

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY DECEMBER 3, 2025

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

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

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

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

- (4) a. [Adoption of Regular Council Minutes](#)

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

- (10) b. [Adoption of Special Council Minutes](#)

THAT the Minutes of the Special Council Meeting, held in d'Esterre on Wednesday, November 26, 2025, be Adopted.

- (12) c. [Adoption of Public Hearing Minutes](#)

THAT the Minutes of the Public Hearing Meeting, held in d'Esterre Seniors Centre on Wednesday, November 26, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

1. Ted Reiniger: Pickleball in Comox - Request to build Courts and to add Lights at Highland Park

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

2. Gord Baudais: Remembrance - Veteran's Crosswalk Proposal

3. Larissa Rutquist, Board Member (DIG FM Radio): Letter of Support-CRTC Application

4. Nicole MacDonald (Mayor, City of Pitt Meadows): Concerns Regarding Bill M 216 – 2025 Professional Reliance Act.

7. UNFINISHED BUSINESS:

- a. [Delegation at November 19, 2025 Regular Council Meeting: Stuart Robinson, BIA Director & Barbara Hansen, BIA Vice President \(Comox BIA\): Invitation of Council to discuss local tourism function](#)

ITEM SUMMARY: The Comox BIA outlined how a formal local tourism service would help grow marine and nature-based tourism, support local jobs, and align with Council's existing plans and priorities. They asked Council to move ahead with the Tourism Bylaw and partnership agreement so work can begin on marketing, grants, and new tourism pages on the Town's website in early 2026.

(193) b. [Modular Pump Track](#)

THAT Council approve a budget of \$155,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget and approve a 0.006% tax increase or a \$0.98 annual tax increase per household.

(202) c. [Official Community Plan Bylaw No. 2054 Update](#)

THAT Council give third reading to Official Community Plan Bylaw No. 2054, as amended by adding Section 7.5.8 to the Exemptions of the Sensitive Ecosystems Development Permit Area policies to state:

"Landscaping projects completed by hand, including the creation of garden beds and the planting of trees and shrubs, provided no existing trees are removed."

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

(365) a. [Mack Laing Update](#)

ITEM SUMMARY: For information only.

(376) b. [Records Management System](#)

1. THAT Records Management Bylaw No. 2050 be given First, Second and Third Readings.

2. THAT Policy CCL-085.0, Records Management Framework Policy, be Approved.

(376) b. [Records Management System](#)

3. *THAT the 2025 Budget for the assessment and implementation of an electronic records management program, in the amount of \$20,000, be carried forward to the 2026 Budget.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday November 19, 2025

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

Absent: J. Kerr, J. Meilleur

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 18 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

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

(2025.456) -- CARRIED

3. DELEGATIONS:

a. Twila Skinner, General Manager (Comox Valley Farmers' Market Association): Update on 2025 Season & Look Ahead to 2026

The Farmers' Market Society shared that the 2025 Comox summer market drew strong attendance, featured over 30 vendors and community activities, and generated an estimated \$127,500 in economic impact. They outlined plans for 2026 to extend the season, adjust hours, expand vendors and programming, and add special events, while thanking Council for its continued support.

b. Stuart Robinson, BIA Director & Barbara Hansen, BIA Vice President (Comox BIA): Invitation of Council to discuss local tourism function

The Comox BIA outlined how a formal local tourism service would help grow marine and nature-based tourism, support local jobs, and align with Council's existing plans and priorities. They asked Council to move ahead with the Tourism Bylaw and partnership agreement so work can begin on marketing, grants, and new tourism pages on the Town's website in early 2026.

4. ADOPTION OF MINUTES:

AT 5:37 P.M. COUNCILLOR GRANT LEFT THE MEETING.

a. Adoption of Minutes

Adoption of Minutes

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

(2025.457) -- CARRIED

AT 5:41 P.M. COUNCILLOR GRANT RETURNED TO THE MEETING.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Nautical Days Committee Minutes (Oct 29, 2025)

Nautical Days Committee Minutes

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

(2025.458) -- CARRIED

b. Strategic Planning Committee Meeting Minutes (Nov 12, 2025)

Strategic Planning Committee Meeting Minutes

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

(2025.459) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. Carol Schinkel: Remembrance Veteran's Crosswalk Proposal

(2025.460) -- CARRIED

7. UNFINISHED BUSINESS:

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

Airport Temporary Parking

Council discussed the temporary parking request from the Comox Valley Airport Commission.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Solid Waste Fees Amendment for 2026

Solid Waste Fees Amendment for 2026

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

(2025.461) -- CARRIED

10. NEW BUSINESS:

a. Traffic Complaints

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.

(2025.462) -- CARRIED

b. Zoning Bylaw No. 2056

Zoning Bylaw No. 2056

1. *THAT Council give first and second readings to Town of Comox Zoning Bylaw No. 2056, as amended to permit coach houses on lots that are 1500 m² or larger in the draft R-CL (Cape Lazo Residential) zone.*

AMENDING MOTION:

THAT Schedule "A" – Zoning Map be amended by expanding the boundary of the M-2 (Marina) zone to include the south marina expansion area, as shown in Attachment 1 of the correspondence titled "Allan Gornall, General Manager (Comox Valley Marina Ltd): Marina Zoning Alignment – South Marina Expansion" in the November 19, 2025 Regular Council meeting agenda.

(2025.463) -- CARRIED

2. **MAIN MOTION AS AMENDED:**

THAT Council give first and second readings to Town of Comox Zoning Bylaw No. 2056, as amended to:

1. *permit coach houses on lots that are 1500 m² or larger in the draft R-CL (Cape Lazo Residential) zone, and*
2. *amend Schedule "A" – Zoning Map by expanding the boundary of the M-2 (Marina) zone to include the south marina expansion area, as shown in Attachment 1 of the correspondence titled "Allan Gornall, General Manager (Comox Valley Marina Ltd): Marina Zoning Alignment – South Marina Expansion" in the November 19, 2025 Regular Council Meeting agenda.*

(2025.464) -- CARRIED

3. *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.*

(2025.465) -- CARRIED

4. *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.*

(2025.466) -- CARRIED

b. Zoning Bylaw No. 2056

Zoning Bylaw No. 2056

5. *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.*

(2025.467) -- CARRIED

6. *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.*

(2025.468) -- CARRIED

7. *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.*

(2025.469) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. Bob Wells, Mayor (City of Courtenay): Request for Financial Support for Temporary Winter Shelter at 971 Cumberland Rd**

Temporary Winter Shelter at 971 Cumberland Rd

THAT the correspondence dated November 5, 2025, from Bob Wells, Mayor of the City of Courtenay, requesting financial support for the Temporary Winter Shelter at 971 Cumberland Road be received; AND FURTHER,

THAT Council approve funding in the amount of \$31,752 toward the Temporary Winter Shelter, with a follow-up review in years 2 and 3.

(2025.470) -- CARRIED

b. Will Cole-Hamilton, Chair (Comox Valley Regional District Board): Statutory Notice and Request for Comment – Proposed Regional Growth Strategy Minor Amendment

Proposed Regional Growth Strategy Minor Amendment

1. *THAT the correspondence from Will Cole-Hamilton, Chair of the Comox Valley Regional District Board, regarding the Statutory Notice and Request for Comment on the proposed Regional Growth Strategy Minor Amendment, be received; AND FURTHER,*

THAT Council confirms its support for the overall proposed amendment.

AMENDING MOTION:

THAT the main motion be amended to request clarity on what the action plan for each of the eight Regional Growth Strategy goals include.

(2025.471) -- CARRIED

2. *MOTION AS AMENDED:*

THAT the correspondence from Will Cole-Hamilton, Chair of the Comox Valley Regional District Board, regarding the Statutory Notice and Request for Comment on the proposed Regional Growth Strategy Minor Amendment, be received; AND FURTHER,

THAT Council confirms its support for the overall proposed amendment and requests clarity on what the action plan for each of the eight Regional Growth Strategy goals include.

(2025.472) -- CARRIED

c. Allan Gornall, General Manager (Comox Valley Marina Ltd): Marina Zoning Alignment - South Marina Expansion

South Marina Expansion

THAT the correspondence dated November 6, 2025, from Allan Gornall, General Manager of the Comox Valley Marina, regarding the proposed rezoning request for the CVML South Marina Expansion, be received.

(2025.473) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised of the upcoming Comox Valley Rotary Christmas Cookie Auction to be held at 40 Knots Winery on Tuesday, December 2, 2025.

b. Councillor Swift

Councillor Swift advised of the Christmas Outdoor Winter Market to be held at Filberg Park from 3:00-7:00 p.m. on Saturday, November 22, 2025.

c. Councillor Haslett

Councillor Haslett attended the Downtown Courtenay Christmas Tree Light event on Friday, November 14 on behalf of Mayor Minions.

d. Councillor Grant

Councillor Grant attended the TAC PAC meeting on behalf of Councillor Swift, as well as the Remembrance Day ceremony hosted by the Royal Canadian Legion Comox Branch #160.

e. Mayor Minions

Mayor Minions announced the upcoming BIA Downtown Comox Tree Lighting & Winter Market on November 21, 2025, and the Filberg Park Christmas Outdoor Winter Market on November 22, 2025, and reported attending the following events:

- the Remembrance Day ceremony, thanking all participants, including the Comox Fire Department;
- a leadership roundtable with 19 Wing, the RCMP, and local mayors, where 19 Wing noted expected growth and the RCMP outlined plans for a larger detachment and active recruitment.

She also noted that a press release will be issued for the Town's 80th Anniversary on January 14, 2026, which will include a short Council meeting, an open house at the Comox Archives and Museum and the Pearl Ellis Art Gallery, and a week of events. Residents and businesses are invited to submit photos from the past 80 years.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:42 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday November 26, 2025

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

Absent: J. Meilleur

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
R. Houle, Director of Development Services

Call to Order:

The meeting was called to order at 4:40 P.M. with 4 members of the public in attendance.

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

1. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the Special Council Meeting Agenda for Wednesday, November 26, 2025 be Adopted.

(2025.474) -- CARRIED

2. AGENDA ITEMS:

a. Town of Comox Zoning Bylaw No. 2056

Zoning Bylaw No. 2056

1. *THAT Second Reading of Town of Comox Zoning Bylaw No. 2056 be rescinded.*

(2025.475) -- CARRIED

2. *.THAT Town of Comox Zoning Bylaw No. 2056 be amended at Second Reading to amend Schedule "A" - Zoning Map to reduce the boundary of the M-2 (Marina) zone to exclude the south marina expansion area, as shown in Attachment 1 of the correspondence titled "Allan Gornall, General Manager (Comox Valley Marina Ltd): Marina Zoning Alignment – South Marina Expansion" in the November 19, 2025 Regular Council Meeting agenda.*

(2025.476) -- CARRIED

3. *THAT the Town of Comox Zoning Bylaw be referred to a Public Hearing to be scheduled on December 10, 2025, at 5:00 pm at d'Esterre Seniors' Centre, 1801 Beaufort Avenue, and advertised as required by the Local Government Act.*

(2025.477) -- CARRIED

4. *THAT Council's November 19, 2025 resolution No 2025.468, which required that a no-build covenant be registered on the of 1000 Pritchard Road, identifying future registration of road dedications prior to construction occurring on the lot, be rescinded.*

(2025.478) -- CARRIED

a. Town of Comox Zoning Bylaw No. 2056

Zoning Bylaw No. 2056

5. *.THAT prior to adoption of Town 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:*

- 10.0m wide road dedication along the north property line to facilitate an extension of Brighton Road; and*
- 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.*

(2025.479) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:44 P.M.

CARRIED

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

MAYOR

CORPORATE OFFICER

**Public Hearing Report and Meeting Minutes
held in d’Esterre Seniors Centre
on Wednesday November 26, 2025**

<u>Present:</u>	Mayor	N. Minions
	Councillors	S. Blacklock, K. Grant, C. Haslett, J. Kerr, J. Meilleur, M. Swift
	Absent	Nil
	Staff	J. Wall, Chief Administrative Officer S. Russwurm, Corporate Officer R. Houle, Director of Development Services

The Public Hearing Meeting was called to order at 5:00 p.m. with 213 members of the public in attendance.

Mayor Minions respectfully acknowledged 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.

PUBLIC HEARING STATEMENT

Mayor N. Minions made the following statement:

This This Public Hearing is hereby convened pursuant to Section 464 of the Local Government Act for the purpose of hearing representations those persons who believe that their interest is affected by the proposed **Official Community Plan Bylaw No. 2054**.

Proposed *Official Community Plan Bylaw No. 2054* has received first and second readings but has not passed third reading or been adopted by Council.

Notices of this Public Hearing have been published in accordance with the requirements of the Local Government Act. Also, a copy of the proposed bylaw, supporting documentation and any submissions to Council received from the public have been available for inspection at Comox Town Hall as required by the Local Government Act. Copies are also available for review at the desk of the Clerk.

To maintain order and to ensure everyone has a reasonable opportunity to be heard, I ask that each person wishing to speak first sign the Speaker’s List, located at the desk of the Clerk. All speakers will be asked to speak by the Chair. Once called by the Chair, please begin your presentation to Council by clearly stating your name and address. Please limit your presentation to five minutes.

After all have had an opportunity to be heard, anyone wishing to have further input may once again sign the Speaker’s List.

Council will not debate with each other or members of the public. Council will not answer questions; we are here to hear from you. Technical questions may be directed by the Chair to the staff.

Everyone will be given a reasonable opportunity to be heard at this meeting. No one will be, or should feel, discouraged or prevented from making his or her views heard. Please refrain from any conduct that would intimidate others or discourage them from speaking.

In addition, if you wish to provide a written submission during this Public Hearing, you may do so by leaving a copy at the desk of the Clerk or by sending an email to council@comox.ca. Note that written submissions (including emails to Council) must be received before the end of the Public Hearing.

Bylaw Summary

OFFICIAL COMMUNITY PLAN BYLAW NO. 2054.

In general terms, the purpose of proposed Official Community Plan Bylaw 2054 is to outline the Town's long-term vision for the community and direct future development. The Official Community Plan update will offer guidance on important policy areas, including transportation, the environment, climate change, parks and trails, infrastructure, economic development, culture, recreation, as well as truth and reconciliation., and other key elements that shape how a community grows and functions.

PUBLIC HEARING SUBMISSIONS

Mayor N. Minions made the following statement:

Written – To ensure that written submissions are included in the minutes of the meeting, please ensure that all are submitted to the desk of the Clerk or via email to council@comox.ca before the end of the meeting.

Verbal – The proposed bylaw is now open for discussion.

Summary of Speakers:

1. Alex Jegier, 2355 Valley View Drive, Courtenay, thanked Council for supporting d'Esterre Senior Centre in the OCP, shared a personal perspective on lack of available housing for his family in Comox, and expressed support for mixed housing and adoption of the OCP.
2. Edward Truman, 1912 Comox Ave, asked Council to delay the decision until a new Council is in place or until a referendum could be held.
3. Peter Galpin, 1789 Beaufort Ave, expressed concerns about the Town not requesting input from the community and stated people should decide what the community should be.

4. Andrew Rice, 2347 Stirling Place, Courtenay, expressed concerns that the OCP misses major housing needs and noted that people want to move here, while adding that he supports the OCP/density and believes the Town must build upward as there is no space for new subdivisions.
5. Bill Schneider, 1797 Centennial Ave, stated that the golf course already provides recreation and does not need added connectivity, noting that it caters to the working population, the design is predetermined, and no one wants high-density development.
6. David Durrant, 630 Church St, a long-time resident stated strong opposition to the OCP, emphasizing that development should remain proportional, building on fill should not occur, and that climate and seismic advice must guide decisions, with livability and community character put first.
7. Mary Whyte, 1912 Comox Ave, noted that she started the Keep Comox's Charm Facebook page, said the OCP goes far beyond the group's original concerns, and reported 64,700 views showing strong public interest, and urged Council to listen to the community.
8. Mel McLaughlin, 1688 Dogwood Ave, from Save Comox Trees, reiterated their call for a tree-cutting moratorium, urged delaying third reading until a tree bylaw is passed, referenced the 2011 traffic study, and asked that the default speed limit be lowered below 50 km/h.
9. David Proctor, 282 Comox Ave, stated affordable housing isn't possible without added density and stressed the need for higher density in the downtown.
10. John Neville, 170 Bay Court, owns the CV Marina and noted the site has petitioned for a comprehensive development zone and could accommodate a hotel, and emphasized the need for density, adding that avoiding building up leads to costly sprawl and that taxes increase less with higher-density growth.
11. Martha Wetmore, 1533 Mulberry Lane, opposed the plan, saying Comox is losing its charm and the waterfront won't be affordable for the average family, adding that while she accepts growth, she does not support six-storey buildings and questioned whether infrastructure and traffic can be safely managed.
12. Earl Beaudry, 1198 Anderton Rd, asked a question about a property in Comox.
13. Barb Clement, 142 Manor Place, noted that Manor Place has only one access point, that traffic in and out is already busy, raised evacuation concerns, and said a four-storey Manor is incongruent with the area.
14. Colin Park, 1467 Balmoral Ave, warned that developers have too much influence, said he isn't opposed to some increase in height but not in the downtown or on the waterfront, and referenced a book on public investigations into the disappearance of communities.

15. Carol Molstad, 351 Church St, explained that third spaces are social environments separate from home and work where people gather, build relationships, and connect, stating the dog park is an ideal third space, but noted it isn't usable in summer because of ground wasps.
16. Tim Down, 2310 Guthrie Rd, voiced concerns that his children won't have the same opportunities without a wider range of housing, noted the value of neighbourhood mixed-use nodes and managed growth, and expressed support for the OCP's direction.
17. Bud Taylor, 1582 Balmoral Ave, commended Council on the traffic circles, questioned why the Province is requiring Comox to adopt a new OCP by December, and complimented the flower boxes at the Lorne site.
18. Marianne Enhorning, 358 McLeod St, is a long-time resident who supports some density but not city-scale growth, urged four-storey cap, opposed removing mature trees for six-storey Buena Vista project, suggested Anderton or Guthrie instead.
19. Stuart Robinson, 1712 Dogwood Ave, stated housing and density planning is essential for future opportunities, stressed the need for a guiding plan, appreciated Council's work with local businesses, noted the strain when employees can't live in town, and supported the OCP.
20. Matt McManns, 2141 Downey Ave, understands the need for development but opposes six-storey buildings and believes anything above four storeys doesn't belong in Comox.
21. John Neilson, 1500 Balmoral Ave, as Brooklyn Creek Watershed Society president, Brooklyn Creek Watershed Society president, supported urban forest plans, noted canopy dropped from 27% to 25%, and raised height concerns on Comox and Buena Vista.
22. Martha Gerow, 1907 Buena Vista Ave, concerned about six storeys on Buena Vista, citing tree survival at 3–4 storeys, canopy loss, shadow impacts, and need for traffic calming before added density.
23. Cheri Donaldson for Bill Toews, 1812 Comox Ave, spoke in support of the OCP, saying its focus on more housing doesn't change Comox's character but helps young families, supports aging in place, and provides options for local workers.
24. Rod Sutton, 857 Deal St, agreed with many speakers, called for more transparency, additional roundabouts, clarity on affordable housing delivery, and reporting on housing units built.
25. Derek Constantino, 518 Spitfire Dr, stated Comox must add 3,300 units and, with no room to expand outward, must build up. Noted six storeys isn't a high-rise, early floors aren't financially viable and downtown needs more residents. Urged Council to stay the course.

26. Kurt Reimer, 1480 Baybrook Dr, as a business owner, questioned lack of redevelopment at Edgewater and Lorne, noted core lacks land and workers, said adding two storeys won't erase Comox's charm, and supported the proposed OCP.
27. Stefan Scott, 1747 Beaufort Ave, isn't against density and knows growth won't stop, but wants a middle ground, adding that six storeys on Beaufort doesn't make sense and that European oceanfront towns show high density can still be visually appealing.
28. Yvette Crane, 2250 Manor Place, stated an open-minded approach is essential and that slow growth with careful densification is the best path, stressing the need to safeguard the community and include an urban forest management strategy in the OCP.
29. Lynne Blair, 1720 Beaufort Ave, referenced a 1986 Healthy Community study of a Nordic community that placed senior housing on second floors above commercial space and said Council should look to similar examples for building community.
30. Shawn Vincent, 1705 Comox Ave, noted similar concerns existed 20 years ago despite growth; highlighted tree preservation and the award-winning five-storey Berwick; questioned why height specifically is an issue.
31. Tim Krutzmann, 1239 Beckton Dr, stated that, as a golf club member, that recreation demand in Comox is high and it would be short-sighted to repurpose the golf course.
32. Carla Hundley, 2040 Wallace Ave, stated Comox has grown less affordable, the core is already dense, and opposed building in the town center; noted community division and doubted condos attract residents.
33. Chris Gerow, 358 McLeod St, opposed the OCP, arguing that densification is unsuitable given local constraints, preferred low-rise development, saw no traffic planning, emphasized protecting urban trees, and urged Council to revise the plan.
34. Bonnie Brett, 1895 Buena Vista Ave, requested Council delay OCP adoption, citing mature Douglas firs and concerns about building heights being out of character for Comox. Supported densification but urged a more creative approach.
35. Zim Zimmerman, 500 block King Rd, supported added density but stressed preserving community character, suggested village centres instead of taller buildings, questioned focusing growth in established areas, and said affordability won't be solved by 6-storey development.
36. Doug Veale, 2025 Beach Dr, opposed high-rise growth in Comox, noting slow historic population increase and arguing for low-rise development in town while directing taller buildings to a satellite village outside the urban area.

37. Mel McLaughlin (2nd time), 1688 Dogwood Ave, urged Council to push back against provincial pressure, questioned development near the golf course, and challenged claims that builders cannot profit on homes priced around \$1 million.
38. Paul White, 1912 Comox Ave, supported development but felt residents aren't heard, opposed six-storey buildings, questioned projections, and urged postponing third reading.
39. Carla Hundley (2nd time), 2040 Wallace Ave, noted downtown businesses are stable, recalled past struggles, encouraged looking to European architectural examples, and said several underused pocket areas deserve thoughtful development.
40. John Chislett, 303 Church St, stated the issue is design quality rather than height, encouraged reinstating a design panel to improve pedestrian character, and felt recent 4-storey buildings near the old hospital don't reflect the community's character.
41. Jay van Oosten, 1740 Linden Ave, raised transportation concerns and suggested reducing speed limits from 50 km/h to 40 or 30 km/h.

Close of Public Hearing:

There being no further speakers wishing to make representation, Mayor Minions made the following statement:

I remind those present that legal considerations prevent the members of Council from considering any representation made after the close of this Public Hearing item.

Before closing this Public Hearing item, I am going to call three times for any further speakers.

For the first time, is there anyone who wishes to make any further representation? For the second time, is there anyone who wishes to make any further representation? For the third time, is there anyone who wishes to make any further representation?

There being no further speakers, I declare this Public Hearing item closed.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:51 p.m.

CARRIED

Submissions received before 12:00pm on November 26 are attached to these minutes:

1. Email received from Karen Chrysler, #6-351 Church street
2. Email received from Helen Koziol & Wilf Craats, 1933 Taylor Ave
3. Second email received from Helen Koziol and Wilf Craats, 1933 Taylor Ave
4. Email received from Alison Rimmer, 1952 Buena Vista
5. Email received from Ian Patterson, 1953 Hamilton Rd
6. Email received from Bruce Abbotts, 555 Haida Street
7. Email received from Dr Leanne Gutierrez and Kyle Herman, 1640 Kingsley Ct

8. Email received from Karin Kratz, 2223 McKenzie Ave
9. Email received from Roger Sum, 630 Williams Rd
10. Email received from Lucy Smythe, #207 1683 Balmoral Ave
11. Email received from Darrell Fisher, 2016 McKenzie Ave
12. Email received from Theresa and Jim Martin, 1510 Juniper Pl
13. Email received from Terry Lawrence, 1716 Totino Pl
14. Email received from Catherine Hannon, 2301 Comox Ave
15. Email received from Carman R. Thompson, 1291 Noel Ave
16. Email received from Janice Nicklin, 1496 Bryant Pl
17. Email received from David Burns, 8-352 Douglas St
18. Email received from Sue Fulkerth, 1263 Potter Pl
19. Email received from Darin Nielsen, 918 Highwood Dr
20. Email received from Ron & Linda Vermeulen, #202-1811 Comox Ave
21. Email received from John Neville, 170 Bay Ct
22. Email received from Evelyn Nixon, 2041 Beach Dr
23. Email received from David and Carol Durrant, 630 Church St
24. Email received from Jaime McDowell, 1903 Beaufort Ave
25. Email received from Mary Wilson, 1784 Spruce Way
26. Email received from Philip Hinds, 879 Hercules Place
27. Email received from Jessica Strobl & Jeff Elliott, 1186 Lazo Rd
28. Email received from Terry Wedel, 1895 Buena Vista Ave
29. Email received from Cheryl Taylor, 481 Holly Pl
30. Email received from Pat Everett, 1067 Kye Bay Rd
31. Email received from Comox Golf Club Board of Directors, 1718 Balmoral Ave
32. Email received from Joanne Wiens, 1418 Kye Bay Rd
33. Email received from Ashley Pinder, 170 Carthew St
34. Email received from Vivian Chislett, 303 Church St
35. Email received from Barbara Clement, 142 Manor Dr
36. Email received from Chantelle Zawila & Kent Gilroy, 1875 Robb Ave
37. Email received from Dianne Sellin, 557 Bambrick Pl
38. Email received from Jim and Nicole Wright, 642 Colby Rd
39. Email received from Bonnie Brett, 1895 Buena Vista Ave
40. Email received from Dr. Andrew Remillard, 364 Butchers Rd
41. Written submission received from L. Huibers, 2063 Murphy Ave
42. Written submission received from Annemarie Pletscher, 1984 Buena Vista Ave
43. Written submission received from Shirley Dumas, 1958 Buena Vista Ave
44. Written submission received from Cathryn W. Thompson, 1291 Noel Ave
45. Written submission received from Ralph Watts, 1833 Robb Ave
46. Written submission received from Mel McLachlan, 1688 Dogwood Ave
47. Second written submission received from Mel McLachlan, 1688 Dogwood Ave

Submissions received at the meeting, are attached to these Minutes:

1. Email received from Eric Alexandre, 175 Bay Ct
2. Email received from Erin Bevans, 1504 Juniper Pl
3. Email received from Catherine Black, 1847 Buena Vista Ave

4. Email received from Kate Casselman, 1765 Linden Ave
5. Email received from Barbara Clement, 142 Manor Dr
6. Email received from Robyn Dickinson, 1415 Noel Ave
7. Email received from Katy Doran, 1081 Mantle Dr
8. Email received from Carol Finley, 2045 Beaufort Ave
9. Email received from Catherine Hannon, 2301 Comox Ave
10. Email received from Roy Heaton, 863 Albion Rd
11. Email received from Sean McDonald, 902 Highwood Dr
12. Email received from Bonnie McGlashan, 2187 Comox Ave
13. Email received from Margaret McKenzie, 360 Fairway Ct
14. Email received from Julie Micksch, 906 Acacia Rd
15. Email received from Neale Mullen, 524 Cormorant St
16. Email received from Denise Reide, 334 Redwood St
17. Email received from Nina Sato, 1789 Beaufort Ave
18. Email received from William Schneider, 1797 Centennial Ave
19. Email received from Shannon Smith, 260 Ivy Pl
20. Email received from May Trieu, 1504 Juniper Place
21. Email received from Jay Van Oostdam, 1740 Linden Ave
22. Email received from Diane Van Oostdam, 1740 Linden Ave
23. Second email received from Jay Van Oostdam, 1740 Linden Ave
24. Third email received from Jay Van Oostdam, 1740 Linden Ave
25. Fourth email received from Jay Van Oostdam, 1740 Linden Ave
26. Email received from Michael Wedge, 1680 McLaughlin Drive
27. Email received from Frank & Jill White, 1912 Comox Ave
28. Email received from Mary Whyte, 1912 Comox Ave
29. Written submission received from Anne Hatlelid, 2069 Beaton Ave
30. Written submission received from Bill Toews, 1812 Comox Ave
31. Written submission received from Brenda Bavin, 197 Ellis St
32. Written submission received from Carla Hundley, 2040 Wallace Ave
33. Written submission received from Carol Mostad, 351 Church St
34. Written submission received from Caroline Wrokel, 243 Beach Dr
35. Written submission received from Catherine Hannon, 233 Comox Ave
36. Written submission received from Christin & Dennis Keeler, 1935 Beaufort Ave
37. Written submission received from Donna Klym, 2310 Guthrie Rd
38. Written submission received from Jeff West, 148 Beach Dr
39. Written submission received from Joanne McKechnie, 1611 Noel Ave
40. Written submission received from John Bavin, 197 Ellis St
41. Written submission received from John North, 1685 Beaufort Ave
42. Written submission received from Laika Heflin, 1809 Buena Vista Ave
43. Written submission received from Lynne Blair, 1720 Beaufort Ave
44. Written submission received from Martha Gerow, 1907 Buena Vista Ave
45. Written submission received from Maureen Denny, 1515 Balsam Ave
46. Written submission received from Nancy Lang, 163 Stewart St
47. Written submission received from Neil Ladell, 1533 Dogwood Ave
48. Written submission received from Patricia Emsley & Brian Stemecki, 1950 Comox Ave
49. Written submission received from Rod Hamerston, 1360 Mountain View Ct

- 50. Written submission received from Rosalind Pattison & Dana Way, 1723 Beaufort Ave
- 51. Written submission received from Sheila Borman & Thomas Bennett, 144 Manor Dr
- 52. Written submission received from Shelley & Leon Bohmer, 1713 Beaufort Ave
- 53. Written submission received from Wayne Matkoski, 2044 Hector Rd
- 54. Written submission received from William Schneider, 1797 Centennial Ave

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

Certified fair and accurate pursuant to Section 890(7) of the Local Government Act.

MAYOR



CORPORATE OFFICER

Town of Comox – Administration

From: Karen Chrysler [REDACTED]
Sent: November 18, 2025 8:09 AM
To: council
Subject: Ocp

RECEIVED

November 18, 2025

TOWN OF COMOX

LOG: 25-478	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Dear Council, I am unable to attend next Wednesday's public meeting on the OCP so I would like to write you about my concerns.

You will be aware thr I am using the Keep Comox's charm info email to make my points.

Please Keep building heights human-scaled (4 storeys or less)_ Please require substantial step-back/terracing to minimize building massing Please Ensure remaining views, natural light corridors are protected. Density can happen without south side 6 storey buildings blocking daylight and leaving north-side properties in shadow.

Integrate density into existing neighbourhoods, respectfully. i think the building beside the golf course is an excellent example of this.

I thank you for your attention.

Karen chrysler
#6-351 Church street
comox, Bc
[REDACTED]

Sent from my iPad

RECEIVED

November 18, 2025

TOWN OF COMOX

LOG: 25-479	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

From: Helen Koziol [REDACTED]
Sent: November 18, 2025 1:04 PM
To: council <council@comox.ca>
Subject: Proposed Town of Comox OCP As Presented Should NOT be Approved

Mayor Minion and Council;

The impact of the proposed OCP has not been clearly and succinctly presented and this document **SHOULD NOT** be approved at the upcoming third and final reading.

This ridiculously large document is sadly lacking an "Executive Summary" that would outline and summarize what the changes would be when compared with the existing OCP and what the final impact the proposed OCP would have on the residents of Comox.

The actual impact to residents of Comox was buried in this verbose, enormous draft document. Our main concern, which will likely be echoed by ALL residents of Comox, is how the changes will directly impact our residential communities. For instance, could the new OCP result in my neighbour's property becoming 4 houses where currently 1 house exists, or could a six-storey apartment building be constructed? What exactly does maximum densification for the Harbourview area mean?

Comox has limited access and egress (Comox Avenue and Guthrie Road). Neither of which can be easily widened to accommodate the proposed increase in population. We live south of Comox Avenue and already have significant difficulty exiting our community safely.

We recognize the town is obligated to address densification as a result of pressure from the federal and provincial governments **HOWEVER** what is being

proposed in the new OCP likely exceeds their mandates. Instead of approving the proposed OCP, Comox should instead take a firmer stance with the governments (as several other municipalities have done) and push back on their densification demands.

We appreciate that significant planning effort went into addressing transportation, services, industrial development, recreation, etc. HOWEVER please see that our primary concern is what the impact of the OCP will have on the existing residential communities. The 15,000 people living in Comox deserve to have it clearly laid out as to how the new OCP will change the residential neighbourhoods.

Only when citizens understand the impact, can the Town get a true read on the public's acceptance of any OCP.

Sincerely,
Helen Koziol & Wilf Craats
1933 Taylor Avenue, Comox

RECEIVED

November 19, 2025

TOWN OF COMOX

LOG: 25-480	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

From: Helen Koziol [REDACTED]

Sent: November 19, 2025 8:30 AM

To: council <council@comox.ca>

Subject: Town of Comox Should Review Why the Mayor of Saanich is Changing Directions

Mayor Minion and Council:

As a follow-up to the e-mail sent to you yesterday, we strongly advise that you review the draft OCP and take serious note of all the push back from residents.

The following are extracts from the November 19th edition of the Victoria Times Colonist:

allay fears of residents who worry Saanich is growing too fast.

Murdock said now is an “opportune time to pivot a little bit and respond to some of what’s been going on in our community.” The scale and pace of change being contemplated in the district have resulted in growing unrest among residents, said the mayor, who argues that he wants to bring the conversation back to “reasonableness.”

“I was finding it increasingly difficult to be able to make an argument against a lot of voices that were saying that what’s proposed is unreasonable,” he said.

In his address to council, Murdock said it’s time to “lower the volume” so residents and the district can have a conversation about how the community will grow.

Now is the perfect time to apply the brakes, push back against governments densification demands and clearly communicate how the OCP will impact residential owners.

Sincerely,
Helen Koziol and Wilf Craats
1933 Taylor Avenue, Comox

RECEIVED

November 18, 2025

TOWN OF COMOX

LOG: 25-481	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

From: Alison Rimmer [REDACTED]

Sent: November 18, 2025 4:43 PM

To: council <council@comox.ca>

Subject: OCP written submission

Mayor Minion and Council
Town of Comox

Good day,

My wish is to add my voice to those who can attend the meeting on Nov 26th. I very strongly support keeping the building height in Comox at a **four storey maximum**. You've been in other towns and we know that low buildings and landscaping are really important. The Parks Department has for decades been outstanding, and we need to keep the buildings low so as not to wreck the feel of the Town. I'd like to see four stories with ample set-backs in our Town, please.

Thank-you for your attention.

Alison Rimmer
1952 Buena Vista
(since 1984)

Town of Comox – Administration

From: ian rhodes [REDACTED]
Sent: November 23, 2025 11:11 AM
To: Town of Comox – Administration
Cc: Planning Dept
Subject: OCP

RECEIVED

November 23, 2025

TOWN OF COMOX

LOG: 25-485	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

To Whom it may concern;

I would like to comment on the current Draft OCP. Specifically the portion regarding the Comox Golf Club. I am not a member of the Comox Golf Club, however I do golf there occasionally.

I take issue with sections 2.18, 20.2 and 20.3 of the OCP.

2.18 - Running an active transportation route through the club is absurd. The course is bordered by Church street on the west and a path on the east. Letting the public walk through the course only invites injury and mayhem when, not if, someone gets hit by a golf ball.

20.2, 20.3 - the town of Comox has enough trouble taking care of the parks it already has without adding more. If there is a burning desire to commune with nature I suggest the town put some meaningful thought into developing and enhancing the waterfront, which is only two blocks away, much like what has been done in Campbell River and Willow Point.

Robert Filberg was clear. He donated the land on condition that it remain a golf course and I believe we should honor his legacy by leaving the Comox Golf Club as is.

Having a golf course in the center of town is an economic benefit, it draws people to downtown Comox. Leave it alone.

Thank you and regards,
Ian Patterson
1953 Hamilton Road
Comox, B.C.

Town of Comox – Administration

From: Bruce Abbotts [REDACTED]
Sent: November 22, 2025 9:00 AM
To: council
Subject: OCP bylaw

RECEIVED

November 22, 2025

TOWN OF COMOX

LOG: 25-486	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Bruce Abbotts 555 Haida Street, Comox BC V9M 4A7
Resident since 1997

I am not in favour of the proposed zoning bylaw proposal increasing height restrictions over four stories in any part of the downtown core including the marina area. The recent renovation of Comox Ave. is ample evidence of the traffic problem which would only be exacerbated by an increased population base should that avenue of egress be compromised. I would hope that our small town flavour be maintained.

Town of Comox – Administration

From: [REDACTED]
Sent: November 22, 2025 9:28 AM
To: council
Subject: North Pritchard neighborhood

RECEIVED

November 22, 2025

TOWN OF COMOX

LOG: 25-487	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Amended with address by our names.

Good morning Council members,

My husband and I are unable to attend the community planning public hearing next week.

Please receive this email as notice that we are absolutely **against** the proposal to change the zoning for developing the North Pritchard neighborhood.

We live on Kingsley Court and this would directly affect us.

Currently we have a peaceful neighborhood with low volume traffic (although already unfortunately increasing with the rise to our population and recent road construction).

With our local wildlife, farmland, and water shed, this is not the area to build high density housing.

A large building would look directly into our backyard, devaluing our property.

Please note our significant concerns. Comox needs to maintain its small town charm and this would ruin the area.

Sincerely

Dr Leanne Gutierrez and Kyle Herman

1640 Kingsley Court, Comox

Sent from my iPhone

Town of Comox – Administration

From: Karin [REDACTED]
Sent: November 23, 2025 5:41 PM
To: council; Planning Dept
Subject: Comment on Proposed OCP November 2025
Attachments: Comment on OCP proposal November 2025.pdf

RECEIVED

November 23, 2025

TOWN OF COMOX

The ability to comment is not as transparent to me as perhaps it is.

Following the news media and several differing web pages, I have settled on emailing the above addresses.

Thank you for the potential to comment on the proposed OCP and the work done to create a vision for the Town of Comox.

Karin Kratz

(Resident at 2223 McKenzie Ave Comox.)

LOG: 25-488	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Karin Kratz

Comox BC

November 23 2025

Town of Comox Council

With regard to The Town of Comox OCP

Thank you for the opportunity to comment on the OCP. While I have missed the opportunities that were offered before, whether from missed notices or not being part of the targeted stakeholders, I am grateful for the opportunity to send in a comment now.

I appreciate that you have created a **Vision for the community**:

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

A vision for the community has been needed to refer all bylaw amendments, development and forward movement.

My commentary will be based on the presented vision for Comox and suggestions on way finding that is essential to truly embrace this vision.

Thank you also for providing the **Guiding Principles** that the Town of Comox will use in its development, expansion, evaluation and community building efforts.

Those Guiding Principles are:

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

I will include the Guiding Principles in my commentary to link the Vision to the Guiding Principles.

Of note, the Vision and Guiding Principles DO NOT include equitable affordability; community personal connectivity (outside education, employment and commerce); access and use of community amenities, infrastructure, land use, and commercial endeavours by persons with diverse abilities.

I am please to note that the OCP will include the acknowledgement of the importance of a public transit to allow residents to 'safely access education, services, amenities, and employment'. For this to be viable it must of course be logical, comprehensive, accessible and scheduled to meet the needs of the people. Currently, as you are all likely aware, the public transit within the Town of Comox, is designed to afford minimal access to areas within Comox. Since 2018, the Public Transit system COMOX route #3 has been, at best a weak feeder to the main CVRD route #1. It has been scheduled to be a lame duck inspiring abandonment of ridership. From West Comox, the Hyland high school is not accessible. Students from Hyland can not take the bus home if they live in East Comox. Persons in East or North Comox can visit West Comox but can not visit East Comox passed the Comox Mall. Connecting buses do not align in scheduling with the internal #3 and no internal bus system exists for getting home after 7 PM. This has inspired a strong preference of car use within and without Comox. I have written often about this situation since 2018. If Comox is serious about 'the Climate Action Plan', 'integrated community planning and neighbourhood nodes', and 'be a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities' that creates "a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities"; then a working effective, consistent public transit that connects the diverse neighbourhoods to employment, education, community amenities and to one another is essential.

Given the demographics, providing public transit that connects the citizens of Comox to all of the above and to the greater CVRD public transit system provides an affordable means of access to the amenities within and without the Town of Comox. Whether seniors, children or young families, public transit is an affordable, accessible transport mode that can be thoughtfully integrated to *encourage* its use and *promote* inter-neighbourhood *connection*. It is well established that use of public transit is a key contributor to Active Transportation. From the government of Canada (though of note, it does not acknowledge differently abled physical travel) :

Active transportation is any form of human-powered travel—most commonly walking and cycling, but also in-line skating or skateboarding. In the context of this project, the term also includes public transit because virtually every transit trip starts and/or ends with an active transportation journey

Or from the government of BC:

The availability and ease of access to different modes of transportation (such as public transit) appear to have a substantial influence on Overall AT Usage in B.C. Two in five respondents typically used a motor vehicle or multiple modes of travelling to and from activities in their communities and overall AT Usage was significantly higher for those who had access to a bicycle and those who lived within walking distance of a transit stop.

In order to increase the opportunities of employment, hospitality, tourism and attraction the current number 3 Comox bus could be scheduled to run in a continuous loop that included the Airport, the military base, and with eventual expansions into greater coverage of the Town of Comox. This would effectively allow the #3 to be a connection bus that connects the

neighbourhoods of Comox to one another and to the commercial, educational and recreational amenities of the Town. This is an enhancement for everyone including the citizens of the greater CVRD in accessing the potential benefits of the Town of Comox. By use of Public Transit and the diminished need and reliance on cars (whether gas or electric) Climate Change and the benefits of Active Transportation is being addressed. The OCP, with an eye to creating the universal access to and smooth flow and schedule for Public Transit can dovetail into and enable access to the current Active Transit emphasis on biking.

While the proposed OCP recognizes the importance of the #1 bus, it fails to recognize the designed and implemented demise of the #3 bus, that continues to diminish the service to over 50% of the population of Comox for contiguous public transit (which it had in 2018). Recognize and acknowledge that a fully scheduled contiguous inter Town Public Transit, that feeds the CVRD #1 bus, AND services the majority of citizens of the Town of Comox is of strategic benefit to accomplish the sustainability, the "Climate Action", expanding the diverse housing, the expanded employment options (including business parks, the Airport corridor) which this OCP hopes to address.

With regard to housing, While the current attitude has been to push development and to create windfall opportunities for developer to charge market value rentals in the name of affordability. However the vision statement of *New development diversifies housing and employment options throughout Comox and is accompanied by concerted efforts to minimize environmental impacts.* opens possibility for low income housing, assisted living, co-operative housing, and other forms of diverse housing mechanisms – throughout the Town of Comox. These diverse housing potentials combined with a solid public transit will accommodate the Town of Comox in any diverse age category. I look forward to the enthusiastic implementation of this possibility.

Incorporating the concept of 'Visitability' (see

<https://assets.cmhc-schl.gc.ca/sf/project/cmhc/pubsandreports/pdf/68661.pdf?rev=30a20832-ce30-465a-b588-4a956235dcd3>) -which advocates for a non-barrier entry, an accessible hallway, a room to meet and a washroom that can be accessed on one floor -is a dramatic community building feature for any community. Incorporating it into development design and build is cheaper upfront than to force renovation and reconstruction. Certainly as advocates *for the citizens* of the Town of Comox, this Town Council has an opportunity to ensure that visitability is an excellent lens from which to view plans on new builds. Sadly, I note this is lacking outside of 'consideration' from the OCP.

I appreciate that the OCP focuses primarily on the Downtown core as the employment hub. However, as the Vision clearly states 'New development diversifies housing and employment options throughout Comox'. In this way, Comox can expand its revenue sources (that is, lower residential burden) and build on neighbourhood employment, character and diversity. This should include an clear understanding that inclusion and accessibility are essential to all developments within the Town of Comox. It is no longer a perk to create accessible venues (public or private commercial) but now part of the BC government law. It is always cheaper to catch an error in the design than to have to reconstruct or renovate after the build. There is never 'good will' created in creating something that is a 'new build' and is not accessible. I am pleased to see the efforts put in by the current planning department and public works to try to 'get it right' in the design and implementation stages. Creating a Town of Comox that supports creative commercial venues such as neighbourhood stores, art studios, small footprint manufacturing, small and larger scale cultural venues will draw attention to and

appeal of the Town of Comox. With public transit access, these venues and commercial businesses can thrive in environmentally friendlier ways. They will contribute to the economy, culture, cohesion, pride and sustainability of the Town of Comox.. As they are implemented, with accessibility in their design, they will remain viable and inviting to all the potential clientele.

Urban Forests and parklands/ community parks are essential for the environmental, emotional and physical health of any community. Enhancement, encouragement and protection of urban forests will create a stronger, healthier and safer Town of Comox. In partnership with good, efficient, contiguous Public Transit, Urban Forests and park spaces are the cheapest ways to achieve "Climate Action" goals and outcomes.

When designing, and permitting (if not outright pursuing) aggressive redevelopment in areas, consideration for the displacement of individuals from lower income housing options must be considered for more than their economic advantage to the developer and the Town of Comox. We are the sum of our cohesion, culture and compassion. Inclusion means everyone and minimizing the impact of decisions that are detrimental to those who do not have the financial means to weather displacement. As well, all development must include seismic, tsunami and flood considerations especially at foreshore construction. Nature is beautiful just not always safe and predictable. Actively planning for disaster can mitigate effects.

I appreciate the inclusion of consultation with our municipal neighbours, especially the inclusion of respectful , intentional consultation with the K'omoks First Nation. As in every aspect of life, collaboration, desire to learn, compassion and inclusion will create true sustainability for everyone.

I appreciate the work done by the planning department to consult with the Comox Valley Accessibility Committee, the willingness of the Public Works and Engineering departments to look at conventional and creative ways to create more inclusive and accessible spaces for all. In collaboration we can definitely achieve more than we can working in 'stove pipes'.

Thank you for the opportunity to comment on this process.

Karin Kratz

RECEIVED

From: Roger Sum [REDACTED]
Sent: November 23, 2025 7:08 PM
To: council <council@comox.ca>
Subject: Request to Remove Golf Course References from Draft OCP

November 23, 2025

TOWN OF COMOX

LOG: 25-489	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Dear Council,

I am writing to request the removal of three statements in the Draft OCP that imply possible future re-purposing of the Comox Golf Course:

- Section 2.18 – exploring an active transportation route through the course
- Section 20.2 – encouraging a “plan” for the Golf Club as Central Community Park
- Section 20.3 – exploring transition of the southern portion to a public park

While the clarification that the Town does not own or operate the golf course is appreciated, these three statements continue to create uncertainty for members, shareholders, and lenders.

As you know, although the Town holds 53% of Courtenay Golf Club Limited shares, it does **not** have the 67% supermajority required to change land use. The Filberg donation requires the lands remain a golf course, and any change rests with all shareholders collectively. Additionally, Council has already committed to extending the lease to 2040, making references to future land-use change inconsistent with that decision.

Removing these statements would prevent ongoing public misunderstanding and honour both the Filberg legacy and the established ownership structure.

Thank you for your consideration.

Sincerely,

Roger Sum

[REDACTED]
630 Williams Rd, Courtenay, BC

Town of Comox – Administration

From: Roger Sum [REDACTED]
Sent: November 24, 2025 9:02 AM
To: Town of Comox – Administration
Subject: Re: Request to Remove Golf Course References from Draft OCP

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

630 Williams Rd, Courtenay, BC [REDACTED]

Best regards,

Roger Sum
[REDACTED]

On Mon, Nov 24, 2025 at 9:00 AM Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Roger,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville
Clerk II – Corporate Services



250-339-2202 – Comox.ca
1809 Beaufort Avenue, Comox B.C. V9M 1R9
[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'ómoks First Nation, the traditional keepers of this land.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at (250) 339-2202.

From: Roger Sum [REDACTED]
Sent: November 23, 2025 7:08 PM
To: council <council@comox.ca>
Subject: Request to Remove Golf Course References from Draft OCP

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- Section 20.3 – exploring transition of the southern portion to a public park

While the clarification that the Town does not own or operate the golf course is appreciated, these three statements continue to create uncertainty for members, shareholders, and lenders.

As you know, although the Town holds 53% of Courtenay Golf Club Limited shares, it does **not** have the 67% supermajority required to change land use. The Filberg donation requires the lands remain a golf course, and any change rests with all shareholders collectively. Additionally, Council has already committed to extending the lease to 2040, making references to future land-use change inconsistent with that decision.

Removing these statements would prevent ongoing public misunderstanding and honour both the Filberg legacy and the established ownership structure.

Thank you for your consideration.

Sincerely,

Roger Sum

A solid black rectangular box used to redact the signature of Roger Sum.

From: Town of Comox <no-reply@web-response.com>
Sent: November 23, 2025 12:51 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Webform submission from: Contact Us > Content

Submitted on Sun, 11/23/2025 - 12:50

LOG: 25-490	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Submitted values are:

RECEIVED

First name:

November 23, 2025

Lucy

TOWN OF COMOX

Last name:

Smythe

Email:

[REDACTED]

Feel free to ask us a question or provide feedback:

I am increasingly concerned about your plans for the Comox Golf Course. I am not a member of the Club, but I value its worth.

This truly is a gem in the middle of our town, and the envy of many who visit-- golfers and non-golfers alike. It is used by youngsters learning the value of Sportsmanship & healthy outdoor activity; by adults of all ages, both local and from other parts of the Country, including several Seniors in their 90s. It is an important asset to our town, maintained by the members, with no upkeep required by the Town itself. It is not an exclusive facility, but is open to the general public.

Although you have recognized some of the problematic details, the OCP draft still includes three statements that imply possible future re-purposing or re-programming of the golf course lands:

****Section 2.18 – “Explore concepts for an active transportation route through the Comox Golf Club...”** (Note: An active transportation route is a path or corridor designed for people to travel without using a motor vehicle)

****Section 20.2 – “Encourage the development of a plan for the Comox Golf Club (Central Community Park) ...”**

**** Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park...”**

These statements continue to create uncertainty for members, shareholders, and lenders. Please don't destroy what is already a very good thing!

#207 1683 Balmoral Avenue, Comox

Town of Comox – Administration

From: Lucy Smythe [REDACTED]
Sent: November 24, 2025 11:15 AM
To: Town of Comox – Administration
Subject: Re: OCP

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

Lucy Smythe

#207 1683 Balmoral Avenue

Comox BC [REDACTED]
[REDACTED]

On 2025-11-24 8:56 a.m., Town of Comox – Administration wrote:

Good Morning Lucy,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services



250-339-2202 – Comox.ca

1809 Beaufort Avenue, Comox B.C. V9M 1R9

[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'ómoks First Nation, the traditional keepers of this land.

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From: Town of Comox <no-reply@web-response.com>
Sent: November 23, 2025 12:51 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Webform submission from: Contact Us > Content rows

Submitted on Sun, 11/23/2025 - 12:50

Submitted values are:

First name:

Lucy

Last name:

Smythe

Phone:

[REDACTED]

Email:

[REDACTED]

Feel free to ask us a question or provide feedback:

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This truly is a gem in the middle of our town, and the envy of many who visit-- golfers and non-golfers alike. It is used by youngsters learning the value of Sportsmanship & healthy outdoor activity; by adults of all ages, both local and from other parts of the Country, including several Seniors in their 90s. It is an important asset to our town, maintained by the members, with no upkeep required by the Town itself. It is not an exclusive facility, but is open to the general public.

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**** Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park...”**

These statements continue to create uncertainty for members, shareholders, and lenders.
Please don't destroy what is already a very good thing!

RECEIVED

November 23, 2025

TOWN OF COMOX

From: Darrell Fisher [REDACTED]
Sent: November 23, 2025 7:44 AM
To: council <council@comox.ca>
Subject: Comox Golf Course Lands

LOG: 25-491	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

To Mayor and Council,

I'm writing to ask that three statements in the Draft OCP be removed, as they continue to imply future re-purposing or re-programming of the Comox Golf Course lands. Even with the improvements made in the latest draft, these items still create uncertainty for members, shareholders, and lenders:

- Section 2.18 – “Explore concepts for an active transportation route through the Comox Golf Club...”
- Section 20.2 – “Encourage the development of a plan for the Comox Golf Club (Central Community Park) ...”
- Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park...”

The updated Draft OCP now clearly states that the Town does not own or operate the Comox Golf Course. That clarification is appreciated and reflects both the Filberg legacy and the ownership structure of Courtenay Golf Club Limited. The golf course lands are privately owned, not municipal parkland.

For that reason, these three statements remain problematic. They imply potential future repurposing of the land, even though the Town does not have the authority to change its permitted use. While the Town holds 53% of the shares, it does not have the 67% supermajority needed to authorize a change away from golf use. The land was donated by Robert Filberg on the condition that it remain a golf course, and any change requires support from the shareholders as a whole.

Council has also agreed to extend the lease to 2040. Given that commitment, references in the OCP to possible future land-use changes are not consistent with the Town's stated position.

Removing these three statements would help prevent ongoing public misunderstanding, support stability for the club, and respect the Filberg legacy.

Thank you for your time and consideration.

Sincerely,

Darrell Fisher

2016 McKenzie Ave, Comox BC

Town of Comox – Administration

From: Darrell Fisher [REDACTED]
Sent: November 24, 2025 11:08 AM
To: Town of Comox – Administration
Subject: Re: Comox Golf Course Lands

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

Good morning David,

My address is 2016 McKenzie Ave, Comox BC. Thank you for letting me know.

Regards
Darrell Fisher

On Mon, Nov 24, 2025 at 8:59 AM Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Darrell,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville
Clerk II – Corporate Services



250-339-2202 – Comox.ca

[1809 Beaufort Avenue, Comox B.C. V9M 1R9](https://www.comox.ca/1809-Beaufort-Avenue-Comox-B.C.-V9M-1R9)

[Facebook](#) | [Bluesky](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

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Removing these three statements would help prevent ongoing public misunderstanding, support stability for the club, and respect the Filberg legacy.

Thank you for your time and consideration.

Sincerely,

Darrell Fisher

Town of Comox – Administration

From: Theresa Martin [REDACTED]
Sent: November 24, 2025 10:29 AM
To: council
Subject: OCP

RECEIVED

November 24, 2025

TOWN OF COMOX

LOG: 25-492	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Dear Mayor Minion and council;

We are writing to voice our opinion about all the proposed building hight planned for Comox. We see no reason why there should be any buildings more than 3 stories. We would want to keep our village small and quaint as it is now. And changing heights of buildings to more, isn't conducive to that feel or look.

I have already voiced my displeasure of the Comox mall proposal, siting WE DO NOT need a higher building with more living spaces and people that our infrastructure can not keep up with.

Tourist come to Comox because of the small unique place it is. We are not a city that needs high risers. And if we do need to build, to keep it looking like the seaside village it is. We do not need modern glass filled buildings with over sized signs. That is NOT a look and our village by the sea needs.

Please put this letter forward as both myself and my husband are long time residents of Comox.

Theresa and Jim Martin 1510 Juniper Place, Comox

Town of Comox – Administration

From: Terry L [REDACTED]
Sent: November 21, 2025 7:24 PM
To: council
Cc: [REDACTED]

RECEIVED

November 24, 2025

TOWN OF COMOX

LOG: 25-496	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Good Evening,

I have been made aware of request to develop further areas of Comox into higher densities according to a old OCP which now does not take into consideration major transportation changes done.

I must voice my opinion that I Disagree with this plan.

Are we not when the OCP was done not looking forward some 25plus years....

Some points that are being overlooked.

- We already have added high density to all residential areas without improving vehicle access.
- Access by vehicles to areas is being further restricted. Not improved. we need **3 lane roads** in and out of comox now.
- without a guarantee by First Nations allowing the Dyke road to be open for all time it would be a mistake to load Ryan Road further.
- Density must equal quality and no development can ensure quality if "low income" support is required.
- Low income support can not be supplied if land is restricted for development in favor of high rise developments.
- the local business district will not be able to support more residents.(speaking of retail...)
- Residential areas are seeing 4-6 vehicle loads now per household.
- a six storey building in no way is a quaint addition to a residential area.
- Comox by the sea can be renamed to Metro-Comox by the bay.
- Comox by the Sea was to be a special place, quiet streets, sidewalks, quality homes, quality families, a place people aspired to move to.
- due to low parking shoppers are going to places that have parking, and the stores that thrive on high traffic.

Sincerely,

Terry Lawrence, retired, 40 year resident of Comox. 35years operating and running a business here.
[REDACTED]

1716 Tofino Pl., Comox BC

Town of Comox – Administration

From: TERRY LAWRENCE [REDACTED]
Sent: November 24, 2025 3:05 PM
To: Town of Comox – Administration
Subject: Re: OCP

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

Good afternoon,

Yes you may include my remarks.

Home address;

1716 Tofino Pl., Comox BC

Sent from Terry Lawrence's cell

On Nov 24, 2025, at 9:58 AM, Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Terry,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services

<image001.png>

250-339-2202 – [Comox.ca](https://www.comox.ca)

1809 Beaufort Avenue, Comox B.C. V9M 1R9

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From: Terry L [REDACTED]
Sent: November 21, 2025 7:24 PM
To: council <council@comox.ca>
Cc: [REDACTED]
Subject:

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- due to low parking shoppers are going to places that have parking, and the stores that thrive on high traffic.

Sincerely,

Terry Lawrence, retirered, 40 year resident of Comox. 35years operating and running a business here.

[REDACTED]
[REDACTED]

<PH_Notice_OCP 2025.pdf>

Town of Comox – Administration

From: Catherine Hannon [REDACTED]
Sent: November 24, 2025 6:15 PM
To: council
Cc: Nicole Minions; Jonathan Kerr; Jenn Meilleur; Ken Grant; Steve Blacklock; Chris Haslett; Maureen Swift
Subject: Letter Re Comox OCP
Attachments: Letter regarding Comox OCP.odt

Dear Council,
Please accept my attached letter regarding the Comox Official Community Plan.
I look forward to the open house on Nov 26.
Thanks,
Catherine Hannon
2301 Comox Ave
Comox

RECEIVED

November 24, 2025

TOWN OF COMOX

LOG: 25-497	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Comox Councillors
council@comox.ca

November 24, 2025

Dear Mayor Minions and Comox Councillors:

I am a ten year resident of Comox, living in a house my husband built here 35 years ago. After 35 years working and living in Toronto, we retired here and continue to choose to live here because of the opportunities around Comox to stay active and connect with nature through public access to forests, parks, and shorelines. I also enjoy opportunities to help with habitat restoration projects such as Project Watershed/Kus Kus Sum, and I am active in local theatre, and other community groups.

The development pressures on our town council from provincial and regional government(s), land developers, builders, trades, residents, business and commercial interests are intense and need workable solutions. That said, there are choices to be made that might accommodate new housing without ruining our town for current and future residents. Lower impact policies to increase housing should be explored before we hand the town over to development that is more appropriate for larger urban centres. Incentives to encourage the creation of secondary suites on existing lots, for example, is only one idea that I haven't seen being supported.

I tip my hat to the Comox councillors who responded to the feedback from residents on the Comox Official Community Plan and voted for a cap on building heights of 4 stories, as opposed to the proposed 8 stories. Thank you for standing with the majority of Comox residents.

Generous setbacks of mixed use and residential buildings from streets and sidewalks, will keep our Comox streetscapes walkable and on a scale that welcome human activities like window shopping and gathering. Downtown, there must be room for street furniture such as benches to encourage community and art works that nurture and inspire creativity, as well as space for large trees providing shelter, beauty and shade

The *Draft Urban Forest Management Strategy*, clearly recommends restrictions and controls on development, so as to support and increase the existing tree canopy. It also lays the blame for the reduction in our tree canopy between 2019 -25 on recent development. Here are some relevant quotes from this report below:

“Comox’s canopy cover in 2019 was estimated using a combination of LiDAR data and ortho-imagery. This analysis bench marked Comox’s canopy cover in 2019 at 27% (456 hectares). To derive more recent canopy cover, the project team assessed the change between the 2019 result and 2023 using 2023 aerial imagery. The change analysis found 18 hectares of canopy loss...An additional 10 hectares of canopy is estimated by Town of Comox staff to have been lost between 2023 and 2025, mainly as the result of recent greenfield development, bringing canopy cover down to 25% in 2025 (429 hectares). Adding people requires building more units of housing, which makes integrating tree protection and tree planting with development regulations even more important for turning around the trend in Comox’s canopy cover.

“The census dissemination area containing the former St. Joseph’s Hospital site in southwest Comox emerges as the part of the community with the highest priority index score (*my note: for a need to increase the tree canopy*). This area continues to be home to a high number of elderly people, some in

hospice care, and includes hot spot areas from the land surface temperature analysis. Other neighbourhoods that emerge as having high priority index scores include parts of Downtown, central and north Comox. The priority index is compared with estimates of canopy cover in Section 2 to establish the location of the greatest gaps between current canopy cover and social need for urban forest ecosystem services (the Tree Equity Score).”

“Comox may need to house 3,300 new residents by the year 2041, according to the Housing Needs Report (2024). This will require both intensification, a process where the density of urban areas increases, and greenfield development, a process where previously undeveloped land is developed for new uses. Development can result in the removal of existing trees and reduce the amount of permeable space available for planting new trees. It can also put stress on trees that are retained throughout development. For example, development activities may compact tree roots and increase a tree’s exposure to utility infrastructure, roads, and vehicles.”

“Comox’s urban forest program received an overall scoring of ‘fair’.”

“As development pressure increases, better integrating urban forestry objectives with development should be a priority. To ensure long-term sustainability of Comox’s urban forest, it will be essential to prioritize the protection and integration of more trees into all types of development.”

“Revised OCP guidelines, new applicant checklists, and staff issued variances will support retention of higher-value trees, while financial tools such as DCC reductions and stormwater tax rebates will incentivize canopy integration. Together, these measures ensure redevelopment protects mature trees and expands Comox’s canopy.”

“Preventing canopy loss is crucial for preserving the many urban forest benefits trees provide in Comox.”

Comox is a small town, located on a peninsula, surrounded on all sides by mountains, fields, forests, ocean and estuary, and therefore defined and enriched by its relationship to nature. I believe we should attempt to conserve, preserve and develop what makes Comox special and are its greatest resource for the future: the connections to nature that keep us and our neighbourhoods and communities physically, mentally, emotionally, spiritually and financially healthy.

Sincerely,

Catherine Hannon
Comox, BC

From: CarmanThompson [REDACTED]
Sent: November 24, 2025 1:44 PM
To: Communications - Town Of Comox <communications@comox.ca>
Cc: Planning Dept <Planning@comox.ca>; 'Comox Golf Club' <comoxgolfclub@gmail.com>
Subject: Comox Official Community Plan

Carman R. Thompson
1291 Noel Avenue, Comox, B.C.
[REDACTED]

RECEIVED

November 24, 2025

LOG: 25-498	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

November 24, 2025

TOWN OF COMOX

File: 6480-20-PH

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

Attention: Mayor Nicole Minions, Council and Planning Commission;

Town of Comox
1809 Beaufort Ave, Comox, BC
V9M 1R9

Dear Mayor Minions, Council and Planning Commission,

Subject: Comox Official Community Plan Bylaw NO. 2054

I am writing to express my concerns regarding Comox Official Community Plan Bylaw No. 2054. I would respectfully request the removal of:

- Section 2.18 – “Explore concepts for an active transportation route through the Comox Golf Club ...”
- Section 20.2 – “Encourage the development of a plan for the Comox Golf Club (Central Community Park)”
- Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park ...”

Although the Town holds a majority of shares 53% in Courtenay Golf Club Limited, it does not have the 67% supermajority required to change the permitted use of the land away from golf course use. The land was donated by Robert Filberg on the condition that it remain a golf course, and the shareholders collectively – not the Town alone – control any decision about a change in land use.

These lands are privately owned, not municipal parkland. The three OCP statements listed above imply possible future repurposing or park programming of the golf course and should be removed. Council has already agreed to extend the lease to 2040, so references to future land-use changes are not consistent with that commitment.

Please note that all three of the sections mentioned will add substantially to increasing our municipal tax load. Why would you change to something that costs much more when at very little cost you can leave it as a golf course?

The study that was used for the plan only mentions the number of members of the golf course. The study should have noted that a number of these members are from Cumberland and Courtenay, bringing money to the community of Comox. This same study did not note that many persons using the golf course are green fee players, some from out of town and even out of province again bringing money into Comox.

The employees that operate the golf course would lose their jobs should the golf course close.

Sincerely

Carman R. Thompson

c/c Comox Golf Course,

From: Janice Nicklin [REDACTED]
Sent: November 24, 2025 3:58 PM
To: Communications - Town Of Comox <communications@comox.ca>
Subject: Community plan feedback

RECEIVED

November 24, 2025

TOWN OF COMOX

LOG: 25-499	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Regarding Section 2.18 “Explore concepts for an active transportation route through the Comox Golf Club.” While it is assumed that active transportation would mean non-vehicular travel, there are multiple problems with this suggestion. Firstly, anyone using such a route would be exposed to undue risk of injury. Secondly, no other recreation facilities allow for such traffic, there are no walkways through tennis or pickleball courts, ball diamonds or soccer fields that are designed for use while the facility is being used for its intended purpose.

Regarding Section 20.2 “Encourage the development of a plan for the Comox Golf Club (Central Community Park)” This section is problematic on two fronts. The Golf Course has a plan, so there is no need to encourage the development of said plan. Secondly, and more importantly, there is no Central Community Park in Comox. Planning for such a facility would imply that Council wishes to remove the golf course for some reason not fully articulated to the public.

Regarding Section 20.3 “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park.” Without a clear description of the parcel of land referred to in this section there is no possible argument to be made for or against such a proposal so the section is too vague to be of use going forward.

Comox already has more than enough recreation facilities and park lands spread throughout the community. We are already stretched to maintain all of the trails, playgrounds, woodlands that residents currently enjoy. Adding the financial burden of a park the size of the Comox Golf Course would be a questionable undertaking. This is especially so when there is a group of dedicated individuals who have been dedicated, for over 70 years, to maintaining the green space in the heart of our community through their own fund raising efforts.

Therefore, we would strongly recommend that the three sections mentioned above be removed from the draft plan before final approval by council.

1496 Bryant Place in Comox
Janice Nicklin

Town of Comox – Administration

From: Janice Nicklin [REDACTED]
Sent: November 25, 2025 9:16 AM
To: Town of Comox – Administration
Subject: Re: Community plan feedback

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

Our civic address is 1496 Bryant Place in Comox, [REDACTED]

Janice Nicklin

Get [Outlook for Android](#)

From: Town of Comox – Administration <town@comox.ca>
Sent: Tuesday, November 25, 2025 1:07:58 PM
To: Janice Nicklin [REDACTED]
Subject: RE: Community plan feedback

Good Morning,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services



250-339-2202 – Comox.ca
1809 Beaufort Avenue, Comox B.C. V9M 1R9
[Facebook](#) | [Bluesky](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

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Sent: November 24, 2025 3:58 PM
To: Communications - Town Of Comox <communications@comox.ca>
Subject: Community plan feedback

Regarding Section 2.18 “Explore concepts for an active transportation route through the Comox Golf Club.” While it is assumed that active transportation would mean non-vehicular travel, there are multiple problems with this suggestion. Firstly, anyone using such a route would be exposed to undue risk of injury. Secondly, no other recreation facilities allow for such traffic, there are no walkways through tennis or pickleball courts, ball diamonds or soccer fields that are designed for use while the facility is being used for its intended purpose.

Regarding Section 20.2 “Encourage the development of a plan for the Comox Golf Club (Central Community Park)” This section is problematic on two fronts. The Golf Course has a plan, so there is no need to encourage the development of said plan. Secondly, and more importantly, there is no Central Community Park in Comox. Planning for such a facility would imply that Council wishes to remove the golf course for some reason not fully articulated to the public.

Regarding Section 20.3 “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park.” Without a clear description of the parcel of land referred to in this section there is no possible argument to be made for or against such a proposal so the section is too vague to be of use going forward.

Comox already has more than enough recreation facilities and park lands spread throughout the community. We are already stretched to maintain all of the trails, playgrounds, woodlands that residents currently enjoy. Adding the financial burden of a park the size of the Comox Golf Course would be a questionable undertaking. This is especially so when there is a group of dedicated individuals who have been dedicated, for over 70 years, to maintaining the green space in the heart of our community through their own fund raising efforts.

Therefore, we would strongly recommend that the three sections mentioned above be removed from the draft plan before final approval by council.

Town of Comox – Administration

From: Dlburns139 [REDACTED]
Sent: November 24, 2025 4:47 PM
To: Town of Comox – Administration
Subject: Ugly tall buildings

RECEIVED
November 24, 2025
TOWN OF COMOX

LOG: 25-500	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

I just saw that for some unfathomable reason Comox is considering a multi story building near the shore line which will destroy the beauty and what is left of the charm of Comox. I've lived here since 1971 and have seen Comox change from a charming village to a cookie cutter town.

So, I would like to protest strongly against this abomination even being considered. And I know I am not alone in this protest, as it's a main topic of conversation amongst my many friends and the citizens of Comox

David Burns

8-352 Douglas St, Comox

Sent from [Proton Mail](#) for Android.

Town of Comox – Administration

From: Dlburns139 [REDACTED]
Sent: November 25, 2025 10:51 AM
To: Town of Comox – Administration
Subject: Re: RE: Ugly tall buildings

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

Thanks for following up.

Address is:

8-352 Douglas St
[REDACTED]

David Burns

Sent from [Proton Mail](#) for Android.

----- Original Message -----

On Tuesday, 11/25/25 at 23:37 Town of Comox – Administration <town@comox.ca> wrote:

Good Morning David,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services



250-339-2202 – [Comox.ca](https://www.comox.ca)

1809 Beaufort Avenue, Comox B.C. V9M 1R9

[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'ómoks First Nation, the traditional keepers of this land.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at (250) 339-2202.

From: Dlburns139 [REDACTED]
Sent: November 24, 2025 4:47 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Ugly tall buildings

I just saw that for some unfathomable reason Comox is considering a multi story building near the shore line which will destroy the beauty and what is left of the charm of Comox. I've lived here since 1971 and have seen Comox change from a charming village to a cookie cutter town.

So, I would like to protest strongly against this abomination even being considered. And I know I am not alone in this protest, as it's a main topic of conversation amongst my many friends and the citizens of Comox

David Burns

Sent from [Proton Mail](#) for Android.

Town of Comox – Administration

From: Sue Fulkerth [REDACTED]
Sent: November 25, 2025 11:14 AM
To: council
Subject: Comox Golf Course

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-501	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

With respect to the Comox Golf Course:

I am a member of the Comox golf Course. Our Board has been very diligent in describing the Golf Course's legacy, as well as historical and public importance in Comox. It is well used by the public and has a long time dedicated membership that deserve a recreational facility as much as any other genre in Comox. There needs to be something for everyone in our town, and especially seniors that are participating in a healthy activity on a day to day basis.

- Removing the following statements would prevent ongoing public misunderstanding and respect the Filberg legacy.
- The golf course lands are privately owned, not municipal parkland.
- The three OCP statements listed imply possible future repurposing or park programming of the golf course and should be removed.
- The Town may hold a majority of shares, but it does not have the 67% supermajority needed to authorize a change of land use away from golf.
- Council has already agreed to extend the lease to 2040, so references to future land-use change are not consistent with that commitment.

Thank you,
Sue Fulkerth Ladies Club
Captain Comox Golf Course
1263 Potter Place, Comox BC

Town of Comox – Administration

From: Sue Fulkerth [REDACTED]
Sent: November 25, 2025 12:28 PM
To: Town of Comox – Administration
Subject: Re: Comox Golf Course

Follow Up Flag: Follow up
Flag Status: Completed

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

Ok, got it.

My address is:

Sue Fulkerth,
1263 Potter Place,
Comox BC
[REDACTED]

Thank you,
Sue

On Tue, Nov 25, 2025, 12:24 p.m. Sue Fulkerth <susanfk@telus.net> wrote:

Can you tell me what a civic address is please?

Sue

On Tue, Nov 25, 2025, 12:06 p.m. Town of Comox – Administration <town@comox.ca> wrote:

Good Afternoon Sue,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services



250-339-2202 – Comox.ca

[1809 Beaufort Avenue, Comox B.C. V9M 1R9](#)

[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'ómoks First Nation, the traditional keepers of this land.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at (250) 339-2202.

From: Sue Fulkerth [REDACTED]
Sent: November 25, 2025 11:14 AM
To: council <council@comox.ca>
Subject: Comox Golf Course

With respect to the Comox Golf Course:

I am a member of the Comox golf Course. Our Board has been very diligent in describing the Golf Course's legacy, as well as historical and public importance in Comox. It is well used by the public and has a long time dedicated membership that deserve a recreational facility as much as any other genre in Comox. There needs to be something for everyone in our town, and especially seniors that are participating in a healthy activity on a day to day basis.

- Removing the following statements would prevent ongoing public misunderstanding and respect the Filberg legacy.
- The golf course lands are privately owned, not municipal parkland.
- The three OCP statements listed imply possible future repurposing or park programming of the golf course and should be removed.
- The Town may hold a majority of shares, but it does not have the 67% supermajority needed to authorize a change of land use away from golf.
- Council has already agreed to extend the lease to 2040, so references to future land-use change are not consistent with that commitment.

Thank you,

Sue Fulkerth

Ladies Club Captain

Comox Golf Course

Town of Comox – Administration

From: **RECEIVED** Darin Nielsen [REDACTED]
Sent: November 25, 2025 12:53 PM
To: council
Subject: November 25, 2025 Draft OCP: Urgent Concern Regarding Wildlife Corridor and Proposed Density on Pritchard Road

TOWN OF COMOX

Importance:

High

LOG: 25-502	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

I am writing to raise urgent concerns regarding the draft Official Community Plan, specifically the proposal to place high-density housing on both sides of Pritchard Road between Cambridge Road and Brighton Street. The Town's own environmental mapping identifies this exact location as a sensitive wildlife corridor that connects directly into the Lazo and Northeast Woods conservation area. Despite this, the proposed OCP applies the highest residential density in Comox to this corridor. This creates a direct conflict with the Town's environmental data and exposes the municipality to significant legal, safety, and policy risks.

The first issue is liability. The Town is fully aware, through its own mapping and previous studies, that this area functions as a wildlife movement corridor. Intensifying traffic and population in a location with daily wildlife movement creates a foreseeable and preventable hazard. Vehicle and wildlife collisions will increase. Pedestrian risks will increase. Damage to private property and injury to residents are predictable outcomes. Once the Town adopts an OCP that knowingly places high-density housing inside a documented wildlife corridor, it becomes difficult to claim the harms were unforeseen. These risks are identifiable now and therefore fall squarely within the Town's duty of care.

The second issue relates to Indigenous rights and provincial commitments. The wildlife corridor in question connects directly into the Lazo and Northeast Woods conservation area where the K'ómoks First Nation have cultural, environmental, and stewardship interests. Under the Declaration on the Rights of Indigenous Peoples Act, all levels of government acting under provincial authority must ensure their decisions are consistent with the United Nations Declaration on the Rights of Indigenous Peoples. UNDRIP affirms the rights of Indigenous peoples to participate in decisions that affect lands, waters, and wildlife that hold cultural significance. Fragmenting a wildlife corridor that feeds directly into a conservation area linked to KFN raises serious questions about whether proper consultation occurred, whether concerns were heard, and whether the proposal aligns with DRIPA requirements.

If the Town proceeded without meaningful consultation, or if the proposed density contradicts feedback from KFN, the OCP risks falling out of alignment with the Province's reconciliation framework and Indigenous participation obligations. This creates both legal and reputational exposure for the municipality, and could result in challenges that delay or undermine the entire OCP process.

Comox needs housing, but responsible planning requires that development be placed where it does not generate predictable harm or violate stewardship commitments. High-density development inside a

mapped wildlife corridor is inconsistent with provincial environmental goals, inconsistent with DRIPA, and inconsistent with the Town's own data.

I respectfully request that the Planning Department revisit the proposed density along Pritchard Road and revise it to align with the Town's wildlife corridor mapping, provincial commitments under DRIPA, and the duty of care owed to residents.

Sincerely,

Darin Nielsen
Comox Resident

Town of Comox – Administration

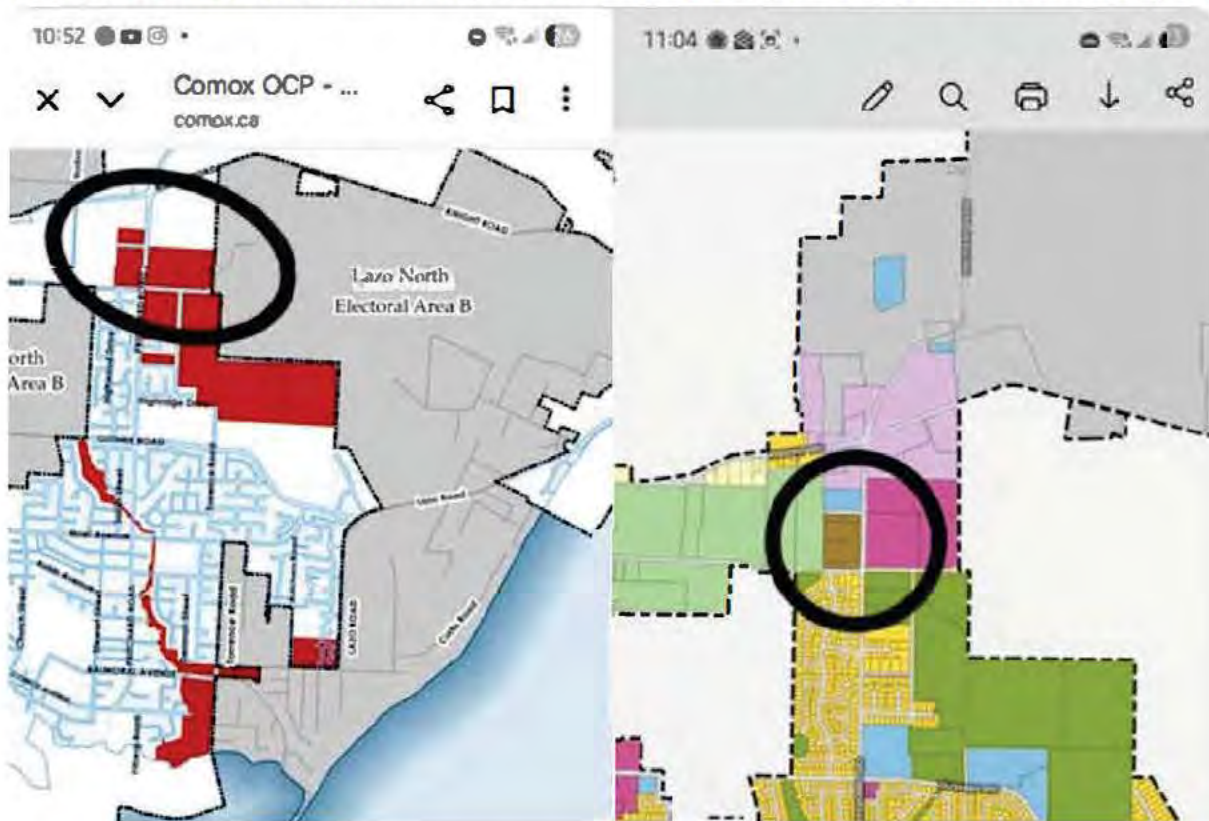
From: Darin Nielsen [REDACTED]
Sent: November 25, 2025 2:01 PM
To: Town of Comox – Administration
Subject: RE: Draft OCP: Urgent Concern Regarding Wildlife Corridor and Proposed Density on Pritchard Road

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

Hi David,

My address is 918 Highwood Drive, Comox, BC [REDACTED]

The area that I have identified are just north of Foxwood, as outlined in the attached picture:



Using the City of Comox maps, the image on the left (in red) is the area identified as the wildlife corridor, and the image on the right (brown) identifies the high-density housing.

I understand the housing needs, however the choice of housing product on a wildlife corridor seems contradictory.

Darin

Town of Comox – Administration

From: Linda Vermeulen [REDACTED]
Sent: November 25, 2025 12:51 PM
To: council
Subject: from Linda & Ron Vermeulen re meeting

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-503	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Dear Comox Council,

We are Comox senior residents that moved here in Oct. 2013 to a 3 story condo with a view of the beautiful park & marina. We could have chosen a less expensive condo to downsize to in Courtenay but we always loved Comox best as it has so much green space, charm, locally owned shops with lots of character, and not forgetting all the wonderful events that happen here. We are totally dismayed to hear that some of the council members are considering 6 story zoning bylaws. We strongly feel 4 storeys should be the maximum, especially on the south side of Comox Avenue. Consider more horizontal builds instead of vertical. We do not want to turn into Parksville or Nanaimo. As well, protecting all the green space areas by the Marina is so important. There is already heavy traffic (cars, trucks etc) in the summer and parking areas are pretty much full.

There are many other areas in Comox that would not feel the impact of building as opposed to the Marina. There were just units built up Anderson Road recently and they did not go to 6 storeys for example.

Thank you for your time and hopefully you will seriously take into account what I know the majority of the residents and tax payers of Comox would like as I was at the last open house.

Respectfully,

Ron & Linda Vermeulen
#202-1811 Comox Ave.
Comox BC

[REDACTED]

[REDACTED]

L Vermeulen
Comox, B.C.

[REDACTED]

RECEIVED

November 25, 2025

OCP Talk

TOWN OF COMOX

LOG: 25-504	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Good evening, ladies and gentlemen

My name is John Neville, I live at 170 Bay Court and my family and I own the Comox Valley Marina.

First of all, I would like to pay my compliments and express my appreciation to the Mayor of Comox and Council, Comox staff, and Urban Systems on the huge job they have done to pull this new OCP together. It was a massive undertaking, and they have stuck to schedule, worked long hours, and tried their best to accommodate the many points of view that have arisen on so many issues.

With regards to the OCP, we have petitioned for a comprehensive development zone for the two lots west of Marina Park that we currently use for Marina parking. Russ Arnott strongly requested that we consider building a hotel on this property. This sentiment has continued to the current Mayor and the majority of Council. Since we currently use these lots for parking the base of our building will need to be big enough to hold current and future marina parking needs plus the needs of building users and we are also considering space for some public parking in the new development.

As a matter of policy, we would like to comply with the Town's request to facilitate the building of a hotel on our property. This would be a fantastic move for the overall economic development of the downtown core.

If we want a Comox that remains livable, welcoming, and financially resilient; if we want to support the BIA, local businesses and ensure our town can maintain the services we depend on; if we want future generations to have a place in this community, then we need density.

If we refuse to build up, then our only remaining option is to build out—and that means pushing development farther and farther into rural areas. The province has mandated that a number of communities accept the province's goals for new accommodation. Failure to meet these

requirements could mean that a future Comox Council will be dismissed by the Crown and the province will take over and effect their density policy.

That aside, the most objective case for vertical development is financial necessity. Low-density sprawl is one of the biggest drains on a small town's budget. Every foot of road, pipe, and sidewalk is a long-term liability, and in spread-out neighbourhoods there simply aren't enough tax-paying residents to maintain those systems. By contrast, a mid/high-rise mixed-use building can generate many times more tax revenue per acre than a subdivision or a strip mall.

I am not saying municipal taxes will go down but taxes won't go up as much if density is allowed in the core and makes a considerable contribution to the overall tax base.

Building up is also environmentally preferable. One of Comox's greatest strengths is its proximity to forests, the ocean and farmland. Horizontal growth erodes those assets piece by piece. Vertical growth protects them. Multi-unit buildings are more energy-efficient, walkable communities reduce car dependence, and higher density provides the customer base that local shops need to survive. We must stop paving outward and start planning upward.

Socially, small towns like ours often lack housing choices. We have plenty of detached homes, but not enough options for seniors who want to age in place. Mid/high-rise apartment buildings provide accessible homes, affordable entry points for residents at all stages of life, and the density needed to keep a vibrant, walkable, locally supported town center. This is how we keep Comox a community for everyone, not just those who want and can afford a single-family home.

In the OCP, Mayor and Council have required in our Comprehensive Development Zone, that our buildings must display exemplary and unique architectural designs that weaves into the Downtown Comox setting.

Further, development should result in a high degree of pedestrian permeability to allow pedestrians to easily connect from the waterfront walkway to Marina Park, Beaufort Avenue and Wilcox Street.

We willingly accept these and other OCP directions.

Hopefully, our new hotel will have a conference center and become a great venue for weddings. The building will also have commercial spaces that will house offices and retail space. We are also planning to build space for restaurants with a large patio space at the front of the property. In addition to the proposed hotel which might be 40 to 100 rooms, we will be building condominiums. The size and definition of these structures has not been worked out yet, but I can advise that we are working with a renowned architect, who has considerable hotel and condominium experience not only on Vancouver Island but also across Canada.

In closing, I urge Mayor and Council to show leadership, having put forward a plan for density to stick with it and stick together. Our children and grandchildren will thank you for preserving the modest parcels of green space that we have left.

Town of Comox – Administration

From: John Neville [REDACTED]
Sent: November 25, 2025 1:45 PM
To: council
Cc: Marina Comox Valley; Allan Gornall
Subject: CVML submission to Public Hearing on November 26th, 2025
Attachments: OCP Talk.docx

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

Dear Councillors

Please find attached a copy of my remarks that will be presented to Council at the Public Meeting on November 26th.

Kind regards
John Neville
President
Comox Valley Marina Ltd.
[REDACTED]

Town of Comox – Administration

From: Evelyn Nixon [REDACTED]
Sent: November 25, 2025 1:16 PM
To: council
Subject: Opinion on the town's OCP

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-505	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Mayor Minions and council,

I cannot attend the public meeting but want to express my opinion on the 6 storey plus proposals.

No, no, no! When I chose to move to the valley 26 years ago I chose Comox as it did not have high rise buildings, big box stores, congestion, night life, etc. It had views of the beautiful surroundings. And was peaceful at night. And generally it still is that! But plans already decided for a 6 storey transit hub to foul up the corner of the mall and more such building are slipping into place already with far more to come. 6 storey apartments already rezoned for the north side of Comox Ave!! And the south side of Buena Vista! Really??

The disgraceful condition of the Mariners Bldg that I often walk by should not have the chance to build over 6 stories! That landlord is what I call a "slum landlord".

No tall building should be allowed along our lovely waterfront.

Look at Courtenay as you drive down the Ryan Road hill. 5 story, cheap looking apartments have filled that area. The south end by Walmart is full of apartments and townhouses. The infrastructure to handle the traffic is not there! Instead of trying to solve that Courtenay is building a pedestrian, cyclists bridge. On the west side if it is a hill so steep most cyclists can't even ride up it. Old folks likely have trouble walking up it.

Hopefully Comox council will think this high rise plan over and reject these over height plans! I'll vote for those who reject this proposal!

Evelyn Nixon
2041 Beach Drive
Comox

Resident for 26 years!

Sent from my iPad

November 24, 2025
Official Community Plan
Public Hearing

RECEIVED

November 24, 2025

LOG: 25-506	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

Dear Mayor and Council,

TOWN OF COMOX

File: 6480-20-PH

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

As long-time residents of Comox, Carol and I strongly oppose the latest draft of the Official Community Plan (OCP).

The draft prioritizes economic growth over livability, safety, and community character, guiding Comox in the wrong direction. We do not support high-rise development on our waterfront, at Comox Mall, or anywhere that would negatively impact the community. We oppose the proposed rezoning for 228 units on Comox Avenue and Buena Vista.

Past councils have safeguarded what makes Comox special. When Des Reid developed the Edgewater Pub and condos, Council capped the project at two storeys to protect Marina Park and neighbouring homes. Numerous other proposals were similarly restrained. Raising height limits now disregards precedent, disregards decisions made by previous Councils, and betrays public trust. All development must remain proportionate, never exceed surrounding buildings, and never come at the community's expense.

Oversized, high-density developments strain infrastructure, increase traffic, reduce safety, destroy green space, and threaten wildlife. They erode property values, livability, and the quiet charm that defines Comox.

Seismologists warn that Comox sits atop the Cascadia Subduction Zone. Their message could not be clearer, building on fill should never happen. Marina Park is entirely built on fill. Climate scientists also warn of sea rise, and against building on the waterfront. As a military community Comox is aware there must be added safety protocols. Major General Vincent, Comox Alderman, often stated high-density projects are inconsistent when it comes to the safety of Comox residents.

We urge Council to:

- Listen to the warnings of seismologists, subject-matter experts, and climate scientists.
- Ensure all new development is set well back from the waterfront.
- Keep building heights low and consistent across every neighbourhood.
- Put livability, safety, and community character ahead of purely economic goals.
- Engage residents openly, fully, and transparently in planning Comox's future.

Sincerely,

David and Carol Durrant

Long-time residents of Comox – 630 Church Street, Comox

Town of Comox – Administration

From: Planning Dept
Sent: November 25, 2025 2:15 PM
To: council; Town of Comox – Administration
Subject: FW: OCP
Attachments: Nov. 24, Letter to Council.docx

From: David Durrant [REDACTED]
Sent: November 25, 2025 2:12 PM
To: Planning Dept <Planning@comox.ca>
Subject: OCP

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

To Whom it May Concern

Please accept the attached letter regarding the newly revised Town of Comox OCP.

Will we be permitted to speak at the November 26th OCP Public Hearing? Carol and I would like to be placed on the speakers list.

Thank you
David Durrant

Town of Comox – Administration

From: Jaime McDowell [REDACTED]
Sent: November 25, 2025 11:09 PM
To: Town of Comox – Administration
Subject: Downtown Development

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-507	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

To Whom It May Concern:

I am a resident in the downtown area of Comox and a business owner in downtown Comox.

I understand there has been some concern about increasing height restrictions in the downtown area of Comox.

I am writing in support of projects that help with densification of the downtown, including buildings of heights greater than 4 stories. I appreciate the importance of density for residents to be able to access businesses and services without getting into their vehicles. I am a proponent of maintaining/increasing park space in the downtown area for residents. I also support projects that enable more people outside the downtown core to access businesses and park space in the downtown area on foot and by cycling.

Thank you,

Jaime McDowell
1903 Beaufort Ave, Comox

From: Mary Wilson [REDACTED]
Sent: November 25, 2025 7:29 PM
To: Planning Dept <Planning@comox.ca>
Subject: Comox Official Community Plan meeting on Nov 26,2025

To the **Comox Town** Council Members. Nov 25, 2025

As a resident of **Comox** for 20 years I am writing to register my opposition to the planned development of any buildings higher than what is now legally allowed in **Comox**.

Our towns' density in the past 10 years has grown beyond the road infrastructure. Parking in the **town** core is impossible. High rise buildings will destroy the charm and stunning views of our marina and ocean.

In the summer we have water restrictions starting as early as May.

In the last 4 years our town has seen several apartment and condo buildings especially on Anderton Road and Guthrie Road. Parking anywhere in town during the day is at its limit.

Allowing any buildings of more than 4 stories especially at the marina will destroy the view of our wonderful harbour.

I respectfully urge you to preserve our coastal **town** charm and unique community by rejecting any proposals for high - rise construction.

Sincerely

Mary Wilson
1784 Spruce Way
Comox BC [REDACTED]

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-508	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Town of Comox – Administration

From: Philip Hinds [REDACTED]
Sent: November 25, 2025 4:30 PM
To: council
Subject: Official Community Plan - Submission

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-509	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

To the Council of Comox

Thank you for the work you are doing for the town.

I submit the following for consideration as part of the consultation process.

I support most of the draft plan. But I wish to note concerns and comment on aspects that I feel should be emphasized. I list them below in bullet form for ease of review.

Transportation

- 2.18 Explore concepts for an active transportation route through the Comox Golf Club to improve east-west connections through Downtown Comox.
- Has anyone on the Council ever played golf at Comox? Or been hit by a golfball? This is a crazy and reckless suggestion.

Economic Development

I strongly support the measures below. We need to increase new industry and commerce to support the proper development of Comox. Compared with shopping in Courtenay, downtown Comox is mediocre.

- 3.4 Ensure that the Business Park land use designation new and emerging industries via Zoning Bylaw text amendments to add new and emerging land uses for lands zoned I1.1 and I2.1 (light industrial and aeronautical industrial).
- 3.5 Vitalize and enhance downtown with boutiques, street-level retail, service and restaurants, tourist accommodation, and residential and offices above ground/ higher storeys.
- I also support policies 14.1 - 14.4 in these regards.

Parks, Trails and Open Space

The marina area is under appreciated and under used. Ways to draw people down to the marina park from the town should be explored. E.g. cafes, restaurant, trails. I support the following:

- 4.17 Continue to improve the existing node of harbour and marina node and waterfront access on the harbour as a priority recreation interest for the Town.
- I also support policies 12.2-12.5 in these regards.

Environment and Climate Action

I welcome the focus on flora and fauna as opposed to carbon reduction measures. The town can make a positive impact on our local ecosystem, but, to be blunt, nothing we do from a carbon/net-zero perspective will make any difference to the world (we are just too tiny) and is a waste of our limited time and resources.

Parks and Open Space

I welcome the comments on ownership of the golf club: (Policies that refer to the Comox Golf Club should be read with the context that the Town does not own the land or operate the course; rather the Town is the majority shareholder in Courtenay Golf Club Ltd., which owns the land that the Comox Golf Club operates on. The land is leased by Courtenay Golf Club Ltd. to the Comox Golf Club, which is a non-profit organization that owns the improvements and operates the golf course and facilities...)

Therefore, given this acknowledgment, proposed policies that seek to alter the use of the golf course should be removed.

For example:

- 2.18 (see above)
- 20.2 Encourage the development of a plan for the Comox Golf Club (Central Community Park) to guide its future role, form, use, and programs in the Town of Comox, considering that this property is in a prime location that should be programmed to appeal to the Town's long-term population.
- 20.3 Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park as per Section 4.5 of the Downtown Enhancement Action Plan.

I note the following facts:

- The golf course lands are privately owned, not municipal parkland.
- The Town may hold a majority of shares, but it does not have the 67% supermajority needed to authorize a change of land use away from golf. Therefore these policies are redundant.
- Council has already agreed to extend the lease to 2040, so references to future land-use change are not consistent with that commitment.
- Removing the three statements would prevent ongoing public misunderstanding regarding the status of this land and ensure respect of the Filberg legacy.
- In any case, I would be surprised if the town has the financial resources to support a change from a golf course to a park. Parks are expensive to support.
- Why change the golf course from an asset to a liability?

Sincerely

Philip Hinds
879 Hercules Place
Comox, [REDACTED]

Town of Comox – Administration

From: Jessica Strobl [REDACTED]
Sent: November 25, 2025 7:30 PM
To: council
Subject: DPA sensitive Ecosystem

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-510	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

To the Town Council members,

We have just become aware of another DPA that will affect our property, 1186 Lazo Rd. There are already DPA's that govern our land use and permits. I want to know how the Town decided that this new DPA was necessary and what purpose it serves beyond what is already in place?

We are part of a wildlife corridor that is currently protected by a DPA. When consulting the Town's Draft document, we do not have any of the other 'sensitive ecosystems' that are outlined.

Our hope is that these questions will be answered at the 26 November 2025 Public Hearing.

Thank you for providing some clarity.

Jessica Strobl & Jeff Elliott
Owners 1186 Lazo Rd

Get [Outlook for Android](#).

Town of Comox – Administration

From: Terry Wedel [REDACTED]
Sent: November 26, 2025 12:07 AM
To: council
Cc: Nicole Minions; Steve Blacklock; Ken Grant; Chris Haslett; Jonathan Kerr; Jenn Meilleur; Maureen Swift; Jordan Wall
Subject: **RECEIVED** Feedback on the Comox OCP Height Designations for Buena Vista Avenue

November 26, 2025

TOWN OF COMOX

LOG: 25-511	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

Dear Mayor Minions and Council,

File: 6480-20-PH

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

I am writing to request council amend the OCP height designation on the south side of Buena Vista Avenue from 6 storeys to 3-4 storeys to be consistent with its Guiding Principles for urban forest protection.

The north side of Buena Vista Avenue was successfully changed from 4 storeys to ground oriented at the last council meeting. Unfortunately, the motion to change the south side to ground oriented development was narrowly defeated.

Buena Vista Avenue is a unique area with a significant mature urban forest that should be protected. Tree retention was the biggest concern of a recent survey of over 400 local residents, who requested a maximum of 3-4 storeys on Buena Vista Avenue to minimize the damage to our local tree canopy.

According to Urban Forest Management Strategy Final Draft, urban development is the "most significant driver of canopy loss".

This objective is in harmony with the Direct OCP Policy Guiding Principle 6 which is to: "Protect, restore and enhance the natural environment and urban forest".

The OCP Policy also contains within it Objective 7(A): "Recognize and sustain the functional role of forests in providing essential functions such as storm water management, cooling."

Also Objective 8(C): "Minimize impacts of development on...natural areas."

It also contains DPA Guideline 9: "position buildings to protect and retain mature trees to the greatest extent possible."

To allow 6 storey building on the south side of Buena Vista Avenue seems to directly contradict these principles and objectives. 6 storey buildings will cause the destruction of the neighbourhood's character and habitat. A 3 storey height designation would allow much greater tree retention and an opportunity to protect the neighbourhood's unique character.

I urge council to vote to amend the OCP height designation on the south side of Buena Vista Avenue.

Respectfully,
Terry Wedel
1895 Buena Vista Avenue
Comox, BC

Town of Comox – Administration

From: Cheryl Taylor [REDACTED]
Sent: November 25, 2025 7:44 AM
To: Planning Dept
Subject: OCP

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-512	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

I wish to voice my continued opposition to the amended community plan. I am OPPOSED to any buildings surrounding the waterfront/marina area that are over 3-4 stories high.

I TOTALLY understand the need for new housing options and densification and support that, my issue is LOCATION for this amendment. The marina view and access is FOR THE RESIDENTS of COMOX, the taxpayers. allowing development will restrict our natural access and views (the reason most of us moved here) and will create more housing for the rich only. If you want more housing capacity look at some newer models being tried in Vancouver, density via modular builds (6 stories) to keep costs down-we need more inexpensive housing models so our children and grandchildren can afford to live here, but in other locations like the Anderton corridor. Developing the marina will only attract developers (usually from out of town who don't understand our community needs and care about the effects once they leave) who see an opportunity to build expensive waterfront condos and we lose our view and still have our housing problem. We DON'T WANT TO BE NANAIMO!!!! Please consider a First Nations Planning lens and wonder what these changes will do over the next 7 generations? Improve or harm? This option will not benefit us all, it will benefit developers and those who can afford millions dollar homes, please think about those who need housing in a more reasonable budget and build up in another area.

Thanks for your consideration in this important matter.

Cheryl Taylor
Comox Taxpayer
481-Holly Place

Town of Comox – Administration

From: Pat Everett [REDACTED]
Sent: November 23, 2025 5:29 PM
To: Planning Dept
Subject: Feedback re OCP Bylaw #2054

LOG: 25-513	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

RECEIVED

November 23, 2025

TOWN OF COMOX

Pat Everett
1067 Kye Bay Rd. Comox

I am both a taxpayer of the Town of Comox and a member of the Comox Golf Club.

I wish to express my concern about some of the language used in OCP Bylaw No. 2054, with reference to future intentions around the golf course property. I am strongly opposed to any alterations of the golf course property, in particular the suggestion of a public walkway (Section 20.3) through the southern portion with shortening of holes 7 & 8 to accommodate this. Doing so would drastically alter the integrity of the golf course and change it from a full length nine hole course to an executive style course. This suggested alteration would create three Par 3 holes on the course, in other words 1/3 of the course would become par 3 holes.

It most certainly would not carry the same appeal to the majority of golfers, and I feel would significantly reduce the attraction for both local and tourist green fee players. A decline in revenue for both the Golf Club and the Town. Another consideration for this idea is that it most likely would reduce foot traffic along our downtown business core on Comox Ave. If I was a business owner I would feel that more people passing my door means more opportunity for commerce. Cutting through the golf course from Buena Vista to Port Augusta Street is simply taking a two block pleasant stroll passing local businesses out of the equation. From a taxpayers point of view, I see it as a very expensive proposition to create this space. From a Golf Course members point of view I feel it would be detrimental both in attracting full-time membership and green fees.

As a member of the Comox Golf Club, and a shareholder in Courtenay Golf Club Ltd, I am aware of the status of the lease and the conditions under which the Comox Golf Club operates. I note that the OCP does state that the Town does not own or operate the Golf Club. However, I feel that there is a general misunderstanding of this in the community. I would like to see all reference to Golf Course lands be removed from OCP Bylaw # 2054 . Until the lease is considerably closer to expiring I feel that planning for land use of the property should not be a consideration for Council at this time.

Respectfully submitted
Pat Everett .

Sent from my iPad

COMOX GOLF CLUB

1718 Balmoral Avenue
Comox, [REDACTED]

November 22, 2025

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

RECEIVED

November 22, 2025

TOWN OF COMOX

LOG: 25-514	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Re: OCP References to the Comox Golf Course — Sections 2.18, 20.2 and 20.3

Dear Mayor and Council,

Comox Golf Club (CGC) thanks Council and staff for the revisions to the draft Official Community Plan (OCP) that now recognize the golf course lands as privately owned through Courtenay Golf Club Limited (CGCL) and not municipal parkland nor a municipally operated facility. This correction is important and appreciated.

However, three remaining passages of the OCP still imply municipal authority to plan for alternate uses of the golf course lands:

- Section 2.18 – “Explore concepts for an active transportation route through the Comox Golf Club...”
- Section 20.2 – “Encourage the development of a plan for the Comox Golf Club (Central Community Park) ...”
- Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park...”

Section 20.3 is not possible. Council has already indicated in writing to CGCL its support for a lease extension to 2040. The OCP cannot contemplate a “near-term transition” while simultaneously acknowledging continuous golf use to 2040.

The lands are legally bound to remain a golf course in perpetuity due to the Filberg donor agreement and the corporate purposes of CGCL. Although the Town is the majority shareholder, it does not hold the supermajority (67%) required to change CGCL’s corporate objects. The OCP cannot trigger alternate land use.

For legal accuracy and clarity, Comox Golf Club respectfully requests that Sections 2.18, 20.2 and 20.3 be removed from the OCP.

Sincerely,

Comox Golf Club — Board of Directors

From: [REDACTED]
Sent: Saturday, November 22, 2025 18:35
To: Steve Blacklock <sblacklock@comox.ca>; Ken Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Nicole Minions <NMinions@comox.ca>; Maureen Swift <mswift@comox.ca>
Cc: Jordan Wall <jwall@comox.ca>; [REDACTED] Planning Dept <Planning@comox.ca>; [REDACTED]
[REDACTED]
[REDACTED]
Subject: Official Community Plan Draft - Comox Golf Club

Letter attached

Town of Comox – Administration

From: Joanne Wiens [REDACTED]
Sent: November 26, 2025 9:59 AM
To: council
Subject: OCP Input - Building Heights

RECEIVED

November 26, 2025

TOWN OF COMOX

LOG: 25-515	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Dear Town of Comox Council,

Thank you for the work and respectful thought you and Town staff have put into our Official Community Plan.

I would like to suggest that building heights on the south side of Comox Avenue between Manor Drive and Mack Laing Nature Park be limited to 4 storeys or less. As the distance from the Comox Harbour increases, going north, building heights could be gradually increased.

Thank you for your consideration of this suggestion/modification to the OCP.

Sincerely,

Joanne Wiens

1418 Kye Bay Road

Comox BC [REDACTED]

Town of Comox – Administration

From: Ashley Pinder [REDACTED]
Sent: November 25, 2025 8:14 PM
To: council
Subject: Feedback regarding OCP 2025

Importance: High

RECEIVED

November 25, 2025

LOG: 25-516	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Dear Council, **TOWN OF COMOX**

I am writing to voice my thoughts of the Official Community Plan proposal. Firstly I commend the work that has gone into this comprehensive and well thought out plan. I can tell that the heart of our valley has been considered at most levels and areas in this plan. I have just one concern.

I strongly believe that if 6-storey buildings (base height) are permitted on BOTH SIDES of the street in our small core of Comox we will forever lose our quaint and beautiful town. As a healthcare professional and person that has lived and worked nearly two decades in the core of Comox I am absolutely NOT IN FAVOUR of the proposed 6 storey building heights in these locations. See below for my thoughts.

I ask council to amend the following:

The baseline height in the area of Mid-Rise Mixed-Use proposed as dark purple on the OCP Land Use (2025) Map. This would amend the land use designation 11.1 which states “Maximum building height shall be up to 4 storeys in the Low-Rise Mixed-Use designation and 6 storeys in the Mid-Rise Mixed-Use designation” to “Maximum building height shall be up to 4 storeys in the Low-Rise Mixed-Use” in this zone. Or at least consider removing this allowance of such height away from the oceanfront and consider which building/homes would these structure would be blocking.

I have have full confidence with the OCP other than the issues that bringing in a 6-storey baseline height for residential/mixed residential buildings in the proposed locations. I believe that our affordable-housing and general housing shortfalls will be greatly met by no more than 4 storey builds. The average local person cannot and will never afford to live in an oceanfront luxury condo downtown. These builds would require mega lenders and most likely draw from out of town populations force us long time local residents out. Allowing 4 storey Mid-Rise Mixed-Use or even 4 storey Mid-Rise Residential use will greatly impact in the positive our “Missing Middle Housing”.

Lets keep our Town of Comox welcoming to all. Please reconsider the locations you are proposing to allow these very tall structures (Ocean front and lining both sides of the street).

Thank you for considering my thoughts,

Ashley Pinder
Comox resident and healthcare professional

[REDACTED]
170 Carthew Street. Comox BC

RECEIVED

November 26, 2025

November 26, 2025

Mayor and Council

Jordan Wall, Chief Administrative Officer

Randy Houle, Director of Development Services

Town of Comox

TOWN OF COMOX

LOG: 25-520	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Re: Serious Concerns Regarding Procedural Fairness in Official Community Plan Bylaw No. 2054 & Zoning Bylaw NO. 2056

Dear Mayor, Council, CAO, and Director of Development Services,

I write with serious concerns about the overall procedural fairness of the consultation process that has led to tonight's public hearing on OCP Bylaw No. 2054. These concerns relate to fundamental principles of administrative law and go directly to whether the community has been provided a genuine opportunity to participate in shaping the foundational document that will guide Comox's development.

I raise these concerns respectfully but directly, recognizing that they address both the integrity of the process and the legitimacy of its outcomes. While I understand the pressures you face regarding provincial housing mandates and funding opportunities, procedural fairness cannot be compromised to achieve policy objectives, however worthy those objectives may be.

The Core Procedural Issues

From my perspective, five interconnected problems have compromised the procedural integrity of this OCP consultation. Individually, each raises significant questions. Together, they demonstrate a process that was structurally unable to provide the open, unbiased engagement that residents are entitled to expect, particularly as the OCP is the only mechanism now for public input.

1. Pre-Determination Through the CMHC Grant

The Town secured CMHC funding that required a commitment to 6-storey development policy before the OCP public consultation began. This external constraint meant that Council entered the consultation process with the most contentious policy decision—building height—already determined.

Administrative law recognizes a "reasonable apprehension of bias" when a decision-maker has predetermined an outcome before hearing from affected parties. The test is objective: would a reasonable, informed person conclude that the decision-maker's mind was already made up and not genuinely open to persuasion on the issue in question?

The CMHC grant agreement answers that question. By accepting funding with preconditions that locked in a specific density outcome, Council could not meaningfully consider community input on height policy. The consultation on this critical issue became procedural form rather than substantive engagement.

I recognize the Town's interest in securing grant funding and the importance of addressing housing needs, particularly non market. However, by not disclosing the CMHC requirements and their constraints during the consultation process—neither in the OCP survey, at public events, nor in subsequent communications—the Town prevented residents from participating with full knowledge of the predetermined policy framework. This lack of transparency fundamentally undermines the legitimacy of the consultation process.

2. Breach of Legitimate Expectations Through Removal and Reinsertion of Height Provisions

After initial public opposition, the Town removed the controversial 9 and 12-storey conceptual sites from the OCP map. In the context of significant community concern, this action created a clear and reasonable expectation: the OCP would establish definitive height limits, and the height issue was being resolved through the OCP process itself.

However, conditional height clauses have just now been introduced in the Zoning Bylaw (scheduled for public hearing next month) that function as mechanisms specifically designed to permit developments exceeding the OCP height limits that residents understood had been established.

This constitutes what administrative law terms a "breach of procedural legitimate expectation." When a public authority creates a clear expectation about how a process will unfold or what commitments are being made, it has a duty to honor that commitment or, at minimum, to clearly communicate any change in approach. *More fundamentally, this demonstrates a failure of candour—the Town did not disclose its full policy intent during the critical stage when the community's foundational planning document was under consideration.*

Residents reasonably believed that height limits were being established through the OCP process. They were not informed that parallel mechanisms were being developed to permit developments exceeding those limits. This is not a minor procedural irregularity—it represents a fundamental breach of the good faith required for legitimate public consultation.

3. Strategic Fragmentation of the Height Policy Framework

By splitting height policy implementation across two sequential processes—OCP establishment and then Zoning Bylaw provisions—the Town has required residents to engage with the same fundamental policy question twice, without providing a complete picture of the regulatory framework during the foundational OCP stage.

This fragmentation creates a public trust issue:

Prevention of informed participation: Residents could not meaningfully evaluate the OCP's height provisions without knowing that subsequent zoning mechanisms would permit exceptions. The consultation was therefore conducted on materially incomplete information.

4. Pre-Arranged Development Applications: Evidence of Pre-Determination

Perhaps most significant for assessing procedural integrity is evidence that specific development applications are being planned and coordinated with Town staff concurrently with the OCP consultation process.

Planning documents indicate that at least two projects are expected to apply immediately following OCP adoption, including a 9-storey development. This project proposes luxury rental units that would displace existing low-income tenants (with only a "tenant relocation strategy"), and notably does not require the developer to provide mixed-income housing despite the site having clear capacity to accommodate diverse housing types.

This information fundamentally alters the nature of the procedural concerns outlined above:

The grant constraint becomes concrete: The CMHC grant was not merely establishing abstract policy. Specific projects were already in the development pipeline, coordinated with Town staff, while residents were being consulted on policy frameworks they understood to be establishing development parameters.

The removal of high-rise sites from the OCP map becomes more problematic: Council's vote to reduce proposed heights from 9 and 12 storeys to 6 storeys conveyed to the community that height was being capped. However, the 9-storey project was already being prepared to proceed immediately after OCP adoption. This reveals a significant disconnect between the public consultation narrative and the actual development trajectory.

The conditional height clauses appear purpose-built: These provisions are not general planning tools added for regulatory flexibility. They function as mechanisms enabling specific applications already under discussion with Town staff—applications the general public had limited knowledge of during OCP consultation.

The hotel provision reveals systematic circumvention: New zoning text now states that the Marina CV site (which Council voted to limit to 6 storeys following community opposition) can exceed 6 storeys if the primary use is a hotel and certain conditions are met. The site residents believed they had successfully protected through the democratic process is now subject to conditional provisions permitting precisely what was publicly opposed.

This pattern reveals key procedural gaps:

- **Fundamental dishonesty in consultation design:** Residents participated in policy debate while specific applications were already being coordinated with Town staff. The consultation was structured to appear open while key outcomes were predetermined.
- **Material non-disclosure:** The community was not informed that development applications exceeding the height limits under discussion were already in progress. This represents a failure to disclose information material to informed participation.
- **Appearance of bias becomes demonstrable:** The CAO's stated interest in infrastructure budget expansion through development fee revenue, combined with pre-arranged applications that would generate such fees, creates a clear financial motive for the procedural approach taken.
- **Proven lack of candour:** Town staff had knowledge of pending applications during OCP consultation but did not disclose this material fact. Community participation was therefore based on false premises—residents believed they were establishing policy frameworks when they were actually participating in a process designed to provide political legitimacy for pre-arranged outcomes.
- **Equity implications:** A large site with capacity for mixed-income housing will instead displace low-income tenants for luxury units. The OCP process, which should have meaningfully addressed housing diversity and affordability, was structured in a manner that advantaged one specific developer with staff access while excluding those most affected by development decisions.
- **Pattern of systematic override:** Even after community opposition successfully reduced proposed heights on specific sites, conditional language was inserted to potentially permit developments anyway through alternative use classifications (e.g., "hotel"). This demonstrates that community input is being systematically circumvented through technical regulatory mechanisms.

5. Consultation Methodology Designed to Avoid Documenting Opposition

The structure of the Town's public engagement demonstrates that the process was designed to minimize rather than facilitate meaningful community input on building height.

The official survey omission: The Town's formal OCP survey, completed by 422+ respondents, did not speak directly to residents about their building height preferences. Despite height being the most consequential and contentious aspect of the OCP, the Town's primary consultation instrument included no baseline question on this critical policy issue. The responses received overwhelmingly emphasized values fundamentally incompatible with high-density development: small town character, peaceful environment, and low traffic levels.

The open house presentation strategy: At the open house attended by 300+ residents, the 9 and 12-storey proposed sites were displayed as small details on large boards. They were not highlighted or identified for specific attention. Only when it was highlighted by active engaged community members of these details, did other residents become aware of the proposals. Once aware, the majority of attendees provided written feedback specifically advocating for low-density height limits.

The community-initiated survey: Residents conducted an informal visual height preference survey using sticky notes outside the OCP Open House venue. Of approximately 200 respondents, 90% indicated preference for building heights of 5 storeys or lower.

This pattern reveals what administrative law terms "structured unfairness"—a consultation process that has the appearance of engagement but is deliberately designed to avoid generating evidence that would contradict predetermined outcomes:

- The omission of height questions from the official survey prevented creation of a formal record of community preferences on the issue already predetermined by the CMHC grant agreement.
- Critically, the Town's own survey results—documented in the Town's consultation materials— has never supported the 6-storey baseline policy. The consultation data the Town itself collected contradicts the policy direction already committed to, yet this contradiction was not disclosed to the community or addressed in the policy rationale.
- The presentation of 9 and 12-storey sites as inconspicuous details, rather than highlighted proposals requiring specific community input, minimized the likelihood of generating documented opposition.
- The community's self-organized survey revealed what the Town's methodology carefully avoided: overwhelming opposition to the height policy already committed to.

Legal and Administrative Context

These procedural concerns are grounded in established principles of administrative law, including those articulated in cases such as *Kitsilano Coalition v. British Columbia*. Courts have consistently held that:

1. **Pre-determination undermines consultation legitimacy:** Decision-makers must approach consultation with an open mind. Financial or policy commitments that predetermine outcomes before consultation occurs compromise procedural fairness.
2. **Legitimate expectations must be honored:** When public authorities create clear expectations about process or outcomes, those expectations must be respected or, at minimum, any change must be clearly communicated.
3. **Material information must be disclosed:** Meaningful participation requires that affected parties have access to all information material to the decision. Failure to disclose information such as pre-arranged development applications or grant preconditions constitutes a fundamental procedural failure.
4. **Process cannot be sacrificed to expediency:** Worthy policy objectives do not excuse procedurally unfair consultation processes. The legitimacy of outcomes depends on the integrity of the process that produces them.

The cumulative pattern of procedural issues documented here meets the threshold that courts recognize as serious procedural error requiring remedy.

Summary of Procedural Gaps

Issue	What Occurred	Procedural Problem	Impact on Consultation Integrity
CMHC Grant Pre-Commitment	Town secured grant requiring 6-storey policy before consultation began	Pre-determination; reasonable apprehension of bias	Consultation on most contentious issue was structurally unfair; Council could not genuinely consider community input on height
Consultation Design	Official survey avoided height questions; 9/12-storey sites displayed as inconspicuous details on large boards	Structured unfairness; designed to avoid documenting opposition	Community prevented from providing informed input on most consequential issue; no formal record of preferences
Removal and Reinsertion	High-rise sites removed from OCP map, then conditional height mechanisms added to Zoning Bylaw	Breach of legitimate expectations; lack of candour	Community given false impression height issue was resolved; full policy framework not disclosed during critical OCP stage
Process Fragmentation	Height policy split across OCP and Zoning processes; residents required to engage twice on same issue	Inversion of planning hierarchy; prevention of informed participation	Community never saw complete regulatory picture during foundational OCP consultation
Pre-Arranged Applications	Specific developments (including 9-storey project) coordinated with staff during consultation; hotel exception added for site community opposed	Material non-disclosure; appearance of bias; systematic circumvention of community input	Consultation revealed as providing political cover for predetermined outcomes; community victories systematically undermined through technical mechanisms

Requested Actions

I respectfully request that Council, CAO, and Director of Development Services address the following:

1. Direct acknowledgment of procedural concerns: These issues relate to process integrity, not opposition to housing policy or resistance to change. They warrant substantive response rather than characterization as obstructionist.

2. Clear public explanation of key procedural decisions:

- How the CMHC grant's predetermined height requirements can be reconciled with the duty to consult with an open mind?
- ***How removing high-rise sites from the OCP while simultaneously creating zoning mechanisms to exceed OCP heights represents good faith engagement?***
- Why material information about pre-arranged development applications was not disclosed during consultation?
- What justification exists for consultation methodology that avoided documenting community preferences on the most contentious policy issue?

Statement for the Record

While I submit this letter by email and I may participate in tonight's hearing, I do so in good faith and in respect for democratic process. However, my participation does not indicate acceptance of the OCP consultation process or adoption as the Official Community Plan Bylaw No. 2054 or Zoning Bylaw No. 2056 as binding, as I believe they have been fundamentally compromised. I am placing these concerns formally on the record.

Conclusion

I recognize the Town faces significant pressure regarding provincial housing mandates and understands the appeal of available funding opportunities. However, these

pressures do not justify a consultation process that appears designed to limit rather than enable genuine community participation.

When residents perceive—based on documented evidence—that consultation outcomes were predetermined, that representations of Mayor and Council as a whole, were not made in good faith, that material information to the public was withheld, and that the process looks strategically structured to avoid documenting community opposition to what Council wanted, the resulting loss of trust will impose costs far exceeding any short-term administrative efficiency gained.

Good governance requires both sound policy outcomes and procedurally fair processes. The two cannot be separated without compromising the legitimacy of municipal decision-making.

I respectfully urge you to engage directly with these procedural concerns rather than proceeding as if they do not exist. The community deserves transparency. Democratic accountability requires it.

Respectfully submitted,

Vivian Chislett

Vivian Chislett

303 Church Street, Comox B.C.

Happy Comox Resident & Tax Payer

From: [REDACTED]
Sent: Wednesday, November 26, 2025 11:19 AM
To: council <council@comox.ca>
Cc: Jordan Wall <jwall@comox.ca>; Randy Houle <rhoule@comox.ca>
Subject: OCP Public Hearing Submittal - V Chislett, 303 Church Street.

Good afternoon Mayor, Council, CAO Wall & Director of Development Services Houle,

Not yet sure about speaking this evening, so please find attached my letter of submission on the OCP NO. 2054 & Zoning Bylaw 2056 for the public record.

Kindly,
Vivian Chislett
303 Church Street,
Comox

Town of Comox – Administration

From: Barbara Clement (via Google Docs) [REDACTED]
Sent: November 26, 2025 10:26 AM
To: council
Cc: Planning Dept
Subject: OCP - November 25, 2025

RECEIVED

November 26, 2025

TOWN OF COMOX

LOG: 25-521	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Barbara Clement attached a document

Please find attached a letter regarding feedback on the OCP for consideration at tonight's council meeting (November 26, 2025).

Respectfully submitted,

Barbara Clement

142 Manor Drive

Comox

☰ OCP - November 25, 2025

Snapshot of the item below:

November 25, 2025

To: Nicole Minions

Steve Blacklock

Jonathon Kerr

Ken Grant

Jenn Meilleur

Randy Houle

Chris Haslett

Maureen

Swift

RE: OCP - Manor Drive and Manor Place Rezoning

I am **following up on letters to council** on August 18 and September 26 regarding the rezoning of Manor Drive and Manor Place. I have reviewed the latest proposal for the OCP and I continue to be concerned about the proposed rezoning in the Manor Drive neighbourhood.

Manor Drive is the singular access to Comox Avenue from our neighbourhood servicing the condo buildings at 2181 & 2187 Comox Avenue,

Eagle Ridge Estates town/patio homes and the Manor Park condos, 21 residential homes on Manor Drive and Manor Place and commercial use of The Manor at 156 Manor Drive. **Traffic and accessibility** to and from the area **is already busy** accessing Comox Avenue..

With the proposed increases in building heights, the density will minimally double affecting parking and traffic rates. Manor Drive and Manor Place terminate with cul de sacs limiting the ability for larger vehicles to navigate around. **Service vehicles**, such as garbage and recycling trucks, snow removal plows, hydro service trucks are just a few to mention. There is no room for street parking. I question the **ability for emergency vehicles to effectively access** the area and any potential evacuation of the area (**one way in, one way out!**) and **can not be ignored**.

Please consider the changes to the current, proposed OCP zoning:

- The Manor (156 Manor Drive) **be changed** from 4 storey mixed use to a **maximum of 3-storey** in keeping with the residential limits of the homes in the neighbourhood. A 4-storey mixed use buildings incongruent within a ground level residential area
- Eagle Ridge Estates (townhomes and patio homes) and Manor Park (three story condos) properties **be changed** from 4-storey **to 3-storey zoning**.

I understand the challenges you face with creating the new OCP for all of Comox. My concerns extend to the whole of Comox. I love our neighbourhood and love the unique Town of Comox. Over the past few months, I have connected with many residents and I know I am not alone! Having said that, **please reevaluate the zoning changes** to the proposed OCP **for Manor Drive and Manor Place** as suggested above. There are enough changes due to the rezoning of 2181 & 2187 Comox Avenue.

Respectfully submitted

Barbara Clement

142 Manor Drive

Town of Comox – Administration

From: Barbara Clement [REDACTED]
Sent: November 26, 2025 6:08 PM
To: council; Planning Dept
Subject: Manor Drive neighbourhood additional concern.

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

Council and Planning committee,

I spoke tonight. I missed a critical detail that carries over to all streets that terminate in cul de sacs as Manor Drive and Manor Place do. The access of large emergency and service vehicles can be limited due to street parking.

I have noted that the large recycling, organics and garbage pick up already need to do two or three point turns. On one occasion the removal vehicles were unable to reach the properly placed bins due to contractors parking and construction deliveries on and off during the day. Increases in traffic and need for parking particularly affects streets terminating in cul de sacs.

Thanks again for the opportunity to speak tonight.

Barbara Clement
142 Manor Drive
Comox

Town of Comox – Administration

From: Chantelle Zawila [REDACTED]
Sent: November 26, 2025 11:20 AM
To: council
Subject: URGENT: Feedback for the Public Hearing Today

November 26, 2025

TOWN OF COMOX

Hi Council,

LOG: 25-522	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

I write as 5 year resident of Comox, on behalf of myself and my husband Kent Gilroy who is a 20+ year resident of Comox.

We are homeowners on Robb Avenue, have both served several years as members at Comox Fire Rescue, and have chosen to reside in Comox as our family expands.

As a former resident of the City of Vancouver, I chose to move to Comox very intentionally for very specific reasons, it being a quaint small town with amenities that support the community without overcrowding - community centers, waterfront walkable areas, tons of parks and greenspace, and a SAFE community. Reasons that are at risk of becoming extinct with the new proposed OCP.

I would like to focus on a few key points that we oppose:

- Please limit buildings to 4 stories or less under any circumstances, especially in the Comox Ave/Beaufort downtown core**
 - Taller buildings mean more people, parking issues, more traffic
 - Taller buildings mean losing our quaint beautiful small town feel
 - What does 'affordable housing' mean? I doubt the proposed marina building will be affordable for anyone who doesn't have \$2million+ to spend
- Please use your contracts with any developer to ensure they are putting money back into the community.** The City of Vancouver does this. As part of their development plans, developers should be required to provide enough parking within their building to provide for all residents, plus guests. Our current infrastructure and transit system does not support the reasoning that people will use public transit. Our public transit use is not exemplary (due to lack of ridership and offerings) and this theory does not work in the current state of our small communities.
- Create a more transparent and clearer definition of the additional stories being potentially permitted 'contribution to amenities that provide substantial benefits to the community'.**
 - Developers typically want to make a profit, that is all.
 - Since our tax dollars have and will continue to increase, how is taller buildings a 'substantial benefit' unless you can share examples where these developers have installed public pools, parks, or enhanced community life in any way?

Thank you council for your hard work, and for your consideration in this important decision.

Sincerely, Chantelle Zawila & Kent Gilroy - 1875 Robb Avenue, Comox BC

From: Dianne Sellin [REDACTED]
Sent: November 26, 2025 11:35 AM
To: council <council@comox.ca>
Subject: Multi story buildings

RECEIVED

November 26, 2025

LOG: 25-523	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

TOWN OF COMOX

There are already TWO cleared areas off of Pritchard where 4 story buildings would be suitable. They were cleared & put up for sale. They are located conveniently near the airport as well as two major roads & a roundabout.

Oceanfront property is always more expensive & these costs would be passed onto prospective buyers/renters. This isn't building affordable housing. As well, as you are aware, Comox has one main road which is already impacted by too many vehicles. We don't need more traffic.

Comox is appealing because it has a small town, quaint feel & that is worth preserving. We don't want to look like Nanaimo.

Please consider no multistory buildings near the water. It makes no sense when there are other more feasible properties.

Thank you.

Dianne Sellin
557 Bambrick Place
Comox

From: [REDACTED]
Sent: November 26, 2025 11:43 AM
To: council <council@comox.ca>
Subject: OCP feedback

LOG: 25-524	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

Hello, I have read the OCP. For the most part it is sensible and well considered.

However, I do want to give feedback on the proposal to accept 6 storey buildings. I don't support it for the following reasons:

- More units mean more traffic, which equates to more noise, pollution, and congestion around the main corridors. This translates to making Comox a less desirable place. The appeal of the town has been its quiet nature. That you could safely ride a bike from one side to the other. If you add hundreds of more drivers to our town, that will be lost.
- More units mean more demand on existing recreation activities. Already our boat launch, marina, Goose Spit, Point Holmes, Kye Bay and North East Woods would be considered busy. Eg. to the point where parking is limited. What is next, pay parking at Goose Spit? The joy of living here is its easy going nature. Add more people and everyone feels the pressure on the things they enjoy.
- To whose benefit is this? I understand that we need local business, but who will really benefit by cramming more residents and visitors in? The developers? Realtors? Hotel owners? What about the rest of us, it seems we just pay the price?

I don't really want 4 storey buildings either but maybe that is the compromise.

Thanks for your consideration.

Jim and Nicole Wright
642 Colby Rd

From: Bonnie Patricia Brett [REDACTED]
Sent: Tuesday, November 25, 2025 22:55
To: Nicole Minions <NMinions@comox.ca>
Cc: Steve Blacklock <sblacklock@comox.ca>; Ken Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Maureen Swift <mswift@comox.ca>; Jordan Wall <jwall@comox.ca>
Subject: Request for OCP Amendment

1895 Buena Vista Avenue
Comox BC [REDACTED]
Tuesday, November 25, 2025

RECEIVED

November 25, 2025

TOWN OF COMOX

LOG: 25-556	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Dear Mayor Minions and Council members,

In advance of the final public hearing on the proposed new OCP I write to respectfully renew my request that council reconsider and revise its intention to allow 6 story buildings on the South side of Buena Vista Avenue.

Allowing ground level buildings on the North side of the street and 6 story buildings on the South side would, in my opinion, create a drastic and unsightly discrepancy that would render the current beautiful landscape unrecognizable. Tall buildings on one side of the street would negatively affect light on the other side which is zoned ground level. They would also threaten at least half of the approximately 290 mature trees on the street not to mention the wildlife and birds they support.

Buena Vista Avenue is a unique enclave in the town and as such should be protected rather than slated for demolition and re-development. Just because you *can* do it doesn't necessarily mean that you *should* do it.

Since the controversy over increasing building heights in the downtown area has arisen, it has, at times seemed rather like an eviction notice for people who currently live on the street and also a harbinger of the demise of the urban forest.

When I look at the magnificent mature firs on Buena Vista, I am amazed and grateful that they have survived over the last century. I urge you to protect them as previous generations have done.

While I recognize that some development and densification is inevitable and indeed desirable, I believe that smaller walk-up apartment blocks could and should be gracefully and intelligently integrated into the neighbourhood. In many of the proposed sites for densification, 6 or more stories would simply be too much of a not necessarily good thing.

Specifically, I request that council amend the OCP draft to allow development no taller than 3 stories on the South side of Buena Vista Avenue.

Sincerely,

Bonnie Brett

Town of Comox
Town Council
1809 Beaufort Avenue,
Comox, BC
[REDACTED]

November 25, 2025

Members of Council,

LOG: 25-557	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

RECEIVED

November 25, 2025

TOWN OF COMOX

I am writing to express concerns in regards to the 3rd reading of Official Community Plan, this November 26, 2025.

First I extend my apology that we are communicating these concerns at this late stage. You are receiving this information at this time, however, due to the fact that we recently became aware of the proposed changes and by the time we had adequately reviewed all of the relevant documents we have arrived at this date. Which leads to our first concern; that notification did not come in the form of a mailout to all property owners.

Property owners should not have to rely on happenstance to see a posted notification at some point in their busy lives and hope that they become aware with sufficient time to act as necessary. Nor should they have check the Town of Comox website on a regular basis in order to be aware of such information. The onus should not be on the citizen to find out that changes to policies or statutes affecting land use are being proposed; we should not have to happen upon this information. The onus should be on the Town of Comox to ensure that this is adequately communicated to all citizens, via mailouts to all property owners.

The purpose of writing this letter is to object the inclusion of our property within the new Sensitive Ecosystem Development Permit area. It is our understanding that this DPA has been created with the goal of consolidating existing guidelines, and has added large properties with natural areas that may contain sensitive ecosystems. None of the existing guidelines combined into this new DPA had previously applied to our property; and it is our understanding that it has been included solely due to the fact that our property is partially wooded.

Our objections are as follows:

1. We find that the policy as written, to be an **unreasonable** erosion of property rights.

The policy would require that we should have to submit an application for a Development Permit, hire a Qualified Registered Professional and pay for a report if we so much as want to plant a new flower bed (for example) in a location on our property where the soil has not previously been "disturbed". I would ask all members of council to put yourselves in the shoes of a property owner being asked to do this.

2. We find that the policy is overly broad and its particular application to our property is **unfounded**.

The DPA identifies a list of known sensitive ecosystems, but also states that “There may be other sensitive ecosystems in the Town that are identified during the development processes that should be protected or should have development impacts mitigated”. This allows for an unnecessarily, **overly broad** interpretation.

The goal of this policy; to protect, restore and enhance environmentally sensitive areas and to protect wildlife habitats, is certainly supportable - where sensitive ecosystems are *known* to exist. The DPA requires a property owner to engage a Qualified Registered Professional and obtain a report with the purpose of identifying whether any sensitive ecosystems exists.

This however, is already one of the primary functions of the B.C. Conservation Data Centre, which maps and provides a database of known locations (element occurrences) of species or ecosystems that are at risk of being lost.

We can confirm by referencing BC CDC’s data, that there are **no known species at risk** with respect to our property.

Further, any isolation of our property for the concern that *someday*, a species at risk may take up residence, is a risk that *every* property in Comox equally shares and is not a valid reason to restrict the use of our land. A Northern red-legged frog, may decide to make its home on *any* property in Comox, at *any* point in time.

Hence, notwithstanding the presence of trees, that, without any other material evidence of the existence of any sensitive ecosystem at this present time, there is no supportable basis for applying this policy to our property (it is **unfounded**).

3. With respect to the fact that our property is partially wooded; we understand a desire to protect existing trees, for which the Tree Protection Bylaw is already in force on our property. We can conclude therefore, that with specific respect to our property, this is a **redundant** piece of legislation and would not be a prudent use of taxpayer dollars to enforce.

Last, with respect to the Parks & Trails Masterplan we find that the goal for all residents to be within a 5 minute walking distance to a park and playground to be excessive. A 10 minute walk time to a park is a more than reasonable distance, encouraging exercise and healthy living. Reducing that walk time, detracts from physical exercise and represents an unnecessary tax burden on residents. We would much rather see that money spent on building sidewalks which would make actually getting to parks easier and safer.

In summary, we find that the application of Sensitive Ecosystems Development Permit Area to our property to be unjustified. Further, given that the Tree Protection By-law is in force we find it to be redundant policy with respect to our property, and with respect to the applicable concerns.

At a time when the tax dependency ratio in Comox is very high, and affordability is a top issue in our nation, we must not inflict undue hardship or burden, in perpetuity on tax payers without good reason or due justification.

To conclude, we request that our property be excluded from the Sensitive Ecosystems Development Permit Area map, upon finalizing the Development Permit Guidelines and the Official Community Plan.

Respectfully,

Dr. Andrew Remillard
BMLSc, MD, FRCSC
364 Butchers Road, Comox

From: Andrew Remillard [REDACTED]
Sent: Tuesday, November 25, 2025 18:18
To: Nicole Minions <NMinions@comox.ca>; Steve Blacklock <sblacklock@comox.ca>; Ken Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Maureen Swift <mswift@comox.ca>
Subject:

Dear Mayor and Councillors,

Please find attached a letter regarding our concerns with the 3rd reading of the OCP tomorrow. Please note that our property address can be provided to staff in follow up as required.

Kind Regards,

Andrew Remillard
BMLSc, MD, FRCSC
Otolaryngology Head and Neck Surgery
Clinical Instructor UBC Department of Surgery

RECEIVED

NOV 17 2025

November 17, 2025

Town of Comox,
1809 Beaufort Ave.,
Comox, B.C. [REDACTED]

TOWN OF COMOX

Attention: Council

Re: OCP - final draft

LOG: 25-476	REFER:	AGENDA:
FILE: 6480-20	ACTION: File	

Copies: Council

JW/RH/ET/SR/CD

Dear Mayor and Council:

Thank you for all your efforts to produce this comprehensive and generally thoughtful draft of the Town's OCP.

I realize that your plan is driven in large part by provincial housing decrees, economic concerns (tax base, funding for infrastructure etc), the need for density due to our finite boundaries, and aviation height restrictions. I also realize that this is a 20 year plan and that some of the proposals may be more appropriate in 20 years. Therefore, certain proposals seem draconian for our current situation and should be set aside for reconsideration at the next 5 and 10 year reviews of the OCP.

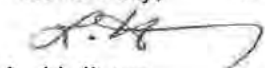
I strongly object to the proposals for the Harbour and Marina area and, the Harbourview Corridor. It is ironic that you are permitting 6 storey buildings in the southwest waterfront area and are then calling it Harbourview Corridor. Six storey buildings will block the water and harbour view of anyone traveling along Comox Ave or Beaufort Ave. (and anyone in the neighbourhood still living in single family homes). Not only will six storey buildings totally destroy the character of the Town, but few citizens or visitors will have a view. If there must be 6 storey buildings, they should only be allowed on the north side of Comox Avenue.

Regarding the Harbour and Marinal area, I understand the pressure that the Town faces from developers and the lure of economic benefits, but I don't think many of the townspeople want to have their park and boat ramp overshadowed by a hotel. A similar proposal several years ago did not go forward due to the public's disapproval. Marina Park is a well used and well loved amenity that already has good access. Commercial development does not need to be 6 storeys (eg. The Edgewater Restaurant, Compass Adventures). Not only will tall buildings in this area interfere with people's view of the harbour but they will adversely affect one of the few areas where many people enjoy easy access to the sea. I found Section 12.6 worrisome. Who would make this decision? Would it be transparent and seek public input, or would it just quietly happen?

Many ideas in the OCP focus on generating commerce and tourism. This is important and should be a priority, but if the ambience and charm and character of the Village by the Sea is destroyed, who will come?

I hope that you will seriously consider the above before final approval of the OCP.

Yours truly,



L. Huibers

2063 Murphy Ave., Comox, B.C., [REDACTED]

1984 Buena Vista Avenue
Comox

RECEIVED

November 24, 2025

November 25th, 2025

TOWN OF COMOX

Mayor Minion and the Town of Comox Councillors
1809 Beaufort Avenue
Comox, BC [REDACTED]

LOG: 25-493	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Dear Mayor and Councillors:

This is my response to your invitation to contribute to the planning of our new Official Community Plan.

The recent release of the Comox Tree Canopy study is professional and thorough. Hopefully, the changes to the OCP will include all the recommendations in that tree and soil evaluation.

My other hope is for you to consider the quality of life we enjoy in Comox. How I appreciate the small forests and the trails that exist! As you know, the tree study encourages protection of existing trees and insists on many more plantings.

The pressure from the Provincial Government to increase housing does not need to translate to higher buildings—particularly from the marina and the surrounding neighbourhoods. Four storeys should be the maximum in those areas.

High rises would negate the small-town character and contribute to traffic and parking congestion. Plus the buildings that developers propose do not equate to actual affordable accommodations.

You have the responsibility to listen to your citizens and to implement healthy changes. Once the fresh OCP is official, it will have a long-term impact on our quality of life.

Much gratitude for your consideration,



Annemarie Pletscher

To: Mayor Minion and Town of Comox Council

Date: November 24th, 2025

From: Shirley Dumas
1958 Buena Vista Avenue

Re: OCP Changes

Petitioning for your consideration on OCP changes:

Please consider building heights to a 4 storeys maximum.

Please include all the excellent recommendations in the Comox tree canopy study.

Likely you are aware that Qualicum restricts the maximum building height to 3 storeys "to preserve the town's small-town character". Residents and visitors to Comox shop along Courtenay's 5th Street and Qualicum because of the compelling low vintage buildings and the boutique stores.

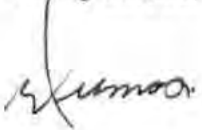
Also, developers insisting they can only profit from higher buildings, ignores the need for actual affordable accommodation.

The pressure for density and higher buildings does not take into consideration the ambiance of a town nor the crucial tree and soil protection. The extensive, professional Comox Tree Canopy study presents all the urgent reasons that need to be embraced in the new Official Community Plan.

This is a request to embrace the recommendations of the Comox Tree Canopy Study into the renewed Official Community Plan, and to restrict any new buildings to four storeys.

Thank you for the time, energy and work you direct to managing our precious community.

With gratitude,



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November 24, 2025

TOWN OF COMOX

LOG: 25-494	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Cathryn W. Thompson
1291 Noel Avenue
Comox, B.C.

RECEIVED

November 24, 2025

LOG: 25-495	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

November 24, 2025

TOWN OF COMOX

File: 6480-20-PH

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

Attention: Mayor Nicole Minions, Council and Planning Commission

Town of Comox
1809 Beaufort Ave
Comox, BC
V9M 1R9

Dear Mayor Minions, Council and Planning Commission

Subject: Comox Official Community Plan Bylaw NO. 2054

I am writing to express my concerns regarding Comox Official Community Plan Bylaw No. 2054. I would respectfully request the removal of:

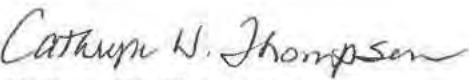
- Section 2.18 – “Explore concepts for an active transportation route through the Comox Golf Club ...”
- Section 20.2 – “Encourage the development of a plan for the Comox Golf Club (Central Community Park)”
- Section 20.3 – “Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park ...”

Although the Town holds a majority of shares 53% in Courtenay Golf Club Limited, it does not have the 67% supermajority required to change the permitted use of the land away from golf course use. The land was donated by Robert Filberg on the condition that it remain a golf course, and the shareholders collectively – not the Town alone – control any decision about a change in land use.

These lands are privately owned, not municipal parkland. The three OCP statements listed above imply possible future repurposing or park programming of the golf course and should be removed. Council has already agreed to extend the lease to 2040, so references to future land-use changes are not consistent with that commitment.

Removing the three statements would prevent ongoing public misunderstanding and respect the Filberg legacy.

Sincerely


Cathryn W. Thompson

26 Nov 2025

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NOV 26 2025

TOWN OF COMOX

LOG: 25-517	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

The Council
Town of Comox
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

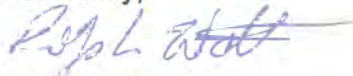
Dear Mayor and Councillors:

Re: Official Community Plan

While the OCP has some admirable goals, it is not likely to achieve them as it fails to account for the realities of how people behave and what is economically viable. This idea that spreading density and commercial districts around the town will result in people being able to walk to basic services is not grounded in economic realities or the way people really behave. How many people buy most of their groceries at only one store? As well, the reality is for many things you need to go to Courtenay or order it on line as those stores or services do not exist in town.

Despite having active transportation as a key priority, I find has got significantly worse not better. Yes more people are using bicycles but that is likely due more to the advent of the e-bike than other factors.

Yours truly,


Ralph Watts

RECEIVED

November 26, 2025

TOWN OF COMOX

On behalf of Save Our Forest Team
MEL McLachlan 1688 Dogwood Ave. Comox BC

LOG: 25-518	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH Copies: Council
JW/RH/ET/SR/CD

We have been told on a number of occasions that the trees in Comox would be cared for in the new OCP.

From the town's web page; "An urban forest includes all the public and private-owned trees... in the Town of Comox." The draft UFMS and tree-by-law speak to how the town can be a part of and assist in the care and wellbeing of so-called private trees.

The draft plan has an element of desire to work with private property owners to conserve trees, this should assuage fears of restrictions on property owners rights and encourage them to consider themselves as crucial elements in the wellbeing of our community .

This hearing is effectively the last time anyone will have a chance to comment on any development in this town because of bill 44 so it is imperative that this council delay 3rd reading until after the UFMS and Tree bylaw is in place.

As this council seems truly concerned about the fate of the Comox Urban Forest and how it contributes to the health and livability of our citizens and how it fits into the mitigation of our changing climate, council should not pass OCP 3rd reading until the context of the tree by-law has a well-advertised public review and consultation and is included in the OCP.

Council should pass immediately a no-tree-cutting moratorium effective until a real tree-by-law is in place. Why? because as has happened in other places the mere mention of a tree by-law brings out the chain saws by, some would say, unscrupulous actors wishing to skirt the law with only their own interests in mind and not that of the greater community.

RECEIVED

NOV 26 2025

MEL McLachlan 1688 Dogwood Ave. Comox BC

Environment and traffic

TOWN OF COMOX

The 2011 traffic study by Boulevard noted that several roads have “85 th percentile speeds greater than 10km/h over the posted speed limit.. and that these roads could benefit from police enforcement and/or traffic calming.”

From the Town’s web page ; *As reported in the Climate Action Plan and Risk Assessment, “transportation is the largest contributor to community emissions in Comox.”* and offers these recommendations;

“Ensure the transportation system respects the natural environment, minimizes climate impacts and improves the livability of the community.”

Lower speed yields calmer traffic, less carbon emissions, less brake wear, less noise, less stress.

This council rejected the idea of reducing the speed limit on most roads or streets in Comox with one councilor mentioning that Comox was already jokingly known as slowmox as the idea was shot down.

The increase in traffic and population has contributed to the increase of people in a hurry to get to the next stop sign.

As other municipalities minimize climate impacts and improve the livability of the community, I call on you to use the OCP to **also** lower the default speed limit to under 50 KPH

LOG: 25-519	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20-PH

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

Town of Comox – Administration

From: Eric Alexandre [REDACTED]
Sent: November 26, 2025 5:44 PM
To: council
Subject: OCP

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

Dear Mayor and Council,

I think that waterfront structures should not be higher than 4 stories. The building heights should rise as we move away from the waterfront rather than having humungous buildings on the waterfront blocking everyone behind.

I agree that the golf course should be turned into a general park for everyone not just golfers. I believe we need more east/west corridors near town center especially as density increases.

Best regards
Eric Alexandre
175 Bay Crt
Comox

Sent from [Proton Mail](#) for Android.

Town of Comox – Administration

From: Erin Bevans [REDACTED]
Sent: November 26, 2025 5:25 PM
To: council
Subject: Changing Neighborhoods

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

Hi,

I would like to express my concern over the erecting of 4-6 story structures at Port Augusta/Comox Ave. This is a quaint nautical seaside town and should be appreciated as such. To think that the downtown core would have buildings such as this instead of interesting and unique structures that draw people to the area is hard to understand. This is the heart of the Comox Valley. Do we need more housing directly downtown. More hardy plank rectangles blocking out the light? We have enough housing that fits the areas aesthetics, we don't need to force more into the area for the sake of builders. The fact that we have real estate and builders on city council involved in these decisions is hard to understand and seems a gross conflict of interest. Sorry this is rushed as I didn't realize that all submissions written or otherwise had to be in by the end of the hearing which seems pressed.

Thank you,

Erin Bevans
1504 Juniper Place
Comox, BC

Sent from [Outlook for Android](#)

Town of Comox – Administration

From: Catherine Black [REDACTED]
Sent: November 26, 2025 6:14 PM
To: council
Subject: Written submission OCP hearing

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

Firstly, I agree with increasing density, build up not out. However, I think this should be done slowly, thoughtfully while maintaining view corridors and tree canopies and on a scale that fits the town. Maximizing profit for the developers should not be the priority. For example, why not put 6 stories on Noel and then decrease height moving towards the water.

Specifically where I live, 1847 Buena vista, Six stories is too dense, will create more traffic problems and will eliminate the mature tree canopy. This would negatively impact the goals stated in the town's urban forest strategy. Many of trees on this street are over 100 years old.

Thank you

Catherine Black
1847 Buena Vista

Sent from my iPhone

Town of Comox – Administration

From: Kate Casselman [REDACTED]
Sent: November 26, 2025 6:41 PM
To: council; Town of Comox – Administration
Subject: Comments on the draft OCP

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

Dear Mayor and Council,

My name is Katherine Casselman and I live at 1765 Linden Ave in Comox. I attended the public hearing but will have to leave before I can speak to you directly.

I am writing to express my support for the draft Official Community Plan. I strongly support the proposed higher densities in the downtown area, as this will help consolidate growth, make more efficient use of existing infrastructure, and place more homes within easy reach of transit, shops, and services. This approach will provide more housing options, strengthen local businesses and bring greater vitality to the town centre.

I also support the inclusion of bonus density provisions that deliver affordable housing and meaningful community amenities. These tools are essential for ensuring that new growth contributes positively to the community and helps meet the needs of residents.

I do not support the removal of commercial use in the northeast area. Without nearby shops and services, residents—particularly those in apartment buildings—will be forced to drive to meet even their daily needs, which runs counter to the goals of creating walkability and complete neighbourhoods. Hopefully the business park will permit commercial uses such as retail, restaurant and other services that could serve employees, the northeast neighborhood and military families and personnel in the area.

I hope that implementation of the OCP will include the preparation of clear, well-considered design guidelines to ensure new buildings contribute positively to beautiful buildings, and a high-quality, pedestrian-oriented streetscape. I hope the urban forest strategy looks at how sites can be designed to retain and add trees as they are developed for SSMUH and higher density buildings. Without public hearings for the public to comment on OCP compliant proposals, it is critical that zoning, DPAs and other tools contribute to establishing a high bar for the type of development that occurs.

I appreciate the challenge of balancing the need to accommodate growth with maintaining the character and qualities of the town that drew so many people, including me and my young family, to live here.

Thank you for your leadership in planning for a more sustainable, inclusive, and vibrant Comox.

Regards,

Katherine

Town of Comox – Administration

From: Barbara Clement [REDACTED]
Sent: November 26, 2025 6:08 PM
To: council; Planning Dept
Subject: Manor Drive neighbourhood additional concern.

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

Council and Planning committee,

I spoke tonight. I missed a critical detail that carries over to all streets that terminate in cul de sacs as Manor Drive and Manor Place do. The access of large emergency and service vehicles can be limited due to street parking.

I have noted that the large recycling, organics and garbage pick up already need to do two or three point turns. On one occasion the removal vehicles were unable to reach the properly placed bins due to contractors parking and construction deliveries on and off during the day. Increases in traffic and need for parking particularly affects streets terminating in cul de sacs.

Thanks again for the opportunity to speak tonight.

Barbara Clement
142 Manor Drive
Comox

Town of Comox – Administration

From: Robyn Dickinson [REDACTED]
Sent: November 26, 2025 6:23 PM
To: council
Cc: Town of Comox – Administration
Subject: OCP

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

Robyn Dickinson
1415 Noel Avenue
Comox BC

We have lived at this address for 32 years. I have been in Comox since 1969. My husband was born here 72 years ago.

My main concern with the OCP is the contradiction from the goal of maintaining our natural beauty and recreation opportunity by taking away just that which attracts us here in the first place.

Yes, we need more housing but PLEASE do not eliminate the view and accessibility to the waterfront.

The residential lots- such as along Anderton- that have had density housing constructed- is what we need.

They are such fine examples.

Please do not allow what creates our community to be so desirable to be taken away.

Sent from my iPhone

Town of Comox – Administration

From: katy doran [REDACTED]
Sent: November 26, 2025 6:25 PM
To: council
Subject: Town hall meeting

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

Hello

I believe Comox is similar to Qualicum Beach in terms of size and charm. A unique aspect both communities have is a 9 holes golf in the center of town. I respectfully ask that the three bullets in the OCP which speak to the Comox Golf Course (section 2.18, 20.2 and 20.3) be removed from the OCP. The golf course provides recreation for thousands of people of all ages at no cost to the Town of Comox. It is the perfect type of recreation for the age group of the majority of Comox citizens (the elderly). It brings in hundreds of people daily to the downtown core which supports downtown businesses. The golf course requires a commitment from the Town of Comox for its continued success and the removal of these bullets would provide this commitment.

Thank you for seeking public input.

Respectfully

Katy Doran
1081 Mantle Drive
Courtenay
(But I come into Comox many times a week for recreation)

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Town of Comox – Administration

From: Carol Finley [REDACTED]
Sent: November 26, 2025 6:05 PM
To: council
Subject: Official community plan - public hearing Nov 26 2025v

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

To Mayor and Council:

I am opposed to 6-storey buildings in Comox and the densification that has occurred and is planned and/or proposed to occur in this small town.

Comox's infrastructure will in no way support the number of people that are proposed to move here. I am thinking of schools, hospitals, doctors, roads, bridges, and, very importantly, the glacier that provides Comox drinking water is disappearing.

Building a hotel on the parking lot(s) by the marina will most definitely put additional pressure on Comox's infrastructure and block residents' views. Another serious consideration is that the area and parking lot(s) adjacent to the marina were built on in-fill which may not be suitable for a multi-storey building.

Little or no public community input appears to have been sought before two readings of the plan occurred and were passed by the Comox Mayor and Council. In addition, it feels like significant decisions are being made and/or proposed "behind closed doors." Please be much more transparent; otherwise, you risk eroding public trust.

Since at least 2 Council members and the Mayor are connected to the real estate and financial fields, I respectfully suggest those individuals recuse themselves from voting on the Official Community Plan.

Please keep building heights low (maximum 4 floors), do not allow multi-storey buildings in the downtown core, ensure views are maintained, maintain green spaces, do not be unduly influenced by self-serving developers, and think very seriously about how Comox's (and, where relevant, Courtenay's) infrastructure will support the density that is being proposed.

Sincerely,

Carol Finley

2045 Beaufort Ave, Comox BC [REDACTED]
[REDACTED]

Town of Comox – Administration

From: Catherine Hannon [REDACTED]
Sent: November 26, 2025 6:22 PM
To: council
Subject: Public OCP hearing

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

I'm attending the public meeting on the OCP.

My sense is that attendees in general do support providing affordable housing but they do not want buildings over 4 stories or higher buildings on the waterfront. They also want to preserve the small town feel of the town, while increasing density by respecting existing neighborhoods.

I support sensitive infill housing that respects current residents and neighborhoods and does not sacrifice trees or views of current residents. This is achievable by 4 story developments, both residential and mixed use, sensitively sited, and by continuing to connect meaningfully with residents in a consultative planning process.

I support a 4 story hotel at the marina on the current parking lots. I support 4 story buildings well set back at the Comox Mall.

The middle path will work best. 4 stories is the middle path. Protecting green spaces and trees is the middle path.

Providing tax breaks to incentivize the creation of secondary suites and coach houses is the middle path.

I urge the council to follow the middle path. I urge that the Draft urban forestry management plan be adopted concurrently with the OCP.

Thanks,
Catherine Hannon
2301 Comox Ave
Comox

Town of Comox – Administration

From: Roy Heaton [REDACTED]
Sent: November 26, 2025 7:14 PM
To: council
Subject: OCP Public Hearing Feedback

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

Dear council,

I would like to provide my feedback on the OCP to you.

First off, well done on creating the OCP so that we have a plan for the future. Many of the items in the OCP I am in agreement with. The main item I am not in agreement with is allowing 6 storey development in the downtown and Buena Vista areas.

I am an immigrant to Canada from Europe. During my 30 years living in various countries in Europe, I lived mostly in large cities with very dense housing. By far the most efficient and organised was the German system. City housing in Germany is predominantly based on apartments in 4 storey buildings. It creates livable spaces which are walkable with people of all ages living there, retail facilities, cafes, restaurants, pretty much everything you need within walking distance. Keeping at 4 storeys also allows light into buildings across the street, onto the walkways, into the parks so trees and plants can grow. At 6 storeys, just 2 storeys more, the negative impact of those 2 storeys are immediately visible. Higher still, the negative impacts increase. Other European cities are similar because the 4 storey height allows for the combination of density and livability.

Now I am lucky enough to have a house but at some point I will need to downsize. So I look forward to being able to walk around a vibrant downtown Comox which still preserves the natural beauty and views without having higher density buildings dominating the landscape.

I will also add that in my experience, higher density buildings mean a decrease in livability as people feel less part of that small community and in fact become more isolated. So finding the right combination of density and livability is critical. Learning from years of experience in Europe can help with these decisions so I would urge you to adapt the 4 storey maximum as your guideline.

Thank you

Roy Heaton
863 Albion Road, Comox.

Town of Comox – Administration

From: [REDACTED]
Sent: November 26, 2025 5:25 PM
To: council
Subject: OCP Open House

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

I strongly oppose the proposal to add an industrial park on the Cambridge lands (1000 Pritchard) for a number of reasons. The most important being this use will not solve the housing crisis.

I also feel 4 stories is a perfect height for development to balance density with infrastructure-specifically traffic congestion.

Thank you for your consideration.

Sean McDonald
902 Highwood Dr. Comox

Town of Comox – Administration

From: Bonnie McGlashan [REDACTED]
Sent: November 26, 2025 6:13 PM
To: Town of Comox – Administration
Subject: OCP

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

To Mayor and Council of Comox

I oppose this OCP as it is written and presented. I am opposed to any new buildings above 4 stories. I have written about this OCP to you already, as have many others, whom have opposed this height variance. It seems you have not listened to us. We the people deserve to be heard and paid attention to. I don't believe you have done this. We need more consultation and for you to bring forward an OCP that reflects what your town people are saying. It's obvious you have not taken into consideration what WE the people of Comox have been trying to communicate to you. Please do not do a third reading on this until you have gone back to the table and really consider what your citizens are saying.

Thank you,

Bonnie McGlashan
410-2187 Comox Ave

Sent from my iPhone

Town of Comox – Administration

From: Margaret McKenzie [REDACTED]
Sent: November 26, 2025 6:13 PM
To: council
Subject: OCP Submission

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

I am very concerned about any plan to change the golf course to a neighbourhood. It's a gem to town's character, a carbon sink that sequesters tonnes of carbon per year and provides oxygen better than houses!

Please leave the golf course as is!!
, Margaret McKenzie
360 Fairway court
Comox [REDACTED]

Town of Comox – Administration

From: Julie Micksch [REDACTED]
Sent: November 26, 2025 5:16 PM
To: Town of Comox – Administration
Subject: Re: Bylaw 2054 A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN

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

Apologies in advance for the all caps. My plan was to speak but decided there were others that may not get the opportunity to be heard if I took up air space.

I BELIEVE MANY OF US THAT ATTENDED THE OCP MEETING ON NOVEMBER 26, 2025 WONDER HOW THE TOWN OF COMOX PLANS TO IMPLEMENT THE SAID OBJECTIVES AS OUTLINED IN THE OFFICIAL COMMUNITY PLAN WHEN THE PROVINCE AND DEVELOPERS CONTINUE TO PRESSURE AND THREATEN THE TOWN OF COMOX AND COUNCIL WITH HOUSING QUOTA MANDATES AND DEVELOPMENT ULTIMATUMS. I WOULD HOPE THAT FOR EVERY NEW DEVELOPMENT PROPOSAL THAT COMES ACROSS YOUR DESKS THAT THIS OCP DOCUMENT WILL BE OPENED, REFERENCED AND WILL PROVIDE THE DIRECTION AS OUTLINED IN THE OBJECTIVES DESCRIBED IN SECTIONS 4 THRU 7.

1. PARKS, TRAILS AND OPEN SPACE
2. INFRASTRUCTURE
3. COMMUNITY, CONNECTION AND WELLNESS
4. ENVIRONMENT AND CLIMATE ACTION

THE OBJECTIVES I'VE READ IN THIS OCP WOULD PAINT A VERY DIFFERENT PICTURE OF WHAT WE HAVE SEEN MORE RECENTLY APPROVED FOR HIGH DENSITY DEVELOPMENTS ON HECTOR AND ASPEN ROAD. HOWEVER, I MUST POSITIVELY ACKNOWLEDGE THAT THE PROTECTION OF THE RED-LISTED WETLANDS IN THIS AREA WAS GREATLY APPRECIATED BY THOSE WHO UNDERSTAND THE LOCAL AND LARGER ECOLOGICAL IMPORTANCE OF PROTECTING ALL OF THE LAST REMAINING INTACT WETLANDS AND NATURAL FORESTS WITHIN THE TOWN OF COMOX. I HOPE WE WILL ALL KEEP THE TOWN OF COMOX AND COUNCIL ACCOUNTABLE TO ALL THE COMMUNITY POLICIES LISTED IN UNDER PARKS, COMMUNITY AND ENVIRONMENT.

Respectfully,

Julie Micksch
906 Acacia Road
Comox, BC

Town of Comox – Administration

From: Neale [REDACTED]
Sent: November 26, 2025 6:54 PM
To: council
Subject: Written submissions

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

I recently moved to comox from Lions bay 5years ago to purchase a house and for a new job when I was 39

I worked for the village of lions bay in two capacities. I was a technician 2 for the public works department. I was the villages mechanic, welder, EOCP water treatment and distribution operator, sewer collection and sewage treatment plant operator too

My second job with the village was with the fire department. I was the deputy chief and served for 21 years.

Housing was always a challenge in lions bay. I would rent a whole house and sublet rooms to firemen and woman so they had a place to live at a reasonable amount\$

There are only a handful of condo units with the remaining 500 homes being single detached homes in lions bay

Long story short, as rental houses were sold, I could not secure an affordable rental nor could I afford a house to buy.

When I moved to Comox, Lions bay lost an amazing person who has dedicated his life to serving his community. Comox won that battle because housing was half of the cost of lions bay. I was able to purchase a \$700,000 simple comox house instead of a 1.3million dollar lions bay tear down

Comox must have a diverse housing market. Apartments, condos, townhouses, single detached etc. for the first time home buyers, for those stepping up. If density does not increase, Comox might lose the next generation of me, a skilled tax paying blue collar worker to a more affordable town

There are a lot of older people against the ocp, but I feel they are ignoring the next working generation that need housing options in all budget ranges.

I support 6 story or larger buildings in the downtown core and a 12 story hotel at the marina would be spectacular.

Thank you

Neale Mullen
524 cormorant street

Town of Comox – Administration

From: Neale [REDACTED]
Sent: November 26, 2025 6:27 PM
To: council
Subject: Feedback ocp

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

I oppose slower 40kmh traffic slowing proposals. They're simply not reasonable and I think they would be well below the natural 85th % for most streets

I support 12 story building at the marina. People are going to come here weather or not people like density or not. Comox will change regardless of people wanting it to stay the same

Neale Mullen
524 cormorant street

From: denise reide [REDACTED]
Sent: November 25, 2025 6:12 PM
To: council <council@comox.ca>
Cc: [REDACTED]
Subject: For the public meeting Nov.26,2025

Re: OCP and building allowances in Comox.


Dear Council,

I have concerns and questions re the infrastructure that the projection of growth for our peninsula would include.

1. With buildings being permitted to be 6 stories high, inhibiting the view that we all now enjoy and love, would these buildings be residing permanent residents or absentee residents? What employment would they have? Do not invite the unemployed please.
2. We always have water restrictions every year. What are population projections and the plan to have sufficient water? The glazier is getting smaller every year.
3. Traffic circles are almost completed to slow down traffic but doesn't detract the numbers of cars. Six story buildings bring population, traffic, parking problems (which we have downtown already). Will these developers provide a new bridge and highway lane to cross over to Courtenay?
4. Our hospital does not have enough rooms and emergency wait times are lengthy at this time let alone double our population. I do not think we should be building enormous increased welcoming mats unless we can adhere to a balanced column of numbers to maintain our quality of life. Many new apartment buildings have been built in East courtenay and that has changed the feeling of those areas. That feeling is that of not feeling safe.
5. Quality of life; the 'meat and potatoes' of Comox are a large number of retirees, air force employees and the airport, Cosco, and the hospital. We have many schools and extra-curricular activities for the families. Our farms are well supported and appreciated. I love and support the restaurants. We live in a cohesive community. We can always think of improvements or desires but can we afford to destroy our happiness with over-population? The heritage homes and history means a lot to Comox people. Look at the love for the Filberg Park and lodge.

Thank you for explaining these issues to us.

Please withhold my address and phone number from publication.

Denise Reide
334 Redwood St
Comox, BC


Town of Comox – Administration

From: Nina Sato [REDACTED]
Sent: November 26, 2025 7:32 PM
To: council
Subject: OCP

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

Dear Council,

I am submitting my input during the public hearing about the OCP.

It's clear that population growth requires increased housing; no argument there. The way this is done is of utmost importance to the community of Comox. The current plan of 6 storeys is not in keeping with the character of the Town of Comox. Furthermore, the areas that were chosen for 6 storey development, such as Buena Vista, do not make sense in terms of infrastructure, traffic, and the tree canopy.

I truly hope that you will hear the message that the community is telling you tonight.

Nina Sato

1789 Beaufort Ave, Comox

From: William Schneider [REDACTED]
Date: September 25, 2025 at 5:33:40 PM PDT
To: planning@comox.ca
Subject: Development of Comox Golf Course Land-Comox Draft OCP 2025-COMMENT

My comment on subject as required for submission. Please acknowledge receipt. Thank you.

25 September 2025

To Comox Council

Development of Comox Golf Course Land-Comox Draft OCP 2025-Comment

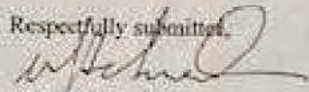
1. To develop the present Comox Golf Course Land for recreation for all ages and run a road through it under the guise of Connectivity are the two policies offered in the Comox Draft OCP for the future use of the land.
2. The land already provides the recreation for all ages, especially for Seniors and Working people. Further it provides opportunity for youth and families. All at a reasonable/affordable price.
3. Concerning Provision of Connectivity, this is a false requirement. There are already plenty of routes around the land.
4. The Golf Course provides a Thriving Comox Senior's Facility promoting/catering to the physical as well as the mental well-being of the senior's population.
5. As well it caters to the working population and their families in the Comox Valley providing a very acceptable golf venue at an affordable price.
6. And it provides this facility/amenity available and frequented all day 12 months of the year.
7. Further this facility is provided at NO cost to the Town. It is entirely self financing.
8. It is similar to the Town Recreation Centre. However it affords especially Seniors with a longer period of exercise as well as social interaction.
9. It's presence provides/affords a very calming effect on/for the Town Centre and Town proper. The course area greatly enhances/provides the beauty, essence and atmosphere of what is Comox.
10. The arguments/reasons stated in the survey/planning stages supporting the view for Comox Golf Course Lands set out in this Draft OCP were false/not correct. Comox has excellent connectivity. Comox is NOT a Big City. There is Nowhere that people cannot get to in a very reasonable amount of time, 5-10 minutes maximum by car/bicycle. The Golf Course Land Does Not unreasonably block anyone from getting around. There are plenty of streets affording connectivity.
11. As well, the golf facility is open within reason and provides recreation to All ages.
12. I believe the Golf Club has provided information/statistics that show the contribution that the Golf Course area provides to the citizens of Comox and the Comox Valley all year round. And mentioned some of them in my earlier submission for the survey that was done for this Draft OCP. All of which seems to have fallen on Deaf Ears.
13. Also, preserving the the present use of the Golf Course Lands was NEVER discussed or given as an option for people to choose in the Survey done for the Draft OCP. The demise of such an important town facility and it's merits was pre-determined and totally left out!
14. To even consider running a road through the Golf Lands area is perhaps an indication of THE DANGER and it's possible future. The piecemeal diminution of the area leading to it's lack of usefulness making it a prime target for DEVELOPMENT.

5/2

- 2 -

15. The recreation and connectivity already exists in Downtown Comox and is open to everyone. The Downtown Area of Comox is beautiful. No one wants large apartment buildings and high density which will DESTROY what is Comox, the reason we want to live here.
16. No, the preservation of The Comox Golf Course Land in it's present form and use is BEST.

Respectfully submitted,



William Schneider
Comox Resident and Colfer
1797 Centennial Ave
[REDACTED]

Sent from the iPad of
Billy Schneider

From: William Schneider [REDACTED]
Sent: November 27, 2025 10:26 PM
To: Regina Bozerocka [REDACTED]
Subject: Fwd: Development of Comox Golf Course Land-Comox Draft OCP 2025-COMMENT

Pls let confirm receipt.



Sent from the iPad of
Billy Schneider

Town of Comox – Administration

From: S Smith [REDACTED]
Sent: November 26, 2025 6:19 PM
To: council
Subject: OCP issue in Comox

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

Hello,

My name is Shannon Smith, and I live at 260 Ivy place.

My home is directly affected by the proposed apartments that border Comox Ave and Buena Vista, as my property shares a border with it.

I am against these tall buildings being built here. This will create a nightmare for the neighborhood during the construction (underground parking and up from there) and after as well.

I ask you to drive down Buena Vista towards Anderton, at 8:45 am, and try to make a left turn onto Anderton. Now add over 200 more residences on Buena Vista. The line to pull out will probably stretch the length of Buena Vista. (The same problem occurs where Church street meets Noel). Our town can not handle the extra traffic- especially after narrowing Comox Ave. Summer water restrictions also come to mind... more people means more water being used.

I understand that the town needs to evolve, but why 4-6 stories? Especially on Buena Vista - one of the most beautiful streets in town.

Can there not be townhomes built on this property instead? There are new townhouse being built along Anderton and in other areas in town. Building townhomes on Buena Vista would increase density, but also keep the charm on the street and in the town.

Thank you,

Shannon Smith

Get [Outlook for Android](#)

Town of Comox – Administration

From: May Trieu [REDACTED]
Sent: November 26, 2025 7:25 PM
To: council
Subject: Comox and the New Purposed OCP Changes

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

I am writing to express my concern regarding the proposal for 4–6 storey buildings in the downtown core. It appears as though densification is being concentrated exclusively in the heart of town, despite there being other suitable areas that would not alter the established character of our small seaside community.

The proposed structures do not reflect the existing scale or visual identity of downtown. Introducing large, uniform buildings in this area risks diminishing the distinct character that residents and visitors value. While housing needs are important, development should align with the community's established aesthetic and long-term vision rather than prioritizing cost-efficient construction or developer-driven interests.

I am also concerned about the decision-making process, particularly the involvement of individuals with real estate or development ties who sit on Council. Even when elected, their participation in decisions that may benefit their professional interests raises reasonable questions about conflict of interest and transparency.

Thank you for considering these concerns as part of the ongoing discussion.

May Trieu
1504 Juniper Place, Comox BC
(A life long Comox Resident 48yrs)

Town of Comox – Administration

From: Jay Van Oostdam [REDACTED]
Sent: November 26, 2025 7:38 PM
To: council
Subject: Fwd: OCP

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

I have sent several comments on the OCP. At the meeting you indicated that you needed speakers addresses. Please add as needed.

1740 Linden Ave Comox [REDACTED]

Sent from my iPhone

Begin forwarded message:

From: Jay Van Oostdam [REDACTED]
Date: November 26, 2025 at 19:09:59 PST
To: Comox Council <council@comox.ca>
Subject: OCP

The Comox golf course needs to transition to a public park in the centre of the community. 200 members of the comox golf club should not hold the community hostage. Please put in the OCP a statement that the long term vision is for the golf course to become a public park.

Sent from my iPhone

Town of Comox – Administration

From: Diane Van Oostdam [REDACTED]
Sent: November 26, 2025 7:34 PM
To: council
Subject: OCP

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

To make Comox a more liveable place let's reduce the speed on suburban streets to 40 km per hour.

Thank you.

Diane Van Oostdam
1740 Linden Ave
Comox
Sent from my iPhone

Town of Comox – Administration

From: Jay Van Oostdam [REDACTED]
Sent: November 26, 2025 6:52 PM
To: council
Subject: Affordable Housing- basement suites.

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

New condos or apartments that cost \$500k or \$2000 / 3000 per month are not affordable. Basement suites could much more easily / economically be constructed and the town's density increased significantly. Make this a key part of the OCP.

Sent from my iPhone

Town of Comox – Administration

From: Jay Van Oostdam [REDACTED]
Sent: November 26, 2025 6:23 PM
To: council
Subject: OCP building height and transport

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

Increasing density is what is needed to minimize overall environmental impact. Three stories should be the maximum height in residential areas and 4-5 stories in most other areas. Six stories in only special lots (very restricted).

Increased density must not bring more cars. Public transit must be tripled or quadrupled. Bicycles and walkers must also be supported to reduce the number of motor vehicles.

Sent from my iPhone

Town of Comox – Administration

From: Jay Van Oostdam [REDACTED]
Sent: November 26, 2025 5:51 PM
To: council
Subject: OCP input- tree cover, bylaw.

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

I would like to provide the following input.

The urban forest management plan (UFMP) must be finalized and incorporated into the OCP. The % tree cover has decreased significantly and the 1% increase in the tree cover over the next 20 years is inadequate. In the following 20 years it is suggested that a higher increase (3%) might be a reasonable goal. We must increase tree cover by at least 3% in the next 20 years and a further 3 to 5% in the following 20 years. This is an essential piece to help people address the coming climate challenges.

How do we do this? Give a deduction to each landowner for each square foot of tree cover. Make trees valuable!! A tree bylaw is also needed as trees belong to the community not just the land owner. Trees must be removed only if diseased or if there is significant risk. This needs to be done in this OCP!!

Sent from my iPhone

Town of Comox – Administration

From: mwedge [REDACTED]
Sent: November 26, 2025 6:10 PM
To: council
Subject: OCP proposals, town hall meeting Nov 26, 2025

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

Ladies and gentlemen of Comox Town Council,

I am writing as I am in attendance at tonight's meeting on Nov 26, 2025... I am a resident of Courtenay but travel frequently to Comox to play golf at Comox Golf Club, where i have been a full member for 3 years... As a member there, I am strongly opposed to the OCP as it pertains to Comox Golf Course as I feel that it is misguided as well as unnecessary... it also contravenes the wishes of Robert Filberg when he donated the lands to be used as a golf course... This course has been attracting more and more people (golfers) over the past few years and is making money at no cost to the Town of Comox... The golf course also acts as a social center to many people, the majority of whom are seniors, as well as to many youth members who are taking up the game, and in some cases are being mentored by other older members of the club which can only be seen as a plus in this community... taking land away from the course to provide unneeded walkways that would not only be to the detriment of the club but would in turn harm the business of the club as it would affect the playability of the course resulting in less people playing... please honour the legacy of Robert Filberg and honour the many people who use the Comox Golf Club... It serves the community in ways than is obvious. thanks for your time

Regards,
Michael Wedge
1680 McLauchlin Drive
Courtenay [REDACTED]
Member 3072 Comox Golf Club

Sent from my Galaxy

From: Jill White [REDACTED]
Sent: November 24, 2025 10:41 AM
To: Planning Dept <Planning@comox.ca>
Subject: Bylaw 2054

Mr. R. Houle;

Since I'm unable to attend the public hearing on November 26/25; I would like to ask council to amend the baseline height in Zone X, From 6 to 4 stories.

The traffic in our downtown core, is at a crawl, as it is....! We don't need or want any further congestion.

Please help keep the 'small town feeling in Comox'..... that we love & appreciate!

Thank You for your consideration.

J. White.

Frank & Jill White: 205-1912 Comox Ave., Comox, B.C

Sent from my iPad

Town of Comox – Administration

From: Jill White [REDACTED]
Sent: November 26, 2025 1:01 PM
To: Town of Comox – Administration
Subject: Re: Bylaw 2054

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

I'm assuming a civic address, is our residential address. If so;
Our is: 205-1912 Comox Ave., Comox, B.C., [REDACTED]
Frank & Jill White
(Thank You)

Sent from my iPad

On Nov 26, 2025, at 9:13 AM, Town of Comox – Administration <town@comox.ca> wrote:

Good Morning,

Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements (attached)?

Once I have a civic address, your submission will be included in a planning report to Council on November 26, 2025. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville

Clerk II – Corporate Services

<image001.png>

250-339-2202 – [Comox.ca](https://www.comox.ca)

1809 Beaufort Avenue, Comox B.C. V9M 1R9

[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'ómoks First Nation, the traditional keepers of this land.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of

its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at (250) 339-2202.

From: Jill White [REDACTED]
Sent: November 24, 2025 10:41 AM
To: Planning Dept <Planning@comox.ca>
Subject: Bylaw 2054

Mr. R. Houle;

Since I'm unable to attend the public hearing on November 26/25; I would like to ask council to amend the baseline height in Zone X, From 6 to 4 stories.

The traffic in our downtown core, is at a crawl, as it is....! We don't need or want any further congestion.

Please help keep the 'small town feeling in Comox'..... that we love & appreciate!

Thank You for your consideration.

J. White.

Sent from my iPad

<PH_Notice_OCP 2025.pdf>

Town of Comox – Administration

From: Mary Whyte [REDACTED]
Sent: November 26, 2025 7:04 PM
To: council
Subject: OCP Public Hearing Feedback

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

Dear Mayor and Council,

Thank you for listening to us tonight.

We really do not want to become another White Rock. Please preserve our small town feel and the view corridors.

Even those in favour of densification and 6 storey buildings were wanting them so more families can afford to live in Comox.

You know as well as a lot of us do, these 'mid level' buildings in downtown, along Beaufort, and Comox Avenue will NOT be affordable housing. Multi family housing needs to be in another area of Comox.

Also, we all want the sea and the mountains to be visible to all who reside in Comox. Please reconsider building heights in downtown and the 'view corridor'.

And lastly, leave Buena Vista Ave as is. It is our heritage, our charm, and the last street that is Comox. By having multifamily dwellings there, you might as well change the 'Comox by the Sea' designation to 'We don't care about the town's history, heritage, charm, or old growth trees.' That would be a tragedy.

Thank you for the work you are doing. You represent our interests and what we, the voters, want. We the voters want our small town charm and not urbanification.

Otherwise you change Comox forever and will never get what we all love back. You can go more slowly, not make these big changes all at once. There will be more OCP's, for instance in 5 years.

Sincerely,

--

Mary Whyte
1912 Comox Ave, Comox by the Sea

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: ANNE HATLELID

Address: 2069 BEATON AVE
COMOX

Issue: Height of buildings allowed in Comox under proposed O.C.P.

Goal: Please restrict all building in Comox to a maximum of 3 to 4 story. This will preserve the character of

Call to Action: the community, views corridors & tree canopy.

(What you want Council to do) Six floor penthouses will most probably be occupied by wealthy individuals - will not provide affordable housing for young families. Please preserve the character of the

Good Evening to Mayor Minions, Council and Residents.

My name is Bill Toews, and I have had the privilege of living and working in Comox as a dentist for the past 47 years. In that time, I have gotten to know generations of local families, and I have seen firsthand how much this community cares for one another.

That is why I am speaking in support of the proposed Official Community Plan. This Plan preserves what we love about Comox and its small-town charm, while still preparing for the future.

One of the strongest reasons to adopt this OCP is its clear focus on providing more opportunity for apartments and condo-style housing - housing that working individuals in Comox urgently need. Every day in my practice, I meet nurses, teachers, small business owners, tradespeople and young professionals, who are essential in keeping our town running. Unfortunately, many of them are unable to find a place to live here. When the people who support our town can't afford to stay in it, it becomes everyone's problem!! I recently met with two young dentists who wanted to relocate to Comox, but who ended up taking positions in Alberta, because they could not find suitable housing locally.

This OCP takes a practical and balanced approach. It doesn't try to change the character of Comox. It allows for well-designed apartment and multi-unit options in the right places, so people can live close to their jobs, walk to services, and be part of the community. These additional housing options could make it possible for young families, new workers, and long-time residents looking to downsize, to stay in Comox.

Comox has historically relied on single-family homes, but the needs of our community have changed, and it is time to provide a broader range of housing.

Adoption of the OCP will help to ensure that future generations, including the workers that are needed to keep our town vibrant, are able to live here. Adopting the OCP means supporting the people who support our town.

Thank you for your time!

Bill Toews
Comox Resident

"Town" of Comox . Nov. 26/25
OCP meetings

Brenda Barin
197 ELLIS ST. Comox

I agree with the need for higher density, however more than 4 storey would be too high. Also the area is important.

The marina & waterfront areas towards Goose Spit & Courtenay are very important for family activities, & should never be used for high storey development.

The area between Comox Ave & Buenavista, especially where the cabins housing 1 or 2 people need to be removed, bearing in mind that the people living there will need some kind of housing. Many other lots on the top of Comox Ave are ~~about~~ vacated & would be good for 4 storey buildings.

The speaker, Marthen who spoke about 6:20 p.m. had excellent information on the need for ~~the~~ keeping the trees & keeping it to 4 storeys.

One last point for maintaining the marina as a family gathering area is the town gatherings ^{park} the happen there - Marina Days, end of the Sky - Sea Race as well as other events - car shows etc. (musical events).

Also, I'm not sure what the Comox Golf Course issue is, however, I agree that it is a great area for people ^{to} socialize & anyone, seniors included, get exercise & peace.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Carla Hundley

Address: 2040 Wallace Ave.

Issue:

Goal: maintain community,
(Positive change wanted) green space, appropriate ratio of people:
capacity

Call to Action:
(What you want Council to do) slow growth / density / allow for
community to thrive not be overwhelmed
by increase in cars + high rises that
do not belong.

**Town of Comox Official Community Plan
November 26, 2025
D'Esterre House**

Third spaces are social environments separate from home (the first place) and work (the second place), where people can gather, build relationships, and connect with others. Examples include cafes, parks, libraries, community centres, and places of worship, which foster community and provide a sense of belonging. The term describes a vital component of community life, offering neutral, accessible ground for informal social interaction. The Comox Dog Park on Wallace Avenue is an ideal place for a third space in our community.

This summer the dog park was closed as “ground nest wasps were active” in the park. The park was not usable all summer. As an allergic person who has been swarmed by wasps and have seen the local government response; you’ve got to be kidding. This is a park just like MacDonald Woods or Port Augusta. You would not dream of ignoring ground wasps in those parks.

Comox

[illegible]

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Caroline Wrokel

Address: 243 Beach Drive, Comox, 

Issue: Extent of higher density zoning that theoretically will enable housing development that ~~will~~ exceeds housing targets, effectively leading to significant changes to a town environment. We need higher density zoning but thoughtfully so and that fits within a town environment.

Goal: (Positive change wanted) We also need a healthy mix of commercial or mixed use zoning. For a healthy community. And maintain views/sheds for all.

Call to Action: (What you want Council to do)

Mixed uses in core areas

Focused higher density with reasonable heights (4 stories or less)

December 3, 2025, Regular Council Meeting

Keep town on maintaining a town environment

Town of Comox Official Community Plan Feedback
(The Town wants you to include your name and address on the form)

Name: Catherine Hannon

Address: 2331 Comox Ave
Comox

Issue: Maximum Height

Goal: 4 stories with generous setbacks
from streets/
sidewalks
(Positive change wanted)

Call to Action: Limit Building Height to 4
stories
(What you want Council to do)

Town of Comox Official Community Plan Feedback
(The Town wants you to include your name and address on the form)

Name: *Christin & Dennis Keeler*

Address: *1935 Beaufort Ave.*

Issue: *Overwhelming negative response to high densification in downtown core.*

Goal:
(Positive change wanted) *Hotel build @ airport - (Knight & Prichard.) Preserve downtown view corridors*

Call to Action:
(What you want Council to do) *No more than 4 stories in commercial areas, 3 stories in residential areas.*

Listen!

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name:

Donna Rhymer

Address:

25 2310 Guthrie Rd

Issue:

Can't even
get in the door to hear the proposal
or speak -

Goal:

(Positive change wanted) This is way too small a venue!

Call to Action:

(What you want Council to do)

Do this again at the Rec Centre!

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name:

Jeff West

Address:

148 Beach Drive

Issue:

Goal:

(Positive change wanted)

Please add reasonable density to
help meet housing needs.

Call to Action:

(What you want Council to do)

(2)

cond

and apartments in our community to satisfy Bill 44's requirement to provide housing. Bill 44 needs to be challenged so that the unique needs of each community are protected.

- As Lynn Blair outlined, we should look to the success of other countries, such as the Nordic countries where she was involved in livability studies that provided housing ~~for~~ and services for a range of ages in population.
- Buildings higher than 6 storeys create more anonymity in the community taking away from the community feel. These buildings higher than 6 storeys in the wrong places create shadow zones and ~~pr~~ inhibit natural daylight from housing across the street. We don't want an overgrown community that evolves into looking like Langford and its traffic problems.

Thank you for all your work.

Sincerely,
Joanne McKechnie
1611 Noel Ave
corner [REDACTED]

Nov 26/25

Mayor and Council

My name is Joanne McKechnie and I live at 1611 Noel Ave. Comox also known as High speed and Noise Pollution Ave.

- My first ask is to reduce the speed along Noel, Pritchard and Guthrie corridors and install speed bumps as well as better monitoring by law enforcement.

Other asks and concerns are:

- more meaningful consultation as we feel our input from the Open House earlier this year was not implemented. Poor advertising.
- Delay 3rd Hearing and adoption until the VFMS is implemented to give it more teeth to protect our urban canopy.
- I fully support the input and asks of Dave Durand, a former Town of Comox councillor as it seems the proposed OCP favours economic development over humaneness of neighbourhoods, especially in the downtown core.
- Skyscape is public domain that should not be appropriated and ruined by 6+ storey buildings along Comox Ave and along the waterfront. There should be no loopholes left open for developers to be allowed to build higher.
- Increased over densification in the downtown core causes higher traffic congestion and pollution as well as a strain on existing infrastructure.
- We should be focussing on densification of deep lots within the Town boundaries. Within 5 years many seniors who own these lots will be putting them on the market. This becomes the opportunity to build housing for families, which means townhouses and multiplexes will multiply in stock. This is the type of housing families are looking for - not apartments and condos.
- We need to gently grow with tiered storeys of 3 to 4 levels to maintain our coastal charm. There are many vacancies in the glut of apartments recently built in Comox and Courtenay because they are unaffordable - this is confirmed by real estate agents. We don't need ambitious builds of 16+ storeys.

Town of Comox Official Community Plan Feedback
(The Town wants you to include your name and address on the form)

Name: JOHN BAVIN

Address: 197 ELLIS ST.

Issue:

BIGGER MEETING
SPACE!!

Goal:

(Positive change wanted)

Call to Action:

(What you want Council to do)

WHY IS IT NOT
RECORDED!!

Town of Comox Official Community Plan Feedback
(The Town wants you to include your name and address on the form)

Name: John North

Address: 1685 Beaufort Avenue. Comox

I have great concern about increasing the height of
Issue: buildings on the South side of Beaufort Avenue between
Port-Augusta and the East-end of the street. This would block
the mountain views of all properties on the North side of the street and
Goal: Substantially reduce the attractiveness of this
(Positive change wanted) part of the downtown core.

Call to Action:

(What you want Council to do)

modify the OCP.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Laika Heflin

Address: 1809 Buena Vista

Issue: - Building heights & Density downtown
- Traffic & utilities needed
- People & Planet Before Profit

Goal: Please limit high density to outside the downtown core. Please keep the height considerate to nature, light, & view for all. People can walk 5-10 minutes or drive part way?

(What you want Council to do)

Please pause & rewrite the OCP to save the charm, beauty, trees, people...

December 3, 2025, Regular Council Meeting Thank you Laika

Lynne Blair

203-1720 Beaufort.

~~Re~~ I urge Council
to consider zoning that
restricts the size of
hotels to small boutique
hotels in the downtown
core to reduce congestion,
noise and pedestrian/
vehicle conflicts.

Martha Gerow

1907 Buena Vista Ave, Comox

**To the Mayor and Council
Town of Comox**

**Request for Amendment to Buena Vista South-Side Height Designation to
Ensure Compliance with OCP and UFMS Policies**

Dear Mayor and Council,

I am writing to express significant concerns regarding the proposed 6-storey designation on the south side of Buena Vista Avenue in the draft OCP. These concerns are shared widely within the neighbourhood and arise not from opposition to growth, but from the need for that growth to remain consistent with the Town's own adopted policies—especially the Official Community Plan (OCP) and the Urban Forest Management Strategy (UFMS). The current height proposal is not aligned with these policies.

**1. The Conflict: 6 Storeys vs. OCP and UFMS Policy Inconsistency with
OCP Environmental Protection Goals**

Neighbourhood survey results reflect a clear preference for a 3–4 storey maximum height to retain the remaining mature trees. A 6-storey designation contradicts **OCP Guiding Principle 6**, which directs the Town to *“protect, restore, and enhance the natural environment and urban forest.”*

Failure to Minimize Development Impacts

A 6-storey massing on Buena Vista would fundamentally change neighbourhood character, remove canopy, and impact habitat. This is inconsistent with **OCP Objective 8(C)**, which seeks to *“minimize impacts of development on... natural areas.”*

UFMS Evidence on Canopy Loss

The UFMS confirms that **urban development is the primary driver of canopy loss**. Height and density decisions must reflect this. A 6-storey form on the south side cannot achieve canopy retention and therefore conflicts directly with the UFMS.

2. The Daylighting Issue: North-Side Downgrade Does Not Resolve the Conflict

Council's reported decision to limit the north side of Buena Vista to ground-oriented or low-rise development does not solve the problem if the south side remains at 6 storeys. The height disparity significantly **exacerbates** shadowing impacts.

Deep, Persistent Shadow Impacts

A 6-storey wall facing low-rise development will cast significant, year-round shadows. This contradicts the OCP's **DPA Guidelines**, which require development to: *"position buildings on the site to maximize access to sunlight for both interior spaces and outdoor amenity areas."*

This core daylighting requirement cannot be met if 6-storey massing remains on the south side.

Request for Evidence: Daylighting Analysis

To support transparent, evidence-based planning, I respectfully ask Council:

"Has a professional shadow/daylighting analysis been completed that demonstrates a 6-storey south-side designation is consistent with OCP daylighting requirements for the affected low-rise properties?"

If no such analysis exists, the proposed height is not defensible under OCP policy.

3. Final Requests: Policy-Compliant, Responsible Growth

To ensure that planning decisions align with OCP and UFMS commitments, I request the following actions:

1. Amend the South-Side Designation — Including Comox Avenue Properties — to a Maximum of 4 Storeys

Revise the OCP to set a **3–4 storey height limit** on the south side of Buena Vista, **including properties that connect to Comox Avenue.**

This is essential for consistency with OCP environmental goals, canopy protection, neighbourhood character, and daylighting regulations.

2. Commit to Traffic and Infrastructure Solutions Before Adding Density

Traffic safety on Buena Vista is already an urgent issue. Infrastructure improvements, including traffic calming, must be funded and implemented **before** approving additional density. This is necessary for public safety, livability, and responsible sequencing of development.

3. Implement UFMS Action 7.20 — Strengthen Urban Forest Protections

Update the Tree Management and Protection Bylaw to include **all urban lands**, ensuring UFMS and OCP environmental commitments are enforceable and not merely aspirational.

In Conclusion

Residents support growth that is thoughtful, well-planned, and consistent with the Town's stated policies. The current 6-storey designation on the Buena Vista south side does not meet these standards. A clear height limit of 3–4 storeys—applied consistently to all south-side properties, including those with Comox Avenue access—is necessary to realign the draft OCP with its own guiding principles.

Thank you for your time, attention, and commitment to responsible community planning. I look forward to Council's response and to an OCP that reflects the Town's values and policy commitments.

Sincerely,
Martha Gerow


1907 Buena Vista Avenue, Comox

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: *Maureen Denny*

Address: *1515 Balsam Ave*
Comox

Issue: - *No 6 storeys in Comox*

- *implement UFM's along*
with the OCP. Better than this
put a moratorium on tree cutting

Goal: *until UFM's is passed.*

(Positive change wanted)

Limit building height to 4 storeys
Protect old trees on private property

Call to Action:

(What you want Council to do)

Create + Map a list of
Heritage Trees in Comox -
these trees must have
protection.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Nancy Lang

Address: #3-163 Stewart St.
Comox.

Issue: with density these concerns arise
① traffic & parking ② Doctor / Dentist Availability to meet growth plan

Goal:
(Positive change wanted) low density 3, 4 rise buildings.

Call to Action:
(What you want Council to do)

Delay, plan.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Neil Ladell

Address: 1533 Dogwood Ave, Comox

Issue: 1. Want to see an immediate moratorium on removal of trees until a tree / Urban Forest management plan is in place + prior to OCP passing for climate resilience + reduce urban heat island.

Goal: 2. Density in downtown, not Dogwood Ave.
1. Climate, ecology + community values + appearance.

(Positive change wanted)

2. Want to see density in places where development is already there + road infrastructure is there, but large trees ~~don't need to~~ aren't present

Call to Action: 2. Remove plans for densifying Dogwood Ave. Increase density downtown + Aspen + Guthrie. Increase apartments + townhouses there, including 6+storey along Noel, Aspen, Beaufort, + Comox.

(What you want Council to do) 1. immediate moratorium on ^{large} tree removal, particularly native trees.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: PATRICIA EMLEY # BRIAN STREBECKI

Address: 1950 COMOX, B-C8A
COURTENAY, B.C.



Issue: TO KEEP OUR
RESIDENT

Goal:

(Positive change wanted) TO STAY

Call to Action:

(What you want Council to do) LET US KNOW

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: *ROD HAMERSTON*

Address: *1360 Mountain View Crt.*

Issue: *Lack of boat launch parking.*
After each of the last 2 renovations at the marina the boat launch parking lot has lost parking space.

Goal:

(Positive change wanted) *Better access to boat launch.*

Call to Action:

(What you want Council to do) *The town of Campbell river is currently buying property to expand the big rock boat launch. The valley is growing and we need more boat access.*

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Rosalind Paterson and Dana Way

Address: 1723 Beaufort Ave,

Issue: allowed height of buildings under the OCP

Goal: limit building heights to 3^{1/2} storeys (not 6) - also consider setbacks on higher storeys where appropriate
(Positive change wanted)

Call to Action: limit OCP building heights to 3-4 storeys
(What you want Council to do)

We support the OCP in general and the need for increased density, but feel that 3-4 storeys is plenty to allow that while still maintaining some of Comox's town charm.

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: SHEILA BORMAN
THOMAS BENNETT

Address: 144 MANOR DR
COMOX

Issue: ~~Draw~~ Potential development of Manor House
to 4 storeys

Goal: Reduce the height to no more than 3 storeys
(Positive change wanted) in keeping with residential
guidelines in the area

Call to Action:

(What you want Council to do)

Change the height restriction as requested in
two letters ^{we} sent previously to Council

Town of Comox Official Community Plan Feedback

(The Town wants you to include your name and address on the form)

Name: Shelley and Leon Böhmer

Address: 1713 Beaufort Ave.
Comox

Issue: Against an OCP that is not currently reflecting
the values and desires of the vast majority of
the Community.

Goal:

(Positive change wanted)

We do not want to see buildings in downtown Comox
above 4 stories.

Call to Action:

(What you want Council to do)

We want Council to "listen" to the majority
of the Community and reflect they have
"listened" when they vote on how to proceed.

Earlier this year Western Canada Environmental Law (WCEL) was contacted by Yvette Crane and myself to see if Comox Council is bound to follow the Comox OCP. This was triggered by the possibility of in-filling one of the Red-Listed wetlands along Hector Road. We received a reply from a lawyer there and we were told **"Section 478(2) of the Local Government Act clearly prohibits local government, following the adoption of an OCP, from adopting bylaws and undertaking any works that are inconsistent with the OCP."** Also the 2024 British Columbia Housing and Official Community Plans document states "after the adoption of an official community plan, all bylaws OR works undertaken must be consistent with the plan."

In respect of the wetlands on the development properties on Hector Road, they are classified as critically imperilled Red-Listed wetlands and are not fully protected yet as far as I know. In the current Comox OCP and again in this Draft OCP, Environmentally Sensitive Areas are mentioned – **"habitat which may be sensitive to natural or human caused disturbance; may be rare or fragile, at risk from developments and include: endangered plant communities, wetlands and riparian areas."** The Red-Listed wetlands along Hector Road are all of that and should automatically be protected forever, with no option on land-swapping or infilling. The Comox Council is obligated to take the lead and protect those wetlands based on the information I stated from WCEL, the Local Government Act and the Comox OCP.

Wayne Matkoski, RPBio

2044 Hector Road,

Comox, BC [REDACTED]

Wayne Matkoski

To: Town of Comox Mayor and Council

Re: Draft Comox Official Community Plan Bylaw No. 2054

Date: November 26, 2025

I read Draft Comox OCP and have some comments and recommendations regarding the Draft OCP.

On page 124 is DPA 7 – Sensitive Ecosystems. There is a list of 8 known sensitive ecosystems and I recommend adding Wetlands and Pileated Woodpecker nest trees to that list. They tend to be overlooked and not respected enough, so specifically mentioning them elevates their importance.

On page 126 re DPA 7 under Guidelines for site design and development, it simply states under Point 2.8 "The timing of site work and rehabilitation." This is oversimplified and it would be better to add specific timings such as: following the **Breeding Bird Work Window, the Bat window, fisheries work window** and any other timings you think are important. In the past 3 years of watching over the developments on Hector/Aspen Roads, working outside the Breeding Bird Work Window was the most flagrant thing I noticed.

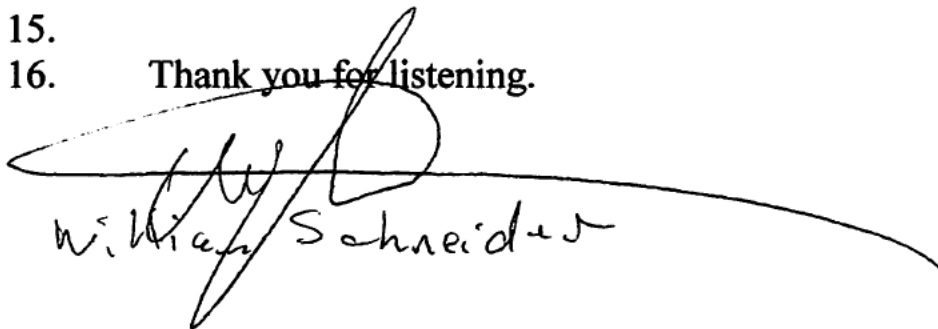
In the same Guidelines, Point 2.10 should add that **a QEP should be present when work is being done on the development properties** as their environmental reports stated. A majority of the times I have seen work being done on the properties there have been no QEP present when I ask workers. Having a QEP present benefits the T of C by having constant eyes and knowledge on the ground.

Point 5 states: "Where a sensitive ecosystem identified in the Environmental Report cannot be fully retained, habitat compensation areas should be provided at minimum 1:1 ratio." This statement makes me uncomfortable because it is so simplified. I am wary of how this could be used. This type of simplification was used on one of the Hector Road Red-Listed wetlands when one was called a "non-functioning wetland" as a reason to in-fill the wetland, which I disagreed with and fought against, successfully for now at least. I would like to see more specific information in Point 5 on Page 126.

DPA 8 is Riparian Ecosystems. In the current OCP this section lacks clarity and I have previously let Council know that I think that lack of clarity was likely the reason that a few houses were built on previous wetlands (which were destroyed) on the McDonald Rd development. This new draft version is not fully understandable to me once again regarding wetlands. In section 8.3 it should specifically address how wetlands and their riparian areas should be protected.

There are plenty of streets and paths affording connectivity.

11. Also, Preserving^{and} the significance, value and positive contribution of the present use of the Golf Course Lands to the citizens of Comox and the Comox Valley was ~~never~~^{repeat NEVER} stated, discussed or given as an option for people to choose in the Survey done for the Draft OCP. The demise and destruction of such an important Town Amenity and its' Merits was pre-determined and seems purposely^{and} totally left out.
12. And to even consider as is now proposed, to running a road or any such thing through the Land as is stated in the Draft OCP is perhaps an indication of what I fear, THE DANGER to and Lands' future. The Piecemeal diminuation of the area leading to its' lack of usefullness and making it a Prime target for DEVELOPMENT.
13. In sum, the recreational opportunities and the connectivity already exists in Downtown Comox and Comox proper and is open to everyone. The Downtown area is beautiful. Noone wants large apartment buildings and high density, which will Destroy what is Comox and the reason we choose to live here. ^{I submit that} The preservation of the Comox Golf Course Land in its' present form and use is Best.
- 14.
- 15.
16. Thank you for listening.


William Schneider

William Schneider

Copy of presentation

26 Nov 25

Comox Golf Course Land
Comments to Council

Mayor, Council Members, Fellow Citizens of COMOX Assembled. My name is Bill Schneider. 25 year Comox resident. 1797 Centennial Ave, Comox

1. I offer the following comments in regard to the future development of the present Comox Golf Course Lands.
2. To develop the Land for recreation of all ages and run a road through it under the guise of Connectivity are policies offered in the Comox Draft OCP for the future use of the Land.
3. I submit that the Land already provides recreation for all ages and that the requirement for the Provision of Connectivity is false.
4. The Golf Course Land Provides a Million dollar Plus Thriving Comox Seniors' Facility promoting and catering to the physical as well as the mental well-being of the Seniors' population of Comox and the Comox Valley.
5. As well it caters to the working population and their families providing a very acceptable golf venue for a growing sport and recreation and at a most affordable price.
6. And it provides this Facility/amenity available and frequented all day ^{all} ~~and~~ 12 months of the year.
7. Further, this facility is provided at NO cost to the town. It is entirely self financing.
8. It's contribution to Comox and Valley population parallels the Recreation Centre and Senior's Centre, however offering longer periods of physical exercise as well as social interaction, but again at No cost to the town taxpayers.
9. It's presence provides a very calming affect on and for the Town Centre and Town proper. The course area greatly enhances/provides the beauty, essence and atmosphere of what is Comox.
10. I submit that the arguments ^{and} reasons in the survey and planning phases ^{that were} used to support the ~~view~~ ^{plan} for Comox Golf Course Lands set out in the Draft OCP were false or not correct. Comox has excellent connectivity. Comox is not a Big City. There is NOWHERE that people cannot get to in a very reasonable amount of time, 5-10 minutes maximum by car ^{or} bicycle. And the Golf Course Land does not unreasonably block anyone from getting around.

6. Golf is one of the few competitive sports that can be played by seniors/super-seniors.

And its popularity continues to grow. And were all not getting younger!

Town of Comox – Administration

From: ted reiniger [REDACTED]
Sent: November 14, 2025 7:32 AM
To: Town of Comox – Administration
Subject: Pickleball in Comox

RECEIVED

November 14, 2025

TOWN OF COMOX

LOG: 25-473	REFER:	AGENDA: RCM 03Dec25
FILE: 6130-01, 7	ACTION: MR	

File: 6130-01, 7710-01

Good Day Mayor Nicole and members.

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

The Highland Pickleball courts are amazing and busy.

I am a resident of Comox and what I find is a ton of people from Courtenay play at Highlands and makes it much more difficult for Comox members to get on.

I am fine with it, however, any connection or influence you have with the Courtenay council, I would ask you to encourage them to build more courts in Courtenay. They need them, the valley needs them.

Communities playing together is awesome and we need more courts. It is a great game for interaction and social time as well as exercise for young and old.

I know keeping up with the demand is crazy.

And then, the possibilities of putting lights in at Highlands, it would greatly help with demand. Are there any thoughts about lights?

Thank You all, I get budgets and all that stuff. The more exercise and social interaction we can get for our people, the better.

Thank You for listening.

ted

Ted Reiniger

[REDACTED]
Comox [REDACTED]

Town of Comox – Administration

From: Town of Comox <no-reply@web-response.com>
Sent: November 15, 2025 4:42 PM
To: Town of Comox – Administration
Subject: Webform submission from: Contact Us > Content rows
November 15, 2025

TOWN OF COMOX

Submitted on Sat, 11/15/2025 - 16:42

Submitted by: Anonymous

Submitted values are:

First name:

Gord

Last name:

Baudais

Phone:

[REDACTED]

Email:

[REDACTED]

[REDACTED]

LOG: 25-475	REFER:	AGENDA: RCM 03Dec25
FILE: 0220-40,5	ACTION: MR	

File: 0220-40, 5400-12

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

Gord wants this to appear on an agenda (DS)

Feel free to ask us a question or provide feedback:

Hello ,I want to ask if it's possible for a VETERANS cross walk to installed on PORT AUGUSTA and COMOX AVE ,at this location there is 4 crosswalks and could it be that all 4 be painted with those veterans logos see in other community's,these cross walks would represent the past of our young soldiers marching down COMOX ave ,in their fighting uniforms and marched down PORT AUGUSTA to the waiting ships to
to send them off to war for our FREEDOM ,I think it's time they were honoured year round ,they are and were a great part of our history in COMOX .PLEASE consider this ask for the members of our forces
.Thanks GORD BAUDAIS

Town of Comox – Administration

From: Larissa Rutquist [REDACTED]
Sent: November 17, 2025 2:33 PM
To: council
Subject: Request for a Letter of Support - CRTC application for DIG FM
Attachments: SAMPLE CRTC Application Support letter.docx

November 17, 2025

TOWN OF COMOX

LOG: 25-482	REFER:	AGENDA: RCM 03Dec25
FILE: 0400-04	ACTION: MR	

Copies: Council
JW/SR/CD

Good afternoon,

Many thanks to Cammy Dallamore for helping get this e mail to the right place.

My name is Larissa Rutquist and I'm with DIG FM radio. I reached out to Cammy about seeking Mayor Minioms' support of a CRTC application for our local Comox Valley radio station, DIG FM, and she suggested I forward this information for consideration at the next Council meeting - scheduled for December 3, 2025.

As discussed, I've attached sample letter to make the process a little easier for those who can support us, but feel free to add or revise anything you feel would be helpful. If possible, a letter on official Town of Comox letterhead with a signature would be greatly appreciated.

Would this be feasible before December 19th?

Many thanks in advance for supporting community radio and of course don't hesitate to reach out if you have any questions at all.

All the best,

Larissa Rutquist
Board Member, DIG FM

DIG FM Radio would like to respectfully acknowledge that the land we transmit from, the air we transmit through and the sea we transmit over is the unceded traditional territory of the people who are called today K'omoks, consisting of the Pentlatch, Sathloot, Ieeksan and Sasitla, who are the traditional keepers of this land since time immemorial.

Canadian Radio-television and Telecommunications Commission (CRTC)
Ottawa, Ontario
Canada

Subject: Support for Application for DIG FM – Comox Valley’s Community Radio Station

Dear Commissioners,

I am writing to express my strong support for DIG FM, a community-powered radio station serving the Comox Valley in British Columbia. Operated by the Comox Valley Community Broadcasting Society, DIG FM is a not-for-profit, volunteer-driven initiative that embodies the spirit of local broadcasting and public access to media.

DIG FM plays a vital role in amplifying the voices of local residents, artists, and storytellers. It provides a platform for diverse cultural expression, grassroots journalism, and locally relevant programming that larger commercial outlets often overlook. The station’s commitment to inclusivity and community engagement makes it an essential part of the region’s media ecosystem.

As DIG FM transitions from its original streaming format (CVOX) and prepares to launch on the FM band, I urge the CRTC to support its application and ongoing development. Access to FM licensing, sustainable funding models, and regulatory recognition are crucial to ensuring that stations like DIG FM can continue to serve their communities effectively.

Community radio stations like DIG FM are foundational to a healthy democracy. They foster civic participation, cultural preservation, and local resilience. I respectfully ask the Commission to continue championing policies that enable these stations to thrive.

Thank you for your attention and for your continued support of community broadcasting in Canada.

Sincerely,

RECEIVED

November 27, 2025

TOWN OF COMOX



City of Pitt Meadows

OFFICE OF THE MAYOR

November 26, 2025

File: 01-0400-20/25

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Email: HMA.Minister@gov.bc.ca

LOG: 25-525	REFER:	AGENDA: RCM 03Dec25
FILE: 0400-20	ACTION: MR	

Copies: Council
JW/SR/CD

Dear Minister Boyle,

Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act

On behalf of Pitt Meadows City Council, I am writing to express our concerns with Bill M 216 – 2025 Professional Reliance Act. We understand that the intent of the Bill is to streamline approvals and reduce administrative costs for development. The approach proposed in this legislation, however, is likely to have the opposite effect and create unnecessary risks to both human and environmental health.

Bill M 216 mandates that a local government must accept any submission by a certifying professional (e.g., an architect, engineer, agrologist or environmental consultant) as part of a development approval process. It also prohibits a local government from requiring a peer review of those submissions. As a result, Bill M 216 significantly reduces local government oversight over development projects. This will negatively affect public safety and create new liability for the City and, by extension, local taxpayers.

The City of Pitt Meadows, like many local governments, has been working to improve development approval processes in alignment with local and provincial housing goals, while maintaining public safety and environmental sustainability. We support improvements to the development approval process, but efficiencies cannot come at the expense of due diligence, public health and informed local decision-making. Many certifying professionals, despite their expertise, may not be familiar with local conditions, City bylaws, development permit guidelines, and floodplain requirements, or other community-specific regulations, which is a key reason why local government reviews are essential to ensure accuracy and compliance. Local review processes benefit the public

by helping build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

Challenges with the Professional Reliance Model

Reviewing building and infrastructure plans to safeguard public safety, the natural environment and local agriculture is an important role of local government. As part of these processes, our City staff frequently identify errors in plans and reports prepared by certifying professionals. We also note that these professionals often face pressure from their clients to sign-off on projects quickly and within budget.

In addition, while used infrequently, peer reviews can be an important part of the process to reduce risk and mitigate errors, particularly for more complex developments or projects with greater safety and environmental hazards. Under Bill M 216, these critical local safeguards are weakened, if not eliminated. Oversight responsibility shifts from the public sector—where it is transparent and democratically accountable—to the private sector, where the primary duty is to the client rather than the broader community.

Bill M 216 contradicts extensive evidence that demonstrates the limitations and failures of professional reliance. In 2018, the Province received a report on professional reliance in the natural resource sector that explicitly warned of “significant gaps in professional reliance models” and “substandard professional work.”¹ The report noted various high-profile environmental incidents, including the Mount Polley Tailings Storage Facility breach and the contamination of the Hullcar Aquifer, that had drawn public scrutiny and brought to light decreased confidence in professional reliance regulatory regimes. The report noted that when government cannot request information or verify compliance, it “loses its ability to prevent harm from occurring and is left only with enforcement tools after harm has occurred.”

While we understand that changes to the professional reliance framework were made in response to this 2018 report (e.g., the enactment of the Professional Governance Act and establishment of the office of the superintendent of professional governance), these changes were not intended to replace government review and oversight.

To that end, a 2022 report from the Ombudsperson on the Riparian Areas Protection Regulation found persistent non-compliance, high rejection rates and a need for greater

¹ Professional Reliance Review: The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (professionalgovernancebc.ca/app/uploads/sites/498/2019/05/Professional_Reliance_Review_Final_Report.pdf)

government oversight of qualified professionals.² The report stated that the effectiveness and accountability of the riparian regulation depend on qualified professionals following regulatory requirements. It also noted that, due to ongoing deficiencies, the Province has had to review all submissions from these professionals.

This highlights a clear and deeply concerning contradiction: professional reliance has been shown to require more oversight at the provincial level, yet Bill M 216 shifts the professional reliance model onto local governments without the safeguards the Province itself determined were necessary.

Liability for Local Governments and Taxpayers

Local government reviews of building and infrastructure plans help to prevent safety issues, environmental damage, infrastructure failures and costly problems in the future. If local governments are required to accept professionally certified plans, including plans for City infrastructure provided through development, significant errors and deficiencies may go undetected. This introduces significant and unacceptable risks for local governments and taxpayers who would be left with the cost of resolving any deficiencies, particularly if the professional, or their company, is unavailable to be held accountable.

Although Bill M 216 states that local governments will not be liable for damages caused by professional certification, legal experts have advised that, in the context of existing case law, the City would still carry liability where a builder, owner, subcontractor or qualified professional is dissolved or insolvent. The attempt in Bill M 216 to protect local governments from liability, furthermore, does not prevent a party from naming the City in its claim, and the City would be required to go through a costly court process to be removed from the action.

Inefficiencies and Processing Delays

It appears that the only remedy available under Bill M 216 to a local government who is concerned about the quality or accuracy of a professional certification is to refer the matter to the provincial Superintendent of Professional Governance for dispute resolution.

The Superintendent of Professional Governance is an office established by the Professional Governance Act to provide oversight of professional regulators. The office focuses on professional regulation, not the subject matter expertise applied by regulated

² Final Report on the Implementation of Recommendations from Striking a Balance: The Challenges of Using a Professional Reliance Model in Environmental Protection – British Columbia’s Riparian Areas Regulation (bcombudsperson.ca/wp-content/uploads/2025/08/StrikingABalance-Report-Jan5.pdf)

professionals. The Superintendent does not employ experts who could settle a dispute between two or more professionals about the technical aspects of a development proposal.

Requiring the Superintendent to resolve potential disputes from the 161 municipalities and 27 regional districts across the Province will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M 216 seeks to address.

Loss of Local Knowledge and Authority

Bill M 216 shifts decision-making away from local governments, and places greater authority in the hands of private professionals. Additionally, shifting dispute resolution to the Superintendent of Professional Governance means moving responsibility away from those most familiar with the local geography and community dynamics. Instead, it places it with a provincial government office that would have no such knowledge or understanding.

Bill M 216 exemplifies the ongoing and concerning shift in decision-making powers from local governments to a centralized provincial authority. This shift is eroding the essential role of locally grounded knowledge—which is fundamental to ensuring developments fit their context, respect environmental constraints and meet the unique needs of the community.

Lack of Clarity and Consideration of other Legislation

Many aspects of Bill M 216, including its relationship to existing legislation that governs development approval processes, remain unclear. For example, it is not clear whether the requirement to accept professional submissions would apply to development permit approvals under the *Local Government Act*. Additionally, it is unclear how Bill M 216 might impact the matters to be considered by an approving officer for subdivision under the *Land Title Act*.

We understand that Bill M 216 has not benefited from the input of provincial staff, who could probably assist provincial elected officials in identifying additional concerns with Bill M 216, and its implications for other provincial legislation.

Absence of Consultation with Local Governments

The City of Pitt Meadows was not consulted prior to the introduction of Bill M 216, nor, as we understand, were any of our local government colleagues across the province. Significant legislative changes affecting development, land use and municipal authority

must be developed collaboratively with local governments. Meaningful consultation is essential to avoid unintended consequences and ensure legislation achieves its stated goals.

In closing, the City of Pitt Meadows supports efforts to reduce duplication, improve timeliness and accelerate housing delivery. However, these goals must be achieved through collaborative, evidence-based approaches that do not weaken local government oversight and create public safety concerns.

We urge the provincial government to reconsider this Bill and engage directly with municipalities before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely,

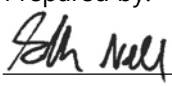

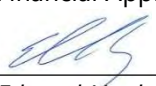
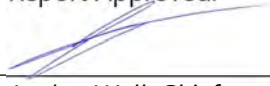


Nicole MacDonald
Mayor, City of Pitt Meadows

cc: Pitt Meadows City Council
Mark Roberts, CAO
David Eby, Premier of British Columbia
Brittney Anderson, Minister of State for Local Governments and Rural Communities
Lisa Beare, MLA for Maple Ridge-Pitt Meadows
George Anderson, MLA for Nanaimo-Lantzville
Select Standing Committee on Private Bills and Private Members' Bills
BC Municipalities & Regional Districts
Councillor Cori Ramsay, Union of BC Municipalities President
Councillor Paul Albrecht, LMLGA President

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	6240-20
FROM:	Robbie Nall, Parks Manager & Ted Hagmeier, Recreation Director	DATE:	Dec 3, 2025
SUBJECT:	Modular Pump Track		

Prepared by:  Robbie Nall, Parks Manager	Prepared by:  Ted Hagmeier, Recreation Director	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council approve a budget of \$155,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget and approve a 0.006% tax increase or a \$0.98 annual tax increase per household.

ALTERNATIVES TO THE RECOMMENDATIONS

1. THAT Council approve a budget of \$115,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget.
2. THAT Council approve a budget of \$140,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget.

PURPOSE

1. To seek Council approval for funding a modular pump track in response to ongoing community demand, supporting youth recreation, and limited grant availability.
2. To provide information to Council requested at Regular Council Meeting October 22, 2025; *THAT a report on the acquisition of a robust pump track targeted for mid to older teens be brought to a Regular Council Meeting in 2026 for consideration.*

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Community Connection and Wellness – Areas of Focus	Recreation – We believe recreation is critical to community vibrancy, belonging, connection, and health (safety) at all ages. Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Good Governance – Areas of Focus	Community Participation – We enhance two-way communication with our community.

Council identified the development of a pump track as a strategic priority:

TOP PROJECT: Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.

BACKGROUND

At RCM, March 16, 2022, Council received the Youth Outdoor Recreation Needs Assessment report, which recommended that youth recreation facilities be constructed in Comox, and passed recommendations for staff to investigate a public engagement to build a skatepark and pump track. Cost estimates presented to Council were for permanent amenities: minimum \$650,000 for a pump track and \$1,200,000 for a skatepark.

Council amended this in 2023, when they prioritized the construction of a pump track over a skatepark and directed that both projects were grant-dependent. Staff, with the assistance of a local grant writer, searched for applicable grants over the past two years, securing grants of approximately 5% of the \$650,000 cost.

The limited availability of grant funding has prompted staff to reassess the project approach. Given that most available grants require matching contributions, even a successful application would leave the Town responsible for approximately \$325,000, or more than twice the cost of the CAO's recommendation within this report.

In this context, it effectively means a permanent pump track is no longer realistic or feasible should the current availability of grants continue. Consequently, the decision before Council is not between permanent and modular options, but does Council wish to proceed with a modular pump track on its own merits.

Modular Pump Track Decision Points:

Council may wish to consider the following when assessing the modular pump track project:

1. All-ages amenity: Whether permanent or modular, a pump track serves a broad range of users and should not be considered a youth-only facility.
2. Thrill seeking: The pump track will provide thrills to users relative to their ability, not age.
3. Regional context: The most skilled riders will use the Village of Cumberland BMX track or ride the area's mountain biking trails in preference to the limited experiences a permanent or modular pump track would provide. Council simply cannot compete with Cumberland's vast and varied riding infrastructure. Therefore, it should consider any amenity as a unique and separate, and not in comparison with other regional options or facilities.
4. Scope and design: The range of potential users will depend on the project's scale and complexity. A larger or more challenging layout will appeal to a broader range of riders. This is directly determined by the project's budget.

Pump Track Design and Use:

Modular pump tracks are promoted as facilities for all ages, all wheels, and all ability levels from beginner to intermediate. Each track features a riding surface approximately one metre wide, incorporating steeper rollers and tighter berms to provide added challenge. These tracks are intended as skill building and thrill providing amenities.

Good design supports progression. Inexperienced riders can develop balance and confidence at a comfortable pace, while intermediate and advanced riders can increase speed and refine technique.

Although the modular tracks typically come in a standard width, their design supports skill progression and can be expanded in the future. Configurations can be reworked and adjusted within the existing footprint to create new riding experiences, and additional modules can be purchased to extend the track or introduce more advanced features.

For example, Figure 1 below shows 4 possible layouts of the same track, showing a variety of rider experiences.

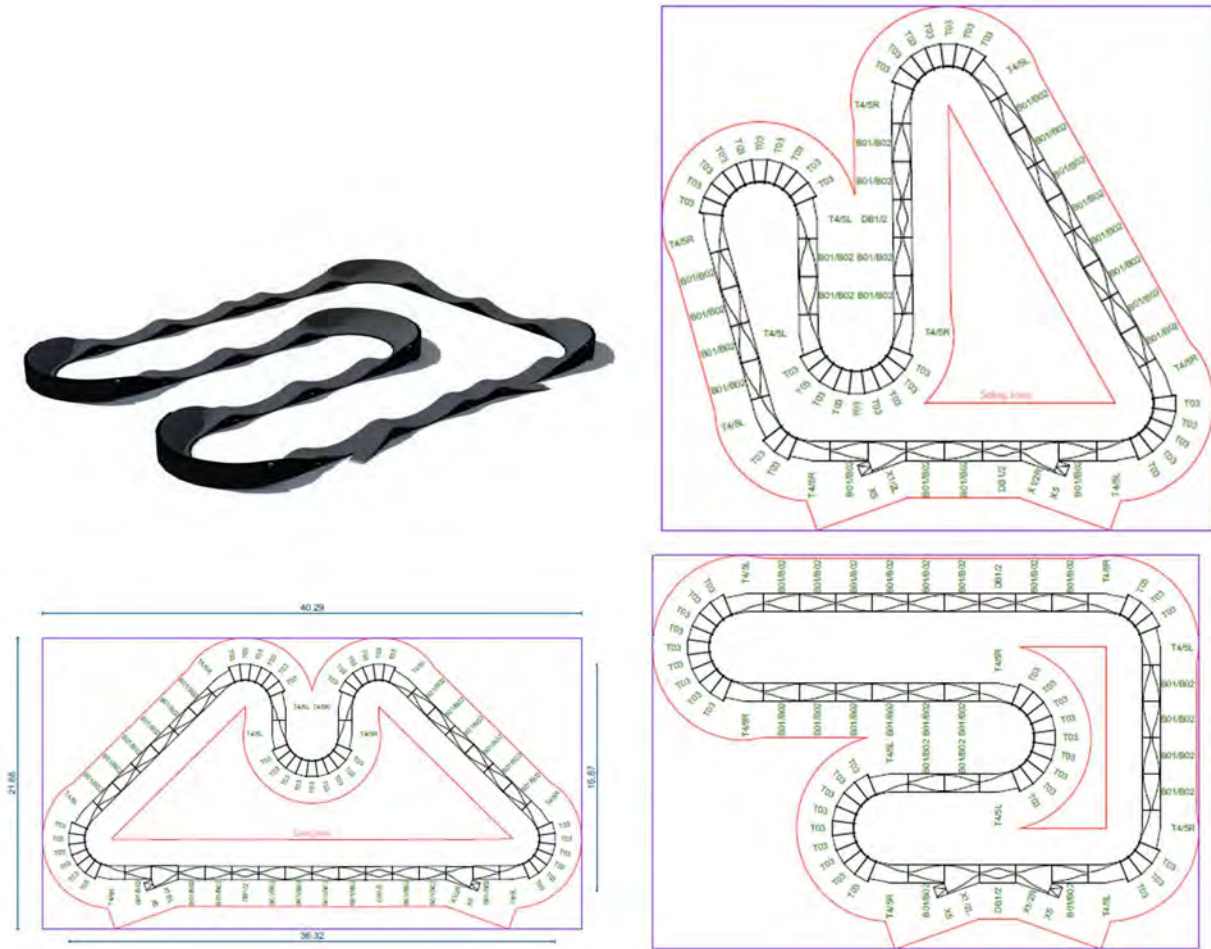


Figure 1 Configurable Layouts Using the Same Track

Modular Pump Track Construction:

Modular pump tracks are engineered specifically for municipal outdoor use and constructed from materials selected for long-term durability:

Frame Structure

- Galvanized steel or pressure-treated lumber engineered for outdoor environments.
- Steel frames resist corrosion and deformation and provide high structural integrity under repeated loads (Figure 2).
- Module connections are reinforced and use bolted assembly rather than welded joints, allowing replacement of individual components if damaged.

Riding Surface

- Reinforced composite fiberglass paneling designed for heavy use and impact resistance.
- High-traction finish that withstands weather, UV exposure, and continuous riding.
- Composite material does not rot, warp, or splinter.

Hardware

- All fasteners are stainless steel or corrosion treated.
- Modules meet CSN-EN 14974:2020, the international safety and structural standard for wheeled sport facilities.

These design elements ensure the track is robust enough for intermediate and advanced while minimizing maintenance demands.

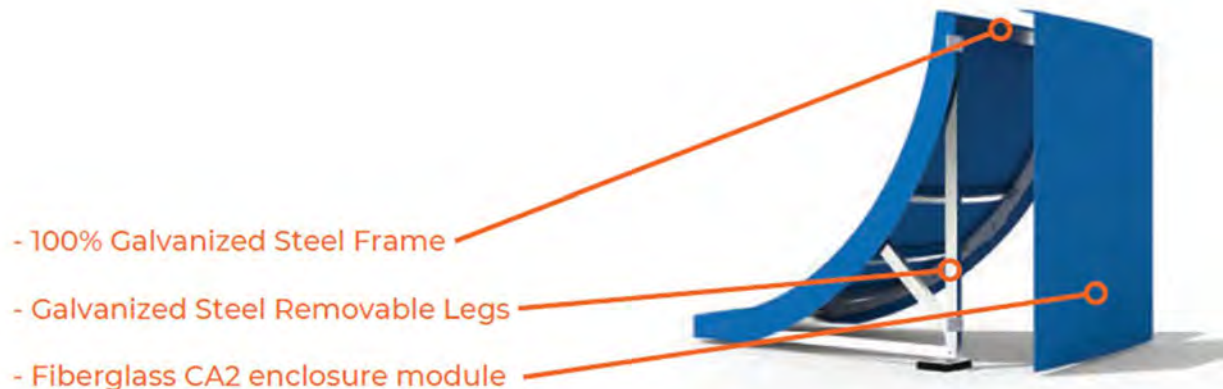


Figure 2 Cross Section of a Typical Modular Pump Track

Pump Track Installation, Maintenance. Warranty and Lifespan:

1. Installation & Maintenance

- Installation is straightforward, requiring ground preparation but no specialized foundation.
- The track will be added to the Town's regular Parks inspection schedule.
- Routine maintenance includes checking fasteners, surface cleanliness, and periodic tightening—tasks requiring minimal staff time.

2. Warranty

- Modular pump tracks typically include multi-year manufacturer warranties covering materials and defects (e.g., 5 years on frames and composite surfaces).
- Replacement parts can be ordered individually, supporting long-term maintainability.

3. Lifespan

- Industry suppliers indicate a 10–20 year expected lifespan, depending on climate.
- Comox's coastal climate, with limited freeze/thaw cycles, favours the upper end of this range.

FINANCIAL CONSIDERATIONS:

The project budget directly relates to the level of interest, with the more money invested, the more potential for an engaging and diverse product, such as extended track length, varied berm configurations, and advanced rollers, which enhance rider experience and accommodate a broader range of skill levels.

The anticipated lifespan of the modular pump track is 20 years. Based on the requested \$155,000, this calculates as a \$7,750 annual replacement cost to the Town or a \$0.98 annual tax increase per household.

The project will proceed through a competitive RFP process, allowing the Town to evaluate suppliers on:

- price
- product quality
- durability and construction materials
- compliance with safety and industry standards
- layout flexibility and long-term modular expansion potential

The Town has received funding contributions of \$35,000 from the Firefighters Executive and the Comox Valley Lions Club.

See **Appendix A: Basic Track Cost/Layout Options** for approximate examples of \$155,000, \$140,000 and \$115,000 tracks.

INTERGOVERNMENTAL CONSIDERATIONS

Staff will present to the CVRD Recreation Commission on January 13, 2026, to request a \$50,000 contribution to the project.

PUBLIC RELATIONS

The final pump track design will be determined by budget. Once this is finalized, staff will seek engagement and input from local bike enthusiasts and youth, where possible, to determine the final features and design before installation.

Staff hope to have the modular pump track ready for the opening of the Community Centre pop-up park in late spring 2026.

Appendix A: Basic Track Cost/Layout Options

The approximate pump track layouts and fees provide an approximate product cost relationship to consider when assessing CAO recommendations.

These are not the final designs but concepts to assist Council assess the potential amenity.

SPEEDSTAR

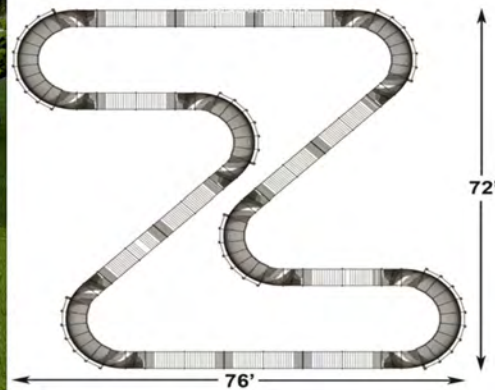
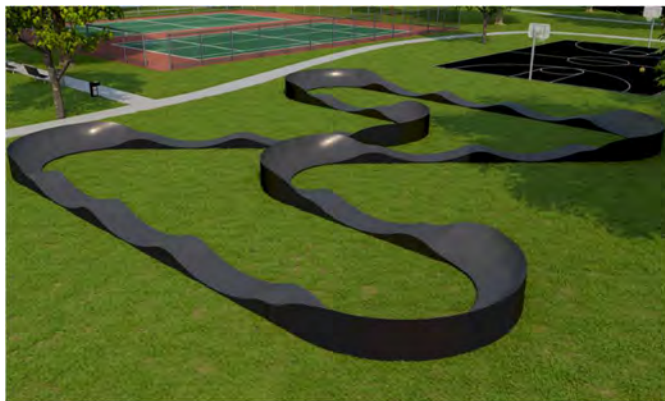


Rideable surface area: 104m²

Track length: 85m on the centreline

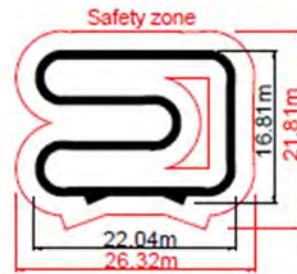
= \$155,000 for supply and installation.

COMPACT ZIG ZAG



= \$155,000 for supply and installation.

SIDEWINDER



Rideable surface area: 113m² Track length: 97m on the centreline

= \$155,000 for supply and installation.

ADVANCED



Rideable surface area: 96m² Track length: 81m on the centreline

= \$140,000 for supply and installation

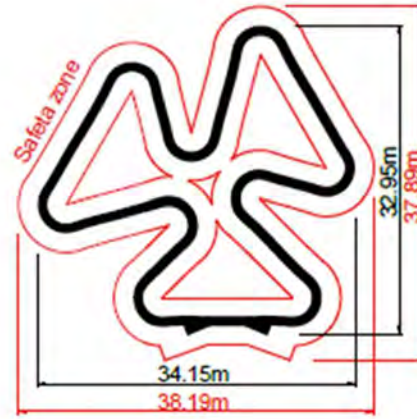
WORLD CUP



Rideable surface area: 80m² Track length: 68m on the centreline

= \$115,000 for Supply and Installation

RANCH



Rideable surface area: 178m²



Track length: 150m on the centreline

= \$260,000 for Supply and Installation



REGULAR COUNCIL MEETING

To: Mayor and Council	File: PR 24-12
From: Randy Houle, Director of Development Services	Date: November 28, 2025
Subject: Official Community Plan Bylaw	

Prepared by:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council give third reading to Official Community Plan Bylaw No. 2054; as amended by adding Section 7.5.8 to the Exemptions of the Sensitive Ecosystems Development Permit Area guidelines to state:
 - "Landscaping projects completed by hand, including the creation of gardening beds and the planting of trees and shrubs, provided no existing trees are removed."

ALTERNATIVE RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council give third reading to Official Community Plan Bylaw No. 2054 as amended by:
 - The addition of Guideline #49 to Section 3.5 of the Low and Mid-Rise Residential Development Permit Area to read that "an upper floor step-back of a minimum of 2.0 m is required for buildings greater than 4 storeys adjacent to Buena Vista Avenue. For this purpose, a step-back means the horizontal distance of a 5th and 6th storey building face is step-back a minimum of 2.0 from the building face of the 4th storey."
 - Any other amendments requested by Council.

PURPOSE

This report provides a summary of feedback received during the Public Hearing on November 26, 2025 and outlines recommended amendments to the proposed Comox OCP Bylaw No. 2054 in response.

STRATEGIC PLAN LINKAGE

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

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

BACKGROUND

At the Regular Council Meeting on November 5, 2025, Council gave first and second reading to OCP Bylaw No. 2054 and forwarded to a Public Hearing which occurred on November 26, 2025 at the D'Esterre Senior Centre. The Public Hearing was well attended with over 200 people and 40 speakers sharing their concerns and support for the proposed bylaw. The correspondence received has been included in the Public Hearing minutes in the December 3, 2025 RCM agenda and can be summarized as follows:

1. Support for adopting the OCP as presented

Several speakers expressed overall support for the proposed Official Community Plan and encouraged Council to proceed with adoption in its current form. Comments in this category tended to emphasize:

- **Alignment with long-term community needs**, including housing supply, demographic change, and the need for a plan that anticipates growth rather than reacts to it.
- **Recognition of the planning work already completed**, with some speakers noting the extensive public engagement, technical analysis, that led to the draft presented at the Hearing.
- **Perceived balance in the draft**, where some speakers felt the proposed policies achieve a reasonable compromise between growth, livability, environmental stewardship, and community character.

Overall, supportive speakers framed the OCP as an important step toward meeting future needs and encouraged Council to finalize it.

2. Requests to reduce the maximum building height of six storeys

A significant portion of speakers expressed concerns about the proposed maximum height limit allowing buildings up to six storeys. These comments most often focused on the following issues:

- **Community character and scale:** Some speakers felt that six storeys represent a scale change that could be out of keeping with existing neighbourhood character.
- **Neighbourhood impacts:** Common concerns included potential shadowing, privacy loss, impacts on views, and an overall sense that taller buildings could feel imposing.
- **Traffic and infrastructure strain:** Several speakers linked height and intensity to worries about increased traffic, parking pressure, and demand on services or utilities, especially if growth occurs faster than infrastructure upgrades.

- **Precedent and long-term effects:** Some speakers emphasized that height policies in the OCP would set the tone for decades, and they urged Council to be cautious.
- **Preference for a “gentler density” approach:** Rather than taller forms, a number of speakers suggested focusing on lower-rise options (e.g., two-to three-storey forms, townhouses, multiplexes), seeing these as more compatible with the existing built form.

While the exact suggested alternative varied, the dominant message was that five or six storeys felt too high for some residents and that a lower maximum should be considered.

3. Preference for directing density outside the downtown core

Some speakers raised concerns about concentrating density in the downtown area and suggested growth should instead be distributed to other parts of the community. The key threads in this feedback included:

- **Downtown capacity and functionality:** Some speakers questioned whether the downtown has sufficient road network, parking, servicing, or open space capacity to absorb additional density without negatively affecting day-to-day function.
- **Protecting downtown character:** A number of comments reflected concern that increased density could alter the small-town character of the downtown, particularly if larger forms become common.
- **Preference for neighbourhood-based growth:** Comments sometimes favoured modest intensification across multiple neighbourhoods close to schools, parks, or transit corridors, rather than emphasizing the core.

In short, these speakers supported growth in principle but wanted Council to reconsider the location and distribution of density, with more directed toward outlying or mixed residential areas instead of the downtown.

ANALYSIS AND ISSUES

Based on the public feedback received during the Public Hearing, staff have identified two amendments for Council’s consideration, the first of which is included in the Staff recommendation:

1) Sensitive Ecosystems DP Area Guideline Exemptions:

During the Public Hearing, one of the speakers expressed concerns that planting flower beds and doing minor landscaping would not be permitted in the Sensitive Ecosystem DP Area without a review by a Qualified Environmental Professional. Staff suggest amending the guidelines to make it clearer that this activity is exempt from a DP requirement.

2) Mid-Rise Development Permit Area Guidelines:

Based on several comments surrounding the six-storey Mid-Rise designation along Buena Vista Avenue, Council could consider adding a development permit requirement to step back the fifth

and sixth storeys to help reduce the visual impact on the streetscape. This would impact the current development that Cascadia is planning for 1946/1950 Comox Avenue and could increase construction costs based on feedback received from the development community about the stepping back of buildings. Council could also choose to amend the Mid-Rise designation in this neighbourhood to the Low-Rise or Ground-Oriented Residential designation, however either the owners of all of the properties would need to agree to the reduction in density, which is unlikely to occur given the developments currently being planned in the area, or another Public Hearing would need to be held.

NEXT STEPS

Should Council give third reading to OCP Bylaw No. 2054, the bylaw will be scheduled for adoption on December 10, 2025. Should Council choose to amend the bylaw to reduce density, second reading of the bylaw would need to be rescinded, re-read as amended, and forwarded to another Public Hearing.

ATTACHMENTS:

ATTACHMENT A: Comox Official Community Plan Bylaw No. 2054

TOWN OF COMOX

BYLAW NO. 2054

A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN

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

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

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

1.0 TITLE:

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

2.0 DEFINITIONS:

2.1 In this Bylaw, unless the context otherwise requires:

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

3.0 OFFICIAL COMMUNITY PLAN

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

4.0 REPEAL OF PREVIOUS BYLAWS:

Comox Official Community Plan Bylaw 1685 is hereby repealed.

5.0 ADOPTION:

READ a FIRST and SECOND time this	5th day of November, 2025
ADVERTISED a first time this	12th day of November, 2025
ADVERTISED a second time this	19th day of November, 2025
PUBLIC HEARING HELD this	26th day of November, 2025

____ day of _____, 2025

____ day of _____, 2025

MAYOR

CORPORATE OFFICER

Schedule “A”

TOWN OF COMOX

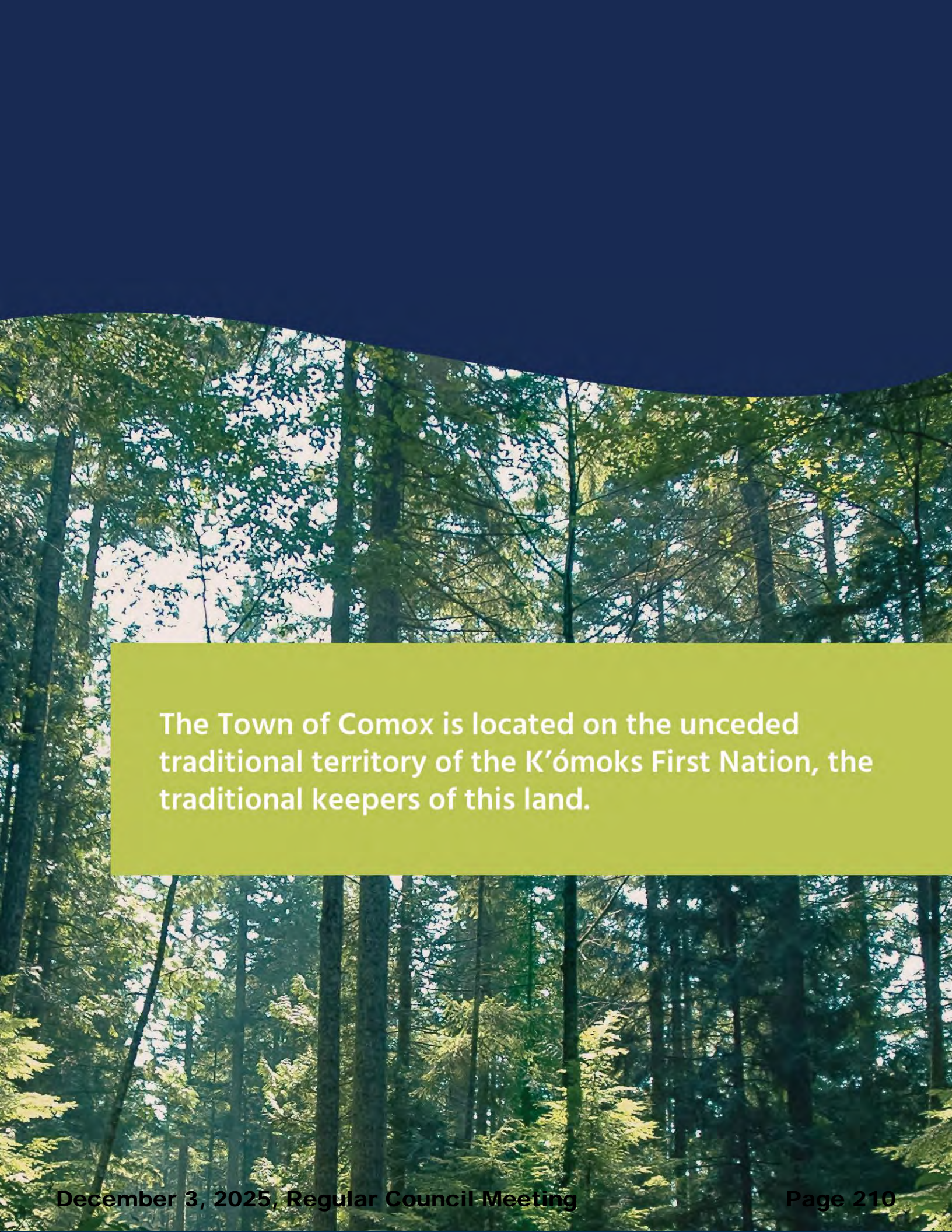
Official Community Plan



**TOWN OF
COMOX**

December 3, 2025, Regular Council Meeting

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

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OCP Urban Containment Boundary

Appendices

Appendix A: Regional Context Statement



PART 1

OCP Context



**TOWN OF
COMOX**

Overview

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



Figure 1 - Context Map



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



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

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

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



Vision and Guiding Principles

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

VISION

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

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

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



PART 2

Community Profile



Population Growth

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

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

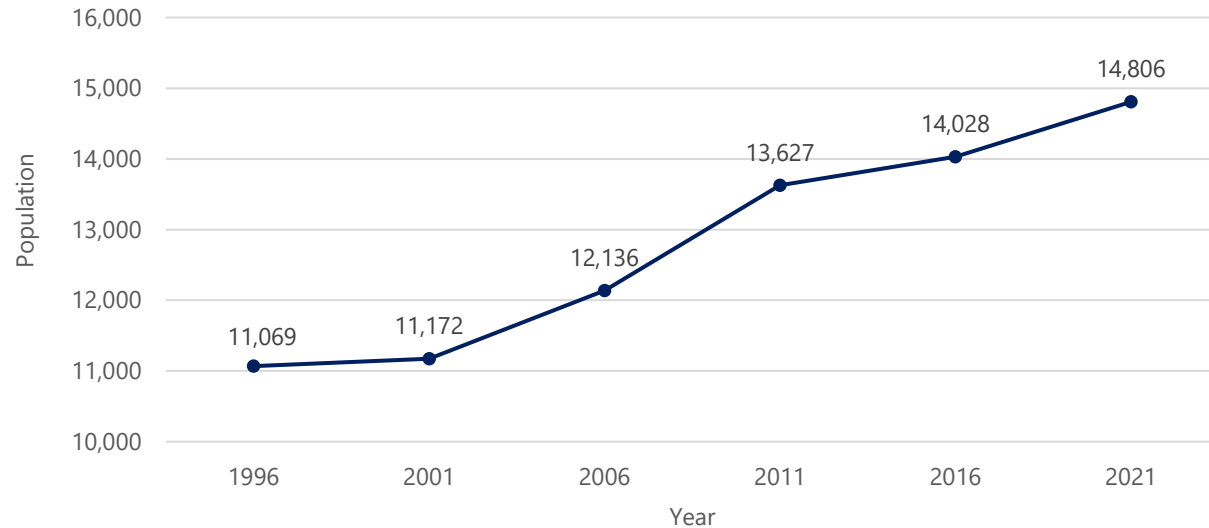
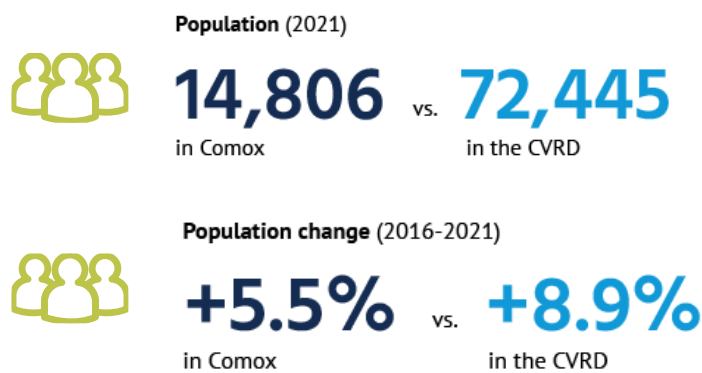


Figure 2 - Population of Comox from 1996-2021, according to census data.



Age Comparison

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

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

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

Median Age (2021)

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

Median Age within the CVRD (2021)

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

65+ Demographic

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

Dependency Ratio (2021)

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



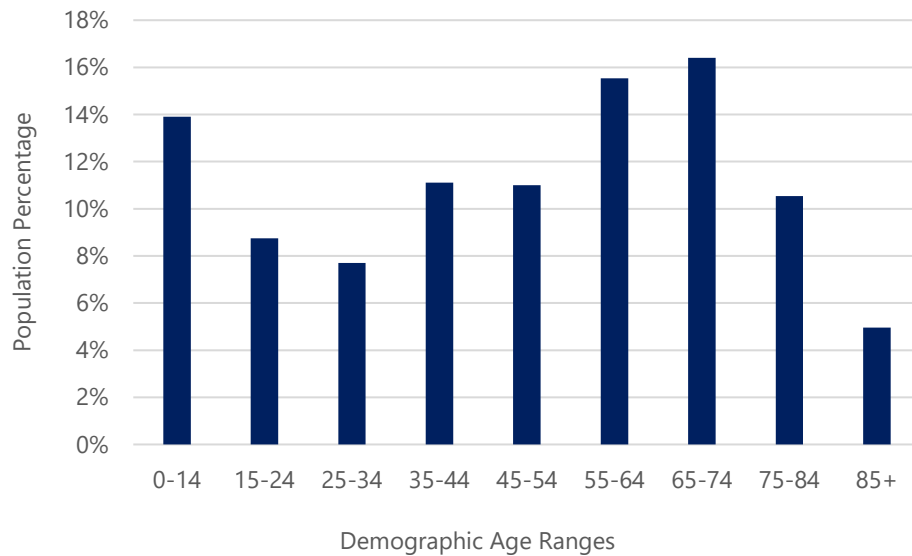


Figure 3 - Population structure by percentage of population in Comox, according to 2021 census data.

Housing

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



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

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



Figure 4 – Housing cost compared to median income affordability.

2021 Housing Stock

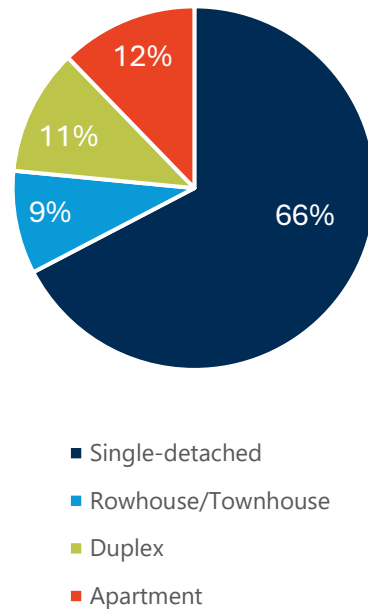
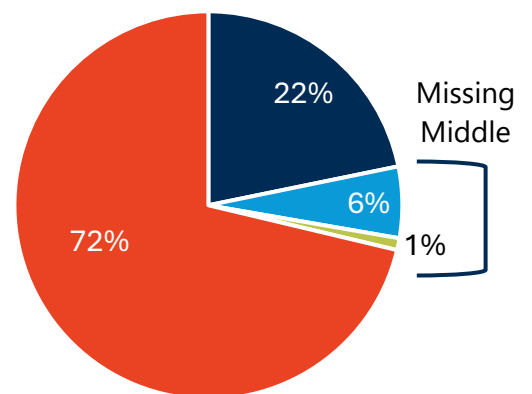


Figure 5 - Housing Completions

Housing Completions 2018-2022



PART 3

Community Policies



1. Housing Needs

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

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

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

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

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



The components of housing need are:

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

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

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

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

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

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

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

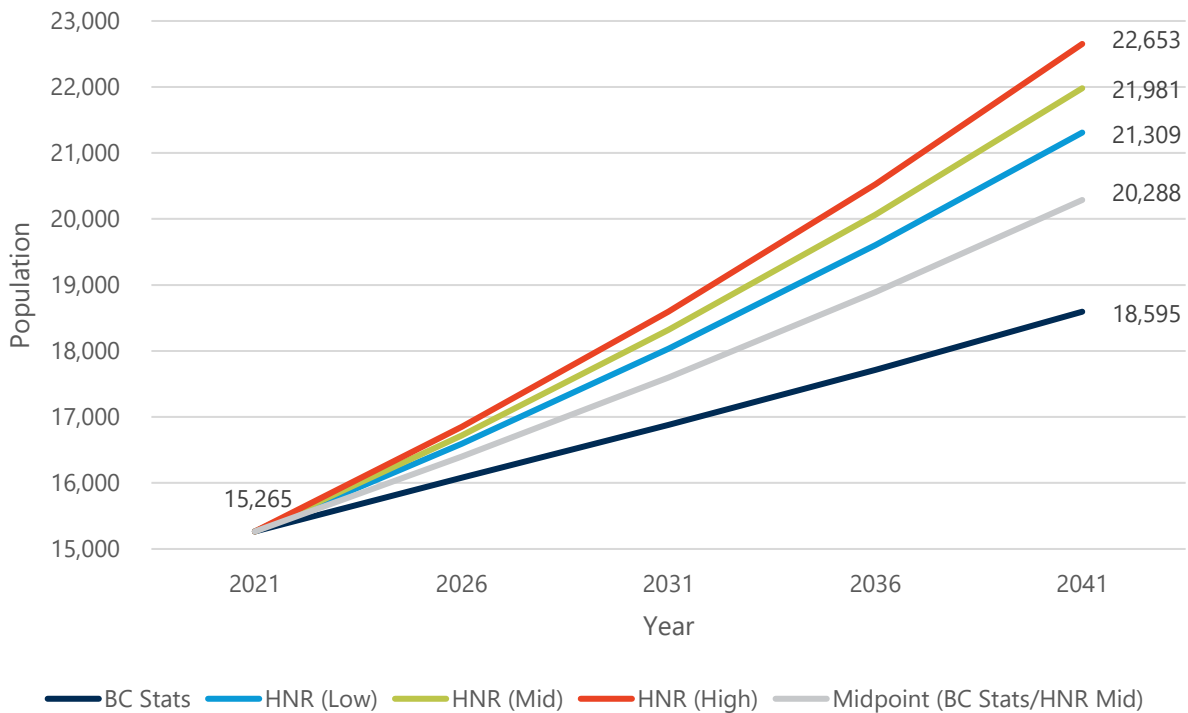
If housing need were to be met by 2041, the population could increase by approximately 6,000 to 7,400 persons from 2021 to 2041 as shown in Figure 6 below. The difference between BC Stats household and population projections, and population projections associated with fulfilled housing need, indicates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

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

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



Comox Population Projections



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

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

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

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

Table 2: Comox Population projections.

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



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

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

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

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

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



Objectives

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

Policies

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



Actions

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



2. Transportation

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

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

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

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

Objectives

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



Policies

General

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

Active Transportation

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



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



Roads

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

Site Access & Parking

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

Transit

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



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

Truck Routes

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

Airport and Floatplane Access

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

Actions

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



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

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



3. Economic Development

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

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

Objectives

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

Policies

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



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



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

Actions

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



4. Parks, Trails and Open Space

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

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

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

Objectives

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



Policies

Planning and Design

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



Acquisition

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



where appropriate.

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

Placemaking

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

Partnerships

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

Actions

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



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



5. Infrastructure

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

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

Objectives

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



Objectives

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

Policies

General

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

Water

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



Sanitary Sewer

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

Storm Water

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

Other Services

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



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

Actions

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



6. Community Connection and Wellness

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

Objectives

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

Policies:

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



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



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

Actions

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



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



7. Environment and Climate Action

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



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

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



Objectives

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

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



Policies

PLANNING AND DESIGN

Natural Assets

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

Infrastructure and Buildings

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

ACQUISITION

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



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

PARTNERSHIPS

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



Actions

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

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

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

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



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



PART 4

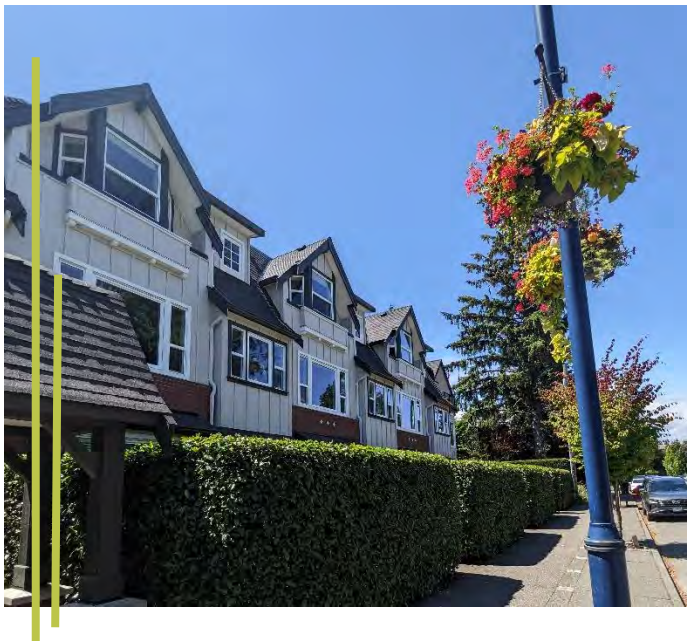
Growth and Land Use Policies



TOWN OF
COMOX

8. Future Growth Concept

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



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



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

CORRIDOR

Guthrie-Anderton Corridor:

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

Harbourview Corridor:

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

Airport Corridor:

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



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

Downtown Centre:

CENTRE

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

West Comox Infill Area:

INFILL AREA

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

Central Comox Infill Area:

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

Mixed Use Nodes:

MIXED USE NODE

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





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





TOWN OF COMOX

OCP Growth Areas

Town of Comox Growth Areas

Priority Growth Areas

- Downtown Centre
- Guthrie-Anderton Corridor
- Harbour View Corridor

Secondary Growth Areas

- Airport Corridor

Infill Areas

- Central Comox
- West Comox

Mixed-Use Nodes

- Beckton
- Highland
- Dogwood

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Urban Containment Boundary
- Potential Boundary Expansion Areas

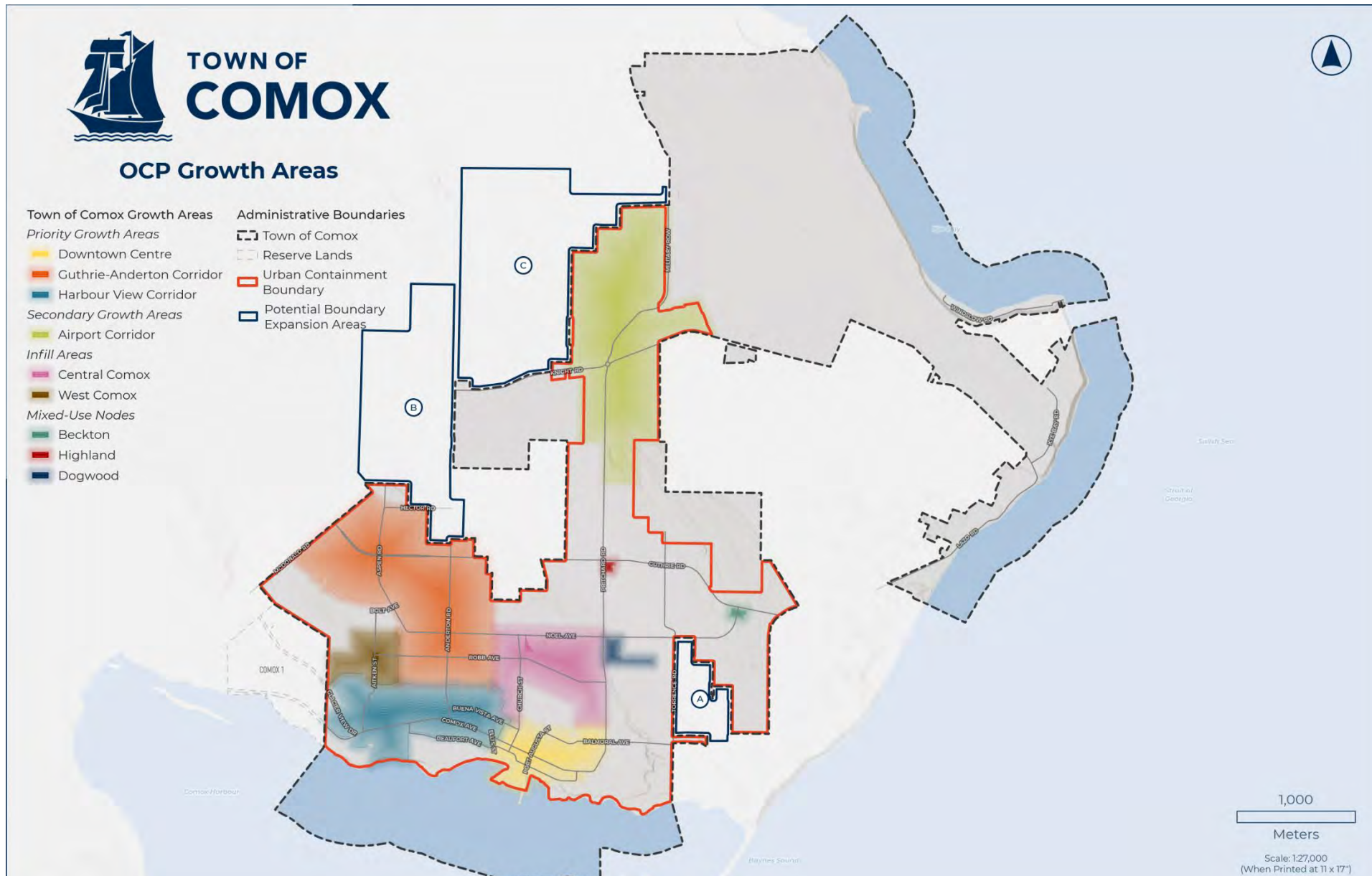


Figure 7 - OCP Growth Areas



Objectives

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

Policies

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



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

Long Term Growth Reserve

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

Partial Boundary Expansions

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

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



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

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

Strategic Boundary Expansion

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

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

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

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

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



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



Land Use Designations

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

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



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

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



9. Ground Oriented Residential

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



Policies

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



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



10. Low-Rise and Mid-Rise Residential

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



Policies

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

10.2 Building heights should be up to the following:

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

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

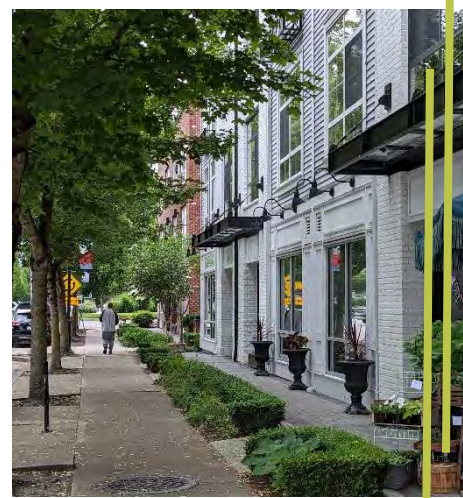


- 10.4** Encourage point-access block/single stair buildings on small parcels that might otherwise be consolidated; point access block/single stair buildings provide opportunities for a higher proportion of units with two or more exterior walls than typical double-loaded corridor buildings, resulting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



11. Low- and Mid-Rise Mixed-Use

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



Policies

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



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



12. Harbour & Marina Comprehensive Development Area

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



Policies

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



Comox setting.

- 12.5** Attention to building design must be commensurate with the landmark location of the site and should involve early engagement with the Town.
- 12.6** Upon receipt of an OCP amendment application, consider support for buildings more than six storeys in height, where:
- a) Hotel space is a significant component of the development.
 - b) A privately owned and maintained public space is provided adjacent to the waterfront walkway on the south end of the designation.



13. Harbour and Marina

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



Policies

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



14. Business Park

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



Policies

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



15. Institutional

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



Policies

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



residential growth in Comox.

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

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

15.5 Encourage community gardens in the Institutional designation.



16. 19 Wing Comox / Comox Valley Airport

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

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

Policies

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



Non-Urban Land Uses

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

17. Agricultural

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

Policies

17.1 Do not support ALR subdivision or exclusion applications.

Actions

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



18. Detached Residential

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

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

Policies

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



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

Actions

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



19. Commercial: Tourist

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

Policies

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



20. Parks and Open Space

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

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



Policies

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



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



21. General Land Use Policies

The following policies apply for all land use designations.

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



22. Sand and Gravel Extraction

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

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

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

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



PART 5

Implementing the Plan



Implementing the Plan

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

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

OCP Reviews

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

OCP Amendments

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

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

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

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



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

Legislative Compliance

Financial Planning

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

Liquid Waste Management Plan

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



Development Approval Information

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

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



Temporary Use Permits

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

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

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

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



PART 6

Development Permit Area Guidelines



Development Permit Guidelines





Introduction

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

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

Legislative Context

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

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

Overlapping Development Permit Area

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

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

Relevant Development Activities:

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

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

Permit Exemptions

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

Meaning of Language

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

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

Discretion of the Director of Development Services

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

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



Variances

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

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



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Maps

OCP DPA – Form and Character

OCP DPA – Hazardous Conditions

OCP DPA – Sensitive Ecosystems

OCP DPA – Riparian Ecosystems

OCP DPA – North East Comox



1 SMALL SCALE MULTI-UNIT HOUSING

Development Permit Area

1.1 Area

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

Table 1: SSMUH DPA applicability.

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

*Includes new construction and retrofit

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

1.2 Designation

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

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

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

1.3 Justification

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

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



1.4 Exemptions

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

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



1.5 Guidelines

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

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

Relationship to the Street

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



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

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

Site Planning

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



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

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

Site Circulation, Parking, and Site Servicing

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

Landscape Design and Open Space

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

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

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



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

Building Articulation, Features, and Materials

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



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





2 GROUND ORIENTED RESIDENTIAL Development Permit Area

2.1 Area

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

2.2 Designation

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

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

2.3 Justification

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

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



2.4 Exemptions

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

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



2.5 Guidelines

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

Relationship to the Street

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



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

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

Site Planning

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



Site Circulation, Parking, and Site Servicing

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



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



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

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



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

Landscape Design and Open Space

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



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



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

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



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



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

Building Articulation, Features, and Materials

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



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



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



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





3 LOW AND MID RISE RESIDENTIAL Development Permit Area

3.1 Area

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

3.2 Designation

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

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

3.3 Justification

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

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



3.4 Exemptions

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

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



3.5 Guidelines

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

Relationship to the Street

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

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

Site Planning

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

Site Circulation, Parking, and Site Servicing

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



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

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

Landscape Design and Open Space

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



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

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



Building Articulation, Features, and Materials

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

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

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

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

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



40.

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

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



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

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



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





4 COMMERCIAL AND MIXED USE Development Permit Area

4.1 Area

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

4.2 Designation

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

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

4.3 Justification

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

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

The following objectives guide this development permit area:

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



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

4.4 Exemptions

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

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



4.5 Guidelines

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

Relationship to the Street

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



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





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

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

Site Planning

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

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

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

Site Circulation, Parking, and Site Servicing

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



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

Landscape Design and Open Space

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



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

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



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



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

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

Building Articulation, Features, and Materials

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



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



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

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

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

Sunlight Access & Seasonal Design

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



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



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

Signage and Lighting

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

Tourist Commercial Uses

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

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

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

Harbour

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

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





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

Downtown Comox

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

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



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

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





5 LIGHT INDUSTRIAL/BUSINESS PARK Development Permit Area

5.1 Area

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

5.2 Designation

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

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

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

5.3 Justification

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

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



5.4 Exemptions

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

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



5.5 Guidelines

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

Relationship to the Street

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



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

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



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

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



Site Circulation, Parking, and Site Servicing

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

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

Landscape Design and Open Space

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



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

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



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

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

Building Articulation, Features, and Materials

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

Signage and Lighting

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





6 HAZARDOUS CONDITIONS

Development Permit Area

6.1 Area

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

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

6.2 Designation

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

6.3 Justification

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

6.4 Objectives

Minimize risks to people and property from natural hazards including:

- Steep slope hazards
- Flood hazards

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

Promote activities to reduce hazards while addressing environmental issues.



6.5 Exemptions

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

All Hazard Conditions:

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

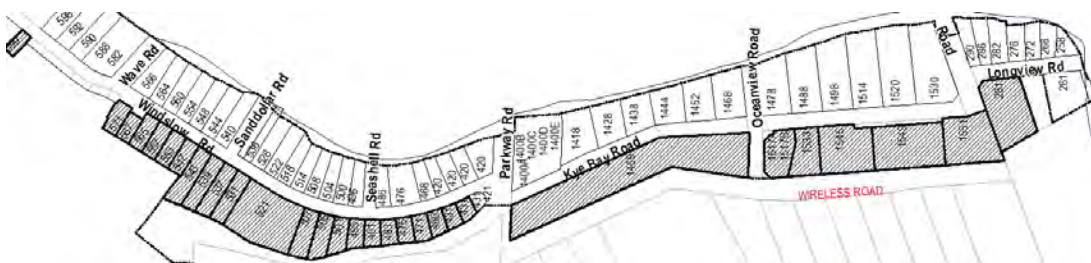


Figure 25: Windslow Road and Wireless Road parcels.



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

Flood Risk Only

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

Steep Slopes Only

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

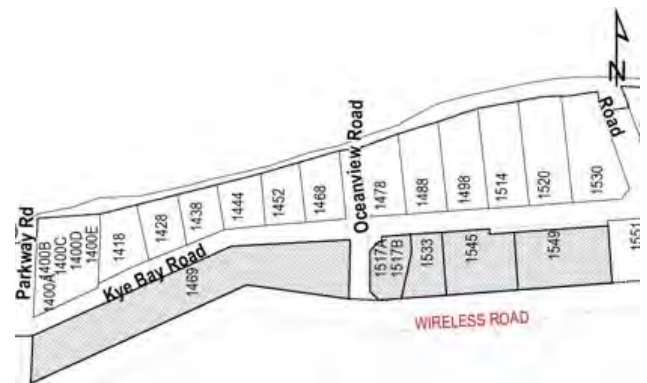


Figure 26: Kye Bay Properties



6.6 Guidelines

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

General

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

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

Steep Slope Hazards

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



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

Flood Hazards

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





7 SENSITIVE ECOSYSTEMS

Development Permit Area

7.1 Area

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

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

7.2 Designation

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

7.3 Justification

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

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

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

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



7.4 Objectives

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

7.5 Exemptions

A Development Permit is not required for the following:

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



7.6 Guidelines

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





8 RIPARIAN ECOSYSTEMS

Development Permit Area

8.1 Area

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

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

8.2 Designation

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

8.3 Justification

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

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

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

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



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

8.4 Definitions

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

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

8.5 Exemptions

A Development Permit will not be required for the following:

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



8.6 Guidelines

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

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





9 NORTH EAST COMOX

Development Permit Area

9.1 Area

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

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

9.2 Designation

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

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

9.3 Objectives

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

9.4 Justification

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

9.5 Exemptions

A development permit is not required for the following actions:

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



9.6 Guidelines

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

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

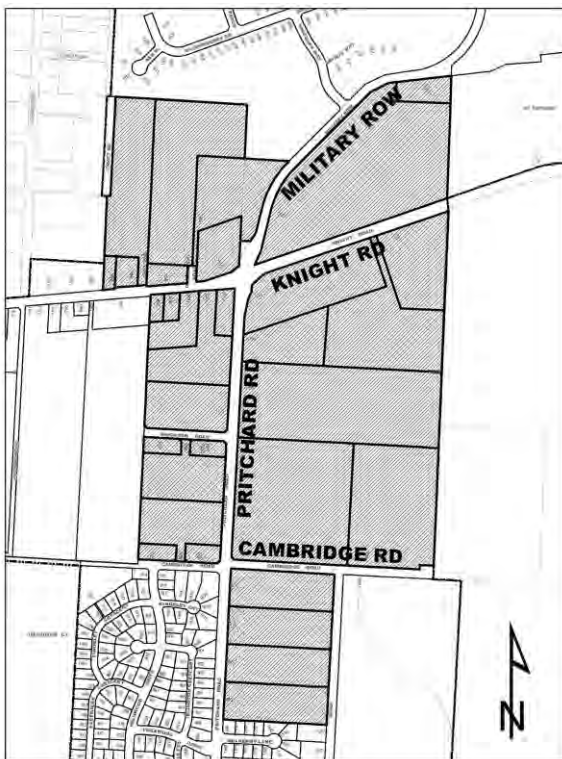


Figure 26: North East Comox Sub-catchment Area





TOWN OF COMOX



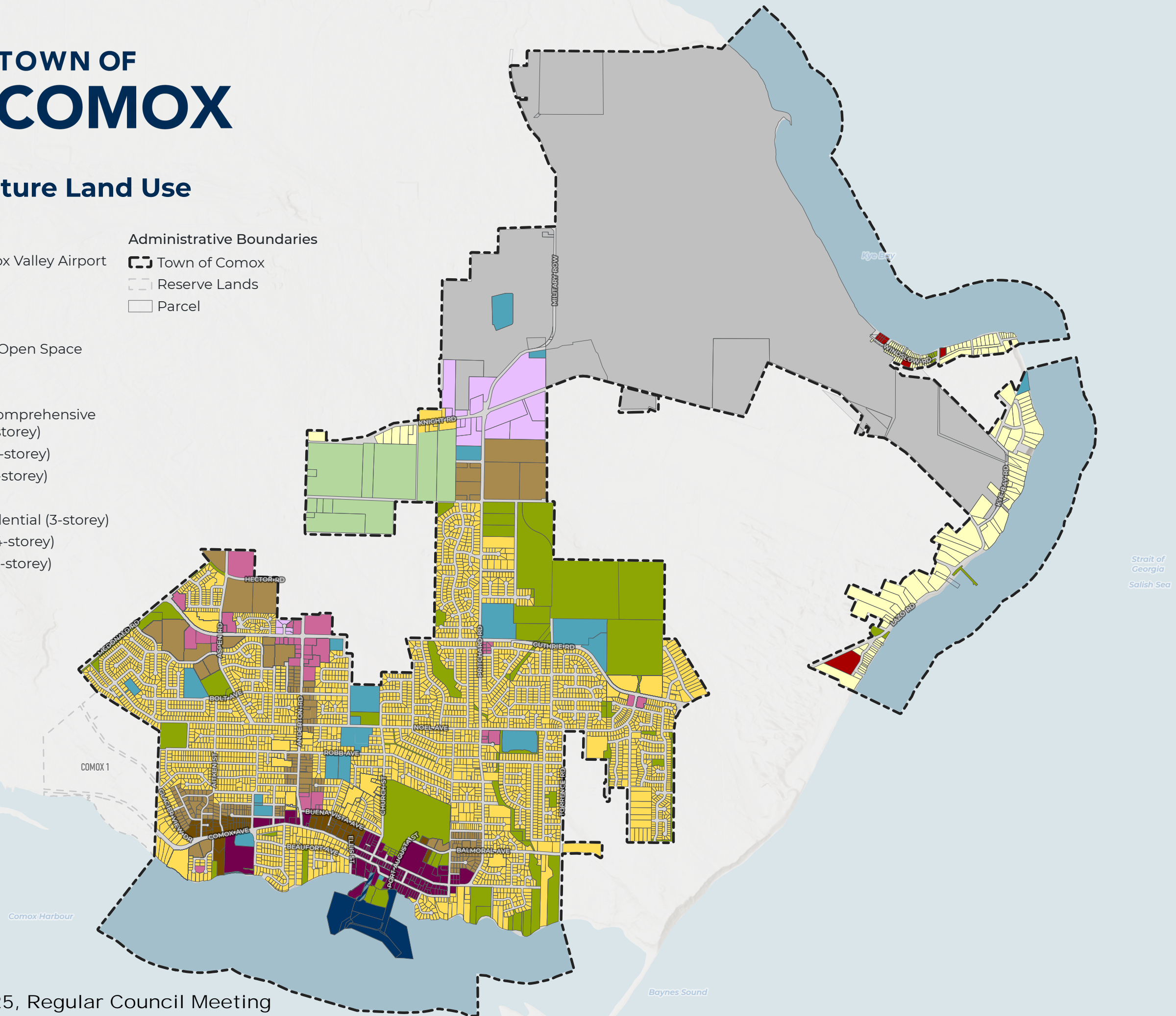
OCP Future Land Use

OCP Land Use (2025)

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

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel





TOWN OF COMOX



OCP Growth Areas

Town of Comox Growth Areas

Priority Growth Areas

- Downtown Centre
- Guthrie-Anderton Corridor
- Harbour View Corridor

Secondary Growth Areas

- Airport Corridor

Infill Areas

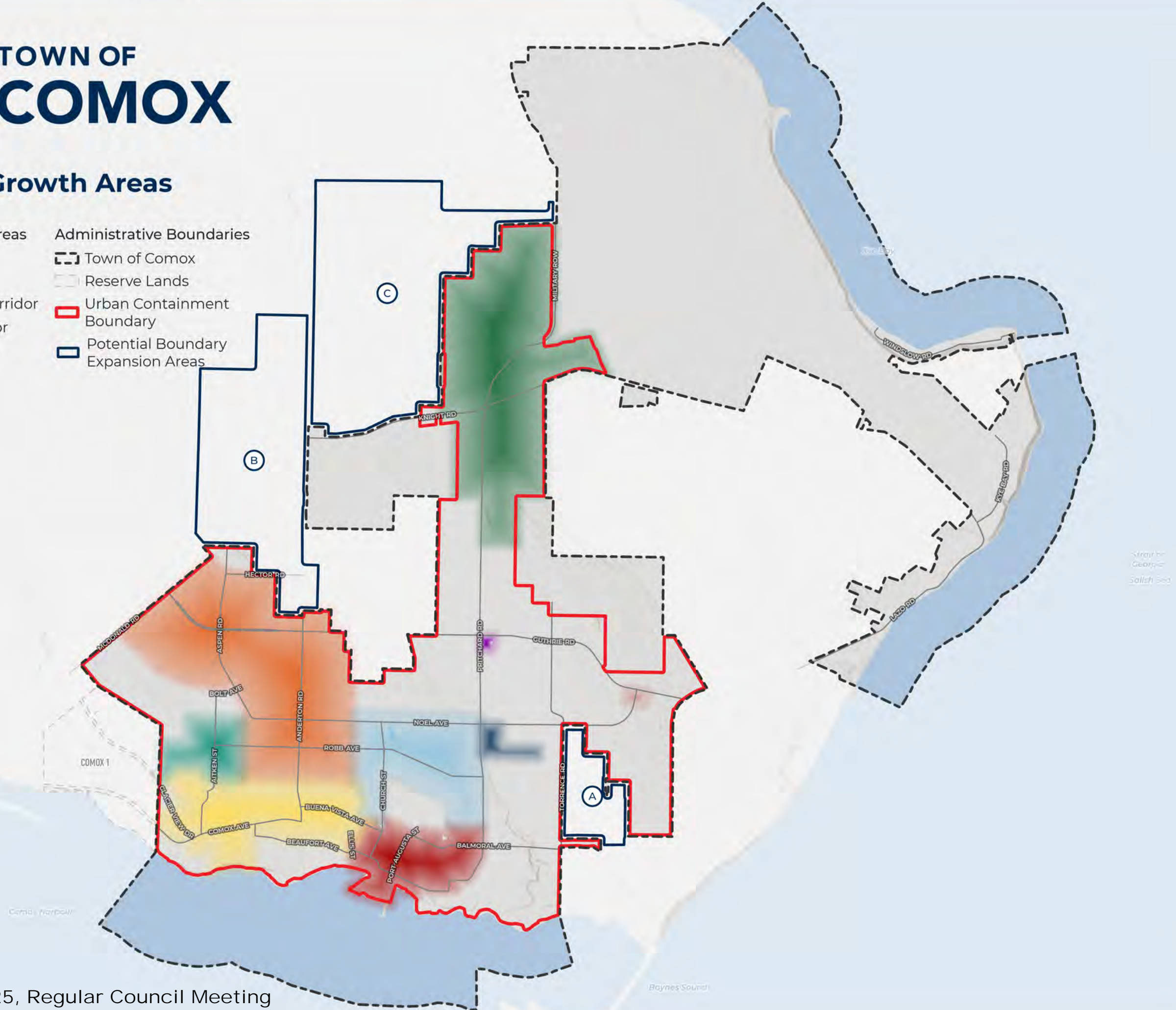
- Central Comox
- West Comox

Mixed-Use Nodes

- Beckton
- Highland
- Dogwood

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Urban Containment Boundary
- Potential Boundary Expansion Areas





TOWN OF COMOX

OCP Active Transportation Network

Active Transportation Network

- Existing Trail / Multi-Use Pathway
- Future Trail / Multi-Use Pathway
- CVRD AT Network

Existing Cycling Network

- Existing Bicycle Lane
- Existing Shared Lane
- Existing Shoulder
- MOTT Buffered Accessible

Future Cycling Network

- Future Bicycle Lane
- Future Multi Use Shoulder
- Future Waterfront Pathway

Administrative Boundaries

- Town of Comox
- Reserve Lands

Comox Harbour

COMOX 1

HECTOR RD
MCDONALD RD
ASPEN RD
BOLT AVE
AITKEN ST
GRACEVIEW DR
BUENA VISTA AVE
COMOX AVE
BEAUFORT AVE
15 SITE
CHURCH ST
ROBB AVE
ANDERTON RD
NOEL AVE
PORT AUGUSTA ST
BALMORAL AVE

KNIGHT RD

PRITCHARD RD

CUTHRIE RD

MILITARY ROW

Kye Bay

WINDSLOW RD

KYE BAY RD

LAZARD RD

Salish Sea

Strait of Georgia

Baynes Sound



1,000

Meters

Scale: 1:27,000

(When Printed at 11x17")



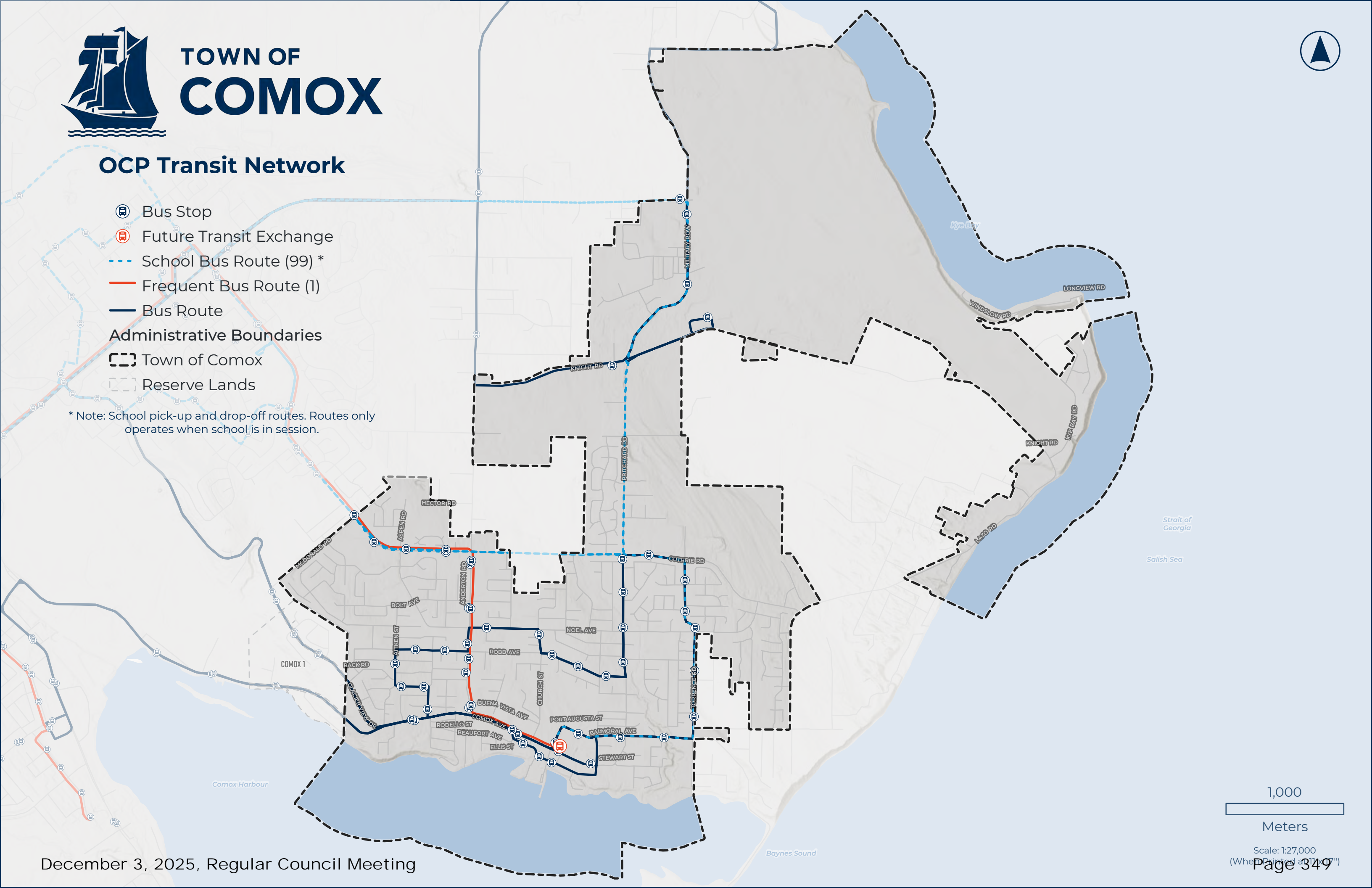
OCP Transit Network

- Bus Stop
- Future Transit Exchange
- School Bus Route (99) *
- Frequent Bus Route (1)
- Bus Route

Administrative Boundaries

- Town of Comox
- Reserve Lands

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





OCP Road Network

Road Network - Classification

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

Administrative Boundaries

- Town of Comox

Comox Harbour

Kyle Bay

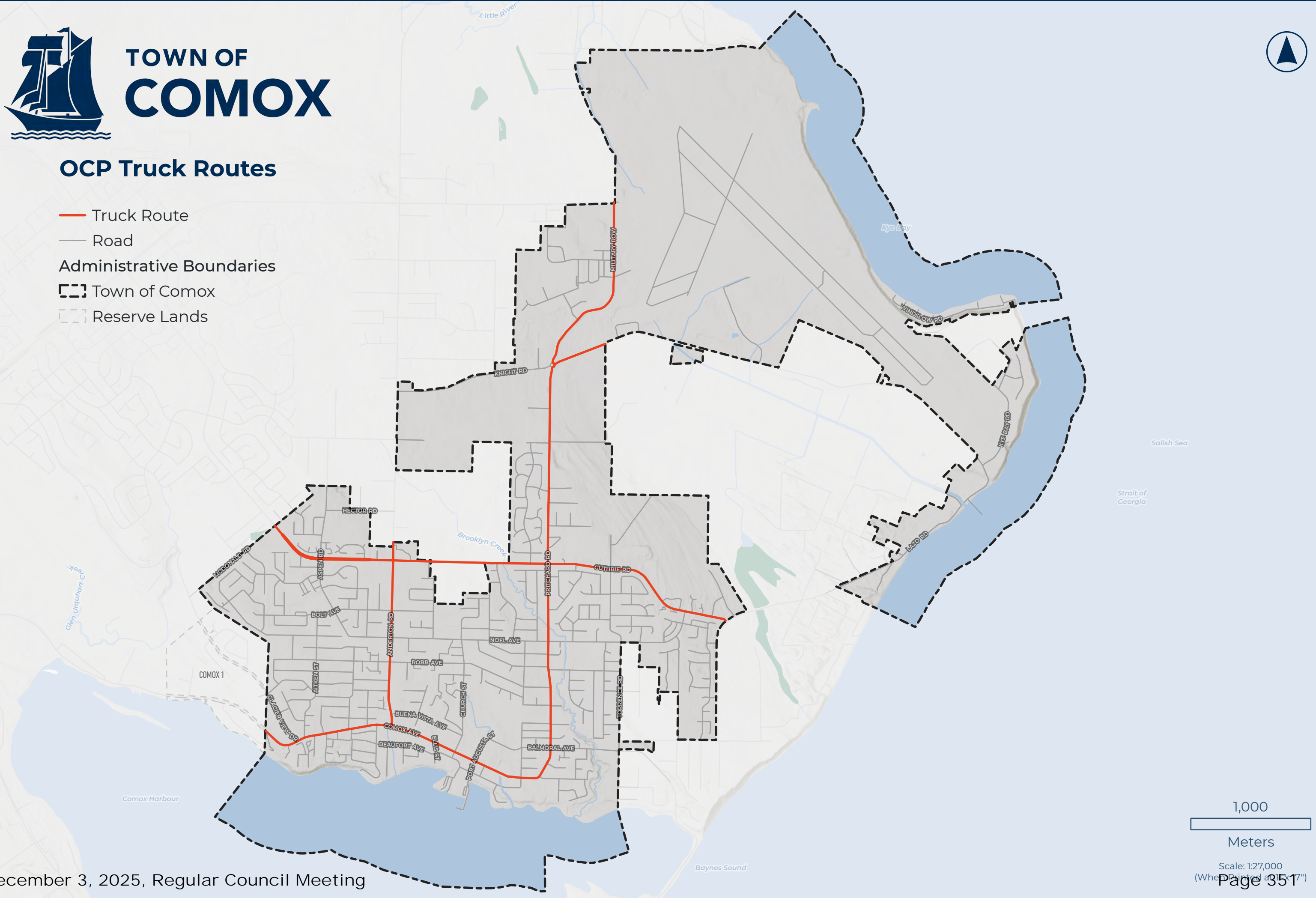
Strait of Georgia
Salish Sea

Baynes Sound



OCP Truck Routes

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





OCP Water Infrastructure

Water Infrastructure

- Town of Comox Watermain
- CVRD Watermain
- Private Watermain

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel

Comox Harbour

COMOX 1

HECTOR RD

BOLT AV

ANDERTON RD

BUENA VISTA AVE

COMOX AVE

BEAUFORT AVE

ROBB AVE

CHURCH ST

PORT AUGUSTA

BALMORAL AVE

NOEL AVE

PRITCHARD RD

CUTHBERT

KNIGHT RD

MILITARY ROW

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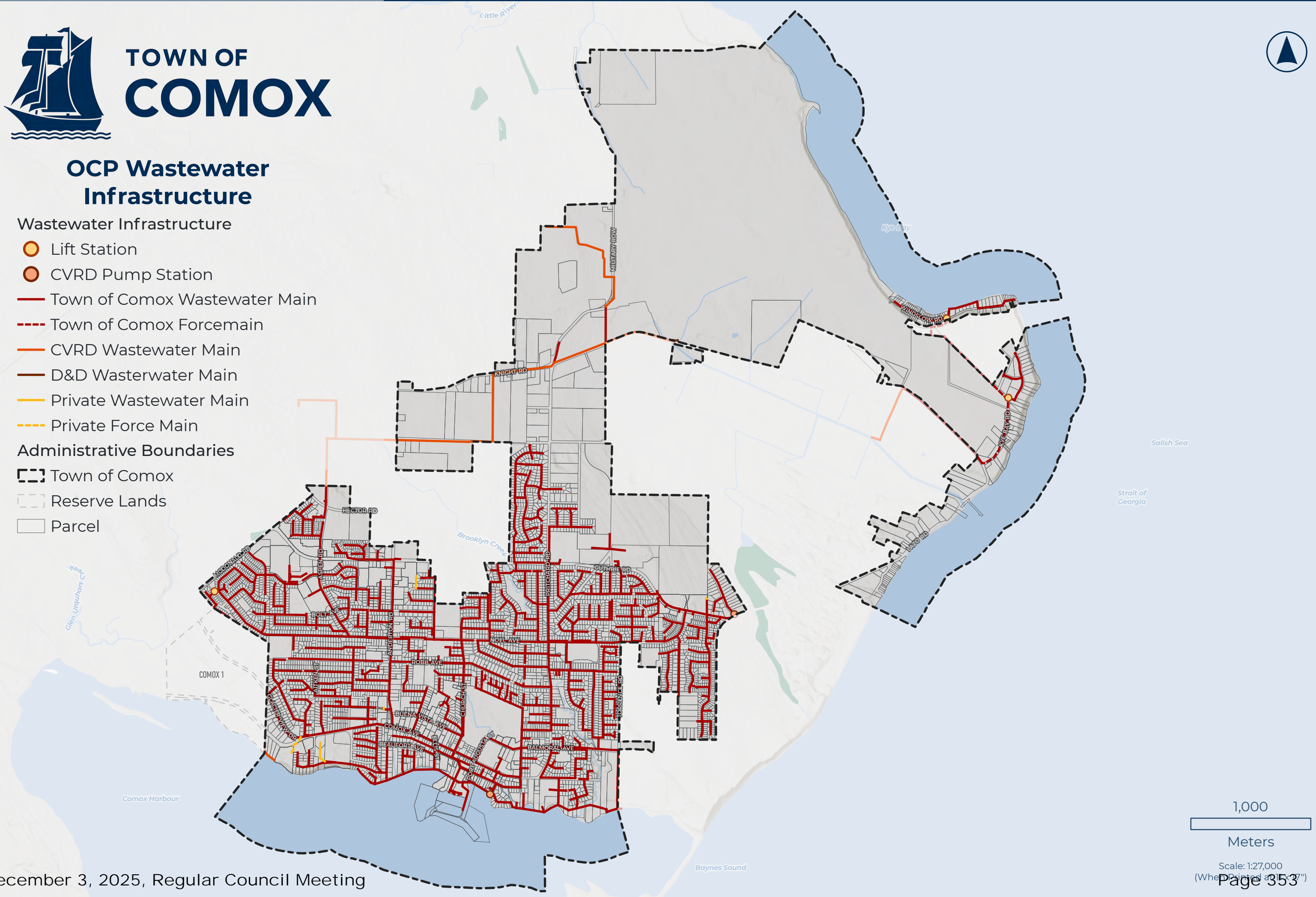
OCP Wastewater Infrastructure

Wastewater Infrastructure

- Lift Station
- CVRD Pump Station
- Town of Comox Wastewater Main
- Town of Comox Forcemain
- CVRD Wastewater Main
- D&D Wasterwater Main
- Private Wastewater Main
- Private Force Main

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel









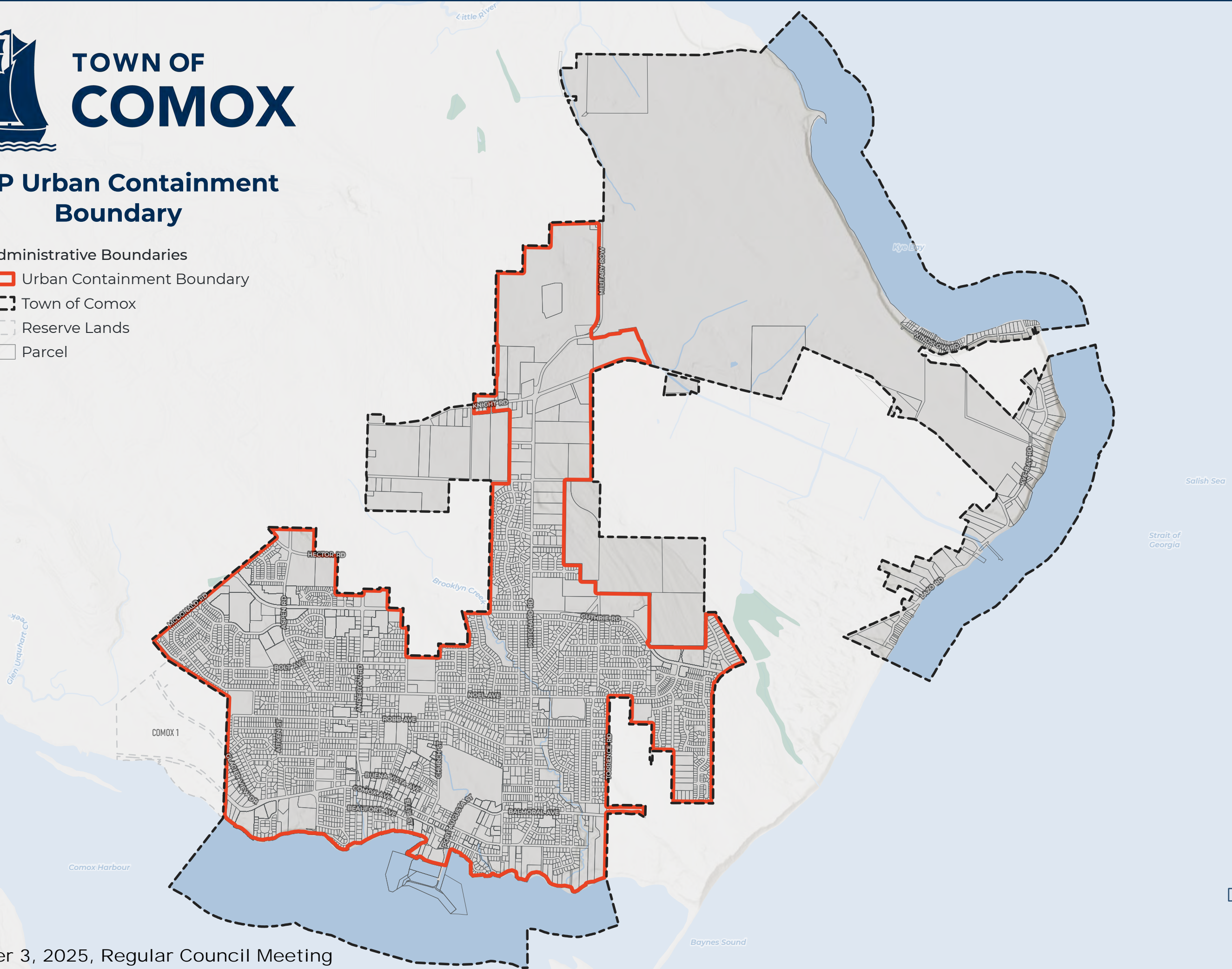
TOWN OF COMOX



OCP Urban Containment Boundary

Administrative Boundaries

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





- ## Administrative Boundaries

December 3, 2025, Regular Council Meeting

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
Meters

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Page 355



OCP DPA - Hazardous Conditions

-  Steep Slope (20% or Greater)
-  Flood Extents (CVRD-200 Year Floodplain)
- Administrative Boundaries
 -  Town of Comox
 -  Reserve Lands
 -  Parcel

Comox Harbour

COMOX 1

Baynes Sound

Kyle Bay

Salish Sea

Strait of Georgia

1,000


Meters

Scale: 1:27,000


(When Printed at 11x17")





OCP DPA - Sensitive Ecosystems

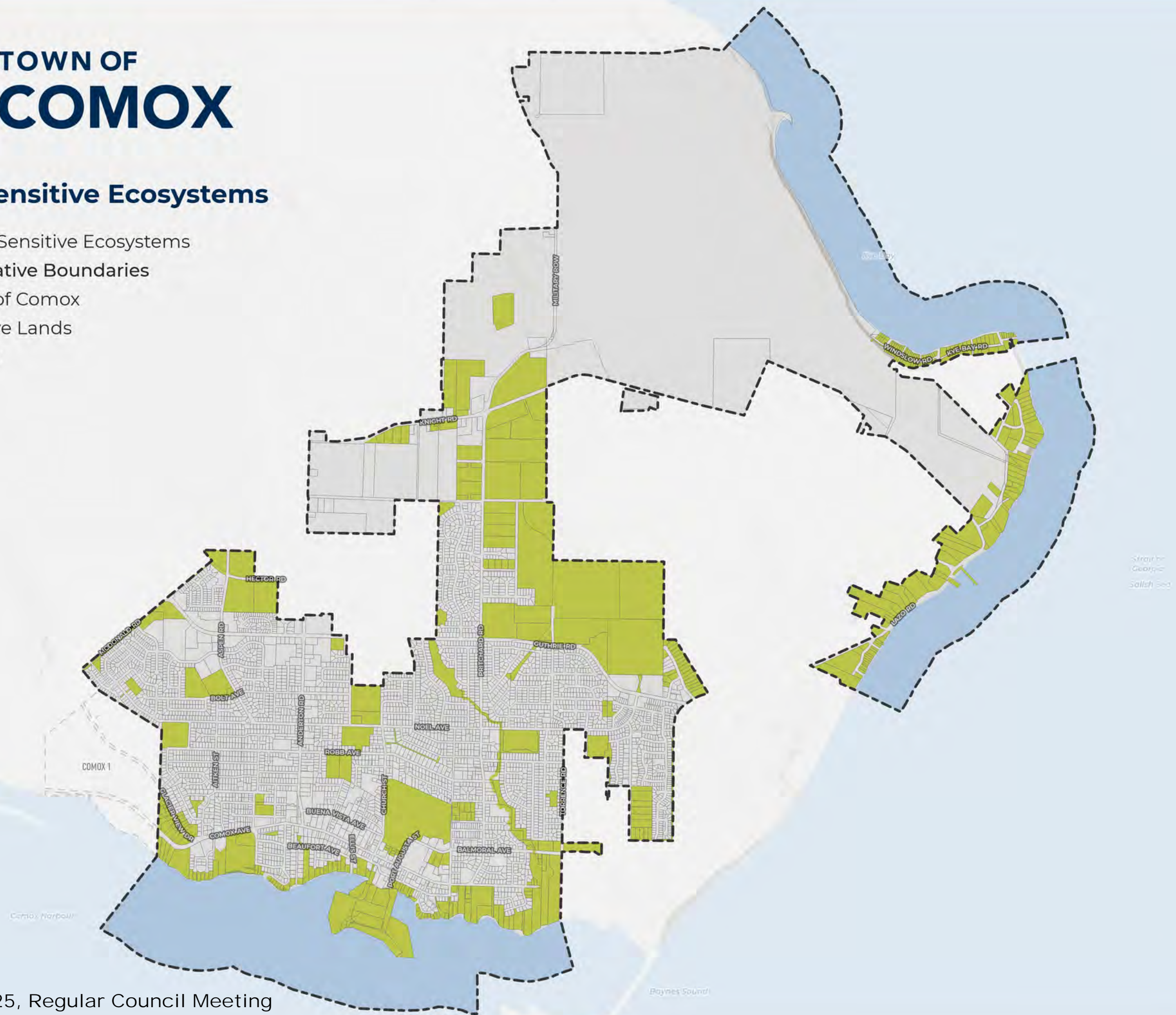
 DPA - Sensitive Ecosystems

Administrative Boundaries

 Town of Comox

 Reserve Lands

 Parcel







TOWN OF COMOX



OCP DPA - Riparian Ecosystems

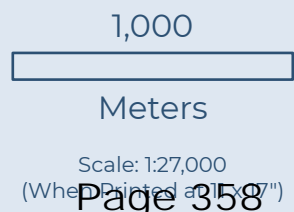
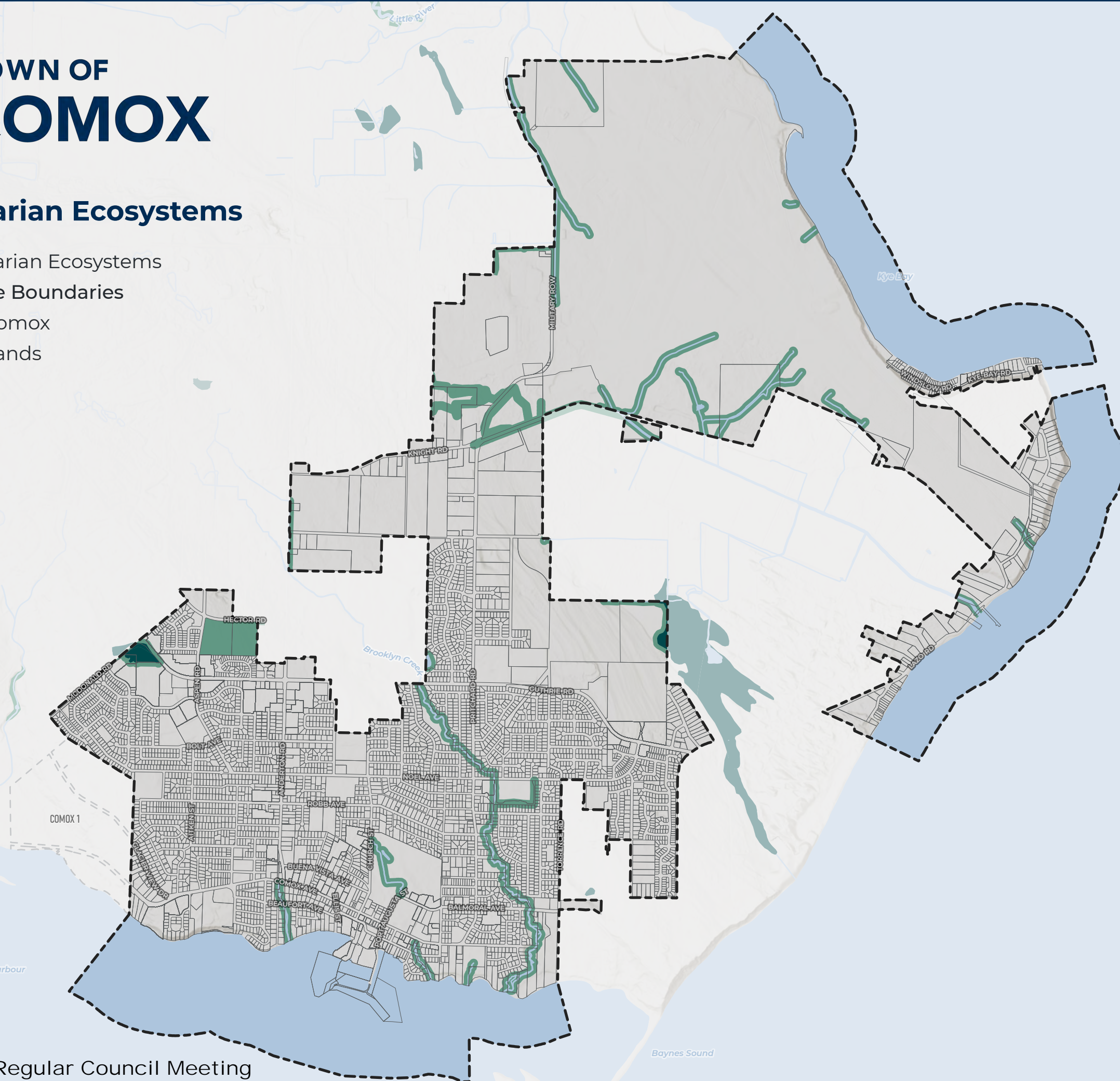
 DPA - Riparian Ecosystems

Administrative Boundaries

 Town of Comox





 Reserve Lands

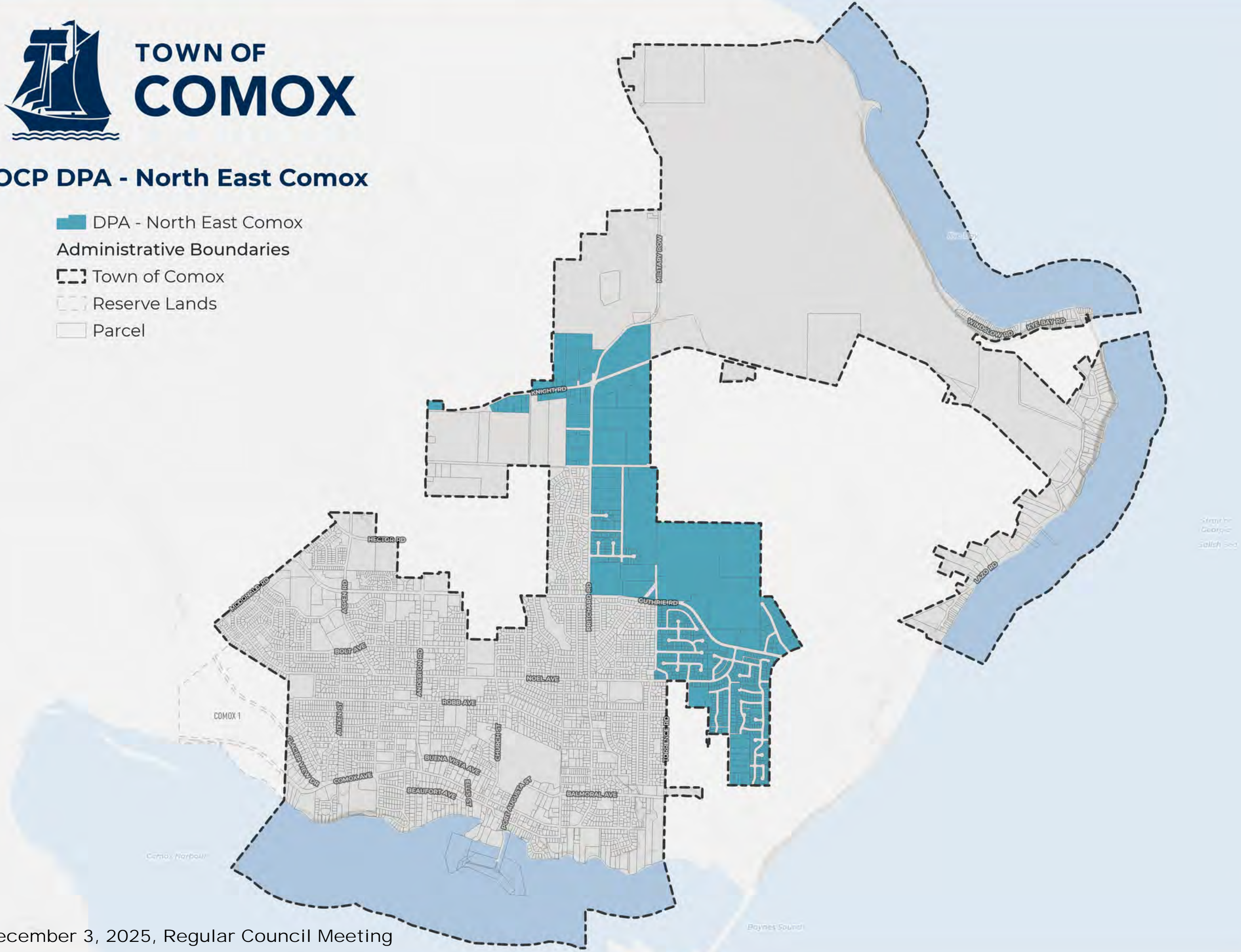
 Parcel





OCP DPA - North East Comox

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



Appendix A - Regional Context Statement

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

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

RGS Vision

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



Table 1 - RGS Goals

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



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



RGS Growth Management Principles

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

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

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

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

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



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

Population and Employment Projections

Housing Growth

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

Population

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

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

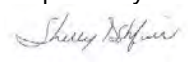

Employment

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



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0810-20
FROM: Shelley Ashfield, Director of Operations	DATE: Nov. 27, 2025
SUBJECT: Mack Laing Viewing Platform Update	

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

This report is provided for information only.

PURPOSE

To provide Council with an update on Mack Laing Viewing Platform design, schedule and costs.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Organizational Excellence	<p>Asset Management - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal.</p> <p>Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.</p>
Community Connection and Wellness	<p>Recreation - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.</p> <p>Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p> <p>Arts and Culture - Support the work of local non-profits and festivals to deepen the sense of community and belonging.</p>
Good Governance	<p>Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.</p>

BACKGROUND

The Town of Comox has successfully obtained approval from the Court to vary the trust established through the will of Mack Laing. The original trust directed funds toward the creation of a natural history museum. The Town's successful petition, which was amended to address concerns raised by the Attorney General of British Columbia and local First Nations, now permits the construction of a viewing platform with natural history education panels. The goal is to attempt to fulfill the original educational intent of the trust and showcasing the view that Mack Laing experienced.

Beyond its educational role, the proposed viewing platform will celebrate the legacy of Mack Laing and acknowledge the historic and cultural connections of the K'ómoks First Nation (KFN) to the site. It will also enhance the experience of visitors to Mack Laing Nature Park, which is located on land conveyed to the Town by Mack Laing in 1973 under a separate trust agreement.

Merville Community Association

In late 2024, the Merville Community Association approached the Town with an interest in relocating Shakesides to a different site.

Administration has since met with representatives of the Merville Community Association (MCA) to further understand their proposal to relocate the Shakesides structure. The request included arranging a meeting between MCA representatives and the Town to discuss logistics and responsibilities associated with the physical relocation of the building. The MCA intends to develop an Agreement in Principle addressing roles, responsibilities, permits and timing.

The Town will continue to review the feasibility of this proposal, including cost implications, permitting requirements, technical considerations, and risk allocation. At this stage, the MCA's proposal is exploratory in nature and would require further assessment against archaeological, environmental, financial, and contractual obligations currently governing the project.

Next Steps

Following successful value engineering exercise, the design team is currently updating design drawings to allow contractor to firm up pricing.

The following design changes were identified in the value engineering analysis:

1. Add an 8" x 16" concrete grade beam
2. Delete steel truss system and replace with standard SPF wooden truss system
3. Reduction in size of framing members
4. Remove cedar shakes and replace with cedar lap siding (retain existing shakes as noted)
5. Change guardrail system to a simple pressure treated 2x2 railing system
6. Delete all staining and painting

Please note the footprint and layout of the viewing platform remain unchanged from the design presented to Council at the Regular Council Meeting (RCM) held on May 5, 2025, and is attached

for reference. By court order, Town is required to build a nature park platform on the foundation of Shakesides so that members of the public can enjoy the same views and vistas that Mack Laing enjoyed when he lived at Shakesides.

Also, by court order demolition cannot commence until a contractor is secured to construct viewing platform and that the completion of the construction be within eighteen months of the start of construction.

The intent remains to begin work as soon as possible, which will be either to demo or move existing building, Administration does not plan to delay the demo if MCA is not able to secure funding and develop a plan of action in time.

Administration will continue to adherence to archaeological requirements under the *Heritage Conservation Act*, KFN's Cultural Heritage Policy and coordination with consultants and contractors, including K'omoks First Nation.

Tentative updated project schedule is as follows:

- Detailed design completion: November 2025
- Finalize pricing and secure contractor: December 2026
- Construction start: Late Winter 2026
- Final completion: Early Summer 2026

a. Legal

The Attorney General's Office has approved the relocation of Shakesides, provided that if the costs of the move exceed the demolition costs, the additional funds are not provided by the trust and that no trust funds from the trust are transferred to the Merville Community Association after the move.

The Town has been directed to provide weekly progress reports to the Attorney General's office. These reports include updates on demolition and scheduling and compliance with the conditions outlined in the court decision

b. Financial

UPDATED BUDGET SUMMARY

Following successful value engineering, the project cost for the construction of the viewing platform has been reduced:

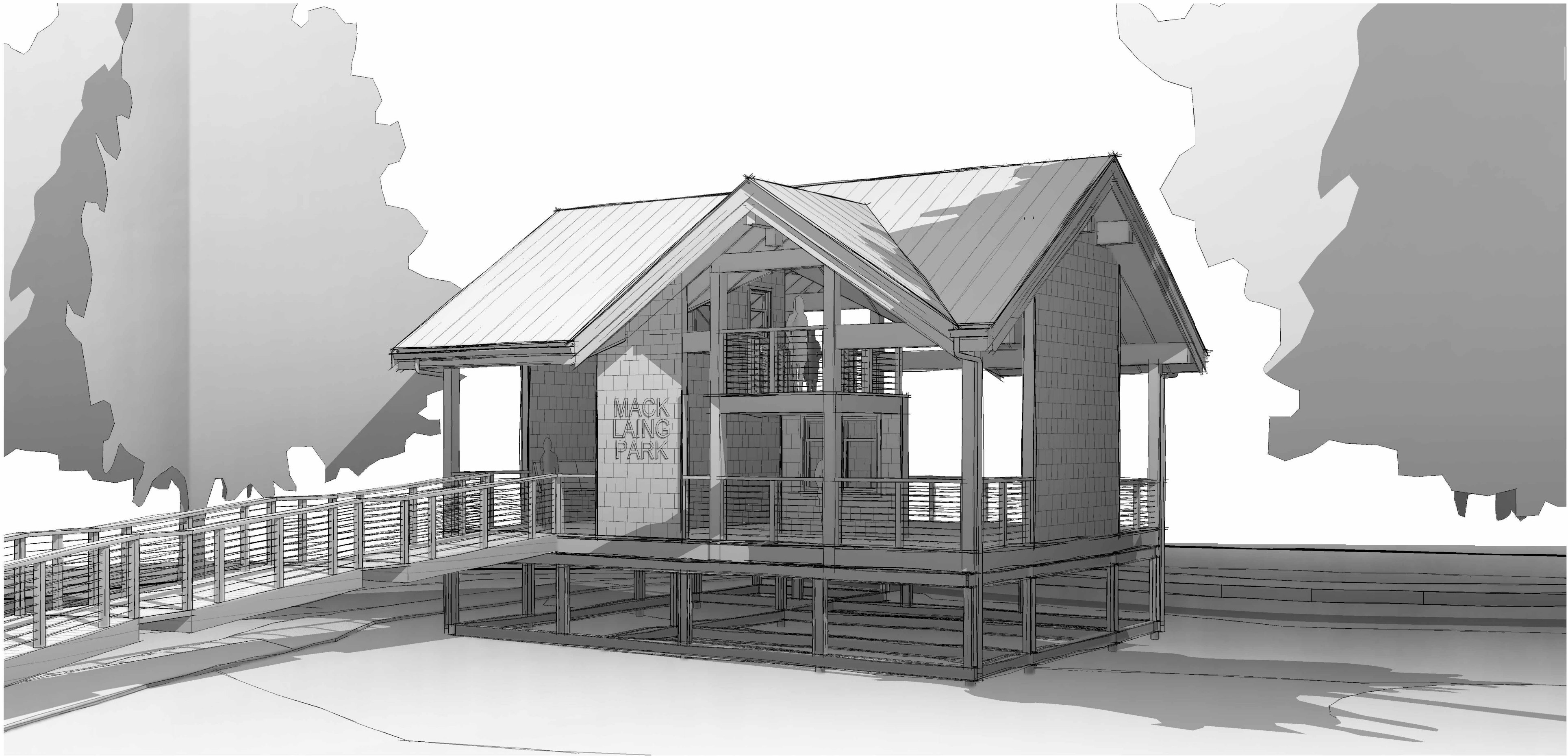
- Tender Construction Price: \$560,700
- Value engineering potential savings: \$128,900
- Updated construction cost estimate: \$431,800

The total estimated project cost to demolish and construct the viewing platform is \$580,000, as presented to Council at RCM May 5, 2025. With the benefit of value engineering, we anticipate being able to maintain this cost estimate which also include design fees, permitting and approvals, archeological monitoring, KFN design element, interpretative panels and site restoration. The original estimate in 2021 was \$326,381 and was based solely on a concept plan with no engineering or design work completed at that time, and it did not include permitting and approvals, archaeological monitoring, KFN design elements, interpretative panels, or site restoration.

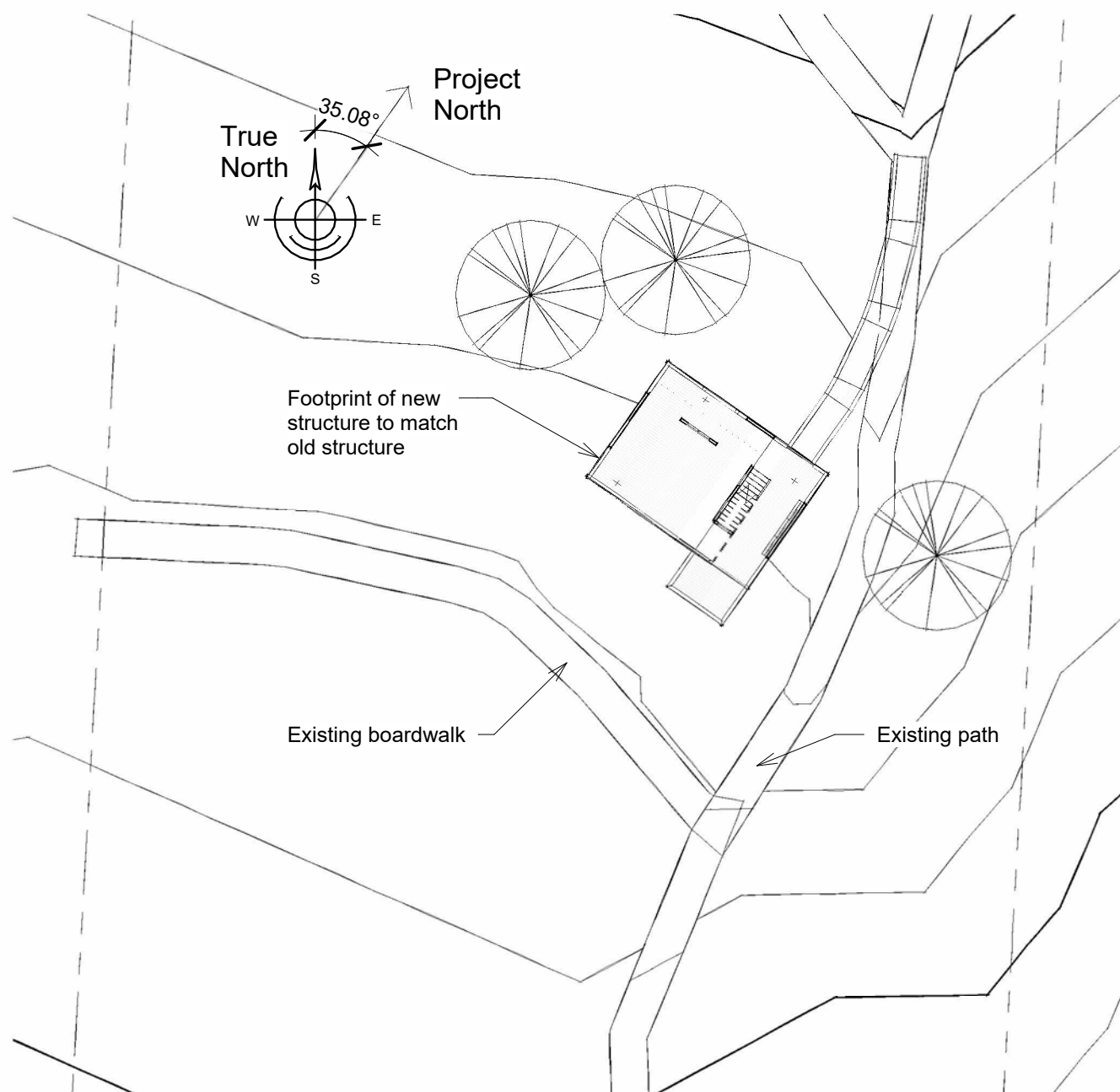
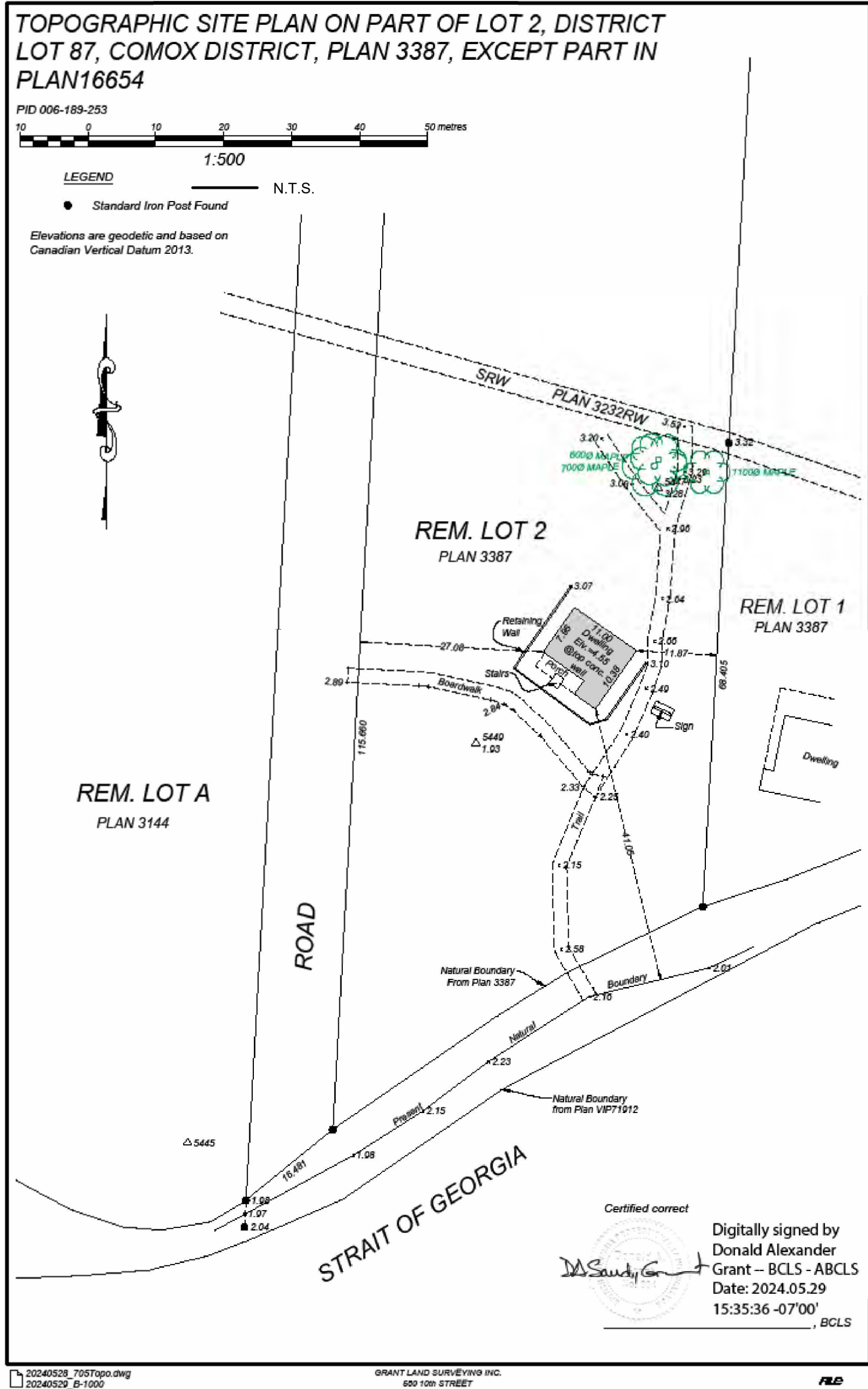
The Town currently holds \$301,600 in trust and \$379,000 in the approved 2026-2030 financial plan, total approved project budget of \$680,600. Administration will continue to seek cost savings and project efficiency wherever possible.



3 LOCATION PLAN
1" = 140'-0"



MACK LAING VIEWING STAGE



2 SITE PLAN
1" = 30'-0"

BUILDING CODE:

Code Reference	Part 9, BC Building Code 2024
Project Description	Park Viewing Stage
Major Occupancy	D (A2 - low occupant load)
Classification	3.2.2.64 Group D, up to 2 Storeys
Permitted Construction	Combustible or Non-combustible
Sprinklered	No
Building Area	96 sq. m.
Fire Separations	No
Occupant Load (3.1.77)	Limited to 30 persons with signage
Number of Streets	1
Fire Alarm	N/A
Number of Exits	1
Travel Distance	<25m
Washrooms	N/A
Accessibility	Ramp

PROJECT INFORMATION:

LEGAL DESCRIPTION
Lot 2, District Lot 87, Comox District, Plan 3387, Except part in Plan 16654

PID: 006-189-253

CIVIC ADDRESS:
Comox Avenue

Zoning - P1.1
Site Coverage = <35%
Allowable = 35%

Setbacks:
Front Allowable = n/a
Side Allowable = 3m
Side Proposed = 11.87m
Rear Allowable = n/a

Building Height:
Allowable = 9m
Proposed = 8.5m

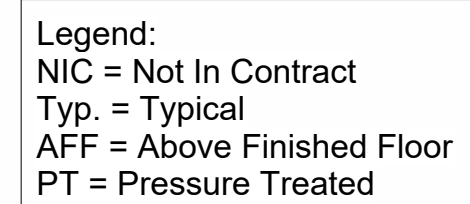
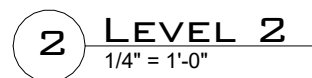
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Sheet Number	Sheet Name

A000	COVER
A101	FLOOR PLANS
A102	FOUNDATION & ROOF PLANS
A103	ELEVATIONS
A104	SECTIONS
A105	3D
A106	GENERAL NOTES

ISSUED FOR
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NOT FOR
CONSTRUCTION

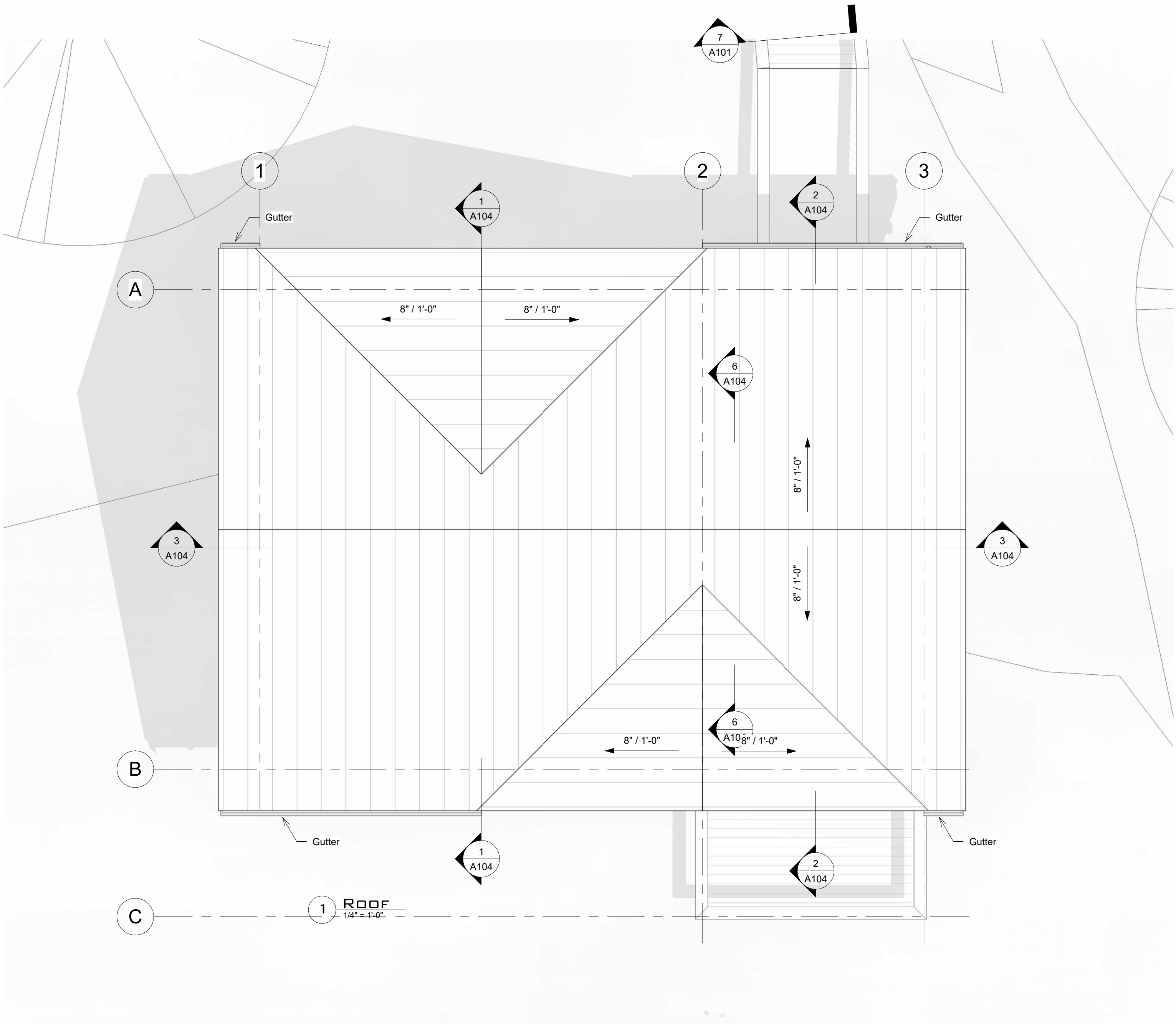
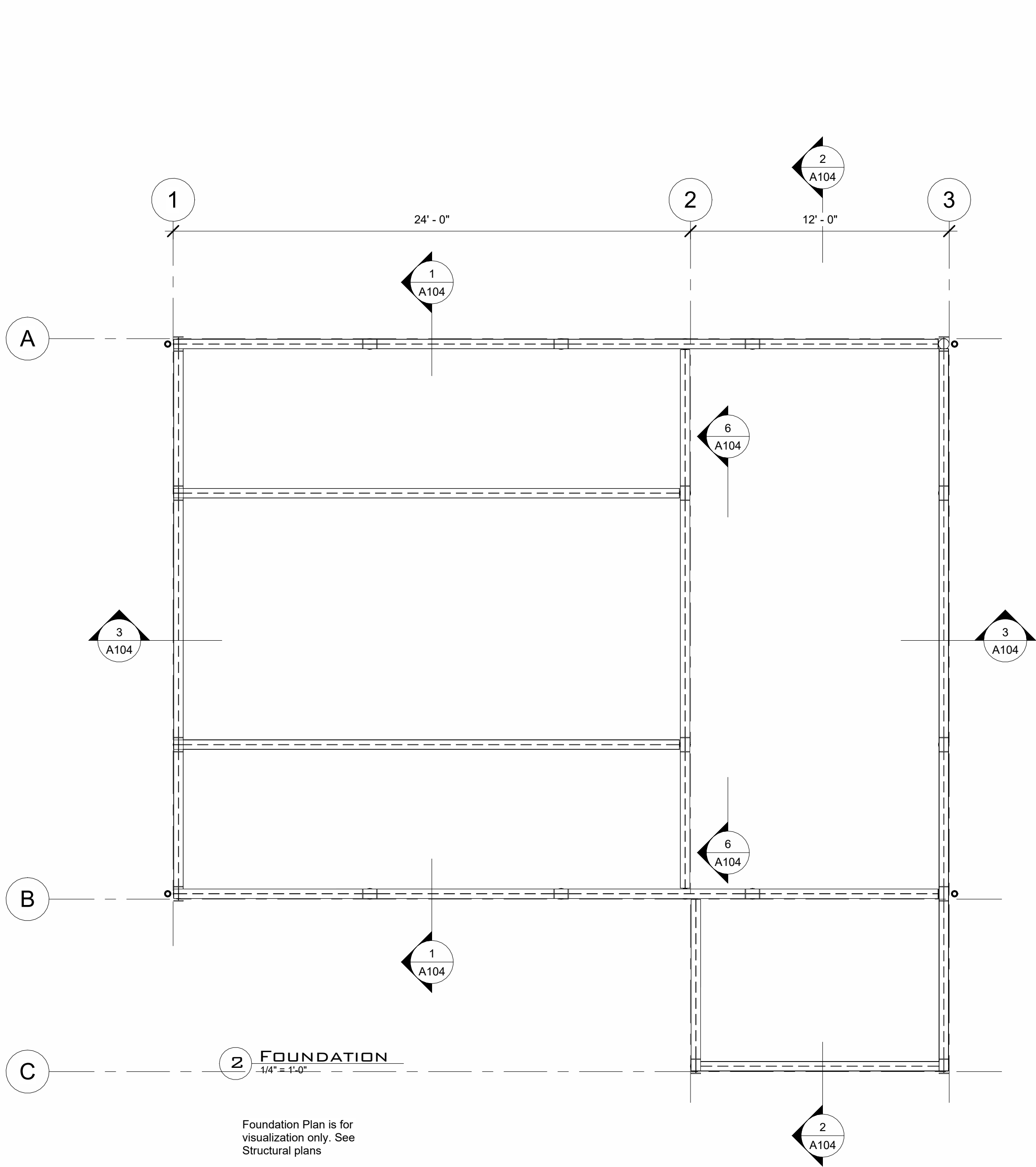
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ISSUED:		
For	Date	
Structural design	May 8 2025	
Bids	May 26 2025	
Building Permit	July 9 2025	
MACK LAING VIEWING STAGE		
COVER		
Date	Issue Date	Scale As indicated
Scale indicated is accurate only when printed full size (100%) on Arch D (24"x36") sheets		
A000		

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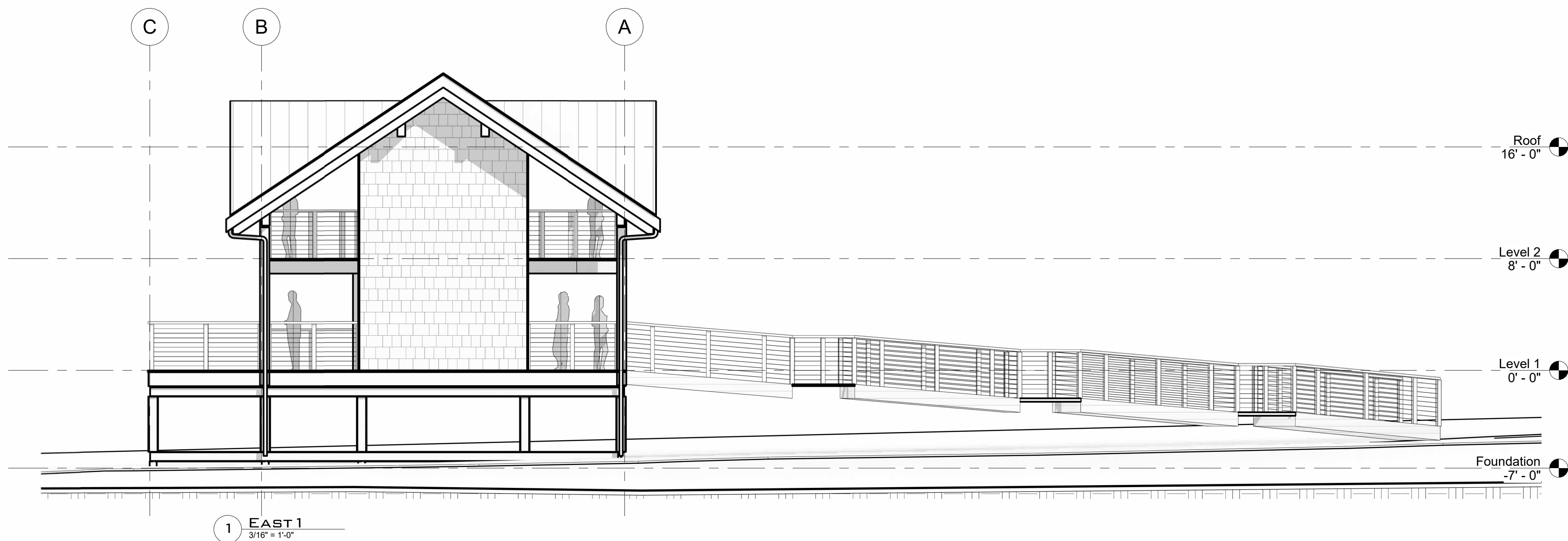
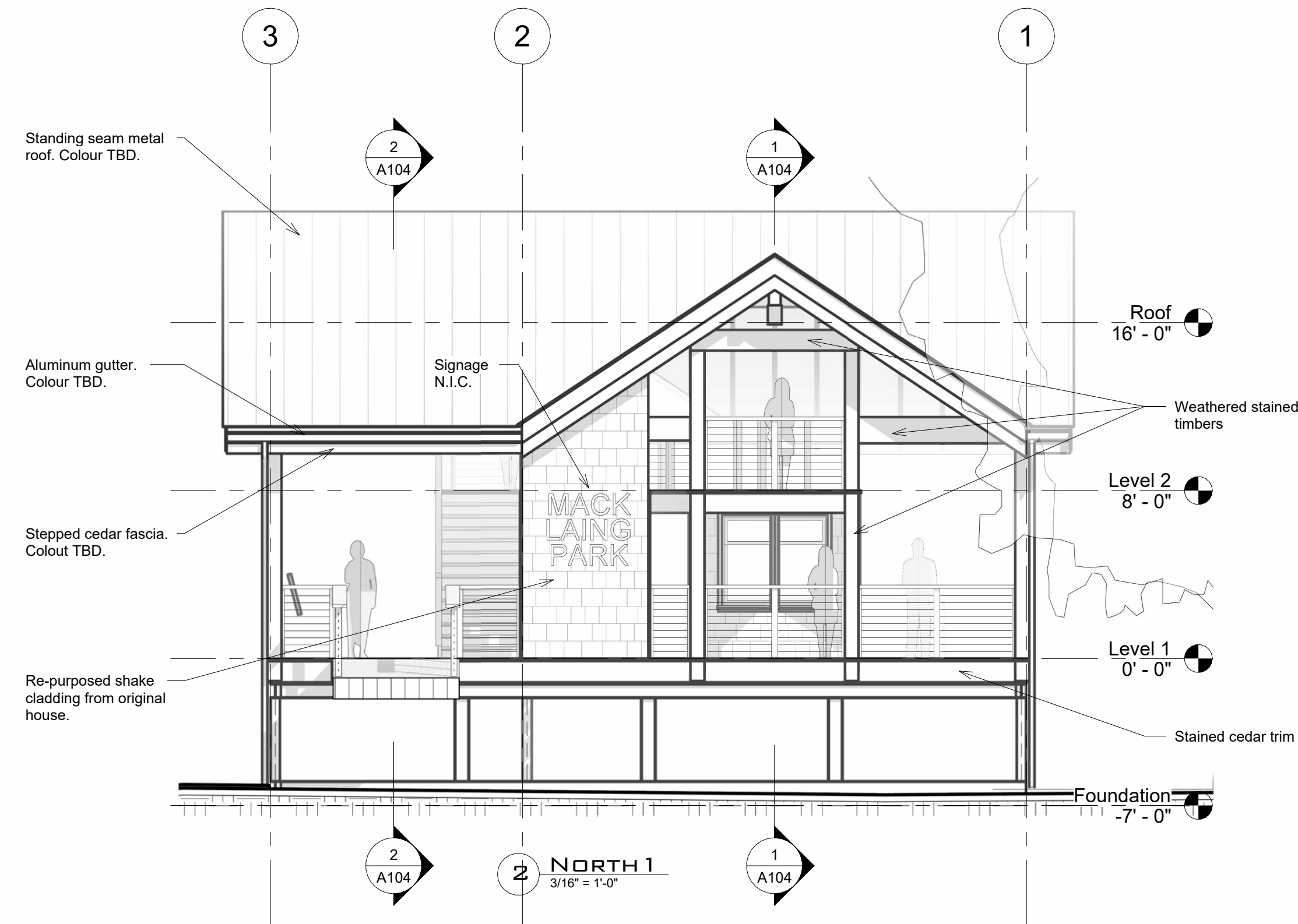
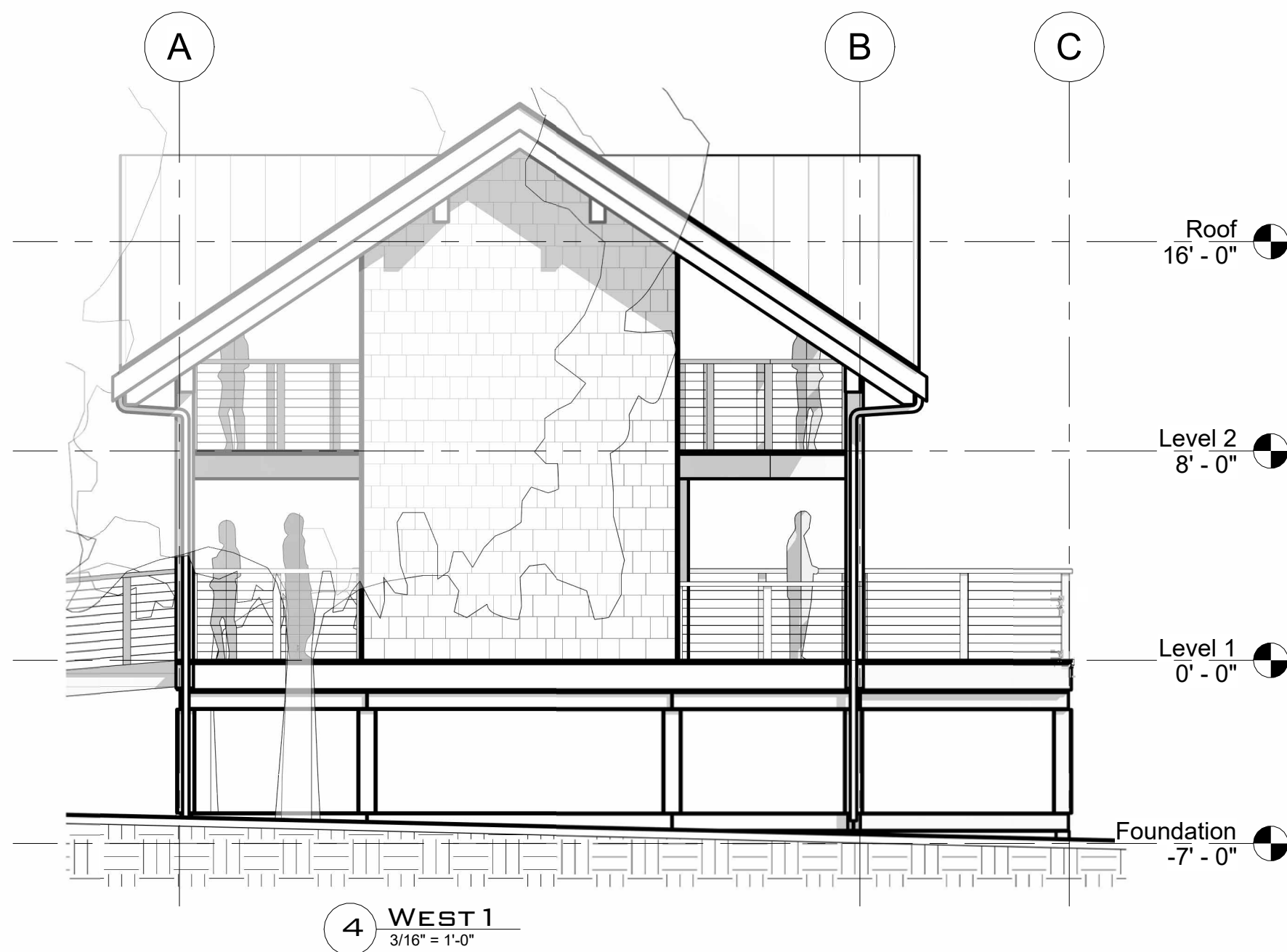
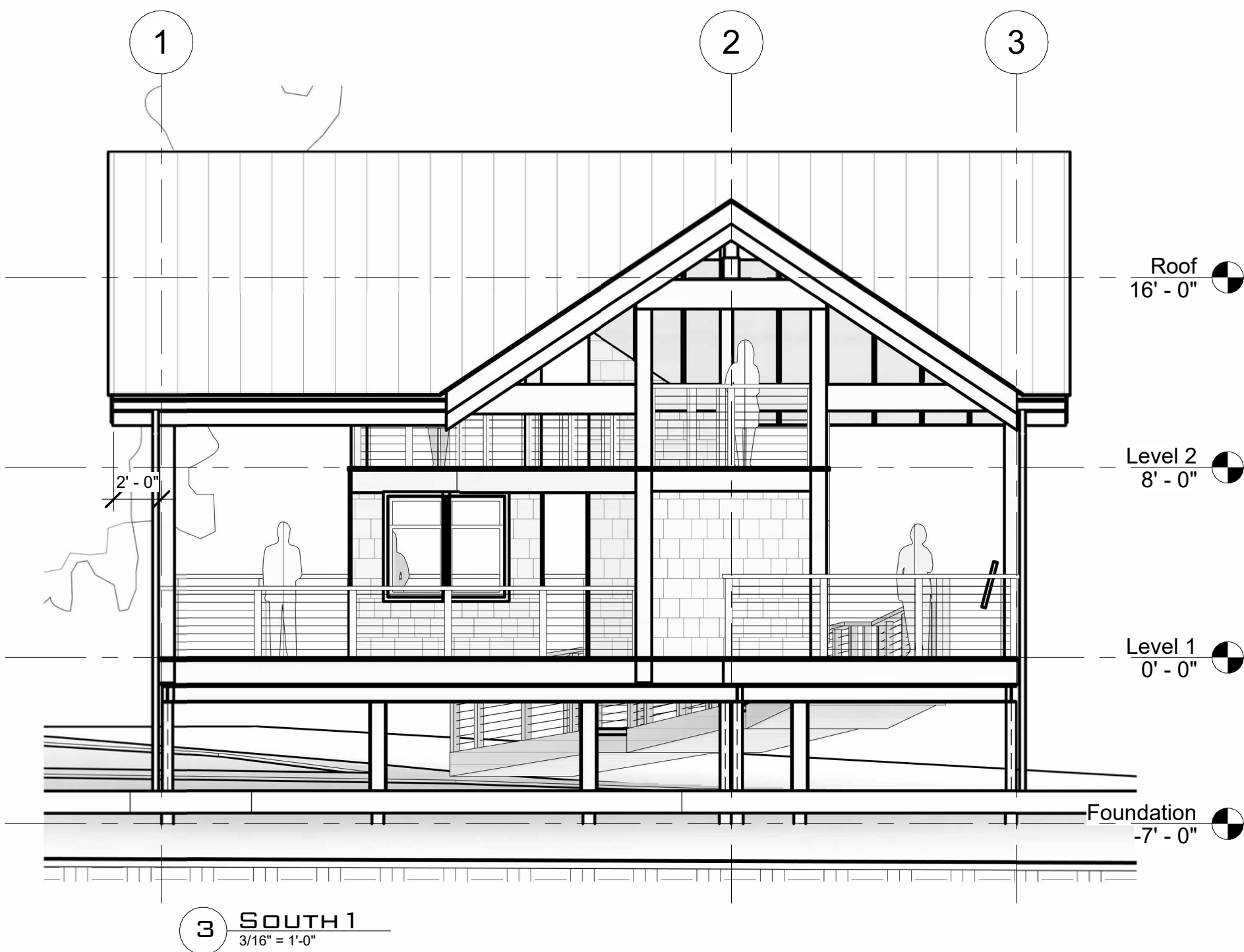


Legend:
NIC = Not In Contract
Typ. = Typical
AFF = Above Finished Floor
PT = Pressure Treated

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No.	Description	Date
REVISIONS:		
ISSUED:		
For	Date	
Structural design	May 8 2025	
Bids	May 26 2025	
Building Permit	July 9 2025	
MACK LAING VIEWING STAGE		
FOUNDATION & ROOF PLANS		
Date	Issue Date	Scale
		1/4" = 1'-0"
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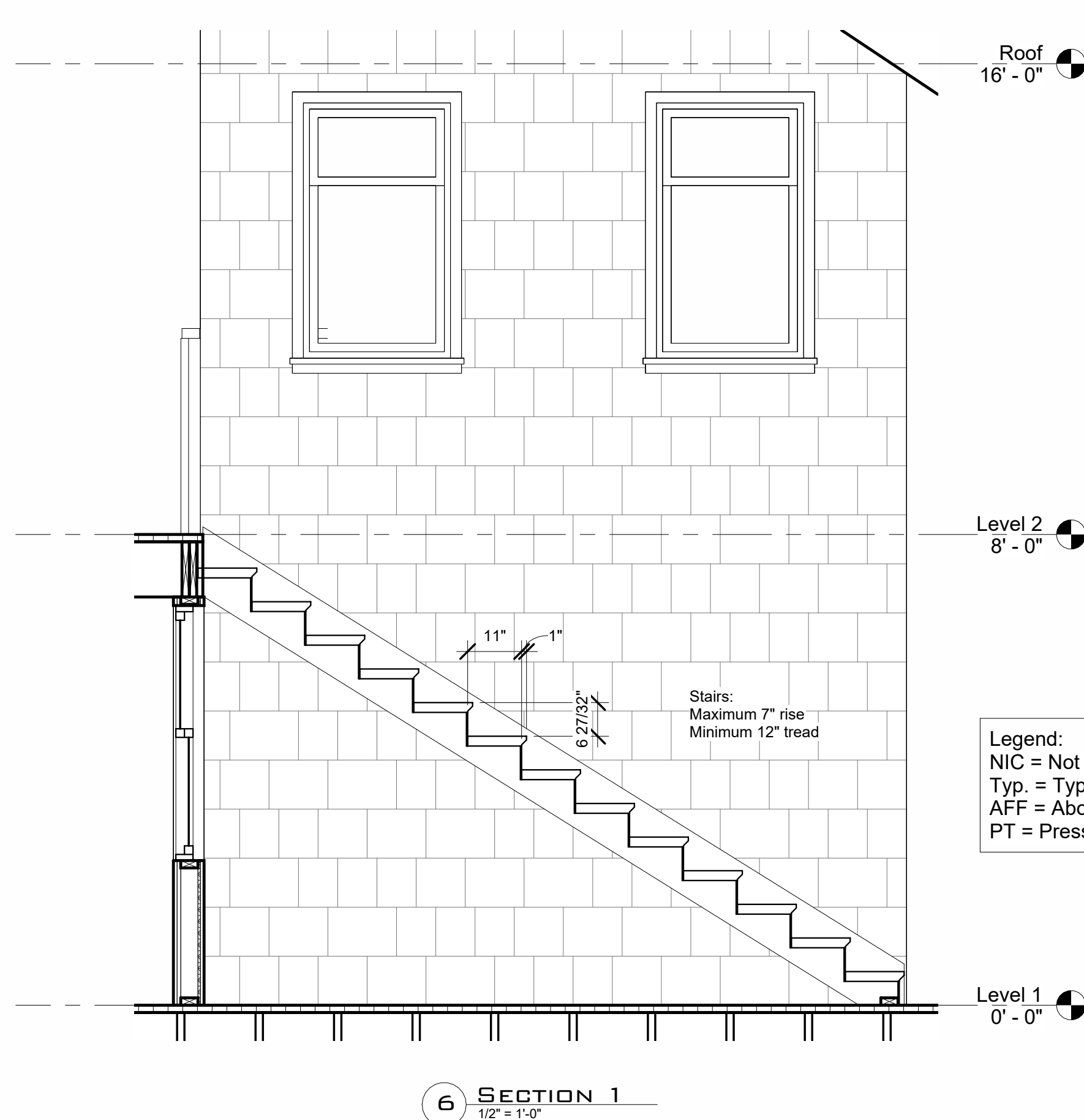
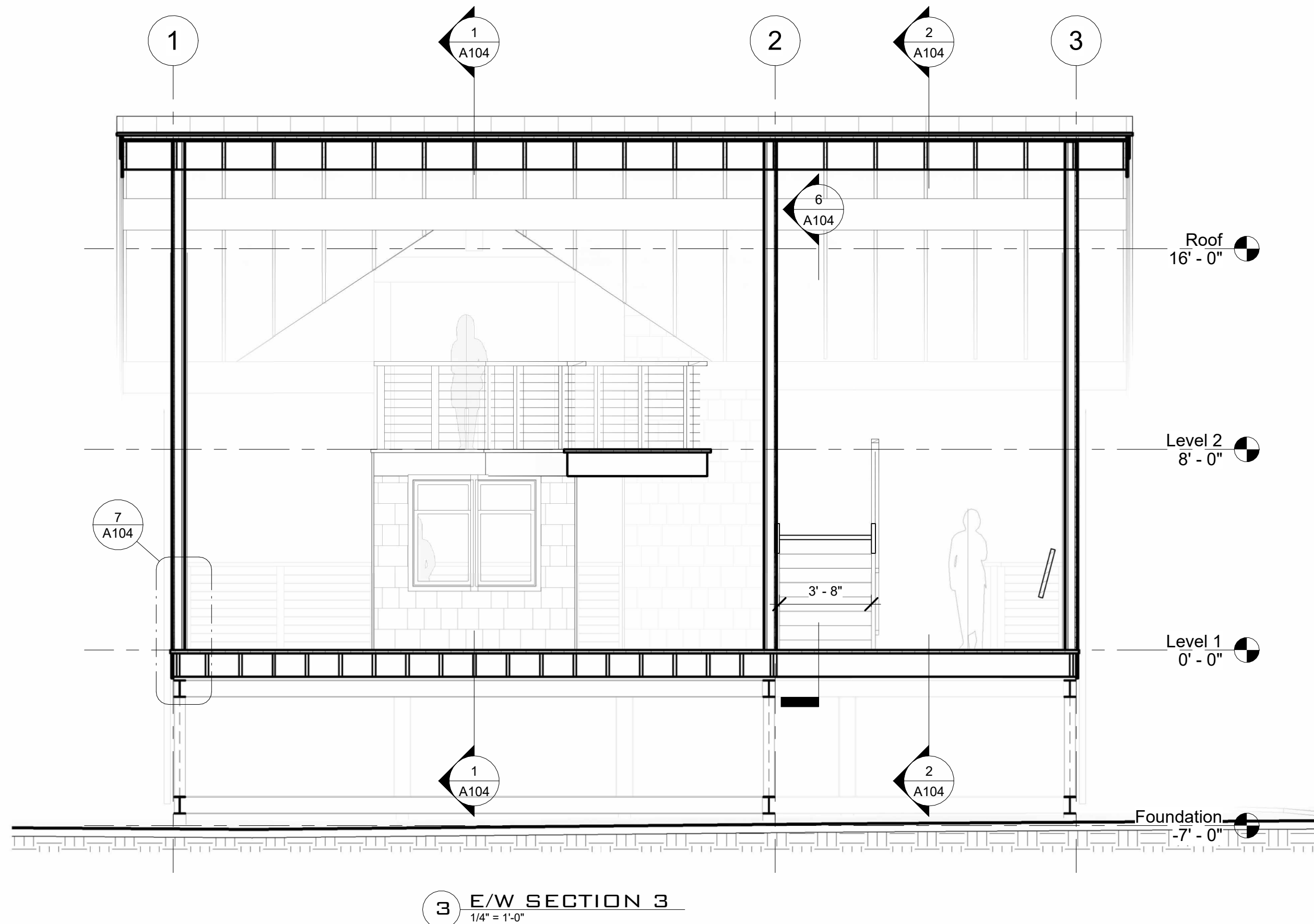
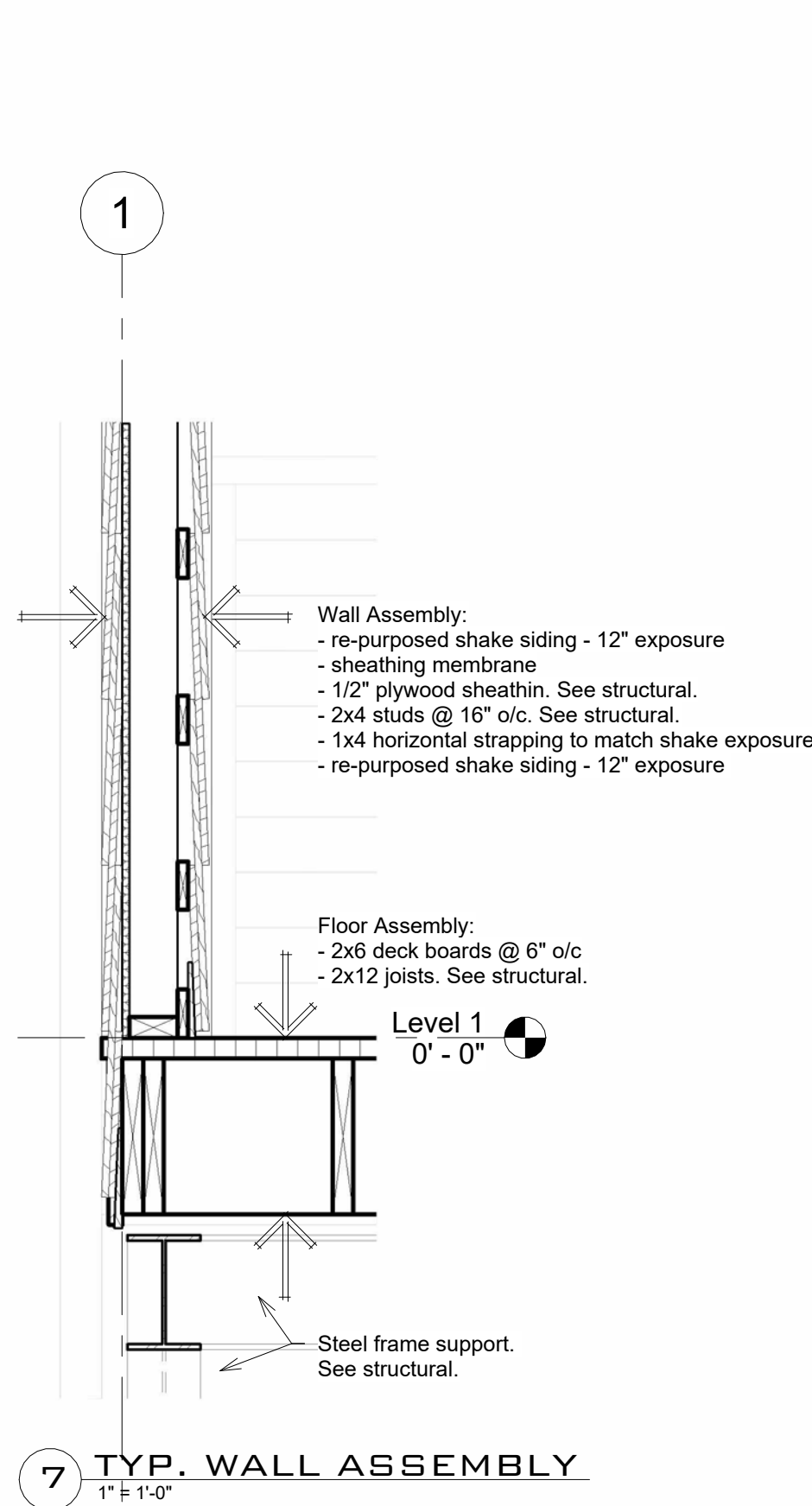
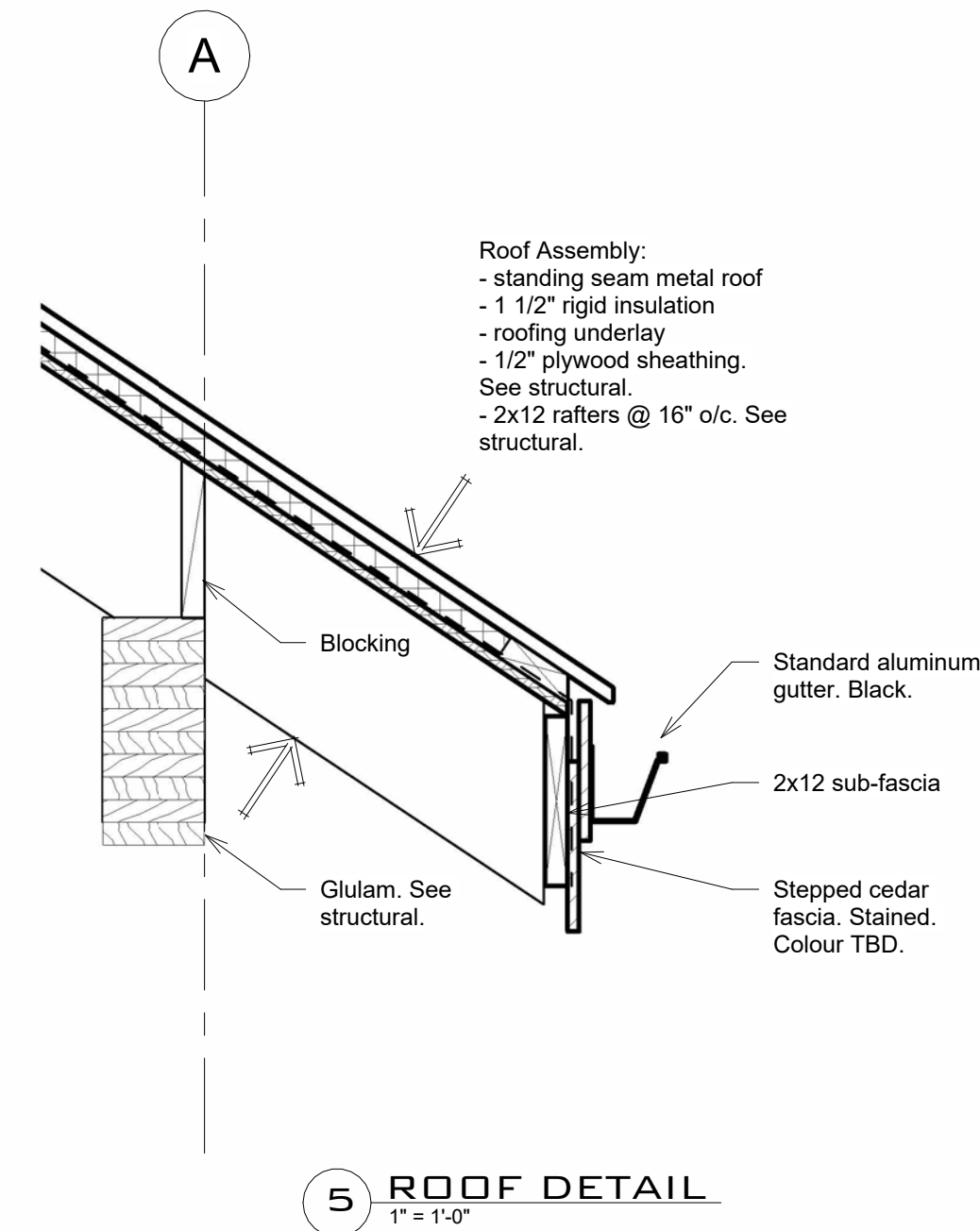
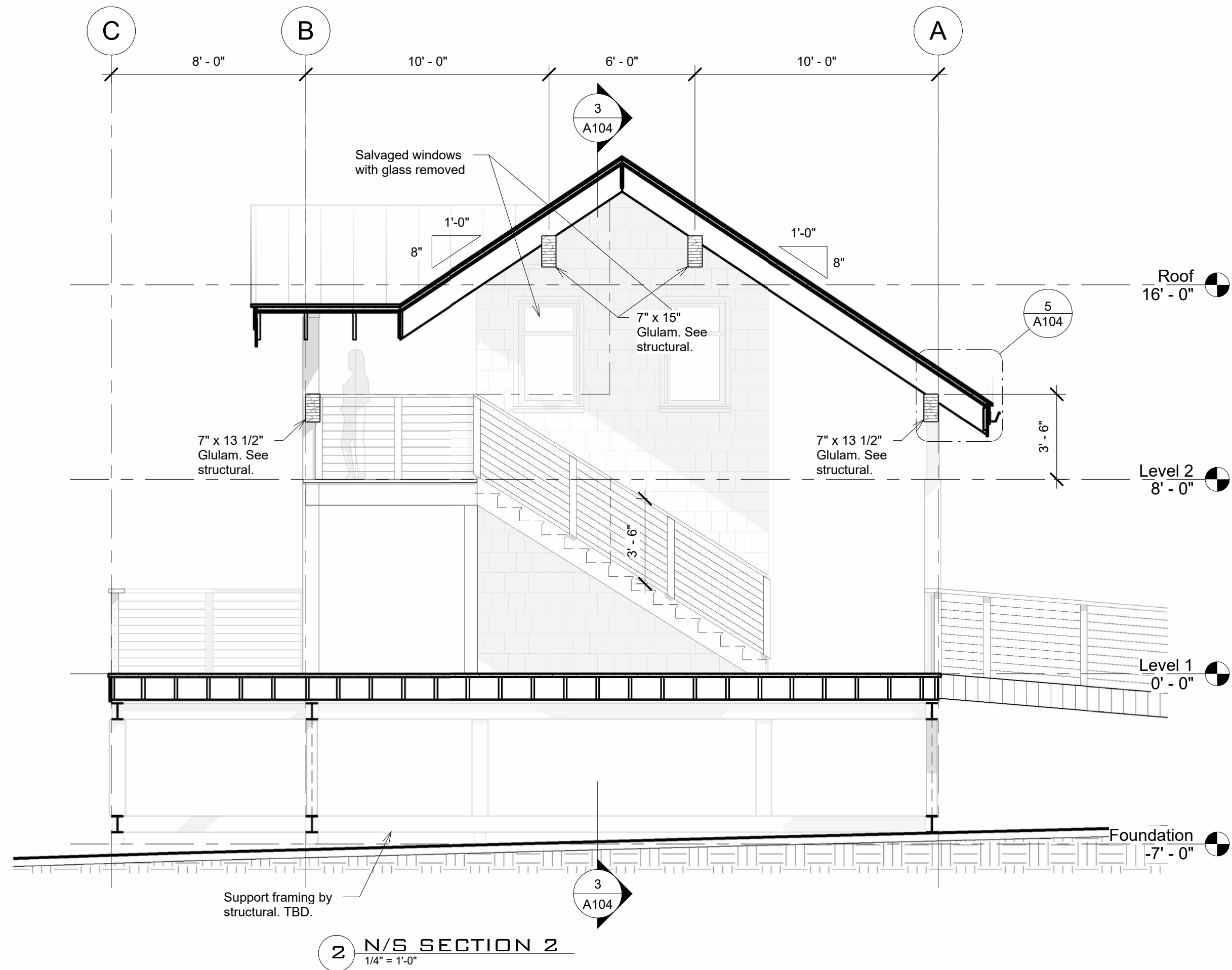
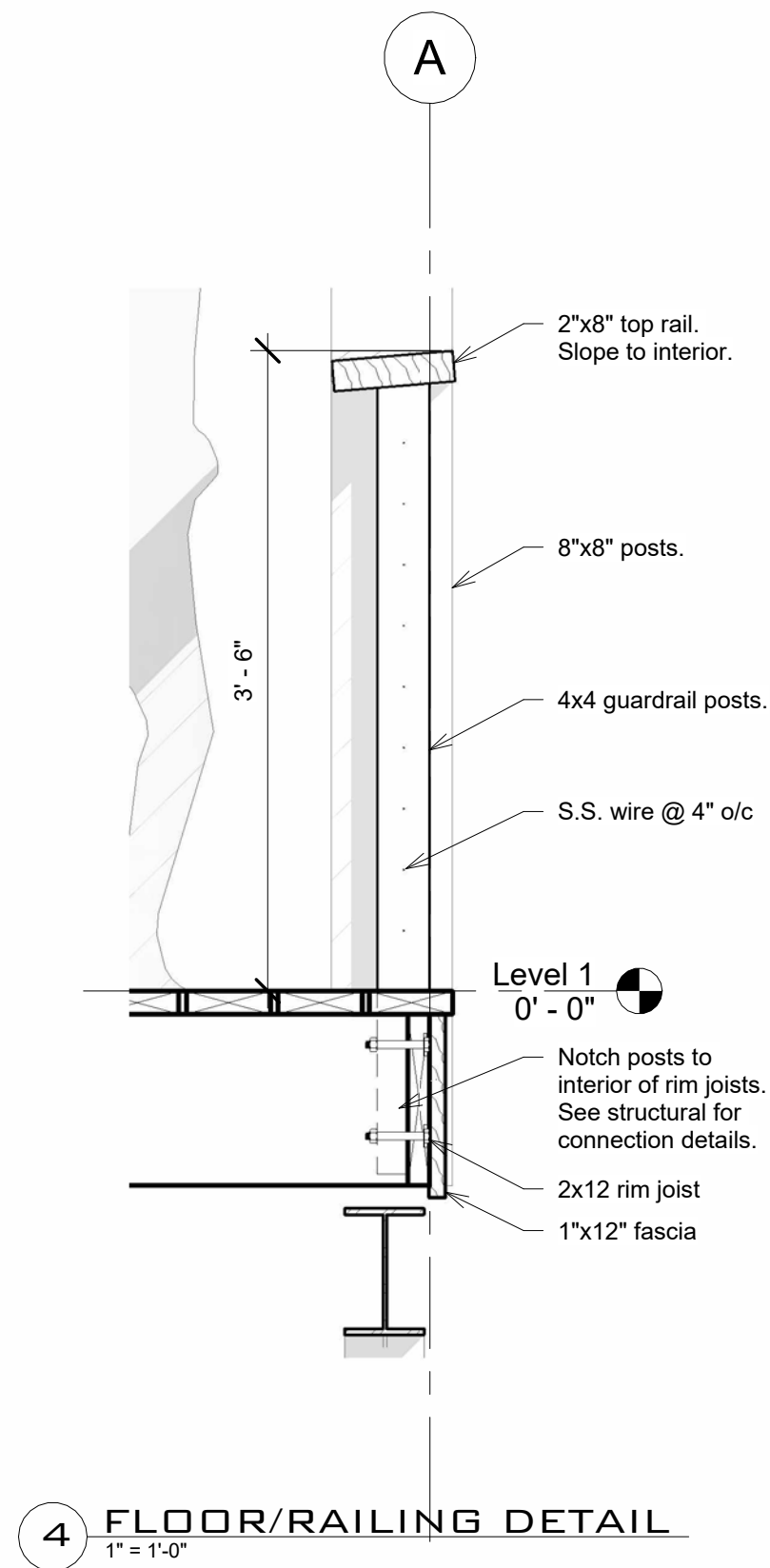
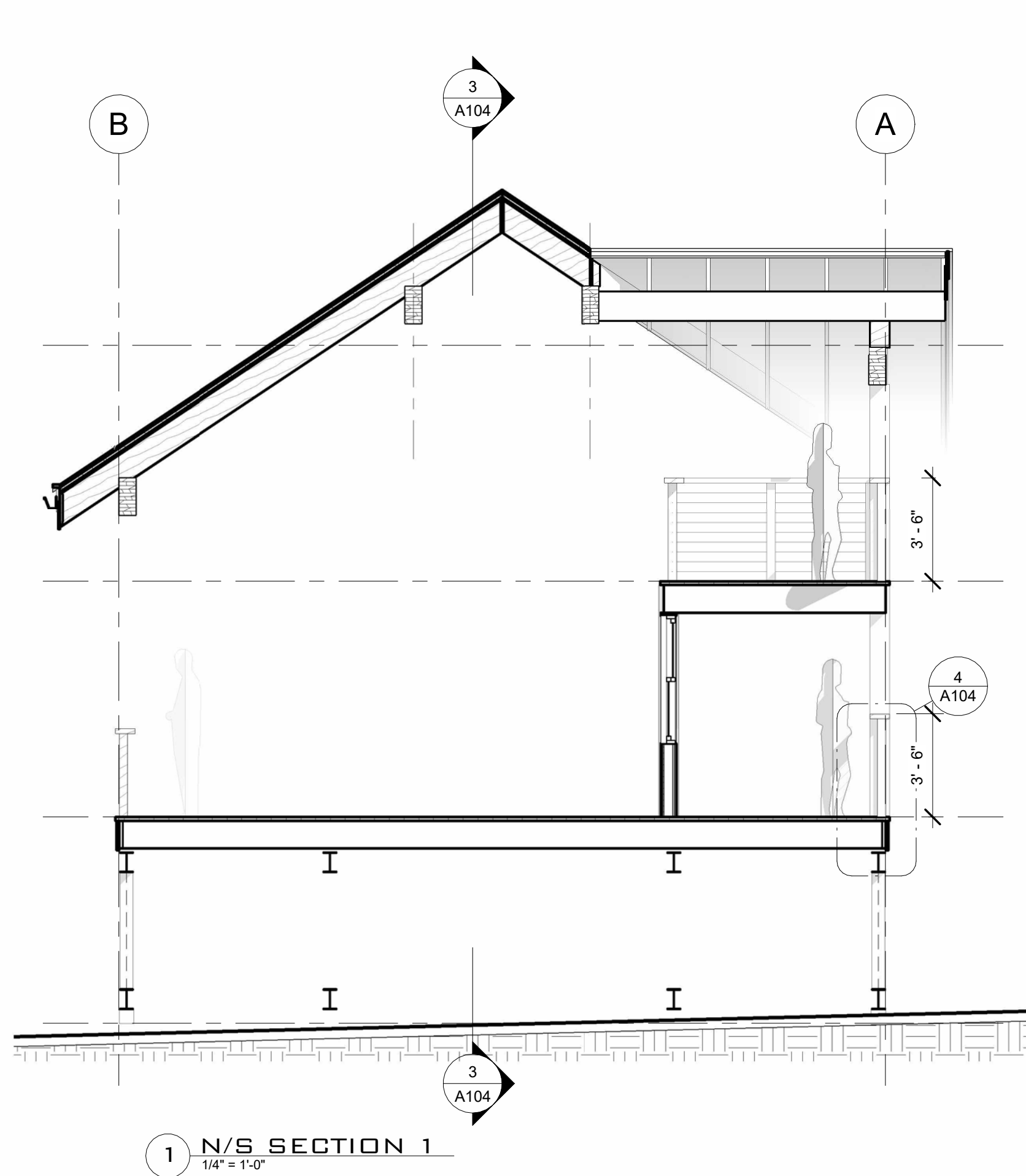


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NIC = Not In Contract
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PT = Pressure Treated

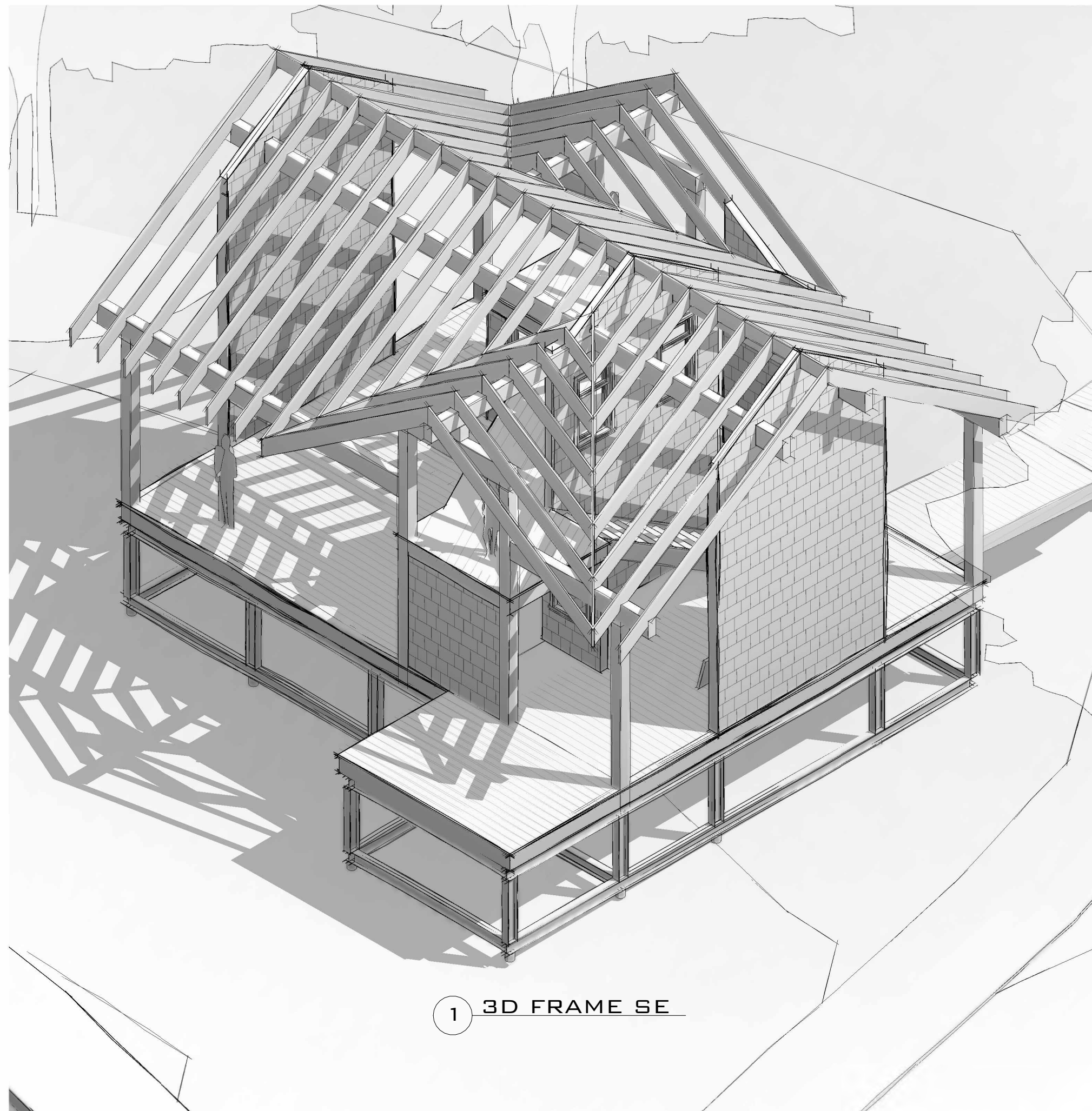
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Building Permit		July 9 2025
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ELEVATIONS		
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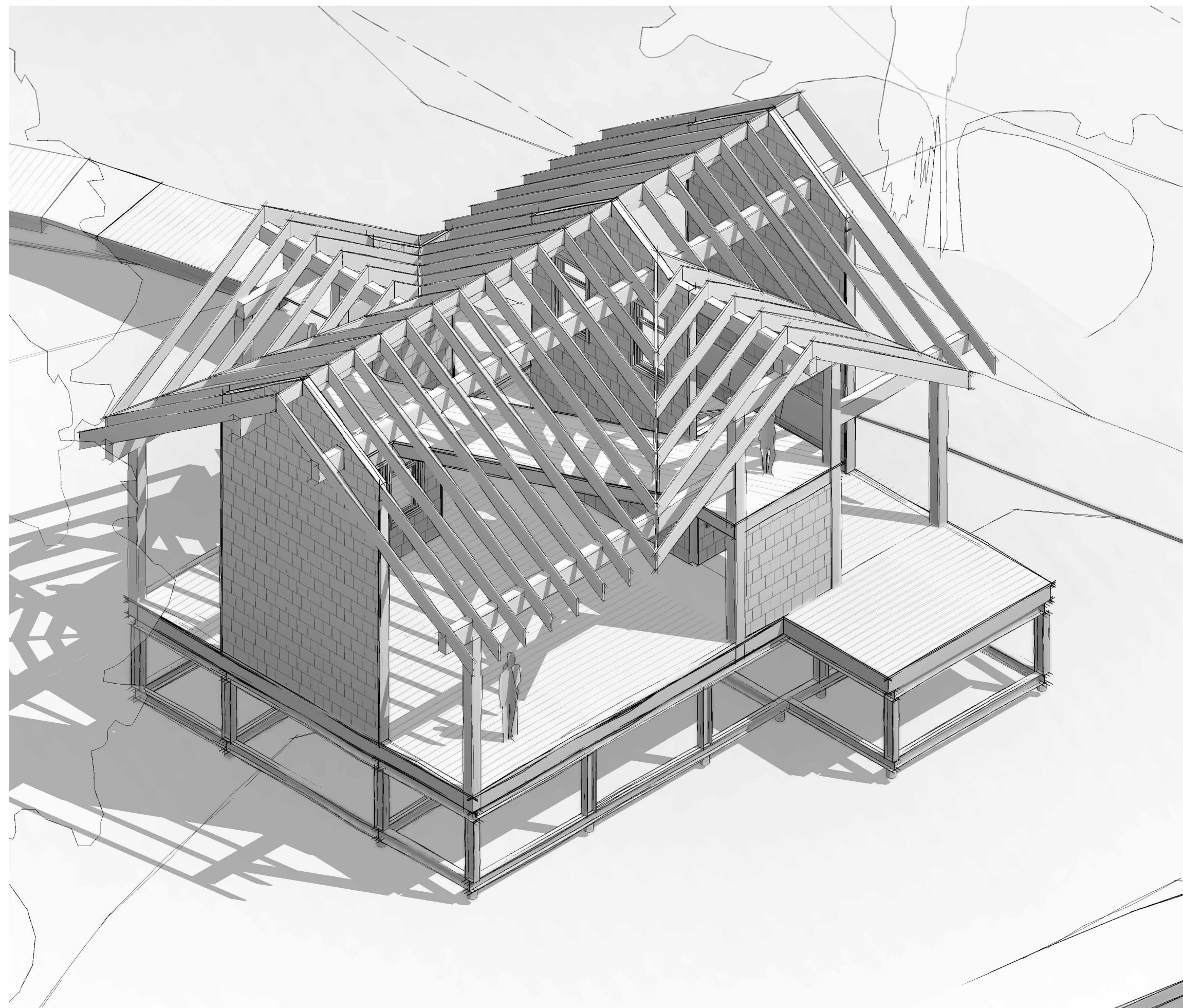


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No.	Description	Date
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Bids		May 26 2025
Building Permit		July 9 2025
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SECTIONS		
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A104		



1 3D FRAME SE



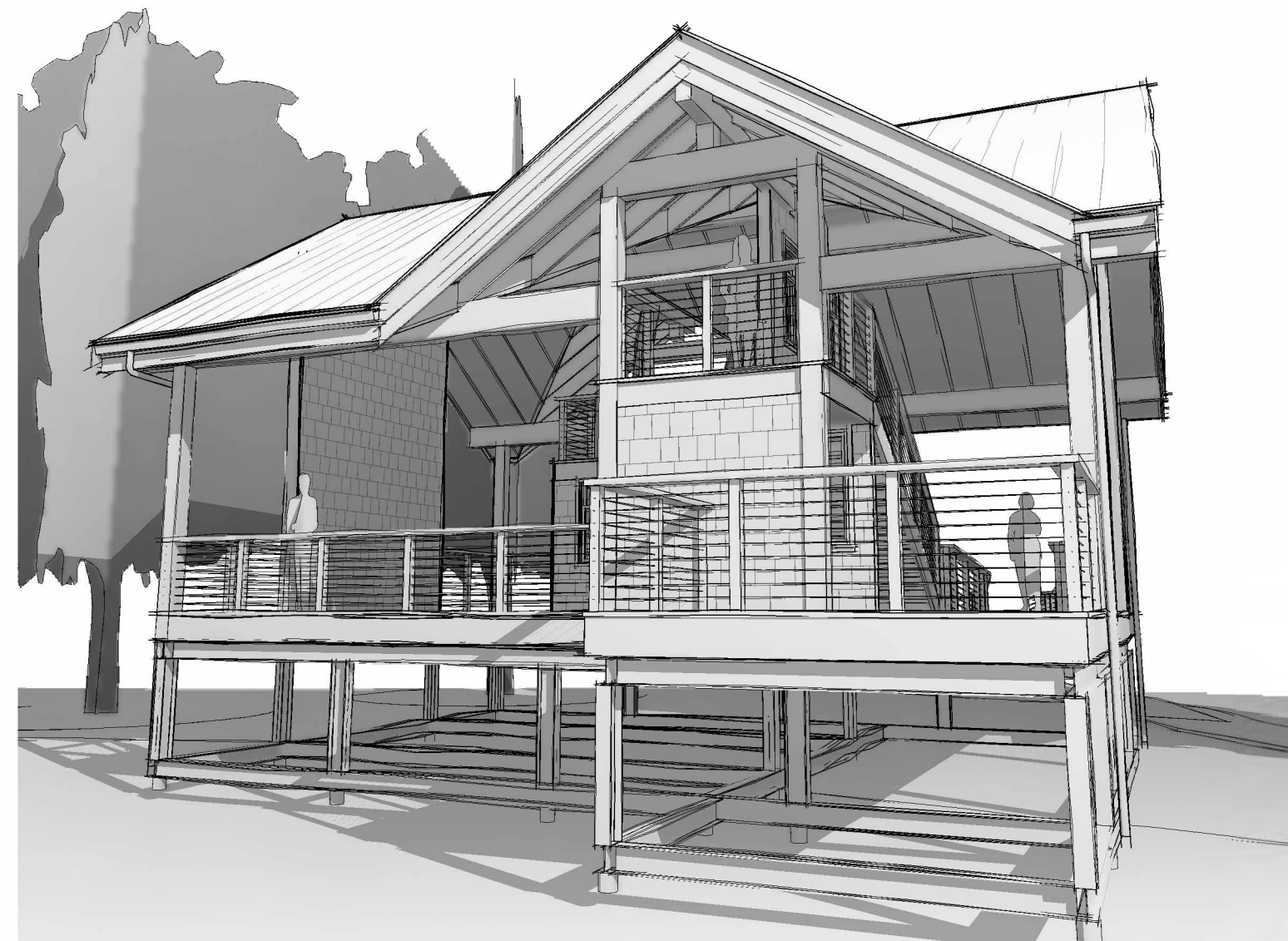
2 3D FRAME SW



6 3D VIEW 7



3 3D VIEW 1



5 3D VIEW 3



4 3D VIEW 2

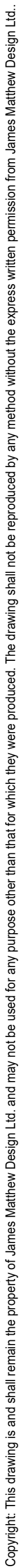
Legend:
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PT = Pressure Treated

ISSUED FOR
BUILDING PERMIT
NOT FOR
CONSTRUCTION

No.	Description	Date
REVISIONS:		
ISSUED:		
For		Date
Structural design		May 8 2025
Bids		May 26 2025
Building Permit		July 9 2025
MACK LAING VIEWING STAGE		
3D		
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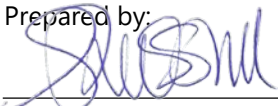
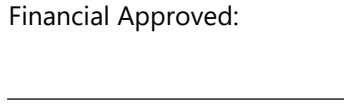
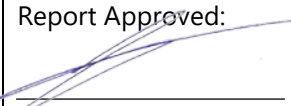
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REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1490-01
FROM:	Shelly Russwurm, Director of Corporate Services	DATE:	Nov. 17, 2025
SUBJECT:	Establishment of an Electronic Documents and Records Management System		

Prepared by:  Shelly Russwurm, DCS		Financial Approved:  Edward Henley, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. *THAT Records Management Bylaw No. 2050 be given First, Second and Third Readings.*
2. *THAT Policy CCL-085.0, Records Management Framework Policy, be Approved.*
3. *THAT the 2025 Budget for the assessment and implementation of an electronic records management program, in the amount of \$20,000, be carried forward to the 2026 Budget.*

PURPOSE

To provide information to Council on a proposed records management bylaw and accompanying policy required for an update to the Records Management Program for the Town.

STRATEGIC PLAN LINKAGE

The creation of an electronic records management program has been included under Council's Organizational Excellence priority in the Strategic Plan for the past few years.

STRATEGIC PRIORITY	AREA OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME
Organization Excellence	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.	Digitize requests for information, responses and record keeping.

BACKGROUND

An Electronic Documents and Records Management System (EDRMS) is a software solution that combines an electronic filing system (for both electronic and hard copy files) with a records management system to help organizations store, manage, secure, and dispose of records throughout their lifecycle. Such a system centralizes electronic documents and records, allowing for better searchability, maintenance and compliance with retention policies.

[Section 95](#) of the *Community Charter* requires that municipal records be available for public inspection. An EDRMS greatly facilitates this process, allowing for more a more organized and up to date listing of records and more efficient searches.

ANALYSIS/ISSUES/IMPLICATIONS

The Local Government Management Association (the LGMA) publishes a *Records Management Manual for Local Government Organizations*, that provides general records and information guidance for local governments in BC. Written as a practical handbook, it provides basic principles and fundamental operating processes, based on industry standards and best practices.

The Town has been following the LGMA's classification system for records for many years, and it is now recommended that the Town's records management system be expanded to a full EDRMS, which will include a cloud-based electronic documents and records filing system, as well as a function for maintaining records in accordance with a classification and retention schedule and privacy protection requirement.

In order to establish the EDRMS, it is recommended that an updated records management bylaw be adopted, and a records management framework policy be approved.

[Section 19](#) of the *Information Management Act* requires that an appropriate system is in place to manage and secure government information. The recommended Records Management Bylaw No. 2050 authorizes the records management system and authorizes the Corporate Officer to manage and maintain such a system, including a records classification and retention schedule and a records management procedures manual.

The recommended Records Management Framework Policy, CCL-085.0, (the Policy) establishes the framework and responsibilities of employees, necessary for the management and control of records to ensure that they are in compliance with the Records Management Program. The Policy establishes the Records Classification and Retention Schedule and requires that employees follow the procedures in the Records Management Procedures Manual in all aspects of records management from creation to disposition.

a. Financial

The 2025 Budget includes \$20,000 for assessment and implementation of an EDRMS for the Town. To date, this funding has not been used, and authority is being requested to carry this

funding forward to the 2026 budget to assist with the establishment of an EDRMS and conversion of Corporate documents to electronic records. Funding has also been allocated from the Housing Accelerator Funding Grant to develop and establish a Building Department component of the EDRMS, as well as to convert historical hard copy documents to electronic records.

b. Implementation

Records management is a very specialized field, and a large amount of work will be required to establish the new EDRMS. The Classification and Retention Schedule will need to be customized, software set up, records access permissions established, and hardcopy and existing electronic records migrated to the new EDRMS. Implementation will occur in phases, with the Corporate and Building Departments the first to be implemented. A presentation on the implementation process, as well as progress to date, will be provided at an upcoming Strategic Planning Committee meeting.

ATTACHED: [Records Management Bylaw No. 2050](#)
[CCL-085.0 Records Management Framework Policy](#)

TOWN OF COMOX

BYLAW NO. 2050

A BYLAW TO AUTHORIZE THE USE OF A RECORDS MANAGEMENT PROGRAM FOR THE TOWN OF COMOX

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 "Records Management Bylaw No. 2050".

2. Definitions

In this Bylaw, unless the context otherwise requires:

- (a) "Corporate Officer" means the person designated and authorized to act on behalf of the Town to manage and maintain the [Records Management Program](#);
- (b) "Employees" includes all persons hired by the Town of Comox, including firefighters, volunteers, students, recreation contractors and persons currently completing probation, as well as members of Council and service providers;
- (c) "Record" has the same meaning as in the [Freedom of Information and Protection of Privacy Act](#);
- (d) "Records Classification and Retention Schedule" means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the Records of the Town, and provides for their disposition;
- (e) "Records Management Procedures Manual" means the manual of bylaws, policies and procedures to guide all Employees in the creation, maintenance, preservation and disposition of Records;
- (f) "Records Management Program" means a program used by the Town to manage the records of the Town from records creation through to records disposal;
- (g) "Town" means the Town of Comox.

3. Records Management Program Authorized

The [Records Management Program](#) currently used by the Town to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval and disposition of [Records](#), created or received by the Town in the conduct of its operations, is authorized.

4. Compliance with Records Management Program

- (1) All [Records](#) in the custody and control of the [Employees](#), that are created or received in the context of their functional responsibilities, are the property of the Town.
- (2) All [Employees](#) of the Town must comply with the [Records Management Program](#) and this Bylaw.


- (3) This Bylaw does not apply to Records:
- (a) created or received by a member of Council, other than those Records created, received or used in their capacity as a member of Council;
 - (b) of Employees that are personal in nature and do not relate to the operations of the Town, and are not required for such operations; or
 - (c) of service providers or other organizations or entities which have an operating agreement with the Town, where such Records are not in the custody or control of the Town.

5. Designated Officer and Authority

- (1) The Corporate Officer is the designated officer responsible for the management and maintenance of the Records Management Program.
- (2) The Corporate Officer is authorized to
 - (a) create, maintain and modify
 - (i) the Records Management Program for the Town, including the Records Classification and Retention Schedule; and
 - (ii) the Records Management Procedures Manual of policies and procedures that provides for the management of the Town's Records; and
 - (b) audit the retention and disposal of Records for compliance with the requirements of the Records Management Program and the Records Classification and Retention Schedule.

6. Records Management Procedures Manual

- (1) Records of the Town are created, accessed, maintained and disposed of only as provided by the Records Management Procedures Manual.
- (2) The Records Management Procedures Manual may provide for management of the Records of the Town and include provisions regarding:
 - (a) the making, receiving and capturing and organization of Records, including records not authorized for creation;
 - (b) the collection of Records (including records not authorized for collection);
 - (c) access to Records;
 - (d) disclosure of Records;
 - (e) maintenance of Records;
 - (f) managing Records;
 - (g) using Records;

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	Number: CCL-085.0	Office of Primary Responsibility: CORPORATE SERVICES
RECORDS MANAGEMENT FRAMEWORK POLICY		
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted:	Date Last Amended:	Date to be Reviewed:
Manner Issued: Internal Memo		

1 PURPOSE

- 1.01 To establish the framework and responsibilities necessary for the management and control of the [Records](#) of the Town of Comox so that they are
- (a) organized, secure, retrievable, legible and defensible;
 - (b) maintained under appropriate conditions;
 - (c) retained according to statutory requirements; and
 - (d) managed throughout their lifecycle.

2 POLICY STATEMENT

- 2.01 Proper management and maintenance of [Records](#) aids in organizational efficiency and decision making, assists in business continuity and litigation support, satisfies legislative and regulatory requirements and serves as the Town's corporate memory by preserving organization and operational history.
- 2.02 Records management is a priority for the Town, ensuring that critical records are preserved and protected for as long as required.
- 2.03 The Town's [Records Management Program](#) is authorized by Council through the *Records Management Bylaw No. 2050*.
- 2.04 All [Records](#) created by the Town are the property of the Town and subject to municipal regulatory and legislative provisions, policies, best practices and the [Freedom of Information and Protection of Privacy Act](#) (the FOIPPA).
- 2.05 The [Records Management Program](#) is established in alignment with the Local Government Management Association's Records Management Manual, as amended.

3 DEFINITIONS

- 3.01 "Archival Records" means historical [Records](#) and [Records](#) with enduring value.

	RECORDS MANAGEMENT FRAMEWORK POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-085.0	Page 2

- 3.02 "Archives Room" means the spaces allocated in 1729 Comox Avenue where historical [Records](#) and [Records](#) with enduring value are stored, preserved and made accessible for research.
- 3.03 "Digitization Project Plan" means a roadmap for converting physical [Records](#) into a digital format, including steps that define reasons, identify formats, specify metadata and include signoff.
- 3.04 "Directors" means Employees reporting directly to the Chief Administrative Officer.
- 3.05 "Electronic Documents and Records Management System" (the EDRMS) means the software solution used by the Town to help manage physical and electronic documents and [Records](#) throughout their lifecycle.
- 3.06 "Employees" includes all persons hired by the Town of Comox, including firefighters, volunteers, students, recreation contractors, and persons currently completing probation. Council members are also included as Employees with the exception of subsection 5.03(a).
- 3.07 "Record" has the same meaning as in the [Freedom of Information and Protection of Privacy Act](#) (the FOIPPA).
- 3.08 "Records Classification and Retention Schedule" (the RCRS) has the same meaning as in the *Records Management Bylaw No. 2050*.
- 3.09 "Records Lead" means the departmental Employee responsible for supporting their department with records management tasks.
- 3.10 "Records Management Procedures Manual" has the same meaning as in the *Records Management Bylaw No. 2050*.
- 3.11 "Records Management Program" has the same meaning as in the *Records Management Bylaw No. 2050*.
- 3.12 "Service Providers" include all companies and individuals that provide services to the Town.
- 3.13 "Transitory Records" are documents of temporary usefulness that have no ongoing business value, such as drafts, convenience copies, or routine administrative messages.

4 POLICY PRINCIPLES

- 4.01 All information has a lifecycle, and systematic control over every phase of that lifecycle ensures the consistent capture, filing and availability and disposition of information for business purposes.
- 4.02 The digitization of physical [Records](#):
- (a) replaces original [Records](#) with authentic, defensible digital copies;
 - (b) provides digital access to useful and/or important documents;
 - (c) reduce costs and space issues associated with the storage of physical [Records](#); and
 - (d) preserves important business and historical information.

	RECORDS MANAGEMENT FRAMEWORK POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-085.0	Page 3

5 SCOPE

- 5.01 This Policy applies to all [Employees](#) while performing their duties.
- 5.02 This Policy applies to all recorded information under the custody and control of the Town, regardless of its digital or physical format, including:
- (a) electronic messages relayed via information communications technologies (including email, instant messaging, voicemail, and any other messages created using mobile devices);
 - (b) data maintained on electronic systems (e.g. databases, applications, platforms, servers, and other computer applications);
 - (c) metadata, which is system information used to manage data and [Records](#) (e.g. code/logs);
 - (d) paper [Records](#) (correspondence, reports, forms, statistics, publications, etc.);
 - (e) calendars, appointment books, diaries and notebooks containing staff's notes relating to work activities;
 - (f) maps, plans, blueprints, and diagrams, including information stored in geographic information systems (non-textual [Records](#));
 - (g) microfilm and microfiche [Records](#);
 - (h) photographic [Records](#), audio, video recordings and special media (includes analog negatives and prints, digital and digitized, physical or digital); and
 - (i) any other documentation that records organizational work and/or activities.
- 5.03 This policy does NOT apply to [Records](#):
- (a) created or received by a member of Council, other than those Records created, received or used in their capacity as a member of Council;
 - (b) of [Employees](#) that are personal in nature and do not relate to the operations of the Town and are not required for such operations;
 - (c) of [Service Providers](#), community associations or other organizations or entities which have an operating agreement with the Town, other than those [Records](#) created, received or used in relation to their agreement with the Town;
 - (d) of Town volunteers that are personal in nature (including convenience or personal copies of [Records](#) such as policies, committee agendas and committee minutes) and/or do not relate to the operations of the Town; and
 - (e) that are not within the custody or control of the Town.

6 RESPONSIBILITIES

- 6.01 The Corporate Officer is responsible for:
- (a) the administration of this Policy;

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- (b) the development, management, maintenance and oversight of the [Records Management Program](#), including
 - i. the [Records Classification and Retention Schedule](#),
 - ii. the [Electronic Documents and Records Management System](#),
 - iii. the [Records Management Procedures Manual](#),
 - iv. all reference documents mentioned throughout this Policy, and
 - v. other policies and procedures established as part of the [Records Management Program](#);
- (c) the development and implementation of records management training for [Employees](#);
- (d) the monitoring and compliance of the [Records Management Program](#);
- (e) the oversight and maintenance of the [Archives Room](#);
- (f) the maintenance of [Records](#) related to the [Archives Room](#), including the inventory of boxes, file transfer [Records](#) and destruction [Records](#);
- (g) the coordination of the annual archiving and destruction process for [Records](#); and
- (h) the approval of the destruction or permanent retention of [Records](#) at the end of their lifecycle.

6.02 [Directors](#) are responsible for:

- (a) ensuring that their departments are effectively managing their [Records](#) in accordance with this Policy;
- (b) appointing a [Records Lead](#), if desired, to support their department with records management tasks; and
- (c) the responsibilities of the [Records Leads](#), if one is not appointed for their department.

6.03 [Records Leads](#) are responsible for:

- (a) providing records management training for [Employees](#) in their department;
- (b) providing ongoing assistance and advice to [Employees](#) in their department on the proper management of [Records](#) in their custody;
- (c) ensuring the accuracy and completeness of departmental files;
- (d) reviewing [Records](#) to determine those that are in their semi-active or permanent phase and may be stored offsite in the [Archives Room](#).
- (e) coordinating the transfer of physical [Records](#) to the [Archives Room](#);
- (f) working with the Corporate Officer on the review of [Archival Records](#) and the consideration of final disposition of [Records](#);
- (g) transferring [Records](#) to the [Archives Room](#) when they become semi-active and disposing of [Records](#) in accordance with the [Records Classification and Retention](#)

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[Schedule](#) when they become inactive, after receiving approval from the Corporate Officer.

6.04 [Employees](#) are responsible for:

- (a) managing and securing [Records](#) they create, collect, amend and receive in accordance with the [Records Classification and Retention Schedule](#);
- (b) complying with the [Records Management Procedures Manual](#);
- (c) seeking assistance or direction, when needed, from their departmental [Records Lead](#) or [Director](#);
- (d) completing all training that may be provided by their [Records Lead](#) or the Corporate Officer;
- (e) ensuring that the [Records](#) in their custody, prior to changing roles or departure from the Town, are passed on to their successor; and
- (f) saving [Records](#) to an [Electronic Documents and Records Management System](#), if one has been established.

6.05 [Service Providers](#) are responsible for:

- (a) understanding their responsibilities to manage and protect Town [Records](#);
- (b) complying with the Town's Records Management Policies; and
- (c) complying with the Town's Privacy Protection Schedule, which must be appended to all service agreements.

7 POLICY

7.01 **Records Classification and Retention Schedule:**

- (a) The [Records Classification and Retention Schedule](#) (the RCRS):
 - i. includes the Town's file plan for the storage, management, retention and disposition of [Records](#) that govern their lifecycle from creation to destruction; and
 - ii. is based on the Local Government Management Association's Records Classification System and Retention Schedule (the LGMA File Plan).
- (b) any variations from the LGMA File Plan must be approved by the Corporate Officer who may consult with the necessary subject matter experts and/or legal counsel on retention requirements before approving any changes.
- (c) [Employees](#) must create, retain, manage and dispose of Town [Records](#) according to the Town's [RCRS](#).
- (d) [Employees](#) must not destroy Town [Records](#) except as approved through this Policy or its accompanying [Records Management Procedures Manual](#).
- (e) [Employees](#) must follow the procedures in the Records Management Procedures

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Manual when requesting any changes to their department's file plan, descriptions of records or retention schedule.

- (f) [Employees](#) leaving or relinquishing their positions with the Town will ensure all Town [Records](#) within their custody or control are left to their successor.
- (g) [Records](#) without an appropriate classification and retention schedule in the [RCRS](#) will be retained in a manner that aligns with and meets business requirements until an appropriate classification and retention schedule is developed and applied.

7.02 Access to, Storage and Security of Town Records:

- (a) All [Records](#) in the custody and control of [Employees](#), which are created or received in the context of the [Employee's](#) functional responsibilities, are the property of the Town.
- (b) [Records](#) must be organized, maintained and stored in a manner that makes them accessible to authorized users to fulfill the duties of their position/role.
- (c) Digital, non-[Transitory Records](#) must be stored in the [EDRMS](#), if one exists.
- (d) [Records](#) containing sensitive, personal and/or confidential information must be securely stored, either in secure filing cabinets or in in the [EDRMS](#), if one exists, with the necessary security measures in place to limit access to authorized users who require the information to fulfill the duties of their position/role.
- (e) [Records](#) must be managed and preserved to ensure they remain authentic, reliable, trustworthy, secure, complete and accessible throughout their lifecycle, regardless of location, media, or format. This includes during the conversion or migration from one medium, format or system to another.
- (f) [Records](#) must be protected from unauthorized disclosure, modification, removal or destruction at all times.
- (g) [Records](#) created in the conduct of business must be of a professional and objective nature, keeping in mind that any Town record may be subject to release under *the FOIPPA*.

7.03 Digitization of Records:

- (a) [Employees](#) must create, maintain and store digital [Records](#) in a manner that:
 - i. protects the authenticity and integrity of the digital [Records](#);
 - ii. ensures that the digitized [Records](#) can be managed, retrieved and preserved over the long term; and
 - iii. enables timely, defensible destruction.
- (b) Whenever possible, [Employees](#) must implement digital methods for the creation, maintenance and storage of Town [Records](#), and must limit the creation and storage of physical [Records](#). Digitization may occur within the follow categories:
 - i. as part of a business process, routinely digitizing source [Records](#) as they are created or received during a business process;

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- ii. as a project, digitizing a specific set of existing physical [Records](#) to preserve the information, enable digital access, and protect source [Records](#) from damage (especially if destined for Town Archives); or
 - iii. on an ad-hoc basis, digitizing individual [Records](#) where needed to be transmitted or filed digitally (e.g. a signed travel authorization form or another document that needs to be transmitted or filed digitally).
- (c) [Employees](#) must follow the procedures established in *Procedure ADM-085.02.0 Digitizing Paper Records*, including:
 - i. completing a [Digitization Project Plan](#) to ensure the proper planning, preparing, digitizing, quality assurance, storage of new digitized [Records](#) and disposition of source (originating) [Records](#), when engaging in a digitization project where a set of physical [Records](#) will be digitized and stored electronically; and
 - ii. obtaining the proper sign off before executing the [Digitization Project Plan](#) and before final disposition of the Records.

7.04 **Transitory Records:**

[Employees](#) may immediately dispose of [Transitory Records](#) as soon as their business use ends. Managing [Transitory Records](#) allows for ease of identification and retention of key [Records](#) while promoting cost effectiveness and informed decision making.

7.05 **Naming Conventions and Version Control:**


[Employees](#) must follow the procedures established in *Procedure ADM-085.01.0 Electronic Record Naming Conventions* when creating and saving electronic [Records](#), to ensure that they are easily identifiable and retrievable, and that the correct version of an electronic [Records](#) is being used.

7.06 **Litigation and Document Discovery Requirements:**

- (a) The Corporate Officer must suspend final disposition/destruction activities for all [Records](#) responsive to document discovery or audit requests, and other legally mandated processes (e.g. litigation, commissions of inquiry, information requests pursuant to *the FOIPPA*, insurance claims, etc.), for the duration of the legal process.
- (b) [Records](#) may proceed through their approved lifecycle in accordance with the [RCRS](#) once the legal process is completed.

7.07 **Offsite Storage:**

- (a) [Records](#) that are in their semi-active or permanent phase as per the [RCRS](#) may be stored offsite in the [Archives Room](#).
- (b) [Records Leads](#) must coordinate an annual transfer of [Records](#) to the [Archives Room](#).
- (c) [Employees](#) must follow the procedures established in *Procedure ADM-085.03.0 File Transfer to Archives* when preparing [Records](#) for transfer to the [Archives Room](#).

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- (d) Should [Employees](#) require access to [Records](#) in the [Archives Room](#), they must contact the Corporate Coordinator who will arrange for access will transport the respective Record(s) to Town Hall, depending on the situation and needs.

7.08 **Records Destruction and Disposal:**

- (a) [Records](#) are eligible for final disposition (i.e. destruction or permanent archive) when their scheduled active and semi-active retention periods have expired, as established by the RCRS.
- (b) The Corporate Officer must coordinate a regular review of all [Records](#) in the [Archives Room](#) that have come to the end of their semi-active retention period, to determine final disposition.
- (c) [Employees](#) must follow the procedures established in the Procedure *ADM-085.04.0 Final Disposition of Records* when preparing for and executing the final disposition of [Records](#).
- (d) When providing [Records](#) to a Service Provider for authorized disposal, the Corporate Officer must:
 - i. ensure the security, protection and confidentiality of [Records](#) during the transfer of [Records](#) to the service provider;
 - ii. obtain an official "Certificate of Destruction" from the Service Provider; and
 - iii. permanently retain the Certificate of Destruction and a detailed listing of the [Records](#) which were destroyed.

7.09 **Compliance and Auditing:**

- (a) The Corporate Officer may audit the use of [Records](#) or systems by [Employees](#) to ensure the Town is following this Policy, the [RCRS](#) and other procedures and protocols.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- 8.01 [FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT](#)
- 8.02 [INFORMATION MANAGEMENT ACT](#)
- 8.03 *RECORDS MANAGEMENT BYLAW NO. 2050*
- 8.04 *RECORDS MANAGEMENT PROCEDURES MANUAL*
- 8.05 *LGMA RECORDS CLASSIFICATION AND RETENTION SCHEDULE*