TOWN OF COMOX

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY JANUARY 21, 2026

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

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

Call to Order: 5:00 p.m.

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1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

THAT the January 21, 2026, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

a. Calum Matthews: (4VI) Regional Tourism Service

(6) b. Jeff West, Executive Director (Habitat for Humanity)

(7) c. Larissa Rutquist (Comox Valley Community Broadcasting Society): Seeking Support Letter for CRTC Application

4. ADOPTION OF MINUTES:

(8) a. Regular Council Meeting Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, December 3, 2025, be Adopted.

(13) b. Public Hearing Minutes

THAT the Minutes of the Public Hearing Meeting, held in d'Esterre Seniors Centre on Wednesday, December 10, 2025, be Adopted.

(31) c. Special Council Meeting Minutes

That the Minutes of the Special Meeting of Council, held in Council Chambers on Friday December 19, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

(32) a. Strategic Planning Committee Meeting Minutes

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, January 14, 2026, be Received.

COMMITTEE RECOMMENDATIONS:

(1) Step-backs in the Draft Official Community Plan Bylaw No. 2054

THAT the draft OCP bylaw for January 21st reverts to the original draft language regarding step backs which require a 0.3m or more step back above the fourth storey OR other façade treatments to reduce visual massing in place of step backs and includes the step backs as mandatory in the downtown area.

6. CONSENT AGENDA:

(34) a. Consent Agenda

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

1. Aaron Handford: Property Taxes

2. Cori Ramsay, UBCM President (UBCM): Community Works Fund 2024-34 Agreement - Year 2 Payment 2

3. Will Cole-Hamilton, Chair (CVRD): Regional Growth Strategy Minor Amendment Bylaw Referral

4. Thea Black, Teacher (Ecole Puntledge Park Elementary School): Reducing Homelessness - Letters from Students

5. Jeff Weightman, MCIP, RPP, PMP (BC Ministry of Agriculture and Food): Province Wide Agricultural Advisory Committee Workshop

6. Don Catling: Fuel Spill Bylaw Request

7. Debra Beattie: Short Term Rentals

8. Leslie Russell: Request for Directional Signage at Elm Pl & Pritchard Rd for Brook Place Strata

9. Corrie & Rob Van Haarlem: Request for Directional Signage at Elm Pl & Pritchard Rd

10. Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Invitation – Jan 29, 2026 (RSVP by Jan 23)

7. UNFINISHED BUSINESS:

(63) a. Official Community Plan Bylaw No. 2054

1. *THAT second reading of Official Community Plan Bylaw No. 2054, as passed on November 5th, 2025, be rescinded.*

2. *THAT Official Community Plan Bylaw No. 2054 be given second reading, as Amended.*

3. *THAT Official Community Plan Bylaw No. 2054, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the Local Government Act.*

4. *THAT Council direct Administration to forward the amended Regional Context Statement to the Comox Valley Regional District Board in accordance with the Local Government Act.*

(242) b. Zoning Bylaw No. 2056

1. *THAT second reading of Zoning Bylaw No. 2056, as passed on November 19th, 2025, be rescinded.*

2. *THAT Zoning Bylaw No. 2056 be given second reading, as amended.*

3. *THAT Zoning Bylaw No. 2056, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the Local Government Act.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(451) a. Records Management Bylaw No. 2050

THAT the Records Management Bylaw No. 2050 be Adopted.

10. NEW BUSINESS:

(454) a. 2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service

THAT Council support the Comox Valley Regional District's joint application to the Union of BC Municipalities Community Emergency Preparedness Fund for the following:

- 2025 Emergency Support Services Equipment and Training stream in the amount of up to $150,000;

- 2026 Emergency Operations Centre Training and Equipment stream in the amount of up to $150,000

(454) a. 2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service

- 2026 Public Notification and Evacuation Planning stream in the amount of up to $150,000; and,

- 2026 Indigenous Cultural Safety and Humility stream in the amount of up to $150,000,

AND FURTHER THAT the Comox Valley Regional District be designated as the primary applicant to apply for, receive, and manage the grant funding for each successful grant in the Community Emergency Preparedness Fund stream on behalf of the Town of Comox.

(463) b. 266 Gladstone Affordable Housing

1) THAT the Town of Comox proceeds with the acquisition of the Comox Fire Protection District's one-third (1/3) ownership interest in the property located at 266 Gladstone Avenue (the "Property") at a value proportionate to the 2026 BC Assessment land value ($82,700), funded from the Town's Affordable Housing Reserve;

2) AND FURTHER THAT an Expression of Interest (EOI) process to solicit proposals from qualified non-profit housing providers for the development of affordable housing on the Property.

(465) c. Fire Station Replacement

1. *THAT a Request for Proposals be issued for the Fire Station Replacement to determine a final Class A cost estimate.*

2. *THAT a Municipal Finance Authority Loan of up to $7,000,000 to fund the construction of the Fire Station Replacement be approved.*

3. *THAT the construction of the Fire Station Replacement be authorized if the total Class A cost is less than $6,100,000 for a total authorized expenditure of $7,000,000 with contingency.*

4. *THAT $100,000 be contributed to the Fire Station Replacement project from the Affordable Housing fund.*

5. *THAT the Exempt Staff Salary Policy No. CCL-063 be amended to include the following (See: Staff restructuring):*

   (a)Deputy Fire Chief with a Step 3 salary of $142,100, and
   (b)Fire Department Assistant with a Step 3 salary of $81,600.

6. *THAT Council authorize moving forward $300,000 the sprinkler installation, roof repair and concrete apron repair capital projects from the 2027 capital budget to the 2026 capital budget and to be constructed in coordination with the Fire Station Replacement project.*

(471) d. Flag Raisings and Flag Protocol Policy CCL-058.05

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.06 as detailed in the December 17, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

(478) a. 2026 AVICC AGM & Convention - Call for Resolutions

(496) b. Jaqueline Zweng, Director (Wounded Warrior Run BC): 2026 BC Events

(499) c. Janette Martin-Lutzer, President (CV Ukrainian Cultural Society): Request to Town Council for Continued Subsidized Access to Town Facilities

(502) d. Steve Cowan, Branch President (The Royal Canadian Naval Association, CV Branch): Permission for Battle of the Atlantic Memorial Service with Flyby, May 3, 2026

(503) e. Scott Mercer, Detachment Commander (Royal Canadian Mounted Police): Letter of Support for New Detachment Build

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT

CORPORATE OFFICER

REQUEST TO APPEAR AS A DELEGATION

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

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

RECEIVED
January 16, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-010		RCM 21Jan26
FILE: 5040-20-0	ACTION: MR	

Name(s) of person(s) speaking: Jeff West

Organization you are representing: Habitat For Humanity Vancouver Island North

File: 5040-20-02 Copies: Council JW/RH/GS/SR/CD

Primary purpose of Organization: Providing affordable homeownership to moderate income families

Number of members: 1

Mailing address of Organization: 877 5th Street

Contact Name: Jeff West

Phone: [redacted]

City: Courtenay

Postal Code: V9N0C7

Email: [redacted]

Subject matter: Transfer of former Comox Firehall to Habitat for development of Habitat affordable homes.

Specific request of Council, if any (i.e., letter of support, funding): To support the motion on the Jan 21st Council agenda regarding the property transfer.

Requested meeting and date: January 21, 2026

AV equipment required: None

Date of application: January 15, 2026

Signature of applicant: [redacted]

Print name: Jeff West

Please Note:

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

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

REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: Larissa Rutquist, Jamie Bowman, Derrick Harvey	LOG: 25-575	REFER:	AGENDA: RCM 21Jan26
	FILE: 0400-04	ACTION: MR	
Organization you are representing: Comox Valley Community Broadcasting Society	Copies: Council JW/SR/CD		
Primary purpose of Organization: To establish an integrated on-air, on-demand and streamed radio broadcast dedicated to serving, connecting with, and sharing voices of			**Number of members:** 30-40
Mailing address of Organization: PO Box 1263	**Contact Name:** Larissa Rutquist		
	Phone: [redacted]		
City: Comox	**Postal Code:** V9M 7Z8	**Email:** [redacted]	
Subject matter: Seeking support for our application to the CRTC for an FM license			
Specific request of Council, if any (i.e., letter of support, funding): Seeking a support letter from Comox as part of our application to the CRTC for an FM license to operate in the Comox Valley			
Requested meeting and date: As soon as possible	**AV equipment required:** TBD		
Date of application: December 8, 2025	**Signature of applicant:** [redacted]	**Print name:** Larissa Rutquist	

RECEIVED
December 10, 2025
TOWN OF COMOX

Please Note:

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3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 3, 2025

Present:	Mayor	N. Minions
	Councillors	S. Blacklock, K. Grant, C. Haslett, J. Kerr, J. Meilleur (electronically), M. Swift
Absent:		Nil
Staff Present:		J. Wall, Chief Administrative Officer S. Russwurm, Corporate Officer R. Houle, Director of Development Services G. Schreiner, Fire Chief T. Hagmeier, Recreation Director S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:02 p.m. with 11 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 December 3, 2025, Regular Council Meeting agenda be Adopted.

(2025.480) -- CARRIED

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

a. Adoption of Regular Council Minutes

Regular Council Minutes

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

(2025.481) -- CARRIED

b. Adoption of Special Council Minutes

Special Council Minutes

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

(2025.482) -- CARRIED

c. Adoption of Public Hearing Minutes

Public Hearing Minutes

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

(2025.483) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

   1. Ted Reiniger: Request to build Pickleball Courts and to add lights at Highland Park

   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.

   (2025.484) -- CARRIED

2. *THAT Item #3 (Larissa Rutquist, DIG FM Radio: Letter of Support-CRTC Application) be removed from the Consent Agenda for discussion.*

   (2025.485) -- CARRIED

7. UNFINISHED BUSINESS:

a. Delegation at November 19, 2025 Regular Council Meeting: Stuart Robinson and Barbara Hansen (Comox BIA): Local Tourism Function

BIA Tourism Function Request

Council discussed the process of exiting the current tourism contract with the Comox Valley Regional District and postponed a decision on this item until after hearing from the current service provider early in the new year.

b. Modular Pump Track

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.

(2025.486) -- POSTPONED TO JAN 21, 2026 RCM

c. Official Community Plan Bylaw No. 2054 Update

OCP Bylaw Update

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 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."

   (2025.487) -- DEFEATED
   [Opposed: Mayor Minions, Councillors JKerr JMeilleur MSwift]

2. *THAT a Section 7.5.8 be added 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."

   (2025.488) -- CARRIED

3. *THAT Official Community Plan map in draft Bylaw No. 2054 be amended so that the properties north of Comox Avenue between Comox Avenue and Buena Vista Avenue be designated Ground Oriented Residential (3-storey), with the exception of 1946, 1950 and 1890 Comox Avenue, which will remain as Mid-Rise Residential (6-storey).*

   (2025.489) -- DEFEATED
   [Opposed: Mayor Minions, Councillors SBlacklock CHaslett KGrant JMeilleur MSwift]

4. *THAT the Official Community Plan map in draft Bylaw No. 2054 be amended so that all Mid-Rise Residential (6-storey) properties fronting Buena Vista, except 1946 and 1950 Comox Avenue, be changed to Ground Oriented Residential (3-storey).*

   (2025.490) -- CARRIED
   [Opposed: Councillor JKerr]

5. *THAT all Mid-Rise (6-storey) properties and all Harbour and Marina Comprehensive Development Area (6-storey) properties be required to do step-backs on the fifth and sixth storeys, where applicable.*

   (2025.491) -- CARRIED
   [Opposed: Councillors SBlacklock CHaslett KGrant]

6. *THAT Policy 20.2 be revised to read:*
   Consider the development of a future long term plan for the Comox Golf Club (Central Community Park), which may include maintaining the current 9-hole golf course, 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.

   (2025.492) -- CARRIED

7. *THAT the Official Community Plan map in draft Bylaw No. 2054 be amended to change properties designated as Mid-Rise Mixed-Use (6-storey), between Pritchard Road and Ellis Street, to Low-Rise Mixed-Use (4-storey).*

   (2025.493) -- DEFEATED
   [Opposed: Mayor Minions, Councillors SBlacklock CHaslett KGrant MSwift]

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Mack Laing Update

Mack Laing Update

Council discussed the tendering process and cost estimates, and noted an exhibit display at the Comox Archives and Museum.

b. Records Management System

Records Management System

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

(2025.494) -- CARRIED

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

(2025.495) -- CARRIED

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.*

(2025.496) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock attended the Community Justice Centre AGM on December 1, reported plans for a new anti racism program in 2026, and noted that a cookie auction at 40 Knots raised $1,300 from the Rotary Club for the Earl Naswell Dinner over the holidays in Courtenay.

b. Councillor Swift

Councillor Swift reported that the Filberg Winter Festival was an amazing success, with over 2,000 people visiting the property that day and strong momentum continuing to build.

c. Councillor Haslett

Councillor Haslett had nothing to report.

d. Councillor Meilleur

Councillor Meilleur attended the Policy Council Municipal Subcommittee meeting and invited anyone interested to attend the Comox Archives and Museum AGM at the museum at 10:30 a.m. on Saturday, December 13.

e. Councillor Kerr

Councillor Kerr attended the Filberg Winter Festival and the Mayor's Tree Lighting, thanked the Comox BIA for scheduling the Tree Lighting and noted how well attended both events were, and reported positive progress on the CVRD asset management process with Councillor Grant that has put us ahead of the curve.

f. Councillor Grant

Councillor Grant had nothing to report.

g. Mayor Minions

Mayor Minions thanked John and Sue Wood, event planners with the Comox BIA, for the well attended Mayor's Tree Lighting, and acknowledged major sponsors including Comox Centre Mall, Arbor Dental, Berwick, and the Comox Airport; the Mayor also noted Cumberland's tree lighting takes place on December 5 and reported ongoing meetings with community partners to identify potential collaborative projects for 2026, with initial deliverables expected in the coming months.

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 6:53 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, December 10, 2025

Present:	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 G. Schreiner, Fire Chief

The Public Hearing Meeting was called to order at 5:00 p.m. with 22 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 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 ***Town of Comox Zoning Bylaw No. 2056.***

Proposed *Town of Comox Zoning Bylaw No. 2056* 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.

At this public hearing, everyone who believes that their interest in property is affected by the proposed bylaw(s) will be given a reasonable opportunity to be heard or to present written submissions. To maintain order and to ensure everyone speaking has a reasonable opportunity to be heard, I ask that each person wishing to speak first add their full name and address to the Speaker's List, located at the desk of the Clerk. Note that your full name and address will become part of the public record and published in the Public Hearing Report. 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 and must include your full name and address in order to be considered as a Public Hearing submission.

Bylaw Summary

TOWN OF COMOX ZONING BYLAW NO. 2056.

In general terms, the purpose of proposed Zoning Bylaw No. 2056 is to regulate how land, buildings, and structures may be used and developed within the Town.

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. Yvette Crane, 2250 Manor Place, a member of Save Comox Urban Forest, supported greater step-backs and lower heights on Buena Vista, and asked how OCP amendments are being carried into the zoning bylaw while urging stronger tree-planting and forest-protection rules.

2. Hal Martin, 1080 Arrowsmith Avenue, Courtenay, on behalf of Dave Knubley of 1723 Knight Road, asked Council to rezone the non-ALR portion of the property to RSSMUH or another designation that would allow the creation of two 1,500 m^2 lots.

3. Andrew Rice, 2347 Stirling Crescent, Courtenay, noted the Ellis–Pritchard properties are MU1 with a two-storey limit and said continued uncertainty and extra rezoning steps will make building harder.

4. Ralph Borschneck, 1623 Birch Avenue, stated trees should not be used to block or undermine development and that anyone can plant more trees if they wish.

5. Bill Teows, 1807 Beaufort Avenue, supported prezoning for clarity, favoured more flexible height limits, cautioned against rules that affect affordability, encouraged planting trees on developed lots so empty lots can be built on.

6. Ralph Borschneck (2nd time), 1623 Birch Avenue, stated step-backs may sound good but are too costly and would make most projects non-viable, adding that six storeys are needed for buildings to be financially workable.

7. Andrew Rice (2nd time), 2347 Stirling Crescent, Courtenay, asked how step backs were added to the OCP but not written into the zoning bylaw, questioning why this is a separate process.

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.

Written submissions received at the Public Hearing, are attached to these Minutes:

1. Email received from Kelly B., 2187 Comox Avenue.
2. Catherine Hannon, 2301 Comox Avenue.
3. Written submission received from Ralph Borschneck, 1623 Birch Avenue.

Written submissions received before the Public Hearing are attached to these minutes:

1. Jean-Philippe Gagnon, 1153 Tara Road.
2. Carol Finley, 2045 Beaufort Avenue.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:27 p.m. *CARRIED*

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

MAYOR

Certified fair and accurate pursuant to Section 465(6) of the Local Government Act.

CORPORATE OFFICER

Town of Comox – Administration

From: Shelly Russwurm: Town of Comox
Sent: December 10, 2025 5:34 PM
To: council
Subject: FW: Comox Valley - Comox Valley Dec 10, 2025

RECEIVED
December 10, 2025
TOWN OF COMOX

LOG: 25-574	REFER:	AGENDA:
FILE: 6960-20-P	ACTION: File	

File: 6960-20-PH

Copies: Council, JW/RH/RB/ET/RP/JB/SR/CD

104 2187comox Ave

From: Kelly B [redacted]
Sent: December 10, 2025 5:25 PM
To: council <council@comox.ca>
Subject: Comox Valley - Comox Valley Dec 10, 2025

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

Comox Valley - Comox Valley Dec 10, 2025 Housing Authority I understand the housing authority is focused on market housing. Concerns were raised by a couple of attendees at a recent Comox Valley Coalition meeting. The housing authority needs to focus on scattered non market housing throughout the valley where every development has at least 20% non market housing. Comox Valley Chronically Hidden Homeless and PIT Count The low PIT count where some advocates said not everyone was counted like they were in previous years. The survey used to do the PIT count does not count the hidden homeless in the valley. Misleading language used on the survey misleads readers to believe the hidden homeless are counted. People who are couch surfing, sleeping in their cars, people camping in someone's back yard, seniors on fixed incomes living precariously in market rentals, seasonal workers, and individuals who do not have rent tenure (protection with the Landlord and Tenant Act). Many individuals of all ages, including Comox residents, paying higher than 76% or more of their income towards rent. Many seasonal workers and families with children rely on family members, many on fixed incomes to help pay their rent due to the lack of non market housing and gaps in EI .. this is not sustainable. I've been a resident, homeowner, and business owner since 2003 and there was a shortage of housing since we moved to the valley, and at one time the valley had one of lowest vacancy rates in the entire province. Since 2011 I have been part of the hidden homeless community with two children and not once participated in the PIT Count. I am preparing to file a human rights complaint due to the lack of non market housing available to me and my family. I know individuals who have been chronically precariously housed like me in the same time period, fighting the same gaps and protections, and found themselves evicted due to lack of protections. Some tenants get no notice when they are evicted, some while undergoing cancer treatments in the hospital. They lose their possessions and have few housing options available to them and one Comox resident committed suicide as a result. Long Term Care Beds Impacting Families Struggling with Housing Costs I attended a housing meeting and brought up families need space because we are active with our camping, bikes, craft stuff. A senior advocate chimed in seniors need space with their scooters, walkers, wheel chairs, and when my mom got older struggling with cancer we had to bring in a hospital bed while we waited for her to get into long term care which took about 8 months. The bed was massive! We had to place the bed in a room just off the living room which we used as an office so she didnt have to go upstairs and would be near the bathroom and kitchen. I understand the time it is taking for people to get into long term care is increasing above the 230 days now and people are ending up in the hospital. I need others to fully understand we have a housing

crisis across the full range of housing spectrum and tiny homes will only meet a certain demographic of the population. Far too many seniors are street homeless and they need accessibility and mobility supports and we don't have time for people to grasp the physical needs of these individuals. I had an 80 year old woman contact me looking for housing and threatening island health she would go public if her needs were not met. The BC Seniors Advocate and Ministry of Health are now reporting we need 16,000 long term care beds by 2031 to meet demand. This impacts all of us. All it takes is one fall, a stroke, a car accident and suddenly it could be you or a loved one who needs caregiving help and a family member needs more space in their home to help care for the individual. https://www.seniorsadvocatebc.ca/app/uploads/sites/4/2025/07/From-Shortfall-to-Crisis-PPT.pdf Fire Hazard, Evacuation Routes, Single Egress Risk Tenant Safety What about for each health authority? Services and supports are inequitable across B.C. we need the full range of non market housing for all demographics. Every gap that I research can be tied back to lack of non market housing and the need is quickly increasing as we speak. Health issues don't wait for us to get our act in order. High rises will not help anything. Both seniors and families supporting elderly family members waiting 230 days to get into long term care need space. Tiny homes only meet a small demographic. I am, along with many others, are financially supporting our adult children and some grandchildren keep a roof over their heads due to seasonal employment, gaps with EI, relationships breaking up which are breaking leases, lack of rent control, etc. bc has removed the safeguards for the new proposed housing models up to six floors to allow only one exit .. fire chiefs and safety experts across North America are raising alarm bells .. you cannot have people leaving a building and fire fighters going up the same exit. We had an evacuation due to a gas line breaking right next to the apartment building and many tenants were not evacuated due to their mobility challenges. Those that did evacuate were getting held up in stairwells behind people with visual and mobility challenges. I'm now trying to advocate that some areas in a community need to be declared vulnerable due to evacuation routes and extra mitigation efforts put in place due to the second gas line breach that occurred during this years sewer project. An explosion could have started a fire and sent debris 100 meters as it has with other explosions that occurred in the valley. For every 1 subsidized housing built, we lose 15 Comox Valley Hidden Valley Hidden Homeless Speak Out We have a local, provincial, and national chronic housing crisis. Canada needs 25 million homes by 2031 to meet our human right needs. Here is a video from 3 years ago by individuals sharing their experience with hidden homelessness and the lack of non market housing or rent geared to income housing in the Comox Valley on Vancouver Island. + The BC Housing waitlist for subsidized units had 270 applicants as of Jan, 2020. Some were waiting up to 3 years or longer just to get in. + Most renters in the Comox Valley are paying 50% or more [76% and 86% 2025] of their income on housing. + People should be paying no more than 30% of their income on rent. + Housing is considered affordable when it costs less than 30% of pre tax household income. + To put that into perspective if you're working a 40 hour work week for minimum wage say $15.20 an hour [$17.85/hour 2025], you would be making $2,432 a month [$3,094/mo 2025] before taxes. + 30% of that is $729.60 [$928.20/mo 2025] that SHOULD be the cost of your rent. + That is the amount people are paying to rent a bedroom in a shared home (if your lucky). + The Benchmark Price for housing: 2020 from $285,000 - $300,000 2022 $675,000 2025 $864,600 up 3% year over year steady appreciation + For every 1 subsidized housing built, we lose 15 Getting By, 2022 https://youtu.be/Rje2MwvE4tk?si=0DY7E2qMTjDC2AY8 A HUMAN RIGHTS-BASED CALCULATION OF CANADA'S HOUSING SUPPLY SHORTAGES CAROLYN WHITZMAN NOVEMBER 2023 https://www.homelesshub.ca/sites/default/files/attachments/Whitzman-Human_Rights_Based_Supply_Report-EN_1.pdf Single Egress is Safety Risk to Local Residents and Community Bc has approved a single egress where firemen and tenants would both enter and exit and fire in a building. Lots of us are concerned with this changed that has not been studied by the experts. "I live in a 4 story, in Comox. We had a gas line break within 10 feet of our apartment. People were unable to evacuate down the stairs because they couldn't see and mobility issues, this backed up everyone in

the stairwell. As well, eight people were left in the building for health reasons. A single route for both tenants to evacuate and fireman to enter is criminal and an unnecessary risk to human life." Read the objections to a single egress in the executive summary. https://blogs.ufv.ca/cpscjr/files/2024/07/Single-Stair-Egress-Report-v-Final_.pdf No to single egress. We would have had a disaster had there been an explosion with numerous deaths. We were very lucky that day. In fact it is as a result of this experience I am advocating for vulnerable community within a regional district due to higher density and poor access for fireman to get to location and residents to evacuate. The area is right beside a hospital and other apartments and condo buildings. https://r.pebmac.ca/https://comoxvalleyrecord.com/2016/09/29/gas-leak-near-comox-apartment-building/ "We all want to see more affordable housing built, but not at the expense of people's lives. One stairwell means one way in and one way out. When fire fighters are going up and families are trying to get down, that's a recipe for disaster. " "Having fire fighters and residents going in opposite directions on the same set of stairs would be hazardous. If this code change is enacted, it would be more important than ever to make sure that fire departments are adequately equipped and staffed because we would need to use aerials and ladders to access the fire and rescue residents out of windows." " The Boston Fire Department is well-resourced with apparatus and staff to fight residential building fires from the exterior should the stairwell become impassable due to residents evacuating, thick smoke or otherwise. But Local 718 President Sam Dillon says that having the right resources is still not enough. "The area where they want to put these condensed housing models is difficult to access with our aerials and ladder trucks," Dillon said. "We do not believe enough safety backups will be in place to make single-exit stairwells safe in Boston." IAFF leaders believe that smaller departments and those with less funding will have an even more difficult time as they will not have enough aerials, ladders, and staff to access the fire and conduct rescues from the outside. Further, the IAFF and Metro Chiefs point out in their joint statement, "Operations on ground or aerial ladders are hazardous for trained fire fighters. Removing occupants via ground or aerial devices places them at a greater risk of falls or being struck by debris from the fire scene, particularly individuals who may have mobility issues, disabilities, or other vulnerabilities.""
https://r.pebmac.ca/https://www.iaff.org/news/fire-fighters-warn-single-exit-housing-designs-put-residents-at-greater-risk/

Town of Comox – Administration

From: Catherine Hannon [redacted]
Sent: December 10, 2025 5:24 PM
To: council
Subject: Re zoning bylaws and public meeting

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

From Catherine Hannon 2301 Comox Ave, Comox I support the step back provisions over 4 stories and the reduction of stories on Buena Vista in the zoning bylaws.
At the last public meeting several speakers claimed developers would not make money until building height over 4 stories were constructed and as a consequence would not build 4 story buildings in Comox. Saying so does not make it true. I would like to see facts around this claim published and presented before council takes such a statement into consideration before deciding building heights in the zoning bylaws.
I support including the new tree planning draft in the OCP and zoning bylaws.
Thank you
Catherine Hannon

RECEIVED
December 10, 2025
TOWN OF COMOX

LOG: 25-573	REFER:	AGENDA:
FILE: 6960-20-P	ACTION: File	

File: 6960-20-PH

Copies: Council,
JW/RH/RB/ET/RP/JB/SR/CD

Landscaping regulations requires 35 cubic meters of soil for each tree that is way too much

Ralph Borschneck
1623 Birch Ave
Comox

Town of Comox – Administration

From: Jean-Philippe Gagnon [redacted]
Sent: December 10, 2025 9:02 AM
To: council
Subject: Written Submission for ZONING BYLAW NO. 2056
Attachments: Written Submission to amend ZONING BYLAW NO. 2056 submitted by JP Gagnon.pdf

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

Good morning,

Please find attached a written submission to consider amending ZONING BYLAW NO. 2056.

Regards

JP Gagnon
1153 Tara Road, Comox
[redacted]

RECEIVED
December 10, 2025
TOWN OF COMOX

LOG: 25-569	REFER:	AGENDA:
FILE: 6960-20-P	ACTION: File	

File: 6960-20-PH

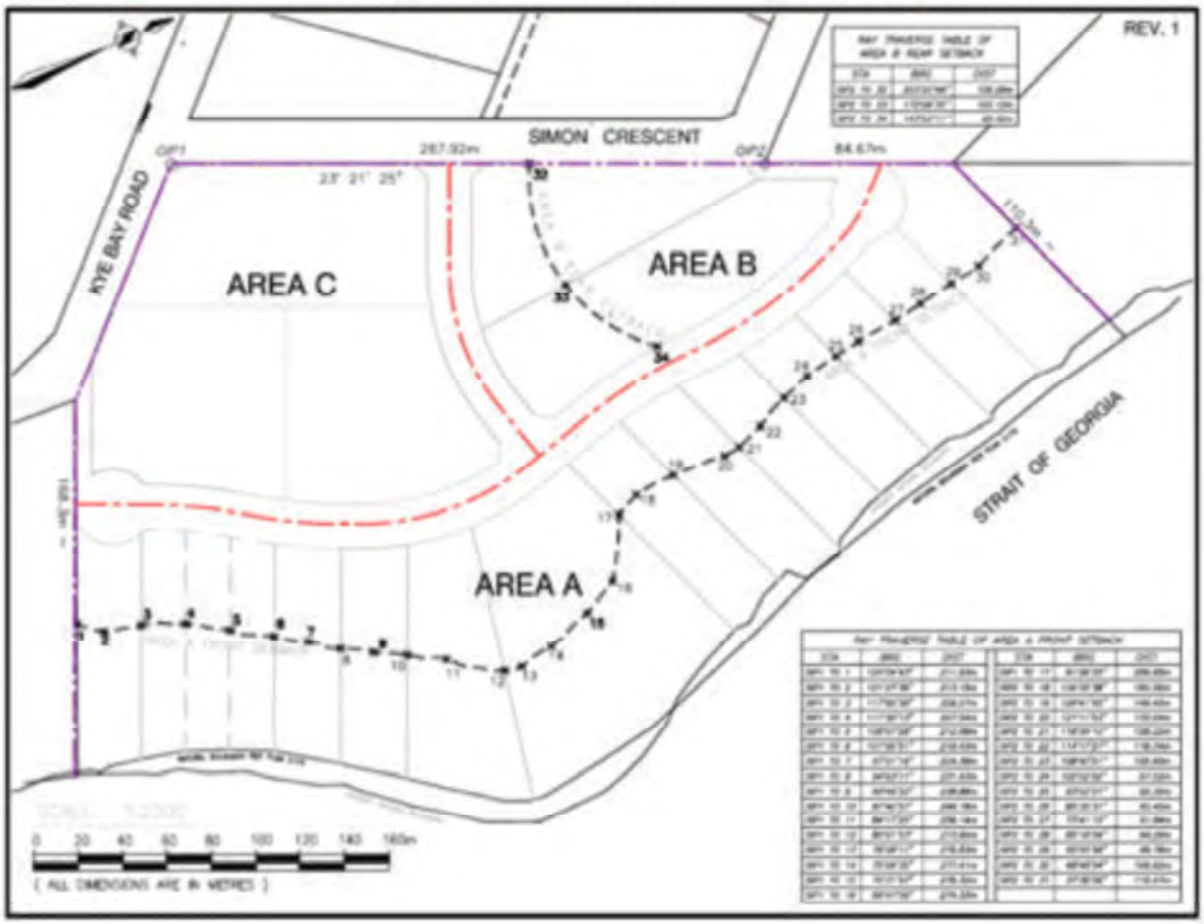
Copies: Council
JW/RH/RB/ET/RP/JB/SR/CD

Written Submission for consideration in amending ZONING BYLAW NO. 2056.

Submitted by:
Jean-Philippe Gagnon
1153 Tara Road, Comox
[redacted]

This request is to amend the draft ZONING BYLAW NO. 2056, CD 8 to remove area A, B, and C to set a single area for the entire Comprehensive Development 8 with a minimum parcel size of 2,500 square metres (0.62 acres).

Figure 16-6. Average 4650 m2 Parcel - Single-Family Sub-Areas



The three areas A,B, and C are a leftover from previous guidelines established 15 years ago that sought to regulate the development of the Claddagh Estate subdivision. To allow for reduced parcel size along the shoreline and allow a higher density of lots on the waterfront area (area A), the subdivision developer reached a compromise to target an average lot size 4650 square

metres. This was achieved by setting an unusually large lot size for the five lots that are not on the shoreline: 7,000 square metres (1.74 acres) for three of the five (1153, 1154, Tara Road, and 205 Connemara Road); due to its pie shape, 1168 Tara Road was set to 5,400 square metres; and 1167 Tara Road was set to 8,200 square metres (see figure 1 and table 1).

Figure 1 – CD 8 civic addresses

17 Properties CD8	Acres	Square Metres
1154 TARA RD	1.74	7042
1168 TARA RD	1.334	5399
1167 TARA RD	2.031	8219
205 CONNEMARA RD	1.73	7001
1153 TARA RD	1.73	7001
230 CONNEMARA RD	1.354	5480
240 CONNEMARA RD	2.431	9838
200 CONNEMARA RD	0.746	3019
210 CONNEMARA RD	0.786	3181
220 CONNEMARA RD	0.815	3298
250 CONNEMARA RD	0.776	3140
260 CONNEMARA RD	0.754	3051
270 CONNEMARA RD	0.702	2841
280 CONNEMARA RD	0.65	2631
290 CONNEMARA RD	0.65	2631
300 CONNEMARA RD	0.684	2768
310 CONNEMARA RD	0.986	3990

Table 1 – CD 8 existing property parcel size

Because of this, Claddagh Estate has been allowed to develop properties with parcel size of less than 5,000 square metres in the Cape Lazo area. In fact, more than half of the 17 properties in the area in question are around or less than 3,000 square metres, some as low as 2,600 square metres. As seen in Figure 2, even numbered addresses on Connemara Road are built adjacent to a steep slope leaving some parcels with an effective buildable area closer to 500 square metres (0.125 acres). It is also worthy to note that the adjacent Kye Bay area consists of 72 parcels, most of which are between 500 and 1,000 square metres.

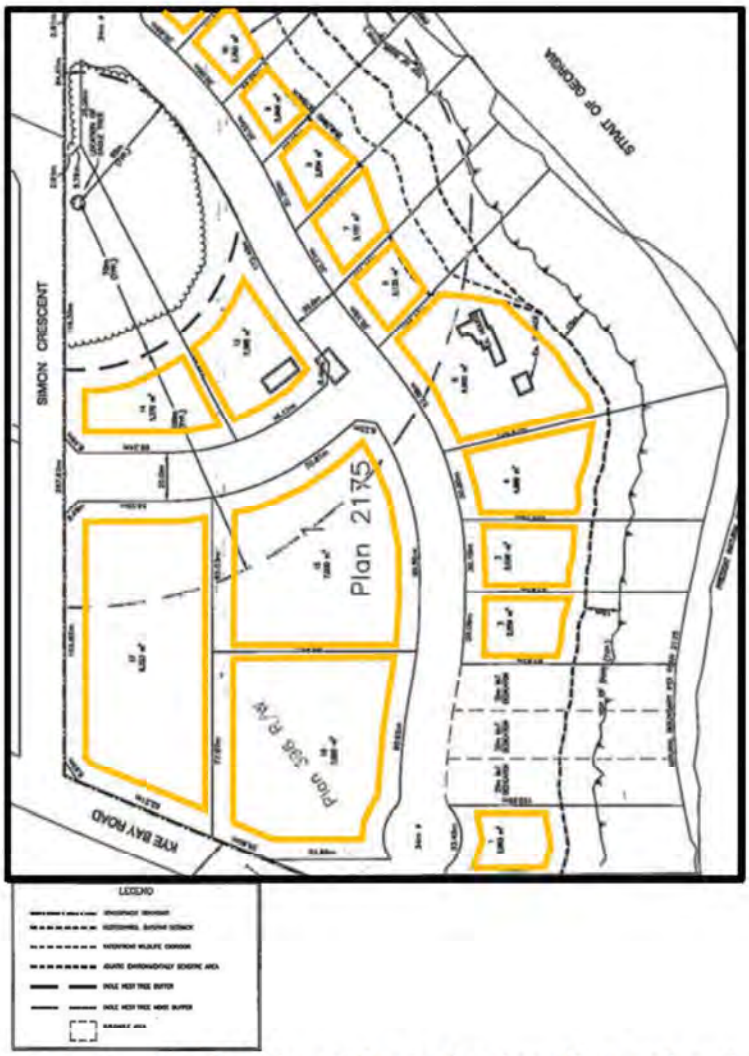


Figure 2 – CD8 Building setbacks for shoreline and eagles nest area (effective building area highlighted in yellow)

Although this approach achieved its goal of averaging parcel sizes in CD8 to the desired area, it left sizeable unexploited opportunities for the Town of Comox to increase available dwellings for its growing population and in response to the provincial and federal mandates.

Reducing the minimum parcel size in CD8 to 2,500 square metres (or 0.62 acres) would open up the possibility to subdivide three of the larger parcel (1153, 1167 Tara Road and 205 Connemara Road) as seen in image 1. If the eagle nesting continues to migrate away from this subdivision and the eagles nest tree buffer area were no longer required, 1154 and 1168 Tara Road properties would also benefit from the opportunity to subdivide into two smaller lots each, greater than 2,500 square metres.

Image 1 – CD 8 viewed from the south (205 Connemara is the closest property)

Image 2 – CD 8 viewed from the North-East (closest Connemara even numbered parcels along the shoreline)

This amendment creates the opportunity for the potential addition of up to five single family houses to be built in an already established sub-division (image 3). Parcels along the steep

slopes could not possibly be further sub-divided considering the existing restrictions and setbacks from the slope. Even after adding these five houses, the look and feel of the Claddagh Estate sub-division and adjacent area would not be altered significantly as properties along the steep slope of Connemara Road are already built on effective parcel size of less than half the requested 2,500 square metres. A single family home on a 2,500 square metres (0.62 acres) parcel is more than ample space for this purpose and retains the more rural look and feel of the Claddagh Estate CD8 subdivision.

Image 3 – CD8 Subdivision potential

Electrical, Water and Sewer services are already available in the CD8 area and the addition of up to five new single family houses would not overtax the existing system. This would also increase the tax revenue for the Town of Comox up to approximately $50k per year at no extra infrastructure cost.

This amendment is in keeping with the OCP goal of providing housing options for all types of residents, and aid further in establishing a means to develop enough units to reach the forecasted needs of the Town of Comox. Assumptions, compromises, and parcel size restrictions made during the development of the Claddagh Estate area 15 years ago are no longer relevant in the present day context.

The Town of Comox should determine that proposed zoning amendments to amend CD8 to eliminate sub-areas and revise the minimum parcel size to 2,500 square metres (0.62 acres) is in the public interest.

The Request is to Change CD8 – Average 4650 m2 Parcel - Single-Family as follows:

CD8 – Claddagh Estate – Single-Family

CD8 zone is shown in Figure 16-6.

CD8.1 (no change)

CD8.2 (no change)

CD8.3 Minimum Lot Area
2,500.0 square metres

CD8.4 Minimum Lot Width
Minimum lot width shall be 30.0 metres.

CD8.5 Maximum Lot Coverage
(1) 2,500 square metres: 15%
(2) 2,500 - 5,000 square metres: 10%
(3) > 5,000 square metres: 7%

CD8.6 (no change)

CD8.7 Minimum Setbacks
(1) Front Setback: 9.0 metres except 12.0 metres for shoreline lots as shown in Figure 16-6
(2) Rear Setback: 9.0 metres except 7.5 metres for shoreline lots as shown in Figure 16-6
(3) Side Setback: 3.0 metres
(4) Exterior Side Setback (where lot area is < 5,000.0 square metres): 3.0 metres
(5) Exterior Side Setback (where lot area is ≥ 5,000.0 square metres): equal to the front setback

CD 8.8 (no change)

Figure 16-6 (adjust to remove Area A,B, and C)

Town of Comox – Administration

From: Carol Finley [redacted]
Sent: December 10, 2025 11:52 AM
To: council
Subject: Draft zoning bylaw #2056

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

To Town of Comox Council:

Regarding draft zoning bylaw #2056, I oppose multi-storey buildings in Comox downtown core as that will ruin the character of downtown Comox and block views.

Why is only a 1-foot setback allowed on a 6-storey building on Comox Ave and Augusta in downtown Comox?

I believe the golf course in co is should be left as is.

I also oppose tree removal, particularly that which will occured as a result of the proposed Beuna Vista development.

I also oppose milti-unit buildings in Comox on what were formerly classified as single family lots.

Comox's (and Courtenay's) infrastructure CANNOT support the amount of density that will inevitably result from the proposed bylaw #2056. Drinking water will become a huge issue, and there will be even more demand for medical facilities, doctors, schools, roads, recreational facilities etc.

The mayor, a real estate agent, and 2 Council members who are empoyed in fields where they stand to gain from this bylaw should recuse themselves from voting on said Bylaw.

Please put Comox residents and taxpayers ahead of the wants of developers.

Sincerely,
Carol Finley
2045 Beaufort Ave, co ixBC [redacted]

RECEIVED
December 10, 2025
TOWN OF COMOX

LOG: 25-571	REFER:	AGENDA:
FILE: 6960-20-P	ACTION: File	

File: 6960-20-PH

Copies: Council
JW/RH/RB/ET/RP/JB/SR/CD

TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Friday December 19, 2025

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

Call to Order:

The meeting was called to order at 12:00 p.m. with 0 members of the public in attendance.

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

1. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the Special Council Meeting Agenda for December 19, 2025 be Adopted.

(2025.497) -- CARRIED

2. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

THAT the Public be Excluded from the In-Camera session of Council on Friday, December 19, 2025, pursuant to the following sub-sections of section 90 of the Community Charter:

(1)(c) labour relations or other employee relations.

(2025.498) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 12:00 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT12:16 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 12:16 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday January 14, 2026

Present:	Mayor	N. Minions
	Councillors	S. Blacklock, K. Grant, C. Haslett, J. Kerr (electronically), J. Meilleur, M. Swift
Absent:		Nil
Staff Present:		J. Wall, Chief Administrative Officer R. Houle, Director of Development Services G. Schreiner, Fire Chief

Call to Order: The meeting was called to order at 4:00 p.m.

The Agenda was Adopted

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

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

The Strategic Plan Scorecard dated January 14, 2026, was received.

2. DISCUSSION ITEMS:

OCP Discussion

A presentation was provided to Council outlining options for step-back requirements in mid-rise and comprehensive development areas, including depth, applicability, and design considerations.

b. Step-backs in the Draft Official Community Plan Bylaw No. 2054

THAT the draft OCP bylaw for January 21st reverts to the original draft language regarding step backs which require a 0.3m or more step back above the fourth storey OR other façade treatments to reduce visual massing in place of step backs and includes the step backs as mandatory in the downtown area.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:43 p.m. *CARRIED*

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

CHAIR

From: Aaron Handford [redacted]
Sent: December 4, 2025 2:42 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Letter to councillors, (please forward

RECEIVED
December 4, 2025
TOWN OF COMOX

Dear Comox Councillors,

This letter is to call for an immediate freeze on the property tax rate. We as a population cannot handle any more tax increases. The economy is struggling and the average person has less in their pocket these days.

I am myself paying almost $6k a year for a modest 55-year-old home on [redacted]

Property taxes are too high already. If costs are going up we must restrict city services, and reduce costs. Less is more. We as a population can't handle any more tax increases.

There are lots of ways to reduce city costs. Some ideas:
- Reduce regulations
- Move garbage/recycling collection to biweekly from weekly.
- Stop the landscaping programs
- reduce road cleaning frequency

Best regards,

Aaron Handford
[redacted]

LOG: 25-559 | REFER: | AGENDA: RCM 21Jan26
FILE: 0220-20,1 | ACTION: MR
File: 0220-20, 1980-01
Copies: Council
JW/EH/SR/CD

From: Aaron Handford [redacted]
Sent: December 5, 2025 4:20 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Re: Letter to councillors, (please forward

Yes please add it to the council agenda.

Best regards,

Aaron Handford
[redacted]

From: Aaron Handford [redacted]
Sent: December 8, 2025 10:25 AM
To: Town of Comox – Administration <town@comox.ca>
Subject: Re: Letter to councillors, (please forward

Hi David, thanks. It is James Aaron Handford, [redacted], Comox, [redacted].

Best regards,

Aaron Handford
[redacted]

From: Canada Community Building Fund <ccbf@ubcm.ca>
Sent: December 11, 2025 8:51 AM
To: Edward Henley <ehenley@comox.ca>; Jordan Wall <jwall@comox.ca>; Shelly Russwurm: Town of Comox <srusswurm@comox.ca>
Subject: Community Works Fund 2024-34 Agreement - Year 2 Payment 2 (Comox)
Importance: High

Hello,

Please see the attached letter addressed to the Mayor from UBCM President Cori Ramsay.

If you have any questions regarding this letter, please let us know. The contact information was pulled from CivicInfo BC. Information that is incorrect either needs to be updated on this site, or it was changed after the information was pulled.

Thank you,

Union of BC Municipalities
250-356-5134 | ccbf@ubcm.ca
525 Government Street, Victoria

Living and working on the traditional unceded territory of the Lekwungen and WSÁNEĆ peoples.

RECEIVED
December 11, 2025
TOWN OF COMOX

LOG: 25-577	REFER:	AGENDA: RCM 21Jan26
FILE: 1855-03-2	ACTION: MR	

File: 1855-03-2006.003
Copies: Council
JW/EH/OM/SR/CD

Canada Community-Building Fund BC | UBCM

December 12, 2025

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

Dear Mayor Nicole Minions and Council:

RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND PAYMENT FOR 2025/2026

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of $368,793 is expected to occur in December 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our website.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

[redacted]

Councillor Cori Ramsay
UBCM President

PC: Edward Henley, Director of Finance

Office of the Chair

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

Comox Valley REGIONAL DISTRICT

File: 6410-20/RGS Minor Amendment

December 18, 2025

RECEIVED
December 18, 2025
TOWN OF COMOX

Sent via email only

LOG: 25-581	REFER:	AGENDA: RCM 21Jan26
FILE: 0114-20/5	ACTION: MR	

File: 0114-20/512

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

City of Courtenay
Town of Comox
Village of Cumberland
Strathcona RD
Regional District of Nanaimo
qathet RD
Alberni Clayoquot RD

Dear Mayors and Councils / Chairs and Boards:

Re: Comox Valley Regional Growth Strategy Minor Amendment Bylaw Referral

Further to our notification letter dated November 7, 2025, I am writing to advise that on December 9, 2025, the Board gave first and second reading to Bylaw No. 810, Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 2, and directed that a statutory public hearing be held. The public hearing is scheduled for February 17, 2026, in the CVRD Civic Room (770 Harmston Avenue, Courtenay), starting at 6 pm.

Written comments will be accepted until the close of the public hearing.

To support your review, the same online folder referenced in the earlier letter remains available. It contains the draft bylaw, an annotated version showing changes, and related staff reports. Should you have any questions regarding the minor amendment process or substance, please contact CVRD staff.

Contact Information
For questions or further details, please contact:
Alana Mullaly, General Manager of Planning and Development Services
Email: amullaly@comoxvalleyrd.ca | Phone: 250-334-6051

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

Background

- In May 2023, the CVRD Board initiated an RGS amendment process under the minor amendment provisions of the *Local Government Act*, and affected local governments were notified in August 2023.
- In March 2025, the Board confirmed that the proposed amendment meets the criteria for a minor amendment under both the LGA and the RGS Bylaw and approved the consultation plan. Feedback within the scope of a minor amendment has been incorporated; broader comments have been recorded for the next comprehensive RGS review, anticipated in 2027.
- On November 7, 2025, a statutory 30-day written notice was sent to you to advise you of the date, time, and location of the Board's intention to give the bylaw first reading.
- On December 9, 2025, the Board gave first and second reading to Bylaw No. 810 and directed that a statutory public hearing be held. The bylaw referral is now being provided to all affected local governments.

Please provide any comments to Alana Mullaly by the close of the public hearing on Tuesday, February 17, 2026.

Scope of the Amendment

As noted in the earlier letter, this amendment does not change the growth framework, vision, goals, or policies of the RGS. Its purpose is to update Census information, integrate the Board's Indigenous Relations strategic driver, remove obsolete references, and revise mapping to reflect municipal boundary changes. The limited scope of the amendment includes:

- Update population and employment projections.
- Update maps to reflect lands incorporated into municipalities.
- Update language to reflect the K'ómoks First Nation treaty process and include a reference to the Board's Indigenous Relations strategic driver.
- Apply the Indigenous Relations strategic driver to Part 4 (1)(c).
- Update greenhouse gas emissions reduction targets.
- Remove static policy indicators and integrate them into the online RGS Performance Monitoring Dashboard.
- Delete obsolete references, including the former Comox Valley Economic Development Society.
- Add a reference to develop action plans for each of the eight RGS goals.

Thank you for your continued collaboration on regional planning matters.

Sincerely,

Will Cole-Hamilton
Chair
Enclosure via Sync

cc: Alana Mullaly, General Manager of Planning and Development Services
Geoff Garbutt, CAO City of Courtenay
Jordan Wall, CAO Town of Comox
Michelle Mason, CAO Village of Cumberland
David Leitch, CAO Strathcona RD
Douglas Holmes, CAO RD of Nanaimo
Al Radke, CAO qathet RD
Daniel Sailland, CAO Alberni Clayoquot RD

Thea Black, teacher
Ecole Puntledge Park Elementary
401 Willemar Ave,
Courtenay, BC V9N 3L3

RECEIVED
December 22, 2025
TOWN OF COMOX

LOG: 25-582	REFER:	AGENDA: RCM 21Jan26
FILE: 0400-03	ACTION: MR	

Copies: Council
JW/SR/CD

Monday, December 15, 2025.

Mayor Nicole Minions
Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Minions,

My name is Thea Black, and I am a teacher at Ecole Puntledge Park Elementary School, in Courtenay, BC. Please find enclosed some letters from my grade 6 students. We have been studying statistics for people experiencing homelessness in the Comox Valley, using the Comox Valley Point-in-Time (PiT) - Homeless Count, published by BC Housing*.

After reviewing this document, we discussed various contributing factors to why so many people are experiencing homelessness. Each student then decided upon a plan of action that they thought could help reduce the occurrence of homelessness or better support people who are currently experiencing homelessness.

I have strongly encouraged the students to write to a government official of their choice to advocate for issues for which they feel strong, exercising their democratic right to have a voice. My hope is that this will encourage students to become more engaged in local politics, creating more engaged citizens in the future.

Thank you so much for taking the time to read these letters. Please forward any replies to Ecole Puntledge Park Elementary School c/o Thea Black. The students would love to hear back from you.

Sincerely,

[redacted]

Thea Black

* www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Comox-Valley-2025.pdf

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Thursday, December 11th ,2025.

Mayor Nicole Minions
Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Nicole Minions,

My name is [redacted] and in class we have been learning about people experiencing homelessness. I'm concerned about unhoused people who need food.

Did you know that 68% of all unhoused people in the past year have accessed a food service. We need to make a way for unhoused people to get warm and free cooked food.

My idea is an oven house. It's a place with a large number of ovens and microwaves. It also has free canned goods. I think it would be helpful to have at least one in the Comox Valley.

I look forward to receiving your reply.

Sincerely,

[redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Monday, December 15, 2025

Comox Town Hall
1809 Beaufort Avenue
Comox BC V9M 1R9

Dear Mayor Minions,

My name is [redacted]. In class we have been learning about people experiencing homelessness. I am concerned about how many youths are experiencing homelessness.

According to The Point in Time Homeless Count , 218 are unhoused in the Comox Valley, and 11% of them are youth. And they don't have a place to stay warm and then they get cold and could get hyperthermia. This is a serious problem and should be acted upon immediately.

I think there should be a free vocational school for the youths so they can learn how to build houses for themselves. I'm excited to hear your response.

Sincerely, [redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Monday, December 15, 2026

Mayor Nicole Minions
Comox Town Hall
1809 Beaufort Avenue
Comox, BC

Dear Mayor Minions,

My name is [redacted]. In class, we have been learning about people experiencing homelessness. I am concerned about how many people are going cold on the streets.

According to the Point in Time Homeless count, there are 218 unhoused people in the Comox Valley and so many of them don't have anything warm to put on when it's cold outside. This is a serious problem and should be acted upon immediately.

I suggest that instead of giving school's lost and founds to thrift stores, we donate them to unhoused people. That way, they will have warm layers to put on while it's cold outside. I look forward to your response.

Sincerely,
[redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Monday, December 15th ,2026.

Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Nicole Minions,

My name is [redacted] In class we have been learning about people experiencing homelessness. I am concerned about how much food the homeless get.

You should make more food banks or make more shelters for the unsheltered. You could also just give them an education then employ them or employ people to bake stuff and pay them.

My second concern is how many people in their youth were homeless It is of the homeless population 38% and 31% of people that are homeless have always been in the community. We need to change that by paying for free education and food for them.

I think that this will help the homeless people's lives and I'm looking forward to your response.

Sincerely,

[redacted]

[redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Thursday, December 11, 2025

Comox town hall
1809 Beaufort Avenue
Comox BC V9M 1R9

Dear Mayor Minions,

My name is [redacted], in class we have been learning about homelessness in the Comox Valley. I am concerned that homeless people are unable to get into a job and that limits money.

In my opinion, about 200,000 meals are made by our local food bank a month and 137 people this year/2025 are unsheltered. I think that's because they have no money!

I think as a community we could make jobs for the homeless and the homeless could get paid a tiny bit to start, then as they get better at the job and get better clothes they could get paid more. They could eventually get the job and get paid minimum wage of something and possibly get promoted to get paid more. This will help them get access to food, homes and everyday things you need to be healthy and clean.

In conclusion, we need to be proactive in reducing the number of people who are homeless in the Comox Valley. I look forward to hearing from you.

Sincerely,

[redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC

V9N 3L3

Thursday, December 11, 2025.

Mayor Minions:
Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Minions

I am [redacted]. In my class we have been learning about experiencing homelessness. I am concerned about them not having proper clothing to wear.

51% of people that are homeless are reporting that they first experienced homelessness as a youth. My concern is that as a youth they don't have proper clothes to wear during Winter, Summer, Spring, and Fall. I'm worried about this because as a youth, they're not as strong as an average adult.

My suggestion is that we provide them abandoned clothes from past years from high schools or elementary schools so that they don't need to scavenge around in dumpsters just to stay warm or dry during the seasons.

This is a good time for change. I look forward to receiving your answer.

Sincerely,

[redacted]

École Puntledge Park Elementary School

401 Willemar Avenue

Courtenay, BC

V9N 3L3

Thursday, December 11 ,2025

Mayor Nicole Minions

Comox Town Hall

1809 Beaufort Avenue

Comox BC V9M 1R9

Dear Mayor Nicole Minions,

My name is [redacted]. In class we have been learning about people experiencing homelessness. I'm concerned about spousal conflict and how it's impacting homelessness.

The 2023 Point in Time homeless count showed that 17% of people experiencing homelessness in the Comox Valley have reported spousal conflict and/or spousal abuse. This could lead to unhoused families with low, or no, income. This is a serious problem and should be acted on immediately.

I think that women's shelters are something Canada needs to invest in more. They are important because families need somewhere to go if they need to leave their homes and have little to nothing left.

In conclusion, I think Canada needs to invest in more women's shelters. I look forward to hearing from you.

Sincerely,

[redacted]

[redacted]

École Puntledge Park Elementary School
401 Willemar Avenue
Courtenay, BC
V9N 3L3

Monday, December 15th, 2026.

Comox Town Hall
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Minions,

My name is [redacted]. In class, we have been learning about people experiencing homelessness.

I am concerned about people who don't have access to their basic needs, such as shelter, hygiene, clean clothes, and food. I learned that just 68% of homeless people have access to food services in 2025. I think there should be at least more than 70% that can access food and water.

To solve this problem, I think there should be food boxes around the town so the homeless

can get their daily meal and stay healthy. My next concern is hygiene. I think there should be public showers open all year for homeless people so that they can be clean and they would be able to get a job easier.

Next, I think they should be able to go to a donation center and get seasonal clothes like in the Summer, shorts, T-shirts and hats. And then in the Fall or Winter, some cozy clothes like jackets for warmth and cozy warm pants. That should help with the weather.

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

Thursday, December 11 ,2025

Comox Town Hall
1806 Beaufort Avenue
Comox BC V9M 1R9

Dear Mayor Minions,

My name is [redacted]. In class we have been learning about people experiencing homelessness. I am concerned about the amount of homeless people that don't have all the necessities that they need, like nice warm shelters and nice safe food.

We have been looking at the Point in Time stats and this year there are 218 homeless people in the Comox Valley and 68% of the homeless people have been accessing food services

I think that we need to build more homeless shelters and soup kitchens. I'm looking forward to hearing your reply and what you will do to help.

Sincerely,

[redacted]

[redacted]

Town of Comox – Administration

From: Weightman, Jeffrey AF:EX [redacted]
Sent: December 24, 2025 12:08 PM
Subject: Invitation to the 11th Province Wide Agricultural Advisory Committee Workshop

RECEIVED
December 24, 2025
TOWN OF COMOX

LOG: 25-585	REFER:	AGENDA: RCM 21Jan26
FILE: 0220-30,0	ACTION: MR	

File: 0220-30, 0400-20
Copies: Council JW/RH/SR/CD

Dear Chief Administrative Officer / Local Government Representative,

Please forward this invitation to your Agricultural Advisory Committee (AAC) Chairperson and/or interested staff.

The Ministry of Agriculture and Food is pleased to invite you to the **11th Agricultural Advisory Committee Workshop** on **Tuesday, February 24, 2026**, from **9:00 a.m. to 12:30 p.m.** via Zoom.

This workshop will bring together AAC members from across the province to discuss current topics and emerging issues. The session will be relevant to all regions with agricultural land, whether or not an AAC is currently active. Previous workshops have generated new ideas and strengthened the capacity of AACs to support councils, boards, and local trust committees.

The event is free of charge, and full details will be shared with registrants in early February. To participate, please **save the date** and confirm your attendance by **noon on January 30, 2026** by replying to this email.

We kindly request that attendance be limited to current AAC members and local government staff.

Draft Agenda

- **9:00 – 9:15** Opening Remarks / Welcome
- **9:15 – 10:00** Presentation 1: Agricultural Land Commission Updates
- **10:00 – 10:45** Presentation 2: Managing Soil and Fill – Tools and Strategies (TOR)
- **10:45 – 11:00** Break
- **11:00 – 11:30** Presentation 3: Impacts of Subdivision on Agricultural Land
- **11:30 – 12:00** Breakout Session
- **12:00 – 12:10** Wrap-Up and Closing Remarks
- **12:10 – 12:30** Presentation 4: AAC 101 (Optional – for new or prospective members. An overview of roles, responsibilities, legislation and best practices)
- **12:30** Adjourn

Please reply to confirm your attendance or if you have any questions. I look forward to hearing from you—or your representative—at the workshop.

Sincerely,

Jeff

BRITISH COLUMBIA
Ministry of Agriculture and Food

Jeff Weightman, MCIP, RPP, PMP
Land Use Planning Unit
Policy and Legislation Branch
Ministry of Agriculture and Food

Email: [redacted]

Town of Comox – Administration

From: Don Catling [redacted]
Sent: December 29, 2025 6:20 PM
To: council
Subject: diesel spill

RECEIVED
December 29, 2025
TOWN OF COMOX

LOG: 25-586	REFER:	AGENDA: RCM 21Jan26
FILE: 0220-20-2	ACTION: MR	

File: 0220-20-2025, 5280-11

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

To whom it may concern, over the past month or two I have reported someone who has been leaking diesel fuel from their work truck that is parked on the road at [redacted] here in Comox. I first reported it to the bylaw enforcement officer, who then told me that there were no bylaws in place for him to enforce. I then reported it to the manager at the roads and grounds, where they promptly headed over and cleaned up what they could with kitty litter. I have since reported it 4 times and they promptly head over and clean it up. The 3rd time I stopped into their office to chat with the manager but he was out. The reason I stopped by was because I was a bit confused as to why the person living at the address did not get the leak fixed as it must have been expensive for the town to clean up his mess. I was shocked to learn that there was no charge for the town to clean up this mess. (by the way the proper way to clean up an oil spill with kitty litter by pouring it on the spill, then sweep it up and dispose of it correctly. Lately it has been left on the ground and when it rained I noticed that there was kitty little along side the road and in the catch basin. So basically, it was useless and its not the first and only time this has happened.) I am concerned that it is costing the town a fair amount of money to clean up this mess without reimbursement from the offending party. If this was done then they would certainly fix the leak on their truck. So that being said what can be done to have a new bylaw that helps protect the environment from those creating the mess and might I add proper training from those cleaning up the mess as its not being implemented correctly. The reason I know this is most military personnel are trained in handling hazardous material spills. I have added a link regarding hazardous spill in BC communities.

In British Columbia, there are specific regulations and bylaws that govern the management and reporting of oil or fuel spills on community roads, primarily under the Environmental Management Act and the Canadian Environmental Protection Act.

Key Regulations and Responsibilities

1. **Environmental Management Act (EMA):**

- The BC Spill Reporting Regulation under the EMA requires that any spills of materials that could cause pollution must be reported to the Provincial Emergency Program (PEP). This includes oil and fuel spills on community roads.

2

- Responsible persons, defined as those who have possession or control of the substance when a spill occurs, are required to take immediate action to contain and clean up the spill and report it to the authorities.

1

-

2 Sources

2. **Canadian Environmental Protection Act (CEPA):**

- Under CEPA, individuals or entities that own or control a substance involved in an environmental emergency must report the incident to the relevant authorities as soon as possible. This includes taking reasonable measures to mitigate any negative effects on the environment or public safety.

1

-

1 Source

3. **Local Bylaws:**

- Municipalities in BC may have additional bylaws that address spills and environmental protection. These can include specific requirements for cleanup, reporting, and penalties for non-compliance. It is advisable to check with local municipal offices for any specific regulations that may apply in your are

Sincerely,

Don Catling

Town of Comox – Administration

From: Don Catling [redacted]
Sent: December 30, 2025 11:38 AM
To: Town of Comox – Administration
Subject: Re: diesel spill

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

No sorry it's the residence of the vehicle that is leaking the fuel. My address is [redacted]

Don Catling

Get Outlook for Android

From: Town of Comox – Administration <town@comox.ca>
Sent: Tuesday, December 30, 2025 11:35:20 AM
To: Don Catling [redacted]
Subject: RE: diesel spill

Hello Don,

For this inquiry to be sent to Council, I need a civic address to add to the correspondence. This address will then be redacted when it is added to the agenda for council's consideration. Is [redacted] your civic address?

Kind Regards,

David Somerville
Clerk II – Corporate Services

TOWN OF COMOX

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.

Town of Comox – Administration

From: DEB BEATTIE [redacted]
Sent: December 22, 2025 2:30 PM
To: Town of Comox – Administration
Subject: Short Term Rentals

RECEIVED
December 22, 2025
TOWN OF COMOX

LOG: 25-583	REFER:	AGENDA: RCM 21Jan26
FILE: 6520-20-0	ACTION: MR	

File: 6520-20-04

Copies: Council
JW/RH/SR/CD

Hello
I own a short term rental in Comox Valley and have been in operation for over three years. During this time we have hosted doctors working at the hospital, locum dentists, and other guests coming to the Valley to work from other areas of the island.
We have had guests coming to visit friends and family from all over Canada, The U.S and Europe. Most of these people stay 3 to 10 days here. They spend their money at local restaurants , stores and tourist attractions. They enjoy having a small garden apartment to stay in as it's less expensive than a hotel and they can enjoy some cooking at home to save a little money.
The local government decided that our suite needs to have a business license and become a legal suite in order in run our business. The problem is the cost to become a legal suite is more than we make in two years running this business. The other question is why if we rent to guests for over 90 days we do not have to have a business license? The small amount of work we have put into a kitchen has all been done by licensed contractors and is up to all safety standards. I have offered to have it inspected by bi law and fire department to see if anything is amiss. This suite is in our principal residence and we depend on this income . The business has now been canceled by our government and all our bookings have also been closed.
While the government has stated their goal is to increase long term housing supply, the economic consequences,particularly for tourism is affected.
The Comox Valley is facing slower population growth, rising vacancy rates , higher hotel prices because of fewer short term options.
Tourism in Comox Valley relies on accommodations and not just hotels.
Many tourists and short term workers prefer to stay in guest suites to save money and have a home like-apartment with larger living space than a hotel room. The local businesses also depend on the spending of these visitors. I believe the local government must look at this law and examine if it's not doing more harm than good to the local economy.

Sincerely
A local business owner.

Sent from my iPad

Town of Comox – Administration

From: Deb Beattie [redacted]
Sent: December 23, 2025 10:36 AM
To: Town of Comox – Administration
Subject: Re: Short Term Rentals

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

Hi David
The town Council including Nicole Minions.
Thank you
Debra
Sent from my iPhone

On Dec 23, 2025, at 9:39 AM, Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Debra,

Thank you for your email. Is there a specific person at Town Hall you would like me to forward this email to for a response?

Kind Regards,

David Somerville
Clerk II – Corporate Services

<image001.png>

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: DEB BEATTIE [redacted]
Sent: December 22, 2025 2:30 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Short Term Rentals

Town of Comox – Administration

From: DEB BEATTIE [redacted]
Sent: December 30, 2025 12:48 PM
To: Town of Comox – Administration
Subject: Re: Short Term Rentals

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

My address is
[redacted] Comox B.C
The former business name [redacted]
Sent from my iPad

On Dec 30, 2025, at 12:36 PM, Town of Comox – Administration <town@comox.ca> wrote:

Hello Debra,

Sounds good, I just need a civic address from you to add your correspondence for Council's consideration.

Per council policy, correspondence to be circulated or placed on an agenda *must* include the full name, civic address and municipality of the author for information purposes but will be redacted on correspondence published to the website.

Thank you,

David Somerville
Clerk II – Corporate Services

<image001.png>

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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Town of Comox – Administration

From: leslie.russell [redacted]
Sent: January 8, 2026 8:17 AM
To: Town of Comox – Administration
Subject: Request for directional signage at Elm Place & Pritchard for Brook Place Strata

RECEIVED
January 8, 2026
TOWN OF COMOX

LOG: 26-004	REFER:	AGENDA: RCM 21Jan26
FILE: 5460-01	ACTION: MR	

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

This letter is being written to request that Council pay for and erect a sign at the corner of Elm Place and Pritchard.

This sign is very necessary to direct traffic to units #306-#315 and #401-#406 to the parking lot that is "only accessible by entering on Elm Place".

Google Maps generalizes their instructions to anyone coming to our address (1537 Noel Ave.) to enter off of Noel Ave. The large parking lot is separated by our pool, making part of the Strata complex residents access the North parking lot off of Noel. The South parking lot **can only be accessed** off of Elm Place.

Brook Place is a +55 Strata (mostly 65 or older) and we are experiences issues with ambulances going to the wrong parking lot. The action causes delays for these emergency vehicles trying to figure out where the unit is located. **No directional signage** results in serious delays and could be the difference between saving a life.

As this whole complex has the Same Street Address, but only half of the units access off of Noel Ave and the rest off of Elm Place, **causes constant confusion for all vehicles coming to this Strata**. DIRECTIONAL SIGNAGE IS A REAL MUST!

I request this request be addressed at your next Council Meeting so a sign can be approved and erected as soon as possible.

Thank you for hearing this important request.

Leslie Russell

[redacted]

[redacted]

Town of Comox – Administration

From: [redacted]
Sent: January 9, 2026 9:15 AM
To: Town of Comox – Administration
Subject: Signage on street for emergency access

RECEIVED
January 9, 2026
TOWN OF COMOX

LOG: 26-007	REFER:	AGENDA: RCM 21Jan26
FILE: 5460-01	ACTION: MR	

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

I am writing to request that Comox Council pay for erecting a sign at the corner of Elm Place and Pritchard. We would like to direct traffic to units #306-315 and #401-406 to the parking lot that is only accessible by entering Elm Place.
Google maps instruct anyone coming to our address (1537 Noel Ave) to enter off Noel but the North Parking lot is separated by our pool, making the south parking lot inaccessible.
We are a +55 Strata and have had issues with ambulances going to the wrong parking lot. The time it takes them to figure out where the unit is located and then driving around could be a difference between saving a life and losing one.
We respectfully ask you to look into this matter,
Sincerely,
Corrie and Rob Van Haarlem, [redacted]
[redacted]

Office of the Chair

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

Comox Valley REGIONAL DISTRICT

RECEIVED
January 14, 2026
TOWN OF COMOX

File: 0360.20/EOF

January 14, 2026

Sent via email only: srusswurm@comox.ca

LOG: 26-008	REFER:	AGENDA: RCM 21Jan26
FILE: 0220-30, 0	ACTION: MR	

File: 0220-30, 0400-60 Copies: Council JW/SR/CD

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

Dear Mayor and Council:

Re: Elected Officials' Forum Invitation – January 29, 2026

On behalf of the Comox Valley Regional District (CVRD), I would like to formally invite elected officials and senior staff to an in-person elected officials' forum on Thursday, January 29, 2026, from 11:45 am to 4:30 pm at the CVRD Civic Room, 770 Harmston Avenue, Courtenay. This forum will cover two topics: an update on the K'ómoks First Nation Treaty, to be followed by an introduction to the Regional Sports Field Allocation Policy Project.

K'ómoks First Nation Treaty Update (approx. 12:15 pm)
On March 8, 2025, K'ómoks First Nation voted in favour of ratifying their treaty and self-government constitution. Representatives from the K'ómoks First Nation, BC and Canada will be in attendance to provide an update on the status of the K'ómoks Treaty and the next steps for ratification, which will first include the introduction of provincial legislation (currently planned for Spring 2026).

Regional Sports Field Allocation Policy Project (approx. 2:30 pm)
The focus of this session is the Regional Sports Field Allocation Policy Project currently underway across the Comox Valley. Your participation and perspectives are essential as this work moves forward to establish a fair, consistent, and coordinated approach to how sports fields are allocated and managed regionally. This session will be facilitated by RC Strategies.

The session will include presentations on the following topics:
- An overview of the regional sports field system and project objectives;
- progress to date on the development of the Regional Field Allocation Policy, Fees, and Booking Process; and,

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

- an interactive component, where participants will discuss and provide feedback on:
  - allocation principles and standards of play;
  - regional fee-setting considerations; and
  - opportunities to improve coordination and consistency through a centralized booking approach.

The forum will not involve formal decision-making but will provide a valuable opportunity for elected officials to share insights and perspectives.

Please confirm your attendance with Lisa Dennis, Manager of Legislative Services, via email at ldennis@comoxvalleyrd.ca; by phone at 250-334-6052; or by responding to the Outlook calendar invite that will be updated concurrent with this letter.

Lunch will be provided at 11:45 am, so please note any dietary restrictions with your RSVP which is requested by January 23, 2026.

Sincerely,

Will Cole-Hamilton
Chair

cc: J. Wall, CAO, Town of Comox
J. Warren, CAO, Comox Valley Regional District

TOWN OF COMOX

STAFF REPORT
01/21/2026

REGULAR COUNCIL MEETING

To: Mayor and Council	**File:** PR 24-12
From: Randy Houle, Director of Development Services	**Date:** January 16, 2026
Subject: Official Community Plan Bylaw No. 2054	

Prepared by:	Report Approved:
Randy Houle *Randy Houle, Director of Development Services*	*Jordan Wall, CAO*

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT second reading of Official Community Plan Bylaw No. 2054, as passed on November 5th, 2025, be rescinded.

2. THAT Official Community Plan Bylaw No. 2054 be given second reading, as amended.

3. THAT Official Community Plan Bylaw No. 2054, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the *Local Government Act*.

4. THAT Council direct staff to forward the amended Regional Context Statement to the Comox Valley Regional District Board in accordance with the *Local Government Act*.

PURPOSE

This report outlines amendments to the proposed OCP, consistent with Council direction provided at the Regular Council Meeting on December 3rd, 2025, and Strategic Planning Committee Meeting on January 14th, 2026. It is intended to provide Council with information to support re-consideration of second reading.

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 5th, 2025, Council gave first and second readings to the proposed OCP and authorized staff to refer it to a Public Hearing on November 26th, 2025. The December 3rd, 2025 Staff Report from the Director of Development Services titled "Official Community Plan Bylaw" provides a summary of public hearing submissions and speakers' comments from the Public Hearing (Page 202 - 2025-12Dec-03 Regular Council Meeting Agenda_reduced.pdf).

At the Regular Council Meeting on December 3rd, 2025, Council provided directions to:

- add an exemption to the Sensitive Ecosystems Development Permit Area to allow for landscaping projects to be completed by hand without the need for a development permit.
- amend the Future Land Use Map by changing the designation of Mid-Rise Residential parcels fronting Buena Vista Avenue between Anderton Road and Church Street to Ground Oriented Residential, except for 1946 and 1950 Comox Avenue, which are double fronting parcels.
- require fifth and sixth storey step-backs for the Mid-Rise Residential, Mid-Rise Mixed-Use, and Harbour and Marina Comprehensive Development Area land use designations.
- adjust language referring to the Comox Golf Course to make it clearer that maintaining the current 9-hole course is an option.

ANALYSIS AND ISSUES

Proposed OCP Revisions

The following subsections outline amendments to OCP Bylaw No. 2054 since the November 26th, 2025 Public Hearing.

Sensitive Ecosystems DPA

During the November 26 Public Hearing, one of the speakers expressed concerns that planting flower beds and doing minor landscaping would not be permitted in the Sensitive Ecosystem DPA 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.

Future Land Use Map

As directed by Council on December 3rd, 2025, the Future Land Use Map in OCP Bylaw No. 2054 has been amended such that the nine parcels previously designated Mid-Rise Residential fronting Buena Vista Avenue between Anderton Road and Church Street have been changed to Ground Oriented Residential, except for 1946 and 1950 Comox Avenue, which are double-fronting parcels.

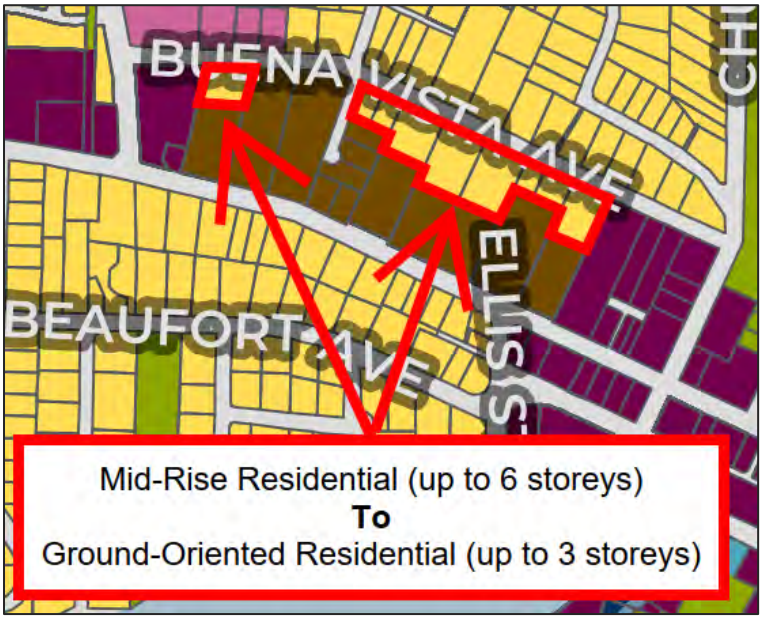


Figure 1: Future land use map amendment as directed by Council.

Comox Golf Course

At the Regular Council meeting on December 3rd, 2025, Council directed staff to adjust Policy 20.2 to make it clear that maintaining the current 9-hole golf course is an option within future considerations of long-term use of the land on which the Course is located. This adjustment has been incorporated into OCP Bylaw No. 2054, with Policy 20.2 reading as follows (bold text shows added content):

> *Consider the development of a future long term plan for the Comox Golf Club (Central Community Park),* ***which may include maintaining the current 9-hole golf course****, 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.*

Business Park Land Use Policies

The Comox Valley Airport Commission has noted the potential to expand airport parking onto 1200 Military Row, by working with Vancouver Island Enterprises to relocate the business across the street to 1301 Knight Road. To facilitate this relocation from an OCP perspective, a policy should be added to the Business Park land use designation section to read:

> *Consider support for zoning amendments or temporary use permits that would allow for the relocation of gravel and organics storage and sales uses within the Business Park designation to facilitate expansion of the Comox Valley Airport.*

The recommended policy addition is written such that Council could still evaluate any applications that come forward and retain discretion. However, an OCP amendment would not be required to approve an application as requested by the Comox Valley Airport Commission and outlined in the proposed policy addition.

K'ómoks First Nation Review

On December 19, 2025, K'ómoks provided a letter (Attachment B) with thirteen recommendations for the OCP. The recommendations are focused on and addressed as follows:

- How reserve lands are identified on OCP maps (updated as requested).
- Historical and geographic references to K'ómoks First Nation (OCP Introduction; p. 2-3).
- Incorporating reconciliation into the Vision and Guiding Principles (guiding principle 4 modified).
- Adding a policy section focused on reconciliation (section 8).
- Adding policies to ensure consultation with the Nation takes place on transportation and transit planning (policies 2.6 and 2.26).
- Incorporating language to collaborate with the Nation on economic development initiatives of shared interest (policy 3.4).
- Adding policies to collaborate on management of the Northeast Woods lands (policy 4.28).
- Incorporating policy language regarding assurance of compliance with legislation to protect Indigenous cultural heritage (policy 6.9).
- Ensuring consultation with K'ómoks for any proposed development within the harbour and estuary (policy 14.2 modified).

Mid-Rise Step-backs

At the Regular Council Meeting on December 3rd, 2025, Council passed the following motion:

> *THAT all Mid-Rise (6-storey) properties and all Harbour and Marina Comprehensive Development Area (6-storey) properties be required to do step-backs on the fifth and sixth storeys, where applicable.*

After considering a report regarding building step-backs at the Strategic Planning Committee Meeting on January 14th, 2026, Council passed the following motion:

> *THAT the draft OCP bylaw for January 21st reverts to the original draft language regarding step backs which require a 0.3m or more step back above the fourth storey OR other façade treatments to reduce visual massing in place of step backs and* ***includes the step backs as mandatory in the downtown area****.*

No changes have been made to OCP Bylaw No. 2054, consistent with Council direction provided on January 14th, 2025.

Regional Context Statement

Where a regional growth strategy applies to a municipality with an OCP, the OCP must include a regional context statement as required by the *Local Government Act.* A regional context statement explains how a municipality's OCP aligns with and supports the regional growth strategy adopted by the regional district. Regional context statements identify how an OCP is consistent with an RGS, or how it will be made consistent over time. The Regional context statement in the new OCP has been updated

based on preliminary comments by Regional District Staff, and will be considered by the Regional Board in the near future.

NEXT STEPS

If Council gives second reading to OCP Bylaw No. 2054, as amended, staff will schedule the required public hearing for February 4th, 2026. Following the public hearing, staff will bring the bylaw back to Council for consideration of third reading and adoption.

ATTACHMENTS:

ATTACHMENT A: Official Community Plan Bylaw No. 2054
ATTACHMENT B: Letter from K'ómoks First Nation – OCP Review Recommendations

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 "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

READ A THIRD time this ___ day of _____, 2026

ADOPTED this ___ day of _____, 2026

_____
MAYOR

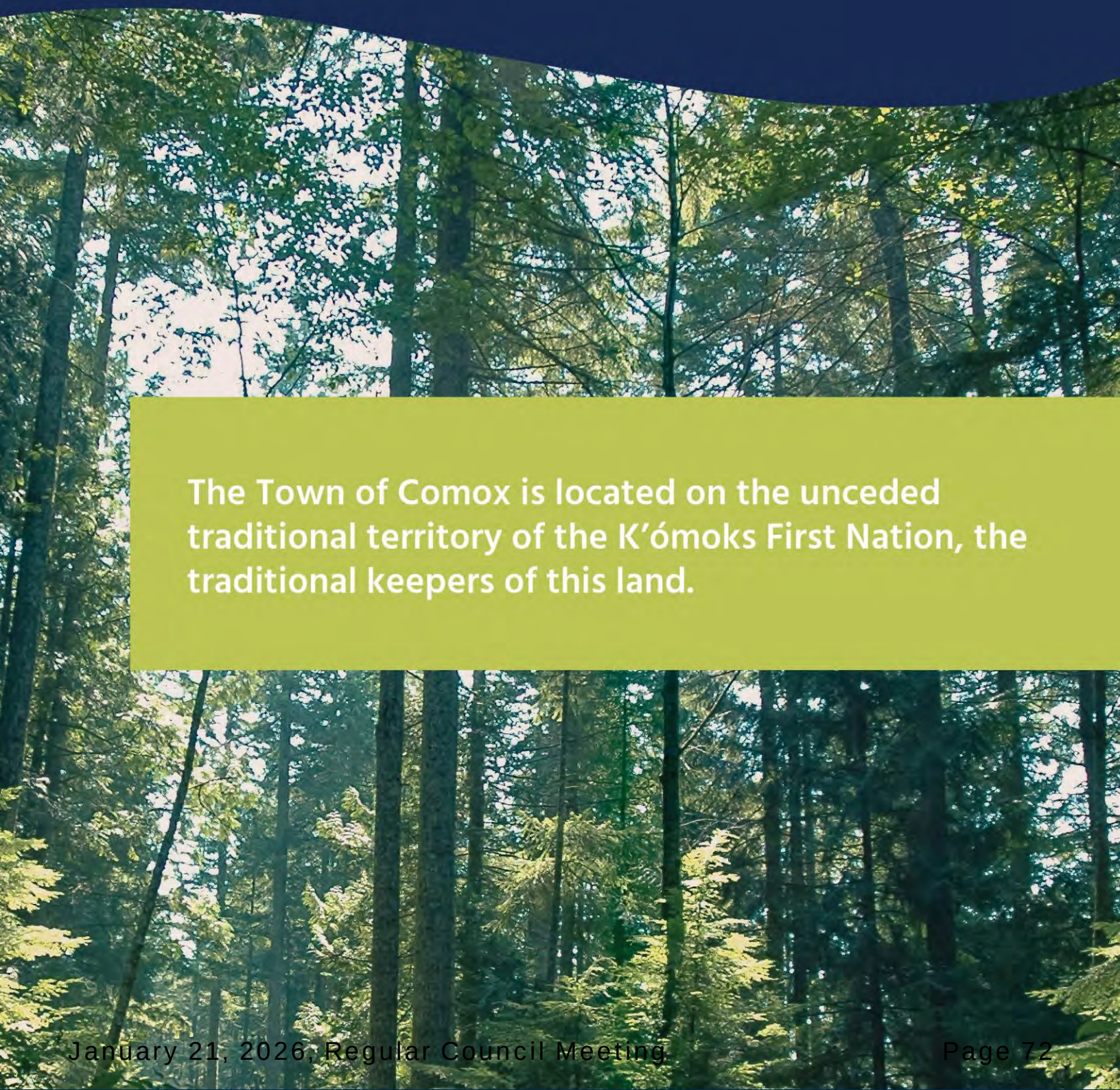
_____
CORPORATE OFFICER

Schedule "A"

TOWN OF COMOX

Official Community Plan

TOWN OF COMOX



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 Transit Network
OCP Road Network
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OCP Urban Containment Boundary

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PART 1
OCP Context

TOWN OF COMOX

Overview

The Town of Comox is located within the traditional, unceded territory of the K'ómoks First Nation, within 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 K'ómoks Estuary to the south. Located in a glacial valley, the region consists of rich agricultural land and incredible recreational opportunities.

Figure 1 - Context Map

For thousands of years indigenous people occupied the shoreline of eastern Vancouver Island in a place referred to as "the land of plenty". This Land of Plenty stretched from what is known today as Kelsey Bay in the north, down to Hornby and Denman Island in the south, and included the watershed and estuary of the Puntledge River. The people called K'ómoks today referred to themselves as Sahtloot, Sasitla, Ieeksun and Puntledge. They lived in Salmon River, Quinsam and Campbell Rivers, Quadra Island, Kye Bay, Comox Harbour and estuary, Baynes Sound, and many other locations throughout the territory.

Oral histories and archaeology describe a rich and bountiful relationship between the K'ómoks and Land of Plenty. Salmon, shellfish, herring, deer, elk, seal, cod, rockfish, geese, duck, and a plethora of berries and plant foods filled the tummies of young and old alike. The harvest, preparation and cultivation of local resources were appropriate to the environment, resource, and spiritual beliefs. Fish weirs, duck nets, berry picking techniques and clothing design met the needs of the K'ómoks, and for generations provided variety, utility, and sense of cultural uniqueness. Mask dances and rhythmic songs filled the winter nights and throughout the seasons. Property was distributed to guests in potlatches and elaborate naming ceremonies honoured the youth, leaders, and elders of the communities.

Following contact with Europeans, northern groups started a southerly move into K'ómoks territory. A period of conflict displaced the K'ómoks southward to their relatives, the Puntledge. Followed by a period of colonial policy and practices, the K'ómoks families endured hardship and loss of land, resources, and cultural connection. Modern leaders are striving to reclaim cultural expression and relationship with the "the land of plenty".

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 Town is committed to advancing reconciliation with K'ómoks First Nation.

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. Advance reconciliation and continue to build a strong relationship with K'ómoks First Nation, recognizing their evolving status as a Treaty 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%.

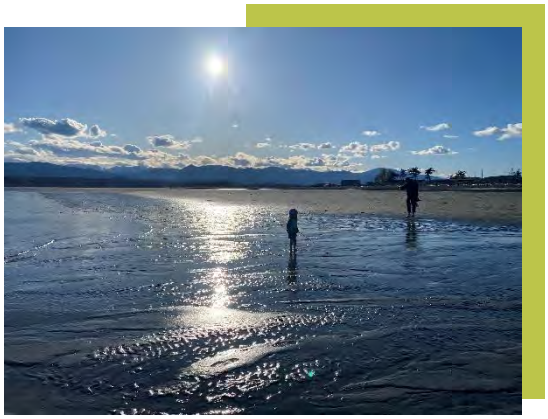
Comox's population increased by approximately 3,700 people between 1996 and 2021. The Population grew by 33% from 2001 to 2021 and was higher from 2001 and 2011 (22%) than from 2011 and 2021 (9%).

Population (2021)

14,806 in Comox vs. **72,445** in the CVRD

Population change (2016-2021)

+5.5% in Comox vs. **+8.9%** in the CVRD



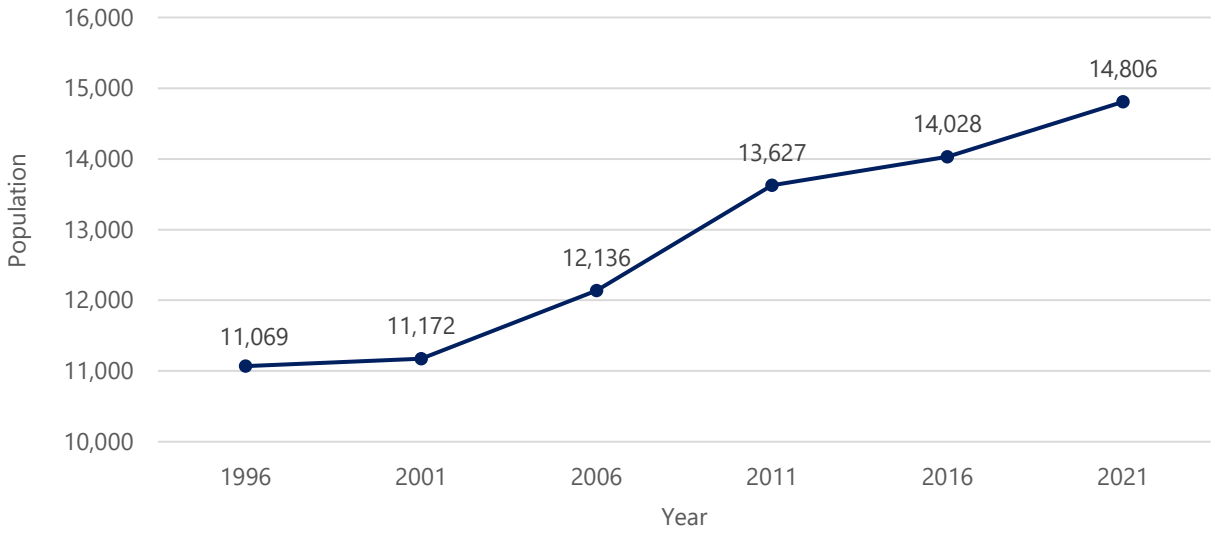


Figure 2 - Population of Comox from 1996-2021, according to census data.

Age Comparison

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

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

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

Median Age (2021)

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

Median Age within the CVRD (2021)

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

65+ Demographic

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

Dependency Ratio (2021)

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

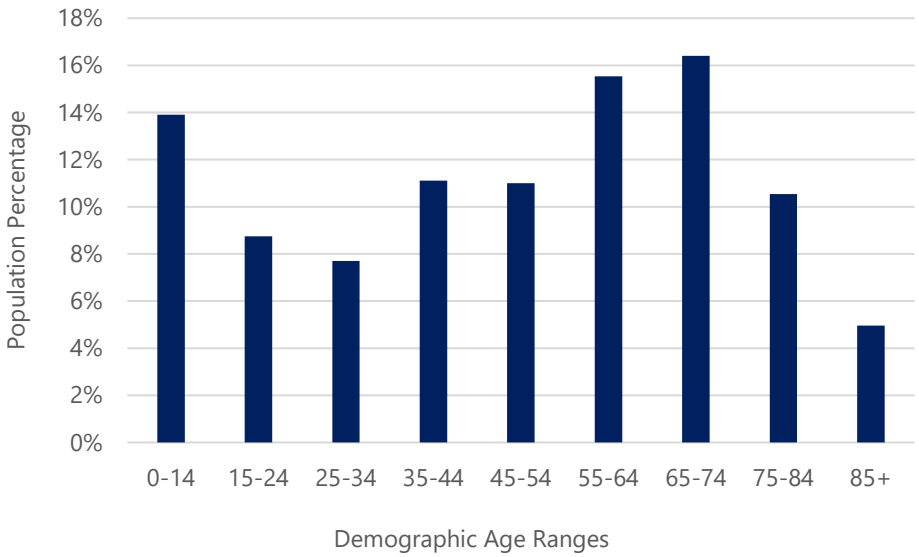
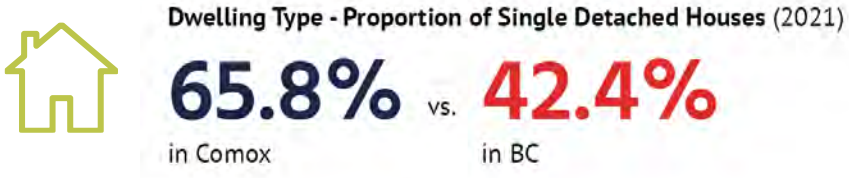


Figure 3 - Population structure by percentage of population in Comox, according to 2021 census data.

Housing

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



As of 2017, the gap between median home price and what households earning the median income could afford grew considerably. Figure 7.1 in the 2024 Housing Needs Report **(replicated below as Figure 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.

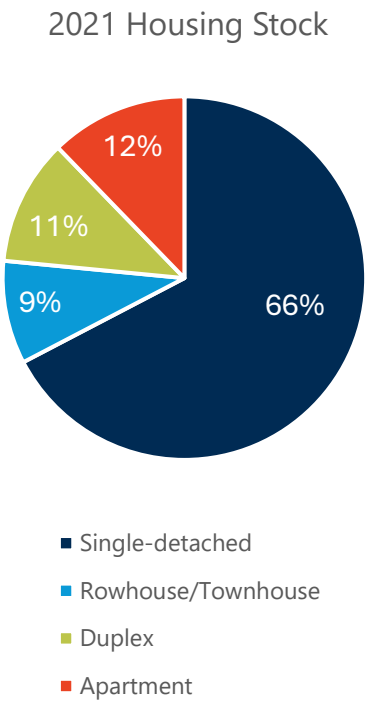
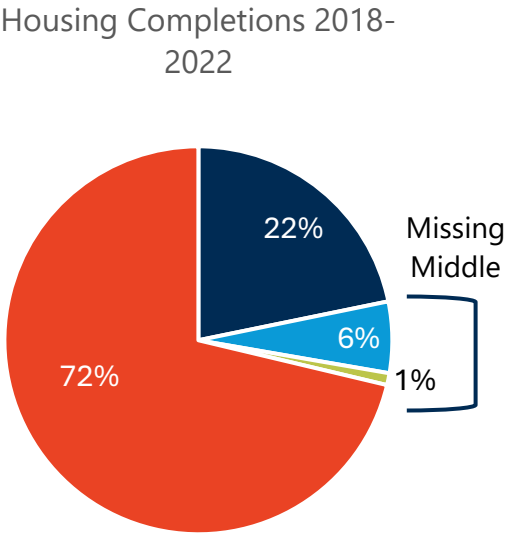


Figure 5 - Housing Completions



PART 3
Community Policies

TOWN OF COMOX

1. Housing Needs

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

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

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

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

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

The components of housing need are:

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

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

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

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

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

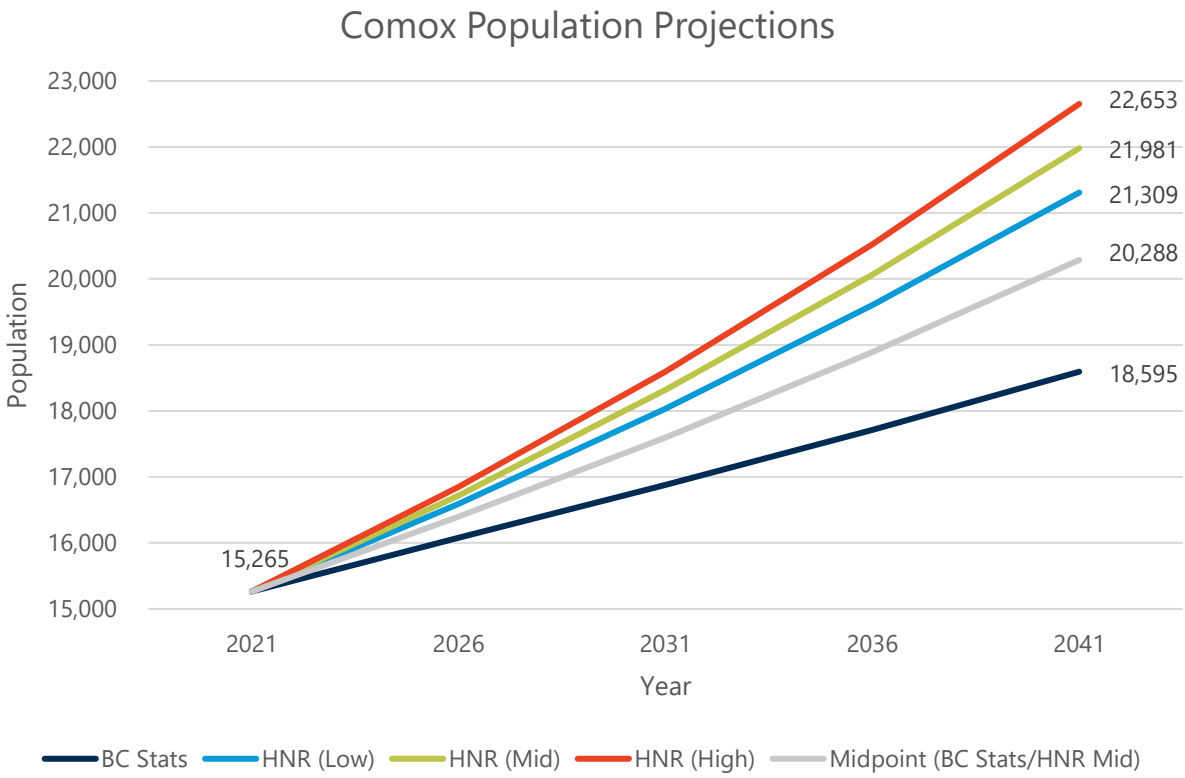
F. Demand Buffer: A buffer to account for people that may move to, or around within a housing market.

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 is 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.



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, K'ómoks First Nation 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.

2.6 Engage K'ómoks First Nation in transit and transportation planning processes that may influence mobility, connectivity, or infrastructure within or adjacent to the Nation's lands.

Active Transportation

2.7 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.

2.8 Encourage active transportation through ongoing implementation of pedestrian and rolling facilities and dedicated routes.

2.9 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.

2.10 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.

2.11 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.

2.12 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.

2.13 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.

2.14 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.

2.15 Consider integrating and expanding active transportation connections beyond what is within the Transportation Master Plan to complement new development.

2.16 Strive to make preferred modes of active transportation affordable, convenient, and safe throughout the year.

2.17 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.

2.18 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.

2.19 Explore concepts for an active transportation route through the Comox Golf Club to improve east-west connections through Downtown Comox.

2.20 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.

2.21 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.

2.22 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.

2.23 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.

2.24 Provide facilities such as bike shelters and accessible resting areas within public and semi-public spaces.

Roads

2.25 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.

2.26 Work collaboratively with K'ómoks First Nation to plan and manage transportation routes that traverse or bi-sect K'ómoks IR#1 in a manner that supports the needs and interests of the Nation.

2.27 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

2.28 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.

2.29 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

2.30 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.

2.31 Advocate for a future direct transit route from Downtown Comox to the Comox Valley Airport.

2.32 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.

2.33 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.

2.34 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

2.35 Designated Truck Routes consist of those arterial and major collector roads highlighted on the OCP Truck Routes map.

2.36 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

2.37 Work with the Comox Valley Airport Commission to partner on strategies that enhance access to and from the Airport.

2.38 Encourage the continued expansion of service at the Comox Valley Airport and the seaplane terminal at the Comox Marina through advocacy and partnerships.

2.39 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. There are also policies to support ongoing collaboration with K'ómoks First Nation on economic development initiatives of mutual interest.

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 Collaborate with K'ómoks First Nation as a neighbouring government to identify opportunities for economic development initiatives of mutual interest.

3.5 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).

3.6 Vitalize and enhance downtown with boutiques, street-level retail, service and restaurants, tourist accommodation, and residential and offices above ground/ higher storeys.

3.7 Support the development of festivals and community events that will make Comox a tourist destination for a broad range of visitors year-round.

3.8 Support the Comox Valley Farmer's Market location in Comox to support local food security, agriculture, and community gathering.

3.9 Partner with and support the Downtown Comox BIA and non-profit organizations for community events and promotion of community identity.

3.10 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.

3.11 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.

3.12 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.

3.13 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.

3.14 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.

3.15 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.

3.16 Work with marine-based businesses in Comox, such as charters, diving, sight-seeing, and

wildlife viewing, to ensure their efficient operation.

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

Actions

3.18 Complete an employment lands study that includes commercial and light industrial demand analysis to inform future OCP updates and employment land strategies.

3.19 Create an Economic Development Strategy Implementation Plan.

3.20 Consider the completion of financial analysis on the feasibility of Downtown revitalization initiatives to attract new business and development.

3.21 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 Collaborate with K'ómoks First Nation to guide the planning and management of the Northeast Woods lands in support of shared goals.

4.29 Encourage partnerships with other agencies and community groups to deliver high quality public space and park amenities, as well as maintenance agreements.

4.30 Promote shared public space in private developments for a variety of land uses through partnerships.

4.31 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

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

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

5. Infrastructure

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

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

Objectives

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

Objectives

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

Policies

General

5.1 Make infrastructure planning, investment, operations and maintenance decisions from an asset management perspective that considers long-term full life-cycle cost accounting. This includes design, maintenance and upgrades to infrastructure and utilities, including natural assets.

5.2 Design infrastructure to serve multiple purposes wherever appropriate. This includes coordinating with adjacent jurisdictions, other levels of government and utility service providers to ensure all infrastructure expansion and renewal projects consider multiple community objectives and agency needs.

5.3 Require the developer to fund costs of servicing growth to facilitate new development in Comox, and consider the use of front-ender agreements, latecomer agreements, and similar cost-recovery tools where needed.

5.4 Collaborate and partner with K'ómoks First Nation, City of Courtenay, Comox Valley Regional District, and the Village of Cumberland in the planning, financing, and construction of infrastructure.

Water

5.5 Continue to implement water conservation measures, including but not limited to:

a) public education on installation of low-flow plumbing fixtures, drought-tolerant landscaping, rainwater catchment systems, and the use of grey water systems for toilets, lawns, and landscaping,

b) implementation of universal water metering, and

c) pricing on a user-pay basis.

Sanitary Sewer

5.6 With the exception of parcels and building types exempt within the Subdivision and Development Servicing Bylaw, all new development and redevelopment must be connected to the Town's sanitary sewer system.

5.7 On-site private wastewater treatment will continue to be permitted where already in place, but strategic expansion of the Town's sewer service will be encouraged where needed, and funded by the developer, in support of removing on-site septic systems.

5.8 The Town will operate a sewerage collection system that will discharge into the CVRD regional trunk sewers and wastewater treatment operated by the CVRD. The Town does not envision the need for wastewater treatment or disposal within the Town's boundaries.

Storm Water

5.9 Ensure the design and management of stormwater management systems will avoid impacts to downstream properties. Where development occurs, control should be included to limit runoff to pre-development conditions and not increase the flows to downstream infrastructure, creeks, streams or other natural environments.

5.10 Mimic natural ecosystem processes in rainwater system design and construction as much as possible. This includes minimizing runoff, maximizing infiltration, preserving and protecting the water absorbing capabilities of soil, vegetation and trees particularly along riparian corridors and minimizing impervious surfaces on both private and public lands.

5.11 Where a surface drainage system has been approved and designed to function within a park area or natural open space, it is not eligible as credit towards *Local Government Act* parkland dedication requirements at time of development, except at the Town's discretion; and must include appropriate maintenance access and landscaping.

5.12 Explore opportunities to retain excess stormwater through natural infrastructure.

Other Services

5.13 The Town will continue to partner with Comox Strathcona Waste Management and utilize the Comox Valley Waste Management Centre for the disposal of organic material and landfill materials. Recyclables will continue to be delivered to the nearest Recycle BC approved Material Recovery Facility.

5.14 The Town will continue to support the implementation of various solid waste initiatives, including the provision of recycling and composting services for multi-unit development.

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

Actions

5.16 Update the Town's modelling and master planning every five years to inform capital planning, requirements for new development, and updates to the Development Cost Charge Bylaw.

5.17 Track development and building permit applications for proposed and approved units by housing type, number of units, and industrial/ commercial/institutional floorspace, by infrastructure servicing catchment, to track existing demand for services throughout the Town.

5.18 Update the Development Cost Charge and Amenity Cost Charge Bylaws annually based on the Consumer Price Index.

5.19 Complete comprehensive Development Cost Charges and Amenity Cost Charges Bylaw updates no less than every five calendar years.

5.20 Explore options such as subsidized or reduced utility and development fees/charges for water and sewer upgrades to support the viability of infill small-scale multi-unit housing development in the Ground-Oriented Residential designation to increase housing availability.

5.21 Develop and implement a fast-track stormwater management guide that provides standardized solutions to retention, detention, and filtration of stormwater on parcels within zones that permit SSMUH development to reduce burdens on municipal stormwater infrastructure from the increase of on-site impervious space.

5.22 Continue to seek grants and funding programs to implement mandatory water metering Town-wide.

5.23 Review and update the Flood Plain Designation Bylaw based on updated mapping of the 200-year floodplain that incorporates sea level rise modelling.

5.24 Explore potential amendments to the Zoning Bylaw and Highway Use Bylaw that would require the use of permeable and pervious materials in new parking lots and driveways.

6. Community Connection and Wellness

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

Objectives

6(A.) Ensure that the built environment and community amenities are accessible and appropriate for all residents.

6(B.) Increase opportunities to participate in place-making and community identity.

6(C.) Continue to consult and collaborate with K'ómoks First Nation to advance reconciliation.

6(D.) Support community and senior government partners in providing sufficient services such as special needs housing, childcare, education, healthcare and other social services.

6(E.) Enhance resilience to climate change and environmental risks through emergency management and food security initiatives.

Policies:

6.1 Plan for recreation facilities to be expanded in tandem with population growth to maintain long-term community livability, ensuring that costs are captured through the Amenity Cost Charge Bylaw.

6.2 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 and compliance with current and emerging legislation.

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.

6.21 Collaborate with K'ómoks First Nation on community initiatives that support reconciliation and shared interests in community wellbeing.

Actions

6.22 Implement the Town of Comox Accessibility Assessment and Action Plan, and review and update every five years.

6.23 Continue to provide temperature-related emergency services such as cooling stations and warming centers.

6.24 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.

6.25 Continue to deliver youth recreation opportunities and support the Comox Youth Council.

6.26 Continue to support Nautical Days and the Filberg Festival, Music in the Park, Operation High Jump, Polar Bear Swim and other special events.

6.27 Continue to provide space for Pearl Ellis Gallery and CAMS.

6.28 Continue to support community Halloween and Christmas Market events.

6.29 Implement recommendations of the Comox Valley Child Care Action Plan.

6.30 Explore potential incentives for the creation of new childcare spaces.

6.31 Pursue provincial and federal funding opportunities for the creation of new childcare spaces.

6.32 Consider leasing Town-owned space in public parks and buildings to be used for the creation of new childcare spaces.

6.33 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.

6.34 Consider permitting commercial childcare use in all residential zones in the Zoning Bylaw.

6.35 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.

6.36 Complete minor updates to the Amenity Cost Charge Bylaw every year to account for inflation as determined by the Consumer Price Index.

6.37 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.

6.38 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 continues to support K'ómoks First Nation as well as other residents in the Valley. 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_2e
2025	16% below 2007	61,000 tCO_2e
2030	40% below 2007	43,600 tCO_2e
2040	60% below 2007	29,100 tCO_2e
2050	80% below 2007	14,500 tCO_2e

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.

8. Reconciliation

The Town of Comox respectfully acknowledges that it is located on the unceded traditional territory of the K'ómoks First Nation, the first inhabitants of these lands. The Town is bordered by K'ómoks First Nation lands to the west (IR #1) and south (IR #3, Goose Spit) and recognizes K'ómoks First Nation as a neighbouring level of government and an important partner.

The Town seeks to engage meaningfully with K'ómoks First Nation through a respectful, collaborative relationship. The Town is committed to working with K'ómoks First Nation, Indigenous residents, organizations, and other levels of government to advance long-term shared priorities and reconciliation efforts within the Comox Valley.

Although this policy section focuses on fostering strong government-to-government relationships, the OCP aims to incorporate reconciliation throughout the various sections of the OCP.

Objectives

8(A.) Maintain a respectful, collaborative, government-to-government relationship with K'ómoks First Nation, recognizing the Nation's shifting status as a Treaty Nation.

8(B.) Meaningfully collaborate with K'ómoks First Nation to advance shared priorities and manage overlapping interests.

8(C.) Identify opportunities to recognize and integrate K'omoks' culture and heritage in public spaces.

Policies

8.1 Engage with K'ómoks First Nation on projects that could impact archaeological sites, cultural landscapes, or heritage resources, ensuring that Cultural Heritage Investigation Permit (CHIP) and Heritage Conservation Act permits are obtained where needed.

8.2 Work with K'ómoks First Nation to develop and implement protocol agreements and/or memorandums of understanding to establish processes for sharing information and managing referrals.

8.3 Continue to engage in ongoing, meaningful dialogue with K'ómoks First Nation to advance shared priorities identified in the Nation's Comprehensive Community Plan, including collaboration related to lands, infrastructure, governance, the environment and

wildlife, economic development, and community resilience.

8.4 Consider opportunities for the Town to acknowledge shared efforts with K'ómoks by means of public celebration and formal recognition.

8.5 Undertake actions to welcome and meaningfully include local First Nations and Urban Indigenous peoples in the current fabric of Comox, with consideration of:

- incorporating Indigenous languages on public signage.
- commemorating K'ómoks' culture and heritage in public spaces.
- involving K'ómoks in Town events.
- increasing opportunities for Indigenous public art.
- encouraging First Nations and Urban Indigenous cultural celebrations.

PART 4

Growth and Land Use Policies

TOWN OF COMOX

9. 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.

CENTRE

Downtown Centre:

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

INFILL AREA

West Comox Infill Area:

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

Central Comox Infill Area:

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

MIXED USE NODE

Mixed Use Nodes:

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

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

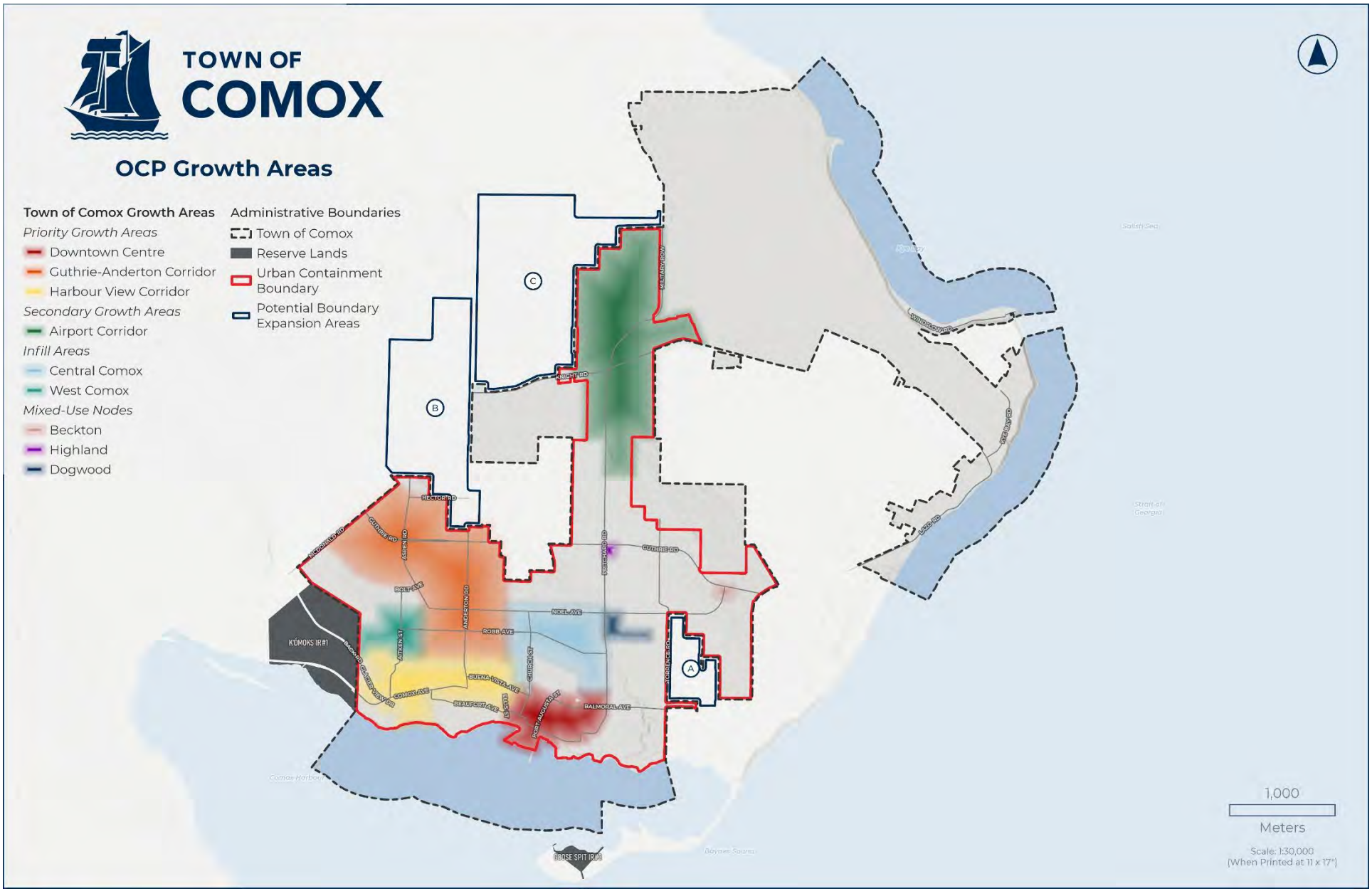


Figure 7 - OCP Growth Areas

Objectives

9(A.) Prioritize new development in areas that have infrastructure servicing efficiencies to support long-term financial sustainability.

9(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.

9(C.) Minimize impacts of development on agricultural and natural areas by encouraging growth within the Urban Containment Boundary.

Policies

9.1 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.

9.2 Prioritize Ground Oriented Residential growth in the West and Central Comox Infill Areas.

9.3 Support zoning amendment and subdivision applications that consolidate parcels for development of more than 4 units per parcel in the Central Comox Infill Area.

9.4 Support mixed-use development in neighbourhood mixed-use nodes to provide convenient access to daily needs within walking distance.

9.5 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.

9.6 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.

9.7 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 adjustements and road, greenway, and park land dedication).

9.8 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.

9.9 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.

9.10 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 K'ómoks First Nation to the west (IR#1) and south (IR#3), the City of Courtenay to the west, and by rural residential, agricultural, and natural areas within the CVRD on its 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.

9.11 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.

9.12 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.

9.13 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.

9.14 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.

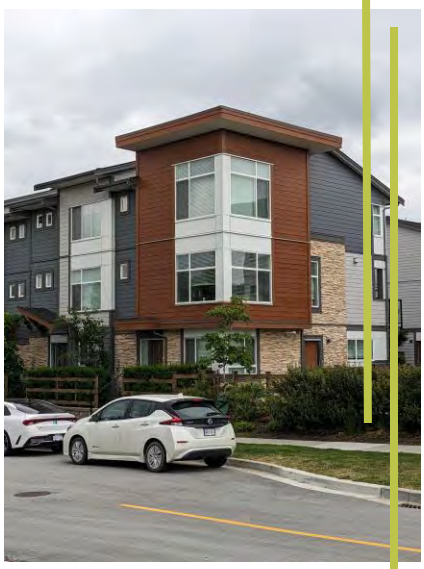
Land use designations provide a vision for the future that often differs from how parcels are currently used, while the Zoning Bylaw regulates the current use. Some parcels are currently suitable for development and others will require zoning amendments, subdivision, consolidation, and/or infrastructure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

10. 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

10.1 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.

10.2 Where buildings with units accessed from an internal corridor are proposed under Policy 9.1, parcel frontage shall not exceed 60 metres.

10.3 Permit buildings up to three storeys in height.

10.4 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).

10.5 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.

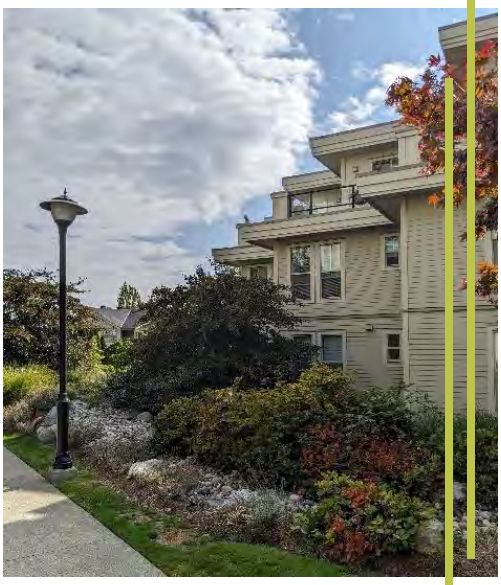
d) A safer and more enjoyable pedestrian environment.

e) Increased on-street parking.

f) A more efficient use of parcel area for SSMUH buildings.

11. 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

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

11.2 Building heights should be up to the following:

a) **Low-Rise Residential:** 4 storeys

b) **Mid-Rise Residential:** 6 storeys

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

11.4 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.

11.5 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.

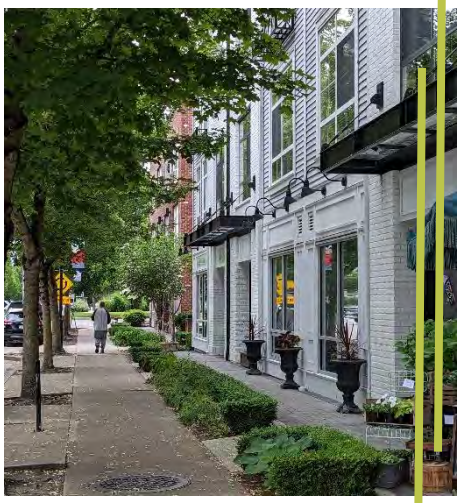
11.6 Encourage the incorporation of units with three or more bedrooms in apartment buildings that are within 400 metres of a school.

11.7 Support increased density provisions where more than 80% of parking required in the Zoning Bylaw is in under-building structures.

11.8 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.

12. 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

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

12.6 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.

12.7 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.

13. 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

13.1 Support the development of mixed-use commercial buildings up to six storeys in height, with or without residential uses.

13.2 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.

13.3 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.

13.4 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.

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

13.6 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.

14. 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

14.1 Continue the marina use of water parcels.

14.2 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 given the archeaological sensitivities and proximity of Goose Spit IR#3.

14.3 Continue to collaborate with the Comox Valley Marina to ensure safe and efficient operation with the Comox Municipal Marina.

15. 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

15.1 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.

15.2 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.

15.3 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.

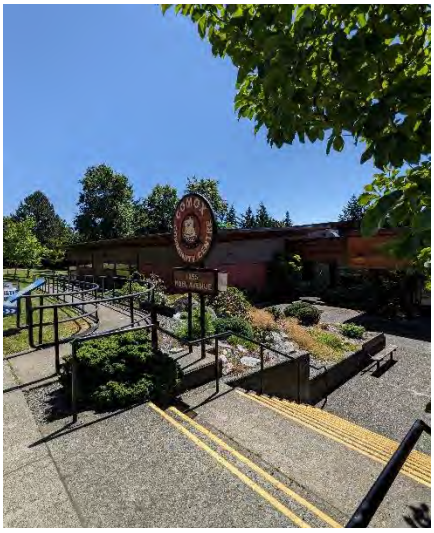
15.4 Support limited service commercial uses to contribute to the efficient operation of the Business Park, such as service stations, restaurants, cafes, showrooms, tasting rooms, and brewpubs.

15.5 Consider support for zoning amendments or temporary use permits that would allow for

the relocation of gravel and organics storage and sales uses within the Business Park designation to facilitate expansion of the Comox Valley Airport.

16. 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

16.1 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.

16.2 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.

16.3 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.

16.4 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.

16.5 Encourage community gardens in the Institutional designation.

17. 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

17.1 Collaborate with 19 Wing Comox on the potential of shared use agreements for the public use of recreation facilities.

17.2 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.

18. 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

18.1 Do not support ALR subdivision or exclusion applications, except as identified in policy 9.9.

Actions

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

19. Detached Residential

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

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

Policies

19.1 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.

19.2 Limit support for subdivision applications without municipal water and wastewater service.

19.3 Consider support for subdivision applications that propose protection of senstive ecoystems 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.

19.4 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).

19.5 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.

19.6 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

19.7 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.

20. 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

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

21. 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

21.1 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.

21.2 Encourage the development of a plan for the Comox Golf Club (Central Community Park), which may include maintaining the current 9-hole golf course, 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.

21.3 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.

21.4 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.

21.5 Consider public ownership of parcels within significant riparian corridors to maintain their integrity, and designate Parks and Open Space.

22. General Land Use Policies

The following policies apply for all land use designations.

22.1 Ensure that development site layouts do not result in remnant parcels that cannot be serviced, accessed, or would be uneconomical or impractical to develop.

22.2 Site planning for new development should consider the character and scale of surrounding areas.

22.3 Building heights are subject to required senior government approvals based on the Comox Airport Zoning Regulation.

22.4 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.

22.5 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.

22.6 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.

22.7 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.

22.8 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.

23. 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

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.

Development Permit Areas

1 Small Scale Multi-Unit Housing Development Permit Area 90

2 Ground Oriented Residential Development Permit Area 95

3 Low And Mid Rise Residential Development Permit Area 102

4 Commercial And Mixed Use Development Permit Area 109

5 Light Industrial/Business Park Development Permit Area 118

6 Hazardous Conditions Development Permit Area 123

7 Sensitive Ecosystems Development Permit Area 128

8 Riparian Ecosystems Development Permit Area 131

9 North East Comox Development Permit Area 134

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. Any development that does not include small scale multi-use housing development.
4. 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.
5. Interior alterations.
6. Maintenance or repair of existing roads, paths, parking areas, driveways, fences or landscaping provided there is no excavation or removal of trees.
7. 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. For buildings fronting Buena Vista Avenue, floors above the fourth must be stepped back a minimum of 2.0 metres from the building face of the fourth storey on the side of the building fronting Buena Vista Avenue.

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

42. 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.

43. Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure (see Figure 13).

44. 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.

45. Use higher quality (smaller scale, fine grained) materials at the pedestrian level (see Figure 13).

46. Make material transitions at an inside corner rather than on the same plane.

47. 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.

48. 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).

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

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***Figure 13**: Break up the building mass by incorporating design elements that clearly define the base, middle, and top of the structure (Guideline 38). 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).

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

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 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:

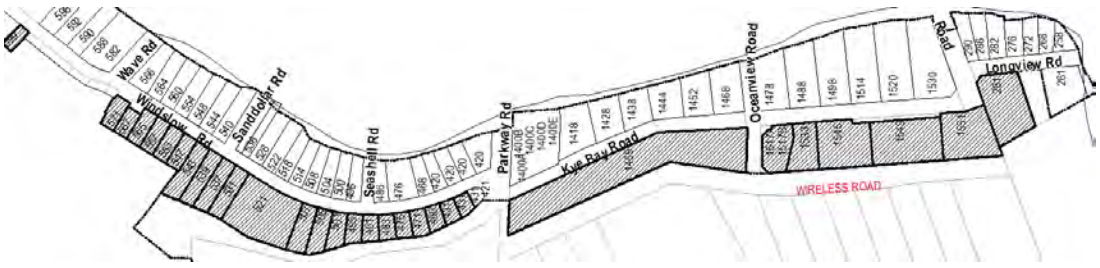

Figure 25: *Windslow Road and Wireless Road parcels.*

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.

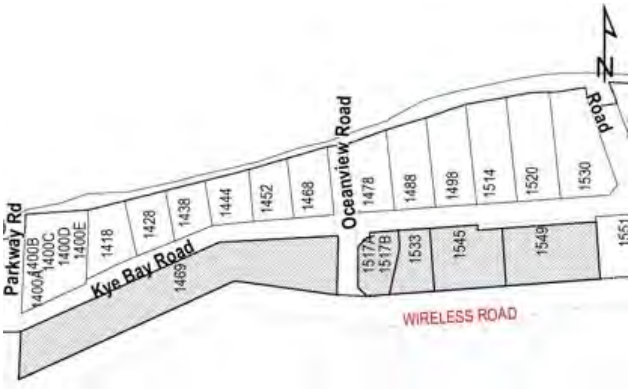

Figure 26: *Kye Bay Properties*

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.

8. Landscaping projects completed by hand, including the creation of gardening beds and the planting of trees and shrubs, subject to no existing trees being removed.

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 the100-year storm event should be the same or less than existing site conditions.

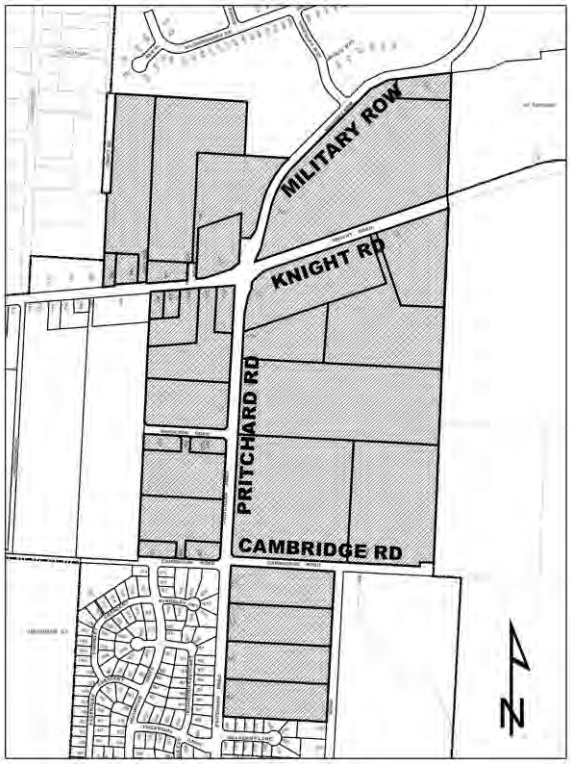

Figure 26: *North East Comox Sub-catchment Area*

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.

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TOWN OF
COMOX

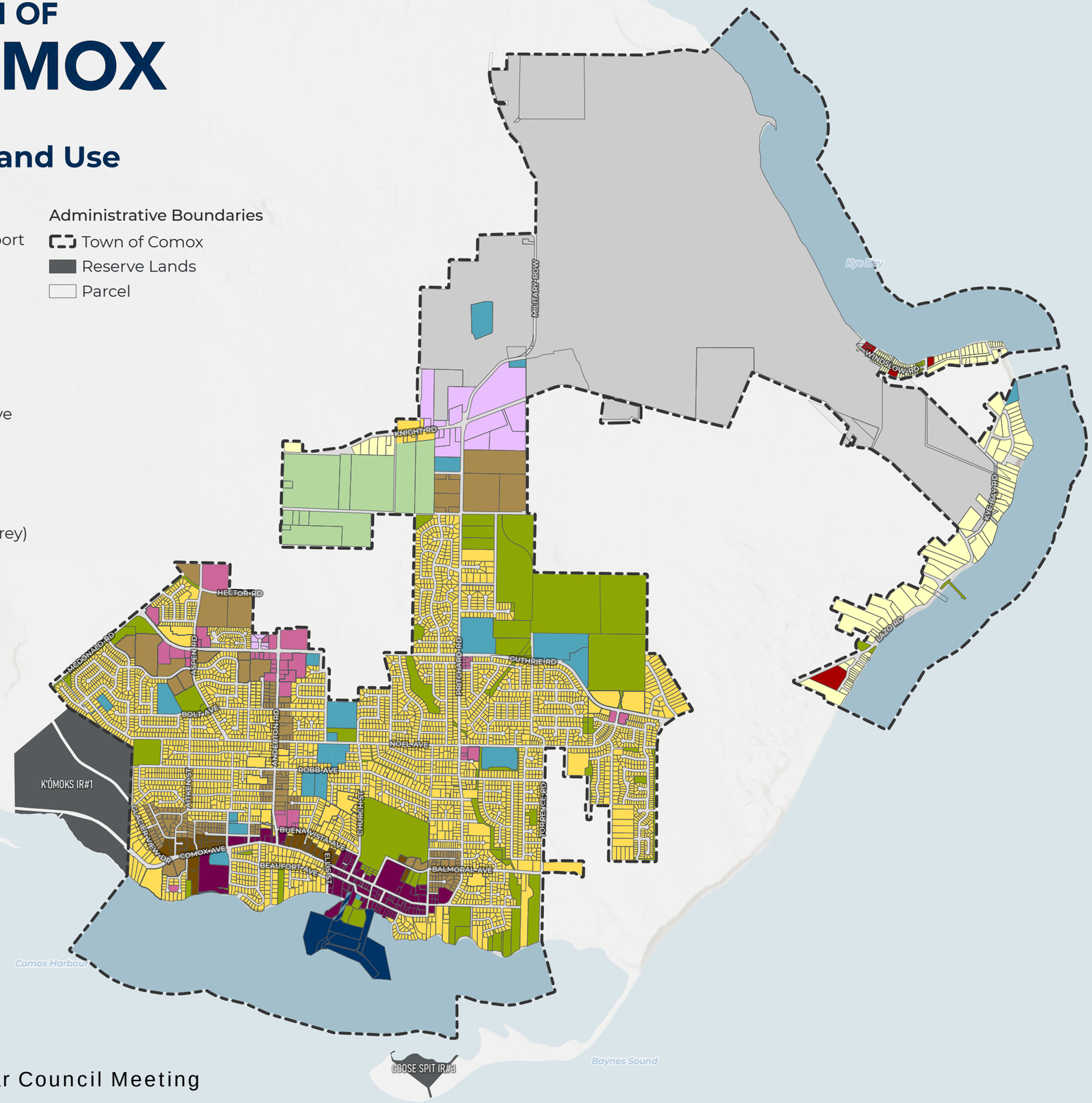
OCP Future Land Use

OCP Land Use (2025)

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

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



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TOWN OF
COMOX

OCP Growth Areas

Town of Comox Growth Areas

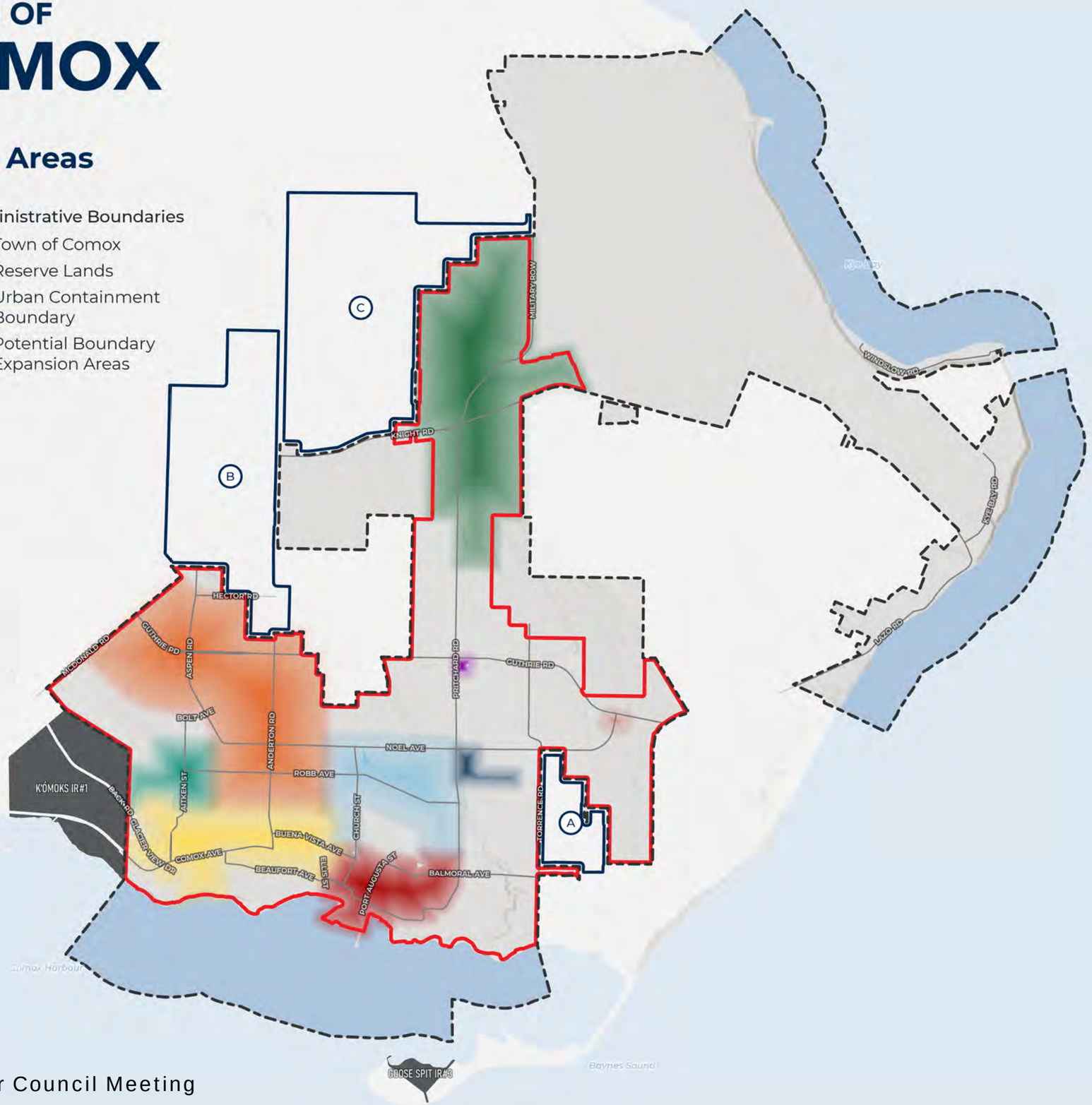
Priority Growth Areas
- Downtown Centre
- Guthrie-Anderton Corridor
- Harbour View Corridor

Secondary Growth Areas
- Airport Corridor

Infill Areas
- Central Comox
- West Comox

Mixed-Use Nodes
- Beckton
- Highland
- Dogwood

Administrative Boundaries
- Town of Comox
- Reserve Lands
- Urban Containment Boundary
- Potential Boundary Expansion Areas



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TOWN OF
COMOX

OCP Active Transportation Network

Active Transportation Network

- Existing Trail / Multi-Use Pathway
- Future Trail / Multi-Use Pathway
- CVRD AT Network

Existing Cycling Network

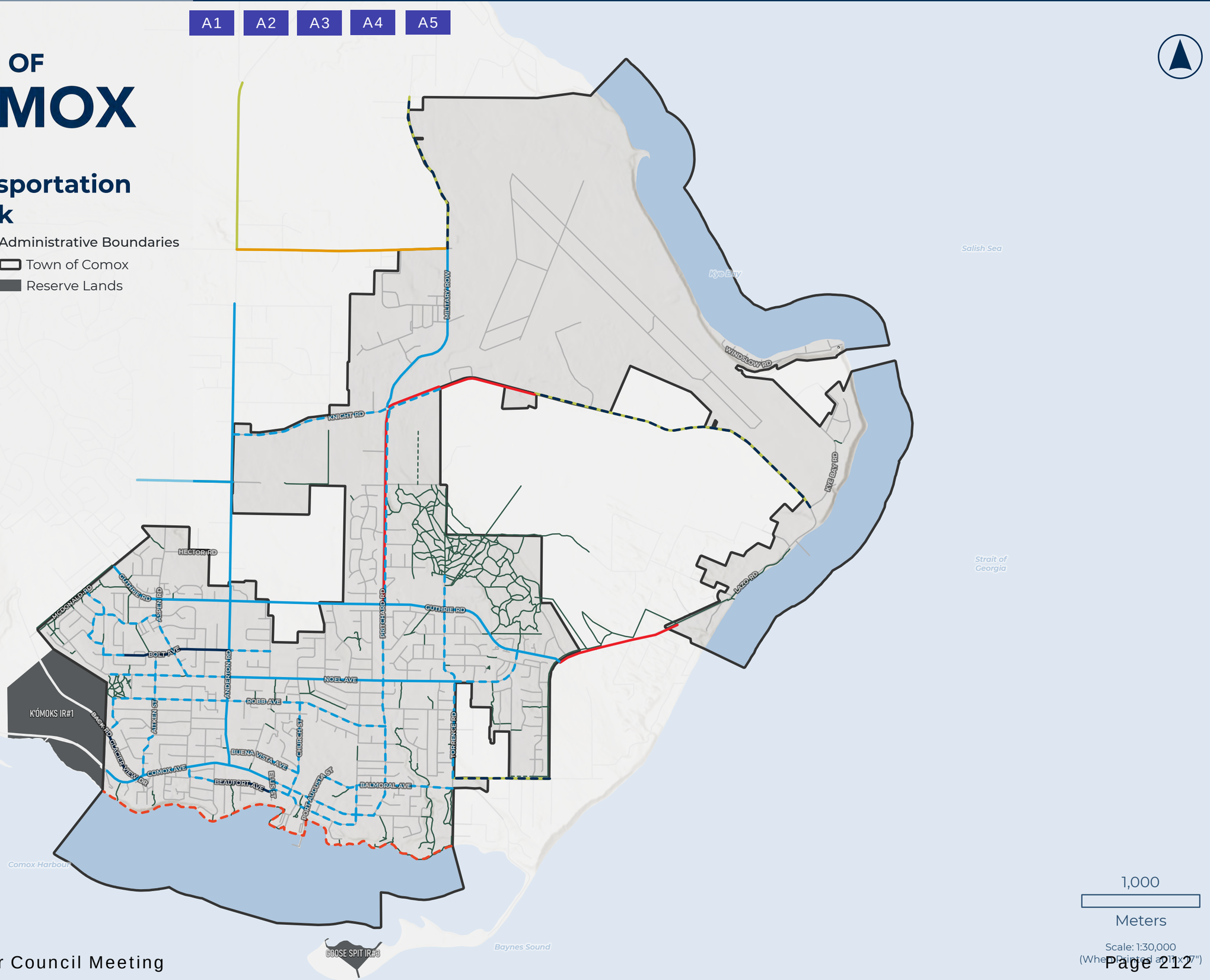
- Existing Bicycle Lane
- Existing Shared Lane
- Existing Shoulder
- MOTT Buffered Accessible

Future Cycling Network

- Future Bicycle Lane
- Future Multi Use Shoulder
- Future Waterfront Pathway

Administrative Boundaries

- Town of Comox
- Reserve Lands



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TOWN OF COMOX

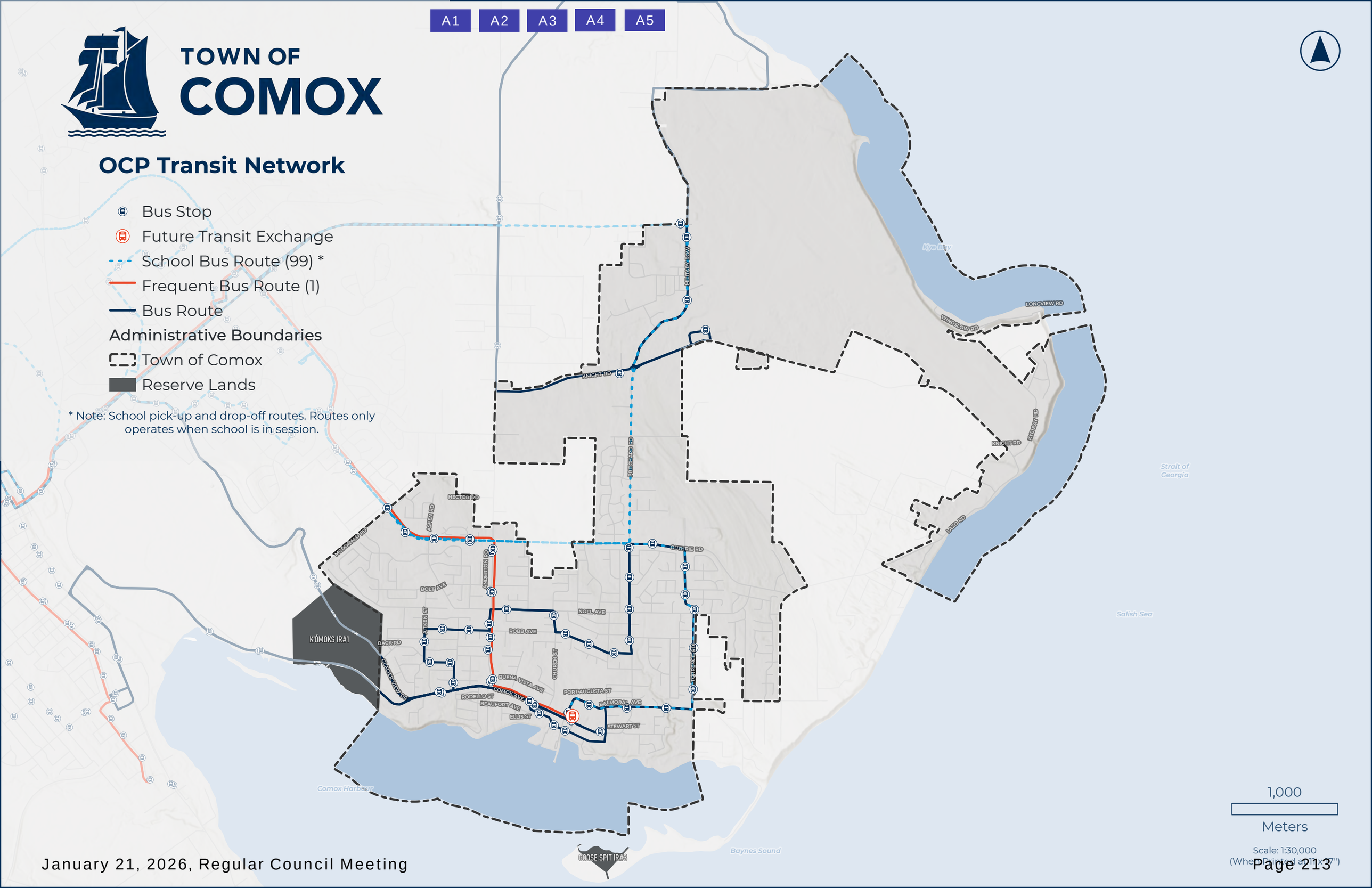
OCP Transit Network

- Bus Stop
- Future Transit Exchange
- School Bus Route (99) *
- Frequent Bus Route (1)
- Bus Route

Administrative Boundaries

- Town of Comox
- Reserve Lands

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



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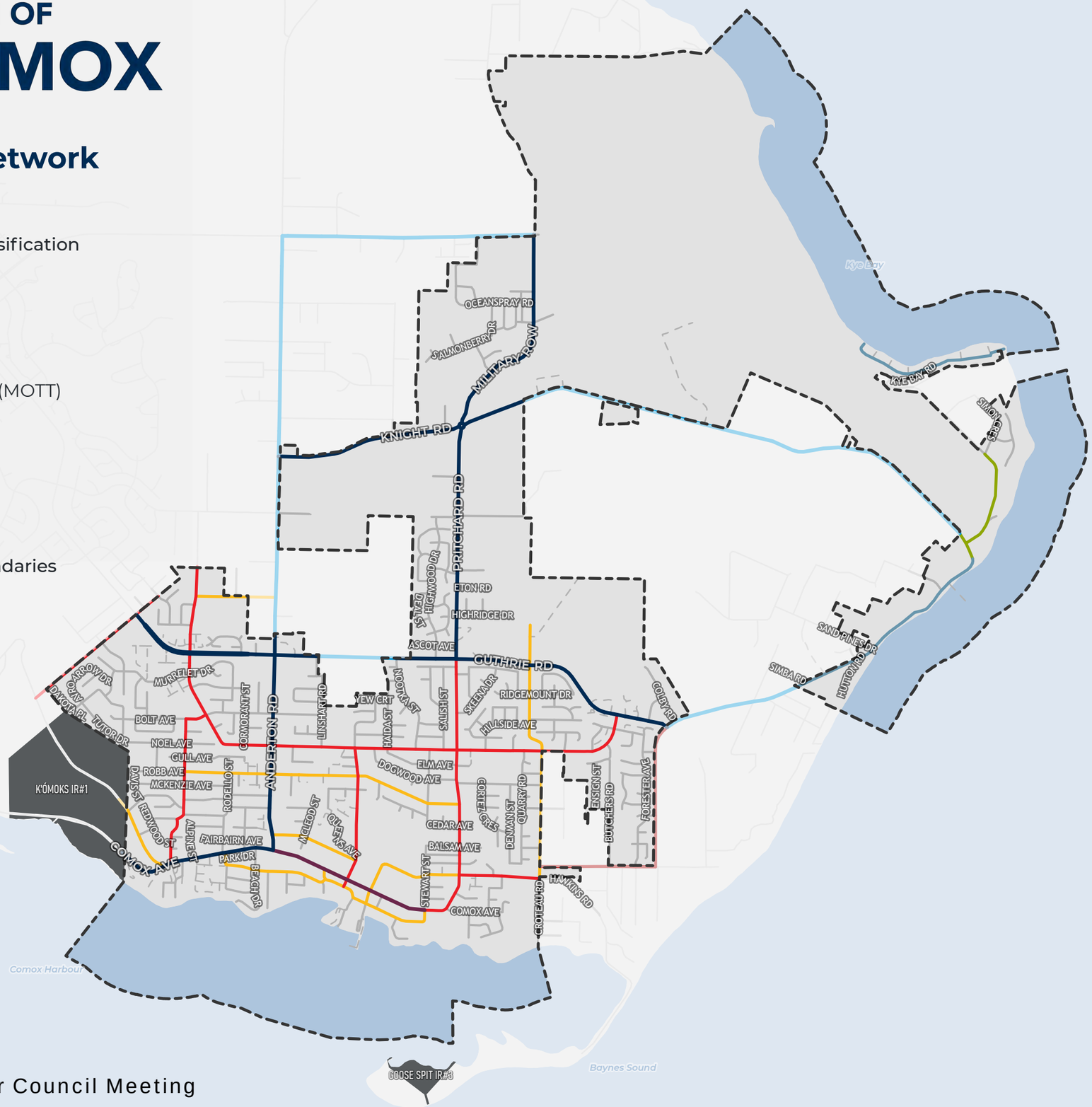
TOWN OF
COMOX

OCP 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
- Reserve Lands



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TOWN OF COMOX

OCP Truck Routes

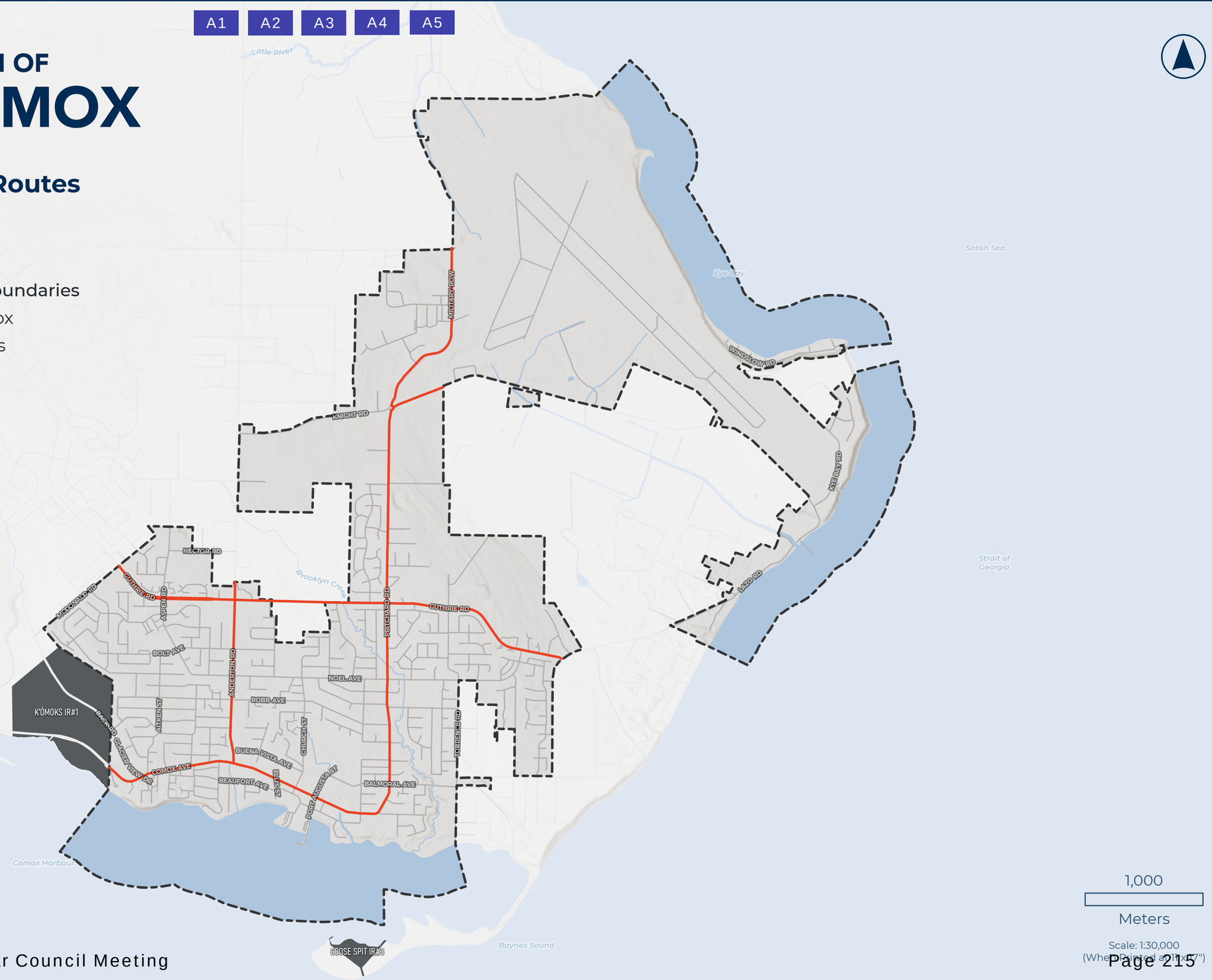
Truck Route

Road

Administrative Boundaries

Town of Comox

Reserve Lands



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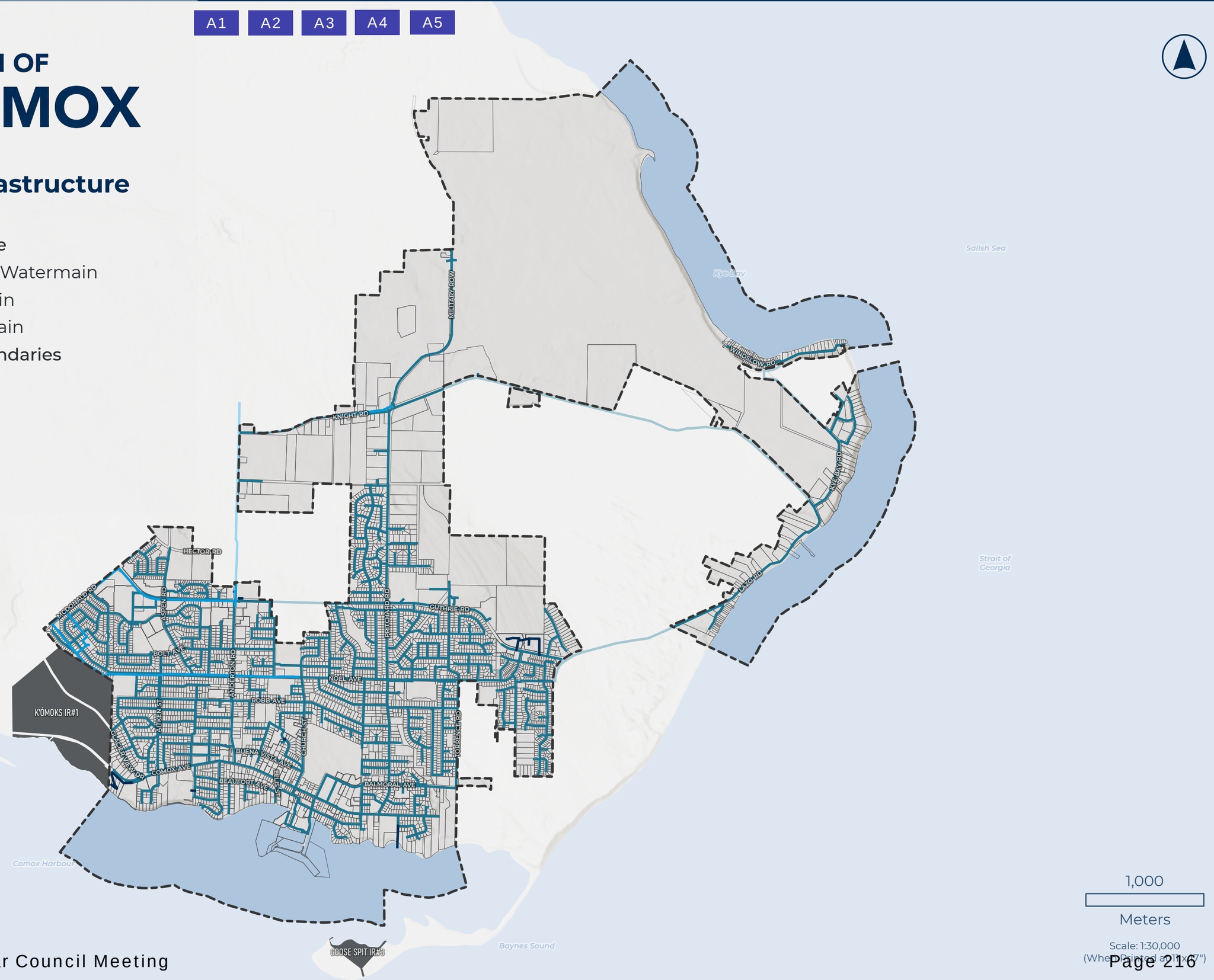
TOWN OF
COMOX

OCP Water Infrastructure

Water Infrastructure
- Town of Comox Watermain
- CVRD Watermain
- Private Watermain

Administrative Boundaries
- Town of Comox
- Parcel
- Reserve Lands



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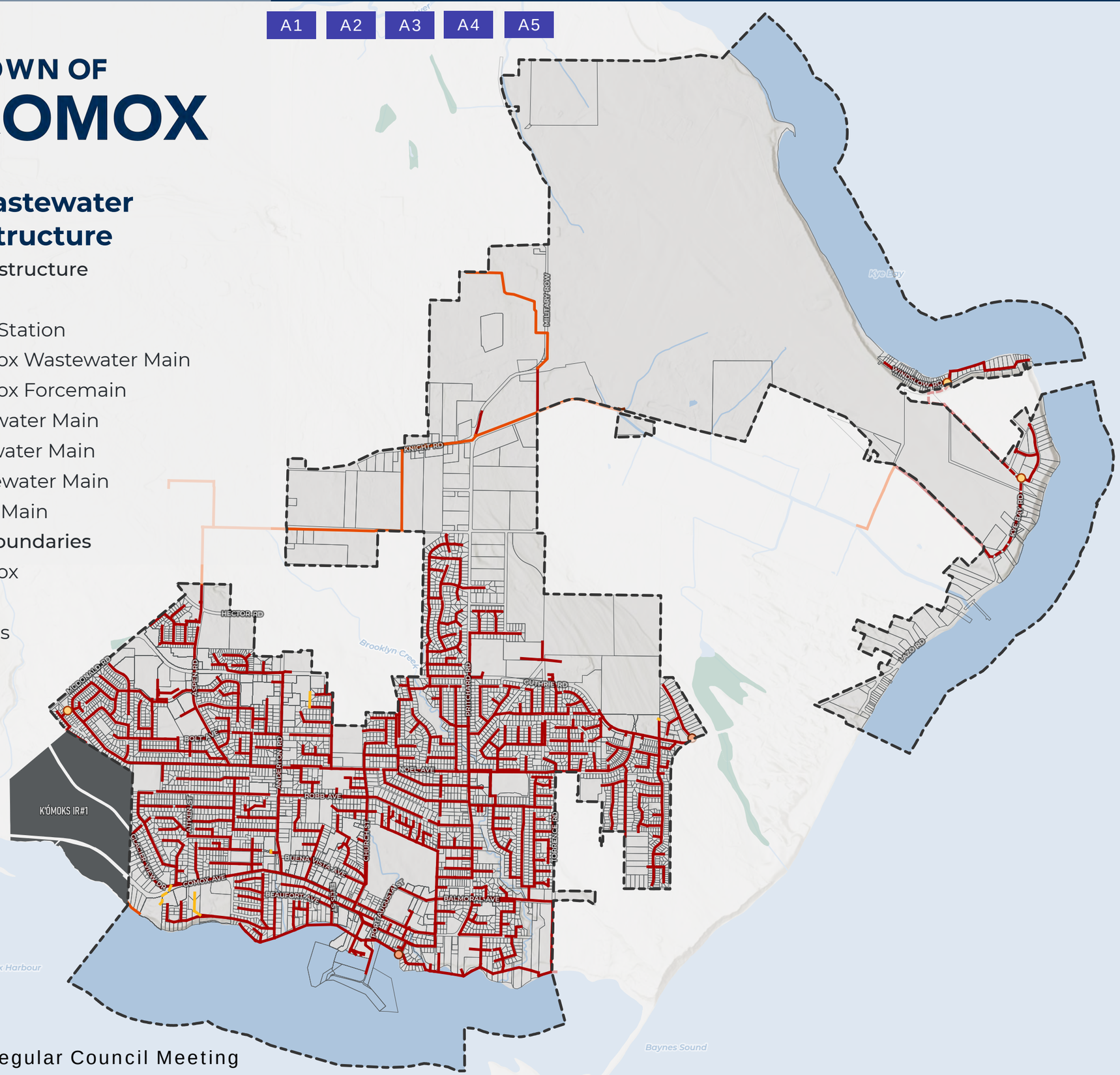
TOWN OF
COMOX

OCP Wastewater Infrastructure

Wastewater Infrastructure
- Lift Station
- CVRD Pump Station
- Town of Comox Wastewater Main
- Town of Comox Forcemain
- CVRD Wastewater Main
- D&D Wasterwater Main
- Private Wastewater Main
- Private Force Main

Administrative Boundaries
- Town of Comox
- Parcel
- Reserve Lands



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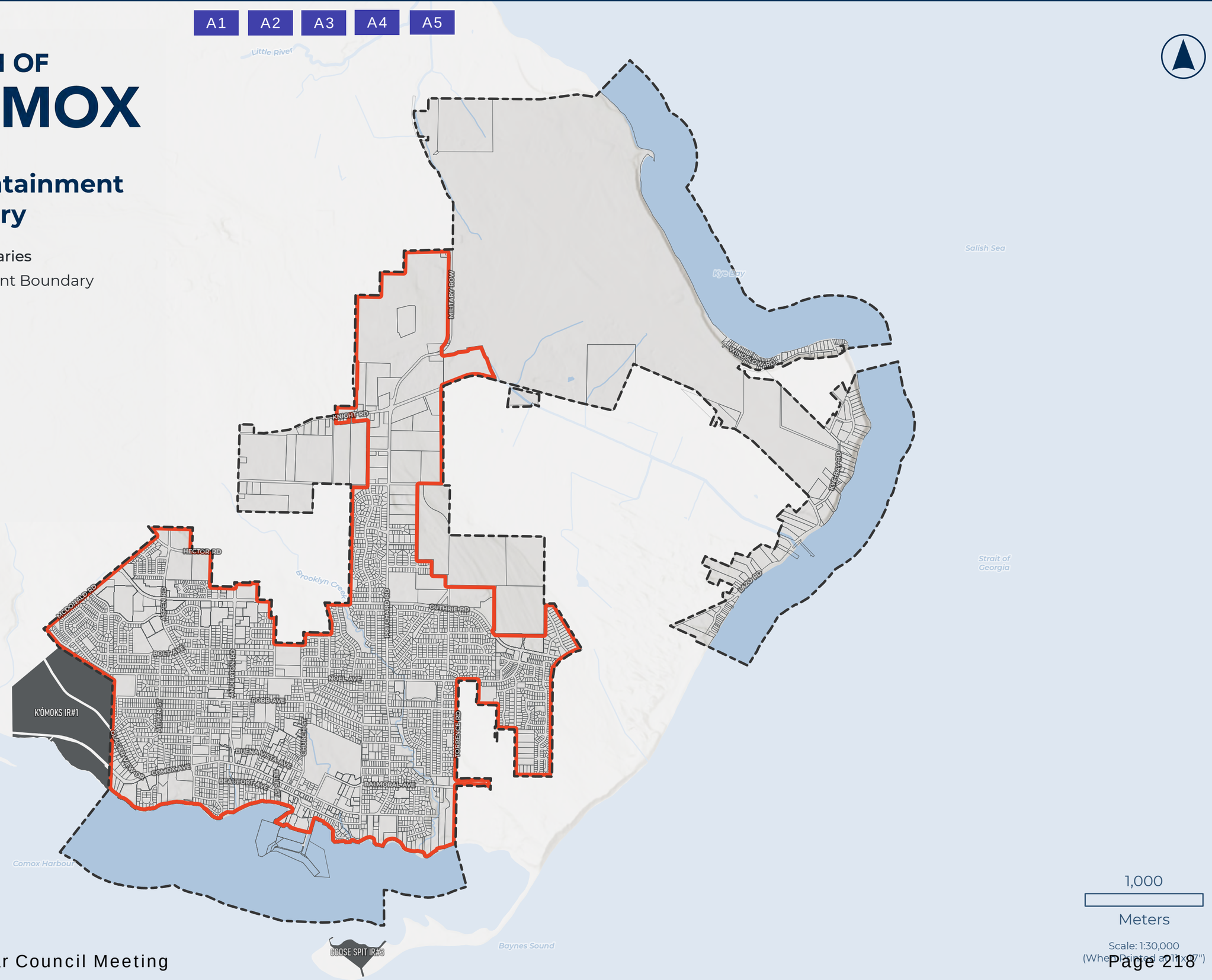
TOWN OF
COMOX

OCP Urban Containment Boundary

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



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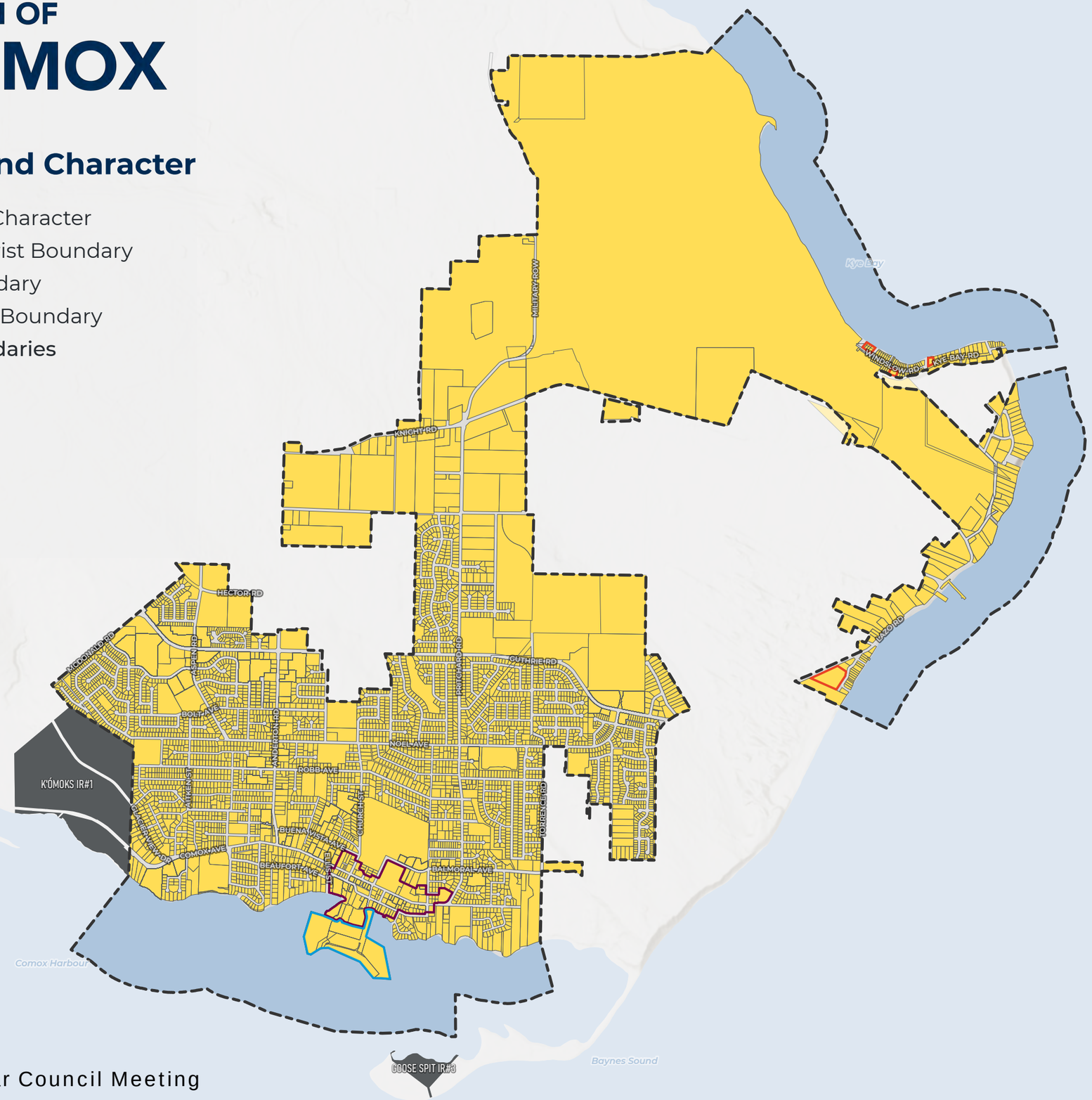
TOWN OF
COMOX

OCP DPA - Form and Character

- DPA - Form and Character
- Commercial: Tourist Boundary
- Downtown Boundary
- Harbour / Marina Boundary

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



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TOWN OF
COMOX

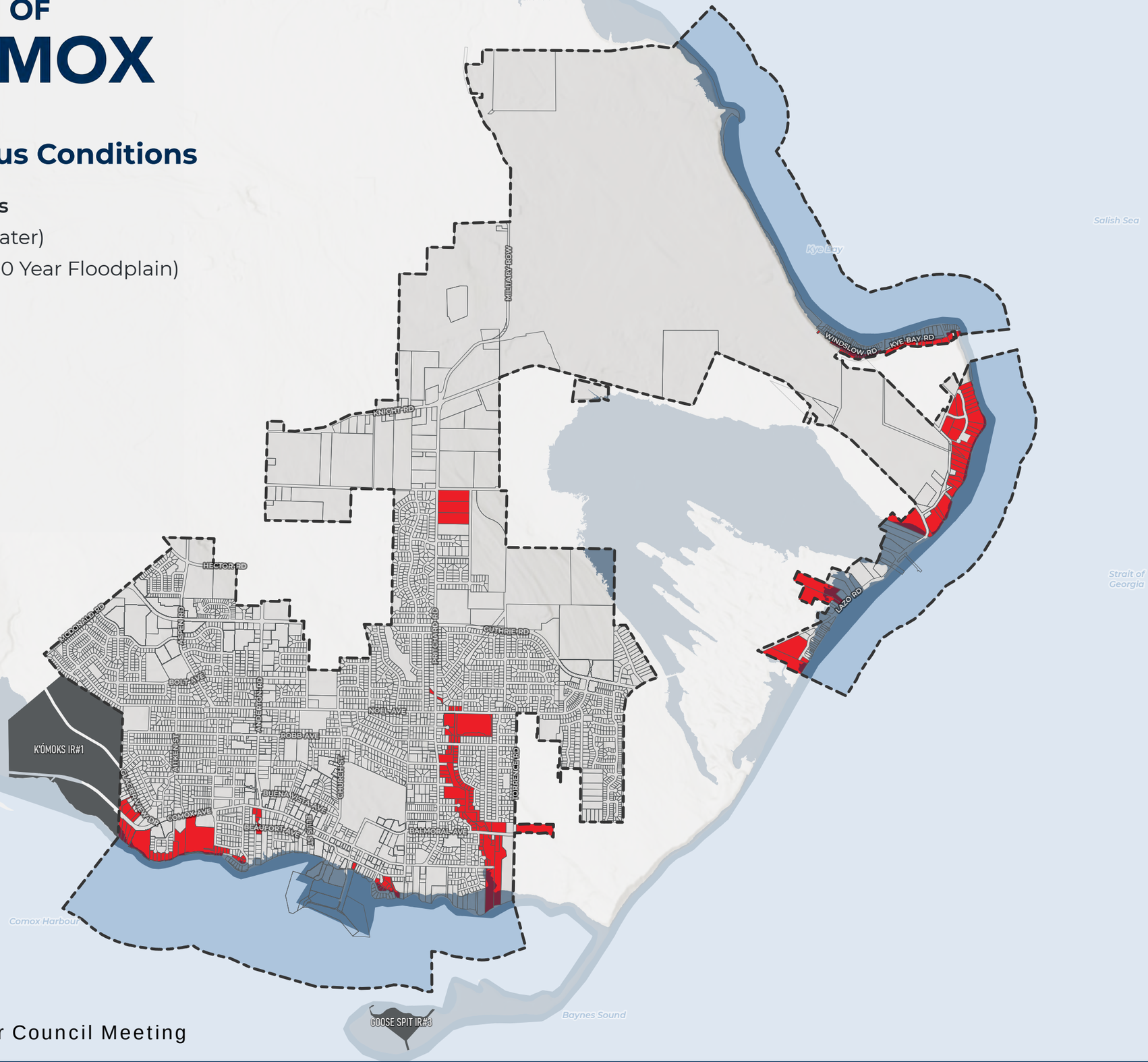
OCP DPA - Hazardous Conditions

DPA - Hazardous Conditions

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

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



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TOWN OF
COMOX

OCP DPA - Sensitive Ecosystems

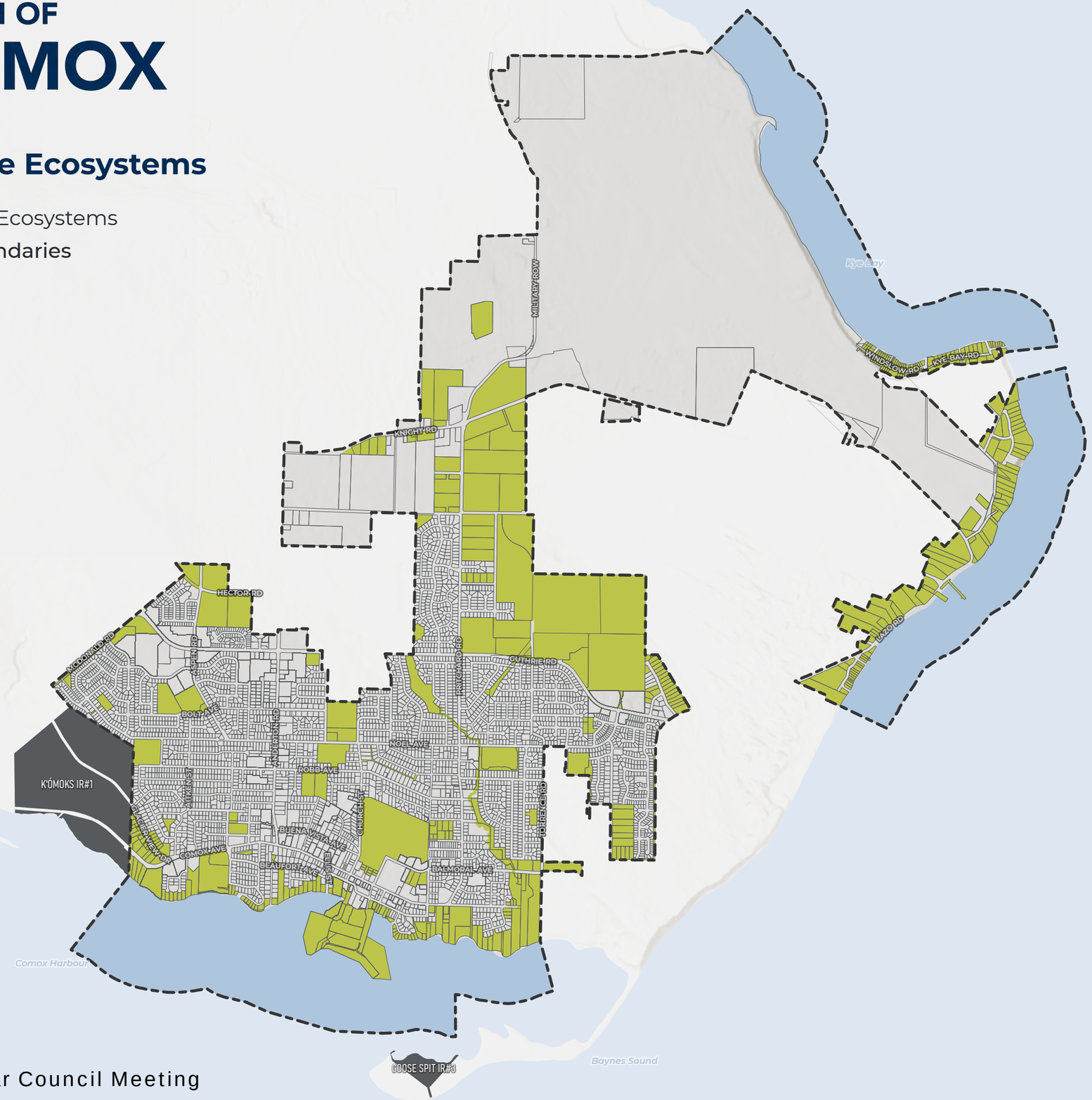
DPA - Sensitive Ecosystems

Administrative Boundaries

Town of Comox

Reserve Lands

Parcel



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TOWN OF
COMOX

OCP DPA - Riparian Ecosystems

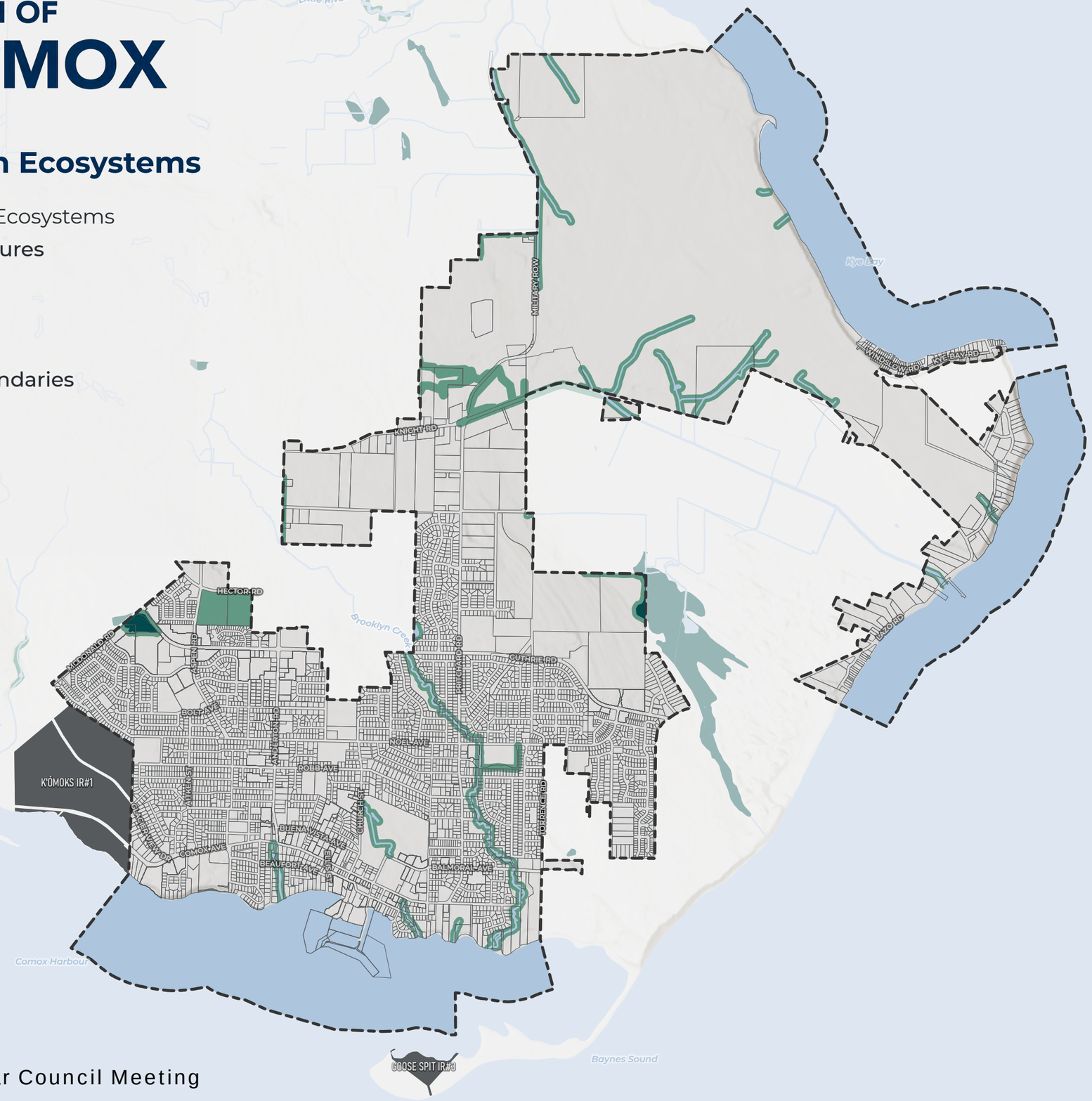
- DPA - Riparian Ecosystems

Environmental Features

- Wetland
- Waterbody
- Watercourse

Administrative Boundaries

- Town of Comox
- Reserve Lands
- Parcel



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TOWN OF
COMOX

OCP DPA - North East Comox

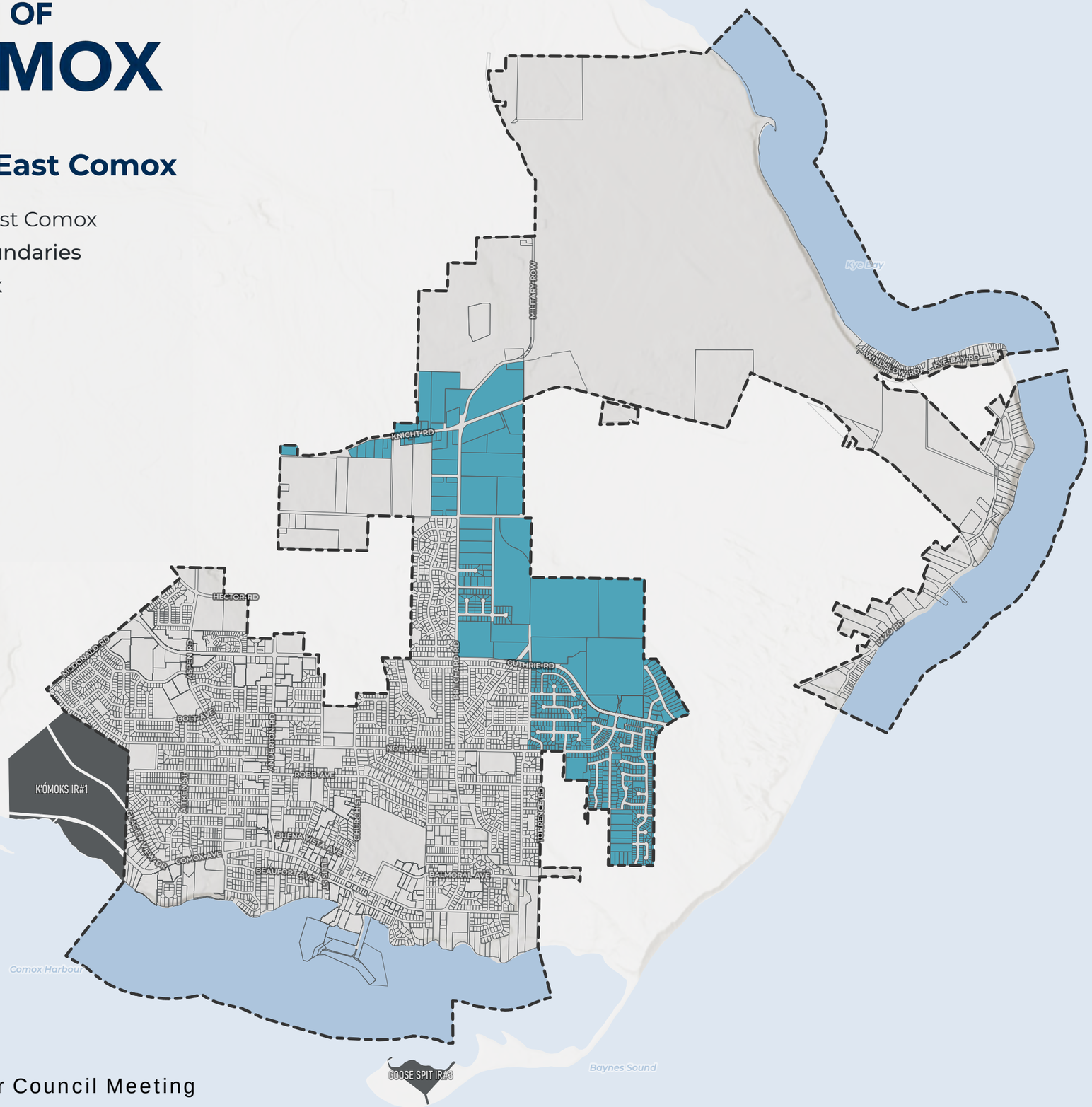
DPA - North East Comox

Administrative Boundaries

Town of Comox

Reserve Lands

Parcel



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(When Printed at 11" x 17")

Appendix A - Regional Context Statement

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

The RGS Vision is a comprehensive statement on the future of the region and the RGS 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	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions

Housing: Ensure a diversity of housing options to meet evolving demographics and needs.	Section 1 – Housing Needs	• This section identifies the Town's 5- and 20-year housing needs and how the land use designations of the OCP can accommodate housing needs.
		• Policies in Section 1 aim to facilitate housing diversity to meet evolving demographics and focus on under-represented housing forms in Comox, such as:
		  ○ Market and non-market rental, including consideration of rental protection, replacement, and tenant protection bylaws and policies.
		  ○ Subsidized, supportive, co-op, special needs, and supportive housing forms.
		• Section 1 includes actions the Town intends to take to achieve the objectives of Section 1 by adopting and amending bylaws, policies and practices.

	Part 4 – Growth and Land Use Policies OCP Future Land Use map	• Three residential and two mixed-use land use designations provide for a diversity of housing options within the Town's Urban Containment Boundary, from single-detached houses to mid-rise buildings.
Ecosystems, Natural Areas, and Parks: Protect, steward and enhance the natural environment and ecological connections and systems.	Guiding Principle 6	*Protect, restore and enhance the natural environment and urban forest.*
	Guiding Principle 7	*Provide a connected and diverse network of parks, trails, and open spaces.*
	Guiding Principle 8	*Enhance the Urban Forest and contribute to achieving emissions targets and risk management objectives of the Climate Action Plan and Risk Assessment.*
	Section 4 – Parks, Trails and Open Space	• Section 4 includes objectives and policies to maintain a variety of park types including passive parks, integrate green infrastructure in parks, and enhance the urban forest on Town lands. These initiatives will enhance the natural environment and ecological connections and systems in Comox, which connect to broader ecological networks in the region.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
Ecosystems, Natural Areas, and Parks: Protect, steward and enhance the natural environment and ecological connections and systems.	Section 7 – Environment and Climate Change	• Section 7 includes objectives, policies, and actions aimed at fulfilling Guiding Principals 6 and 8. It includes partnership policies to collaborate with K'omoks First Nation, local governments including CVRD, and other interest holders in the Comox Valley to work towards this RGS Goal and OCP Guiding Principles.

	Sensitive Ecosystems DPA	• The objectives of this Development Permit Area are aligned with this RGS goal. Specific objectives include:
		  ○ 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.
		• This DPA applies to known sensitive ecosystems and natural areas that may contain sensitive ecosystems. It aims to ensure that all relevant federal and provincial legislation is followed in relation to development proposals on parcels containing known or potential sensitive ecosystems. It also aims to go beyond senior government environmental protection legislation in some cases.

	Riparian Ecosystems DPA	• This DPA is focused on protecting and enhancing riparian areas in the Town. • Though this DPA primarily implements the *Riparian Areas Protection Act* and *Riparian Areas Protection Regulation*, it exceeds minimum standards for development with higher potential impacts, including the construction of 5 or more dwelling units on a parcel, commercial and industrial buildings, and subdivision to create three or more new parcels.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
Economic Development: Achieve a sustainable, resilient and dynamic local economy that supports businesses and the region's entrepreneurial spirit.	Guiding Principle 3	*Enhance Downtown Comox in partnership with Comox Business in Action (BIA) and other interested community partners.*
	Guiding Principle 9	*Enhance employment and economic development for the Town of Comox.*
	Section 3 – Economic Development	• Section 3 includes objectives and policies that can contribute to achieving this RGS goal, with focuses on vitalizing and enhancing the Downtown Centre, facilitating industrial/business park development, supporting the tourism sector, and working with the BIA, regional partners, and major employers in Comox. • Section 3 references the Town's Economic Development Strategy (2024) and Downtown Enhancement Action Plan (2024) and includes policies and actions to implement the strategies outlined therein.
Transportation: 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.	Guiding Principle 1	*Prioritize integrated community planning, and neighbourhood nodes, with strong links between land use, infrastructure, active transportation, and community amenities.*
	Guiding Principle 2	*Plan Comox to be a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities.*
	Guiding Principle 5	*Expand and enhance partnerships with agencies, organizations, and regional partners.*
	Guiding Principle 7	*Provide a connected and diverse network of parks, trails, and open spaces.*
	Section 2 – Transportation	The Transportation objectives, policies, and actions align with the RGS by focusing on improvements to active and public transportation networks while acknowledging the importance of maintaining a safe and efficient vehicular transportation network.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
Transportation: 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.	Policy 2.10	This policy is focused on working with community partners, including the CVRD, to ensure that active transportation networks are well-integrated.
	Policy 2.32	This policy is focused on working with the CVRD and BC Transit to identify land requirements for future transit stops so that this land can be secured on development site frontages where applicable.
	Policy 2.33	This policy aims to facilitate collaboration with CVRD and BC Transit to implement the Transit Future Plan as it relates to the Town of Comox.
	Policy 2.34	This policy focuses on advocating for regional incentives for the use of public transit in the Comox Valley to reduce parking demands, which could help reduce barriers to development of the Downtown Centre in the long-term.
Infrastructure: Provide affordable, effective and efficient services and infrastructure that conserves land, water and energy resources.	Guiding Principle 1	*Prioritize integrated community planning, and neighbourhood nodes, with strong links between land use, infrastructure, active transportation, and community amenities.*
	Section 5 - Infrastructure	This section includes objectives, policies, and actions that focus on improving infrastructure in Comox to effectively and efficiently accommodate growth while ensuring that "growth pays for growth". There are also objectives and policies to focus on conservation of natural resources. Recognizing the infrastructure linkages of local governments in the region, partnerships are also integrated into Section 5.
	Section 8 – Future Growth Concept	An Urban Containment Boundary has been added to the OCP. This serves as a boundary beyond which significant servicing improvements will not be considered.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
Food Systems: Support and enhance the agricultural and aquaculture sectors and increase local food security.	Policy 3.8	This policy supports the continuation of a Comox Valley Farmer's Market location in Comox to support local food security, agriculture, and community gathering.
	Policies 18.1 and 18.2	These Agricultural land use designation policies ensure that lands designated Agricultural in the ALR remain in the ALR, and subdivision does not reduce parcel sizes in a manner that would negatively impact agricultural viability, except where there is a significant lack of future agricultural viability, and exclusion or subdivision is accompanied by significant benefits to the community..
	Policy 22.8	This general land use policy requires non-agricultural parcels that are developing adjacent to the Agricultural Land Reserve to incorporate appropriate buffers, setbacks and site planning consistent with the BC Ministry of Agriculture Guide to Edge Planning to limit any negative impacts of development on agricultural operations.
	Sensitive Ecosystems DPA and Riparian Ecosystems DPA	These Development Permit Areas are intended to maintain sensitive ecosystems, including the elimination or mitigation of negative impacts to marine ecosystems and the fresh water that enters them. This can help conserve aquacultural potential in the Comox Valley.
	Northeast Comox DPA	Two key goals of this DPA are to (1) reduce risks of flooding ALR lands in the CVRD east of Northeast Comox, and (2) to ensure that rainwater is managed within Northeast Comox to maintain the aquifer that ALR lands rely on for agricultural operations.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
Public Health and Safety: Support a high quality of life through the protection and enhancement of community health, safety and well-being.	Guiding Principle 2	*Plan Comox to be a complete community with convenient access to services and amenities linked by multi-modal transportation options for all abilities.* This Guiding Principle can improve public health outcomes by making it more convenient to use active transportation to access daily needs.
	Section 6 – Community Connection and Wellness	Section 6 includes policies to enhance community health, safety and well-being by focusing on providing new services and scaling up existing services in step with growth, improving accessibility, and working with community partners to maintain or expand programming and events. There is also an action to work with K'omoks First Nation to identify areas that could incorporate their history, language and culture in public spaces.
	Section 2 – Transportation	The Transportation objectives, policies, and actions include focus on improving the active transportation network and public transportation service to make it easier and safer to travel without a vehicle, creating the conditions to improve public health outcomes.
	Section 7 – Environment and Climate Change	Policies in this section that focus on protection and enhancement of the urban forest and sensitive ecosystems, and climate change mitigation, can contribute to a healthier urban environment by reducing urban heat island conditions, carbon sequestration, and potentially improving well-being through biophilic effects.
	Policy 4.25	This policy requires the maintenance of existing matures trees as buffers on potential development parcels fronting Pritchard Road between Guthrie and Knight Road. These buffers are intended to enhance public health and well-being by reducing noise and pollution for future residents living adjacent to this arterial road and truck route.

RGS Goal	OCP Reference	Comox OCP Supporting Objectives/Policies/Actions
	Temporary Use Permits (p. 81)	The OCP requires impact mitigation strategies for Temporary Use Permit applications, which can include uses that may impact the health and well-being of surrounding residents (e.g. truck and trailer parking).
Climate Change: Minimize regional greenhouse gas emissions and plan for adaptation.	Section 7 – Environment and Climate Change	This section includes objectives, policies, and actions that focus on minimizing greenhouse gas emissions and planning for adaptation, including through collaboration with regional partners.
	Action 7.18	The RGS includes Greenhouse Gas Emissions targets that aligned with provincial targets at the time of RGS adoption, which have since been updated by the province. The Town's 2024 Climate Action Plan and Risk Assessment includes GHG emissions reduction targets that align with current provincial emissions reduction targets. OCP Action 7.18 is a commitment to continue tracking progress towards these GHG emissions reduction targets. Transportation and land use policies are focused on targeting growth to walkable areas to reduce reliance on passenger vehicles.
	Objective 4 (C.)	This policy is within the Parks, Trails, and Open Space section, and identifies the intention to consider strategically locating future park lands in locations that can increase community resilience to climate change (e.g. lands with hazardous condition risks such as flooding).

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 RGS Goals identified Table 1 above, which are identified in Part 3 – Regional Policies, 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 expansions 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 likely 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 expansions to provide greenfield development areas as identified on *Figure 7 - OCP Growth Areas* within the next ten to twenty years. 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, consistent with RGS MG Policies 1E-1 to 1E-5.

RGS MG Policy 1.2 is that a minimum of 90 % of growth within the Comox Valley will be directed to *Core Settlement Areas*. The Town of Comox is a *Core Settlement Area* and primary location for accommodating growth. This OCP aims to increase the pace of growth and accommodate most growth within the Urban Containment Boundary. Land use designations in the OCP on lands that are likely to redevelopment can accommodate approximately 7,760 new units, which exceeds 20-year housing need of 3,358 units. As a result, the land use designations within the OCP can support more than the Town's share of projected regional growth.

RGS MG Policy 1.3 requires the designation of Town Centres in all *Core Settlement Areas*, with the Town of Comox being identified as a *Core Settlement Area*. The Town Centre for Comox as identified in RGS MG Policy 1.3 consists of the Downtown Centre as shown on *Figure 7 – OCP Growth Areas.* All of the Downtown Town Centre is designated Mid-Rise Mixed-Use, which supports residential,

commercial, and institutional buildings up to 6-storeys in height (including mixed uses), with a density of approximately 400 persons and jobs per hectare when built out, supporting the RGS target of 100-150 combined residents and jobs per hectare. In addition to the Downtown Centre, Corridors are identified to support mixed-use development close to transportation infrastructure and existing services and amenities. The OCP also identifies Mixed-Use Nodes that can function as small-scale neighbourhood centres that incorporate daily needs in existing single-detached neighbourhoods further from the Downtown Centre and growth Corridors.

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 Agricultural Land Reserve.

- Policy 9.9 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 ALR subdivision applications to the ALC for evaluation and decision, or applying to the ALC for exclusion if warranted.
- Action 18.2 is to review and monitor Town bylaws, policies, plans and procedures to ensure consistency with ALC legislation and regulations.
- Policy 22.8 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

This section identifies the relationship between the OCP and RGS regarding population and employment projections as required by the *Local Government Act*, and the relationship of housing growth to these projections.

Housing Growth

The RGS identifies 34% growth of dwelling units in the region 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. OCP policies aim to achieve the 3,358 targeted housing units 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 3 of the OCP (Section 1 – Housing Needs). Dwelling unit growth in Comox will likely continue to be similar to the 34% regional projection identified in the RGS.

Population

The RGS identifies regional population growth of 31% from 2010 to 2030. The OCP identifies that population growth from 2021 to 2041 will likely be around 4,700 to 5,000 persons, representing 31% to 33% population growth.

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 slower population growth of 22% from 2021 to 2041; however, BC Stats projections outside of Census Metropolitan Areas are primarily based on the cohort-component methods. Cohort-component population projections may not consider factors that are outside of historical and projected fertility, migration, and mortality rates. An example would be increasing rates of development as a response to increasing demand from intra-provincial migrants that are struggling to afford housing in larger urban centres in BC.If 20-year housing need is fulfilled in Comox from 2021 to 2041, population growth will take place faster than BC Stats population 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 fulfill its role in accommodating housing needs. Work completed and underway for the Development Approval Process Review and Housing Accelerator Fund will optimize the Town's processes. Comprehensive updates to the OCP, Zoning Bylaw, and Subdivision and Development Servicing Bylaw are also intended to increase development approval efficiency and the land amount of land available for different forms of development.

Employment

RGS employment projections identify a potential range of 29% to 53% growth from 2010 to 2030. 19 Wing Comox / Canadian Forces Base Comox are major regional employers located in the Town. Further, OCP Economic Development Objective 3(A.) is to increase the ratio of jobs to residents in Comox. Objective 3(A.) is intended to diversify the tax base, 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. Additional Economic Development policies identify the Town's intention to collaborate with the Department of National Defense and Comox Valley Airport Commission to facilitate expansion if desired by those organizations.

In addition to expansion of the Business Park land use designation, the 2026 OCP increases the amount of land designated for Mixed-Use compared to the 2012 OCP. Mixed-Use designations support a variety of commercial and institutional uses that can increase local jobs in Comox. Policies throughout the OCP aim to facilitate mixed-use growth in the Downtown Centre to provide new employment opportunities, services, and amenities in a location that is accessible by public transportation.

RCS Update Process

Legislation at the time of writing this OCP requires the Town to review the RCS at least once every five years after its latest acceptance by the CVRD Board, and if amendments are not proposed, submit the RCS to the Board for continued acceptance. Where an RCS is being amended, it must also be submitted for acceptance by the Board.

December 18th, 2025

Mayor Nicole B. Minions
Town of Comox
809 Beaufort Avenue, Comox, BC V9M 1R9

Dear Mayor Minions,

Re: Town of Comox Draft Official Community Plan

Thank you for the recent referral of the Town of Comox Draft Official Community Plan (OCP). We understand that the Town of Comox is moving forward through the review process for this long-range plan.

K'ómoks is in Stage 5 of the BC Treaty Process. The K'ómoks Treaty was initialled by Canada, British Columbia, and the K'ómoks Nation on July 22, 2024. On March 8, 2025, the treaty was ratified by K'ómoks members placing the Nation at the highest level of the consultation spectrum for any Crown conduct that may adversely affect K'ómoks Nation's section 35 rights.

Any issues or proposed bylaws relating to lands, waters, and the rights and title of K'ómoks are of interest to the Nation. As such, the following recommendations and comments are provided to ensure that the Nation's history, evolving status as a Treaty Nation, and place in the Comox Valley are fully recognized in this plan.

Page #	OCP Draft Text or Content	Recommendations or Comments
2	**PART 1: OCP CONTEXT** Map illustrating Town and surrounding context, as well as other mapping in the OCP	**Recommendation 1**: Amend the map to "K'ómoks IR#1" and provide different hatching on these lands as well as Goose Spit IR#3 to clearly differentiate the Nation's lands from the surrounding lands. Ensure these changes are made for all mapping relating to the OCP.

2-3	"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. 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."	This opening description is dated and does not accurately represent the history of the Nation or the upcoming completion of the Treaty Process. **Recommendation 2**: This section will be deleted; K'ómoks will provide updated text to more accurately represent the Nation.
4	**Vision and Guiding Principles** GP #4: "Continue to build a strong relationship with K'omoks First Nation."	**Recommendation 3:** Correct the spelling of K'ómoks in Guiding Principle #4. **Recommendation 4:** Recommend that reconciliation with K'ómoks and the evolving status of KFN as a Treaty Nation be recognized in the Vision and Guiding Principles.
5-10	**PART 2: COMMUNITY PROFILE**	No recommendations
11-40	**PART 3: COMMUNITY POLICIES**	
12-15	Housing	No recommendations

16-21	Transportation	The Town of Comox is accessed through two key transportation routes that bisect K'ómoks IR#1. **Recommendation 5:** It is recommended that the OCP include policies and actions to encourage the engagement of the Nation in any transit or transportation planning, as well as specifically on any plans that would impact these two transportation routes.
22-24	Economic Development	The section that outlines the Town's Objectives, Policies, and Actions for Economic Development speaks to partnerships and "working together" for a range of organizations and levels of government. **Recommendation 6:** It is recommended that K'ómoks be included meaningfully in this section, both as a neighbouring level of government and as a potential partner in economic development initiatives of shared interest.
25-28	Parks, Trails, and Open Space Page 28 Policy 4.25 states "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."	The section that outlines the Town's Objectives, Policies and Actions for Parks, Trails, and Open Space does not note the relationship between the Town and K'ómoks for the Northeast Woods lands. The Nation notes and appreciates the inclusion of Policy 4.25. **Recommendation 7:** Specific mention of the relationship between the Town and Nation for the Northeast Woods lands and an indication on shared goals would be appropriate in this section.

29-32	Infrastructure Page 30 Policy 5.4 states "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."	The inclusion of this policy is appreciated.
33-36	Community Connections and Wellness Objective 6(C) on Page 33 states "Continue to consult and collaborate with K'ómoks First Nation to advance reconciliation." Page 34 Policy "6.8 Work with K'ómoks First Nation to ensure protection of Indigenous cultural heritage." Page 35 Action **"6.31** Consult with K'ómoks First Nation to identify appropriate areas for incorporating K'ómoks language, history and culture into naming, signage, and information in public spaces and parks."	**Recommendation 8:** It is recommended that Objective 6(C) be shifted to a Guiding Policy in this OCP. **Recommendation 9:** It is recommended that Policy 6.8 be expanded to ensure full compliance with current and expanding laws and legislation relating to the protection of the tangible and intangible heritage of K'ómoks First Nation. **Recommendation 10:** Reconciliation with the Nation is more than incorporating signage into public spaces and parks. It is recommended that the Town include a specific section on Reconciliation that speaks to the Town's Objectives, Policies, and Actions with respect to reconciliation.
37-40	Environment and Climate Action On page 37, this section begins with the statement "Comox's natural environment is a diverse landscape that has long supported	It is acknowledged that the Town of Comox recognizes the importance and correct nomenclature for the "K'ómoks Estuary" as well as the inclusion of policies 7.11 to 7.14 that

	the cultural heritage of the K'ómoks First Nation and continues to sustain residents." Page 38 Objective 7(E.) "Work in collaboration with K'ómoks First Nation, government partners, and community groups to foster regional ecological connectivity and climate action objectives." Page 39 ACQUISITIONS 7.11 Enhance and maintain the ecological function and biodiversity of sensitive ecosystems such as the K'ómoks Estuary, Lazo Marsh, and Brooklyn Creek through restoration, land acquisition, lot consolidation, and dedication during development. Page 39 PARTNERSHIPS 7.12 Collaborate with K'ómoks First Nation to understand and support their priorities for stewardship, restoration, and protection of sensitive and other important ecosystems. 7.13 Collaborate with K'ómoks First Nation, CVRD, City of Courtenay, Village of Cumberland, and other interest holders on regional initiatives including biodiversity corridors, climate change mitigation, and shared ecosystem management priorities such as the K'ómoks Estuary. 7.14 Collaborate with CVRD, K'ómoks First Nation, City of Courtenay, and Village of Cumberland to coordinate regional climate change mitigation and adaptation planning initiatives.	speak to working with the Nation on environmental issues of shared interest. **Recommendation 11:** Amend the opening sentence on Page 37 to Comox's natural environment is a diverse landscape that continues to support K'ómoks First Nation as well as other residents in the Valley."
41-69	**PART 4: GROWTH AND LAND USE POLICIES** Page 48 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."	**Recommendation 12:** Amend the text on page 48 under the title of "Long Term Growth Reserve" to read: "The Town of Comox is bordered by K'ómoks First Nation to the west (IR#1) and south (IR#3). The City of Courtenay is also located to the west and rural residential, agricultural, and natural areas within the CVRD on other borders."

59	Land Use Designations Section 13. Harbour and Marina	**Recommendation 13:** Include a specific policy in Section 13 to speak to Goose Spit IR#3 and the impact of any development on this fragile landscape, as well as to consultation with K'ómoks on any proposed development or actions in or adjacent to these lands or the K'ómoks Estuary. There are archaeological concerns that must be addressed regarding the expansion of the marina.
70-71	PART 5: IMPLEMENTING THE PLAN	No recommendations

We take the Declaration on the Rights of Indigenous Peoples (UNDRIP) very seriously and continue to retain our Treaty rights throughout our Traditional Territory. We may choose in the future to address the issues of Aboriginal rights and/or title infringement and compensation through the treaty process, the courts, or other dispute resolution processes. Furthermore, we reserve the right to raise objections if any cultural use, archaeological sites, or environmental impacts are identified, or if we discover impacts on our rights or interests that we had not foreseen.

Thank you for this referral and we look forward to future discussions with the Town of Comox regarding this OCP.

Respectfully,

Nicole Rempel

Elected Chief Councillor K'ómoks First Nation

cc:
Jordan Wall, Town of Comox CAO

TOWN OF COMOX

STAFF REPORT
01/21/2026

REGULAR COUNCIL MEETING

To: Mayor and Council	**File:** PR 25-3
From: Randy Houle, Director of Development Services	**Date:** January 16, 2026
Subject: Zoning Bylaw No. 2056	

Prepared by:	Report Approved:
Randy Houle *Randy Houle, Director of Development Services*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT second reading of Zoning Bylaw No. 2056, as passed on November 19th, 2025, be rescinded.

2. THAT Zoning Bylaw No. 2056 be given second reading, as amended.

3. THAT Zoning Bylaw No. 2056, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the *Local Government Act*.

PURPOSE

This report presents an amended version of the proposed OCP and associated Zoning Map for re-consideration of second reading. The report also provides an overview of the amendments being proposed and identifies opportunities for the community to provide feedback on the amended bylaw.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus

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

BACKGROUND

Proposed Zoning Bylaw No. 2056 received first and second reading at the November 19, 2025, Regular Meeting of Council. A comprehensive overview of the proposed Bylaw was provided in the Staff Report which can be found starting on page 75 at the following link: 2025-11Nov-19_Regular Council Meeting Agenda_0.pdf. A Public Hearing was held on December 10th, 2025, at D'Esterre Seniors Centre.

This report outlines additional changes to Zoning Bylaw No. 2056 resulting from continued review and analysis, including amendments which may impact the use and/or density of land, as well as other minor revisions.

ANALYSIS AND ISSUES

Proposed Amendments

A significant portion of the proposed revisions comprise minor changes intended to simplify text regulations and resolve formatting inconsistencies for the purpose of improving the Bylaw's overall readability and ease of use. Other changes being proposed have implications related to the use and/or density of land. A description of the more significant changes and the associated rationale is included in Table 1.

Bylaw Reference	Proposed Change
Section 5.3.4 Map 5-1	**Agricultural Land Reserve (ALR) Setbacks** A new subsection has been added to Section 5.3 (Development Standards) of the general regulations to clarify that new development must observe an 8.0 metre from any lot line abutting lands within the ALR. A supplementary map, Map 5-1. Agricultural Land Reserve Setback Area, has also been created to help illustrate where the ALR setback applies.
Section 5.4.3	**Calculation of Minimum Density Requirements** A new subsection has been added to Section 5.4 (Density) of the general regulations for the purpose of clarifying that environmentally sensitive areas are to be excluded from the total lot area measurement used to calculate the minimum density requirements of a lot.
Section 6.1(4)	**Shipping Containers**

	A new use-specific regulation has been added to Section 6.1 (Accessory Buildings and Structures) to clarify that shipping containers, where permitted as an accessory building, cannot be located in either a front or exterior side yard.
Table 6.2(2)(a)	**Amenity Area Requirements** The indoor shared amenity area requirements for residential development comprising 50 or more dwelling units have been reduced from 1.0 square metre per dwelling unit to the greater of 0.5 square metres per dwelling unit or 100.0 square metres per lot. This change is intended to support residential development that includes a meaningful share of indoor amenity space without imposing an overly onerous requirement that stifles development.
Table 8.4.8(3)(b)	**Oversize Loading Requirements** Oversize loading requirements have been revised to require a single conventional-sized loading space for development comprising less than 2,325.0 square metres of floor area, and one conventional and one oversize loading space development comprising 2,325.0 square metres or greater of floor area.
Table 9.5(1)(a)&(b) Map 9-3	**Height and Storey Maximums for Up-Slope Lots in the Cape Lazo Zone** A new condition has been added to Table 9.5(1) for the purpose of retaining the 13.5-metre height and three-storey maximums currently applicable to two existing low-density residential zones in the Cape Lazo area (i.e., the R3.4 and R3.7 zones). A supplementary map, Map 9-3. Up-Slope Cape Lazo Area, has also been created to help illustrate how and where these standards apply.
Section CD27	**Grumman Place Comprehensive Development Zone** A new comprehensive development zone (CD27) has been created for the purpose of retaining existing site-specific development standards applicable to ongoing development activity underway at 865 Grumman Place. The Zoning Map has been updated accordingly to include this new zone.
Zoning Map	**PID 006-406-033 Zoned for Civic Uses**

	The new Civic Facilities and Public Space (PU) zone has been applied to the un-zoned, undeveloped, and unaddressed lot legally described as THAT PART OF LOT 1, DISTRICT LOT 93, COMOX DISTRICT, PLAN 2175, SHOWN IN RED ON PLAN 1507R (PID 006-406-033). The purpose of this change is to create alignment with the Town's new OCP, which designates the lot for institutional uses.	

Table 1. Proposed Revisions to the draft Zoning Bylaw

NEXT STEPS

Should Council give second reading to Zoning Bylaw No. 2056, as amended, staff will schedule the required public hearing for February 4th, 2026, at 6pm, and advertise the public hearing as required by the *Local Government Act*. Following the public hearing, Zoning Bylaw No. 2056 will be brought back to Council for consideration of third reading and adoption.

ATTACHMENTS

ATTACHMENT A: Zoning Bylaw No. 2056

TOWN OF COMOX

BYLAW NO. 2056

A BYLAW TO ADOPT A ZONING BYLAW

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

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 "Zoning Bylaw No. 2056".

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 ZONING BYLAW

Schedule "A" attached to and forming part of this bylaw is hereby adopted as a Zoning Bylaw for the Town of Comox.

4.0 REPEAL OF PREVIOUS BYLAWS:

Comox Zoning Bylaw 1850 is hereby repealed.

5.0 ADOPTION:

READ a FIRST and SECOND time this	19th day of November, 2025
ADVERTISED from this until this	27th day of November, 2025 10th day of December, 2025
PUBLIC HEARING HELD this	10th day of December, 2025
READ A THIRD time this	___ day of _____, 2026
ADOPTED this	___ day of _____, 2026

MAYOR

CORPORATE OFFICER

Schedule "A"

TOWN OF COMOX

Zoning Bylaw No. 2056

TOWN OF COMOX

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SECTION 1 | ADMINISTRATION

1.1 Title

(1) This Bylaw may be cited as "Zoning Bylaw No. 2056."

1.2 Application

(1) The Town is hereby divided into zones as shown on "Schedule A – Zoning Map", which is attached to and forms an integral part of this Bylaw.

(a) Any map included in this Bylaw is attached to and forms an integral part of this Bylaw.

(2) This Bylaw applies to all land, buildings, and structures, including the surface of water, within the boundaries of the Town.

(3) No land, building, or structure within the Town shall be developed, used, constructed, erected, modified, converted, enlarged, re-constructed, altered, placed, maintained, or subdivided except in conformity with the provisions of this Bylaw.

(4) Lawful non-conforming uses, buildings, and structures are subject to provisions of the *Local Government Act*.

(5) This Bylaw shall not apply in the following situations:

(a) the use of a building or part thereof, as a temporary polling station, election official's headquarters, candidate's campaign office, and any other temporary use in connection with a federal, provincial, or municipal election, referendum, or census;

(b) the use of a building, or part thereof, as a constituency office for a federal Member of Parliament or a provincial Member of the Legislative Assembly when located in a **Mixed-Use**, **Employment**, or **Park and Public Use** zone, subject to the signage requirements established in the Town's *Sign Bylaw*;

(c) the temporary outdoor storage of materials which are incidental to the erection, maintenance, alteration, or sale of a building, structure, or utility for which a building or development permit has been issued provided such materials are removed within 30 days of project completion or one year following the issuance of a building permit, whichever is earliest;

(d) the use of non-**Low-Density Residential**, non-**Multi-Unit Residential**, or non-**Agricultural** zones for activities such as amusement carnivals, religious gatherings, and music festivals for less than seven days, provided a valid licence has been issued under the Town's *Business Licence Bylaw*; and

(e) the application of development standards for:

i. railways, pipelines, irrigation ditches, conduits, and flumes
ii. telecommunication modules, traffic control devices, free-standing lighting poles, and flag poles; and
iii. utilities, including those which are underground or within statutory rights-of-way and utility poles and anchors.

1.3 Severability

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

1.4 Compliance with Other Legislation

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

SECTION 2 | ENFORCEMENT

2.1 General

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

2.2 Right of Entry

(1) The Director of Development Services, the Building Inspector, and Bylaw Enforcement Officers are authorized to enter, at all reasonable hours, onto any property to ascertain whether the provisions of this Bylaw are being adhered to.

(2) No person shall interfere with or obstruct the Director of Development Services, the Building Inspector, or a Bylaw Enforcement Officer from entering upon property for the purpose of enforcing the provisions of this Bylaw.

2.3 Offences

(1) No person shall contravene, cause, suffer, or permit a contravention of this Bylaw.

(2) No person shall commence or undertake a use which is not permitted by this Bylaw.

2.4 Penalties

(1) Each day that a contravention of this Bylaw occurs or is permitted to occur shall constitute a separate offence.

(2) Any person who contravenes any provisions of this Bylaw is liable on summary conviction to a penalty not exceeding $50,000.00 and the costs of prosecution.

SECTION 3 | INTERPRETATION

3.1 General

(1) Section headings in this Bylaw have been inserted as a matter of convenience and for reference only and in no way shall define or limit any of its provisions.

(2) The following guidelines shall be applied in interpreting any use defined in **Section 4** of this Bylaw:

(a) typical uses listed in the definitions have been included as examples only and are not intended to be exclusive or restrictive; and

(b) where a specific use does not conform to the wording of any use defined in this Bylaw or generally conforms to the wording of two or more uses defined in this Bylaw, the use shall conform to and be included in the use class which is most appropriate in character and purpose.

(3) Words or phrases not defined in this Bylaw, where defined by the *Community Charter* or the *Local Government Act*, shall have the same meaning as defined by those statutes.

(4) Words or phrases not defined in this Bylaw, the *Community Charter,* or the *Local Government Act* shall be given their usual and customary meaning.

(5) A reference in this Bylaw to any provincial or federal enactment shall be a reference to the enactment as amended, revised, consolidated, or replaced from time to time.

(6) A reference in this Bylaw to any bylaw or policy of the Town is a reference to the bylaw or policy as amended, revised, consolidated, or replaced from time to time.

3.2 Maps and Schedules

(1) The Zoning Map and any other map included in this Bylaw shall be interpreted as follows:

(a) where a boundary is shown as approximately following a lot line, the lot line is deemed to be the boundary;

(b) where a boundary is shown as approximately following the Town boundary, the Town boundary is deemed to be the boundary;

(c) where a boundary is shown as approximately following the natural boundary of a watercourse, the natural boundary is deemed to be the boundary; and

(d) where a boundary follows a street, lane, railway, pipeline, power line, utility right-of way, or easement, the centreline of such feature is deemed to be the boundary unless otherwise clearly indicated on the map.

(2) Where a boundary does not follow a legally defined property line and where the distances are not specifically indicated, the location of the boundary is determined by scaling from the corresponding map.

(3) Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion or erosion, the zoning designation applicable to the parcel is deemed to extend to the new parcel boundary despite the zoning designation of the accreted or eroded area indicated on the Zoning Map.

(4) Where a lot is divided by a zone boundary on the Zoning Map, each area created by the division shall be considered a separate lot for the purpose of determining the applicable regulations of this Bylaw, including but not limited to required setbacks, projections, and screening.

3.3 Figures

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

3.4 Units of Measurement

(1) Metric units are used for all dimensions and measurements in this Bylaw.

(2) For the purpose of this Bylaw, the following units of measure are abbreviated as follows:

(a) hectares – ha

(b) metres – m

(c) square metres – m^2

(d) cubic metres – m^3

(e) centimetres - cm

(3) Regulations in this Bylaw provided to one decimal place must not be rounded to whole numbers.

(4) Where a calculation has been made for the purposes of compliance with the provisions of this Bylaw and does not yield a whole number, metric fractions of one half or greater (≥ 0.5) shall be rounded up to the nearest whole number and fractions of less than one half (< 0.5) shall be rounded down to the nearest whole number.

SECTION 4 | DEFINITIONS

4.1 In this Bylaw:

Accessory means clearly incidental and subordinate to a principal or secondary building, structure, or use, on the same lot.

*Throughout this Bylaw, **accessory** is only used to describe how and where buildings and/or structures that are clearly incidental and subordinate to a principal or secondary use may be permitted (e.g., sheds, detached garages, playground equipment, etc.). This term is not intended to be used in relation to any other incidental or subordinate use.*

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

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

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

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

Accommodation, Vacation Rental means the use of a dwelling unit to provide temporary accommodation for remuneration, and may include the provision of meals.

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

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

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

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

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

*See **Section 6.2** for additional amenity area regulations.*

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

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

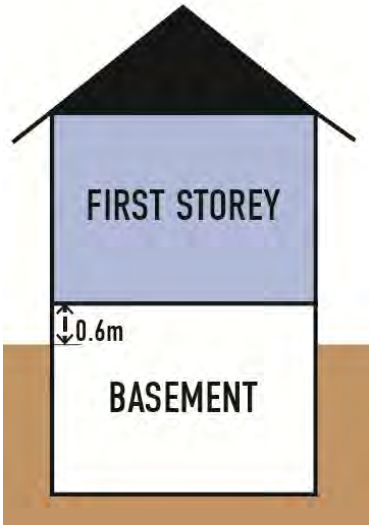
Aquaculture, Marine-Based means the cultivation, rearing, and harvesting of fish, finfish, mollusks, crustaceans, aquatic plants, and any other aquatic organisms, but specifically excludes the processing of such organisms.

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

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

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

Figure 4-1. Basements



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

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

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

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

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

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

*See **Section 6.3** for additional caretaker suite regulations.*

Carport means a structure used to shelter one or more parked vehicles that is enclosed on no more than three sides.

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

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

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

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

Chicken Coop means an enclosed, weatherproof structure used to house hens, including but not limited to roosting areas, nesting boxes, and feeding areas.

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

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

Commercial Unit means a building or portion thereof that is accessible by one or more common entrances and used by one business.

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

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

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

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

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

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

DND Facilities means any land, building, or structure used or intended to be used by the Department of National Defence.

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

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

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

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

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

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

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

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

Farm Stand means a building or structure used for the sale of crops and farm products grown or produced on-site.

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

Fence means a vertical structure used as a physical barrier or enclosure, or for screening purposes, including any moveable components such as a gate or door.

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

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

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

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

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

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

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

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

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

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

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

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

Height means the maximum vertical distance between the highest point of a structure or building and the lesser of natural grade or finished grade.

*See **Section 5.3.1** and **Figure 5-1** for additional height regulations.*

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

Home Occupation means the use of a portion of a dwelling unit or accessory building, by a resident of the premises, to operate a business.

*See **Section 6.5** for additional home occupation regulations.*

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

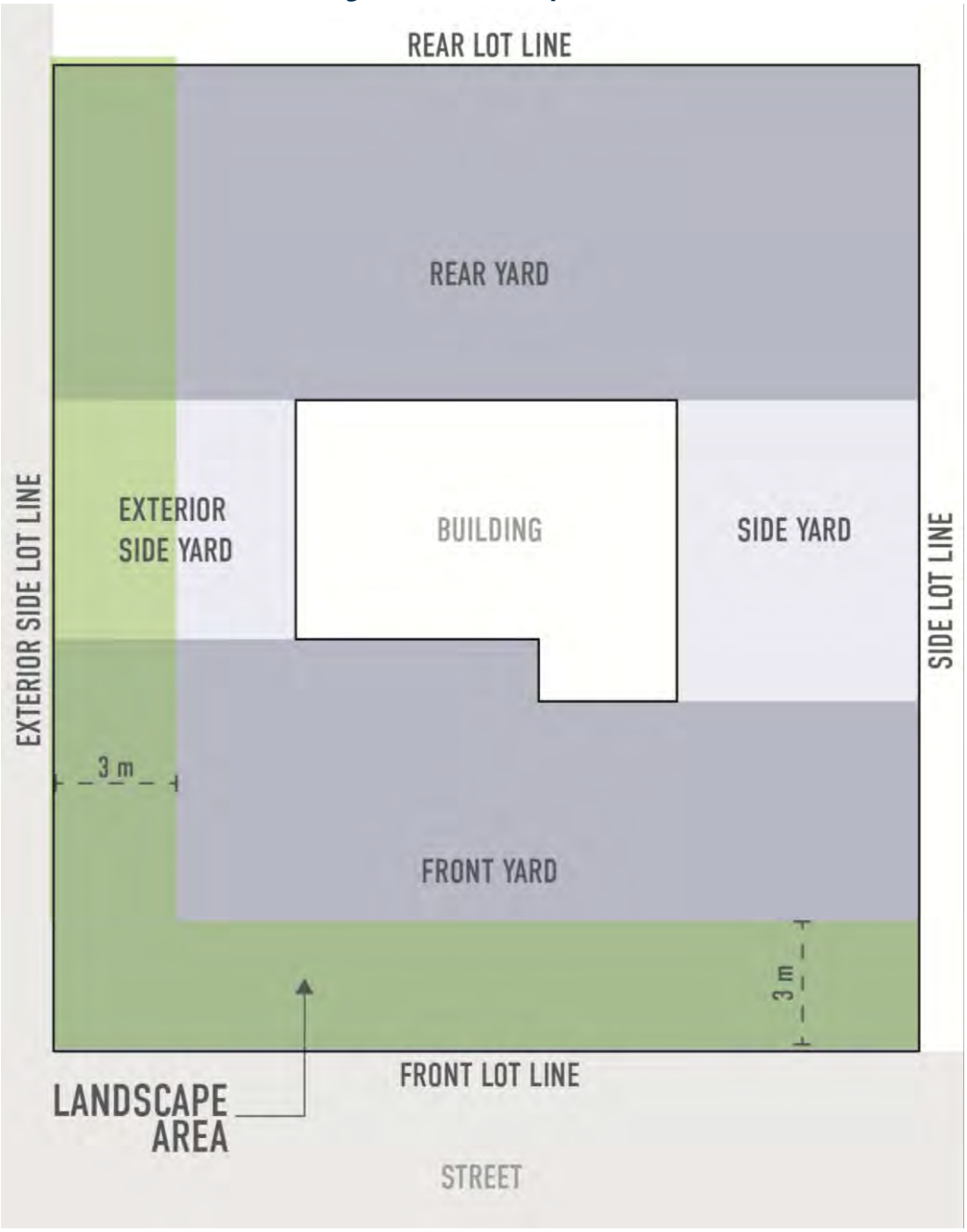
Industrial, Heavy means the assembly, fabrication, manufacturing, processing, storage, and testing of materials or products predominantly from extracted, bulk, or raw materials, including the processing of animal products and byproducts and processes using hazardous materials or processes which may create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

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

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

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

Figure 4-2. Landscape Area



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

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

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

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

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

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

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

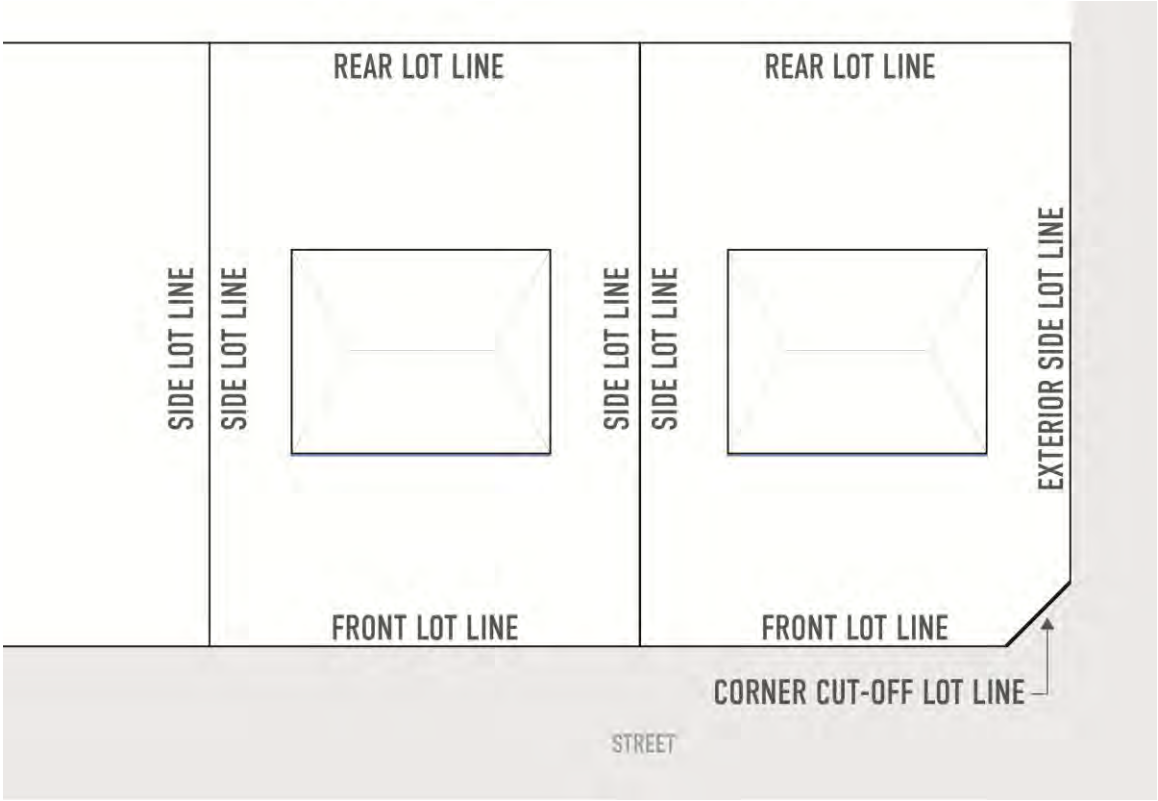
Lot Area means the total horizontal area within the lot line of a lot. In the case of a panhandle lot, the access strip shall be excluded from the calculation of total lot area for the purpose of determining compliance with a minimum lot area requirement of this Bylaw.

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

*See **Section 5.4.2** for additional lot coverage regulations.*

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

Figure 4-3. Lot Lines



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

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

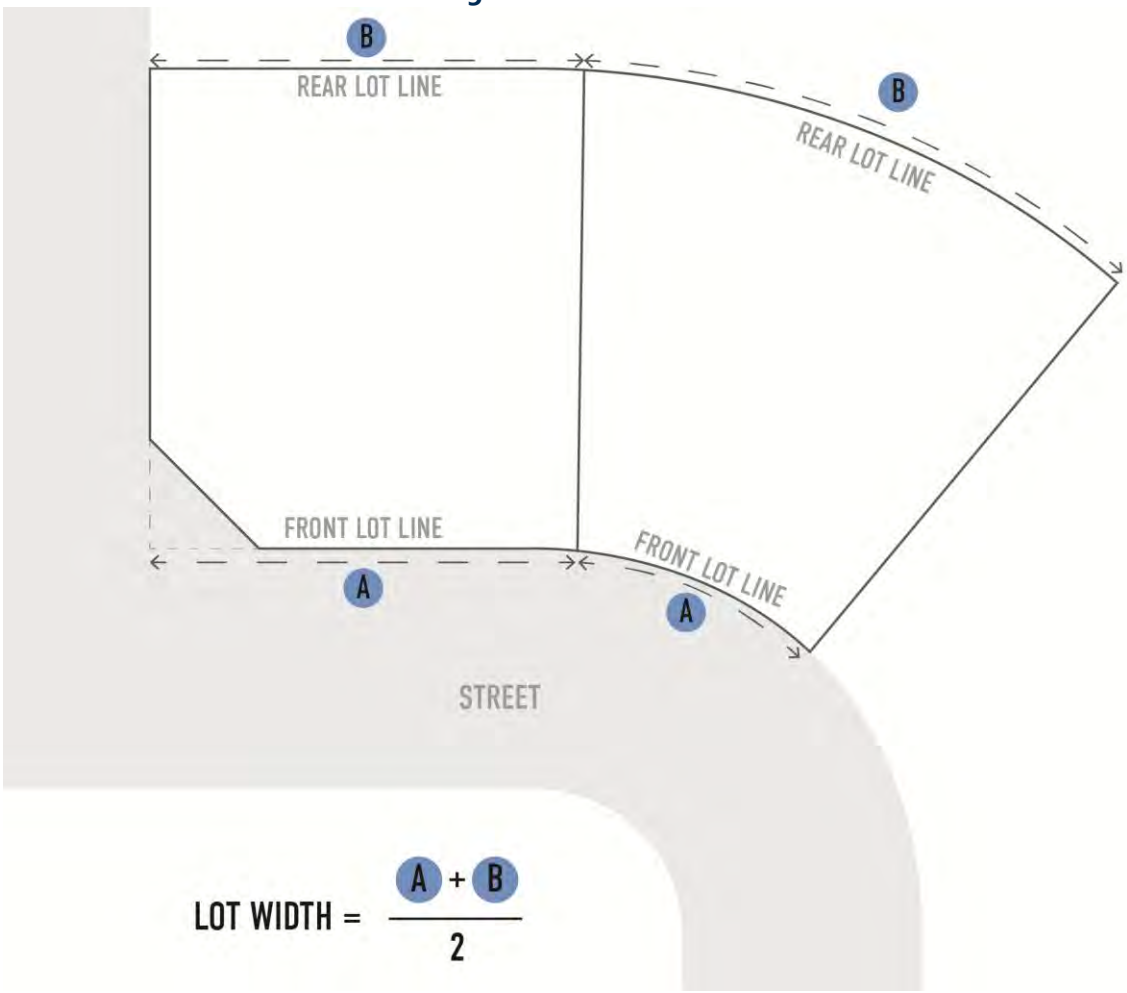
Lot Line, Front means the lot line that is common to a lot and an abutting highway, other than a lane. Where two or more lot lines abut a highway, the shortest line, excluding the corner cut-off lot line, shall be deemed to be the front lot line. Where a lot does not abut a highway, the lot line from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

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

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

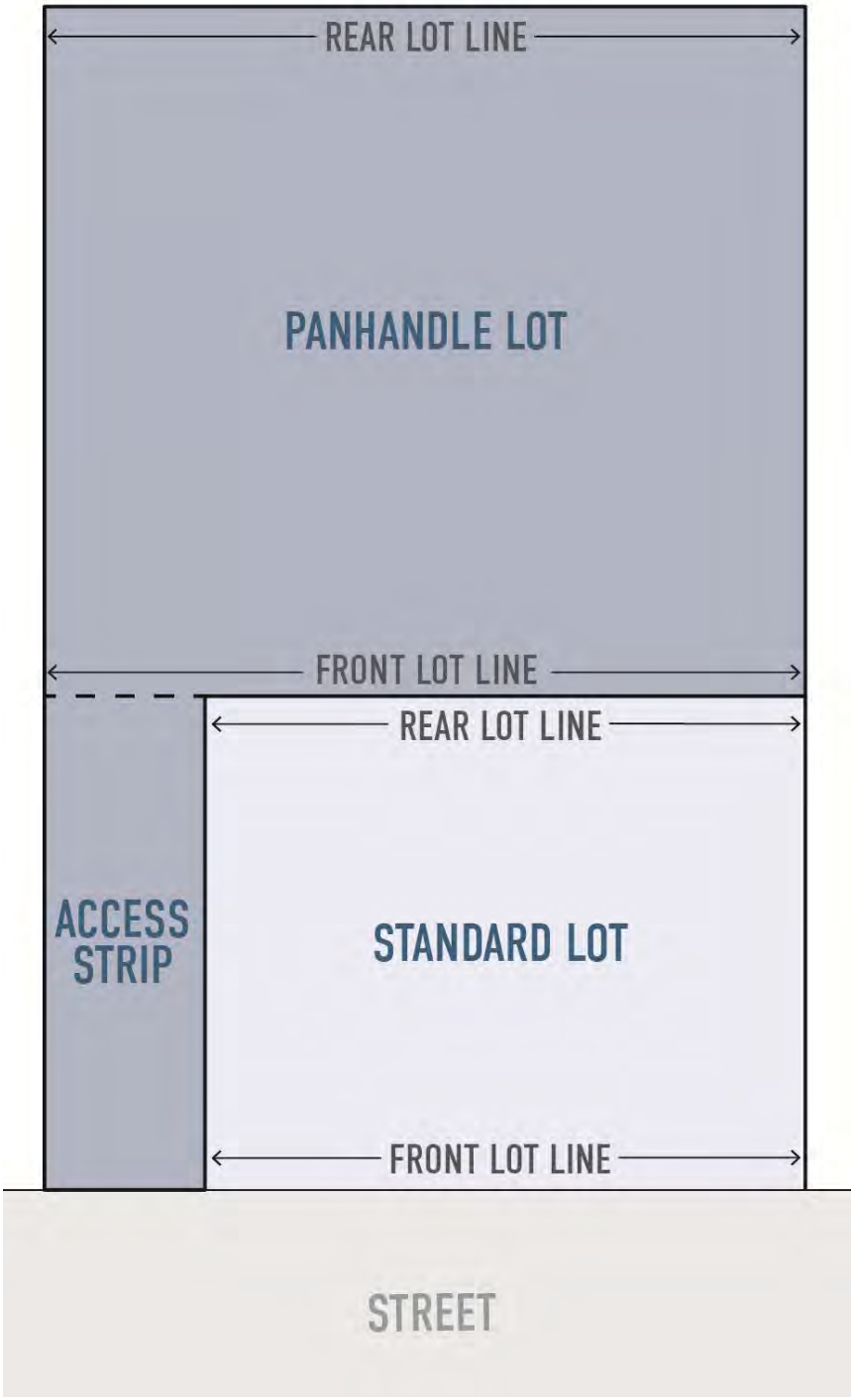
Lot Width means the average horizontal distance between the side lot lines of a lot, measured at both the front and rear lot lines.

Figure 4-4. Lot Width



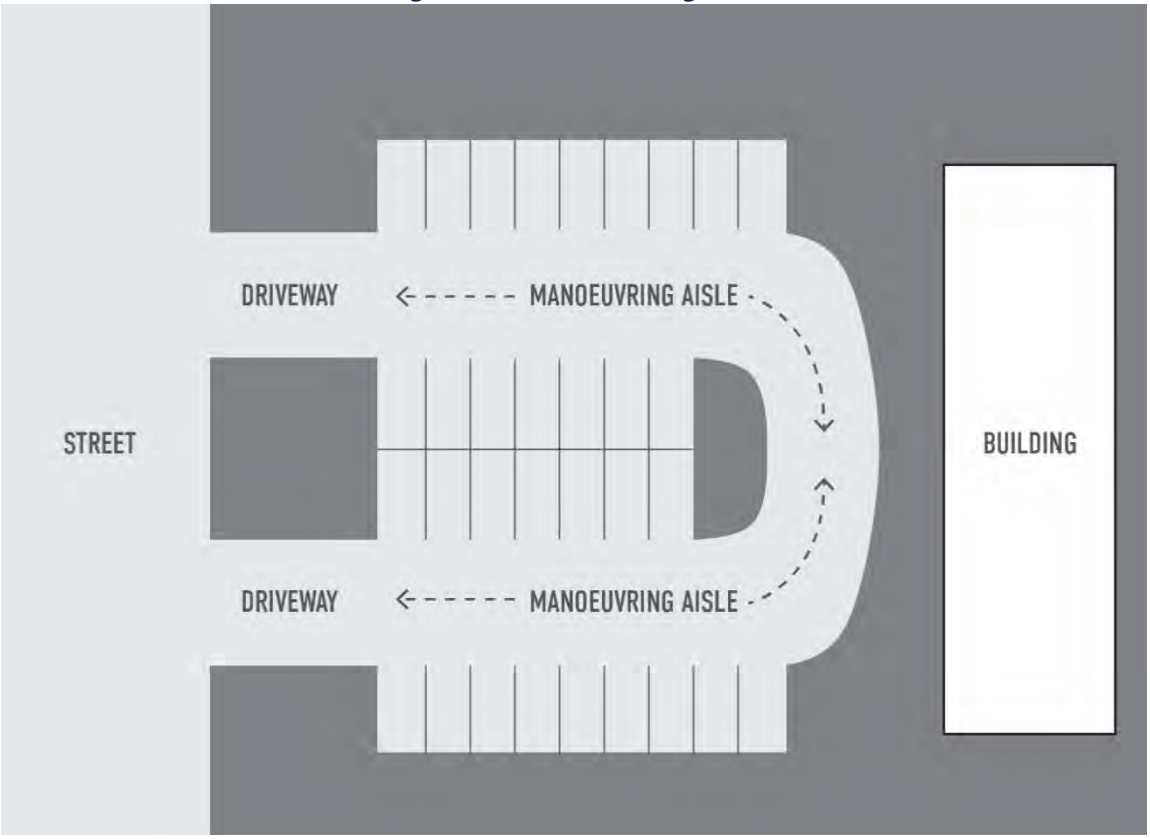
Lot, Panhandle means a lot that has its primary legal access from a highway through a narrow strip of land, referred to as the access strip, which is an integral part of the lot.

Figure 4-5. Panhandle Lot



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

Figure 4-6. Manoeuvring Aisle



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

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

Mobile Vending means the sale of food or beverage from a mobile, non-permanent, and moveable apparatus such as a vehicle, trailer, or cart.

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

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

Park means land used or intended to be used for passive outdoor recreation by the public or for the protection of environmentally sensitive or ecologically significant areas.

Parking Area means the area of a lot used to accommodate parking spaces and associated manoeuvring aisles.

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

Parking Space means a designated area intended to be used to park one vehicle, exclusive of any driveways, manoeuvring aisles, or ramps.

Parking, Barrier-Free means parking spaces designated for use by persons with disabilities.

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

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

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

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

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

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

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

Principal means the main or primary use of land, buildings, or structures on a lot.

*Throughout this Bylaw, **principal** is used to specify whether a use (including associated buildings and/or structures) is permitted as a primary use on a lot.*

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

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

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

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

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

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

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

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

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

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

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

Secondary means clearly in conjunction with and second to a principal use on the same lot.

*Throughout this Bylaw, **secondary** is used to specify whether a use (including associated buildings and/or structures), where occurring in conjunction with a principal use on the same lot, is permitted. For clarity, a secondary use can only occur where:*

- *the use is explicitly permitted as a secondary use in the applicable zone; and*
- *a principal use is already established, or will be established concurrently, on the same lot.*

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

Setback means the shortest horizontal distance between a building or structure and a lot line.

*See **Section 5.3.2** for additional setback regulations.*

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

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

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

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

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

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

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

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

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

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

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

Town means the Town of Comox.

Utilities means the provision of utilities for public consumption, benefit, or convenience, including water treatment, wastewater collection or treatment, stormwater collection or detention, irrigation, solid waste management, district heat, electric power, natural gas, and telecommunication modules.
Veterinary Services, Major means premises licensed as required under the *Veterinarians Act* to provide preventative, diagnostic, treatment, therapeutic, rehabilitative, medical, or surgical care to animals, which may include indoor or outdoor shelter facilities for animals receiving overnight medical care but specifically excludes a kennel.

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

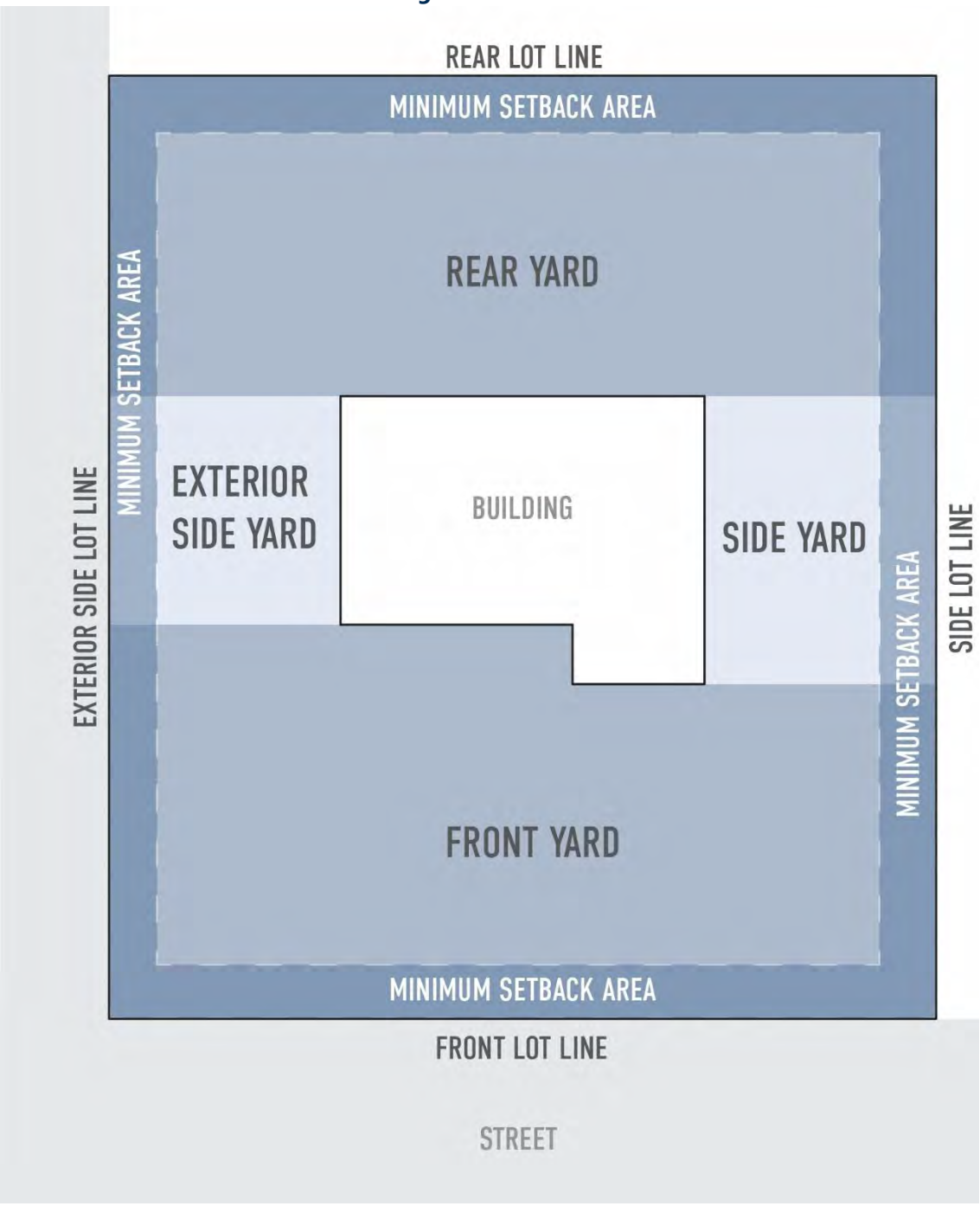
Watercraft and Equipment Services means the provision of services associated with new or used watercraft; boats, yachts, sailboats, canoes, kayaks, and similar marine vessels, including but not limited to retail sales, rental, servicing, washing, installation, detailing, painting, and repair, as well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

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

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

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

Figure 4-7. Yards



SECTION 5 | GENERAL REGULATIONS

5.1 Uses Permitted in All Zones

(1) The following uses, buildings, and structures are permitted in all zones:

(a) parks, open space, community gardens, multi-use trails, and ecological reserves;

(b) traffic control devices, free-standing lighting poles, and flag poles; and

(c) utilities.

5.2 Uses Prohibited in All Zones

(1) The following uses are prohibited in all zones:

(a) data centres;

(b) drive-through services; and

(c) industrial, heavy.

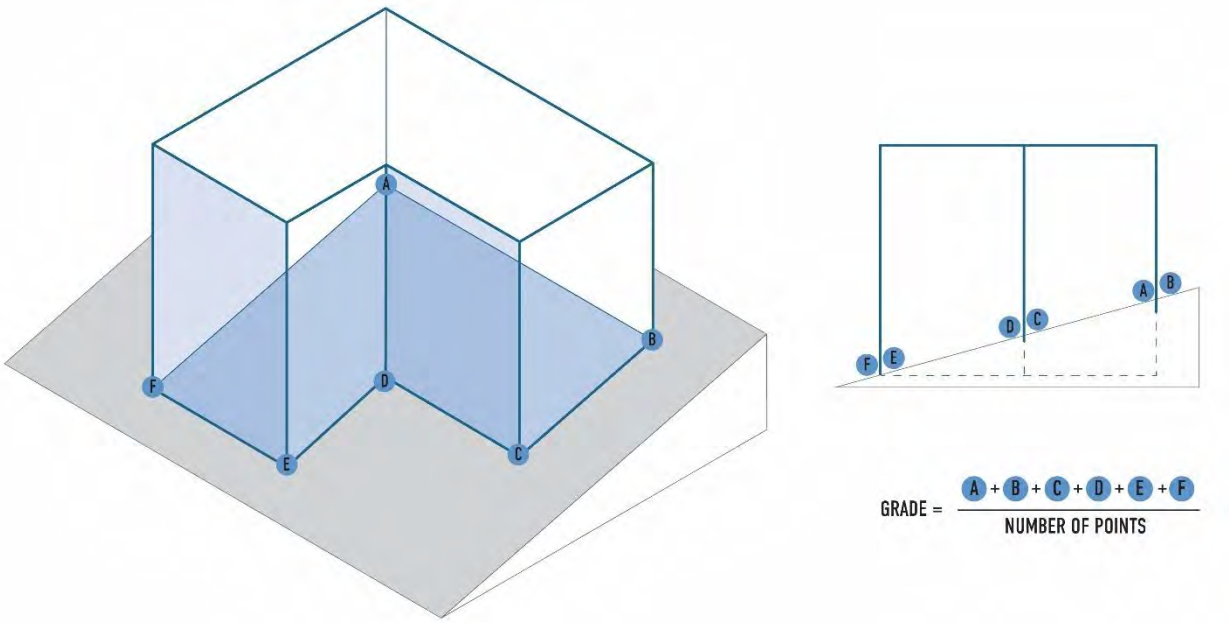
5.3 Development Standards

5.3.1 Height

(1) Where a zone establishes maximum height regulations, no building or structure within that zone shall exceed the height specified.

(2) For the purposes of calculating height, grade shall be measured by averaging the elevation at any point at which the corner of a building or structure comes into contact with the surface of a lot, excluding any artificial mounds of earth or rocks placed at or near the face the building or structure, and excluding the minimum window well width and depth required by the British Columbia Building Code (see **Figure 5-1**).

Figure 5-1. Calculating Grade



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

Table 5.3.1(4) Exceptions to Maximum Height Regulations

Feature(s)	Maximum Height Allowance
(a) Chimneys, belfries, spires, flagpoles and other such features	150% of the applicable zone-specific height maximum
(b) Mechanical, electrical, and structural features of a building, provided such features comprise ≤ 15% of the building's total roof area and are screened from view	3.0 metres above the maximum allowable height of the building or structure
(c) Telecommunication modules, including supporting structures	unlimited[1]

CONDITIONS [**Table 5.3.1(4)**]:

[1] Telecommunication modules shall be exempt from the maximum height regulations of this Bylaw, provided they comply with all applicable federal requirements for radiocommunication and broadcasting antenna systems.

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

5.3.2 Setbacks

(1) Where a zone establishes minimum setback regulations, no building or structure within that zone shall be placed, erected, constructed, sunk into, re-constructed, altered, or enlarged nearer to the lot line than the distance specified.

(2) For certainty, all portions of a building or structure, whether located above or below finished grade, shall be subject to all setbacks for the zone in which it is located.

(3) Despite **Section 5.3.2(1)** and **Section 5.3.2(2)**, the following structures may be located anywhere on a lot:

(a) arbours, trellises, pergolas, and other such landscaping features;

(b) fences and retaining walls; and

(c) playground equipment.

(4) Despite **Section 5.3.2(1)** and **Section 5.3.2(2)**, specific architectural and structural features may project into a required setback as prescribed in **Table 5.3.2(5)**.

Table 5.3.2(5) Allowable Projections into Setbacks

-- = projection not permitted

Feature(s)	Required Setback	Low-Density Residential Zones	Multi-Unit Residential Zones	All Other Zones[1]
(a) PRINCIPAL BUILDINGS				
(i) Awnings, bay windows, canopies, cornices, eaves, gutter, pilasters, sills, sunshades, and other such architectural features	Front	0.6 m		1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75 m
(ii) Balconies, porches, and verandas	Front	--	1.0 m	1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75 m
(iii) Exterior stairs, steps, landings, ramps, and decks ≤ 0.6 metres above finished grade	Front	no setback required		
	Rear			
	Interior side			
	Exterior side			
(iv) Exterior stairs, steps, landings, ramps, and decks > 0.6 metres above finished grade	Front	--	--	1.75 m
	Rear			
	Interior side			0.6 m
	Exterior side			1.75m
(b) SECONDARY BUILDINGS				
(i) Eaves and gutters	All setbacks	0.6 m		

CONDITIONS [**Table 5.3.2(5)**]:

[1] Where a **Comprehensive Development** zone prescribes zone-specific allowable projections into setbacks, the allowable projections into setbacks prescribed within **Table 5.3.2(5)** shall not apply.

5.3.3 Future Road Dedication Setbacks

(1) To accommodate future road dedication, the required minimum setbacks prescribed within this Bylaw shall be increased by a distance equal to the width of road dedication that would be required to establish the full required width of the abutting highway in accordance with the Town's *Subdivision and Development Servicing Bylaw*.

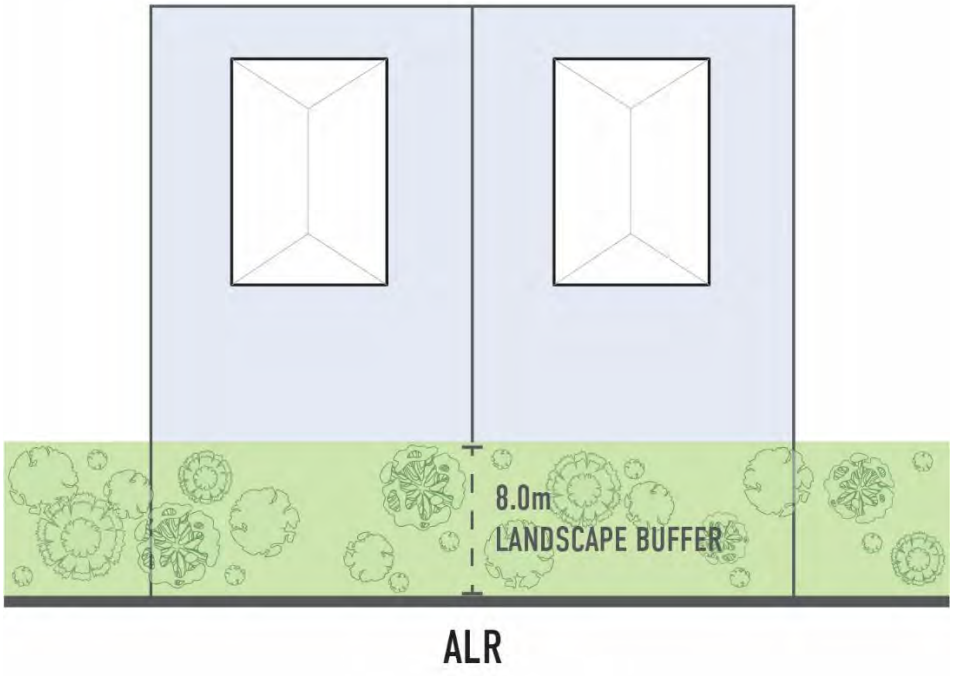
(2) For the purposes of calculating floor area ratio, a required future road dedication setback area, as required by **Section 5.3.3(1)**, may be included in the total lot area used to determine the level of density permitted on a lot.

(a) For clarity, any portion of a lot to be dedicated or transferred to the Town in accordance with the *Subdivision and Development Servicing Bylaw* may be included in the total lot area used to determine the level of density permitted on a lot.

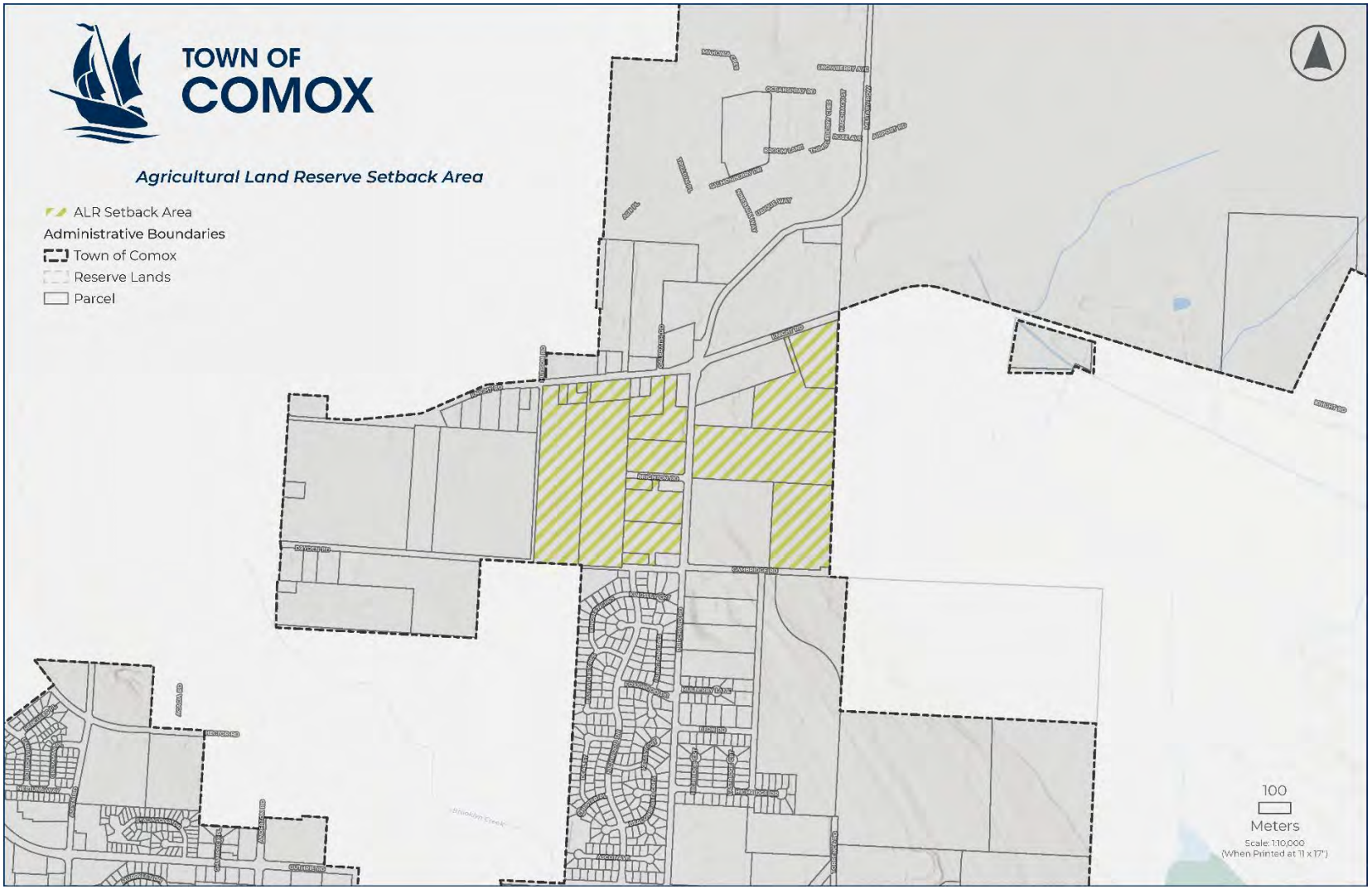
5.3.4 Agricultural Land Reserve (ALR) Setbacks

(1) For new development in the **Agricultural Land Reserve Setback Area (Map 5-1)**, an 8.0 metre setback, to act as a landscape buffer (see **Figure 5-2**), shall be provided from any lot line abutting a lot in the Agricultural Land Reserve.

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



Map 5-1. Agricultural Land Reserve Setback Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

5.4 Density

5.4.1 Floor Area Ratio

(1) For the purposes of calculating floor area ratio, the following shall be excluded from the measurement of gross floor area:

(a) shared amenity areas and other common utility spaces, including storage, laundry, waste management, and end-of-trip facilities;

(b) areas used to house a building's mechanical and electrical systems;

(c) basements; and

(d) shared corridors, stairs, and elevator shafts.

5.4.2 Lot Coverage

(1) The following shall be excluded from the calculation of lot coverage:

(a) one accessory building having less than 10.0 square metres of floor area;

(b) arbours, trellises, pergolas, and other such landscaping features;

(c) awnings, bay windows, canopies, cornices, eaves, gutters, pilasters, sills, sunshades, and other such architectural features;

(d) fences, retaining walls, and landscape screens;

(e) uncovered and/or unenclosed balconies, decks, porches, and verandas;

(f) uncovered courtyards, patios, sidewalks, driveways, parking areas, and other such hard surfacing;

(g) uncovered stairs and ramps; and

(h) uncovered swimming pools.

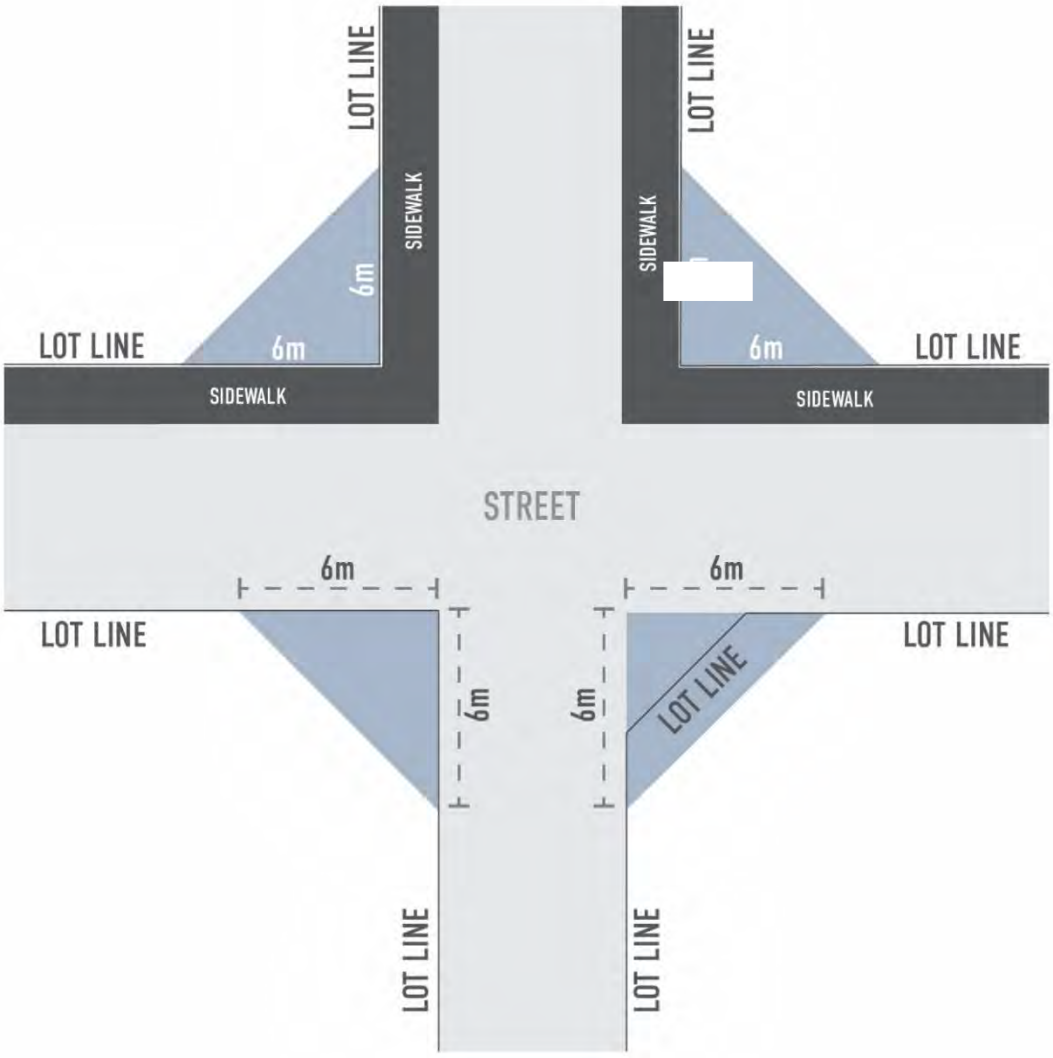
5.4.3 Minimum Density

(1) Environmentally sensitive areas shall be excluded from the total lot area measurement used to calculate the minimum dwelling unit requirements of a lot.

5.5 Visual Clearance at Intersections

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

Figure 5-3. Required Sight Triangles



SECTION 6 | USE-SPECIFIC REGULATIONS

6.1 Accessory Buildings and Structures

(1) Where expressly permitted in a zone, an accessory building or structure shall only be permitted where a principal use has already been established, or is in the process of being established, on the same lot.

(2) Despite **Section 6.1(1)**, one accessory building may be located on a lot where a principal use has not yet been established or is not yet in the process of being established, provided the gross floor area of the accessory building does not exceed 10.0 square metres.

(3) An accessory building or structure which is connected to a principal or secondary building via breezeway, carport, or other such unconditioned space shall not be considered to comprise part of the principal or secondary building.

(4) A shipping container may be used as an accessory building or structure, provided that such shipping container is not located in a front or exterior side yard.

(5) In no instance shall a building containing a dwelling unit be considered an accessory building.

6.2 Amenity Areas for Dwelling Units

Table 6.2(1) Private Amenity Area Regulations

Criteria	Requirement
(a) Minimum Private Amenity Area	**Development Comprising < 10 Dwelling Units:** 10.0 square metres for each dwelling unit[1] **Development Comprising ≥ 10 Dwelling Units:** 3.5 contiguous square metres for each dwelling unit
	No dimension of a contiguous private amenity area shall be less than 1.25 metres.

CONDITIONS [**Table 6.2(1)**]

[1] No private amenity area shall be smaller than 5.0 square metres of contiguous area.

Table 6.2(2) Shared Amenity Area Regulations		
Criteria	**Outdoor Amenities**	**Indoor Amenities**
(a) Minimum Shared Amenity Area	**< 10 Dwelling Units:** n/a **≥ 10 Dwelling Units:** 3.0 square metres per dwelling unit or 70.0 square metres per lot, whichever is greater	**< 50 Dwelling Units:** n/a **≥ 50 Dwelling Units:** 0.5 square metres per dwelling unit or 100.0 square metres per lot, whichever is greater
	No shared amenity area shall be smaller than 35.0 square metres of contiguous area.	
(b) Location	No shared amenity area shall be located within a front or exterior side yard.	Shared amenity areas shall be located within an accessible area of the building.
	Required amenity areas may be provided in the form of a rooftop patio.	

6.3 Caretaker Suites

(1) Where expressly permitted in a zone, a caretaker suite shall:

(a) have a maximum floor area of 90.0 square metres;

(b) be integrated within a principal building and shall not be connected to such building via breezeway, garage, or other such unconditioned space;

(c) be located above or to the rear of the principal use associated with the caretaker suite; and

(d) have its own separate entrance.

(2) Despite any other provision in this Bylaw, a maximum of one caretaker suite shall be permitted per lot.

6.4 Coach Houses

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

6.5 Home Occupations

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

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

Table 6.5(2) Home Occupation Regulations – Minor and Major		
Criteria	**Minor**	**Major**
(e) Operator Restrictions	The home occupation must be operated by an individual whose principal residence is the dwelling unit associated with the home occupation.	
(f) Employee Restrictions[1]	No non-resident employees.	A maximum of one non-resident employee.
(g) Client / Guest Restrictions	One client at any given time with the exception of children or adults receiving care in a care facility.[2]	
(h) Nuisance Restrictions	No nuisance from noise, vibration, smoke, dust, odours, heat, glare, or electrical or radio disturbance shall be produced by any home occupation. At all times, the privacy and enjoyment of adjacent properties shall be preserved and in no instance shall the home occupation adversely affect or interfere with the amenities of the surrounding neighbourhood.	
(i) Use Restrictions	In no instance shall a home occupation involve a light industrial, heavy industrial, light automotive and equipment services, , heavy automotive and equipment services, or watercraft and equipment services use.	
(j) Storage Restrictions	Outdoor storage or use of shipping containers is not permitted.	
(k) Commercial Vehicle Restrictions	On-site parking of commercial vehicles larger than 5,500 kilograms gross vehicle weight is not permitted.	
	No home occupation shall cause goods or materials to be delivered to or from the dwelling associated with the home occupation in such a quantity as to require regular or frequent delivery by a commercial vehicle.	
(l) Retail Sale Restrictions	The display and retail sale of goods shall be limited to goods that were produced or manufactured on-site incidentally to the home occupation, or goods produced or manufactured off-site which are directly related to the home occupation. In no instance shall the display and sale of a good be the primary purpose of any home occupation.	
(m) Other Restrictions	A food catering business operating lawfully within a dwelling may establish additional cooking facilities, provided the installation of such facilities is required by the Health Authority. Should the home occupation cease, the additional cooking facilities must be removed and are in no instance to be used to establish an additional dwelling.	

CONDITIONS [**Table 6.5(2)**]:

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

Table 6.5(2) Home Occupation Regulations – Minor and Major		
Criteria	**Minor**	**Major**
2	There shall be no limit to the number of children or adults permitted at any given time for a child care facility or community care facility home occupation, respectively, provided such facility holds a valid licence from the Health Authority.	

Table 6.5(3) Home Occupation Regulations – Bed and Breakfast and Vacation Rental Accommodations		
Criteria	**Accommodation**	
	Bed and Breakfast	**Vacation Rental**
(a) Licencing Requirements	All home occupations must have a valid business licence issued by the Town.	
(b) Location	The home occupation shall only be permitted where there is no more than one principal dwelling unit on a lot.	
	The home occupation shall be conducted entirely within a principal dwelling unit.	The home occupation shall be conducted within a dwelling unit on the same lot as the dwelling unit in which the resident operator resides.
		No more than one dwelling unit per lot shall be used for a vacation rental accommodation home occupation.
(c) Operator Restrictions	The home occupation must be operated by a resident property owner whose principal residence is the dwelling unit associated with the home occupation.	The home occupation must be operated by a resident property owner whose principal residence is on the same lot as the dwelling unit associated with the home occupation.
(d) Employee Restrictions[1]	No non-resident employees.	
(e) Client / Guest Restrictions	Two guests per sleeping unit, up to a maximum of three sleeping units.	Six guests at any given time.
(f) Nuisance Restrictions	No nuisance from noise, vibration, smoke, dust, odours, heat, glare, or electrical or radio disturbance shall be produced by any home occupation, and, at all times, the privacy and enjoyment of adjacent properties shall be	

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

6.6 Secondary Suites

(1) Where expressly permitted in a zone, a secondary suite shall:

(a) be incidental to, and integrated with, a principal dwelling unit, and shall not be connected to the principal dwelling unit via breezeway, carport, or other such unconditioned space;

(b) not be located in a coach house; and

(c) have its own separate entrance.

(2) A maximum of one secondary suite shall be permitted per principal dwelling unit.

(3) No secondary suite shall be subdivided from the principal dwelling unit under the *Strata Property Act*.

6.7 Urban Agriculture

Table 6.7(1) Urban Agriculture Regulations

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

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

CONDITIONS [**Table 6.7(1)**]:

[1] One farm stand may be located within a required front or exterior side yard, provided it is setback a minimum of 1.0 metre from all lot lines.

[2] On-site slaughter of chickens is prohibited. Any deceased chickens shall be disposed of at an appropriate refuse disposal facility or through the services of a veterinarian.

SECTION 7 | LANDSCAPING AND SCREENING

7.1 General

(1) All required landscaping and screening installations, including associated irrigation systems, shall meet or exceed the Canadian Landscape Standard (CLS).

(2) All required landscaping and screening installations shall be regularly maintained by property owners to meet or exceed the Canadian Landscape Standard to ensure a healthy, neat, and orderly appearance throughout the year.

(a) Required landscaping maintenance for plant material shall include watering, mulching, pruning, fertilizing, liming, and tree support, as well as weed, pest, and disease control.

(b) Required landscaping maintenance for lawn and grass areas shall include mowing, trimming, edging, aeration, and repairs such as regrading, reseeding, resodding, as well as weed, pest, and disease control.

(3) All required landscaping installations shall comply with the Town's Climate Resilient Landscaping Standards, current edition, for species recommendations and planting guidelines.

7.2 Landscaping Regulations

(1) The landscaping regulations prescribed in **Table 7.2(2)** and **Table 7.2(3)** are only applicable to development comprising one or more new dwelling units, including the demolition and replacement of one or more existing dwelling units.

Table 7.2(2) Landscaping Regulations – Trees

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

Table 7.2(2) Landscaping Regulations – Trees		
Criteria	**Low-Density Residential and Multi-Unit Residential Zones**	**All Other Zones**
	Large Tree: expected mature canopy diameter of > 10.0 metres	
(c) Minimum Tree Size Ratio	**Medium Tree:** 25% of required trees [2] **Large Tree:** 50% of required trees [2]	
	Where only one tree is required, such tree must be a large tree.	
(d) Minimum Deciduous Tree Caliper	**Small Tree:** 4.0 cm **Medium Tree:** 4.5 cm **Large Tree:** 5.0 cm	
	The minimum vertical distance between grade and the tree's lowest limb is 1.5 metres for all deciduous trees.	
(e) Minimum Coniferous Tree Height	1.4 m	
(f) Minimum Soil Volume Per Tree	35.0 m^3	
(g) Tree Spacing	Minimum tree spacing shall be based on site requirements for sightlines, accessibility, and standard planting practices for the selected tree species.	
(h) Overhead Interference	Required trees shall be planted where overhead electrical power lines or other such objects will not interfere with their growth.	
	Where a required tree must be located within 2.75 metres horizontally from an overhead utility, such tree shall comprise a tree species identified as being suitable for placement adjacent to overhead utility lines in the Town's Climate Resilient Landscaping Standards.	

CONDITIONS [**Table 7.2(2)**]:

[1] The minimum number of required trees shall be inclusive of any existing trees on the lot that are to be retained, provided such trees meet all other landscaping regulations.

[2] The minimum number of small trees shall be equal to the total number of required trees minus the required number of large and medium trees.

Table 7.2(3) Landscaping Regulations – All Other Requirements	
Criteria	**All Zones**
(a) Required Landscape Areas	Where a required minimum setback for a yard abutting a highway is greater than 0.0 metres and less than 3.0 metres, the required landscape area shall be equivalent to the minimum setback area.
	Where a required minimum setback for a yard abutting a highway is greater than 3.0 metres, the required landscape area shall be a minimum of 3.0 metres into the required setback.
(b) Minimum Planting Requirements for Landscape Areas	75% of all landscape areas shall be planted with soil-based landscape elements.[1]
(c) Minimum Planting Requirements for Tiered Retaining Walls	100% of the horizontal area between each tier of a retaining wall shall be planted with soil-based landscape elements.
(d) Landscaping for Parking Areas	**Parking Areas that Accommodate < 14 Vehicles:** n/a **Parking Areas that Accommodate ≥ 14 Vehicles:** a contiguous, 1.5 metre wide landscape buffer planted with soil-based landscape elements shall be provided between the parking area and any abutting highway(s)
	Landscape buffers shall be planted with a minimum of one medium or one large tree per 15.0 square metres of landscape buffer area.[2]
	The maximum number of consecutive parking spaces is 14. A landscape buffer or drive aisle shall separate the next 14 parking spaces.
	Landscape buffers shall be clearly delineated as separate and in addition to required parking and loading spaces.
	Landscape buffers shall be located such that loading and unloading vehicles can access the site without interference.
(e) Irrigation	All landscaping shall be equipped with a permanent, fully automatic, low-water requirement irrigation system.[3]
(f) Outdoor Lighting	Outdoor lighting of unenclosed parking areas and **Employment**-zoned lots shall not exceed a maximum height of 4.5 metres.
	Outdoor lighting of all non-parking area and non-**Employment**-zoned lots shall not exceed a maximum height of 4.0 metres.
	No flashing or blinking exterior lighting shall be permitted.

Table 7.2(3) Landscaping Regulations – All Other Requirements	
Criteria	**All Zones**
	All direct or ambient lighting shall have a DarkSky seal and be directed or shielded to ensure direct light rays do not shine beyond the boundaries of the lot.

CONDITIONS [**Table 7.2(3)**]:

1 Environmentally sensitive areas sited within the landscape area can be excluded from the total landscape area measurement used to calculate the minimum requirements for soil-based landscape elements.

2 The minimum number of trees required within parking islands is in addition to the minimum number of trees required for all development.

3 Areas of existing, undisturbed, native vegetation which are 100.0 square metres in area or larger and wholly or partially achieve the landscaping requirements, as well as areas specifically designed as xeriscape or with drought resistant native species may not require a permanent, fully automatic, low-water requirement irrigation system.

7.3 Landscape Screens

Table 7.3(1) Minimum Standards for Required Landscape Screens	
Type	**Minimum Height**
(a) Existing vegetation	1.5 m
(b) Continuous row of native, drought-tolerant plants [1]	1.5 m
(c) Solid, opaque fencing	1.8 m

CONDITIONS [**Table 7.3(1)**]:

1 Selection and installation of plant varieties shall consider the species recommendations and planting guidelines included in the Town's Climate Resilient Landscaping Standards.

(2) Except where otherwise specified in this Bylaw, all required landscape screens shall be continuous except to accommodate access/egress to or from the screened area.

(3) No required landscape screen in any zone shall be comprised of or contain barbed wire, razor wire, electrified wire, sheet metal, plywood, or chain link fencing.

Table 7.3(4) Landscape Screen Regulations			
Criteria or Use	**Subject Lot**		
	Multi-Unit Residential Zones	**Light Industrial (E-3) Zone**	**All Other Zones**
(a) Screening Along Lot Lines Shared with Adjacent Lots	A landscape screen shall be provided along all lot lines abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.	A landscape screen shall be provided along all lot lines abutting a lot in any other zone.	A landscape screen shall be provided along all lot lines abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.
(b) Screening Along Lot Lines Shared with Adjacent Lots in the ALR	For lots in the **Agricultural Land Reserve Setback Area (Map 5-1)**, a vegetative landscape screen shall be provided along all lot lines abutting a lot in the ALR.		
(c) Utility Boxes and Transformers [1]	A landscape screen shall be provided around all utility boxes and transformers.[2]		
	No landscape screen shall be located within 2.5 metres of the doors of a utility box or transformer or within 0.3 metres of any other portion of a utility box or transformer.		

CONDITIONS [**Table 7.3(4)**]:

[1] Screening requirements shall not apply to utility boxes and transformers which have been wrapped with a Town approved image by certified installers.

[2] Despite **Table 7.3(1)**, the minimum height of a landscape screen for a utility box or transformer shall be 1.2 metres.

7.4 Fences

(1) Despite any other height regulation in this Bylaw, no fence shall exceed the maximum fence height regulations prescribed in **Table 7.4(3)**.

(2) The height of a fence shall be determined by measuring the vertical distance between the highest point of the fence and finished grade, and, where such fence is constructed within 1.0 metre of the top of a retaining wall, shall include the height of such retaining wall (see **Figure 7-1**).

Figure 7-1. Fence Height

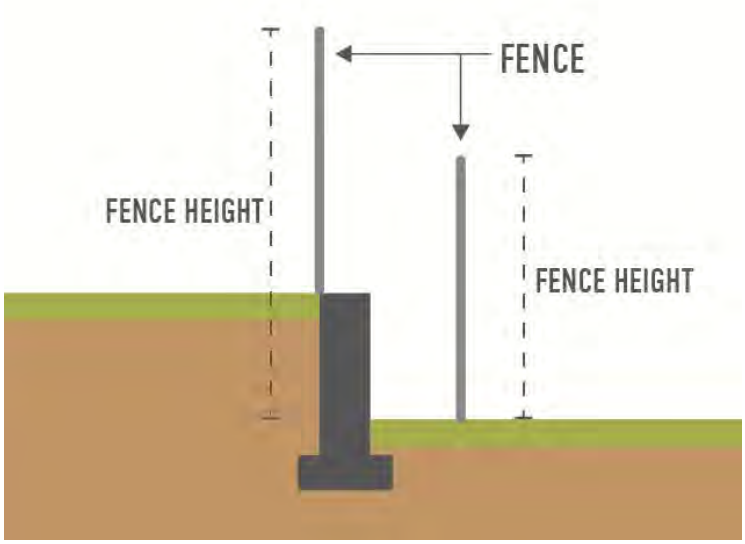


Table 7.4(3) Fence Regulations		
Zone(s)		**Maximum Height**
(a) **Low-Density Residential** and **Multi-Unit Residential**	(i) Front Yard	1.2 m
	(ii) Exterior Side Yard	
	(iii) All Other Yards	2.4 m[1]
(b) All Other Zones	(i) All Yards	2.4 m [1,2]

CONDITIONS [**Table 7.4(3)**]:

[1] The maximum height of a fence erected on a lot which abuts a neighbouring lot where the finished grade is higher than that of subject lot, is 3.0 metres, provided the fence does not protrude more than 2.0 metres above the finished grade of the neighbouring lot (see **Figure 7-1**).

[2] Where a **Comprehensive Development** zone prescribes zone-specific fence standards, such standards shall apply.

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

7.5 Retaining Walls

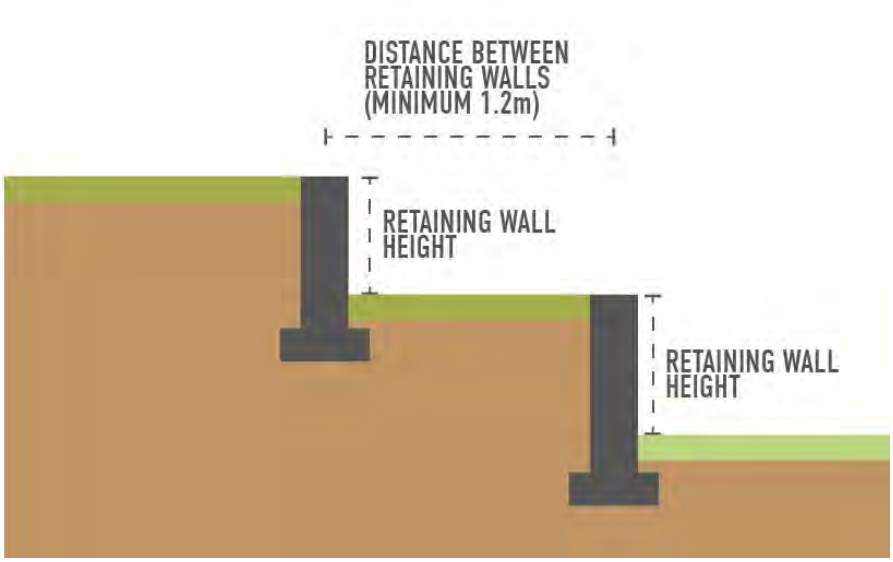
(1) The height of a retaining wall shall be determined by measuring the vertical distance between the highest point of the retaining wall and the natural grade immediately adjacent on the lower side.

(2) Despite any other height regulation in this Bylaw:

(a) No retaining wall located within a required setback, including a tiered retaining wall, shall exceed 2.4 metres.

(b) No retaining wall shall be sited within 1.2 metres, measured horizontally, from another retaining wall (see **Figure 7-2**).

Figure 7-2. Retaining Walls



SECTION 8 | PARKING AND LOADING

8.1 General

(1) Except as otherwise specified in this Bylaw, on-site parking and loading spaces shall be provided and maintained for any development, including new development, a change of use associated with an existing development, and the expansion of an existing development.

(2) Parking spaces shall not be credited as loading spaces or vice versa.

(3) No parking or loading space required by this Bylaw shall be used for access or egress, a driveway or other such manoeuvring aisle, commercial repair work, displays, or the sale or storage of goods of any kind.

(4) No parking or loading spaces required by this Bylaw shall interfere with or obstruct any landscaping or screening installations required under **Section 7** of this Bylaw.

8.2 Location and Siting

(1) Except as otherwise specified in this Bylaw, all required parking and loading spaces shall be located on the same lot as the use that they serve.

(2) Despite **Section 8.2(1)**, standard or small vehicle parking spaces may be provided on a separate lot located within 120.0 metres of the use which they serve, provided the following conditions are met:

(a) the use requiring the parking spaces is not on a lot within a **Low-Density Residential** or **Multi-Unit Residential** zone;

(b) the use requiring the spaces is not residential or residential-related;

(c) parking lot is a permitted use on the separate lot where the parking spaces are proposed to be located; and

(d) pursuant to Section 219 of the *Land Title Act*, a restrictive covenant is registered on the title of the separate lot where the parking spaces are proposed to be located, outlining the provision of parking spaces in accordance with the requirements of this Bylaw.

(3) All required parking and loading spaces shall have unobstructed access/egress to a highway via driveway, manoeuvring aisle, or lane.

(4) No parking or loading space shall be located within a required front or exterior side setback.

(5) In **Mixed-Use**, **Employment**, **Marine**, and **Park and Public Use** zones, no parking or loading area, including areas used for access and egress, shall be located within:

(a) an interior side yard abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone; or

(b) an exterior side yard.

8.3 Dimension and Design Standards

Table 8.3(1) Minimum Dimensions for Standard Parking Spaces

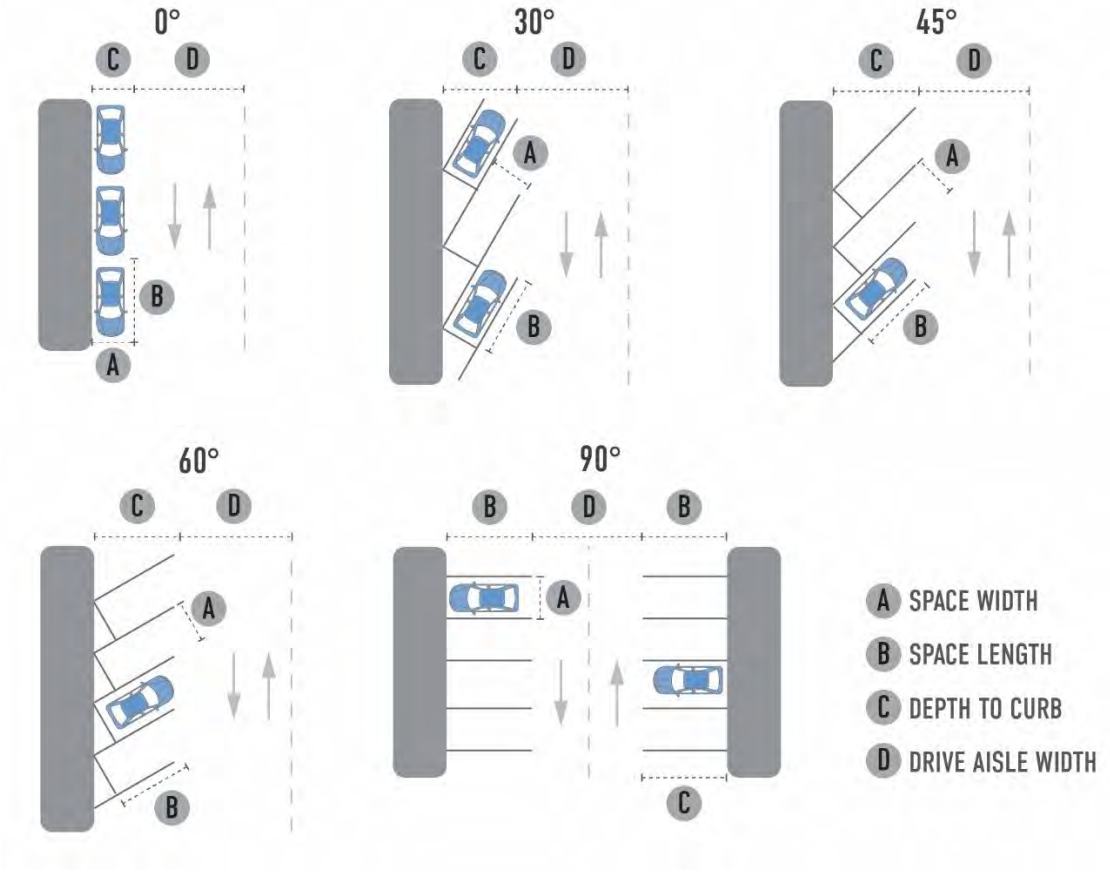
Parking Angle	Width	Length	Depth to Curb	Height Clearance	Manoeuvring Aisle Width [1]
0° (parallel parking)	2.6 m	7.0 m	2.6 m	2.2 m	3.6 m (one-way) [1]
30°		5.5 m	5.0 m		3.6 m (one-way) [1]
45°		5.5 m	5.7 m		3.9 m (one-way) [1]
60°		5.5 m	6.0 m		4.8 m (one-way) [1]
90°		5.5 m	5.5 m		7.0 m (two-way) [1,2]

CONDITIONS [Table 8.3(1)]:

[1] The maximum width of any manoeuvring aisle is 7.2 metres.

[2] Where parking spaces are provided in a single row, the minimum manoeuvring aisle width is 6.7 metres.

8-1. Parking Lot Configurations



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

(a) Where a parking or loading space abuts an obstruction, the width of such space must:

i. be an additional 0.3 metres where there is an obstruction abutting just one side;
ii. be an additional 0.5 metres where there is an obstruction abutting either side; and
iii. be an additional 0.8 metres wider where the parking space abuts a doorway.

(3) Except in **Low-Density Residential** zones, every required parking and loading space, including areas used for access and egress, shall:

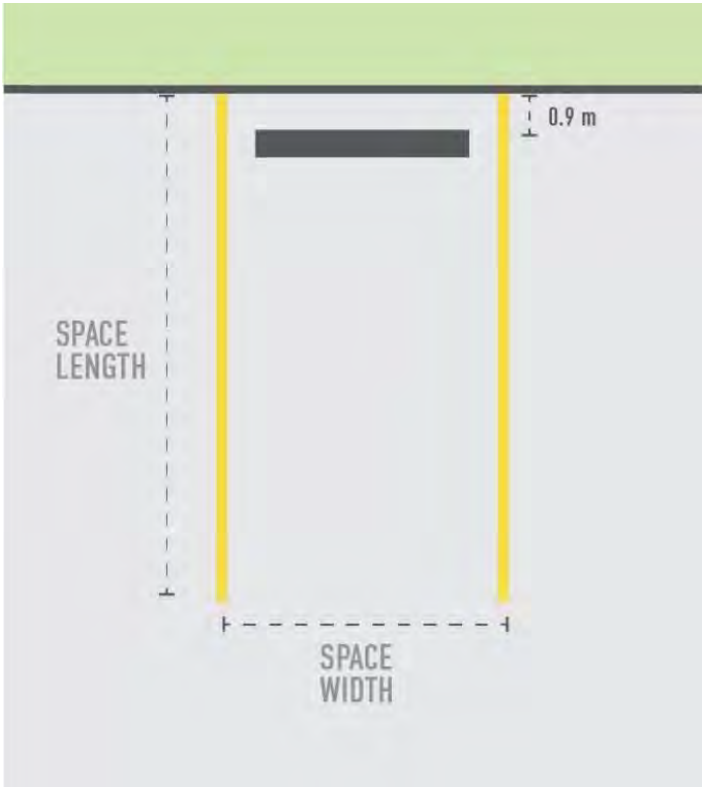
(a) have a durable, dust-free hard surface of concrete, asphalt, or semi-permeable material such as cobblestones, turf block, and honeycomb grid, constructed such that surface drainage is directed to an approved on- or off-site stormwater drainage system;

(b) not exceed a maximum grade of 8%;

(c) have fencing, curbs, or secured wheel stops to prevent vehicles from encroaching upon lot lines; and

(d) where there is no fencing or curb between a required parking or loading space and an abutting pedestrian walkway, sidewalk, or highway, a secured wheel stop that is 0.15 metres in height shall be installed 0.9 metres from the abutting pedestrian walkway, sidewalk, or highway (see **Figure 8-2**).

Figure 8-2. Wheel Stops



(4) Every parking and loading area required to accommodate five or more vehicles, including areas used for access and egress, shall:

(a) clearly delineate individual parking spaces, loading spaces, barrier-free parking spaces, electric vehicle parking spaces, manoeuvring aisles, entrances, and exits with pavement markings, signage, or other physical means in accordance with the Manual of Uniform Traffic Control Devices for Canada (MUTCDC);

(b) be designed to allow forward access/egress directly to an abutting highway from the lot on which the parking or loading area is located; and

(c) be illuminated using DarkSky compliant lighting which is directed or shielded to ensure direct light rays do not shine beyond the boundaries of the lot.

(5) No driveway shall exceed a maximum grade of 15%.

8.4 Parking and Loading Requirements

(1) Parking and loading spaces shall be provided in accordance with the number of parking and loading spaces for a specific use as specified in **Table 8.4.1(1)** and **Table 8.4.8(3)**.

(a) For the purposes of calculating parking and loading requirements, the following shall be excluded from the measurement of floor area:

i. shared amenity areas and other common utility spaces, including storage, laundry, waste management, and end-of-trip facilities;
ii. areas used to house a building's mechanical and electrical systems; and
iii. shared corridors, stairs, and elevator shafts.

(b) Parking and loading space requirements for non-residential uses, other than marina, in the **Downtown** (see **Map 8-1**) shall be reduced by 50%.

(c) Despite **Section 8.4(1)**, where a **Comprehensive Development** zone prescribes zone-specific parking and loading requirements, such standards shall apply.

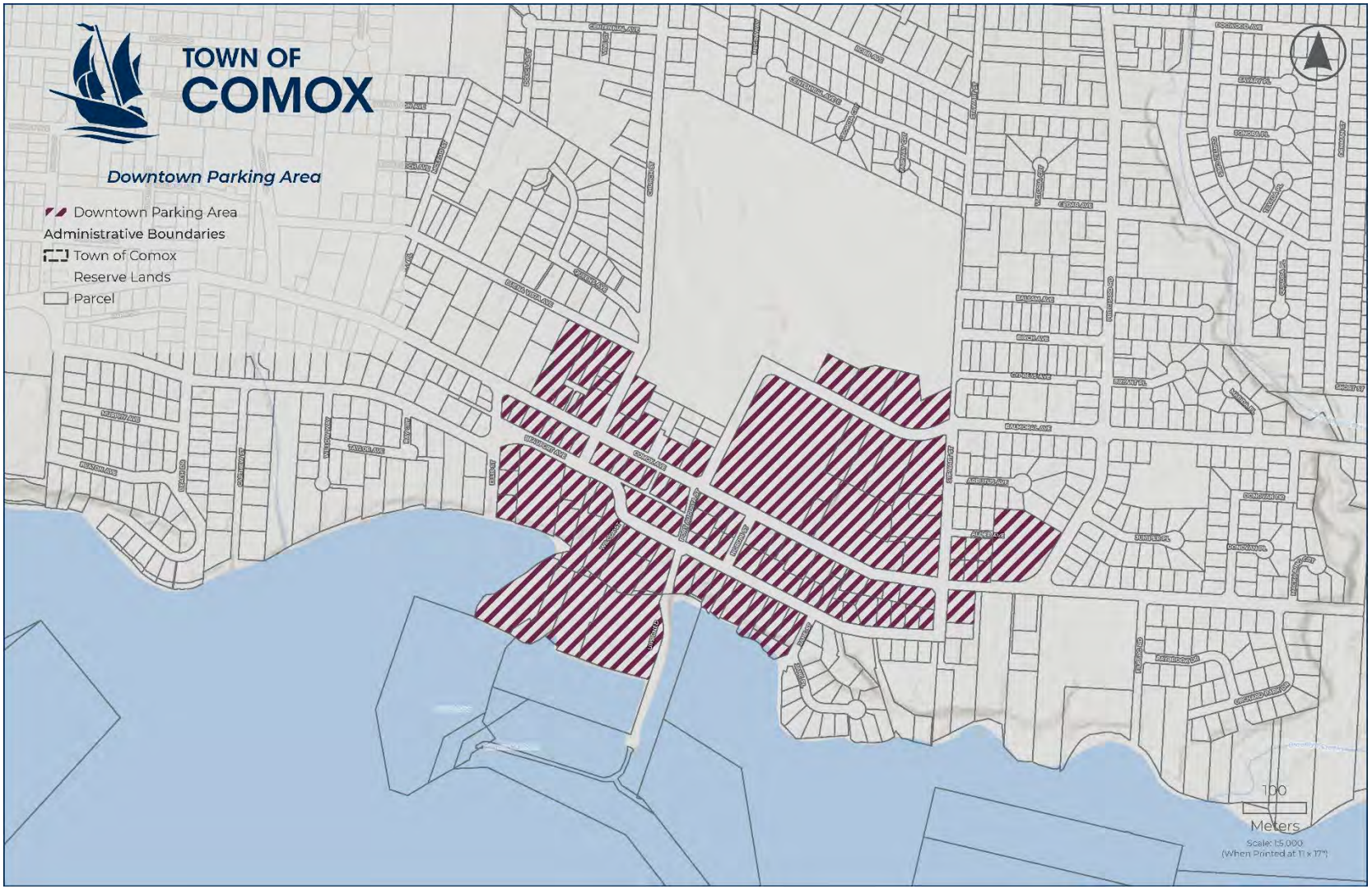
(2) Parking and loading spaces for secondary uses shall be provided in addition to the parking and loading spaces required for principal uses.

(3) Where multiple uses are established on a single lot or a parking area collectively serves multiple uses established on a single lot, the total number of required parking and loading spaces shall be the sum of the parking and loading requirements for each use calculated separately.

(4) Where a specific use is not listed, the parking and loading requirements applicable to the use which is most comparable in character and purpose shall apply.

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

Map 8-1. Downtown Parking Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

8.4.1 Standard Parking

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

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

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

8.4.2 Barrier-Free Parking

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

Table 8.4.2(2) Minimum Dimensions for Barrier-Free Parking Spaces

Type of Barrier-Free Parking Space	Width	Length	Height Clearance [1]	Side Access Aisle Width
Standard	3.1 m	5.5 m	2.75 m	1.5 m [2]
Van-Accessible		5.8 m		

CONDITIONS [**Table 8.4.2(2)**]:

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

[2] Two adjacent barrier-free parking spaces may share a single side access aisle.

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

Table 8.4.2(4) Barrier-Free Parking Requirements

Total Number of Required Parking Spaces	Minimum Number of Barrier-Free Parking Spaces [1]
1 – 10	0
11 - 50	1
≥ 50	1 plus 1% of all spaces [2]

CONDITIONS [**Table 8.4.2(4)**]:

[1] Barrier-free parking spaces shall be included in the total number of required parking spaces. For example: where a development must provide twenty-five parking spaces, the total number of required parking spaces is twenty-five, one of which must be a barrier-free parking space.

[2] Where three or more barrier-free parking spaces are required, at least one space must achieve the minimum dimensions of a van-accessible barrier-free parking space as prescribed in **Table 8.4.2(2)**.

(5) Despite **Section 8.3**, every required barrier-free parking space must:

(a) have a firm and slip-resistant surface which does not exceed a 3% slope;

(b) have a side access aisle which is clearly marked with high contrast diagonal hatched pavement marking; and

(c) be clearly marked with high contrast pavement markings or vertical signage displaying the International Symbol of Access.

(6) Barrier-free parking spaces shall be located within 10.0 metres of:

(a) an elevator in an enclosed parking area;

(b) the primary entrance of the building they are intended to serve; or

(c) any another public entrance which provides barrier-free access to the building they are intended to serve.

8.4.3 Commercial Vehicle Parking

(1) Despite **Section 8.3**, the minimum dimensions of a parking space intended to be used for commercial vehicles exceeding 4,400 kilograms gross vehicle weight shall be in accordance with the oversize loading space dimensions prescribed in **Table 8.4.8(1)**.

(2) On-site parking of commercial vehicles shall not be permitted in **Low-Density Residential** or **Multi-Unit Residential** zone, except:

(a) a maximum of one commercial vehicle not exceeding 4,400 kilograms gross vehicle weight;

(b) commercial vehicles required for the limited purpose of loading and unloading household contents; or

(c) commercial vehicles required for construction, repair, servicing, or maintenance works occurring on the lot.

8.4.4 Electric Vehicle Parking

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

Table 8.4.4(2) Electric Vehicle Parking Requirements

Total Number of Required Parking Spaces	Minimum Number of EV-Prepared Parking Spaces[1]
1 – 10	0
> 10	5% of all spaces

CONDITIONS [**Table 8.4.4(2)**]:

[1] EV-prepared parking spaces shall be included in the total number of required parking spaces. For example: where a development must provide 20 parking spaces, the total number of required parking spaces is 20, one of which must be an EV-prepared parking space.

8.4.5 Small Vehicle Parking

(1) Small vehicle parking spaces may be provided as a function of the total number of required parking spaces prescribed in **Table 8.4.1(1)**, up to a maximum of 50% of required parking spaces in the **Downtown** (see **Map 8-1**) and up to a maximum of 35% of required parking spaces in all other areas.

(2) Despite **Section 8.3**, small vehicle parking spaces must achieve the minimum dimensions prescribed in **Table 8.4.5(3)**.

Table 8.4.5(3) Minimum Dimensions for Small Vehicle Parking Spaces

Parking Angle	Width	Length	Depth to Curb	Height Clearance	Manoeuvring Aisle Width [1]
0° (parallel parking)	2.6 m	7.0 m	2.6 m	2.2 m	3.6 m (one-way) [1]
30°	2.3 m	4.5 m	4.3 m		3.6 m (one-way) [1]
45°		4.5 m	4.9 m		3.9 m (one-way) [1]
60°		4.5 m	5.1 m		4.8 m (one-way) [1]
90°		4.5 m	4.6 m		7.0 m (two-way) [1,2]

CONDITIONS [**Table 8.4.5(3)**]:

[1] The maximum width of any manoeuvring aisle is 7.2 metres.

[2] Where parking spaces are provided in a single row, the minimum manoeuvring aisle width is 6.7 metres.

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

8.4.6 Tandem Parking

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

8.4.7 Visitor Parking

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

Table 8.4.7(2) Visitor Parking Requirements

Total Number of Required Parking Spaces	Minimum Number of Visitor Parking Spaces [1]	
	Downtown Parking Area	All Other Areas
1 – 4	0	0
≥ 5	10% of total number of required spaces	25% of total number of required spaces

CONDITIONS [**Table 8.4.7(2)**]:

[1] Visitor parking is calculated in addition to the total number of required parking spaces. For example: where a residential development in the **Downtown** must provide 15 parking spaces, the total number of required parking spaces is 17, two of which must be designated as visitor parking.

(3) Where one or more visitor parking spaces are required, a minimum of one of such visitor parking space must achieve the standards of a barrier-free parking space.

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

8.4.8 Loading Spaces

Table 8.4.8(1) Minimum Dimensions for Loading Spaces

Type of Loading Space	Width	Length	Height Clearance [1]	Side Access Aisle Width
Standard	2.6 m	5.5 m	2.75 m	0.5 m
Oversize	3.5 m	16.0 m	3.0 m	1.0 m

CONDITIONS [**Table 8.4.8(1)**]:

[1] Refers to the minimum clearance that must be provided between the surface of the loading space and the underside of any obstruction located directly above such loading spaces.

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

Table 8.4.8(3) Loading Requirements

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

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

8.5 Bicycle Parking

(1) All bicycle parking spaces shall be located on the same lot as the use that they serve.

(2) Bicycle parking shall be designed and installed in accordance with the minimum dimensions specified in **Table 8.5(3)** and the minimum standards specified in **Table 8.5(4)**.

Table 8.5(3) Minimum Dimensions for Bicycle Parking

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

Table 8.5(4) Minimum Standards for Bicycle Parking		
Feature	**Short-Term Bicycle Parking**	**Long-Term Bicycle Parking**
(a) Materials and Design	Must be constructed of theft resistant materials and designed to support two points of the bicycle frame and enable the bicycle frame and at least one wheel to be securely locked to the rack with a single U-style lock.	
	n/a	70% of all required long-term bicycle parking spaces provided in the form of a wall mounted rack must be equipped with a hydraulic lift mechanism.
		50% of all required long-term bicycle parking space must include charging infrastructure for e-bikes.
(b) Installation	Must be permanently anchored to the ground or a wall with secure, tamper-proof hardware.	
(c) Location	Must be conveniently located within 25.0 m of any main entrances, whether inside or outside of the building, and in a well-lit area.	Must be located inside a building or within a secure, weather-protected, dedicated facility accessible to residents, employees, or other identified users of the building.
		Must have an entry door that is a minimum width of 0.9 m and is equipped with an automatic or button-activated opening mechanism.
		Must have a minimum unobstructed height clearance of 1.9 m between the floor and the ceiling.

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

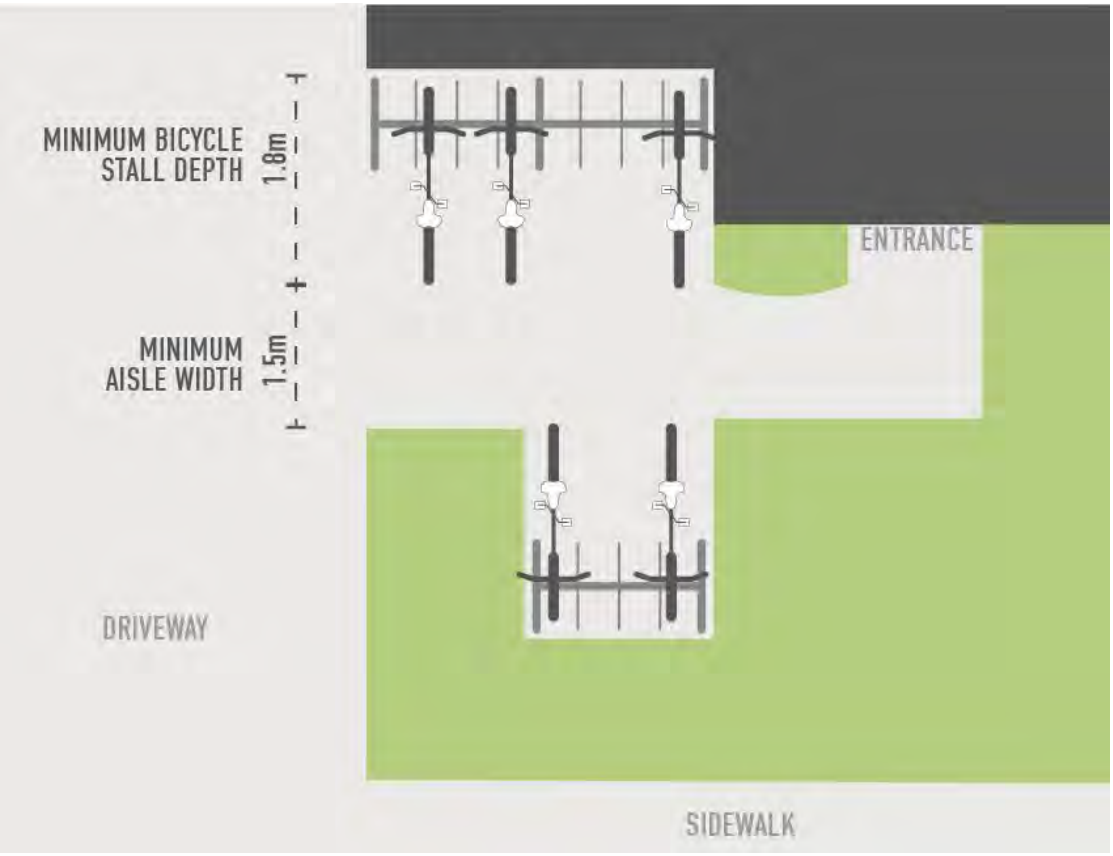
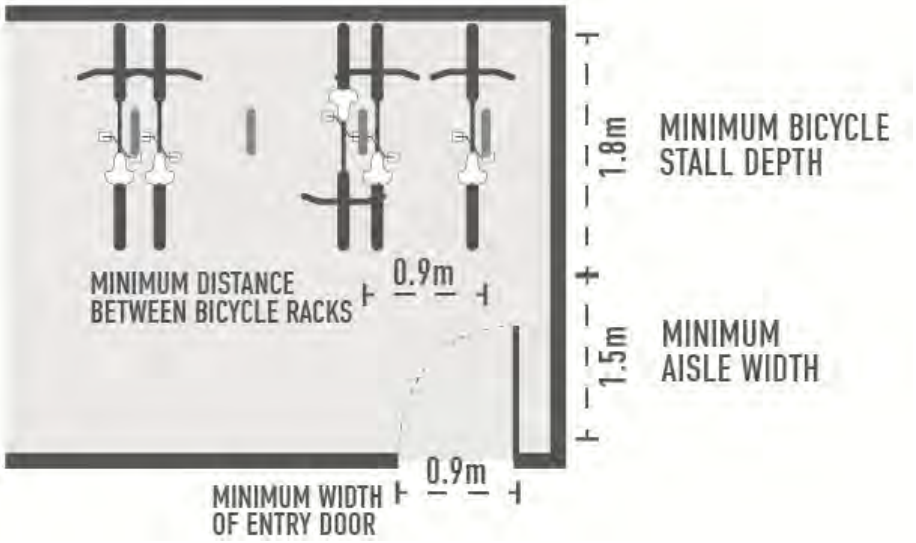


Figure 8-4. Long-Term Bicycle Parking Configuration Example



(5) Bicycle parking spaces shall be provided in accordance with the number of short-term and long-term bicycle parking spaces required for a specific use as specified in **Table 8.5(6)**.

(a) Bicycle parking spaces for secondary uses shall be provided in addition to the bicycle parking spaces required for principal uses.

(b) Where multiple uses are established on a single lot or a bicycle parking area collectively serves multiple uses established on a single lot, the total number of required bicycle parking spaces shall be the sum of the bicycle parking requirements for each use calculated separately.

(c) Where a specific use is not listed, the bicycle parking requirements applicable to the use which is most comparable in character and purpose shall apply.

Table 8.5(6) Bicycle Parking Requirements

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

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

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

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

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

8.6 End of Trip Facilities

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

Table 8.6(2) End-of-Trip Facility Requirements

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

CONDITIONS [**Table 8.6(2)**]:

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

[2] End-of-trip facilities must include a bicycle wash station including access to water and a dedicated bicycle cleaning area.

SECTION 9 | LOW-DENSITY RESIDENTIAL ZONES

9.1 Zone Intent

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

9.2 Permitted Uses

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

Table 9.2(1) Permitted Uses

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

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

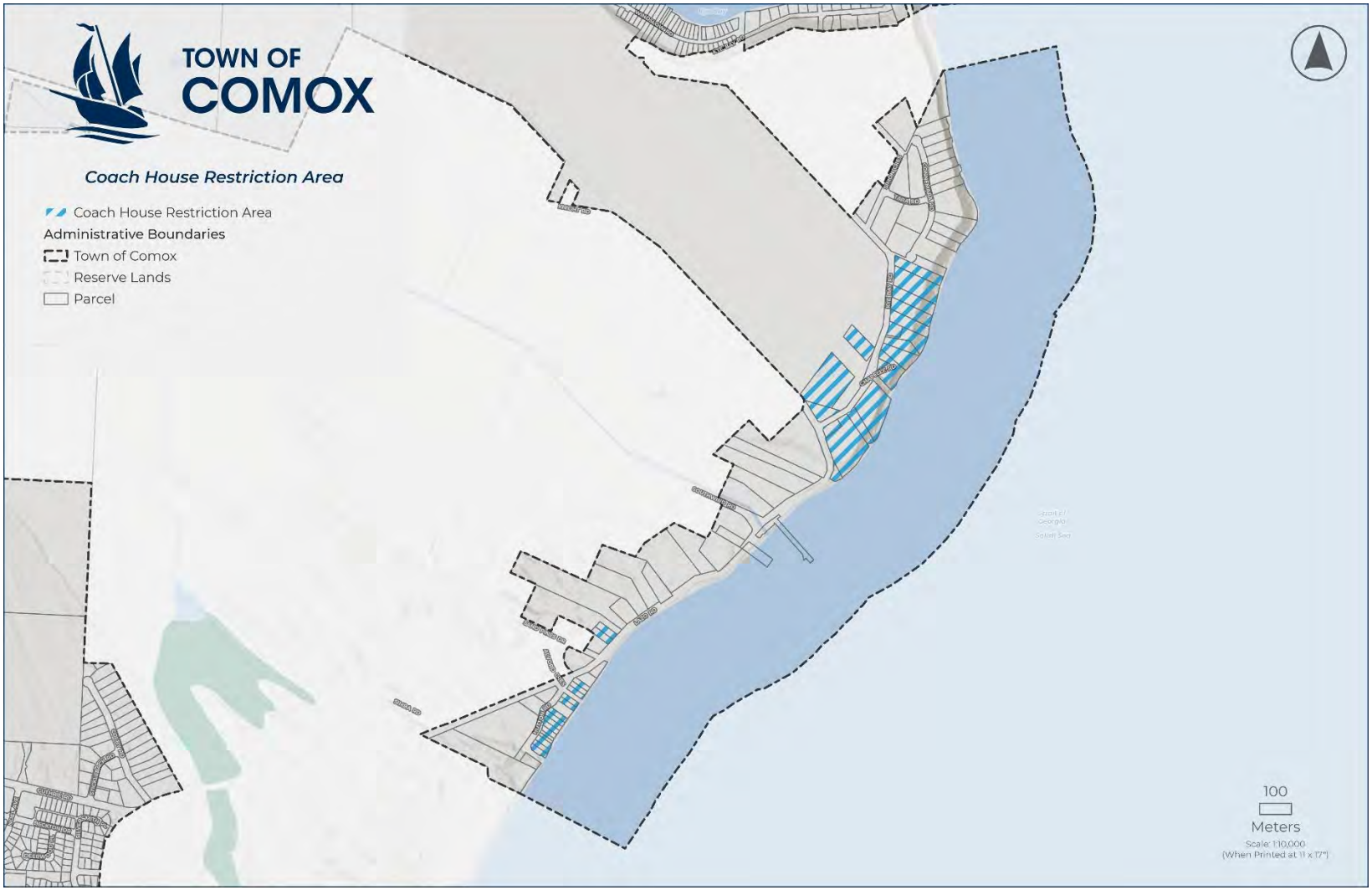
CONDITIONS [**Table 9.2(1)**]:

[1] Subject to the coach house regulations prescribed in **Section 6.4** of this Bylaw.

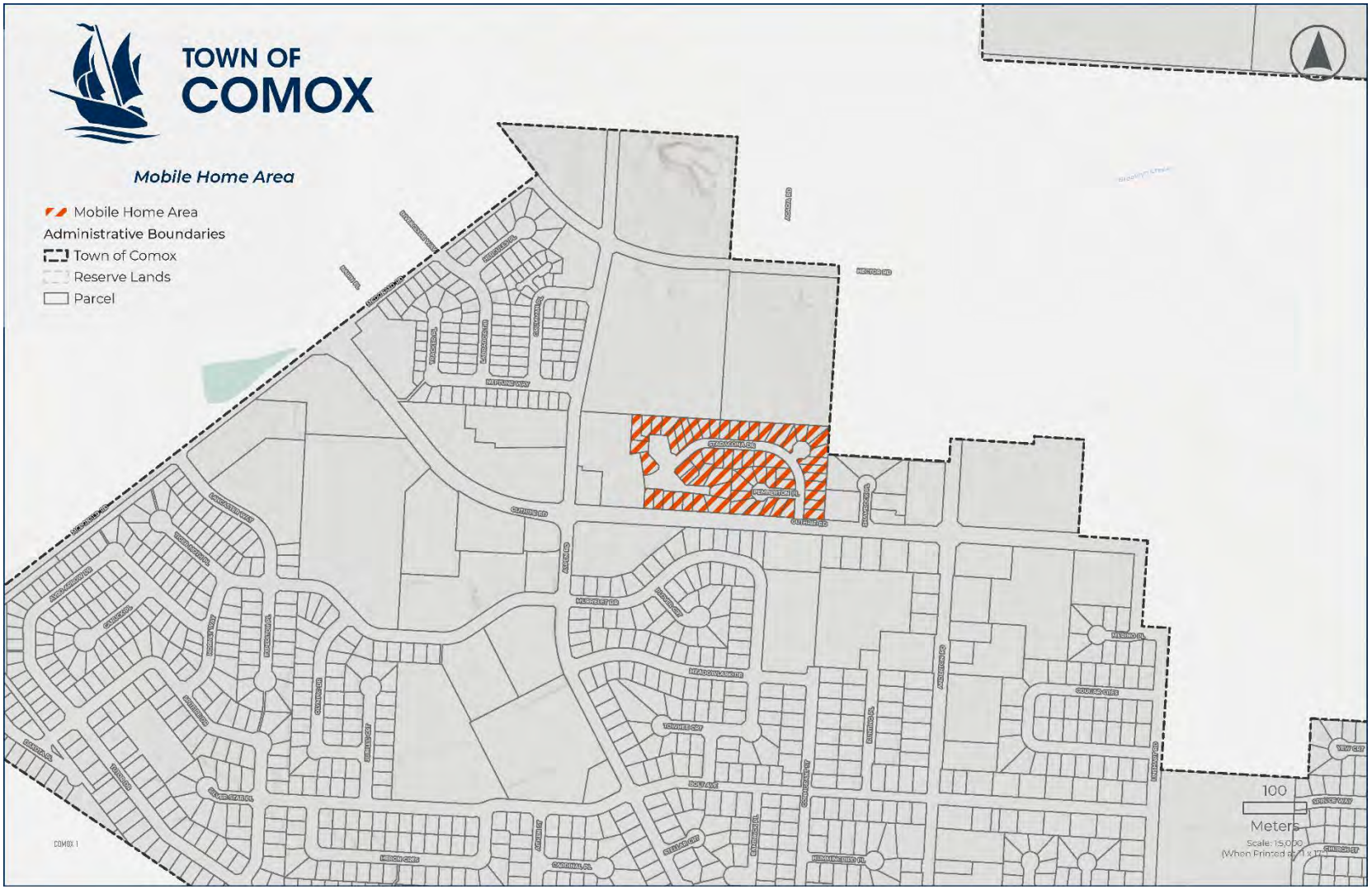
[2] Despite **Table 9.2(1)**, coach houses are not permitted in the areas indicated in **Map 9-1**.

[3] Mobile homes are permitted as a principal use in the areas indicated in **Map 9-2**.

Map 9-1. Coach House Restriction Area



Map 9-2. Mobile Home Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

9.3 Subdivision Standards

Table 9.3(1) Subdivision Standards				
Criteria	**R-SSMU**	**R-WF**	**R-CL**	**R-LL**
(a) Minimum Lot Area	450.0 m^2 [1]	650.0 m^2	5,000.0 m^2 [2]	3,500.0 m^2
(b) Minimum Lot Width	15.0 m	20.0 m	27.0 m	20.0 m

CONDITIONS [**Table 9.3(1)**]:

[1] The minimum lot area is 595.0 square metres for the lot legally described as Lot A (DD ED94874), Section 2, Comox District, Plan 11938 (2147 Downey Road).

[2] The minimum lot area is 5,000.0 square metres for the lot legally described as Lot 14A, Lot 93, Comox District, Plan 4276 (1469 Kye Bay Road).

9.4 General Regulations

Table 9.4(1) General Regulations				
Criteria	**R-SSMU**	**R-WF**	**R-CL**	**R-LL**
(a) Maximum Lot Coverage	50%	35%	40%	30%
(b) Maximum Lot Coverage Including Impervious Surfaces	70%	70%	70%	60%
(c) Maximum Number of Dwelling Units	4 per lot [1]	2 per lot	2 per lot	4 per lot [1]
(d) Maximum GFA for Principal Buildings [2]	1,000.0 m^2	n/a	400.0 m^2	n/a
(e) Maximum GFA for Accessory Buildings [3]	60.0 m^2	60.0 m^2	60.0 m^2	60.0 m^2

CONDITIONS [**Table 9.4(1)**]:

[1] The maximum number of dwelling units is two for lots that are larger than 4,050.0 square metres in lot area, or are not serviced by community water and sanitary systems.

[2] Maximum GFA refers to the combined floor area of all principal buildings on a lot. For clarity, this does not include the GFA associated with a coach house.

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

9.5 Development Standards

Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary					
Criteria		**R-SSMU**	**R-WF**	**R-CL** [1]	**R-LL**
(a) Maximum Height		11.0 m	9.0 m	9.0 m [2]	9.0 m
(b) Maximum Number of Storeys		3	2	2 [2]	2
(c) Minimum Front Setback	(i) garage / carport	6.0 m	7.5 m	3.0 m [3]	7.5 m
	(ii) all other portions	3.0 m	7.5 m	3.0 m [3]	7.5 m
(d) Minimum Rear Setback		5.0 m	7.5 m [4]	1.2 m [3]	7.0 m
(e) Minimum Side Setback		1.5 m	2.0 m	1.2 m [3]	2.0 m
(f) Minimum Exterior Side Setback	(i) garage / carport	6.0 m	3.5 m	1.2 m [3]	3.5 m
	(ii) all other portions	3.0 m	3.5 m	1.2 m [3]	3.5 m
(g) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 9.5(1)**]:

[1] A maximum of one principal building is permitted per lot.

[2] For lots in the **Up-Slope Cape Lazo Area (Map 9-3)**:
- the maximum height is 13.5 metres; and
- the maximum number of storeys is three.

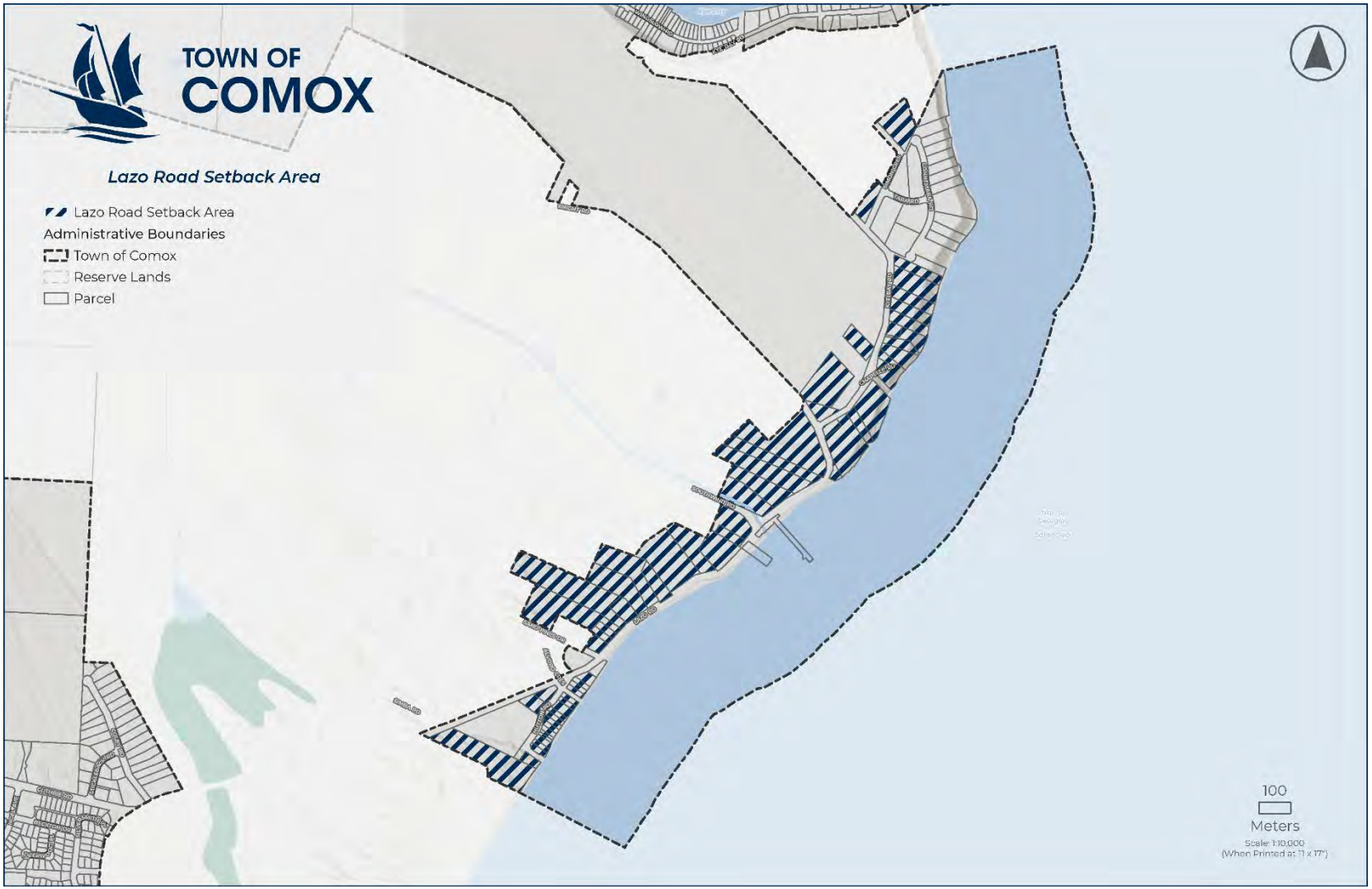
[3] For lots in the **Lazo Road Setback Area (Map 9-4)**:
- the minimum front setback is 7.5 metres;
- the minimum rear setback is 7.5 metres;
- the minimum side setback is 2.0 metres; and
- the minimum exterior side setback is 3.5 metres.

Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary				
Criteria	**R-SSMU**	**R-WF**	**R-CL** [1]	**R-LL**
[4] The maximum rear setback is 30.0 metres for the lot legally described as Lot A District Lot 93 Comox District Plan 48731 (476 Winslow Road).				

Map 9-3. Up-Slope Cape Lazo Area

1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Map 9-4. Lazo Road Setback Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Table 9.5(2) Development Regulations for Buildings and Structures – Accessory					
Criteria		**R-SSMU**	**R-WF**	**R-CL**	**R-LL**
(a) Maximum Height		4.5 m	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	(i) garage / carport	6.0 m	7.5 m	7.5 m	7.5 m
	(ii) all other portions	3.0 m			
(c) Minimum Rear Setback		1.2 m[1]	1.2 m	1.2 m	1.2 m
(d) Minimum Side Setback		1.2 m[1]	1.2 m	1.2 m	1.2 m
(e) Minimum Exterior Side Setback	(i) garage / carport	6.0 m	3.5 m	3.5 m	3.5 m
	(ii) all other portions	3.0 m			
(f) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 9.5(2)**]:

[1] The minimum setback is 0.0 metres for an accessory building having less than 10.0 square metres of floor area.

SECTION 10 | MULTI-UNIT RESIDENTIAL ZONES

10.1 Zone Intent

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

10.2 Permitted Uses

Table 10.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use		**RM-1**	**RM-2**	**RM-3**
(a) Accessory Buildings and Structures		S	S [1]	S
(b) Agriculture, Urban		S	S	S
(c) Care Facility, Child		S	P [2]	P [2]
(d) Care Facility, Community		S	P	P
(e) Coach Houses		S	--	--
(f) Care Facility, Licence-Not-Required		S	--	--
(g) Dwelling Units		P	P	P
(h) Home Occupation	(i) Minor	S	S	S

Table 10.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use		**RM-1**	**RM-2**	**RM-3**
	(ii) Major	S	S	--
	(iii) Bed and Breakfast Accommodation	S	--	--
	(iv) Vacation Rental Accommodation	S	--	--
(i) Food Services [3]		--	S	S
(j) Parking Lot		S	S	S
(k) Secondary Suites		S	--	--

CONDITIONS [Table 10.2(1)]:

[1] Accessory buildings shall not be located within a required front or exterior side yard.

[2] Child care facilities shall be located on the first storey of a principal building.

[3] Food services shall only be permitted where ancillary to a community care facility use occurring on the same lot.

10.3 Subdivision Standards

Table 10.3(1) Subdivision Standards			
Criteria	**RM-1**	**RM-2**	**RM-3**
(a) Minimum Lot Area	1,000.0 m^2	1,500.0 m^2	1,500.0 m^2
(b) Minimum Lot Width	30.0 m	30.0 m	30.0 m

10.4 General Regulations

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

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

10.5 Development Standards

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

Table 10.5(2) Development Regulations for Buildings and Structures – Accessory			
Criteria	**RM-1**	**RM-2**	**RM-3**
(a) Maximum Height	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	3.0 m	3.0 m	3.0 m
(c) Minimum Rear Setback	1.2 m[1]	1.2 m[1]	1.2 m[1]
(d) Minimum Side Setback	1.2 m[1]	1.2 m[1]	1.2 m[1]

Table 10.5(2) Development Regulations for Buildings and Structures – Accessory			
Criteria	**RM-1**	**RM-2**	**RM-3**
(e) Minimum Exterior Side Setback	3.0 m	3.0 m	3.0 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 10.5(2)**]:

[1] The minimum setback is 0.0 metres for an accessory building having less than 10.0 square metres of floor area, provided such accessory building is not located within a front or exterior side yard.

SECTION 11 | MIXED-USE ZONES

11.1 Zone Intent

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

11.2 Permitted Uses

Table 11.2(1) Permitted Uses

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

Use	MU-1	MU-2	MU-3	MU-4	MU-5
(a) Accessory Structures	S	S	S	S	S
(b) Accommodation, Hotel	P	--	P	--	P
(c) Accommodation, Motel	--	--	--	--	P
(d) Care Facility, Child	P	P	P	P	--

Table 11.2(1) Permitted Uses

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

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

Table 11.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted					
Use	**MU-1**	**MU-2**	**MU-3**	**MU-4**	**MU-5**
(y) Veterinary Services, Minor	P [3,6]	--	P [6]	--	--

CONDITIONS [Table 11.2(1)]:

1 Dwelling Units must be integrated within a principal building where there are other non-residential uses occurring, subject to the following regulations:
- dwelling units shall be located above of a non-residential use occurring on the first storey; and
- dwelling units shall be accessed through a separate entrance from all non-residential uses occurring within the same building, so long as areas used for residential access must not exceed a combined 25% of the first storey business frontage.

2 The maximum floor area for food services is 140.0 square metres.

3 Uses shall only be permitted where located above the first storey of a principal building.

4 The maximum floor area for retail sales is 93.0 square metres.

5 A maximum of one liquor retail establishment shall be permitted as a principal use on the lot legally described as Lot A, Section 56, Comox District, Plan VIP75741 (215 Port Augusta Street).

6 Minor veterinary services shall not be permitted in any building containing more than one dwelling unit, a hotel accommodation, or a motel accommodation.

11.3 Subdivision Standards

Table 11.3(1) Subdivision Standards					
Criteria	**MU-1**	**MU-2**	**MU-3**	**MU-4**	**MU-5**
(a) Minimum Lot Area	550.0 m^2	550.0 m^2	550.0 m^2	550.0 m^2	2,000.0 m^2
(b) Minimum Lot Width	15.0 m	15.0 m	15.0 m	15.0 m	27.0 m

11.4 General Regulations

Table 11.4(1) General Regulations					
Criteria	**MU-1**	**MU-2**	**MU-3**	**MU-4**	**MU-5**
(a) Maximum Lot Coverage	n/a	n/a	n/a	60%	50%

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

11.5 Development Standards

Table 11.5(1) Development Regulations for Buildings and Structures – Principal and Secondary						
Criteria		**MU-1**	**MU-2**	**MU-3**	**MU-4**	**MU-5**
(a) Maximum Height		10.0 m	10.0 m	10.0 m	10.0 m	10.0 m [1]
(b) Minimum Front Setback		0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(c) Minimum Rear Setback		0.0 m	0.0 m	1.5 m	1.5 m	3.0 m
(d) Minimum Side Setback	(i) abutting a lot in the **Cape Lazo Mixed-Use** zone	n/a	n/a	n/a	n/a	0.0 m
	(ii) abutting a lot in any other zone	0.0 m [2]	0.0 m [2]	0.0 m [2]	0.0 m [2]	2.0 m
(e) Minimum Exterior Side Setback		0.0 m	0.0 m	1.5 m	1.5 m	2.0 m
(f) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 11.5(1)**]:

[1] The maximum number of storeys permitted is two.

[2] The minimum setback is 3.5 metres for any lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

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

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

SECTION 12 | EMPLOYMENT ZONES

12.1 Zone Intent

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

12.2 Permitted Uses

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

Table 12.2(1) Permitted Uses

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

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

Table 12.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted			
Use	**E-1**	**E-2**	**E-3**
(ll) Wholesale Services	--	P	S

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

1 Motel accommodation is permitted as a principal use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 Except Plan EPP123005 (2082 Comox Avenue).

2 One caretaker suite shall be permitted as a secondary use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 (2082 Comox Avenue).

3 Drive-through services are permitted as a secondary use, up to a maximum of two drive-through services establishments per lot, on the lots legally described as:

- Lot A, District Lot 170, Comox District, Plan VIP67445 (727 Anderton Road); and
- Lot A, Section 77, Comox District, Plan VIP86498 (1966 Guthrie Road).

4 Outdoor storage is permitted as a secondary use on the lots legally described as:

- Lot 1, Section 70, Comox District, Plan VIP53357 (528 Anderton Road);
- That Part of Section 70, Comox District, Shown on Plan VIP56874 (528 Anderton Road); and
- Lot A (DD EF138928), Section 70, Comox District, Plan VIP51941 (554 Anderton Road).

12.3 Subdivision Standards

Table 12.3(1) Subdivision Standards			
Criteria	**E-1**	**E-2**	**E-3**
(a) Minimum Lot Area	900.0 m^2	900.0 m^2	2000.0 m^2
(b) Minimum Lot Width	30.0 m	30.0 m	30.0 m

12.4 General Regulations

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

12.5 Development Standards

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

Table 12.5(1) Development Regulations for Buildings and Structures – Principal and Secondary			
Criteria	**E-1**	**E-2**	**E-3**
(e) Minimum Exterior Side Setback	2.5 m	2.5 m	3.0 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m

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

SECTION 13 | MARINE ZONES

13.1 Zone Intent

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

13.2 Permitted Uses

Table 13.2(1) Permitted Uses

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

Use	M-1	M-2	
		Above the Natural Boundary	Below the Natural Boundary
(a) Accessory Structures	S [1]	S	S
(b) Accommodation, Hotel	--	S	--
(c) Aquaculture, Land-Based	--	S	--
(d) Aquaculture, Marine-Based	P [2]	--	S
(e) Boat Launches	S	P	P
(f) Breakwaters	P	P	P
(g) Caretaker Suite	--	S [3]	--
(h) Care Facility, Child	--	S	--
(i) Cultural and Community Services	--	S [3]	--

Table 13.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted			
Use	**M-1**	**M-2**	
		Above the Natural Boundary	**Below the Natural Boundary**
(j) Education Services	--	S	--
(k) Farmer's Market	--	S	--
(l) Food Services	--	S	--
(m) Health Services	--	S [3]	--
(n) Licensed Premises	--	S	--
(o) Marina	--	P	P
(p) Mobile Vending	--	P	S [4]
(q) Parking Lot	--	S	--
(r) Personal Services	--	S	--
(s) Professional Services, Internal-Facing	--	S [3]	--
(t) Retail Sales	--	S	--
(u) Watercraft and Equipment Services	--	S	S

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

[1] Accessory structures shall be limited to permanently anchored floating devices which support the safe navigation of boats and other such vessels such as buoys or beacons.

[2] Land-based aquaculture shall not involve the placement of any structures except for 0.35 metre concrete blocks to mark the corners of a tenure boundary.

[3] Uses must be located above the first storey of a principal building.

[4] Mobile vending shall be conducted out of a floating vessel.

13.3 Subdivision Standards

Table 13.3(1) Subdivision Standards			
Criteria	**M-1**	**M-2**	
		Above the Natural Boundary	**Below the Natural Boundary**
(a) Minimum Lot Area	n/a	900.0 m^2	900.0 m^2
(b) Minimum Lot Width	n/a	35.0 m	n/a

13.4 General Regulations

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

13.5 Development Standards

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

Table 13.5(1) Development Regulations for Buildings and Structures – Principal and Secondary			
Criteria	**M-1**	**M-2**	
		Above the Natural Boundary	**Below the Natural Boundary**
(c) Minimum Front Setback	n/a	7.5 m	3.0 m
(d) Minimum Rear Setback	n/a	7.5 m	3.0 m
(e) Minimum Side Setback	n/a	0.0 m [2]	3.0 m
(f) Minimum Exterior Side Setback	n/a	3.5 m	3.0 m
(g) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 13.5(1)**]:

[1] Height shall be measured from the surface of the water.

[2] The minimum side setback is 3.5 metres where such lot line abuts a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

Table 13.5(2) Development Regulations for Accessory Structures			
Criteria	**M-1**	**M-2**	
		Above the Natural Boundary	**Below the Natural Boundary**
(a) Maximum Height	n/a	4.5 m	4.5 m [1]
(b) Minimum Front Setback	n/a	3.0 m	3.0 m
(c) Minimum Rear Setback	n/a	3.0 m	3.0 m
(d) Minimum Side Setback	n/a	3.0 m	3.0 m
(e) Minimum Exterior Side Setback	n/a	3.0 m	3.0 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 13.5(2)**]:

[1] Height shall be measured from the surface of the water.

SECTION 14 | PARK AND PUBLIC USE ZONES

14.1 Zone Intent

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

14.2 Permitted Uses

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

Table 14.2(1) Permitted Uses

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

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

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

1 Dwelling units shall only be permitted where ancillary to a community care facility use occurring on the same lot.

2 Light industrial is permitted, provided such uses are limited to the processing or packing of food or beverage products, on the lot legally described as LOT 1, SECTIONS 53 AND 56, COMOX DISTRICT, PLAN VIP71843 (1855 Noel Avenue).

3 Processing or packing of food or beverage products shall not include the bottling of water where the source of the water is not the municipal water supply provided directly to the property on which the bottling is taking place.

14.3 Subdivision Standards

Table 14.3(1) Subdivision Standards				
Criteria	**P-1**	**P-2**	**P-3**	**PU**
(a) Minimum Lot Area	n/a	n/a	n/a	750.0 m^2
(b) Minimum Lot Width	n/a	n/a	n/a	18.0 m

14.4 General Regulations

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

14.5 Development Standards

Table 14.5(1) Development Regulations for Buildings and Structures – Principal and Secondary				
Criteria	**P-1**	**P-2**	**P-3**	**PU**
(a) Maximum Height	n/a	n/a	10.0 m	15.0 m
(b) Minimum Front Setback	n/a	n/a	n/a	7.5 m
(c) Minimum Rear Setback	n/a	n/a [1]	n/a [1]	9.0 m
(d) Minimum Side Setback	n/a	n/a [1]	n/a [1]	6.0 m
(e) Minimum Exterior Side Setback	n/a	n/a	n/a	6.0 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 14.5(1)**]:

[1] The minimum setback is 3.0 metres for any lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

Table 14.5(2) Development Regulations for Buildings and Structures – Accessory				
Criteria	**P-1**	**P-2**	**P-3**	**PU**
(a) Maximum Height	4.5 m	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	n/a	n/a	n/a	3.5 m
(c) Minimum Rear Setback	n/a [1]	n/a [1]	n/a [1]	1.5 m
(d) Minimum Side Setback	n/a [1]	n/a [1]	n/a [1]	1.5 m
(e) Minimum Exterior Side Setback	n/a	n/a	n/a	3.5 m
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m

CONDITIONS [**Table 14.5(2)**]:

[1] The minimum setback is 3.0 metres for any lot lines abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

SECTION 15 | SPECIAL USE ZONES CATEGORY

15.1 Zone Intent

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

15.2 Permitted Uses

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

Table 15.2(1) Permitted Uses

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

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

Table 15.2(1) Permitted Uses P = permitted as a principal use S = permitted as a secondary use -- = use not permitted		
Use	**ALR**	**DND**
(ee) Recreation Facilities, Outdoor	S	S
(ff) Retail Sales	S	P
(gg) Secondary Suites	S	S
(hh) Veterinary Services, Minor	S	--

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

1 A building or structure used to shelter or board horses shall be limited to a maximum of 40.0 permanent stalls.

2 Farmer's markets are permitted to supplement a principal agriculture use occurring on the same lot, provided:

- a minimum of 50% of all items being sold comprise farm products produced on site; and
- the maximum area occupied by the farmer's market is 300.0 square metres.

3 Mobile vending is only permitted where secondary to a farmer's market.

15.3 Subdivision Standards

Table 15.3(1) Subdivision Standards		
Criteria	**ALR**	**DND**
(a) Minimum Lot Area	n/a [1]	n/a
(b) Minimum Lot Width	n/a [1]	n/a

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

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

15.4 General Regulations

Table 15.4(1) General Regulations			
Criteria		**ALR**	**DND**
(a) Maximum Lot Coverage		50%	n/a
(b) Maximum Number of Dwelling Units	(i) Principal	1 per lot	n/a
	(ii) Secondary	2 per lot [1]	

CONDITIONS [Table 15.4(1)]:

[1] A maximum of one secondary dwelling unit is permitted for lots that are smaller than 1.0 hectare in lot area and are not serviced by community water and sanitary systems.

15.5 Development Standards

Table 15.5(1) Development Regulations for Buildings and Structures		
Criteria	**ALR**	**DND**
(a) Maximum Height	n/a	n/a
(b) Minimum Front Setback	7.5 m [1]	n/a
(c) Minimum Rear Setback	7.5 m [1]	n/a
(d) Minimum Side Setback	4.5 m [1]	n/a
(e) Minimum Exterior Side Setback	7.5 m [1]	n/a
(f) Minimum Corner Cut-Off Setback	1.0 m	1.0 m

CONDITIONS [Table 15.5(1)]:

[1] Buildings and structures used for intensive agricultural uses including but not limited to livestock and poultry barns or holding area, mushroom production facilities, on-farm composting, solid waste storage, and silos shall have a minimum setback of 30.0 metres.

SECTION 16 | COMPREHENSIVE DEVELOPMENT ZONES

CD1 – Beckton Estates

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

CD1.1 Permitted Uses

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

(a) Areas A1 and A2:

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

(b) Area B:

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

(c) Area C:

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

CD1.2 Density

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

CD1.3 Minimum Lot Area

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

CD1.4 Maximum Lot Coverage

(1) Lot coverage shall not exceed 25%.

CD1.5 Maximum Height and Storeys

(1) Areas A1, A2, and B:

(a) Maximum Height: 10.6 metres

(b) Maximum Storeys: 2

(2) Area C:

(a) Maximum Height: 12.0 metres

(b) Maximum Storeys: 3

CD1.6 Minimum Setbacks

(1) Areas A1 and A2:

(a) Front Setback: 10.6 metres

(b) Rear Setback: 7.5 metres

(c) Side Setback: 7.5 metres

(d) Exterior Side Setback: 7.5 metres

(2) Area B:

(a) Setbacks shall not be less than as shown in **Figure 16-2**.

(3) Area C:

(a) Front Setback: 10.6 metres

(b) Rear Setback: 6.0 metres

(c) Side Setback: 2.4 metres

(d) Exterior Side Setback: 2.4 metres

CD1.7 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;

(b) not exceed a maximum of 45.0 square metres of lot coverage;

(c) not occupy more than 2/3 of the width of the rear yard;

(d) not be located in the front yard;

(e) not be located closer than 4.5 metres from an exterior side lot line; and

(f) not be located closer than 1.2 metres from a rear lot lines.

CD1.8 Conditions

(1) For Areas A1 and A2, vehicle accesses onto Guthrie Road shall not exceed two.

(2) For Areas B and C1, vehicle accesses onto Guthrie Road shall not exceed one.

Figure 16-1. Beckton Estates Sub-Areas

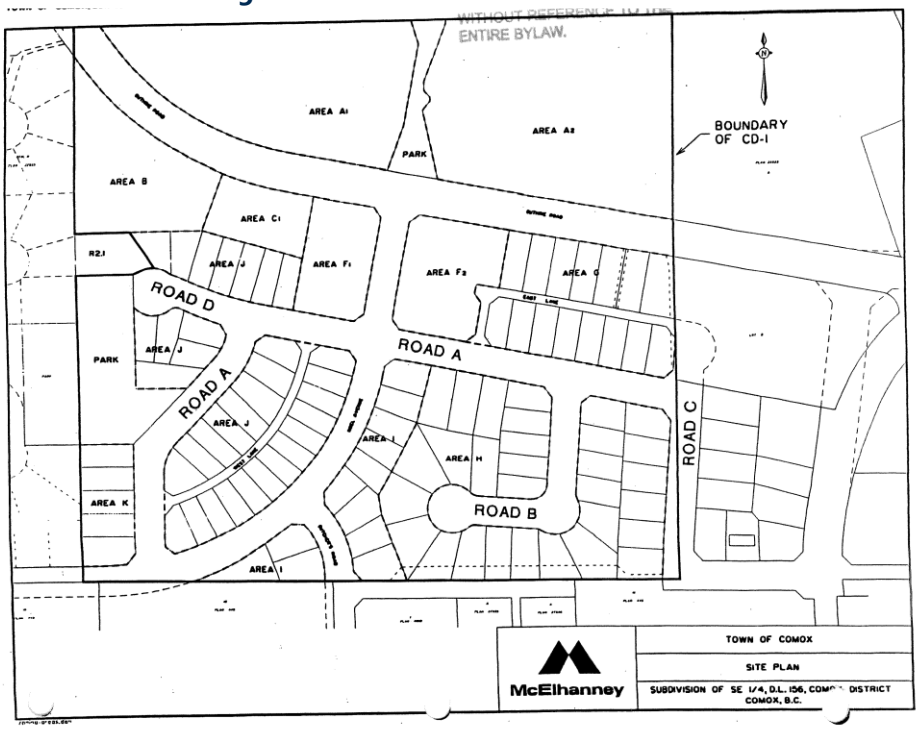


Figure 16-2. Beckton Estates Setback Areas

CD2 – Cluster Single-Family

CD2.1 Permitted Uses

(1) In the CD2 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Care Facility, Licence-Not-Required
(c) Detached Dwelling Units
(d) Farm Stand
(e) Home Occupation, Minor
(f) Urban Agriculture

CD2.2 Density

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

CD2.3 Minimum Lot Area

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

CD2.4 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres.

CD2.5 Maximum Lot Coverage

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

CD2.6 Maximum Height and Storeys

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

CD2.7 Minimum Setbacks

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

CD2.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;

(b) not exceed a maximum of 10% of lot coverage;

(c) not occupy more than 2/3 of the width of the rear yard; and

(d) not be located in the front yard.

CD3 – Congregate Care

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

CD3.1 Permitted Uses

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

(a) Area A:

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

(b) Areas B and C:

i. Accessory Buildings and Structures
ii. Care Facility, Community
iii. Emergency and Protective Services
iv. Parking Lot

CD3.2 Density

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

CD3.3 Minimum Lot Area

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

CD3.4 Maximum Lot Coverage

(1) Areas A and B: n/a

(2) Area C: 50%

CD3.5 Maximum Height

(1) Areas A and B: 13.5 metres

(2) Area C: 17.5 metres

CD3.6 Minimum Setbacks

(1) Areas A:

- (a) Front Setback: n/a
- (b) Rear Setback: 7.5 metres
- (c) Side Setback: n/a
- (d) Exterior Side Setback: n/a

(2) Areas B and C:

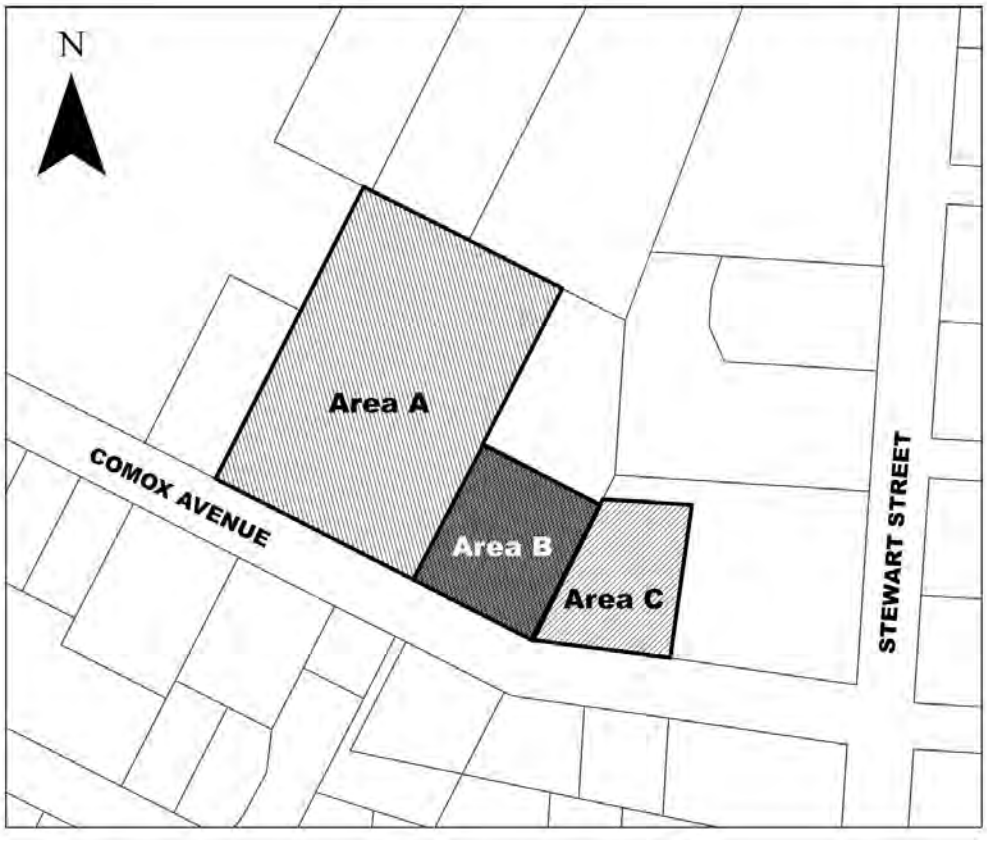
- (a) Front Setback: 8.0 metres
- (b) Rear Setback: 7.0 metres
- (c) Side Setback (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 4.0 metres
- (d) Site Setback (all other zones): n/a
- (e) Exterior Side Setback: n/a

CD3.7 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

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

Figure 16-3. Congregate Care Sub-Areas



CD4 – Lazo Marsh

CD4.1 Permitted Uses

(1) In the CD4 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Accommodation, Bed and Breakfast
(c) Accommodation, Vacation Rental
(d) Care Facility, Child
(e) Care Facility, Licence-Not-Required
(f) Coach House
(g) Dwelling Units
(h) Farm Stand
(i) Home Occupation, Minor
(j) Urban Agriculture

CD4.2 Density

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

CD4.3 Minimum Lot Area

(1) Minimum lot area shall be 1,400.0 square metres.

CD4.4 Minimum Lot Width

(1) Minimum lot width shall be 27.0 metres.

CD4.5 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 20%.

CD4.6 Maximum Height

(1) Maximum Height: 9.0 metres

CD4.7 Minimum Setbacks

(1) Front Setback: 7.5 metres
(2) Rear Setback: 7.5 metres
(3) Side Setback: 2.0 metres
(4) Exterior Side Setback (abutting Guthrie Road): 7.5 metres
(5) Exterior Side Setback (abutting any other highway): 3.5 metres

CD4.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;

(b) not exceed a maximum of 10% of lot coverage;

(c) not exceed 100.0 square metres of combined floor area;

(d) not occupy more than 2/3 of the width of the rear yard;

(e) not be located in the front yard; and

(f) not be located closer than 1.2 metres from a rear or side lot line.

CD5 – 1829 Beaufort Avenue

For the purposes of the CD5 zone, Areas A, B, and C are as shown in Figure 16-4.

CD5.1 Permitted Uses

(1) In the CD5 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

i. Accessory Structures
ii. Care Facility, Child
iii. Care Facility, Licence-Not-Required
iv. Caretaker Suite
v. Cultural and Community Services
vi. Farm Stand
vii. Food Services
viii. Health Services
ix. Licensed Premises
x. Parking Lot
xi. Personal Services
xii. Plant Nursery
xiii. Professional Services, Internal-Facing
xiv. Professional Services, Public-Facing
xv. Retail Sales
xvi. Veterinary Services, Minor

(b) Area B:

i. Accessory Structures, secondary to a principal use in Area A or Area C

(c) Area C:

i. Accessory Structures
ii. Home Occupation, Minor
iii. Three or more attached Dwelling Units
iv. Parking Lot

CD5.2 Density

(1) Areas A and B: n/a

(2) Area C: Density shall not exceed 18 units per hectare.

(a) Despite **Section CD5.2(2)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 85 units per hectare.

CD5.3 Minimum Lot Area

(1) Minimum lot area shall be 4,000.0 square metres.

CD5.4 Minimum Lot Width

(1) Minimum lot width shall be 40.0 metres.

CD5.5 Maximum Lot Coverage

(1) Areas A and B: n/a

(2) Area C: Lot coverage including impervious surfaces shall not exceed 60%.

CD5.6 Maximum Height

(1) Area A: 13.3 metres as measured from 11.411 metres of geodetic elevation.

(2) Area B: 12.1 metres as measured from 11.411 metres of geodetic elevation.

(3) Area C: 12.1 metres measured from 11.411 metres of geodetic elevation, except the maximum height shall be 5.5 metres measured from 11.411 metres of geodetic elevation within the area measured from the front lot line to a point 20.0 metres north of and parallel to the front line.

CD5.7 Minimum Setbacks

(1) Front Setback (abutting Beaufort Avenue): n/a

(2) Front Setback (abutting any other highway): 8.4 metres

(3) Rear Setback: n/a

(4) Side Setback:

(a) Area A: 0.6 metres

(b) Areas B and C: 3.5 metres

(5) Exterior Side Setback: n/a

CD5.8 Conditions

(1) Minor veterinary services shall:

(a) not be located within a building containing more than one dwelling unit; and

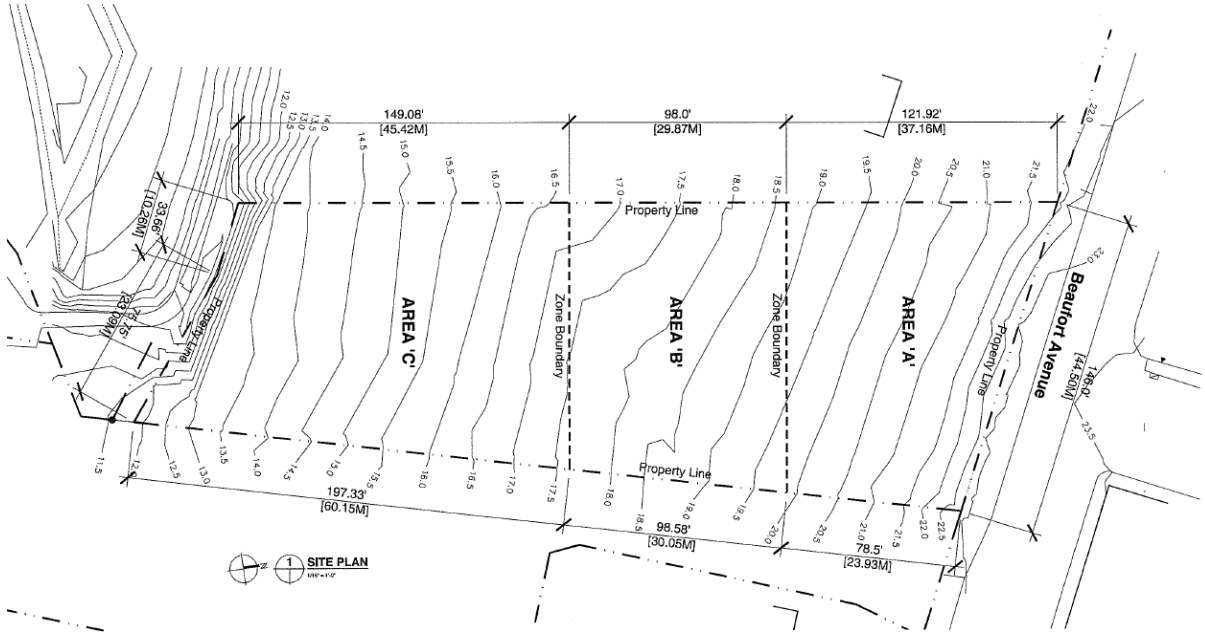
(b) shall not include outdoor boarding or kenneling of animals.

(2) Health services shall not be located below 19.5 metres of geodetic elevation.

(3) Internal-facing professional services fronting Beaufort Avenue shall not be permitted between 16.0 and 19.5 metres of geodetic elevation.

(4) Enclosed parking lots shall not be located below 16.0 metres of geodetic elevation.

Figure 16-4. 1829 Beaufort Avenue Sub-Areas



CD6 – 1700 Balmoral Avenue

CD6.1 Permitted Uses

(1) In the CD6 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Structures

(b) Three or More Attached Dwelling Units

(c) Home Occupation, Minor

CD6.2 Density

(1) Density shall not exceed 170 units per lot.

(2) A maximum of one principal building shall be permitted per lot.

CD6.3 Minimum Lot Area

(1) Minimum lot area shall be 2,650.0 square metres.

CD6.4 Minimum Lot Width

(1) Minimum lot width shall be 50.0 metres.

CD6.5 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 65%.

CD6.6 Maximum Height and Storeys

(1) Maximum Height: 19.0 metres

(2) Maximum storey: 5

CD6.7 Minimum Setbacks

(1) As shown in **Figure 16-5**:

(a) Front Setback: 7.0 metres for a maximum 16.0 metres of continuous building frontage as measured from the west property line, and 17.0 metres for the remaining building frontage

(b) Rear Setback: 6.0 metres

(c) Side Setback: 3.5 metres

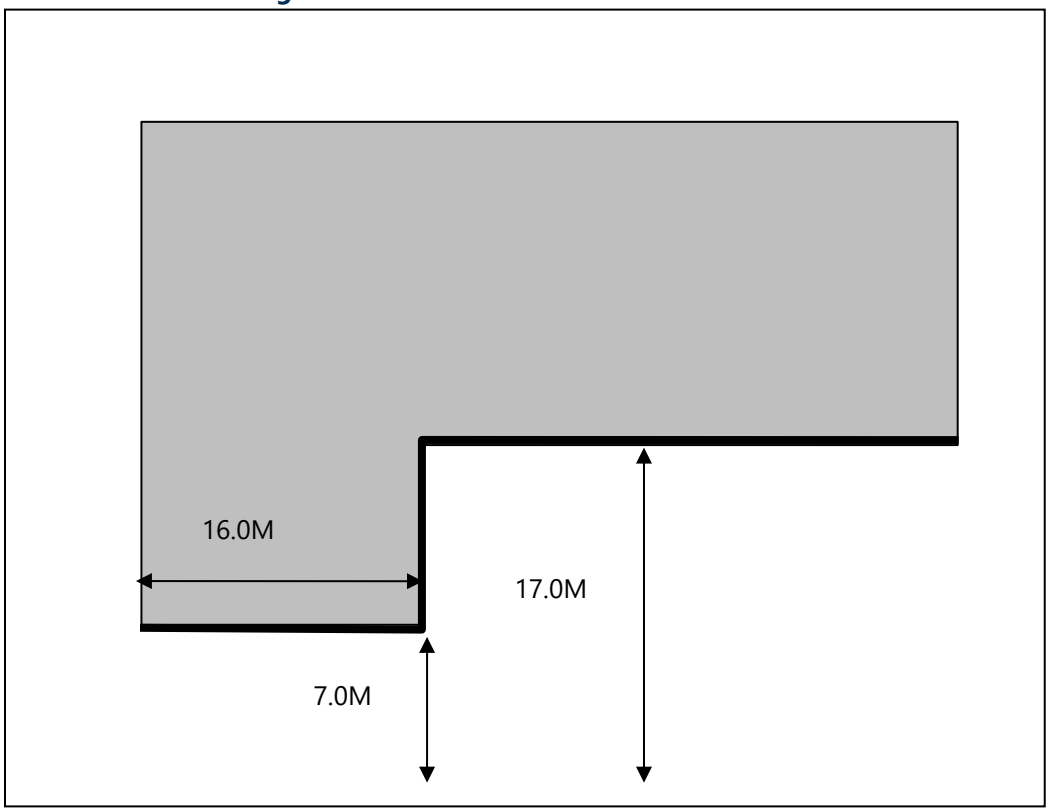
CD6.8 Conditions

(1) The floor area of the first storey shall not exceed 1,400.0 square metres.

(2) The floor area of the second storey shall not exceed 900.0 square metres.

(3) All parking areas and areas used for the temporary storage of garbage or recycling produced on the lot shall be located below finished grade.

Figure 16-5. 1700 Balmoral Avenue Setbacks



CD7 – Shamrock Place

CD7.1 Permitted Uses

(1) In the CD7 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Three or more attached Dwelling Units

(c) Home Occupation, Minor

CD7.2 Density

(1) Density shall not exceed 86 units per lot.

CD7.3 Minimum Lot Area

(1) Minimum lot area shall be 900.0 square metres.

CD7.4 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres.

CD7.5 Maximum Lot Coverage

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

CD7.6 Maximum Height

(1) Maximum Height: 10.0 metres

CD7.7 Minimum Setbacks

(1) Front Setback: 12.0 metres

(2) Rear Setback: 7.5 metres

(3) Side Setback: 3.5 metres

(4) Exterior Side Setback: 3.5 metres

CD7.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;

(b) not exceed a maximum of 20% of lot coverage;

(c) not occupy more than 2/3 of the width of the rear yard;

(d) not be located in the front yard; and

(e) not be located closer than 3.5 metres from a rear lot lines.

CD8 – Average 4650 m² Parcel - Single-Family

For the purposes of the CD8 zone, Areas A, B, and C are as shown in Figure 16-6.

CD8.1 Permitted Uses

(1) In the CD8 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Accommodation, Bed and Breakfast
(c) Accommodation, Vacation Rental
(d) Care Facility, Licence-Not-Required
(e) Detached Dwelling Units
(f) Farm Stand
(g) Home Occupation, Minor
(h) Urban Agriculture

CD8.2 Density

(1) Not more than one principal building shall be permitted per lot.

CD8.3 Minimum Lot Area

(1) Area A: 2,600.0 square metres
(2) Area B: 5,400.0 square metres
(3) Area C: 7,000.0 square metres

CD8.4 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres.

CD8.5 Maximum Lot Coverage

(1) Area A: 15%
(2) Area B: 10%
(3) Area C: 7%

CD8.6 Maximum Height

(1) Maximum Height: 9.0 metres

CD8.7 Minimum Setbacks

(1) Front Setback: 12.0 metres
   (a) Area A: as shown in **Figure 16-6**
   (b) Areas B and C: 9.0 metres

(2) Rear Setback: 7.5 metres
   (a) Area A: as shown in **Figure 16-6**
   (b) Areas B and C: 9.0 metres

(3) Side Setback: 3.0 metres

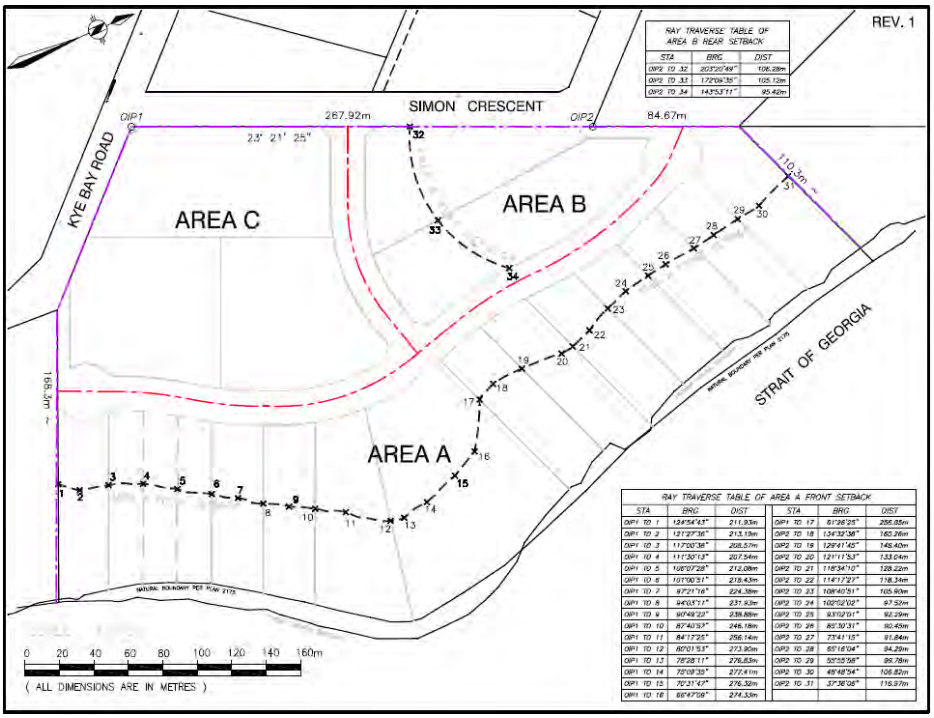
(4) Exterior Side Setback (where lot area is < 5,000.0 square metres): 3.0 metres

(5) Exterior Side Setback (where lot area is ≥ 5,000.0 square metres): equal to the front setback

CD8.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:
   (a) not exceed 4.5 metres in height;
   (b) not exceed 150.0 square metres of combined floor area on lots ≥ 5,000.0 square metres in lot area;
   (c) not exceed 60.0 square metres of combined floor area on lots < 5,000.0 square metres in lot area;
   (d) not occupy more than 2/3 of the width of the rear yard;
   (e) not be located in a front yard; and
   (f) not be located closer than 3.0 metres from a rear lot lines.

Figure 16-6. Average 4650 m² Parcel - Single-Family Sub-Areas



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

CD9 – 1245 and 1263 Guthrie Road

For the purposes of the CD9 zone, Areas A1, A2, B, and C are as shown in Figure 16-7.

CD9.1 Permitted Uses

(1) In the CD9 zone, the following uses are permitted and all other uses are prohibited:

(a) Areas A1, A2, and B:

i. Accessory Buildings and Structures
ii. Home Occupation, Minor
iii. Two or more Attached Dwelling Units

(b) Area C:

i. Accessory Structures
ii. Care Facility, Child
iii. Care Facility, Community
iv. Care Facility, Licence-Not-Required
v. Dwelling Units
vi. Food Services
vii. Health Services
viii. Licensed Premises
ix. Personal Services
x. Professional Services, Internal-Facing
xi. Professional Services, Public-Facing
xii. Home Occupation, Minor

CD9.2 Density

(1) For Area A1, density shall not exceed 8 units per hectare.

(a) Despite **Section CD9.2(1)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 42 units per hectare.

(2) For Area A2, density shall not exceed 11 units per hectare.

(a) Despite **Section CD9.2(2)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 38 units per hectare.

(3) For Area B, density shall not exceed 62 units per hectare.

CD9.3 Minimum Lot Area

(1) Area A1: 3,860.0 square metres

(2) Areas A2 and C (combined): 4,360.0 square metres

(3) Area B: 645.0 square metres

CD9.4 Maximum Lot Coverage

(1) Area A1: Lot coverage including impervious surfaces shall not exceed 65%.

(2) Area A2: Lot coverage including impervious surfaces shall not exceed 70%.

(3) Area B: Lot coverage including impervious surfaces shall not exceed 70%.

(4) Area C: Lot coverage including impervious surfaces shall not exceed 65%.

CD9.5 Maximum Height and Storeys

(1) Areas A1, A2, and B:

- (a) Maximum Height: 10.0 metres
- (b) Maximum Storeys: 3

(2) Area C:

- (a) Maximum Height: 12.0 metres
- (b) Maximum Storeys: 2

CD9.6 Minimum Setbacks

(1) The minimum setback of buildings from property lines, Beckton Drive, Noel Avenue and Guthrie Road shall be as shown in **Figure 16-7**.

(2) In the event that a building having a different footprint from that shown in **Figure 16-7** is constructed in any Area, the siting of the building in relation to any lot lines abutting Beckton Drive, Noel Avenue, and Guthrie Road shall be such that equivalent percentages of the building length, plus or minus 10%, are set back from the lot line or highway that the building fronts by at least the distances specified in **Figure 16-7** and no area directly between a building and a highway that the building fronts is increased or reduced in area by more than 10%, and there must be at least as many articulations in the façade of any building as are shown in **Figure 16-7**. For illustration, in respect of the building in the southerly portion of Area A1, at least 1/3 of the building length must be set back at least 6.70 metres; at least 1/3 must be set back at least 4.69 metres; and at least 1/3 must be set back at least 2.55 metres, in all cases plus or minus 10% of the proportion of the building length.

CD9.10 Projections into Setbacks

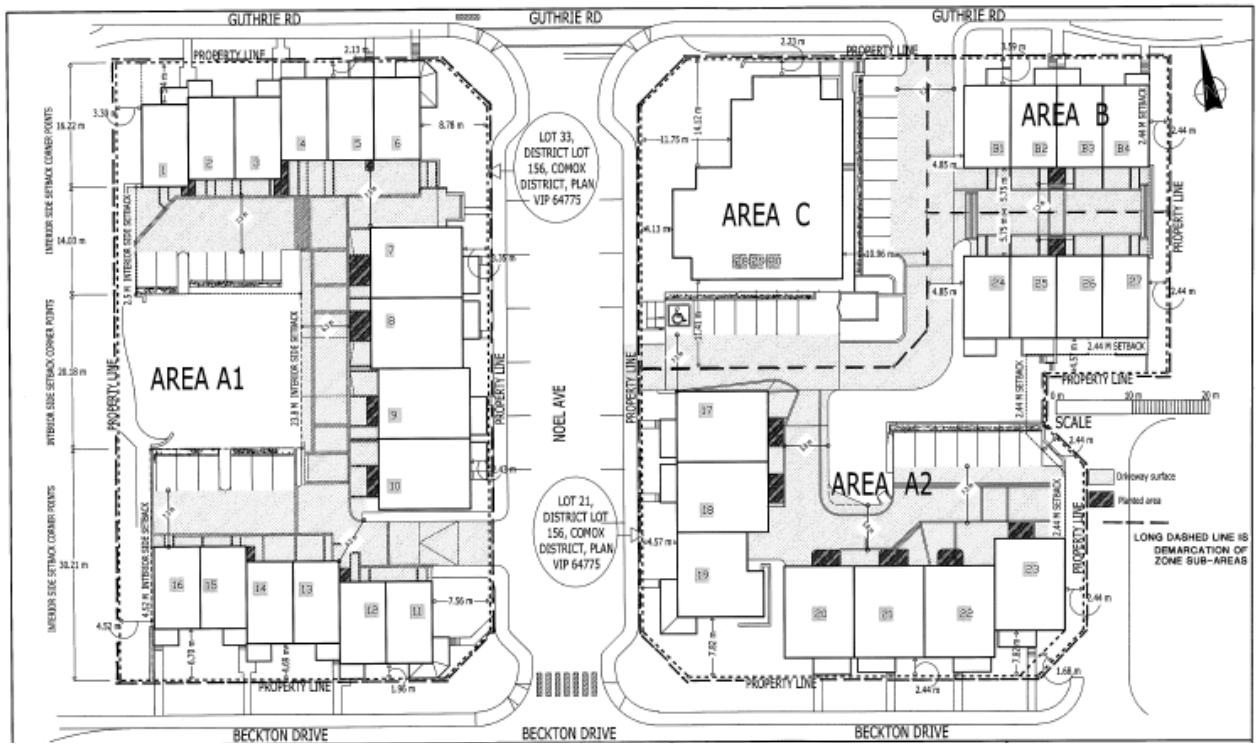
(1) Porches may project into a required setback, provided no porch or an eave attached to a porch is more than 0.15 metres from a lot line abutting Beckton Drive, Noel Avenue, or Guthrie Road.

CD9.11 Conditions

(1) For Area A1, vehicle accesses onto Guthrie Road shall not exceed one.

(2) For Areas A2, B, and C, vehicle accesses onto Guthrie Road shall not exceed one.

Figure 16-7. 1245 and 1263 Guthrie Road Sub-Areas and Setbacks



CD10 – 640 Anderton Commercial/Mini Storage

For the purposes of the CD10 zone, Areas A and B are as shown in Figure 16-8.

CD10.1 Permitted Uses

(1) In the CD10 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

i. Accessory Structures
ii. Farm Stand
iii. Food Services
iv. Health Services
v. Licensed Premises
vi. Personal Services
vii. Professional Services, Internal-Facing
viii. Retail, Cannabis
ix. Retail Sales
x. Veterinary Services, Minor

(b) Area B:

i. Accessory Structures
ii. Storage Facility, Indoor
iii. Storage Facility, Warehouse

CD10.2 Minimum Lot Area

(1) Minimum lot area shall be 6,000.0 square metres.

CD10.3 Minimum Lot Width

(1) Minimum lot width shall be 18.0 metres.

CD10.4 Maximum Lot Coverage

(1) Lot coverage shall not exceed 35%.

CD10.5 Maximum Height

(1) Maximum Height: 10.0 metres

CD10.6 Minimum Setbacks

(1) Minimum setbackss shall be as shown in **Figure 16-8**.

CD10.7 Conditions

(1) Minor veterinary services shall:

(a) not be located within a building containing more than one dwelling unit; and

(b) shall not include outdoor boarding or kenneling of animals.

(2) Warehouse and indoor storage facilities shall:

(a) only be permitted where principal uses ≥ 230.0 square metres of floor area are located within Area A; and

(b) have no room exceeding 130.0 square metres of floor area, excluding mezzanines.

(3) For Area A, no parking area shall be located between a building and a highway that the building fronts.

(4) Despite **Section 8.2**, the location of required parking and loading spaces shall be as shown in **Figure 16-9**.

Figure 16-8. 640 Anderton Commercial/Mini Storage Sub-Areas and Setbacks

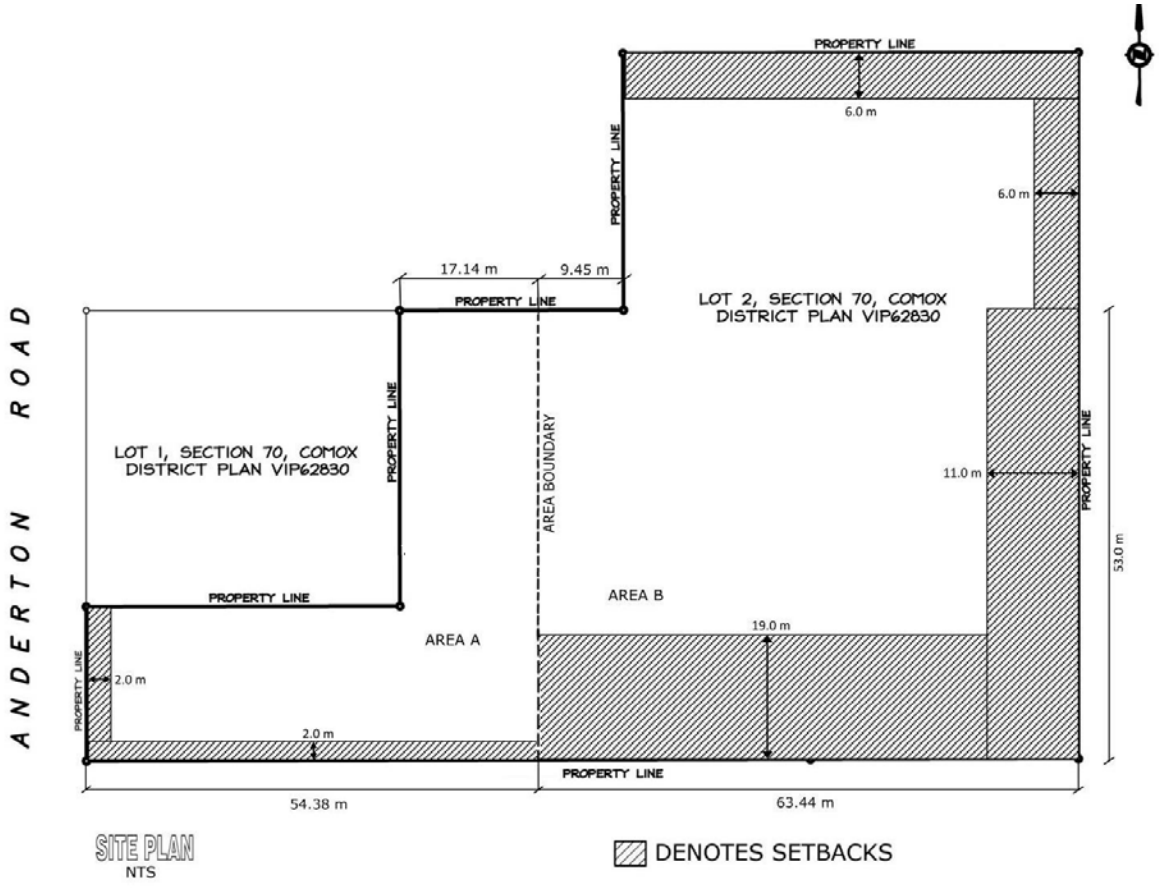
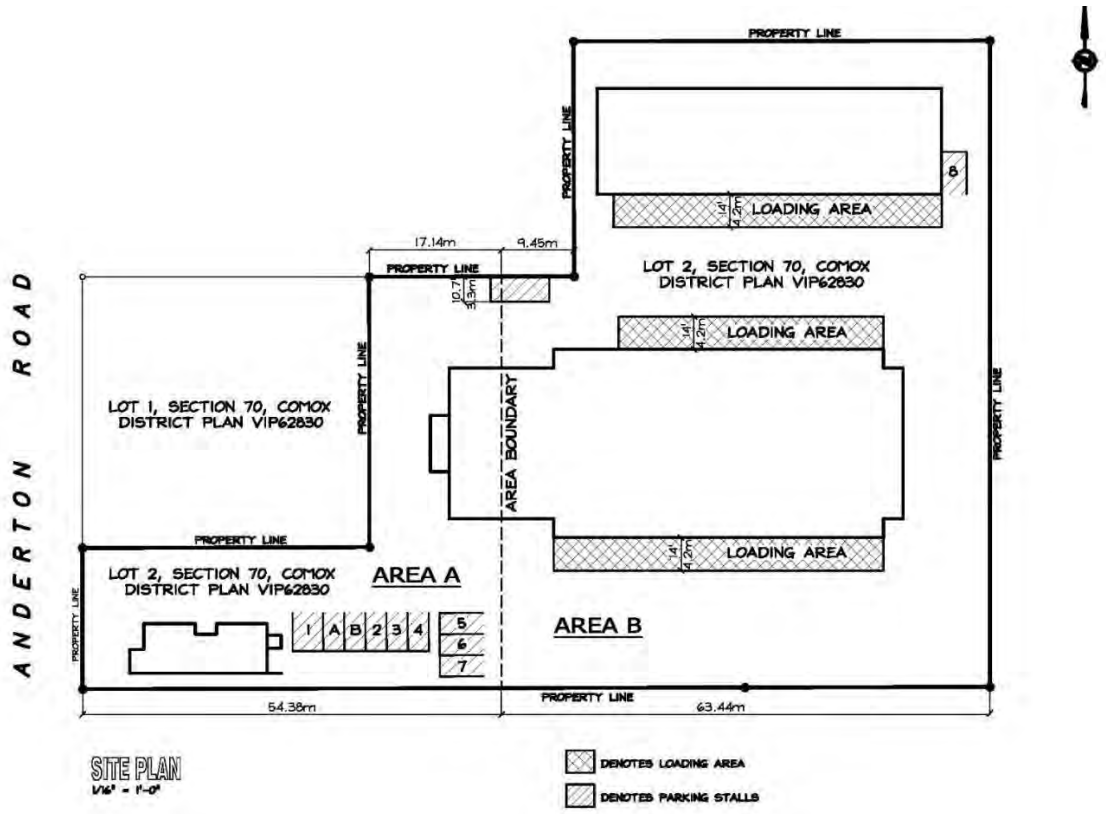


Figure 16-9. 640 Anderton Commercial/Mini Storage Parking and Loading



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
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9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

CD11 – 700 Lancaster Way

For the purposes of the CD11 zone, Areas A, B, and C are as shown in Figure 16-10.

CD11.1 Permitted Uses

(1) In the CD11 zone, the following uses are permitted and all other uses are prohibited:

(a) Areas A and B:

i. Accessory Buildings and Structures

ii. Home Occupation, Minor

iii. Attached Dwelling Units

(b) Area B:

i. Accessory Buildings and Structures

ii. Home Occupation, Minor

iii. Three or More Attached Dwelling Units

CD11.2 Density

(1) Density shall not exceed 11 units per hectare.

(a) Despite **Section CD11.2(1)**, where 10% of units are designed and constructed as special needs housing units compliant with the adaptable housing standards set out in the British Columbia Building Code, then density shall not exceed 42 units per hectare.

CD11.3 Minimum Lot Area

(1) Minimum lot area shall be 15,500.0 square metres.

CD11.4 Maximum Lot Coverage

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

CD11.5 Maximum Height and Storeys

(1) Area A:

(a) Maximum Height: 11.5 metres

(b) Maximum Storeys: 2

(2) Area B:

(a) Maximum Height: 10.5 metres

(b) Maximum Storeys: 2

(3) Area C:

(a) Maximum Height: 12.5 metres

(b) Maximum Storeys: 3

CD11.6 Minimum Setbacks

(1) Minimum setbacks shall be as shown in **Figure 16-10**.

CD11.7 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 3.0 metres in height;

(b) not exceed 10.0 square metres of floor area; and

(c) not be located in a front, side, or rear yard.

CD11.8 Conditions

(1) No parking area shall be located between a building and a highway that the building fronts.

Figure 16-10. 700 Lancaster Way Sub-Areas and Setbacks

	Average Grade at Subdivision **	Design Floor	Building Height		Published Height	
Building	AG (m)	DF (m)	BH (Refer to Sections)		DF-AG+BH	
1/2	70.77	71.81	9.29 (m)	30.50 ft	10.33 (m)	33.89 (ft)
9/10	70.94	71.65	9.29 (m)	30.50 ft	10.00 (m)	32.81 (ft)
11/12	70.48	71.81	9.29 (m)	30.50 ft	10.84 (m)	34.91 (ft)
13/14	69.97	71.82	9.29 (m)	30.50 ft	11.20 (m)	36.75 (ft)
57/58	69.75	71.82	9.29 (m)	30.50 ft	11.36 (m)	37.27 (ft)
59/60	69.99	71.80	9.29 (m)	30.50 ft	11.15 (m)	36.59 (ft)
53/54	70.06	71.69	9.29 (m)	30.50 ft	10.96 (m)	35.83 (ft)
51/52	70.63	71.66	9.29 (m)	30.50 ft	10.35 (m)	33.96 (ft)
5-6	70.50	71.42	11.40 (m)	37-6"	12.32 (m)	40.42 (ft)
7-8	70.09	71.47	7.74 (m)	25-4"	9.12 (m)	29.92 (ft)
19/20	69.96	71.29	7.74 (m)	25-4"	9.13 (m)	29.96 (ft)
15-18	70.52	70.96	11.40 (m)	37-6"	11.88 (m)	38.91 (ft)
21-24	70.73	70.69	11.40 (m)	37-6"	11.36 (m)	37.27 (ft)
25-28	69.94	70.40	11.40 (m)	37-6"	11.88 (m)	38.91 (ft)
31-34	70.44	70.40	11.40 (m)	37-6"	11.36 (m)	37.27 (ft)
29/30	71.13	71.07	7.74 (m)	25-4"	7.68 (m)	25.20 (ft)
35/36	71.31	71.06	7.74 (m)	25-4"	7.52 (m)	24.67 (ft)
39/40	70.10	71.30	7.74 (m)	25-4"	8.84 (m)	29.33 (ft)
41/42	69.85	71.32	7.74 (m)	25-4"	9.21 (m)	30.22 (ft)
37/38	69.56	71.51	7.74 (m)	25-4"	10.67 (m)	35.01 (ft)
43/44	69.65	71.53	7.74 (m)	25-4"	10.62 (m)	34.84 (ft)
45/46	69.75	71.65	7.74 (m)	25-4"	9.64 (m)	31.63 (ft)
47/48	70.46	71.69	7.74 (m)	25-4"	8.95 (m)	29.36 (ft)
49/50	69.36	71.72	7.74 (m)	25-4"	10.07 (m)	33.04 (ft)

* Average grade at subdivision is interpolated from Lancaster Heights Phase 2 Lot Grading Plan, S-11 Rev. 6, March 2007 survey was conducted prior to structural backfill in July 2007, and values do not reflect existing site conditions

CD12 – Single Family Campgrounds

CD12.1 Permitted Uses

(1) In the CD12 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Accommodation, Bed and Breakfast
(c) Accommodation, Campground
(d) Accommodation, Vacation Rental
(e) Coach Houses
(f) Dwelling Units
(g) Farm Stand
(h) Home Occupation, Minor
(i) Secondary Suites
(j) Urban Agriculture

CD12.2 Density

(1) No more than one principal building shall be permitted per lot.

(2) A maximum of one dwelling unit is permitted per lot where such dwelling unit is secondary to a principal campground accommodation.

CD12.3 Minimum Lot Area

(1) Minimum lot area shall be 5,000.0 square metres.

CD12.4 Minimum Lot Width

(1) Minimum lot width shall be 20.0 metres.

CD12.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 30% or 500.0 square metres, whichever is less.

CD12.6 Maximum Height and Storeys

(1) Maximum Height: 9.0 metres

(2) Maximum Storeys: 2

CD12.7 Minimum Setbacks

(1) Front Setback: 7.5 metres
(2) Rear Setback: 7.5 metres
(3) Side Setback (campground accommodation): 3.5 metres
(4) Side Setback (all other uses): 2.0 metres
(5) Exterior Side Setback: 3.5 metres

CD12.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:
- (a) not exceed 4.5 metres in height;
- (b) not exceed a maximum of 10% of lot coverage;
- (c) not exceed 60.0 square metres of combined floor area;
- (d) not occupy more than 2/3 of the width of the rear yard;
- (e) not be located in the front yard; and
- (f) not be located closer than 1.2 metres from a rear or side lot line.

CD12.9 Conditions

(1) Campground accommodations shall:
- (a) not be permitted on a lot < 25,000.0 square metres in lot area;
- (b) not exceed 61 individual campsites; and
- (c) not be permitted on any lot where another principal use is located.

(2) Coach houses shall:
- (a) not be permitted on a lot where there is a secondary suite;
- (b) not be permitted on a lot < 500.0 square metres in lot area;
- (c) be located in a rear yard;
- (d) not be permitted on a lot where the rear yard is less than 15.0 metres in width;
- (e) not exceed a maximum of 10% of lot coverage;
- (f) in combination with the combined floor area of all other accessory buildings, not exceed:
  - i. 50.0 square metres of floor area where lot area is < 650.0 square metres;
  - ii. 60.0 square metres of floor area where lot area is 650.0-1,000.0 square metres; and
  - iii. 70.0 square metres of floor area where lot area is ≥ 1,000.0 square metres;
- (g) for the purpose of sub-section **(f)** only, floor area shall:
  - i. include garages and carports, excluding carports attached to a coach house to a maximum of 20.0 square metres and garages and carports forming part of a single-detached principal dwelling unit;
  - ii. exclude one accessory building less than 10.0 square metres of floor area; and

iii. exclude one room less than 40.0 square metres of floor area which is completely contained within the associated principal dwelling unit and used by the residents of the coach house for storage, vehicle parking, or workshop purposes;

(h) not exceed 10.0 square metres of roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;

(i) not exceed in height:

i. 4.5 metres where the floor area of the coach house is < 50.0 square metres; and

ii. 5.5 metres where the floor area of the coach house is ≥ 50.0 square metres; where

(j) not be located closer than 4.0 metres to a principal building; and

(k) not be located closer than 2.0 metres from a rear lot lines.

CD13 – 221 Glacier View Drive

CD13.1 Permitted Uses

(1) In the CD13 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings
(b) Dwelling Units
(c) Home Occupation, Minor

CD13.2 Density

(1) Density shall not exceed 21 units per hectare.

(2) Single-detached principal dwelling units shall comprise a maximum of 50% of all dwelling units on a lot.

CD13.3 Minimum Lot Area

(1) Minimum lot area shall be 3,000.0 square metres.

CD13.4 Minimum Lot Width

(1) Minimum lot width shall be 60.0 metres.

CD13.5 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 55%.

CD13.6 Maximum Height

(1) Maximum Height: 10.0 metres

CD13.7 Minimum Setbacks

(1) Lot Line Abutting Glacier View Drive: 5.0 metres
(2) Lot Line Abutting Comox Avenue: 5.0 metres
(3) Side Setback (portion of a building used as a garage or carport): 2.0 metres
(4) Side Setback (all other portions of a building): 4.5 metres

CD13.8 Development Regulations for Accessory Buildings

(1) A maximum of one accessory building is permitted per lot, provided such accessory building shall:

(a) not exceed 4.5 metres in height;

(b) not exceed 200.0 square metres of floor area;

(c) not occupy more than 2/3 of the width of the rear yard;

(d) not be located in the front or rear yard; and

(e) not be located closer than 2.0 metres from a side lot line.

CD13.9 Conditions

(1) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, sunshades or steps may project up to 1.75 metres into a required front, rear, or exterior side setback, and up to 0.8 metres into a required interior side setback.

(2) Despite **Section 8**:

(a) the number of required parking spaces per principal dwelling unit shall be 1.75; and

(b) the location of required parking and loading spaces shall be as shown in **Figure 16-11**.

Figure 16-11. 221 Glacier View Drive Parking and Loading

CD14 – 560 Colby Road

CD14.1 Permitted Uses

(1) In the CD14 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Accommodation, Bed and Breakfast
(c) Coach Houses
(d) Dwelling Units
(e) Farm Stand
(f) Home Occupation, Minor
(g) Secondary Suites
(h) Urban Agriculture

CD14.2 Density

(1) Density shall not exceed four units per lot.
(2) A maximum of one dwelling unit is permitted per lot where such dwelling unit is secondary to a principal campground accommodation.

CD14.3 Minimum Lot Area

(1) Minimum lot area shall be 2,500.0 square metres.

CD14.4 Minimum Lot Width

(1) Minimum lot width shall be 22.0 metres.

CD14.5 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 20%.

CD14.6 Maximum Height

(1) Maximum Height: 9.0 metres

CD14.7 Minimum Setbacks

(1) Front Setback: as shown in **Figure 16-12**
(2) Rear Setback: as shown in **Figure 16-12**
(3) Side Setback: 2.0 metres
(4) Exterior Side Setback: n/a

CD14.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;
(b) not exceed 100.0 square metres of combined floor area;
(c) not occupy more than 2/3 of the width of the rear yard;
(d) not be located in the front yard;
(e) not be located closer than 48.0 metres from a rear lot line;
(f) not be located closer than 1.2 metres from a side lot line; and
(g) maintain a 2.0 metre side setback from the front lot line to a point 3.0 metres into the rear yard as shown in **Figure 16-13.**

CD14.9 Conditions

(1) Coach houses shall:

(a) be located in a rear yard;
(b) not be permitted on a lot where the rear yard is less than 15.0 metres in width;
(c) not exceed a maximum of 10% of lot coverage;
(d) in combination with the combined floor area of all other accessory buildings, not exceed:
  i. 50.0 square metres of floor area where lot area is < 650.0 square metres;
  ii. 60.0 square metres of floor area where lot area is 650.0-1,000.0 square metres; and
  iii. 70.0 square metres of floor area where lot area is ≥ 1,000.0 square metres;
(e) for the purpose of sub-section **(d)** only, floor area shall:
  i. include garages and carports, excluding carports attached to a coach house to a maximum of 20.0 square metres and garages and carports forming part of a single-detached principal dwelling unit;
  ii. exclude one accessory building less than 10.0 square metres of floor area; and
  iii. exclude one room less than 40.0 square metres of floor area which is completely contained within the associated principal dwelling unit and used by the residents of the coach house for storage, vehicle parking, or workshop purposes;
(f) not exceed 10.0 square metres of roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;
(g) not exceed in height:
  i. 4.5 metres where the floor area of the coach house is < 50.0 square metres; and
  ii. 5.5 metres where the floor area of the coach house is ≥ 50.0 square metres; where
(h) not be located closer than 4.0 metres to a principal building; and
(i) not be located closer than 2.0 metres from a rear lot lines.

Figure 16-12. 560 Colby Road Setbacks

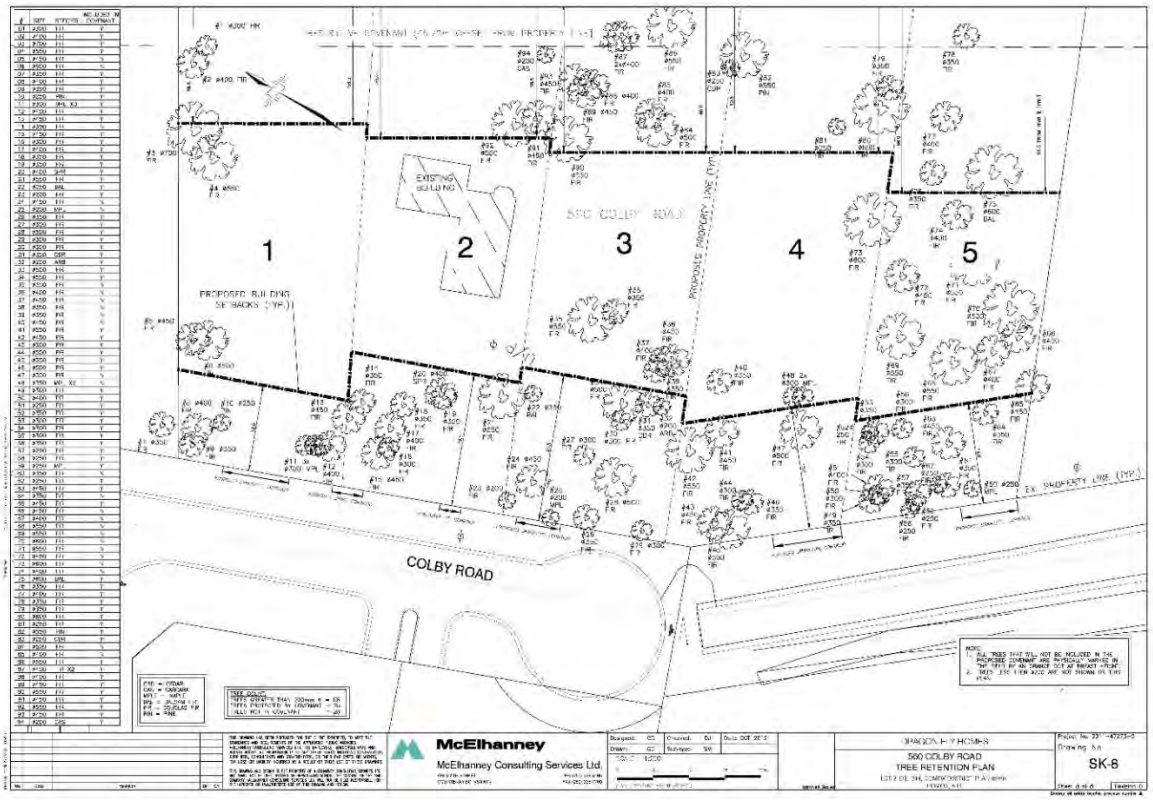
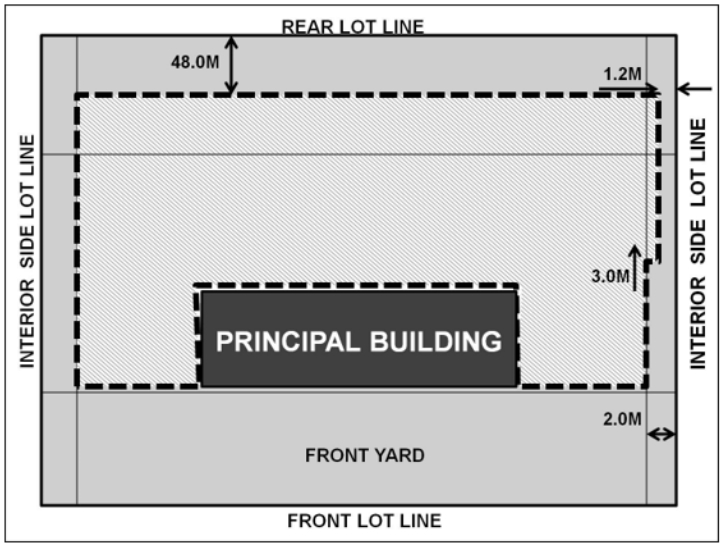


Figure 16-13. 560 Colby Road Siting Standards



Area where accessory buildings are permitted

CD15 – Lot 2 Plan 43630

CD15.1 Permitted Uses

(1) In the CD15 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Three or More Attached Dwelling Units

(c) Home Occupation, Minor

CD15.2 Density

(1) Density shall not exceed 40 units per hectare.

CD15.3 Minimum Lot Area

(1) Minimum lot area shall be 2,000.0 square metres.

CD15.4 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres.

CD15.5 Maximum Lot Coverage

(1) Lot coverage including impervious surfaces shall not exceed 65%.

CD15.6 Maximum Height

(1) Maximum Height: 10.0 metres

CD15.7 Minimum Setbacks

(1) Front Setback (as measured from any lot line abutting Wallace Avenue): as shown in **Figure 16-14**

(2) All Other Setbacks: as shown in **Figure 16-15**

CD15.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.5 metres in height;

(b) not exceed a maximum of 10% of lot coverage;

(c) not occupy more than 2/3 of the width of the rear yard;

(d) not be located in a front or exterior side yard;

(e) not be located in a side yard abutting the lot legally described as Section 1, Comox District Except that Part Included In AFB 8.793.6122, AFB 9.219.6773A, AFB 9.425.7071A, AFB 9.669.7408A, AFB 9.881.7683A, AFB 9.883.7642A, AFB 10.80.7872A, AFB 10.230.8021A and AFB 10.232.8021A More Particularly Described As Shown Coloured Red on Plan 425 R/W and Said to Contain .102 Acres and the 30 Foot Wide Parcel Labelled "Remainder of Sec. 1" on Said Plan Together With the 60' Wide Portion of Section 1 Included in Comox Avenue (2006 Comox Avenue); and

(f) not be located closer than 2.0 metres from a side lot lines.

Figure 16-14. Lot 2 Plan 43630 Setback from Wallace Avenue

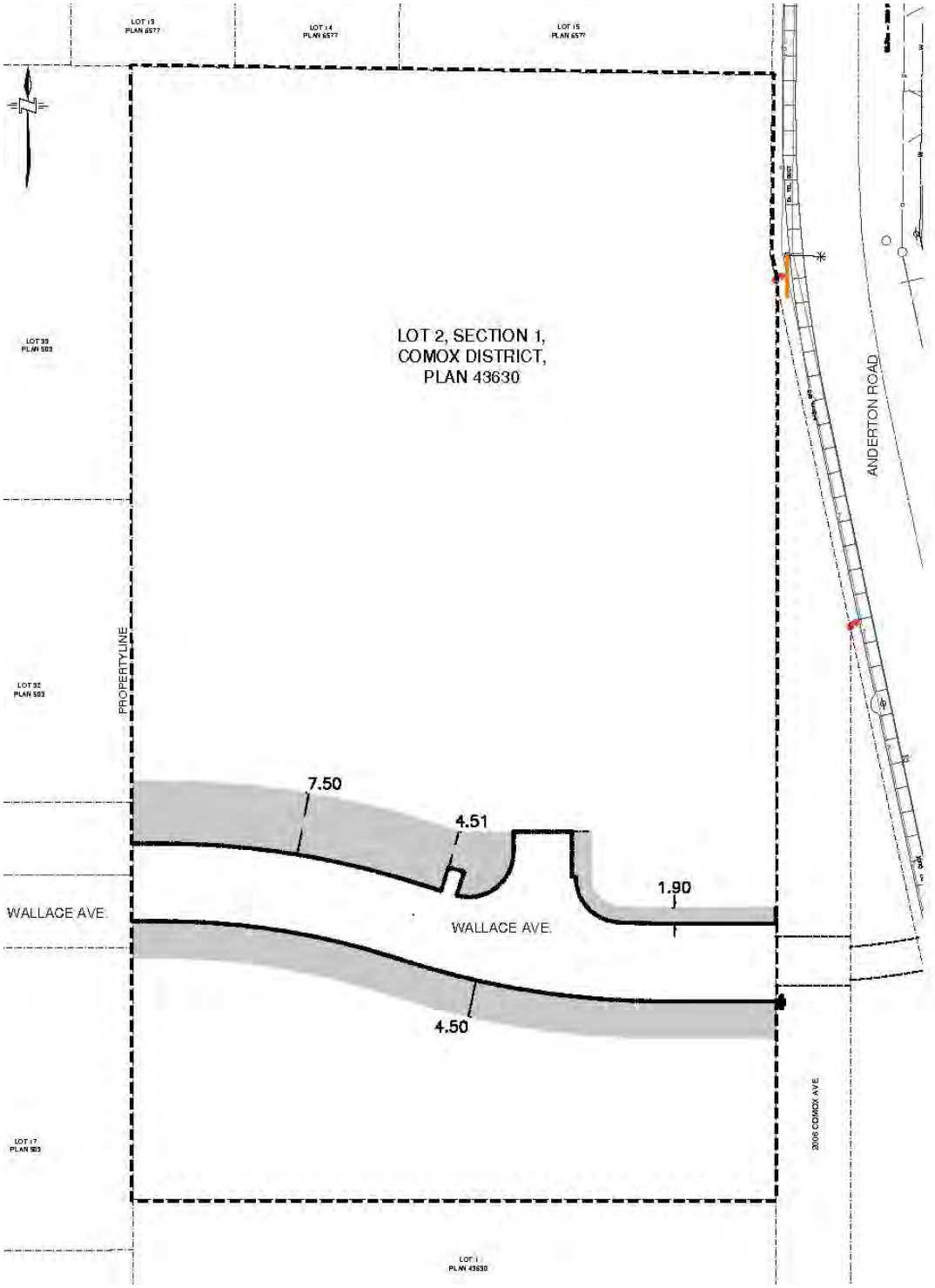
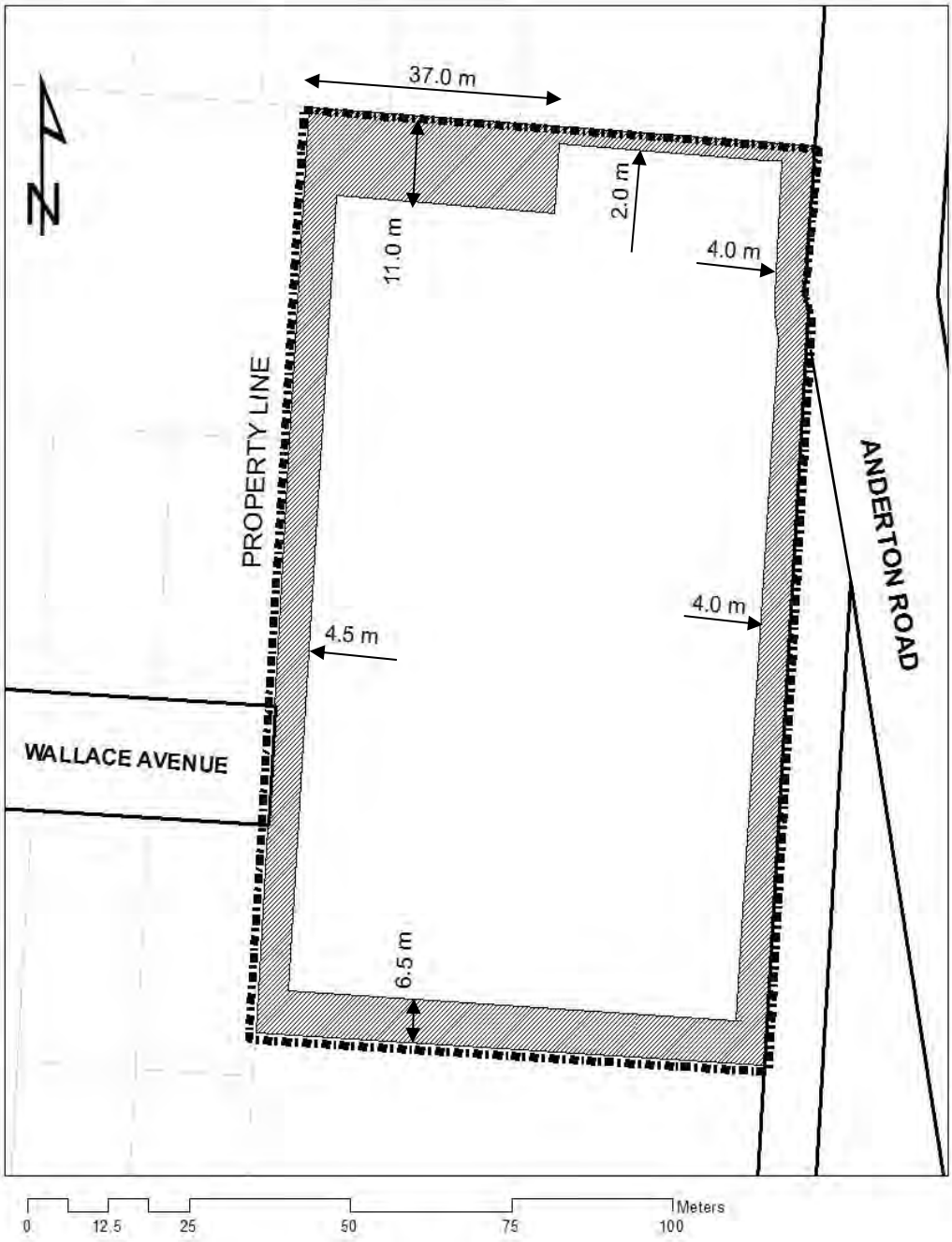


Figure 16-15. Lot 2 Plan 43630 – All Other Setbacks



CD16 – 1770 Comox Avenue

CD16.1 Permitted Uses

(1) In the CD16 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings
(b) Cultural and Community Services
(c) Dwelling Units
(d) Entertainment Facility
(e) Farm Stand
(f) Food Services
(g) Health Services
(h) Home Occupation, Minor
(i) Licensed Premises
(j) Parking Lot
(k) Personal Services
(l) Plant Nursery
(m) Professional Services, Internal-Facing
(n) Professional Services, Public-Facing
(o) Retail, Cannabis
(p) Retail, Liquor
(q) Retail Sales
(r) Urban Agriculture

CD16.2 Minimum Lot Area

(1) Minimum lot area shall be 2,000.0 square metres.

CD16.3 Maximum Height

(1) Maximum Height: 19.0 metres
(2) Maximum Storeys: 5

CD16.4 Development Regulations for Accessory Buildings

(1) Accessory buildings shall:

(a) not exceed 3.5 metres in height;
(b) not exceed a maximum of 15% of lot coverage; and
(c) not be located in a front yard.

CD16.5 Conditions

(1) Dwelling units shall be located above a non-residential use occurring on the first storey;

(2) Commercial units shall not be located above the first storey;

(3) Liquor retail shall only be permitted where a licensed premises is also located on the same lot.

(4) Despite **Section 8**, the number of required parking spaces per dwelling unit shall be 0.85.

CD17 – Public Utility Buildings

CD17.1 Permitted Uses

(1) In the CD17 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Structures

(b) Storage, Outdoor

(c) Utilities

CD17.2 Minimum Lot Area

(1) Minimum lot area shall be 900.0 square metres.

CD17.3 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres.

CD17.4 Maximum Lot Coverage

(1) Lot coverage shall not exceed 50%.

CD17.5 Maximum Height

(1) Maximum Height: 10.0 metres

CD17.6 Minimum Setbacks

(1) Front Setback: 7.5 metres

(2) Rear Setback (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 7.5 metres

(3) Rear Setback (abutting a lot in any other zone): 3.0 metres

(4) Side Setback (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 6.0 metres

(5) Side Setback (abutting a lot in any other zone): 3.0 metres

(6) Exterior Side Setback: 3.0 metres

CD17.7 Conditions

(1) Outdoor storage shall:

(a) not include used, partially completed, damaged, or obviously unserviceable products, goods, machinery, equipment, tools, boats, vehicles, or other such articles;

(b) not be located in a front yard; and

(c) not be located closer than 3.0 metres to any lot line.

CD18 – 618 Anderton Road

CD18.1 Permitted Uses

(1) In the CD18 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Care Facility, Child
(c) Cultural and Community Services
(d) Dwelling Units
(e) Farm Stand
(f) Food Services
(g) Health Services
(h) Home Occupation, Minor
(i) Licensed Premises
(j) Personal Services
(k) Professional Services, Internal-Facing
(l) Professional Services, Public-Facing
(m) Retail, Cannabis
(n) Retail Sales
(o) Urban Agriculture

CD18.2 Density

(1) Density shall not exceed 95 units per hectare.

CD18.3 Minimum Lot Area

(1) Minimum lot area shall be 8,500.0 square metres.

CD18.4 Minimum Lot Width

(1) Minimum lot width shall be 100.0 metres.

CD18.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 35%.

CD18.6 Maximum Height and Storeys

(1) Maximum Height: 13.0 metres
(2) Maximum Storeys: 4

CD18.7 Minimum Setbacks

(1) Front Setback:
  (a) Dwelling Units on the First Storey: 4.0 metres
  (b) Dwelling Units above the First Storey: 4.0 metres
  (c) All Other Uses on the First Storey: n/a

(2) Rear Setback: 20.0 metres

(3) Side Setback:
  (a) Abutting a Lot in a **Low-Density Residential** or **Multi-Unit Residential** Zone: 12.0 metres
  (b) Abutting a Lot in Any Other Zone: 2.0 metres

CD18.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:
  (a) not exceed 4.5 metres in height;
  (b) not exceed a maximum of 10% of lot coverage;
  (c) not be located in a front yard; and
  (d) not be located closer than 2.0 metres from any rear or side lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

CD18.9 Conditions

(1) Along any elevation of a building fronting Anderton Road, for a distance of not less than 60.0 metres measured parallel to Anderton Road, dwelling unit and accessory uses thereto other than amenity areas or areas used for secondary professional services up to 175.0 square metres of floor area, shall not be permitted on the first storey for a depth of 10.0 metres, measured perpendicularly from Anderton Road.

(2) Non-residential uses shall not be permitted located above the first storey.

(3) Despite **Section 8**, the number of required parking spaces per dwelling unit shall be 1.0.

CD19 – 2310 Guthrie Road

For the purposes of the CD19 zone, Areas A and B are as shown in Figure 16-16.

CD19.1 Permitted Uses

(1) In the CD19 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

i. Accessory Buildings and Structures
ii. Cultural and Community Services
iii. Food Services
iv. Health Services
v. Home Occupation, Minor
vi. Personal Services
vii. Professional Services, Internal-Facing
viii. Professional Services, Public-Facing
ix. Retail Sales
x. Three or More Attached Dwelling Units

(b) Area B:

i. Accessory Buildings and Structures
ii. Three or More Attached Dwelling Units

CD19.2 Density

(1) Density shall not exceed 50 units per hectare.

CD19.3 Minimum Lot Area

(1) Minimum lot area shall be 5,000.0 square metres.

CD19.4 Minimum Lot Width

(1) Minimum lot width shall be 40.0 metres.

CD19.5 Maximum Height and Storeys

(1) Maximum Height: 11.5 metres

(2) Maximum Storeys: 3

CD19.6 Minimum Setbacks

(1) Front Setback: 2.5 metres

(2) Rear Setback: 3.0 metres

(3) Side Setback:

- (a) Abutting the Lots Legally Described as Lots 1-6, District Lot 170 Comox District, Plan EPP24381 (801-849 Tracker Place): 6.0 metres
- (b) Abutting a Lane: 0.75 metres
- (c) All Other Instances: 3.0 metres

(4) Exterior Side Setback: n/a

CD19.7 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

- (a) not exceed 4.0 metres in height; and
- (b) not exceed 40.0 square metres of combined floor area.

CD19.8 Conditions

(1) No retail sales or personal services establishment shall exceed 120.0 square metres of floor area.

(2) Non-residential uses shall only be permitted on the first storey of any building fronting Guthrie Road for a depth of 6.0 metres as measured from the building face.

(3) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, decks, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 2.0 metres into a required front or interior side setback, and up to 0.6 metres into a required rear setback.

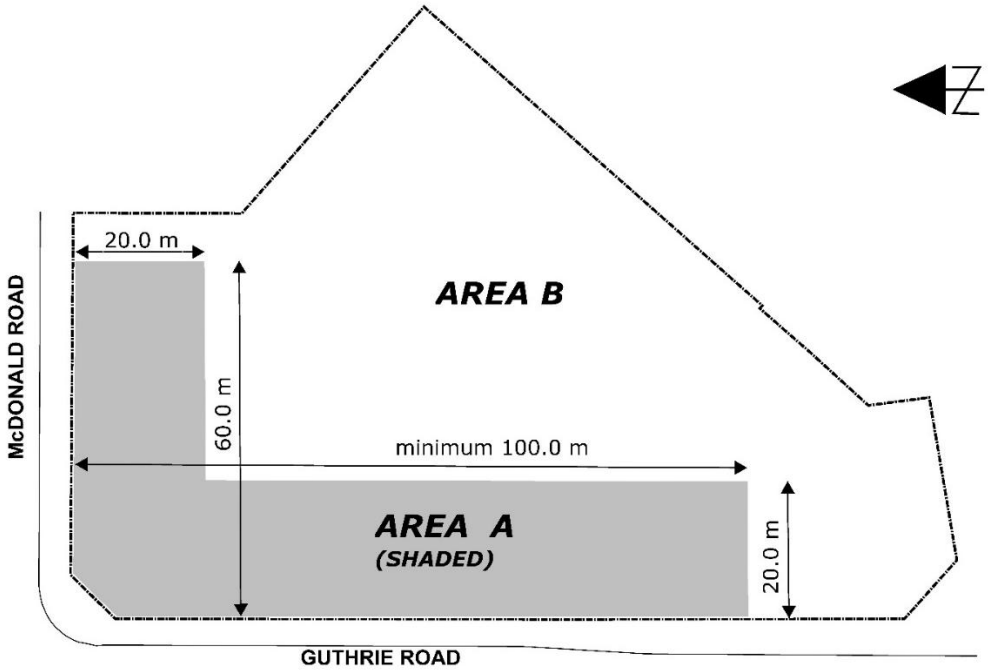
(4) Despite **Section 8**,

- (a) the number of required parking spaces per dwelling unit shall be 1.75;
- (b) the minimum number of required parking spaces for non-residential uses shall be 1.0 space per 40.0 square metres of floor area; and
- (c) barrier-free parking spaces may be located more than 10.0 metres from an accessible entrance of the use which it serves.

(5) No more than one access driveway shall be permitted per lot.

(6) Vehicle access onto Guthrie Road shall not be permitted.

Figure 16-16. 2310 Guthrie Road Sub-Areas



CD20 – Aspen-Murrelet

For the purposes of the CD20 zone, Areas A and B are as shown in Figure 16-17.

CD20.1 Permitted Uses

(1) In the CD20 zone, the following uses are permitted and all other uses are prohibited:

(a) Area A:

i. Accessory Buildings and Structures
ii. Home Occupation, Minor
iii. Three or More Attached Dwelling Units

(b) Area B:

i. Accessory Buildings and Structures
ii. Care Facility, Child
iii. Cultural and Community Services
iv. Food Services
v. Health Services
vi. Home Occupation, Minor
vii. Personal Services
viii. Professional Services, Internal-Facing
ix. Professional Services, Public-Facing
x. Retail Sales
xi. Three or More Attached Dwelling Units

CD20.2 Density

(1) Area A: Density shall not exceed 120 units per hectare.
(2) Area B: Density shall not exceed 75 units per hectare.

CD20.3 Minimum Lot Area

(1) Area A: 15,000.0 square metres
(2) Area B: 3,000.0 square metres

CD20.4 Minimum Lot Width

(1) Area A: 100.0 metres
(2) Area B: 30.0 metres

CD20.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 35%.

CD20.6 Maximum Height

(1) Area A: 14.0 metres as measured from 69.90 metres of geodetic elevation, excluding photovoltaic panels and supporting structures provided they do not exceed the maximum permitted height by more than 1.0 metre.

(2) Area B: 14.0 metres as measured from 70.10 metres of geodetic elevation, excluding photovoltaic panels and supporting structures provided they do not exceed the maximum permitted height by more than 1.0 metre.

CD20.7 Minimum Setbacks

As shown in **Figure 16-18:**

(1) Front Setback:
   (a) Area A: 2.8 metres
   (b) Area B: 2.8 metres, excluding driveway retaining walls

(2) Rear Setback: n/a

(3) Side Setback:
   (a) Area A (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 9.0 metres
   (b) Area A (abutting a lot in any other zone): 6.0 metres
   (c) Area B: 6.0 metres

(4) Exterior Side Setback: 3.0 metres

CD20.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:
   (a) not exceed 4.5 metres in height;
   (b) not exceed a maximum of 2% of lot coverage;
   (c) not be located in the front yard; and
   (d) not be located closer than 9.0 metres from a side lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

CD20.9 Conditions

(1) In Area B, dwelling units and associated accessory uses, other than shared amenity areas, shall not be located on or below the first storey.

(2) Non-residential uses shall not be permitted above the first storey.

(3) Permitted uses shall be limited to accessory uses:

- (a) For Area A, below 69.90 metres of geodetic elevation; and
- (b) For Area B, below 70.10 metres of geodetic elevation.

(4) No solid waste collection or recycling collection areas shall be located within 20.0 metres of any lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

(5) Despite **Section 5.3.2**.:

- (a) For Area A:
  - i. awnings, balconies, bay windows, canopies, chimneys, cornices, decks, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades, may project up to 1.2 metres into a required front or interior side setback;
  - ii. porches may project up to 1.2 metres into a required interior side setback;
  - iii. porches, stairs and landings may project up to 2.4 metres into required front setback; and
  - iv. ornamental features may project up to 1.8 metres into required front setback.
- (b) For Area B:
  - i. awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades, may project up to 1.2 metres into a required front, rear, interior, and exterior side setback;
  - ii. landings, porches, and stairs may project up to 2.4 metres into a required front setback; and
  - iii. decks may project to the front or exterior side lot line.

(6) Despite **Section 8**, barrier-free parking spaces may be located more than 10.0 metres from an accessible entrance of the use which it serves, provided a path of travel between the parking space and accessible entrance is provided having:

- (a) a continuous plane not interrupted by steps or abrupt changes in level;
- (b) permanent, firm, and slip resistant surface such as asphalt or concrete; and
- (c) an uninterrupted width of not less than 1.5 metres and a gradient not steeper than 1 in 20.

Figure 16-17. Aspen-Murrelet Sub-Areas

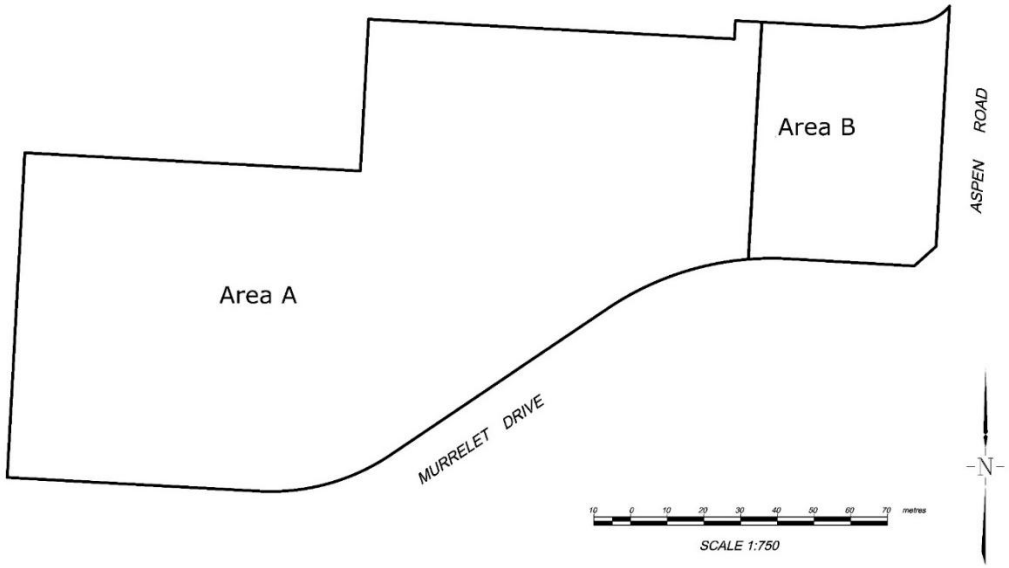
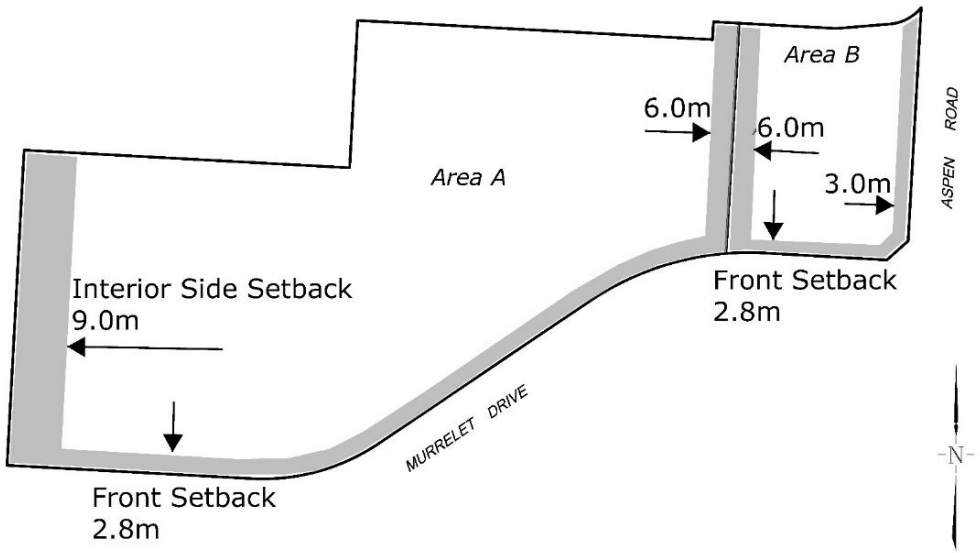


Figure 16-18. Aspen-Murrelet Setbacks



CD21 – 468 Anderton Road

CD21.1 Permitted Uses

(1) In the CD21 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Home Occupation, Minor

(c) Two or More Attached Dwelling Units

CD21.2 Density

(1) Density shall not exceed 36 units per hectare.

CD21.3 Minimum Lot Area

(1) Minimum lot area shall be 4,000.0 square metres.

CD21.4 Minimum Lot Width

(1) Minimum lot width shall be 52.0 metres

CD21.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 35%.

CD21.6 Maximum Height and Storeys

(1) Maximum Height: 9.0 metres

(2) Maximum Storeys: 2

CD21.7 Minimum Setbacks

(1) Minimum setbacks shall be as shown in **Figure 16-19.**

CD21.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 4.0 metres in height;

(b) not exceed a maximum of 10% of lot coverage;

(c) not be located in the front yard; and

(d) not be located closer than 2.0 metres from a rear or side lot line.

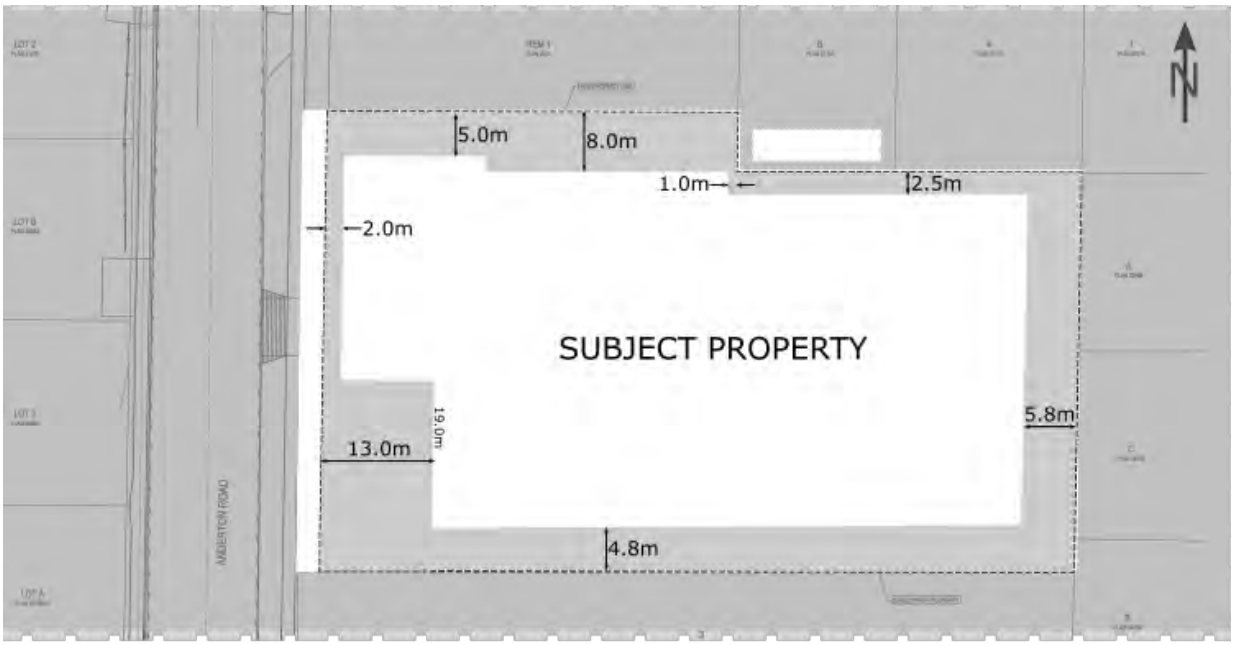
CD21.9 Conditions

(1) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades may project up to 0.6 metres into a required front, rear, and side setback.

(2) Despite **Section 8**, the minimum width of a two-way manoeuvring aisle shall be 6.0 metres.

(3) No more than one access driveway shall be permitted per lot.

Figure 16-19. 468 Anderton Road Setbacks



CD22 – Aspen Townhouses

CD22.1 Permitted Uses

(1) In the CD22 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Home Occupation, Minor

(c) Two or More Attached Dwelling Units

CD22.2 Density

(1) Density shall not exceed 45 units per hectare.

CD22.3 Minimum Lot Area

(1) Minimum lot area shall be 5,000.0 square metres.

CD22.4 Minimum Lot Width

(1) Minimum lot width shall be 40.0 metres

CD22.5 Maximum Lot Coverage

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

CD22.6 Maximum Height and Storeys

(1) Maximum Height: 9.0 metres

(2) Maximum Storeys: 2

CD22.7 Minimum Setbacks

(1) Minimum Setback (portion of a building used as a garage or carport): 5.0 metres

(2) Minimum Setback (any other portion of a building): as shown in **Figure 16-20.**

CD22.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 3.0 metres in height;

(b) not exceed 80.0 square metres of floor area;

(c) despite subsection **(b)**, where individual accessory buildings are provided for residential units, not exceed 2.5 square metres of floor area per dwelling unit;

(d) not be located in a front or exterior side yard; and

(e) not be located closer than 1.2 metres from a rear or side lot line.

CD22.9 Conditions

(1) No solid waste collection or recycling collection areas shall be located within 6.0 metres of any lot line abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone.

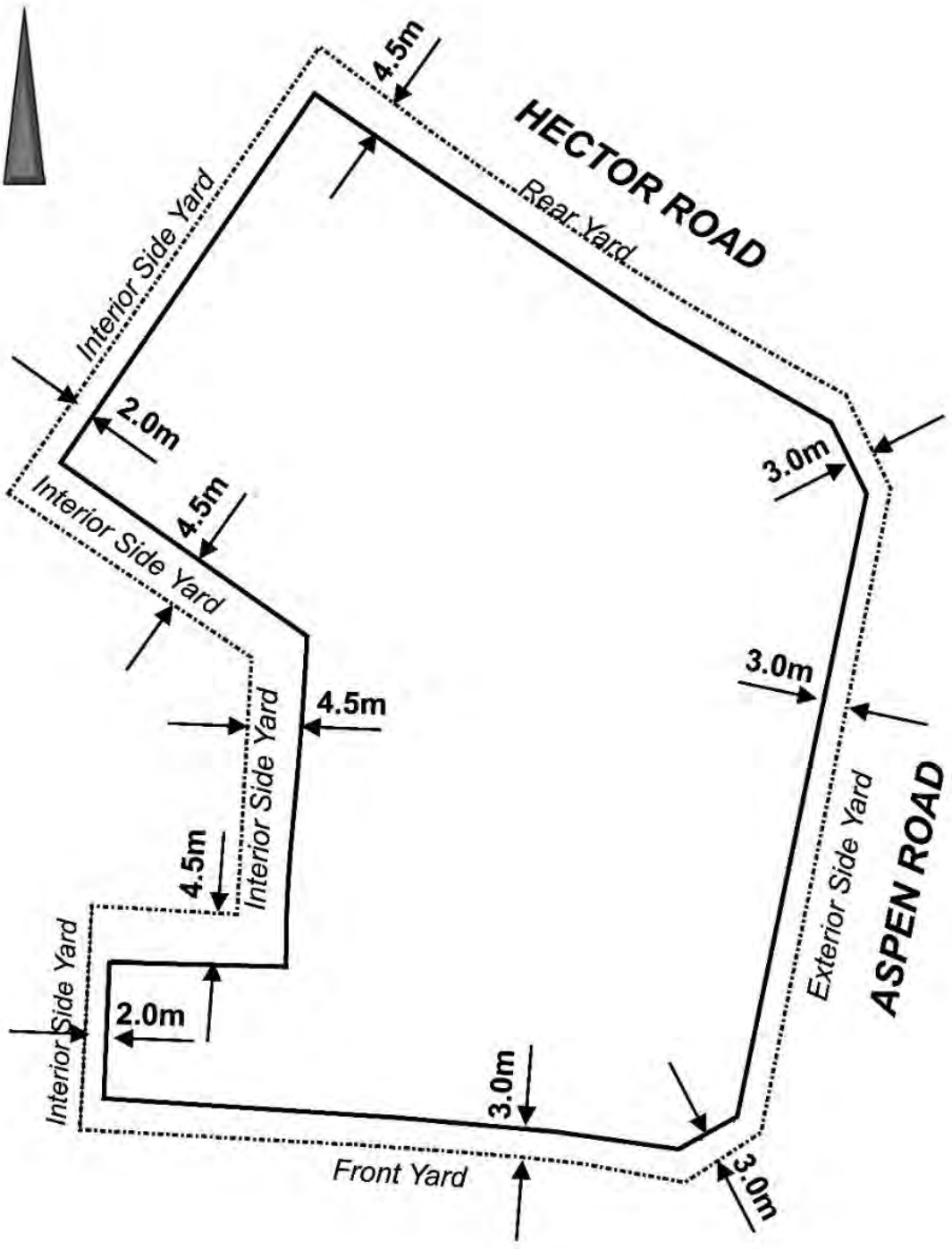
(2) Driveways shall not exceed 6.0 metres in width.

(3) No more than three access driveways shall be permitted to Grumman Place, including a common access driveway.

(4) No vehicle access shall be permitted to Aspen Road.

(5) Despite **Section 5.3.2**, awnings, balconies, bay windows, canopies, chimneys, cornices, eaves, gutters, landings, leaders, ornamental features, pilasters, porches, sills, stairs, or sunshades, may project up to 0.6 metres into a required front, side, or rear setback.

Figure 16-20. Aspen Townhouses Setbacks



CD23 – Apartments

CD23.1 Permitted Uses

(1) In the CD23 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Care Facility, Child
(c) Home Occupation, Minor
(d) Three or More Attached Dwelling Units

CD23.2 Density

(1) Density shall not be less than 55 units per hectare.
(2) Density shall not exceed 80 units per hectare.
(3) Despite **Section CD23.2(2)**, where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.
(4) Despite **Section CD23.2(2)** and **(3)**, where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

CD23.3 Minimum Lot Area

(1) Minimum lot area shall be 3,500.0 square metres.

CD23.4 Minimum Lot Width

(1) Minimum lot width shall be 50.0 metres

CD23.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 40%.
(2) Lot coverage including impervious surfaces shall not exceed 75%.

CD23.6 Maximum Height and Storeys

(1) Maximum Height shall not exceed:

(a) 16.0 metres for buildings up to 4 storeys; and
(b) 12.0 metres for buildings up to 3 storeys.

CD23.7 Minimum Setbacks

(1) Front Setback:

(a) For 9.0 metres as measured parallel to and at the front setback: 9.0 metres, as shown in **Figure 16-21**

(b) Additional setback area shall be provided for every 100.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(2) Rear Setback:

(a) 9.0 metres

(b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-22**

(3) Side Setback:

(a) 9.0 metres

(b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-22**

(4) Exterior Side Setback:

(a) For 9.0 metres as measured parallel to and at the exterior side setback: 9.0 metres, as shown in **Figure 16-21**

(b) Additional setback area shall be provided for every 100.0 metres of linear exterior side lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(5) Despite **Section CD23.7(1)-(4)**, the minimum setback from any lot line abutting a greenway that is 10.0 metres or greater in width shall be 5.0 metres.

(6) Despite **Section CD23.7**, the minimum setback from any lot line abutting a lot in the Agricultural Land Reserve shall be 15.0 metres.

CD23.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed 9.0 metres and 2 storeys in height, where such accessory buildings or structures are used for shared amenity areas;

(b) not exceed 4.5 metres in height for any other accessory building or structure;

(c) not exceed a maximum of 10% of lot coverage; and

(d) not be located in a front or exterior side yard.

CD23.9 Conditions

(1) Child care facilities shall be located on the first storey of a principal building or accessory building.

(2) Attached dwelling units with separate ground-level accesses shall:

- (a) only be located within a residential building containing additional principal dwelling units accessed through common hallways;
- (b) not be located above or below another attached dwelling unit with separate ground-level access unit; and
- (c) not be located above the second storey of the residential building.

(3) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.

(4) The first storey of a principal building comprising more than three attached dwelling units shall:

- (a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in **Figure 16-23** when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and
- (b) **Section CD23.9(5)(a)** does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

(5) Along a front or exterior side yard, parking areas located within a building at or more than 1.5 metres above finished grade shall be screened from the street by dwelling units as shown in **Figure 16-24.**

(6) Residential building length shall:

- (a) not exceed 85.0 metres in length, including projections; and
- (b) where a directional turn of 90-135 degrees is provided, no section of a residential building shall exceed 85.0 metres in length, as shown in **Figure 16-25**.

(7) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within a front or exterior side yard.

(8) Despite **Section 5.3.2**:

- (a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required setback;
- (b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and
- (c) balconies may project up to 1.0 metre into a required setback.

(9) Despite **Section 7.3**, a landscape screen shall be provided along all front or exterior side lot line where there is parking located within a building more than 0.6 metres but less than 1.5 metres above finished grade.

(10) Despite **Section 7.4**, no fence shall be permitted within a front or exterior side yard.

(11) Driveways shall not exceed 6.0 metres in width.

(12) No more than one driveway per highway frontage shall be permitted per lot.

Figure 16-21. Front and Exterior Side Setbacks and Setback Areas

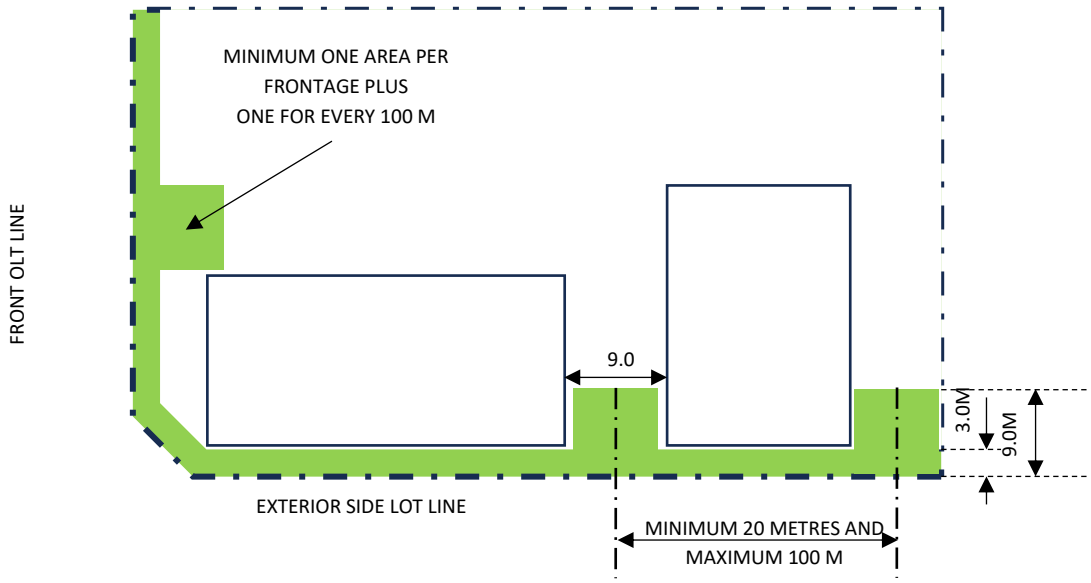


Figure 16-22. Rear and Side Setbacks

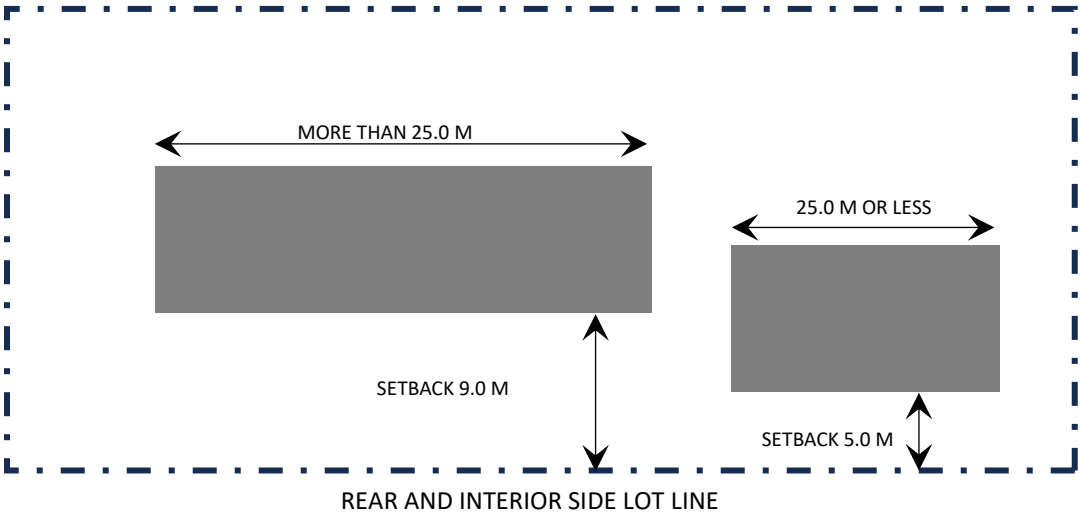


Figure 16-23. First Storey Elevation

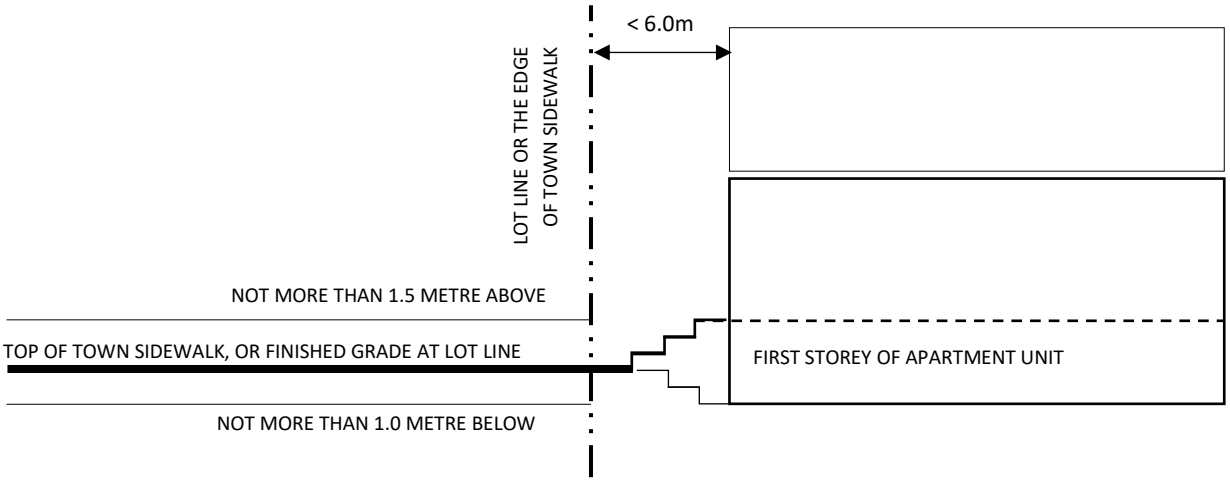


Figure 16-24. Screening Parking Areas Using Dwelling Units

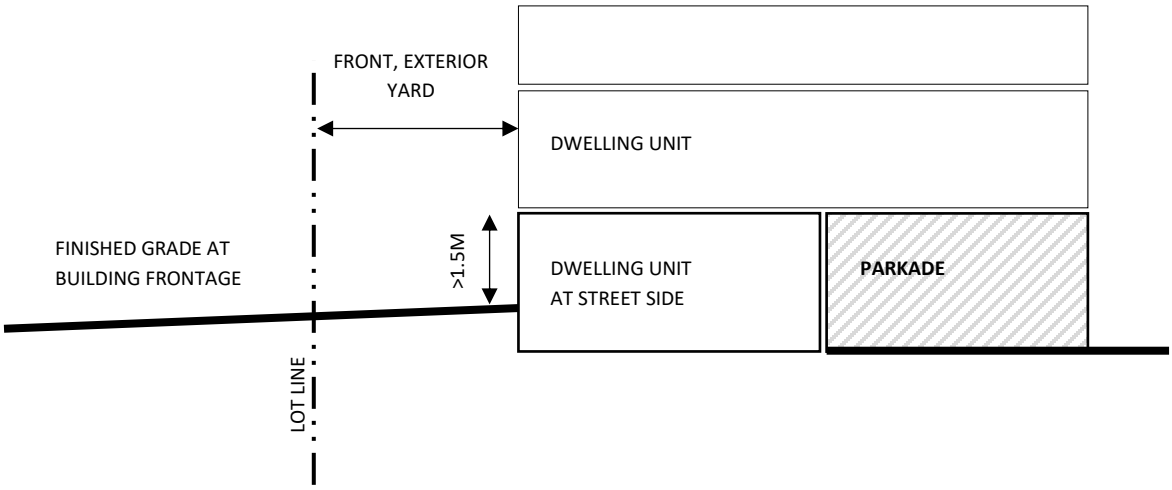
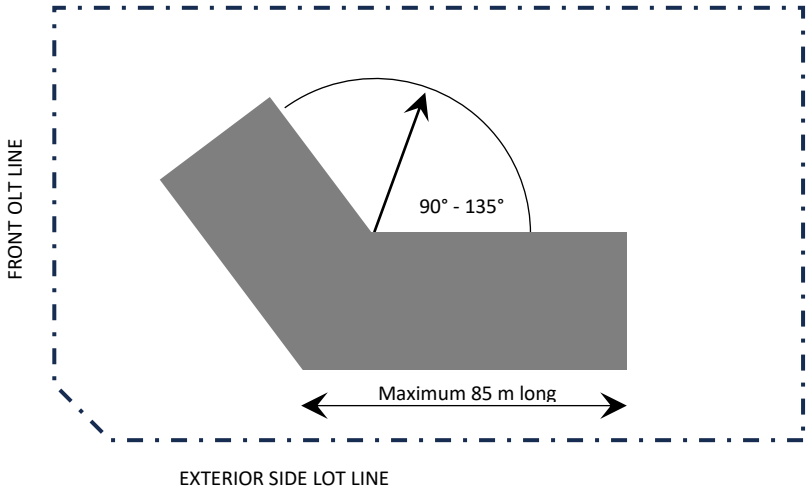


Figure 16-25. Residential Building Length



CD24 – Apartments and Townhouses

CD24.1 Permitted Uses

(1) In the CD24 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Care Facility, Child

(c) Home Occupation, Minor

(d) Two or More Attached Dwelling Units

CD24.2 Density

(1) Density shall not be less than 55 units per hectare.

(2) Density shall not exceed 80 units per hectare.

(3) Despite **Section CD24.2(2)**, where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.

(4) Despite **Section CD24.2(2)** and **(3)**, where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

CD24.3 Minimum Lot Area

(1) Minimum lot area shall be 3,500.0 square metres.

CD24.4 Minimum Lot Width

(1) Minimum lot width shall be 50.0 metres

CD24.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 40%.

(2) Lot coverage including impervious surfaces shall not exceed 75%.

CD24.6 Maximum Height and Storeys

(1) Maximum Height shall not exceed:

(a) 16.0 metres for buildings up to 4 storeys; and

(b) 12.0 metres for buildings up to 3 storeys.

CD24.7 Minimum Setbacks

(1) Front Setback:

(a) For 9.0 metres as measured parallel to and at the front setback: 9.0 metres, as shown in **Figure 16-26**

(b) Additional setback area shall be provided for every 100.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(2) Rear Setback:

(a) 9.0 metres

(b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-27**

(3) Side Setback:

(a) 9.0 metres

(b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-27**

(c) (4) Exterior Side Setback:

(a) For 9.0 metres as measured parallel to and at the exterior side setback: 9.0 metres, as shown in **Figure 16-26**

(b) Additional setback area shall be provided for every 100.0 metres of linear exterior side lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(5) Despite **Section CD24.7(1)-(4)**, the minimum setback from any lot line abutting a greenway that is 10.0 metres or greater in width shall be 5.0 metres.

(6) Despite **Section CD24.7**, the minimum setback from any lot line abutting a lot in the Agricultural Land Reserve shall be 15.0 metres.

CD24.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed a maximum of 5% of lot coverage;

(b) not be located in a front or exterior side yard;

(c) not exceed 9.0 metres and 2 storeys in height, where such accessory buildings or structures are used for shared amenity areas;

(d) not exceed 4.5 metres in height for any other accessory building or structure;

(e) despite subsections **(c)** and **(d)**, where individual accessory buildings are provided for residential units, not exceed 6.5 square metres of floor area per dwelling unit and not exceed 2.5 metres in height; and

(f) for individual accessory buildings provided for residential units, shall not be located closer than 2.0 metres from a rear or side lot line.

CD24.9 Conditions

(1) Child care facilities shall be located on the first storey of a principal or accessory building.

(2) The combined number of attached dwelling units with separate ground-level accesses shall not exceed 20% of all dwelling units on a lot.

(3) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.

(4) Attached dwelling units with separate ground-level accesses may be located within a principal building containing more than three attached dwelling units accessed through common hallways.

(5) Where attached dwelling units with separate ground-level accesses are located within a principal building containing more than three attached dwelling units accessed through common hallways, such dwelling units shall:

(a) not be located above or below another attached dwelling unit with separate ground-level access; and

(b) not be located above the second storey of a residential building.

(6) The first storey of a principal building comprising more than three attached dwelling units shall:

(a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in **Figure 16-28** when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and

(b) **Section CD24.9(6)(a)** does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

(7) Along a front or exterior side yard, parking areas located within a building at or more than 1.5 metres above finished grade shall be screened from the street by dwelling units as shown in **Figure 16-29**.

(8) Residential building length shall:

(a) not exceed 85.0 metres in length, including projections; and

(b) where a directional turn of 90-135 degrees is provided, no section of a residential building shall exceed 85.0 metres in length, as shown in **Figure 16-30**.

(9) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within a front or exterior side yard.

(10) Despite **Section 5.3.2**.:

(a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required setback;

(b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and

(c) balconies may project up to 1.0 metre into a required setback.

(11) Despite **Section 7.3**, a landscape screen shall be provided along all front or exterior side lot line where there is parking located within a building more than 0.6 metres but less than 1.5 metres above finished grade.

(12) Despite **Section 7.4**, no fence shall be permitted within a front or exterior side yard.

(13) Driveways shall not exceed 6.0 metres in width.

(14) No more than one driveway per highway frontage shall be permitted per lot.

Figure 16-26. Front and Exterior Side Setbacks and Setback Areas

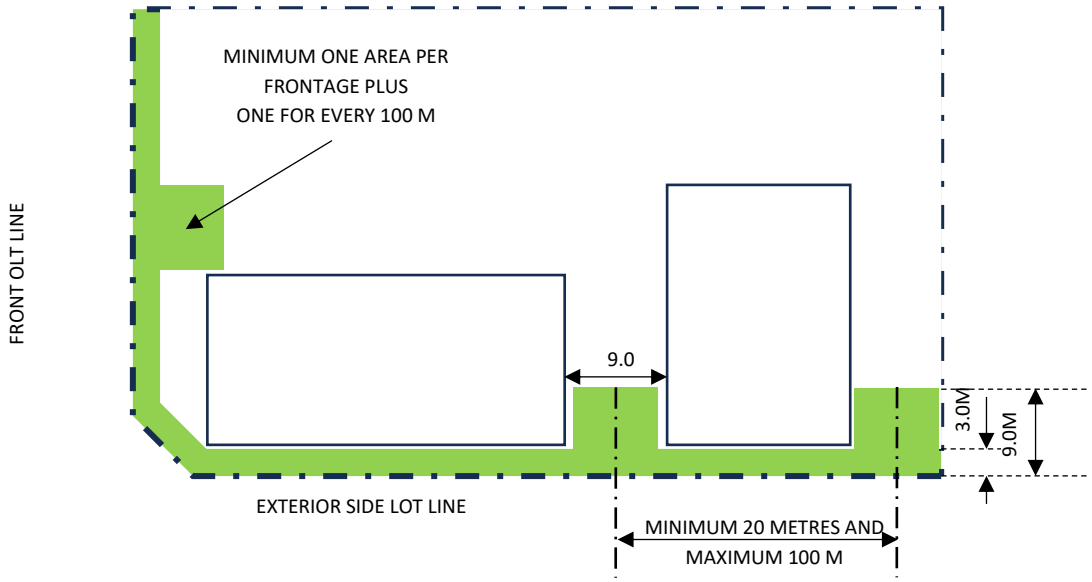


Figure 16-27. Rear and Side Setbacks

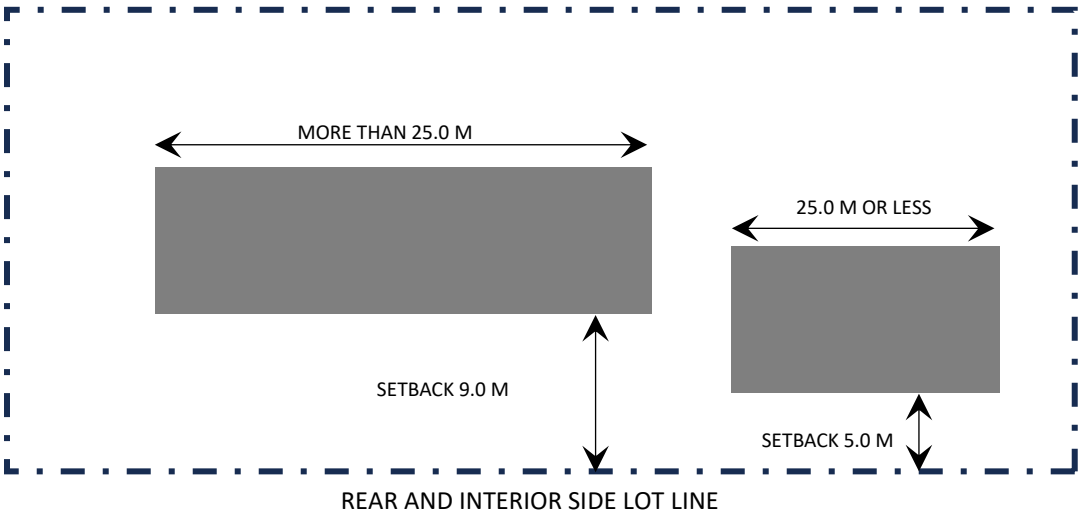


Figure 16-28. First Storey Elevation

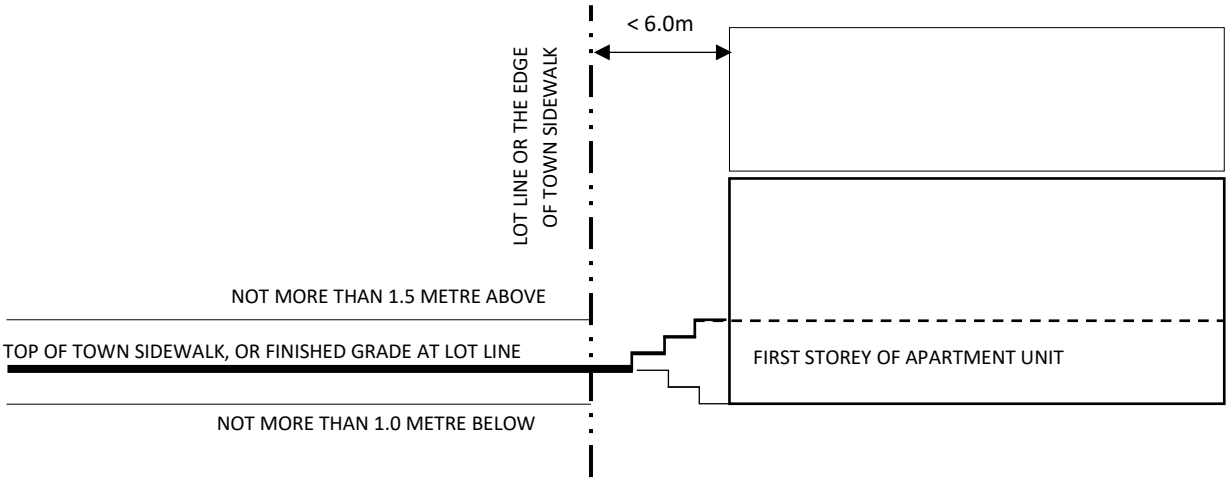


Figure 16-29. Screening Parking Areas Using Dwelling Units

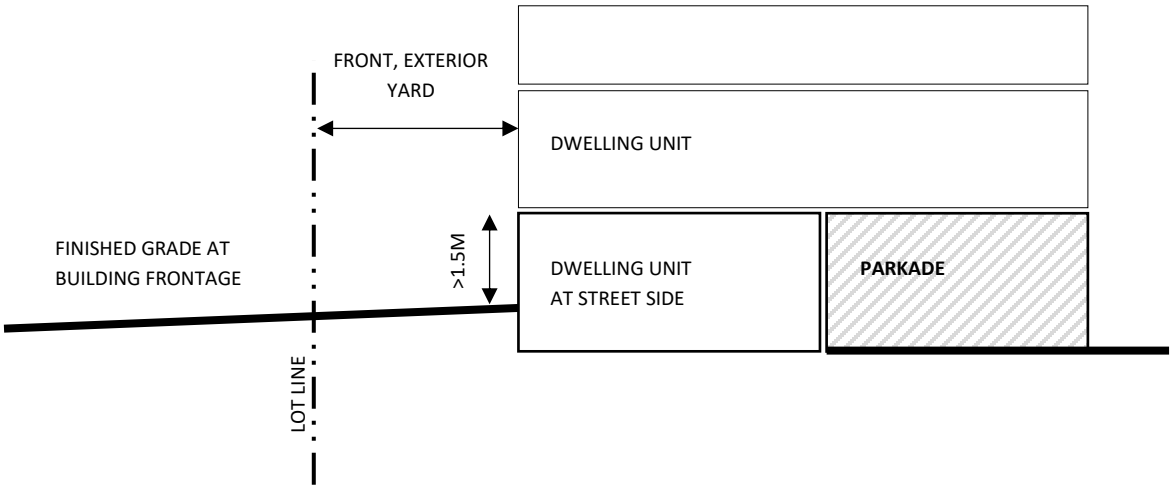
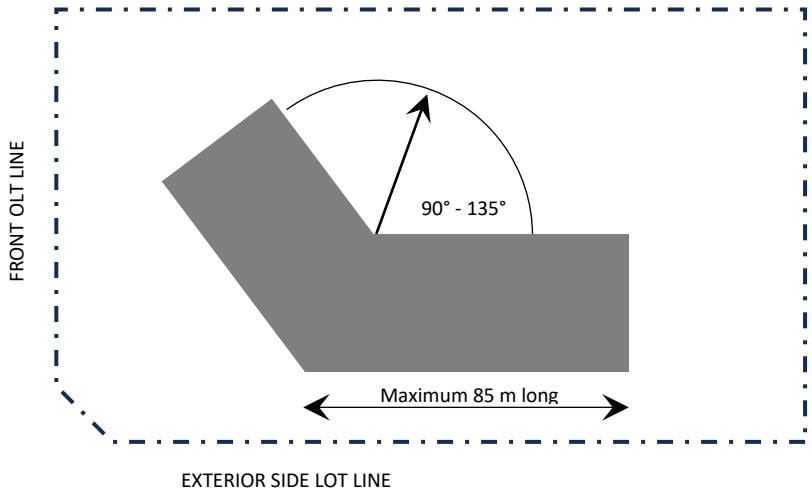


Figure 16-30. Residential Building Length



CD25 – Townhouses

CD25.1 Permitted Uses

(1) In the CD25 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures

(b) Care Facility, Child

(c) Home Occupation, Minor

(d) Two or More Attached Dwelling Units

CD25.2 Density

(1) Density shall not be less than 30 units per hectare.

(2) Density shall not exceed 80 units per hectare.

CD25.3 Minimum Lot Area

(1) Minimum lot area shall be 1,500.0 square metres.

CD25.4 Minimum Lot Width

(1) Minimum lot width shall be 30.0 metres

CD25.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 40%.

(2) Lot coverage including impervious surfaces shall not exceed 75%.

CD25.6 Maximum Height and Storeys

(1) Maximum Height: 12.0 metres

(2) Maximum Storeys: 3 storeys

CD25.7 Minimum Setbacks

(1) Front Setback:

(a) For 5.0 metres as measured parallel to and at the front setback: 5.0 metres, as shown in **Figure 16-31**

(b) Additional setback area shall be provided for every 60.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane;

(c) All other situations: 3.0 metres

(2) Rear Setback: 5.0 metres

(3) Side Setback: 5.0 metres

(4) Exterior Side Setback:

(a) For 5.0 metres as measured parallel to and at the exterior side setback: 5.0 metres, as shown in **Figure 16-31**

(b) Additional setback area shall be provided for every 60.0 metres of linear exterior side lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane;

(c) All other situations: 3.0 metres

(5) Despite **Section CD25.7**, the minimum setback from any lot line abutting a lot in the Agricultural Land Reserve shall be 15.0 metres.

CD25.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed a maximum of 5% of lot coverage

(b) not be located in a front or exterior side yard;

(c) not be located closer than 2.0 metres from a rear or side lot line;

(d) not exceed 4.5 metres in height; and

(e) despite subsection **(d)**, where individual accessory buildings are provided for residential units, not exceed 6.5 square metres of floor area per dwelling unit and not exceed 2.5 metres in height.

CD25.9 Conditions

(1) The combined number of two-unit attached dwelling units (duplexes) with separate ground-level accesses shall not exceed 20% of all dwelling units on a lot.

(2) The first storey of a principal building comprising two or more attached dwelling units shall:

(a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in **Figure 16-32** when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and

(b) **Section CD25.9(2)(a)** does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

(3) Garbage and recycling storage shall not be located within a front or exterior side yard.

(4) Despite **Section 5.3.2**:

(d) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required setback;

(e) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and

(f) balconies may project up to 1.0 metre into a required setback.

(5) Despite **Section 7.4**, no fence shall:

(a) be permitted within a front or exterior side yard; and

(b) exceed a maximum height of 1.5 metres.

Figure 16-31. Front and Exterior Side Setbacks and Setback Areas

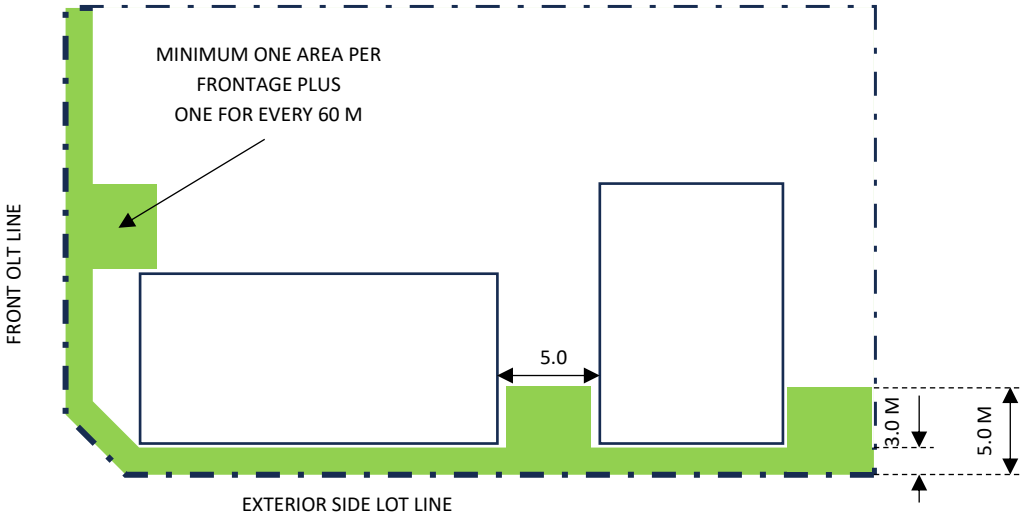
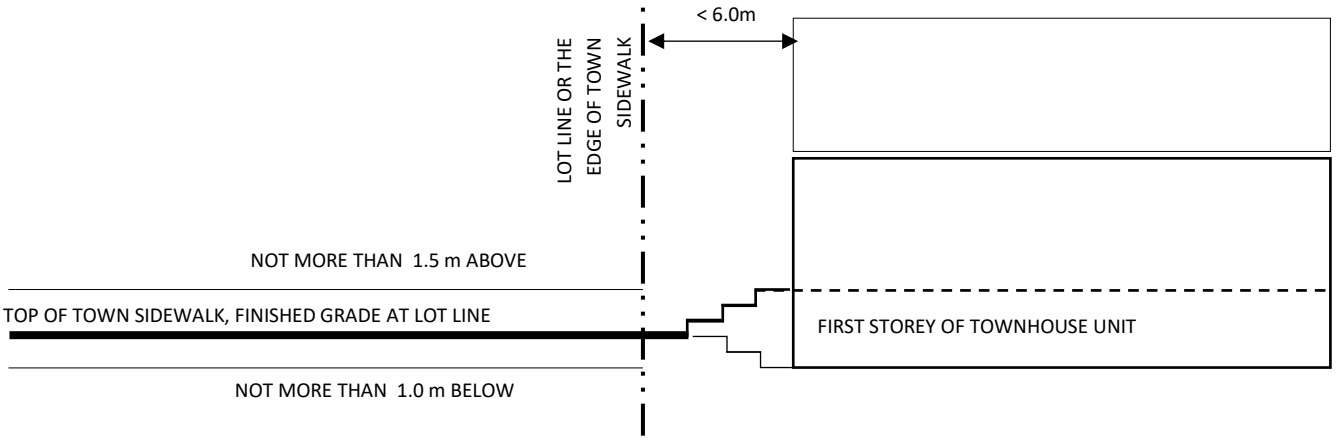


Figure 16-32. First Storey Elevation



CD26 – Commercial Residential

CD26.1 Permitted Uses

(1) In the CD26 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings and Structures
(b) Care Facility, Child
(c) Cultural and Community Services
(d) Food Services
(e) Health Services
(f) Home Occupation, Minor
(g) Personal Services
(h) Professional Services, Internal-Facing
(i) Professional Services, Public-Facing
(j) Retail Sales
(k) Two or More Attached Dwelling Units
(l) Veterinary Services, Minor

CD26.2 Density

(1) Density shall not be less than 55 units per hectare.

(2) Density shall not exceed 80 units per hectare.

(3) Despite **Section CD26.2(2)**, where not less than 40% of the total number of required parking spaces are provided underground or within a residential building footprint, density shall not exceed 150 units per hectare.

(4) Despite **Section CD26.2(2)** and **(3)**, where more than 80% of the total number of required parking spaces are provided underground or within a residential building footprint, there shall be no limit to the number of units permitted per hectare.

CD26.3 Minimum Lot Area

(1) Minimum lot area shall be 3,500.0 square metres.

CD26.4 Minimum Lot Width

(1) Minimum lot width shall be 50.0 metres

CD26.5 Maximum Lot Coverage

(1) Lot coverage shall not exceed 40%.

(2) Lot coverage including impervious surfaces shall not exceed 75%.

CD26.6 Maximum Height and Storeys

(1) Maximum height shall not exceed:

(a) 16.0 metres for buildings up to 4 storeys; and

(b) 12.0 metres for buildings up to 3 storeys.

CD26.7 Minimum Setbacks

(1) Front Setback:

(a) For 9.0 metres as measured parallel to and at the front setback: 9.0 metres, as shown in **Figure 16-33**

(b) Additional setback area shall be provided for every 100.0 metres of linear front lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(2) Rear Setback:

(a) 9.0 metres

(b) For buildings less than 3 storeys and building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-34**

(3) Side Setback:

(a) 9.0 metres

(b) For building elevations measuring 25.0 metres or less in width along the rear yard: 5.0 metres, as shown in **Figure 16-34**

(4) Exterior Side Setback:

(a) For 9.0 metres as measured parallel to and at the exterior side setback: 9.0 metres, as shown in **Figure 16-33**

(b) Additional setback area shall be provided for every 100.0 metres of linear exterior side lot line, excluding lot lines that form a corner cut-off or that are within 6.0 metres of the intersection of two highways other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres

(c) All other situations: 3.0 metres

(5) Despite **Section CD26.7(1)-(4)**, the minimum setback from any lot line abutting a greenway that is 10.0 metres or greater in width shall be 5.0 metres.

(6) Despite **Section CD26.7**, the minimum setback from any lot line abutting a lot in the Agricultural Land Reserve shall be 15.0 metres.

CD26.8 Development Regulations for Accessory Buildings and Structures

(1) Accessory buildings or structures shall:

(a) not exceed a maximum of 5% of lot coverage;

(b) not be located in a front or exterior side yard;

(c) not exceed 9.0 metres and 2 storeys in height, where such accessory buildings or structures are used for shared amenity areas;

(d) not exceed 4.5 metres in height for any other accessory building or structure;

(g) despite subsections **(c)** and **(d)**, where individual accessory buildings are provided for residential units, not exceed 6.5 square metres of floor area per dwelling unit and not exceed 2.5 metres in height; and

(h) for individual accessory buildings provided for residential units, shall not be located closer than 2.0 metres from a rear or side lot line.

CD26.9 Conditions

(1) Child care facilities shall be located on the first storey of a principal building or accessory building.

(2) Non-residential uses other than child care facilities shall:

(a) be located within a principal building containing three or more attached dwelling units;

(b) not be located above the first storey;

(c) have a first storey located not more than 0.5 metres above and not more than 0.5 metres below the top of adjacent Town sidewalk; and

(d) **Section CD26.9(5)(c)** does not apply to commercial units located not less than 6.0 metres from a front and exterior side lot line.

(3) For a distance of not less than 60.0 metres measured parallel to Aspen Road, the permitted use shall be limited to residential buildings with non-residential uses on the first storey for a depth of not less than 7.5 metres, measured perpendicularly from the exterior of the building fronting the road.

(4) Attached dwelling units with separate ground-level accesses may be located within a principal building containing more than three attached dwelling units accessed through common hallways.

(5) Where attached dwelling units with separate ground-level accesses are located within a principal building containing more than three attached dwelling units accessed through common hallways, such dwelling units shall:

(a) not be located above or below another attached dwelling unit with separate ground-level access; and

(b) not be located above the second storey of a residential building.

(6) The combined number of two-unit attached dwelling units (duplexes) with separate ground-level accesses shall not exceed 20% of all dwelling units on a lot.

(7) Not less than 25% of all dwellings units on a lot shall include two or more bedrooms.

(8) The first storey of a principal building comprising more than two attached dwelling units shall:

(a) be located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk as shown in **Figure 16-35** when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from finished grade at the front or exterior side lot line; and

(b) **Section CD26.9(8)(a)** does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

(9) Along a front or exterior side yard, parking areas located within a building at or more than 1.5 metres above finished grade shall be screened from the street by dwelling units as shown in **Figure 16-36**.

(10) Residential building length shall:

(a) not exceed 85.0 metres in length, including projections; and

(b) where a directional turn of 90-135 degrees is provided, no section of a residential building shall exceed 85.0 metres in length, as shown in **Figure 16-37**.

(7) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within a front or exterior side yard.

(8) Despite **Section 5.3.2**:

(a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 metres into a required setback;

(b) decks, patios, stairs, and landings less than 0.6 metres above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and

(c) balconies may project up to 1.0 metre into a required setback.

(9) Despite **Section 7.3**, a landscape screen shall be provided along all front or exterior side lot lines where there is parking located within a building more than 0.6 metres but less than 1.5 metres above finished grade.

(10) Despite **Section 7.4**, no fence shall be permitted within a front or exterior side yard.

(11) Driveways shall not exceed 6.0 metres in width.

(12) No more than one driveway per highway frontage shall be permitted per lot.

Figure 16-33. Front and Exterior Side Setbacks and Setback Areas

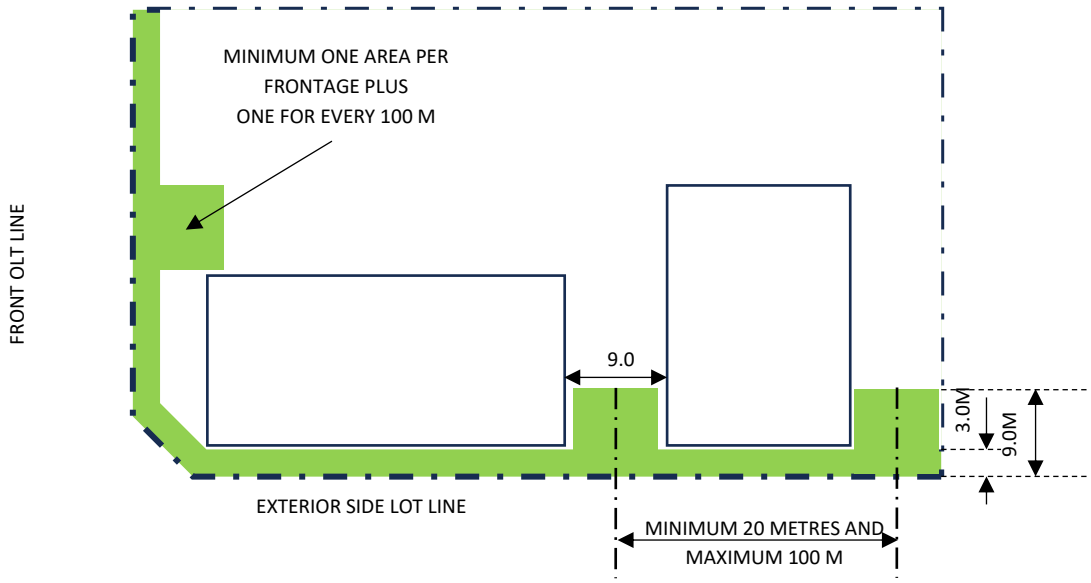


Figure 16-34. Rear and Side Setbacks

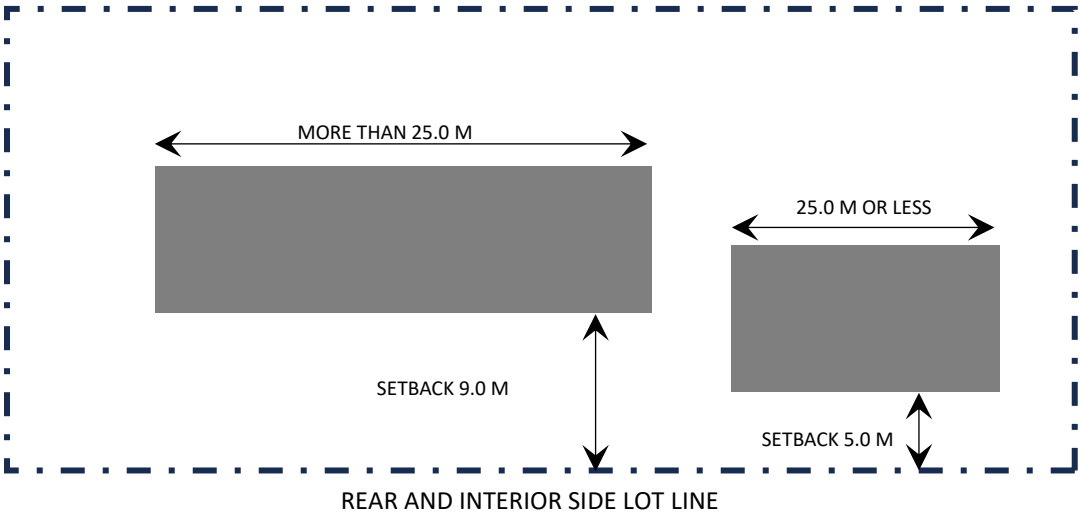


Figure 16-35. First Storey Elevation

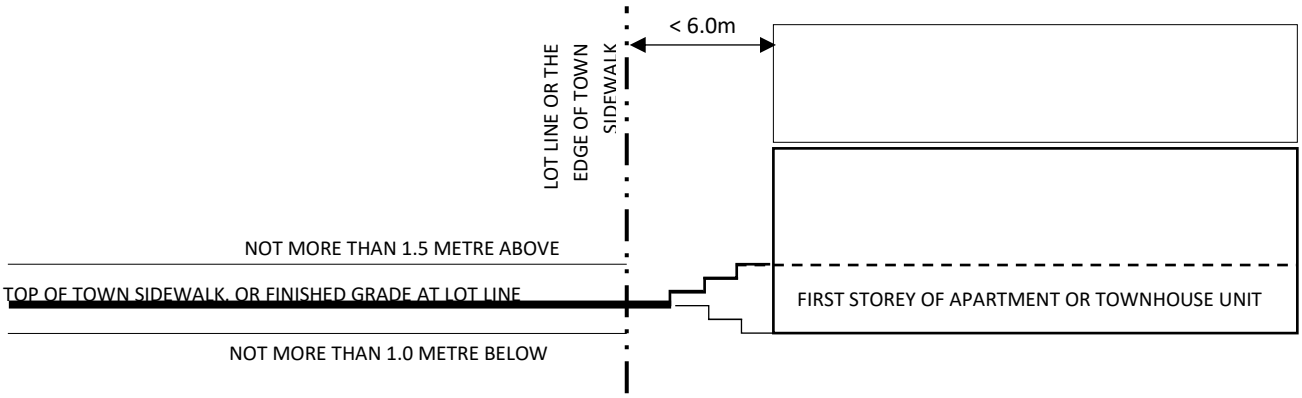


Figure 16-36. Screening Parking Areas Using Dwelling Units

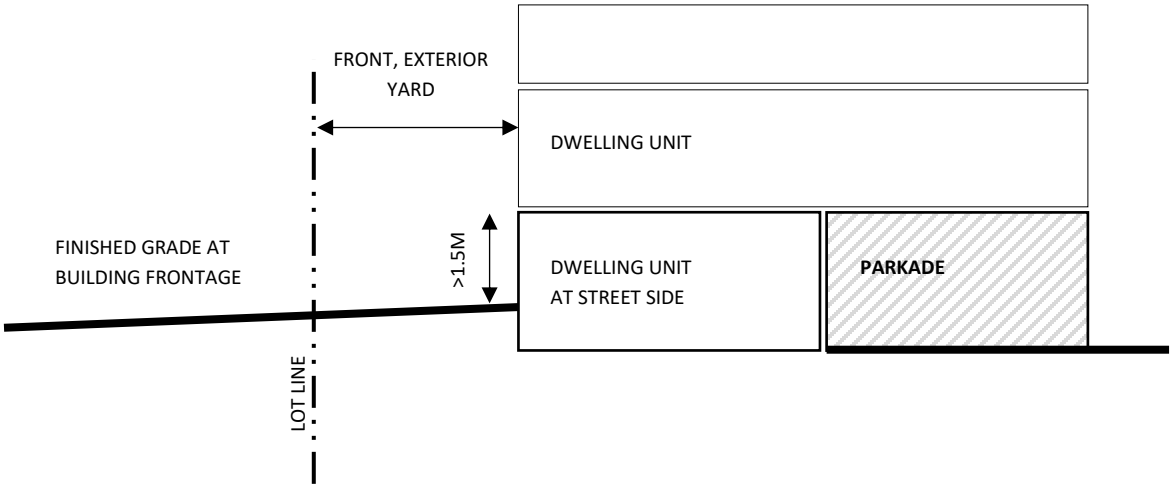
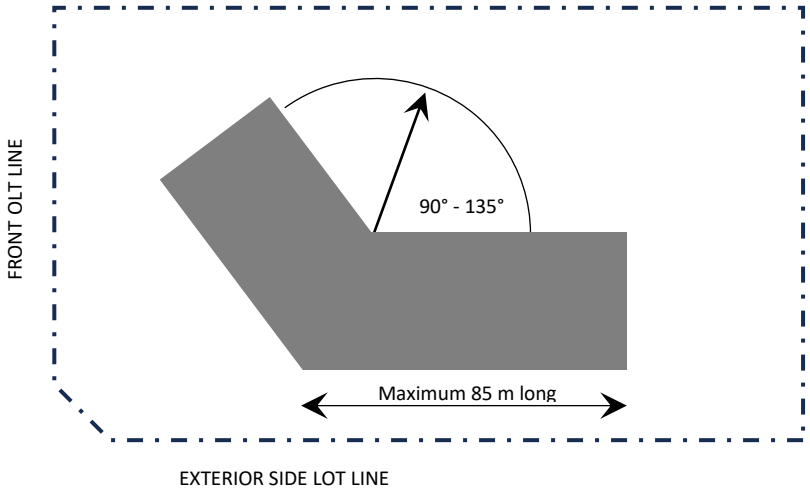


Figure 16-37. Residential Building Length



CD27 – Grumman Place

CD27.1 Permitted Uses

(1) In the CD27 zone, the following uses are permitted and all other uses are prohibited:

(a) Accessory Buildings
(b) Home Occupation, Minor
(c) Home Occupation, Major
(d) Home Occupation, Bed and Breakfast Accommodation
(e) Home Occupation, Vacation Rental Accommodation
(f) Detached Dwelling Units
(g) Secondary Suites

CD27.2 Minimum Lot Area

(1) Minimum lot area shall be 250.0 square metres.

CD27.3 Minimum Lot Width

(1) Minimum lot width shall be 12.0 metres

CD27.4 Maximum Lot Coverage

(1) Lot coverage shall not exceed 50%, provided no building on the lot exceeds one storey.
(2) Where a building on the lot exceeds one storey, lot coverage shall not exceed 40%.

CD27.5 Maximum Height and Storeys

(1) For any portion of a building or structure used as a garage or carport:

(a) Maximum height shall not exceed 4.5 metres; and
(b) Maximum number storeys of is 1.

(2) For all other portions of a building or structure:

(a) Maximum height shall not exceed 7.5 metres; and
(b) Maximum number storeys of is 2.

CD27.6 Minimum Setbacks

(1) Front Setback:

(a) For 3.5 metres as measured parallel to and at the front setback: 5.0 metres, as shown in **Figure 16-38**.
(b) For any portion of a building or structure used as a garage or carport: 5.0 metres
(c) All other situations: 2.0 metres

(2) Rear Setback: 4.5 metres

(3) Side Setback:

(a) Lot line abutting another lot in the **CD27 Zone**:

i. Lots with an exterior side lot line: 0.0 metres

ii. Lots with no exterior side lot line: 1.5 metres for one or series of connected lot lines, either of which extends from a front to rear lot line and not less than 0.0 metres for any other side lot line

(b) All other situations: 1.5 metres

(c) Despite subsections **(a)** and **(b)**, where a lot has a lot line abutting a highway: 1.5 metres

(4) Exterior Side Setback: 2.0 metres

(5) Corner Cut-off Setback: 2.0 metres

CD27.7 Development Regulations for Accessory Buildings

(1) Accessory buildings shall:

(a) not exceed 2.5 metres in height;

(b) not exceed 5.0 square metres of floor area;

(c) not be located in the front yard; and

(d) be excluded from required rear and side setbacks provided that:

i. no accessory building is located closer than 1.2 metres from a rear or side lot line; and

ii. a 1.5 metre setback is maintained from the front lot line to the rear yard, as shown in Figure 16-39.

CD27.8 Conditions

(1) A maximum of one principal building is permitted per lot.

(2) Driveways shall not exceed 4.0 metres in width.

(3) No more than one driveway per highway frontage shall be permitted per lot.

Figure 16-38. Front and Exterior Side Setbacks and Setback Areas

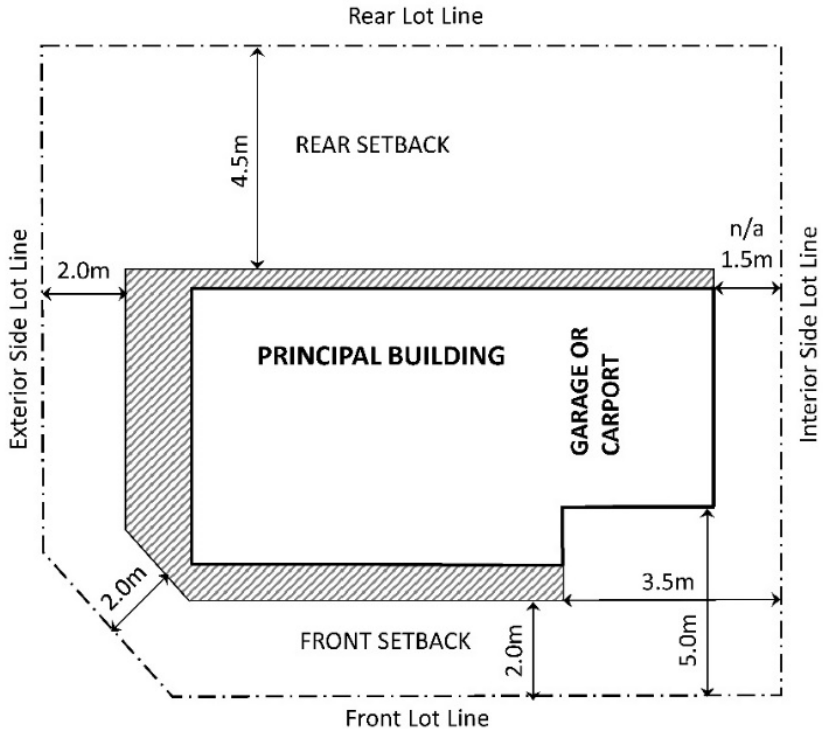
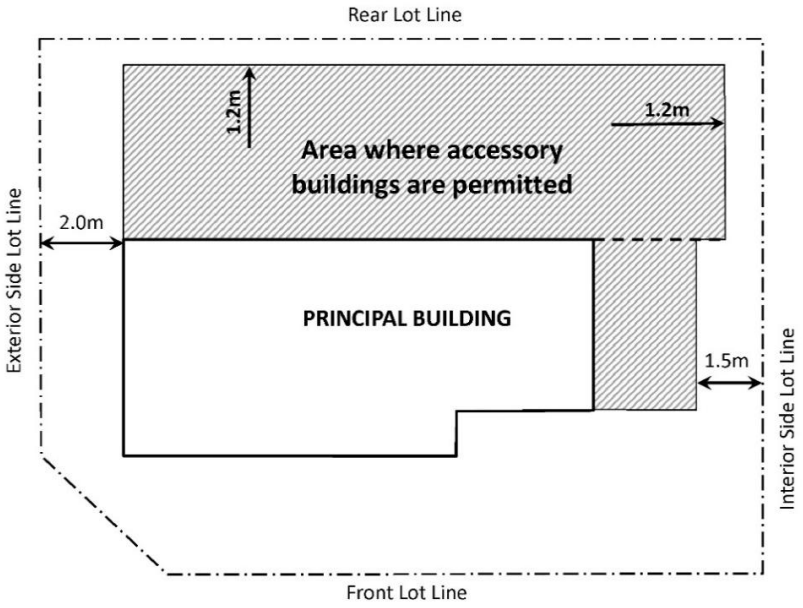


Figure 16-39. Front and Exterior Side Setbacks and Setback Areas



A1 A2 A3 A4 A5

TOWN OF COMOX

Schedule A - Zoning Map

Town of Comox Zoning

Low-Density Residential Zones

- Small-Scale Multi-Unit Residential (R-SSMU)
- Cape Lazo Residential (R-CL)
- Western Foreshore Residential (R-WF)
- Large Lot Residential (R-LL)

Multi-Unit Residential Zones

- Ground-Oriented Residential (RM-1)
- Low-Rise Residential (RM-2)
- Mid-Rise Residential (RM-3)

Mixed-Use Zones

- Downtown Mixed-Use (MU-1)
- Downtown Residential Mixed-Use (MU-2)
- Corridor Mixed-Use (MU-3)
- Neighbourhood Mixed-Use (MU-4)
- Cape Lazo Accommodation (MU-5)

Employment Zones

- Corridor Commercial (E-1)
- Service Commercial (E-2)
- Light Industrial (E-3)

Marine Zones

- Open Water (M-1)
- Marina (M-2)

Parks & Public Use Zones

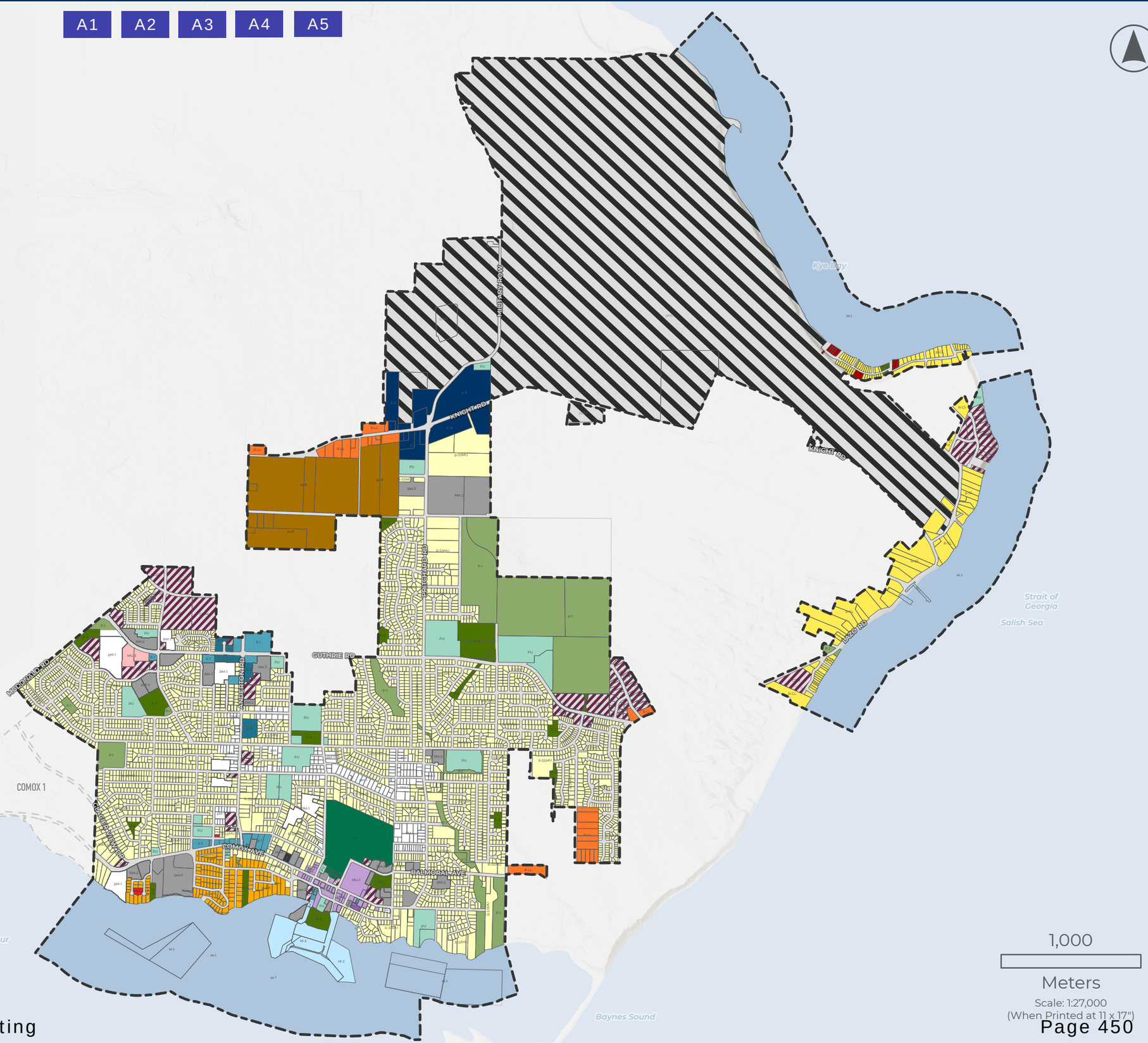
- Civic Facilities and Public Space (PU)
- Parks and Nature Conservation (P-1)
- Parks and Open Space (P-2)
- Public Golf Course (P-3)

Special Use Zones

- Agriculture (ALR)
- DND Lands (DND)

Comprehensive Development Zones

- Comprehensive Development Zones



1,000

Meters

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

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;

(h) retention of Records;

(i) security of Records, including protection;

(j) storage of Records;

(k) preservation of Records;

(l) disposal of Records, including destruction; and

(m) any other matter(s) the Corporate Officer authorizes to be included in the Records Management Manual.

7. Integrity and Authenticity Maintained

The Records Management Program must maintain the integrity and authenticity of Records made or kept in the usual and ordinary course of business.

8. Compliance with Law

The Records Management Program must comply with the Records Management Procedures Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Records Management Procedures Manual.

9. Severability

If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw No. 2050 is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw No. 2050.

10. Repeal

Comox Records Management System Bylaw No. 1932, 2019 is hereby repealed.

11. Adoption

READ A FIRST, SECOND and THIRD time this 3rd day of December, 2025

ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

STAFF REPORT

Meeting: Jan 21, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1855-04
FROM:	Gord Schreiner, Fire Chief	**DATE:**	Jan 15, 2026
SUBJECT:	2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service		

Prepared by:	Fire Approved:	Financial Approved:	Report Approved:
Cammy Dallamore, Corporate Coordinator	*Gord Schreiner, Fire Chief*	*Edward Henley, Director of Finance*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council support the Comox Valley Regional District's joint application to the Union of BC Municipalities Community Emergency Preparedness Fund for the following:

- 2025 Emergency Support Services Equipment and Training stream in the amount of up to $150,000;
- 2026 Emergency Operations Centre Training and Equipment stream in the amount of up to $150,000;
- 2026 Public Notification and Evacuation Planning stream in the amount of up to $150,000, and;
- 2026 Indigenous Cultural Safety and Humility stream in the amount of up to $150,000;

AND FURTHER THAT the Comox Valley Regional District be designated as the primary applicant to apply for, receive, and manage the grant funding for each successful grant in the Community Emergency Preparedness Fund stream on behalf of the Town of Comox.

ALTERNATIVES

THAT Council decline to provide a resolution of support for 2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service

PURPOSE

To obtain Council's resolution of support for the 2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service.

STRATEGIC PLAN LINKAGE

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

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

BACKGROUND

If approved, the funding provided will support eligible costs and activities for:

Emergency Support Services Equipment and Training

The supports continuation of essential regional staff and volunteer training:

- ESS tabletop exercise, conflict management, Incident Command Systems 100, Psychological First Aid and Mental Health.
- Cross jurisdictional training delivery on Cultural Safety with Oceanside ESS, Parksville, Qualicum, and Regional District of Nanaimo.
- Supplies and equipment to improve on scene safety and technology.
- Conference participation and volunteer recognition, recruitment, and retention.

Emergency Operations Centre (EOC) Equipment and Training

- Establish a common operating picture to strengthen local-to-regional emergency operations centre resilience.
- Advance regional emergency operations readiness by implementing structured data-sharing and data-sovereignty agreements within existing emergency services, geographic information systems and information technology structures and Provincial/Federal frameworks.
- Integrate internal comprehensive training and exercises capabilities to execute and sustain corporate support to regional EOC while maintaining business continuity.
- Continuing local EOC equipment readiness and interoperability testing with regional EOC.

Public Notification

- Integrate regional and local emergency operations, emergency and fire services, and critical infrastructure under a comprehensive notification framework.
- Connect existing tools and early warning systems with new capabilities to strengthen continuity, efficiency, and risk reduction.
- Ensure interoperability and timely alerts that deliver consistent communication for service partners and neighbouring communities.
- Embed structured planning and regular testing to validate performance, readiness, and compliance across all systems.

Indigenous Cultural Safety and Humility

- Strengths-based 'Decolonial Story Mapping' initiative for understanding the legacy of deep-time and place-based community disaster risk reduction innovations and strategies.
- Participatory workshops and knowledge sharing sessions co-created by K'ómoks First Nation, Comox Valley Reconciliation Advisory Table members and CVEM service partners grounded in arts-based methodologies.
- Trauma-informed and decolonizing practice-based facilitation training for staff, volunteers, and lay service partners focusing on embedding cultural-safety practices across all phases of emergency management.

Note that each application stream will include cost considerations for administrative support, consultants, contractors, and knowledge holders to support seamless project and operational deliverables and activities.

ANALYSIS/ISSUES/IMPLICATIONS

Not supporting the recommendations would have negative implications for partnership funding, training, and equipment to service our community as well as increase the tax burden to continue some of these services.

a. Scope

If approved, the new equipment will:

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

b. Financial

2026 budget amendments if / when grants are approved by UBCM will be required as well as budget tracking and reporting.

The 2026-2030 budget has a summary of the borrowing costs on page 85. This shows the 2026 costs which are for a limited amount of funds borrowed for construction financing at interest only. The approved budget assumed a borrowing amount of $6,200,000 at 5% over 25 years.

The interest-only payments for 2026 are estimated to be $103,333 of which 1/3rd ($36,444) is paid by the external Comox Fire Protection Improvement District (CFPID) which is portions of the Comox Valley Regional District Area B. The remaining 2/3rds is payable by the Town of which 20% ($13,640) can be paid from Fire DCCs leaving $53,249 to be paid from Comox property taxes with the remainder funded from fees charged to the Bates-Huband area and the Komox First Nations (KFN) serviced area. This represents approximately 0.42% tax increase which has already been included in the approved budget.

With a construction completion anticipated in Fall 2027 and final invoices received through the end of 2027 then the debenture likely may not be finalized until the Fall 2028 issuance with debenture payments likely starting in 2029.

Based on the above assumptions, full annual debenture payments would be starting at $468,000 with $156,000 from the CFPID, $63,000 from DCCs, approximately $2,000 from Bates-Huband and KFN with about $247,000 from the Town of Comox. This would be an approximate $194,000 increase over the 2026 borrowing allocation and represents approximately 1.43% increase. This is also included in the longer-term budget shown in the 2026-2030 budget package. That increase will be eased into gradually over 2026, 2027, and 2028 budget years as the interest only payments increase as the construction progresses and nears completion.

There will likely be some reductions in the financing costs for 2027 and 2028 in the budget package as the full debenture had been assumed to be issued in 2027.

c. Intergovernmental Factors

Applying for these grants supports cross jurisdictional learning and investment in training and equipment.

d. Public Relations

Early warning systems and public notification systems is an example how some of these grants will help our public through risk reduction and interoperability.

GOVERNANCE CONSIDERATIONS

Q: What oversight will Council have once grants are approved

A: Operationally, CVRD manages the grants, and the Town will need to do 2026 budget amendments if or when grants are approved, plus budget tracking and reporting on our end.

Attachment: 2025 Staff Report – CVEM UBCM Grant Resolution Request

Comox Valley REGIONAL DISTRICT

Staff Report

DATE: December 3, 2025

FILE: 1855-03

TO: Chair and Directors
Regional District Board

Supported by James Warren
Chief Administrative Officer
J. Warren

FROM: James Warren
Chief Administrative Officer

RE: **2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service**

Purpose
Requesting Board approval to reapply for the following Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund regional application streams: Emergency Operations Centre (EOC) Equipment and Training, Emergency Support Services (ESS) Equipment and Training funding streams, Public Notification and Evacuation Planning and Indigenous Cultural Safety and Humility.

Recommendation(s) from the Chief Administrative Officer:
THAT a regional application to the Union of BC Municipalities Community Emergency Preparedness Fund be submitted for the:

- 2025 Emergency Support Services Equipment and Training stream in the amount of up to $150,000;
- 2026 Emergency Operations Centre Training and Equipment stream in the amount of up to $150,000
- 2026 Public Notification and Evacuation Planning stream in the amount of up to $150,000; and
- 2026 Indigenous Cultural Safety and Humility stream in the amount of up to $150,000

AND FURTHER THAT the Comox Valley Regional District agrees to apply for, receive, and manage the grant funding for each successful grant in the Community Emergency Preparedness Fund stream on behalf of K'ómoks First Nation, City of Courtenay, Village of Cumberland, and the Town of Comox.

Executive Summary

The Community Emergency Preparedness Fund (CEPF) is a provincial funding program designed to assist First Nations and local governments in enhancing disaster preparedness and reducing risks associated with natural hazards in a changing climate. The program is funded by the Province of British Columbia and administered by UBCM.

At its meeting on November 1, 2025, the Comox Valley Emergency Management Administrative Committee directed staff to seek approval from the Comox Valley Regional District (CVRD) Board, member Municipal Councils, and the K'ómoks First Nation Council for the separate resolutions required by UBCM to support submission of four regional CEPF grant applications. These initiatives were developed by Comox Valley Emergency Management (CVEM) staff in collaboration with jurisdictional liaisons and are intended to advance regional emergency preparedness and resilience.

Prepared by:	Concurrence:	Concurrence:
C. McIntyre	***D. DeMarzo***	***J. Sexton***
Cari McIntyre Acting Manager, Comox Valley Emergency Management	Doug DeMarzo General Manager of Community Services	Jared Sexton, CPA Financial Planning Analyst

Government and Community Interests Distribution (Upon Agenda Publication)

K'omoks First Nation	✔
City of Courtenay	✔
Town of Comox	✔
Village of Cumberland	✔
Comox Valley Reconciliation Advisory Table	✔

Background

If approved, the funding provided will support eligible costs and activities for :

Emergency Support Services Equipment and Training

The supports continuation of essential regional staff and volunteer training:

- ESS tabletop exercise, conflict management, Incident Command Systems 100, Psychological First Aid and Mental Health.
- Cross jurisdictional training delivery on Cultural Safety with Oceanside ESS, Parksville, Qualicum, and Regional District of Nanaimo.
- Supplies and equipment to improve on scene safety and technology.
- Conference participation and volunteer recognition, recruitment, and retention.

Emergency Operations Centre (EOC) Equipment and Training

- Establish a common operating picture to strengthen local-to-regional emergency operations centre resilience.
- Advance regional emergency operations readiness by implementing structured data-sharing and data-sovereignty agreements within existing emergency services, geographic information systems and information technology structures and Provincial/Federal frameworks.
- Integrate internal comprehensive training and exercises capabilities to execute and sustain corporate support to regional EOC while maintaining business continuity.
- Continuing local EOC equipment readiness and interoperability testing with regional EOC.

Public Notification

- Integrate regional and local emergency operations, emergency and fire services, and critical infrastructure under a comprehensive notification framework.
- Connect existing tools and early warning systems with new capabilities to strengthen continuity, efficiency, and risk reduction.
- Ensure interoperability and timely alerts that deliver consistent communication for service partners and neighbouring communities.
- Embed structured planning and regular testing to validate performance, readiness, and compliance across all systems.

Indigenous Cultural Safety and Humility

- Strengths-based 'Decolonial Story Mapping' initiative for understanding the legacy of deep-time and place-based community disaster risk reduction innovations and strategies.
- Participatory workshops and knowledge sharing sessions co-created by K'ómoks First Nation, Comox Valley Reconciliation Advisory Table members and CVEM service partners grounded in arts-based methodologies.
- Trauma-informed and decolonizing practice-based facilitation training for staff, volunteers, and lay service partners focusing on embedding cultural-safety practices across all phases of emergency management.

Note that each application stream will include cost considerations for administrative support, consultants, contractors, and knowledge holders to support seamless project and operational deliverables and activities.

Options

Support the proposed recommendations to advance Comox Valley Emergency Management activities.

Not support the recommendations. This would have negative implications for partnership funding, training, and equipment to service our community as well as increase the tax burden to continue some of these services.

Staff recommend Option 1.

Financial Factors
2026 budget amendments if / when grants are approved by UBCM will be required as well as budget tracking and reporting.

Strategic Considerations - Strategic Drivers							
Fiscal Responsibility	✔	Climate Crisis and Environmental Stewardship and Protection	✔	Community Partnerships	✔	Indigenous Relations	✔	Accessibility, Diversity, Equity, and Inclusion	✔

Strategic Considerations - Regional Growth Strategy Goals							
Housing		Ecosystems, Natural Areas, and Parks	✔	Local economic development		Transportation	
Infrastructure		Food Systems	✔	Public Health and Safety	✔	Climate Change	✔

Intergovernmental Factors
Applying for these grants supports cross jurisdictional learning and investment in training and equipment.

Citizen/Public Relations
Early warning systems and public notification systems is an example how some of these grants will help our public through risk reduction and interoperability.

TOWN OF COMOX

STAFF REPORT

Meeting: Jan 21, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	0810-20, 3220-20
FROM:	Jordan Wall, CAO	**DATE:**	Jan 16, 2026
SUBJECT:	266 Gladstone Affordable Housing		

Report Approved:

Jordan Wall, Chief Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1) THAT the Town of Comox proceeds with the acquisition of the Comox Fire Protection District's one-third (1/3) ownership interest in the property located at 266 Gladstone Avenue (the "Property") at a value proportionate to the 2026 BC Assessment land value ($82,700), funded from the Town's Affordable Housing Reserve; AND FURTHER,

2) THAT an Expression of Interest (EOI) process to solicit proposals from qualified non-profit housing providers for the development of affordable housing on the Property.

ALTERNATIVES TO THE RECOMMENDATIONS

1) THAT Habitat for Humanity be approached directly for a proposal to develop 266 Gladstone

PURPOSE

- The purpose of this report is to seek Council direction to acquire the Comox Fire Protection District's (CFPD) ownership interest in the property at 266 Gladstone Avenue and to outline the proposed next steps toward enabling the site's development for affordable housing purposes.

STRATEGIC PLAN LINKAGE

Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.

BACKGROUND

The property located at 266 Gladstone Avenue is the former Comox Fire Hall site. The land is currently jointly owned by the Town of Comox and the Comox Fire Protection District (CFPD), with CFPD holding a one-third (1/3) ownership interest. Council has discussed using this site for an affordable housing project a number of times in the past and this report is intended to seek next steps in this process.

The 2026 BC Assessment value for the land component of the Property is $248,000. Based on this assessment, CFPD's proportionate interest is estimated at approximately one-third of the assessed land value.

In the past, the Town explored opportunities to partner with Habitat for Humanity to redevelop the site for affordable housing, however, negotiations did not advance due to challenges associated with the cost of demolition and the presence of hazardous materials, including asbestos, within the former fire hall structure.

Since that time, the Town has completed demolition of the building and has remediated associated hazardous materials. As a result, these former barriers to redevelopment no longer exist, and the site is now vacant and development-ready from a demolition and remediation perspective**.** Further, Habitat for Humanity has indicated that with the site now ready for construction this site fits within their construction and funding ability in the near term.

Financial

There would be no fiscal impact on Comox taxpayers as any funds required would come from statutory affordable housing reserves that must be used towards affordable housing projects. It is likely that Habitat for Humanity or another service provide if chosen would seek further funding from the Town in the form of grants or ACC/DCC waivers to further help facilitate the project.

Public Relations

Affordable housing initiatives can generate a range of public perspectives. Clear and proactive communication will be important to explain the Town's objectives, the use of an existing municipally owned site, and the role of non-profit partners in delivering community-focused housing as well as the type of housing that will be provided.

Following Council direction, staff will emphasize transparency, community benefit, and alignment with Council's housing priorities and the surrounding neighbourhood when communicating about the project.

TOWN OF COMOX

STAFF REPORT

Meeting: Jan 21, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:** 1760-20, 1840-20, 7200-01
FROM:	Gord Schreiner, Fire Chief	**DATE:** Jan. 16, 2026
SUBJECT:	Fire Station Replacement	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER and the FIRE CHIEF:

1) THAT Council approves the release of required RFP's to determine the final Class A cost estimate for the Fire Station Replacement.
THAT a Request for Proposals be issued for the Fire Station Replacement to determine a final Class A cost estimate.

2) THAT a Municipal Finance Authority Loan of up to $7,000,000 to fund the construction of the Fire Station Replacement be approved.

3) THAT the construction of the Fire Station Replacement be authorized if the total Class A cost is less than $6,100,000 for a total authorized expenditure of $7,000,000 with contingency.

4) THAT $100,000 be contributed to the Fire Station Replacement project from the Affordable Housing fund.

5) THAT Council authorize moving forward $300,000 the sprinkler installation, roof repair and concrete apron repair capital projects from the 2027 capital budget to the 2026 capital budget and to be constructed in coordination with the Fire Station Replacement project.

6) THAT the Exempt Staff Salary Policy No. CCL-063 be amended to include the following (See: Staff restructuring):
   (a) Deputy Fire Chief with a Step 3 salary of $142,100, and
   (b) Fire Department Assistant with a Step 3 salary of $81,600.

ALTERNATIVES TO THE RECOMMENDATIONS

1. THAT Council postpone this project.

PURPOSE

To obtain Council's resolution for financing this project.

STRATEGIC PLAN LINKAGE

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

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

FIRE STATION BACKGROUND

Our current fire station was built in 1977 and has far exceed its effective use. It is too small and doesn't meet many of the basic needs for our firefighters and community. It lacks showers, washroom, offices, space and is not built to post disaster standards.

The fire station is co-owned by the Town of Comox and the Comox Fire Protection District. Replacement cost would be shared by both partners (2/3 Town+ 1/3 Fire Protection District).

In 1978 when our existing fire station was opened, we had one full-time and twenty paid on call firefighters responding to about seventy calls per year.
In 2025 we have eight full-time and fifty-two paid on call firefighters responding to over nine hundred incidents per year.

The current building lacks in many areas:

- Not adequate for an Emergency Operations Centre (EOC).
- Insufficient washrooms (3) and showers (1) for 60 firefighters.
    - Often firefighters go home dirty after a fire as no space to clean up here.
- No decontamination area to properly clean/decontaminate personal and equipment after an incident.
- Not accessible (Physical needs), doors, washroom, stairs.
- Not post disaster construction.
- No fire protection sprinklers.
- Not enough office space.
- Not enough classroom space.
- Not enough kitchen space. One small kitchen used by 60.
- Not enough overnight space (currently one small bedroom).
- Building is currently below todays building code and has some structure deficiencies.
    - Leaky roof.
    - Main roof is not rated for today's structure loading.

Our plan only includes the replacement of the office/Classroom portion of our existing fire station. The fire truck bay area will stay the same. This portion was structurally updated in the 90s and should service us for about 40+ years.

Our currently planning and design for this replacement project is over 75% complete.

STAFF RESTRUCTURING BACKGROUND

Along with Council's approval to move forward with construction of the Fire Hall Replacement, a restructuring of the Fire Department's staffing complement is being recommended. With the retirement of the department's two current Assistant Chiefs now is the time to reorganize our The Fire Department is proposing the following staffing changes:

Position	**Current**	**Proposed**
Fire Chief	1	1
Deputy Chief	0	1
Assistant Chief	2	0
Captain	3	2
Lieutenant	2	4
FD Support	0	1
Total	**8**	**9**

Functionally, this restructuring removes the two Assistant Chief positions, adds a Deputy Chief position (slightly higher rank than Assistant), converts one Assistant Chief position to a much lower Lieutenant position and converts one Captain position to a lower Lieutenant position.

Through this restructuring, it is also possible to add a 0.9 FTE Fire Department Support position with minimal operational cost increase by utilizing a portion of the current casual staffing budget, which can be reduced because of the additional administrative support.

Fire Department Assistant provides comprehensive support in a variety of areas including managing sensitive and confidential information of fire department business and employee information. This position plays a key role in supporting operational readiness, training coordination, personnel files and regulatory compliance for firefighters.

The role will greatly assist our transition of numerous long tenured managers in the department retiring in a short period.

FINANCIAL IMPLICATIONS:

The current estimated cost of this replacement is ~$6.1 million dollars with a total amount reaching $7 million when contingencies are included. A final cost A estimate will provide a more clear picture of the anticipated costs. Council should consider that contingency amounts are **often** required in construction projects and should base their decision making with the inclusion of the contingency being spent and the required tax increases for it.

This would equate to a required **2.1% tax increase of about $33.00 per representative household** which would start in 2028. Assuming a 40-year replacement timeline, continuing funding at this amount will allow the Town to set aside funds for 20 years after the loan has been paid off for future replacement ensuring our asset management obligations.

The Town would be required to borrow the full amount and the Comox Fire Protection Improvement District would assist with their share of the loan payments.

We have applied for a $5,000,000 federal grant from the "Strategic Priorities Fund", however we will not know if we are successful until late spring or early summer of 2026. There is no risk to grant eligibility by moving ahead prior to grant decision. The grant criteria only requires the grant application to be submitted prior to project start.

Delaying this important project would likely further increase its costs higher and push the project further in time where it may coincide with the replacement of one of our larger fire engines scheduled for 2030 estimated at about $1.3 million.

The construction cost index has in recent years increased at about 5% per year. The longer the project is delayed, the more the anticipated price will increase.

This project also includes the following items which may help reduce the debt servicing to our taxpayers.

- Only 53% of the loan payments and cost of the fire station replacement will be paid for by Comox taxpayers. If the grant is approved only a minimal amount would be paid by Comox taxpayers.
    - 33.3% of the loan payments will be paid by the Comox Fire Protection Improvement District (CFPID).
    - 13.5% of the loan payments will be paid by Development Cost Charges (though Council should be aware this is entirely dependent on growth and should growth not materialize, existing tax payers will be required to fund the difference)
    - 0.5% of the loan payments will be paid by the Bates-Huband and Komox First Nations serviced areas

- This project is eligible as a DCC project and as such could be eligible for $1,800,000 in Fire DCC funding from new development over the next 25 years.

- Generate some rental income for 5 rooms on third floor. Likely about $50,000 per year.
  In addition to this, occupants of these suites will greatly enhance our nighttime service delivery.

- Contributing some funds from our affordable housing reserves to assist in building five suites in the new build. Approximately $20,000 per suite X 5 suites = $100,000.

- Contribution from future Wildfire deployment revenue. In the past we have used wildfire deployment revenue to add to and enhance our wildfire equipment and to support some of our Capital projects like new vehicles and equipment. Future wildfire revenue could be used for larger Capital items like this replacement or vehicles.

- The Comox Firefighters Association has committed $50,000 towards furnishing for this project.

The 2026-2030 budget includes the estimated cost of interest-only payments during construction. Page 85 of the budget package shows an estimated $53,249 of the estimated $103,333 in interest-only payments would be paid by Comox taxpayers with the remainder paid from Fire DCCs, the Comox Fire Protection Improvement District or the two other fire protection areas; Bates-Huband and Komox First Nation.

This interest-only payment represents an approximate 0.42% tax increase and is already included in the approved 2026 budget. If $7,000,000 is borrowed at 5% then the full debenture annual payments will be approximately $529,000 of which only $279,000 would be from Comox taxpayers. This final debenture amount would be an additional 1.67% tax increase for Comox taxpayers by 2029. The increase will be spread out over 2027, 2028 and 2029 as the interest-only payments increase as the construction nears its completion.

Recommendation #5,

In order to save mobilization cost it is recommended we move $300,000 of related capital projects from 2027 to 2026. This is broken down into three separate projects.

1: Adding fire suppression sprinklers to the truck bay area ($100,000). It is felt that combining this with the fire suppression sprinklers in the new portion of the building we could likely save about half of the budgeted $100,000.

2: New roof on truck bays ($100,000). Our current roof on truck bays is about 30 years old and needs replacement. Combining this roof with roof(s) on the new portion will likely save us some money. We have avoided putting solar panels on our truck bay roof due to the age of the existing roof.

3: New concrete apron in front of truck bays ($100,000). The current concrete apron is almost fifty years old and is failing. Combining this project with the new construction would be more efficient and avoid another construction project after new project is completed.

SERVICE LEVEL

Completing this necessary upgrade would allow us to keep operating from the same location for the next forty plus years while **maintaining and enhancing our current service levels**. One of our current weaknesses is in nighttime responses, whereas all our responders respond from home to the station. Having up to 5 firefighters living in the fire station would not only greatly improve these nighttime responses but also have a positive impact on responses at other times of day.

Many fire departments in BC are using a similar model for nighttime responses.

While we hope to keep using our current system of a small group of full-time employees working closely with a large group (50) of paid on call firefighters to provide our many services, we believe that by enhancing our paid-on call model it will allow us to use the current model.

Once we reach the time that we need to have full-time over night staff this upgrade would also allow for that without any major changes to the building.

PUBLIC RELATIONS:
The fire department enjoys very strong support from our citizens as we have developed a solid reputation of delivering above average services at below average costs.

GOVERNANCE CONSIDERATIONS:

Q: What if we do nothing?
A: Our firefighters are struggling, operating out of our existing fire station as it is too small and does lacks many basic needs.

Q: What if we delay this for a few years?
A: See above, plus building costs will continue to rise, likely at about 5% per year.
If we proceed with our current our existing fire station would have served us for over 48 years. We expect our replacement fire station will service us for another 45+ years.

Q: What is the cost of building an entire brand-new fire station?
A: A total replacement of our fire station would likely cost in the 10-20-million-dollar range not counting land values.

Q: How do we remain operational during construction?
A: Staff has developed a modest workable plan where staff would relocate into truck bay and a mobile construction office during the building. A classroom space would be secured at another location when needed.

Q: Are there other community benefits?
A: A rebuilt fire station would also serve as the towns, Emergency Operation Centre (EOC). The new build would be post-disaster, include back-up power and all the necessities of a functional EOC.

Q: Are any of our firefighters interested in living in the fire station?
A: One of the biggest challenges for our firefighters is trying to find affordable rent. Providing a good living space in our fire station at reasonable costs is a huge win-win for all involved. I believe we will easily be able to fill these rooms with trained firefighters.
The 5 bedrooms is based on the number of firefighters who should respond on the first fire engine. Additional firefighters would respond from home when needed.

TOWN OF COMOX

STAFF REPORT

Meeting: Jan 21, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	0630-01
FROM:	Cammy Dallamore, Corporate Coordinator	**DATE:**	Dec 17, 2025
SUBJECT:	Flag Raisings and Flag Protocol Policy		

Prepared by:	Supervisor:	Report Approved:
C. Dallamore, Corporate Coordinator	*S. Russwurm, Director of Corporate Services*	*Jordan Wall, Chief Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.06 as detailed in the December 17, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

PURPOSE

To recommend an amendment to the Flag Raisings and Flag Protocol Policy No. CCL-058 as follows:

a. Amend Section 5.01(a) by adding subsection (iii) to include:
November 11 - Veterans Soldier Flag.

b. Delete Section 5.02(b) (iii) and renumber accordingly.

STRATEGIC PLAN LINKAGE

Regular updates and revisions to the Council Policy Manual supports the following Strategic Priority and Area of Focus:

Strategic Priority	Area of Focus
Organizational Excellence: We will modernize and create stability to ensure high quality service delivery over time.	**Internal process:** Streamline and develop new processes that are efficient, cost effective and support our overall objectives.

BACKGROUND

The Flag Raisings and Flag Protocol Policy No. CCL-058 set out the Town's approach to community flag raisings and identifies both annual flag-raising dates and organizations eligible to submit requests.

The proposed amendment adds November 11 to the list of annual flag raisings to recognize the Veterans Soldier Flag in conjunction with Remembrance Day. A further amendment updates the organization named in Section 5.02(b)(iii) to the Canadian Union of Public Employees, Local 556, ensuring the Policy remains current and accurate.

These changes provide clarity and align the Policy with current practices.

GOVERNANCE CONSIDERATIONS

Q: Does adding the Veterans Soldier Flag to the list of annual flag raisings align with Council's intent to limit automatic approvals to events of national or community significance?

A: Yes. Recognizing the Veterans Soldier Flag on November 11 aligns with Council's intent to limit automatic approvals to events of national significance and is consistent with existing Remembrance Day observances.

Q: Does updating the named organization in Section 5.02(b)(iii) maintain fairness and consistency with how other organizations are identified and treated under the Policy?

A: Yes. Updating the named organization reflects current community representation and does not change eligibility criteria or confer additional privileges beyond those already established in the Policy.

ATTACHED: DRAFT Flag Raising and Protocol Policy CCL-058.06

TOWN OF COMOX	POLICY AND PROCEDURE MANUAL

FLAG RAISINGS AND FLAG PROTOCOL POLICY

Section:	Number:	Office of Primary Responsibility:
COUNCIL	CCL-058.06	CORPORATE SERVICES

Type:	Authority:	Approved By:
☒ Policy ☒ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Chief Administrative Officer ☐ Department Head

Date Adopted:	Date Last Amended:	Date to be Reviewed:
Dec 16, 2020	September 3, 2025	December, 2026

Manner Issued: Website, Internal Memo, Upon request

1 PURPOSE

1.01 To establish a consistent protocol for the flying of flags at all Town Facilities and to provide guidance for flying flags on the Town Hall Community Flagpole for Community Events.

2 SCOPE

2.01 This policy applies to the flying of flags at any Town Facility, including flags flown on the Town Hall Community Flagpole.

3 POLICY PRINCIPLES

3.01 Half-Masting is an expression of collective mourning of the Town.

3.02 Flag Raising Events celebrate diversity, civic pride and initiatives, and Town recognition of these events are important to local residents and community organizations.

4 DEFINITIONS

4.01 Community Events include local recreational events, cultural celebrations and/or special occasions.

4.02 Community Flagpole: the single flagpole beside the Town Hall building provided for the purpose of highlighting community events and non-profit initiatives.

4.03 Community Flag Raising: the raising of a flag on the Community Flagpole, provided for the purpose of highlighting community events and non-profit initiatives.

4.04 Half-mast and Half-masting: Flags that are lowered to a position that is an equal distance from the top and the bottom of a flagpole, as a sign of respect, mourning and condolence.

4.05 K'ómoks First Nation Flag: the official flag of the K'ómoks First Nation, displaying a

stylized sea creature and thunderbird crest in Coast Salish–Kwakwaka'wakw form line style, symbolizing cultural identity, connection to land and waters, and ancestral wisdom.

4.06 National Flag: the flag approved by Parliament of Canada as a national symbol of Canada.

4.07 Order of Precedence: the positioning of the flags in priority of importance, order or rank.

4.08 Non-Profit: Any organization that is registered under the British Columbia Societies Act.

4.09 Provincial Flag: the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.

4.10 Town: The Town of Comox.

4.11 Town Facility includes any facility owned, leased or operated by the Town.

4.12 Town Flag: the flag that represents the Town of Comox.

5 POLICY

5.01 Community Flag Raisings

(a) The following flags will be raised on the Community Flagpole annually:

i. April 28: National Day of Mourning for Persons Killed or Injured in the Workplace

ii. September 30: National Day for Truth and Reconciliation

iii. November 11: Veterans Soldier Flag

(b) Council will accept applications for a Community Flag Raising from the following organizations annually:

i. Pride Society of the Comox Valley

ii. MIKI'SIW Metis Association

iii. Canadian Union of Public Employees, Local 556

(c) All other requests for Community Flag Raisings will be circulated to Mayor and Council and will not be placed on an agenda unless Administration is requested to do so by a member of Council. This section supersedes any direction for correspondence included in Council Correspondence Policy No. CCL-006.

5.02 Flag Protocol

(a) Flags at Half-Mast

i. Flags will be flown at Half-Mast to mark periods of official mourning upon the death of:

(A) The Sovereign or an immediate member of the Canadian Royal

Family;

(B) The current or former Governor General of Canada or Lieutenant Governor of British Columbia;

(C) The current or former Prime Minster of Canada;

(D) The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;

(E) The current or former Premier of British Columbia;

(F) The current or former member of the Town Council

(G) A current employee of the Town;

(H) A Comox Valley police officer, paramedic, firefighter or other person who dies in the line of duty; and

ii. In the event of a death not specified in this policy, the Town of Comox will follow the direction of the federal Department of Canadian Heritage.

iii. Flags at Town Hall will be flown at Half-Mast from sunrise to sunset on the following days each year:

(A) April 28: National Day of Mourning for Persons Killed or Injured in the Workplace

(B) June 6: D Day

(C) September 30: National Day for Truth and Reconciliation

(D) November 11: Remembrance Day

iv. Flags flown at Half-Mast may occur at all Town Facilities or specific locations.

v. All Half-Masting requests shall be approved by the Chief Administrative Officer in consultation with the Mayor.

(b) Dignitary Visits

i. In the event of a visit of a dignitary to a Town of Comox facility, the Town may fly a courtesy flag on the Community Flagpole representing that dignitary.

ii. The flying of a courtesy flag to mark the visit of a dignitary will be made only after consulting the appropriate protocol officer responsible for coordinating the visit.

(c) Flag Protocols and Configuration

i. The following outlines the Order of Precedence to be usually flown at Town Facilities.

(A) Flags Flown Permanently at Town Hall:
From left to right: K'ómoks First Nation, Provincial Flag;

National Flag; Town Flag

(B) Flags Appearing Permanently in Council Chambers, Town Hall: From left to right: Provincial Flag, Town Flag, National Flag

ii. Only one flag shall be flown per pole.

iii. Where there are only two flagpoles, the Provincial Flag and the Town Flag shall be flown.

iv. Where there is only one flagpole, the Town Flag shall be flown.

6 PROCEDURES

6.01 Flying of Flags on the Community Flagpole:

(a) The Community Flagpole at the Town Hall shall be used for Community Flag Raisings.

(b) The Town will endeavour to fly Community Flags as scheduled; however, civic uses and emergencies take precedence.

(c) Community Flags shall be hung for a maximum of seven (7) days.

(d) Application for Flag Raising shall be made in writing to the Corporate Services Department using the prescribed form of application and shall be submitted at least four (4) weeks prior to the date of recognition.

(e) The Corporate Services Department shall review all applications to determine consistency with this Policy, and requests consistent with this policy shall be provided to Council for consideration.

(f) Notices of Council's decision shall be communicated to all applicants, posted on the Town Website and shared to the Town's social media channels.

(g) A record shall be maintained of all Flag Raising requests received that shall include when the request was received, whether the request was granted or denied, and the dates the Community Flag was flown.

6.02 Half-mast Procedures

(a) All flags flown together at Town Facilities shall be flown at Half-mast together.

(b) In the case of a national or provincial official, flags flown at Half-mast shall be for the duration established by the appropriate federal or provincial protocol offices.

(c) In the case of other persons, flags will be flown at Half-mast for a maximum of five business days from the date the notice of death is received.

(d) A flag is brought to the Half-mast position by first raising the flag to the top of the mast, and then immediately lowering it, slowly to the Half-mast position.

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Government of Canada – *Position of honour of the National Flag of Canada - Canada.ca*

Amendment Date	Section Amended or Description of Amendment	Resolution Number
Dec 16, 2020	CCL 058.00 - Policy established as Flag Raisings and Flag Protocol Policy.	2020.426
May 18, 2022	CCL 058.01 - Policy renamed to Flag Protocol Policy and community flag raising policy and procedures moved to Community Event Recognition Policy CCL-059.	2022.194
Aug 7, 2024	CCL 058.02 - Community flag raising requests moved back to Flag Protocol Policy as proclamation and building light-up requests deleted from Community Event Recognition Policy CCL-059. September 30 added to half-masting policy in s. 5.02(a)(ii). CCL-059 recommended for discontinuance.	2024.297
Nov 6, 2024	CCL 058.03 – Policy for community flag raising requests updated to include an automatically approved list, and process established for all other requests – s. 5.01(a) & (b). Section 6.02(c) changed to five business days.	2024.395
May 7, 2025	CCL-058.04 - Update the policy by removing the Mayors discretionary flag-lowering for any deaths not listed in the policy and add that the Town will instead follow guidance from the federal Department of Canadian Heritage.	2025.190
Sept 3, 2025	CCL-058.05 – Policy updated to define the K'ómoks First Nation flag and assign it to the flagpole left of the BC flag.	2025.344
	CCL-058.06:	

Town of Comox – Administration

From: Town of Comox – Administration
Sent: December 1, 2025 9:25 AM
To: mayorandcouncil
Cc: Jordan Wall; Shelly Russwurm: Town of Comox; Cammy Dallamore
Subject: Council Circulation: 2026 AVICC AGM & Convention - 2nd Call for Resolutions
Attachments:

RECEIVED
December 1, 2025
TOWN OF COMOX

LOG: 26-009	REFER:	AGENDA: RCM 21Jan26
FILE: 0390-20/A	ACTION: MR	

File: 0390-20/AVICC Copies: Council JW/SR/CD

From: AVICC Info <info@avicc.ca>
Sent: December 1, 2025 9:19 AM
To: Theresa Dennison <tdennison@avicc.ca>
Subject: 2026 AVICC AGM & Convention - 2nd Call for Resolutions

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Please forward to elected officials, the CAO and Corporate Officer:

Please be advised that the AVICC Executive is now putting out a **second call** for Resolutions and Nominations:

The 2026 AVICC AGM & Convention will be held in Victoria from Friday April 24 to Sunday April 26 at the Victoria Conference Centre. The City of Victoria was our host, and we thank them for supporting the Association. Information about activities in Victoria is available at Tourism Victoria. AVICC is grateful to be guests in the lands of the lək^{w}əŋən People, known today as the Songhees Nation and the X^{w}sepsum (Esquimalt) Nation, who have a long-standing relationship with the land and waters since time immemorial that continues to this day.

2026 Accommodation Information has been posted on our website. When planning your stay in Victoria, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 24th, usually starting at 8:30 a.m. The official convention opening is at 2:00 p.m. on Friday, April 24th, and the conference finishes at noon on Sunday, April 26th, 2026.

Please find attached documents relating to the 2026 AVICC AGM & Convention for your consideration and action. These documents and additional information is available on our website and linked below:

1. **Call for Resolutions: Deadline February 12, 2026**
   The AVICC Executive has now put out a first **and second** call for resolutions to be considered at the 2026 convention. AVICC members may now submit Board or Council endorsed resolutions following the requirements outlined in the call for resolutions below. **The deadline to submit resolutions is 4:30 p.m. on Thursday February 12, 2026.**

2. **Call for Nominations: Deadline February 12, 2026**

The AVICC Executive has now put out a first **and second** call for nominations for elected officials to serve on the 2026/2027 AVICC Executive Committee. **The deadline to submit nominations is 4:30 p.m., on Thursday February 12, 2026**

3. **2026 AVICC Session Proposal Process: Deadline December 4, 2025**
   Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? Submit your proposal by **December 4, 2025 to info@avicc.ca.** The AVICC Executive will review all submissions at the December and January AVICC Executive meetings.

4. **2026 Student Delegate Program: Deadline January 16, 2026**
   It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of $1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2026 AVICC AGM & Convention Student Participation Application by **Friday, January 16th, 2026.**

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has once again decided that, for the 2026 Convention, we will record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2026/27 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our website as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at [redacted] We look forward to seeing you in Victoria!

Association of Vancouver Island and Coastal Communities
236.237.1202
info@avicc.ca
www.avicc.ca

The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

2026 AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.

- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026.**

- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.

- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.

- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025.** Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.

2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.

4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.

5. AVICC submits all other resolutions endorsed at its Convention to UBCM.

6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.

7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.

8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process.*** The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws *[15.(c)]*:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**

- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
    - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
    - **Resolution is outside of the scope of BC local governments and member First Nations;**
    - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
    - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:
All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action*** *being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

a) **What is the problem?**
b) **What is causing the problem?**
c) **What is the best way to solve the problem?**

Preamble:
The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses.** Supporting background documents can describe the problem more fully if necessary**. Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:
The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem**. The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the* ***action(s)*** *that AVICC* ***and/or*** *UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary,** there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Section ER

ER1 Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process — UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: ***Endorse***

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed

2026 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2026 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 12, 2026

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate[1] a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Member Local Government Represented: _____

Nomination for AVICC Executive Position: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD/FN: _____ Muni/RD/FN: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution[2]. I also agree to provide the following information to info@avicc.ca by **4:30 PM, Thursday February 12, 2026**

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

1 Nominations require two elected officials of local governments that are members of the Association.

2 All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca

AVICC AGM & Convention – April 24-26, 2026 – Victoria

2026 AVICC AGM & Convention

Student Participation Program

Deadline January 16, 2026

The Association of Vancouver Island and Coastal Communities (AVICC) is hosting their 2026 AVICC AGM & Convention in Victoria at the Victoria Conference Centre from April 24-26, 2026. The Convention brings together AVICC member elected officials and staff from 55 local governments and First Nations on Vancouver Island and in BC coastal communities, along with provincial representatives and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of $1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members should ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2026 Convention is currently underway. It will follow the same format as the 2025 AVICC AGM & Convention Program with business sessions taking place as follows:

- Friday, April 24, 2026: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 25, 2026: 7:30am-4:30pm (banquet not included)
- Sunday, April 26, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. Please complete and submit the attached application form **via email to info@avicc.ca** by **4:30pm on Friday, January 16, 2026**.

The AVICC Executive will be evaluating applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application. If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Director, at 236-237-1202 or tdennison@avicc.ca.

2026 AVICC AGM & Convention

Student Participation Application

Deadline January 16, 2026

Member Organization- Sponsor

Organization _____

Contact Name _____

Contact Email _____

Contact Phone

Student Applicant Information

Student Name _____

Student Email _____

Student Phone _____

Institution/School _____

Area of Study/Grade _____

Why would you like to attend the 2026 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member		Student Applicant	
Name:	_____	Name:	_____
Position:	_____	Signature:	_____
Signature:	_____	Date:	_____
Date:	_____		

Please submit applications by January 16, 2026 via email to info@avicc.ca

Additional information may be submitted on a separate page.

2026 AGM & CONVENTION

TEMPLATE FOR A RESOLUTION

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**. To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?*>> :

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the* ***action(s)*** *that AVICC* ***and/or*** *UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary,** there can be a second enactment clause (the "therefore" clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

AVICC 2026 Convention
April 24-26, 2026
Victoria Conference Centre

CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2026 AVICC Convention, being held Friday April 24, 2026 – Sunday April 26, 2026, at the Victoria Conference Centre, Victoria BC.

To submit a session proposal, please fill in the information requested on the following pages and email this document back **as a word document** to info@avicc.ca.

The deadline for submissions is **Thursday, December 4, 2025.**

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates prefer sessions that involve **multi-party perspectives** (panels) and that are ***interactive***, rather than "talking head" presentations.
- Preference will be given to sessions with an **interactive** or **facilitated** component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.
- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31st, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Confirmed presenters agree to submit all PowerPoint presentations by **April 9th, 2026.**

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all the proposed sessions at their December 12, 2025 meeting, with final decisions made at the January 24, 2026 meeting. Panelist information can be updated after the December 4th deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	
Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	

Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31st, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Presenters agree to submit all PowerPoint presentations by **April 9th, 2026**

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____

Town of Comox – Administration

From: Jacqueline Zweng [redacted]
Sent: December 12, 2025 2:35 PM
To: council
Cc: [redacted]
Subject: Wounded Warrior Run BC 2026
Attachments: Colwood 2026.pdf; WWC Run Poster 2026 (Red).pdf

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

Dear Mayor Minions & Council,

Please see the attached information detailing the 2026 Wounded Warrior Run BC events. Thank you for your continued support.

Much respect,

Jacqueline Zweng
Director / Wounded Warrior Run BC
Wounded Warriors Canada
[redacted] woundedwarriors.ca
1160 – 1090 West Georgia Street, Vancouver, BC
10047 81 Ave, Edmonton, AB
310 Byron Street South, Suite 4, Whitby, ON

RECEIVED
December 12, 2025
TOWN OF COMOX

LOG: 25-578	REFER:	AGENDA: RCM 21Jan26
FILE: 8100-01	ACTION: MR	

Copies: Council
JW/SR/CD

Wounded Warrior Run BC
1565 Cedarglen Rd
Victoria, BC V8N2B1

November 19, 2025

City of Colwood
3300 Wishart Road
Victoria, BC V9C 1R1

RE: Wounded Warrior Run BC

Dear Mayor Kobayashi & Council,

In 2026, we will be embarking on the 13th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada in B.C., helping our Trauma Exposed Professionals (TExP) and their families. This year there are three events to draw your attention to:

Gala Dinner: Saturday, January 31, 2026 @ Delta Hotels Ocean Pointe Resort
Link: Wounded Warrior Run BC Gala Dinner
*Note: Early-bird tickets are on sale until November 30, prices increase December 1.

One-Day Run: Sooke to Sidney, Sunday, February 1, 2026
Details: Starting at the Sooke Legion Br #54,
departing at 10:00 a.m. and arriving in Sidney at 4:45 p.m.

Main Run Event: Port Hardy to Victoria, February 22 to March 1, 2026
Link: BC Run | Wounded Warriors Canada

Please help us share the information in your communities. These events provide life changing programs for our TExPs and their families on Vancouver Island and our goal is to raise $250,000 this year. We need your help in reaching this goal. **Please consider a minimum $2,500 donation and a line item added as a yearly contribution in your budget.**

Wounded Warrior Canada (WWC) is a nationally-recognized mental health service provider dedicated to serving ill and injured Trauma Exposed Professionals (TExP) and their families. A TExP is an individual who, through the course of their regular job duties is continually exposed to traumatic events involving actual or threatened: death, serious injury, and/or sexual violence

(PTSD Criterion A, DSM-5, APA, 2013). TExPs include but are not limited to the following professions: Military, Police Officer, Fire Fighter, Paramedic, Corrections Officer, Security Officer, and Health Care.

Our range of clinically facilitated programs have been developed to support the unique needs of Veterans, First Responders and their families. Our programs support individuals, couples, spouses, surviving Family members, and children of those who serve or have served our country and communities. WWC recognizes that only through ongoing partnerships, multi-organizational collaboration, and sustained community involvement can TExP's and their families recover from their injuries and return to a state of well-being in community.

Thank you for your incredible support to Wounded Warriors Canada and for continuing to grow our partnership. Please contact the undersigned for any questions.

Much respect,

[redacted]

Jacqueline Zweng
Director
Wounded Warrior Run BC
[redacted]

8 days · 8 runners · 800kms

WOUNDED WARRIOR RUN BC 2026

8 DAYS · 8 RUNNERS · 800 KMS

We run the length of Vancouver Island in support of Wounded Warriors Canada's programs which aid our Trauma-Exposed Professionals and their families. All funds raised stay on Vancouver Island to support our local Trauma-Exposed Professionals.

February 22nd – March 1st

BENEFITING VETERANS · FIRST RESPONDERS · FAMILIES

RUN BC

WOUNDED WARRIORS CANADA

WARRIORRUN.CA

Town of Comox – Administration

From: CV Ukrainian Cultural Society <cvukrainianculturalsociety@gmail.com>
Sent: December 14, 2025 11:35 AM
To: Town of Comox – Administration; council
Subject: Request to Town Council for continued subsidized access to Town facilities

RECEIVED
December 14, 2025
TOWN OF COMOX

LOG:	REFER:	AGENDA:
25-579		RCM 21Jan26
FILE: 0230-20, 1	ACTION: MR	

File: 0230-20, 1850-30, 7710-01
Copies: Council JW/TH/EH/SR/CD

Dear Mayor Nicole Minions and Town Councillors Maureen Swift, Ken Grant, Steve Blacklock, Dr. Jonathan Kerr, Jenn Meilleur and Chris Haslett:

Thank you Mayor and Councillors for your continued and generous support in subsidizing our use of the Sail buildings in Marina Park, along with spaces in the Comox Community Centre, for the past 3 years - as we continue to welcome and support displaced Ukrainians in our community. We are also grateful for the support of Park staff in permitting use of the local parks for some of our outdoor gatherings (notably at Marina Park and at the Zaporizha Welcome Tree in McKenzie Park) and to the booking and custodial staff at the Comox Community Centre. All have been wonderful to work with!

I didn't imagine that we would need to submit this request for continued subsidized access to Town facilities. We are almost 4 years into the war by Russia against the sovereign nation of Ukraine, which has resulted in the displacement of millions of Ukrainians. Well over 250 of those Ukrainians - men, women, children and elders - have come to the Comox Valley and are rebuilding their lives here.

As you know, our organization is a non-profit registered Society in BC that is entirely run by a small group of volunteer members. Our activities these past 3 years have focused on identifying the needs of newly-arrived Ukrainians, and then providing practical and financial support to meet those needs where we could. We have formed partnerships and working relationships with local organizations, community agencies, churches and businesses as the needs outweigh our ability and capacity to do this on our own. The Society cannot afford and does not have a leased space of it's own, unfortunately, and so we rely on community spaces for our meetings and activities.

Most of the Ukrainian families have now moved beyond crisis, and continue to settle in the Valley and develop permanent connections - they are working, renting their own apartments, taking classes, their children are attending school and engaging in extracurricular activities, taking English language lessons, and are participating in community life. Many have become members of our Society. Of course, financial stressors are huge as it is for many Canadians. Presently, the focus for most Ukrainian newcomers is extending their work permits, working on family reunification, and finding viable pathways to apply for permanent residency in Canada, which itself comes with many challenges. I encourage you to take a look at a petition currently underway that articulates these challenges and suggests a viable pathway to permanent residency: https://www.ourcommons.ca/petitions/en/Petition/Details?Petition=e-6866.

The Ukrainian families have indicated to our members that they would like to see our Society continue to maintain and share our cultural traditions and provide opportunities for social connections. We know

that cultural identity has a positive impact on mental health and psychological healing. We know that social connections between local Canadians and the Ukrainian newcomers is vital to their sense of safety and belonging, and supports them in their settlement process. Meetings, cultural workshops, activities honouring Ukrainian traditions, fundraising activities, presentations to the public on relevant topics such as Ukrainian culture, Ukrainian history, Ukrainian immigration, and more.... this is our primary focus now.

I am writing to you today to request your consideration for our use of Town facilities (Sail buildings, Community Centre, Parks) on a subsidized basis for the 2026 year.

Please do not hesitate to contact me if you have any questions or concerns.

Thank you in advance for considering this request.

Kind regards,
Janette Martin-Lutzer,
President
https://cvukrainianculturalsociety.ca

COMOX VALLEY
UKRAINIAN CULTURAL SOCIETY

Royal Canadian Naval Association
Comox Valley Branch
227 – 680 Murrelet Drive
Comox BC V9M 3P2

January 7, 2026

Mayor Nicole Minions
Town of Comox
Town Hall
1809 Beaufort Avenue
Comox BC V9M 1R9

RECEIVED
January 7, 2026
TOWN OF COMOX

LOG: 26-003	REFER:	AGENDA: RCM 21Jan26
FILE: 0400-03	ACTION: MR	

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

Dear Mayor Minions,

The Comox Valley Branch of the Royal Canadian Naval Association is planning on holding the annual public memorial service to commemorate the Battle of the Atlantic on Sunday, May 3, 2026.

I am writing for permission, Your Worship, to hold this public gathering at the Naval Memorial Cairn in the Comox Marina Park at 1:00 pm. This memorial service will be open to the public and will be attended by veterans, serving members from 19 Wing, sea cadets and air cadets.

I also request your approval to arrange with the Royal Canadian Air Force for a low level fly past by a CP-140 Aurora Long Range Patrol aircraft as part of the event. The single fly past, as low as 500 feet, is timed for 1:25 pm during the two minutes of silence.

As a public event to commemorate the wartime services of local residents and Canadian service personnel, I also invite you and the Councillors to attend. 2026 commemorates the 81st anniversary of the end of the Battle of the Atlantic and the war in Europe in 1945.

The Association will hold the post service reception at the Comox premises of the 160 Branch of the Royal Canadian Legion.

Yours aye,

[redacted]

Steve Cowan, C.D.
President
[redacted]

Royal Canadian Mounted Police / Gendarmerie Royale du Canada

Security Classification/ Désignation securitaire: Classification

RECEIVED

January 8, 2026

TOWN OF COMOX

January 8, 2026

LOG:	REFER:	AGENDA:
26-005		RCM 21Jan26
FILE: 0400-04, 7	ACTION: MR	

File: 0400-04, 7400-01

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

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

Inspector Scott Mercer
Comox Valley Detachment Commander
Royal Canadian Mounted Police
800 Ryan Road, Courtenay BC

Greetings Your Worship and Councillors

Re: New Detachment Build

Since taking command in July 2024, I have had a number of informal conversations with this Council, Community partners and members of the General Public on the prospect of building a new RCMP Detachment that can meet todays policing needs.

Our current Detachment houses nearly two hundred police personnel in approximately 1700 square meters of working space. The building was constructed over 40 years ago in which in this time it has been refurbished, remodelled and subjected to various efficiency studies to maximize its use to align with the growing Communities it serves.

Through other studies, a number of critical infrastructure items have been identified to include structural instability and possible structure collapse from future seismic activity. In the event of a seismic event, our ability to respond and continue to provide a policing service would be severely diminished exposing a critical gap in in our frontline response. This would also include a massive disruption in police communications for all North Vancouver Island – as our Detachment houses North Island RCMP Operational Communications Center.

In addition to major build issues, this Detachment has other significant problems that jeopardize workplace safety. Building water mains are contributing harmful lead additives to our water supply. Some measures have been put into place to reduce the lead content to make this water safe to drink and use – however it requires continual checks, filters and regular testing on what should be considered a basic need. This questionable water not only puts employees at risk but prisoners that are under our care as well.

Other issues to date include: asbestos in building materials, inconsistent heat and air flow, insufficient power supply, inadequate workspace, failing roof materials and the need to replace critical equipment such as a HVAC system. The projected cost for a new HVAC is estimated to be approximately two million dollars.

This document is the property of the Royal Canadian Mounted Police (RCMP). This document is not to be reclassified, copied, reproduced, or further disseminated, in whole or in part, without the consent of the originator. It is not to be used in affidavits, court proceedings or subpoenas or for any other legal or judicial purpose without the written consent of the originator. This caveat is an integral part of this document and must accompany any extracted information.

With the addition next door of a new purpose-built shelter and supportive housing complex in the coming year, the Detachment will require a secure fenceline that protects the integrity of the property and frontline equipment. This fence must be inline with Federal Government security standards and could cost the municipalities thousands of dollars.

Through Council discussions and Multi Year Financial Planning I have expressed our policing needs and the resources I feel are required to meet these needs now and in the immediate future.

The prospect of a new Detachment has moved beyond any general or informal conversations to a point where serious discussions need to be done on cost, feasibility and project planning. As your police force of choice, the burden of this need falls to you. Plainly spoken - Our Detachment structure is failing. The costs for repairs are increasing. The list of issues undermining workplace safety and our ability to effectively police is becoming unmanageable.

As the Detachment Commander, I am requesting formal Letters of Support from Municipal Leaders on a New Detachment Build to demonstrate their commitment to public safety. Furthermore, these Support Letters should be addressed directly to the responsible governing and administrative bodies that will recognize this same need and authorize “E” Division OSB Project Planning to commence necessary discussions with the City of Courtenay, the Town of Comox, the Village of Cumberland and the Province of British Columbia.

I believe these Letters of Support are important to emphasize our current needs as well illustrate the importance our Municipalities place on a healthy and functional RCMP Detachment which only serves to promote public safety in the Comox Valley.

Respectfully,

[redacted]

Insp. Scott Mercer
Officer in Charge – Comox Valley Detachment

CC: City of Courtenay – Mayor and Council
Village of Cumberland – Mayor and Council
K’omoks First Nation – Chief and Council
Comox Valley Regional District - Board
MLA Brennan Day
MLA Josie Osborne
MP Gord Johns
RCMP Island District Commanding Officer

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