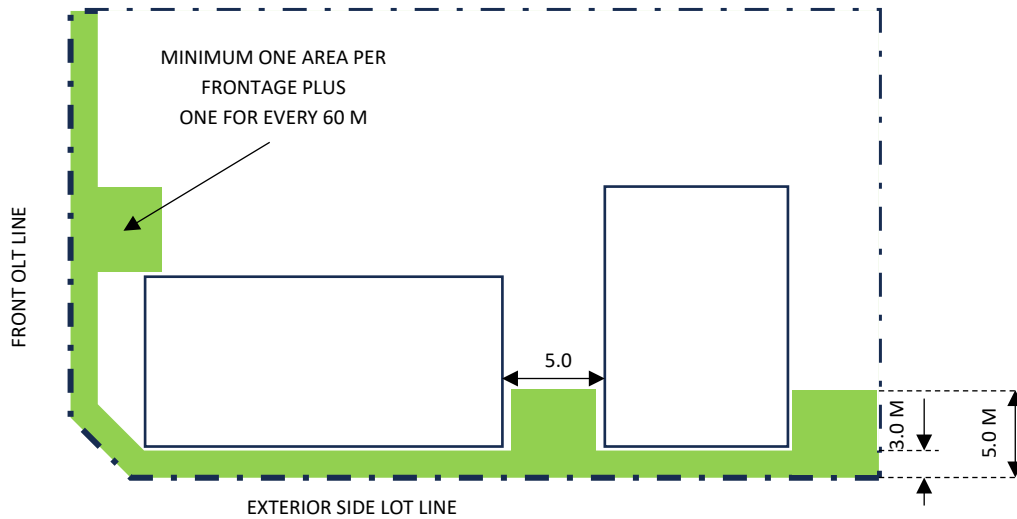
- (1) **Accessory buildings** or **structures** shall:
  - (a) not exceed a maximum of 5% of **lot coverage**
  - (b) not be located in a front or exterior side **yard**;
  - (c) not be located closer than 2.0 metres from a **rear** or **side lot line**;
  - (d) not exceed 4.5 metres in **height**; and
  - (e) despite subsection **(d)**, where individual **accessory buildings** are provided for residential units, not exceed 6.5 square metres of **floor area** per **dwelling unit** and not exceed 2.5 metres in **height**.

### **CD25.9 Conditions**

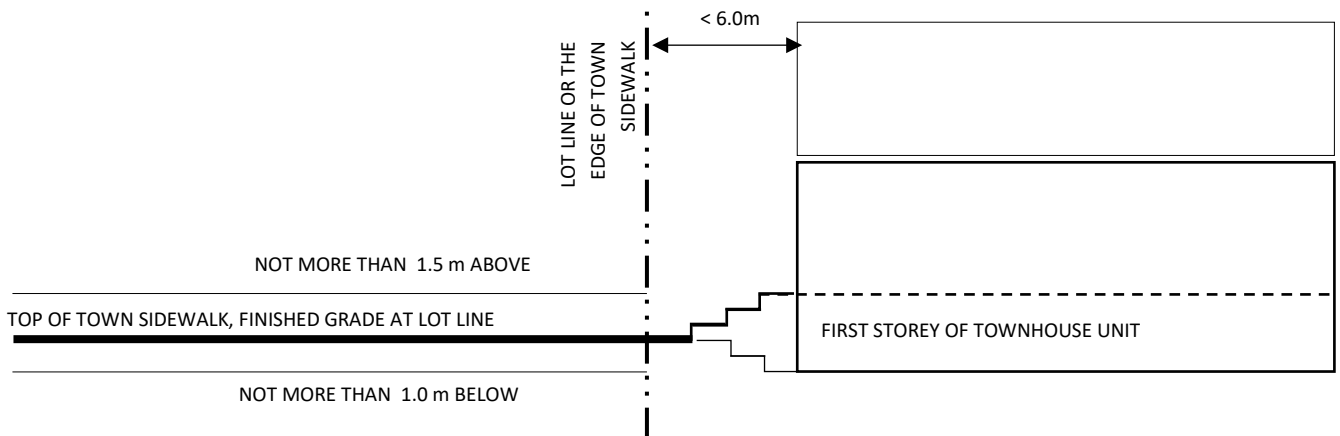
- (1) The combined number of two-unit attached **dwelling units** (duplexes) with separate ground-level accesses shall not exceed 20% of all **dwelling units** on a **lot**.
- (2) The first **storey** of a **principal building** comprising two or more attached **dwelling units** shall:
  - (a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent **Town** sidewalk as shown in **Figure 16-32** when located along a front or exterior side **yard**, and in the absence of a **Town** sidewalk, as measured from **finished grade** at the front or **exterior side lot line**; and
  - (b) **Section CD25.9(2)(a)** does not apply to **dwelling units** located 6.0 metres or more from an edge of a **Town** sidewalk, and in the absence of a **Town** sidewalk, from a front or **exterior side lot line**.
- (3) Garbage and recycling storage shall not be located within a front or exterior side **yard**.
- (4) Despite **Section 5.3.2**:
  - (d) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required **setback**;
  - (e) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent **finished grade**, may project up to 1.5 metres into a required **setback**; and
  - (f) balconies may project up to 1.0 metre into a required **setback**.

- (5) Despite **Section 7.4**, no fence shall:
- (a) be permitted within a front or exterior side yard; and
  - (b) exceed a maximum height of 1.5 metres.

**Figure 16-31. Front and Exterior Side Setbacks and Setback Areas**



**Figure 16-32. First Storey Elevation**



## CD26 – Commercial Residential

### CD26.1 Permitted Uses

- (1) In the CD26 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Accessory Buildings and Structures
  - (b) Care Facility, Child
  - (c) Cultural and Community Services
  - (d) Food Services
  - (e) Health Services
  - (f) Home Occupation, Minor
  - (g) Personal Services
  - (h) Professional Services, Internal-Facing
  - (i) Professional Services, Public-Facing
  - (j) Retail Sales
  - (k) Two or More Attached Dwelling Units
  - (l) Veterinary Services, Minor

### CD26.2 Density

- (1) Density shall not be less than 55 units per hectare.
- (2) Density shall not exceed 80 units per hectare.
- (3) Despite **Section CD26.2(2)**, where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.
- (4) Despite **Section CD26.2(2)** and **(3)**, where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

### CD26.3 Minimum Lot Area

- (1) Minimum lot area shall be 3,500.0 square metres.

### CD26.4 Minimum Lot Width

- (1) Minimum lot width shall be 50.0 metres

### CD26.5 Maximum Lot Coverage

- (1) Lot coverage shall not exceed 40%.
- (2) Lot coverage including impervious surfaces shall not exceed 75%.

## CD26.6 Maximum Height and Storeys

- (1) Maximum Height shall not exceed:
  - (a) 16.0 metres for buildings up to 4 storeys; and
  - (b) 12.0 metres for buildings up to 3 storeys.

## CD26.7 Minimum Setbacks

- (1) Front Setback:
  - (a) For 9.0 metres as measured parallel to and at the front setback: 9.0 metres, as shown in **Figure 16-33**
  - (b) Additional setback area shall be provided for every 100.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres
  - (c) All other situations: 3.0 metres
- (2) Rear Setback:
  - (a) 9.0 metres
  - (b) For buildings less than 3 storeys and building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-34**
- (3) Side Setback:
  - (a) 9.0 metres
  - (b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-34**
- (4) Exterior Side Setback:
  - (a) For 9.0 metres as measured parallel to and at the exterior side setback: 9.0 metres, as shown in **Figure 16-33**
  - (b) Additional setback area shall be provided for every 100.0 metres of linear exterior side lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres
  - (c) All other situations: 3.0 metres
- (5) Despite **Section CD26.7(1)-(4)**, the minimum setback from any lot line abutting a greenway that is 10.0 metres or greater in width shall be 5.0 metres.
- (6) Despite **Section CD26.7**, the minimum setback from any lot line abutting a lot in the Agricultural Land Reserve shall be 15.0 metres.

## CD26.8 Development Regulations for Accessory Buildings and Structures

- (1) Accessory buildings or structures shall:
  - (a) not exceed a maximum of 5% of lot coverage;
  - (b) not be located in a front or exterior side yard;
  - (c) not exceed 9.0 metres and 2 storeys in height, where such accessory buildings or structures are used for shared amenity areas;
  - (d) not exceed 4.5 metres in height for any other accessory building or structure;
  - (g) despite subsections (c) and (d), where individual accessory buildings are provided for residential units, not exceed 6.5 square metres of floor area per dwelling unit and not exceed 2.5 metres in height; and
  - (h) for individual accessory buildings provided for residential units, shall not be located closer than 2.0 metres from a rear or side lot line.

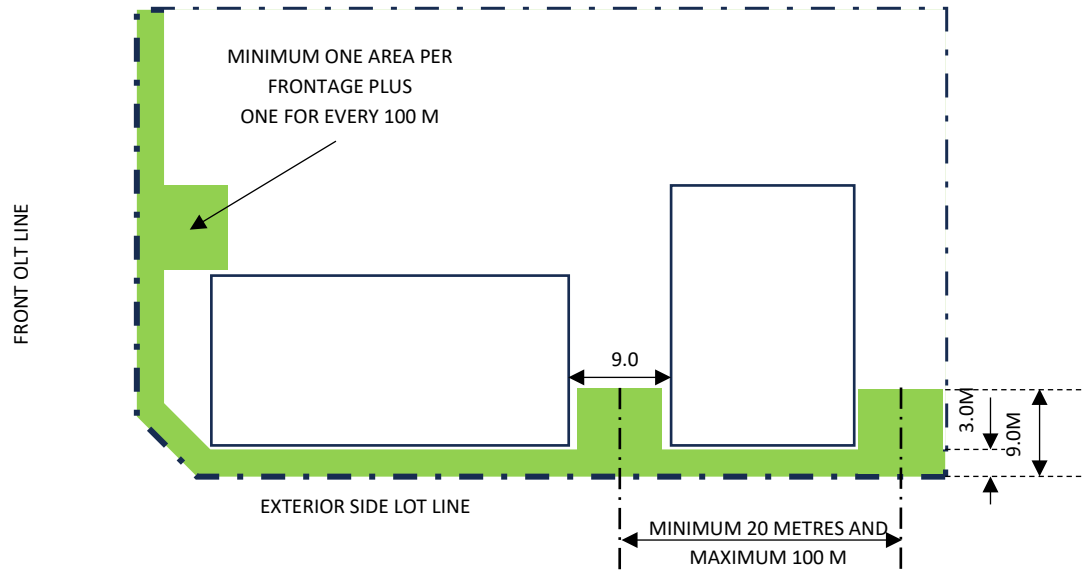
## CD26.9 Conditions

- (1) Child care facilities shall be located on the first storey of a principal building or accessory building.
- (2) Non-residential uses other than child care facilities shall:
  - (a) be located within a principal building containing three or more attached dwelling units;
  - (b) not be located above the first storey;
  - (c) have a first storey located not more than 0.5 metres above and not more than 0.5 metres below the top of adjacent Town sidewalk; and
  - (d) Section CD26.9(5)(c) does not apply to commercial units located not less than 6.0 metres from a front and exterior side lot line.
- (3) For a distance of not less than 60.0 metres measured parallel to Aspen Road, the permitted use shall be limited to residential buildings with non-residential uses on the first storey for a depth of not less than 7.5 metres, measured perpendicularly from the exterior of the building fronting the road.
- (4) Attached dwelling units with separate ground-level accesses may be located within a principal building containing more than three attached dwelling units accessed through common hallways.
- (5) Where attached dwelling units with separate ground-level accesses are located within a principal building containing more than three attached dwelling units accessed through common hallways, such dwelling units shall:
  - (a) not be located above or below another attached dwelling unit with separate ground-level access; and
  - (b) not be located above the second storey of a residential building.
- (6) The combined number of two-unit attached dwelling units (duplexes) with separate ground-level accesses shall not exceed 20% of all dwelling units on a lot.
- (7) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.
- (8) The first storey of a principal building comprising more than two attached dwelling units shall:

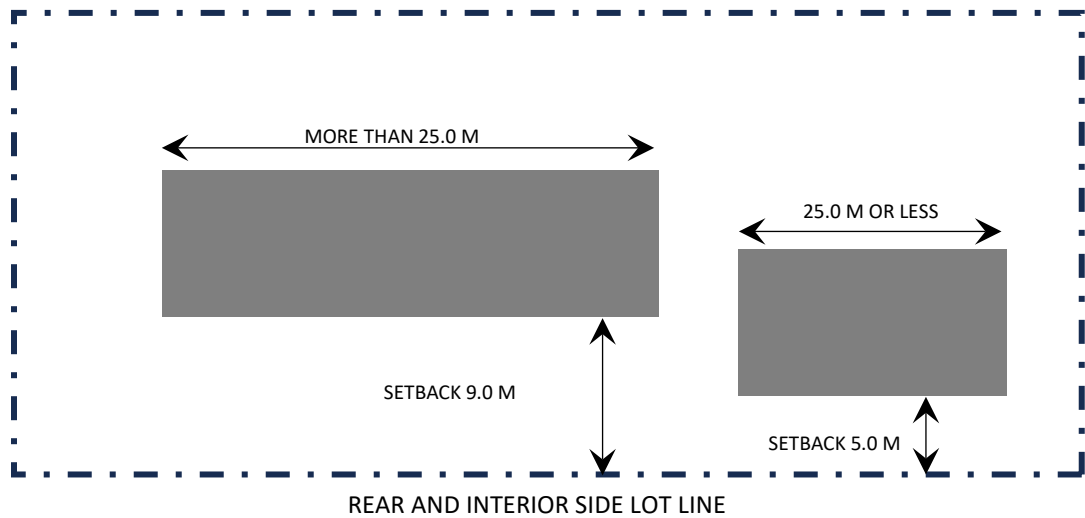
- (a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent **Town** sidewalk as shown in **Figure 16-35** when located along a front or exterior side **yard**, and in the absence of a **Town** sidewalk, as measured from **finished grade** at the front or **exterior side lot line**; and
  - (b) **Section CD26.9(8)(a)** does not apply to **dwelling units** located 6.0 metres or more from an edge of a **Town** sidewalk, and in the absence of a **Town** sidewalk, from a front or **exterior side lot line**.
- (9) Along a front or exterior side **yard**, **parking areas** located within a **building** at or more than 1.5 metres above **finished grade** shall be screened from the street by **dwelling units** as shown in **Figure 16-36**.
- (10) Residential **building** length shall:
  - (a) not exceed 85.0 metres in length, including projections; and
  - (b) where a directional turn of 90-135 degrees is provided, no section of a residential **building** shall exceed 85.0 metres in length, as shown in **Figure 16-37**.
- (7) Garbage and recycling storage, and **accessory** uses such as dog runs and **community gardens** shall not be located within a front or exterior side **yard**.
- (8) Despite **Section 5.3.2**:
  - (a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required **setback**;
  - (b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent **finished grade**, may project up to 1.5 metres into a required **setback**; and
  - (c) balconies may project up to 1.0 metre into a required **setback**.
- (9) Despite **Section 7.3**, a **landscape screen** shall be provided along all front or **exterior side lot lines** where there is parking located within a **building** more than 0.6 metres but less than 1.5 metres above **finished grade**.
- (10) Despite **Section 7.4**, no **fence** shall be permitted within a front or exterior side **yard**.
- (11) **Driveways** shall not exceed 6.0 metres in width.
- (12) No more than one **driveway** per **highway** frontage shall be permitted per **lot**.



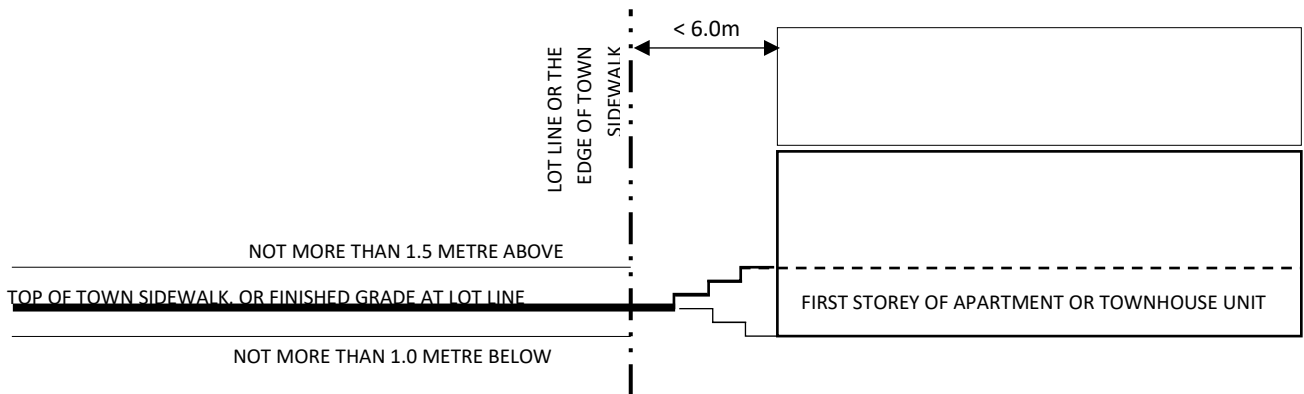
**Figure 16-33. Front and Exterior Side Setbacks and Setback Areas**



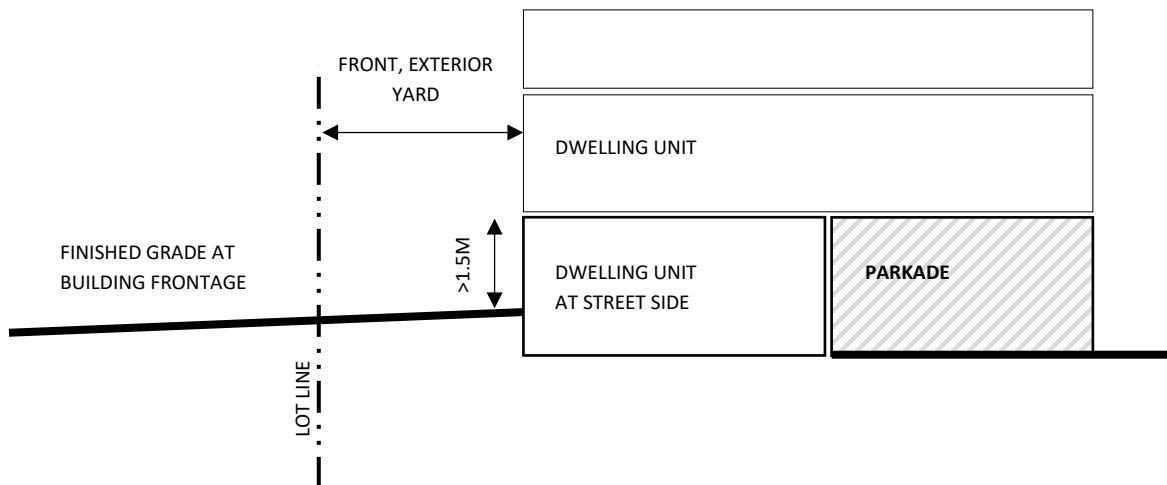
**Figure 16-34. Rear and Side Setbacks**



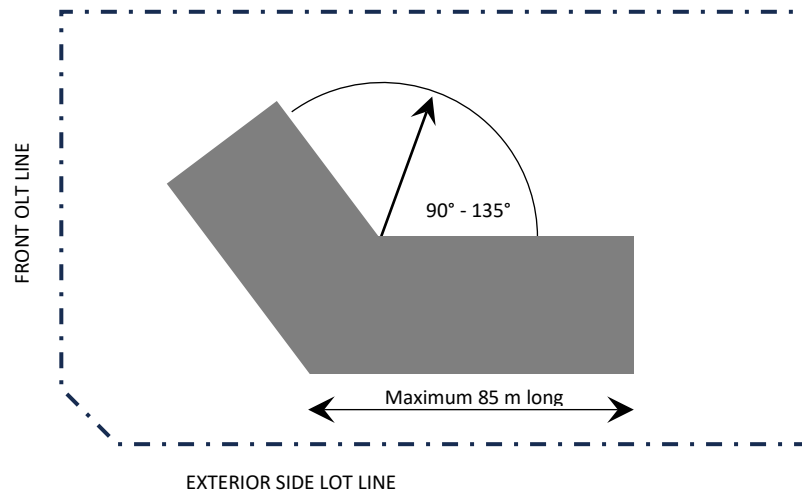
**Figure 16-35. First Storey Elevation**



**Figure 16-36. Screening Parking Areas Using Dwelling Units**



**Figure 16-37. Residential Building Length**



## SECTION 17 | EFFECTIVE DATE

**READ FOR A FIRST TIME** this    day of November, 2025.

**READ FOR A SECOND TIME** this    day of November, 2025.

**PUBLIC HEARING HELD** this    day of    , 2025.

**READ FOR A THIRD TIME** this    day of    , 2025.

**ADOPTED** this    day of    , 2025.

---

Mayor

---

Corporate Officer



## Schedule A - Zoning Map

### Town of Comox Zoning

#### Low-Density Residential Zones

- Small-Scale Multi-Unit Residential (R-SSMU)
- Cape Lazo Residential (R-CL)
- Western Foreshore Residential (R-WF)
- Large Lot Residential (R-LL)

#### Multi-Unit Residential Zones

- Ground-Oriented Residential (MR-1)
- Low-Rise Residential (MR-2)
- Mid-Rise Residential (MR-3)

#### Mixed-Use Zones

- Downtown Mixed-Use (MU-1)
- Downtown Residential Mixed-Use (MU-2)
- Corridor Mixed-Use (MU-3)
- Neighbourhood Mixed-Use (MU-4)
- Cape Lazo Accommodation (MU-5)

#### Employment Zones

- Corridor Commercial (E-1)
- Service Commercial (E-2)
- Light Industrial (E-3)

#### Marine Zones

- Open Water (M-1)
- Marina (M-2)

#### Parks & Public Use Zones

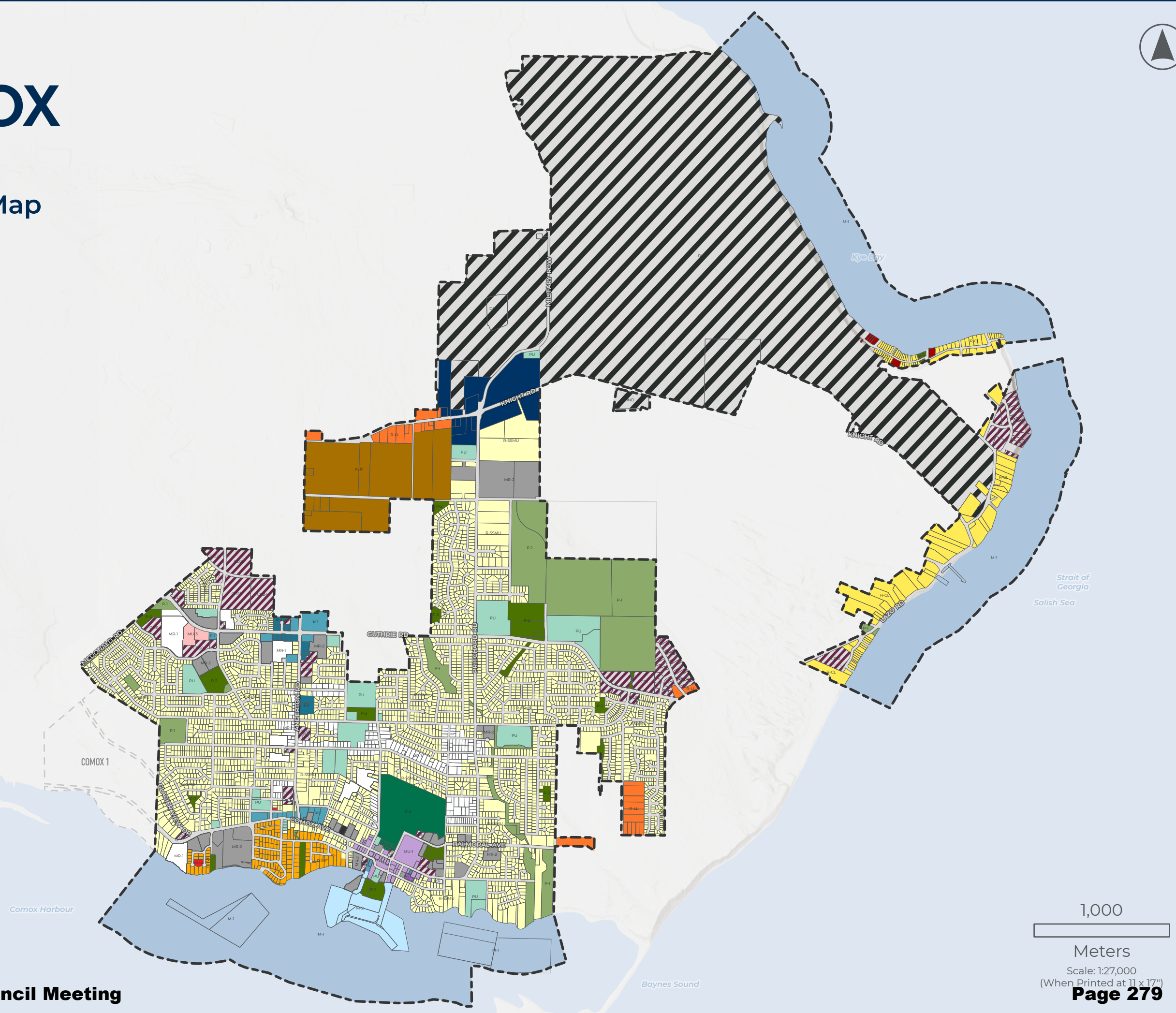
- Civic Facilities and Public Space (PU)
- Parks and Nature Conservation (P-1)
- Parks and Open Space (P-2)
- Public Golf Course (P-3)

#### Special Use Zones

- Agriculture (ALR)
- DND Lands (DND)

#### Comprehensive Development Zones

- Comprehensive Development Zones





**TOWN OF COMOX**

November 5, 2025

File No.

Mayor Nicole Minions  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC

LOG: 25-467	REFER:	AGENDA:  RCM 19Nov25
FILE: 0114-30/21	ACTION: MR	

File: 1850-30, 5040-20-01, 6480-20  
Copies: Council  
JW/EH/SR/CD

Sent via email only:  
NMinions@comox.ca

Dear Mayor Minions:

**RE: Request for financial support for Temporary Winter Shelter at 971 Cumberland Rd.**

On October 1, 2025 the City of Courtenay approved a Temporary Use Permit at 971 Cumberland Road to allow shelter use at this location for three years from the date of issuance (until October 1, 2028)<sup>1</sup>. City Council has given direction to staff to enter into agreements with Lookout Housing and Health Society to enable the provision of a Temporary Winter Shelter at this site as well as set specific conditions in order to mitigate community concerns related to its operations.

The 2025 Point-in-Time Homeless Count identified 218 individuals as experiencing homelessness in the Comox Valley, with 137 (63%) of those being unsheltered. This represents a 44% increase in individuals being unsheltered and homeless in the Comox Valley since 2023, despite increased shelter and supportive housing capacity since that time. The approval of a Temporary Use Permit to allow sheltering at 971 Cumberland Rd is a significant commitment by the City of Courtenay to respond to this escalating crisis.

**As a contributing member of function 451, the City of Courtenay is seeking financial support from the Town of Comox for a share of the \$100,500 in one-time capital costs and \$75,900 annually over three years, for a total of \$328,200 to cover costs associated with this important project.**

The City can advise that that at the November 4 meeting of the CVRD Board, they resolved to support the funding of the one-time capital of \$100,500 and one year of operating of \$75,900 less any contribution provided by TOC. These costs are required to respond to community concerns raised through the Temporary Use Permit application process as well as address building deficiencies which will enable consideration of program expansion.

<sup>1</sup> <https://pub-courtenay.escribemeetings.com/filestream.ashx?DocumentId=13354>



Council has directed staff to seek funding to ensure site and operational conditions are met, including:

- Building improvements and renovations (\$100,500 capital one-time costs)
- Community Safety and Engagement (\$60,900 annually, \$182,700 for three years)
- Community Integration Table (\$15,000 annually, \$45,000 for three years)
- Building Use Fees (\$24,300 annually, \$72,900 for three years)

City staff have engaged BC Housing regarding these funding requests and unfortunately received confirmation this week that BC Housing will not be contributing. Additionally, BC Housing has informed the City that they will only pay \$1,600 per month towards the non-market rental rate (\$3,220) as established by the City, resulting in additional cost burden carried by the City.

The City continues to contribute directly to the costs of coordinating these services including but not limited to:

- Consulting Fees (\$50,000 August to January 2025)
- In-kind staff (300 hours May to November 2025, \$28,500)
- Below market lease subsidy (\$24,300 annually, \$72,900 for 3 years)
- Foregone tax revenue

#### *Summary of Funding Request*

<b>Funding Category</b>	<b>Annual</b>	<b>3 Year Total</b>
One Time Capital Costs	-	\$100,500
Community Safety and Engagement	\$60,900	\$182,700
Community Integration Table	\$15,000	\$45,000
<b>TOTAL</b>	<b>\$75,900</b>	<b>\$328,200</b>

Details on the funding requests can be found in **Attachment 1: Funding Request Descriptions**.

#### **BACKGROUND**

Winter shelter services did not run anywhere in the Comox Valley in the 2023/2024 winter season due to an inability to find a suitable location. The acquisition of 971 Cumberland Rd by the City of Courtenay, for other City purposes, provided the opportunity for an EWR to be activated in the 2024/2025 season at this location through a decision of Council under emergency conditions.

In 2024/2025, the City of Courtenay, Comox Valley Regional District, and Town of Comox collectively contributed \$378,038 to enable the activation and operation of this location.

Costs included:

- Shelter Operations (site security and neighbourhood support): \$39,300

- Building Improvements to make it habitable for sheltering including meeting minimum Building Code standards and fire safety standards: \$178,728
- Other services rendered (architect fees, hazardous materials, etc.): \$16,735
- Lease subsidy: \$35,100
- Winter Shelter Strategy & Implementation Support (consultant services) to facilitate activation of the Winter Shelter: \$55,000
- In-kind staff time (est. 560 hours August 2024 to April 2025): \$53,175

### **Temporary Winter Shelter at 971 Cumberland Rd**

Through BC Housing's cooperation in supporting the identification and approval of a Temporary Winter Shelter for Courtenay and confirming funding allocation for a Temporary Winter Shelter at 971 Cumberland Rd, Lookout Housing and Health Society was able to submit a Temporary Use Permit (TUP) application at this location. With the approval of the Temporary Use Permit, shelter operating budget negotiations are underway between Lookout and BC Housing with the hope to open the shelter in mid-November.

Council set the following conditions for shelter operations to respond to community concerns heard during the TUP engagement processes:

- **Hours of Operation:** 16 hours per day, approximately 6:00 PM to 10:00 AM daily (24-hour operations will be considered following capital improvements).
- **Capacity:** Estimated maximum 20 individuals (18 guests, two staff).
- **Site Security:** A minimum of two staff on-site at all times during operating hours.
- **Perimeter Maintenance:** Daily perimeter clean-ups, preferably through implementation of Peer Program.
- **Community Engagement:** Operator to establish a community outreach position.
- **Community Integration:** Establishment of a Community Integration Table that the operator will participate in, as well as support shelter guests to participate in.

Building improvements are required to add a third washroom, kitchenette with handwashing sink, address flooring to provide more useable space, and improve electrical to minimize service disruptions. If completed, these will enable Council to consider expansion to 24-hour service provision and at a future date consideration of an increase to shelter occupancy.

### **CONCLUSION**

The collective work and significant financial contributions of the City of Courtenay, the Comox Valley Regional District and Town of Comox ensures that the Comox Valley has a space for our most vulnerable in the winter season. With no other winter sheltering spaces currently available in the Comox Valley, and 137 people currently living unsheltered, this program and its successful



operation is crucial as it provides security that winter sheltering services will be offered in the Comox Valley for the next three years.

**This project however encapsulates a challenge for our community at large:** the impact of homelessness and challenges in providing adequate shelter and care has caused distress to all community members. The City is committed to ensuring that this program marks a turning point in our community whereby services are well integrated, supported, and ultimately welcomed into the community as neighbors. The City has provided over 850 hours of cumulative staff time (August 2024 to November 2025) on winter shelter planning and activation, as well as secured a consultant to lead the work - all to ensure that a winter shelter is provided in our community and that it functions as an asset to the region.

We will continue to work towards this goal but need the support of our partners to do this. **The priority is to receive a share of funding for 1) building improvements (\$100,500) and 2) community safety and engagement (\$75,900 annually).**

The City continues its work to develop a regional Winter Shelter Strategy for the Comox Valley, as authorized by the Comox Valley Regional District, and expects the strategy to be presented to local governments in the coming months.

The provision of a winter shelter is a regional service that the City of Courtenay has shown clear leadership on through the allocation of its own resources and funding. We are seeking financial support through the regional Homelessness Supports Service to ensure that both guests and the community at large receive maximum benefit.

Sincerely,



Mayor Wells

cc: Geoff Garbutt, City Manager, City of Courtenay  
Adam Langenmaier, Director of Financial Services, City of Courtenay  
Jordan Wall, CAO, Town of Comox

## ATTACHMENT 1: FUNDING REQUEST DESCRIPTIONS

### ONE TIME COSTS

*Capital Investments: \$100,500*

The building occupancy for shelter at 971 Cumberland Rd is currently limited to 20 (18 guests and two staff) due to the number of washrooms (two). The building is large and could serve more should building improvement be made and Council approve an increase in shelter guests. A third washroom was framed in during initial renovations but could not be completed due to capacity restrictions of the current water line and budget constraints. Increasing the capacity of the water line will allow for additional water fixtures (toilets or sinks) to be installed in the building.

The current amenities also limit service delivery: there is no kitchen or handwashing sink, no kitchen counters or spaces to serve food, electrical issues restrict appliance use, and due to unfinished flooring in the largest room of the building (left open to preserve access to the building's water supply) all services are provided in a smaller front room of the building.

For these reasons, Council has limited the shelter services to 16 hours per day. Should the capital renovations proceed, Council may reconsider the hours of operation to allow for the shelter to operate 24 hours per day. These improvements will also allow for Council to consider an increase in guest capacity at a future date (up to a maximum occupancy of 30).

The City has sought quotes/ estimates to determine the cost of these upgrades as outlined below:

<b>Capital Costs</b>		
Water services upgrade	Installation of new lines from City water connection to building, new lines inside building, finishing of a third washroom, and installation of a kitchenette.	\$61,500.00
Electrical panel upgrades	Electrical contractor fees for demolition of two existing services and installation of new panel.	\$14,000.00
Permits and fees		\$10,000
Contingency		\$15,000
	<b>TOTAL</b>	<b>\$100,500</b>

## **ANNUAL OPERATING COSTS**

### **Community Safety and Integration**

In response to neighborhood concerns, Council provided direction on conditions that must be met to ensure effective community integration of the shelter in this neighborhood noting its proximity to residences, daycares, schools, and local businesses. The City is seeking funding support to ensure the site operator can meet these requirements to ensure the site integrates effectively into the community and can continue to operate successfully for the next three years.

The City requires that the shelter operate in a way that proactively mitigates community concerns and operational challenges associated with shelter use at this site. Based on learnings from last year's EWR program, additional community feedback during the TUP process, and conversations with people with lived experience of homelessness, the City has requested the following be attached to the shelter:

- A Community Outreach and Engagement Worker be hired by the operator
- A peer program aimed at community clean-up
- A professionally facilitated Community Integration Table

*Community Outreach & Engagement Worker: \$40,000*

A Community Outreach and Engagement Worker is required to address the following items that are above and beyond what regular shelter program staff would do:

- Act as neighborhood liaison to support and effectively coordinate relationship development, communication, and issues management between the shelter operator, service providers, and neighbours.
- Daily on-site presence to prevent loitering or congregation during closed hours and ensure site safety and security, as well as respond to neighbourhood concerns during daytime hours.
- Report on activities of the shelter, outreach, and community engagement.
- Provide support to shelter guests to participate in Community Integration Table, including pre and post meeting check-ins, transportation (if needed), payment of honoraria for their time, and access to supplies as needed (printed materials, etc.)
- Implement and oversee peer outreach and engagement program (as per below)

*Peer Outreach and Engagement: \$20,900*

To support peer integration into the neighborhood and respond to concerns regarding cleanliness, it is important that a peer clean-up and employment program be attached to this site.

The City is requesting \$20,900 for peer outreach and neighborhood clean-up which would fund four hours of peer time at \$25/ hour for six months, plus supplies and administration fees.

*Community Integration Table: \$15,000*

Council has required that a Community Integration Table be implemented for this location. This type of table typically includes a variety of people representing shelter operators, shelter guests, RCMP, Bylaw, City or other local government representation, health service providers connected to the site, and both residential and commercial neighbours. These types of tables meet regularly, usually monthly, from before the shelter opens to after the shelter season.

The purpose of a Community Integration Table is to:

- Build relationships between members that support proactive problem solving.
- Assist with developing good neighbour policies that speak to common neighbourly disputes such as noise, etc.
- Create opportunities for neighbourhood connections such as open houses, shared meals, community clean-ups and other events.
- Discuss and support shelter service outcomes, including impacts on guests, neighbours, and the broader community of Courtenay.
- Contribute to mid-season and season-end reports that summarize the outcomes of the above activities and are made available to the public.

To ensure such a table is effective, financial support will be required to fund facilitation, honoraria for people with lived experience participating, and a budget for food, drink and community events.

The estimated costs are:

- \$10,500 estimated cost for facilitation.
- \$1,500 for honoraria for peer participation
- \$3,000 recommended budget for meeting costs and community events.

*Summary of Community Integration and Safety Costs (Annual)*

Item	Annual Funding Request
Community Outreach and Engagement position	\$40,000
Peer Outreach and Engagement	\$20,900
Community Integration Table	\$15,000
<b>TOTAL</b>	<b>\$75,900</b>

**BUILDING USE FEES: \$72,900**

The City typically leases unused buildings and as such properties are part of their revenue stream.

The market lease rate calculations for the property at 971 Cumberland Road are based on its total area of 4,847 square feet and an estimated market lease rate of \$14 per square foot. This results in a monthly market lease amount of \$5,650, totaling \$33,900 for six months.

The City applied a subsidized rate of approximately 57% to the market lease rate of this property, in line with lease rates applied to other similar properties with similar uses in the City<sup>2</sup>. Based on the commercial market lease value of this property, the subsidized monthly rent would be \$3,220<sup>3</sup>, plus utilities, or \$19,320 for six months.

BC Housing has informed the City it will only pay \$1,600 in monthly rent, or \$9,600 for six months representing a \$9720 annual shortfall in the nonmarket rent proposed and a total of \$24,300 in below market lease subsidy annually, resulting in \$72,900 subsidy over three years. This is assuming that the building would be leased or used by the City during the other six months of the year.

*Rent Rates and Below Market Lease Subsidy*

<b>Non-Market Proposed Rent</b>	<b>Market Rent (A)</b>	<b>Non-Market Proposed Rent (B)</b>	<b>Below Market Lease Subsidy (6 months, A-B)</b>	<b>Below Market Lease Subsidy (3 years)</b>
<b>Per Month Rent</b>	\$5,650	\$3,220		
<b>Six Month Total Rent</b>	\$33,900	\$19,320	\$14,580	\$43,740

<b>BCH Confirmed Rent</b>	<b>Market Rent (A)</b>	<b>BCH Confirmed Rent (C)</b>	<b>Below Market Lease Subsidy (6 months, A-C)</b>	<b>Below Market Lease Subsidy (3 years)</b>
<b>Per Month Rent</b>	\$5,650	\$1,600		
<b>Six Month Total Rent</b>	\$33,900	\$9,600	\$24,300	\$72,900

**CITY CONTRIBUTION – STAFF TIME AND CONSULTING FEES (\$78,500)**

Above and beyond the services identified above, the City of Courtenay has invested significant time and funds into ensuring that a Temporary Winter Shelter is provided in our community for the 2025/2026 winter season. Since the seasonal closure of the 2024/2025 EWR, the City has provided over 300 staff hours (May to November 2025, \$28,500) towards the facilitation and

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<sup>2</sup> The City does lease other buildings for sheltering services and does receive payment from the non-profit operators who use them through their agreements with BC Housing.

establishment of the Temporary Winter Shelter at 971 Cumberland Rd, over and above services the City would regularly provide.

Additionally, the City secured the support of Urban Matters CCC to do work beyond current staff capacity (\$50,000) and to support shelter activation and its integration into the community. The purpose of the consultant is to ensure the City has dedicated resources for prompt and proactive response to community needs related to winter sheltering, to liaise with the shelter operator and to fill a gap in staff capacity, including leading the establishment and implementation of the Community Integration Table.

Office of the Chair

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



**RECEIVED**

November 7, 2025

File: 6410-20/RGS Minor Amendment

November 7, 2025

**TOWN OF COMOX**

Sent via email only: town@comox.ca

Mayor Nicole Minions  
1809 Beaufort Ave  
Comox, BC V9M 1R9

LOG: 25-470	REFER:	AGENDA: RCM 19Nov25
FILE: 0400-60	ACTION: MR	

Dear Mayor and Council:

Copies: Council  
JW/RH/SR/CD

**Re: Statutory Notice and Request for Comment – Proposed Regional Growth Strategy Minor Amendment**

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The Comox Valley Regional District (CVRD) Board is undertaking a minor amendment to the [Comox Valley Regional Growth Strategy Bylaw No. 120, 2010 \(RGS\)](#). This amendment does not alter the overall growth framework, vision, goals, or policies. Its purpose is to update references to Census data, reference the Board's strategic driver regarding Indigenous relations, delete redundant references, and revise mapping in accordance with municipal boundary changes.

Pursuant to Section 437(2) of the *Local Government Act* and Part 5.2 of the RGS bylaw, the CVRD Board provides formal notice of its intent to consider first reading of:

Bylaw No. 810, Comox Valley Regional District Regional Growth Strategy  
Bylaw No. 120, 2010, Amendment No. 2 (RGS Minor Amendment)

Meeting Date and Location:

- Tuesday, December 9, 2025, at 4:00 p.m.
- CVRD Civic Room, 770 Harmston Avenue, Courtenay

Please submit written comments on the proposed bylaw by Monday, December 8, 2025.

To support your review, [an online folder](#) is available containing the draft bylaw, an annotated version showing changes, and related staff reports.

Background

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

In May 2023, the CVRD Board initiated a RGS amendment process under the *minor amendment* provisions of the LGA. Affected local governments were notified in August 2023.

In March 2025, the Board confirmed that the proposed amendment meets the criteria for a minor amendment under the LGA and the RGS bylaw and approved the consultation plan. Feedback consistent with the scope of a minor amendment has been incorporated into the draft. Broader comments that fall outside the scope have been recorded for consideration in the next comprehensive RGS review, anticipated in 2027.

### Scope of the Amendment

The amendment includes limited and technical updates to improve clarity and consistency:

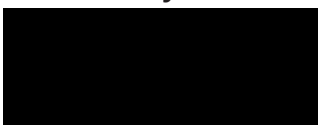
- Update population and employment projections;
- Update maps to reflect lands incorporated into municipalities;
- Update language to reflect the K'ómoks First Nation treaty process and include a reference to the Board's Indigenous Relations strategic driver;
- Apply the Indigenous Relations strategic driver to language used in Part 4 (1)(c);
- Update Greenhouse Gas Emissions reduction targets;
- Remove static policy indicators and incorporate them into the [online RGS Performance Monitoring Dashboard](#);
- Delete obsolete references, such as "Comox Valley Economic Development Society";
- Add a reference to develop "action plans" for each of the eight RGS goals.

### Contact Information

For questions or further details, please contact Alana Mullaly, General Manager of Planning and Development Services, at [amullaly@comoxvalleyrd.ca](mailto:amullaly@comoxvalleyrd.ca) or 250-334-6051.

Thank you for your attention and continued collaboration on regional planning matters.

Sincerely,



Will Cole-Hamilton  
Chair

[Enclosure via Sync](#)



cc: James Warren, Chief Administrative Officer  
Alana Mullaly, General Manager of Planning and Development Services  
Robyn Holme, Manager of Long-Range Planning and Sustainability  
Brian Chow, Planner II - Long Range  
Jordan Wall, CAO of Town of Comox, jwall@comox.ca

**RECEIVED**

November 6, 2025

**TOWN OF COMOX****Comox Valley Marina Ltd.**

P.O. Box 20019, Comox, B.C. V9M 4H3

Located at:

1805 Beaufort Ave., Comox, B.C. V9M 1B9  
VHFA66A

Phone/Fax: 250-339-2930

LOG: 25-471	REFER:	AGENDA:
FILE: 3360-20	ACTION: MR	RCM 19Nov25

Copies: Council  
JW/RH/SR/CD**To:** Mayor and Council**From:** Allan Gornall, General Manager, Comox Valley Marina Ltd. (CVML)**Date:** November 6<sup>th</sup>, 2025**Subject:** Summary of Proposed Rezoning Request: CVML South Marina Expansion

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**Purpose of Request:**

To seek zoning alignment of the Marine Zones M1.2 to M2.2 from the Town of Comox to permit the expansion of marina infrastructure at the Comox Valley Marina, south of the existing breakwater. This request is in support of CVML's water lot expansion request to satisfy provincial government requirements. The proposed expansion, referred to as CVML South, is intended to meet current and projected demand for moorage, improve marina functionality, and support increased economic activity in the Comox region.

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**Project Rationale & Background:**

Comox Valley Marina Limited is responding to growing regional and international demand for marine moorage that exceeds the capacity of its current facility. CVML South is designed to enhance Comox's standing as a premier boating destination along the BC coast, particularly for vessels traveling to Desolation Sound and the Broughton Archipelago.

The expansion also supports the interest of Harbour Air in providing year-round seaplane service, as the additional marina infrastructure will provide greater wave protection in the southwestern basin area currently used by seaplanes.

In the past six years, the demand for moorage in the Comox Basin has been very strong. CVML, the Harbour Authority and the Municipal Marina are all full and have waiting lists. Compounding the problem is the fact that both Municipal Marina and CVML were developed 20-40 years ago and have smaller slips for shorter and narrower boats. Whereas the market trend is for larger boats with wider beams. Responding to this dynamic, other BC marinas similar in size to CVML have rebuilt their marinas by enlarging their fairways and lengthening and widening their slips. Thus, older marinas with 250 slips, have refurbished their marinas within the same foreshore providing only 150 slips for larger vessels. The problem with doing that is, several long-standing and loyal customers with smaller boats can no longer afford to lease the

larger slips and 40% of our existing customers will be forced out of the market. Thus without CVML South capacity will ultimately be reduced rather than expanded to meet demand.

The advantage of building CVML South would be to provide a larger number of slips for 40-60ft (and larger) vessels. By Phase 3 (See below), it would also provide over 2600 linear feet of room for transient vessels for which there is an extreme shortage in the peak seasons (June-Sept). By providing this transient space, Comox would soon become a more desirable visiting station for the many boats transiting the Inside Passage or on route to or from Desolation Sound.

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## **Project Description**

### **Location:**

South of the existing rock breakwater in the Comox Marina Basin.

### **Protection:**

The new marina section will be protected by floating breakwaters. These will be constructed off-site (in Campbell River) and installed in Comox.

### **Design & Orientation:** (See Attachment 1.)

- The marina expansion will have a polygonal footprint oriented southward from the current facility.
- This orientation provides the most suitable design and vessel placement to minimize loading due to prevailing Southeast and Northwest winds.
- The configuration is designed to balance maximum vessel capacity with minimal environmental and navigational impact.
- Layout will ensure safe vessel maneuverability and compatibility with existing traffic patterns in the harbor.
- Additional wave attenuation will improve operating conditions for nearby marine operations, including Harbour Air.

### **Size:**

The expansion area is proposed in three phases, with final dimensions and coordinates subject to environmental and engineering approvals. The application to expand the water lease boundaries that are being submitted to the Province of BC are highlighted in Attachment 1. This will include a 30 meter expansion to the current Western boundary line, a 372m expansion to the South, and a 250m expansion to the East outside of adjacent waterlots. This has a total proposed additional area of 13.7 hectares. All infrastructure projects will require substantial investment, and to justify same CVML also requests a new 30-year lease term.

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## **Development Phases**

Phases 1 and 2 may develop concurrently based on market demand and construction economics.

**Phase 1: Immediate Expansion**

- Construction of 45 slips ranging from 40-60ft.
- Provides 1100 linear feet of transient moorage.
- Targets current demand and enables active promotion of Comox as a key destination for boaters from the Vancouver and Seattle regions.

**Phase 2: Future Capacity (Subject to Demand)**

- Adds approximately 45 slips.
- Provides a total of 1300 linear feet of transient moorage.
- Aims to serve seasonal and absentee boaters, many of whom will arrive via air travel to Comox.
- Will reduce parking pressure but increase the need for marina-side services such as:
  - Vessel maintenance and cleaning
  - Boat husbandry
  - Provisioning and victualling

**Phase 3: Future Capacity (Subject to Demand)**

- Adds approximately 150 slips.
  - Provides a total of 2600 linear feet of transient moorage.
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**Economic Development:**

Phase 1 - 3 improvements or enhancements are supported by a recent publication commissioned by the Town of Comox that focuses on an economic development strategy – waterfront and marine infrastructure. Some of the highlights from the report that support this application include:

- A vision to create a “working” marina providing seamless marine integration within a “greater” downtown.
  - The importance of the Town’s marine gateway with air access - via Harbour Air - is a critical asset for the Town. The marine gateway supports the Town’s residents, businesses, community organizations, livability, and visitation.
  - Generate financial benefits to the Town of Comox businesses with the integration of additional transient moorage spaces for visiting vessels.
  - Integration of new transient moorage in the marina, resulting in increased revenue, services and jobs.
  - Expansion of the marina to accommodate a large number of vessels currently awaiting slips.
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**Request for Rezoning:**

The Comox Zoning Bylaw 1850 supports the development and expansion of the marina under the current zone (M2.2 Marine Commercial). The area outside of our current waterlot to the South is zoned M1.2 – Marine Recreation and Aquaculture. Although this zone allows for the construction of breakwaters and accessory structures, CVML zoning alignment for future expansion South to include dockage prior to the construction of a marina.

CVML is committed to completing the necessary environmental assessments, detailed design work, and provincial permitting processes.

Attachment 1.

