TOWN OF COMOX

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY FEBRUARY 18, 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 February 18, 2026, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

(6) a. Glen Sanford, Executive Director (Comox Valley Art Gallery): 2026 Grant-in-Aid Submission Request

(7) b. Deborah Renz, General Manager (Sid Williams Theatre Society): 2026 Grant-in-Aid Submission Request

4. ADOPTION OF MINUTES:

(8) a. Regular Council Meeting Minutes

THAT the Minutes of the Regular Council Meeting of Council, held in Council Chambers on Wednesday, February 4, 2026, be Adopted.

(13) b. Public Hearing Minutes

THAT the Minutes of the Public Hearing Meeting, held in d'Esterre Seniors Centre on Wednesday, February 4, 2026, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

(156) a. Nautical Days Committee Minutes (January 28, 2026)

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, January 28, 2026, be Received.

COMMITTEE RECOMMENDATIONS:

(1) Nautical Days Committee Membership

THAT the following individuals be appointed as members of the Comox Nautical Days Festival Committee for a two-year term ending December 31, 2027:

- Councillor Kerr
- Councillor Haslett
- Jamie Dobbs
- James Schreier
- Louise Martin
- Roselyn Smith
- Anne Zanbilowicz

(159) b. Strategic Planning Committee Meeting (Feb 11, 2026)

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, February 11, 2026, be Received.

COMMITTEE RECOMMENDATIONS:

(1) Tools and Options to Facilitate Development

THAT Council direct Administration to prepare a report outlining all available tools and options to encourage and facilitate development in the Town, including both existing tools that could be amended and additional measures beyond adjusting the DCC and ACC project lists.

(2) Scenario Budget with 5% municipal tax increase

THAT Council direct Administration to prepare a scenario budget based on a 5 percent municipal tax increase, including a reduction to the Special Projects allocation from $500,000 to $350,000, and report back with the associated service level and long term financial impacts.

6. CONSENT AGENDA:

(175) a. Consent Agenda

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

1. Corey Webber: Anderton and Guthrie Construction Issues

2. Will Cole-Hamilton, Chair (Comox Valley Regional District Board): Enhancement and Protection of Biological Carbon Sequestration

3. Sharon Pratt, Coordinator (Mobile Hubs CNIB BC/Yukon Division): Mobile Hub Invitation for Feb 24, 2026.

(175) a. Consent Agenda

Grant in Aid Applications (4)

4. Glen Sanford, Executive Director (Comox Valley Art Gallery): 2026 Grant in Aid Application

5. Matt Vandervoort, Docent/Manager (Comox Archives & Museum Society): 2026 Grant in Aid Application

6. Myrna Holman, Board President (d'Esterre Seniors' Centre Association): 2026 Grant in Aid Application

7. Richard Clarke, President (Sid Williams Theatre Society): 2026 Grant in Aid Application

7. UNFINISHED BUSINESS:

a. Roch Massicotte, President (Comox Valley Marine Rescue Society): 5 Year Extension for Moorage and Hydro

ITEM SUMMARY: At the February 4, 2026, Regular Council Meeting, a representative of the Comox Valley Marine Rescue Society outlined the organization's volunteer marine search and rescue operations, including service coverage, training requirements, and recent operational activity. The Society requested a five-year free moorage and hydro extension at the Comox Marina for Royal Canadian Marine Search And Rescue (RCMSAR) Station 60 and two vessels, including an offsetting grant for annual moorage costs.

(230) b. Tourism Service Delivery

THAT the Town of Comox moves forward based on the Compromise Model as described in this report in relation to tourism service provision;

AND THAT the Town of Comox works with the Comox Business Improvement Association and regional partners to establish a local tourism advisory mechanism to provide Comox-specific input into regional priorities;

AND FURTHER THAT the Town of Comox allocates the equivalent of the Visitor Centre mortgage contribution (approximately $12,300 annually), starting in 2027 to the BIA for the creation of Comox-focused tourism initiatives in collaboration with the BIA.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

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

1. THAT Official Community Plan Bylaw No. 2054 be given third reading.

2. THAT Official Community Plan Bylaw No. 2054 be adopted.

(537) b. Zoning Bylaw No. 2056

1. THAT Zoning Bylaw No. 2056 be given third reading.

2. THAT Zoning Bylaw No. 2056 be adopted.

10. NEW BUSINESS:

(744) a. Comox Golf Club Lease and Community Access

THAT Council provides support to the Courtenay Golf Club Ltd. for a lease to the Comox Golf Club for a term of twenty-five (25) years from the date of execution, in order to provide the long-term tenure certainty required to enable the Comox Golf Club to secure financing for necessary repairs and upgrades to the golf course grounds and associated infrastructure;

AND FURTHER THAT, as a condition of the lease extension, staff be directed to seek agreement with the Comox Golf Club and Courtenay Golf Club Ltd. to make available for public use the areas identified in the Comox Golf Club delegation materials presented to Council on May 7, 2025 and as attached to this report, including potential space for a public town square, community garden and/or active-use park.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

(750) a. Heather O'Hara, Executive Director & Wylie Bystedt, Chair (BC Association of Farmers' Markets): Letter Request - Funding for the 2026 Season and Beyond

THAT the correspondence dated February 2, 2026, from Heather O'Hara, Executive Director, and Wylie Bystedt, Chair, BC Association of Farmers' Markets, requesting a letter of support for continued funding of the BC Farmers' Market Nutrition Coupon Program for the 2026 season and beyond, be received;

AND FURTHER THAT Council approve providing a letter of support for continued and expanded provincial funding of the BC Farmers' Market Nutrition Coupon Program, addressed to the Honourable Josie Osborne, BC Minister of Health, for the Mayor's signature.

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

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

Name(s) of person(s) speaking:
Glen Sanford, Jasmin Badrin

RECEIVED
February 6, 2026

LOG:	REFER:	AGENDA:
26-125		RCM 18Feb26
FILE: 0230-20-1	ACTION: MR	

Organization you are representing:
Comox Valley Art Gallery

TOWN OF COMOX
File: 0230-20-12, 1850-30-2026, 1850-22-2026-04

Copies: Council JW/EH/SR/CD

Primary purpose of Organization:
Providing a regional public art gallery to the Comox Valley

Number of members:
350

Mailing address of Organization:
580 Duncan Ave.

Contact Name:
Glen Sanford

Phone:
[redacted]

City:
Courtenay

Postal Code:
V0R 1W0

Email:
[redacted]

Subject matter:
Grant in Aid Application

Specific request of Council, if any (i.e., letter of support, funding):
Requesting an increase in the Town's annual allocation to CVAG in order to keep up with the impacts of inflation.

Requested meeting and date:
Feb. 18, 2026

AV equipment required:
power point presentation

Date of application:
Feb. 6, 2026

Signature of applicant:
[redacted]

Print name:
Glen Sanford

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:
Richard Clarke, Deborah Renz

RECEIVED
February 11, 2026

LOG:	REFER:	AGENDA:
26-128		RCM 18Feb26
FILE: 0230-20-1	ACTION: MR	

Organization you are representing:
Sid Williams Theatre Society

TOWN OF COMOX

File: 0230-20-10, 1850-30-2026, 1850-22-2026-03

Copies: Council
JW/EH/SR/CD

Primary purpose of Organization:
Provide artistic programming and accessible theatre and community venue services to residents and visitors of our region.

Number of members: 722

Mailing address of Organization:
442 Cliffe Ave, Courtenay, BC, V9N 2J2

Contact Name: Deborah Renz - General Manager

Phone: [redacted]

City: Courtenay, BC

Postal Code: V9N 2J2

Email: [redacted]

Subject matter:
support grant in aid application already submitted

Specific request of Council, if any (i.e., letter of support, funding):
grant in aid application submitted in january, Board President will talk briefly about the application, will answer any Council questions, and will thank Council for their support in the past year. (we can bring handouts)

Requested meeting and date: Feb. 18, 2026

AV equipment required: Powerpoint TBC

Date of application: Feb 5, 2026

Signature of applicant: [redacted]

Print name: Deborah Renz

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 4, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 14 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 February 4, 2026, Regular Council Meeting agenda be Adopted.

(2026.034) -- CARRIED

3. DELEGATIONS:

a. Roch Massicotte, President (Comox Valley Marine Rescue Society): 5 Year Extension for Moorage and Hydro

Comox Valley Marine Rescue Society

A representative of the Comox Valley Marine Rescue Society outlined the organization's volunteer marine search and rescue operations, including service coverage, training requirements, and recent operational activity. The Society requested a five-year free moorage and hydro extension at the Comox Marina for RCMSAR Station 60 and two vessels, including an offsetting grant for annual moorage costs.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

THAT the Minutes of the Regular Council Meeting of Council, held in Council Chambers on Wednesday, January 21, 2026, be Adopted.

(2026.035) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. Bob Wells, Mayor (City of Courtenay): Council Resolution to Support Elect Respect Campaign

2. Esther Karasova, Executive Director (Open Door Language & Culture Society): Lunar New Year Event, Feb 22, 3-5pm

3. Barb Morris, VP (Comox Valley Cycling Club): Event Request - Bicycle Race on Lazo Loop for May 9, 2026

4. Lisa Dennis, Manager of Legislative Services (Comox Valley Regional District): 2026 Comox Valley Water Committee Voting Structure

5. Colleen McVea, Chair (Comox Valley Children's Day Care Society): Appreciation form 2026 Tax Exemption

(2026.036) -- CARRIED

b. Comox Valley Water Committee

Comox Valley Water Committee

THAT Item 4. (Lisa Dennis, Manager of Legislative Services (Comox Valley Regional District): 2026 Comox Valley Water Committee Voting Structure) be removed from the consent agenda for discussion.

(2026.037) -- CARRIED

THAT Council direct Administration to send a letter to the Comox Valley Water Committee, and request that the CVRD and the City of Courtenay also provide information, requesting:

1. Available information on industrial and commercial water use by each participating jurisdiction.

2. Any available data or analysis on residential water use, including what may be driving recent changes in consumption.

3. Information on any major upcoming decisions or projects where the Committee's current voting structure could have a meaningful impact, including matters related to system expansion, cost sharing, or buy-in arrangements.

(2026.038) -- CARRIED

7. UNFINISHED BUSINESS:

a. Larissa Rutquist (Comox Valley Community Broadcasting Society): Seeking Support Letter for Canadian Radio-television and Telecommunications Commission (CRTC) FM licence

CV Community Broadcasting Society

THAT Council direct Administration to send a letter of support to the Comox Valley Community Broadcasting Society in support of their CRTC application.

(2026.039) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053

ACC & DCC Bylaws

1. *THAT Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053 be postponed until the March 4, 2026 Regular Council Meeting, to allow for discussion to occur on the Amenity Cost Charges and Development Cost Charges at the February 11, 2026 Strategic Planning Committee Meeting.*

(2026.040) -- CARRIED

2. *THAT external development consultants be invited to attend the discussion on the Amenity Cost Charges and Development Cost Charges at the Strategic Planning Committee meeting on Feb 11, 2026.*

(2026.041) -- CARRIED

10. NEW BUSINESS:

a. Council Correspondence Policy CCL-006.04

Council Correspondence Policy

THAT the draft Council Correspondence Policy CCL-006.04 as detailed in the January 26, 2026, report from the Corporate Coordinator, titled "Council Correspondence Policy" be Approved.

(2026.042) -- CARRIED

b. Parcel Tax Review Panel

Parcel Tax Review Panel

THAT Council schedule a Parcel Tax Review Panel meeting on Wednesday, March 4, 2026 at 4:55 pm at the Comox Council Chambers.

(2026.043) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Sheriden Barnett (Deputy CAO, K'ómoks First Nation): Letter of Support request for K'ómoks Treaty

K'ómoks First Nation Treaty

THAT the correspondence dated January 29, 2026, from Sheridan Barnett, Deputy CAO, K'ómoks First Nation, requesting a letter of support for the K'ómoks Treaty be received;

AND FURTHER THAT Council approve a letter of support for the K'ómoks Treaty, addressed to Premier David Eby and Minister Chartrand-Hebert, for the Mayor's signature, encouraging the Province to proceed on the timeline identified by K'ómoks First Nation, including earlier ratification where possible.

(2026.044) -- CARRIED

b. Nicole Rempel (Elected Chief, K'ómoks First Nation): Letter of Support request for an Addition to Reserve Application

K'ómoks First Nation Addition to Reserve

THAT the correspondence dated January 29, 2026, from Chief Nicole Rempel of the K'ómoks First Nation regarding the Addition to Reserve application for the Piercy Road parcel be received;

AND FURTHER THAT Council approve a letter of support for K'ómoks First Nation's Addition to Reserve application for the Piercy Road parcel, for submission to the Government of Canada.

(2026.045) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock had nothing to report.

b. Councillor Swift

Councillor Swift attended a Filberg Lodge and Park Association board meeting and noted planning for an Easter event on April 4.

c. Councillor Haslett

Councillor Haslett reported on ongoing strategic planning related to a d'Esterre project, noting recent progress and potential interest in filling board positions.

d. Councillor Kerr

Councillor Kerr reported CVRD budget meetings and highlighted a projected increase in CVRD debt from about $150 million to $350 million over five years due to major capital projects (including a large sewer plant upgrade and other projects discussed).

e. Councillor Grant

Councillor Grant reported attending the CVRD budget meeting and a Regional Parks and Trails Committee meeting.

f. Councillor Meilleur

Councillor Meilleur reported attending meetings of the Comox Archives and Museum Board, Food Policy Council, and the Regional Parks and Trails Committee, and noted that she was reappointed as Vice Chair of the Regional Parks and Trails Committee. She also noted attending a Treaty update session.

g. Mayor Minions

Mayor Minions reported on the Town's 80th anniversary event held in mid-January, noting it was well attended and well received, and thanked staff and participants for their work. She also reported attending an RCMP facility tour in North Cowichan with the CAO, noting the scale of the new facility and highlighting the need for the region to focus on RCMP facility planning and upgrades in the near term.

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 5:43 *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, February 4, 2026

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 6:03 p.m. with 109 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 of those persons who believe that their interest is affected by the proposed Official Community Plan Bylaw No. 2054 and Zoning Bylaw No. 2056.

1. **Official Community Plan Bylaw No. 2054**
2. **Zoning Bylaw No. 2056**

The proposed bylaws have received first and second reading but have 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 bylaws, supporting documentation and any submissions to Council received from the public have been available for inspection at Comox Town Hall as required by the Local Government Act. Copies are also available for review at the desk of the clerk.

To maintain order and to ensure everyone has a reasonable opportunity to be heard, I ask that each person wishing to speak first sign the Speaker's List, located at the desk of the Clerk.

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 and up to two minutes on second time speakers. 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.

1. **OFFICIAL COMMUNITY PLAN BYLAW NO. 2054:**

   a. Official Community Plan Bylaw No. 2054

      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. Rick Davis, Queens Avenue, referenced a past proposal to demolish his historic home for a new Town Hall, urged vigilance regarding rezoning and development, and expressed concerns about governance and bylaw enforcement.
2. Marianne Enhorning, McLeod Street, spoke in support of thoughtful downtown densification, lower building heights, active ground floor retail and food uses, pedestrian friendly design, and stronger design guidance to maintain Comox's small-town character and protect views and community identity.
3. Joanne McKechnie, Noel Avenue, expressed opposition to the proposed OCP, raising concerns about height increases, development along key corridors, lack of architectural and environmental safeguards, and urged revisions to limit buildings to three to four storeys, strengthen design guidance, protect views and green space, and better reflect community input.
4. David Durrant, Church Street, spoke in opposition to the proposed amended OCP, citing

concerns about overdevelopment, governance, conflicts of interest, and impacts on the waterfront, green space, infrastructure, and community-built amenities, and called for the plan to be revised.

5. Yvette Crane, Manor Place, expressed opposition to the proposed OCP, citing insufficient public consultation, over densification, and impacts on neighbourhood character and urban forests, and called for stronger height limits and greater transparency.
6. Tony Rider, Comox Avenue, expressed conditional opposition to the proposed OCP, commending Council for limiting building heights but opposing any provisions or amendments that would allow a six-storey development contrary to community wishes and established neighbourhood height limits.
7. Andrew Rice, Stirling Crescent, Courtenay, spoke in support of the proposed OCP, emphasizing the need for increased density and housing options to address affordability, retain families and workers, and support long-term municipal and infrastructure sustainability.
8. Jim Hentschel, Orchard Park, addressed Council to state his future voting decisions would depend on how Council votes on the final adoption of the plan.
9. Maureen Denny, Balsam Avenue, stated opposition to the proposed OCP, raising concerns about the effects of densification on neighbourhood livability, wildlife, tree canopy, and building heights, and calling for stronger environmental protections.
10. Martha Gerow, Buena Vista Avenue, does not support the proposed OCP, citing inadequate reflection of public input, concerns about excessive building heights, limited neighborhood engagement, and impacts on community character and the waterfront.
11. Scott Hodge, Ewe Court, does not support the proposed OCP, expressing concern about six storey buildings, loss of town character, and development driven by developer interests rather than community input.
12. Glenn Lawson, Balsam Avenue, spoke in support of the proposed OCP, emphasizing the importance of protecting Brooklyn Creek, noting that existing zoning already exceeds projected housing needs, opposing unnecessary upzoning in low density neighbourhoods, and urging Council to uphold the integrity of the OCP process.
13. John Neilson, Balmoral Avenue, spoke in support of the proposed OCP, on behalf of the Brooklyn Creek Watershed Society, highlighting the plan's strong protections for Brooklyn Creek and its riparian areas, and encouraged rigorous implementation and screening of future development to ensure alignment with these environmental commitments.
14. Bob Bowen, Zephyr Place, spoke in support of the proposed OCP, expressing confidence in Council and staff, acknowledging the complexity of growth and density decisions, and supporting adoption of the plan as a balanced approach to inclusivity, downtown revitalization, and long-term community sustainability.
15. Bill Toews, Beaufort Avenue, spoke in support of the proposed OCP, emphasizing the need for increased housing options and density to address affordability, support seniors and workers, retain younger residents, and responsibly plan for Comox's long term growth while maintaining community character.
16. Allan Gornall, Bolt Avenue, spoke in support of the proposed OCP, emphasizing the need

for thoughtfully planned density to support housing affordability, economic viability, and opportunities for future generations while maintaining Comox's sense of community.

17. Bonnie McGlashan, Comox Avenue, expressed opposition to the proposed OCP, supporting some development but raising concerns that increased building heights would erode Comox's small-town character and urging Council to better reflect long standing community values.
18. Jay Van Oostdam, Linden Avenue, expressed concerns about the proposed OCP, raising issues related to potential over densification, housing affordability, transportation capacity, building heights, and loss of tree canopy, and did not indicate support for the OCP as proposed.
19. Chris Gerow, McLeod Street, spoke in opposition to the proposed OCP, expressing concern that it is developer driven, does not adequately reflect public input, and fails to meaningfully address building height, location of growth, and housing affordability, and urged Council to table and reconsider the plan.
20. Jani Martinius, Quarry Park Road, expressed opposition to the proposed OCP, supporting growth in principle but raising concerns about six storey buildings, traffic, construction quality, and loss of small-town character, and urging slower, more deliberate and context sensitive development.
21. Brenda Bavin, Ellis Street, expressed concern about potential high rise development near Marina Park, emphasizing its importance as a valued community and family space, and did not indicate support for the OCP as proposed.
22. Chris McEwen, Alpine Street, expressed opposition to the proposed OCP, citing concerns about six storey buildings along the water side of Comox Avenue, loss of sightlines, and impacts on the town's small-town character.
23. Catherine Salmon, Pritchard Road, expressed concerns about the proposed OCP, acknowledging the need for more housing but raising issues about variances, development in environmentally sensitive areas, and long term impacts on future generations, and did not indicate support for the OCP as proposed.
24. Ralph Borschneck, Denny Road, spoke in support of the proposed OCP, emphasizing the need for increased downtown density, including six storey buildings, to address housing affordability, reduce traffic through walkable development, and support downtown revitalization.
25. Tony rider (2nd time), Comox Avenue, reiterated his support for the OCP, highlighting the potential for benefit corporations to deliver affordable, senior, and co-operative housing supported by CMHC and private financing, drawing on his experience in real estate development.
26. Chris Gerow (2nd time), McLeod Street, reiterated opposition to the proposed OCP, arguing that higher density should be directed away from the existing downtown core to other corridors, stating that increased density does not require high rise development to attract young families.
27. Maureen Denny (2nd time), Balsam Avenue, reiterated opposition to the proposed OCP, expressing concern that six storey buildings would harm Comox's tourism appeal, views, and downtown character, particularly along Comox Avenue and near Marina Park.

28. Scott Hodge (2nd time), Ewe Court, reiterated opposition to the proposed OCP, stating that while he supports growth and change, he is concerned about the location and scale of development, impacts on town character and tourism, and housing being driven by outside investment rather than local needs.
29. Chris McEwen (2nd time), Alpine Street, expressed concern about increased traffic resulting from added density in the town core and did not indicate support for the proposed OCP.
30. Andrew Rice (2nd time), Stirling Crescent, Courtenay, reiterated support of the proposed OCP, stating that concerns about widespread demolition of single-family homes are not financially viable, defending Council against conflict-of-interest claims, and expressing appreciation for Council's work and decision making.
31. Shawn Vincent, Anderton Road, spoke in support of the proposed OCP, stating that the consultation process was extensive, emphasizing the need for increased density to address affordability and project viability, and expressing confidence that well planned growth will not diminish Comox's character.
32. Joanne McKechnie (2nd time), Noel Avenue, reiterated opposition to the proposed OCP, noting that increased density can be achieved through creative use of deep lots such as panhandle properties without demolishing existing homes, and suggesting lower scale multiplex and townhouse development instead of apartments.
33. Catherine Salmon (2nd time), Pritchard Road, reiterated that while she supports increased density, she does not support the OCP as proposed, emphasizing the need for thoughtful development that protects environmentally sensitive areas and favouring higher density in the downtown over other locations.
34. William Van Steen, Comox Avenue, spoke in support of the proposed OCP, outlining current construction and regulatory costs, arguing that six storey buildings are often necessary for project viability, and stating that well designed higher density development can meet community needs without harming town character.

2. ZONING BYLAW NO. 2056:

a. 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.

Close of Agenda:

There being no 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 speakers.

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

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

Written submissions regarding Official Community Plan Bylaw No. 2054 received at the Public Hearing, are attached to these Minutes:

1. Email received from Nina Sato, Beaufort Avenue
2. Email received from Sharon Bearpark, Church Street
3. Brenda Bavin, Ellis Street
4. Yvette Crane, Manor Place
5. Heather Drew, Quarry Park Road
6. Jani Martinius, Quarry Park Road
7. Sharon and Gene Scheidl
8. Bill Toews, Beaufort Avenue
9. Jay and Diane Van Oostdam, Linden Avenue

Written submissions regarding Official Community Plan Bylaw No. 2054 received before 12:00 pm on February 4, 2026, are attached to these minutes:

1. Solweig and Harold Williams, Butchers Road.
2. Email received from Dean and Jody Quiring, Balsam Avenue.
3. Email received from Deb Stubbs, Alpine Street.
4. Email received from James Little, Carthew Street.
5. Email received from Yesh Paul and Surindra Gill, Buena Vista Avenue.
6. Email received from Derrick Harvey, Wallace Avenue.
7. Email received from Idris and Linda Hughes, Centennial Avenue.
8. Email received from Dorothy Drubek, Park Drive.
9. Email received from Evelyn Nixon, Beach Drive.
10. Email received from Suzanne Watters, Centennial Avenue.
11. Email received from Catherine Staniforth, Wallace Avenue.
12. Email received from Carol Molstad, Church Street.
13. Email received from Joy Harper, Texada Place.
14. Email received from E. Harper, Texada Place.

15. Email received from Penny Becklumb, Queens Avenue.
16. Email received from Shirley Dumas, Buena Vista Avenue.
17. Email received from Darcy Hockin, Manor Place.
18. Email received from Glenn Countryman, Cortez Crescent.
19. Email received from Kyle Timms, McLeod Street.
20. Email received from Phil Missellbrook, Orchard Park Drive.
21. Email received from Darrell Fisher, McKenzie Avenue.
22. Email received from Martha Gerow, Buena Vista Avenue.
23. Email received from Barbara Bruederlin, Dogwood Avenue.
24. Email received from Jerry Olechowski, Dogwood Avenue.
25. Email received from Peter Outridge and Helene Dompierre, Balsam Avenue.
26. Bob Bowen, Zephyr Place.
27. Email received from Elaine Graham, Cortez Crescent.
28. Email received from Mary Wilson, Spruce Way.
29. Email received from Kurt Reimer, Baybrook Drive.
30. Email received from John Neilson, Brooklyn Creek Watershed Society.
31. Email received from L. Huibers, Murphy Avenue.
32. Email received from Natasha Mew, Pritchard Road.
33. Email received from Frank & Jill White, Comox Avenue.
34. Email received from Catherine Anderson, Church Street.
35. Email received from Lynda Melanson, Malcolm Place.
36. Email received from Laika Lie Heflin, Buena Vista Avenue.
37. Email received from Peter Galpin, Beaufort Avenue.
38. Email received from Kerry Davies, Cypress Avenue.
39. Email received from Maureen Denny, Balsam Avenue.
40. Email received from Jean-Philippe Gagnon, Tara Road.
41. Email received from Carol Finley, Beaufort Avenue.
42. Email received from Gail Leatherdale, Sussex Drive.
43. Email received from Glenn Lawson, Balsam Avenue.
44. Email received from Joanne McKechnie, Noel Ave.
45. Email received from Anett and Todd Briggs, Manor Drive.
46. Email received from Katharine Owen-Pinchin, Rodello St.
47. Email received from Ashley Pinder, Carthew Street.
48. Email received from Rosemary Abram, Buena Vista Avenue.
49. Email received from Mike Emery, Camco Road.
50. Email received from Ray St. Denis, Murrelet Drive.
51. Email received from Michele St. Denis, Murrelet Drive.
52. Email received from Lance Loggin, Ellis Street.
53. Email received from Anne Davis, Pritchard Road.
54. Email received from Leon Bohmer, Beaufort Ave.
55. Email received from Susan Ward, Baybrook Drive.
56. Email received from Roslyn Smith, Stewart Street.
57. Email received from John and Janice Nicklin, Bryant Place.
58. Email received from Mary Whyte, Comox Ave.
59. Email received from Nina and Roger Goodman, Filberg Road.
60. Email received from Donna Klym, The Design Diva Co, Guthrie Road.
61. Email received from Roz MacLean, Dogwood Avenue.
62. Email received from Shelley and Leon Bohmer, Beaufort Ave.

63. Email received from Laila Yuile, Gull Avenue.
64. Email received from Vivian Chislett, Church Street.
65. Email received from Delores Broten, Aspen Road.
66. Email received from K.E. Kilmury, Denman Street.

There were no written submissions received regarding Zoning Bylaw No. 2056 at the Public Hearing.

Written submissions regarding Zoning Bylaw No. 2056 received before 12:00 pm on February 4 are attached to these minutes:

1. Dr Leanne Gutierrez and Kyle Herman, Kingsley Court.
2. Bob Bowen, Zephyr Place.
3. Cindy Coutts, Encorp Pacific (Return-It), Canada Way.
4. Vivian Chislett, Church Street.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:17 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: Nina Sato [redacted]
Sent: February 4, 2026 6:18 PM
To: council
Subject: Letter Re:OCP
Attachments: Letter re_OCP.pdf

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

Please find attached a letter regarding the OCP.
Nina Sato

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-109		
FILE:	ACTION:	
6480-20/P	File	

File: 6480-20/PH

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

Feb. 4, 2026

Dear Town of Comox Council,
I oppose the adoption of the Official Community Plan. Allowing construction of 6 story buildings in the downtown Comox and Marina areas will destroy the small town charm of Comox. The current structures of 3 and 4 stories are the maximum height that should be allowed in these areas. As well, traffic congestion and parking would be severely impacted by the population density of multiple 6 story buildings.

Please reconsider the zoning of these areas to a 3 or 4 story height restriction and explore other, creative ways to provide additional housing.

Thank you for your attention.
Sincerely,
Nina Sato
[redacted]
Comox, BC V9M1R9

Town of Comox – Administration

From: SHARON BEARPARK [redacted]
Sent: February 4, 2026 6:14 PM
To: council
Subject: Appeal for Values based Official Community Plan

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

To: Town of Comox Staff and Council
Please ensure the Official Community Plan reflects the values of the community at large I would like to request several issues be considered:
1) The OCP reflect creative and innovative strategies for development and densification. Consider expanding household options by zoning amendments allowing single family lots (of large enough size) to allow expansion from one to two households. Create increase in residences in this manner rather than elevated condo/apartments. Restrict downtown development within existing height restrictions. Buildings already over 4 stories be limited to these exceptions as they are on unique lots.
Put in place a moratorium in the downtown core to existing heights. Any height increases be limited to lots outside of the downtown core.
2) Secure Comox downtown for commercial retail/service and public use excepting lots already zoned residential
3) Ensure services/resources and infrastructure is in place to serve local residents eg. Water, sewage, roadways, fire, health care professionals, parking before any further development/densification & loss of sight lines. Disruption of infrastructure projects (roadway, sewage, bridges) over past few years has been significant and any further development in the downtown core jeopardizes unique nature of the Town. Local patience has been tested.

Please don't allow development that jeopardizes visibility and access to green and marine spaces to a select few who can afford to pay. Balance public versus private benefits and err on the side of 'benefitting the greater number of people' and securing our unique heritage and beauty.

Respectfully
Sharon Bearpark
[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-110	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Re.- Marina Park & the fact that it is our jewel in Comox where people can congregate & participate in, or watch activities that occur there. An apartment building of any height would take away from the community feel. It also has a great playgrou for children. Parking is critical as well for people who live to faraway to walk.
Access to the Wharf & Marina as part of this jewel is also critical & part of the area.

BRENDA BAUN
[redacted]
COMOX.

We need activities such as Marina Days & Sky & Sea are essential..

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-111	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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JW/RH/RB/ET/RP/SR/CD

TOWN OF COMOX

PUBLIC HEARING SPEAKERS LIST

PUBLIC HEARING

Zoning BYLAW NO. 2056

**PLEASE PRINT CLEARLY*

NAME	ADDRESS

Yvette Crane

[redacted] Comox V9M 1C5

RECEIVED
February 4, 2026
TOWN OF COMOX

Remarks prepared for the Official Community Plan and Zoning Bylaws Public Hearing -- Feb 4, 2026

LOG: 26-112	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Good evening Mayor Minions and Council,

Thank you for this opportunity to speak.

My main concerns, as an individual resident and as a member of community groups such as 'Save Comox's Urban Forests', continue to be the drastic changes that seem to be coming our way to the character and environment of our town

As I was preparing these remarks, I couldn't help but think about how we had originally understood that the consultation on the OCP and Zoning might happen.

I wish that there had been more thorough and interactive consultation early on where all were provided with a presentation and clear overview of the new OCP and Zoning and how it impacts the Town; invited to give our informed feedback, and so all learn through the process. This did not happen.

And so over these past months we continue to encounter people who are completely unaware of the OCP – More education and awareness is always needed.

- - - - - -

At the same time, many citizens have contacted you and I know some of Council have voted for amendments to this OCP according to the overwhelming feedback received from citizens on their concerns – that is noted and appreciated.

We appreciate the Council members who listened and put the concerns of Comox citizens at the forefront, in such things as:

-- advocating for complete communities and tree retention

** -- Height reductions in the Buena Vista neighbourhood

-- trying to maintain 3 or 4 storey maximum heights in the downtown

and

-- trying to increase the area where Step-backs are required

We appreciate that the OCP has a vision for community planning and neighbourhood nodes, and that the future land use map calls for Ground Oriented development only in many neighbourhoods.

So it is confusing to learn that there are development applications 'in the works' already which will come in after the OCP has been adopted asking for an OCP Amendment & Rezoning. (Two examples are 1533 Cedar and 2181 Comox Ave.) I would certainly hope to see great transparency in how this is handled , otherwise it may seem like the year-long OCP process is being disregarded or minimized.

** This OCP process has been ongoing for over a year. The community has voiced continued opposition to changing a baseline height from 4 to 6 storeys.

We surely want the desired message to those proposing developments to be that the OCP is a strong document and that public consultation and neighbourhood vision for their community is valued.

- - - - - - - -

Citizens will be watching as the OCP and Zoning pass 3rd reading and begin to be implemented. We urge you to continue to vote your conscience and continue to advocate for what citizens are telling you they want to see for their neighbourhoods and this Town.

We all need to continue to hold on to the vision of what we want Comox to be, and remain.

My personal greatest concern continues to be the loss of urban forest, tree canopy and natural vegetation & habitat which, for many of us, make Comox what it is. The Urban Forest

Management Strategy is an excellent document but it is being kept separate from the OCP, which is a shame. We look forward to its roll-out.

As I understand, at this point our plan results in the Town over-densifying beyond what is mandated by new provincial regulations. Most citizens want slower growth. Over-densification – beyond what is required by the Province – will lead to a loss of tree canopy and drastic changes to the character of the Town and the neighbourhoods that the people who live here, and visitors, love.

Above all, I believe you have seen that Comox residents want meaningful consultation. They want to be informed about density decisions and major changes in their neighbourhoods. They have invested in their neighbourhoods, made contributions to the community and are the best placed to give input.

Could we look at something like Local Area Plans to guide neighbourhood-specific densification with local context and integration? That could be one way forward.

I believe you have heard from citizens on their vision for our community and I hope you will keep that at the forefront as you continue to see this OCP and Zoning unfold.

Thank you for your continued work on this and we will all continue to follow where this takes us.

[redacted]

- Yvette Crane

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-113	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Mayor and Council,

I am writing to express serious disapproval regarding the proposed zoning bylaw amendments permitting buildings up to six storeys within the downtown core.

While I recognize and support the need for thoughtful densification and expanded housing options, good planning requires that increased height and density be placed where they strengthen — rather than compromise — the defining assets of a community. In this case, allowing six-storey buildings in Comox's downtown waterfront area appears fundamentally misaligned with sound coastal planning principles.

The southern exposure, ocean views, and human-scale streetscape are not incidental features; they are core elements of Comox's identity, economic vitality, and sense of place. Coastal BC municipalities have repeatedly emphasized the importance of view corridor protection, preservation of public realm quality, and maintaining visual openness along waterfront areas. Introducing significantly taller buildings in this location risks shadow impacts, view obstruction, and the gradual erosion of the "Comox by the Sea" character that residents and visitors value.

Once lost, these qualities cannot be reclaimed. Planning decisions must therefore be guided by long-term stewardship rather than short-term development optimization.

It is also difficult to reconcile this proposal with existing traffic realities. The downtown area already experiences congestion and infrastructure pressure. Concentrating additional height and density in a constrained and already busy node raises legitimate questions about whether growth is being distributed strategically or simply accommodated where development interest is strongest.

Many coastal communities across British Columbia have learned — sometimes too late — that allowing excessive height in prominent waterfront or view-sensitive areas can undermine placemaking goals, diminish community identity, and create long-term public regret. Effective planning balances housing needs with preservation of shared visual and environmental assets; it does not treat iconic spaces as interchangeable development sites.

There are constructive alternatives that would support growth without sacrificing the downtown's defining character:

- Establish clear and enforceable height limits within the downtown core that reflect its human-scale urban form.
- Implement formal view corridor protections and shadowing analysis requirements for any future development proposals.
- Direct higher-density and taller buildings toward areas with greater infrastructure capacity and less impact on coastal viewsheds.

- Prioritize "missing middle" and context-sensitive density that enhances rather than overwhelms the existing streetscape.

Residents are not opposed to growth; rather, many are concerned that this particular approach represents a departure from thoughtful, place-based planning. A vibrant future for Comox depends on protecting the qualities that make it unique — openness, access to light and views, and a coastal character that cannot simply be recreated once altered.

I respectfully urge Council to reconsider the proposed six-storey allowance in the downtown core and to rather do the opposite, and adopt policies that safeguard view corridors, maintain a human-scale public realm, and ensure that growth enhances — rather than diminishes — the long-term vision for our community.

Thank you for your attention to this matter and for your service to the residents of Comox.

Sincerely,

Heather Drew

[redacted], Comox, BC, V9M 3A9

[redacted]

Dear Mayor and Council,

I am writing to express my concerns and disapproval regarding the proposed zoning bylaw changes that would allow buildings up to six storeys in the downtown core.

I understand and support the need for thoughtful growth, increased housing availability, and responsible long-term planning for our community. However, I strongly believe that permitting high-rise development in this specific area risks undermining some of the most defining qualities of our town — its openness, ocean views, human-scale character, and the unique "Comox by the Sea" identity that residents and visitors value deeply.

The downtown waterfront and southern exposure are among the town's most important shared assets. Allowing taller buildings in this location could significantly obstruct views, reduce access to natural light, and alter the sense of openness that contributes to the area's charm and livability. These qualities are not easily restored once lost, and decisions made now will shape the character of the town for generations.

Additionally, the downtown core already experiences traffic congestion and infrastructure pressures. Increasing density through taller buildings in this specific location may exacerbate these challenges rather than distribute growth in a balanced way.

I encourage Council to consider alternative strategies for increasing housing density that preserve the defining features of the downtown area. These might include:

- Directing higher-density development to locations better suited to increased height and traffic capacity.
- Establishing clear height limits or view corridor protections within the downtown core.
- Encouraging "missing middle" housing forms that increase density while maintaining the town's human-scale character.

Thoughtful planning requires balancing growth with preservation of the qualities that make a community special. Once the visual openness and coastal character of the downtown are altered, they cannot easily be reclaimed.

I respectfully ask Council to reconsider allowing six-storey buildings in this area and to explore zoning solutions that support growth without compromising the town's defining identity and shared natural assets.

Thank you for your time and for your commitment to the future of our community.

Sincerely,

Jani Martinius

[redacted]

[redacted] Comox, BC, V9M 3A9

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-114	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-115	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Comox Mayor and Council
Feb. 4/26

Dear Fellow Comox Residents,

Do you remember the old concept we had of " Village by the Sea"?
It may be out dated but there is still a lot validity in the concept.

There is no reason we should be bludgeoned into acquiescing to the rapacious requests from people hell bent on exploiting our Valley.

We do not need tall buildings anywhere in the Valley. This is only being agitated for because more money can be made from intensive habitation.

Since when do we want this? Never.

We need to stand firm and follow the guidelines in the original concept. We want air, and light.
We do not want crowding and huge monsters rising into the sky, shutting out views, and light.
This is all wrong.

Please do not allow this to happen.

We have a choice bit of Canada here and we must protect it.

Sincerely,
Sharon and Gene Scheidl
Residents since 1990.

[redacted]

Good evening Mayor Minions, Council, and residents.

My name is Bill Toews, and I have had the privilege of living and working in Comox as a dentist for the past 47 years. During that time, I've had the opportunity to get to know generations of local families, and I've seen firsthand how deeply this community cares for one another.

Comox has changed and expanded for the entire time I have lived here. Our town has grown and evolved, yet it still remains the wonderful place we all want to call home.

When Berwick was first proposed and then added to, there were folks opposing such a high building. Today as we look at the Street Scape - what issues would a sixth storey have caused? I say no issues. This would have resulted in more efficient use of all our services and added more homes for Seniors.

Comox is part of the Comox Valley, where more than 34% of residents are over the age of 60, and 29% are over 65. Projections show that the number of residents over 75 will nearly double by 2037. Across British Columbia, many residents over 85 live in assisted living or long-term care, while others live independently — yet one in three still require care.

The reality is that the very people opposing needed changes to our Official Community Plan today may soon require additional support themselves. To provide that care, we need housing — and we need it now — so we can attract and retain the workers our older residents depend on today and will depend on even more in the near future.

That is why I am speaking in support of the proposed Official Community Plan. This plan preserves what we love about Comox and its small-town charm, while responsibly preparing for the future.

One of the strongest reasons to adopt this OCP is its clear focus on expanding opportunities for apartments and condo-style housing — housing that working individuals urgently need. Every day in my practice, I meet nurses, teachers, small business owners, tradespeople, and young professionals who are essential to keeping our town running. Unfortunately, many of them cannot afford to live here. When the people who support our community can't afford to stay in it, that becomes everyone's problem.

This OCP takes a practical and balanced approach. It does not seek to change the character of Comox. Instead, it allows for well-designed apartments and multi-unit housing in appropriate locations, so people can live close to their jobs, walk to services, and remain connected to the community. These additional housing options make it possible for young families, new workers, and long-time residents looking to downsize to continue calling Comox home.

Historically, Comox has relied heavily on single-family homes to house new residents. But our community's needs have changed, and it is time to offer a broader range of housing options. This will become even more important as our neighbours at CFB Comox welcome up to 500 new personnel in the coming years.

Adopting the OCP will help ensure that future generations — including the workers needed to keep our town vibrant — can afford to live here. Supporting this plan means supporting the people who support our community.

Thank you for your time.

Bill Toews
Comox Resid[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-116	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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RECEIVED
Fabruary 4, 2026
TOWN OF COMOX

LOG: 26-117	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

February 4, 2026

From

Jay and Diane Van Oostdam
[redacted]
Comox BC

Comments on Comox Official Community Plans (OCP)

The new Comox OCP is a very broad document that includes a large number of good ideas. But implementing them will be difficult and I want to highlight some areas where Council will need to make some important choices

Increase in Urban density

The province has mandated a number of municipalities including Comox under bill C44 that it must increase density. I support this, but how much increase in density is needed. I have been told that the present draft of the OCP actually allows more than double the increased density than what is required by the province. The Town of Comox needs to address this before allow this greater density

But will this housing be affordable. People from Vancouver, Calgary to Toronto can afford this. But can locals who live in the Mariner apartments afford any of this new housing. I think not! More low rental housing of cooperative housing needs to built. The new federal government has talked about supporting this type of housing. Can lands be set aside for this type of housing? Basement suites are definitely a way to support an affordable increase in density. Can the Town of Comox lower taxes on houses with suites.

If density is increased how will transportation be addressed. We don't need more cars and have no room for more roads. Active transport is important and viable for many of us but many seniors may not consider that a reasonable option. We need real economical public transit that runs on Sundays, holiday and evenings. This OCP must emphasize a marked increase in availability of public transit. Free bus service will cause a real change in people using public transit.

Many properties have an increased density through more floors on many buildings. Three floors may work on some homes but we see a five story building being proposed at 1533 Cedar. This is an urban area with one to two story homes. Four or five stories do not fit.

Urban Forest Management Strategy (UFMS)

I am glad to see the UFMS is referenced in the OCP but the need for a Tree bylaw is not included in the OCP.. Lots of good ideas in the UFMS. But the loss of tree cover in Comox must be reversed. We must value trees as a community asset whether the are on public or private land. On my street four big fir trees were cut on private property in the last 5 years. None were diseased. These are community assets (shade, water, carbon storage) that need protection! The OCP must direct council to increase the Tree Canopy and develop a Tree Bylaw with financial incentives to keep trees (deduction off taxes for keeping trees) and real teeth to protect trees.

RECEIVED

January 22, 2026

TOWN OF COMOX

LOG: 26-019	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

To Mayor Nicole Minions
from Solveig & Harold
Williams

[redacted]

[redacted] Comox BC January 22, 2026

To: ***Mayor Nicole Minions, Council Members Steve Blacklock, Ken Grant, Chris Haslett, Dr. Jonathan Kerr, Jenn Meilleur and Maureen Swift***

We, **Solweig and Harold Williams**, are writing to share a concern we have with the OCP that we believe you will be deciding upon next week. Our specific concern regards the decision to protect all viable native trees to ensure adequate tree coverage in Comox and to protect wildlife refuge, both on public and private lands. We agree this is an admirable goal, especially regarding public lands. However, as we have learned with dealing with bylaws in the past, common sense and fairness does not always win out when private usage is hindered by the implementation of these by-laws.

We purchased our 2.222 acre lot in 1993, realizing that this rural property in the Regional District would one day become an integral part of Comox and that it would make a wonderful place to build our retirement home as well as offering a legacy to our two children upon our passing. The property was very rustic and the house in terrible condition, so we set to work to bring it up to a reasonable, rental standard. The house was gutted to make improvements, the shallow well was replaced by a deep well, and the house was rented out until 2007, when the original septic system totally failed.

At this point we decided it was time to move on to the property as we had retired. We put in a new septic system and made further improvements to the house for our usage and lived there for a number of years until we decided to build our retirement home. It was our hope that we could use the original house as a rental again.

We have written to council through the years to express our frustration with dealing with bylaws and the planning department. We were forced to downgrade the existing house to a utility building in order to build the new home, being denied use as a rental because the size of the building exceeded that for a coach house. We probably have the nicest utility building in Comox!

When Forester Avenue, which butts onto the rear of our property, was developed, we pursued the possibility of developing the back part of our land parcel, which is a little over an acre. We learned this would not be possible until such time as improved storm drainage was put in, which would only happen when Gardiner Way is eventually pushed through. A great part of the final part of Gardiner Way meeting Forrester Avenue would be appropriated from our property when this happens. Meanwhile, our property provides visual greenspace which the folks living on the tiny lots can enjoy.

We urge you to not freeze any further use of our property because of tree canopy and wildlife use. We, or our family, would like to have the ability to subdivide the bottom half of our property in the future. We have been longtime owners of this property and have enhanced the streetscape on Butchers Road in spite of having no sewer, street lights, or sidewalks as the north part of Butchers Road enjoys.

Finally, we would like to thank you for stepping up as Comox Councilors, which is a great responsibility. We appreciate your efforts. Please consider our request that however the bylaw is written, it will not hinder reasonable development by private property owners.

Respectfully,

Solweig Williams Harold D. Williams

Town of Comox – Administration

From: jodyquiring [redacted]
Sent: January 29, 2026 11:01 AM
To: council
Subject: Building heights

RECEIVED
January 29, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-025		
FILE:	ACTION:	
6480-20/P	File	

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

We are long term home owners and residents of Comox and are opposed to the proposal to build 6+ storeys buildings in and around the Marina and old hospital areas.
Please preserve the Comox charm and build elsewhere within town limits.
Dean and Jody Quiring
[redacted]
Comox, B.C.
V9M 2P3
[redacted]

Sent from my Galaxy

Town of Comox – Administration

From: [redacted]
Sent: January 29, 2026 2:59 PM
To: council
Subject: Ocp and zoning bylaw (building heights)

RECEIVED
January 29, 2026
TOWN OF COMOX

LOG: 26-027	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Attention Comox council,

In regards to allowing the heights to be raised in buildings along the water front I'm 100% against.

I've been living here for over 30 years and bought this place for its view and quaintness. Now over the last 10 years I've seen my view disappear because of people's trees. A 6 story building or higher could completely destroy whatever ocean view I have left.
We weren't even allowed to build a tree fort in our back yard because the city said it would interfere with the people behind us who didn't have any view to start with.
I think that in that case people should not be allowed to have their trees grow to where it blocks the views.
So therefore, buildings are completely out of question over the 2-3 stories.

As well, the infrastructure in Comox is already more than this beautiful little village can handle. The 17th street bridge is beyond capacity for the growth that has exploded in this valley over the past few years. Robb road by Rodello alone has needed upgrading for years and hasn't had any. So if you can't keep up with the roads that need repair now how can adding more work to your docket be possible.
We're losing our charming beautiful little village identity for growth that we don't need and haven't the infrastructure in place to deal with it.

Please stop building these huge apartment complexes and definitely not ones over 3 feet high.

Thank you for your time and have a beautiful day.

Deb Stubbs
[redacted]
Comox BC

Town of Comox – Administration

From: Jamie Little [redacted]
Sent: January 29, 2026 8:42 PM
To: council
Subject: Opposition to proposed changes in TOC OCP

RECEIVED
January 29, 2026
TOWN OF COMOX

LOG: 26-028	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Hello,

I'd like to add my name to the list of comox residents and business owners (I am both of the preceding) opposed to the increase density in comox. Of particular concern is the proposed development of tall, view blocking buildings anywhere near the waterfront. Also, levelling 1533 Cedar, the Moore's family home, to allow density next to the creek is completely inappropriate as it will ruin the picturesque walkway and likely contribute to corrosion of the hillside. 2181 comox ave on the other hand is already an apartment complex and could be densified.

Density should meet the minimum requirements of the new provincial mandate and should be placed at the top of the hill (Quality foods area for example) rather than where it will block views and take away from Comox's bayside charm.

Sincerely,

W James Little
[redacted]
Comox BC V9M 1T3

Sent from my iPhone

From: [redacted]
Sent: January 29, 2026 9:43 PM
To: council <council@comox.ca>
Subject: OCP: New 6 story baseline Building objection

LOG: 26-029	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

RECEIVED
January 29, 2026
TOWN OF COMOX

File: 6480-20/PH

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

Comox council
Good morning, this e mail to leave a written comments about community plan (OCP) & zoning bylaw, it regards to new zoning by low to construct a new six story building on Buena Vista Avenue we strongly object to the construction & changing the bylaw to allow the construction of this type of tall building, it obstructs our view of the trees and the Comox Harber and drops the value of the our property, and the value of our two story house will drop in value to half from the present value of over a million, both of us strongly object to this changing to the bylaw to allow the construction of this type of tall building in front of our home, remember that you are council member have to run again for election for council seat in this town, thank you for your consideration.
Best Regards
Captain. Yesh Paul Gill (Retired)
Canadian Air Force
Surindra Gill (wife)
[redacted]
Comox BC V9M 2A7

Town of Comox – Administration

From: Derrick Harvey [redacted]
Sent: January 30, 2026 2:49 PM
To: council
Subject: OCP

RECEIVED
January 30, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-033		RCM 04Feb26
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

To Whom It May Concern.

I am a resident and taxpayer in the town of Comox and wish to express my opinion about the proposed change to height regulations and bylaws.

I first moved to Comox over 30 years ago and have owned several houses in the community. What made me invest in this town, was the atmosphere and environment of the area. I have always had a disdain for Courtenay because of its commercialism and lack of distinct personality.

Comox is different and it could be even better. WE have never really taken advantage of the town being a "seaside" locale. Our main street lacks a distinct maritime atmosphere, something which could be addressed by the OCP....

What really upsets me is the proposed changes to height restrictions within the building code and the OCP....I would like to respectfully object to any change in those bylaws that will allow for buildings over what we currently have. Particularly, I have been advised of a proposed 10 story condo type building in the redevelopment of the old St Joseph's hospital site....that, in my opinion, along with other proposed higher buildings, will change the fibre of the town and create just another community looking for easy ways to increase the taxbase.

I vote NO for any change to our height bylaws

thank you for your consideration

Derrick Harvey

Derrick Harvey
[redacted]
Comox B.C.
[redacted]

Town of Comox – Administration

From: Idris Rees Hughes [redacted]
Sent: January 31, 2026 1:37 PM
To: council
Subject: Maintaining Comox's small town charm!

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

Dear Council,

With regard to the proposal to enhance building heights of up to six storeys in the Marina and the Old Hospital area we would like to register our disapproval of such a project. We are definitely in favour of maintaining Comox's small town charm with careful and planned growth in line with the needs of a small seaside town.

idris and linda hughes
[redacted]
comox
V9M 2G2

Sent from my iPad

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-037	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Dorothy [redacted]
Sent: January 31, 2026 2:10 PM
To: council
Subject: Proposed OCP input for public hearing

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

To: Comox Town Council January 31, 2026

From: Dorothy Drubek [redacted] Comox

Re: Town of Comox OCP

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-038	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Town of Comox Councilors,

I write you today with deep concern over the grand scope of the proposed OCP for our town. Without changes it would begin a rapid massive shift in our community, one which would not benefit most of our residents. Those who seek a quiet town life which accommodates walking, cycling and enjoying the nature that surrounds us would watch that change quickly into blocks of expensive housing piled high. I want to compare what our town needs now to what is being proposed:

We need more affordable rentals which will not be the case in high rise "water view" buildings. So this means that those proposed for the marina area will be for the wealthy, whether they live there or rent them out. This will not solve the housing problem but just bring in new people with money. This can lead into the Gulf Island problem of hollowing out of the area as those who work here in non-professional jobs can't afford to live here.

You propose to build in other areas - 6 stories on Beaufort, up to 12 stories around St. Jo's, with other areas of the town due to receive the gift of medium densification without consultation. This is not taking into account the impact in many aspects:

*people need green space and densification can destroy existing green space and give people concrete.

*one reason Comox has a comfortable atmosphere is our tree canopy. This needs to be protected to help Comox adjust to the changing climate, retain water, provide shade to cool the town, reduce GHG and retain habitat for the ecosystem. More trees can be planted but mature trees cannot be replaced by saplings without great reduction in benefits.

*neighbourhoods need connection and increases in density need consultation with each area affected. Impact differs from one area to another. What is already there for amenities, street access, sidewalks, tree cover? What about daylight corridors? Are we creating wind tunnels? Is there nearby green space? Considering needs for seniors, dog owners, children for walking in safety.

*people need to know that there is a plan put in place that involves their input which will be respected and listened to. If residents feel that this council has a plan and public hearings are just for information passing then our democratic rights are not being respected.

I realize that there is an existing mandate from our province regarding density in our town. However, any plan to increase density can be implimented in an evolved way that both satisfies the province and allows Comox to continue to be a thriving community that cares for its people and its environs.

Thank you for listening to my concerns and I hope to hear that you are going beyond listening and are willing to make changes in the proposed OCP.

Respectfully,

Dorothy Drubek

Town of Comox – Administration

From: Evelyn Nixon [redacted]
Sent: January 31, 2026 2:40 PM
To: council
Subject: OCP plan

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-039	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Mayor Minions and council,
I cannot attend the public meeting but want to express my opinion on the 6 storey plus proposals.

No, no, no! When I chose to move to the valley 26 years ago I chose Comox over Courtenay as it did not have high rise buildings, big box stores, congestion, night life, etc. It had views of the beautiful surroundings. And was peaceful at night. And generally it still is that! But plans already decided for a 6 storey transit hub to foul up the corner of the mall and more such building are slipping into place already with far more to come. 6 storey apartments already prezoned for the north side of Comox Ave!! And the south side of Buena Vista! Really?? The harbour area that now has clear views of the Beauforts, our glacier, the islands nearby and east to the mountains on the mainland, Uncluttered by 6+ storey buildings, that likely are cheaply built apartments and that will need replacing in less than 40 years!?

The disgraceful condition of the Mariners Bldg that I often walk by should not have the chance to build over 6 stories! That landlord is what I call a "slum landlord".
And maybe even worse than that disgraceful apartment are the ones on the north side of Comox Ave., east of Anderton. Have any of you ever walked along there, or on Buena Vista where you can see the disgusting cabins, a couple of old houses and a small apartment that are covered in green growth, no eaves troughs on lots of them, glass missing and replaced with boards or plastic, decrepit vehicles left to fall apart? Likely rat and mouse infested! I

doubt you have or why would you reward those slum landlords with 6 or more storey apartments that likely are called "low rent" but are also cheaply build and will likely need replacing in 30 years!

No tall building should be allowed along any section of our lovely waterfront!

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

AND why would you even think of 6 or more storey builds on either side of Buena Vista?? It is a lovely street as it is! I often walk downtown or back on it as it is wide, quiet and with interesting homes and gardens. They don't need their street destroyed and neither do I!

Hopefully Comox council will think this high rise plan over and reject these over height plans! I'll vote for those who reject this proposal! Just remember that Oct.17, 2026 is coming up!

Do the right thing and keep our lovely town low and lovely and peaceful!

Evelyn Nixon
[redacted]
Comox

Resident for 26 years!
Sent from my iPad

Town of Comox – Administration

From: s watters [redacted]
Sent: January 31, 2026 3:58 PM
To: council
Subject: Official community plan concerns

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

To the Comox Town Council,

I am concerned about the proposed Official Community Plan. I would strongly like waterfront view corridors protected. I am opposed to allowing building heights of up to 6 storeys within the Marina and Old Hospital area.
I would like to see environmental assessments on development proposals to protect tree canopy and habitat retention.
I am concerned about the effect of overdensification on traffic, safe bike routes and the walkability of our community.

Please, do not allow building heights up to 6 storeys.

Thank you for taking these views into account. I am sorry that I am unable to attend the public hearing on February 4th.

Suzanne Watters
[redacted] Comox, BC V9M 2C7

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-040	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Catherine Staniforth [redacted]
Sent: January 31, 2026 4:41 PM
To: council
Subject: Building height in Comox-OCP

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

Dear Mayor and Council

I am concerned about the future development and plans for Comox.
I understand we are growing and changing but we need meaningful consultation with neighbourhoods before decisions are made. I would like to -limit the building height to 4 stories -keep our small town charm -limit traffic -encourage and support walking,biking and transit options.
We have an opportunity to build a strong people friendly community going forward. Let's listen!
Sincerely,
Catherine Staniforth
[redacted]
Comox, V9M1X3

Sent from my iPad

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-041	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Carol Molstad [redacted]
Sent: February 1, 2026 10:01 AM
To: council
Subject: 2nd Public Hearing February 4, 2026

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

Thank you for this opportunity to voice my opinion regarding the OCP and Zoning By Law.

I understand that the town must add additional housing options and that they will likely be high buildings. I do not oppose this however I believe a couple of things should be in place especially if they will be near the marina and old hospital site. One of the things that is the heart and soul of Comox is public access to the waterfront. Any new developments in this area need to have built in plans for walkways, public park space, public parking and public access to the water.

I would also like to take this opportunity to thank the town for recent attention to the dog park. It has been mowed, there are some tables to sit at and rumours of a couple of shade structures coming.

Thank you.
Carol Molstad
[redacted] Comox
V9M 2C1

RECEIVED
January 31, 2026
TOWN OF COMOX

LOG: 26-042	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Joy Harper [redacted]
Sent: February 1, 2026 2:09 PM
To: council
Subject: Community Plan(OCP) & Zoning Bylaw

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

I am a long time resident of Comox.
I understand that we need to build a few taller buildings to accommodate the lack of housing however I am completely against building these towers in the downtown area of Comox. They MUST be at least north of Comox Avenue or maybe on the north side of Comox Avenue.
We have a lovely waterfront town - please do not block the views of this beautiful area. I do not live in the downtown area so this is not a self serving rant!!!!
I think 6 storeys is too high - 4 is plenty otherwise the tall buildings stick out like a sore thumb. We are not a big city and hopefully never will be.
WE DO NOT NEED 6 STOREY BUILDINGS IN COMOX.

Joy Harper
[redacted]
Comox
V9M 3A 5

RECEIVED
February 01, 2026
TOWN OF COMOX

LOG: 26-043	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Ted and Joy Harper [redacted]
Sent: February 1, 2026 2:32 PM
To: council
Subject: Keeping Comox Accessible and Beautiful

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

Mayor and council members, I am writing to lend my voice to others wishing to keep the town of Comox Beautiful with the most exceptional areas accessible to all.
I am most concerned about the possibility of allowing high rise buildings located between the old hospital and the marina, effectively along the waterfront. This, I feel, would destroy much of the old charm of Comox. If Comox has to have high rise buildings, they should be located no closer to the water than the north side of Comox Avenue.
The waterfront should be made more accessible. I became a Comox resident some 35 years ago. At that time the Council talked about waterfront walkways, I am still waiting for them. The marina area is the natural center of the outdoor recreation areas of the town yet the walking is limited to out and return on the breakwater walk way and little else. The town should have walkways extending from the marina to Goose Spit also west from the marina area.
I have walked along waterfronts in many cities and towns with many hundreds of others, from Campbell River, Nanaimo, Victoria, Vancouver, Delta, North Vancouver, and so on. Comox has the beautiful waterfront only accessible when wearing waders, little in walkways.
Thank you for reading this far, I trust you will take note of my comments.

E. Harper
[redacted]
Comox BC V9M 3A5
[redacted]

RECEIVED
February 1, 2026
TOWN OF COMOX

LOG: 26-044	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Penny Becklumb [redacted]
Sent: February 1, 2026 4:52 PM
To: council
Subject: OCP ideas

RECEIVED
February 1, 2026
TOWN OF COMOX

LOG: 26-045	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Hi Comox Town Council,

My name is Penny Becklumb. I live at [redacted] in Comox. I am 53 years old and have two teenage daughters who do not plan to stay in Comox after university. I want to share my thoughts on the OCP in two broad areas, building heights/densification and vitality of Comox Ave.

Building heights/densification

I support densification and the six-storey baseline. I feel that our community is unbalanced with not enough younger people and children. Housing is too expensive for younger generations to move here. I'm frustrated by the NIMBYism of older, financially secure people, who want to maintain their views and property values. I'd like to see Comox attract lots of new, younger people and families to our community by building housing that they can afford and that is suitable to their stages of life.

Vitality of Comox Ave

Downtown Comox looks so quaint with its twinkling lights and flower beds. You have done a great job of making it attractive, but after about two minutes of walking down Comox Avenue it does not feel like a real town with shops and cafes. Consider the long runs of "dead" storefronts: dental office, real estate office, massage clinic, hearing aid clinic, mobility aid shop, bank, wealth management office, optometrist, neurologist, etc. It is undeniably set up primarily for seniors. It is not somewhere for anyone else to spend time and money.

Our downtown should be for all people. Businesses that require an appointment to attend should not get prime retail space on the ground floor on the main street. They should be on side streets or on the second storey. The main street of a town should be reserved for shops, restaurants and cafes. Our downtown is missing a florist, a hardware store, a paper/stationery shop, a kitchen shop, a shoe shop, a men's clothing shop, a Vietnamese restaurant, a bubble tea cafe, a bagel shop, a bakery (we do have OMG Macrons, which is great, but specialized), a running store, a lingerie shop, a dancewear/swimming suit shop, a comic book shop, a games shop, etc. etc. Our downtown could be amazing, and it could attract lots of young people, but we need the right bylaws and taxes to encourage shops and restaurants to move into the prime store fronts and to encourage businesses that primarily cater to the elderly/disabled clientele to move onto secondary streets and upstairs (elevators necessary).

In summary, let's start planning now for a future with a younger population post-Baby Boomers. Let's attract young people and families with housing that they can afford and a downtown that can provide goods and services they need. I truly believe that if you build it, they will come.

Thanks for reading all the way through to the end of my email. Please let me know if there is anything I can do to help build the exciting and vital Comox that I would love to live in.

Best regards,
Penny

Town of Comox – Administration

From: Shirley Dumas [redacted]
Sent: February 2, 2026 10:16 AM
To: council
Subject: Changes to OCP

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

Hello Mayor Minion and the Town of Comox Councillors:

Thank you for the opportunity to contribute to proposed changes to the official community plan.

- please do not cave to BC Government's housing pressure, and please keep the maximum new building height to **4 storeys.**

- Please include the positive recommendations in the recent tree canopy survey. We need shade from preserved trees, not from higher buildings.

- please consider the Comox residents' health: clean air and walking trails. As in the Joni Mitchell song, "they paved paradise and put up a parking lot" or *high-rises*… you don't know what you've got 'til it's gone…leave me the birds and the bees."

- Please consider actual low income housing. The Comox Avenue to Buena Vista Cascadia development is an example The small existing houses are derelict. What is to become of the current residents? Cascadia reports that CMHC will accommodate the residents. If that's so, why doesn't CMHC move them to a healthier option now? Possible answer: shortage of low and middle-income housing. Aware that is not part of the OCP details. However, a small town needs to embrace the basic needs of all the residents—not only expensive high-rise options.

- Already there is a traffic problem along Comox Avenue and it's not safe to try to turn off either end of Buena Vista onto Anderton or Church Street. Multi-storey buildings on Cedar or the Cascadia development would exacerbate the traffic issues.

- Surely you are aware of the financial benefits of preserving the charm of Comox. You have improved the marina and approved the delightful street ambiance. That keeps locals and visitors spending time and money locally. There is economic benefit in preserving the small town ambiance.

Thank you for the time you contribute to our precious community.

With gratitude,

Shirley Dumas
[redacted]

RECEIVED
February 2, 2026
TOWN OF COMOX

LOG: 26-046	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Darcy Hockin [redacted]
Sent: February 2, 2026 2:49 PM
To: council
Subject: Higher Building at Marina Park and Old Comox Hospital

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

Dear Council:

Just voicing my opinion regarding higher heights. I have lived in the Comox Valley since 1979 and have seen big changes. Change can be good or bad, but I don't see anything good about this. We do not have the infrastructure to have more people. Not enough Doctors, Schools etc. They will not be rented for a price that the majority of people can afford. You should be looking at Senior Housing and Lower Income housing. Soon we will all be living on the street.

I don't think having high rises in Comox is they way to go. My understanding for Comox was to try and keep that small town feel. Keep the high rises in Courtenay.

Town of Comox just looking for a bigger tax base.

Thanks for your time.

Darcy Hockin
[redacted], Comox

RECEIVED
February 2, 2026
TOWN OF COMOX

LOG: 26-051	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: [redacted]
Sent: February 2, 2026 3:35 PM
To: council
Subject: Update OCP

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

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26 year resident. Everytime I pass through Parksville I am reminded of how ugly a mayor and council can allow a town to become. Those waterfront towers simply clash with what should be a view over low rise, low density.

The proposal to do similar along our marina and hospital lands reeks of kowtowing to developers.

When I first moved our family to Comox you could actually see into the estuary as you drove along Comox Ave. No longer, except for glimpses. Please don't block off what makes Comox special any more than it already is.

Glenn Countryman
[redacted]
Comox, BC

RECEIVED
February 2, 2026
TOWN OF COMOX

LOG: 26-052	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Kyle Timms [redacted]
Sent: February 2, 2026 3:45 PM
To: council
Subject: OCP and zoning bylaw

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

Dear Mayor and Council,

I am writing to express my opposition to the current proposal to increase building heights and density in the Marina, downtown, and old hospital areas of Comox. My family recently purchased a home and returned to Comox from Courtenay in part because of the small-town character, the visual appeal of the neighbourhoods, and the lower levels of traffic and noise.

While I recognize the benefits of thoughtful densification, I believe it should occur in locations where it is contextually appropriate—primarily along major transportation corridors and away from established viewscapes and natural light corridors. Recent upgrades to Comox Avenue, for example, have not been accompanied by any increased capacity along Dyke Road, raising further concerns about the ability of the surrounding infrastructure to support significant additional density.

Comox is a beautiful seaside community, and I am concerned that the proposed scale of development would move it toward an urban form that is out of character with the town's identity. I also believe it is important to maintain full transparency around potential conflicts of interest when decisions of this magnitude are being considered.

My family and I value Comox's unique charm and livability, and we will support a mayor and council committed to preserving these qualities in the upcoming civic election.

Thank you for your attention to this matter.

KInd regards,

--
Kyle Timms
[redacted]
Comox BC
[redacted]

RECEIVED
February 2, 2026
TOWN OF COMOX

LOG: 26-053	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Philip Missellbrook [redacted]
Sent: February 3, 2026 6:08 AM
To: council
Subject: Re: Official Community Plan and Zoning Bylaw Hearing..4th Feb 2026

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-054	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Council Members

I am writing to express my thoughts regarding the current OCP proposals.
I stand opposed to all density and high rise development on the south facing slopes of Comox.
I ask you to consider.
Is this what we really want our waterfront places to look like ?

I stand for leadership that embodies vision in planning for our future town.
We have such a wonderful resource in our geographic location: preserving and enhancing it should be one of the primary goals of our leadership.
I remember some years ago reading that our Town Council was seeking input/ideas about how to increase exposure and accessibility to our waterfront for the public.
I remember being upset when sometime later a new office building appeared at the foot of Church Street, on potentially best public access corridor that was still available.

I often wonder what the motivation is that drives our leadership to make such unfortunate choices.
Does it really come down to lobbying, power, politics and money ?
I like to think not, but often that seems to be the case.
And is a similar thing happening around the development of the Town's OCP ?

I understand that our BC government has relaxed planning restrictions and is promoting zoning expansions.
The encouragement of Small Scale Multi Unit Housing is a well meaning initiative.
As a way of increasing and lessening the cost of housing for an increasing population, it has merit.
I fail to see, however, how increasing population density on our south facing slopes adjacent to the water will serve to benefit those for which the initiative is intended.
Such development will surely only serve to benefit those wealthy enough to afford the views and proximity to the waterfront.
I think it will do little to solve the housing problem that the BC government is targeting.
There must be many other locations in and around the outskirts of town that would be at least equally as suitable for this kind of development, if indeed it is to proceed.
To our council members I respectfully ask....
Please, please, debate carefully and in good faith before you assign development open to the new SSMUH mandate.
Townhouses, triplexes, laneway homes, density, reduced setbacks, increased heights and parcel coverages, and lack of parking requirements, are very much a 'developer's dream'.

Thank You
Yours Sincerely

Phil Missellbrook
[redacted]
Comox, BC.
V9M 2S9

2nd February 2026
……

Town of Comox – Administration

From: Darrell Fisher [redacted]
Sent: February 3, 2026 12:13 PM
To: council
Subject: Re: Draft OCP – Comox Golf Club Lands and Public Hearing

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-058	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

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

On Mon, Feb 2, 2026 at 5:09 PM Darrell Fisher [redacted] wrote:

Dear Mayor and Council Members,

I am writing as a Comox resident and a member of the Comox Golf Club, ahead of the second Public Hearing on the Draft Official Community Plan scheduled for Wednesday, February 4, 2026.

I appreciate the work Council and staff have done to revise the OCP following the November 26 Public Hearing, and I acknowledge that the plan correctly states that the Town does not own or operate the Comox Golf Course. That distinction matters, and it reflects both the Filberg legacy and the ownership structure of Courtenay Golf Club Limited (CGCL).

My concern is that the revised draft still includes language that suggests the future of the golf course is uncertain. Phrases such as "may include maintaining the current 9-hole golf course" imply that the continued operation of the course is optional. As someone who uses and values this facility, I believe this wording does not reflect the legal realities of the land or the intent under which it was gifted.

While the Town holds a 53% shareholding in CGCL, it does not have the 67% supermajority required to approve any change in land use away from golf. Any such change would require the agreement of shareholders collectively. In addition, the Town's shares were gifted by Robert Filberg with clear conditions that the land continue to be used as a golf course, and those conditions still matter today.

Despite this, the revised OCP continues to include statements that suggest future repurposing or park programming of the golf course lands, including:

- Section 2.19 – exploring an active transportation route through the golf course
- Section 21.2 – encouraging a plan that "may include" maintaining the 9-hole golf course
- Section 21.3 – exploring near-term opportunities to transition a portion of the lands to a public park

From my perspective as a resident and member, these statements create unnecessary uncertainty and appear inconsistent with Council's previous support for a lease extension to 2040. They also make it harder for the Club to plan responsibly for the future.

Looking ahead, a further lease extension through 2065 is needed to secure financing for replacement of the irrigation system, which is essential to the long-term viability and environmental management of the

course. Clear and accurate language in the OCP is an important part of providing that certainty.

For these reasons, I feel strongly that the above sections of the Draft OCP should be removed or revised to reflect donor intent, shareholder requirements, and the legal status of the Comox Golf Club lands, and to avoid implying future uses that the Town does not have the authority to pursue on its own.

Thank you for taking the time to consider this input from a local resident and course member.

Sincerely,
Darrell Fisher
[redacted]
Comox, BC

Town of Comox – Administration

From: MARTHA J GEROW [redacted]
Sent: February 3, 2026 1:10 PM
To: Town of Comox – Administration
Cc: Jonathan Kerr; Jenn Meilleur; Nicole Minions; Steve Blacklock; Chris Haslett; Randy Houle; Jordan Wall; Ken Grant
Subject: Concerns Regarding Final Proposed OCP Changes

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-059	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Mayor Minions, Council Members and Planning Department

I am writing to express my concerns regarding the final proposed changes to the Official Community Plan (OCP). To be clear, I do not support the current OCP as written; any support would be conditional on specific changes that better reflect community priorities.

I appreciated Council's decision in December to postpone the final reading in order to more fully consider public input. The OCP should be a plan for the community, not one driven by development interests.

More than 400 Comox residents responded to the Town survey, consistently identifying what matters most: preserving small-town character, maintaining low traffic volumes, protecting view corridors and ocean daylight access, and prioritizing environmental stewardship, including tree canopy, watershed, and wildlife habitat protection. Any future development must align with existing road capacity. Furthermore, any neighbourhood densification beyond the Province's Small-Scale Multi-Unit Housing (SSMHU) requirements should only proceed following meaningful consultation with affected neighbourhoods.

In reviewing the revised OCP and proposed bylaw changes, I was disappointed to see that developments of up to six storeys at the Marina and Old Hospital site may be eligible for even greater height if certain conditions are met. This approach appears to favour high-end waterfront development, benefiting those who can afford premium condominiums, rather than addressing the needs of middle- and lower-income families. It also runs counter to the community's long-standing vision of protecting waterfront view corridors and small-town character, and contradicts the feedback Council has received through public meetings, correspondence, and presentations.

Additionally, the continued focus on medium-density designations within established neighbourhoods—including Cedar Avenue, Comox Avenue, North Pritchard, Hector, and Aspen—has occurred without meaningful consultation with affected residents. Based on conversations with neighbours, engagement appears to have been minimal or nonexistent, aside from discussions with developers.

My overarching concern is that the Town of Comox is promoting densification beyond what is required by the Province, without the benefit of Local Area Plans to guide neighbourhood-specific growth in a manner that respects local context—an approach successfully undertaken by the City of Courtenay.

I urge Council to reconsider these aspects of the proposed OCP and bylaw changes and to ensure that community input, neighbourhood character, and environmental stewardship remain central to the planning process.

Sincerely,

Martha J Gerow

[redacted]

Comox, V9M 1X8

Town of Comox – Administration

From: Barbara Bruederlin [redacted]
Sent: February 3, 2026 2:12 PM
To: council
Subject: Town of Comox Official Community Plan and Zoning Bylaw

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

Dear council,

I am writing to express my concern about the proposed Official Community Plan for the Town of Comox. Of particular concern are the proposals that include development that allows for building heights of 6 storeys and for medium density areas within well established residential neighbourhoods. The updated OCP allows for far greater density than the existing infrastructure can support and goes against the wishes of the majority of citizens of Comox.

I feel it is critical for both the livability of Comox and for its reputation as a charming tourist-friendly seaside town, that human-scale growth is preserved, that our tree canopy and watershed is protected, and that development does not exceed Comox's existing road capacity.

Respectfully,

Barbara Bruederlin
[redacted]
Comox BC
V9M 2Z5

LOG: 26-060	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: [redacted]
Sent: February 3, 2026 2:30 PM
To: council
Subject: Town of Comox Official Community Plan and Zoning Bylaw

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

Dear council,

I am writing to express my concern about the proposed Official Community Plan for the Town of Comox. Of particular concern are the proposals that include development that allows for building heights of 6 storeys and for medium density areas within well established residential neighbourhoods. The updated OCP allows for far greater density than the existing infrastructure can support and goes against the wishes of the majority of citizens of Comox.

I feel it is critical for both the livability of Comox and for its reputation as a charming tourist-friendly seaside town, that human-scale growth is preserved, that our tree canopy and watershed is protected, and that development does not exceed Comox's existing road capacity.

Respectfully,

Jerry Olechowski
[redacted]
Comox BC
V9M 2Z5

Sent from my iPad

LOG: 26-061	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Peter Outridge [redacted]
Sent: February 3, 2026 2:31 PM
To: council
Cc: helene dompierre
Subject: submission for draft OCP
Attachments: Outridge-Dompierre OCP submission.pdf

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

Please find attached a letter to Council that we would like entered into the record concering the draft OCP discussions.

Thank you,
Peter Outridge and Helene Dompierre
[redacted] Comox
[redacted]

LOG: 26-062	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Peter Outridge and Helene Dompierre
[redacted]
Comox
BC V9M 2P2.

Feb. 3, 2026

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

Dear Mayor and Council Members:

RE: Developments on Dead-End Streets under the New Official Community Plan

We have reviewed the last draft OCP document, and we thank you for the opportunity to comment on the proposal. Generally, we support the draft Plan, especially the stipulation that developments outside of the town core will be restricted to ground-access only and with a limit of 3 storeys in height.

However, we would like to suggest that the height limit should be 2 storeys on dead-end streets, whereas the 3 storey limit can apply to throughfares - which are the majority of streets in Comox. Two storeys could allow townhouses, or single family houses.

Our reason is the greatly increased traffic that existing neighbours on dead-end streets will experience from medium- or high- density developments, compared to people living on thoroughfares. On dead-end streets, traffic can only go one way in and out – along that street. On thoroughfares however, vehicles could access the development from at least two directions – left or right – and from three or four directions if the development spans an entire block. This means that existing home-owners on thoroughfares would not see as much traffic increase from a development of any given size as would people on dead-end streets.

Since increased traffic is one of the most often cited reasons for objections to developments, this 2 storey stipulation would help to avoid some of the community's common concerns. In our experience, most people who bought homes on dead-end streets did so specifically because these are traffic-quiet.

Thank you for listening to this suggestion, and also for the time and effort you are all putting into trying to get the new OCP right, to preserve the essential small town character of Comox.

Yours sincerely,



To Mayor and Council

January 3, 2025

My name is Bob Bowen, I live at [redacted] Comox

Full disclosure, I intend to speak using the text from this letter at the Public Hearing at the D'Esterre Seniors Centre being held on February 4, 2025, pertaining to the subject of Official Community Plan Bylaw 2054 and Zoning Bylaw 2056.

As a taxpayer and proud resident in the Town of Comox, I have a stake in how my town is managed. With that, please accept my views on that along with additional comments.

I believe and appreciate that creating an Official Community Plan that must provide directions on how the Town develops over the next 20 years. I imagine that to be incredibly challenging and further complicated by the Province's mandate to increase density.

Over the last year or so, I have witnessed public presentations to Council by the consultants providing a basis on which staff could design a plan. In turn, as that plan developed, Council was frequently called upon to make challenging decisions to provide direction on how they felt that the residents would be best served.

I believe that we have elected a well-balanced Council who are dedicated and work extremely hard to bring forward the views of the diverse constancies that they represent. That diversity creates a tension and lively debate where upon a decision is ultimately made and we live with those consequences.

I have not consistently agreed with the decisions made but given the complexity of the matter and perhaps my biases, I accept and support Council approving the current Official Community Plan Bylaw 2054 and Zoning Bylaw 2056 as is.

On the matter of taxation, for some time I have participated in Federal politics. Although that interest continues, my active involvement is less so. I found it difficult for my voice to be heard in Ottawa. I turned to Municipal politics to replace that appetite. Here I can be witness to and be effective in the action.

That brings me to a phrase that I heard at a Council meeting a year or so ago during a lively debate on taxation. That phrase has stuck with me and is one that perhaps we, as taxpayers, could consider while pondering our Municipal taxes. That phrase is 'do we want to be an inclusive community or an exclusive community.'

That phrase of course is subjective but can be contextualized when considering for instance how residents feel about: when should a pothole in the road be repaired, how often snowplows are operational, when a sauna should be replaced in the rec centre, how to determine Permissive Taxation Exemptions or which group receives a Grant-in-Aid.

On the matter of Comox Downtown revitalization, which I believe has been a long-term goal of the current and previous Councils as well as lately, the very active Comox Business In Action group (BIA), I find this to be a conundrum.

Our very small downtown area currently seems to be a destination for very specific purposes in offices rather than casual strolling in shops. This environment does not promote lingering and gathering of the public where communities are formed.

What to do? Where do we start?

There is talk of densification in the downtown area.

Will developers take a flyer on building residences in the hope that entrepreneurs will follow up creating a dynamic atmosphere where people will move in?

Or will entrepreneurs take a flyer in the hopes developers will follow up with building residence that will create a downtown vitality to enable him or her to operate a successful business?

In either case their mutual goals would be to earn a living.

I do not have a definitive answer, but I am inclined to go with brave entrepreneurs, changing the look of the downtown that would enable developers to follow.

As the old saying goes, "if you build it, they will come."

Thank you all again for your dedicated work. I know that it entails more than a meeting now and then.

Thank you for allowing me to share my views.

Bob Bowen

[redacted] Comox B.C. V9M4J6

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-063	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH, 6960-20-2026.01

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

Town of Comox – Administration

From: Elaine Graham [redacted]
Sent: February 3, 2026 11:06 AM
To: council
Subject: Zoning Bylaw Hearing

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

Good day Hon. Mayor & Council,
I'd like to add my thoughts to the upcoming public hearing on the OCP and Zoning Bylaw.

There are already four storey structures in the town of Comox, so the addition of more to 'essential' designated neighbourhoods might be necessary. However the population of the town is currently fluctuating with additions to the military and reductions in overseas post secondary students, along with the loss of several small businesses from the Comox core.
As long as Council can provide all the necessary infrastructure for increased housing development then the addition of residential development might be justified. However, increasing the height of any new residential housing is definitely premature at this time.

Promotion of developers' plans at "progressively larger sizes" is now a common practice.
The public is well aware that after its input on these plans, final decisions appear to accommodate public resistance with token reductions to the plans.

I urge Mayor and Council to seriously consider the town's responsibility for the important infrastructure required to accompany the future development being proposed at this time.

Thank you,
Elaine Graham

communities fun
Sent from my iPad

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-064	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Elaine Graham [redacted]
Sent: February 3, 2026 3:17 PM
To: Town of Comox – Administration
Subject: Re: Zoning Bylaw Hearing

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

Yes my address is [redacted], Comox, BC V9M 3B9.
Elaine

On Tue, Feb 3, 2026 at 11:54 AM Town of Comox – Administration <town@comox.ca> wrote:

> Good Morning Elaine,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> Kind Regards,
>
> **David Somerville**
> Clerk II – Corporate Services
>
> TOWN OF COMOX

Town of Comox – Administration

From: Mary Wilson [redacted]
Sent: February 3, 2026 6:11 PM
To: Town of Comox – Administration; council
Subject: OCP meeting Feb 4, 2026

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

To the Council members of the town of Comox:

I have been following and have attended and written to the town councils meeting on the OCP about the height baseline at the marina and Old hospital area.
I am in favour of a height limit everywhere in town of 6 stories.
I am opposed to the amendment
section 13, page 64-65, of the Town of Comox proposed Official Community Plan, it reads:
"13.6 Upon receipt of an OCP amendment application, consider support for buildings more than six stories in heights, 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."
The plan originally had a 12 storey designation for this area, but under public pressure reduced it to 6 storeys.
Sincerely
Mary Wilson (20 year resident and tax payer in Comox)
[redacted]
Comox. BC. V9M 4G5

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-065	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

From: Kurt Reimer [redacted]
Sent: February 3, 2026 11:46 AM
To: council <council@comox.ca>
Subject: OCP for our future

Dear Mayor Minions and Council,

I received a paper in the mail from “Keep Comox’s Charm”. I agree with much of what they say **but I believe we CAN keep our charm with some buildings of 6 storeys (and even higher) if they are thoughtfully done in the right areas**. Views, light, and aesthetics definitely matter but we also need densification to help support our local businesses, and affordability for our kids and grandkids. I think it is important to keep (actually, to IMPROVE) our charm but 6 storeys does not prevent this. There are some very attractive 6 storey buildings in many seaside towns like ours (eg Sidney). Please realize that a vocal minority does not represent the interests of all Comoxians. In fact, I was happy to hear many voices calling for thoughtful densification at the last public hearing.

Thank you!

Kurt Reimer
[redacted]
Comox

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-066	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Kurt Reimer [redacted]
Sent: February 3, 2026 4:56 PM
To: Town of Comox – Administration
Subject: RE: OCP for our future

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

Hi David,
Sorry - I see that - it's strange that it's so small!!

Kurt Reimer
[redacted]
Comox

Cheers,

Κυρτ
On Feb 3, 2026 at 12:00 -0800, Town of Comox – Administration <town@comox.ca>, wrote:

> Good Morning Kurt,
>
> Thank you for your email and for providing your feedback. The font size is too small to read the address on your OCP submission. Can you provide your civic address again please?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> 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

Presentation to Comox Town Council on the OCP
Brooklyn Creek Watershed Society
Feb. 4, 2026

The Brooklyn Creek Watershed Society strongly supports the commitment of the OCP that states in S 7.13 (p. 41) “Enhance and maintain the ecological and biodiversity of sensitive ecosystems of Brooklyn Creek”. Acquisition of lands to expand greenways and parks within the watershed are also identified in several places in the document, which again we strongly support. We note that the OCP contains provisions for the protection of riparian areas . We also appreciate that in the OCP limits the size of residential buildings in the areas adjacent to Brooklyn Creek to residential three stories.

Given past investments in Brooklyn Creek made by the Town of Comox and numerous partners including Brooklyn Creek Watershed Society, it is heartening to see these commitments. With these statements, it is clear that the Town shares our view regarding the importance of Brooklyn Creek, and it is a core value in the OCP. With the adoption of the new OCP, we look forward to seeing these protections applied comprehensively and with rigour.

We respectfully suggest that in the future, an initial screening process by the Council could identify and exclude projects which are not aligned with core values. Such a screening process could save all parties (including developers) time and expenses. When the new OCP is in force, we urge you to consider this.

I conclude noting that our organization has had a very strong year of activities, notably a fourth year of habitat restoration and enhancement in the Birkdale Farm reach of Brooklyn Creek. About $100,000 was spent on this work last year, including funds from foundations, private donors and volunteer time. A walk-through by members of our Board last fall found evidence of spawning on every riffle area added over the past four years, a total of 15 locations. Our work is paying dividends, and unwise downstream development could imperil the health of the ecosystem now and in the future. Let’s limit high density housing along Brooklyn Creek to salmon only.

Thanks for your attention,

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-067	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

John Neilson, Ph.D

President
Brooklyn Creek Watershed Society

Town of Comox – Administration

From: Dr. John D. Neilson [redacted]
Sent: February 4, 2026 8:41 AM
To: Town of Comox – Administration
Subject: Comments on OCP from Brooklyn Creek Watershed Society
Attachments: Feb 4 OCP BCWS_rev.docx

Importance: High

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

Hello David,

If not too late, please find attached the comments of Brooklyn Creek Watershed Society for tonight's meeting. I plan to speak tonight, but I hope this revised document speaking solely to the OCP can be included in the package of written comments.

Thanks very much,

John Neilson
President
Brooklyn Creek Watershed Society

> On Feb 3, 2026, at 10:41 AM, Town of Comox – Administration <town@comox.ca> wrote:
>
> Good Morning John,
>
> Thank you for your comments. The property at 1533 Cedar Ave is part of an active planning application (RZ OCP 25-3), and a Public Hearing has not been scheduled for this application.
>
> Your comments will be forwarded to Council members and Town of Comox Planning staff for the planning file; however, if a public hearing is scheduled and you would like your comments to be considered as a public hearing submission, you will need to resubmit them to Council during the applicable submission period that will be detailed in the pubic notice. Your comments will also not be included in the February 4th Public Hearing for Official Community Plan Bylaw No. 2054 and Zoning Bylaw No. 2056.
>
> As discussed, if you wish to speak at the Public Hearing for Official Community Plan Bylaw No. 2054 and Zoning Bylaw No. 2056, you can sign up with the Clerk at the meeting.
>
> Kind Regards,

February 3, 2026

Town of Comox,
1809 Beaufort Ave.,
Comox, B.C. V9M 1R9

Attention: Council Re: OCP - draft

Dear Mayor and Council:

Are you listening? As pointed out by councillors Kerr and Meilleur the building heights you are proposing do not reflect the views of the community. The significant number (though, not the 15,800 mentioned by councillor Blacklock) of the protesting letters, emails and in person comments council received should be considered a valid representation of your citizens' wishes, the majority of whom want to keep the village by the sea character of the town intact.

Rather than turning the town into a concrete jungle and blocking ocean views, efforts should be made to capitalize on our seaside characteristics and attractions. This can be done without having 6 or 12 storey buildings. A local example is Cumberland where interesting buildings, shops and attractions draw people from far away, but also from the Comox Valley. Qualicum Beach and Tofino have also managed to create vibrant towns without resorting to 6 storey buildings

Yes, the OCP is a vision for the next 20 years, but there is nothing wrong with that vision being for a low rise town. Do we actually need the amount of density and the heights that council is including in the OCP? Do we want or need a 6 to 12 storey hotel looming over Marina Park and our ocean views? There is no guarantee that 6 storey buildings will attract the population needed to fill them, or that the type of businesses that you envision will come, or that these businesses will ensure that the people that come will not continue to shop elsewhere.

The OCP is important for many reasons especially as it promotes public input and encourages people to express their opinion and to help shape the community they live in. Council has been advised that any issues that arise out of the OCP can be dealt with on an individual basis using the zoning bylaws. Zoning bylaws do not allow public input. Thus, the OCP is the only place where the public views are represented and therefore the OCP needs to be conservative in recommending heights to ensure that it is not 'opening doors' contrary to what the community wants going forward. Heights should be lowered for all neighbourhoods, not just for Buena Vista. Instead of destroying the character of our town lets find ways to enhance Comox and make it a desirable destination where people want to live, play and visit.

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

Yours truly,

L. Huibers
[redacted], Comox, B.C., V9M 1V4

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-068	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: natasha mew [redacted]
Sent: February 3, 2026 6:54 PM
To: council
Subject: Request For More Incremental, Human-Scale Housing Growth In Comox

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-069	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

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

Hello Comox Council,

I support thoughtful infill and the need to plan for future housing in Comox. My concern is that the unit projections and rezoning framework appear to rely heavily on historic growth patterns that do not fully reflect current economic conditions. Post-pandemic realities such as inflation, construction costs, and affordability constraints make it unlikely that population growth will mirror past boom periods. Planning for flexibility is important, but significantly exceeding realistic housing needs risks driving scale and intensity that may not be viable or necessary for the community.

The OCP emphasizes family-oriented housing, aging in place, and the "missing middle," yet the proposed unit capacity prioritizes mixed-use and apartment-style development rather than ground-oriented forms. Missing middle housing is most effectively delivered through duplexes (stacked or side-by-side), small-scale townhomes, cluster homes, and pocket neighbourhoods, not large apartment buildings. In detached residential areas, maintaining a two-storey height limit while allowing horizontal multi-unit forms would better align with these goals.These housing types also make it easier to retain green space and mature trees by building around existing site features rather than clearing large footprints, while also reducing the need for extensive paving associated with larger developments. Recent housing data shows that apartments accounted for approximately 72% of new units built, while single-detached homes remained the second most common form (22%), indicating continued demand for ground-oriented housing. Providing gentler alternatives that sit between apartments and detached homes would better support families and more directly address the missing middle, which accounted for only 1% of newly constructed units. Broadly rezoning detached neighbourhoods to three-storeys shifts development toward vertical forms that do not reflect the character or function these areas were designed to support.

From a safety, livability, and character perspective, building height matters. Areas currently proposed for four to five-storeys should be limited to a maximum of three-storeys, with additional height considered through site-specific rezoning where context, access, and infrastructure clearly support it. Incremental, low-rise infill helps preserve daylight, views, tree cover, and neighbourhood safety while reducing pressure on roads and infrastructure.

Comox has the opportunity to demonstrate how thoughtful, human-scale growth can meet housing needs while preserving the town's coastal character, green spaces, and quality of life. By planning intentionally and integrating innovative infill with nature, the town can create neighbourhoods that attract residents who will stay and invest in the community, while also drawing tourism that values charm, character, and sustainability. Mindful planning for the next 15 years can reduce long-term costs,

preserve livability, and set a benchmark that other municipalities will look to replicate, showing that growth, economic vitality, and community well-being can thrive together.

Thank you for your consideration,

Natasha Mew
[redacted], Comox

Town of Comox – Administration

From: Jill White [redacted]
Sent: February 3, 2026 9:19 PM
To: council
Subject: Small town charm

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

Comox Council;
I beg you to keep the small town charm; that's why we moved to this beautiful Valley... Please give some extreme consideration, to "No High Rise Buildings", in our darling little town; especially in the down town core and in the Marina Park area.
Your decision in this matter, may reflect our decision, on election day.
We trust that you will make the choice, in this matter.
Frank & Jill White,
[redacted]
Comox, B.C.
V9M 3M7
Sent from my iPad

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-070	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Cathy Anderson [redacted]
Sent: February 3, 2026 9:26 PM
To: council
Subject: Concerns about the OCP

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

To Whom it May Concern,
I am Catherine Anderson, residing at [redacted] Comox, B.C. V9M 4G5.
I am writing out of concern for the current OCP, which I do not think takes into consideration the vision and values of most Comox residents.
I take exception to plans to build to heights of 6 storeys and possibly higher at the Marina and Old Hospital sites. There has been minimal neighbourhood consultation with regards to medium-density areas.
Building heights of 6 storeys and higher and over densification are contrary to preserving the small-town character of our beautiful town and the lack of consultation make this feel like it is being rammed down our throats.
Other small communities are developing plans with resident input in mind, places like Qualicum, Courtenay and Tofino .
I am concerned that this council is deaf to the voices of the citizens it was elected to serve. Please see a way to revise your OCP (because it is yours, not ours, fashioned by politicians and realtors). Please create an OCP that the residents of Comox can get behind, one that aligns with our vision, not only yours.
Respectfully ,
Catherine Anderson

Sent from my iPhone

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February 3, 2026
TOWN OF COMOX

LOG: 26-071	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: L. Melanson [redacted]
Sent: February 3, 2026 9:31 PM
To: council
Subject: Building heights

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

I understand Courtenay is growing but it is very important to preserve the character and liveability at the same time. I, like the majority of residents who have voted, want to keep height restrictions to 6 stories, and also vote for keeping any water front free, accessible views and people friendly. That goes for mountain views too! It would be so sad to see buildings block out those magnificent views the Comox valley is known for.
Thank you for respecting the wishes of those of us who live here and love our community.

Lynda Melanson
[redacted]
Courtenay.B.C.
Sent from my iPad

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-072	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Town of Comox – Administration
Sent: February 4, 2026 9:02 AM
To: Town of Comox – Administration
Subject: FW: Comox OCP

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-073	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

From: [redacted]
Sent: February 3, 2026 9:54 PM
To: council <council@comox.ca>
Subject: Comox OCP

Hello Comox Council,

I will not be able to make the public hearing tomorrow. Public consultation and counsel consideration is so important. I would like to be on record asking that our small town charm and peaceful community pace be protected. I am against tall buildings along the southern side of the town. The open space, light, trees, etc are so important to everyone.

I have the luxury of walking my dogs throughout town everyday. I get to speak with many people along my walks. The happiness I encounter from everyone about our town is overwhelming. Large/tall buildings in our downtown core will ruin the feel of it. It will block light and views for everyone.

I agree that we should build up and not out to save land, trees and ecosystems. I think that these multi unit buildings can be placed further from the southern exposure. I think we need to consider the capacity of our roads and infrastructure as well.

We need to consider people. My neighbors in the cottages on Comox Ave & Buena Vista near Anderton need better places to live. Those old buildings are falling apart and are not healthy with mold and cold. We need more low income options. I agree that the land can hold and accommodate so many more. I hope that we can find these neighbors good homes. Please make the new buildings fit a reasonable height/capacity for the neighborhood and respect the environment.

We need to consider the planet also. Please consider the environmental impact of removing trees on ecosystems. The more people we add to the town, the more cars, pollution, and chaos we add too. I see so many near-accidents on my corner and especially on the downtown blocks of Comox Ave. The traffic volume has increased and people's patience has decreased over the last couple of years. I see people, pets, and strollers nearly getting hit weekly. Please don't increase car traffic and please put more safety measures in place.

Thank you,
Laika Lie Heflin
[redacted]

Sent from my iPhone

Town of Comox – Administration

From: Peter Galpin [redacted]
Sent: February 3, 2026 8:02 PM
To: council
Subject: OCP
Attachments: OCP Letter 2.5.odt

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

Feb 3, 2026

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-074	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Dear Mayor and Council,

I truly wanted to give spoken testimony, but a family obligations intervened.

I, like the majority of our community stand firmly AGAINST the OCP as presented. There was recently a celebration of Comox's 80th birthday. My family has lived on the property next to the Senior Centre for more than 40 years BEFORE the town of Comox even existed. It is the house I learned to walk in as an infant. I remember being in what is now the Council Chambers back when it was Dusty's Den (Dusty D'Esterre's man cave....lololol). I have sailed the bay with my mom and brother and later with my wife and children. I was skiing Forbidden Plateau when the upstart Mt. Washington opened. I remember walking up to the Lorne to get fish and chips with my kids to bring home for dinner, and the off-the-chart delicious candied salmon at Portuguese Joe's (as well as sitting with my kids and watching "Mrs Joe" throw scraps to the waiting eagles/gulls). So, while it might be tempting to write this off as some old geezer who is against change, the reality is, this town has thrived by being Comox and there are 2 further generations that will live in this house, and neither of them want this plan either.

THIS IS NOT A COMMUNITY PLAN: This plan has been developed with the town administration, consultants and a vocal minority of this town (BIA, real-estate developers). Every time there has been a request for public input (survey, community centre) the result has been to preserve the current nature of the small town, not turn it into a ghetto of side by side multi-story condos, hotels and offices. The only time this was open for review by the community (at the community centre) the response was overwhelmingly against the fundamentals of this plan. At the public hearing a few months ago, the vast majority in attendance (informal exit interviews) opposed the plan as presented, even though it was summarized differently.

This town is more than just the businesses and developers that occupy it. This town is a popular place, because it is a beautiful place to LIVE.....charming, peaceful, small town. It is the people who live here that make this town: funky and eclectic. Other communities have stood fast against provincial mandates and on behalf of the common folks that make their communities. This plan robs the future from the generations who come after us. To walk tree lined communities. To see beautiful vistas.

If you are confident that this represents the desire of the majority of the community, then you should open it to a poll by “the community” that it is supposed to represent. If not, this is a diktat, not a plan.

Peter Galpin

[redacted]

(3rd generation in this home, 2 to follow)

Town of Comox – Administration

From: kerry davies [redacted]
Sent: February 3, 2026 10:00 PM
To: council
Subject: OCP

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

Comox Council,

I am writing as i am a resident/home owner here in Comox and oppose the proposed new building height bylaws. I love the small town feel of Comox with its shops and mostly 1 and 2 storey buildings. I do not want 6 storey buildings downtown and definitely not 4 storey apartments in residential areas. You will destroy what we love about our quaint seaside town.

Kerry Davies
[redacted], Comox, BC V9M 2N4

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-075	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Dear Mayor and Council
Re;; New Official Community Plan 2054 and New Zoning Bylaw 2056
I have reviewed the Future Land Use Map and the Zoning map for the new OCP. I am writing you this letter to voice my opposition to building SSMU housing with permitted heights of 3 storeys on Cul de sacs and dead end streets in Comox. I just did a rough check on a map of Comox and I counted approximately 60 of these types of streets. I would like to see the OCP and zoning changed to have townhomes and single family up to 2 storeys only for these streets. Many of these streets are narrow and with only having one way in or out, would become very congested with parking issues, delivery vans and garbage and recycling trucks.
Thank you for the opportunity to voice my concerns.
Maureen Denny
[redacted]

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-076	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Maureen [redacted]
Sent: February 3, 2026 10:06 PM
To: council
Subject: New OCP and Zoning Bylaws
Attachments: letter to Council.rtf

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

Town of Comox – Administration

From: Jean-Philippe Gagnon [redacted]
Sent: February 3, 2026 10:13 PM
To: council
Subject: Written submission to amend OFFICIAL COMMUNITY PLAN BYLAW NO. 2054
Attachments: Written Submission to amend OCP BYLAW submitted by JP Gagnon.pdf

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

Good afternoon,

Please find attached a request to amend para 18.5 of the OFFICIAL COMMUNITY PLAN BYLAW NO. 2054

For your consideration

Jean-Philippe Gagnon
[redacted] Comox
V9M 3T5
[redacted]

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-077	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Written Submission for consideration in amending OFFICIAL COMMUNITY PLAN BYLAW NO. 2054.

Submitted by:
Jean-Philippe Gagnon
[redacted] Comox
V9M3T5
[redacted]

The request is to amend the OCP policy 18.5 to revise the minimum parcel size from 5,000 square metres (1.25 acres) to 2,500 square metres (0.615 acres).

> 18.5 The minimum parcel size for the subdivision of land in the Point Holmes/Cape Lazo area north of 1139 Kye Bay Road (Lot 1, District Lot 93, Comox District, Plan 32578) should not be less than 5,000 square metres. Subdivision should require continuous paved road access along any parcel frontage and from each parcel to Kye Bay Road."

This paragraph is a leftover from the Town of Comox Official Community Plan dated 12 May 2011 that sought to limit the subdivision of that area:

> 2.1.1.4 Residential: Detached Policies
> g. 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. Permitted residential uses on a parcel should not exceed a single detached dwelling and a secondary suite or a coach house. Subdivision should require continuous paved road access along any parcel frontage and from each parcel to Kye Bay Road.

In 2011 the Claddagh Estate subdivision did not exist and it was understandable that some restrictions were in place to control the overdevelopment of an area. Since then the development of Claddagh Estate has been allowed to develop properties with parcel size of less than 5,000 square metres. In fact, more than half of the 19 properties in the area in question are around or less than 3,000 square metres, some as low as 2,600 square metres as can be seen in Table 1. As seen in figure 1 and figure 2, properties 1 through 12 of EPP10668 are built adjacent to a steep slopes leaving an effective useable parcel size closer to 1,000 square metres (0.25 acres) and as low as 500 square meters (0.125 acres) in some cases. It is also worthy to note that the adjacent Kye Bay area consists of 72 parcel, most of which are between 500 and 1,000 square metres.

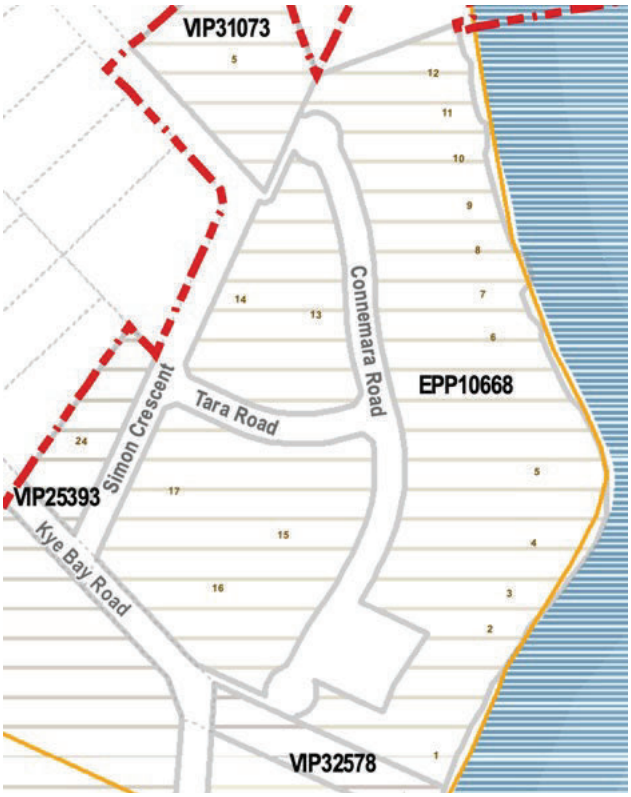


Figure 1 - Point Holmes/Cape Lazo area north of 1139 Kye Bay Road (Lot 1, District Lot 93, Comox District, Plan 32578)

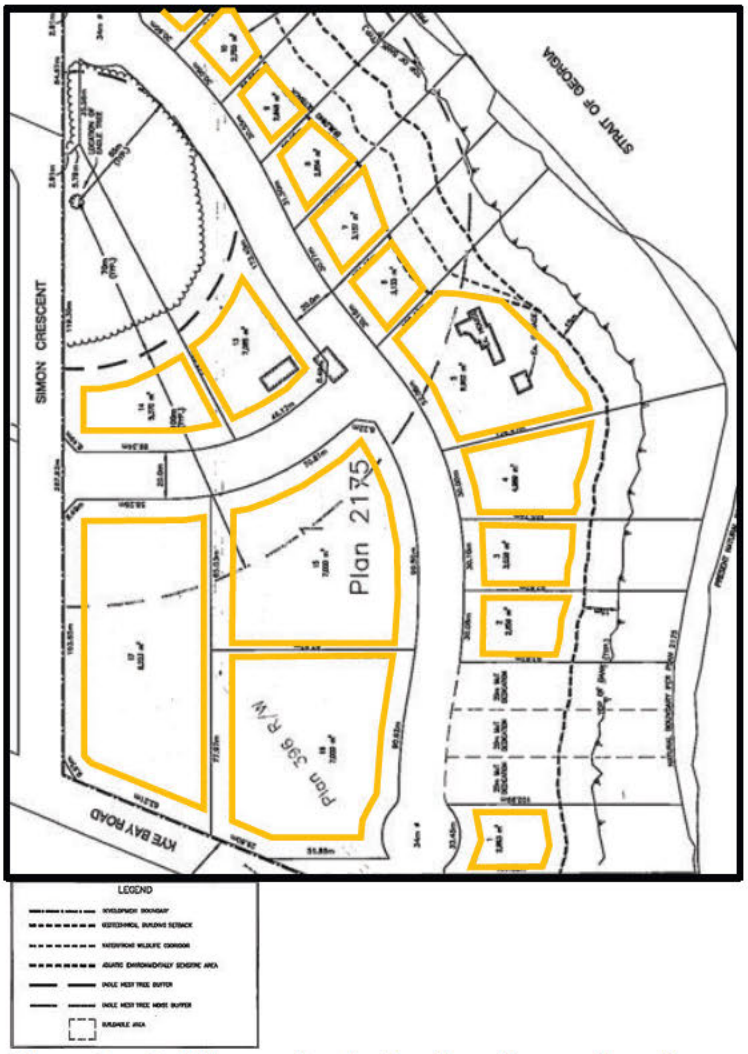


Figure 2 – Building setbacks for shoreline and eagles nest area (effective building area highlighted in yellow)

19 Properties Cape Lazo	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
298 SIMON CRES	2.63	10644
250 SIMON CRES	1.144	4630
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 – existing property size Point Holmes/Cape Lazo area north of 1139 Kye Bay Road (Lot 1, District Lot 93, Comox District, Plan 32578)

Reducing the minimum parcel size in the area delineated in para 18.5 to 2,500 square metres (or 0.615 acres) would open up the possibility to subdivide five of the larger parcel (13, 14, 15, 16, 17) to create the opportunity for up to five single family houses to be built in an already established sub-division (image 1). 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 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 parcel close to that size. A single family home on a 2,500 square metres parcel retains the more rural look and feel of the Cape Lazo area.

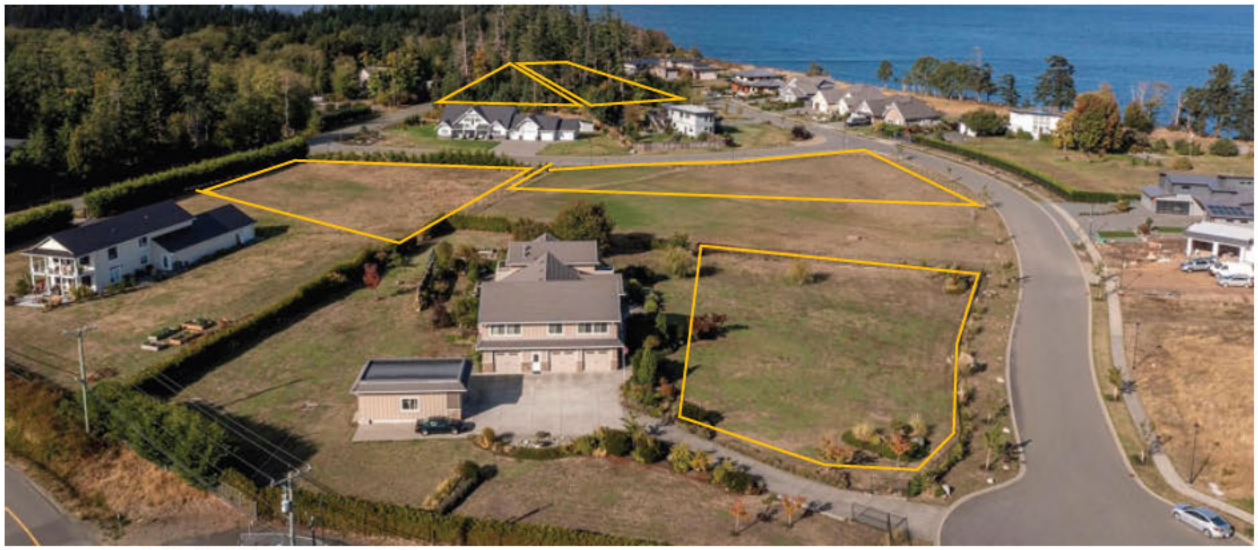


Image 1 – Subdivision potential

Electrical, Water and Sewer services are already available in this 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 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.

The Town of Comox should determine that proposed zoning amendments to amend policy 18.5 to revise the minimum parcel size from 5,000 square metres (1.25 acres) to 2,500 square metres (0.615 acres) is in the public interest.

Town of Comox – Administration

From: Carol Finley [redacted]
Sent: February 4, 2026 8:15 AM
To: council
Subject: Official community plan -Feb4 public hearing

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-078	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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To: Council@comox.ca

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

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

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

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

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

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

Sincerely,
Carol Finley
[redacted] Comox BC V9M1V8

Town of Comox – Administration

From: Gail Leatherdale [redacted]
Sent: February 4, 2026 8:25 AM
To: council
Subject: Re: Comox Golf Club

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

I wish to object to the wording in the proposed Comox OCP that suggests the golf course could be changed to include a road through the middle, and used for purposes other than a golf club.

The Town's shares of the golf course were gifted by Robert Filberg subject to clear conditions regarding the continued use of the land as a golf course. As a shareholder and trustee of that gift, the Town has a **legal obligation to honour donor intent** and to exercise its shareholder rights in a manner consistent with the conditions under which the shares were donated.

Please reconsider and change or delete any wording that is contrary to these conditions.

Thank you

Gail Leatherdale

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February 4, 2026
TOWN OF COMOX

LOG: 26-079	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

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Town of Comox – Administration

From: Gail Leatherdale [redacted]
Sent: February 4, 2026 9:16 AM
To: Town of Comox – Administration
Subject: Re: Comox Golf Club

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

Hi David,

The address is [redacted] Courtenay,
V9N 3R3

Thanks for including my submission.

Regards

Gail

On Wed, Feb 4, 2026 at 9:11 AM Town of Comox – Administration <town@comox.ca> wrote:

> Good Morning,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> Kind Regards,
>
> **David Somerville**
> Clerk II – Corporate Services

Town of Comox – Administration

From: Glenn Lawson [redacted]
Sent: February 4, 2026 8:25 AM
To: council
Subject: OCP Letter to Comox Council
Attachments: OCP letter to Council Feb 4, 2026 GL.pdf

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

Letter to Comox Council regarding the OCP
As attached.

Glenn Lawson
[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-080	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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February 4, 2026

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

By Email: council@comox.ca

Dear Mayor and Council Members:

RE: Official Community Plan Bylaw No. 2054 and Zoning Bylaw No. 2056

Thank you for the opportunity to comment on the Official Community Plan and Zoning Bylaws. The under-signed residents are Comox homeowners who are interested in the proposed new OCP.

There are three important issues which we would like to draw your attention to: Brooklyn Creek; the Housing Needs Report; and the OCP process.

Brooklyn Creek

The Official Community Plan recognizes the importance of Brooklyn Creek to Comox. In the midst of residential developments, we have this gem of a salmon-bearing waterway running the entire length of Comox, from north of Guthrie Road to the ocean. The Town of Comox and the Brooklyn Creek Watershed Society have spent a significant amount of money and effort to preserve and enhance Brooklyn Creek. Their efforts have been rewarded by the recent spawning success of coho salmon throughout the creek.

The OCP protects the creek in different ways. Importantly, all land bordering the creek is zoned ground-oriented, Low Density Residential, with a maximum height of three stories.

Furthermore, Brooklyn Creek is in a Riparian Zone. Development Permit Area # 7, Riparian Areas, specifies that the riparian area, comprised of a 30 meter strip on both sides of the stream, measured from the high water mark, is subject to a riparian area assessment. The assessment is to ensure that no development activity occurs in this area that is detrimental to the health of the stream.

These designations will continue to limit the impact of development on Brooklyn Creek. It is vital that this protection should be strictly upheld in the future. Brooklyn Creek is ours to protect, for ourselves and for future generations.

Housing Needs Report

The Housing Needs Report, or HNR, is based on projected population growth, and estimates the additional housing units required over 5 and 20 year periods. This report could be used to drive housing project development.. On page 86 of the OCP, table 1, the 20 year Housing Need is estimated at 3,358 units. In Table 3 on page 89, the Net New Unit Capacity, or the number of housing units you can build on lands that are suitable for development, is 7,760 units, or 2.3 times the projected need. Clearly, there is already ample appropriately zoned land to meet the projected housing needs. There should be no reason to take land currently zoned for ground-oriented low density housing and rezone it to accommodate pockets of high rise, medium- or high-density housing. Placing this type of housing in the midst of established communities of ground-access, low density housing will destroy the small town neighbourhood look and feel of Comox which we greatly value. Apart from the impact on neighbourhoods, the transportation infrastructure in low density housing areas is unlikely to be able to accommodate the increased traffic associated with high-density developments.

Supporting the OCP Process

The Planning Department has invited community participation and comment in the OCP development process. The Official Community Plan is reviewed every 5 years. It is a living document; it can be amended if unforeseen circumstances arise. Given the extensive engagement with the community, we feel it is unlikely that many such circumstances would arise within the 5 year timeframe. If Council were to approve an amendment that is significantly counter to intent of this current draft OCP within a short term of its passing, that action could call into question the validity and integrity of the whole OCP planning process.

Thank you for considering our points of view..

Sincerely,

Glenn Lawson
[redacted]
Comox, BC V9M 2P2

On Behalf of the Following Comox Homeowners:

[redacted]

[redacted]

Town of Comox – Administration

From: Joanne McKechnie [redacted]
Sent: February 4, 2026 8:26 AM
To: council
Subject: 2nd Public Hearing Feedback
Attachments: OCP Feedback Feb 4 2026 Public Hearing.pdf

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

Dear Mayor and Council,
Please find attached my comments on the OCP and zoning bylaws as part of the second Public Hearing process.
Thank you for your time and attention to considering feedback from Comox residents.

Sincerely,
Joanne McKechnie
[redacted]
Comox BC
V9M 3K2

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-081	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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February 4th, 2026

Dear Mayor Minions and Council Members

Thanks to the 3rd Hearing of the OCP not passing, we are here again tonight to re-iterate what a large percentage of Comox residents want to see as safe guarded language in the new OCP.

I begin with what has recently been brought to my attention that on pages 64-65 Section 13.6 of the proposed OCP it reads: "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 and b) A privately owned and maintained public space is provided adjacent to the waterfront walkway on the south end of the designation."

and

page 78 Section 22.6 it states that "For the purposes of future density bonus and inclusionary zoning bylaws, MAXIMUM HEIGHTS 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."

These loop holes must be terminated as this blatantly disregards the guard rails for modest ongoing development that Comox residents have been demanding.

There are several other matters that I am most concerned about. The first being the building heights proposed along Comox Avenue, Buena Vista, the Marina and old hospital area, the upcoming zoning application at 1533 Cedar Avenue and any other residential property to be bought up by developers who want to put in multiplexes higher than 4 storeys.

Council has repeatedly heard that 3 to 4 storey builds are the way Comox residents want to increase density in order to preserve the feel of a small town community. Examples of the apartments at Quality Foods in Comox and near Superstore in Courtenay already show us that these heights have a towering effect over neighbourhoods and do not blend in.

I googled "ground oriented development" to better understand its meaning. The definition that popped up reads:

Ground-
oriented development aims to increase housing options while preserving the character of established residential areas. Benefits include:

Enhanced livability where residents enjoy private entrances and outdoor access, fostering a sense of ownership and community.

Neighbourhood compatibility where new units are designed to fit incrementally with existing homes, maintaining scale and aesthetic continuity.

Housing diversity and affordability allowing for multiple units, secondary suites and coach houses on single lots to provide more affordable, ground-level options.

Ironically Google mentions Comox, amongst communities like Maple Ridge and North Vancouver as having "ground-oriented residential designation for housing up to three storeys near downtown and community centres." May the new OCP be true to this definition!

Time and again I have heard that it is not financially worth the developers' while to only build 3-4 storey multiplexes. I encourage the Town of Comox Planning Department to redirect developers to buy up the deep lots that come on the market, and build more 3-4 storey multiplexes and townhouses that harmonize with the neighbourhoods in order to make their money that way. As the population of Comox homeowners ages, there will be many opportunities for this. It's the developers who need to change their expectations and ways of doing things in order to respect Comox residents and our community.

Another concern of mine are Council's negotiations around stepbacks, especially along Comox Ave and Buena Vista. Again, we do not want towering apartments lining these scenic streets. Unfortunately, architects were not part of the initial OCP consultations, as were for Courtenay in their OCP process. Consultations by an architect, incorporated into the OCP, would ensure that builds along Comox Ave and other residential corridors would respect the look of the surrounding neighbourhoods, protect access to daylight and minimize blocking public view of our harbour and background mountains.

Setbacks on new multiplex builds should also be part of the building requirements. As a member of Save Our Forests Team Comox Valley and Save Comox Urban Forests, we on several occasions, presented to Council on this matter. Setbacks around new builds provide for shade producing trees to be planted and room for them to thrive long-term. These are obvious ways that the Town can take measures to mitigate the effects of climate crisis. To cool our urban areas, prioritizing green space and urban cooling methods must be implemented alongside density. In this day and age, developers need to start understanding this as a given in working with a community toward mitigating the effects of climate change. An example of a missed opportunity can be clearly seen along the cube looking edifice at 2310 Guthrie at the corner of McDonald Road. The complexes are built right up against the sidewalk with no room for adequate shade producing trees to help naturally cool the interior of the buildings.

To this end, I want to mention that the goals of the Urban Forest Management Strategy must be implemented alongside zoning bylaws within the OCP. Otherwise, the protections that the UFMS promise to provide, including a strong tree protection bylaw, could easily be cast aside in favour of whatever developers want to do to maximize their profits.

In short, I quote from the Keep Comox Charm flyer (that a generous resident provided funds for to boost the sparse TOC publicity) that the new OCP needs to provide a commitment "to create Local Area Plans which would guide neighbourhood-specific densification with local context and integration…Keeping Comox's Charm can happen within the provinces' housing mandates. Qualicum, Tofino and Gibsons are proving it. Comox can too!"

At subsequent Council meetings following the first OCP Public Hearing in the Fall, I appreciate and thank the Council members who listened and put the concerns of Comox citizens feedback at the forefront when they voted.

Thank you, Mayor Minions and all Council Members, for the work you do to serve our community. Residents are taking note of who votes for what in Council meetings as October 2026 elections draw near.

Sincerely,

Joanne McKechnie

[redacted]

Comox BC V9M 3K2

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 8:38 AM
To: council
Subject: The proposed Official Community Plan Bylaw No. 2054 and Zoning Bylaw no. 2056

RECEIVED
February 4, 2026
TOWN OF COMOX

File: 6480-20/PH

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

LOG: 26-082	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

Dear Comox Town Council,

We are Anett and Todd Briggs of [redacted] in Comox and here are some of our thoughts on the plans in the proposed OCP Bylaw no. 2054.

1. It is our understanding that 6-storey buildings are planned to be allowed at 2187 and 2181 Comox Ave. At 156 Manor Drive, it is proposed to allow up to four stories. As this will substantially increase the density and traffic intensity in my neighbourhood, we are concerned about the ability to access Comox Avenue, particularly in case of an emergency, when everybody needs to evacuate simultaneously. We live in an earthquake area and the possibility of having to evacuate is real. One street, Manor Drive, would be serving many residents unless another access road is constructed to accommodate the increased population.

2. All the guidelines concerning the low and midrise residential development permit area should be more prescriptive (must/shall) instead of using the word should. This is to more rigorously direct the design of future developments to follow the well-thought guidelines laid out in the OCP bylaw document. The charming character of Comox must be retained to the benefit of current and future taxpayers. There are many good elements, such as use of native plants in guideline 32, but it should be required rather than recommended. Guideline 44 lists suitable building materials and I am particularly concerned about metal, which I don't agree with being included. It is not attractive, as we can see from the recently constructed care facility at the corner of Comox Ave. and Rodello St. If metal isn't removed from guideline 44, I suggest that guideline 36 "Large areas of unvaried material are strongly discouraged" be rewritten to "Large areas of unvaried material is not allowed" or similar and define what is meant by "large area". I am pleased to see guideline 23 regarding concealing rooftop mechanical equipment, which will reduce noise. This was clearly not done at the recently constructed care facility at the corner of Comox Ave. and Rodello St because you can hear the heat pumps from a block away.

3. I didn't see anything in the proposed OCP that will provide guard rails for what type of dwellings can be constructed in the low- to mid-rises. To avoid too many condos that are too small for a family to be built, there needs to be clear requirements given to any proponents. The intent stated in the document is to provide affordable housing to families, so please follow through on this.

4. The possibility of constructing a tall hotel by the marina is in complete contradiction to what Comox is about for the current residents. My understanding is that the OCP is focused very much on creating housing for a growing community. How is a tall hotel helping with that? A taller hotel could be constructed away from the waterfront to avoid blocking the view for current residents and businesses in the area. The Marina Park needs to retain its character and to be a fun destination for anybody who wants to walk there. The increased traffic resulting from the placement of a hotel would negatively impact the laid-back character and open-spaces vibe currently existing in the marina.
Thank you for your time.

Regards,
Anett and Todd Briggs

Town of Comox – Administration

From: kat tak [redacted]
Sent: February 4, 2026 9:44 AM
To: council
Subject: High Rise Nightmare Scenario

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-083	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

The people that live in Comox DO NOT WANT HI-RISE BUILDINGS slapped down around the marina and along Comox Avenue!
How many letters must we write? What does it take for you to listen to the people who live here now? We do not have enough water
for normal use here and all you care about is destroying the small town charm by cramming even more people in here. The traffic is
horrible and there are days when you go outside and it all smells like vehicle exhaust.
Also, thanks for bringing this up in tax season, not like we have anything else to do right now! Perhaps you were counting on people
not having time to oppose what you are trying to do.
I am fairly new here to Comox, it didn't take long to understand why people are hostile here. When you jam too many people into a small space they don't get along and usually start fighting.
Comox is a nice town and we really like it. However it is becoming unbearable with the bumper to bumper traffic. There are days when the air reeks of vehicle exhaust, not to mention the vandals and drug addicts. Lots of trash and cigarette butts thrown out along our road nowadays. Cig butts start fires!
People in Comox, for the most part, worked hard and saved up to afford a home here. Apparently this does not count for much as people who are not here and do not live here are far more worthy of consideration. They expect people to bend over backwards to provide them with “affordable” housing.
Every year there is whining about floods in the winter and drought in the summer months. It seems to me that having adequate water for those who live here is extremely important. By the end of summer this place is a dried out pile of fuel for a devastating wildfire. It makes me think
of the town of Lytton which burned to the ground. Do you suppose those folks thought it was worth losing their homes? I seriously wonder why we are told to purposely not water our yards when that is the only defence we have against wildfire.
Sometimes I think these developers should have to go live in places down south where there is no water. A suburb in Arizona was purchasing water from Scottsdale until they ran low and were cut off the water entirely. A nightmare scenario!
So now this town wants to cram in high-rise buildings along the bay and Comox Avenue, thereby ruining the view for those who worked hard to have a view. And I do not believe developers who claim they are building “affordable” housing. They get away with

that by lying and saying oh yes we are! One or two (affordable) units in a huge apartment building, ha!
There were five gigantic apartment buildings just built in Courtenay and let me say that they are an eyesore! Sure didn't clean up the homeless problem now did it.
I think it is extremely unfair to ruin peoples' property values and destroy the small town charm of Comox! What will you do when this whole place is concrete and buildings? I seriously doubt that people of means want to live somewhere that is being trashed to provide cheap housing.
There aren't jobs for this influx of people and so are you providing this for all the potential new folks who need subsidies because they cannot afford to live here?
I feel that there are solutions to be had but do not think dragging in more people is the way to go.
I see no reason that there is no effort to address the water shortage. All that flood water should be captured and contained for when it is needed. Also what about the ridiculous rate for water that industry pays, pennies on the dollar. The water that is used for fracking and mining is poisoned and unfit for use forever. Wow!
I think that you folks on the city council need to put forth some effort here. It is obvious that somebodies pockets are being filled and believe me there are many of us taxpayers who do not agree with this.
I believe crowding more housing in here will ruin this place. And it makes no sense because doing so has not fixed the housing issue. Everywhere you look there is out of control building and development and it does not seem to be a viable solution.
I feel like this won't stop until this area is unliveable and all the trees are gone, replaced by cement and substandard housing.
Sincerely,
Katharine Owen-Pinchin (Mrs. Allen Pinchin)
[redacted]
Comox, B.C. V9M 1E3
p.s. Developers will be able to find another place to trash if they are turned away from Comox!

Town of Comox – Administration

From: Ashley Pinder [redacted]
Sent: February 4, 2026 9:50 AM
To: council
Subject: Opposition letter

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

This is a letter of opposition to the proposed bylaw changes to building heights in Comox. Specifically address 1533 Cedar Avenue and the proposed 6 storey heights lining both sides of Beaufort Avenue from Ellis St. to Pritchard St. A medium density build at 1533 Cedar Ave would destroy the park beauty that it neighbors. This cannot happen. As for lining both sides of Ellis St. to Pritchard with up to or more than 6 storey height builds would change the entire charm our downtown core. Not to mention the views from the already in place homes and buildings that people have worked hard to purchase and maintain. Please stay away from 6 storey density in our core. Our downtown is already becoming overrun with traffic. Parking is limited. Four way stops already dangerous to cross. Large builds should be saved for the outskirts.

I am in favor of density in areas of Hector Aspen, Guthrie and Anderton village, areas of Buena Vista (low income/wartime housing). How about Pritchard near Knight Road roundabout?

As a downtown Comox resident and 15 plus year healthcare worker in the core I have witnessed positive changes in our area. A future change of allowing such large buildings lining both sides of our neighborhood would dramatically (not positively) change our charm. Let's consider keeping builds up to the current heights of 4 Storey like the Scotia Bank building or Dr. Nasrella/Comox Bike Co.

Thank you for your consideration,

Ashley D. Pinder
[redacted]
Comox, BC
V9M 1T3

[redacted]

Sent from my iPhone

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-084	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 9:51 AM
To: council
Subject: OCP "No" to SIX stories on Buena Vista (1946, 1950 Comox ave)

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

RAbram of [redacted]
A "Town-house" feel (like these two local examples below) are suitable for Buena Vista.
I vote "No" to making an OCP exception to let an unattractive 6 storey block-of-apartments permanently scar Buena Vista Ave at 1946, 1950 Comox Ave.

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-085	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Mike Emery [redacted]
Sent: February 3, 2026 7:28 PM
To: council
Subject: Development proposal

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

I have been a resident of the comox valley since 1993. Iv seen all of the growth to date. And in that time it's quite profound rely. We use the word "sustainable" in this modern world quite often. Economys work that way. They grow or are considered unhealthy.

But the white elephant in the room nobody addresses: Is Nothing that grows exponentially without restrictions is sustainable. In a finite world with finite resources.

Traffic is already a disaster. With little room to improve that. Cars aren't going away no matter how many bike lanes there are. The lake isn't getting any deeper, or the glacier that feeds it throughout the increasingly dry summers, isn't getting any bigger.

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-086	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Mike Emery [redacted]
Sent: February 4, 2026 10:03 AM
To: Town of Comox – Administration
Subject: Re: Development proposal

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

Sure. My civic address is [redacted] Courtenay, BC V9N 9M1, Canada. Previously I have lived in comox, black creek, and Courtney over the last 30 years, I'm not sure if that disqualified my submission or not.

Michael

On Wed, Feb 4, 2026, 09:08 Town of Comox – Administration <town@comox.ca> wrote:

> Good Morning Mike,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> Kind Regards,
>
> **David Somerville**
> Clerk II – Corporate Services
>
> TOWN OF COMOX

Town of Comox – Administration

From: Raymond St. Denis [redacted]
Sent: February 4, 2026 10:33 AM
To: council
Subject: OCP & Zoning Bylaw

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

Re: New 6 storey baseline, with higher heights likely @ the Marina & Old Hospital Area.

This proposal - if approved complexes, such as the apartments at the mall and others are considered - will increase the congestion in the marina and downtown area significantly.

There will be limited parking for residents and visitors, which will discourage people visiting the downtown and marina park.

Increased congestion will create bottlenecks and challenges for emergency services.

Will the current infrastructure accommodate the increased population, and will upgrades to the infrastructure be payed by the developers or subsidized by the taxpayers?

Ray St. Denis
[redacted]
Comox, BC

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-087	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Mj St Denis [redacted]
Sent: February 4, 2026 10:35 AM
To: council
Subject: Updated OCP

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

Dear Comox Council,
I would like to take this opportunity to express my opposition to increasing or amending the Community Plan (OCP) to increase in the future, developments over 6 storeys.

Have the people of Comox not expressed their opposition to development, especially that of outside commercial developers, to have buildings over 6 stories? Why do we keep revisiting this??
The majority of voters in the Town of Comox do not approve development that would significantly alter the views and character of our community. No developments over 6 storey's - NONE!

The elected councillors of the Town of Comox must hear the residents on this, to not carry out the wishes of the majority of residents, will be reflected in the coming election.

Michele St Denis
[redacted]
Comox

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-088	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Lance Loggin [redacted]
Sent: February 4, 2026 10:38 AM
To: council
Subject: Support for current OCP

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

I was fortunate to move to Comox 4-years ago and like so many others that moved here; by doing so we've changed the town & housing affordability. Changes do need to be made that are not going to be popular with everyone.
Listen to your planners who are paid to make the best possible decisions to balance future growth & affordability while maintaining the characteristics that make Comox our home.
Lance Loggin
[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-089	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Anne Davis [redacted]
Sent: February 4, 2026 8:59 AM
To: council
Subject: Four-storey housing development rejected by Parksville council - Parksville Qualicum News

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

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https://pqbnews.com/2026/02/04/four-storey-housing-development-rejected-by-parksville-council/

Comox council

Please note that Parksville council are voting against four storey developments...Qualicum has done the same yet we're looking at 4 storeys and higher with the ability for council to approve exceptions for contractors wanting to go up higher? This will definitely ruin the environment of Comox and neighbourhoods within our Town.

Furthermore, we do not have the road infrastructure necessary to support all these extra "working class" people moving into town having to travel to and from work, shopping and recreation. We as taxpayers should not have to pay for these services either as a majority of us do not want to see these buildings built that do not fit in with our community.

Services like police, health care professionals and others would have to increase at our expense. Does our fire department even have the capability to fight a fire in structures of this size with the current fire hydrants, equipment and personnel that they have?

Please consider what you are doing to this Town before you vote to approve this latest OCP document...remember that you, as council, were voted in by the residents of Comox to represent our interests. It's too bad we can't do this the old fashioned way...hold a referendum vote by the people...I think you would be surprised by the result!

Thank you,
Anne Davis

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-090	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Anne Davis [redacted]
Sent: February 4, 2026 11:23 AM
To: Town of Comox – Administration
Subject: Re: Four-storey housing development rejected by Parksville council - Parksville Qualicum News

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

Civic address is: [redacted]
Thank you!

On Wed, Feb 4, 2026 at 9:13 AM Town of Comox – Administration <town@comox.ca> wrote:

> Good Morning,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> Kind Regards,
>
> **David Somerville**
> Clerk II – Corporate Services
>
> TOWN OF COMOX

Town of Comox – Administration

From: Leon Bohmer [redacted]
Sent: February 4, 2026 11:12 AM
To: council
Subject: OCP bylaw 2054

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

I am writing to advise that I do not agree with the latest version of OCP 2054 indicating that 6 story mixed used buildings may be permissible along Beaufort Ave. In downtown Comox. I am not opposed to 6 story buildings in areas where they would not interfere with upland property owners view corridors. I do not believe that this proposal is in the best interest of the residents of Comox. Leon Bohmer, [redacted]
[redacted] Comox
Sent from my iPhone

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-091	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Susan Ward [redacted]
Sent: February 4, 2026 11:24 AM
To: council
Subject: Comox Community Plan 2nd Public Hearing

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

Council,

As I have previously written, I am strongly opposed to the increased height restrictions and marina development proposed in the updated OCP. Building heights of up to six stories (and even higher in the Marina and Old Hospital Area) will destroy what the majority of Comox residents want – a charming small town with excellent views of the sea.

Space in our core is limited and our road and water systems would be greatly overburdened by this kind of potential population increase.

Also, the residents of and around the Comox core have paid and continue to pay a premium for homes having ocean views. It would be extremely unfair to ruin these views – not only for the residents living in this central area, but for anyone visiting downtown Comox and our beautiful marina.

Third, I am very worried that such development would change the nature of our little town. Currently I feel very safe walking around Comox, even at night. I love saying hello to people and having them say hello back. A huge increase in density could greatly change our town's nature.

And speaking of nature, one of the things I love about Comox is our abundance of trees and small green spaces. I suspect many of our trees around the marina and around Beaufort Avenue would be destroyed by such development.

I am not opposed to development as such. But I am opposed to development that will do nothing but allow greedy developers to ruin the atmosphere of our small town to line their pockets and do nothing to solve the problem of affordable housing in Comox. We don't need more condos for wealthy people.

Please listen to the majority of Comox residents who have already told you what they want (small-town charm, low traffic and a peaceful community pace) and defeat this destructive motion. A resounding NO to increased building heights!

Sincerely,

Susan E Ward
[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-092	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

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

Town of Comox – Administration

From: Roslyn Smith [redacted]
Sent: February 4, 2026 11:25 AM
To: council
Subject: Official Community Plan (OCP) & Zoning Bylaw - 2nd Public Hearing

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

Good day Councilors,

The purpose of this bylaw , as I understand it, is to increase the density principally in the Comox downtown core. I applaud this concept but not at the expense of 1) ruining the view to the waterfront which will happen when taller buildings are built on the waterfront 2) causing excessive shade from tall buildings 3) losing Comox's charm. It will no longer be a 'pretty town by the sea.'

It is important that the Council gets this right. If buildings are permitted to be 6 stories or more you can bet there will be buildings built that high.

Respectfully,

Roslyn Smith
[redacted]
Comox, BC

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-093	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: John Nicklin [redacted]
Sent: February 4, 2026 11:06 AM
To: council
Subject: Fw: Comments for the Public Hearing on the Draft Official Community Plan (OCP) of the Town of Comox
Attachments: Comox community plan.pdf

RECEIVED
February 4, 2026

File: 6480-20/PH

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

LOG: 26-094	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

TOWN OF COMOX

Comments regarding the Draft Official Community Plan for the Town of Comox will be found in the attached PDF and below.

Mayor and Council of the Town of Comox;
We would like to address a few points from Draft Official Community Plan (OCP) of the Town of Comox. Specifically, the following.

Regarding the newly added phrase **"may include maintaining the current 9-hole golf course."** This implies that the continued operation of the golf course is optional or at the pleasure of the Town. This is inconsistent with the intent of the donor, the corporate purpose of CGCL, and the legal constraints governing the land. The Town, as a shareholder and trustee of the endowment gifted by Robert Filberg, has a fiduciary responsibility to honour the donor's intent.
Regarding Section 2.18 "Explore concepts for an active transportation route through the Comox Golf Club." While it is assumed that active transportation would mean non-vehicular travel, there are multiple problems with this suggestion. Firstly, anyone using such a route would be exposed to undue risk of injury. Secondly, no other recreation facilities allow for such traffic, there are no walkways through tennis or pickleball courts, ball diamonds or soccer fields that are designed for use while the facility is being used for its intended purpose.
Regarding Section 20.2 "Encourage the development of a plan for the Comox Golf Club (Central Community Park)" This section is problematic on two fronts. The Golf Course has a plan, so there is no need to encourage the development of said plan. Secondly, and more importantly, there is no Central Community Park in Comox. Planning for such a facility would imply that Council wishes to remove the golf course for some reason not fully articulated to the public.

Regarding Section "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." There is insufficient detail regarding the property in question to make a cogent decision.

In addition to the above we would note that Comox already has more than enough recreation facilities and park lands spread throughout the community. The Town appears to be stretched to maintain all of the trails, playgrounds, woodlands that residents currently enjoy. Adding the financial burden of a park the size of the Comox Golf Course would be a questionable undertaking. This is especially so when there is a group of dedicated individuals who have been dedicated, for over 70 years, to maintaining the green space in the heart of our community through their own fund raising efforts.
Therefore, we would strongly recommend that the sections mentioned above be removed from the draft plan before final approval by council. We would also recommend that the Town should closely re-examine it's

responsibilities in regards to ensuring the continued existence of the Comox Golf Course in accordance with plans established by the Club.

Respectfully submitted February 3, 2026 by John and Janice Nicklin of [redacted], Comox, BC.

Town of Comox – Administration

From: Mary Whyte [redacted]
Sent: February 4, 2026 11:48 AM
To: council
Subject: Comox OCP Response

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-095	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Town of Comox Council,

I write to you again today to express my deepest concern regarding the proposed Official Community Plan, which has left out the 'Community' part of the plan.

I do not deny that much thought, work, and time was spent making a long and thorough plan. Thanks to all who worked so hard on it.

The problem is that what the Community of Comox wants it to be is far different than what resulted from all that effort.

Case in point is that the Community of Comox has said time and again that it wants the waterfront to be there for the whole community, not a select few. Do not block our views.

The Community of Comox does not want to be another White Rock. We want buildings to be 5 storeys or fewer. People live here, and have moved here, because Comox is a seaside town.

The Community of Comox is not against growth, but wants to be part of the solution for how and where the growth happens. We know the provincial government mandate can be met in other ways.

It feels like a majority of the Council is imposing a plan that is not in line with what the people, the residents, the constituents, the voters want.

My other concern is how Council added in ways to go above the 6 storey heights that were put in when a large majority of residents objected strongly to the proposed 9 and 12 storey buildings in the original proposal. Why would you promise one thing, only to sneak back in what we were told would not happen?

I am referring to these two clauses:

Even after reducing the 9 storey designation for the Mariner building, 2181 Comox Avenue, to 6 storeys, due to public concerns; this clause is in the Town of Comox's proposed Official Community Plan:

"22.6 For the purposes of future density bonus and inclusionary zoning bylaws, MAXIMUM HEIGHTS 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."

(Page 78 of the OCP. All CAPS are my additions.)

In section 13, page 64-65, of the Town of Comox proposed Official Community Plan, it reads:

“13.6 Upon receipt of an OCP amendment application, consider support for buildings more than six stories in heights, 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.”

The plan originally had a 12 storey designation for this area, but under public pressure reduced it to 6 storeys. Until Town Council added this exception.

You have to read the OCP very carefully to catch these, whereas before, the plan made it quite clear.

Please pause the third reading of the OCP, and revise it in such a way that reflects what the COMMUNITY wants. Remember, you are supposed to represent us.

Mary Whyte
[redacted]
Comox

Town of Comox – Administration

From: Nina [redacted]
Sent: February 4, 2026 8:38 AM
To: council
Subject: Zoning Bylaw Concerns

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

Dear Mayor and Council

We are in favour of sensible controlled development in the town but are strongly opposed to any buildings anywhere here over six stories height. Having those anywhere especially at the Marina and Old Hospital would destroy the attractive character of the town.

Established neighbourhoods including,1533 Cedar Avenue, 2181 Comox Avenue, Buena Vista, North Pritchard and Hector Aspen need consultations and careful development along with creating local area plans to guide specific densification.

It is most important that consideration be given to traffic and road capacity so that future problems aren't encountered.

Sincerely,
Nina and Roger Goodman
[redacted]

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-096	REFER:	AGENDA:
FILE: 6480-20-P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: Donna Klym [redacted]
Sent: February 4, 2026 11:10 AM
To: council
Subject: OCP feedback 1st and 2nd public hearing

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

I am writing to express my feedback to the Comox proposed OCP. I attended the first public hearing but was unable to stay to register feedback as the D'Esterre Centre was filled beyond capacity, so please consider this feedback for both hearings.

I **strongly oppose increasing the height allowance** near our waterfront, especially at the Marina. The character and desirability of this town, including my property, will be significantly less attractive. The main reason I moved and purchased property in Comox was due to the contrast with larger centres.

There are surely other, better ways to increase density. Can we shift our focus to creating a **sustainable** community, rather than the belief that we must continually densify? The waterfront and marina areas are our **common heritage** and the foundation of our identity.

Please reconsider increasing the height allowance. **This is a slippery slope and cannot be undone**. We Comox residents will not forget come election time.

Donna Klym
at The Design Diva Co
[redacted]
Making You Look Awesome

the DESIGN DIVA

thedesigndiva.co

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-098	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

Copies: Council
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Town of Comox – Administration

From: Donna Klym [redacted]
Sent: February 4, 2026 12:06 PM
To: Town of Comox – Administration
Subject: Re: OCP feedback 1st and 2nd public hearing

Categories:

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

Thanks David. My civic address is:

[redacted]

Much appreciated,
Donna

Donna Klym
at The Design Diva Co
[redacted]
Comox, BC

thedesigndiva.co

On Feb 4, 2026, at 11:40 AM, Town of Comox – Administration <town@comox.ca> wrote:

Hello Donna,

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

Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.

Kind Regards,

David Somerville
Clerk II – Corporate Services

Town of Comox – Administration

From: Roz MacLean [redacted]
Sent: February 4, 2026 11:52 AM
To: council
Subject: OCP input

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-099	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Hello

I'm writing to share my input about the Official Community Plan. I echo the thoughts of many community members that I think it's important to prioritize the small town character of Comox while balancing the need for densification and mixed housing types. I don't believe the current OCP meets this mark.

With this in mind, environmental assessment (habitat retention, watershed impact, tree canopy, GHG and climate) of all development proposals is necessary to maintain our communal natural resources and the natural beauty of the town.

Views of the ocean are something that all residents of Comox can currently enjoy from downtown Comox and Comox Road. This greatly enriches the experience of living in Comox and makes the area more desirable and enjoyable to live in. This natural beauty is a real resource and asset. While I'm sure adding higher story buildings that obstruct the view of the ocean for the general population would be highly profitable for developers, it would be detrimental for the majority of the residents.

I also think it's very important that meaningful consultation with specific neighbourhoods takes place before decisions around density (like 1533 Cedar ave, 2181 Comox Ave, etc) are made. These density decisions create a huge impact on the every day lives of neighbourhood residents, and developments must match the needs and character of the current neighbourhoods. For example, park and environmental degradation is likely to take place with large scale construction in sensitive areas, and hundreds of people suddenly moving into a quiet residential area will drastically change traffic levels and safety, noise, character and appearance, greatly increase wear and tear on local ecological areas, and general liveability. In residential neighbourhoods density in the form of townhouses or 2 - 3 dwellings on one lot is a solution that also fits and works well with the needs and character of the existing neighbourhood.

While there is a real and necessary call for housing densification both from the provincial mandate and the growing population numbers, I am concerned that this plan overshoots beyond the provincial mandate and allows for too much density too fast without taking into consideration important factors like the character and charm of the town, liveability for residents, ecological impact, impact on resources like water, traffic, and so on.

On a personal note, I grew up in Deep Cove, in North Vancouver, and my parents still live there and we visit them often. While not its own municipality, I think Deep Cove is comparable to Comox in that it is popular and desired for its natural beauty, character and charm, waterfront views and access, and has

experienced tremendous growth in the past decades. In Deep Cove, the downtown and waterfront have prioritized development alongside maintaining the charm and desirability of the area, with 3 storey apartment buildings in the downtown area. There are larger apartment buildings, but they are built so as not to disrupt the character of residential neighbourhoods or with disruption to the main attraction of the area - waterfront views.

Deep Cove is a popular attraction because of its natural beauty and charm, and Comox's downtown currently maintains a similar character. This benefits the economic health of the area and livelihood of residents. "Charm" as a real and important asset should not be undervalued.

Experiencing the huge growth and traffic that has bloomed in Deep Cove, has made me especially aware that choices must be intentionally made to prioritize and protect the character, natural beauty, and liveability of small waterfront towns. These decisions must be made instead of allowing large scale development in every potentially feasible situation, or acquiescing to the desires of developers. A small town can be developed into something completely different and lose what makes it desirable, liveable and special.

Thank you for considering my feedback,

Roz MacLean

[redacted] Comox, BC, V9M 3C1

Town of Comox – Administration

From: Shelley & Leon Bohmer [redacted]
Sent: February 4, 2026 11:55 AM
To: council
Subject: OCP

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

Dear Mayor and Council,

We were hoping to see the issue of maximum building heights in downtwon Comox to reflect the feedback that we have seen and heard from the majority of residents who have provided that feedback, which is that the OCP should have a maximum four stories in the downtown at this time.

After some comments from councillors at past meetings which included a suggestion of staggered building heights that decreased in height towards the water view, we were optimistic that there would be some thoughtful and creative decisions made.
There are limited spots where property size could accommodate well building heights of six stories without drastically altering and creating disturbances for the existing property owners in the downtown. We think that the OCP should be addressing that reality.

Also, the politics of "blaming the Provincial government" for our community plan not being a reflection of the community values, is a "Cop Out".

People should have more of a sense of a "Creative Plan" in place rather than living with uncertainty and a lack of faith in what the OCP is and how it will be implemented.

Respectfully,
Shelley and Leon Bohmer
[redacted]
Comox

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-100	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 12:00 PM
To: council
Subject: Letter submission for tonights OCP public hearing

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-102	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Dear Town of Comox Council

Please accept the following for consideration for tonight's public hearing for the OCP.

I know how much work these plans are and the time involved in discussions and preparation is significant - for this I thank you all, for your efforts as a council.

However I was surprised and disappointed to see the inclusion of the clause below, which is in complete opposition to the community input over the last year about height, views and access in Comox. As a former columnist of a civic affairs column in Vancouver, I have always worked to try and help people understand why their input is valuable and that it matters.
Adding this clause to provide developers and land owners a way to bypass the height restriction and all the public input that led to it being reduced, is exactly the type of action that breeds cynicism among voters, and makes people feel like their input actually doesn't matter at all.

The input from Comox residents throughout this process has been very clear: resident have said repeatedly that it wants the waterfront views and remaining small space at the marina to be there for the whole community to enjoy, not just a few people. The sightlines to the harbour are a significant draw to tourists walking along Comox avenue, visiting our restaurants, pubs and cafes, and to residents who choose to call Comox home.

I think we can all agree that the valley continues to grow at a rapid pace, which is why it's important to thoughtfully plan that growth when we have the opportunity. And I thought that happened, until a review of the documents for tonights hearing showed the clause below.

Having seen what happens in cities that didn't plan strategic growth & tripled density in many areas, I really think some reflection on the inclusion of this clause is wise.

Despite the fact that the provincial government mandated specific housing numbers to so many communities, to date there has been zero agreements, or even a promise on the part of the province, to provide any additional funding for the very critical infrastructure that growing communities need to function.. We have zero control over if and when the province will approve and fund things like schools, health care access and hospital additions. We know very well that we are already behind on these items for our current population- this is a significant issue for the entire valley not only Comox - and the provincial timelines for approvals and procurement for items like this, is a multi year process.

I personally don't agree with the provincial housing mandate because it takes vital public process and control away from communities to steer their growth in a way that doesn't overload the amenities named above. Many councils who recognise the impact this kind of density will have on a community already facing challenges and concerns from residents, are pushing back and saying no - they know it's irresponsible to dictate density without committing to funding all of these other items. And they know why their towns are so popular for tourists.

What is missing from this plan is a realistic consideration of how this level of density will affect the community as a whole. Increased height and population concentration place additional strain on already limited health care services, worsen traffic congestion on streets that were never designed for this volume, and intensify parking shortages that already impact residents, workers, and local businesses. Beyond infrastructure, there is a real risk of losing the small-town character, walkability, and sense of place that define Comox. Once these are gone, they cannot be rebuilt, and that loss affects everyone — not just those living near new developments.

By adding this clause in the face of clear opposition in the public input, it feels like a majority of the Council is now imposing a plan that is not in line with what the people, the residents, the voters want.

We can create jobs and affordable housing with strategic growth that meets the community's needs....without overloading the infrastructure we don't have control over.

And we shouldn't be giving developers the ability to use freebies as a bargaining chip to circumvent the OCP the community gave input on.

I wish to register my opposition to these clauses below:

“22.6 For the purposes of future density bonus and inclusionary zoning bylaws, MAXIMUM HEIGHTS 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.”

(Page 78 of the OCP. All CAPS are my additions.)

In section 13, page 64-65, of the Town of Comox proposed Official Community Plan, it reads:

“13.6 Upon receipt of an OCP amendment application, consider support for buildings more than six stories in heights, where:
a) Hotel space is a significant component of the development.
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The plan originally had a 12 storey designation for this area, but under public pressure reduced it to 6 storeys. Until Town Council added this exception.

You have to read the OCP very carefully to catch these, whereas before, the plan made it quite clear.

Please pause the third reading of the OCP, and revise it in such a way that reflects what the COMMUNITY wants. Not those who stand to profit from this type of development.

Thank you,

Laila Yuile

[redacted]
Comox BC
V9M 1L8

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 11:28 AM
To: council
Subject: OCP & Zoning Bylaw 2056

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-103	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH, 6960-20-2026.01

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

Mayor and Council,

I am writing to respond to the Public Hearing of the Official Community Plan (OCP) and accompanying Zoning Bylaw 2056.

As these documents stand today, although there are some very good aspects to them—particularly the latest inclusions from the K'ómoks First Nation and the recent density changes on Buena Vista—**I do not support the overall vision of an inflated growth narrative nor the establishment of a 6-storey height baseline as the primary response to Bill 44's housing mandates.**

I want to professionally acknowledge that both documents are extremely well crafted and technically polished—perhaps a first for the Town of Comox. The OCP reflects significant staff effort, and the Zoning Bylaw is clearly the product of careful legal and planning work. For that, thank you.

My concern lies not with the quality of the work, but with a foundational principle that underpins both documents: meaningful consultation with neighbourhoods and their residents.

From the earliest stages of the Town of Comox's Strategic Plan, Council selected a significantly expanded and comprehensive future vision for the community. The vision is ambitious—much loftier than any previous one. However, it appears to have been treated as inevitable from the outset.

As a result, the OCP process did not function as an open exploration of how Comox residents wished to grow, but rather as a mechanism to implement pre-selected outcomes—outcomes that assumed increased heights, intensified density, and upward growth across multiple neighbourhoods.

This framing of inevitability shaped every stage of the process. It has led many residents who hold a different vision to feel that values embedded in previous OCPs—such as protecting

remaining view corridors, ensuring proper daylighting and openness in our small downtown, and preserving small-town character—are now being dismissed as outdated. This is simply not true. The results of the Town's OCP survey clearly showed otherwise.

What has emerged is not a single shared vision, but two clearly diverging ones. That distinction is now unmistakable.

The OCP survey asked residents to respond to densification in very general terms. It did not specifically or meaningfully ask whether the community supported changing the baseline building height from four to six storeys. Yet six storeys has become the new assumed norm throughout the final OCP.

The consultants optimized the plan around predetermined parameters to ensure Bill 44 targets could be met. There have been many meetings and discussions with those who build in this community. However, there was no meaningful, on-the-ground neighbourhood-level engagement—no table conversations, no area-specific dialogue, and no community design charrettes to explore how these large changes might integrate into distinct neighbourhood contexts.

If such engagement was not feasible within the OCP budget, then at minimum it could have been identified as a future action through neighbourhood-led meetings or local area plans. At no point in this process did Council choose to pause or initiate that deeper level of engagement.

And yet, hundreds and hundreds of residents have continued to engage in good faith.

- 400+ residents completed the Town’s OCP survey
- 300 attended the OCP open house
- More than 200 participated in a community-led height survey
- 250 residents signed a petition calling for an OCP pause to allow neighbourhood consultation
- Hundreds submitted written correspondence
- 300+ attended the first OCP Public Hearing (this differs from Town's count of 217 due to fire regulations)

These are not the same individuals repeating themselves. These are residents from across Comox neighbourhoods who only became aware of the OCP because neighbours distributed flyers and shared information locally.

This reality was underscored by a councillor at the Town’s anniversary event, who remarked that the greatest surprise at the first public hearing was how many attendees had never heard of the OCP or were unaware it was underway—despite the process being nearly a year

old. That observation alone points to a structural engagement failure.

Across this sustained participation, the message from residents has been consistent and clear: retain a four-storey height baseline and ensure human-scale integration with existing neighbourhoods.

This position is often characterized as being opposed to growth or change. That characterization is inaccurate. Most residents are asking to preserve Comox's remaining natural and community assets: ocean view corridors, daylight access, tree canopy, a peaceful pace, and a human-scaled built form. That is not resistance to growth; it is advocacy for context-sensitive growth.

There is nothing inherently right or wrong about either vision. They are simply different.

The Neighbourhood Approach vision seeks growth that respects local context, ensures daylight for all, maintains road capacity and neighbourhood safety, and integrates new development into existing communities. This approach has been demonstrated successfully in comparable coastal towns.

Despite this, the final OCP retains a six-storey height baseline, supported by four councillors who have repeatedly framed increased height and density as inevitable and as the only viable solution for Comox.

For the Town of Comox, this OCP process has revealed a serious perception problem: that public participation is not being meaningfully weighed when foundational policy outcomes are treated as immovable.

Recent court decisions have reinforced that procedural compliance alone does not satisfy the obligation of meaningful consultation. Where public input is invited but the outcome is predetermined, consultation risks becoming performative rather than substantive.

This concern is further magnified by the Town's engagement pattern. The most sustained, neighbourhood-specific dialogue during this process did not originate from Council or staff—it arose because residents organized it themselves. Throughout the year-long process, Council did not pause to reconcile this growing disconnect, even as it continued to nourish relationships with formal organizations that benefit from the chosen growth vision.

I remind Council that its responsibility under Bill 44 and the Small-Scale Multi-Unit Housing mandate is not to resolve development feasibility on behalf of industry, but to govern in the public interest and creatively align provincial housing requirements with local values. This is not an easy task. That is acknowledged.

However, when hundreds of engaged residents across multiple neighbourhoods are unable to meaningfully influence a foundational policy direction—particularly one as impactful as building height—Council must confront an unavoidable question:

What role does public consultation actually play in the Town of Comox?

I submit this letter so the public record clearly reflects that many residents dispute the legitimacy of the consultation outcomes that resulted in the retention of a six-storey height baseline and the absence of meaningful neighbourhood consultation.

I urge the remaining four councillors to seriously reconsider the six-storey baseline, ensure neighbourhood integration is a primary pillar of the OCP, and strengthen Zoning Bylaw 2056 so staff have the tools necessary to ensure accountability—whether development proposals arise downtown, on North Pritchard, Hector, Cedar, Comox Avenue, or elsewhere.

Doing so would demonstrate leadership and a renewed commitment to all residents, regardless of neighbourhood. An Official Community Plan is meant to serve the whole community.

This community is rich in heart and soul—that much is clear. It is up to all of us to ensure the Town respects and reflects that in how it plans for the future. One neighbourhood at a time!

Kindly,
Vivian Chislett
[redacted]
Comox, B.C.

Town of Comox – Administration

From: Delores Broten [redacted]
Sent: February 4, 2026 11:58 AM
To: council
Subject: OCP 2026

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

Dear Council - IT GETS EXHAUSTING TRYING TO CONSULT WHEN THOUGHTS ARE IGNORED.

ie

4 STOREY NOT 6 OR 8

KEEP THE VIEWSCAPE OR LOSE YOUR ADVANTAGE AS A SWEET SEASIDE TOWN

Try to listen to your citizens just once in awhile

Delores Broten

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-104	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH

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

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 12:26 PM
To: Town of Comox – Administration
Subject: Re: OCP 2026

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

Thanks David - yes

Delores Broten,

[redacted] Comox BC V9M 0A4

On 2026-02-04 12:07 p.m., Town of Comox – Administration wrote:

> Good Afternoon,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> 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.

Town of Comox – Administration

From: K.E. Kilmury [redacted]
Sent: February 3, 2026 9:08 PM
To: council
Subject: Buildings...

Categories:

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-105		
FILE:	ACTION:	
6480-20/P	File	

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

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

Please do not ruin the beautiful views of our harbour with a tall building. The best views and lovely ambiance of our small town will be ruined with some high structure that we'd all not likely ever get to use. Take the opinions of citizens of Comox first. We live here, pay taxes here, have loved it here for a very long time.
Build higher behind main street, not below it.

Thank you for reading.
~ The Kilmury family

Town of Comox – Administration

From: K.E. Kilmury [redacted]
Sent: February 4, 2026 1:48 PM
To: Town of Comox – Administration
Subject: Re: Buildings...

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

Yes, [redacted], Comox.

On Wed, 4 Feb 2026 at 09:10, Town of Comox – Administration <town@comox.ca> wrote:

> Good Morning,
>
> Thank you for your email and for providing your feedback. Do you have a civic address I can include as per the Public Hearing Submission requirements?
>
> Once I have a civic address, your submission will be included in a planning report to Council on February 4, 2026. We appreciate you taking the time to share your feedback and comments with us.
>
> 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

Town of Comox – Administration

From: [redacted]
Sent: February 2, 2026 10:35 PM
To: council
Subject: North Pritchard neighborhood

LOG: 26-055	REFER:	AGENDA:
FILE: 6960-20-2	ACTION: File	

RECEIVED
February 2, 2026
TOWN OF COMOX

File: 6960-20-2026.01

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

Good evening Council Members,

It is unclear to me which rezoning proposals are being discussed at the meeting this week.

We remain opposed to the proposal to change the zoning for developing the North Pritchard neighborhood.

Please refer to my previous email attached below.

> Good morning Council members,
>
> My husband and I are unable to attend the community planning public hearing next week.
>
> Please receive this email as notice that we are absolutely **against** the proposal to change the zoning for developing the North Pritchard neighborhood.
>
> We live on [redacted] and this would directly affect us.
>
> Currently we have a peaceful neighborhood with low volume traffic (although already unfortunately increasing with the rise to our population and recent road construction).
>
> With our local wildlife, farmland, and water shed, this is not the area to build high density housing.
>
> A large building would look directly into our backyard, devaluing our property.
>
> Please note our significant concerns. Comox needs to maintain its small town charm and this would ruin the area.
>
> Sincerely

Dr Leanne Gutierrez and Kyle Herman

[redacted] Comox

Sent from my iPhone

To Mayor and Council

January 3, 2025

My name is Bob Bowen, I live at [redacted] Comox

Full disclosure, I intend to speak using the text from this letter at the Public Hearing at the D'Esterre Seniors Centre being held on February 4, 2025, pertaining to the subject of Official Community Plan Bylaw 2054 and Zoning Bylaw 2056.

As a taxpayer and proud resident in the Town of Comox, I have a stake in how my town is managed. With that, please accept my views on that along with additional comments.

I believe and appreciate that creating an Official Community Plan that must provide directions on how the Town develops over the next 20 years. I imagine that to be incredibly challenging and further complicated by the Province's mandate to increase density.

Over the last year or so, I have witnessed public presentations to Council by the consultants providing a basis on which staff could design a plan. In turn, as that plan developed, Council was frequently called upon to make challenging decisions to provide direction on how they felt that the residents would be best served.

I believe that we have elected a well-balanced Council who are dedicated and work extremely hard to bring forward the views of the diverse constancies that they represent. That diversity creates a tension and lively debate where upon a decision is ultimately made and we live with those consequences.

I have not consistently agreed with the decisions made but given the complexity of the matter and perhaps my biases, I accept and support Council approving the current Official Community Plan Bylaw 2054 and Zoning Bylaw 2056 as is.

On the matter of taxation, for some time I have participated in Federal politics. Although that interest continues, my active involvement is less so. I found it difficult for my voice to be heard in Ottawa. I turned to Municipal politics to replace that appetite. Here I can be witness to and be effective in the action.

That brings me to a phrase that I heard at a Council meeting a year or so ago during a lively debate on taxation. That phrase has stuck with me and is one that perhaps we, as taxpayers, could consider while pondering our Municipal taxes. That phrase is 'do we want to be an inclusive community or an exclusive community.'

That phrase of course is subjective but can be contextualized when considering for instance how residents feel about: when should a pothole in the road be repaired, how often snowplows are operational, when a sauna should be replaced in the rec centre, how to determine Permissive Taxation Exemptions or which group receives a Grant-in-Aid.

On the matter of Comox Downtown revitalization, which I believe has been a long-term goal of the current and previous Councils as well as lately, the very active Comox Business In Action group (BIA), I find this to be a conundrum.

Our very small downtown area currently seems to be a destination for very specific purposes in offices rather than casual strolling in shops. This environment does not promote lingering and gathering of the public where communities are formed.

What to do? Where do we start?

There is talk of densification in the downtown area.

Will developers take a flyer on building residences in the hope that entrepreneurs will follow up creating a dynamic atmosphere where people will move in?

Or will entrepreneurs take a flyer in the hopes developers will follow up with building residence that will create a downtown vitality to enable him or her to operate a successful business?

In either case their mutual goals would be to earn a living.

I do not have a definitive answer, but I am inclined to go with brave entrepreneurs, changing the look of the downtown that would enable developers to follow.

As the old saying goes, "if you build it, they will come."

Thank you all again for your dedicated work. I know that it entails more than a meeting now and then.

Thank you for allowing me to share my views.

Bob Bowen

[redacted] Comox B.C. V9M4J6

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-063	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH, 6960-20-2026.01

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

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 9:55 AM
To: council
Cc: Cindy Coutts; [redacted]
Subject: Public Hearing Written Submission : Zoning Bylaw Amendments to Improve Access to Beverage Container Recycling in Comox
Attachments: Improving Access to Beverage Container Recycling in Comox.pdf

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

To Council,

On behalf of Encorp Pacific (Canada), better known as Return-It, we appreciate you taking into consideration our proposed zoning bylaw changes to improve access to beverage container recycling in Comox.

If you have any questions or require further information, please do not hesitate to reach out.

Regards,
Cindy Coutts
President & CEO

Encorp Pacific (Return-It)
100 – 4259 Canada Way
Burnaby, BC
V5G 4Y2
604.473.2411

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-097	REFER:	AGENDA:
FILE: 6960-20-2	ACTION: File	

File: 6960-20-2026.01
Copies: Council
JW/RH/RB/ET/RP/SR/CD

Sheri Hamm (she/her)
Executive Assistant

Return-It
100 - 4259 Canada Way,
Burnaby BC, V5G 4Y2
[redacted]
www.returnit.ca

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Improving Access to Beverage Container Recycling in Town of Comox

February 4, 2026

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

Dear Council,

In response to the Public Hearing held for proposed Official Community Plan Bylaw No. 2054 and Zoning Bylaw No. 2056 on February 4, 2026, Encorp Pacific (Canada) better known as Return-It, would like to submit the following suggested change to improve access to beverage container recycling in the Town of Comox.

- RETAIL/COMMERCIAL RECYCLING FACILITY: premise used to collect, temporarily store, prepare for transport used beverage containers subject to the B.C. Recycling Regulation 449/2004 (O.C. 995/2004) under the *Environmental Management Act*, where such activities are carried out wholly within an enclosed building or structure. This use specifically excludes outdoor storage and processing of recyclable material.

To increase recovery rates of used beverage containers across the Province, Return-It the not-for-profit product stewardship agency has transitioned to a model of providing a greater number of smaller beverage container return facilities in convenient locations. These locations conveniently located close to where consumers run common errands, contain all the collection and storage within the building and exhibit similar noise, safety or visual impacts as other commercial or retail uses. The recycling of used beverage containers is effectively a 'reverse retail' transaction, with used beverage containers collected and a deposit refund returned to consumers, with no recycling of material occurring on site.

Currently used beverage containers Recycling Facilities are permitted in Service Commercial (E-2) and Light Industrial (E-3), however with the new type of facility described above, Corridor Commercial (E-1) zone and Mixed-Use Zones would be well-suited to accommodate new beverage container return facilities.

Return-It's mandate is to develop, manage and improve systems for the responsible collection and recycling of beverage containers across British Columbia. This work includes the development and implementation of initiatives that provide innovative solutions to reduce waste effectively and efficiently. As a leader in extended producer responsibility, over the last 30 years, Return-It has diverted more than 25 billion beverage containers from landfills and into reusable materials within the circular economy, helping create a better future for people, communities and the planet.

We appreciate your consideration and support of this zoning bylaw change, it would open up the possibility of new potential sites for return locations, bringing more access and empowering residents to return their used beverage containers and make a positive impact on the environment.

ENCORP PACIFIC (CANADA) 100 - 4259 Canada Way, Burnaby, BC V5G 4Y2,1.800.330.9767, 604.473.2411, return-it.ca

We are ready to provide any assistance needed to facilitate the zoning bylaw changes.

Thank you for your time and consideration. We look forward to continuing our work together for a greener Comox.

Sincerely,



Cindy Coutts
President & CEO
Encorp Pacific (Return-It)

Town of Comox – Administration

From: [redacted]
Sent: February 4, 2026 11:28 AM
To: council
Subject: OCP & Zoning Bylaw 2056

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-103	REFER:	AGENDA:
FILE: 6480-20/P	ACTION: File	

File: 6480-20/PH, 6960-20-2026.01

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

Mayor and Council,

I am writing to respond to the Public Hearing of the Official Community Plan (OCP) and accompanying Zoning Bylaw 2056.

As these documents stand today, although there are some very good aspects to them—particularly the latest inclusions from the K'ómoks First Nation and the recent density changes on Buena Vista—**I do not support the overall vision of an inflated growth narrative nor the establishment of a 6-storey height baseline as the primary response to Bill 44's housing mandates.**

I want to professionally acknowledge that both documents are extremely well crafted and technically polished—perhaps a first for the Town of Comox. The OCP reflects significant staff effort, and the Zoning Bylaw is clearly the product of careful legal and planning work. For that, thank you.

My concern lies not with the quality of the work, but with a foundational principle that underpins both documents: meaningful consultation with neighbourhoods and their residents.

From the earliest stages of the Town of Comox's Strategic Plan, Council selected a significantly expanded and comprehensive future vision for the community. The vision is ambitious—much loftier than any previous one. However, it appears to have been treated as inevitable from the outset.

As a result, the OCP process did not function as an open exploration of how Comox residents wished to grow, but rather as a mechanism to implement pre-selected outcomes—outcomes that assumed increased heights, intensified density, and upward growth across multiple neighbourhoods.

This framing of inevitability shaped every stage of the process. It has led many residents who hold a different vision to feel that values embedded in previous OCPs—such as protecting

remaining view corridors, ensuring proper daylighting and openness in our small downtown, and preserving small-town character—are now being dismissed as outdated. This is simply not true. The results of the Town's OCP survey clearly showed otherwise.

What has emerged is not a single shared vision, but two clearly diverging ones. That distinction is now unmistakable.

The OCP survey asked residents to respond to densification in very general terms. It did not specifically or meaningfully ask whether the community supported changing the baseline building height from four to six storeys. Yet six storeys has become the new assumed norm throughout the final OCP.

The consultants optimized the plan around predetermined parameters to ensure Bill 44 targets could be met. There have been many meetings and discussions with those who build in this community. However, there was no meaningful, on-the-ground neighbourhood-level engagement—no table conversations, no area-specific dialogue, and no community design charrettes to explore how these large changes might integrate into distinct neighbourhood contexts.

If such engagement was not feasible within the OCP budget, then at minimum it could have been identified as a future action through neighbourhood-led meetings or local area plans. At no point in this process did Council choose to pause or initiate that deeper level of engagement.

And yet, hundreds and hundreds of residents have continued to engage in good faith.

- 400+ residents completed the Town’s OCP survey
- 300 attended the OCP open house
- More than 200 participated in a community-led height survey
- 250 residents signed a petition calling for an OCP pause to allow neighbourhood consultation
- Hundreds submitted written correspondence
- 300+ attended the first OCP Public Hearing (this differs from Town's count of 217 due to fire regulations)

These are not the same individuals repeating themselves. These are residents from across Comox neighbourhoods who only became aware of the OCP because neighbours distributed flyers and shared information locally.

This reality was underscored by a councillor at the Town’s anniversary event, who remarked that the greatest surprise at the first public hearing was how many attendees had never heard of the OCP or were unaware it was underway—despite the process being nearly a year

old. That observation alone points to a structural engagement failure.

Across this sustained participation, the message from residents has been consistent and clear: retain a four-storey height baseline and ensure human-scale integration with existing neighbourhoods.

This position is often characterized as being opposed to growth or change. That characterization is inaccurate. Most residents are asking to preserve Comox's remaining natural and community assets: ocean view corridors, daylight access, tree canopy, a peaceful pace, and a human-scaled built form. That is not resistance to growth; it is advocacy for context-sensitive growth.

There is nothing inherently right or wrong about either vision. They are simply different.

The Neighbourhood Approach vision seeks growth that respects local context, ensures daylight for all, maintains road capacity and neighbourhood safety, and integrates new development into existing communities. This approach has been demonstrated successfully in comparable coastal towns.

Despite this, the final OCP retains a six-storey height baseline, supported by four councillors who have repeatedly framed increased height and density as inevitable and as the only viable solution for Comox.

For the Town of Comox, this OCP process has revealed a serious perception problem: that public participation is not being meaningfully weighed when foundational policy outcomes are treated as immovable.

Recent court decisions have reinforced that procedural compliance alone does not satisfy the obligation of meaningful consultation. Where public input is invited but the outcome is predetermined, consultation risks becoming performative rather than substantive.

This concern is further magnified by the Town's engagement pattern. The most sustained, neighbourhood-specific dialogue during this process did not originate from Council or staff—it arose because residents organized it themselves. Throughout the year-long process, Council did not pause to reconcile this growing disconnect, even as it continued to nourish relationships with formal organizations that benefit from the chosen growth vision.

I remind Council that its responsibility under Bill 44 and the Small-Scale Multi-Unit Housing mandate is not to resolve development feasibility on behalf of industry, but to govern in the public interest and creatively align provincial housing requirements with local values. This is not an easy task. That is acknowledged.

However, when hundreds of engaged residents across multiple neighbourhoods are unable to meaningfully influence a foundational policy direction—particularly one as impactful as building height—Council must confront an unavoidable question:

What role does public consultation actually play in the Town of Comox?

I submit this letter so the public record clearly reflects that many residents dispute the legitimacy of the consultation outcomes that resulted in the retention of a six-storey height baseline and the absence of meaningful neighbourhood consultation.

I urge the remaining four councillors to seriously reconsider the six-storey baseline, ensure neighbourhood integration is a primary pillar of the OCP, and strengthen Zoning Bylaw 2056 so staff have the tools necessary to ensure accountability—whether development proposals arise downtown, on North Pritchard, Hector, Cedar, Comox Avenue, or elsewhere.

Doing so would demonstrate leadership and a renewed commitment to all residents, regardless of neighbourhood. An Official Community Plan is meant to serve the whole community.

This community is rich in heart and soul—that much is clear. It is up to all of us to ensure the Town respects and reflects that in how it plans for the future. One neighbourhood at a time!

Kindly,
Vivian Chislett
[redacted]
Comox, B.C.

TOWN OF COMOX
Minutes of the Nautical Days Festival Committee Meeting,
held in Council Chambers on Wednesday January 28, 2026

Present:	Chair	C. Haslett
	Members:	J. Kerr, J. Dobbs, J. Schreier
Absent Members:		Nil
Staff Present:		K. Gurak, Communications Coordinator
Others Present:		M. Berge, Festival Producer J. Walker, Craft Show Coordinator

Call to Order:

The meeting was called to order at 4:00 p.m. with 1 member of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

The January 29, 2026, Nautical Days Festival Committee meeting Agenda was adopted.

3. DELEGATIONS: NIL

4. ADOPTION OF MINUTES:

a. Adoption of Minutes (October 29, 2025)

The October 29, 2025, Nautical Days Festival Committee meeting Minutes were adopted.

5. UNFINISHED BUSINESS: NIL

6. MONTHLY REPORT FROM FESTIVAL PRODUCER:

a. Report from Nautical Days Festival Producer

The Producer shared that Nautical Days 2025 went very well, with strong attendance, smooth operations, and great feedback from the community. Popular events like the Fish Toss and Build, Bail & Sail were major highlights, and vendors did well across all areas. The festival gained several new sponsors, helping replace a few long-term ones that didn't return. Work with the Filberg Festival also began early, with good progress toward creating a coordinated Comox Festival Weekend. The 2025 budget is complete, with only $11.80 unaccounted for. Looking ahead to 2026, the focus will be on getting sponsorships earlier, improving waste management by growing the Eco Team, offering more free activities for families, and reducing the need for last-minute financial support from the Town by planning ahead more effectively. Costs will be managed by relying more on volunteers and slightly increasing vendor fees. The report also noted the addition of a new Artisan Market Coordinator and confirmed that Elevate the Arts will return to help book performers, along with continued collaboration with the Filberg Festival to share resources and improve both events.

7. NEW BUSINESS:

a. Committee Membership Applications

Four applications were received for three committee vacancies. The committee chose to prioritize applicants offering new skillsets beyond vendor representation. A recommendation will be forwarded to Comox Town Council for approval.

COMMITTEE RECOMMENDATIONS:

(1) Committee Membership Applications

COMMITTEE RECOMMENDATION:

THAT the following individuals be appointed as members of the Comox Nautical Days Festival Committee for a two-year term ending December 31, 2027:

- *Councillor Kerr*
- *Councillor Haslett*
- *Jamie Dobbs*
- *James Schreier*
- *Louise Martin*
- *Roselyn Smith*
- *Anne Zanbilowicz*

b. Confirm Green Team Logistics

Discussion deferred to next meeting; the Festival Producer and and Refuse & Recycling Coordinator to follow up offline.

c. Craft Show Coordinator Update

The Craft Market Coordinator reported an updated map with 104 vendor spots, added directional arrows, removal of ATM icons, standardized numbering, fully digitized applications and waivers, a $50 booth fee increase (now $300), e-transfer payment processing, and accommodations for applicants without Google accounts.

d. Long and McQuade: Main stage logistics and speakers

Deferred to the next meeting, with plans to invite a representative from Long & McQuade to review stage layout, speaker placement, and considerations for traffic flow and crowd comfort.

e. Music and Other Talent

Elevate the Arts will return as the festival's programming partner, with a meeting scheduled with their booker to begin planning. A potential headline act, Cumberlandia, is being considered. Also proposed was improving fireworks music coordination by hiring a DJ to create a cohesive soundtrack rather than relying on radio selections, noting that further discussion with The Eagle radio station will be needed regarding existing agreements.

f. Parking lot and Bike Lock Up

The Cycling Coalition is expected to continue operating the volunteer bike lock-up, and the Producer will confirm this with the coordinator. Improved signage to direct cyclists to the lock-up has been identified as the main need, and the Producer will look into adding clearer directions in festival pamphlets. For printing suppliers, ABC Printing is undergoing changes and may be approached for sponsorship; if that is not possible, the festival will proceed with Sure Copy instead.

g. Review Volunteer Recruitment Progress

No additional updates required at this time.

h. Tiered Sponsorship Program Development for Donations

Mark presented the updated tiered nautical-themed sponsorship levels (Admiral: $10,000+; Captain: $5,000–$9,999; First Mate: $2,500–$4,999; Deckhand: $500–$2,499) and will circulate the full sponsorship package to committee members.

i. Update on Email Addresses

Returning vendors will be automatically accepted, while new vendor applications will be juried by the Craft Show Coordinator with input from the Festival Producer as needed. Vendor mix guidelines (e.g., limits on jewelry, woodwork) will continue to be followed, and preference will be given to local artisans.

j. Vendor Applications

A park layout planning session will be scheduled, with invitations to the Town Parks Manager, Festival Producer, Refuse & Recycling Coordinator, a representative from Lomg and McQuade, and a representative from the Comox Valley Marina. The group will review overall site placement using whiteboards and maps, including adjustments required if paid rides are removed from the layout.

8. FUTURE MEETING: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:50 p.m. *CARRIED*

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

CHAIR

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday February 11, 2026

Present:	Mayor	N. Minions
	Councillors	S. Blacklock, K. Grant, C. Haslett, J. Kerr, J. Meilleur, M. Swift
Absent:		Nil
Staff Present:		S. Russwurm, Corporate Officer E. Henley, Director of Finance R. Houle, Director of Development Services G. Schreiner, Fire Chief S. Ashfield, Director of Operations

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

The Agenda was Adopted

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

Mayor Minions acknowledged the recent tragedy in Tumbler Ridge, BC, and extended condolences to the affected families and community. Appreciation was expressed to first responders, and support was extended to any members of the local community impacted.

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

Council raised no questions on the scorecard, and updates from Parks and Youth Recreation were deferred to a future meeting due to lack of representation and ongoing work.

2. DISCUSSION ITEMS:

a. Discussion with External Development Consultants on Amenity Cost Charges and Development Cost Charges

Council received input on DCC and ACC costs and development viability, including confirmation of a recent financial feasibility analysis, discussion of tools such as assist factors, phased approaches and surety bonds, clarification on small scale multi unit housing charges, and consideration of balancing infrastructure funding with measures to support housing delivery.

(1) Tools and Options to Facilitate Development

COMMITTEE RECOMMENDATION:

THAT Council direct Administration to prepare a report outlining all available tools and options to encourage and facilitate development in the Town, including both existing tools that could be amended and additional measures beyond adjusting the DCC and ACC project lists.

CARRIED

THE MEETING RECESSED AT 6:19 PM AND RECONVENED AT 6:26 PM

b. Budget Discussion - how to reduce taxes

Council discussed options to reduce the proposed 8.65 percent 2026 tax increase and directed staff to prepare a 5 percent scenario budget, including a reduction to the Special Projects allocation, with analysis of service level and long term financial impacts.

(1) Scenario Budget with 5% municipal tax increase

COMMITTEE RECOMMENDATION:

THAT Council direct Administration to prepare a scenario budget based on a 5 percent municipal tax increase, including a reduction to the Special Projects allocation from $500,000 to $350,000, and report back with the associated service level and long term financial impacts.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:10 p.m. *CARRIED*

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

CHAIR

URBAN SYSTEMS MEMORANDUM

DATE: August 18, 2025
FILE: 3791.0023.08
SUBJECT: Development Financial Feasibility Analysis for Town of Comox Development Cost Charge (DCC) Bylaw Update and Amenity Cost Charge (ACC) Bylaw Development

1.0 INTRODUCTION

The Town of Comox are currently in the process of updating its Development Cost Charge (DCC) Bylaw and developing an Amenity Cost Charge (ACC) Bylaw, in concurrence with the ongoing DCC update of the Comox Valley Regional District (CVRD). The development cost charges (DCCs and Amenity Cost Charges (ACCs) are applied to new development to help the community pay for new infrastructure as well as amenities that provide social, cultural, heritage, recreational, or environmental benefits to support community growth.

To understand the impacts of the new set of DCCs and new (draft) ACCs on development in the Town, the City has retained Urban Systems to complete financial feasibility analysis for potential development under current and proposed DCC/ACC regimes. Case study pro forma analysis for multiple residential typologies have been prepared to evaluate the broad impact of new rates on development financial viability.

2.0 PROPOSED NEW DCC AND ACC RATES

The Town of Comox and the Comox Valley Regional District (CVRD) are concurrently updating their development finance programs. The impact of the proposed financing fees is evaluated based on the comparison of development viability under the following two scenarios:

- Current Rates: Current Development Cost Charge (DCC) rates for Town of Comox and CVRD
- Proposed Rates: Proposed Development Cost Charge (DCC) rates for Town of Comox and CVRD, and the Draft Amenity Cost Charge (ACC) rates for Town of Comox.

Table 1 summarizes the original and proposed Development Cost Charge (DCC) rates for both Town of Comox and Comox Valley Regional District (CVRD).

Table 1 Current and Proposed Development Cost Charge (DCC) Rates for Town of Comox and Comox Valley Regional District

	Current DCC Rates		***Proposed DCC Rates***	
	Town of Comox	CVRD	*Town of Comox*	*CVRD*
Low Density Residential	$6,000 / lot	$10,300 / lot or dwelling unit	*$24,514 / lot*	*$18,042 / lot or dwelling unit*
Medium Density Residential[1]	$3,800 / dwelling unit	$8,500 / dwelling unit	*$11,517 / dwelling unit*	*$9,826 / dwelling unit*

[1] For Small Scale Multi-Family Housing (SSMFH) and townhouse redevelopment, credit for existing low-density unit is netted out from the development cost (DCC) charge calculation. For example, for townhouse development, the DCC rate is calculated as: *(Number of new townhouse units x Medium density residential DCC unit rate) – Low density residential DCC rate* for *single lot*.

High Density Residential	$3843.81 / dwelling unit[2]	$8,500 / dwelling unit	*$127.72 / m² GFA*	*$88.57 / m² GFA*
Commercial	$47.65 / m² GFA	$37.6 / m² GFA	*$37.97 / m² GFA*	*$37.6 / m² GFA*

Table 2 summarizes the proposed Amenity Cost Charge (ACC) rates for Town of Comox.

Table 2 Proposed Amenity Cost Charge (ACC) Rates for Town of Comox

	Town of Comox - Proposed ACC Rates
Low Density Residential	*$7,921 / lot*
Medium Density Residential	*$3,703 / dwelling unit*
High Density Residential	*$44.07 / m² GFA*

3.0 APPROACH

Case study pro forma analyses were prepared for the typologies in the following sub-areas. The table below notes the number of individual pro formas that were prepared.

- Low-Rise Apartment (4-storey) Official Community Plan (OCP) designation area, Guthrie-Anderton Corridor
    - 4-storey wood frame apartment (rental and condo) at 1.6 FSR, with full underground parking
    - 4-storey wood frame apartment (rental and condo) at 1.6 FSR, with combined surface parking and one-level underground parking
- Mid-Rise Apartment (6-storey) OCP designation area, Harbour View Corridor
    - 6-storey wood frame apartment (rental and condo) at 2.4 FSR, with full underground parking
    - 6-storey wood frame apartment (rental and condo) at 2 FSR, with combined surface parking and one-level underground parking
    - 4-storey wood frame apartment (rental and condo) at 1.6 FSR, with full underground parking
    - 4-storey wood frame apartment (rental and condo) at 1.6 FSR, with combined surface parking and one-level underground parking
- Mid-Rise Mixed-Use Apartment (6-storey) OCP designation area, Downtown

[2] Based on original DCC rates applicable to downtown area.

  - 6-storey wood frame mixed-use apartment (rental and condo) at 2.6 FSR, with full underground parking
  - 6-storey wood frame mixed-use apartment (rental and condo) at 2.15 FSR, with combined surface parking and one-level underground parking
  - 4-storey wood frame mixed-use apartment (rental and condo) at 1.6 FSR, with full underground parking
  - 4-storey wood frame mixed-use apartment (rental and condo) at 1.6 FSR, with combined surface parking and one-level underground parking
- Townhouse (Strata) at 1.2 FSR
- Small Scale Multi-Family Housing (SSMFH), assuming existing single-detached homeowner to carry out the development
  - New duplex with existing single-detached home retained, where one of the duplex units including a secondary suite that could be rented.
  - New quadplex, removing the existing single-detached home structure. One of the units is assumed to be occupied by the owner.

Table 3: Typologies tested

Area	Low-Rise Apartment Designation	Mid-Rise Apartment Designation	Mid-Rise Mixed-Use Apartment Designation	Townhouse	SSMFH	Total Pro Forma Analyses
Strata	2	4	4	1	2	13
Rental	2	4	4	0	0	10
					Total	23

3.1 SITE SELECTION APPROACH

For each typology and designation, all the lots in the Town under the land use designations in the studied areas were reviewed, and representative sites selected, based on a methodical process combining both quantitative and qualitative criteria. This included review of variables such as improvement-to-land-value-ratios, existing building structure and use, and other variables, to determine potential for redevelopment for the corresponding typology. A more detailed explanation of the case study site selection process can be found in the **Appendix**.

The details of the case study sites are illustrated in table 4.

Table 4 Case Study Test Site Parameters

Land Use Designation	Typology tested	Address	Size (sq. m.)	Land price per BC Assessment	Land price per acre
Low-Rise Apartment Designation	• 4-storey apartment	566 Anderton Road	2,013	$666,000	$1,339,387
Mid-Rise Apartment Designation	• 6-storey apartment • 4-storey apartment	1946-1950 Comox Ave	11,736	$3,975,000	$1,370,690
Mid-Rise Mixed-Use Apartment Designation	• 6-storey mixed-use apartment • 4-storey mixed-use apartment	1754 and 1758 Beaufort Ave	1,290	$903,000	$2,832,721
Townhouse	Townhouse	1601 Cedar Street	3,205	$873,000	$1,102,300
Small Scale Multi-Family Housing (SSMFH)	• Duplex (one unit with secondary suite) • Quadplex	2145 Mckenzie Ave	1,132	$690,000 Note: Analysis based on homeowner undertaking redevelopment. No land cost incurred.	$2,466,723

3.2 FINANCIAL MODEL ASSUMPTIONS

3.2.1 Construction Costs

Hard construction costs have been broken out by above vs below grade components. The figures quoted below are inclusive of all hard cost components exclusive of construction management fees, including:

- Above and below grade on-site hard costs
- Landscaping
- Site servicing
- Demolition

- Contingency

Costs are based on interviews with selected developers. The hard cost for each of the residential typologies are listed as follows:

- Multi-plexes (Duplex/Quadplex): $285 per square foot
- Townhouse: $285 per square foot
- Wood frame apartment[3]:
    - All underground parking: $339 to $350 per square foot
    - Combination of one level of underground parking and surface parking: $295 to $320 per square foot

Soft costs are captured as follows:

- Architects, engineers, consultants and construction management: 8.5% of hard costs
- Development management: 4.0% of hard costs
- Marketing and commission of strata sale: 3%
- Municipal fees and charges per current bylaws[4]

3.2.2 Construction Financing Rates

All projects are assumed to require financing, with a 75% loan-to-cost ratio.

- For townhouse and apartment development, annual percentage rate on construction financing is assumed to be 6.2%.
- For Small-Scale Multi-Family Housing (SSMFH) development carried out by individual homeowners, the annual percentage rate on construction financing is assumed to be 6.95% based on prevailing rates for financing programs accessible to homeowners.

Financing initiation charges equal to 1% of the loan principal is also assumed.

3.2.3 Prices and Rents

Unit price and rent information has been gathered through market research of recent transactions and new development projects in the Comox Valley region. Based on data gathered, our interpretation of market dynamics, we have assumed the following pricing:

- Multiplex units:
    - Duplex unit with rentable secondary suite: $809,600 / unit

[3] Per square foot hard cost varies based on floor levels allowed. In general, 4-storey building with lower gross floor area results in higher cost per square foot.
[4] The contribution rates of Affordable Housing Amenity Contribution applies only under the current DCC/ACC rate scenarios, and is rescinded under the adoption of the new Amenity Cost Charge (ACC) bylaw.

  - Quadplex unit / Duplex unit without secondary suite: $704,000 / unit
- Townhouse: $616,000 / unit (or $440 per square foot, assuming unit size of 1,400 square feet)
- Wood frame apartment condo
  - Guthrie-Anderton Corridor: $560 / sq. ft. (assuming average unit size of 850 sq. ft.)
  - Harbour View Corridor: $580 / sq. ft. (assuming average unit size of 850 sq. ft.)
  - Downtown Mixed-use: $630 / sq.ft. (assuming average unit size of 750 sq. ft.)
- Wood frame apartment rental (per-square foot rents per month)
  - Guthrie-Anderton Corridor: $2.65 / sq.ft. (assuming average unit size of 850 sq. ft.)
  - Harbour View Corridor: $2.65 / sq.ft. (assuming average unit size of 850 sq. ft.)
  - Downtown Mixed-use: $3.00 / sq.ft. (assuming average unit size of 750 sq. ft.)
- Commercial lease rates, mixed-use projects: $23 / sq.ft., cap rate of 5.8%

Apartment rents are assumed to see no rate escalation for the next 2 years, after which rents escalate at 1% per year, and rental operating costs escalates at 1.5% per year. Market rental projects are valued based on the capitalized value of the projected net operating in the year of completion, using a cap rate of 4%.

Condo sale prices are assumed to remain constant throughout development timeframe.

4.0 FINANCIAL FEASIBILITY ANALYSIS RESULTS FOR APARTMENT AND TOWNHOUSE

4.1 PROJECT VIABILITY MEASUREMENT

From a developer perspective, to measure project viability, we consider the following:

- Any scenario that generates a land value under redevelopment that is higher than the land value supported by the existing use and a profit on cost margin of **at least 15%** is categorized as being **viable**. These projects would have capacity to pass at least some additional costs back to the landowner of a development site (if the site has not been purchased already), thus having no impact on profits or unit prices.
- Any scenario that generates a project profit on cost of **less than 15% but above 10%** is considered as "**potentially viable**". While these scenarios may be viable in some cases, these projects would have no financial capacity to pass new costs back to the landowner, because they are already supporting land values that are equal to or lower than the 'floor' value set by the site's existing use conditions.
- Any scenario generating a profit on cost margin of **less than 10%** is categorized as **not likely viable**. In these scenarios, there is no financial capacity to pass new costs back to the landowner, but also few of these projects would be likely to go forward even under the *current* rates within the context of current market conditions. In these cases, the new/ higher rates themselves are not the factor that makes these projects not likely viable, however they are deepening the extent to which that is the case.

4.2 ANALYSIS RESULTS FOR MULTI-FAMILY APARTMENT AND MIXED-USE APARTMENT

For apartment and mixed-use apartments, development for both strata and rental tenure are tested. Also, two different parking scenarios are tested to demonstrate the difference in viability under different parking and development forms, which includes:

- All underground parking, where the maximum allowable density under the OCP designation is achieved;
- Combination of surface parking and one-level underground parking. Achievable density is re-calculated based on estimated land area for required surface parking[5].

Table 5 summarizes the analysis results for the apartment and mixed-use case studies.

- The analysis indicates that the viability for development with all parking being underground while achieving the maximum density per OCP designation is **unlikely** for all 4-storey, 6-storey apartment and mixed-use apartment scenarios for both strata and rental tenure. The profit-on-cost metrics under the proposed DCC/ACC regimes are around 1-2% lower than the original DCC rate regime in all scenarios.
- Under scenarios with a combination of one level of underground parking and surface parking,
    - The profit-on-cost for development scenarios under the combination of underground parking and surface parking is generally 8% to 10% higher than the counterpart with all underground parking due to cost savings from underground parking construction.
    - For 4-storey apartment or mixed-use apartments, the analysis results indicate that the development is **unlikely** to be viable under the current DCC regime, except the 4-storey strata apartment development scenario in the Harbour View Corridor scenario with a **potentially positive viability** achieved at an estimated profit-on-cost of 11.1%. Under the proposed DCC/ACC regime, the return metrics indicates that 4-storey development for the selected case studies are **unlikely viable**.
    - For 6-storey apartment in Harbour View Corridor and 6-storey mixed-use apartment scenarios in Downtown, analysis results indicate that test site in Harbour View Corridor achieves a **viable** development, and a **potentially viable** development in Downtown under the current DCC regime for both strata and rental tenures. Under the new DCC/ACC regime, test sites in both Harbour View Corridor and Downtown are expected to attain **potential viability** for both tenures.

5 The achievable density is calculated based on assumption of the one-level underground parking space has the same area as the size of floorplate, and surface parking area would cater other parking stalls that require space exceeding the floorplate.

URBAN SYSTEMS MEMORANDUM

Table 5 Summary of Financial Analysis for Apartment and Mixed-Use Case Studies

		All Underground Parking for Maximum Density							Combination of One-level Underground Parking and Surface Parking						
Typology	**Tenure**	**FSR**	**Profit-on-cost at existing DCC rates**	**Profit-on-cost at proposed DCC/ACC rates**	**Decrease in profit margin**	**Project viability at existing DCC Rates**	**Project viability under proposed DCC/ACC Rates**	**Decrease in supportable land value due to change in DCC/ACC rates**	**FSR**	**Profit-on-cost at existing DCC rates**	**Profit-on-cost at proposed DCC/ACC rates**	**Decrease in profit margin**	**Project viability at existing DCC Rates**	**Project viability under proposed DCC/ACC Rates**	**Decrease in supportable land value due to change in DCC/ACC rates**
Low-Rise Apartment (4-storey) OCP designation area, Guthrie-Anderton Corridor															
Apartment (4-storey)	Strata	1.6	-2.2%	-3.5%	-1.3%	Not likely	Not likely	-$254,723	1.6	6.9%	5.4%	-1.5%	Not likely	Not likely	-$254,061
	Rental	1.6	-0.6%	-2.4%	-1.8%	Not likely	Not likely	-$359,177	1.6	8.8%	6.7%	-2.2%	Not likely	Not likely	-$359,177
Mid-Rise Apartment (6-storey) OCP designation area, Harbour View Corridor															
Apartment (6-storey)	Strata	2.4	3.9%	2.5%	-1.4%	Not likely	Not likely	-$2,218,128	2.0	16.5%	14.7%	-1.7%	Viable	Potentially viable	-$1,777,088
	Rental	2.4	2.5%	0.6%	-1.9%	Not likely	Not likely	-$3,142,167	2.0	15.0%	12.6%	-2.4%	Viable	Potentially viable	-$2,515,787
Apartment (4-storey)	Strata	1.6	1.6%	0.3%	-1.3%	Not likely	Not likely	-$1,480,802	1.6	11.1%	9.6%	-1.6%	Potentially viable	Not likely	-$1,422,731
	Rental	1.6	0.1%	-1.7%	-1.8%	Not likely	Not likely	-$2,095,630	1.6	9.6%	7.4%	-2.2%	Not likely	Not likely	-$2,088,788
Mid-Rise Mixed-Use Apartment (6-storey) OCP designation area, Downtown															
Mixed-use (6-storey)	Strata	2.6	2.2%	1.5%	-0.7%	Not likely	Not likely	-$142,104	2.15	10.9%	10.1%	-0.8%	Potentially viable	Potentially viable	-$113,022
	Rental	2.6	4.7%	3.5%	-1.2%	Not likely	Not likely	-$232,109	2.15	13.6%	12.3%	-1.4%	Potentially viable	Potentially viable	-$184,483
Mixed-use (4-storey)	Strata	1.8	-5.5%	-6.0%	-0.5%	Not likely	Not likely	-$83,520	1.8	-1.9%	-2.5%	-0.6%	Not likely	Not likely	-$83,520
	Rental	1.8	-3.4%	-4.3%	-0.9%	Not likely	Not likely	-$140,257	1.8	4.1%	3.1%	-1.0%	Not likely	Not likely	-$140,103

4.3 ANALYSIS RESULTS FOR TOWNHOUSE

Table 6 summarizes the analysis results for the townhouse case studies.

Table 6 Summary of Financial Analysis for Townhouse Case Studies

Typology	Tenure	FSR	Profit-on-cost at existing DCC rates	Profit-on-cost at proposed DCC/ACC rates	Decrease in profit margin	Project viability at existing DCC Rates	Project viability under proposed DCC/ACC Rates	Decrease in supportable land value due to change in DCC/ACC rates
Townhouse	Strata	1.2	15.9%	13.0%	-2.9%	Viable	Potentially viable	-$458,092

- The analysis indicates that the townhouse development could be **viable** under the current DCC regime for both strata and rental tenures; and attain **potentially viable** under proposed DCC/ACC regime.

5.0 FINANCIAL FEASIBILITY ANALYSIS RESULTS FOR SMALL SCALE MULTI-FAMILY HOUSING (SSMFH)

5.1 PROJECT VIABILITY MEASUREMENT

The criteria for determining whether to carry out single-lot small scale multi-family housing development could vary significantly across individual homeowners depending on the purpose of the redevelopment intended. For example, if the primary intention of the redevelopment is to provide additional housing units for the next generation or other family members, the return metric requirement could be lower, or may proceed even if a project shows very low or negative returns. Alternately, if this form is pursued by a more traditional homebuilder looking to buy a lot, build SSMUH and sell all units or hold for cash flow purposes, then more typical return thresholds would apply.

For the financial case studies developed for this analysis, it is assumed that a homeowner pursuing SSMUH development would retain one unit for their own use (the original single-family home under the duplex scenario while retaining the original single-family home), or one of the four new units for new quadplex redevelopment. For simplicity, it is assumed that any scenario generating a profit on cost margin of less than 10% is categorized as **not likely viable**, while scenarios with a profit on cost margin of 10% or above is classified as **potentially viable**, while noting that the evaluation criteria for the decision-making process could vary dramatically across individual homeowners depending on the investment objectives.

5.2 ANALYSIS RESULTS FOR SMALL SCALE MULTI-FAMILY HOUSING (SSMFH)

Table 7 summarizes the analysis results for small scale multi-family housing (SSMFH).

Table 7 Summary of Financial Analysis for Small Scale Multi-Family Housing (SSMFH) Case Studies

Typology	Profit-on-cost at existing DCC rates	Profit-on-cost at proposed DCC/ACC rates	Decrease in profit margin	Profit at existing DCC rates	Profit at proposed DCC/ACC rates	Project viability at existing DCC Rates	Project viability under proposed DCC/ACC Rates
Duplex • Retain existing single-detached home, occupied by owner • One of the duplex units include rentable secondary suite	-1.1%	-1.0%	0.1%	-$16,000	-$15,000	Not likely	Not likely
Quadplex • Removing existing single-detached home • One of the units assumed to be owner-occupied	-11.6%	-12.6%	-1.0%	-$269,000	-$296,000	Not likely	Not likely

- Under both the current and proposed DCC/ACC regimes, both duplex and quadplex development are expected to be **unlikely viable** with negative profit-on-cost return metrics.
- For the duplex scenario, the profit-on-cost metric slightly improved by 0.1% since the increase in DCC/ACC rates for the medium residential units is offset by the increase by the credit deducted under the increase in low residential DCC/ACC rates.
- For the quadplex scenario, profit-on-cost metrics decreased by 1% with the increase in DCC/ACC rates.

6.0 SUMMARY OF IMPACTS

- For **4-storey apartment or mixed-use** apartment development, the analysis results demonstrate **unviability** under the current and proposed DCC/ACC regimes.
- For **townhouse and 6-storey apartment** or mixed-use apartment development, there remains some degree of **potential viability** under the new DCC/ACC regime.
- For **small scale multi-family housing** development, the analysis results demonstrate **unviability** under the current and proposed DCC/ACC regimes.

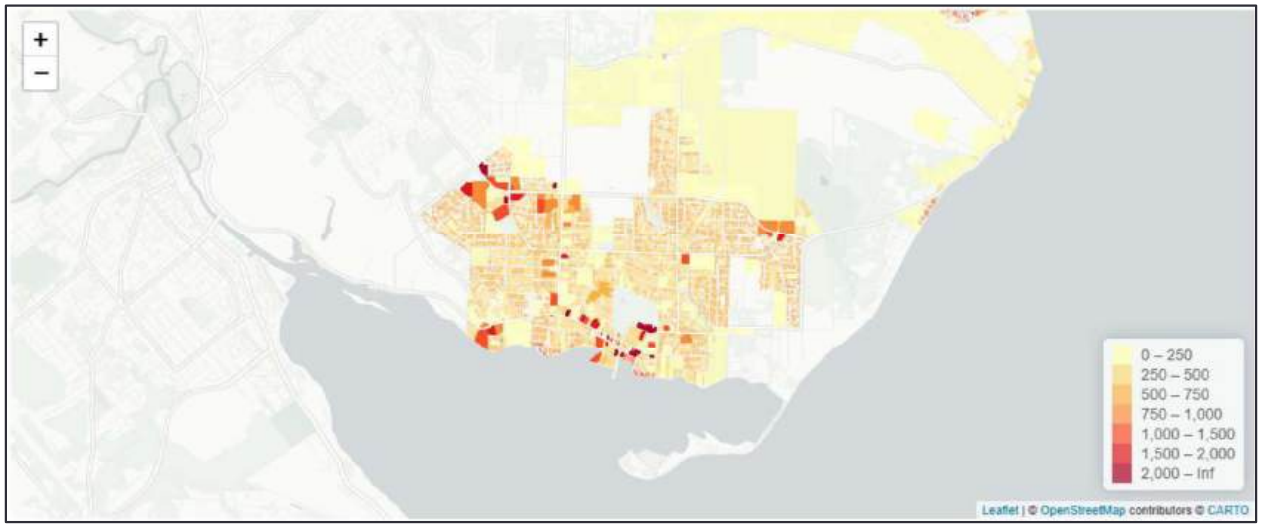
APPENDIX: SITE SELECTION FOR FINANCIAL FEASIBILITY TESTING

OVERVIEW

To develop case studies assessing the financial feasibility of development or redevelopment, representative potential sites are selected for each typology and Official Community Plan (OCP) designation area. This selection is based on an iterative filtering process that applies specific criteria to candidate sites under the relevant OCP designations. A shortlist of sites is then created and further refined using local contextual knowledge to identify the final candidate sites for the case study pro forma analyses.

Our team uses interactive maps to support site selection through iterative filtering. We begin with BC Assessment data, enriched with additional information relating to land use, physical characteristics, etc.

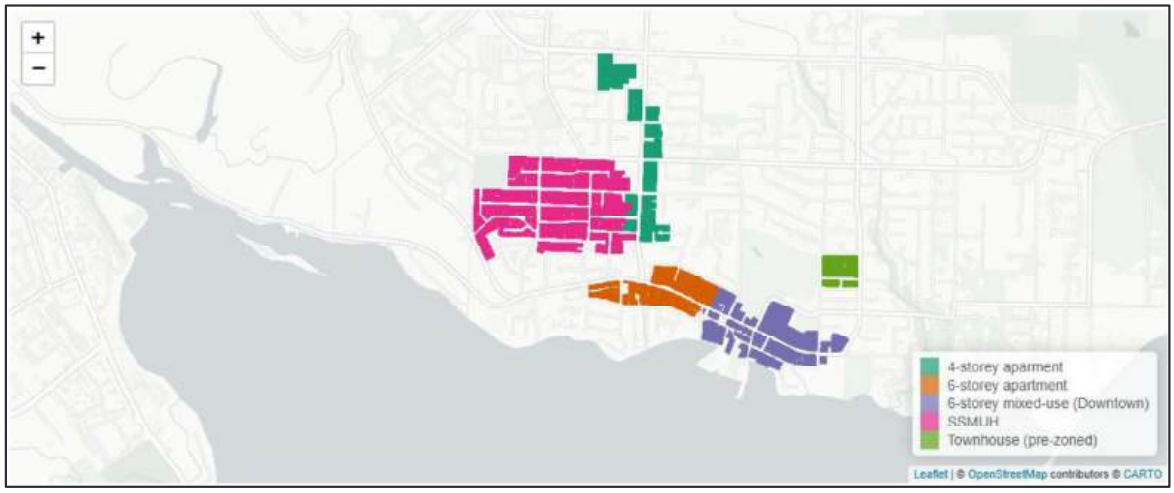
Figure 1: A starting point (all parcels) - land value per square metre



PRELIMINARY FILTERING

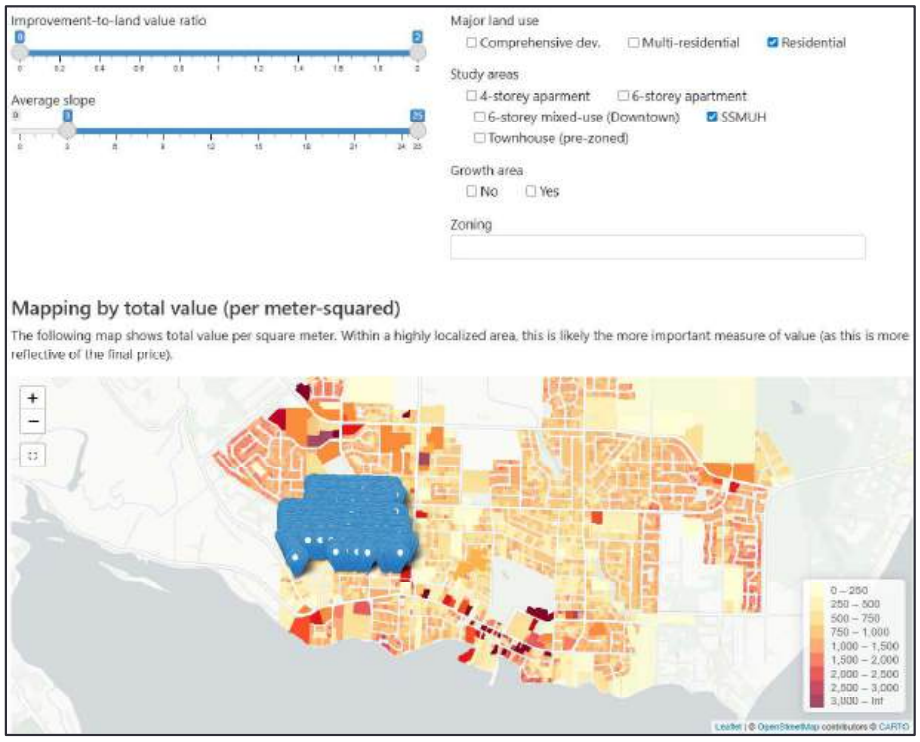
Preliminary filtering steps begin with the study area, and potentially land use or zoning designations. For Comox, we began with a set of study areas, within each of which we would select specific sites.

Figure 2: Overview of Study Areas



The iterative mapping process starts with all sites in any site area, as seen in the figure above. During the preliminary filter stage, the filtering is carried out for land use designation/study area. An example of filtering for the Small Scale Multi-Unit Housing (SSMUH in the figure) form is applied as illustrated in Figure 3.

Figure 3: Filter for Study Area and Major Land use



QUANTITATIVE FILTERING

The next step of filtering involves narrowing down the pool of sites based on quantitative metrics, which includes slope and improvement ratio. The sliders are used to filter out both excessive slope (which might impact construction cost), and the improvement-to-land value ratio is constrained to be less than 0.4.

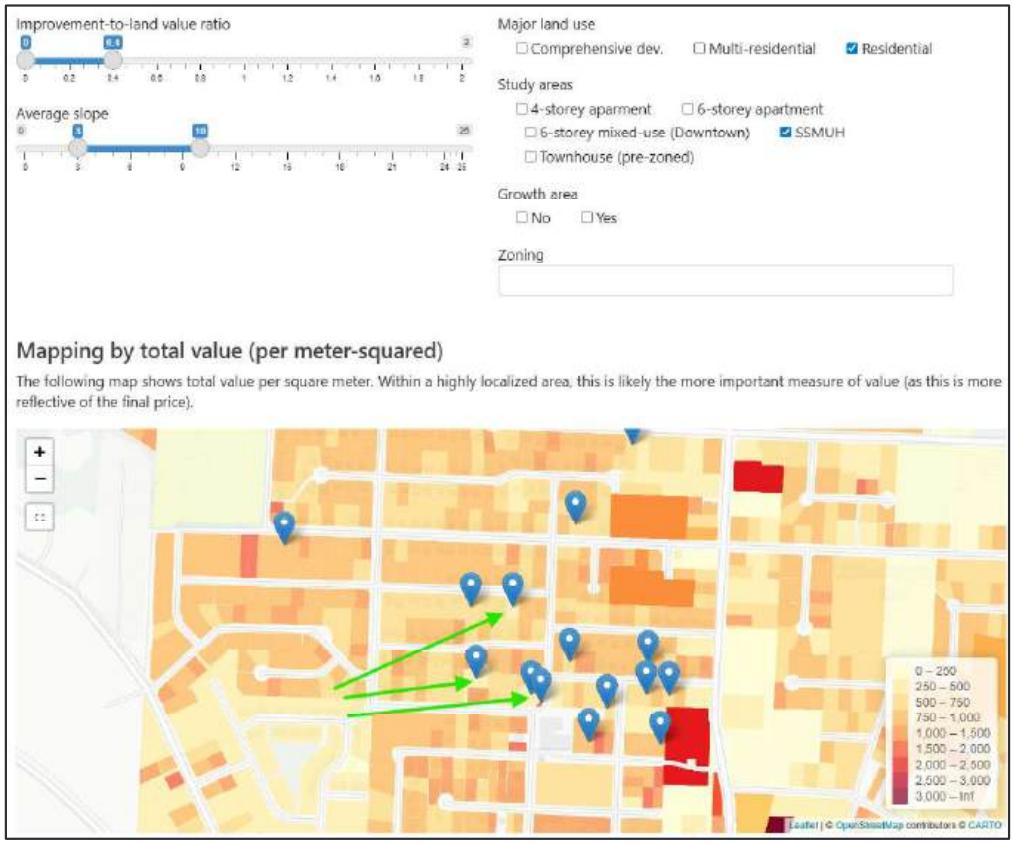
Why improvement-to-land value ratio?

Total cost per square metre is ultimately what a buyer pays, but improvement-to-land value ratio can be a useful metric for good sites. The reason for this is that the buyer has to pay for both the land and the improvement on it – ***even if the improvement is of no value for the purposes of redevelopment.*** As a result, more attractive parcels are those for which the developer doesn't need to pay for as much in the way of existing improvements. These are typically sites with no existing improvements (buildings), or where the building is very old and depreciated (in poor condition).

As illustrated in the map in

Figure 4, this results in only 15 potential sites. There are 3 highlighted sites with lower value (cost) per square metre than the parcels immediately adjacent to them.

Figure 4: Filter for slope and improvement-to-land value ratio



The shortlisted sites is then reviewed by the planning team based on local contextual understanding of development to determine the suitable candidate test site for financial viability testing.

Town of Comox – Administration

From: [redacted]
Sent: February 3, 2026 10:09 AM
To: council
Cc: [redacted]
Subject: Anderton and Guthrie construction issues.

RECEIVED
February 3, 2026
TOWN OF COMOX

LOG: 26-057	REFER:	AGENDA: RCM 18Feb26
FILE: 0220-50/2	ACTION: MR	

File: 0220-50/2026 Copies:Council
Senior Staff/Bylaw/RN

Good day Council.

I have previously messaged the mayor and Robbie Null with concerns from [redacted] regarding this construction project, but after your by-law officer's refusal to act I feel the situation needs all your attention. Routinely we have construction work outside of the by-law hours. This is a daily occurrence, seven days per week. When I made a complaint recently to by-law about a crane truck with accompanying work going on at 5am. The officer asked me directly " what do you want me to do about it?". He then went on to speak at me, instead of with me while making excuses about how they will not care about a fine. He was very clear that going to confront them is a waste of his time and a 75$ fine will not correct the problem. Basically, I had to ask him to do his job because it was clear he was not interested and discussed how they have had many complaints and no change.

Again this morning I was awoken at 05:45am.It started by a remote security monitoring company yelling over a PA system that they were going to phone the police if the intruders did not leave the property. It was then followed up by a construction crew unloading an excavator accompanied by lots of laughing, joking and the best part, smoking outside of our bedroom windows. We are not far off this project being two years in duration and during that time we have had the luxury of be woken up at all hours of the night, constant beeping from construction equipment and heavy construction noises outside of by law permitted hours. They literally work sun up to sun down all summer! Its making us feel that as low income housing nobody cares about us. Recently we have discovered that the unsafe block retaining wall they have built around the edge of the property does not have drainage, or proper securement as it is falling over in some places, and other areas not even finished. There is no chance it meets code, Yet the parking lot was approved to be paved and now our small greenway behind our home's floods.

This project started with large tree's that the site plans showed were directed to be left untouched. Yet they clear cut the property and removed them. When we inquired we were told it was due to the fire hydrant on our property and the size of the oil separator that they built along our fence line. In the end it has exposed that it was a lie and one of the large trees could have been left. No repercussions to anyone except us. In its place we were told that a garden with new large trees would be planted in that corner to make up for the removal of the large trees. Clearly that is not to happen because they have paved over that area. We were also told by the project manager [redacted] that he is not going to put up the expected privacy fence and opting for chain link due to its cost. So basically the only people who are paying the price is those of us who live in [redacted]

Why is council not protecting us, the taxpayer? The sewer conveyance project started after this building and completed before it. The exact same style of building was built at Ryan road and Lerwick which is almost ready to be opened in 1/3 the time.
After reading through the community plans I see nothing that protects residents. This developer has intentionally tried to avoid using contractors from the Comox Valley unless they have no choice as the majority have been from the mainland.
We need by laws that put timeline expectations and stronger fines so developers will complete projects. Its UNNACCEPTABLE that two people are constructing a project of this size. YOU changed the zoning by laws with the expectation that the old leeward property would be built mixed commercial, residential but now it is being sold. This coming summer will be our third and we have clearly have no choice but to except 16 hours a day of construction, noise, garbage and dirt next to our homes because your by law officer is clearly tired from making excuses. The amount of dust and grime inside our homes makes it so we can not open our windows in the summer.

Nobody is being held accountable for this pathetic construction project. At the very least send a building inspector and have the fence behind our homes fixed and force them to put up the agreed upon privacy fence because this is ridiculous at this point. The lack of effort is literally costing us money because we can not sell due to this project as it has lowered our already low value. We have been good neighbours up to this point but we expect action to be taken as we are tired of being treated like we do not matter.
We also need an avenue to file complaints about your by law officer because I am not the only person in town with complaints about his work ethic and attitude because he does not hold people accountable for their actions as per his role requires.

Also side bar. If you allow six stories across the street you are creating the greatest penthouse view in the valley. It will have a full view of the Beaufort and Coastal mountain ranges. Unless we are a community that caters to the super rich. Nobody local will be able to afford this “affordable” housing.

Mr Corey Webber MDC SECTION
19 Wing Comox / 19 Mission Support Squadron
Department of National Defence, Government of Canada
[redacted]

Mr Corey Webber SECTION MDC
19ème Comox / 19ème Escadron de soutien de mission
Ministère de la Défense nationale, Gouvernement du Canada
[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

File: 5280-01

February 4, 2026

Sent via email only: srusswurm@comox.ca

Mayor and Council
Town of Comox

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-120	REFER:	AGENDA: RCM 18Feb26
FILE: 0400-60/C	ACTION: MR	

File: 0400-60/CVRD Copies: Council JW/SA/RH/SR/CD

Dear Mayor and Council:

Re: Enhancement and Protection of Biological Carbon Sequestration

On January 27, 2026, the Comox Valley Regional District (CVRD) Board considered a staff report providing an overview of the recently completed regional Biological Carbon Sequestration Study, prepared by Pinchin Environmental and Engineering Solutions. The Study was undertaken to better understand opportunities to enhance biological carbon sequestration within the Comox Valley.

While several strategies identified in the Study present opportunities to help offset the CVRD's corporate emissions, the findings also highlight broader opportunities at a community and regional scale. These opportunities may be relevant to current and future land use policies and related planning work.

On behalf of the CVRD Board, I respectfully request your consideration of the staff report and the Biological Carbon Sequestration Study as part of ongoing and future policy development and implementation.

Sincerely,

[redacted]

Will Cole-Hamilton
Chair

cc: J. Warren, Chief Administrative Officer, CVRD
Jordan Wall, Chief Administrative Officer

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.

RECEIVED
February 5, 2026
TOWN OF COMOX

From: Sharon Pratt
Sent: February 2, 2026 11:23 AM
To: 'nminions@comox.ca' <nminions@comox.ca>
Cc: Julia Bonnett [redacted]
Subject: Invitation For Mayor Minions & Council To attend Comox Mobile Hub Feb 24/2026

Dear Mayor Nicole Minions & Council of Comox:

My name is Sharon Pratt, Coordinator Mobile Hubs CNIB BC/Yukon division.
I hope this email finds you well!
I am writing to invite you to the upcoming CNIB mobile hub event taking place in Comox on Feb 24.
Julia Bonnett, Manager, Programs and Operation, and I will be coordinating your visit on the day. I have also included our promotional flyer for the event here for your information.

The CNIB Mobile Hub is a travelling pop-up that brings a plethora of life changing CNIB programming to people who are blind and partially sighted in locations across the province and territory.

We will be at St. Peters Hall, 218 Church St. from10 am to 3 pm.
On that day, we will host peer-support groups and conduct technology training programs. We will also be joined with other community partners as well as highlighting our CNIB Smart Life shop which sells accessible technology and products that assist people with sight loss. This is a unique opportunity for people impacted by sight loss in and the surrounding areas to meet CNIB staff, learn about programming, connect with their community, learn new things, and get firsthand demonstrations of accessible technologies.

It would be our pleasure to host you for a visit to the Mobile Hub. We would be delighted at the opportunity to show you our updated, impactful, and innovative programming.
If this is something you or a representative from the City of Comox would be interested in attending and addressing our participants during the opening remarks, please let us know By Thursday, Feb 19.
Warmly,

LOG: 26-123	REFER:	AGENDA: RCM 18Feb26
FILE: 0220-30-2	ACTION: MR	

File: 0220-30-2026
Copies: Council JW/SR/CD

Sharon Pratt
Coordinator, Mobile Hubs, CNIB, BC/Yukon Division

1299-3rd Ave
Prince George, BC
V2L 3E6
Phone: [redacted]
Toll Free: 1-800-563-2642
Email: [redacted]

https://www.cnib.ca/en/charter-rights-children-who-are-blind-or-low-vision

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Vancouver Island Mobile Hubs

When: February 24 & 25, 2026
Where: Comox & Nanaimo
Time:10 a.m. to 3 p.m.

Meet the CNIB Mobile Hub – a new program delivery model where we visit your community to deliver in-person programming at no cost to you.

At the Hub, you can participate in recreational and social activities, hands-on technology training, and more. Our free programs are designed to educate, entertain, and engage community members who are blind or partially sighted as well as their families, friends, and caregivers. While registering is strongly encouraged, walk-ins are also welcome.

To register for Comox:
cnib.ca/en/event/cnib-mobile-hub-comox-british-columbia
or call 1- 800-563- 2642

To register for Nanaimo:
cnib.ca/en/event/cnib-mobile-hub-nanaimo-british-columbia
or call 1- 800-563- 2642

Schedule of events:

- 10:00 a.m. to 3:00 p.m. – CNIB SmartLife Shop (credit or debit only)
- 10:00 a.m. to 11:00 am – Welcome
- 11:00 a.m. to 12:00 p.m. – Intro to Assistive Technology
- 12:00 p.m. to 1:00 p.m. – Refreshments
- 1:00 p.m. to 2:00 p.m. – Peer Support Group
- 2:00 p.m. to 3:00 p.m. – Light Refreshments and Social



Town of Comox – Administration

From: Glen Sanford [redacted]
Sent: February 4, 2026 8:31 PM
To: Town of Comox – Administration
Cc: Cammy Dallamore
Subject: Grant in Aid (Comox Valley Art Gallery)
Attachments: 2024 CVAG financial statements signed.pdf; 2026 _CVAG_FundingRequest_TownOfComox.pdf

RECEIVED
February 4, 2026
TOWN OF COMOX

LOG: 26-121	REFER:	AGENDA: RCM 18Feb26
FILE: 0230-20-1	ACTION: MR	

Copies: Council JW/EH/SR/CD

File: 0230-20-12, 1850-30-2026, 1850-22-2026-04

Hello,

First, we want to thank the Town of Comox for your ongoing support of the Comox Valley Art Gallery.

In this application for a Grant In Aid, we are asking for a contribution of $7,000.

Attached you will find:

- Our financial statements for 2024;
- A document outlining the purpose of the funding, how it will be used, the benefits to Comox residents, and our 2026 projected budget.

FYI, our financial statements for 2025 are currently being prepared by our accountant. They are scheduled to be reviewed and accepted at our Annual General Meeting in May, 2026.

Thanks!

-Glen

Glen Sanford
Executive Director, Comox Valley Art Gallery
www.comoxvalleyartgallery.com
[redacted]

Grateful to operate on the unceded territory of the K'ómoks First Nation

COMOX VALLEY ART GALLERY

Financial Statements

Year Ended December 31, 2024

COMOX VALLEY ART GALLERY

Index to Financial Statements

Year Ended December 31, 2024

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Statement of Cash Flows	6
Notes to Financial Statements	7 - 10

bomback & co.
chartered professional accountant

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Comox Valley Art Gallery

I have reviewed the accompanying financial statements of Comox Valley Art Gallery (the organization) that comprise the statement of financial position as at December 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Comox Valley Art Gallery as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Bomback & Co

Courtenay, BC
June 12, 2025

Chartered Professional Accountant

1255 C Cliffe Avenue, Courtenay BC V9N 2K3 | Phone: 250-338-2630 | Fax: 250-338-2634 | Email: info@bombackandco.com

COMOX VALLEY ART GALLERY

Statement of Financial Position

December 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	$ 613,157	$ 536,752
Accounts receivable	75,000	82,692
Inventory	4,947	4,236
Goods and services tax recoverable	4,982	8,014
Prepaid expenses	6,004	5,244
	704,090	636,938
TANGIBLE CAPITAL ASSETS *(Note 5)*	304,640	351,035
PERMANENT ART COLLECTION *(Note 6)*	48,567	48,567
	$ 1,057,297	$ 1,036,540
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	$ 9,355	$ 14,535
Deferred income	503,362	423,093
	512,717	437,628
NET ASSETS		
General operating fund	27,398	26,334
Tangible capital asset fund	304,639	351,035
Internally restricted fund	163,976	172,976
Gallery collection restricted fund	48,567	48,567
	544,580	598,912
	$ 1,057,297	$ 1,036,540

ON BEHALF OF THE BOARD

Director

Director

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Statement of Revenues and Expenditures

Year Ended December 31, 2024

	2024	2023
REVENUES		
Federal government grants	$ 685,040	$ 671,624
Provincial grants	94,535	262,041
Regional grants	46,050	34,276
Municipal grants	116,000	141,725
Gaming grants	78,754	62,000
Foundation and Institutional grants	129,429	115,929
Donations	28,219	26,409
Film festival	39,595	29,395
Interest income	41	53
Production	26,562	8,400
Gift shop	32,752	25,061
	1,276,977	1,376,913
EXPENSES		
Advertising and promotion	3,357	3,586
Artists fees	47,441	45,265
Consulting fees	605	718
Contractors	3,002	1,087
Employee benefits	73,560	54,513
Festival and exhibit expenses	88,538	94,480
Gift Shop expenses	21,941	17,210
Insurance	7,283	7,216
Interest and bank charges	2,450	2,816
Memberships	751	744
Office	6,967	17,776
Professional fees	12,393	6,052
Project expenses	370,457	335,663
Rental	23,863	19,087
Repairs and maintenance	3,053	17,879
Salaries and wages	578,363	654,102
Telephone	11,275	11,916
Utilities	13,217	3,398
	1,268,516	1,293,508
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	8,461	83,405
OTHER INCOME (EXPENSES)		
Amortization	(62,959)	(63,009)
PST commission	165	231
	(62,794)	(62,778)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE NET ASSET CHANGE	(54,333)	20,627

(continues)

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Statement of Revenues and Expenditures *(continued)*

Year Ended December 31, 2024

	2024	2023
Investment in capital assets	**46,396**	(38,810)
Internally restricted amounts used	**9,000**	19,500
	55,396	(19,310)
EXCESS OF REVENUES OVER EXPENSES	$ **1,063**	$ 1,317

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Statement of Changes in Net Assets

Year Ended December 31, 2024

	2023 Balance	Excess of revenues over expenses	Contributions	Withdrawals	**2024 Balance**
General operating fund	$ 26,334	$ 8,627	$ 9,000	$ (16,563)	**$ 27,398**
Tangible capital asset fund	351,035	(62,959)	16,563	-	**304,639**
Internally restricted fund	172,976	-	-	(9,000)	**163,976**
Gallery collection restricted fund	48,567	-	-	-	**48,567**
	$ 598,912	$ (54,332)	$ 25,563	$ (25,563)	**$ 544,580**

	2022 Balance	Excess of revenues over expenses	Contributions	Withdrawals	2023 Balance
General operating fund	$ 25,017	$ 83,636	$ 19,500	$ (101,819)	$ 26,334
Tangible capital asset fund	312,225	(63,009)	101,819	-	351,035
Internally restricted fund	192,476	-	-	(19,500)	172,976
Gallery collection restricted fund	48,567	-	-	-	48,567
	$ 578,285	$ 20,627	$ 121,319	$ (121,319)	$ 598,912

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Statement of Cash Flows

Year Ended December 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess of revenues over expenses	**$ 1,063**	$ 1,317
Item not affecting cash:		
Amortization of tangible capital assets	**62,959**	63,009
	64,022	64,326
Changes in non-cash working capital:		
Accounts receivable	**7,692**	54,444
Inventory	**(711)**	1,847
Accounts payable	**(5,179)**	2,146
Deferred income	**80,269**	145,908
Prepaid expenses	**(760)**	(1,195)
Goods and services tax payable	**3,032**	4,647
Wages payable	**-**	(683)
	84,343	207,114
Cash flow from operating activities	**148,365**	271,440
INVESTING ACTIVITY		
Purchase of tangible capital assets	**(16,563)**	(101,819)
FINANCING ACTIVITIES		
Increase (decrease) in internally restricted net assets	**(9,000)**	(19,500)
Increase (decrease) in net capital assets	**(46,396)**	38,810
Cash flow from (used by) financing activities	**(55,396)**	19,310
INCREASE IN CASH FLOW	**76,406**	188,931
Cash - beginning of year	**536,752**	347,821
CASH - END OF YEAR	**$ 613,158**	$ 536,752

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY
Notes to Financial Statements
Year Ended December 31, 2024

1. STATUS AND PURPOSE OF ORGANIZATION

The Comox Valley Art Gallery was incorporated in 1974 as a not-for-profit organization under the Societies Act of B.C. The Comox Valley Art Gallery is a regional public art gallery dedicated to fostering, exhibiting, interpreting and celebrating contemporary art practice. the Society is a registered charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Revenue recognition

Comox Valley Art Gallery follows the deferral method of accounting for contributions, under which restricted contributions related to expenses for future periods are deferred and recognized as revenue in the period in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government grants

Government grants are recorded when there is a reasonable assurance that the organization had complied with and will continue to comply with, all the necessary conditions to obtain the grants.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Inventory

Inventory, in relation to the gift shop is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash, term deposits, trade and other receivables, and grant receivables.

Financial liabilities measured at amortized cost include accounts payable

Permanent Art Collection

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

The Comox Valley Art Gallery records purchased and donated works of art at their cost or, where cost can not be reasonably determined for one or more items, then such items are recorded at a nominal value. All preservative or restoration costs are expensed as incurred.

Donated goods

Donated goods are recorded at their fair market value at the time of the donation.

Goods and services tax

Goods and services tax paid on materials and services are recoverable at 50% as a rebate. The unrecoverable portion is recorded as an expense with the rebate treated as a receivable.

Net assets

a) Net assets invested in property and equipment represents the organization's net investment in property and equipment which is comprised of the unamortized amount of property and equipment purchased.

b) Internally restricted net assets are funds which have been designated for a specific purpose by the organization's Board of Directors..

c) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, net of transfers, and are available for general purposes.

Measurement uncertainty

When preparing financial statements according to ASNPO, management may make estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the organization may undertake in the future and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, useful lives of capital assets and asset impairments.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods, except in the year of acquisition when one-half the annual rate is used:

Computer equipment	30%	declining balance method
Leasehold improvements	10%	straight-line method

3. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2024.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipts of funds from its fundraising and other related sources, bank indebtedness and accounts payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

4. INVENTORY

Inventory consists of various artwork and gifts available for sale in the gift shop.

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	**2024 Net book value**	2023 Net book value
Computer equipment	$ 152,894	$ 83,437	**$ 69,457**	$ 79,827
Leasehold improvements	366,436	131,253	**235,183**	271,208
	$ 519,330	$ 214,690	**$ 304,640**	$ 351,035

Tangible capital asset additions during the year, have a difference in amortization utilizing the half year rule and the method utlizing the in-service date of acquisition of $2,425 (prior year $6,741)

6. PERMANENT ART COLLECTION

Artwork donated to the society for permanent collection purposes.

7. DEFERRED REVENUE

	2024	2023
Federal grant - Walk with Me Project	**$ 343,353**	$ 343,286
Federal grant - Service Canada Youth Media Project	**158,145**	-
Provincial grant	**-**	30,000
BC gaming	**1,864**	18,618
Film revenue	**-**	653
Donations (Storey Sanctuary)	**-**	30,535
	$ 503,362	$ 423,092

8. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of the aggregate of amounts previously restricted by the directors for specifice purposes or uses, less amounts expended for such uses to date. The directors use $9,000 of internally restricted net assets for use in operations during the year. The balance of $163,976 (2023 - $172,976) represents the aggregate internally restricted funds received for Digital Pivot projects not completed in the fiscal year.

9. ECONOMIC DEPENDENCE

The Society received 80% of its funding from various levels of government.(2023 - 85%). While it is of the opinion that continued viable operations would be doubtful in the absence of this funding, management is confident that the funding will be ongoing and the going concern concept is not considered to be at risk.

The Society signed a new 5 year funding contract with the City of Courtenay in 2020 and is confident that a new 5 year agreement will be completed.

10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform with the current year's presentation.



COMOX VALLEY ART GALLERY

FUNDING REQUEST

Presented to the Town of Comox
February 2026

CVAG
VISION · ART · CULTURE

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LETTER FROM THE PRESIDENT+ EXECUTIVE DIRECTOR

Dear Mayor and Council,

Greetings from the Comox Valley Art Gallery!

We value and appreciate the support we have received from the Town of Comox for the past two decades. Your contribution of $5,000, combined with contributions of other local government sources, provides us with the foundation we need to provide a strong, successful regional art gallery.

Thanks to this local support, we are able to leverage hundreds of thousands of dollars each year from funders such as Canada Council, the BC Arts Council, the BC Gaming Branch, Service Canada, and various foundations. This funding directly supports local artists and businesses, and none of it would be possible without a base level of support from local government.

This year, we ask the Town of Comox to increase your annual operating support to $7,000. Your contribution has remained at $5,000 for two decades, and of course we have been greatly impacted by inflation over that period.

On the following pages, you will find more information about our request and how it will benefit the people of Comox.

Again, thank you for your ongoing support.



Jasmin Badrin
CVAG President



Glen Sanford
CVAG Executive Director

ABOUT THE GALLERY

CVAG is a regional public art gallery recognized by Canada Council for the Arts. We are governed by a volunteer Board of Directors, and we serve the entire Comox Valley region. CVAG presents contemporary art exhibitions, runs a gift shop that features the work of dozens of regional artists, and provides a wide variety of public education, outreach, and performance programs. Each year hundreds of school students attend Gallery tours and workshops.

BENEFITS TO THE RESIDENTS OF COMOX

In addition to the overall contribution a regional art gallery makes to the health and wellbeing of the local community and economy, CVAG provides numerous specific benefits to the residents of Comox.

School Tours + Educational Programs:
CVAG regularly provides tours, workshops and educational talks for students at Comox schools.

Seniors' Activities:
We regularly schedule tours and art activities for residents of Berwick and the Views.

Showcasing Comox Artists:
Dozens of artists living in the Town of Comox present and sell their work at the CVAG gift shop and/or annual Art Faire.

Public Education + Engagement Activities:
We host a variety of public events, including artist talks, performances, readings, and workshops. These events are well attended by Comox residents.

Youth Media Project:
Our Youth Media Project provides intensive training and hands-on work experience to underserved young people throughout the region. Many of the participants reside in the Town of Comox.

STREAM Program:
Led by a retired teacher, this program provides Comox Valley youth with training and skills development in Science, Technology, Robotics, Engineering, Arts and Mathematics. This program helps young people prepare for their ongoing education — often in the Robotics 71 program at Highland.

Employment:
Many employees of the Comox Valley Art Gallery reside in the Town of Comox. At present, four of ten staff are Comox residents. Our number of employees varies according to grants and special projects, but Comox residents are always well represented on the staff team.

Internships for Youth:
CVAG has earned a strong reputation for providing training, mentorship, and hands-on skills development for the next generation of artists and cultural professionals. Many of our interns come from the Town of Comox.

Indigenous Reconciliation:
CVAG is deeply committed to using our role as a cultural institution to foster Indigenous Reconciliation. In recent years, we have collaborated with the K'ómoks First Nation to install Welcome Poles and artwork on the CVAG plaza, install artwork promoting Indigenous artwork at the new hospital, and present exhibitions created by Indigenous artists.

BENEFITS TO THE LOCAL ECONOMY

Investing in the arts not only enriches our cultural landscape but helps to drive economic growth. The creative economy is a significant contributor to the Town of Comox's vitality, reflecting overall trends in British Columbia. Since 1991, the number of professional artists in the province has more than doubled (Hill Strategies Research) and today one out of every five Canadian artists live in BC, according to the Government of British Columbia. In 2021, the creative economy accounted for $8.6 billion of the province's total GDP and 5.4% of all jobs.

By investing in CVAG, the Town of Comox stimulates local employment opportunities, and provides opportunities for young people to pursue careers as artists or cultural professionals. The investment from Comox also enables CVAG to attract hundreds of thousands of dollars each year from provincial and federal funding sources — money that directly supports the local economy. The town's investment in CVAG helps to ensure that Comox residents and visitors alike have access to enriching cultural experiences, thereby enhancing the town's appeal and livability. The Creative City Network of Canada highlights that arts and culture help create unique and attractive communities, building a reputation as hubs of creative activity that draw skilled workers and visitors.

CVAG'S FINANCIAL SITUATION

We are prudent fiscal managers; however, like all regional galleries in Canada, we are struggling with the impact of inflation. Revenues from core funders have flattened while our costs increase dramatically. We are working hard to diversify our revenue sources, but we cannot function without the base level of support provided by local government.

The vast majority of our annual revenues — approximately $700,000 — are for money-in/money-out projects such as the Youth Media Project, Walk With Me (an arts-based response to the toxic drug crisis), renovations, internships, and summer students.

PURPOSE OF THE FUNDING REQUEST

This year, we are requesting operational funding of $7,000. This funding will go directly toward maintaining our core operations — exhibitions, public engagement, education, and operating a gift shop that features dozens of local artists.

This funding, combined with other core funding sources, will be used to:

- maintain a minimum staff level necessary to operate the Gallery;
- pay artist fees;
- acquire equipment and supplies for public exhibitions and events.

Of course, we will continue to publicly acknowledge and thank the Town of Comox on all of our promotional materials.

Thank you. Your support of the Comox Valley Art Gallery will contribute significantly to our community's cultural wellbeing and economic health.

CVAG BUDGET 2026

REVENUES

Earned Revenue:

Donations, memberships	35,000.00
Sponsorships, fundraising events	35,000.00
Film Series	40,000.00
Shop Sales	38,000.00

Operating Grants:

City of Courtenay	113,000.00
Town of Comox	**7,000.00**
Comox Valley Regional District	18,000.00
BC Arts Council	33,000.00
BC Gaming	62,000.00
Canada Council	90,000.00

Project Grants:

Youth Media Project (Service Canada)	300,000.00
Walk With Me (multiple agencies)	200,000.00
Internships/summer students	47,000.00

TOTAL REVENUE	1,018,000.00

EXPENSES

Operations:

Salaries and benefits	275,000.00
Artist fees	30,000.00
Production supplies / contractors	30,000.00
Shop expenses (including artist commissions)	25,000.00
Film Series	30,000.00
Equipment purchases and maintenance	6,000.00
Marketing	5,000.00
Supplies and software	12,000.00
Bookkeeping, accounting, insurance	20,000.00

Projects:

Youth Media Project	300,000.00
Walk With Me Project	200,000.00
Internships/summer students	54,000.00

TOTAL EXPENSES	1,017,000.00

From: ComoxMuseum <comoxmuseum@gmail.com>
Sent: February 5, 2026 3:21 PM
To: Cammy Dallamore <cdallamore@comox.ca>
Subject: 2026 In Grant Funding Application

RECEIVED
February 5, 2026
TOWN OF COMOX

Hi Cammy,

Happy Thursday, hope you are having a great day so far. Please find attached our supporting documents for The Town in Aid Grant as per the request from Council. As per usual we are requesting $32,500 for the Year.

During 2025 the Comox Archives and Museum Society undertook a spending review in order to reduce out costs while still fulfilling our mandate to serve as the Museum/Archives for the Town of Comox. We were able to downsize our storage locker by removing and donating items that did not fulfill accessioning criteria.
We also determined that under the B.C. Societies Act there was no specific requirement that we, as was done in the past, prepare audited financial statements in addition to those already prepared by our accredited bookkeeper.

As we are to eliminate these financial obligations for 2026 we should be able to end the year with a small positive balance.

If we here back from any other funding sources before then we will update the Town.

All the best,
Matt

LOG:	REFER:	AGENDA:
26-122		RCM 18Feb26
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-02, 1850-30-2026, 1850-22-2026-02

Copies: Council
JW/EH/SR/CD

Matt Vandervoort,
Docent/Manager

Comox Archives & Museum Society
1729 Comox Avenue, Comox, BC, V9M 3M2
250-339-2885
comoxmuseum@gmail.com
www.comoxmuseum.ca

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

Comox Archives and Museum Society,

Highlights from the 2025 year

- Participated in a **Mighty Museum** workshop to guide the museum's future as a community hub. As a result, we refreshed our branding, updated our vision and goals, and developed a new mission statement: *The Stories of Comox — People, Land, and Sea*. Work is underway on a three-year strategic plan to continue revitalizing the museum and better meet community needs.
- Collaborated with the **Pearl Ellis Gallery** to develop an exhibit celebrating the life of Pearl Ellis. The project included a well-attended open house, followed by an Ellis family reunion hosted at the museum.
- Provided **archival services** to support a range of research initiatives, including documentary production and book research.

  Partnered with the Town of Comox to produce a special exhibit marking the community's 80th anniversary. The exhibit drew exceptional attendance and sustained engagement and will serve as the first in a series of in-depth annual exhibits exploring Comox's history. Through this project, we identified strong community interest in a shared space for storytelling and discussion, which we will address through additional events in the coming year.

Looking Ahead

Continued funding from the Town will enable the museum to complete its three-year plan, expand programming, strengthen partnerships with local businesses, foster civic pride, encourage intergenerational learning, support community connection, and draw more visitors to the downtown core.

Thank you for your continued commitment to preserving and celebrating Comox's history. We would be pleased to discuss our plans further.

Submitted on behalf of the Board of Directors,
Comox Archives & Museum Society

Request for Town in Aid Funding for the Comox Archives and Museum Society 2026

Dear Town Council and Mayor of Comox,

On behalf of the Comox Archives and Museum Society (CAMS), I am writing to explain our need for continued Town in Aid funding. This support is vital to our operations and our mission to preserve and celebrate the rich history of Comox.

The Need for Financial Support

For over a decade, CAMS has not seen an increase in funding from our major sources, despite significant rises in inflation and costs. While we have made considerable efforts to reduce administrative fees, including staff wage adjustments with board approval, the financial challenges persist. The costs of supplies, materials, utilities, and other operational necessities have steadily increased, making it difficult to maintain our daily operations without additional support.

The Importance of the Comox Archives and Museum

Every town, including Comox, benefits from having a museum that ensures its history is preserved and remembered. Our museum serves as an educational resource, a cultural center, and a repository for the community's collective memory. Without the Town of Comox's financial support, our ability to fulfill this role would be severely compromised.

Allocation of Funds

The requested funding, amounting to $32,500 annually, will be allocated as follows:

- **Staff Wage**: Ensuring fair compensation for our full time manager/Docent
- **Utilities**: Covering essential operational costs
- **Promotions and New Exhibits**: Enhancing our offerings and attracting visitors
- **IT and Bookkeeping Services**: Maintaining efficient and accurate administrative functions

Seeking Alternative Funding

Over the past year, we actively pursued several external funding opportunities to allow us to better serve the community. While the 2025 applications were not successful, the Board is committed to reviewing our grant processes and working collaboratively to strengthen future

applications. While we are actively pursuing additional funding sources, the Town's continued support remains crucial to our ability to serve the communities needs.

We sincerely thank you for your consideration and hope to have your ongoing support to keep the Comox Archives and Museum Society thriving.

Warm regards,

Matt
On behalf of the Board of CAMS

Comox Archives and Museum Society, applications for funding as of January 31st, 2026

Grants and Funding from External Sources

The Comox Archives & Museum Society (CAMS) actively pursues external funding opportunities to support operations, programming, and capacity-building. Current and recent applications include:

- **BC Gaming Grant**
  CAMS currently receives **$19,000 annually**. While increases have been requested in previous years, funding levels have remained static. The 2025 application intake opens February 1. CAMS intends to apply for an increased amount; however, the overall provincial funding pool has been reduced, limiting the likelihood of additional funding.
- **Comox Valley Regional District (CVRD) Operating Grant for Arts and Culture**
  CAMS receives **$5,100 annually**. This funding level is capped and fixed through **2028**, and additional funds cannot be requested during this period.
- **Community Foundation**
  An application for **$5,000** was submitted; however, no funds were available in the current intake and the application was not approved.
- **BC Arts Council**
  An application for **$5,000** was submitted but was not approved due to limited funds available in the program.
- **BC Heritage Branch – Employee Training Grant**
  An application for **$1,000** (the maximum allowable amount) has been submitted and is currently **pending**.
- **Young Canada Works**
  CAMS has applied for **$3,840** in student wage support. If approved, funding would be provided directly by the Government of Canada. The application is currently **pending**.

CAMS will continue to pursue all available grant opportunities; however, external arts and heritage funding remains highly competitive and limited. As such, **stable municipal operating support remains essential** to maintaining core museum operations and delivering community programming.

The Board of Directors would like to sincerely thank the **Town of Comox** for its continued support. This funding is critical to the museum's ability to operate sustainably and serve the community.

Submitted on behalf of the Board of Directors,
Comox Archives & Museum Society

Comox Archives and Museum Society

Balance Sheet

As of December 31, 2025

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
10002 Holding Account	0.00
10100 Gift Shop Float	810.10
10110 CCCU Chequing (6486)	26,824.89
10120 CCCU Gaming (6664)	0.00
10130 CCCU Restricted (5395)	4.26
10140 CCCU Share Acct - Gaming/Cheq	78.88
10150 Square Clearing Account	18.93
CCCU chq 100009096486	0.00
12100 Undeposited Funds	3,118.25
Total Cash and Cash Equivalent	**$30,855.31**
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
Total Accounts Receivable (A/R)	**$0.00**
12300 Inventory Assets	173.73
12400 Uncategorized Asset	0.00
Prepaid Expenses	738.75
Total Current Assets	**$31,767.79**
Non-current Assets	
Property, plant and equipment	
15080 Class 8 - Furniture & Fixtures	
15081 Class 8 - Costs	6,014.45
Total 15080 Class 8 - Furniture & Fixtures	**6,014.45**
15500 Class 50 - Computer(s)	
15501 Class 50 - Costs	4,885.32
Total 15500 Class 50 - Computer(s)	**4,885.32**
Total Property, plant and equipment	**$10,899.77**
Total Non Current Assets	**$10,899.77**
Total Assets	**$42,667.56**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	513.61
Total Accounts Payable (A/P)	**$513.61**
Credit Card	
21000 Collabria MC (2355)	170.85
Total Credit Card	**$170.85**
22000 GST Payable	-977.81
22100 PST Payable	13.36
22101 Minister of Finance Suspense	76.56

Comox Archives and Museum Society

Balance Sheet

As of December 31, 2025

	TOTAL
23000 Payroll Liabilities	-318.52
23010 Federal Taxes	3,313.65
23020 Vacation Pay	66.56
23030 British Columbia WSBC	291.72
Total 23000 Payroll Liabilities	**3,353.41**
23100 Direct Deposit Payable	0.00
Total Current Liabilities	**$3,149.98**
Total Liabilities	**$3,149.98**
Equity	
30000 Opening Bal Equity	0.00
30100 Restricted Funds - Leasehold Imp.	6,112.84
30200 Investment in Capital Assets	6,396.24
30300 Fund Surplus	19,648.52
Retained Earnings	12,847.42
Profit for the year	-5,487.44
Total Equity	**$39,517.58**
Total Liabilities and Equity	**$42,667.56**

		Comox Archives and Museum Society				
		2026-2027 Budget				
	INCOME		**Budget 2026**		**Budget 2027**	
40010		Provincial Grants (Gaming)	19,000.00		19,000.00	Will ask for this in new funding application but no guarantees
40020		Town of Comox	32,500.00		32,500.00	
		Other Grants to be worked on	0.00	Have applied for Candian Youth Wo	0.00	
40020		Regional Districts	5,100.00		5,100.00	
		Total Grants	$56,600.00		$56,600.00	
40[illegible]0		Donations	1,200.00		1,250.00	
40120		Memberships	50.00		50.00	
40[illegible]0		Gift Shop Sales	500.00		500.00	
40[illegible]00		Other Income	75.00		75.00	
		Total Income	$58,425.00		$58,475.00	
	COST OF GOODS SOLD					
5[illegible]00		Purchases / Inventory	0.00		0.00	
		GROSS INCOME	$58,425.00		$58,475.00	
	EXPENSES					
5[illegible]10		Gross Payroll	41,500.00		44,700.00	
5[illegible]20		Employer CPP & EI	3,274.00		3,274.00	
5[illegible]40		WorkSafe BC	142.00		142.00	
		Independent Contractor	1,000.00	As Needed	0.00	
		Bookkeeper & Audit	3,600.00		3,600.00	Will look at an unaudited tax year provided by our Bookkeeper and not CPA Accountant to save fees
5[illegible]18		Honorarium Expense	0.00		0.00	
5[illegible]00		Program / Event Costs	250.00		250.00	
6[illegible]00		Administration Expenses	300.00	Quickbooks, Web Domain	300.00	
6[illegible]00		Advertising & Promotion	700.00	Signs for old Lorne Site	0.00	
6[illegible]00		Interest & Bank Charges	80.00		80.00	
60400		Liability Insurance	800.00		800.00	
60500		Membership Dues	182.00		182.00	
60600		Museum Equipment & Supplies	0.00	See line 60800	0.00	
60700		Gift Shop Supplies	0.00		0.00	
60800		Office Expenses & Supplies	2,000.00		800.00	
60900		Professional Fees	1,500.00	Society Development and Coaching	500.00	Website Services and IT Tech
61000		Rent (Storage Locker)	220.50	Has been downsized and now we h	1,320.00	
61100		Repairs & Maintenance	80.00		80.00	
61200		Security	190.00		190.00	
61300		Telephone & Communications	1,950.00		1,950.00	
61500		Professional Development	100.00		0.00	
61600		Delivery & Postage	100.00		0.00	
70103		Non-Claimable Penalties & Interest	0.00		0.00	
		TOTAL EXPENSES	$57,968.50		$58,168.00	
		PROFIT (LOSS)	$ 457		$ 307	

2026 Grant in Aid Application for d'Esterre Seniors Centre

RECEIVED
January 30, 2026
TOWN OF COMOX

January 30th, 2026

Mayor and Council, Town of Comox (By email)

Copies: Council
JW/EH/SR/CD

Subject: 2026 Grant in Aid Application for d'Esterre Seniors Centre

LOG: 26-034	REFER:	AGENDA: RCM 18Feb26
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-09,
1850-30-2026,
1850-22-2026-05

Dear Mayor and Council:

On behalf of the Board, staff, and volunteers of the d'Esterre Seniors' Centre Association, thank you for your continued support of seniors' recreation and wellbeing in the Town of Comox.

We respectfully request **$40,000 in Grant-in-Aid funding for 2026** to support core operational capacity, specifically the Executive Director role. This stable municipal support has enabled the Centre to strengthen management, modernize systems, expand participation, and successfully leverage additional community, provincial, and federal funding.

In 2025, the Centre served **over 1,500 members**, with a strong majority residing in Comox, and made meaningful progress in areas aligned with Town priorities, including seniors' recreation, food security, safety and risk management, and service accessibility. While the Town's funding level has remained stable, the Centre's overall revenues and service reach have continued to grow. In 2026, the Town's contribution would represent a small proportion of total revenues, yet it uniquely supports core leadership capacity that is not eligible under most project-based grants.

We are grateful for the Town of Comox's partnership and look forward to continuing to support healthy aging and community connection for older adults in Comox.

Sincerely,

[redacted]

Myrna Holman
Board President, d'Esterre Seniors' Centre Association
[redacted]

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Financial Information

Category	Amount	Notes
Cash Flow	Projected positive net cash flow in 2026 (planned surplus to strengthen contingency reserves and support priority upgrades)	**Cash-flow approach (simple + realistic):** we forecast monthly inflows/outflows with seasonality (membership renewals and registrations strongest early in the year; summer moderates). This is consistent with prior cash-flow planning. **Unavailable detail:** a month-by-month cash-flow spreadsheet is not included here because the final 2026 budget (with monthly seasonality allocations) is still being finalized for board approval.
Reserves	2025 year-end reserves: TBD (pending final statements & officer approval); 2024 reserves were ~ $88,000	**Missing element:** the confirmed 2025 year-end reserve balance is unavailable until year-end financial statements are finalized and approved by board officers. Management anticipates an **increase** due to a 2025 operating surplus (to be confirmed). In our 2025 application, reserves were reported at **~$88,000**, covering **about two months** of core operating costs (**below** common 3–6 month benchmarks). **Reserve definition:** reserves are calculated as unrestricted net assets (total assets less liabilities, excluding restricted club funds and other restricted amounts). **Going forward,** maintaining a prudent contingency reserve will help ensure continuity of seniors' services while also supporting high-level priorities, which may include replacing dated equipment, improving storage and accessibility, and completing health/safety upgrades and risk-mitigation work.

Projected Budget	~ $570,000 (2026 projection, "goal scenario" if planned revenues & funding are secured)	**2026 budget status:** management has been developing 2026 budget scenarios and assumptions. **Town leverage (requested $40,000 unchanged):** using the year-end revenues: • 2024 **$354,000** ⇒ Town share **11.3%**; • 2025 **$384,000** ⇒ Town share **9.5%**; • 2026 **$570,000** (goal scenario) ⇒ Town share **~7.0%**. Put another way, for every **$1** of Town support, the Centre has delivered **~$8.90** total revenue in 2024 and **~$10** in 2025 (and would be **~$14** in 2026 if the $570k plan is achieved). **Why this matters:** Town support is stable "core" funding that helps unlock and administer restricted project/program funds that typically cannot cover core operational leadership.

Purpose of Funding

The d'Esterre Seniors' Centre Association (Comox Seniors Centre) is requesting **$40,000 in 2026 Grant-in-Aid funding** to support **core operational staffing capacity**—specifically the Executive Director function that anchors safe, consistent delivery of seniors' recreation (55+), volunteer coordination, and organizational sustainability. In the prior year, the Town's $40,000 contribution supported the Executive Director role to strengthen management capacity, modernize systems, and expand partnerships that directly benefit Comox residents.

In 2026, Town funds will be used for **operational salary/wage costs** (core staffing) that are generally **not eligible** under many project-restricted provincial/federal granting streams; this stable operational funding enables the Centre to:

1. manage high and growing participation,
2. meet safety/compliance obligations,
3. maintain strong financial controls and reporting, and
4. continue securing and administering complementary external funds—particularly those advancing **senior food security**, such as the already-approved Comox Valley Community Foundation capital support for kitchen cold storage and capacity.

This request aligns with the Town's Grant-in-Aid policy objectives including expanded volunteerism, increased indoor recreation opportunities, healthy living, sustainability/financial stability, and enhanced quality of life.

Benefit to Comox Residents

- **Strong Comox reach, measurable participation:** The Centre primarily serves Comox residents. As of January 2026, membership data shows **65% of regular members are Comox residents.** Our new membership/registration system is improving our ability to report residency annually and tailor programming to Comox seniors.

- **Growing demand for seniors' recreation (55+)**: By December 2025, the Centre served over 1,500 members (1,439 active regular members plus approximately 80 life/permanent memberships), representing double-digit growth from 2024—a clear indicator of increasing local demand for structured recreation and social connection.
- **Accessible, organized programming that supports healthy aging**: The Centre is now tracking program utilization; **January 2026 classes were 83.1% filled**, supporting data-driven planning and continuous improvement in recreation offerings for older adults.
- **Food security for older adults (priority area):** The Centre has secured approved capital support to expand safe food storage and meal-prep capacity, with expected outcomes including **600–720 frozen meals and reaching 20–30 new seniors**, directly supporting vulnerable older adults experiencing mobility or income barriers.
- **Community resilience and partnership with the Town**: During Comox Nautical Days, the Centre participated as a community partner and provided a Cooling Centre service. The Centre anticipates expanding this collaboration in 2026 (volunteer capacity permitting).
- **Safety, risk management, and responsible stewardship of public space**: The Centre continues due diligence on safety and compliance, and is addressing facility hazards and accessibility needs in coordination with the Town.
- **Modernized access and improved service experience**: The full roll-out of online membership renewal and registration has increased accessibility and administrative efficiency (**with ~75% of initial purchases online**). As mentioned, the system also supports clearer reporting on participation and residency trends.
- **Responsive fee strategy**: The Centre periodically reviews pricing and has implemented measured fee increases over time to better align with market realities while remaining consistent with the Centre's charitable mission and access goals.
- **Our reserve fund** is calculated as unrestricted net assets (total assets less liabilities, excluding restricted club funds and other restricted amounts). In our 2025

application, reserves were reported at approximately $88,000 (2024 year-end figure); our confirmed 2025 year-end reserve balance will be provided once financial statements are finalized and approved by board officers. Based on preliminary 2025 results, we anticipate an increased reserve position that is likely sufficient to cover approximately six months of core operating expenses. In addition to **supporting operating continuity**, this strengthened reserve helps the Centre **plan for high-level needs** such as replacing dated equipment, improving storage and accessibility, and completing health and safety upgrades and risk-mitigation work as participation grows and facility demands increase.

Other Funding Applications

Source	Purpose	Amount Requested	Status
Comox Valley Community Foundation (CVCF) – Community Enrichment Grant (2026)	Capital: "Cold Storage & Kitchen Capacity for Senior Food Security"	**$16,000**	**Approved**
Government of Canada – New Horizons for Seniors (2026–2027)	"Senior Leaders and 50 Years of Connections" (volunteer leader training/certification; 50th anniversary events; oral histories)	**$24,950**	**Pending**
BC Community Gaming Grant (Operating)	Staff wages (Centre Coordinator wages historically)	**$40,000**	**Pending**
Canada Summer Jobs (2026)	Temporary staffing aligned with food security and admin support priorities (two positions planned)	**TBD** *(wage subsidy up to 100% of minimum wage; application submitted)*	**Pending**

Draft Annual Report

Draft 2025 Annual Summary (final annual report to be submitted following the AGM in March 2026):

- **Participation & membership growth:** Membership continued to climb, reaching **1,439 active regular members** by December 2025 (plus ~80 life/permanent members), representing **10%+ growth from 2024**.
- **Major modernization milestone:** Completed the **full roll-out** of online membership renewal and registration; approximately **75% of purchases** were online early in the rollout, improving service access and reducing administrative burden.
- **Food security momentum:** Strengthened kitchen operations and volunteer capacity (including **FoodSafe training** for volunteers), positioning the Centre to expand low-barrier food supports for seniors. Secured **approved** CVCF capital funding to increase kitchen cold storage and meal-prep capacity, with projected output of **600–720 frozen meals** and support for **20–30 new seniors** reached.
- **Governance & strategic planning progress:** Supported board retreat and strategic planning activities; advanced space utilization assessment work.
- **Town engagement and community planning:** Represented seniors' needs in the Town's **Official Community Plan focus group** (community wellbeing, accessibility, aging-in-place, inclusion). Later in 2025, an **amendment to the draft OCP** included the seniors' centre, reflecting strengthened recognition of seniors' recreation as core community infrastructure.
- **Community service role (Cooling Centre partnership):** Participated in Comox Nautical Days and provided Cooling Centre service; the event positioned the Centre as a visible community partner with the Town (with identified opportunities to strengthen/expand participation in 2026).

- **Risk management & safety due diligence:** Continued improving on health and safety systems (incident reporting, fire safety coordination), with additional attention to workshop safety and hazards as participation grows.
- **Facility impacts and continuity of service:** Responded to and managed significant operational disruption from the **October 22 water escape** affecting workshop areas; ongoing restoration and abatement required program flexibility and ongoing coordination with Town processes and contractors.
- **Strengthened operational partnership with the Town:** Began discussions regarding **lease renewal** and continued active coordination on shared facility stewardship items (accessibility requests, energy management improvements)

Supporting Documents/Additional Attachments

Financial Statements

Note: 2025 Financial Statements are in draft and are awaiting board approval. 2024 Financial Statements are attached below, with 2023 as a comparison.

Statement of Operations, 2024

d'Esterre Seniors Centre Assoc
Statement of Revenue & Expense
January through December 2024 & 2023

	Jan - Dec 24	Jan - Dec 23
Ordinary Income/Expense		
Income		
RELATED BUSINESS REVENUE	196,961	178,016
MEMBERSHIP DUES & ACTIVITY FEES	47,570	39,204
DONATION, SUBSIDY & GRANT REV	102,405	49,625
OFFICE, INTEREST & MISC REVENUE	2,151	3,893
SPECIAL EVENTS REVENUE	7,614	7,676
Total Income	356,701	278,415
Expense		
RELATED BUSINESS EXPENSE	105,452	115,770
OFFICE & MISC EXPENSE	26,842	19,350
FACILITY EXPENSE	8,249	4,891
WAGES & BENEFITS	147,923	105,605
SENIOR CENTRE EXPENSE	30,579	19,936
SPECIAL EVENTS EXPENSE	4,413	4,386
Total Expense	323,457	269,938
Net Ordinary Income	33,244	8,477
Net Income	**33,244**	**8,477**

***Note**: Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs was completed in 2025, altering future reporting structure.*

Statement of Financial Position, 2024

d'Esterre Seniors Centre Assoc

Balance Sheet

As of 31 December 2024

	β1 Dec 24	31 Dec 23
ASSETS		
Current Assets		
Chequing/Savings		
CCCU-Equity Shares-6317	5	5
CCCU - Gaming	1,723	778
CCCU - GIC 3yr Rate Climber	11,600	11,127
CCCU - GIC Cashable	17,417	16,951
CCCU - Savings	100,438	43,344
CCCU Operating Account	53,043	35,289
Petty Cash & Float Accounts	750	350
Total Chequing/Savings	184,976	107,843
Other Current Assets		
Advances/Deposits	2,500	2,500
HST/GST	1,302	972
Undeposited Funds	1,369	965
Total Other Current Assets	5,171	4,437
TOTAL ASSETS	**190,147**	**112,280**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	14,952	3,157
Credit Cards Payable	956	0
Other Current Liabilities		
Club Funds	13,215	9,858
Deferred Revenue		
Deferred Revenue-New Horizons	1,000	2,976
Town of Comox	12,760	0
Deferred Revenue - Other	50,593	34,298
Total Deferred Revenue	64,353	37,274
Other Liabilities	200	805
Payroll Liabilities	3,961	1,967
PST Payable	856	808
Total Other Current Liabilities	82,584	50,712
Total Current Liabilities	98,492	53,869
Total Liabilities	98,492	53,869
Equity		
Unrestricted Net Assets	58,411	49,934
Net Income	33,244	8,477
Total Equity	91,655	58,411
TOTAL LIABILITIES & EQUITY	**190,147**	**112,280**

***Note**: Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs was completed in 2025, altering future reporting structure.*

2026 Draft Budget

	2026 (Budget)
Accounts	
Income	
4000 Donations	$ 10,000
4200 Foundation/Charity Grants	$ 16,000
4300 Government Contributions	
4310 Federal	$ 50,590
4320 Provincial	$ 40,000
4330 Municipal	$ 40,000
4400 Membership Revenue	$ 79,987
4500 Earned Revenue	$ 246,672
4600 Fundraising Revenue	$ 84,560
4700 Other Gifts	$ 2,400
Total Income	**$ 570,209**
Cost of Goods Sold	$ 43,800
Total Cost of Goods Sold	**$ 43,800**
Expense	
6000 Salaries and Wages	$ 244,010
6100 Contracted Expenses	$ 96,340
6200 Occupancy Expenses	$ 13,604
6300 Office Supplies	$ 9,182
6350 Supplies	
6360 Program	$ 9,340
6370 Food Services	$ 2,000
6400 Charitable Gaming Prize Expense	$ 15,000
6600 Professional and Consulting Fees	$ 37,855
6700 Advertising and Promotion	$ 3,800
6800 Licenses, Memberships, and Dues	$ 7,926
6900 Other Insurance	$ 1,263
6930 Staff/Volunteer Development	$ 3,900
6960 Travel Expenses	$ -
6990 Capital Expenses	$ 16,000
Total Expense	**$ 460,220**
Excess (Deficiency) of Revenue Over Expenses	**$ 66,189**

***Note**: As outlined, this budget is in draft form and has not yet been approved by the Board of Directors and is subject to change. The projected surplus allows us to plan for contingencies and to continue building our reserve fund. Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs was completed in 2025, altering this budget structure and future reporting.*

SID WILLIAMS THEATRE SOCIETY

RECEIVED
January 30, 2026
TOWN OF COMOX

January 30, 2026
1 page

LOG: 26-036	REFER:	AGENDA: RCM 18Feb26
FILE: 0230-20-1	ACTION: MR	

Copies: Council
JW/EH/SR/CD

File: 0230-20-10, 1850-30-2026, 1850-22-2026-03

Dear Mayor Minions and Comox Council,

Thank you for the opportunity to submit a Grant in Aid Application for 2026. The Sid Williams Theatre Society [SWTS] is very grateful for the ongoing support from the Town of Comox.

Attached are the following items:

- Our 5-year financial plan with the **proposed Comox Contribution highlighted**,
- The **equipment replacement and capital improvement plan** for 2026,
- Our **financial statements** from our most recently completed fiscal year,
- Our most recent internal financial statements showing our **current status**,
- An excerpt from our most recent annual report showing **usage data for the theatre**,
- An excerpt from our most recent annual report showing **funder acknowledgement**.

We understand that our budgeted amount to receive from Comox, $40,000 is higher than what the Town has traditionally been providing. It is however what our Board feels is needed to properly and equitably support the theatre and the services it provides to residents of the Town of Comox. Ideally, **we would like to see the Comox contribution come in at $40,000 in 2026.**

If, however, this is not possible, we would like to propose that the Town consider an increase to the $30,000 contribution which was provided last year of $5,000 per year over the next 2 years to arrive at the $40,000 level by 2027.

The SWTS **uses funds from Comox** along with funds from other area municipalities to support:

- **Discounted rentals** for Comox Valley based non-profit organizations and local small businesses,
- **Additional discounts** for special activities like the Child Development Association Telethon,
- **Outreach programming** for youth, elders and other marginalized members of our community.

While we do not use funds from Comox for equipment replacement and capital improvements to the theatre, we have included our equipment and **capital plan for 2026** to show the current needs which will be covered by SWTS accumulated cash reserves, donations and other grants.

Below **is a link to our full annual report**, which we also understand has already been distributed to Mayor and Council. Some other pages to note in the Annual Report are the **Community Engagement pages 10-13**, which show the outreach and accessibility programs that the SWTS offers by leveraging municipal/regional funding with donor contributions and other grants.

https://www.sidwilliamstheatre.com/site/assets/files/850489/swts_2024to2025_annualreport_web.pdf

Please advise us if additional information is required. A delegation from our Board would welcome the opportunity to attend a Comox Council Meeting to thank Mayor and Council for their support, and to answer any questions about our request.

With respect and Gratitude, Richard Clarke, President SWTS [redacted]

	Sid Williams Theatre Soc. - 5 yr Financial Plan updated per Consolidated STMT of Operations	Pre Covid ACTUALS July 2018-June 2019	ACTUALS June 30 2023 TOTAL @ FYE	ACTUALS June 2024 TOTAL @ FYE	BUDGET JUL 2024-JUN 2025	CURRENT JUL 2025-JUN 2026	JUL 2026-JUN 2027	JUL 2027-JUN 2028	JUL 2028-JUN 2029
	REVENUE								
1	City of Courtenay Cultural Grant	$ 105,000	$ 105,000	$ 109,500	$ 130,000	$ 130,000	$ 130,000	$ 130,000	$ 130,000
2	Town of Comox Grant	$ 15,000	$ 25,000	$ 25,830	$ 35,000	$ 40,000	$ 45,000	$ 50,000	$ 50,000
3	Village of Cumberland	$ -	$ -	$ -	$ -	$ 5,000	$ 7,500	$ 8,500	$ 9,500
4	C.V. Regional District Contribution	$ 20,000	$ 33,750	$ 36,250	$ 40,000	$ 45,000	$ 50,000	$ 55,000	$ 60,000
5	Grants Other, CANADA (incl Cap Proj to 2023)	$ 66,369	$ 109,058	$ -	$ 10,000	$ 10,000	$ 15,000	$ 15,000	$ 20,000
6	City Courtenay Management Fee	$ 187,034	$ 202,750	$ 204,500	$ 217,200	$ 221,500	$ 226,000	$ 230,500	$ 235,100
7	Non Capital Grants for Projects (BC, Found)	$ -	$ 54,204	$ 59,166	$ 60,000	$ 65,000	$ 70,000	$ 72,500	$ 75,000
8	Endowment and other interest	$ 26,883	$ 36,466	$ 60,281	$ 61,000	$ 62,000	$ 63,000	$ 64,000	$ 65,000
9	Members, Sponsors, Fundraising, Donations	$ 32,494	$ 42,612	$ 59,176	$ 80,000	$ 85,000	$ 100,000	$ 102,500	$ 105,063
10	Theatre Rentals - Non-Profit	$ 108,242	$ 99,293	$ 142,559	$ 150,000	$ 155,000	$ 160,000	$ 165,000	$ 170,000
11	Theatre Rentals - Commercial	$ 72,161	$ 60,997	$ 57,870	$ 75,000	$ 80,000	$ 85,000	$ 90,000	$ 95,000
12	Event Proceeds (Sid Artistic Presents)	$ 199,484	$ 94,393	$ 189,090	$ 192,500	$ 195,000	$ 197,500	$ 200,000	$ 205,000
13	Concession and Bar	$ 57,561	$ 57,097	$ 75,163	$ 100,000	$ 125,000	$ 130,000	$ 140,000	$ 150,000
14	Technical Custodial services recovery	$ 71,957	$ 114,089	$ 137,720	$ 140,000	$ 142,500	$ 145,000	$ 147,500	$ 150,000
15	Event Services and other Recovery	$ 46,969	$ 47,000	$ 42,163	$ 52,000	$ 53,560	$ 55,167	$ 56,822	$ 58,526
16	Ticket Handling (incl. bank chg recov)	$ 152,950	$ 144,630	$ 210,883	$ 215,000	$ 218,000	$ 220,000	$ 222,500	$ 225,000
17	Surcharge Retained (CDF)	$ 39,123	$ 63,893	$ 49,155	$ 78,000	$ 79,000	$ 80,000	$ 82,500	$ 83,000
	TOTAL REVENUE	$ 1,201,227	$ 1,290,232	$ 1,459,305	$ 1,635,700	$ 1,711,560	$ 1,779,167	$ 1,832,322	$ 1,886,189
	EXPENSE								
18	Bursary awards and Outreach	$ 3,500	$ -	$ 2,750	$ 8,000	$ 12,000	$ 15,000	$ 15,000	$ 15,000
19	Artist Fees (Blue Circle Series ETC)	$ 135,840	$ 68,959	$ 127,279	$ 130,000	$ 132,500	$ 135,000	$ 137,500	$ 140,000
20	Promotion, Advertising, Social Media	$ 36,636	$ 31,974	$ 41,328	$ 49,000	$ 52,500	$ 55,000	$ 57,500	$ 60,000
21	Talent Meals , Accom, Travel	$ 11,246	$ 10,784	$ 16,740	$ 17,000	$ 17,500	$ 18,000	$ 18,500	$ 19,000
22	SWT Production Costs incl. security, Livestr.	$ 52,697	$ 70,144	$ 108,629	$ 110,000	$ 112,000	$ 113,000	$ 114,000	$ 115,000
23	Lounge Food and Bev/Alc (suppl) for resale	$ 30,906	$ 38,082	$ 47,514	$ 60,000	$ 62,500	$ 65,000	$ 70,000	$ 75,000
24	Non cap Equipment: Leaae, Purchas/ Maintenance	$ 58,149	$ 51,881	$ 37,310	$ 54,000	$ 57,500	$ 58,000	$ 58,500	$ 59,000
25	Wages & Salaries & Benefits (incl mercs)	$ 657,730	$ 726,063	$ 850,902	$ 905,000	$ 950,250	$ 997,762	$ 1,027,694	$ 1,058,525
26	Accounting, Legal, Insurance	$ 16,502	$ 15,732	$ 15,582	$ 16,000	$ 16,500	$ 17,000	$ 17,500	$ 18,000
27	Amortization (Capital Assets) cap loan repayment	$ -	$ 15,073	$ 18,210	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
28	Fees, Licenses & Dues	$ 37,819	$ 31,719	$ 41,875	$ 44,000	$ 45,000	$ 47,500	$ 48,688	$ 49,905
29	Courier, post, ofc supplies (copier maint contr)	$ 17,998	$ 7,863	$ 10,885	$ 11,000	$ 11,500	$ 12,000	$ 12,500	$ 13,000
30	Interest & Bank Charges	$ 26,667	$ 56,512	$ 43,498	$ 74,000	$ 75,000	$ 76,000	$ 77,000	$ 78,000
31	Rent - 6th street (Offsite Office, Storage)	$ 12,600	$ 2,760	$ 2,949	$ 3,500	$ 3,750	$ 3,750	$ 4,000	$ 4,000
32	I.T./Telephone/Comm (incl. repairs)	$ 20,360	$ 72,494	$ 65,195	$ 67,500	$ 68,000	$ 68,500	$ 69,000	$ 69,500
33	Board and Volunteers (Society Mtgs, AGM)	$ 2,930	$ 3,125	$ 8,935	$ 9,000	$ 9,500	$ 10,000	$ 10,500	$ 11,000
34	Training , Development, Contractors, conferences	$ 10,137	$ 42,113	$ 24,256	$ 35,000	$ 37,500	$ 40,000	$ 42,500	$ 45,000
	TOTAL EXPENSE	$ 1,131,717	$ 1,246,278	$ 1,463,837	$ 1,633,000	$ 1,703,500	$ 1,771,512	$ 1,820,382	$ 1,869,930
36	NET INCOME / LOSS	$ 69,510	$ 43,954	$ (4,532)	$ 2,700	$ 8,060	$ 7,655	$ 11,940	$ 16,259
					$ (512,000)	<over stage grid install			
37	ACCUMULATED CASH RESERVES		$ 380,194	$ 373,003	$ 250,000	<province BC grant			
38	unrestricted (incl. above NET)	172,451	$ 195,276	$ 189,036	$ 100,000	<Courtenay capital grant			
39	restricted capital reserve	139,153	$ 184,918	$ 183,967	$ 162,000	<from SWTS reserves			
	see projects list next page				$ 211,003	<remaining reserves	<50% for capital projects		

FUNDERS & PARTNERS

Thank you to our major funding partners who help make the work we do possible.

FUNDER - OPERATIONS & CAPITAL

City of Courtenay

FUNDERS - OPERATIONS

Comox Valley Regional District

Town of Comox

Comox Valley Community Foundation

FUNDER - PROGRAMMING & CAPITAL

Canada

FUNDERS - PROGRAMMING

British Columbia Arts Council

British Columbia

bclive performance network
empowering live performance in BC

ACCOMMODATION PARTNER

Old House Hotel

RADIO PARTNER

the eagle 97.3
the islands best music mix

ARTS & CULTURAL PARTNERS

Comox Valley Arts
Comox Valley Art Gallery
Courtenay & District Museum
K'ómoks First Nation

THANK YOU, DONORS!

Our numerous individual donors truly prove the power of grassroots community support. Donations fund technical equipment upgrades, free community tickets distributed through our Superstar program, outreach activities like the free events in our Family Film Series and Sid Docs Series, and diverse or niche programming in our Blue Circle Series. Thank you so much!

Level1: Glimmer ($20 - $99) = 340 donors
Level 2: Flare ($100 - $499) = 28 donors
Level 3: Glow ($500 - $1499) = 4 donors
Level 4: Illuminate ($1500 - $3999) = 1 donor
Level 5: Spotlight ($4000+) = 2 donors

Share The Limelight is the name of our fundraising program and includes ways to give that vary from one-time donations and recurring monthly or annual gifts to planned giving through a financial portfolio or gift in a will. The program was launched in fall 2024 and this season raised over $32,000. This is an increase of 35% over the previous season.

Share the LIMELIGHT



CHEESECAKE BURLESQUE REVUE
Photo by McKinnon Photography

Sid Williams Theatre Society
Statement of Financial Position
30-Nov-25

		scal year end June 2025	November 2025 YTD
	ASSET		
1	Petty Cash	1,975	1,975
2	General Bank Account	216,976	547,103
	Cibc US Bank Account	940	900
3	Bursary Bank Account	5,274	2,384
4	Gaming Bank Account	2,406	2,406
6	Accounts Receivable	298,292	13,918
7	Coastal Community Credit Union	24,244	55,870
8	Prepaid Talent Fees & Advances	30,169	18,759
9	Prepaid Insurance and Rent	18,243	39,407
	Inventories	7,690	12,607
	Capital Assets - Net	479,868	506,586
	TOTAL ASSET	**1,086,076**	**1,201,916**
	LIABILITY & EQUITY		
9			
10	Accounts Payable	33,109	49,874
	Amex Credit Card	9,756	9,748
	Cibc Visa	576	1,937
	PST Payable	-	-
	GST Payable	47	4,093
	SOCAN Payable	-	468
	Wages Payable	3,419	(100)
	Source Deductions Payable	-	-
	Mastercard Credit Union	7,268	8,974
11	WCB Payable	-	1,092
	Group Health Payable	-	-
12	RRSP Payable	-	-
	Admissions - Local	-	100,674
13	Admissions - Society Presents	768	91,872
14	Admissions - Others Present	79,162	103,582
15	Admissions - Non Profit	36,087	85,330
16	Surcharge Trust	-	-
17	Surcharge Trust - Courtenay	-	10,485
19	Gift Certificates	21,610	20,363
18	Accrued Bursary Awards	-	-
	Deferred Revenue - Management Fee	109,365	17,365
	Deferred Revenue - BC Touring Council	-	8,000
	Deferred Revenue - Prov BC Gaming	-	-
	Deferred Revenue - TD Canada Trust	-	-
	Deferred Revenue - City of Ctny	67,246	12,701
	Deferred Revenue - City of Ctny Infrastructure	-	-
	Deferred Revenue - Heritage Grant	-	24,900
	Deferred Revenue - CV Reg. Dist.	19,996	3,326
	Deferred Revenue - Town of Comox	20,008	7,508
	Deferred Revenue - *BCTour/Youth Engagement*	-	-
	Deferred Revenue - BCS	-	-
	Deferred Revenue - Misc	-	(2,000)
	Deferred Revenue - Family Films	-	-
	Deferred Revenue - Ceba Loan	-	-
	Deferred Revenue - CV Comm. Foundation	-	-
	Deferred Revenue - Rental Deposits	17,800	22,750
	Deferred Revenue - Donations	7,507	6,182
	Deferred Revenue - Fundraising/tips	5,962	8,283
	Deferred Revenue - Sid Docs	-	-
	Canadian Heritage - CACRP	-	-
	Deferred Revenue - BC Touring Resilience	-	-
	Deferred Revenue - Prov of BC Infrastructure	223,214	223,214
	Deferred Revenue - Capital Projects	4,752	3,721
	Deferred Revenue - Sponsorship	-	-
	Deferred Revenue - New Horizon	-	-
	TOTAL LIABILITY	**667,653**	**824,342**
	RETAINED EARNINGS		
	Retained Earnings - Previous Year	192,737	234,456
	Current Earnings	41,719	(40,849)
	RESTRICTED SURPLUS		
	Capital Reserve	-	-
	Restricted Suplus Contingency Reserve	183,967	183,967
	Reserve Fund	41,420	99,025

SID WILLIAMS THEATRE SOCIETY -- 5 YEAR EQUIPMENT PURCHASES AND CAPITAL PROJECTS OUTLINE

YEAR	2024-25 Description	Estimated Cost	Detail	Completed	2025-26 Description	Estimated Cost	Notes
MUST							
	grand drape	$ 15,000	*"golds" are 25 yrs old, worn out*	C	LED dimmers	$ 25,000	*most LX inventorynow LED*
	video screens**	$ 23,000	*auditorium: info for patrons*	C	replace main PA	$ 40,000	*PA was second hand, tired*
	moving lights 1	$ 48,000	*(6) replace failing 2018 units*	C	2 motor winch	$ 6,000	*PA safer access / or 25-26*
	Hearing Assist	$ 10,000	*replace outdated (~2000) system*	C	stage elevator	$ 50,000	exist unit old, unreliable phased repair
	backst. carpet**	$ 7,500	*replace worn crossover carpet*	C	moving lights 2	$ 16,000	2 additional units
SHOULD							
	cyclorama	$ 5,000	*existing cyc aging out (15+ yrs)*	C	cyc and scrim	10000	if not done in 2024-5
	stage power	$ 2,000	*extra distro 50 amp*	C	condenser mic	$ 1,000	*multi pattern (2)*
	amp/speaker	$ 2,000	*hardwired amp/speaker positions*	C	mic stands	$ 500	
	concept draw	$ 20,000	architect rendering studio theatre		larger movie screen	$ 10,000	more film events, clients
	consulting	$ 20,000	studio theatre business case		4 PTZ cameras	$ 20,000	2020 system low end, failing
	subwoofer	$ 2,000	*existing not adequate*		new Cam control	$ 25,000	2020 system low end, failing
	projector lens	$ 8,000	*existing inadequate (larger beam)*		small booth mixer	$ 5,000	alternate mix pos. ~ client
	pipe & drape**	$ 5,000	lobby division (accessibility)	C	digital marquee	$ 60,000	safety, revenue, public info
COULD							
	condenser mic	$ 1,000	*multi pattern (2) or 25-26*		bar fridge	$ 2,500	older unit noisy inefficient
	mic stands	$ 2,000	4 new mic stands	C	cupholders	$ 10,000	w. alcohol service audit.
	in ear monitors	$ 2,000	4 @ $500?		plaza fencing	$ 5,000	permanent/retractable
	shotgun mic	$ 1,000	audio tech recommend (or 25-26)	C	power wedges	$ 8,000	quality audio monitors (4)
all total		$ 173,500				$ 294,000	

NOTES

could consolidate most audio upgrades (except winches) to 25-26
maybe video and audio improvements for 25-26 combined

** = completed summer 2024

does not include items connected to 500k Light Grid Project
does not include office equipment such as computers
does not include expendables or minor gear (eg. cables, batteries)

apply BC Arts Infrastructure Fund for Audio Upgrades
apply BC Arts Infrastructure Fund for Video x Audio Upgrades

STATEMENT OF FINANCIAL POSITION

SID WILLIAMS THEATRE SOCIETY - For the year ending June 30, 2025

	2025	2024
ASSETS		
CURRENT		
Cash	**$ 248,723**	$ 675,998
Accounts receivable	**95,508**	29,394
Inventory	**7,690**	9,227
Prepaid expenses	**48,412**	31,377
Projects under construction	**-**	57,114
	400,333	803,110
TANGIBLE CAPITAL ASSETS	**479,869**	84,086
	$ 880,202	$ 887,196
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	**$ 41,489**	$ 49,988
Gift certificates	**21,610**	17,264
Wages payable	**3,213**	-
Advance ticket sales	**116, 223**	131,818
Deferred contributions	**261,443**	302,071
Deferred rent	**17,800**	9,350
	461,778	510,491
NET ASSETS		
Unrestricted	**397,565**	$ 129,002
Internally restricted	**20,859**	247,703
	418,424	376,705
	$ 880,202	$ 887,196

APPROVED BY THE DIRECTORS

[redacted] Director

[redacted] Director

The statement of financial position and statement of operations are excerpts from the full financial statements prepared by Cloutier Matthews.

A copy of the full statements are available upon request.

STATEMENT OF OPERATIONS

SID WILLIAMS THEATRE SOCIETY - For the year ending June 30, 2025

	2025	2024
REVENUES		
Event proceeds	$ 320,372	$ 189,090
Grants	290,113	229,756
Ticket centre revenue	236,746	210,643
Facility rentals	215,622	200,429
Management fees	212,850	204,500
Concession sales	82,233	75,163
Surcharge, net	56,632	49,155
Other (donations, memberships, cost recovery, interest)	419,559	300,569
	$ 1,834,127	$ 1,459,305
OPERATIONAL EXPENSES		
Artist fees	$ 208,401	$ 127,279
Bursary awards	2,000	2,750
Equipment lease and storage	9,602	5,200
Equipment purchases	19,854	26,732
Lounge purchases	39,746	31,473
Production costs	151,273	92,576
Promotion and advertising	55,100	41,328
Repairs and maintenance	4,299	5,380
Security	13,110	16,053
Supplies	29,369	16,042
Talent meals and accommodations	22,796	16,740
Wages, salaries, and benefits	955,080	851,115
	$ 1,510,630	$ 1,232,668
	323,497	226,637
GENERAL AND ADMINISTRATIVE EXPENSES		
Amortization	67,577	17,111
Bad debts	1,369	397
Communication	61,858	54,461
Contractors	6,681	8,243
Courier and postage	3,356	2,357
Fees, licenses, and dues	45,899	41,875
Insurance	10,286	9,582
Interest and bank charges	50,942	44,593
Office	8,857	8,132
Professional fees	6,600	6,000
Rent	3,098	2,949
Repairs and maintenance	7,214	12,584
Training	3,240	7,097
Travel	1,623	6,853
Volunteer and AGM expense	3,178	8,935
	281,778	231,169
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	$ 41,719	$ (4,532)

ALL FIGURES JULY 1, 2024 - JUNE 30, 2025

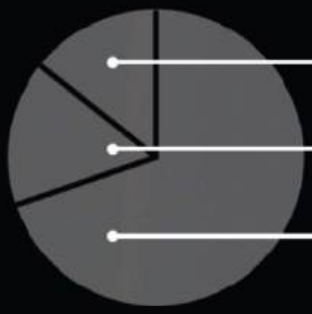


169
Performances
(includes non-profit, commercial, municipal or educational, SWTS presented or co-presented)

51,468
Total tickets

505
Superstar & donated tickets to the community
(total value $20,603)

THEATRE USAGE BY DAYS



18% *Commercial / Local renters*

19% *SWTS presented*

63% *Non-profit renters*

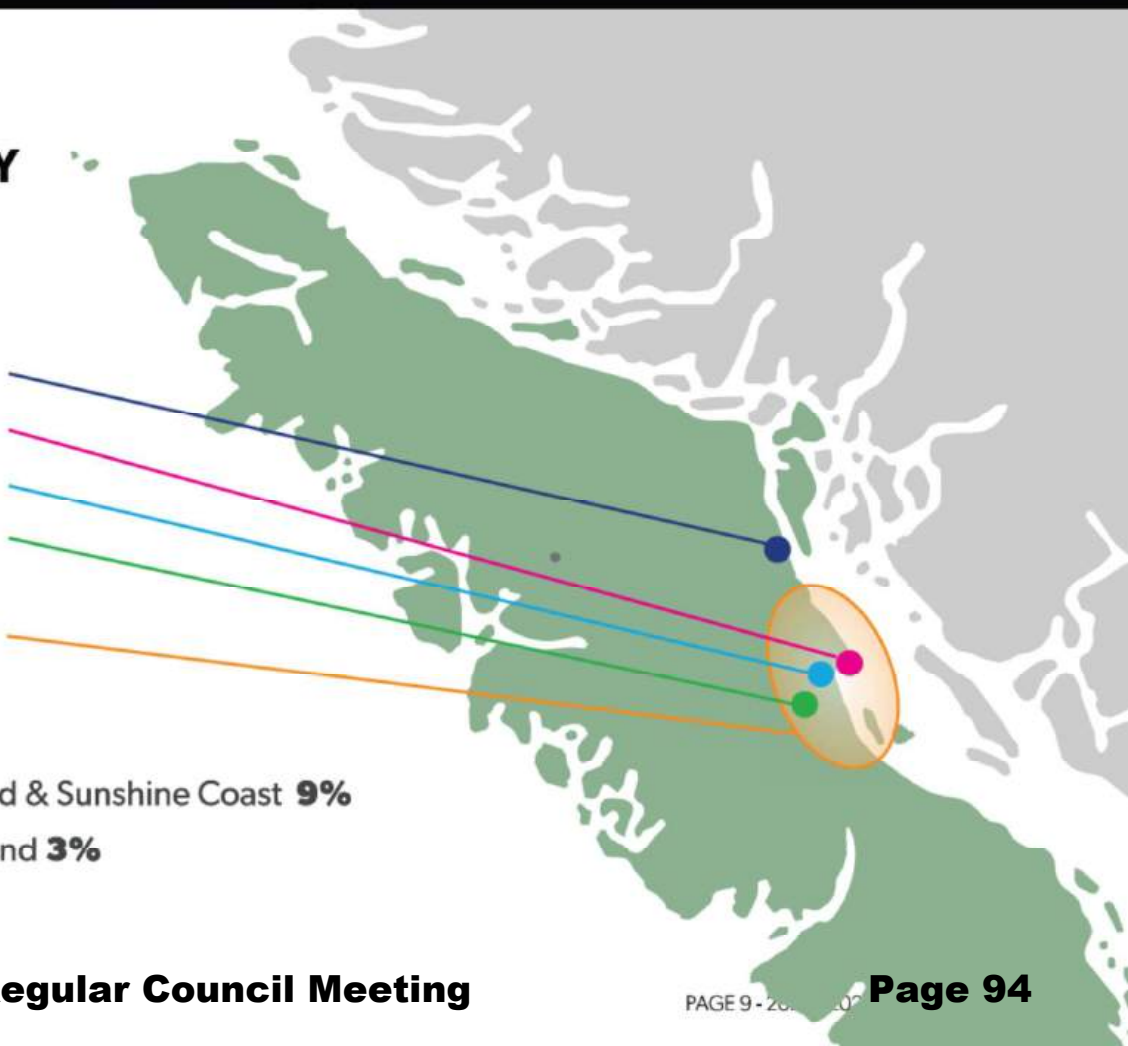
239 total bookings
(does not include maintenance/reset days)

70
Rehersals, workshops, recording sessions

85
Maintenance or tech reset days

BRAIDING THE LAND BY RAVEN SPIRIT DANCE
Photo by McKinnon Photography

TICKET PURCHASERS BY POSTAL CODE



Campbell River **5%**
Comox **22%**
Courtenay **35%**
Cumberland **5%**
Comox Valley Regional District **14%**

Rest of Vancouver Island & Sunshine Coast **9%**
Outside Vancouver Island **3%**
No Postal Code **7%**

TOWN OF COMOX

STAFF REPORT

Meeting: Feb 18, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	6900-20
FROM:	Jordan Wall, CAO	**DATE:**	Feb 12, 2026
SUBJECT:	Tourism Service Delivery		

Report Approved:

Jordan Wall, Chief Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Town of Comox moves forward based on the Compromise Model as described in this report in relation to tourism service provision;

AND THAT the Town of Comox works with the Comox Business Improvement Association and regional partners to establish a local tourism advisory mechanism to provide Comox-specific input into regional priorities;

AND FURTHER THAT the Town of Comox allocates the equivalent of the Visitor Centre mortgage contribution (approximately $12,300 annually), starting in 2027 to the BIA for the creation of Comox-focused tourism initiatives in collaboration with the BIA.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT the Town of Comox provide notice to the Comox Valley Regional District of its intention to end its participation by contract in the regional provision of tourism services;

AND FURTHER THAT the Town of Comox enter into contract discussions with the local Business Improvement Area (BIA)

PURPOSE

To provide Council with a comparative analysis of tourism service delivery models and seek direction regarding the Town of Comox's participation in the Comox Valley Regional District (CVRD) Tourism Service.

BACKGROUND

The Town of Comox currently participates in the CVRD Tourism Service (Experience Comox Valley). The 2026 consolidated tourism budget totals $1,015,714, with Comox contributing $49,020 (4.8%).

Comox also pays $12,300 a year which will end in 2026 towards the Visitor Information Center mortgage as part of the agreement for Comox to exit the previous Economic Development Service.

The Comox Business Improvement Association (BIA) has requested that the Town withdraw from the regional tourism service and transfer tourism management to the BIA.

ANALYSIS/ISSUES/IMPLICATIONS

CURRENT REGIONAL MODEL

a. (Remain in CVRD – Experience Comox Valley)

The Comox Valley 10-Year Tourism Strategy establishes a coordinated regional framework focused on:

- Regional collaboration and governance reform
- Stewardship of place and reconciliation
- Year-round economic resilience
- Infrastructure alignment (transportation, housing, digital connectivity)
- Workforce development
- Expanded MRDT (proposed increase from 2% to 3%)

The model treats tourism as a **regional economic system**, with destination development, sustainability, infrastructure, and coordinated marketing integrated.

The CVRD tourism budget is attached to this report.

BIA LOCALIZATION MODEL

b. (Withdraw and Transfer Tourism Management to the BIA)

The BIA proposal emphasizes:

- Comox-first branding and marketing
- Stronger focus on tourism growth
- Local control and direct accountability
- Tactical agility (e.g., Dine Around model)
- Downtown activation and business alignment

The BIA's position is that the regional strategy **does not sufficiently prioritize growth** and that localized control would produce stronger economic outcomes for Comox businesses.

COMPROMISE MODEL

c. (Remain Regional + Redirect Mortgage Savings Locally)

Under this model:

- Comox remains in the regional service
- Regional scale and leverage are maintained
    - Local agility is lost
- Upon mortgage completion (2026), the $12,300 equivalent is redirected to Comox-specific tourism initiatives managed by the BIA

Model	Strengths	Drawbacks
Regional Model (CVRD / Experience Comox Valley)	• Coordinated Valley-wide destination branding • Shared marketing platform and administrative structure • Integrated approach to infrastructure, housing, transportation and workforce planning • Broader data collection and research capacity • Economies of scale in marketing and campaigns • Strong intergovernmental alignment	• Less direct municipal control • Slower decision-making due to multi-jurisdiction governance • Strategy must balance multiple community priorities • Comox-specific outcomes may feel less visible
Local Model (BIA-led / Comox-Focused)	• Direct local control and accountability • Faster tactical execution and program shifts • Clear focus on Comox priorities • Strong alignment with downtown businesses • Simplified governance structure	• Narrower geographic focus • Reduced regional coordination • Potential duplication of regional initiatives • Limited integration with Valley-wide infrastructure planning • Greater operational responsibility at the local level

GOVERNANCE CONSIDERATIONS

Council's decision regarding tourism service delivery is fundamentally a governance decision rather than solely a financial or marketing one. The choice between a regional and local model requires Council to determine its preferred balance between shared authority and local autonomy.

Local Control vs. Regional Coordination

At the core of this decision is the balance between:

- **Local control**, responsiveness, and direct accountability to Comox businesses; and
- **Regional coordination**, shared governance, and Valley-wide alignment.

A regional model distributes decision-making across multiple jurisdictions and partners. This can moderate individual municipal influence but supports coordinated planning and shared strategic direction.

A local model centralizes authority within Comox, increasing direct control and responsiveness, while reducing formal influence within regional tourism planning structures.
Council must determine the appropriate level of autonomy it wishes to exercise versus the value it places on collective regional governance.

Governance Structure and Accountability

Under the regional model:

- Governance occurs through the CVRD structure and advisory bodies.
- Decision-making is collaborative and multi-jurisdictional.
- Accountability is shared among participating members.

Under a local model:

- Governance occurs through the Town and/or BIA and advisory bodies.
- Decision-making authority would be more centralized.
- Accountability would be more immediately visible at the local level.

Council must consider how it wishes tourism governance to be structured, and how accountability should be exercised and monitored.

Appendix

A- CVRD Tourism Budget
B- Comox BIA Tourism Whitepaper
C- Comox Valley 10-year Tourism Strategy

Year over Year Change

Revenue and Expenses by Category

550 - Comox Valley Tourism Service

	2025 Budget	2026 Budget	Change	Explanation for Increase (+) or Decrease (-)
Revenue				
Grants in lieu	31,000	31,000	-	
Taxation	268,394	268,394	-	
Sale of Services	64,320	61,320	(3,000)	One-time revenue projection [-3.0K]
Government Grants	14,950	-	(14,950)	Destination BC Grant
Prior Year Surplus	32,529	-	(32,529)	No prior year surplus at proposed
Total Revenue	411,193	360,714	(50,479)	
Expenses				
Support Services	31,282	31,044	(238)	Decreased allocation in 2026
Personnel Costs	40,272	42,854	2,582	Regular wage increases
Grants to other organizations	44,884	20,000	(24,884)	Destination BC Grant [-24.9K]
Materials, Supplies and Utilities	68,070	76,950	8,880	Software for security cameras [+6.5K]
Contract and General Services	108,085	73,050	(35,035)	Strategic Plan [-25.0K], Legal fees [-10.0K]
Transfer to Other Services	993	168	(825)	
Transfer to Reserve	38,438	39,223	785	
Debt Charges	74,169	72,425	(1,744)	
Minor Capital	5,000	5,000	-	
Total Expense	411,193	360,714	(50,479)	

CVRD 5 Year Operating Budget by Service

Functions: 550

Objects: Multiple

Account Code	Account Description	2025 Actual	2025 Budget	2026 Budget	2027 Financial	2028 Financial	2029 Financial	2030 Financial
01 - General Revenue Fund								
550 - Comox Valley Tourism Service								
Revenues								
550 - Comox Valley Tourism Service								
01-1-550-005	Gil Fed Govt	4	1,000	1,000	1,000	1,000	1,000	1,000
01-1-550-009	Gil Local Govt	0	30,000	30,000	30,000	30,000	30,000	30,000
01-1-550-016	Grant Prov Govt Conditional	140,950	14,950	0	0	0	0	0
01-1-550-019	Reqn Elect/Spec Prov Govt	119,143	119,124	119,487	85,208	85,208	85,208	85,208
01-1-550-020	Reqn Municipal	149,251	149,270	148,907	106,188	106,188	106,188	106,188
01-1-550-025	Sale Svcs Local Govt	61,426	61,320	61,320	61,320	61,320	61,320	61,320
01-1-550-057	Rental/Lease Buildings	114	3,000	0	0	0	0	0
01-1-550-145	Transfer from Reserve	0	0	0	0	0	0	0
01-1-550-150	Surplus Prior Year	32,529	32,529	0	0	0	0	0
550 - Comox Valley Tourism Service		503,418	411,193	360,714	283,716	283,716	283,716	283,716
Revenues		503,418	411,193	360,714	283,716	283,716	283,716	283,716
Expenses								
550 - Comox Valley Tourism Service								
01-2-550-200	Support Services	31,282	31,282	31,044	32,224	33,449	34,720	36,039
01-2-550-210	Grant Operational	149,106	24,884	0	0	0	0	0
01-2-550-212	Grants Uncond Local Govt	20,000	20,000	20,000	20,000	20,000	20,000	20,000
01-2-550-220	Salaries & Wages	29,558	29,786	31,634	32,578	33,551	34,550	35,580
01-2-550-225	Benefits	6,625	8,934	9,492	9,775	10,064	10,365	10,675
01-2-550-237	Employer Health Tax	585	744	790	816	838	863	888
01-2-550-238	WCB	801	808	938	966	998	1,027	1,056
01-2-550-276	Software Licence/Mtce	0	0	6,472	0	0	0	0
01-2-550-281	Materials & Supplies	0	0	200	200	200	200	200
01-2-550-284	Meeting Expense	27	500	1,000	1,000	1,000	1,000	1,000
01-2-550-293	Office Expenses	110	500	250	250	250	250	250
01-2-550-314	Telephone & Alarm Lines	2,879	2,500	3,000	3,000	3,000	3,000	3,000
01-2-550-319	Training/Development & Conferences	630	1,000	1,000	1,000	1,000	1,000	1,000
01-2-550-320	Travel	107	1,000	1,000	1,000	1,000	1,000	1,000
01-2-550-335	Advertising	0	500	0	0	0	0	0
01-2-550-369	Insurance Liability	1,520	1,385	1,550	1,580	1,610	1,642	1,675
01-2-550-372	Insurance Property	5,484	5,200	5,500	5,610	5,722	5,836	5,952
01-2-550-381	Legal Fees	0	10,000	0	0	0	0	0

CVRD 5 Year Operating Budget by Service

Functions: 550

Objects: Multiple

Account Code	Account Description	2025 Actual	2025 Budget	2026 Budget	2027 Financial	2028 Financial	2029 Financial	2030 Financial
01-2-550-387	Other Prof Fees	53,530	75,000	50,000	0	0	0	0
01-2-550-400	Contracted Svcs Buildings/Land Mtce	68	0	0	0	0	0	0
01-2-550-403	Buildings Repairs & Mtce	5,567	16,500	16,000	16,500	17,000	17,500	18,000
01-2-550-406	Heating	639	2,000	1,100	1,125	1,150	1,175	2,000
01-2-550-409	Hydro	6,857	12,000	11,000	11,200	11,425	11,650	11,830
01-2-550-412	Janitorial/Cleaning Supplies	7,020	11,220	11,444	11,672	11,905	12,110	12,350
01-2-550-415	Landscaping/Grounds Mtce	9,119	24,250	24,500	24,500	24,500	24,500	24,500
01-2-550-418	Refuse Collection	1,306	2,850	2,000	2,100	2,205	2,315	2,431
01-2-550-425	Property/Parcel Taxes	470	450	484	500	515	530	546
01-2-550-427	Sewage Disposal	19,335	8,100	12,000	12,240	12,485	12,734	13,000
01-2-550-430	Water	1,008	1,200	1,500	1,545	1,591	1,639	1,688
01-2-550-468	Minor Capital	0	5,000	5,000	0	0	0	0
01-2-550-485	Contr To Capital Works Reserve	37,076	37,076	33,598	86,427	82,337	78,279	73,301
01-2-550-489	Reserve Contr Other	1,362	1,362	5,625	5,625	5,625	5,625	5,625
01-2-550-495	Transfer To Other Functions	993	993	168	283	296	206	130
01-2-550-504	Short Term Debt Paydown	73,000	0	69,425	0	0	0	0
01-2-550-505	Debt Charges-Principal	0	73,000	0	0	0	0	0
01-2-550-506	Debt Charges-Interest	3,609	1,169	3,000	0	0	0	0
550 - Comox Valley Tourism Service		469,673	411,193	360,714	283,716	283,716	283,716	283,716
Expenses		(469,673)	(411,193)	(360,714)	(283,716)	(283,716)	(283,716)	(283,716)
550 - Comox Valley Tourism Service		33,745	0	0	0	0	0	0
01 - General Revenue Fund		33,745	0	0	0	0	0	0

INTERNAL DRAFT TOURISM WHITE PAPER – TOWN OF COMOX – DECEMBER 2025

CREATION OF A LOCAL TOURISM BASED DESTINATION MARKETING ORGANIZATION IN THE TOWN OF COMOX

Imagine marine adventures and natural assets as a catalyst for community development. Comox has the opportunity to create a purpose-built tourism service from the ground up.

Comox BIA

Executive Summary

The Town of Comox (the Town) is considering its options around creating a local tourism destination marketing organization. As the Comox BIA (the BIA) has been a proponent of the establishment of a Comox-focused Tourism Commission, the BIA was asked to present information to Council that outlines potential frameworks and options, to support Council's considerations.

Purpose of the Whitepaper:

1. To provide a business case for the creation of an adventure tourism focused *Destination Marketing Organization (DMO)* outlining potential costs, revenues, resources, and alignment to Council Strategic priorities.
2. To support decisions and Policy generation of the Town Council which if approved, would provide the steps to establish an independent locally based Destination Marketing Association / Tourism Commission in the Town of Comox, managed by the Comox BIA, with support from the Town.
3. Define potential pathways and strategies to ensure marine and natural assets in Comox can be a vehicle for community development (Social Capital).

Top 10 Question and Answers

Q 1: Given the Town must provide a one-year notice to no longer participate via the CVRD Regional function and that limited resources would be available during that time, what could be accomplished through that transition period?

A. An important number of tactics will be undertaken in the first year, requiring minimal funding, with in-kind support provided and leveraged by the BIA including:

- Establishment of Tourism Commission (selection, meetings, reporting)
- Commission development of a 1 year and 5-year Tactical Plan using the MRDT framework
- Meetings with Destination BC to explore a Comox-based MRDT
- Website Expansion – content and images added to this existing website section on the Town website: https://www.comox.ca/community/about-comox/visiting
- Establishment of free Tourism Business Online Listing and promotion for Comox businesses
- Expansion of Comox Events Calendar to be town-wide
- Expansion of Social Media posting and content to include town-wide destination marketing content
- Media Familiarization Tour hosting with Destination BC and local tourism partners
- Collaborate with Destination BC and other tourism eco-system partners to update Comox content on their websites
- Seasonal Event Campaigns x 3-4
- Seasonal online marketing campaigns x 2

Q2: Is there overlap between the proposed Comox Valley wide 10-Year Tourism Strategic Framework tactics and the work the BIA and/or the Town are already undertaking?

A. Yes – the BIA Board prepared a 'Compare and Contrast Report' that reviewed each tactic within the 10-Year Tourism Strategic Framework versus the activities currently being undertaken by the BIA and/or the Town. See **Appendix A**.

Q3: How do we deal with a Comox tourism website; won't it cost $60K to create a new website?
A. No. In Q1 2026 content would be developed by the BIA supported by its existing image banks to add 2-3 pages to the Town's **existing** website site (https://www.comox.ca/community/about-comox/visiting). This would expand as needed in the second year.
Other provincially funded tourism sites also maintain information on Comox including:

- SuperNatural BC (Destination BC): https://www.supernaturalbc.com/search/?q=Comox
- Tourism Vancouver Island: https://vancouverisland.travel/communities/comox-valley

Q4: If the Town only has a $60K budget for tourism, how could Comox compete with communities that have the MRDT and local government funding?
A. The BIA will leverage the $60K funding with its own budget plus in-kind time and will seek grants and private sector contributions to campaigns to bring the budget to $100K. Importantly, there are many communities in BC that undertake tourism with less than $60k budget, yet the key difference is they control and direct the spend so it is 100% in keeping with the direction and needs of their local tourism sector. Further, many communities on Vancouver Island already have larger budgets that the Comox Valley – Victoria, Oceanside, Tofino for example. Targeted marketing is more important than big budgets that don't address Comox specific needs.

Q5: What about getting the MRDT in place for Comox?
A. The MRDT is jointly administered by Ministry of Finance, Ministry of Tourism, Arts and Culture, and Destination BC. When in place 2-3% is charged to guests of Fixed-roof Accommodation (hotels, motels, resorts) and AirBnB / VRBO's (referred to as Online Accommodation Providers, OAPs – which the Town has control over via its Short-Term Rental bylaw). For Comox it needs two Fixed-roof accommodations with 4+ rooms to agree to MRDT. Then all Airbnb and VRBOs in Comox would collect and remit the tax adding an additional ~$50-$100K to the Comox tourism budget. To do this, Comox needs its own positive tourism structure via the Commission and Bylaw. The Town can pursue its own MRDT and those funds would then contribute towards the local tourism service, thereby leveraging Town and BIA funding. Note: 4VI is currently pursuing a regional MRDT vs Courtenay only, and if a regional MRDT model proceeds, all Comox Fixed-roof and OAP MRDT funds would go to the CVRD to manage. Currently all Courtenay OAP MRDT funds collected are used for Affordable Housing initiatives in the City.

Q6: What if the Town stayed with the Regional function and provided it $40K and provided the BIA $20K (currently used for the Visitor Centre mortgage) to undertake Destination Marketing?
A. It isn't effective to split the services, nor does that structure empower Comox to strategically and cohesively advance its destination marketing and destination development future to the benefit of its businesses and residents.

Q7: Would the Commission be Town-wide or downtown focused only?
A. Town-wide, based on key tourism sector representation, including K'ómoks First Nation.

Q8: Would the Commission pursue external grants to support leveraging funding?
A. Yes - destination marketing and destination development grants.

Q9: Would businesses from Comox that are listed on the Experience Comox Valley website have the opportunity to get a free online business listing?
A. Yes - the BIA already maintains 150+ business listing and would encourage tourism businesses Comox-wide to submit their listings.

Q10: Would this new structure still collaborate with other Comox Valley communities on marketing?
A. Absolutely – yes, the BIA has many examples of collaborations with CVRD, 4VI, Filberg Heritage Lodge and Park, Comox Valley Airport, Harbour Air and more. See **Appendix B** for examples of two 2025 BIA-led campaigns that demonstrate the type of collaboration that would continue.

Recommended Next Steps

1. Council to approve proceeding with a Tourism Bylaw that includes Terms of Reference and appointing a Council liaison - completed and approved (January 2026)
2. Complete a partnership agreement with the BIA to lead the implementation (January 2026) - BIA prepares 1 year and 5-year tactical plan per provincial MRDT legislation (February 2026)
3. BIA proceeds with preparing content for tourism pages on Town's website, expanding social media content posting with current assets (January 2026)

An updated presentation to the one provided by the BIA to Council in November 2025 is attached in **Appendix D**.

The Importance of Tourism in Comox

Social Capital Defined

Social capital, within the context of adventure tourism, refers to the networks, relationships, and shared norms among individuals, communities, and organizations involved in adventure tourism activities. It encompasses the social connections, trust, reciprocity, and collective resources that facilitate cooperation, collaboration, and mutual support within the adventure tourism industry.

In adventure tourism, social capital can manifest in various forms:

1. **Trust and Cooperation:** The trust established among adventure tour operators, local communities, tourists, and regulatory bodies. This trust facilitates collaboration, partnerships, and the sharing of resources or information.
2. **Networks and Relationships:** The interconnected web of relationships between adventure tourism businesses, local communities, governmental agencies, and other interested parties. These relationships can lead to knowledge sharing, innovation, and mutually beneficial outcomes.
3. **Shared Norms and Values:** Commonly accepted norms, values, and ethical standards within the marine and natural-based tourism industry. These shared beliefs can guide responsible tourism practices and sustainable development and are prevalent within sport fishing, whale and marine mammals and sensitive environments such as parks and greenways, and eel grass.
4. **Collective Resources:** Pooling of resources, both tangible (financial, infrastructural) and intangible (knowledge, expertise), among interested parties to address common challenges or seize opportunities in Comox-based tourism.
5. **Community Engagement and Empowerment:** The involvement of local tourism dependent NGO's, Non-profits, businesses and local citizens in marine and natural-based tourism activities, empowering them to actively participate, benefit, and contribute to the industry's growth while preserving cultural and natural heritage.

Social Capital in Destination Development

The importance and need for incorporating social capital into Destination Marking is not new and there is significant literature on the potential benefits of considering how organizations can contribute to fostering social capital. [1] DMO's can factor in elements of Social, Political, and Cultural Capital (SPCC) in the development and operations of their organization. This works in both directions; tourism development depends on a level of social, political and cultural capital in order to be a successful regional development tool (in economic terms), while at the same time tourism development can be undertaken in a way that contributes to SPCC in the region.

Social capital in tourism can be formally defined as the set of social relationships, interactions, and networks that enable the development of social cohesion, knowledge exchange, and cooperation among tourism stakeholders. [2] Social capital involves the bonds, norms, and social ties that contribute to the creation of a supportive and conducive environment for the growth and sustainability of targeted tourism initiatives, businesses, and experiences.

Marine and Natural-based Tourism as the Basis of Tourism Activities in the Town of Comox

While the Town doesn't have significant Fixed-roof accommodations, changes by the Provincial Government of BC, regarding short term rentals (Air BnB) and the "*Short Term Rental Accommodations Act*", further restricts tourism-based community economic growth from accommodation. [3] Further, the vast majority of tourism activities available within the Town are marine adventure or natural-based activities that create full or part-day experiences in the harbour, Baynes Sound and on land, which do not necessarily rely on significant room counts in the community as a first step to the Towns' tourism plan. Marine tourism is comprised of: whale watching, fishing and sailing charters, kayak/SUP/jet ski/pontoon rentals, and marine-based events/celebrations (sailing regattas, Dragon Boat events). Natural assets include extensive parks and trails and the activation that occurs in them, in particular the Filberg Heritage Lodge and Park and Marina Park with important visitor-driving festivals, events and

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[1] According to *"Social capital and destination strategic planning"*. Joelle Soularda, Whitney Knollenberg, Bynum Boleyc, Richard R.Perduea, Nancy Gard Mc Geheea. DMOs are not the first organizations to engage in the strategic planning process. Its origins are rooted in management and organizational studies. (Mintzberg,1994). Over the years, strategic planning has evolved to look at the effect of organizational culture, group dynamics, and leadership (Heracleous, 1998).

[2] Social capital refers to "the ability of actors to secure benefits by virtue of membership in social networks or other social structures" (Portes,1998,p.6). Feldmanand Zoller(2011,p.25)state that "the term social connotes that the particular asset is attained through involvement with a community." The term 'capital' suggests that communities can protect, sell, or consume their assets to foster development. Given the importance of stakeholder participation in the procurement of financial, political, and social resources in destination management, this approach holds promise for the Town of Comox.

[3] The purpose of the new rules is to:

- Give local governments stronger tools to enforce short-term rental bylaws
- Return short-term rental units to the long-term rental market
- Establish a new Provincial role in the regulation of short-term rentals

The new rules apply to all short-term rentals being offered to the public including:

- Offers hosted by a platform, where people reserve and pay for the rental service (which may include for example, Airbnb, VRBO, Expedia, and FlipKey)
- Offers on other web listing forums (which may include for example, Facebook Marketplace, Kijiji, and Craigslist)
- Offers in classified ads in newspapers

dynamic programming. If the creation of a purpose specific adventure tourism DMO is achieved, the potential may exist for future investment for overnight stays, which in turn may support investment in fixed roof accommodation properties over time.

Town of Comox Strategic Plan Linkage

The creation of an adventure tourism-based service also aligns and is interrelated to many of Councils core services, priorities and goals including[4]:

1. Strong Governance and Administration
2. Economic Development
3. Financial Management and Accountability
4. Arts and Culture
5. Downtown Vitalization / Marina Enhancement

The creation of a tourism service is also recommended in recent reports approved by Council which include:

1. Town of Comox Economic Development Strategy (2024)
2. Downtown Enhancement Action Plan (2024)

The Comox BIA has sought the establishment of a Tourism Commission as follows:

1. 2023-2026 Comox BIA Strategic Business Plan (2023)
2. BIA Letter to Council, Input on Priorities for Economic Development Strategy and Downtown Enhancement Action (September 2024)
3. BIA Letter to Council, Establishing a Town of Comox Tourism Commission (February 2024)
4. BIA Presentation to Council, Tourism Commission Requested (October 2, 2024)
5. Meetings between BIA Directors, Councillor(s) and CAO (2025)

Further, the establishment of localized adventure tourism focused Destination Marketing structure ties to the Town's previous Official Community Plan which includes strategic vision statements related to the importance of community economic development related services and initiatives such as tourism within the town.

Tourism Services Gap in the Town of Comox

The Town withdrew from a regional economic development service through the CVRD and continues to have financial contract obligations to the CVRD which manages tourism, primarily funded by the City of Courteny MRDT. With regional district tourism services focused on regional programs, there is a significant local gap in the Town of Comox as it relates to funding for municipal Comox destination marketing and destination development. Further, there are expectations from affected tourism industries, businesses, and also residents, that if the Town is to fund the service through property tax, then the service should primarily focus strictly within and to benefit of the town of Comox.

[4] Retrieved from www.comox.ca/sites/default/files/2023-10/FINAL%20DRAFT%20Strategic%20Plan%20-%20after%20Oct%2011%20SPC.pdf

Community Economic Development Through Placemaking

Tourism is a significant contributor to local government-based community connection and wellness while supporting an increased focus on natural environment pursuits (parks, trails, marine). It is also the main reason a person decides to visit a community for the first time and eventually may increase the potential for residential relocating to the community.[5] Community place-making is increasingly being used in community economic development that ties directly to the foundational needs within a community. Quality placemaking leads to the development of a sense of place, increases social cohesion, and stimulates the long-term regeneration of public spaces, which contributes to tourism attractiveness. [6] As an example, the Town's economic priority and focus on downtown revitalization, along with the adventure tourism potential inherent in the Comox Harbour can become a foundation for new tourism priorities and services. Modern tourism development increasingly indicates the need for new approaches based on the creative use of intangible assets and heritage, and a more harmonious relationship between the local community and tourists.

Economic Development Association of British Columbia Workshop

The Town Council held an intensive workshop with the Economic Development Association of BC (EDABC), to discuss and explore the foundations of economic development and tourism service delivery, and specifically the role of tourism in local government service delivery. Over the past number of years, more rural communities are creating local tourism services through bylaw to focus on specific tourism opportunities and, at the same time, increase accountability and transparency to local citizens. Currently there are over 70 communities across BC that are approved for MRDT funds and programs and many small communities that fund tourism through property taxation.

Common Destination Marketing Tourism Activities

- Marketing, including visitor / relocation guides, activities, events, etc.
- Providing information to visitors
- Destination product development (i.e. overnight accommodation development/ Marina, tours)
- Partnership development
- Providing information regarding community assets and attractions

The proposed service would include a Tourism Commission led by the Comox BIA and encompassing representatives from the Towns local tourism related industry sectors. This Commission would provide input, strategic direction and be established through a Tourism Commission Bylaw. [7]This model is at best practice in municipal tourism services in BC. It enables transparency in the setting of goals and decision making at the local level vs. regional models that typically focus on larger geographic areas rather than specific municipalities within them. Refer to **Appendix C** to view the City of Vernon Tourism Bylaw.

The report provides details on the process and preliminary analysis examples that could be undertaken to develop a new Tourism Commission. Discussion by Council on the recommendations, and policy

[5] Josiassen, A., Kock, F., & Nørfelt, A. (2022). Tourism Affinity and Its Effects on Tourist and Resident Behavior. Journal of Travel Research, 61(2), 299-313. https://doi.org/10.1177/0047287520979682
[6] Vodanovic Lukic, Ives. (2021). Placemaking, local community and tourism. Hrvatski geografski glasnik/Croatian Geographical Bulletin. 83. 77-104.

objectives and alternatives provided in this report would inform the process should Council approve that next step.

Current Destination Marketing and Destination Developments Being Undertaken – BIA and Town of Comox

The BIA has a proven track record of developing and implementing Comox-specific campaigns and initiatives to drive awareness and visitation to Comox, often done in collaboration with the Town, as well as other attractions like the Filberg Heritage Lodge and Park, and/or the CVRD.

Comox BIA and Town of Comox Collaborations:

1. Multi-media Campaigns (Seas the Day Campaign and Contesting – sewer conveyance project response, Seas the Summer – trolley/bookable products campaign in collaboration with the Town, BIA, CVRD, and private sector). Important note – both of these campaigns received funding from the CVRD and/or the Town to support – reports attached
2. Event Development, Production and Marketing Campaigns (SummerFest, Holiday by the Harbour – includes the Mayor Tree Lighting and Winter Market event and the Filberg's Winter Market)
3. Light the Alleyways Projects x 2
4. Wayfinding Signage
5. Walking Tours and Print Brochures
6. Suds and Shells Trolly Pub Crawl (sold out 120 people, BC Shellfish Growers, Blackfin, RAD Brewing, Comox Golf Club, Church Street Tap House)
7. Potential new Roundabout Gateway Welcome project (Rodello)
8. Opening of the Comox Marina with new gate that encourages the public and visitors to access the water

Comox BIA Led Initiatives:

1. Social Media Management and Contesting
2. Boater Welcome Program
3. Industry Development and Expansion Sessions (Deep Dive into the Marina Session – 2023, Food and Beverage Industry Sessions – 2023-2024, Gateway Development Session – 2023)
4. Sponsorship Development and Grants

The proposed 10 Year Comox Valley Tourism Strategy tactics were reviewed relative to potential overlap or duplication to related activities already occurring between the Town and the BIA, as well as reviews undertaken to highlight where tourism is identified in recent Town plans including the Economic Development Strategy and Downtown Enhancement Action Plan – see summary in **Appendix A**.

DESTINATION MARKETING STRUCTURES AND DEFINITIONS

Destination Marketing Organizations

Destination marketing is described as "a continuous, sequential process through which a DMO plans, research, implements, controls and evaluates programs aimed at satisfying tourists' needs and wants as well as the destination's and DMO's visions, goals and objectives". [8]

DMO's are organizations that promote a village, town, city, or region in order to increase the number of visitors. The organization is also responsible for providing the insights and leadership necessary to bring policies and plans into reality. DMOs are often formed in the context of Convention and Visitor Bureaus (CVB) or Tourism Boards, promoting the long-term development and marketing of a destination, focusing on convention sales, tourism marketing, and services. Regardless of the local approaches that can differ from community to community, all DMOs play a pivotal role in developing and executing marketing strategies, conducting research, and fostering partnerships within the tourism and hospitality sectors to elevate the visibility and desirability of a destination among potential visitors. They often work closely with local businesses, government agencies, tourism boards, and community organizations to drive tourism growth and sustainably manage visitor experiences.

Definition of Outdoor Adventure Tourism

According to the Province of BC Ministry of Tourism Adventure Tourism Policy[9] refers to commercial recreation/tourism operators and educational institutions who provide outdoor recreation/tourism activities on provincial Crown land including training, transportation, guiding, accommodations or other commercial recreation/tourism Improvements, food services or entertainment for compensation or reward, received or promised, from residents and non-residents of BC.

Adding to the Provinces' Policy definition, Adventure Tourism can be considered as a collection of emotive based activities, that include a level of risk, risk – taking, uncertain outcomes, seeking of adventure and unveiling of the hidden and unknown.[10] Ralf Buckley states that extreme outdoor adventure sports can be defined objectively as those activities, conditions, and levels, where participant survival relies on moment-by-moment skill, and error is likely to prove fatal.[11] While the Town can be a leader in marina adventure tourism, it is a sector that is at a lower level of risk such as pursuits such as parachuting, rock climbing, and related outback activities.

In Comox Harbour and Baynes Sound there are a range of marine base adventure tourism, that speaks to five key elements:

1. Physical Activity
2. Exploration & Discovery
3. Cultural Immersion
4. Insight and Knowledge
5. Enablers Supporting Local Economy

[8] Tourism Destination Marketing: Academic Knowledge by Marios Sotiraidis https://www.mdpi.com/2673-8392/1/1/7
[9] Adventure Tourism Policy, Land Act (Ch. 245, R.S.B.C., 1996); Ministry of Lands, Parks and Housing Act (Ch. 307, R.S.B.C. 1996); Crown Land Fees Regulation (BC Reg. 177/2003).
[10] Karin Weber, Outdoor adventure tourism: A Review of Research Approaches, Annals of Tourism Research, Volume 28, Issue 2, 2001, Pages 360-377, ISSN 0160-7383, https://doi.org/10.1016/S0160-7383(00)00051-7.
[11] Buckley RC. To Analyze Thrill, Define Extreme Sports. Front Psychol. 2018 Jul 24;9:1216. doi: 10.3389/fpsyg.2018.01216. PMID: 30087633; PMCID: PMC6066573.

Examples of activities include diving, viewing sea lions, water sports including sailing, boating, skidoo's, stand-up paddle boarding and kayaking, marine mammal and wildlife tours, snorkeling, sport fishing, learning about marine ecology and conservation efforts, and indigenous heritage and stories. Supporting more adventure-based tours means positive impacts to local dive shops, tour operators, sports finishing and yacht charters, local guides, and rentals not to mention the spin-offs to retail, food and beverage businesses and local attractions.

Adventure Tourism Stakeholder Mapping

Ensuring that stakeholder networks are understood in building adventure tourism is a critical step in discovering and mapping the relations between companies, organizations, and government. Further, these formal and informal networks are seen as an important conduit for managing public-private relationships and understanding structures of tourism governance [12][13] Collaboration in tourism structures (DMO's and the private sector) is common and can be an effective tool in tourism innovation benefiting the destination. [14] The performance of a tourist destination depends on the links between these various component actors, not just on their individual characteristics *(March and Wilkinson, 2009).*

Asset Based Community Development (ABCD)

The first step in developing stakeholder and asset mapping for adventure tourism is to capture the stakeholders and supporting partners that then can be engaged to mobilize community and around a common vision or plan.[15] ABCD methods may include:

- Collecting stories of community successes and analyzing the reasons for success;
- Mapping community assets;
- Forming a core steering group;
- Building relationships among local assets for mutually beneficial problem solving within the community;
- Convening a representative planning group;
- Leveraging activities, resources, and investments from outside the community.

Social Capital and Asset Based Community Development (ABCD)

According to Alison Mathie and Gord Cunningham, at its core, ABCD is a focus on social relationships. Formal and informal associations, networks and linkages are treated as assets and also as the means to mobilize other assets of the community.[16] Social capital highlights the trust, reciprocity, and connections among community members. These networks are essential for ABCD as they enable collective action, knowledge-sharing, and cooperation in identifying and utilizing local assets for tourism development.

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[12] (Palmer, 1996; Tyler and Dinan, 2001; Pforr, 2002).
[13] Stakeholder networks are critical to development of any type of tourism organization, Destination Management Organization or destination marketing organization and not specific to adventure tourism. However, developing a significant critical mass of marine based adventure tourism stakeholders. This Memo does not include a comprehensive assessment of stakeholder networks but this step should be considered should the creation of a DMO focused on marine based adventure tourism is seriously contemplated.
[14] Analysing tourism stakeholders networks, Angelo Presenza and Maria Cipollina
[15] Alison Mathie and Gord Cunningham, Development in Practice, Volume 13 number 5 November 2003.
[16] Such as environmental, cultural, natural and traditional assets.

In a tourism context, ABCD involves engaging local residents, businesses, and organizations to identify and showcase social cultural, natural, or historical assets that can attract visitors. Social capital, such as strong community ties, partnerships and collaboration, plays a vital role in this process and can align efforts to promote responsible tourism practices and sustainable development while leveraging community strengths.[17]

Social License of Tourism on Vancouver Island/BC - Media Scan

In recent years, Vancouver Island has witnessed significant loss in the social license in communities as it relates to tourism in general and more specifically, over tourism. Over tourism describes destinations where hosts or guests, locals or visitors feel that there are too many visitors and that the quality of life in the area, or the quality of the experience has deteriorated unacceptably.[18] This impact on positive tourism growth, has manifested in different scenarios, many of those reported in media. A selection of media articles on over tourism or social license challenges with residents are provided below.

Rude, tourists to the Tofino and messy, disrespectful tourists anger communities on Vancouver Island's west coast[19]
With the influx of tourism dollars in Tofino and Ucluelet, the article demonstrates the impact on community on the west coast of Vancouver Island. Visitation has resulted in trash left on beaches in Tofino with visitors using the beach as a garbage dump and outhouse. The District of Tofino was simply overrun with tourists and the only approach the community could take was to no longer handing out warnings for illegal camping, and instead directly handing out $200 fines.

Tourism Tofino's new executive director looks to improve resident relations, Tofino Ucluelet Westerly News
This article describes the challenges with residents less than positive view of tourism Tofino and the need for building trust with the community and defining who the right type of visitor is that align with local community values. Much of the challenges in Tofino stem from sheer numbers of tourists, mostly in the summer, that overrun community services. (i.e. garbage, water, sewer, and accommodations). The community is tied to protecting their environment and it is acknowledged that tourism marketing has a responsibility to protect, steward, and regenerate it. [20]

Is 'Super, Natural British Columbia' Veering into Overtourism?[21]
The Tyee reports on the whether sustainability tourism is really what is happening through visitation as described in the Strategic Framework for Tourism in BC. [22] The article suggests that "The more successful a destination, the more it's likely to suffer "over tourism," a blight now affecting cities like Barcelona and Venice." Over tourism not only damages the visitor experience, but also threatens the environment, global health and the climate. The environmental damage caused by over tourism is widely understood. Cruise ships around Europe's coasts emitted 10 times more sulfur compounds in 2017 than all 260 million European cars did. Over tourism notes "British Columbia made entrance to provincial parks free. Not only has this meant that approximately 90 per cent of the cost of running the park is now subsidized by the government, it has resulted in issues of overcrowding due to lack of monitoring and management." These types of issues suggest a lack of understanding by all levels of government on the need for proper assessment of natural assets and systems that support them along with a TEEB approach for assessing the real cost of the impact of tourism.

4VI – Formally Tourism Vancouver Island (TVI)

In late 2021, the TVI Board of Directors supported the shift of Tourism Vancouver Island from a destination management organization to a social enterprise. This decision came after a year of

[17] Asset Based Community Development, ABCD Institute, https://resources.depaul.edu/abcd-institute/Pages/default.aspx
[18] https://responsibletourismpartnership.org/overtourism/
[19] https://www.cbc.ca/news/canada/british-columbia/rude-messy-disrespectful-tourists-anger-communities-on-vancouver-island-s-west-coast-1.5693863
[20] https://www.westerlynews.ca/business/tourism-tofinos-new-executive-director-looks-to-improve-resident-relations-1358225
[21] https://thetyee.ca/Opinion/2019/11/14/Overtourism-British-Columbia/
[22] www2.gov.bc.ca/assets/gov/tourism-and-immigration/tourism-industry-resources/our-tourism-strategy/welcoming_visitors_benefiting_locals_working_together_-_final.pdf

discussions about the challenges the industry faced and the opportunities that would lie ahead once TVI could, as a community, lift their organization and the communities that they serve, up from the devastating impacts of the pandemic. With the change to a social enterprise, 4VI is able to control its strategy which is tied in with measures that align with their pillars of social responsibility. These include:[23]

1. Tourism is being leveraged for greater environmental protection, regeneration, infrastructure and services.
2. Tourism is a collaborative partner in the development of sustainable, inclusive, and equitable community development.
3. Tourism is a main contributor to the preservation and celebration of diverse cultural voices.
4. Vancouver Island's tourism businesses are healthy and resilient.
5. Destination marketing activities are promoting stewardship, responsible behaviors, supporting diversity & inclusion, celebrating exemplary businesses.

In making these changes from what TVI considered as a traditional and perhaps antiquated tourism model, 4VI indicates that a transformation of tourism marketing is changing and will continue. This transformation is specific and 4VI will support industry change through key strategies including, Reconciliation, Climate Action, Biosphere Certification, Rural and Remote Sustainable Community Tourism Development, and by advancing diversity, equity, inclusion, and accessibility in the VI Tourism Industry.[24]

Stakeholder Engagement - Marine Based Tourism in Comox

Over the last three years, the BIA has undertaken stakeholder-based engagement sessions that the Town participated in, to learn about the relationships and connections between the marine tourism sector, constraints and opportunities for creation of an adventure tourism DMO. This step was modeled as an ABCD based "appreciative inquiry that promotes positive change (in organizations or communities) by focusing on peak experiences and success which rely on community interviews and storytelling that have the potential to draw out positive success factors."[25] The following table provides a summary of attendees across government, NGO's, and the private sector. The BIA also hosted a similar session with Comox gateway partners including the Airport, Comox Harbour, Comox Valley Marina, and Harbour Air, as well as Food and Beverage sector.

Stakeholder Session Attendees:

Attendee	Company	NGO	Government	Tourism Based
Town of Comox	N/A		CAO Jordan Wall	Town Staff
Jonathan Kerr	Council		Town Councilor	N/A
Town of Comox Marina	YES		Asset and Facility Manager	YES
Steve Blacklock	Council		Town Councilor	N/A
Maureen Swift	Council		Town Councilor	N/A
New Horizon Law Corporation	YES			NO
New Horizon C2 Consulting	YES			NO
Gerritsen Brooks Appraisals	YES			NO
Harbour Air Seaplanes	YES			YES
Gas N Go – Marine Fuel Dock	YES			YES
Remax Ocean Pacific Reality	YES			NO
Comox Valley Marina Ltd.	YES			YES
Comox BIA Executive Director	NO	YES		YES
Comox Harbour Authority	NO	YES		YES
Comox Harbour Charters	YES			YES
Mullen Group	YES			YES

[23] 4VI – Impact Strategy, 2022 https://forvi.ca/wp-content/uploads/2022/12/4VI-Impact-Strategy-2022.pdf
[24] Et.el
[25] Development in Practice, Volume 13, Number 5, November 2003 Alison Mathie and Gord Cunningham

Scotia Bank / BIA Board [26]		YES		BIA
Comox Bay Sailing Club		YES		YES
Compass Adventure	YES			YES
Desolation Sound Yacht Charters	YES			YES
Shift Marine Environmental Technologies	YES			YES
Big Animal Encounters	YES			YES
Alberni Yachts	YES			YES
Comox Bay Sailing Club	YES			YES
Fun Ships	YES			YES

Example of an Adventure Tourism Based Destination Marketing / Tourism Groups – Campbell River Association of Tour Operators (CRATO)

The Campbell River Association of Tour Operators (CRATO) is a private tourism industry marketing and advocacy group which supports and promotes safe, sustainable adventure tours in Campbell River. A collection of Tour operators which offer adventures for land, water, and air. CRATO has received $1.3 million to carry out their CRATO Northern Discovery Islands project to clean 350 kilometers of shoreline in remote areas north of Campbell River in conjunction with local First Nations. [27]

Alongside CRATO are the Ocean Legacy Foundation, Coastal Restoration Society, Rugged Coast Research Society (which will be working with Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations to remove derelict vessels from Kyuquot Sound), and K'yuu Enterprise Corporation. This partnership, and the efforts of the organization, are examples of building social (and environmental) capital. Ensuring shorelines and waters are considered as an asset to the industry and the many communities that rely on these natural assets, is a positive example of private and public partnerships in valuing natural assets.

Local vs Regional Models of DMO's

Tourism services can take place either within a regional district or at the local level. There are a number of benefits and drawbacks to each system. It is hard to say whether one system is better than the other, rather that they are different. As can be expected, a regional model will prioritize the development of the region as a whole and look at the larger picture of tourism. The benefits of this system tend to be when communities are very geographically close and interdependent. It allows for the pooling of resources and cooperation to take on larger tourism campaigns or projects that smaller communities could not have achieved alone.

A local model may be stronger in taking care of and providing attention to issues and opportunities within individual local communities. Further, having a voice that prioritizes Destination Marketing, Visitor Services and Destination Development needs at the local level may provide direct community economic impact for tourism business within the Town.

Independent Board vs In-house

This dichotomy provides different methods to delivering economic development services. Again, there are strengths and drawbacks to each system, and it is hard to say whether one system is better than the

[26] Business Improvement Association in the Town, NGO that focuses on downtown community development and specifically marine based tourism.
[27] https://campbellrivertours.com/projects/clean-up/

other, rather they are different. An in-house model provides the ability for Councils (or Regional District Boards) to set the priorities and work plans for the staff to accomplish. This increased level of control can lead to higher levels of satisfaction for the decision makers. It can also, however, lead to increased levels of debate, friction, and anger within Councils as arguments are made about tourism related projects and approach in priorities.

For this reason, in-house services tend to be better supported by the political decision makers but less supported by industry, small business, and investors. An independent board helps remove the tension and friction that can sometimes be experienced within Councils. These boards are generally filled with people within the business and non-profit sectors and will lead to focuses on setting the criteria for businesses to grow. These types of changes are often harder to see and quantify which can lead to criticisms from the community; justifiably or unjustifiably. With an independent board the direction of the service can also diverge from the funding source which leads to increased friction and divisiveness.

Financial

The Town has recently continued to contribute to visitor services through the Comox Valley Regional District. Funding went directly to support the visitor centre on the highway in Cumberland. The centre is over 15 km from the Town which generally takes over 30-45 minutes to travel through the City of Courtenay Comox to the Town of Comox. Few travellers make their way to the Town that also visit the Centre [28] The Town also supports a small visitor mobile kiosk run by the regional tourism during limited summer months which is run by the Vancouver Island Visitor Centre.

Funding from Local Government Taxation

With the establishment of a local service, the Town would retain the ability to contribute limited financial resources to third party contractors such as the Comox BIA for destination marketing and visitor services in 2026 and into the future. Funding levels will need to be considered and ratified during Councils 2026 financial planning and budgeting cycle. A sample budget of $100,000 for Destination Marketing in Table 1.

Table 1: Example of a Comox Tourism Budget - $60k from the Town, $20K plus in-kind from the BIA, plus private sector and modest grant funding:

Tactic	Allocation	Source of Funds	Purpose
*Media Advertising and Production	$52,000	Town of Comox	Paid social ads, Google search/display, seasonal campaigns, contests, co-op marketing
*Social Media	$5,000	Comox BIA	Posting, engaging, graphic support
*Website Hosting, Development & Maintenance	$3,000	Town of Comox	Website updates, SEO optimization, analytics tools

[28] Visitor Services Network Statistics Program Year Over Year Report 2023 COMOX VALLEY https://www.networkstats.tourismbc.com/ReportDefinition.aspx

*Collateral Production & Distribution	$7,000	Private Sector / Comox BIA	Brochures, maps, rack cards, event flyers
*Consumer Shows & Events	$10,000	Comox BIA / Private Sector / Town of Comox	Boosting local event promotion
*Travel Media Relations	$5,000	Comox BIA	Press releases, media hosting, story pitching
*Visitor Services Operating	$8,000	Grants / BIA	Wayfinding signage, interpretive panels
Emerging Opportunities	$10,000	Comox BIA	Pilot projects, pop-ups, testing new channels or activations

Additional Funding from Grants

Numerous funding options exist for funding local government tourism activities.

Funding Agency	Funding Terms	Use of Funds
** Municipal & Regional District Tax (MRDT)[29]	2-3% hotel tax	Destination Development /Marketing tactics
Island Coastal Economic Trust (ICET)[30]	Up to $50,000 for capital projects	Place Making Initiatives that foster social, economic and environmental impacts.
Federal Pacific Economic Development Canada (PacifiCan)[31]	Non-repayable up to $250,000	Support the growth of the tourism industry in developing capacity for more inclusive tourism experiences (e.g. enhancing accessibility of tourism assets, staff training to ensure welcoming, inclusive environments to diverse clientele
BC Provincial Rural Economic Diversification & Infrastructure Program (REDIP)[32]	Up to $1,000,000 diversification and development	Funded through Property Tax Increase

** The MRDT is a 2-3% tax applied to short-term accommodation sales (hotels, motels, vacation rentals, and online platforms like Airbnb). Often referred to as the Hotel Tax, funds are collected by the accommodation providers, are then remitted to the Province and paid to the designated recipient (municipality or DMO). The designated entities are required to provide 5-year Business Plans and 1 Year Tactical Plans as well as submit detailed reporting annually. The funds are used to support local tourism marketing, destination development, and, since 2018, affordable housing initiatives, based on local accommodation providers' support / focus.

To establish the MRDT in a City/Town/Area, at least 51% of accommodation providers in the community, representing at least 51% of the total number of rooms in the proposed designated accommodation area, must agree to implement the tax and approve of the Business and Tactical Plans.

There are currently over 65 communities in BC collecting the MRDT. Below is a snapshot of communities in British Columbia with populations under 30,000 that are currently collecting. This list isn't exhaustive, but it highlights many of the active small communities leveraging MRDT for their own specific

[29] https://www.destinationbc.ca/what-we-do/funding-sources/mrdt/
[30] https://islandcoastaltrust.ca/apply-for-funding/infrastructure-investment-programs/community-placemaking/starting-your-application-community-placemaking-program/
[31] https://www.canada.ca/en/pacific-economic-development/services/funding/tourism-growth-program/program-applicant-guide.html#funding
[32] https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/redip

destination development and marketing initiatives. Detailed information can be found: destinationbc.ca/what-we-do/funding-sources/mrdt

Small BC Communities Collecting MRDT (Population ≤ 30,000)

Community	Approx. Population	MRDT Rate
Tofino	~2,500	3%
Ucluelet	~1,800	3%
Parksville	~13,600	3%
Qualicum Beach	~9,000	3%
Fernie	~5,200	3%
Golden	~4,000	3%
Revelstoke	~8,000	3%
Smithers	~5,400	3%
Rossland	~4,000	3%
Invermere	~3,400	3%
Kimberley	~7,400	3%
Harrison Hot Springs	~1,500	3%
Clearwater	~2,300	3%
Valemount	~1,000	3%
100 Mile House	~2,000	3%
Lillooet	~2,300	3%
Bowen Island	~4,000	3%
Courtenay	~28,000	3%

A new Tourism Commission can formally facilitate and explore the implementation of a Comox-specific MRDT as part of its first-year tactics which could bring an additional $50-100K additional funds to Comox tourism marketing and destination development initiatives.

Leveraging Existing Assets to Support Local Tourism Commission Establishment

The Town and the BIA have assets already in place to support the early transition to local tourism framework, thereby reducing expenses and keeping things nimble and simple. Examples include:

Asset	Current Status	Expanded Focus	Lead
Digital Assets			
Website	The Town's website has a 'Visiting' page on the website comox.ca/community/about-comox/visiting. The BIA also has tourism related content on its website.	Use the Town website as the primary website for expanded content to be integrated.	BIA to develop preliminary, interim expanded content for Town staff
Photography	The Town and the BIA have images to promote tourism	Access to the Destination BC Image bank to infill as needed and eventually contract photography and/or undertake contesting to expand.	BIA and Town
Social Media	The Town maintains active social media accounts, as does the Comox BIA	The Town's channels can feature expanded tourism content.	BIA and Town
Print Collateral and Signage			
Walking Tour Brochures	Produced by the BIA, currently out of stock	Could be updated simply, reprinted and distributed.	BIA
Downtown Maps / Signs / Wayfinding	Some produced by the BIA, others produced by the Town and in need of updating/expansion	Could be updated.	BIA
Park Maps / Signs	Signs and online maps maintained by the Town	Ongoing.	Town

Policy And Legislation Considerations

In order to proceed with funded initiatives and programs in 2027, the establishment of a local tourism service in 2025 is required so that policy and procedures that inform the type of model in which the services would be delivered can be developed. There are three models of delivery: in-house staff delivery, private contractor, or public/private hybrid approaches. In the event the Town partners with the Comox BIA, this would represent the public /non-profit approach, similar to many BC small communities.

Models for delivery of local Tourism services are provided below. In establishing its local service for 2025, the Town may be best serviced through third party contractors such as the Comox BIA with experience that can support the set-up of the Tourism Commission by Town staff, deliver on the key tactics and respond to opportunities immediately, verses hiring of new senior staff recruitment for service focus areas which may take several months to complete. By taking a measured financial approach over time, the Town can allow the service to develop through informed community citizens and business input, while supporting local adventure tourism services.

Optional Models of Service Delivery

1. Municipal Department or Office – The organization is housed within the formal municipality as a line department, office or single "actor".

2. Development Corporation/Commission – The organization is a "joint power" institution[33] involving varying degrees of government, business and community representation and support within an incorporated body.
3. Private Development Associations – The organization is sponsored by local/regional businesses and operates in economic development with permission or endorsement of local government (for example, through chambers of commerce or business association).

Intergovernmental

In the event Council decides to proceed with direction to staff to proceed with creation of a Tourism Commission, other local governments such as the Comox Valley Regional District, the K'ómoks First Nation, and the Provincial government through Destination BC staff, would be still enabled to collaborate and partner on initiatives of mutual benefit.

Public Relations & Communications

Consideration should be given to implementing a detailed Communications plan to advise the public of the decision to proceed with a local tourism commission. This would best be done in partnership with the Town utilizing both organizations' website project pages, newsletter and news release.

RECOMMENDATIONS

Based on the information provided above, option #2, the municipal, independent arm's length model, is the best practice in municipal tourism services in BC. It enables a balance between Council oversight and engagement, provides for private sector input, and creates community transparency in the setting of goals and decision making. In addition, it supports local level actions and focus vs. regional models that typically focus on larger geographic areas resulting in neglecting smaller municipalities. within their service areas. Further, it will enable the Town to focus on building its first ever destination marketing organization and potentially, one of the few adventure tourism based DMO's that focus on marine and natural-based social capital in its enabling legislation.

CONCLUSION

This BIA White Paper report has provided details on the process and preliminary analysis examples that could be undertaken to develop a new Tourism Commission in an effort to support discussion by Council on the recommendations, and policy objectives and alternatives to inform the process should Council approve that next step.

[33] A "joint powers institution" (JPI) or "joint powers authority" (JPA) is a legal entity formed when two or more public agencies or governmental entities come together to jointly exercise certain powers or perform specific functions. It's a collaborative arrangement where these agencies pool their authority and resources to address common issues, provide services, or undertake projects that benefit their respective jurisdictions. The agreement (through Bylaw) defines the areas where the town council will delegate certain responsibilities or decision-making powers to the tourism commission. This might include tourism promotion, event organization, marketing, infrastructure development, etc.

The Town's new OCP will act as an official vision and guide for most services, goals, visions, and aspirations and suggests economic growth objectives that would typically be delivered on and supported by an economic development / tourism service. Themes include:

1. Redevelopment and development in various areas and within the downtown core.
2. Promotion of opportunities for revitalization and diversification encouraging a mix of commercial, tourism-oriented, and residential uses.
3. Ensure growth is planned with the aim of maintaining and enhancing the quality of life for both citizens and visitors.
4. Ensure Downtown Comox remains attractive and enhances its economic viability.
5. Provide specific support for key economic drivers such as the downtown core, waterfront, commercial harbour, the Towns International Airport, and its Harbour Air terminal.

The establishment Tourism Commission is tied directly to three of the Town Councils 2022 – 2026 Strategic Priorities: Economic Health, Community Connection and Wellness, and Proactive Community Growth. Further, Councils' Vision to support businesses in the community, plan for growth, and enhance quality of life for residents, businesses and visitors are linked to the placemaking and economic health that can be achieved through supporting this opportunity.



Appendix A: 10 Year Tourism Strategy and Other Plans – Compare & Contrast

Appendix B: BIA Collaborative Marketing Campaign Reports

Appendix C: City of Vernon Tourism Bylaw

Appendix D: Updated BIA Tourism Presentation to Council

Current Town of Comox and / or BIA Tourism and Destination Marketing Initiatives versus 10 Year Tourism Strategy Recommendations

Tactic #	Status
Objective 1: Strengthen and expand collaborative regional partnerships in the tourism industry across Indigenous, public and non-profit organizations, businesses, residents, neighbouring communities, and local, provincial and federal governments.	
1.1	Duplicative - Town already doing this with BIA
1.2	Town of Comox would need a Bylaw for tourism – vast majority of communities have this i.e. CR and Vernon are good examples
1.3	People are pulling out of the Campbell River tourism
1.4	Duplicative - BIA already does this and are dealing with tourism in the Town directly collaborating with sectors and multiple governments
1.5	Duplicative - BIA already does this
1.6	The Province is aware that the Town may wish to explore an MRDT. Should an MRDT go in regional it will be controlled 100% by the CVRD and the Town would lose opportunities to establish a base budget (via MRDT) that would be supported by the BIA budget and the private sector in Comox
Objective 2: Promote shared ownership of the strategy and provide transparent progress updates.	
2.1	Duplicative - The Town is lucky to have the BIA and the Towns Communication staff – together the reach of communications on tourism is already enabled in the Town of Comox
2.3	Duplicative - The Town has all data as a result of its economic development and downtown master plan. Plus the OCP and related work (i.e. parks master plan further provides the Town data they need. This is duplicative and a waste of money should it proceeds
2.4	Tracking process should be on the actual MRDT funding and all expenses.
Objective 3: Enhance emergency preparedness and response capabilities through coordinated partnerships between the tourism industry, emergency services, and local, provincial and federal authorities to ensure visitor and resident safety during natural disasters and other critical events.	
3.1.	Duplicative - The CVRD already has an emergency plans and funding via the Town and other CV communities – this seems to suggest they want tourism funds to go to their existing budgets. The Town pays into numerous CVRD services and they have hundreds of services, why would the Town pay more for existing budgets vs maintain control over those that can be tailored to making a different to Comox specifically. (ie. Dine Around)
3.2	Duplicative - This strategy is already in place by existing Provincial tourism ministries, NGO's in tourism and Federal as well – duplication
3.3 / 3.4	Duplicative - Crowd control in Courtenay or even better in the regional areas - the BIA is doing a great job with the Town and RCMP and Emergency Services prior to Lapu Lapu and since.
3.5	Duplicative - if the CVRD does not have tourism specific in their preparedness they are not understanding what it means and who is best to do it. (see above)

Objective 4: Meaningfully engage with the K'ómoks First Nation on the Tourism Strategy and follow their lead to advance reconciliation, including supporting Indigenous storytelling and tourism experiences.	
4	K'ómoks First Nation - more work to be done by Town and BIA. BIA invited Councillor Richard Hardy to speak at AGM to start this process.
Strength of Stewardship	**Objective 1: Enrich resident and visitor appreciation for and connection to the land, water, and culture of the Comox Valley.**
1.1	They can collaborate but sustainability is already being taught in BC and Canada and abroad and there are lots of jobs for tourism initiatives.
1.2	Duplicative - The Town's Parks Departments have budget and already doing this and public are already doing this
1.3	Duplicative - The province promotes all areas outside of the CVRD and the CVRD is already doing this. The Town is doing that differently and on their own – i.e. bees and bats and Brooklyn Creek.
Objective 2: Strengthen and protect the Comox Valley's natural and cultural assets.	
2.1	Major operators and small businesses are not reporting any over tourism issues in Comox. Not required.
2.2	Duplicative - Parks Department is doing interpretive signage. BIA does maps and signage around cultural assets including a heritage audio tour this summer.
Objective 3: Raise awareness and understanding of shared stewardship priorities, including environmental protection, cultural heritage preservation, and sustainable tourism practices.	
3.2	Duplicative - Town already partnering/funding heritage and cultural assets in Comox i.e. Filberg Lodge and Park, Comox Museum, Peal Ellis Gallery
3.3	Duplicative - DBC and Destination Canada and Provincial and Federal Grants support this already – duplicative.
Objective 4: Advance climate action in tourism in the Comox Valley.	
Objective 5: Align and amplify the efforts of municipal, regional, and community strategies to support connected environmental conservation and cultural vitality.	
5.1	Duplicative - Parks and BIA interpretive signs, audio tour, brochures already do this.
5.4	Duplicative - BIA and Town Parks Dept and Marnia already collaborating
Empower a Resilient and Inclusive Tourism Economy	
	Objective 1: Raise awareness of the economic contributions and benefits of Comox Valley's tourism economy to residents and local businesses.
1.1	Duplicative - BIA and Town have volunteer programs via events and engagement events (business and non-business)
1.3	Duplicative - BIA already does loyalty programs and has done for many years (ie. Boaters Program, Contests, Passport programs)
	Objective 2: Position the Comox Valley as the ideal destination for visitors seeking diverse and authentic experiences in nature, culture, and adventure.
2.1	Duplicative – Town and BIA already doing this.

2.2	Duplicative - BIA already deals with its members on this via survey's and Strategic Planning as does the town with its residents
	Objective 3: Support recruitment and retention of a skilled tourism workforce in the Comox Valley.
3.1, 3.2	Duplicative - BIA has hosted industry speakers on staffing/recruitment for F & B, Tourism, etc. via Business Matters Program
	Objective 4: Stimulate a resilient, year-round tourism economy by promoting entrepreneurship and innovation, and attracting investment.
4.1, 4.2	Duplicative - being done - BIA Business Matters Series and Chamber BRE program
4.3	Duplicative – BIA has Business Hub for existing and new businesses, and host networking events several times a year for Comox businesses
	Objective 5: Promote initiatives that strengthen diversity, equity, inclusion, and accessibility throughout all tourism experiences in the Comox Valley.
5.1	Duplicative - Parks Dept already improving accessibility of its parks/greenways/spaces, plus Marina improving access
5.2	Duplicative - Town just released accessible website, promoting new accessible trails and opportunities and programs
5.3	Duplicative - BIA has brought in a range of speakers to support business and progressional development across all sectors.
Support Connected Communities and Tourism Infrastructure	
	Objective 1: Enhance community and regional connectivity through low-carbon transportation options.
1.1 – 1.6	Duplicative - Town already dealing with enhancing green infrastructure, bike lanes, and supporting the airport.
	Objective 2: Identify and address housing needs for tourism workers and accommodation needs for visitors.
2.1-2.4	Duplicative – Town dealing with Development Review Report, Bill 44 and related funding / grants to improve affordable housing and densification.
	Objective 3: Support tourism-related community infrastructure expansion and enhancement.
3.1, 3.2, 3.3	Duplicative – Town and BIA working to improve infrastructure – marina improvements, new lighting and improved placemaking, farmers market now in Comox, major events and festivals already in Comox. Town exploring swimming doc, improved marina with grants (opening gates / ramps, etc), pump track). BIA already marketing marine bookable experiences.
	Objective 4: Enhance digital infrastructure and connectivity across the Comox Valley region.
4.1-4.2	Duplicative – Town dealing with fibre optics grants, improved online services
4.4	Town pays into Sid Williams, Comox Museum, Filberg Heritage Lodge and Park. BIA promotes local Arts and Culture.
Enhance Year-Round	

Experiences for Everyone	
1.1-1.3	BIA and Town can do this.
	Objective 2: Enhance relevant visitor information services to improve visitors' experiences and satisfaction throughout their travel experience, from initial planning to post-trip reflection.
2.1	Duplicative - BIA already undertaking shoulder season marketing and trends via business surveys.
2.2	Duplicative - DBC undertook visitor intercept survey's for years. Visitor Centre maintains significant visitor date. Airport already has extensive passenger data profiles.
2.5	Duplicative - BIA and operators already host fam tours.
	Objective 3: Manage destination marketing and development through adaptable strategies that focus on regional and seasonal dispersion.
3.1, 3.3	Duplicative – BIA's events and campaigns are all shoulder season to support slow season activity, and profile sub sectors of Comox (F&B, Retails, A & C, Outdoor Activities, Professionals)
3.5	Duplicative – BIA does 5 year strategy, Town did Downtown Enhancement Plan with short/medium/long term tactics, PLUS Economic Development Strategy with the same. Many clear, informed new plans, now its time to action, not add more plans.
	Objective 4: Foster a vibrant culture of host engagement and community integration that creates a welcoming and safe environment that benefits all.
4.1-4.3	Duplicative - Comox is one of safest communities on Vancouver Island. It is dealing with Parking inventory, improving / adding sidewalks.

Tourism in Downtown Enhancement Action Plan Report (2024)

Tactic	Action
Organize for Success	Comox Downtown Action Partnership = Tourism Commission
Greater Downtown Destination Initiative	Developing a downtown hotel was the community's #1 Priority. There are none in the Town of Comox. Either encourage a developer to develop a boutique hotel or recruit a hotel chain. Without one, Comox is not a tourist destination but a pass-through. b. Making improved walking and biking connections is critical to a successful "destination" town with a variety of alternative experiences. c. Increase promotion of Comox as a destination that has seaside/park and golf/park resources downtown and all within a five-minute walk. Oceanside activities, shopping, dining, hiking, and golf create a multi-faceted destination. d. Define the Parking Strategy in the form of a Parking Demand Strategy Study to determine options as demand increases as a destination.
Town Square Meeting Place	Now the Lorne Pop up Park site
Comox Avenue	First, develop a more comprehensive events program that is on a weekly and monthly schedule. The intent is to create an active and interactive downtown

"Street Alive" Program	that has continuous events year-round. From the peak of summer to Christmas and into the winter season there could be fish and farmers' markets, Friday night markets, Christmas festivals, and marine events, to help extend limited business hours. 2. Consider the portion in front of the Comox Centre Mall as a "flex street block" (to start) that could be temporarily closed for special events, markets, and festivals to make Comox Avenue mor pedestrian. 3. Support outside "parking patios". 4. Introduce corner extended "bulges" for traffic calming, safety, pedestrian, and add further street furniture as "conversation corners". 5. Extend sidewalk at the mid-block crossings between Ellis and Stewart Streets; and provide pedestrian activated signals, especially at the Greenway Crossing.
Golf Course Public Recreational Asset	
Marinas Areas and Waterfront	Marinas Areas and Waterfront There are several enhancements that could improve the marina area that also came up as priorities in the community discussions: a. Improve connections to the Seawall Walkway and signage from Marina Park. b. Improve the pedestrian connection to the extended pier beyond Fisherman's Wharf. c. Extend the waterfront walkways and non-motorized boat launches along the waterfront east and west of the Marina. d. Redevelop the privately owned parcel west of Marina Park to combine commercial uses on the ground floor and residential uses above. (see Section 4.6 sketch of mixed use). e. Include a Harbour Air Terminal office or develop a permanent structure.
The Civic Centre Concept	The park and parking area across from the existing Town Hall on the north side of Beaufort Avenue has great redevelopment potential that: a. Redevelops the eastern part of the site as combined Civic Centre on the first floor with 3 storeys of residential units above, topped with a green roof. b. Parking would be maintained and expanded underneath taking advantage of the sloped site. c. The greenway pathway and public park would be maintained through the west part of the site with the potential of a Town Square enhancement in the park.
Residential Mixed - Use Intensification	Bill 44 implementation. a. Densify the west end of Comox Avenue up to 4-6 storeys, west of Port Augusta Street. There are a few opportunities where older commercial buildings or residents immediately west of Port Augusta Street could be redeveloped with commercial uses on the first floor and residential uses above. b. Redevelop the Legion Hall where a joint venture with a developer could retain the Legion use on the ground floor with residences above. c. The central and west end of Beaufort Avenue south of Comox Avenue also has several opportunities illustrated by the Civic Centre potential development (as described in #7 above), the Town Hall Site, the Council Chamber's site, and others.

Business Retention & Recruitment	

Tourism in Town of Comox Economic Development Strategy (2024)

Tactic	Action
2024 - Tourism development & promotion structure, agenda and actions.	Step 1 – Establish Tourism Commission by bylaw & operate.
2024 - Business retention & expansion programming.	Step 2 – Establish multi-year BRE services agreement with Comox BIA for 2025 and 2026.
2024 - An economic development agenda project manager.	Step 3 – Establish a Town of Comox Economic Development Service Bylaw, supported by external contract support. Priority focus on key industry sector development and marketing.
2025	• Project 1: Open marina docks to public. • Project 2: Change orientation of walkway around Harbour Authority building starting from west parking lot with Compass install. • Project 3: Increase transient moorage available through dock expansions and alignments.
Shovel – Ready Downtown	Step 1 - Ensure project plans include renderings. Step 2 - Class 4 budgeting – to compare and make decisions. Step 3 - Prioritize Top 3 projects.
Placemaking	Step 1 - Develop and implement a Top 3-5 pragmatic, small beautification initiatives action plan. Collaboration with BIA.
Non-Residential Land	Step 4 – Civic Centre as downtown catalyst.

APPENDIX B



Seas the Summer Campaign Overview

2025

Seas the Summer Campaign and the Great Canadian Trolley Company Comox Expansion

APPENDIX B

This summer, the Comox BIA proudly supported the Great Canadian Trolley Company (GCTC) to bring their iconic trolley experience to the heart of Comox. This strategic initiative was designed to accelerate the revitalization of Downtown Comox following the challenges posed by sewer conveyance construction.

The response from the business community was nothing short of phenomenal: over 28 local businesses enthusiastically came on board as sponsors and advertisers, recognizing the trolley as a high-impact platform to boost visibility, attract foot traffic, and reignite local commerce from locals and visitors alike.

The new experience was woven into a larger destination marketing campaign; Seas the Summer. Together, the BIA was not just rebuilding - it was enhancing and showcasing the range of bookable downtown and marina experiences.



APPENDIX B

Building Momentum: Sponsor Engagement & VIP Launch Events

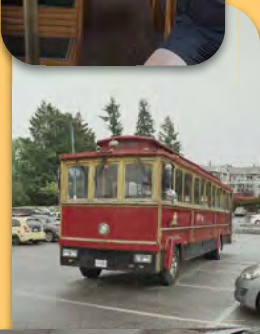
Martine's Bistro hosted a Trolley Tour Info Session, bringing together advertisers and partners for direct access to the GCTC team. Attendees gained valuable insights into tour logistics, campaign strategy, and activation opportunities, strengthening alignment and enthusiasm ahead of launch.

To kick off the season, RAD Brewing elevated the excitement with a VIP Launch Reception, drawing over 60 guests for an exclusive preview.

Attendees experienced the first mini trolley tours, offering a hands-on taste of what's to con and generating buzz across the community.

These events not only fostered strong stakeholder relationships—they set the tone for a collaborative, high-energy campaign rollout.







A1

A2

A3

A4

A5

APPENDIX B

Trolley Community Engagement

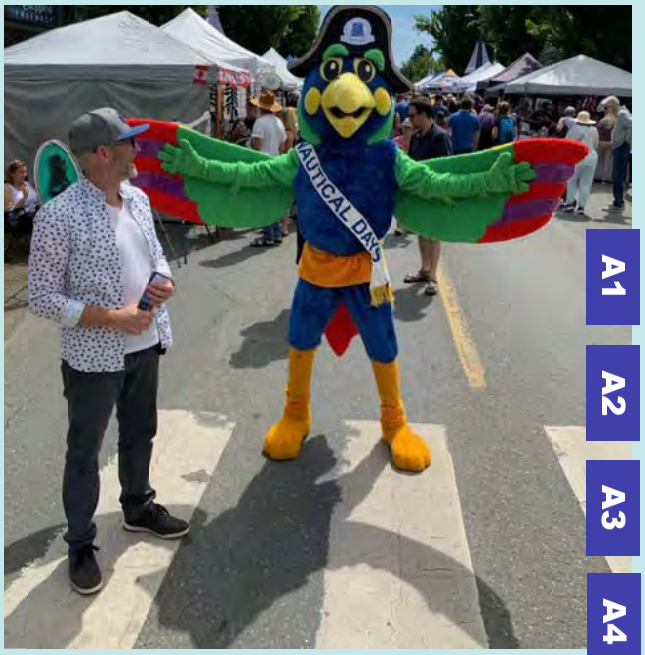
July 1st Parade, Summer Fest, Nautical Days Parade













Historic Audio Tour

An immersive informative audio tour was produced by Sue Wood and John Mang with support from the Comox Museum and Terrie Anderson. This audio tour gave insightful details about downtown Comox and the trolley stop hosts.



APPENDIX B

Campaign Website



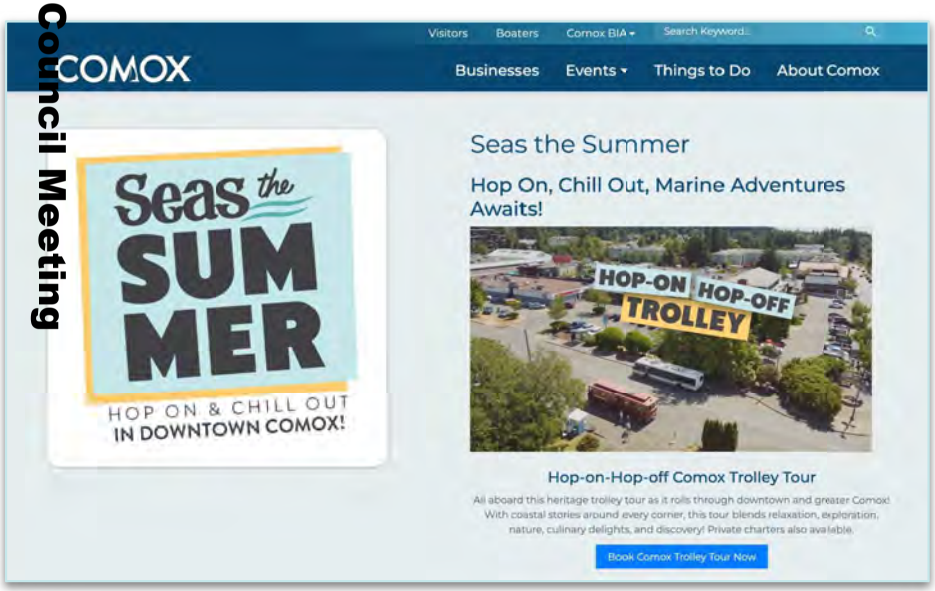
The **landing page was the central hub for early campaign traffic**, drawing the majority of users and pageviews compared to other site pages. This page also featured **local Comox businesses** and bookable marine activities.

A ***dip in the engagement rate*** is expected when ad campaigns introduce less familiar audiences; the **relatively small decline highlights that visitors remained highly engaged.**

Strong downstream impact is evident, **with thousands of users** moving from the landing page to the Trolley ticketing page and other bookable products.

Meta drove the bulk of traffic, while **Google Search provided a steady stream of high-intent visitors.** This split aligns with the heavier budget allocation to Meta campaigns.

Campaign Website



APPENDIX B

From launch to July 28, the campaign directed traffic to the **"Seas the Summer" landing page** on the **Comox BIA website**. Here's the web performance of both the **overall site** and **this page** for that period.

KEY PERFORMANCE METRICS:

- **14.3K** total sessions (+**134%** vs. previous ~22 days)
- **46.94%** overall engagement rate (**-11%** vs. previous period)
- **6.7K** total engaged sessions (+**108%**)
- **12.7K** total users (+**154%**)
- **2.2K** clicks to the trolley ticket page from the Seas the Summer landing page: **68% via Meta Ads**, **25% from Google Search Ads**
- The **"Seas the Summer" landing page** was responsible for **72% of total website pageviews** and **reached 80% of website users**.

Campaign Collateral

Table talkers, rack cards, and posters were distributed to Downtown Comox businesses to drive awareness of bookable experiences.



Online Ad Campaign Overview



From launch (Jul. 7, 2025) to Aug. 21, campaigns ran across **Google Ads** and **Meta** (Facebook & Instagram), targeting Comox and the surrounding area.

- The strategy combined **search intent** capture on Google with **broad awareness** of bookable products on Meta.
- **Responsive creative assets** with multiple variants were deployed to maximize performance over the course of the campaign.

The **purpose of this report** is to provide a historical snapshot of ad performance while also presenting actionable opportunities for future campaigns.

- Most of the **budget was front-loaded** to maximize early-season impact.
- The campaign was **stable and efficient**, delivering strong results in terms of clicks and social media engagement.
- **Early strategic adjustments,** such as adding a video to the Meta campaign, contributed to positive ad performance.
- **Clear winners** emerged among the ad creative.

Despite softer Trolley ticket sales, **the campaign resonated with audiences and delivered strong engagement**, elevating Comox and highlighting Comox businesses and bookable experiences.

Meta Ads

Online Advertising

Meta (FB & IG) Summary

APPENDIX B

Campaign ran from July 7, 2025 to August 21, 2025, targeting Comox and the surrounding area.

The campaign was adjusted early on to **optimize for landing page views (15.7K+),** which uses the Meta Pixel to confirm actual site visits.

Relative to the "Seas the Day in Downtown Comox" campaign (Jan. 10 – Jun. 27), the 'Seas the Summer' campaign resulted in **53% more link clicks** at the same cost per click, **83% more impressions**, **2X the number of post saves** (indicating strong interest), and **46% more post comments.** It was set to reach a localized audience in and near Comox, and this audience **embraced** the campaign.

The campaign proved to be highly efficient, cost-effective, and socially engaging.

APPENDIX B

Meta (FB & IG) Summary

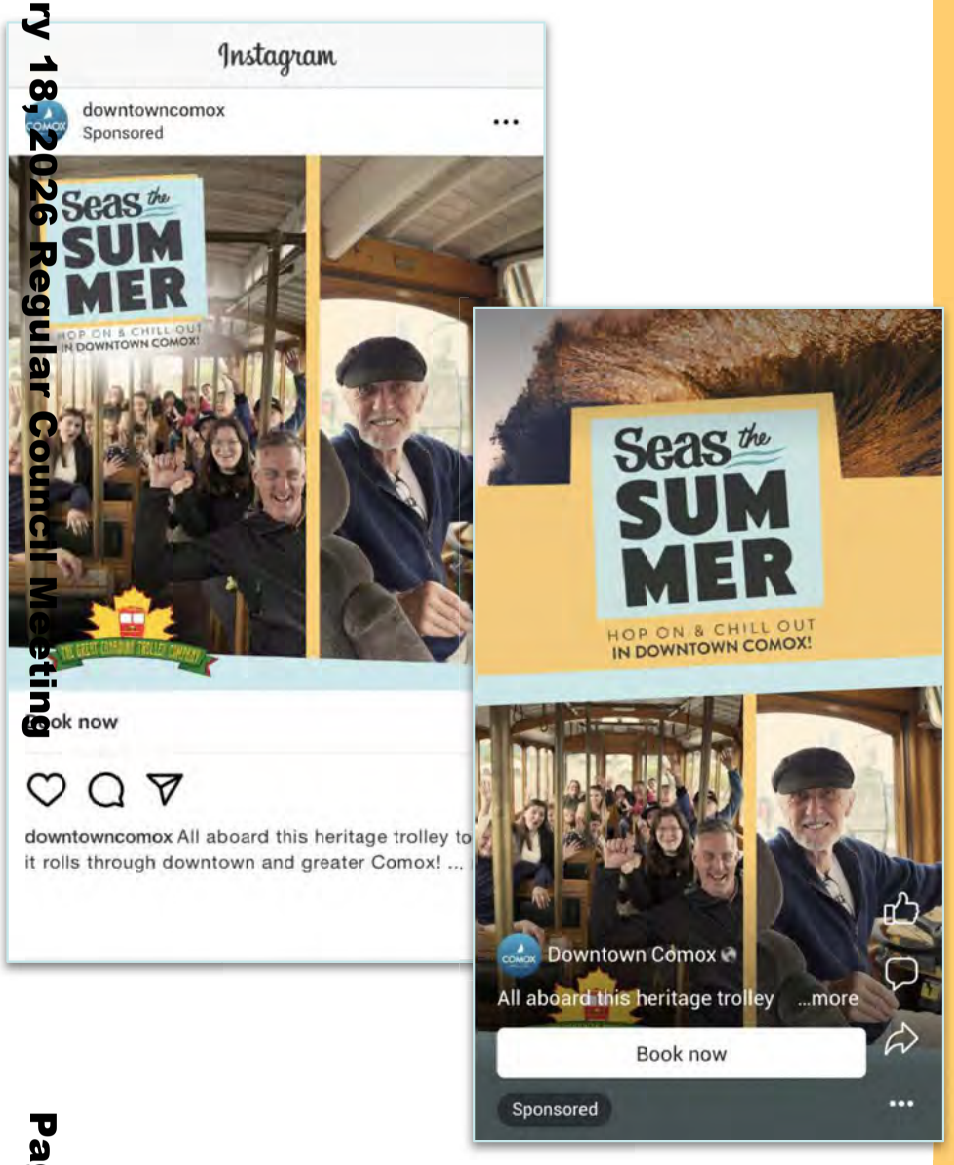
KEY PERFORMANCE METRICS:

- 19.1K link clicks
- $0.32 cost per link click (CPC)
- 1.61% link click through rate (CTR)
- 1.2M impressions
- 181K reach

KEY ENGAGEMENT METRICS:

- 2.2K post reactions
- 137 post comments
- 88 post saves
- 230 post shares
- 71 Facebook likes (of the Comox page)





Meta Performance

APPENDIX B

The **best performing ad image** featured the driver and the trolley full of people resulting in nearly **half of the total link clicks**. The **video,** added to the campaign shortly after launch, was the second best performing asset.

The best performing **ad headline**, responsible for nearly all clicks, was:

> "Hop-on-Hop-off Comox Trolley Tour"

The best performing **ad post text**, responsible for nearly all clicks was:

> "All aboard this heritage trolley tour as it rolls through downtown and greater Comox!
>
> With coastal stories around every corner, this tour blends relaxation, exploration, nature, culinary delights, and discovery!
>
> Private charters also available."

Facebook (vs. Instagram) was the dominant platform, driving more efficient clicks and nearly all clicks and social media interactions.

In terms of demographics, women accounted for 72% of clicks and men for 24%. The majority of click activity came from audiences ag 35+. More than half of link clicks came from iPhones.

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APPENDIX B

Meta Detailed Performance

Ad Set Name	Ad name	Link clicks	CPC	CTR	Impressions	Post reactions	Post comments	Post saves	Post shares
Trolley / Seas the Summer (Jul. 7 - Aug. 18)	V2	8,275	$0.30	1.77%	466,924	1,037	57	39	80
Trolley / Seas the Summer (Jul. 7 - Aug. 18)	V5 (250714)	5,345	$0.34	2.00%	267,120	626	30	16	77
Trolley / Seas the Summer (Jul. 7 - Aug. 18)	V3	3,189	$0.34	1.15%	277,066	320	28	26	44
Trolley / Seas the Summer (Jul. 7 - Aug. 18)	V4	1,234	$0.38	1.16%	106,653	88	11	6	20
Trolley / Seas the Summer (Jul. 7 - Aug. 18)	V1	303	$0.41	0.78%	38,769	31	4		
Trolley / Seas the Summer (Aug. 18 - Sep. 21)	V5 (250714)	378	$0.19	4.61%	8,208	16	1		1
Trolley / Seas the Summer (Aug. 18 - Sep. 21)	V2	285	$0.26	1.93%	14,797	43	3	1	8
Trolley / Seas the Summer (Aug. 18 - Sep. 21)	V3	46	$0.27	1.10%	4,183	9	2		
Trolley / Seas the Summer (Aug. 18 - Sep. 21)	V4	29	$0.35	0.87%	3,340	4	1		
Trolley / Seas the Summer (Aug. 18 - Sep. 21)	V1	15	$0.28	1.00%	1,507				

Google Summary

APPENDIX B

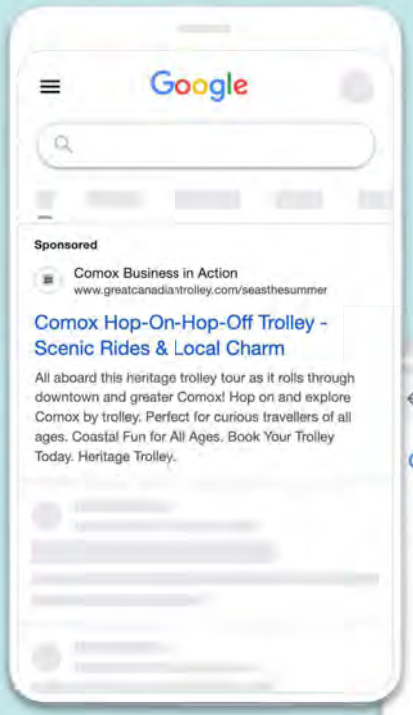
Core optimization efforts included continuous keyword refinement, creative testing, expanded geotargeting, and conversion tracking to improve performance. Midway through the campaign, the URL was updated, like on Meta, to point directly to the trolley ticket page.

The campaign **far outperformed the average CPC benchmark** of CAD $2.93 for travel and hospitality and **surpassed the CTR benchmark** of 8.73%. (Source: WordStream)

In addition, Railtown Media Inc. was able to **secure a $600 Google Ads promotion**, which provided added value and directly contributed to performance gains.

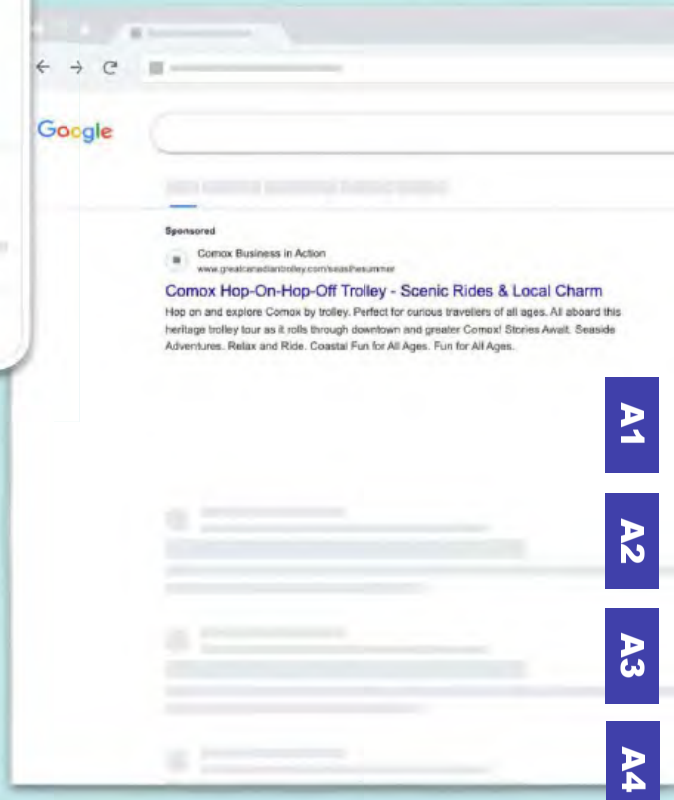
By late July / early August the **Google Search Ads had driven 596 clicks** there via the Comox BIA website.

The Google Search campaign achieved strong performance at an efficient cost.



KEY PERFORMANCE METRICS:

- 3.3K clicks
- $0.54 cost per click (CPC)
- 13.45% click through rate (CTR)
- 24.6K impressions



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Google Search Ads

Creative Performance

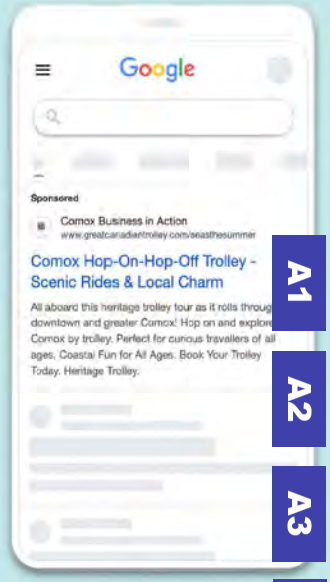
APPENDIX B

In terms of **ad creative**, for the **"General Tourism" ad group** – the top ad group for clicks:

- **Top headline**: {Keyword: Comox Trolley Tours} – this is the dynamic headline, which automatically replaces the term with the searcher's query.
- **Top description**: Step aboard our charming hop-on hop-off trolley and discover the stunning beauty of Comox.

For the **"Hop-on, Hop-off" ad group** – the second best for clicks and highly aligned with the campaign:

- **Top headline**: Comox Hop-On-Hop-Off Trolley
- **Top description**: Step aboard our charming hop-on hop-off trolley and discover the stunning beauty of Comox.



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APPENDIX B

Visitor Centre Kiosk Support

Lots of gratitude to the Visitor Centre Team who ran the kiosk this summer at Comox Trolley Tour stop #1 (Port Augusta and Comox Avenue).



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APPENDIX B

Video Display Advertising

Drone footage by Component Media was captured and videos developed to run at the Comox Community Centre, Airport and Marina.



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Organic Social Media

Partners and supporters received a social media toolkit with suggested captions and ready to use images to share to their social media accounts, while the BIA maintained a steady stream of engaging content. BIA posts tagged partners and members to drive content shares and engagement.

Key Performance Metrics

- 167,024 views
- 101,399 reach
- 2,093 total likes
- 371 link clicks
- Followers **increased by 460** (221 FB & 239 IG) from June 25th to Aug 29th, 2025.





APPENDIX B

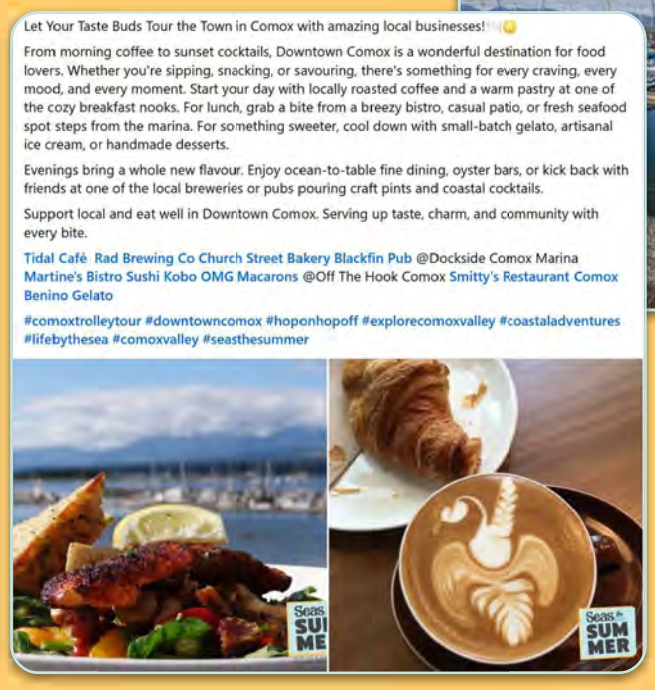
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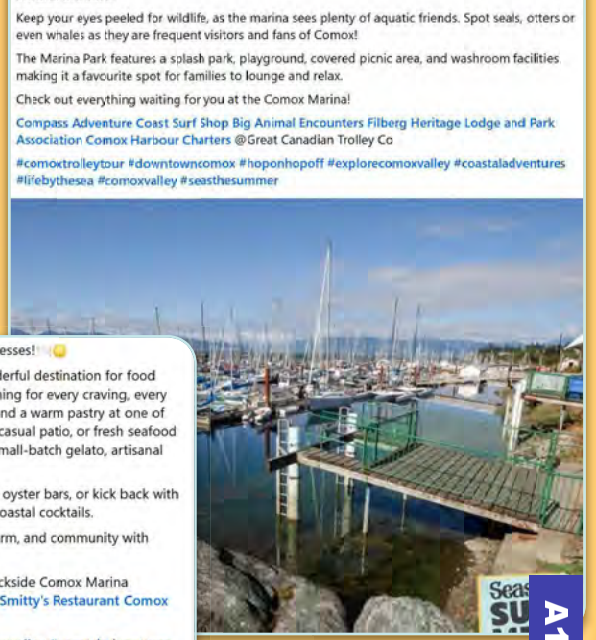
APPENDIX B

Additional posts highlighting the businesses and bookable experiences in Comox.









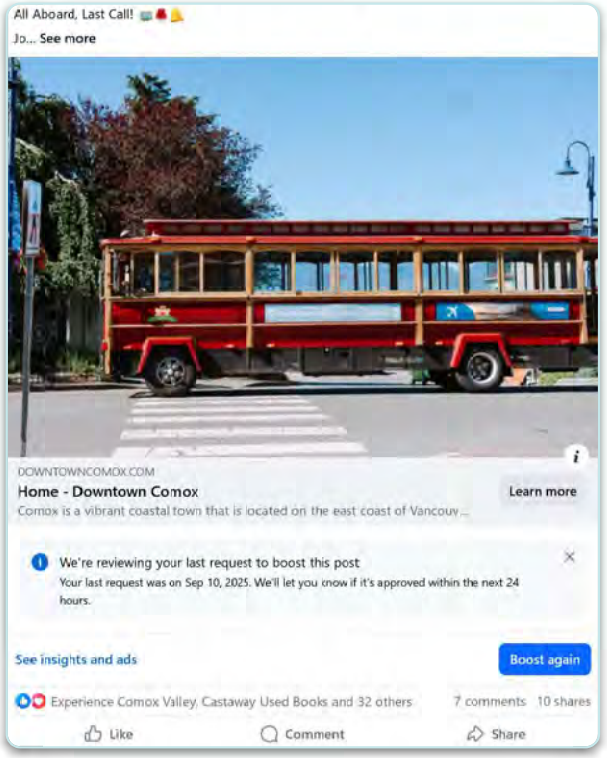
"Last call" post for the trolley gains plenty of traction without boosting with over 6.8K views and 4.1K reach on Facebook.

All Aboard, Last Call! 🚌🚨🔔

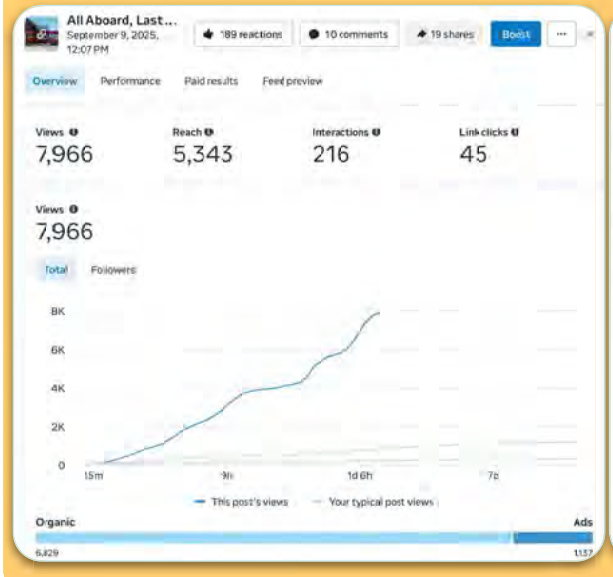
Join us for the last week and weekend of the Comox Trolley Tour! Hop aboard while this charming trolley is still in town and take a one-of-a-kind tour to discover Comox's hidden gems accompanied by a wonderfully informative audio tour!

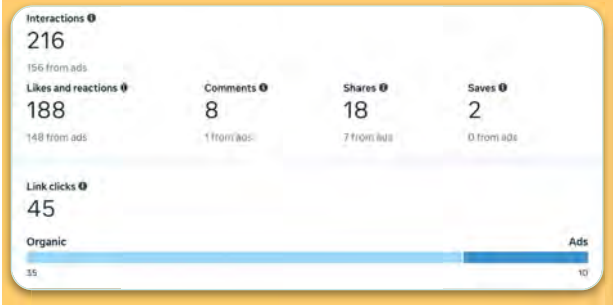
Book your trolley tour here https://bit.ly/comox-trolley before it's gone!

The Trolley will be touring Comox until September 14th, 2025.



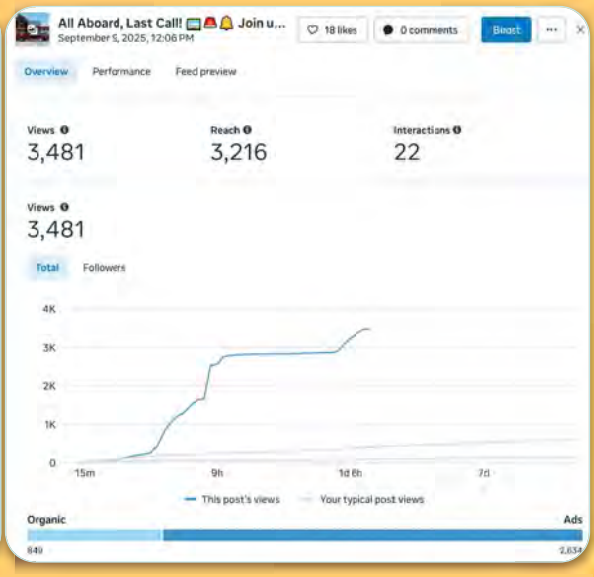
Facebook

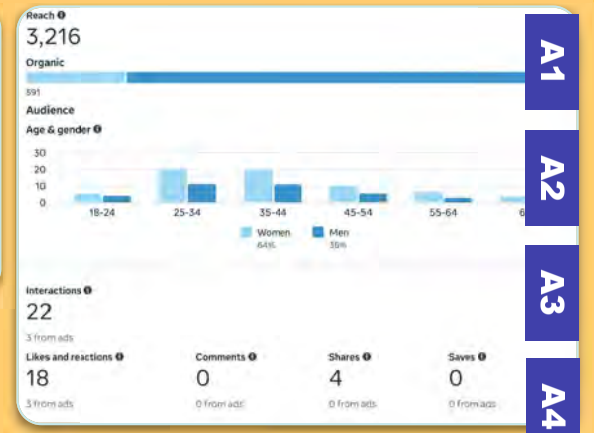




Instagram

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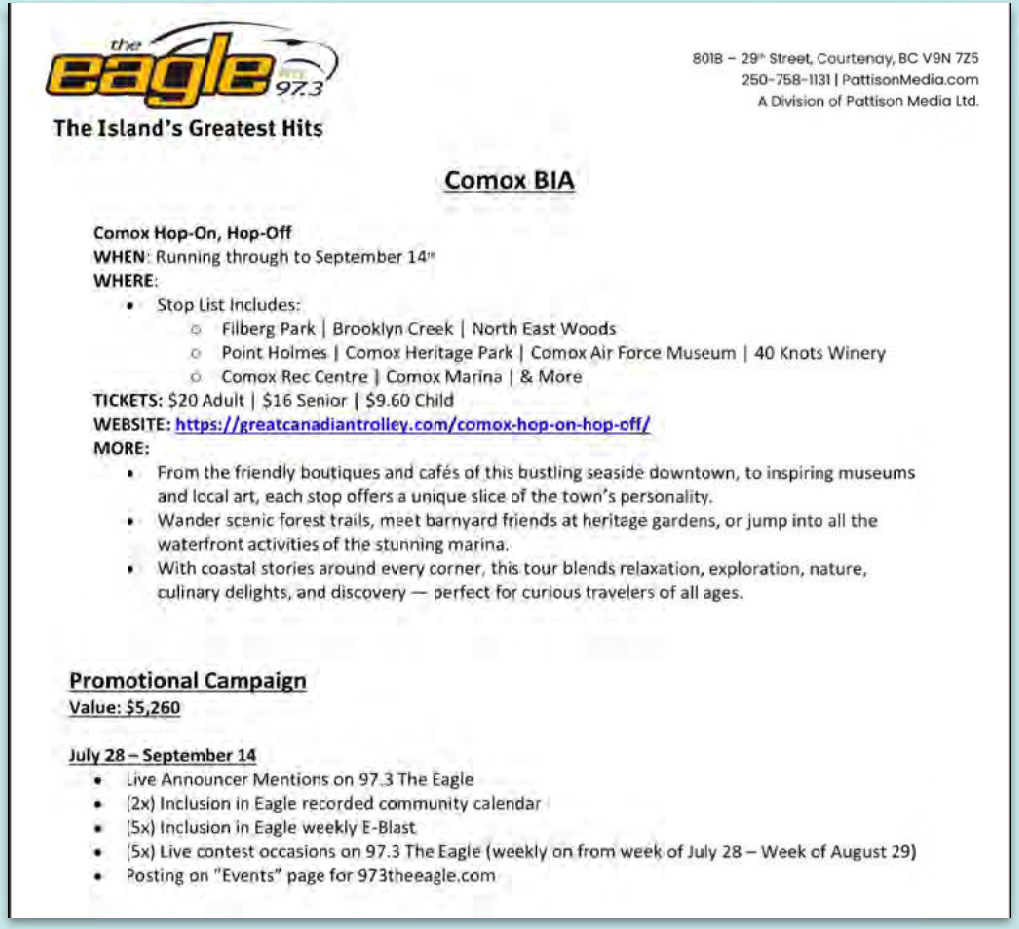


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Radio Campaign and Contesting

Campaign featured ad spots and value-added contesting giveaways of Trolley Tour Family Packages, and live on-air mentions.

APPENDIX B



the eagle 97.3
The Island's Greatest Hits

801B – 29th Street, Courtenay, BC V9N 7Z5
250-758-1131 | PattisonMedia.com
A Division of Pattison Media Ltd.

Comox BIA

Comox Hop-On, Hop-Off
WHEN: Running through to September 14th
WHERE:

- Stop List Includes:
  - Filberg Park | Brooklyn Creek | North East Woods
  - Point Holmes | Comox Heritage Park | Comox Air Force Museum | 40 Knots Winery
  - Comox Rec Centre | Comox Marina | & More

TICKETS: $20 Adult | $16 Senior | $9.60 Child
WEBSITE: https://greatcanadiantrolley.com/comox-hop-on-hop-off/
MORE:

- From the friendly boutiques and cafés of this bustling seaside downtown, to inspiring museums and local art, each stop offers a unique slice of the town's personality.
- Wander scenic forest trails, meet barnyard friends at heritage gardens, or jump into all the waterfront activities of the stunning marina.
- With coastal stories around every corner, this tour blends relaxation, exploration, nature, culinary delights, and discovery — perfect for curious travelers of all ages.

Promotional Campaign
Value: $5,260

July 28 – September 14

- Live Announcer Mentions on 97.3 The Eagle
- (2x) Inclusion in Eagle recorded community calendar
- (5x) Inclusion in Eagle weekly E-Blast
- (5x) Live contest occasions on 97.3 The Eagle (weekly on from week of July 28 – Week of August 29)
- Posting on "Events" page for 973theeagle.com

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New Pop Up Park and Enhanced Lighting Placemaking

In conjunction with the campaign, the BIA and the Town collaborated to further beautify downtown with Phase II of the Lighting the Alleyways project, that saw seating, games and lights installed beside Trolley stop #1 (old Lorne Hotel site) and additional lighting along the walkway between the Marina and downtown.



Campaign Partners / Supporters

Advertisers and Sponsors



Seas the Summer Campaign: Igniting Economic Energy in Comox

APPENDIX B

The Seas the Summer initiative made waves across Comox, boldly signaling that the town was open for business and ready to welcome both locals and visitors. Leveraging the power of Meta and Google, and backed by traditional media, the campaign delivered a high-performing digital presence that translated into strong engagement and widespread visibility.

- ➔ Meta drove impressive reach and social interaction, amplifying community excitement and brand awareness.
- ➔ Google captured high-intent search traffic at highly efficient costs, converting interest into action.

Together, these platforms formed a cost-effective marketing engine that sparked robust interest in the Trolley Tour, Downtown Comox, and a wide array of bookable experiences and local attractions.

While specific Trolley ticket sales fell short of desired targets, the campaign succeeded in energizing the region – garnering enthusiastic feedback, high engagement metrics, and broad-based collaboration from over two dozen Comox businesses. The initiative not only elevated the profile of Comox but also reinforced its reputation as a vibrant, resilient destination.

This was more than a seasonal campaign – it was a strategic movement to reintroduce Comox as a thriving hub of commerce, marine / tourism expereinces, and connection.

Seas the DAY! | SHOP, EAT & LIVE DOWNTOWN COMOX

SEAS THE DAY MARKETING CAMPAIGN - FINAL REPORT

The Seas the Day marketing campaign was launched in response to the Sewer Conveyance Project along Comox Rd., with the goal of maintaining strong local engagement and reminding residents that Downtown Comox remained a vibrant and accessible hub for shopping, dining, and services. Running from January to July 2025, the campaign was designed to foster community support, encourage local shopping, and promote the downtown core's diverse offerings. A key component of the campaign was its monthly contesting initiative, which rewarded loyal customers through a stamp card system.

KEY MARKETING INITIATIVES

Print Collateral: Posters were distributed to BIA shops and services, large-format posters were displayed in Comox Centre Mall, and tent cards were placed in restaurants and cafes

Organic Social Media Posting: Regular posting of the video series, contest winners, and campaign updates was completed via the Downtown Comox Facebook and Instagram pages to generate additional awareness and encourage customers to participate in the contests

Road Signs: Four sets of unique messages were displayed at key access points along Comox Rd.

Video Production: Four commercials featuring local BIA business owners and dynamic imagery of restaurants, services, and community members were produced. Four key sectors were highlighted in each video: retail, food and beverage, services, outdoor and marine adventure.

Website Landing & Contest Page: A dedicated campaign hub at downtowncomox.com/seastheday provided contest details, campaign information, and engagement opportunities.













CAMPAIGN HIGHLIGHTS

Engagement & Reach: Seas the Day paid ads had strong performance results via Meta, with positive video engagement and high interaction rates. **The results have brought over 15,650 visits via link clicks to the Seas the Day landing page on DowntownComox.com**.

The following organic social media metrics brought additional visibility to the paid campaign:

Facebook- 4200 content interactions, 5349 FB page visits, 260 new followers
Instagram- 1991 content interactions, 1482 Instagram page visits, 459 new followers

Contest Growth: Participation increased throughout the campaign, with **125 contest entries submitted online and 250 cards dropped off in ballot boxes**. Momentum was gained through the life of campaign and entries increased exponentially with each draw.





CAMPAIGN HIGHLIGHTS (CONT'D)

Business Participation: Strong collaboration with local businesses contributed to the campaign's success. We had **over 30 BIA businesses providing stamping opportunities for the contesting**.

In addition to the contesting participation, video ambassadors also contributed to the video ad series. This included Jason Gordon, Lyle Carlstrom, Cleo Tetreault and Trevor Wilson for Services; Lila Blair, Haeley Dewhirst, and Matt Vandervoort for Retail; Chris Morrison, Barb Hanson, and Blythe Reimer for Food and Beverage; Bill Coltart and Stu Robinson for Outdoor. Many more businesses were used for filming to support the video ads.



Partnerships: The Comox Valley Regional District provided $2400 ($600 per sector) in prizing to help support the campaign. 4 enthusiastic winners were drawn and announced on the social media channels.

Experience Comox Valley commissioned a social media post video that showed a customer POV participating in the Seas the Day stamp card process. We secured permission to promote that video and ran it as part of our ad campaign to further promote the contest and to provide customers with a "how to" in order to increase their chances of winning while shopping downtown.

The campaign not only achieved its goal of keeping Downtown Comox top of mind during construction disruptions, but also created high-quality marketing assets and strategies that can be leveraged for future initiatives.



City of Vernon

TOURISM COMMISSION BYLAW

#5683

BYLAW NUMBER 5683

BYLAW NO.	DATE OF ADOPTION	AMENDMENT
5683	May 14, 2014	ORIGINAL BYLAW
5799	February 10, 2020	ADD non-voting Silver Star Representative

THE CORPORATION OF THE CITY OF VERNON

BYLAW NO. 5683

A bylaw to establish a Tourism Commission

WHEREAS the Council of the Corporation of the City of Vernon, pursuant to Section 143 of the *Community Charter*, is empowered to establish a Tourism Commission and set out the composition and powers of the Commission;

THEREFORE BE IT RESOLVED that the Council of the Corporation of the City of Vernon, in Open Meeting assembled, HEREBY ENACTS AS FOLLOWS:

1. This bylaw may be cited as the **"City of Vernon Tourism Commission Bylaw Number 5683, 2018"**.

2. **Definitions**

"Commission"	means the City of Vernon Tourism Commission
"Council"	means the Council of the Corporation of the City of Vernon
"Member"	means a member of the City of Vernon Tourism Commission

3. **The Purpose of the Commission**

3.1. Work to develop Vernon as a tourism destination through collaboration between Tourism stakeholders, Council and Administration.

3.2. Assist with increasing Vernon's market share of travelers to and within British Columbia.

3.3. Increase Tourism-driven economic benefits to Vernon.

3.4. Identify and provide recommendations on programs and services that will enhance the Tourism sector in Vernon.

4. **Duties**

4.1. Support the implementation of the Tourism Vernon Strategic Business Plan.

4.2. Provide input and recommendations into the annual City of Vernon Tourism Operating Budget, Marketing Plan and other Tourism related strategic plans and documents for Council's approval.

4.3. Review and approve marketing and tourism initiatives, including the budget and expenditure approval that are within the Council approved annual Marketing Plan and Council authorized annual budget.

4.4. Provide advice and recommendations to Council on matters and policies that support the Tourism industry and the delivery of Tourism services.

5. **Membership**

5.1. Members shall have terms of appointment of two (2) years, unless otherwise directed by Council.

5.2. Should a member change employment during their term, but remain employed in the Tourism industry in the Vernon area, they may choose to complete their term on the Tourism Commission.

5.3. The Commission will be comprised of sixteen (16) voting members and one (1) non-voting member, each appointed by Council, as follows (one representative per industry sector, organization or agency unless otherwise noted):

Industry Members:

a) Accommodation Provider (4 members)*
b) Arts & Culture Sector (2 members)
c) Attractions
d) Biking Sector
e) Golf Sector
f) Restaurant Sector
g) Ski Sector
h) Sport & Events

Organization & Government Representatives:

a) Greater Vernon Chamber of Commerce
b) Downtown Vernon Association
c) Okanagan Indian Band
d) Silver Star Mountain Resort (non-voting)
e) Mayor or Council Designate

**Whenever possible, Council will attempt to split the four Accommodation Providers between large (over 80 rooms) and small (under 80 rooms) properties.*

Non-Voting Members:

(a) Manager, Economic Development and Tourism
(b) Manager, Tourism
(c) Additional staff, as required

5.4. A Chair and alternate shall be appointed annually by a majority vote of the Commission at their first meeting in each calendar year.

5.5. An assigned Committee Clerk is the secretary to the Commission.

5.6. The Manager, Economic Development and Tourism or delegate shall be the Staff Liaison to the Commission

6. Operation of the Commission

The Tourism Commission is required to operate in accordance with the City of Vernon Corporate Policy – Council Committee Structure with the exception of the following:

6.1. The Commission shall meet once per month, except August. Special meetings may be called as required or as determined by the Chair pursuant to the Council Committee Structure Policy.

6.2. The Commission may accept delegations upon approval from the Chair. Delegations will be coordinated by the Staff Liaison.

6.3. All decisions of the Commission shall be by majority vote. Recommendations that are in accordance with the Council approved annual Tourism Operating Budget and Marketing Plan can be approved by the Commission.

6.4. Recommendations that are outside of the Council approved annual Tourism Operating Budget and Marketing Plan must be brought forward to Council for consideration. In those cases, a memorandum to Council shall be prepared by the Staff Liaison or delegate, outlining the recommendations of the Commission, including the background information and/or reports that have been provided to the Commission.

7. Administration and Financial Reporting of the Commission

7.1. Day to day operations and administration of Tourism programs, projects, activities and support to the Commission will be undertaken by City of Vernon Administration. The Commission does not have authority to hire, fire or discipline staff.

7.2. Any Tourism marketing efforts undertaken by the Commission will be done in accordance with the City of Vernon Corporate Policy - Visual Identity Standards Policy and the City Logo and Tagline Policy.

7.3. Any expenditures authorized by the Commission will be undertaken by City of Vernon Administration and are required to be done in accordance with the City of Vernon Corporate Policy – Purchasing Policy.

7.4. The Commission will report to Council at least once per calendar year to update Council on projects and initiatives. As the City of Vernon is responsible for all funds expended by the Commission, the agenda, minutes and expenditures will be made available to the municipal auditors.

PART II - APPEAL

8. Any decision of the City of Vernon Tourism Commission made pursuant to this Bylaw may be appealed to the Council.

9. Notice of such appeal setting out the grounds thereof shall be given to the Corporate Officer within seven (7) days of the decision complained of. The Corporate Officer shall place such appeal on the next agenda of the Regular Council meeting of the City of Vernon, following receipt of such notice; or the appeal may be heard at a special meeting of Council called for such purpose.

READ A FIRST TIME this 23rd day of April, 2018

READ A SECOND TIME this 23rd day of April, 2018

READ A THIRD TIME this 23rd day of April, 2018

ADOPTED this 14th day of May, 2018.

'Akbal Mund'
Mayor:

'Susan Blakely'
Acting Corporate Officer:

APPENDIX B

SUPPORTING COMOX'S ECONOMIC FUTURE THROUGH NATURAL & MARINE ADVENTURE TOURISM

The importance of a local tourism service

Comox BIA | November 2025



Image: Compass Adventure fleet

COMOX
LIFE by the SEA

A1 A2 A3 A4 A5



Image: Three marinas in Comox

VISION FOR TOURISM IN COMOX

"Seaside Comox. BC's most charming waterfront community. Human scale. Inter-generational. Safe, clean, and green. A harmonious blend of small-town feel and dynamic economic development and tourism. We embrace our infrastructure advantage in pursuit of a dynamic downtown, waterfront, and airports.

Our downtown at the soul of us is made for strolling, with a unique boutique atmosphere featuring green spaces, local businesses, and welcoming common areas for both residents and visitors alike.

Our waterfront will become a premier destination, attracting locals and visitors with exceptional dining, shopping, and recreational opportunities.

Commerce, industry, and tourism-based entrepreneurship initiatives generate community vibrancy, and affordable services and amenities.

We will prioritize sustainable growth, ensuring visitation and new tourism developments respect our town's aesthetic and connected community values."

Source: Town of Comox Economic Development Strategy (2024)

APPENDIX B

TOURISM ENHANCEMENT GOALS


Image: Annual Filberg Festival

- Hotel(s)
- Marketing the Town
- Exciting Events

Source: Community Survey, Town of Comox Economic Development Strategy (2024)

APPENDIX B

WHAT IS TOURISM?

- Sectors include **Accommodations**, **Attractions**, **Transportation**, **F & B**, **Arts & Cultural**, **Outdoor Recreation**, **Retail** (Tourism focused), **Events & Conferences** *(Destination BC, MoT)*
- 16K+ tourism businesses in BC, 92% being small businesses *(Gov't BC)*
- $9.7B GDP (+9.6+ over 2022) - more than Mining, Oil & Gas, Agri & Fish, Forestry & Logging *(DBC)*

APPENDIX B

TOURISM ECONOMY IN COMOX AT A GLANCE

Description	# of employees	% of total jobs in Town of Comox
Full-service restaurants and limited-service eating places	464	7.1 %
Other amusement and recreation industries	147	2.3%
Accommodation and food services	615	9.4
Arts, entertainment and recreation	200	3.1
Retail trade	517	7.9
Special food services	85	1.3%
Support activities for air transportation	80	1.2%
Other Traveller accommodation	66	1.0%
Other miscellaneous store retailers	61	0.9%
Scheduled air transportation	36	0.6%

Industry	Estimated Jobs	Total Wages	Sales	Average wages
Full-service restaurants and limited-service eating places	377	$7,958,576	$28,168,442	$21,083
Other amusement and recreation industries	115	$3,181,098	$9,253,517	$27,778
Support activities for air transportation	71	$3,385,250	$17,933,888	$47,935
Gasoline stations	49	$1,157,091	$5,696,383	$23,813
Scheduled air transportation	40	$1,881,693	$7,011,879	$47,049
*Special food services	40	$757,976	$2,682,767	$19,138
Traveller accommodation	39	$953,388	$4,564,741	$24,748
Beer, wine and liquor stores	31	$1,019,425	$2,507,963	$33,134
Other general merchandise stores	23	$680,830	$1,888,467	$29,494
Office supplies, stationery and gift stores	14	$400,860	$1,301,976	$29,290
Book stores and news dealers	12	$199,754	$559,240	$16,751

Source: Town of Comox Economic Development Strategy – selected data from Situational Analysis, Lightcast (2024)

APPENDIX B

EXAMPLES OF TOURISM BUSINESSES IN COMOX

	Stat/Data
Comox Valley Marina	200 calls/emails since mid-July for transient moorage | 296 transient customers YTD - 80% out of Town
Filberg Heritage Lodge and Park	1,048 average visits per week | 15.5K @ Filberg Fest weekend
Big Animal Encounters	5400 passengers (290 Comox) - 85% international guests | 16 f/t seasonal staff | $16K new dock installed which public use in Comox
Compass Adventures	8K students | Regatta events ~25K | 20+ f/t seasonal employees | New Catamaran Boat Tours launching 2026 = ~600-1000 new visitors
Blackfin Pub	55 of staff | $31K+ annual taxes
Comox Valley Airport | Harbour Air	YQQ on pace to exceed 420K in 2025 | Harbour Air 800 flights/season (2 per day Van – Comox)
Airbnb's / VRBO in Comox	34 ~ 50

WHY DOES TOURISM MATTER TO RESIDENTS?

Boosts local economy – More visitors mean more spending at local businesses, economic well-being

Creates jobs – Supports employment in hospitality, retail, and services

Enhances amenities – Improves public spaces, events, and cultural offerings

Builds community pride and quality of life – Celebrates local identity and heritage

Attracts investment – Encourages infrastructure upgrades and new opportunities

BC's visitor economy enriches all our lives by contributing to our collective social, cultural, environmental, and economic well-being

Sources: Destination BC 2024 Resident's Perceptions of Tourism Report | UBCM Community Tourism Phase 1 Report



Image: Parks, trails and boardwalks used by locals and visitors alike

WHY VISIT COMOX?

- Comox's tourism strength lies in two key areas: marine-based adventure experiences and its parks & trails
- Activities include whale watching, kayaking, sailing, SUP, diving, marine wildlife tours, and sport fishing
- Parks and trails are significant, including the jewel – the Filberg Heritage Lodge & Park and its programming; hundreds of thousands trail visits that build upon Town's new Parks & Trails Master Plan
- These experiences don't rely on overnight accommodations, making them ideal for Comox's current infrastructure
- Future tourism growth will support fixed-roof accommodation investment

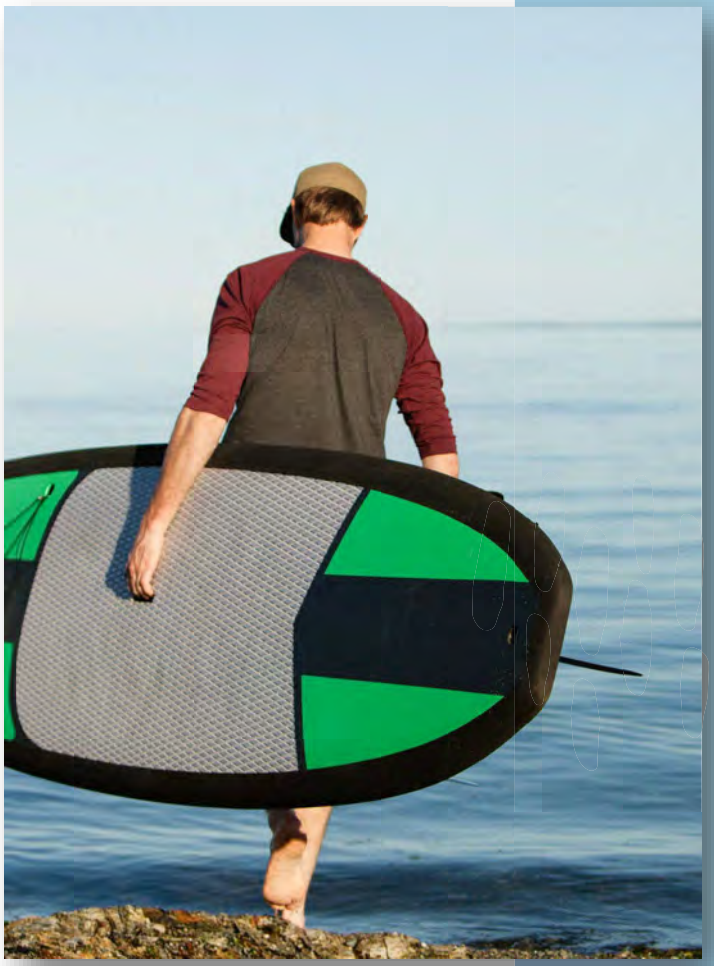


Image: Stand up paddle board, jet ski and kayak rentals in Comox

WHY MANAGE TOURISM LOCALLY?

- A formal tourism service means policy and structure to guide tourism decisions, focus and allocation of finite resources
- Enables direct investment in Comox's tourism economy by creating jobs



Image: Extensive parks and trails including Filberg Heritage Lodge & Park itself and its events and programming

- Ensures accountability, transparency, and alignment with Comox's unique identity, attributes and needs such as marketing **marine adventures, parks and trails**
- Focus on attraction of visitors year-round, not just peak season
- Develop tourism infrastructure and experiences that benefit both visitors and locals - like trails, signage, and events
- Conduit for provincial and federal tourism funding

APPENDIX B

STRATEGIC ALIGNMENT WITH COUNCIL PRIORITIES & PLANS

Tourism aligns with:

- **Economic Health:** Generates business revenue, creates jobs, increased tax base, diversifies economy, attracts new residents
- **Community Connection and Wellness:** Downtown Vitalization, Marina Enhancement, Arts & Culture, Parks & Trails – improved awareness and infrastructure that benefits locals and visitors
- **Good Governance:** A Comox Tourism Commission drives stable decision making and management
- **Town Plans:** Council's Strategic Plan (2023-2026), Economic Development Strategy (2024), Downtown Enhancement Action Plan (2024), Parks & Trails Master Plan (2025), new OCP (2025)



Image: BIA and Town destination development project on the old Lorne pub site

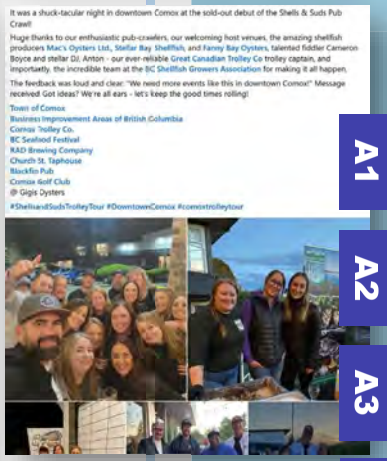
EXAMPLES OF TOWN & BIA DESTINATION MARKETING & DEVELOPMENT INITIATIVES

1. Multi-media Campaigns
   a. *Seas the Day Campaign and Contesting*
   b. *Seas the Summer Campaign*
2. Event Development, Production & Marketing Campaigns
   a. *Summerfest*
   b. *Suds and Shells Pub Crawl*
   c. *Holiday by the Harbour with Filberg Heritage Lodge & Park*
3. Light the Alleyways Projects
4. Wayfinding Signage
5. Walking Tours and Print Brochures
6. Rodello Roundabout exploration









Images: Recent destination marketing initiatives that included Town, CVRD, Experience CV, private sector collaborations

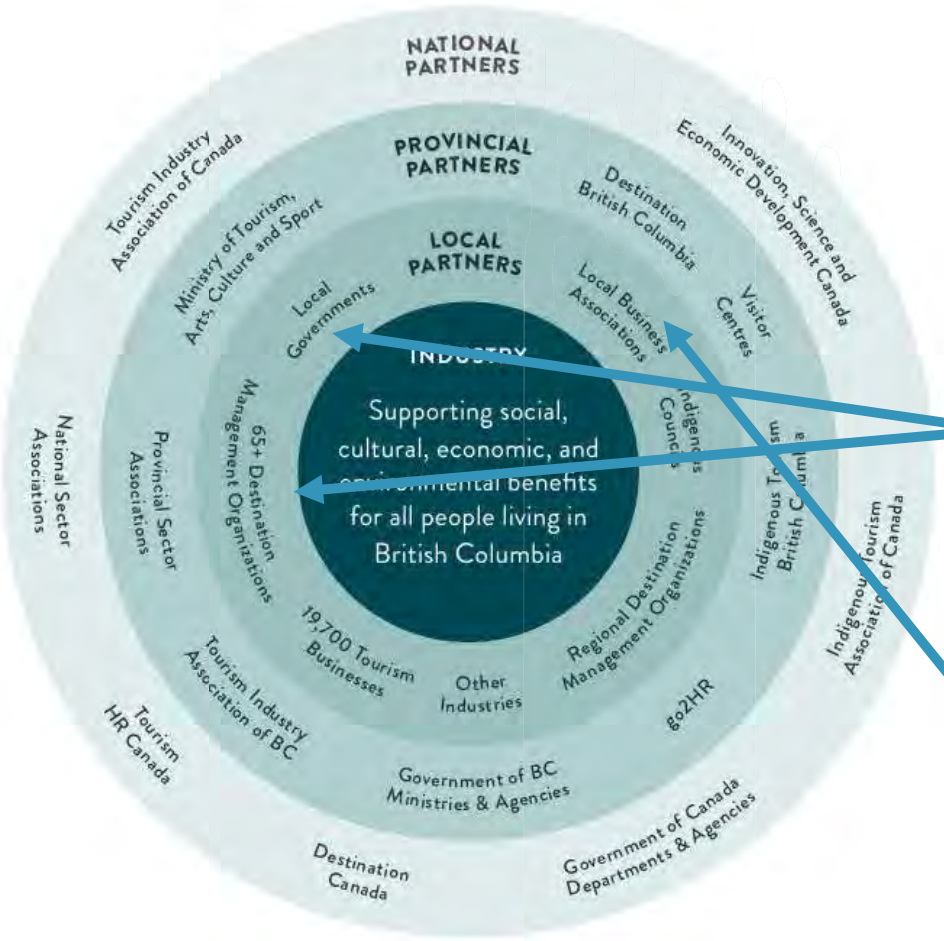
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COLLABORATION IS KEY AND WOULD CONTINUE



- A Comox tourism function demands ongoing collaboration – local, regional, Island wide and private sector
- Example - Seas the Summer Campaign collaboration (left) – 23+ public (CVRD/4VI, BIA, Town, Filberg Heritage Lodge & Park) and private sector businesses
- Pay-to-play model – Comox gets to *choose* how to allocate its finite resources and leverage them

APPENDIX B



TOURISM STRUCTURE IN CANADA AND BC

- 65+ Destination Marketing Organizations in BC (Destination Greater Victoria, Tourism Nanaimo, Oceanside Tourism, Sooke Tourism, Tourism Cowichan, Tourism Tofino, Tourism Campbell River & Region, Discover Mount Washington)
- Business Associations are 'Local Partners'
- Many established DMO's that have the MRDT collect <$60K

Source: Destination BC

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APPENDIX B

Year 1 - $100k Budget Scenario

Tactic	Allocation	Source of Funds	Purpose
*Media Advertising and Production	$52,000	Town of Comox	Paid social ads, Google search/display, seasonal campaigns, contests, co-op marketing
*Social Media	$5,000	Comox BIA	Posting, engaging, graphic support
*Website Hosting, Development & Maintenance	$3,000	Town of Comox	Website updates, SEO optimization, analytics tools
*Collateral Production & Distribution	$7,000	Private Sector / Comox BIA	Brochures, maps, rack cards, event flyers
*Festival and Events Support	$10,000	Comox BIA / Private Sector / Town of Comox	Boosting local event promotion
*Travel Media Relations	$5,000	Comox BIA	Press releases, media hosting, story pitching
*Visitor Services Operating	$8,000	Grants / BIA	Wayfinding signage, interpretive panels
Emerging Opportunities	$10,000	Comox BIA	Pilot projects, pop-ups, testing new channels or activations

*Tactic Categories: *Municipal Regional District Hotel Tax Budget Categories*



Image: Comox Archives & Museum

APPENDIX B

Grant Sources - Leveraging Finite Tourism Resources

Cooperative Marketing Partnerships Program - DBC

Destination Development Planning Support - DBC

Destination Development Fund – DBC

Municipal Regional District Hotel Tax (MRDT) - DBC

Creative BC Canada Cultural Spaces Fund

Community Economic Recovery Infrastructure Program

Community Placemaking Program - ICET



Image: Annual events celebrated at the Filberg Heritage Lodge & Park

APPENDIX B

QUESTIONS & ANSWERS

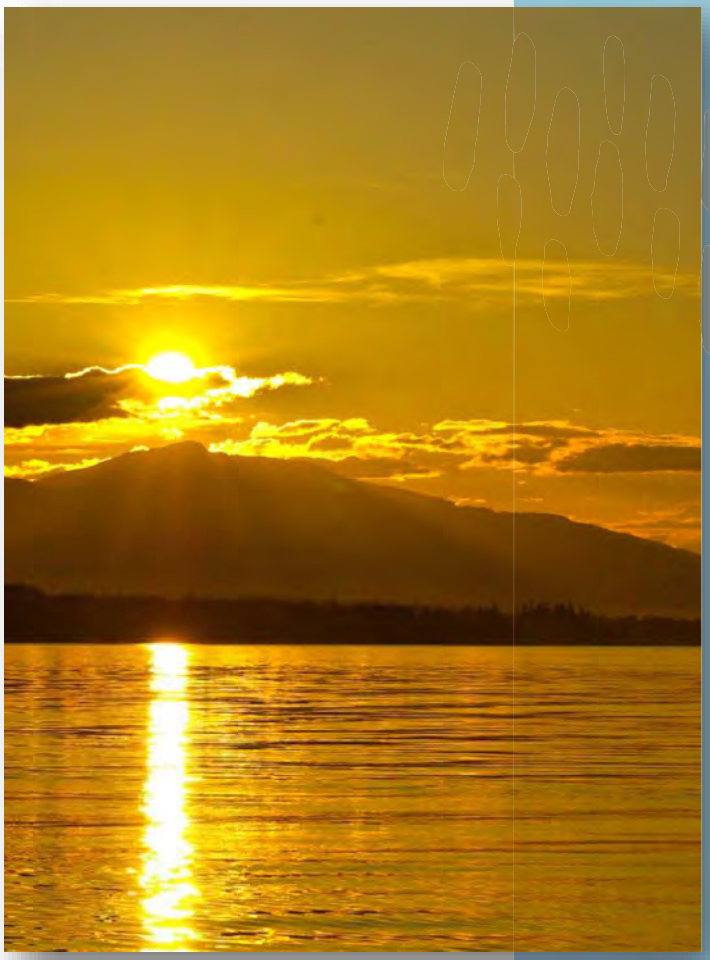


Image: Comox Harbour – a unique tourism attraction for Comox

1. **How do we deal with a tourism website; won't it cost $60K?** Add 2-3 pages housed on the Town's existing site in 2026, content and images via the BIA.
2. **What about the MRDT for Comox?** Needs two fixed roof accommodations with 4+ rooms to agree to MRDT. Then all AirBnB and VRBOs in Comox would collect and remit the tax adding an additional ~$50-$100K to the Comox tourism budget. To do this, Comox needs its own positive tourism structure via the Commission and Bylaw.
3. **Would the Commission be Town-wide or downtown only?** Town-wide, based on key tourism sector representation.
4. **Would the Commission pursue external grants to support leveraging funding?** Yes - destination marketing and destination development grants.
5. **Would business continue to get a free online business listing?** Yes - the BIA already maintains 150+ business listings.
6. **Would we still collaborate with other Comox Valley communities on marketing?** Yes.

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APPENDIX B



Image: Destination Development - improving public spaces that benefit locals and visitors

NEXT STEPS & CALL TO ACTION

- Council to approve proceeding with a Tourism Bylaw that includes Terms of Reference and appoint a Council liaison - completed and approved (January 2026)
- Complete a partnership agreement with the BIA to lead the implementation (January 2026) - BIA prepares 1 year and 5-year tactical plan per provincial MRDT legislation (February 2026)
- BIA proceeds with preparing content for tourism pages on Town's website, expand social media content posting with current assets (January 2026)

This is a key crossroads, given the finite resources; now is the moment to shape a long-term tourism future that reflects Comox's unique values, assets, and aspirations.

LET'S GET GOING!

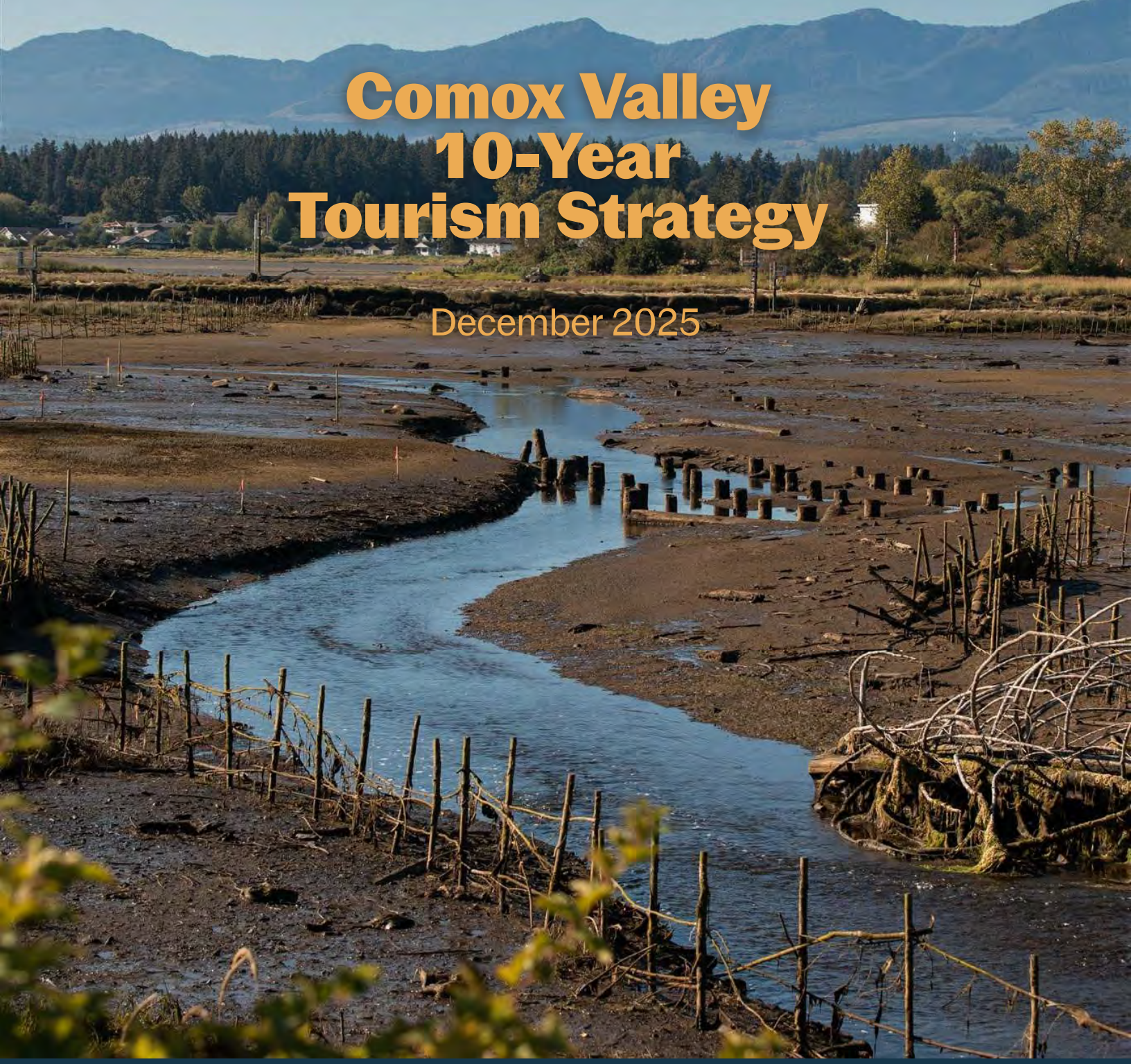


Comox Valley Regional District

experience comox valley

Comox Valley 10-Year Tourism Strategy

December 2025



Experience Comox Valley respectfully acknowledges that the land we gather on is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

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Acronyms

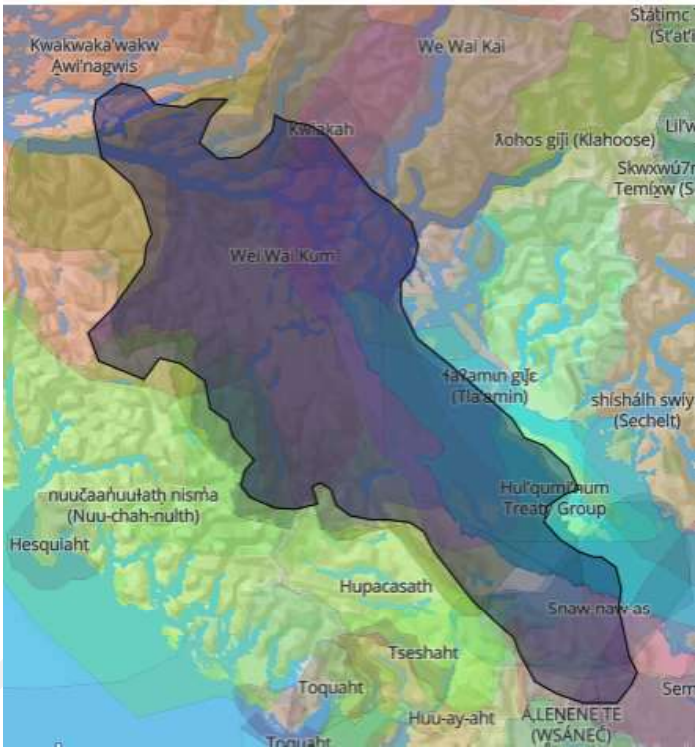
CVRD	Comox Valley Regional District
DBC	Destination British Columbia
DEIA	Diversity, Equity, Inclusion and Accessibility
ECV	Experience Comox Valley
EV	Electric Vehicle
MRDT	Municipal & Regional District Tax
NGO	Non Governmental Organization
KFN	K'ómoks First Nation
KPI	Key Performance Indicators
SDG	Sustainable Development Goals
TAC	Tourism Advisory Committee
TSSC	Tourism Strategy Steering Committee
YQQ	Comox Valley Airport

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Territorial Acknowledgement

We acknowledge that the Comox Valley Regional District (CVRD) and Experience Comox Valley (ECV) operate on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land. The Comox Valley Regional District is committed to advancing Reconciliation in partnership with First Nations, Inuit, and Métis peoples, guided by the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission's Calls to Action.

The CVRD is committed to building respectful relationships, supporting Indigenous self-determination, protecting cultural heritage, and working together as stewards of the land and waters. Reconciliation is a long-term responsibility that requires ongoing learning, action, and accountability, and we honour the opportunity to move forward in a spirit of respect, reciprocity, and collaboration. (Source: CVRD Website)



Acknowledgements/Message from the Board/Chair

- *Page Place Holder*

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Executive Summary

The 10-year Comox Valley Tourism Strategy is a comprehensive framework for stewarding economic growth and the sustainable development of the tourism sector across the Valley. Its purpose is not simply to attract more visitors, but to guide tourism growth in a way that enriches the lives of residents and visitors while protecting the natural environment and cultural heritage that define the region. Long-term economic resilience, a cohesive regional vision, preservation of community character, strengthened collaboration, and honouring Indigenous heritage are all central to this approach.

Demonstrating remarkable resilience, the Comox Valley's tourism sector has exceeded pre-pandemic performance, with general Municipal & Regional District Tax (MRDT) revenue (also known as the hotel or pillow tax) showing strong growth from 2022 to 2024. This regional strength underpins the $22.1 billion generated by tourism across British Columbia, reinforcing the sector's vital role. Tourism is a key economic driver in the Comox Valley, with this sustained growth signaling tourism's critical and expanding contribution to local jobs and overall prosperity.

This Strategy offers a clear and ambitious path toward a thriving and innovative visitor economy, one that strengthens resident well-being, honours the land and waters stewarded by the K'ómoks First Nation since time immemorial, and reflects the values of the people who call the Comox Valley home. Developed through deep engagement with residents, businesses, operators, and local governments, it is grounded in the belief that tourism can be a force for economic, social and environmental well-being when it is rooted in stewardship, reciprocity, reconciliation and meaningful collaboration.

By adopting this Strategy, the Comox Valley Regional District (CVRD), Experience Comox Valley (ECV), and partners across the region commit to shaping a local tourism system that drives economic prosperity, protects the places that matter most, celebrates the cultural stories that define the Valley, and creates lasting benefits for residents and visitors alike. Its success will depend on continued partnership with K'ómoks First Nation, local and regional governments, tourism operators, community organizations, and residents.

The Comox Valley Tourism Strategy is the result of the completion of a Comox Valley Tourism Situation Analysis and extensive, multi-phase engagement conducted between late 2023 and 2025. This process gathered insights from over 120 community members, 60+ key tourism interest holders and local government through workshops, focus groups, interviews, and public sessions. The robust engagement, which was guided by the Tourism Strategy Steering Committee, was purposefully designed to reflect diverse community perspectives and address key regional challenges. This rigorous effort culminated in a comprehensive strategy featuring the following vision statement for the future of tourism in the Comox Valley:

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The Comox Valley is a sustainable island destination that enriches the lives of residents now and for future generations. Environmental stewardship, culture, regional collaboration, and reconciliation with Indigenous Peoples create a resilient and thriving tourism economy that is home to exceptional year-round experiences that tell the stories of the Comox Valley.

The Strategy identifies 12 goals, 22 objectives, and 89 actions across the 5 theme areas of Work Together, Strengthen Stewardship of Place, Empower a Resilient and Inclusive Tourism Economy, Support Connected Communities and Tourism Infrastructure, and Enhance Year-Round Experiences for Everyone, and can be summarized as follows:

- **Partnership & Governance:** Strengthen collaborative partnerships, including advancing Reconciliation efforts with Indigenous partners, to ensure the tourism economy reflects community values and is guided by local priorities.
- **Economic Growth:** Cultivate a strong, resilient, year-round tourism economy that attracts sustainable investment, creates quality local jobs, and positions the sector as a vital economic and cultural contributor to the region.
- **Community & Quality of Life:** Enhance the quality of life for residents and experiences of visitors by championing inclusivity, supporting accessible tourism businesses, and ensuring communities remain exceptional places to live and visit.
- **Environmental & Cultural Stewardship:** Implement regenerative and responsible actions that foster environmental stewardship, cultural preservation, and empower visitors and residents to actively participate in shaping the Comox Valley's evolving landscape.
- **Product & Experience Development:** Develop and promote exceptional, unique, year-round visitor experiences that encourage deeper engagement and respect for the Comox Valley's natural, cultural, and community assets.
- **Sustainable Infrastructure & Connectivity:** Invest in strategic tourism infrastructure and seamless transportation networks that reflect community priorities, contribute to decarbonization efforts, and safely connect communities to each other and the world.

Introduction

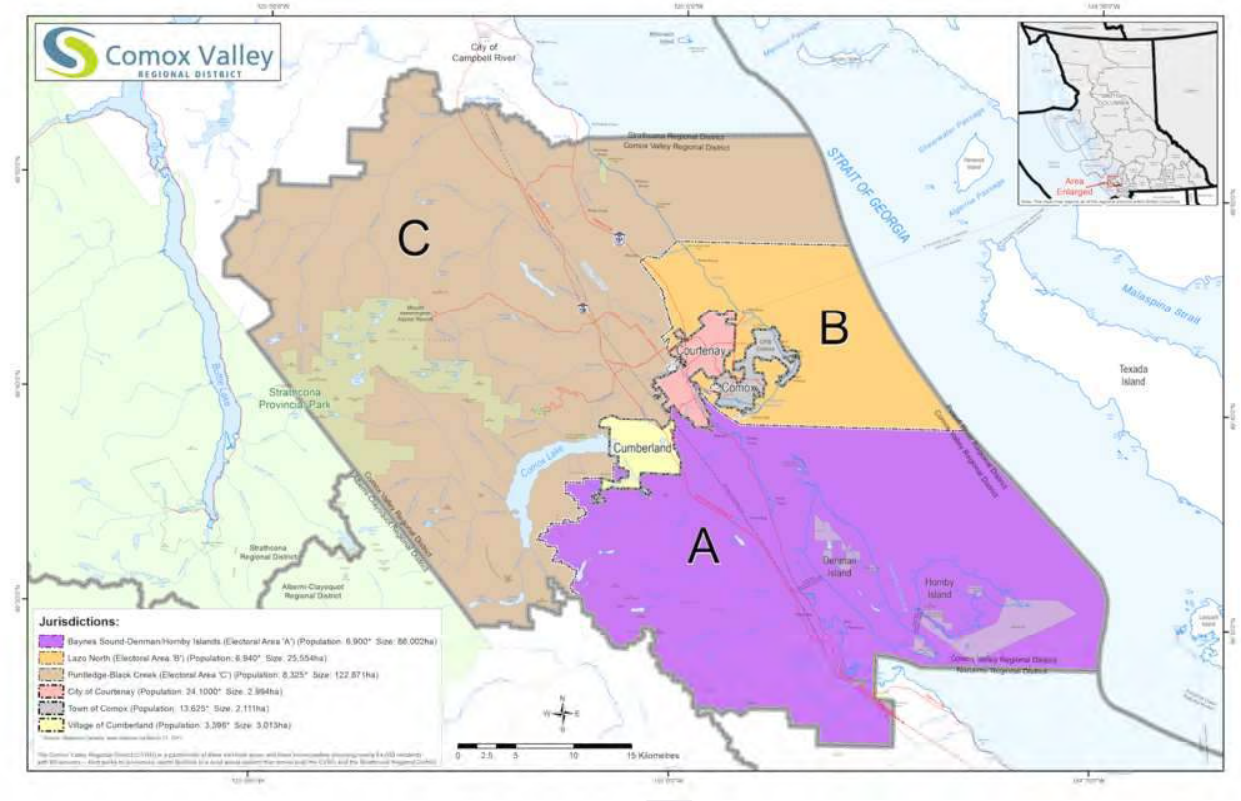
The Comox Valley is located in the Traditional Territory of the K'ómoks First Nation (K'omoks), renowned for its stunning natural beauty, rich cultural heritage, and vibrant local communities. Tourism is a vital contributor to the region's economy, creating jobs, supporting local businesses, and generating revenue for essential community services and infrastructure. Tourism also plays an important role in supporting cultural preservation, protecting natural environments, and building understanding between visitors and residents.

The 10-year Comox Valley Tourism Strategy (the Tourism Strategy) provides a comprehensive framework for stewarding economic growth and sustainable development of the tourism sector in the Valley. This strategy aims to transform and establish the Comox Valley into a leading tourism destination, enriching the lives of residents and visitors while protecting the unique natural environment and cultural heritage that defines this region. The success of this strategy depends on collaboration between local governments, K'ómoks First Nation, tourism operators and businesses, public and non-profit organizations, community members, and other interested parties that intersect with tourism. Through careful implementation, regular evaluation, and adaptive management, this Tourism Strategy will remain relevant and contribute to the long-term well-being of the entire Comox Valley.

This dynamic strategy will be regularly reviewed and updated, incorporating feedback and adapting to changing circumstances. Experience Comox Valley (ECV), the CVRD's Tourism Service, will play a central role in implementing and adapting this strategy over the next decade, using key performance indicators (KPIs) to track progress and make adjustments as needed.



Comox Valley - A Vancouver Island Destination



The Tourism Strategy spans the City of Courtenay, Town of Comox, Village of Cumberland, and Electoral Areas A (not including Denman Island and Hornby Island), B and C in the unceded territory of the K'ómoks First Nation. Stretching from mountains to sea, each of these communities, shaped by their unique assets and tourism experiences, bring distinct opportunities and considerations for destination development, management and marketing. While each community offers its own character and amenities, together, they contribute to a rich and interconnected visitor experience across the region.

- City of Courtenay, the largest urban center in the Comox Valley, offers a mix of urban amenities and small-town charm, with unique boutiques, restaurants, and a thriving arts scene. As the region's largest urban center, it holds the majority of the Valley's tourist accommodation. Courtenay appears to have achieved a relatively balanced tourism load that aligns well with community capacity and resident expectations, although capacity exists to maximize tourism growth in the shoulder seasons. The city successfully leverages its role as a regional hub while maintaining its quality of life for residents.
- Town of Comox, a picturesque seaside town, boasts a marina and a variety of shops, breweries, and restaurants, creating an ideal setting for leisurely strolls and wildlife photography while serving as a transportation gateway. Comox demonstrates continued capacity and appetite for tourism activity, particularly in its downtown core and marina.

Local businesses and interest-holders welcome additional visitation, viewing tourism as an opportunity to enhance economic growth while maintaining the community's seaside charm.

- Village of Cumberland, a former mining town, has reinvented itself as an outdoor recreation hub, hosting festivals, offering mountain biking trails, and providing access to lakeside activities. The Comox Lake, located in Cumberland is also the drinking water supply for communities, indicating the need for careful management. The Village faces unique challenges with tourism pressures that sometimes exceed community infrastructure capacity. Issues such as parking congestion and trail crowding, particularly related to its reputation as a premier mountain biking destination, require careful management to balance visitor experiences with resident livability.
- Electoral Areas A, B, and C encompass the rural and coastal communities surrounding the urban cores, each offering unique tourism assets. Together, these electoral areas serve as important connectors between urban amenities and natural attractions, contributing to the region's diverse tourism product while maintaining their distinct rural and coastal character.
    - Electoral Area A features a vibrant collection of small seaside communities along Baynes Sound, where seafaring history endures through the iconic Royston wrecks, the legendary shellfish farming bounties of Fanny Bay, and the historic friendly port of Union Bay. These coastal assets support aqua-tourism and marine-based experiences.
    - Electoral Area B (Lazo North) includes the Comox peninsula and features stunning seaside parks and beaches like Goose Spit and Seal Bay Park, ocean access points, campgrounds and woodland gardens. Little River terminal provides a key connection for visitors from Powell River and the Sunshine Coast through a direct BC Ferries route.
    - Electoral Area C (Puntledge/Black Creek), including Saratoga Beach and Mount Washington, provides a mix of rural residential character, agricultural operations, access to outdoor recreation, particularly in the summer months, including cottages, campgrounds, a marina, golf course, provincial park, and speedway. Mount Washington Alpine Resort acts as a key driver of winter tourism and more recently, summer activities, extending the region's appeal into the shoulder seasons and summer months. The Mount Washington Resort Association (operating as Tourism Mount Washington) independently delivers tourism marketing services within the Regional District through the collection of the Mt.Washington MRDT.
- Denman and Hornby Islands, while administrating local tourism services independently, contribute to the region's overall tourism appeal through their unique island culture and coastal recreation.

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For a deeper understanding and assessment of the Comox Valley tourism industry and destination, please see the Comox Valley Tourism Strategy Situation Analysis that was completed as a foundational component of the strategy development.

Purpose of the Comox Valley Tourism Strategy

This regional strategy is about managing tourism growth to maximize economic benefits for all communities in the region while preserving the region's unique character and natural assets. Several key rationales underpin this strategic approach: long-term economic growth, a cohesive regional vision, preserving community character, building strategic collaboration, and honouring Indigenous heritage.

- **Sustainable Economic Growth:** Tourism in the Comox Valley has strong potential. Long term economic resilience depends on a coordinated regional effort to strengthen destination development and grow the Comox Valley tourism market through the implementation of the Tourism Strategy over time. A unified approach to tourism revenue distributes economic benefits more equitably and supports regional competitiveness on a national and international scale. Expanded Municipal and Regional District Tax (MRDT) coverage is one possible tool to achieve this, however, the Tourism Strategy has been developed to support economic growth regardless of the MRDT collection boundaries.
- **A Cohesive Regional Vision:** Visitors experience the Comox Valley as a single destination, moving easily across municipal boundaries. A regional vision and strategy reflects this reality and acknowledges the region's unique strengths, enabling a cohesive approach to destination development, marketing, and resource management.
- **Preserving Community Character:** Tourism must contribute to, not detract from, the quality of life for residents. A regional strategy supports tourism growth that is balanced, managed, and aligned with local values to help communities in our region maintain their distinct character.
- **Strategic Collaboration:** Tourism management depends on collective leadership. This regional strategy provides a framework for collaboration among local governments, tourism businesses, community members, and K'ómoks First Nation that reflect the region's shared interests. This approach builds alignment, reduces duplication, and creates a sense of shared ownership in its implementation.
- **Honouring Indigenous Heritage:** The Comox Valley's identity is inextricably linked to the Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land. The CVRD's commitment to reconciliation focuses on self-determination, shared prosperity, protecting cultural heritage, and relationship with land and water.

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Building the Strategy

From the outset, developing the Tourism Strategy was guided by several critical lenses that ensured comprehensive and inclusive planning:

Regional Collaboration Lens: Recognizing that tourists do not adhere to jurisdictional boundaries, the Tourism Strategy promotes regional cooperation in economic development and leverages shared resources across neighbouring communities to create cohesive tourism experiences.

Indigenous Reconciliation and Partnership Lens: The Tourism Strategy emphasizes creating authentic Indigenous partnerships, collaborating on tourism initiatives, and incorporating First Nation stories and cultural awareness to foster deeper connections to the region. Local governments have a duty to consult with Indigenous partners, as a matter of special public interest.

Climate Change and Environmental Sustainability Lens: The Tourism Strategy aligns with UN Sustainable Development Goals (SDGs) and emphasizes regenerative tourism approaches. Key focuses include sustainable water management, watershed protection, waste management, responsible resource use, and promoting mindful tourism through environmental conservation education.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Lens: The Tourism Strategy prioritizes making the Comox Valley welcoming and accessible to all visitors and residents and considers actions to support infrastructure, services, and experiences that are designed for people of all abilities, backgrounds, and identities. The Tourism Strategy considers how to create accessible experiences by adapting existing assets and infrastructure to remove barriers. This includes developing multi-use pathways accessible for seniors, enhancing transportation links, and ensuring tourism offerings are inclusive for all ability levels.

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Comox Valley Tourism Strategy

Vision

The Comox Valley is a sustainable island destination that enriches the lives of residents now and for future generations. Environmental stewardship, culture, regional collaboration, and reconciliation with Indigenous Peoples create a resilient and thriving tourism economy that is home to exceptional year-round experiences that tell the stories of the Comox Valley.

Guiding principles

- **Collaboration:** Turn our vision into action by building trust, valuing diversity and inclusivity, embracing healthy tension, and working toward a common goal.
- **Reconciliation:** Work in partnership with the K'ómoks First Nation as they pursue their tourism-related economic development vision.
- **Harmony:** Embrace reciprocity and ensure tourism enriches the lives of locals and visitors, integrating social, cultural, environmental, and economic impacts equitably.
- **Resilience:** Adapt and prosper in the face of ever-changing political, social, economic and environmental forces.
- **Openness:** Act with integrity, respect, and transparency.

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Strategic Themes

The strategic themes that shape this tourism strategy emerged from extensive community engagement, stakeholder consultation, and careful analysis of regional opportunities and challenges. Each theme is supported by specific goals, objectives, and actions that are aligned with community values, economic growth, environmental sustainability and cultural preservation. Together, they provide a framework for achieving our vision while honouring the guiding principles. The following strategic themes are interconnected and reflect both immediate priorities and long-term aspirations:

- Work Together
- Strengthen Stewardship of Place
- Empower a Resilient and Inclusive Tourism Economy
- Support Connected Communities and Tourism Infrastructure
- Enhance Year-Round Experiences for Everyone



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Work Together

Goals:

- Strengthen collaborative partnerships across sectors and with Indigenous partners to steward a thriving and regenerative tourism economy that reflects community values.
- Engage with communities frequently to understand pressures and local priorities.

Objective 1: To strengthen and expand collaborative regional partnerships in the tourism industry across Indigenous, public and non-profit organizations, businesses, residents, neighbouring communities, and local, provincial and federal governments.

- **Action 1.1:** Expand the Comox Valley Tourism Service (Experience Comox Valley) mandate to include destination development and management.
- **Action 1.2:** Conduct a review of the governance structure of the Experience Comox Valley (with consideration of the Tourism Advisory Committee).
- **Action 1.3:** Provide value-added regional experiences for visitors and residents by focusing on Indigenous partnerships and collaborating with neighbouring communities like Campbell River, Parksville, and Qualicum Beach.
- **Action 1.4:** Establish quarterly community meetings with interested parties from within and around the Comox Valley region to collaborate on initiatives and share resources across sectors.
- **Action 1.5:** Coordinate joint projects with arts and culture, recreation, and environmental organizations, local businesses, local governments, and community-based non-profit organizations to maximize regional impact and resource efficiency.
- **Action 1.6:** Increase the Municipal Regional District Tax (MRDT) from 2% to 3% to support the implementation of the regional strategy.

Objective 2: To promote shared ownership of the Tourism Strategy and provide transparent progress updates.

- **Action 2.1:** Develop and implement a communications plan for the Comox Valley Tourism Strategy.
- **Action 2.2:** Create an inclusive, participatory framework with the support of the Tourism Advisory Committee to guide the implementation of the Comox Valley Tourism Strategy.
- **Action 2.3:** Collect and analyze data such as visitor spending patterns, yearly visitation, existing tourism operators, and sector performance to support data-driven decisions and measurable outcomes against established goals and Key Performance Indicators (KPIs).
- **Action 2.4:** Track and share progress for Comox Valley Tourism Strategy actions through Engagecomoxvalley.ca.

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Objective 3: To enhance emergency preparedness and response capabilities through coordinated partnerships.

- **Action 3.1:** Partner with members of the tourism industry and relevant organizations, emergency services, and local, provincial, and federal government ministries to fully integrate Experience Comox Valley into Vancouver Island's tourism emergency management programs.
- **Action 3.2:** Create a Comox Valley emergency communications strategy focused on the tourism industry.
- **Action 3.3:** Utilize the Experience Comox Valley website as a centralized tourist emergency information hub for real-time updates during emergency events.
- **Action 3.4:** Conduct annual training for tourism operators and their employees on emergency response procedures, including first aid and crowd management. Include tourism operators in organized emergency simulations and drills.
- **Action 3.5:** Advocate for tourism-specific emergency preparedness to be included in municipal, provincial, and national emergency plans.

Objective 4: To meaningfully engage with the K'ómoks First Nation on the Tourism Strategy and follow their lead to advance reconciliation, including supporting Indigenous storytelling and tourism experiences.

- **Action 4.1:** Collaborate with K'ómoks First Nation to design and deliver targeted educational content about K'ómoks First Nation's history, culture, and protocols to tourism operators.
- **Action 4.2:** Develop a partnership between the K'ómoks First Nation and Experience Comox Valley to expand interpretive signage programs across the region that build cultural awareness through Indigenous storytelling.
- **Action 4.3:** Support K'ómoks First Nation members in expanding and/or developing tourism businesses and entrepreneurship initiatives.

***Work Together* Example KPIs**

- Active cross-sector partnerships, both within the Comox Valley and externally.
- Number of engaged groups or representatives collaborating with Experience Comox Valley.
- Completion rate of Tourism Strategy actions.
- Resident sentiment score regarding tourism.
- Annual MRDT revenue growth.
- Visitation data for key attractions and activities.

Strengthen Stewardship of Place

Goals:

- Residents and visitors are engaged and actively participate in shaping an evolving cultural landscape in the Comox Valley.
- Implement responsible and regenerative actions to create conditions for the region's biodiversity to thrive for future generations.

Objective 1: To enrich resident and visitor appreciation for and connection to the land, water, and culture of the Comox Valley.

- **Action 1.1:** Collaborate with educational institutions (e.g., North Island College, School District 71) to empower leadership roles in sustainable tourism initiatives.
- **Action 1.2:** Create opportunities for residents and visitors to actively participate in regenerative projects throughout the Comox Valley, such as trail maintenance, accessibility improvements, and environmental stewardship activities.
- **Action 1.3:** Leverage Experience Comox Valley's website and promotional activities to build visitor and resident appreciation for the region's natural environment.
- **Action 1.4:** Develop engaging educational content and storytelling initiatives, in the spirit of reconciliation, that showcase local environmental stewardship, Indigenous knowledge, and community heritage to inspire deeper connections with the region's natural and cultural assets.
- **Action 1.5:** Partner with local organizations to promote opportunities to give back to the community and environment through initiatives such as donation campaigns, environmental stewardship activities, volunteer programs, and community enhancement projects.

Objective 2: To strengthen and protect the Comox Valley's natural and cultural assets.

- **Action 2.1:** Conduct an annual assessment with K'ómoks First Nation, local and provincial governments, and community organizations to identify natural assets and cultural heritage sites that Experience Comox Valley should **not** promote due to high visitor volume.
- **Action 2.2:** Support the creation of new interpretive programs that provide immersive experiences to build understanding and respect for the Comox Valley's natural and cultural assets (e.g., Wild Pacific Trail).

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Objective 3: To raise awareness and understanding of shared stewardship priorities, including environmental protection, cultural heritage preservation, and sustainable tourism practices.

- **Action 3.1:** Implement a sustainability and stewardship tool (e.g., Biosphere, Wayfinder) for the Comox Valley to guide destination stewardship and support decision-making.
- **Action 3.2:** Enhance the visitor experience and showcase local heritage and community stories by collaborating with Comox Valley Arts to curate and implement cultural and artistic storytelling programs.
- **Action 3.3:** Support tourism operators in maximizing operational efficiencies and minimizing environmental impacts through best-practice platforms and technology (e.g., Be-Smart).

Objective 4: To advance climate action in tourism in the Comox Valley.

- **Action 4.1:** Explore joint climate action initiatives with regional partners such as Destination Campbell River, Parksville Qualicum Beach Tourism, 4TVI and other Vancouver Island destination organizations.
- **Action 4.2:** Develop and implement a destination stewardship coaching program for tourism businesses and operators in the Comox Valley region to enhance their sustainability practices and innovative visitor experiences.
- **Action 4.3:** Partner with other agencies to benchmark the Comox Valley tourism industry's total carbon emissions and identify decarbonization initiatives, including the carbon emissions of visitor-source markets and options for local, high-impact offsets.

Objective 5: To align and amplify the efforts of municipal, regional, and community strategies to support connected environmental conservation and cultural vitality.

- **Action 5.1:** Embed diverse historical narratives in marketing content, weaving together stories of K'ómoks First Nation, natural history, settler communities, and the region's extractive colonial past, including exploration, coal mining, and logging, to reflect the complex relationships between people, land, and water.
- **Action 5.2:** Collaborate with local environmental organizations to develop messaging around environmental stewardship. These messages should emphasize visitor's role in preserving the environment and include topics such as trail etiquette, wildlife awareness, respect for cultural sites, seasonal ecosystem sensitivities, and watershed protection.
- **Action 5.3:** Use Experience Comox Valley's promotional efforts and related regional and community plans (e.g., Official Community Plans, Climate Action Plans) to build awareness of how visitors can lessen their environmental impact and support the preservation of the area's natural and cultural assets.
- **Action 5.4:** Identify specific opportunities to leverage tourism strategy actions and resources with other place based stewardship strategies (e.g., Comox Valley Agricultural Plan, City of Courtenay Strategic Cultural Plan and Regional Parks & Trails Strategic Plan.).

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***Strengthen Stewardship of Place* Example KPIs**

- Number of participants in ECV-supported stewardship initiatives, such as trail work, restoration, clean-ups, accessibility improvements.
- Number of educational content pieces co-developed with ECV (e.g., videos, articles, exhibits, signage, digital content).
- Total annual engagement with stewardship content (e.g., web visits, video views, QR scans, downloads).
- Number of operators adopting sustainability platforms and certifications.

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Empower a Resilient and Inclusive Tourism Economy

Goals:

- Grow a strong year-round tourism economy that increases sustainable investment and local jobs.
- Increase the economic benefits of tourism across all communities through the development and attraction of new markets.
- Position tourism businesses and organizations as vital contributors to the region's economy, culture, environment, and quality of life.
- Support inclusive and accessible communities by empowering tourism businesses to uplift and lead with care.

Objective 1: To stimulate a resilient, year-round tourism economy by promoting entrepreneurship and innovation, and attracting investment.

- **Action 1.1:** Partner with regional, provincial, federal tourism and economic development programs to assess market opportunities and provide local business development support in niche tourism sectors like eco-tourism, wellness, culinary and agri-tourism, marine tourism, sports tourism, and cultural tourism. (e.g. Spark Program).
- **Action 1.2:** Offer digital transformation support by providing training and resources to help Comox Valley tourism businesses adopt digital tools for marketing, operations, and e-commerce.
- **Action 1.3:** Partner with Comox Valley Chamber of Commerce to develop a hub for entrepreneurs, startups, and small businesses to access resources, mentorship, networking opportunities, and training in key areas.

Objective 2: To position the Comox Valley as the ideal destination for visitors seeking diverse and authentic experiences in nature, culture, and adventure.

- **Action 2.1:** Continue to collaborate with regional organizations, associations, and local arts and culture groups to leverage unique local experiences, such as wellness retreats, arts and culture workshops, cycling tours, marine education, agri-food tours, and other kinds of interactive learning experiences.
- **Action 2.2:** Collaborate with the Comox Valley Chamber of Commerce and business associations to explore opportunities to expand evening and nighttime business operations.
- **Action 2.3:** Partner with Tourism Mount Washington and Mount Washington Alpine Resort to develop summer events and experiences at the resort.

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Objective 3: To support recruitment and retention of a skilled tourism workforce in the Comox Valley.

- **Action 3.1:** Raise awareness about tourism careers by collaborating with educational institutions, employment organizations, and tourism businesses to provide opportunities to youth such as familiarization trips and hands-on learning experiences.
- **Action 3.2:** Collaborate with go2HR to collect data and identify tourism workforce skills gaps and training needs to support growth and retention.
- **Action 3.3:** Educate and encourage tourism sector employers to become Living Wage Employers.
- **Action 3.4:** Partner with the Immigrant Welcome Centre to increase awareness of employment opportunities in the tourism industry for newcomers to Canada.

Objective 4: To raise awareness of the economic contributions and benefits of Comox Valley's tourism economy to residents and local businesses.

- **Action 4.1:** Develop opportunities for meaningful connections between tourism operators and residents through initiatives like volunteer community efforts (e.g., Relax, Recharge, Renew).
- **Action 4.2:** Conduct an annual resident tourism sentiment survey to benchmark community support for tourism and identify opportunities for improving resident quality of life through tourism.
- **Action 4.3:** Collaborate with local businesses to introduce loyalty programs for locals, such as local discounts, to encourage hometown exploration and promote a sense of pride and engagement within the community.

Objective 5: To promote initiatives that strengthen diversity, equity, inclusion, and accessibility throughout all tourism experiences in the Comox Valley.

- **Action 5.1:** Collaborate with regional organizations and local experts who specialize in accessibility and inclusiveness to conduct accessibility audits for popular trails, routes, pathways, and tourism experiences, and develop solutions to improve accessibility.
- **Action 5.2:** Continue to invest in the expansion of accessibility guides and accessible itineraries for the Comox Valley region to reach various audiences.
- **Action 5.3:** Collaborate with other regions to increase opportunities for accessibility and inclusion training programs and certifications for tourism businesses, operators, visitor centre staff, and ambassadors.
- **Action 5.4:** Promote and support IBPOC-led arts and culture programs and projects.

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***Empower an Inclusive and Resilient Tourism Economy* Example KPIs**

- Number of participants in ECV-supported training, workshops, mentorship, or career-development programs annually.
- Number of workers employed in tourism.
- Number of tourism businesses registered as Living Wage Employers.
- Overnight visitation numbers.
- Annual MRDT revenue.
- Visitor yield (spend per visit).
- Resident participation in local tourism experiences during shoulder season.

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Support Connected Communities and Tourism Infrastructure

Goals:

- Support a sustainable and seamless transportation network that connects communities to each other and the world.
- Invest in tourism infrastructure that reflects community priorities, contributes to decarbonization, and provides immersive experiences for residents and visitors.

Objective 1: To enhance community and regional connectivity through low-carbon transportation options.

- **Action 1.1:** Work with local governments to improve the connectivity and frequency of low-carbon ground transportation to connect visitors and residents travelling within the Comox Valley.
- **Action 1.2:** Work with local governments to expand electric vehicle (EV) infrastructure and E-Bike charging and sharing opportunities, focusing on key locations such as ferries, airports, and other tourist hubs.
- **Action 1.3:** Create a central information hub for low-carbon transportation options in the region, including bus schedules and routes, EV charging stations, and active transportation routes. Integrate this information into Experience Comox Valley promotional materials and story-telling content.
- **Action 1.4:** Amplify and create funding opportunities to create shuttle service(s) to and from key attractions.
- **Action 1.5:** Work with local governments to enhance cycling infrastructure by expanding bike lanes around rail trails and adding bike storage. Partner with organizations like BC Cycling Coalition and Friends of Rails to Trails Vancouver Island to promote active transportation and develop multi-use pathways accessible for all ages and abilities.
- **Action 1.6:** Partner with the Comox Valley Airport to advocate for enhanced decarbonization and sustainability initiatives by coordinating data collection and incentive programs.

Objective 2: To identify and address housing needs for tourism workers and accommodation needs for visitors.

- **Action 2.1:** Conduct a regional visitor accommodation needs assessment with public and private sector partners.
- **Action 2.2:** Conduct a regional tourism workforce housing needs assessment with public and private sector partners.

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- **Action 2.3:** Expand the collection of OAP revenue through a regional MRDT and direct it to create affordable or workforce housing.
- **Action 2.4:** Ensure Experience Comox Valley plays an active role in regional housing task forces and working groups, advocating for tourism industry perspectives on affordable housing and workforce solutions.

Objective 3: To support tourism-related community infrastructure expansion and enhancement.

- **Action 3.1:** Work with local governments annually to confirm priorities and collaborate on the use, improvement and expansion of shared infrastructure facilities and multi-use community spaces for year-round events, such as farmers' markets, outdoor events, art festivals, and cultural gatherings.
- **Action 3.2:** Conduct an assessment of regional tourism infrastructure needs, focusing on recreational and conference facilities to support destination growth through sports and events tourism.
- **Action 3.3:** Collaborate on efforts to support marina revitalization, enhancement and promotion for diverse water-based tourism activities and operations.
- **Action 3.4:** Collaborate on efforts to improve public water and beach access where responsible, and expand amenities for trail heads.
- **Action 3.5:** Work with local governments to establish accessible public washrooms, strategic locations for recycling facilities, and a new sanitation dump.
- **Action 3.6:** Leverage existing accessibility audit data to develop and implement integrated solutions that enhance accessibility for all users.

Objective 4: To enhance digital infrastructure and connectivity across the Comox Valley region.

- **Action 4.1:** Work with local governments to strategically expand public WiFi zones across the region, focusing on areas with limited cellular networks and leverage this service to promote responsible travel messaging.
- **Action 4.2:** Work with local governments to champion and facilitate the development of cellular communications infrastructure to enhance network coverage across the region, with priority on Highway 19 and 19A corridors.
- **Action 4.3:** Enhance Experience Comox Valley's website to be more user-friendly and accessible by adding features like language translation, adaptive interfaces, and mobile-friendly integrations.
- **Action 4.4:** Collaborate with the Comox Valley Arts Council to create digital infrastructure, such as interactive maps, that connect Comox, Courtenay, and Cumberland to showcase local artists and highlight interactive community features, including murals and art galleries.

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***Support Connected Communities and Tourism Infrastructure* Example KPIs**

- Visitor satisfaction score for the ease of navigating regional transportation options.
- Funding leveraged for tourism-related infrastructure.
- Number of publicly accessible water-access points appropriate for diverse water-based tourism activities.
- Total kilometres of trails, park pathways, and waterfront access routes that meet accessibility best practices.
- Amount of OAP revenue directed towards affordable housing initiatives.

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Enhance Year-Round Experiences for Everyone

Goals:

- Continue to support the growth of vibrant and sustainable communities that are great places to live and visit.
- Provide exceptional and unique year-round experiences for residents and visitors.

Objective 1: To encourage inclusivity and accessibility best practices to improve experiences for visitors and residents.

- **Action 1.1:** Prioritize access and inclusivity in destination management and marketing initiatives, through efforts like implementing interactive trip building tools.
- **Action 1.2:** Tailor marketing and promotional efforts to key visitor demographics in alignment with Destination Canada's Traveller Segmentation Program, focusing on driving responsible tourism and sharing best practices from the program.
- **Action 1.3:** Partner with organizations (e.g., Rainbow Registered Program) that champion 2SLGBTQIA+ inclusion to demonstrate allyship and enhance inclusivity efforts.
- **Action 1.4:** Develop and implement a Diversity, Equity, and Inclusion Strategy for Experience Comox Valley.

Objective 2: To enhance relevant visitor information services to improve visitors' experiences and satisfaction throughout their travel experience, from initial planning to post-trip reflection.

- **Action 2.1:** Conduct and share research on local and global visitor trends to guide tourism businesses in adapting their offerings, while encouraging arts and cultural programming to enhance shoulder season, after-hours and ancillary experiences.
- **Action 2.2:** Implement entry and exit surveys through a partnership between Experience Comox Valley and Comox Valley Airport to understand visitor sentiment and help manage tourism capacity.
- **Action 2.3:** Evaluate the visitor servicing delivery model for the Comox Valley region in year one of the Tourism Strategy and every five years thereafter for relevance and continue to expand remote/ mobile visitor servicing throughout the region.
- **Action 2.4:** Explore providing multilingual visitor information services.
- **Action 2.5:** Organize collaborative familiarization tours with other Vancouver Island communities, like the Sunshine Coast Visitor Information Centre, to expand regional knowledge and awareness of the Comox Valley.

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Objective 3: To manage destination marketing and development through adaptable strategies that focus on regional and seasonal dispersion.

- **Action 3.1:** Invest in continuous market research to stay competitive, understand visitor needs, and adapt marketing strategies accordingly.
- **Action 3.2:** Continue to enhance and strengthen the Experience Comox Valley brand through a diverse collection of assets and content to amplify a cohesive story of the region's unique outdoor, culinary, and arts and cultural offerings.
- **Action 3.3:** Continue to support the development of diverse year-round attractions and tourism experiences through the enhancement and expansion of the Comox Valley Events and Experiences Fund.
- **Action 3.4:** Support organizers and operators with resources and guidelines for local sourcing and procurement, emergency management, and year-round experiential programming opportunities.
- **Action 3.5:** Develop annual tactical plan informed by tourism industry engagement, feedback and data-driven insights to guide all tourism development initiatives in the region.

Objective 4: To foster a vibrant culture of Host engagement that creates a welcoming and safe environment that benefits all.

- **Action 4.1:** Develop a Host ambassador program that fosters local pride and increases visitor engagement.
- **Action 4.2:** Collaborate with communities to organize additional community-focused activities across the region, including rural communities such as Fanny Bay, Royston, Merville, and Saratoga.
- **Action 4.3:** Advocate for safe pedestrian experiences, improved accessibility, and public services like parking solutions to handle peak tourism periods effectively without overwhelming existing community resources and the daily life of residents.

***Enhance Year Round Experiences for Everyone* Example KPIs**

- Number of businesses registered with ECV.
- Increase in shoulder season visitation.
- Number of new or enhanced experiences, attractions, events, workshops, or tours supported by ECV.
- Net Promoter Score for Comox Valley as a destination.
- Number of businesses that are participating in a Host ambassador program.
- Engagement with ECV marketing materials across all platforms and all ad buys (i.e. website, search ads, social media, broadcast, display ads, etc.).

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Tourism Strategy Implementation

The draft Implementation Matrix (Matrix) below presents the recommended strategic actions in each of the strategic themes and identifies considerations such as timeframe, cost, resource requirements and priority level. This Matrix will be the cornerstone of the strategy implementation and will inform annual tactical plans and MRDT 5 year business planning. The Matrix will be expanded to include relevant considerations such as partners and funding sources and adapted to respond to emerging opportunities and challenges.

Implementation Considerations	**Categories**
Timeframe	• Short: Under 2 years (by end of 2028) • Medium: 2-5 years (by 2031) • Long: 5-10 years (2032 - 2036) • Ongoing: No defined timeframe, continuous
Cost	• $: Under $10,000 • $$: Between $10,000 - $25,000 • $$$: Over $25,000
Resource Requirements	• Low: Low cost, minimal capacity needed, delivered with existing staff and expertise. • Medium: Moderate cost, some additional funding needs likely, likely needs additional expertise or cross-team coordination. • High: High cost, requires new funding, specialized expertise and sustained capacity over multiple years.
Priority Level	• **High Priority:** These actions are essential for providing momentum and developing groundwork for the strategy, and should be advanced first. They address pressing needs, unlock other actions, reduce risk and respond to challenges and time-sensitive opportunities. High-priority items typically require funding, dedicated capacity, and clear accountability for implementation. Delaying these actions may undermine momentum, resilience, or core goals. • **Medium Priority:** These actions are important but can be phased in after the highest-impact work is underway. They support strategic progress, strengthen systems, and add value but are not time-critical. Medium-priority items often depend on capacity availability, partnerships, or foundational work completed through high-priority actions. • **Low Priority:** These actions are beneficial but not urgent. They tend

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	to be longer-term, higher cost, or dependent on future conditions. Low-priority actions should be monitored, revisited periodically, and advanced when capacity, funding, or enabling conditions align. Deferring these actions does not jeopardize the core goals of the strategy.

Draft Implementation Matrix

Working Together

Action	Timeline	Cost	Resource Reqs.	Priority
Objective 1				
1.1 Expand the Comox Valley Tourism Service (Experience Comox Valley) mandate to include destination development and management.	Short	$	Low	High
1.2 Conduct a review of the governance structure of the Experience Comox Valley (with consideration of the Tourism Advisory Committee).	Short	$	Low	High
1.3 Provide value-added regional experiences for visitors and residents by focusing on Indigenous partnerships and collaborating with neighbouring communities like Campbell River, Parksville, and Qualicum Beach.	Medium	$$	Medium - High	Medium
1.4 Establish quarterly community meetings with interested parties from within and around the Comox Valley region to collaborate on initiatives and share resources across all sectors.	Short ongoing	$	Low	Medium - High
1.5 Coordinate joint projects with arts and culture organizations, recreation, environmental organizations, local businesses, local governments, and community-based non-profit organizations to maximize regional impact and resource efficiency.	Medium	$	Medium	Low
1.6 Increase the Municipal and Regional District Tax (MRDT) from 2% to 3% to support the implementation of the regional strategy.	Short	$	Medium	High
Objective 2	**Time**	**Cost**	**Resource**	**Priority**
2.1 Develop and implement a communications plan for the Comox Valley Tourism Strategy.	Short	$$	Medium	High

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2.2 Create an inclusive, participatory framework with the support of the Tourism Advisory Committee to guide the implementation of the Comox Valley Tourism Strategy.	Short	$$	Medium	High
2.3 Collect and analyze data such as visitor spending patterns, yearly visitation, existing tourism operators, and sector performance to support data-driven decisions and measurable outcomes against established goals and Key Performance Indicators (KPIs).	Short and ongoing	$$	Medium	High
2.4 Track and share progress for Comox Valley Tourism Strategy actions through Engagecomoxvalley.ca.	Short and ongoing	$	Low	Medium
Objective 3	**Time**	**Cost**	**Resource**	**Priority**
3.1 Partner with relevant organizations and advocate to government ministries to sustain partnerships, provide continuity, and fully integrate Experience Comox Valley into Vancouver Island's tourism emergency management programs.	Short - Medium	$	Low - Medium	High
3.2 Co-develop Comox Valley emergency communications procedures for tourism that can serve both short and long term visitors, residents, and businesses affected by disruptions.	Short	$$	Medium	High
3.3 Utilize the Experience Comox Valley website as a centralized tourist emergency information hub for real-time updates during emergency events.	Short	$	Low	High
3.4 Conduct annual training for tourism operators and their employees on emergency response procedures, including first aid and crowd management. Include tourism operators in organized emergency simulations and drills.	Short and ongoing	$$	Medium - High	Medium
3.5 Advocate for tourism-specific emergency preparedness to be included in municipal, provincial, and national emergency plans.	Medium and ongoing	$	Low - Medium	Medium
Objective 4	**Time**	**Cost**	**Resource**	**Priority**
4.1 Collaborate with K'ómoks First Nation to design and deliver targeted educational content about K'ómoks First Nation's history, culture, and protocols to tourism operators.	Short	$$	Medium - High	High
4.2 Develop a partnership between the K'ómoks First Nation and Experience Comox Valley to expand interpretive signage programs across the region that build cultural awareness through Indigenous storytelling.	Short - Medium	$$	Medium - High	High
4.3 Support K'ómoks First Nation members in expanding	Short and	$	Medium	High

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and/or developing tourism businesses and entrepreneurship initiatives.	ongoing			

Stewardship of Place

Action	Timeline	Cost	Resource Reqs.	Priority
Objective 1				
1.1 Collaborate with educational institutions (e.g., North Island College, School District 71) to empower leadership roles in sustainable tourism initiatives.	Medium	$	Low	Medium
1.2 Create opportunities for residents to actively participate in regenerative projects throughout the Comox Valley, such as trail maintenance, accessibility improvements, and environmental stewardship activities.	Medium and ongoing	$$	Low to Medium	Medium
1.3 Leverage Experience Comox Valley's website and promotional activities to build visitor and resident appreciation for the region's natural environment.	Short and ongoing	$	Low	Medium
1.4 Develop engaging educational content and storytelling initiatives, in the spirit of reconciliation, that showcase local environmental stewardship, Indigenous knowledge, and community heritage to inspire deeper connections with the region's natural and cultural assets.	Medium and ongoing	$$	Low to Medium	Medium
1.5 Partner with local organizations to promote opportunities to give back to the community and environment through initiatives such as donation campaigns, environmental stewardship activities, volunteer programs, and community enhancement projects.	Medium and ongoing	$$	Medium	Medium
Objective 2				
2.1 Conduct an annual assessment with K'ómoks First Nation, local and provincial governments, and community organizations to identify natural assets and cultural heritage sites that Experience Comox Valley should not promote due to high visitor volume.	Short and ongoing	$$	High	High
2.2 Support the creation of new interpretive programs that provide immersive experiences to build understanding and respect for the Comox Valley's natural and cultural assets.	Medium	$$	Medium	Medium
Objective 3				
3.1 Implement a sustainability and stewardship tool (e.g., Biosphere, Wayfinder) for the Comox Valley to guide	Short	$$	Low to Medium	High

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destination stewardship and support decision-making.				
3.2 Enhance the visitor experience and showcase local heritage and community stories by collaborating with Comox Valley Arts to curate and implement cultural and artistic storytelling programs.	Medium	$	Low	Medium
3.3 Support tourism operators in maximizing operational efficiencies and minimizing environmental impacts through best-practice platforms and technology (e.g., Be-Smart).	Short and ongoing	$$	Low	Medium
Objective 4				
4.1 Explore joint climate action initiatives with regional partners (e.g., Destination Campbell River, Parksville Qualicum Beach Tourism, 4TVI) and other Vancouver Island destination organizations.	Short	$$	Medium to High	High
4.2 Develop and implement a destination stewardship coaching program for tourism businesses and operators in the Comox Valley region to enhance their sustainability practices and innovative visitor experiences.	Medium	$$$	Medium to High	Medium
4.3 Partner with other agencies to benchmark the Comox Valley tourism industry's total carbon emissions and identify decarbonization initiatives, including the carbon emissions of visitor-source markets and options for local, high-impact offsets.	Medium	$$$	High	High
Objective 5				
5.1 Embed diverse historical narratives in marketing content, weaving together stories of K'ómoks First Nation, natural history, settler communities, and the region's extractive colonial past, including exploration, coal mining, and logging, to reflect the complex relationships between people, land, and water.	Short - Medium	$$	Medium to High	Medium
5.2 Collaborate with local environmental organizations to develop messaging around environmental stewardship. These messages should emphasize visitor's role in preserving the environment and include topics such as trail etiquette, wildlife awareness, respect for cultural sites, seasonal ecosystem sensitivities, and watershed protection.	Short and ongoing	$$	Medium	High
5.3 Use Experience Comox Valley's promotional efforts and related regional and community plans (e.g., Official Community Plans, Climate Action Plans) to build	Short and ongoing	$	Low	Medium

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awareness of how everyone can lessen their environmental impact and support the preservation of the area's natural and cultural assets.				
5.4 Identify specific opportunities to leverage tourism strategy actions and resources with other place based stewardship strategies such as the Comox Valley Agricultural Plan, City of Courtenay Strategic Cultural Plan and Regional Parks & Trails Strategic Plan.	Short	$	Low	Medium

Empower an Inclusive and Resilient Economy

Action	Timeline	Cost	Resource Reqs.	Priority
Objective 1				
1.1 Partner with regional, provincial, federal tourism and economic development programs to assess market opportunities and provide local business development support in niche tourism sectors like eco-tourism, wellness, culinary and agri-tourism, marine tourism, sports tourism, and cultural tourism (e.g. Spark Program).	Medium	$$	Medium to High	High
1.2 Offer digital transformation support by providing training and resources to help Comox Valley tourism businesses adopt digital tools for marketing, operations, and e-commerce.	Short to Medium	$$	Low to Medium	Medium
1.3 Partner with Comox Valley Chamber of Commerce to develop a hub for entrepreneurs, startups, and small businesses to access resources, mentorship, networking opportunities, and training in key areas.	Medium	$$	Medium	Medium
Objective 2				
2.1 Continue to collaborate with regional organizations, associations, and local arts and culture groups to leverage unique local experiences, such as wellness retreats, arts and culture workshops, cycling tours, marine education, agri-food tours, and other kinds of interactive learning experiences.	Short to Medium	$$	Medium to High	High
2.2 Collaborate with the Comox Valley Chamber of Commerce and business associations to explore opportunities to expand evening and nighttime business operations.	Short to Medium	$	Medium	Medium
2.3 Partner with Tourism Mount Washington and Mount Washington Alpine Resort to develop summer events and	Short	$	Medium	Medium

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experiences at the resort (e.g., weddings).				
Objective 3				
3.1 Raise awareness about tourism careers by collaborating with educational institutions, employment organizations, and tourism businesses to provide opportunities to youth such as familiarization trips and hands-on learning experiences.	Short to Medium, ongoing	$	Medium	Medium
3.2 Collaborate with go2HR to collect data and identify tourism workforce skills gaps and training needs to support growth and retention.	Short	$$	Low to Medium	Medium
3.3 Partner with the Immigrant Welcome Centre to increase awareness of employment opportunities in the tourism industry for newcomers to Canada.	Short	$	Low to Medium	Medium
Objective 4				
4.1 Develop opportunities for meaningful connections between tourism operators and residents through initiatives like volunteer community efforts.	Short	$	Medium	Medium
4.2 Conduct an annual resident tourism sentiment survey to benchmark community support for tourism and identify opportunities for improving resident quality of life through tourism.	Short	$$	Low	High
4.3 Collaborate with local businesses to introduce loyalty programs for locals, such as local discounts, to encourage hometown exploration and promote a sense of pride and engagement within the community.	Medium	$$$	Medium	Medium
Objective 5				
5.1 Collaborate with regional organizations and local experts who specialize in accessibility and inclusiveness to conduct accessibility audits for popular trails, routes, pathways, and tourism experiences, and develop solutions to improve accessibility.	Short to Medium	$$$	Medium to High	High
5.2 Continue to invest in the expansion of accessibility guides and accessible itineraries for the Comox Valley region to reach various audiences.	Medium	$$	Medium	Medium
5.3 Collaborate with other regions to increase opportunities for accessibility and inclusion training programs and certifications for tourism businesses, operators, visitor centre staff, and ambassadors.	Medium	$$	Medium	Medium
5.4 Promote and support IBPOC-led arts and culture programs and projects.	Short to Medium	$	Low	Medium

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Support Connected Communities and Tourism Infrastructure

Action	Timeline	Cost	Resource Reqs.	Priority
Objective 1				
1.1 Work with local governments to improve the connectivity and frequency of low-carbon ground transportation to connect visitors and residents travelling within the Comox Valley.	Short	$$	Low to Medium	High
1.2 Work with local governments to expand electric vehicle (EV) infrastructure and E-Bike charging and sharing opportunities, focusing on key locations such as ferries, airports, and other tourist hubs.	Medium to Long	$$$	Low to Medium	High
1.3 Create a central information hub for low-carbon transportation options in the region, including bus schedules and routes, EV charging stations, and active transportation routes. Integrate this information into Experience Comox Valley promotional materials and story-telling content.	Short to Medium, ongoing	$$	Low to Medium	Medium
1.4 Amplify and create funding opportunities to create shuttle service(s) to and from key attractions.	Medium	$$$	Medium to High	High
1.5 Work with local governments to enhance cycling infrastructure by expanding bike lanes around rail trails and adding bike storage. Partner with organizations like BC Cycling Coalition and Friends of Rails to Trails Vancouver Island to promote active transportation and develop multi-use pathways accessible for all ages and abilities.	Medium	$$$	High	Medium
1.6 Partner with the Comox Valley Airport to advocate for enhanced decarbonization and sustainability initiatives by coordinating data collection and incentive programs.	Medium	$$	High	Medium
Objective 2				
2.1 Conduct a regional visitor accommodation needs assessment with public and private sector partners.	Short	$$	Medium to High	High
2.2 Conduct a regional tourism workforce housing needs assessment with public and private sector partners.	Short	$$$	Medium to High	High
2.3 Expand the collection of Online Accommodation Platform revenue through a regional MRDT and direct it to create affordable or workforce housing.	Medium	$$$	Medium	High
2.4 Ensure Experience Comox Valley plays an active role in regional housing task forces and working groups, advocating for tourism industry perspectives on affordable	Short, Ongoing	$	Low	Medium

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housing and workforce solutions.				
Objective 3				
3.1 Work with local governments annually to confirm priorities and collaborate on the use, improvement and expansion of shared infrastructure facilities and multi-use community spaces for year-round events, such as farmers' markets, outdoor events, art festivals, and cultural gatherings.	Short to Medium, ongoing	$	Medium	Medium
3.2 Conduct an assessment of regional tourism infrastructure needs, focusing on recreational and conference facilities to support destination growth through sports and events tourism.	Short to Medium	$$$	Medium to High	Medium
3.3 Collaborate on efforts to support marina revitalization, enhancement and promotion for diverse water-based tourism activities and operations.	Medium to Long	$	Medium	Medium
3.4 Collaborate on efforts to improve public water and beach access and amenities for trail heads.	Medium	$	Medium	Medium
3.5 Work with local governments to establish accessible public washrooms, strategic locations for recycling facilities, and a new sanitation dump.	Medium	$	Medium	High
3.6 Leverage existing accessibility audit data to develop and implement integrated solutions that enhance accessibility for all users.	Short to Medium	$	Medium	Medium
Objective 4				
4.1 Work with local governments to strategically expand public WiFi zones across the region, focusing on areas with limited cellular networks and leverage this service to promote responsible travel messaging	Medium to Long	$$	High	Medium
4.2 Work with local governments to champion and facilitate the development of cellular communications infrastructure to enhance network coverage across the region, with priority on Highway 19 and 19A corridors	Medium to Long	$$	High	Medium
4.3 Enhance Experience Comox Valley's website to be more user-friendly and accessible by adding features like language translation, adaptive interfaces, and mobile-friendly integrations	Short	$	Low to Medium	Medium
4.4 Collaborate with the Comox Valley Arts Council to create digital infrastructure, such as interactive maps, that connect Comox, Courtenay, and Cumberland to showcase local artists and highlight interactive community features, including murals and art galleries	Medium	$$$	Medium	Medium

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Enhance Year-Round Experiences for Everyone

Action	Timeline	Cost	Resource Reqs.	Priority
Objective 1				
1.1 Prioritize access and inclusivity in destination management and marketing initiatives, through efforts like implementing interactive trip building tools.	Short	$	Low	Medium
1.2 Tailor marketing and promotional efforts to key visitor demographics in alignment with Destination Canada's Traveller Segmentation Program, focusing on driving responsible tourism and sharing best practices from the program.	Short	$	Low	Medium
1.3 Partner with organizations (e.g., The Rainbow Registered Program) that champion 2SLGBTQIA+ inclusion to demonstrate allyship and enhance inclusivity efforts.	Short to Medium	$	Medium	Medium
1.4 Develop and implement an equity, diversity and inclusion strategy for Experience Comox Valley.	Medium to Long	$$$	Medium to High	High
Objective 2				
2.1 Conduct and share research on local and global visitor trends to guide tourism businesses in adapting their offerings, while encouraging arts and cultural programming to enhance shoulder season, after-hours and ancillary experiences.	Short to Medium	$	Medium	Medium
2.2 Implement entry and exit surveys through a partnership between Experience Comox Valley and Comox Valley Airport to understand visitor sentiment and help manage tourism capacity.	Medium	$$	Medium	High
2.3 Evaluate the visitor servicing delivery model for the Comox Valley region in 2026 and every five years thereafter for relevance and continue to expand remote/ mobile visitor servicing throughout the region.	Short and ongoing	$	Medium	Medium
2.4 Explore providing multilingual visitor information service.	Medium	$	Medium	Medium
2.5 Organize collaborative familiarization tours with other Vancouver Island communities, like the Sunshine Coast Visitor Information Centre, to expand regional knowledge and awareness of the Comox Valley.	Short to Medium	$$	Medium to High	Low
Objective 3				
3.1 Invest in continuous market research to stay	Short to	$$	Medium to	High

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competitive, understand visitor needs, and adapt marketing strategies accordingly. Where available, emergency risk data, including seasonal hazard trends, transportation vulnerabilities, and emerging safety concerns relevant to the Comox Valley.	Medium, ongoing		High	
3.2 Continue to enhance and strengthen the Experience Comox Valley brand through a diverse collection of assets and content to amplify a cohesive story of the region's unique outdoor, culinary, and arts and cultural offerings.	Short to Medium	$$	Low to Medium	Medium
3.3 Continue to support the development of diverse year-round attractions and tourism experiences through the enhancement and expansion of the Comox Valley Events and Experiences Fund.	Medium to Long	$$$	Low to Medium	High
3.4 Support organizers and operators with resources and guidelines for local sourcing and procurement, emergency management, and year-round experiential programming opportunities.	Medium	$	Low to Medium	Medium
3.5 Develop annual tactical plan informed by tourism industry engagement, feedback and data-driven insights to guide all tourism development initiatives in the region.	Short	$$	Medium	High
Objective 4				
4.1 Develop a Host ambassador program that fosters local pride and increases visitor engagement.	Medium to Long	$$	Medium	Medium
4.2Collaborate with communities to organize additional community-focused activities across the region, including rural communities such as Fanny Bay, Royston, Merville, and Saratoga.	Short to Medium	$$	Medium	Medium
4.3 Advocate for safe pedestrian experiences, improved accessibility, and public services like parking solutions to handle peak tourism periods effectively without overwhelming existing community resources and the daily life of residents.	Medium	$	Low	High

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The Implementation Matrix will be finalized, revisited and updated regularly with communities, industry and partners across the region to plan, sequence, and resource work effectively while ensuring the Tourism Strategy remains responsive, achievable, and aligned with emerging opportunities and community needs.

MRDT Five-Year Strategic Business Plan

Every 5 years the Municipal & Regional District Tax (MRDT) program requires a 5-Year Strategic Business Plan and each year a One-Year Tactical Plan. The next Five-Year Strategic Business Plan

for 2027 - 2031 will be submitted to the province in 2026 and will include actions as prioritized in the Matrix . Each year's One-Year MRDT Tactical Plan will then detail each tactic with a description, rationale, action steps, potential partnerships, resources, timeframe, budget and performance measures. For an example, please refer to the 2026 One-Year MRDT Tactical Plan (Experience Comox Valley, 2025).

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Background Information

Comox Valley Tourism Profile

The Comox Valley Tourism Situation Analysis was completed as a foundational component of the strategy development process to provide a deeper understanding of the Comox Valley tourism industry context. Below are excerpts from the Situation Analysis that provided guidance in the development of the Comox Valley Tourism Strategy.

Economic Development

Across British Columbia, the tourism industry generated $22.1 billion in total revenue in 2023, with accommodation and food services accounting for $7.9 billion—a 12.7% increase from 2022. Provincial tourism employment reached 125,700 jobs, growing by 7.9% year-over-year (Source: Destination BC, 2023 Value of Tourism Data Tables). Vancouver Island remained a key tourism hub with approximately 2,700 tourism-related businesses operating in the region in 2023 (Source: Destination BC, 2023 Value of Tourism Data Tables).

Tourism is a cornerstone of the Comox Valley's economy, with significant growth in visitor spending and accommodation revenues. In 2024, the region recorded $462,611 in general MRDT revenue, representing a 10.8% increase from 2023. This translates to nearly $28.5 million in total room revenue from traditional accommodations. The region saw strong post-pandemic recovery, with 2022 general MRDT revenue surpassing pre-pandemic levels. The six months of 2025 revenue tracking indicates approximately ten percent growth above the same timeframe in 2024, highlighting the sector's continued resilience and expansion.

Since 2020, Online Accommodation Platform (OAP) revenues have been directed to affordable housing initiatives through the City of Courtenay, accumulating over $1 million total. The City is currently developing a comprehensive plan for deploying these funds to address housing challenges that directly impact tourism workforce availability.

Housing affordability has become a major barrier to the growth and competitiveness of the Comox Valley's tourism industry. Employers struggle to recruit and retain staff because workers cannot find attainable places to live, leading to reduced operating hours, labour shortages, and added pressure on small businesses. The 2018 Vital Signs Report highlighted the affordability gap, with a living wage of $16.59 compared to a minimum wage of $12.65; by 2024, the living wage had risen to $24.36 while the minimum wage reached $17.40, significantly widening the challenge for tourism and hospitality workers (Source: Living Wage BC). With more than 200 tourism-related businesses operating in the region, addressing housing affordability is essential to sustaining a resilient visitor economy and supporting a strong year-round workforce.

Sustainability

Balancing tourism growth with environmental stewardship and community well-being remains essential across the valley's diverse communities. The Comox Valley region faces numerous climate change impacts, including sea level rise, high temperatures, extreme weather events, increased strain on ecosystems and water resources, and infrastructure capacity limitations, all of which are likely to impact seasonal activity offerings.

Despite these challenges, climate change also presents opportunities for the tourism industry in the Comox Valley. For instance, extreme heat during summer months may support tourism during the shoulder seasons like spring and fall and reduce the pressure on destinations in peak summer months. In the same vein, ski resorts and other seasonal destinations can explore the opportunity to diversify their offerings to operate year-round and offset losses from shortened winter seasons. Investing in sustainable tourism practices and outdoor recreation can foster a deep connection to nature and prompt community-led environmental stewardship in the Comox Valley. Initiatives like Indigenous-led environmental standards, community guardians, and responsible recreation advocacy highlight the role of community engagement in environmental protection in the Comox Valley. Finally, innovating to develop new products and experiences that cater to changing climate conditions, such as indoor attractions during extreme weather events, can diversify the tourism portfolio.

Arts & Culture

The Comox Valley is a vibrant and creative region, celebrated for its diverse arts community, world-renowned Indigenous artists, and flourishing live theatre, music, and visual arts scene. This cultural richness is a defining part of the visitor experience, supported by institutions such as North Island College Fine Arts and a strong network of local creators, venues, and festivals. Community engagement in culture is exceptionally high, 94% of residents reported themselves as actively engaged in cultural activities in Courtenay's 2023 Strategic Culture Plan survey, demonstrating that arts and culture are central to the identity and appeal of the region.

Despite these strengths, the cultural sector faces challenges that limit its full tourism potential. Reports such as *Converge: Cultural Tourism and Marketing in the Comox Valley* highlight the need for stronger collaboration with cultural organizations, more visible support for Indigenous arts, and greater access to funding and affordable creative spaces. Small organizations in particular face capacity constraints, restrictive funding guidelines, and barriers to youth engagement and cultural inclusion.

By strengthening partnerships, increasing access to resources, and supporting spaces and programming, especially for youth and Indigenous creators, the Comox Valley can enhance its cultural vibrancy, attract more visitors, and reinforce its reputation as a creative, welcoming, and culturally rich destination.

Social Vibrancy

Social vibrancy is essential to the Comox Valley's identity and appeal, contributing to resident well-being and memorable visitor experiences. A lively social environment, built on cultural exchange, community traditions, and opportunities for meaningful connection, helps foster belonging, community pride, and a strong sense of place. When residents are engaged and communities feel alive throughout the year, visitors are more likely to stay longer, explore more broadly, and form lasting positive impressions of the region.

However, the Comox Valley faces a noticeable decline in vibrancy during the winter months, particularly in its downtown cores. Early business closures, limited evening options, and seasonal dependence on summer visitation create gaps in both the resident experience and tourism economy. Addressing this challenge presents a major opportunity: by extending operating hours, enhancing nightlife and cultural programming, and developing year-round and shoulder-season products, including indoor entertainment, cultural events, and winter-focused experiences, the region can diversify its visitor base, strengthen economic resilience, and enrich community life. A coordinated effort among businesses, cultural partners, and local leaders will be key to building a dynamic, welcoming, and socially vibrant destination in every season.

Accessibility

Accessibility is a growing regional and provincial priority, reinforced by a 2022 mandate requiring public sector organizations to create accessibility committees, develop plans, audit facilities, and implement feedback tools. In the Comox Valley, this work is supported by the Comox Valley Accessibility Committee and aligns with broader efforts to understand and map accessible infrastructure in relation to community needs. Despite progress, significant gaps remain. A provincial audit led by Tourism Vancouver Island and Destination BC found that only 2% of accommodation units in the region were considered accessible, limiting options for travellers with diverse mobility, cognitive, and sensory needs. These deficiencies create barriers for residents and visitors, reduce the region's competitiveness, and prevent the Comox Valley from being fully inclusive.

Strengthening accessibility presents a major opportunity to improve quality of life, expand the visitor market, and future-proof the region for an aging population. Initiatives such as the *Guide to Accessible Travel in the Comox Valley*, developed by travellers with disabilities, demonstrate proactive leadership and provide valuable insights to support more inclusive planning. By aligning with the provincial mandate, conducting comprehensive audits, and steadily improving public and private infrastructure, the Comox Valley can position itself as a leader in accessible travel. A more accessible destination supports year-round tourism, enhances social equity, and ensures that residents and visitors of all abilities can participate fully in the region's experiences.

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Transportation and Infrastructure

The Comox Valley's transportation network plays a critical role in shaping both the resident experience and visitor economy. As a regional gateway, the Comox Valley Airport (YQQ) and BC Ferries connections provide essential access for tourists and support economic exchange, including emergency links with neighbouring regions such as Powell River. The annual number of passengers served, both enplane and deplane, at YQQ has steadily increased over the last few years, with 402,489 in 2024, 371,989 in 2023, and 323,429 in 2022 (Source: Comox Valley Airport). 2025 has been an exceptionally busy year so far, with May to October 2025 breaking monthly terminal records compared to the same months in terminal history.

The Valley's transportation system remains largely car-dependent, with 85% of trips in Courtenay made by private vehicle, contributing to a significant share of local emissions. Sustainable travel modes, 7% walking, 4% cycling, and 4% transit, remain a small but meaningful foundation to build on. Limited flight connectivity, seasonal congestion, and a lack of major event facilities (such as conference or stadium infrastructure) constrain tourism potential, inhibit large-scale event hosting, and reduce the region's ability to disperse visitors year-round.

Strengthening transportation infrastructure offers major opportunities for both climate resilience and tourism competitiveness. Improving flight connectivity at YQQ and exploring stronger ferry linkages would support recovery, broaden visitor markets, and help smooth out seasonal peaks. Investments in active transportation networks, public transit, and seamless travel connections can reduce congestion, support the region's sustainability goals, and improve mobility for residents and visitors alike. At the same time, developing facilities that accommodate conferences, events, and sport tourism would diversify the visitor economy and attract new markets. By advancing sustainable mobility, improving connectivity, and addressing infrastructure gaps, the Comox Valley can create a more welcoming, accessible, and resilient destination for all seasons.

Target Markets

The Comox Valley attracts visitors primarily from British Columbia, including Southern Vancouver Island, the Lower Mainland and Kelowna, Alberta (primarily Calgary and Edmonton), and Washington State. The primary demographic is couples aged 30+ and small groups, followed by multi-generational families, all with strong interest in outdoor and marine adventure, culinary experiences, and cultural exploration. Experience Comox Valley is now working towards aligning their target markets with Destination Canada's Traveller Segmentation profiles, focusing on two primary markets; Outdoor Explorers and Cultural Seekers and Fun & Sun Families (Source: Destination Canada).

Visitors seek authentic, rejuvenating, and immersive experiences, aligning with the region's natural and cultural assets. The diversity of experiences, from Cumberland's mountain biking trails to Comox's marina activities and Courtenay's cultural offerings, enables the destination to

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serve varied interests while managing distribution across communities based on their respective capacities and tourism readiness.

Between summer 2023 and spring 2024, a comprehensive visitor intercept survey was conducted by ECV in partnership with Vancouver Island University. The survey revealed the primary purposes for visiting Comox Valley were pleasure or holiday (40.7%) and visiting family or friends (32.2%), followed by outdoor recreation and adventure (8.8%). The highest-ranked destination attributes were parks and public spaces (4.3 out of 5), overall atmosphere (4.1), outdoor adventure activities (3.9), and food and dining experiences (3.9). The most visited locations were Downtown Courtenay (66.3%), Downtown Comox (49.4%), and Downtown Cumberland (39.3%), with overnight visitors showing stronger preferences for Cumberland (45.4%) and Mount Washington trails. Beach activities (51.1%), shopping (48.0%), and hiking (45.8%) were the top activities. Day-trippers prioritized shopping (58.8%) and beach activities (44.1%), while overnight visitors favored beach activities (55.4%) and hiking (52.8%), suggesting deeper engagement with outdoor recreation. Notably, overnight visitors patronized local restaurants, cafes, craft breweries, and wineries more frequently than fast food chains, while day-trippers showed the opposite pattern. (Source: Experience Comox Valley, 2024).

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Experience Comox Valley - Governance & Funding

Governance Structure

In 2021, the Comox Valley Regional District established the Comox Valley Tourism Service to provide the foundational structure for regional tourism management. The Tourism Service operates as Experience Comox Valley through a collaborative governance model designed to ensure transparent decision-making and meaningful industry engagement. The CVRD currently contracts 4EVER Strategies to operate ECV as the region's primary destination marketing organization.

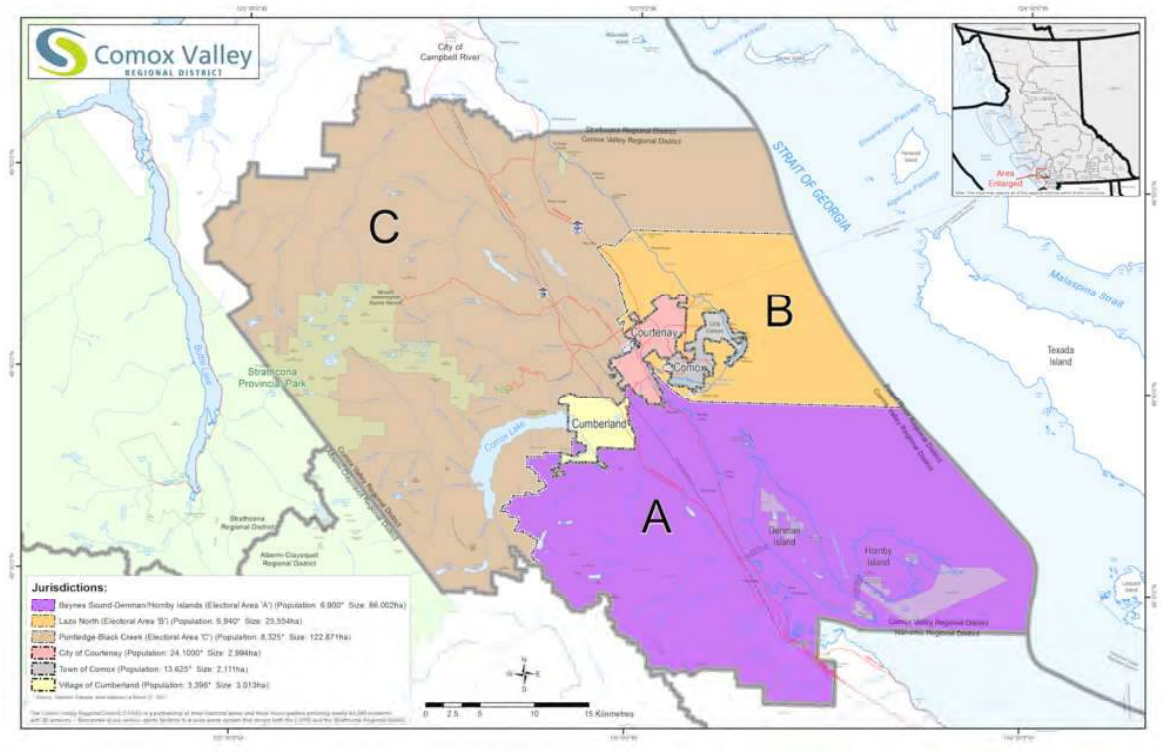


Figure 1. *Map of of the Comox Valley Tourism Service area includes Areas A (except Hornby Island and Denman Island), Area B, and Area C including Mount Washington Alpine Resort, Village of Cumberland, Town of Comox and City of Courtney.*

The Comox Valley Tourism Advisory Committee (TAC) provides industry guidance and ensures transparent collaboration with the local tourism sector. The TAC serves multiple functions, including:

- Providing input into the management and use of the City of Courtenay's MRDT and other tourism-related funds,

- Advising, reviewing, and recommending annual marketing plans and budgets for approval by the City of Courtenay and the CVRD,
- Working collaboratively to grow the economic and social benefits of tourism while strengthening the region's reputation as a year-round overnight destination,
- Providing strategic advice on various tourism-related matters, and
- Representing the interests of tourism businesses and interest-holders throughout the Comox Valley.

Today, ECV's role is evolving from delivering traditional destination marketing and visitor information services toward comprehensive destination management functions, including destination development, stewardship and industry support. This evolution reflects a fundamental industry shift from simply attracting visitors to actively managing the region to ensure its long-term desirability and sustainability, while also supporting livability for residents.

Funding Sources

ECV operates through a diversified funding model that ensures financial stability and enables comprehensive programming as follows:

- Taxation - annual tax requisition from the Comox Valley Tourism Service participants: City of Courtenay; Village of Cumberland; Defined portion of Electoral Area A - Baynes Sound; Electoral Area B; and, Electoral Area C.
- Fee for Service - the Town of Comox participates in ECV through a fee for service agreement with the CVRD. The current service agreement expires at the end of 2026.
- General Municipal & Regional District Tax (MRDT) revenue - The City of Courtenay MRDT (currently at 2 per cent) is an essential funding mechanism for ECV. Thanks to the unique partnership of the Comox Valley Tourism Service participants, general MRDT revenues collected in the City of Courtenay are invested alongside Comox Valley Regional District (CVRD) Tourism Service 550 revenues to fund Experience Comox Valley. *MRDT is not a tax placed on residents; it is an up to three percent tax applied to sales of short term accommodation.*
- Additional funding streams that strengthen the organization's capacity and reach include:
    - The Destination BC (DBC) Co-op Marketing grant which provides provincial partnership funding for collaborative marketing initiatives.
    - DBC Visitor Centre grant to support essential visitor services.
    - Federal grants, including programs like Canada Summer Jobs, enable seasonal capacity building and employment opportunities.
    - Revenue diversification through the Visitor Centre consignment retail store revenue, generated from local artisan goods and products, creates additional economic benefits for regional creatives while supporting operational costs. Advertising revenue from tourism businesses provides mutual benefit through promotional opportunities and sustainable funding mechanisms.

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This model has totaled over $2.7 million in MRDT general revenue collected since 2021 with additional streams providing operational flexibility and enabling ECV to deliver extensive programming including social media promotion, business directory listings, events calendar management, industry workshops, visitor centre services, retail consignment programs for local artisans, and travel media relations. Currently, ECV serves over 200 local tourism and tourism-related businesses through free website listings, demonstrating the breadth of the region's tourism ecosystem. Since 2022, more than 650 events have been listed on the regional events calendar.

ECV also funds the Events & Experiences Fund grant program offering up to $7,500 for qualifying tourism initiatives. The Events & Experiences Fund grant program has provided targeted support for destination development, backing 6 events and experiences in its 2023 pilot year and expanding to support 10 initiatives in 2024 and 10 in 2025. This program represents a direct investment in enhancing visitor experiences while supporting local event organizers and experience providers.

The financial structure reflects the CVRD's commitment to fiscal responsibility while ensuring adequate resources for destination marketing, visitor services, and emerging destination management priorities that support the region's evolution from a seasonal to a year-round preferred destination.

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Appendices

APPENDIX A: Engagement Process

The Comox Valley Tourism Strategy engagement process gathered insights from over 120 community members and 60+ stakeholders. Engagement began in late 2023 and continued throughout 2024 with workshops, focus groups, and interviews. Public engagement continued into 2025 through the Tourism Strategy Steering Committee (TSSC), the TAC, presentations of the draft Strategy to the CVRD Board and municipal councils, and a final round of public open houses and an online survey. The engagement process was purposefully robust to develop a Tourism Strategy that reflects diverse community perspectives while addressing key challenges and opportunities.

Engagement activities were tailored to ensure broad representation across the Comox Valley region, encompassing the City of Courtenay, Town of Comox, Village of Cumberland, and Electoral Areas A, B, and C (excluding Denman and Hornby Islands). Stakeholders engaged through workshops, focus groups and targeted interviews represented a broad cross-section of the community, including, but not limited to:

- Tourism industry representatives
- Environmental organizations
- Social Service organizations
- Business sectors and associations
- Educational institutions
- Cultural organizations
- Recreational groups
- Community members
- Students
- K'ómoks First Nation
- Local Government officials
- Provincial and Local Government staff

Engagement Methodologies

- **Workshops**: Collaborative discussions engaging stakeholders and residents in conversations around critical challenges and opportunities, fostering a shared vision for tourism's future in the Comox Valley.
- **Focus Group Conversations**: Deep-dive sessions with specific community groups including arts and culture organizations, events and festivals coordinators, culinary experience providers, community-based and environmental NGOs, marine tour operators, and spa and wellness businesses.

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- **Targeted Interviews**: In-depth conversations with key stakeholders, industry leaders, and tourism experts, including Tourism Strategy Steering Committee members, local government staff, and community residents, providing specialized knowledge to enrich the Tourism Strategy.

Engagement Activities

- Establishing a balanced TSSC and hosting five committee meetings to date.
- Launching a virtual engagement platform: *Comox Valley Tourism Strategy Plan | Engage Comox Valley.*
- Delivering two virtual public information sessions on the Tourism Strategy planning process.
- Hosting two major public engagement workshops: Vision & Opportunities (40 attendees) and Strategic Framework (70 attendees).
- Hosting a Local Government Staff Session (12 participants)
- Facilitating an Elected Officials Forum workshop.
- Conducting targeted engagement through 60+ one-on-one interviews and focus group sessions.
- Engaging directly with the K'ómoks Economic Development Corporation and Chief Administrative Officers from Courtenay, Comox, Cumberland, and K'ómoks First Nation.
- Hosting three public open houses in Courtenay, Comox, and Cumberland.
- Presenting to Council on the Tourism Strategy in Courtenay, Comox, and Cumberland.

The engagement timeline followed a structured approach:

Phase 1: Initial Engagement (November 2023 - March 2024)

- Virtual Information Session (November 9, 2023).
- Public Engagement Session 1: Tourism Strategy & Vision Opportunities (November 20, 2023).
- Public Engagement Session 2: Tourism Strategy Framework & Initiatives (March 4, 2024).
- Concurrent focus group conversations and targeted interviews.

Phase 2: Strategy Development (April - September 2024)

- Analysis of engagement findings and development of draft strategies.
- Identification of key opportunity areas and implementation timelines.
- Presentation to TSSC and CVRD for initial feedback and refinement.

Phase 3: Community Validation (October - November 2024)

- Community Open Houses for additional public input.
- Final draft strategy refinement based on community aspirations.

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- Completion of Final Draft Strategy by November 2024.

What We Heard from Engagement

A comprehensive engagement process was conducted through workshops, focus groups, and interviews revealing a range of themes that form the foundation of the Tourism Strategy. While many important community issues surfaced through the engagement process, several extend beyond the scope of the Tourism Strategy and fall within broader governance and community planning and infrastructure mandates. The Tourism Strategy is a tool to support better management of visitation, reduce the pressures associated with over-tourism, and guide future investments that improve infrastructure and the overall visitors experience and resident livability.

- **Strong Emphasis on Environmental Sustainability and Cultural Preservation**: Stakeholders consistently prioritized the need for regenerative tourism approaches that align with UN SDGs. This includes sustainable water management practices, watershed protection, responsible waste management, and the promotion of mindful tourism through environmental education. Cultural preservation emerged as equally important, with emphasis on celebrating local and First Nation stories, increasing cultural awareness, and using cultural and artistic storytelling to curate authentic visitor experiences that showcase the region's heritage and community narratives.
- **Focus on Balancing Tourist and Resident Needs**: A recurring theme throughout engagement was ensuring tourism development enhances rather than detracts from residents' quality of life. Participants emphasized the importance of conducting resident sentiment surveys to align destination marketing with community perspectives, fostering positive brand messaging, and creating tourism initiatives that provide value-added experiences for both visitors and locals. This balance includes managing peak tourism periods effectively through seasonal waste management, water usage coordination, and traffic flow improvements.
- **Recognition of Housing Affordability Challenges**: Stakeholders consistently identified housing costs as a critical barrier affecting both tourism workforce sustainability and community livability. The Tourism Strategy acknowledges the need for more affordable, student, and seasonal staff housing, particularly expanding accommodation options outside Courtenay into Cumberland and Comox. This challenge was recognized as directly impacting the tourism industry's ability to attract and retain quality staff while ensuring long-term community sustainability.
- **Commitment to Inclusive Economic Development**: Engagement revealed strong support for ensuring tourism's economic benefits are distributed equitably across the community. This includes supporting small businesses, start-ups, and social enterprises to promote a circular economy, providing funding and resources for community organizations and non-profits, and focusing on youth engagement and local employment opportunities. The Tourism Strategy emphasizes creating economic opportunities that benefit diverse community members while maintaining the region's authentic character.

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- **Emphasis on Year-Round Tourism Opportunities**: Stakeholders prioritized developing seasonal resilience through year-round tourism offerings. This includes promoting seasonal events and monthly promotions such as food festivals, art tours, and sports events to improve shoulder season visitation. The Tourism Strategy emphasizes leveraging weather-independent activities like wellness tourism, sports tourism, educational tourism (agri-tourism and adventure tourism), and indoor cultural activities to create sustainable tourism flows throughout the year.
- **Priority on Infrastructure Development**: Comprehensive infrastructure needs emerged as fundamental to supporting sustainable tourism growth. This includes enhancing transportation infrastructure with EV charging stations, improved cycling infrastructure with safe routes and bike storage, expanding multi-use trails and pedestrian walkways, and developing multi-use community spaces. Participants emphasized the need for upgraded conference facilities, better signage systems, interactive maps, and improved accessibility features across all tourism infrastructure.
- **Integration of Digital Solutions and Modern Amenities**: Stakeholders recognized the importance of modern digital infrastructure to enhance visitor experiences and operational efficiency. This includes developing platforms for booking experience packages, implementing shared digital signboards, creating interactive community features and digital infrastructure with interactive maps connecting the three main communities. The Tourism Strategy emphasizes establishing comprehensive information hubs and using technology to support geographical dispersion of visitors while improving overall service delivery.
- **Recognition of the Need for Regional Collaboration**: A consistent finding was that effective tourism development requires collaboration that transcends municipal boundaries, as visitors experience the region as a cohesive destination. This includes fostering partnerships with neighboring communities, leveraging shared resources through regional parks cooperation, and integrating tourism strategies with broader economic and land use planning such as Official Community Plans. Stakeholders emphasized the need for Experience Comox Valley to adopt a more holistic destination management approach, collaborating more effectively with CVRD and integrating MRDT funds for better resource allocation and coordinated tourism development.

The engagement process emphasized the critical importance of balancing tourist and resident needs, addressing housing affordability challenges, and ensuring that tourism development contributes positively to community quality of life while preserving the region's natural beauty and cultural integrity for future generations.

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Comox Valley Tourism Strategy Steering Committee (TSSC)

A TSSC was engaged through the project to guide, advise and contribute to the development of the Strategy. Members included:

Name	Organization/Business
Darren Adams	Cumberland Brewing Company
David Rooper	Old House Hotel & Spa
David Pinel	North Island College
Dougal Browne	United Riders of Cumberland
Jennifer Casey	Comox Valley Arts
Greg Chadwick	Downtown Courtenay BIA
Karin Kratz	CV Regional Accessibility Committee
Linda Thomas	Filberg Heritage Park Association
Meaghan Cursons	Cumberland Community Forest Society
Mike Atkins	Comox Valley Airport Commission
Tracey Clarke	CV Chamber of Commerce
Twila Skinner	CV Farmers' Market Association

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APPENDIX B: Glossary

Accessibility	Broadly, this term means people can take part in their communities through work, play and other daily activities free of barriers. In a tourism sense, this means the design, development, and delivery of tourism experiences, services, and destinations that can be used by all people regardless of their age, ability, or circumstance without barriers to participation, comfort, or dignity. (Source: Office of the Auditor General, British Columbia)
Destination Development	The strategic planning and advancement of defined areas to support the evolution of desirable destinations for travellers, with a focus on the supply side of tourism, by providing compelling experiences, quality infrastructure, and remarkable services to entice visitation. (Source: Destination BC)
Destination Stewardship	The continuous pursuit of a net positive tourism ecosystem that exists in alignment with shared community values. This means a positive tourism experience for visitors and residents alike. (Source: Destinations International)
Eco-Tourism	Responsible travel to natural areas that conserves the environment, sustains the well-being of the local people, and involves interpretation and education (Source: The International Ecotourism Society)
Sustainable Tourism Development	Sustainable practices in and by the tourism industry. It is an aspiration to acknowledge all impacts of tourism, both positive and negative. It aims to minimize the negative impacts and maximize the positive ones. (Source: Global Sustainable Tourism Council)
Regenerative Tourism	Regenerative tourism is often described as a practice that seeks to leave destinations in a better state than they were found. It draws inspiration from regenerative agriculture, which emphasizes restoring ecosystems and enhancing biodiversity. (Source: Global Sustainable Tourism Council)
Tourism Ecosystem	The intricate web of interactions between tourists, the natural environment, local communities, and the various businesses and organizations that cater to visitors. (Source: Prism Sustainability)

First Draft

TOWN OF COMOX

STAFF REPORT

Meeting: Feb 18, 2026

REGULAR COUNCIL MEETING

To: Mayor and Council	**File:** PR 24-12
From: Randy Houle, Director of Development Services	**Date:** February 13, 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 Official Community Plan Bylaw No. 2054 be given third reading; and

2. THAT Official Community Plan Bylaw No. 2054 be adopted.

ALTERNATIVE RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Official Community Plan Bylaw No. 2054 be given third reading as amended by Council.

PURPOSE

This report provides a recommendation for third reading and adoption of Comox OCP Bylaw No. 2054 as presented at the Public Hearing on February 4, 2026.

STRATEGIC PLAN LINKAGE

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

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

BACKGROUND

At the Regular Council Meeting on November 5, 2025, Council gave first and second reading to OCP Bylaw No. 2054 and forwarded to a Public Hearing which occurred on November 26, 2025 at the D'Esterre Senior Centre. The correspondence received was included in the Public Hearing minutes in the December 3, 2025 RCM agenda.

At the Regular Council Meeting on January 21, 2026, Council rescinded second reading and re-read the OCP Bylaw a second time with several amendments, including but not limited to the reduction of density in the Buena Vista neighbourhood and modifications to the sensitive ecosystems DP area and policies relating to the long-term use of the golf course. The bylaw was also forwarded to a second Public Hearing which occurred on February 4, 2026 at the D'Esterre Senior Centre. The correspondence received is included in the Public Hearing minutes in the February 18, 2026 RCM agenda.

ANALYSIS AND ISSUES

As the December 31, 2025 deadline established by the Province and the Housing Accelerator Fund to adopt the new OCP have now passed and following multiple opportunities for public input and subsequent amendments made by Council, Staff recommend that the OCP Bylaw proceed to third reading and adoption.

ATTACHMENTS:

ATTACHMENT A: Official Community Plan Bylaw No. 2054

TOWN OF COMOX

BYLAW NO. 2054

A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN

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

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

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

1.0 TITLE:

This bylaw may be cited for all purposes as the "Official Community Plan Bylaw".

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

RESCINDED and RE-READ a SECOND time, as amended, this	21st day of January, 2026
ADVERTISED from this until this	23rd day of January, 2026 4th day of February, 2026
PUBLIC HEARING HELD this	4th day of February, 2026
READ A THIRD time this	___ day of _____, 2026
ADOPTED this	___ day of _____, 2026

_____
MAYOR

_____
CORPORATE OFFICER

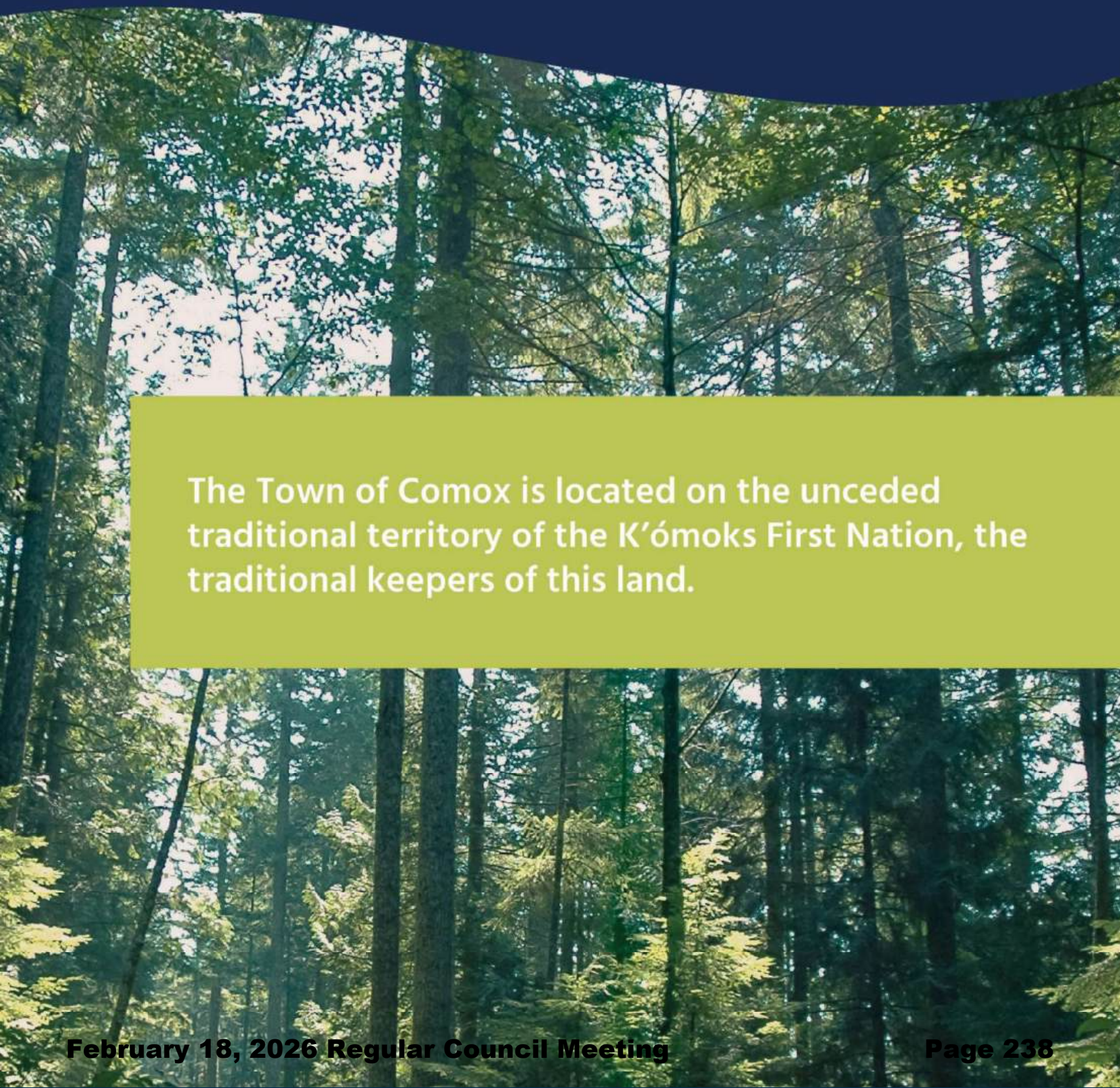
Schedule "A"

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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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



TOWN OF COMOX

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



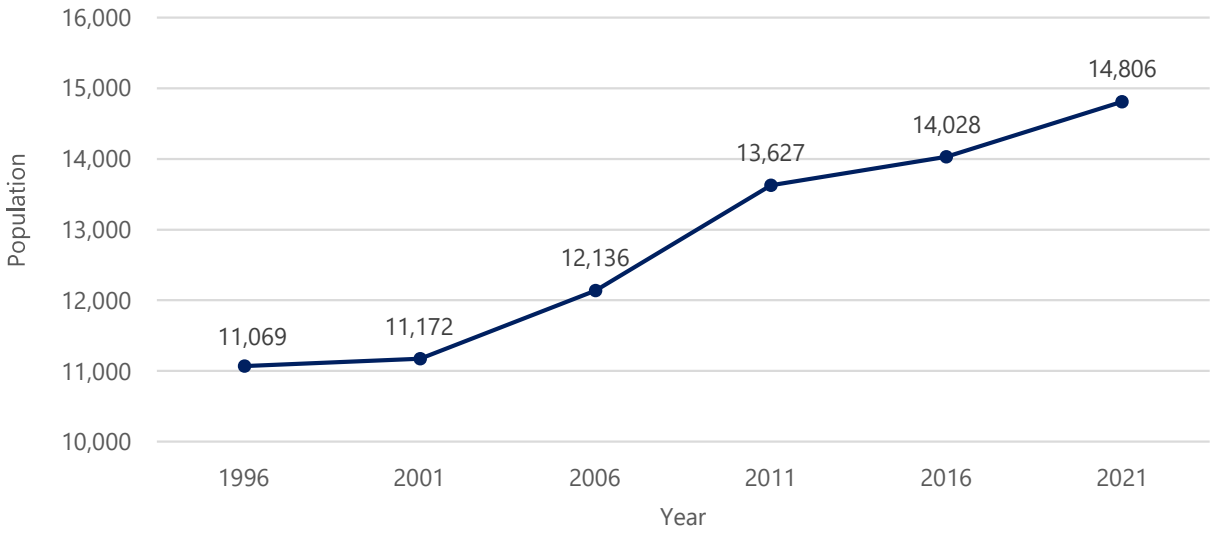


Figure 2 - Population of Comox from 1996-2021, according to census data.

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



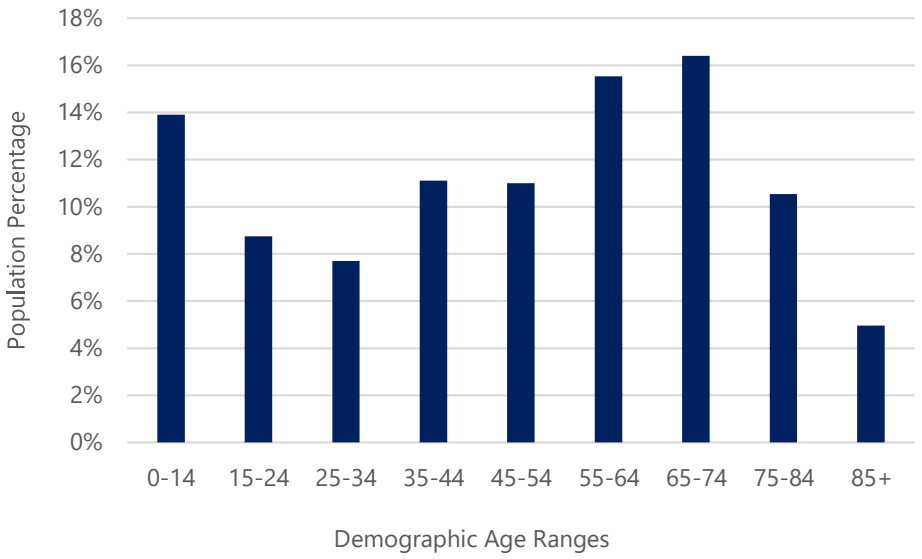
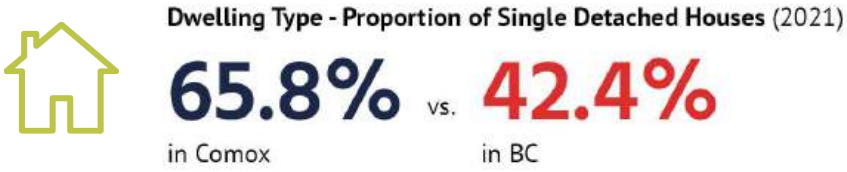


Figure 3 - Population structure by percentage of population in Comox, according to 2021 census data.

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.

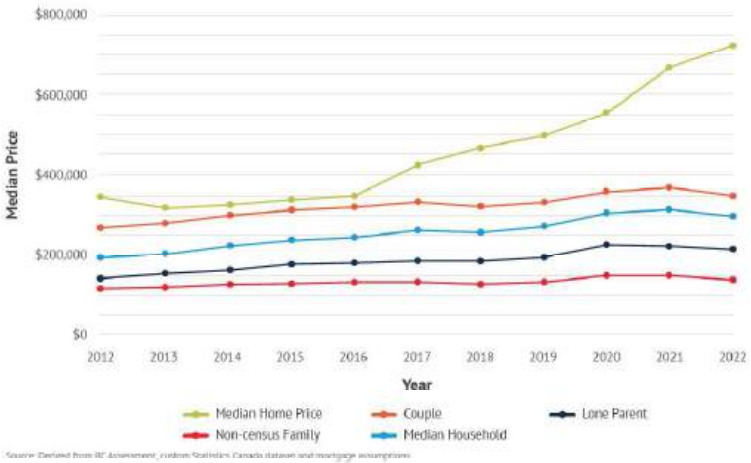


Figure 4 – Housing cost compared to median income affordability.

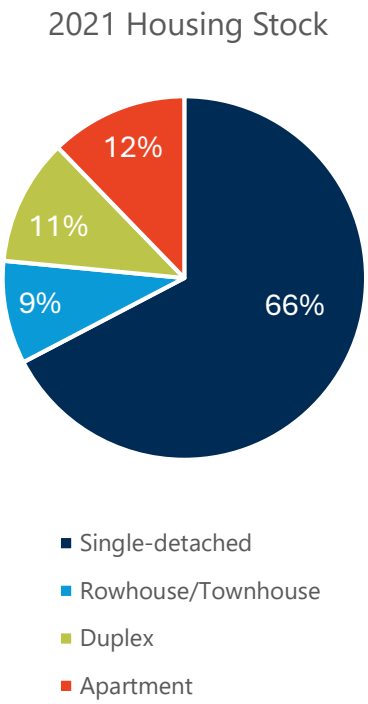
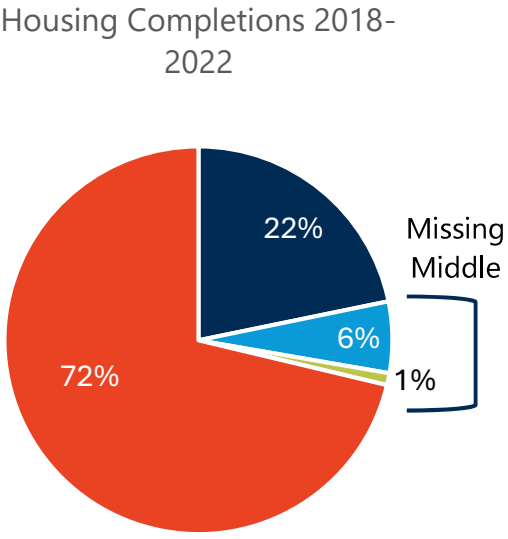


Figure 5 - Housing Completions



PART 3
Community Policies



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.

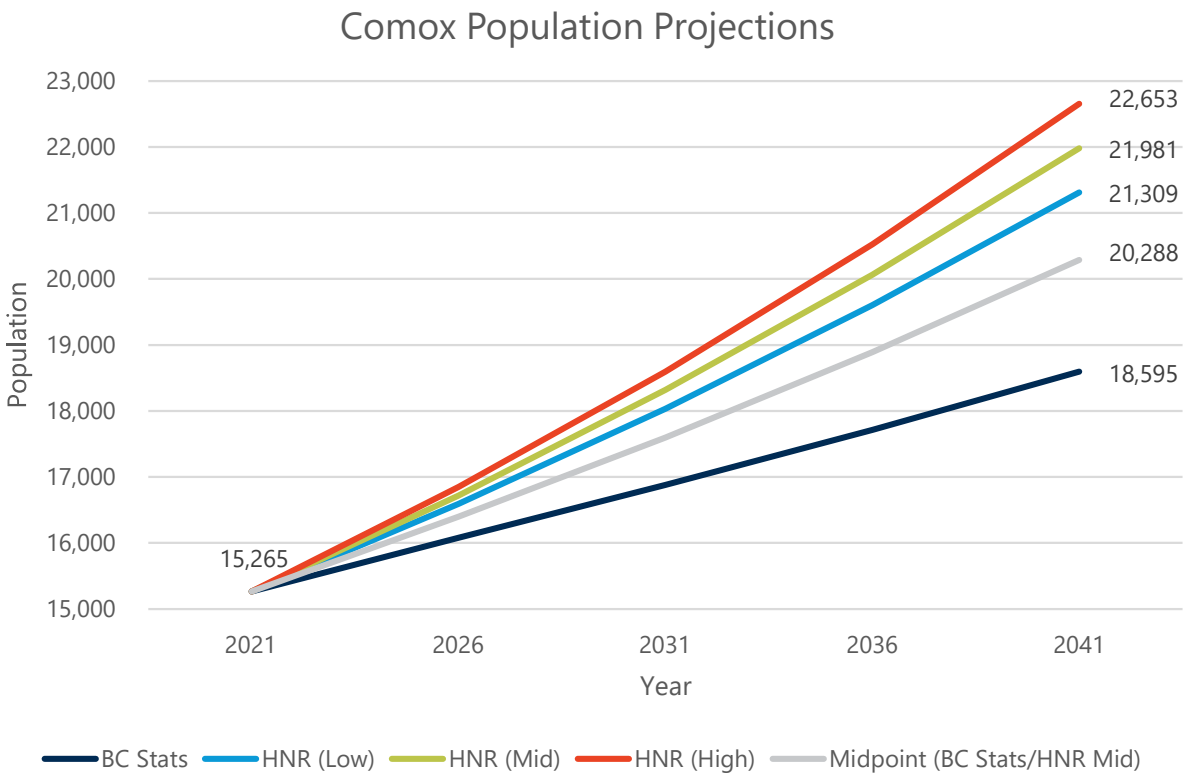
F. Demand Buffer: A buffer to account for people that may move to, or around within a housing market.

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.

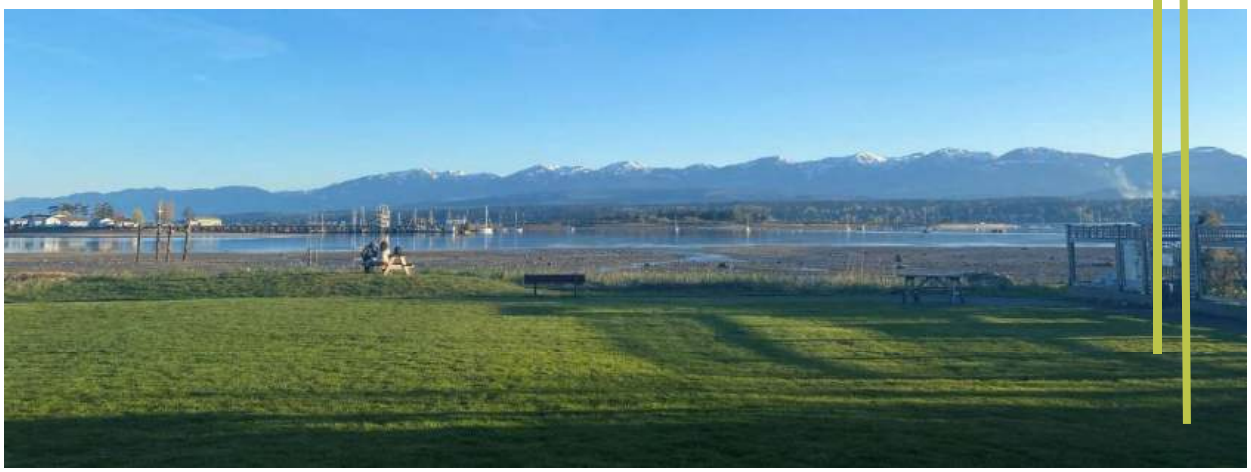
6.36 Complete minor updates to the Amenity Cost Charge Bylaw every year to account for inflation as determined by the Consumer Price Index.

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.

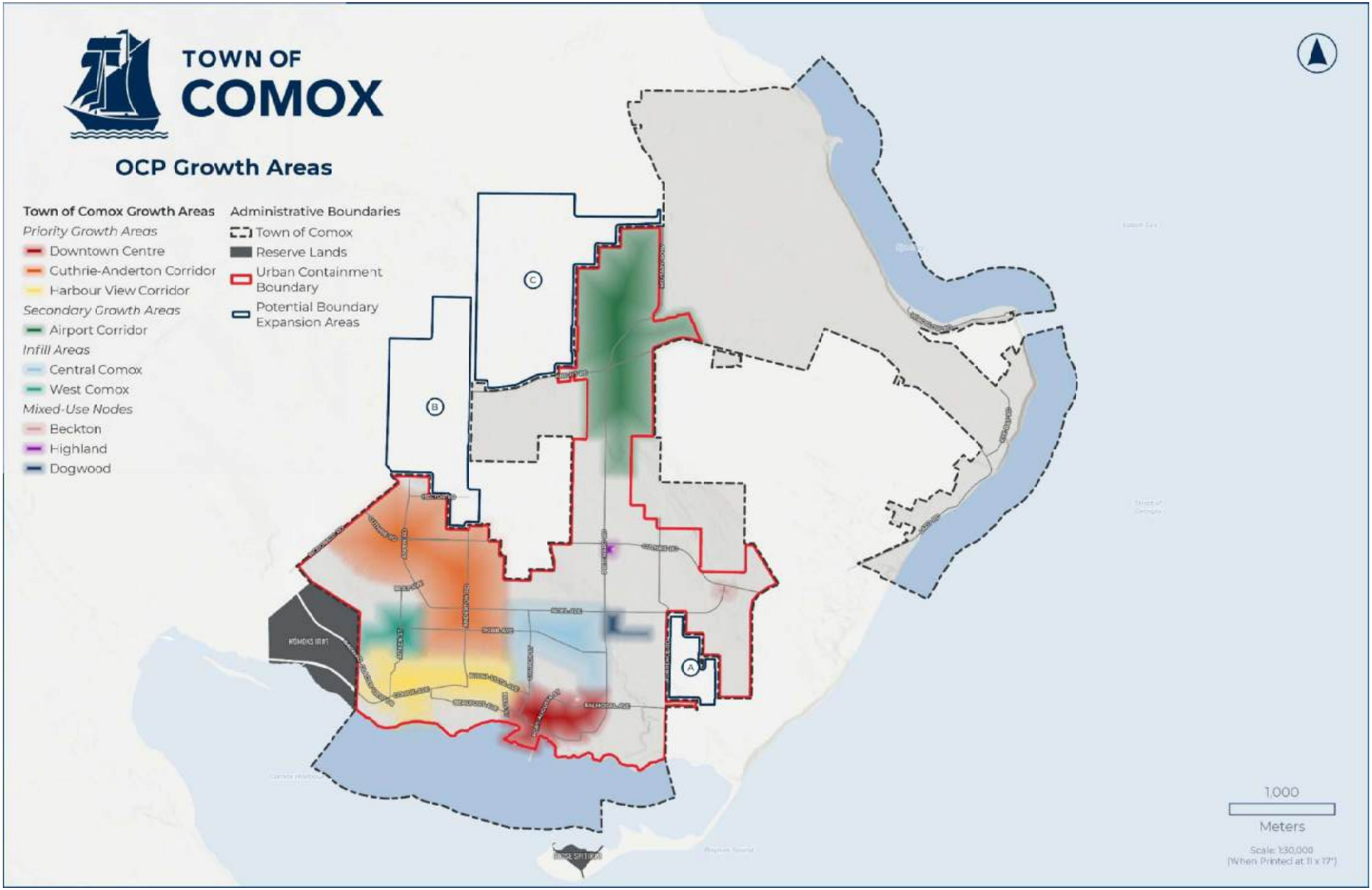


Figure 7 - OCP Growth Areas

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.

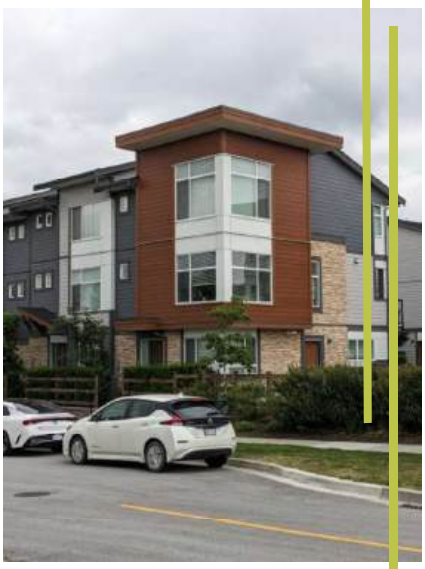
The Town will ensure coordination with other plans and bylaws as development takes place, such as infrastructure Master Plans, the Development Cost Charges Bylaw and the Subdivision and Development Servicing Bylaw. Strategic Planning documents such as the Climate Action Plan and Risk Assessment, Parks 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.

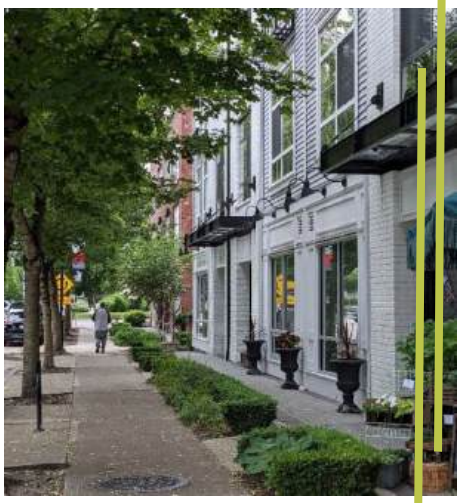
11.7 Support increased density provisions where more than 80% of parking required in the Zoning Bylaw is in under-building structures.

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:

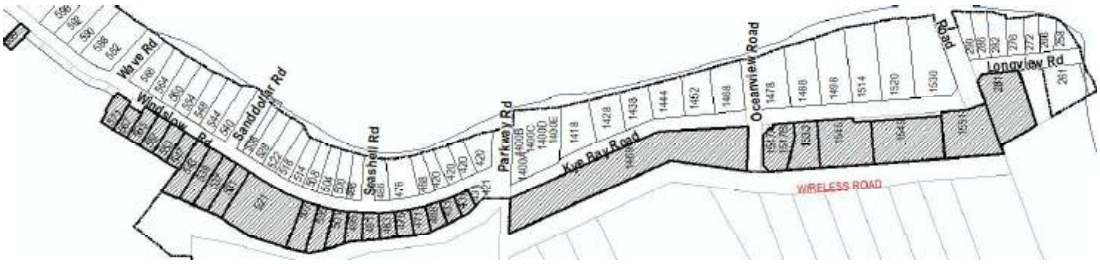


Figure 25: *Windslow Road and Wireless Road parcels.*

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.

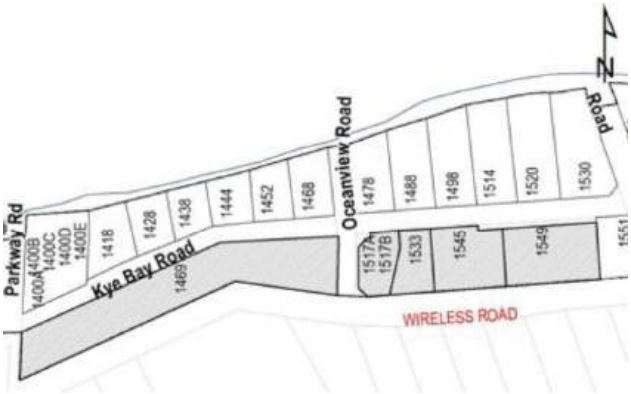


Figure 26: *Kye Bay Properties*

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*

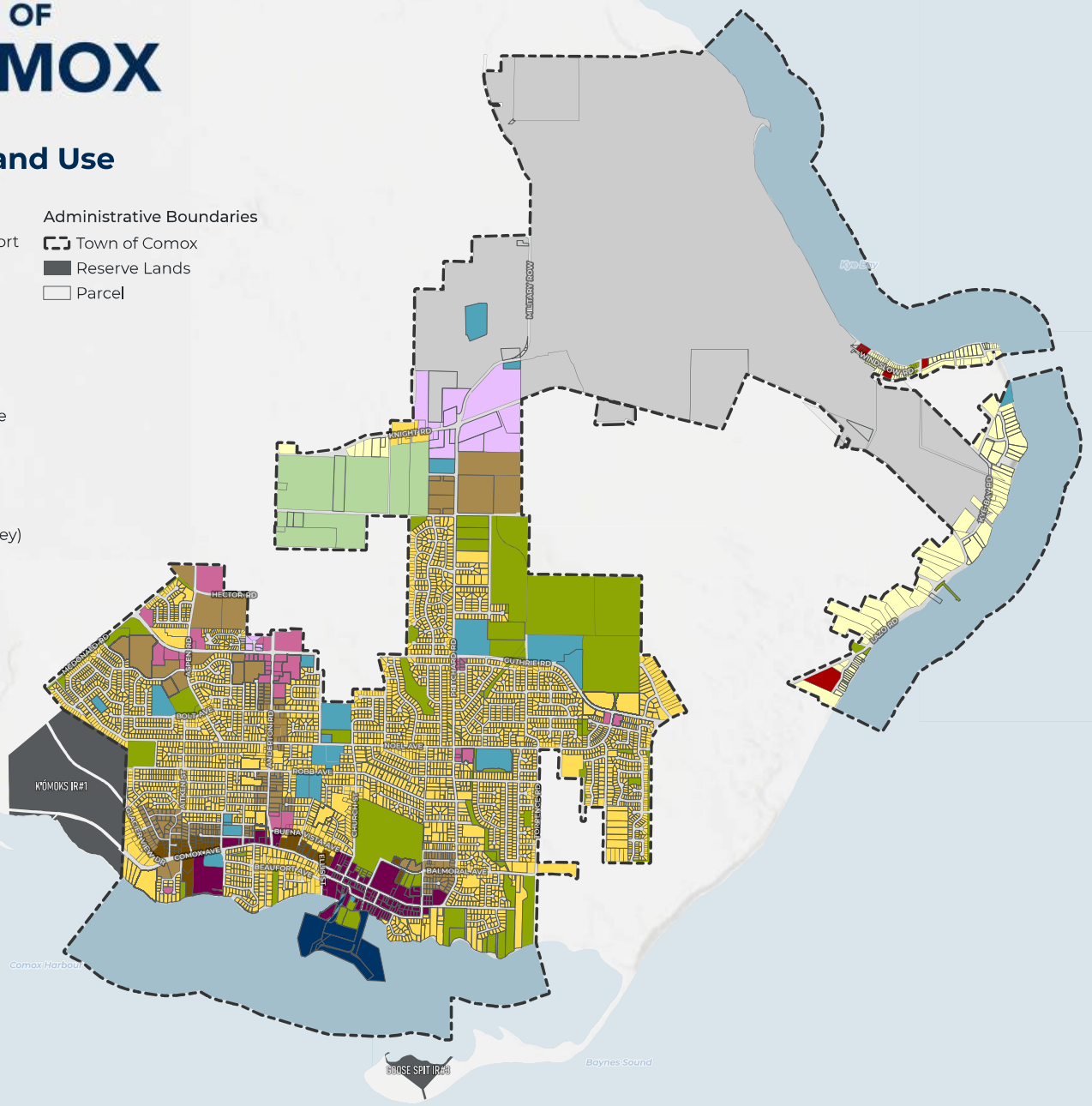
3. A 15-metre undisturbed natural state buffer must be provided from the Natural Boundary of Hilton Springs and the Top of Bank of the conveyance ditch located along the road dedication for Cambridge Road, as identified on a BCLS certified by a British Columbia Land Surveyor (BCLS) certified site plan.
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.

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)

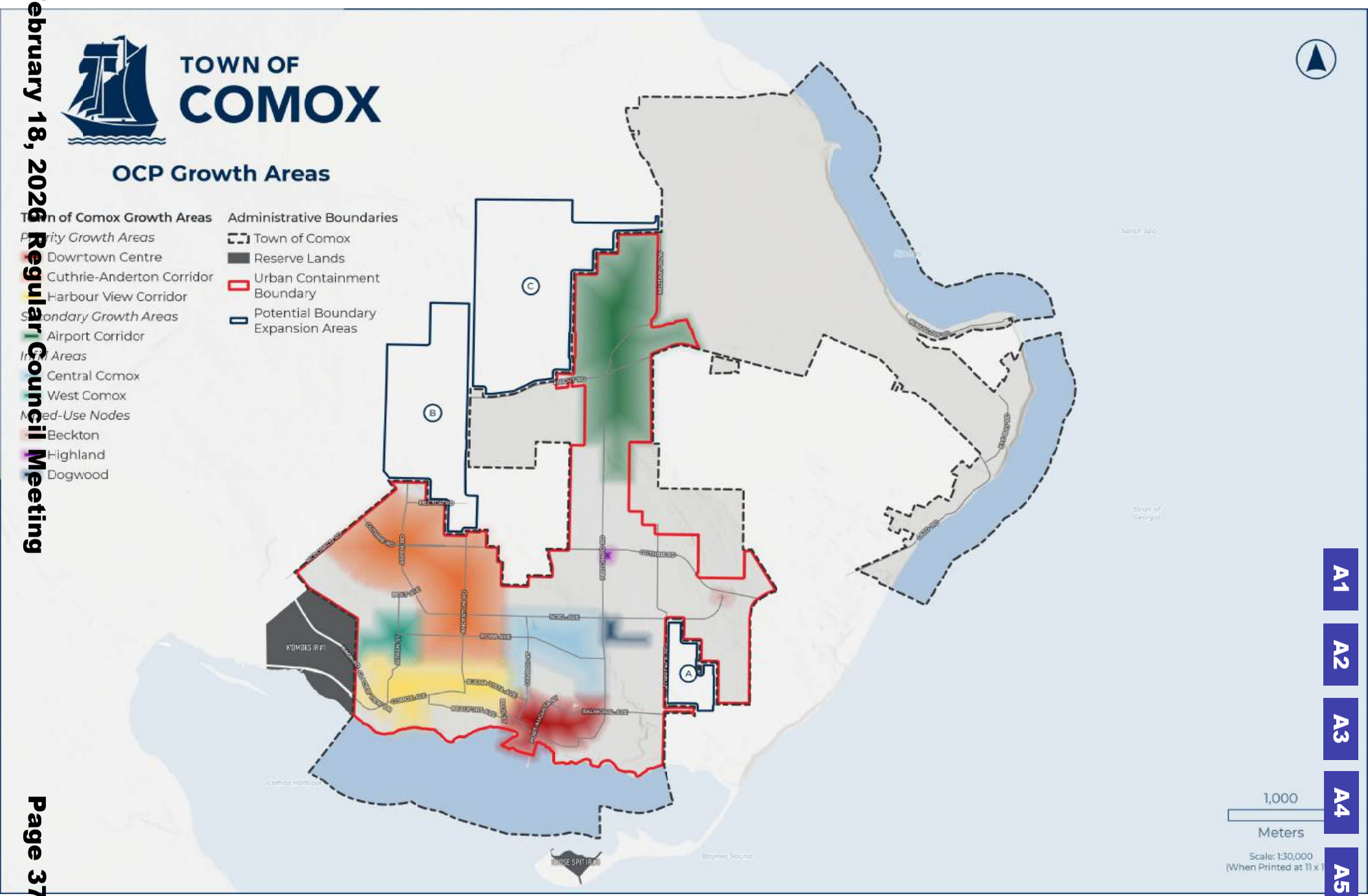
Administrative Boundaries
- Town of Comox
- Reserve Lands
- Parcel



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Meters

Scale: 1:30,000
(When Printed at 11 x 1

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TOWN OF
COMOX
OCP Growth Areas
Town of Comox Growth Areas
Priority Growth Areas
Downtown Centre
Cuthrie-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

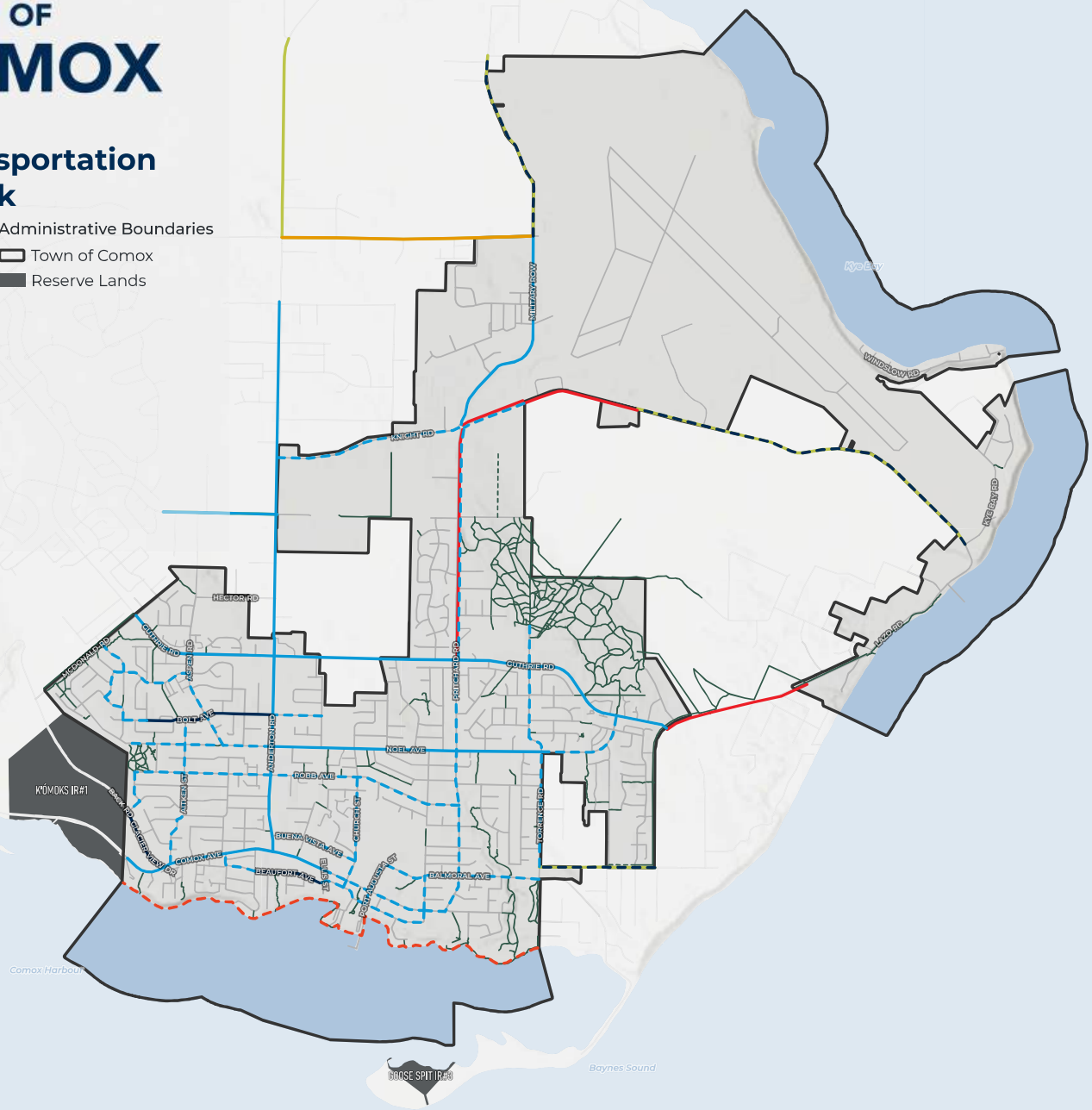
OCP Active Transportation Network

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

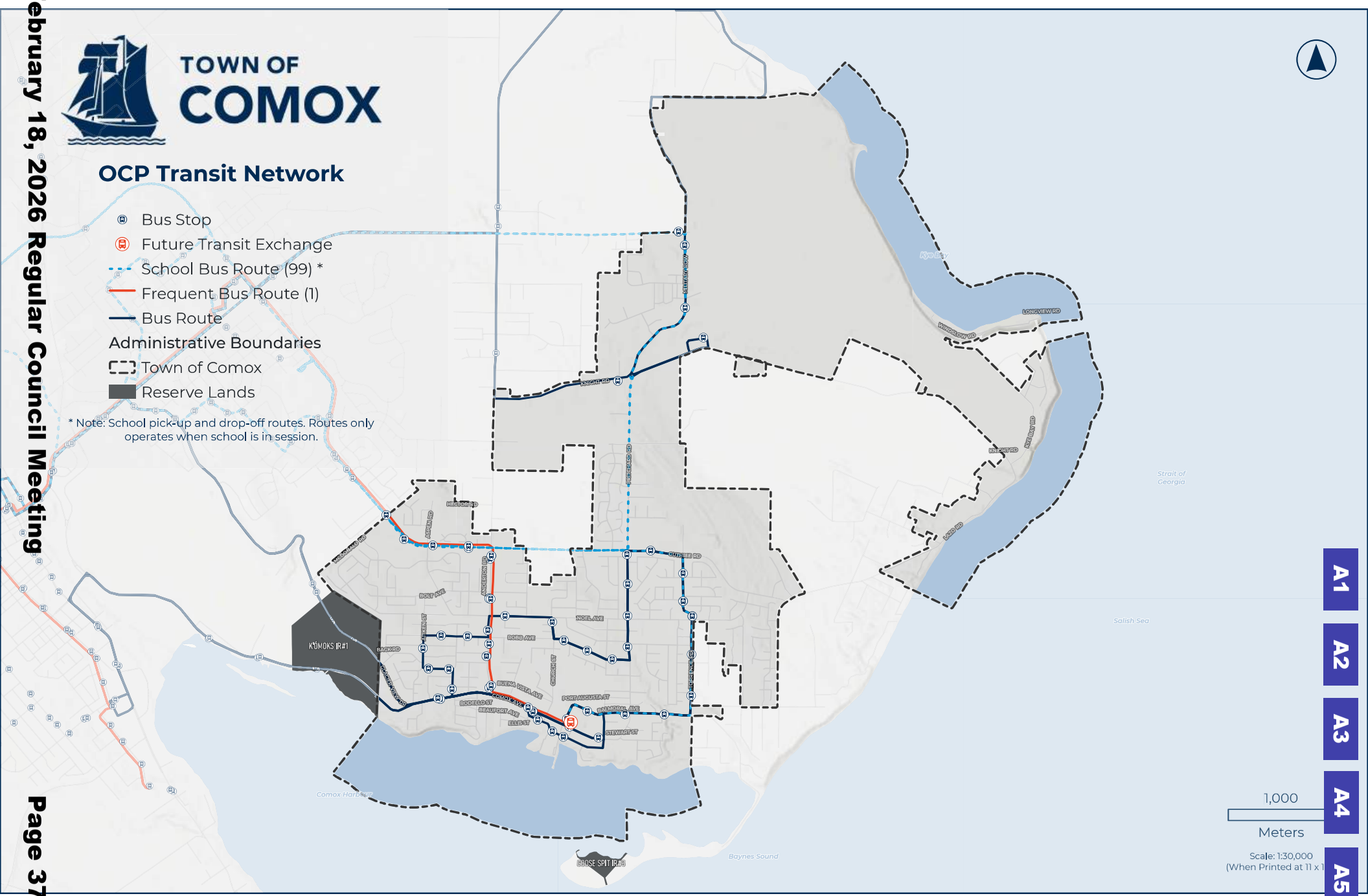
Administrative Boundaries
- Town of Comox
- Reserve Lands



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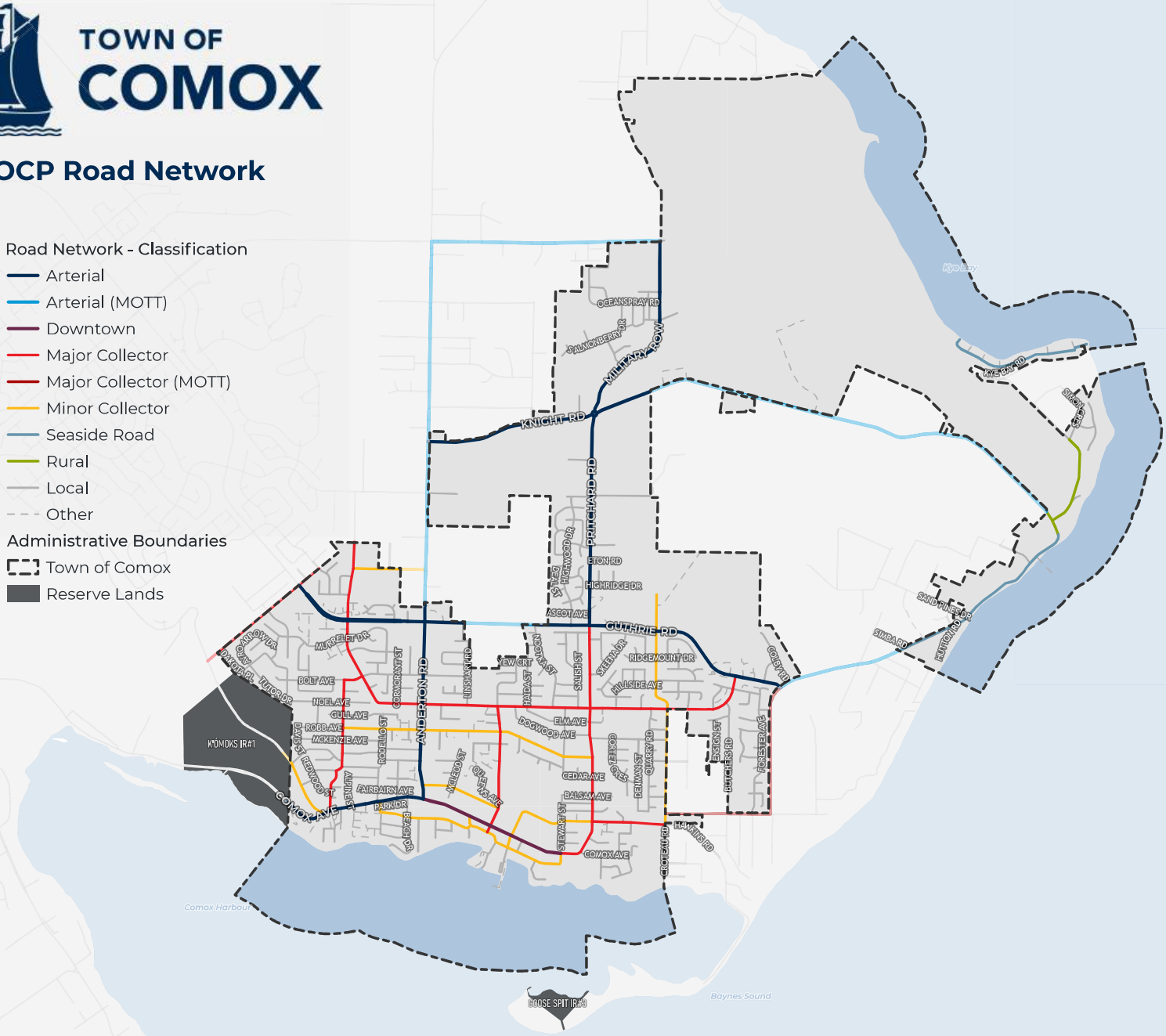
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TOWN OF
COMOX
OCP Transit Network
Bus Stop
Future Transit Exchange
School Bus Route (99) *
Frequent Bus Route (1)
Bus Route
Administrative Boundaries
Town of Comox
Reserve Lands
* Note: School pick-up and drop-off routes. Routes only operates when school is in session.
Kye Bay
Strait of Georgia
Salish Sea
Comox Harbour
Baynes Sound
KOMOKS IR#1
GOOSE SPIT IR#3
LONGVIEW RD
WINDSOR RD
KNIGHT RD
ANDERTON RD
HIGHLAND RD
ASPEN RD
MILLARD RD
GUTHRIE RD
DOLLY AVE
NOEL AVE
ROBB AVE
BAGNORD
BUENA VISTA AVE
COMOX AVE
RODELLO ST
BEAUFORT AVE
ELLIS ST
PORT AUGUSTA ST
ALMOND AVE
STEWART ST
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TOWN OF COMOX

OCP Road Network



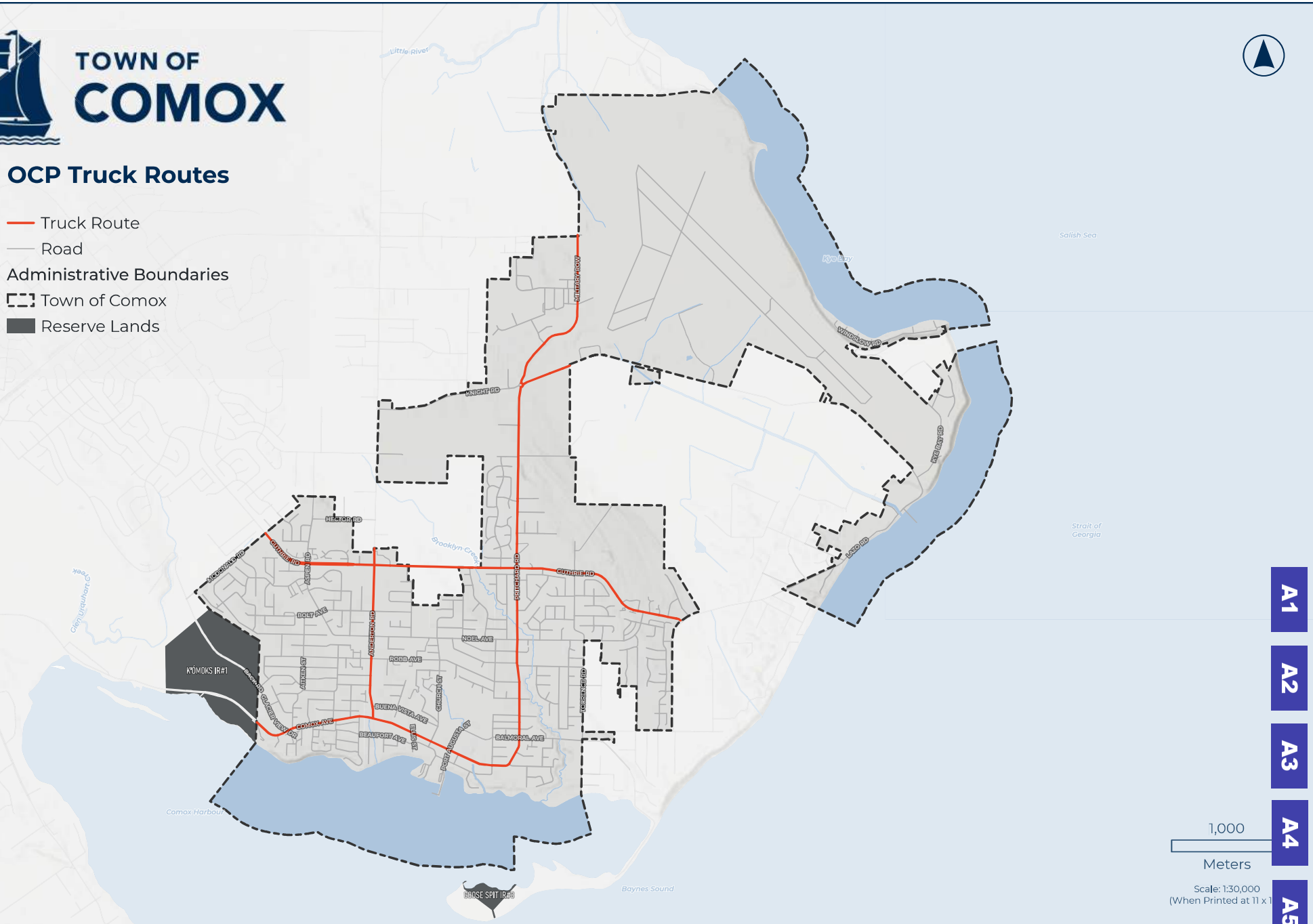
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TOWN OF COMOX

OCP Truck Routes



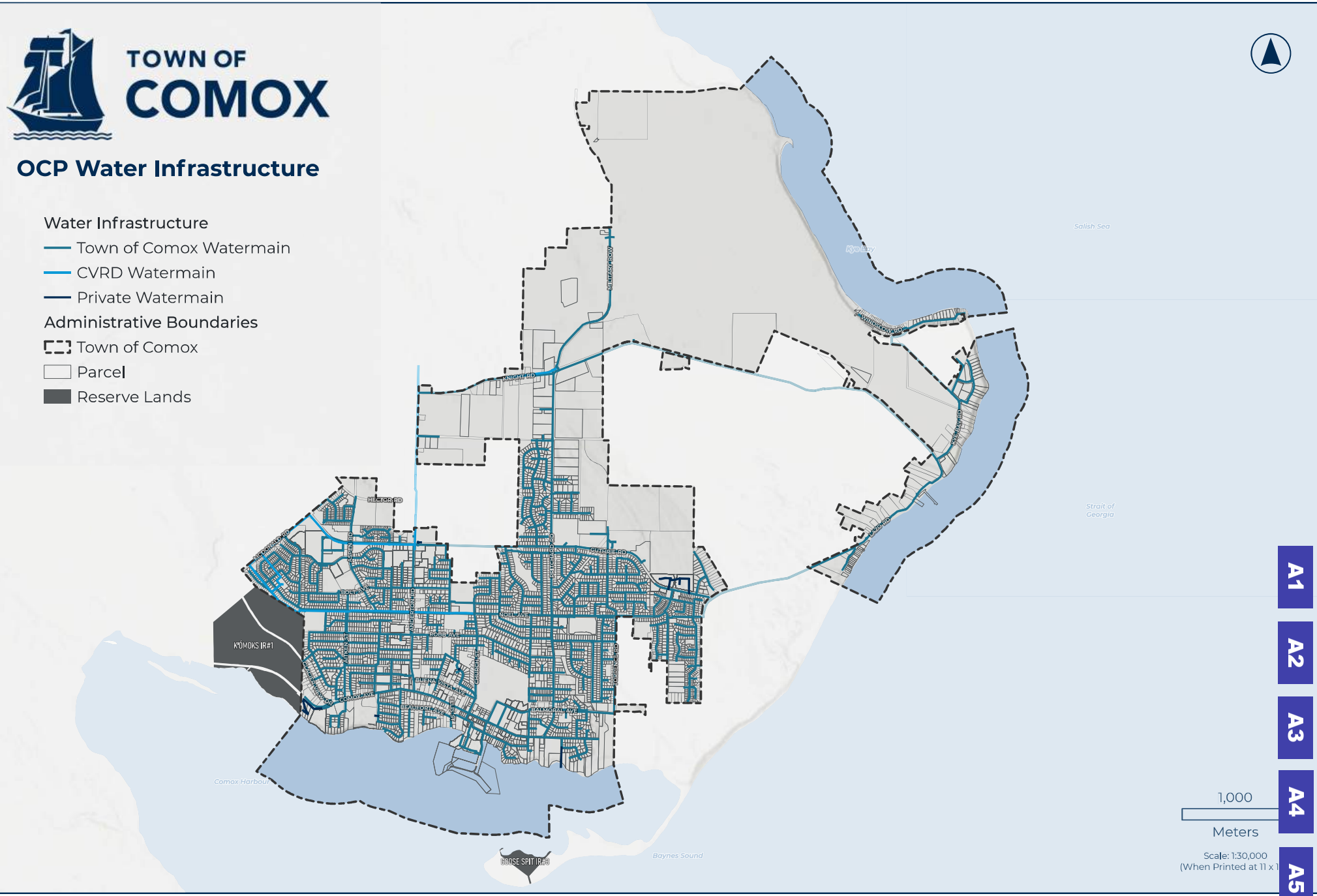
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TOWN OF COMOX

OCP Water Infrastructure

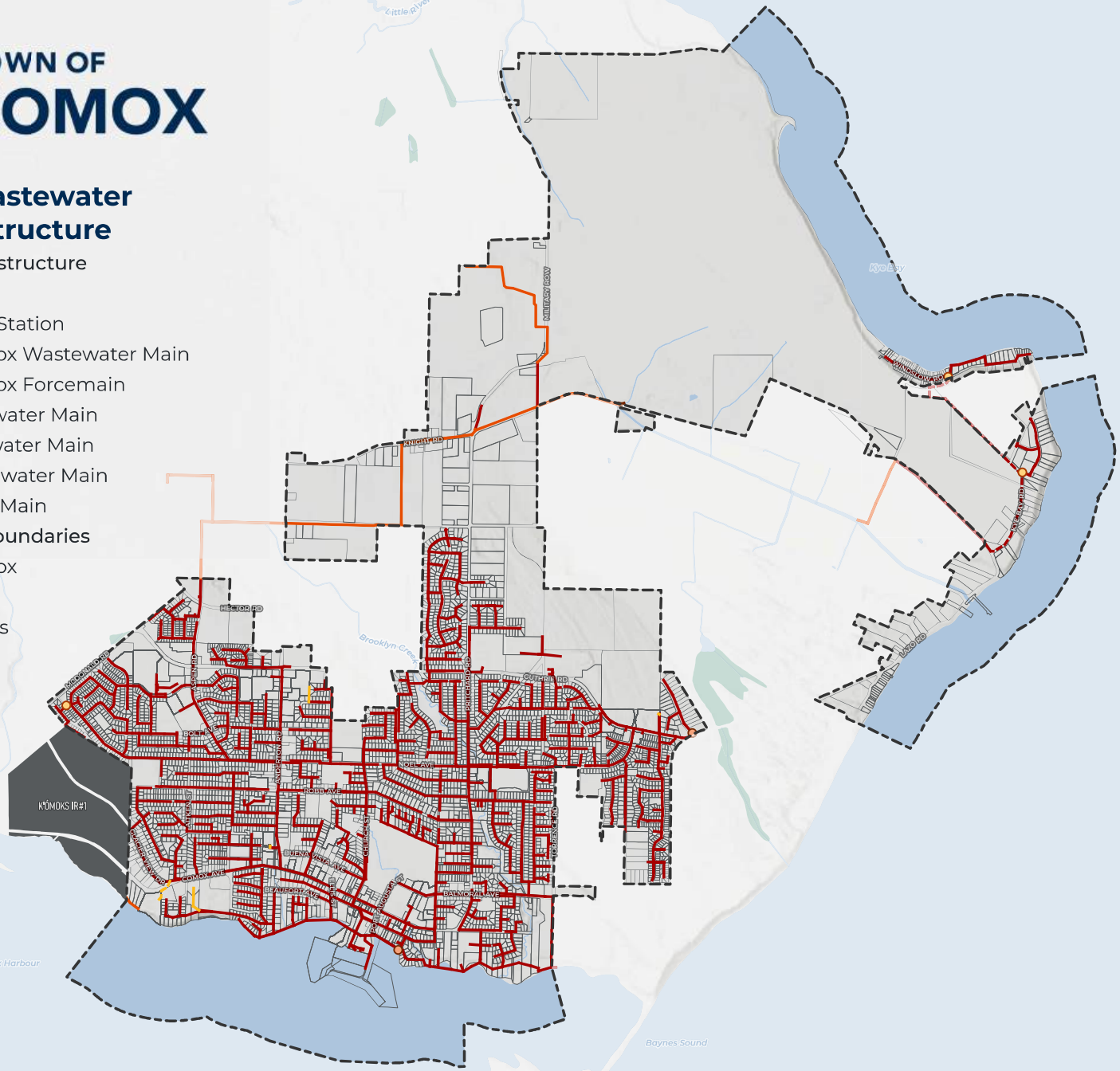


TOWN OF COMOX

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



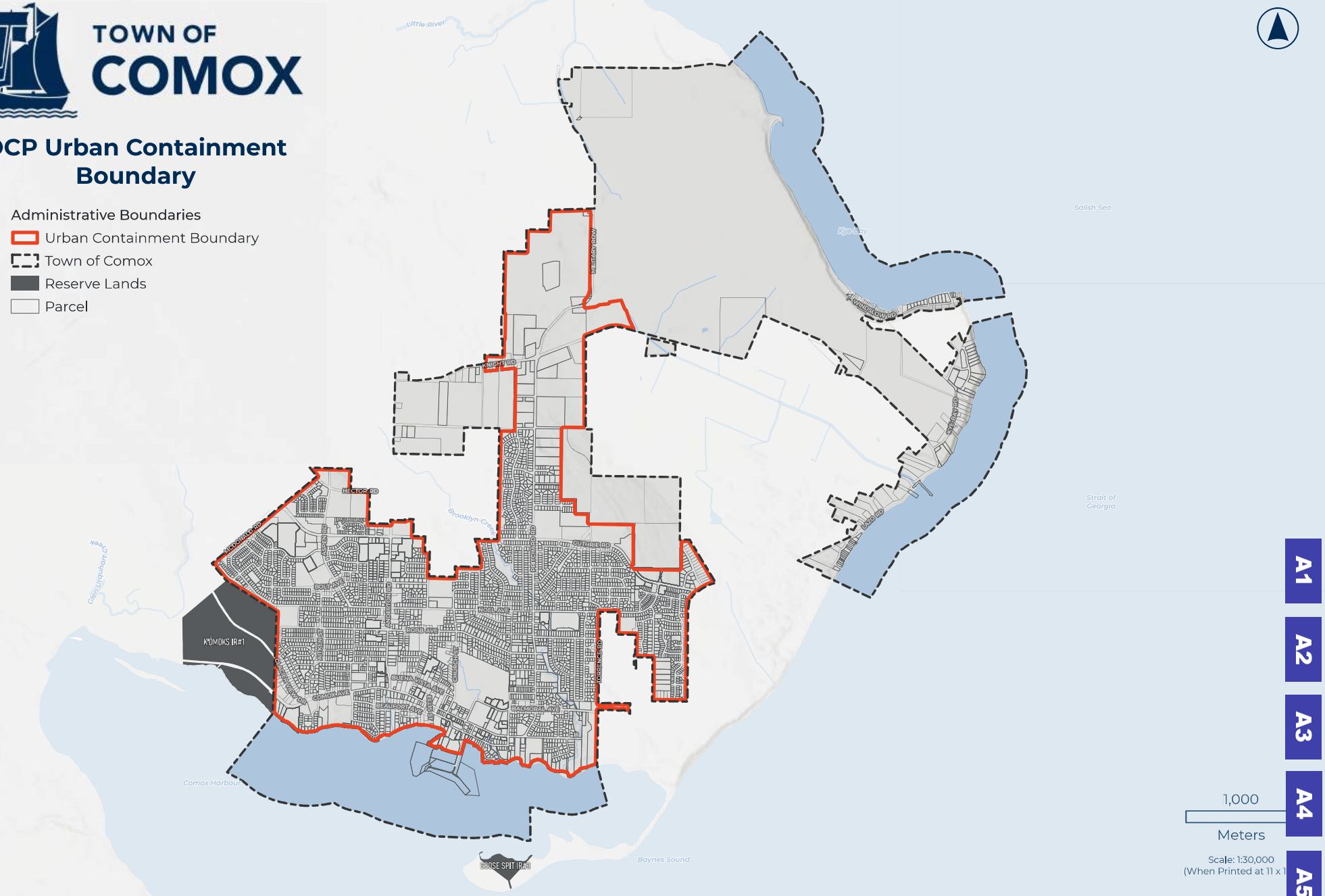
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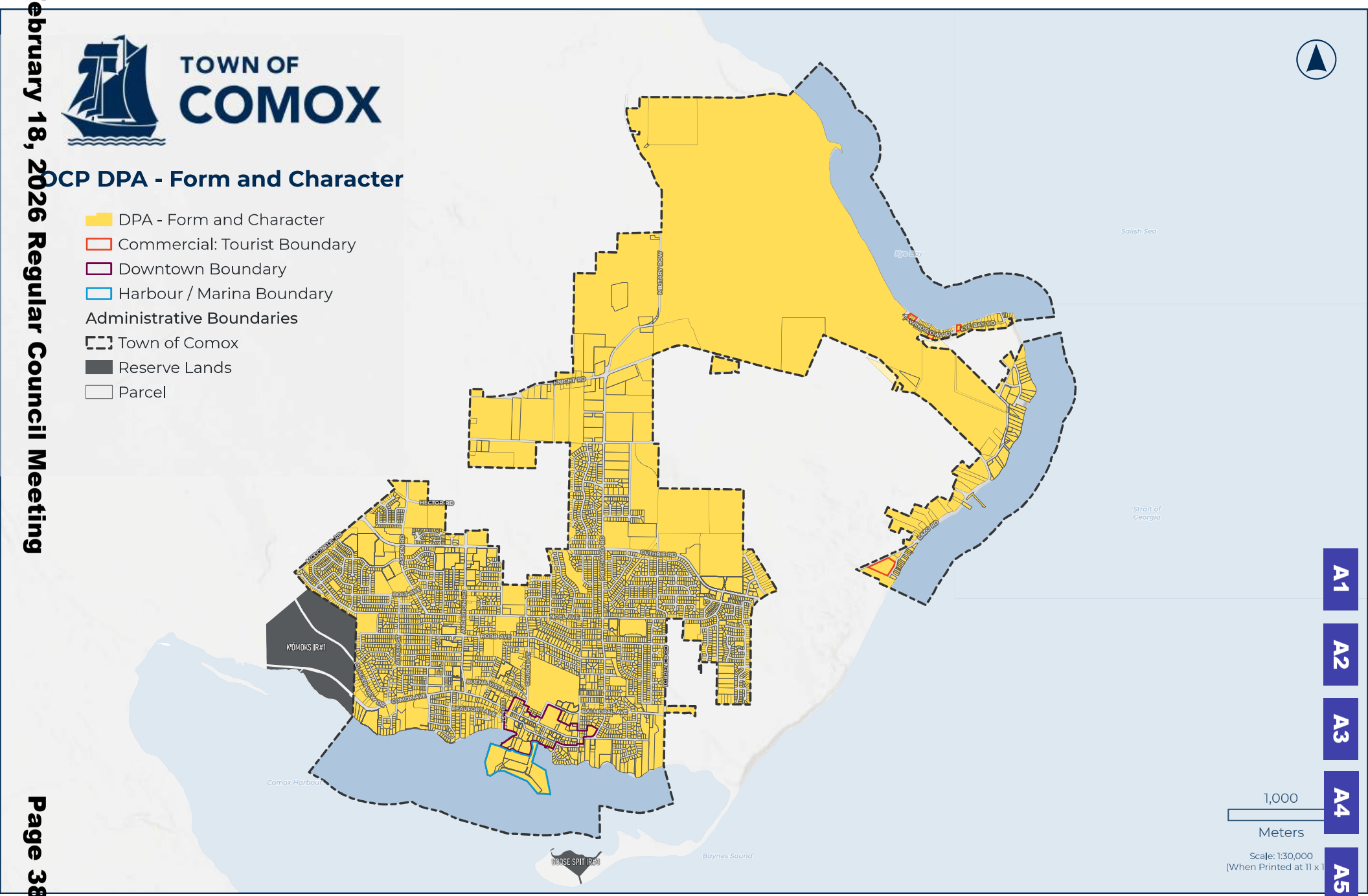
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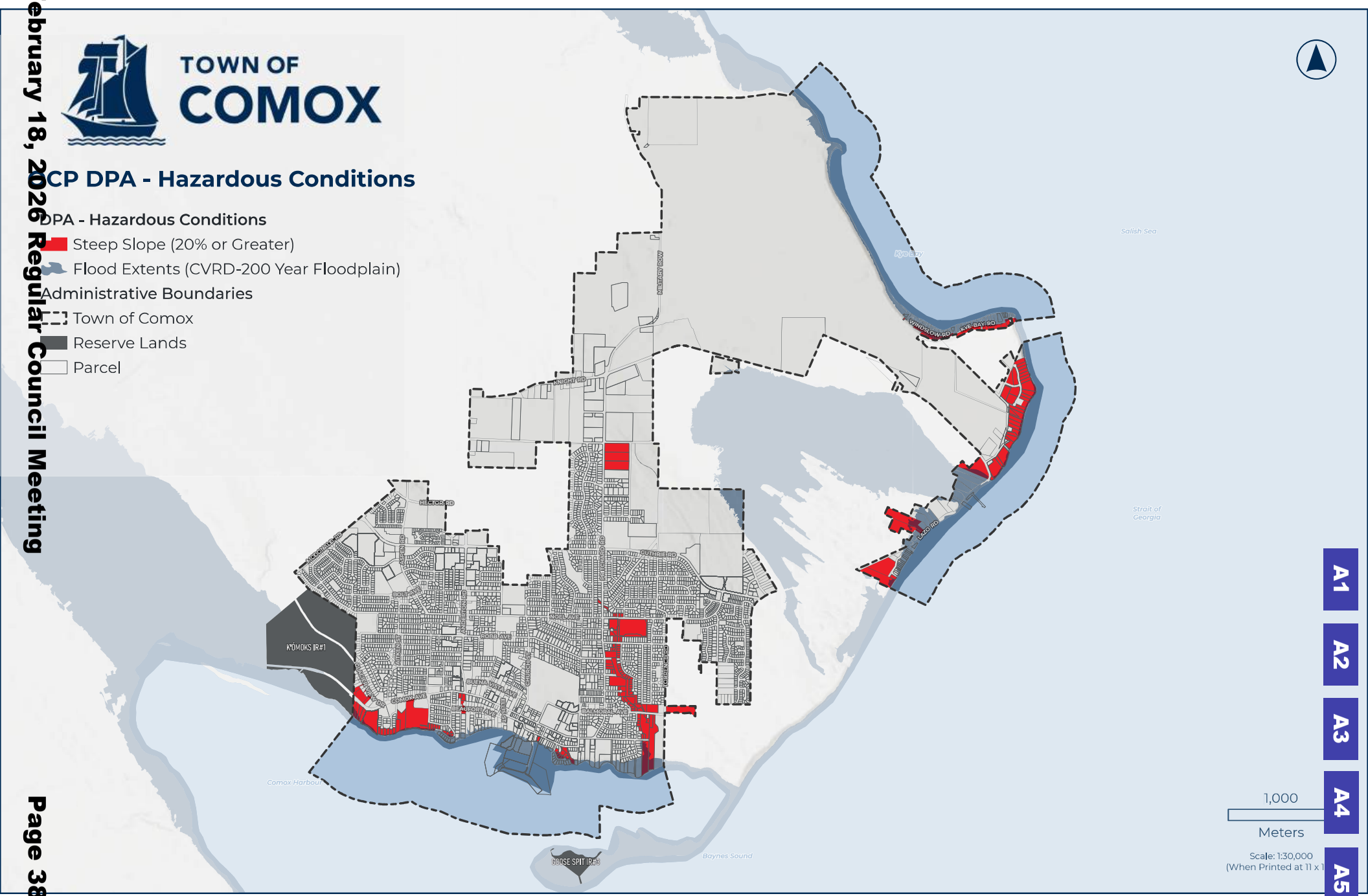
TOWN OF COMOX

OCP Urban Containment Boundary



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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
Salish Sea
Kye Bay
Strait of Georgia
Comox Harbour
Baynes Sound
KOMOKS IR#1
GOOSE SPIT IR#3
MILITARY ROW
KNIGHT RD
WINDSOR RD
KYE BAY RD
HECTOR RD
CUTHBERT RD
ANDERTON RD
ROBB AVE
GUTHRIE RD
BEAUFORT AVE
ELLENOR AVE
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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
KOMOKS IR#1
GOOSE SPIT IR#3
Salish Sea
Strait of Georgia
Baynes Sound
Comox Harbour
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TOWN OF COMOX

OCP DPA - Sensitive Ecosystems

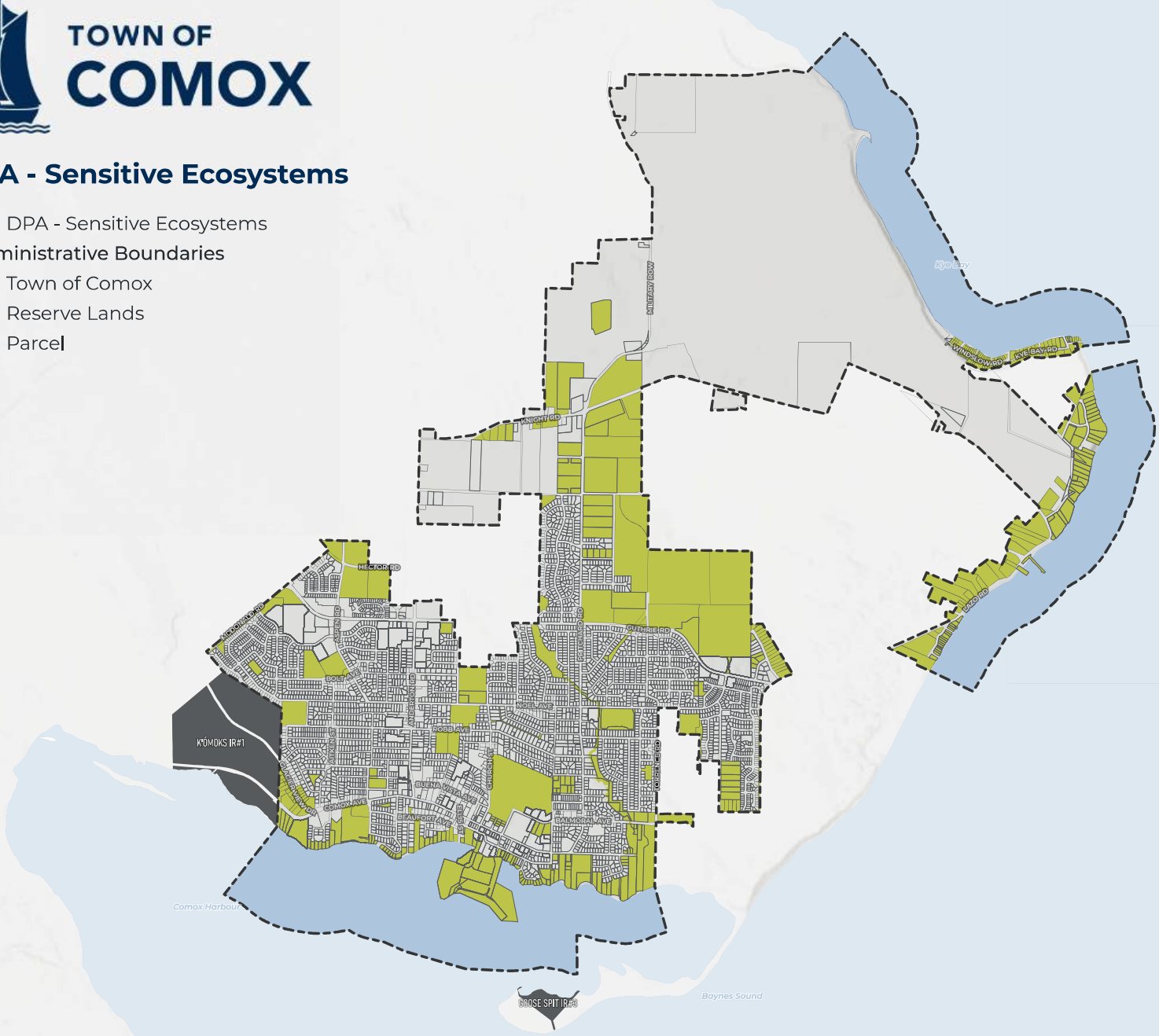
DPA - Sensitive Ecosystems

Administrative Boundaries

Town of Comox

Reserve Lands

Parcel

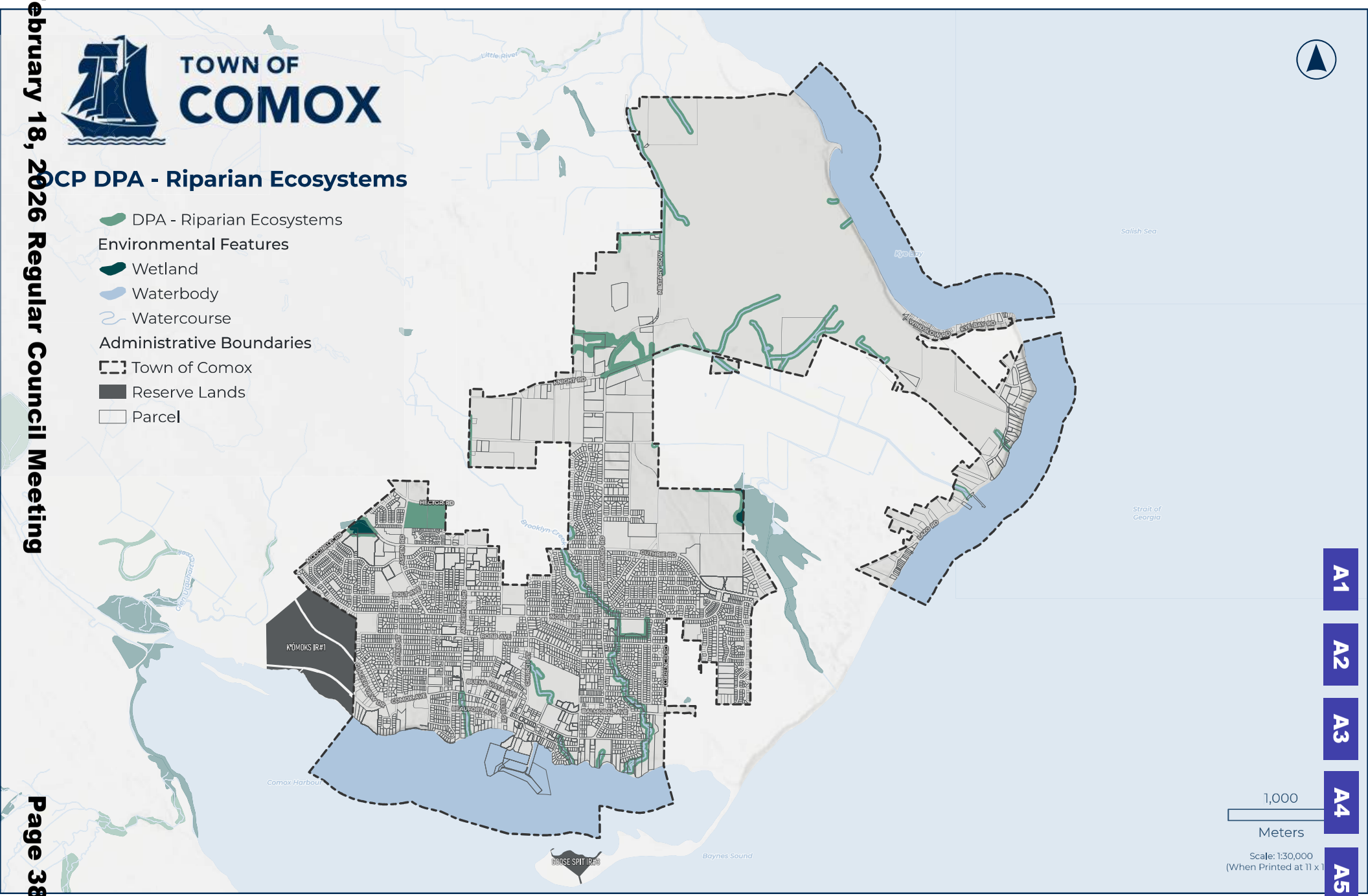


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TOWN OF COMOX
OCP DPA - Riparian Ecosystems
DPA - Riparian Ecosystems
Environmental Features
Wetland
Waterbody
Watercourse
Administrative Boundaries
Town of Comox
Reserve Lands
Parcel
Little River
Salish Sea
Kye Bay
Strait of Georgia
Brooklyn Creek
Comox Harbour
Baynes Sound
KOMOKS IR#1
GOOSE SPIT IR#3
HECTOR RD
KNIGHT RD
MILLER RD
WINDSOR RD
KYE BAY RD
CUMBERLAND RD
ANDERTON RD
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TOWN OF COMOX

OCP DPA - North East Comox

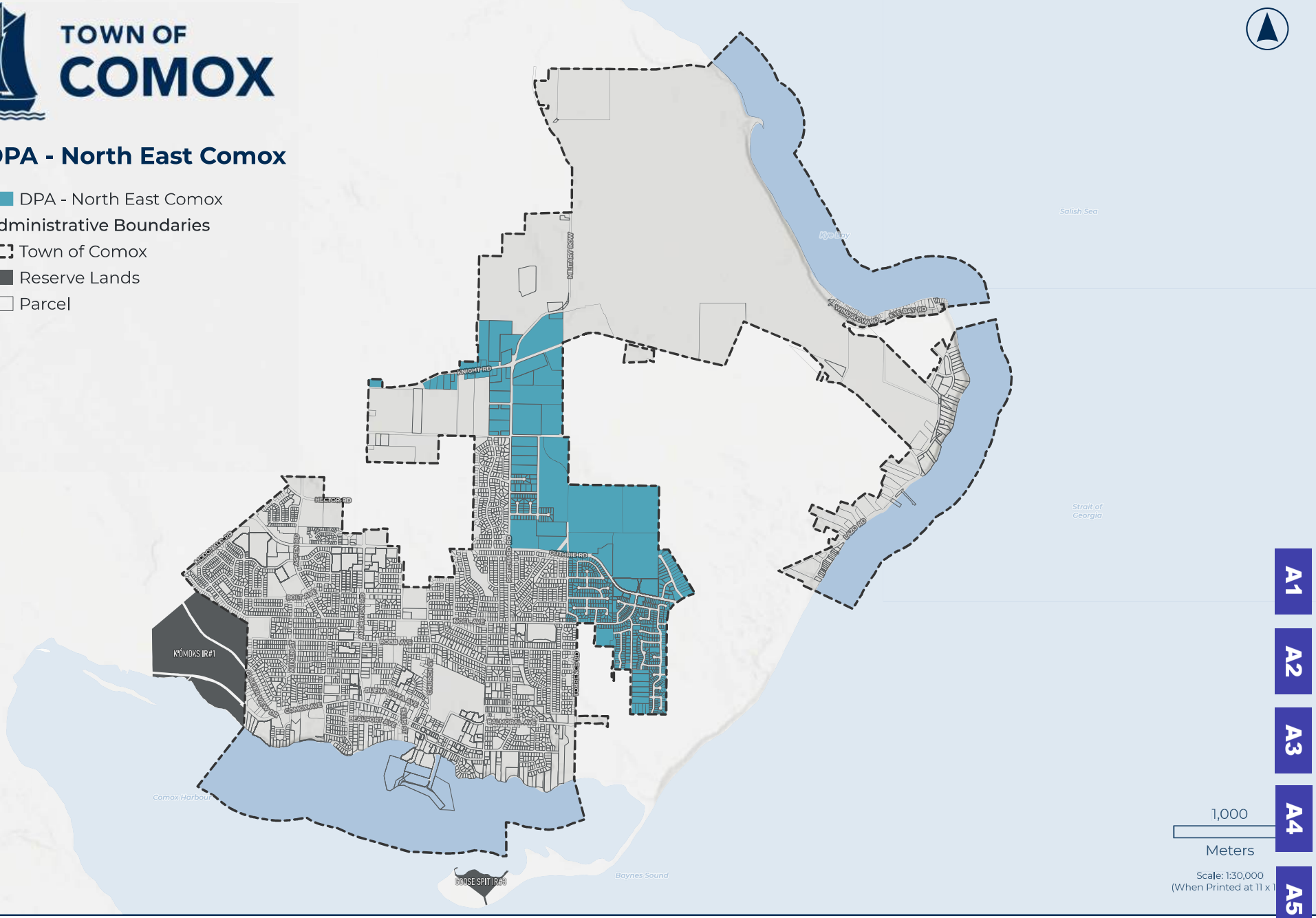
DPA - North East Comox

Administrative Boundaries

Town of Comox

Reserve Lands

Parcel



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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.

TOWN OF COMOX

STAFF REPORT

Meeting: Feb 18, 2026

REGULAR COUNCIL MEETING

To: Mayor and Council	**File:** PR 25-3
From: Randy Houle, Director of Development Services	**Date:** February 13, 2026
Subject: Zoning Bylaw No. 2056	

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

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Zoning Bylaw No. 2056 be given third reading; and

2. THAT Zoning Bylaw No. 2056 be adopted.

ALTERNATIVE RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Zoning Bylaw No. 2056 be given third reading as amended by Council.

PURPOSE

This report provides a recommendation for third reading and adoption of Comox Zoning Bylaw No. 2056 as presented at the Public Hearing on February 4, 2026.

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

At the Regular Council Meeting on November 19, 2025, Council gave first and second reading to Zoning Bylaw No. 2056 and forwarded to a Public Hearing which occurred on December 10, 2025 at the D'Esterre Senior Centre. The correspondence received was included in the Public Hearing minutes in the January 21, 2026 RCM agenda.

At the Regular Council Meeting on January 21, 2026, Council rescinded second reading and re-read the Zoning Bylaw a second time with several amendments, including but not limited to ALR setbacks, amenity area requirements, loading requirements and shipping containers. The bylaw was also forwarded to a second Public Hearing which occurred on February 4, 2026 at the D'Esterre Senior Centre. The correspondence received is included in the Public Hearing minutes in the February 18, 2026 RCM agenda.

ANALYSIS AND ISSUES

As the December 31, 2025 deadline established by the Province and the Housing Accelerator Fund to adopt the new Zoning Bylaw have now passed and following multiple opportunities for public input and subsequent amendments made by Council, Staff recommend that the Zoning Bylaw proceed to 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".

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	27th day of November, 2025
until this	10th day of December, 2025
PUBLIC HEARING HELD this	10th day of December, 2025
RESCINDED and RE-READ a SECOND time, as amended, this	21st day of January, 2026
ADVERTISED from this	23rd day of January, 2026
until this	4th day of February, 2026

PUBLIC HEARING HELD this 4th day of February, 2026

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.

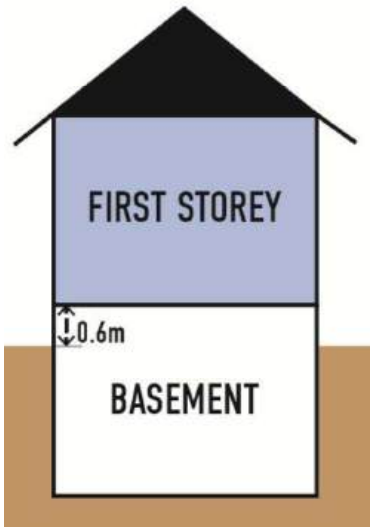
Aquaculture, Marine-Based means the cultivation, rearing, and harvesting of fish, finfish, mollusks, crustaceans, aquatic plants, and any other aquatic organisms, but specifically excludes the processing of such organisms.

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.

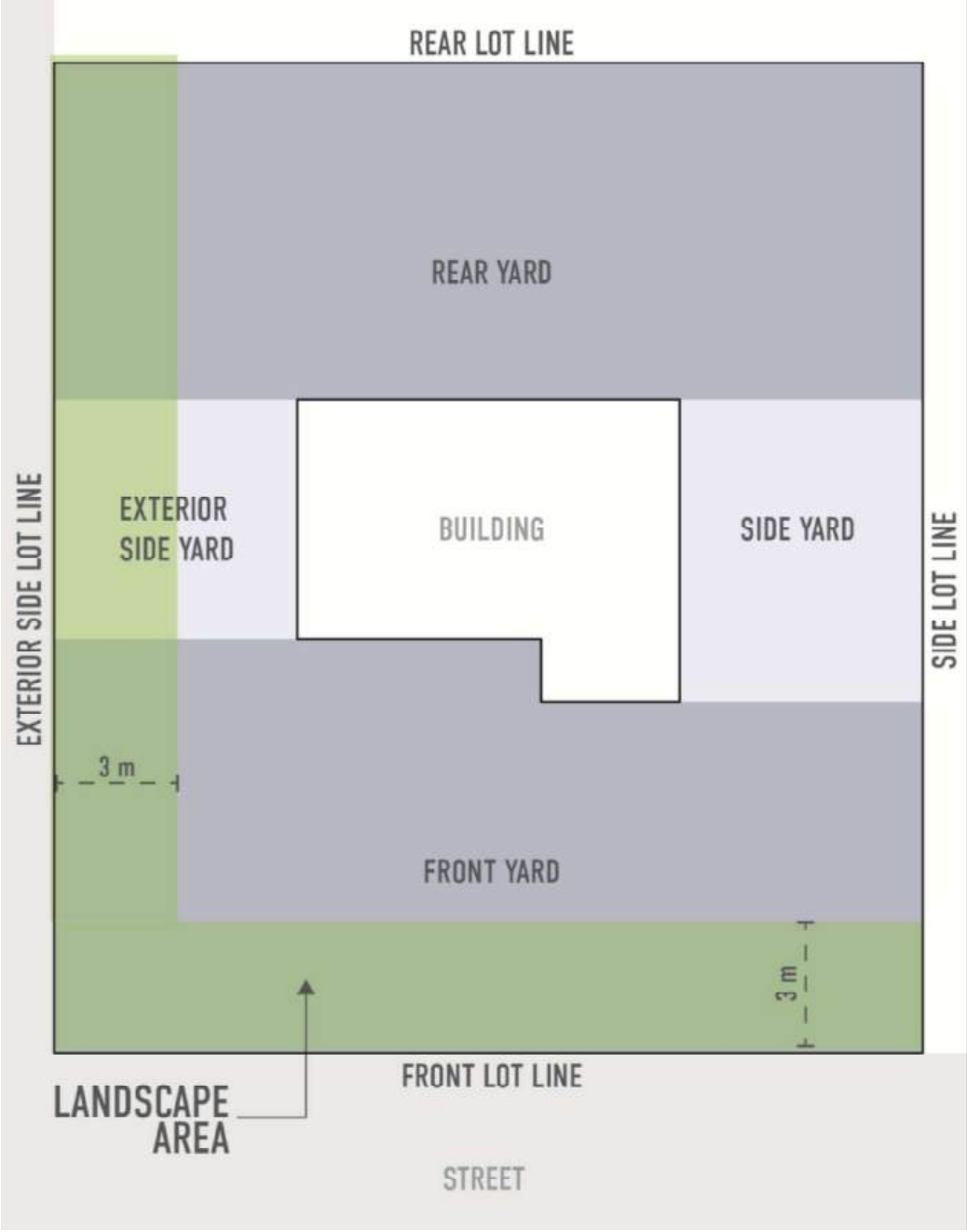
Industrial, Heavy means the assembly, fabrication, manufacturing, processing, storage, and testing of materials or products predominantly from extracted, bulk, or raw materials, including the processing of animal products and byproducts and processes using hazardous materials or processes which may create 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.

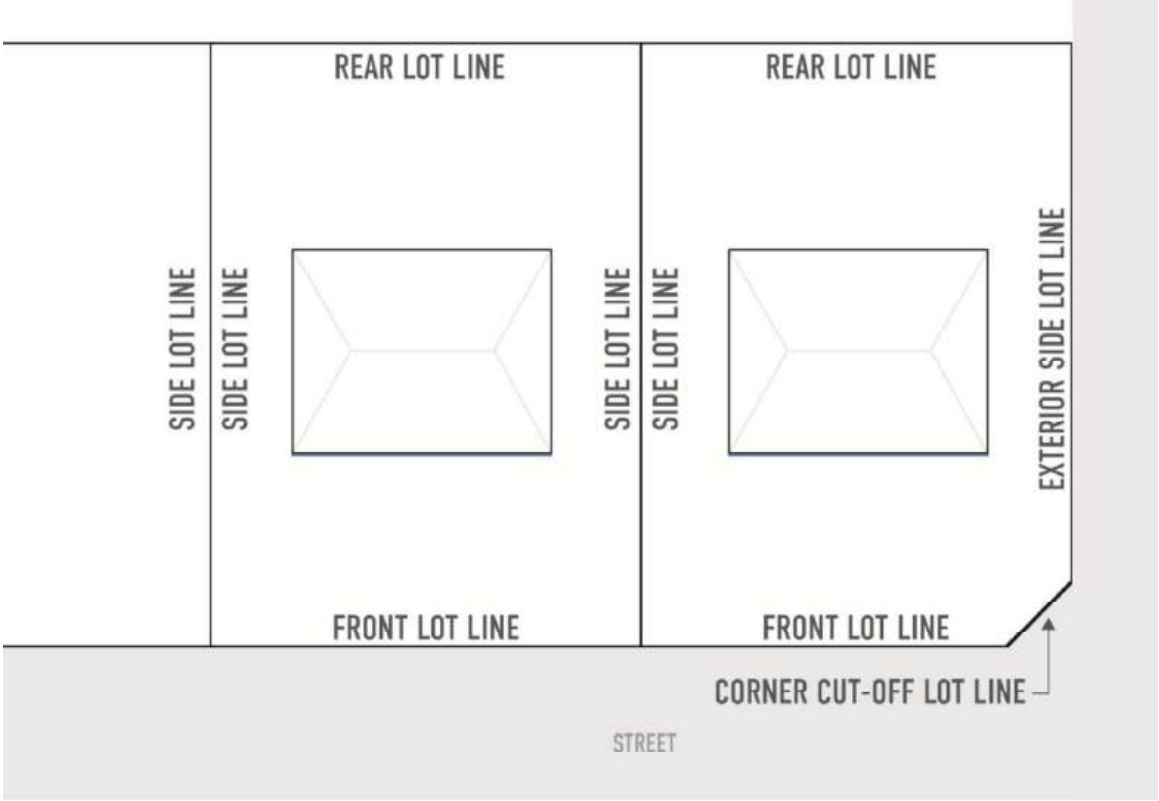
Lot Area means the total horizontal area within the lot line of a lot. In the case of a panhandle lot, the access strip shall be excluded from the calculation of total lot area for the purpose of determining compliance with a minimum lot area requirement of this Bylaw.

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.

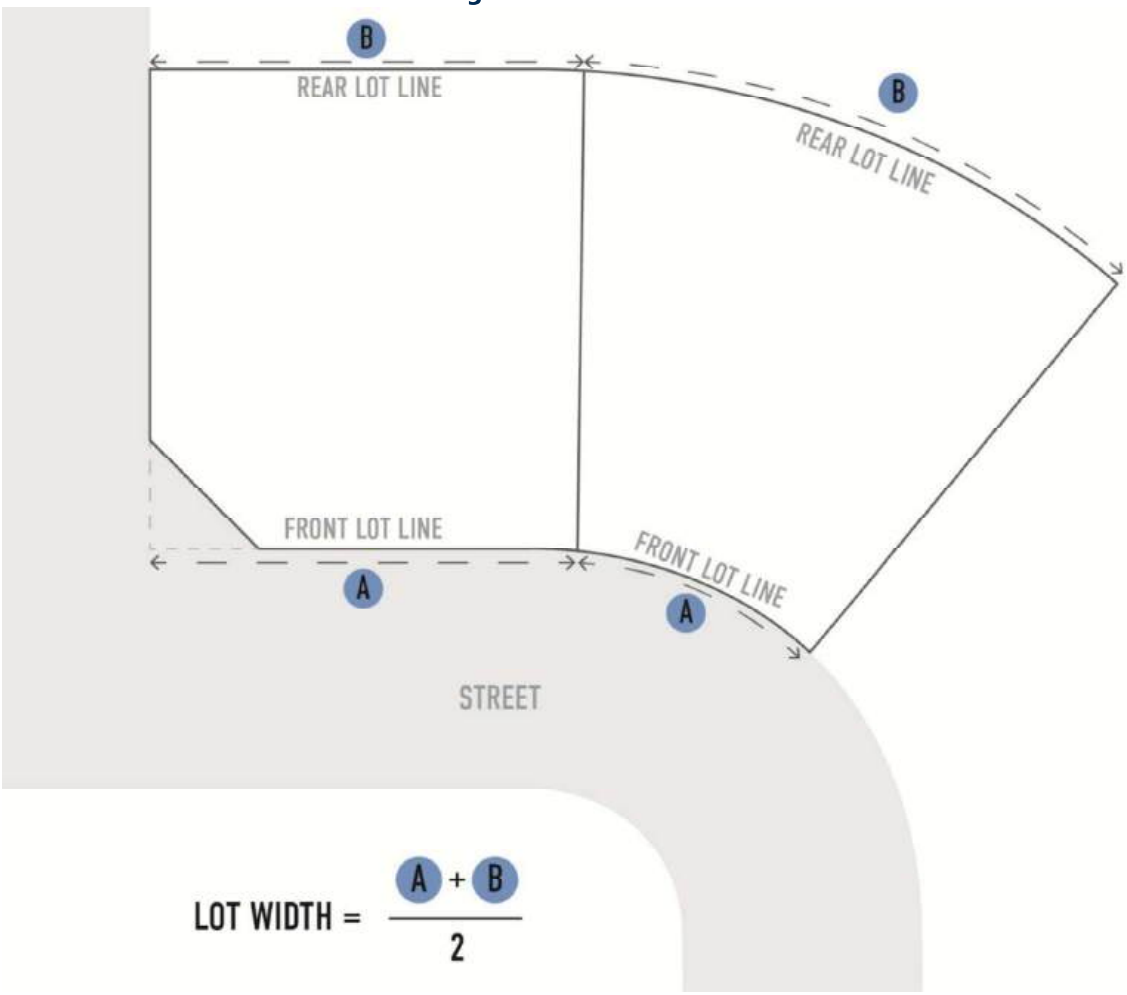
Lot Line, Front means the lot line that is common to a lot and an abutting highway, other than a lane. Where two or more lot lines abut a highway, the shortest line, excluding the corner cut-off lot line, shall be deemed to be the front lot line. Where a lot does not abut a highway, the lot line from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

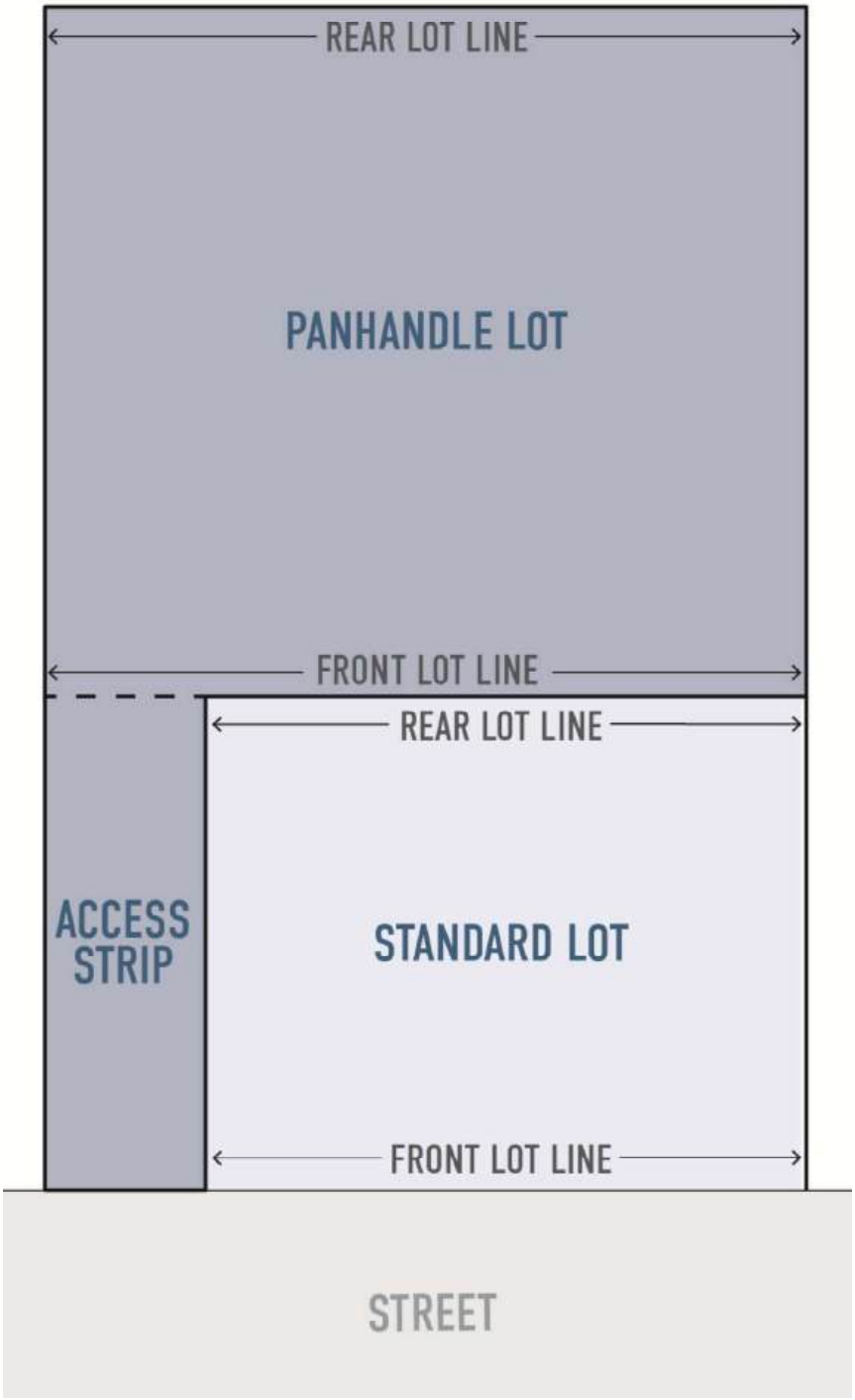
Lot Width means the average horizontal distance between the side lot lines of a lot, measured at both the front and rear lot lines.

Figure 4-4. Lot Width



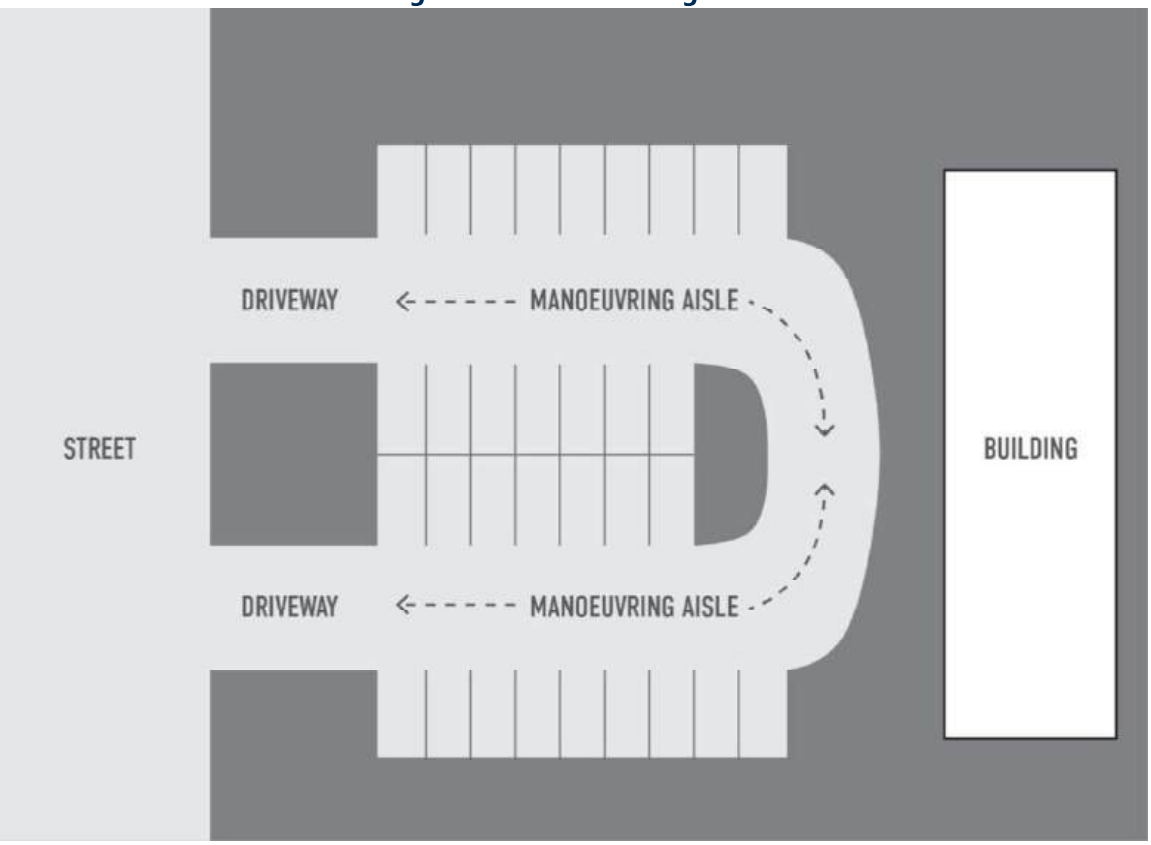
Lot, Panhandle means a lot that has its primary legal access from a highway through a narrow strip of land, referred to as the access strip, which is an integral part of the lot.

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.

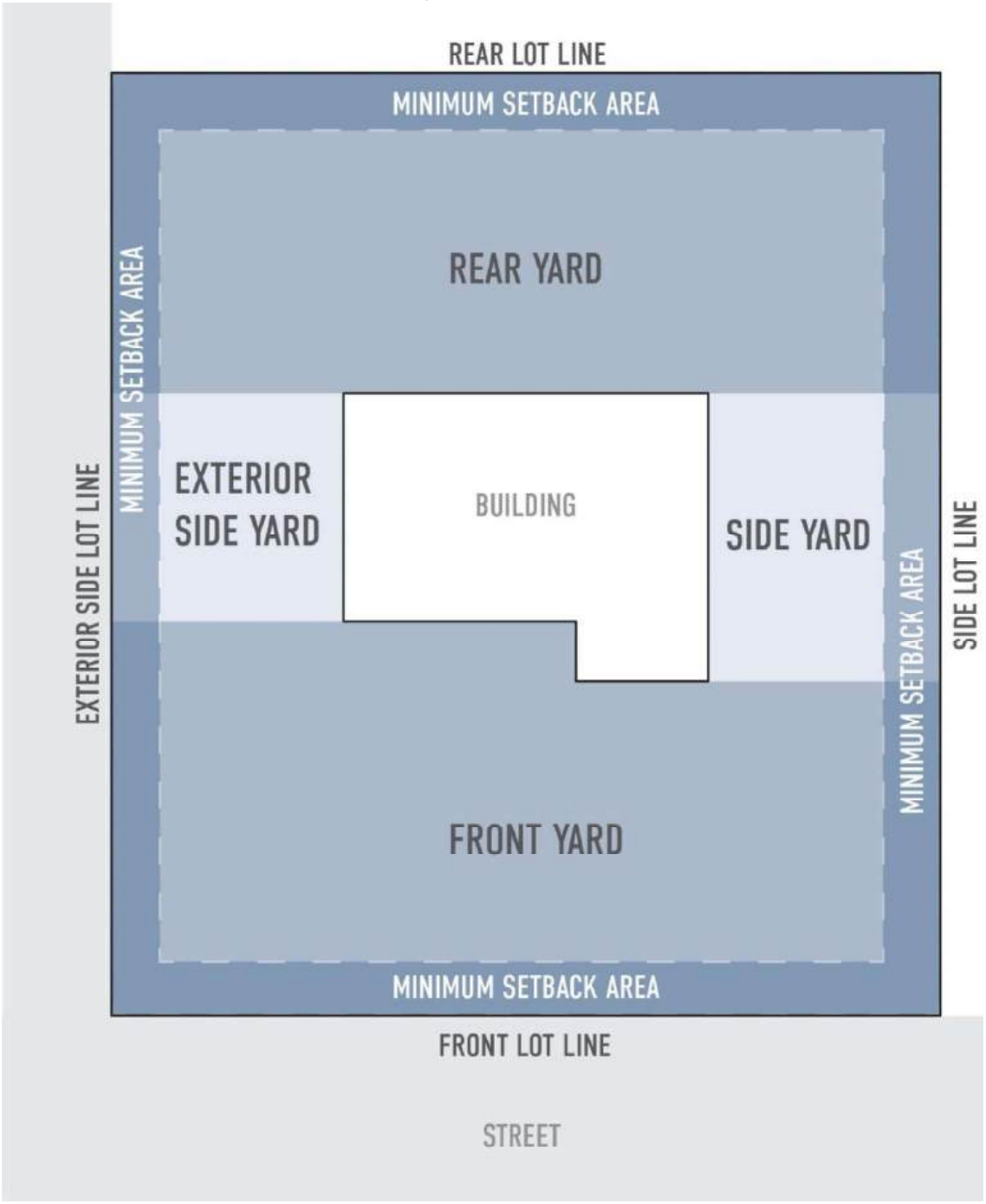
Watercraft and Equipment Services means the provision of services associated with new or used watercraft; boats, yachts, sailboats, canoes, kayaks, and similar marine vessels, including but not limited to retail sales, rental, servicing, washing, installation, detailing, painting, and repair, as well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

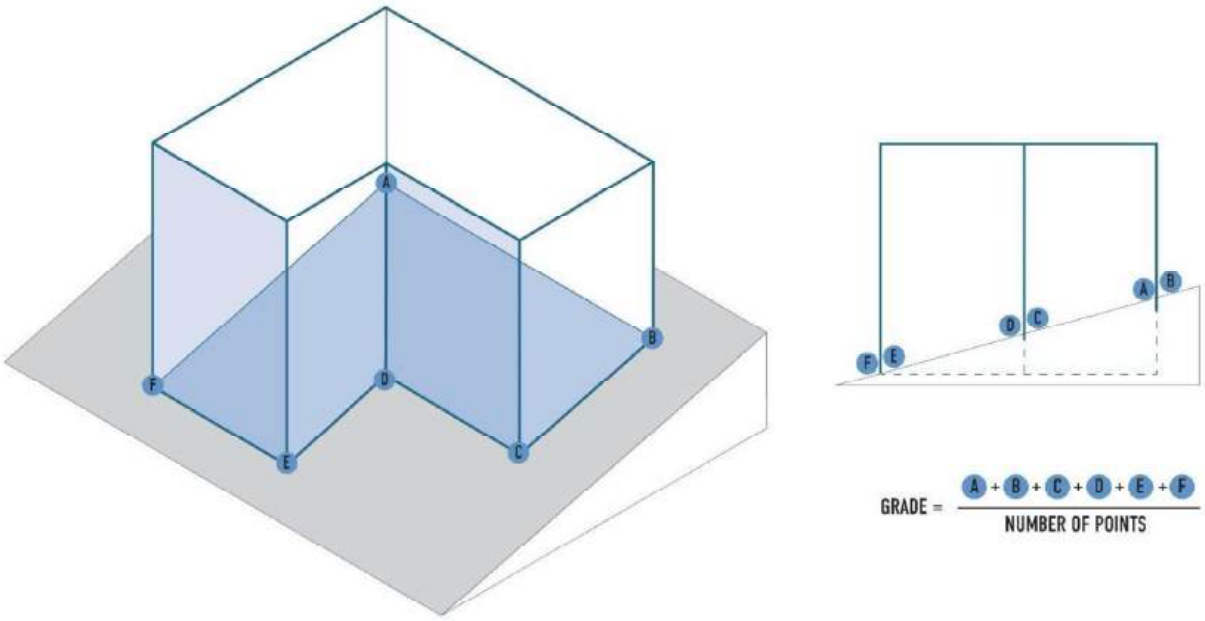
5.3 Development Standards

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*.

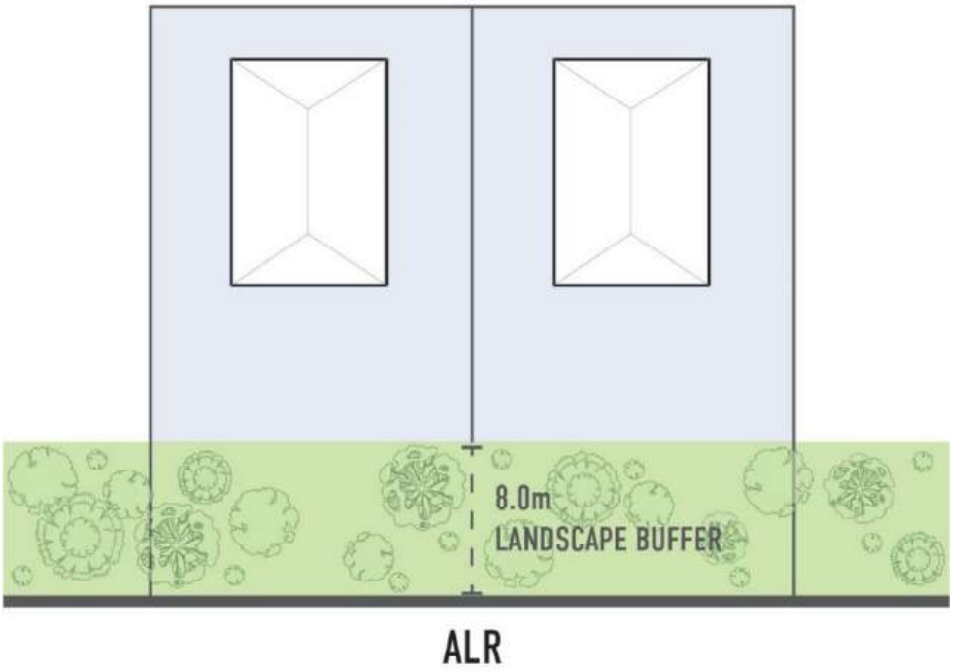
(2) For the purposes of calculating floor area ratio, a required future road dedication setback area, as required by **Section 5.3.3(1)**, may be included in the total lot area used to determine the level of density permitted on a lot.

(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.

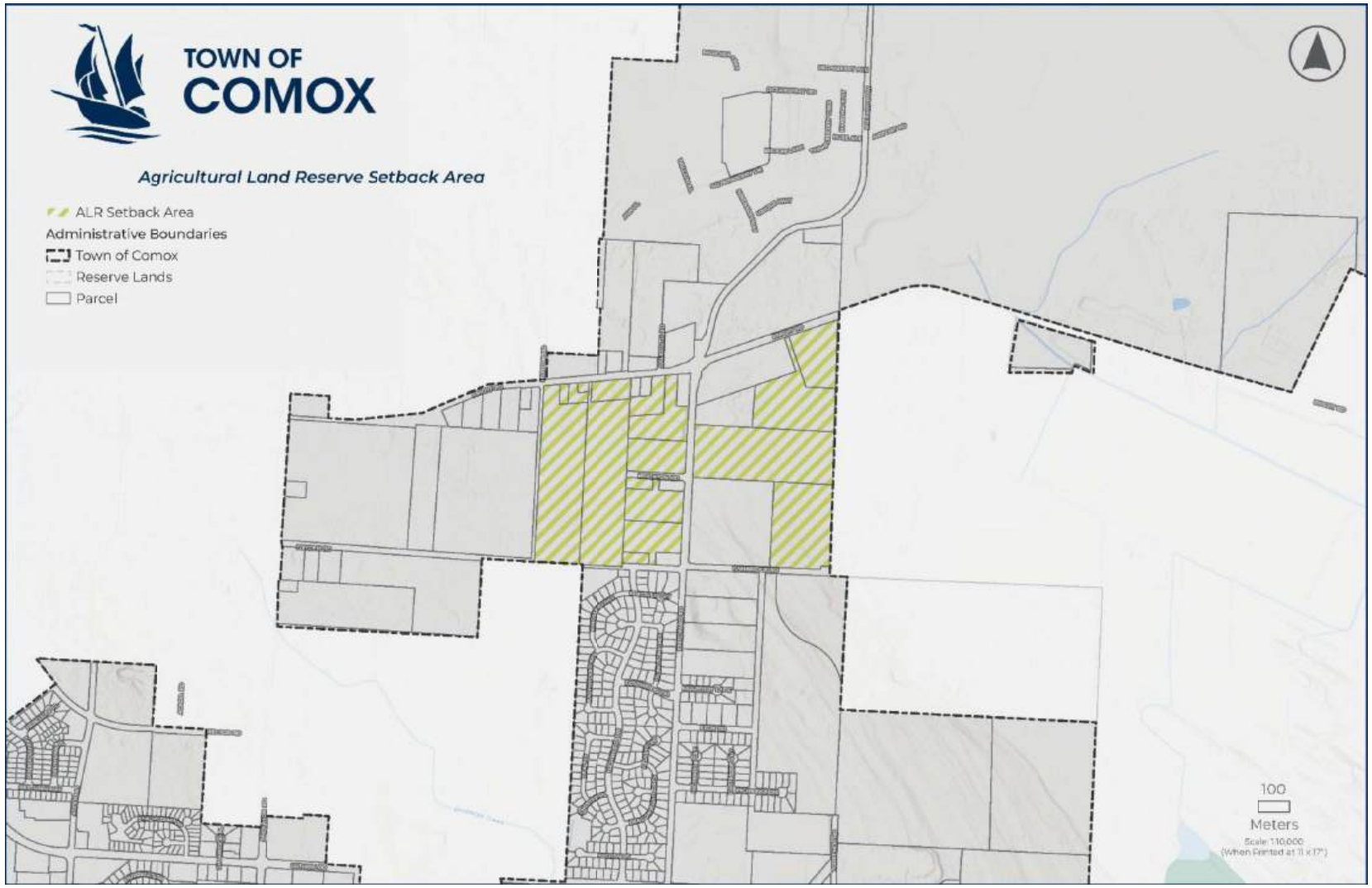
5.3.4 Agricultural Land Reserve (ALR) Setbacks

(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.

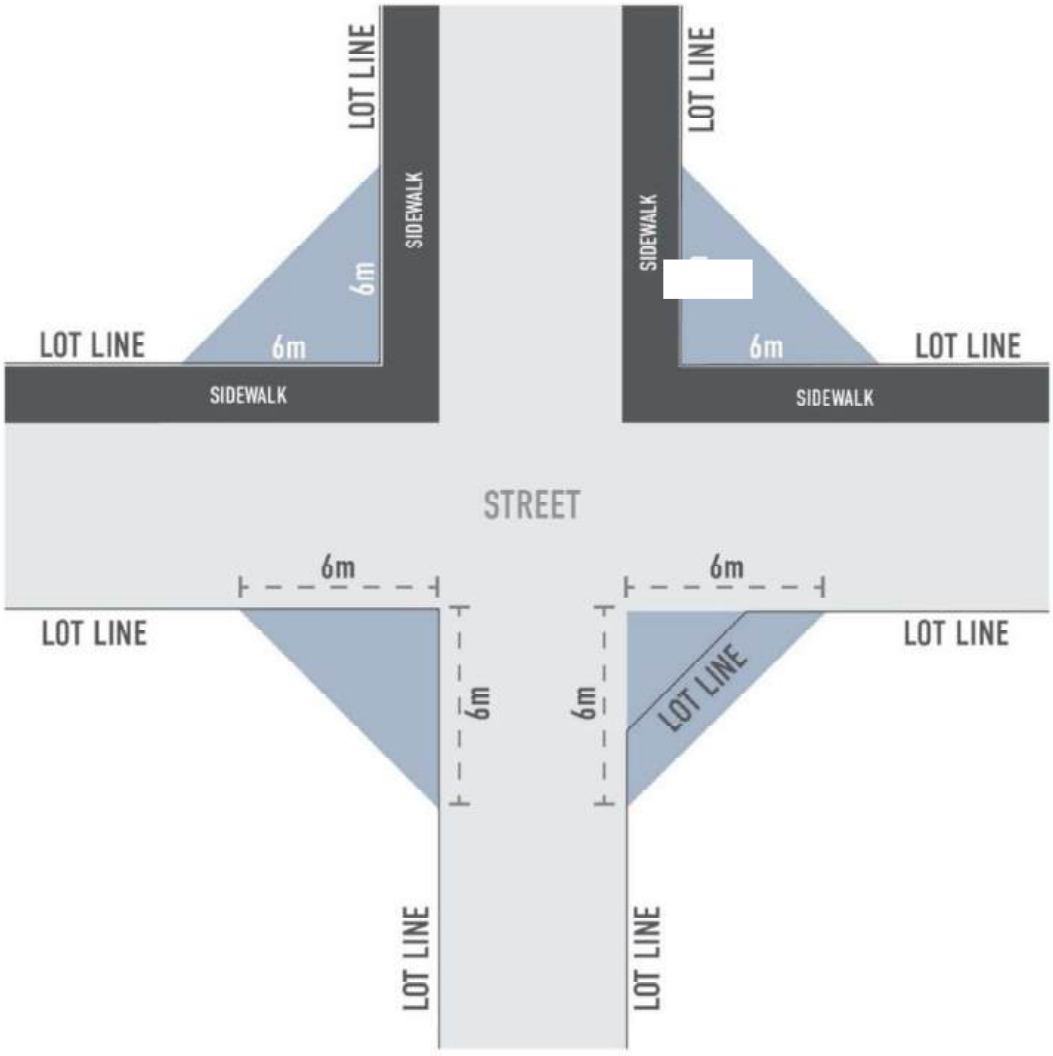
5.4.3 Minimum Density

(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

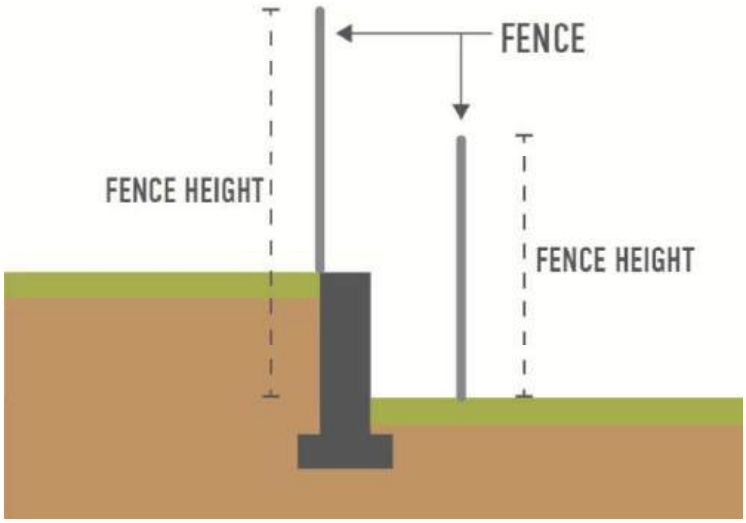


Table 7.4(3) Fence Regulations		
Zone(s)		**Maximum Height**
(a) **Low-Density Residential** and **Multi-Unit Residential**	(i) Front Yard	1.2 m
	(ii) Exterior Side Yard	
	(iii) All Other Yards	2.4 m[1]
(b) All Other Zones	(i) All Yards	2.4 m [1,2]

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

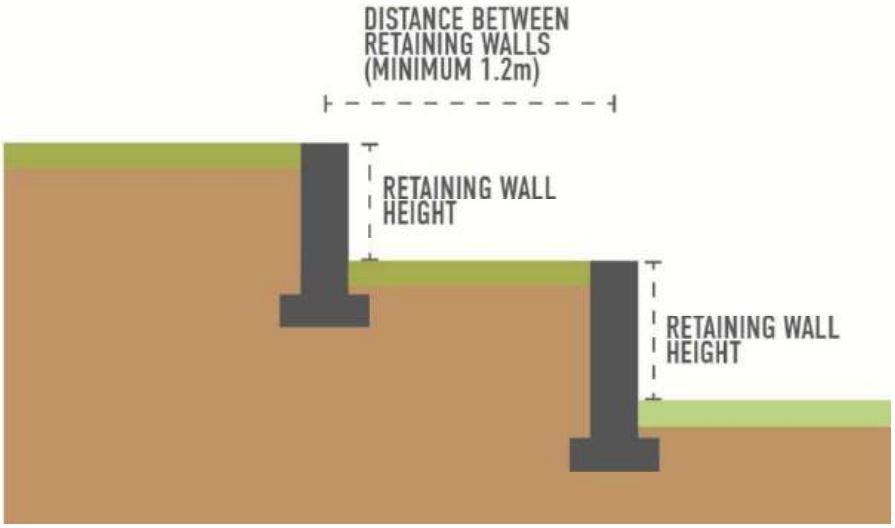
(1) The height of a retaining wall shall be determined by measuring the vertical distance between the highest point of the retaining wall and the natural grade immediately adjacent on the lower side.

(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

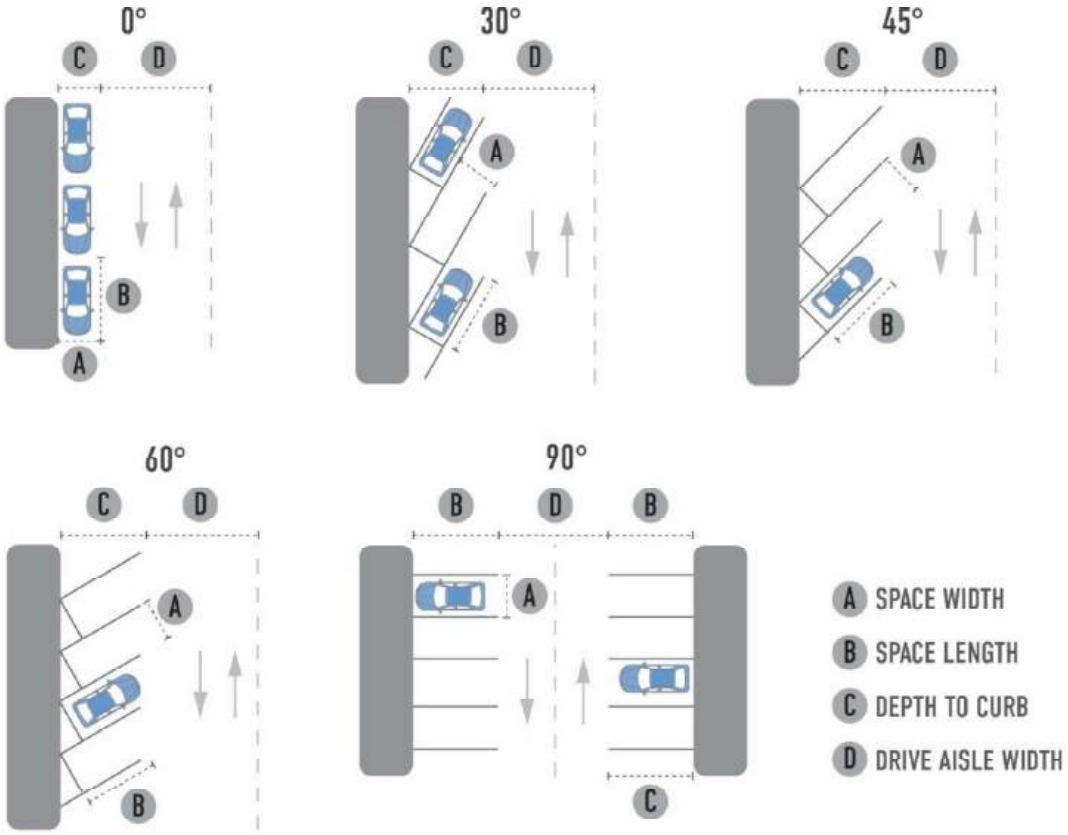
Parking Angle	Width	Length	Depth to Curb	Height Clearance	Manoeuvring Aisle Width [1]
0° (parallel parking)	2.6 m	7.0 m	2.6 m	2.2 m	3.6 m (one-way) [1]
30°		5.5 m	5.0 m		3.6 m (one-way) [1]
45°		5.5 m	5.7 m		3.9 m (one-way) [1]
60°		5.5 m	6.0 m		4.8 m (one-way) [1]
90°		5.5 m	5.5 m		7.0 m (two-way) [1,2]

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:

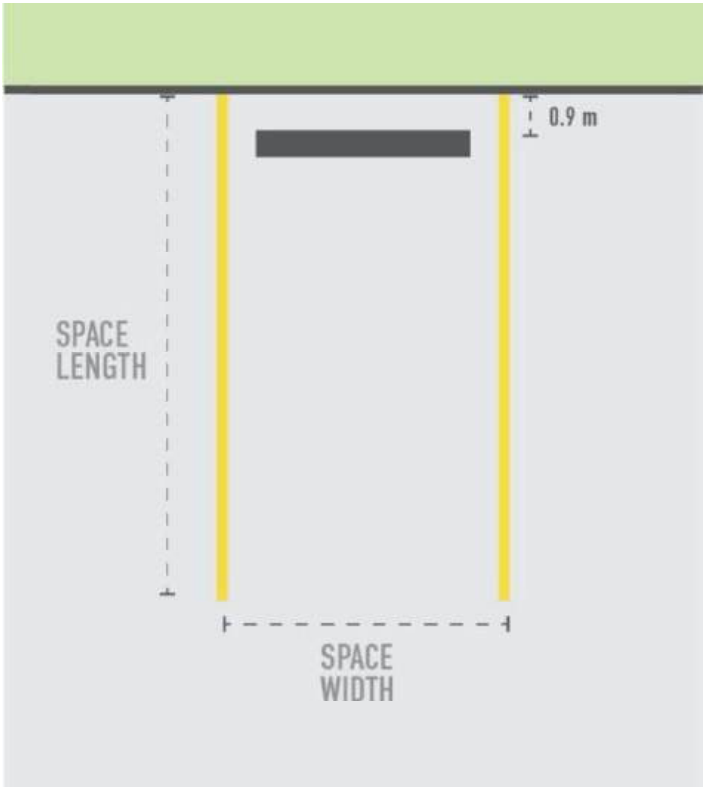
(a) have a durable, dust-free hard surface of concrete, asphalt, or semi-permeable material such as cobblestones, turf block, and honeycomb grid, constructed such that surface drainage is directed to an approved on- or off-site stormwater drainage system;

(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

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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

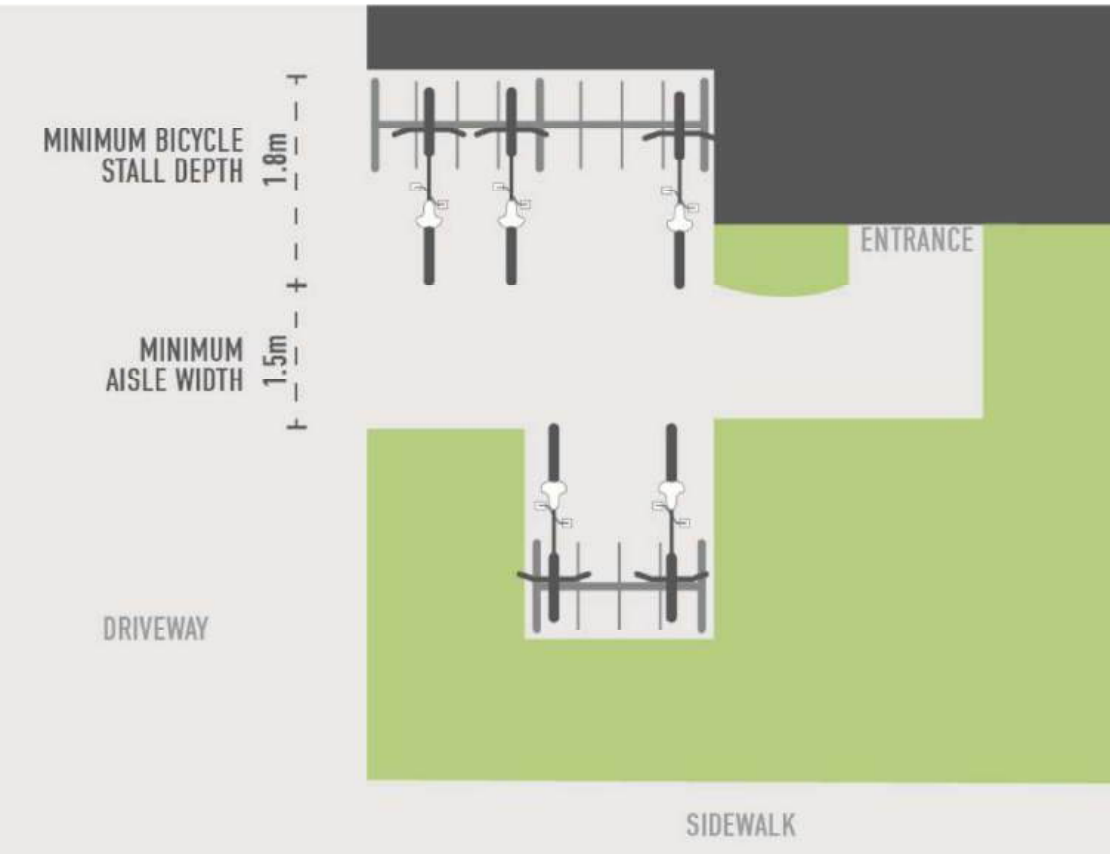
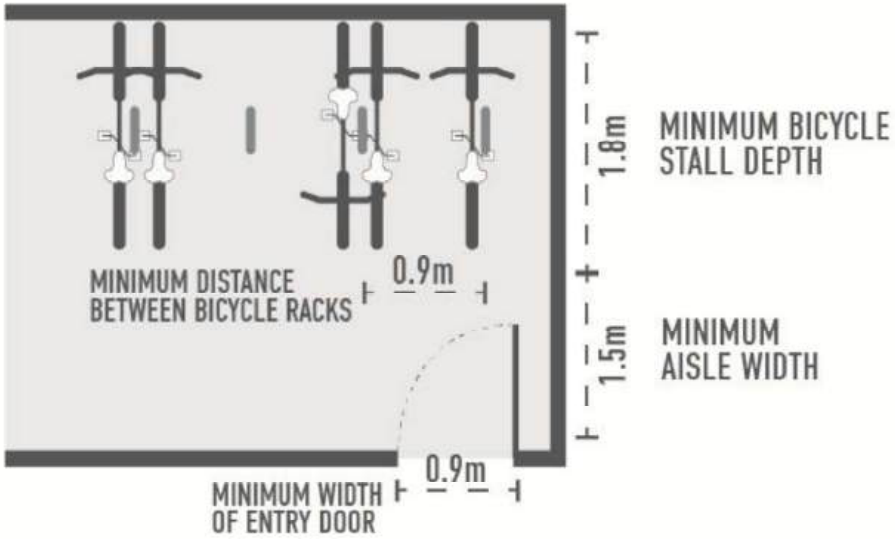


Figure 8-4. Long-Term Bicycle Parking Configuration Example



(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

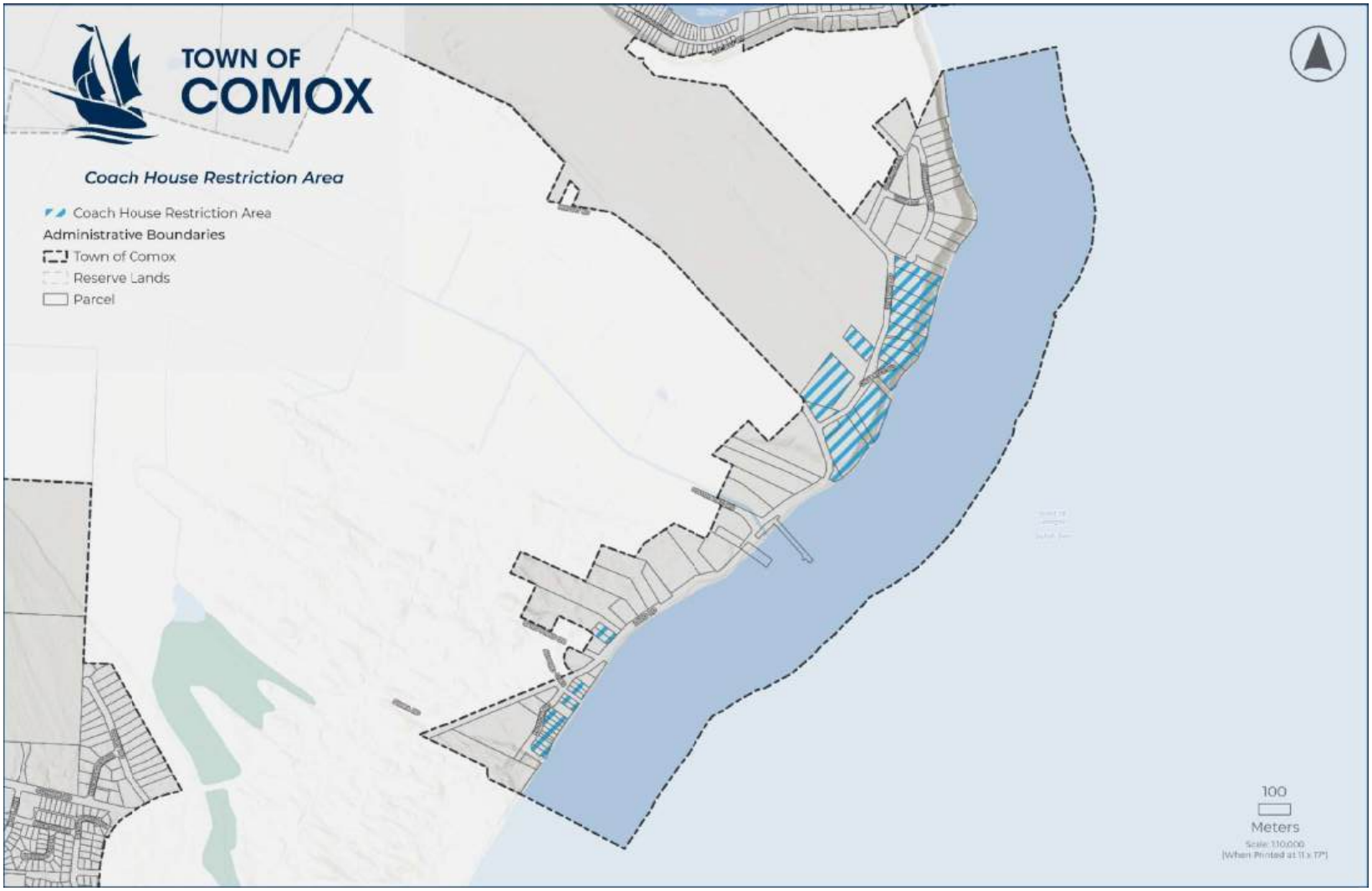
CONDITIONS [Table 9.2(1)]:

[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**.

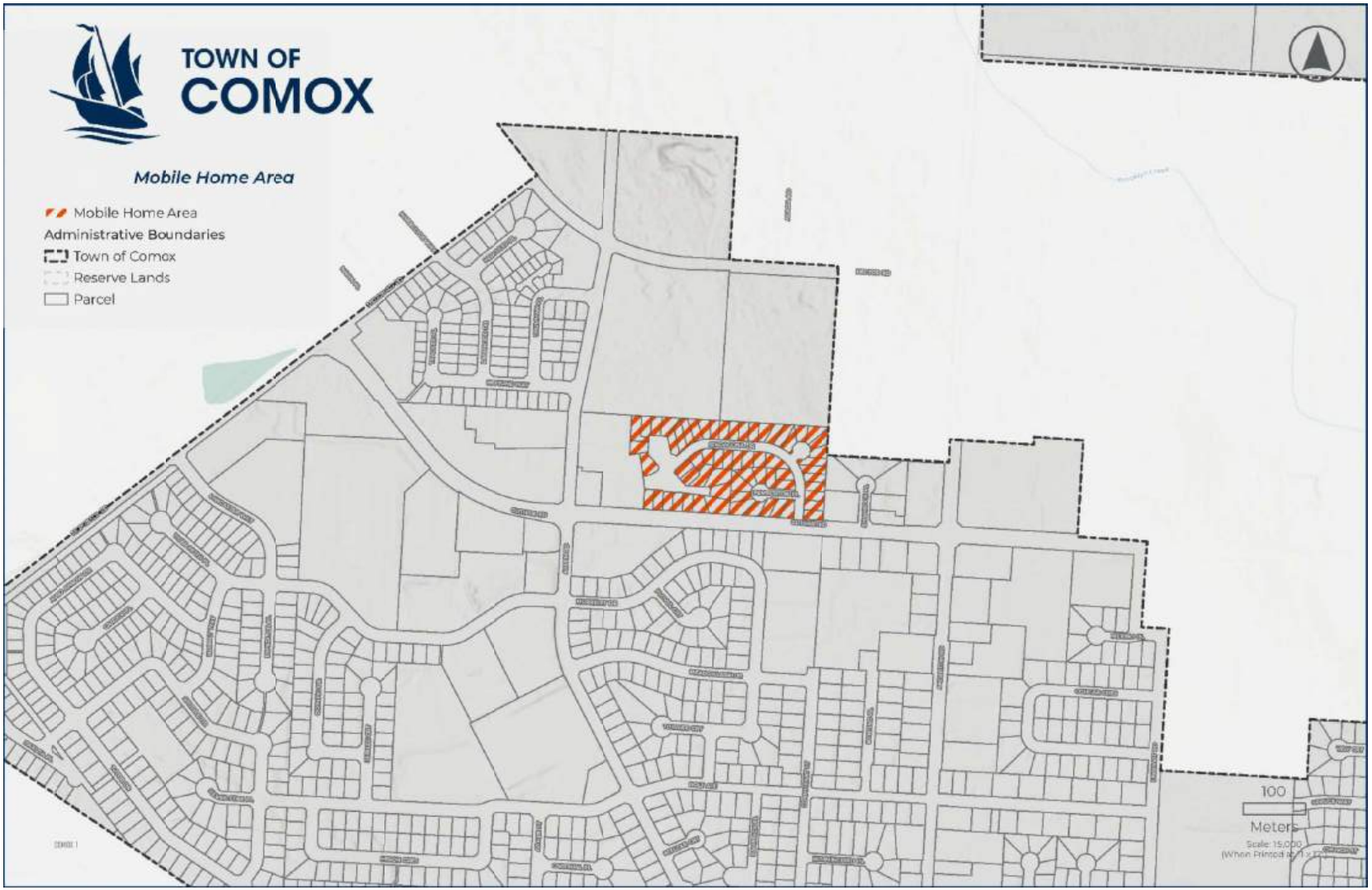
[3] Mobile homes are permitted as a principal use in the areas indicated in **Map 9-2**.

Map 9-1. Coach House Restriction Area



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 9-2. 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.

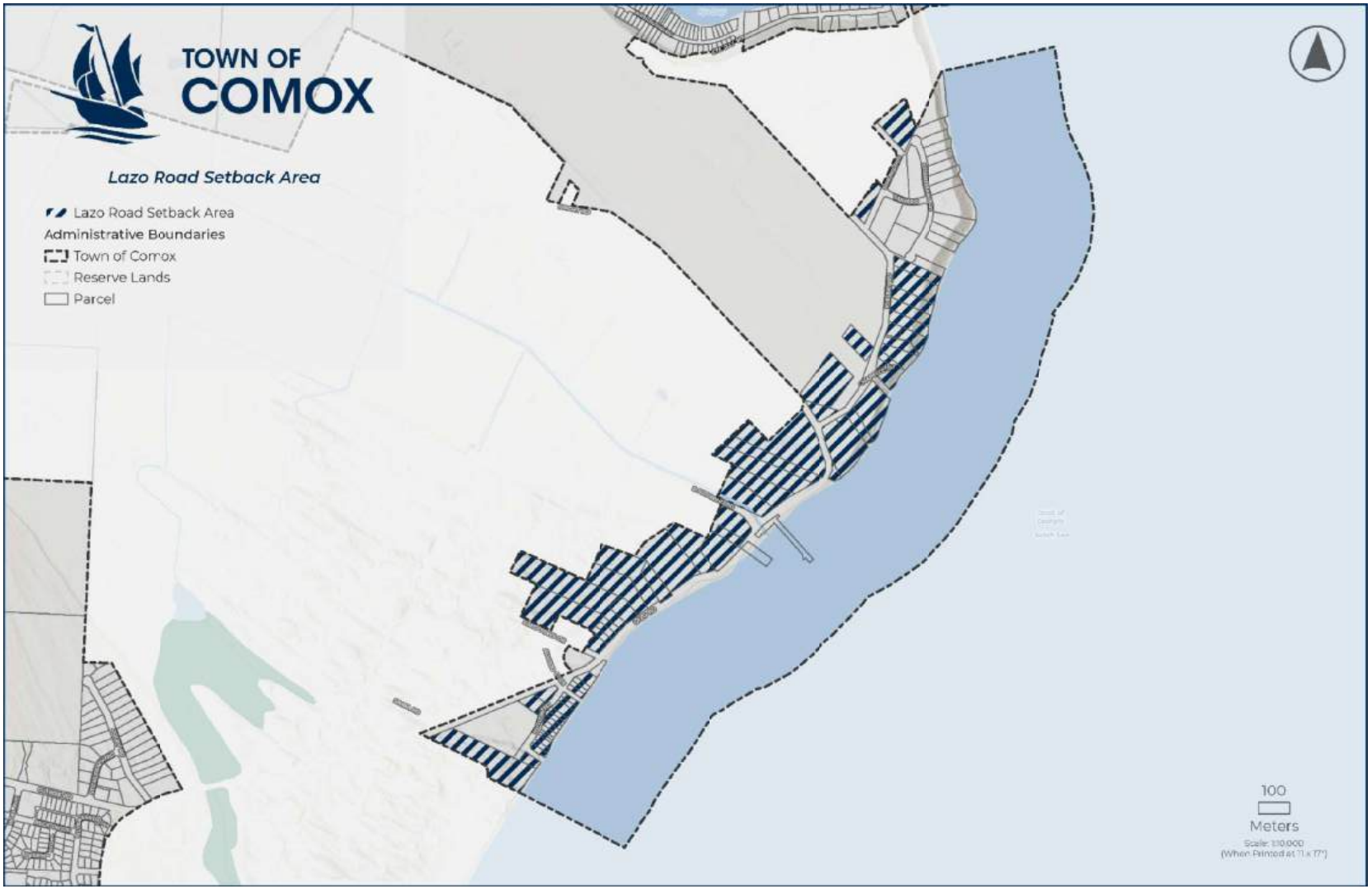
Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary				
Criteria	**R-SSMU**	**R-WF**	**R-CL** [1]	**R-LL**
[4] The maximum rear setback is 30.0 metres for the lot legally described as Lot A District Lot 93 Comox District Plan 48731 (476 Winslow Road).				

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

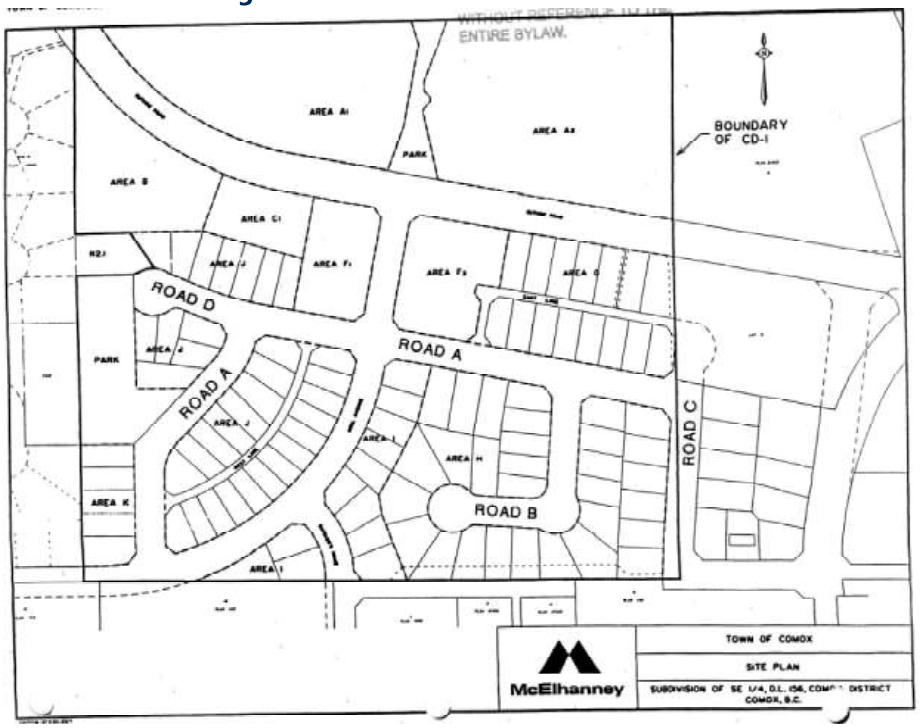


Figure 16-2. Beckton Estates Setback Areas



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:

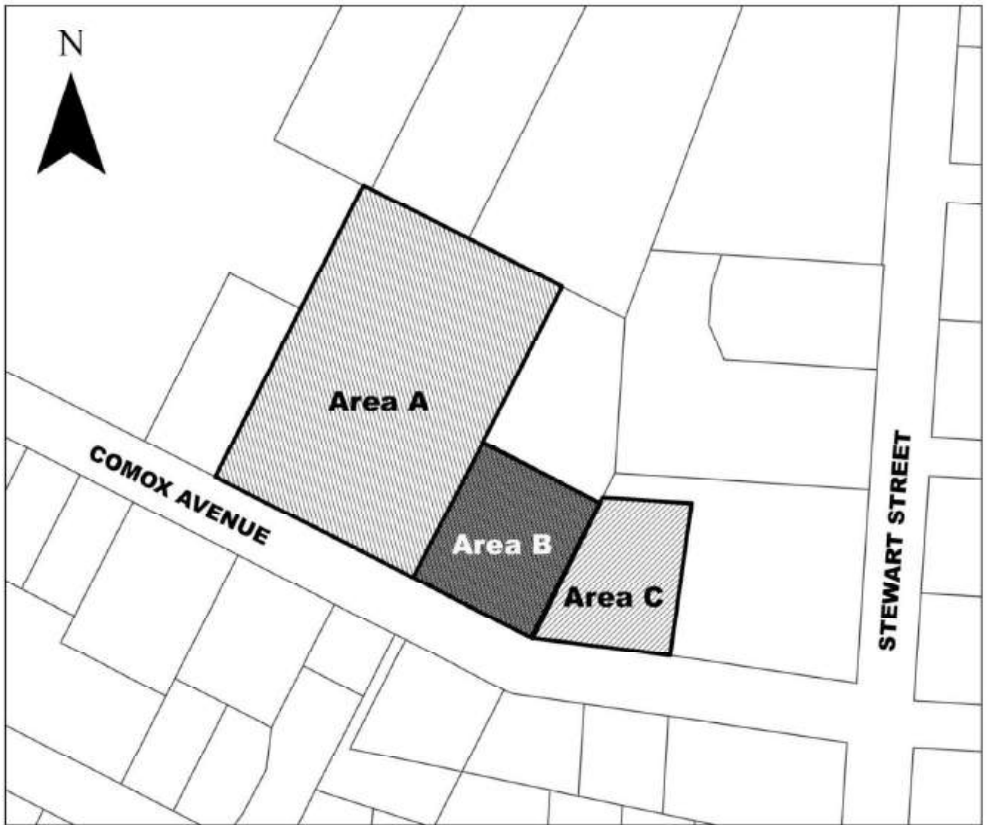
- (a) Front Setback: 8.0 metres
- (b) Rear Setback: 7.0 metres
- (c) Side Setback (abutting a lot in a **Low-Density Residential** or **Multi-Unit Residential** zone): 4.0 metres
- (d) Site Setback (all other zones): n/a
- (e) Exterior Side Setback: n/a

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

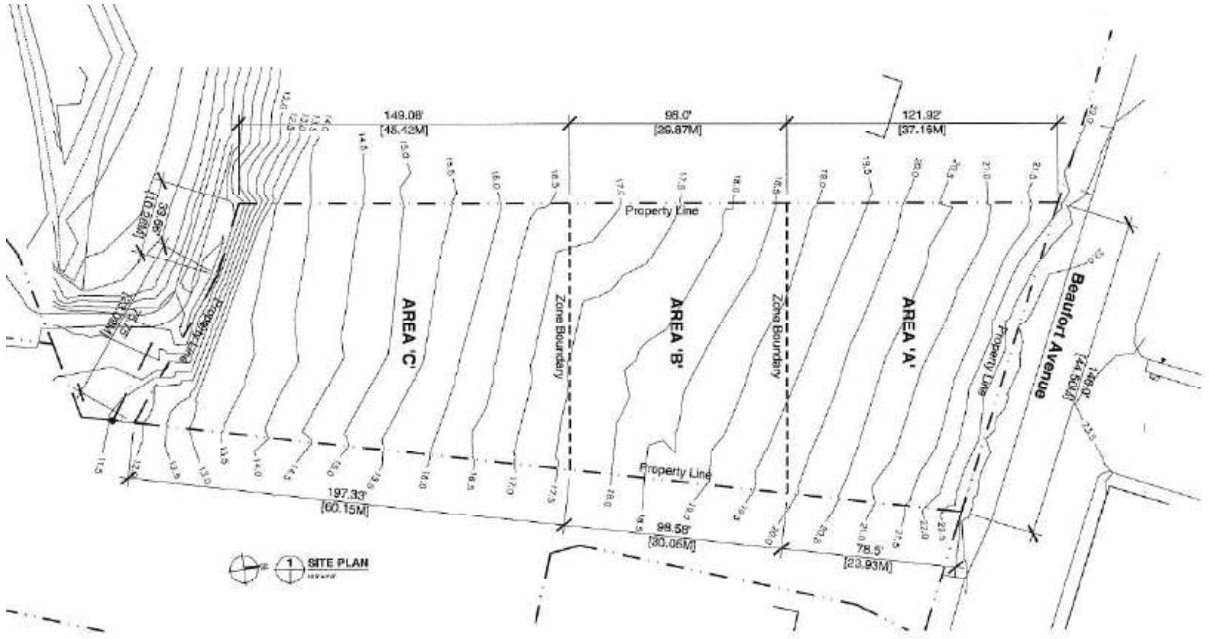
(b) shall not include outdoor boarding or kenneling of animals.

(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

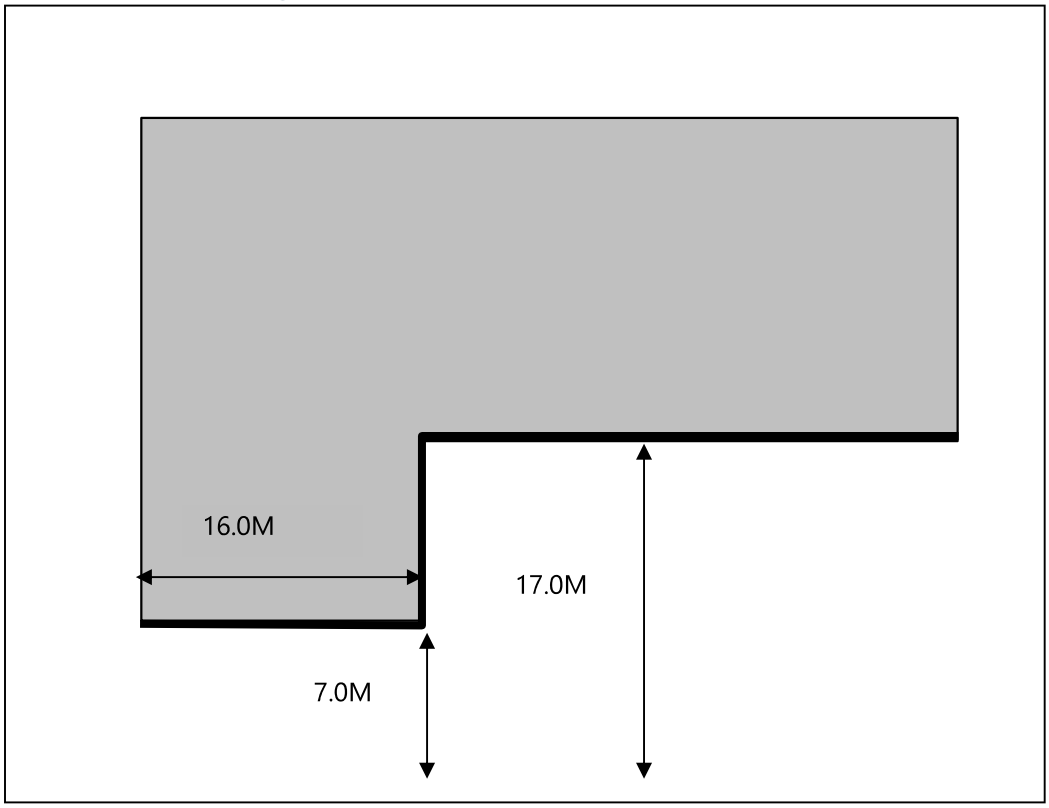
CD6.8 Conditions

(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

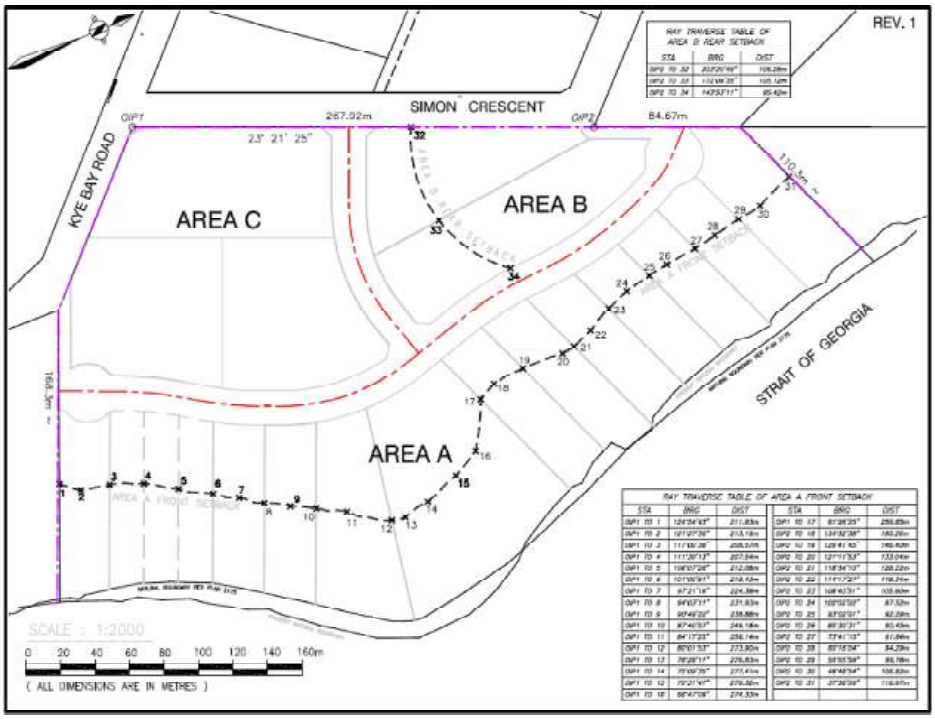
(4) Exterior Side Setback (where lot area is < 5,000.0 square metres): 3.0 metres

(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

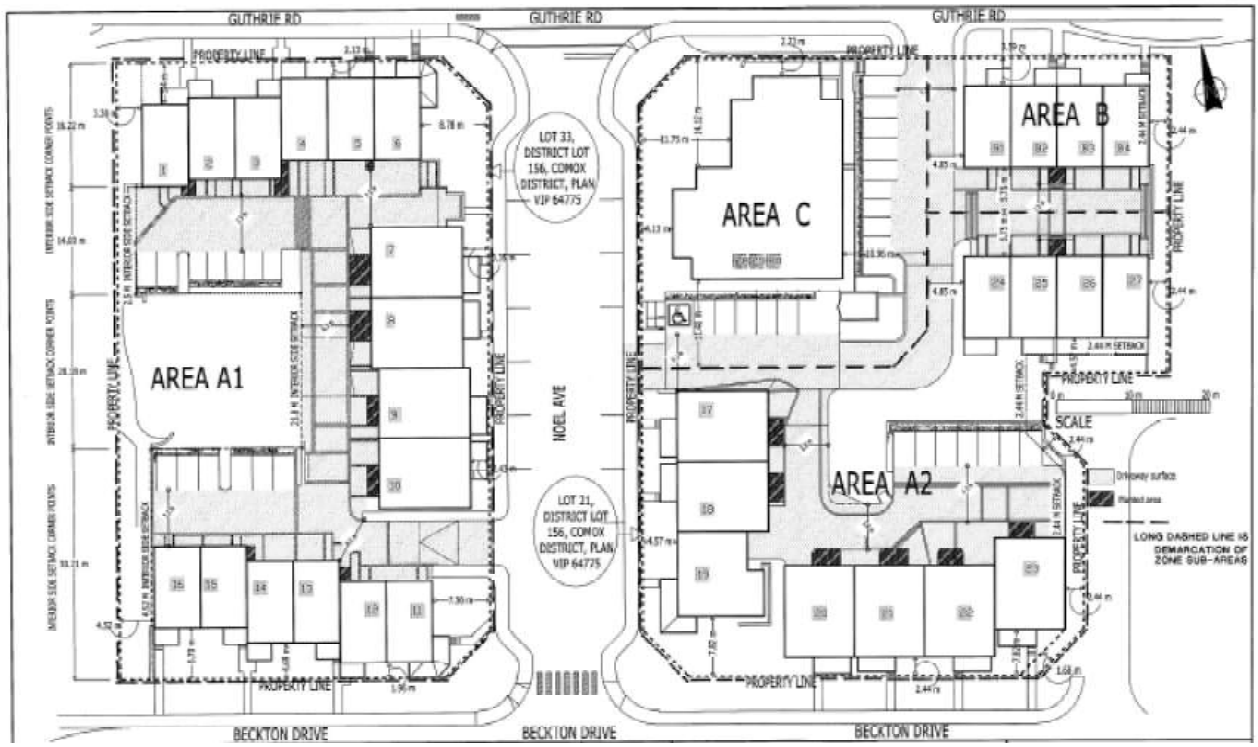
(1) Porches may project into a required setback, provided no porch or an eave attached to a porch is more than 0.15 metres from a lot line abutting Beckton Drive, Noel Avenue, or Guthrie Road.

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

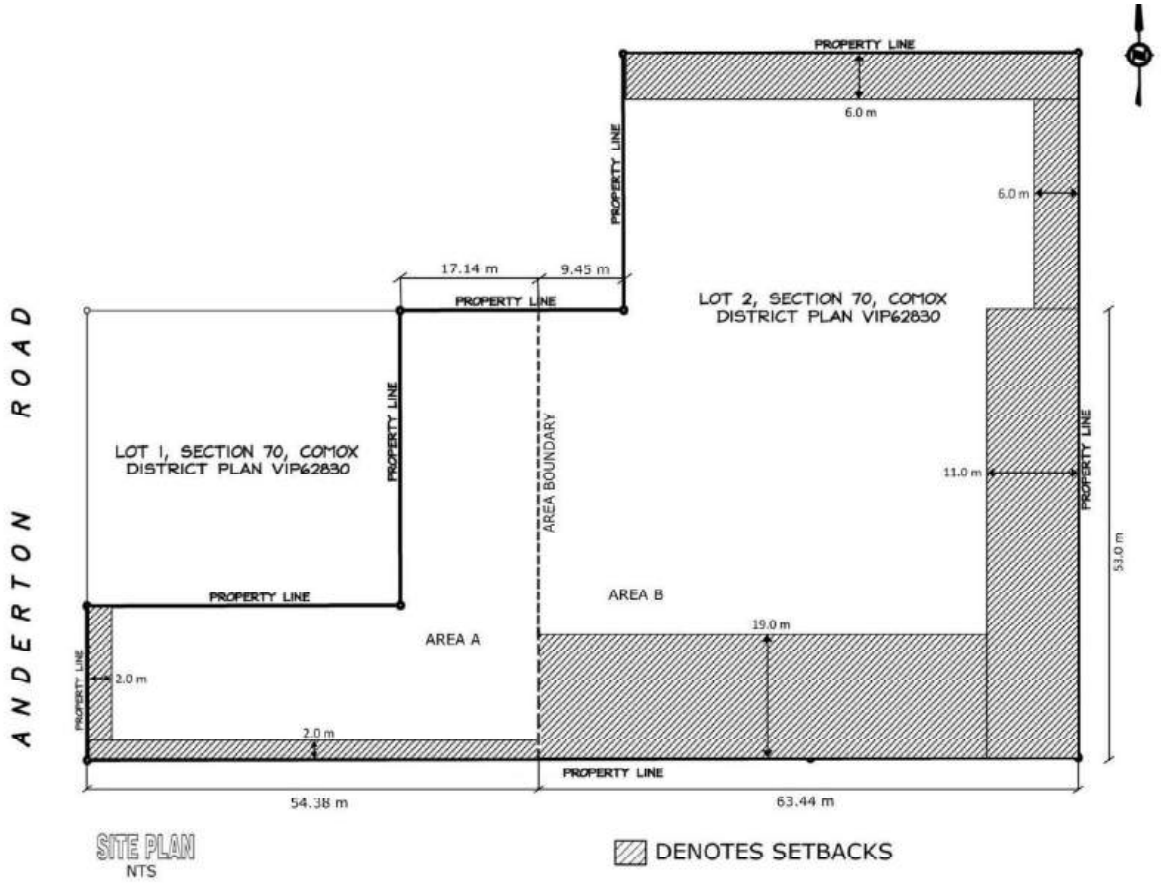
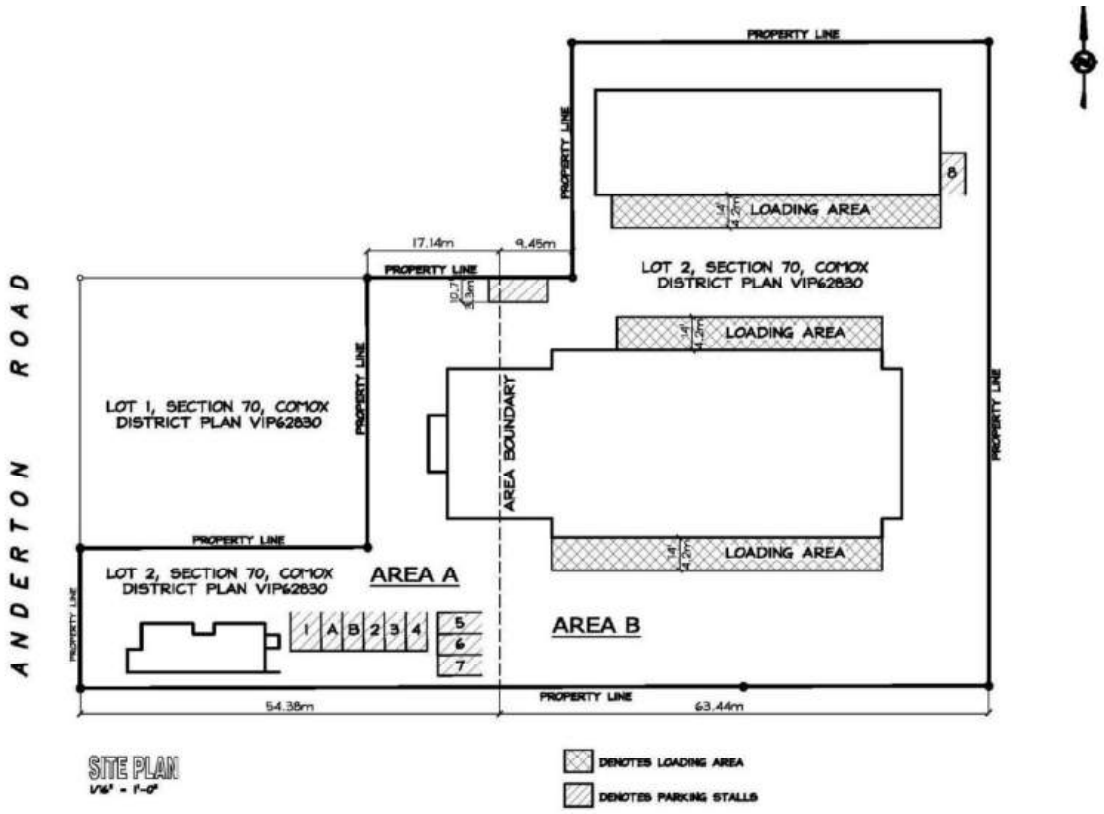


Figure 16-9. 640 Anderton Commercial/Mini Storage Parking and Loading



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



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

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

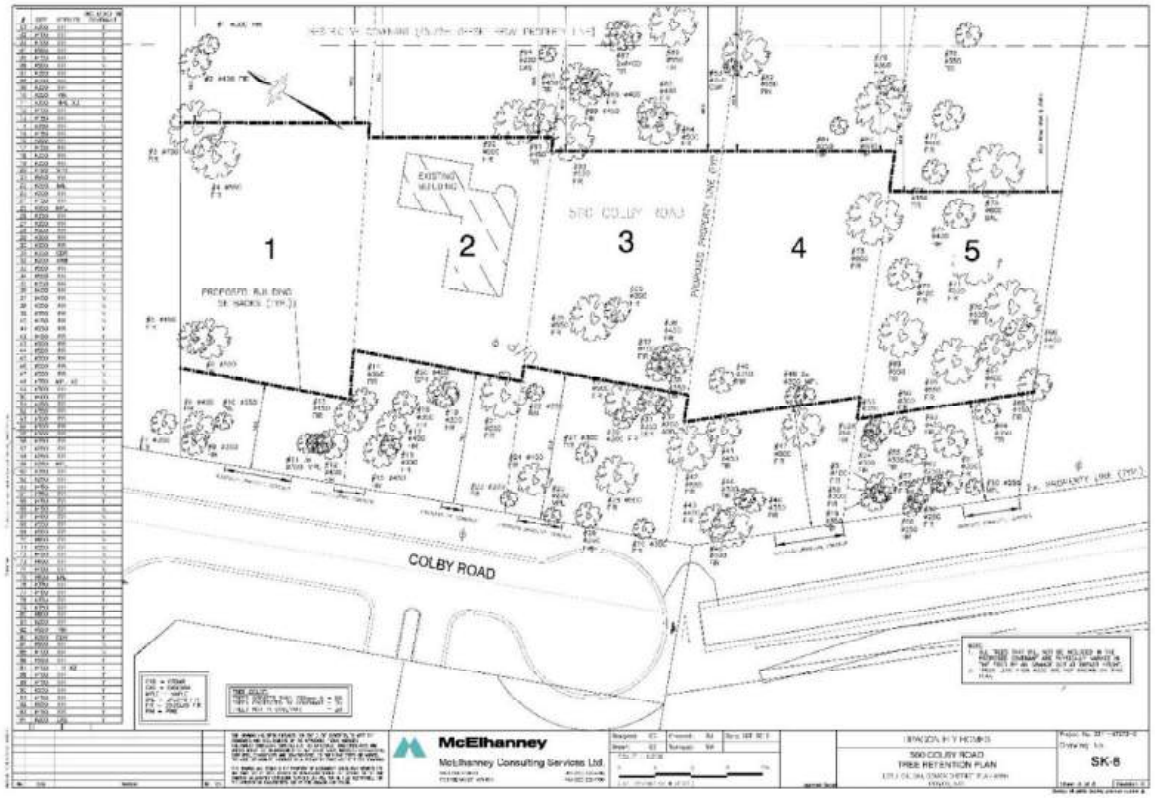
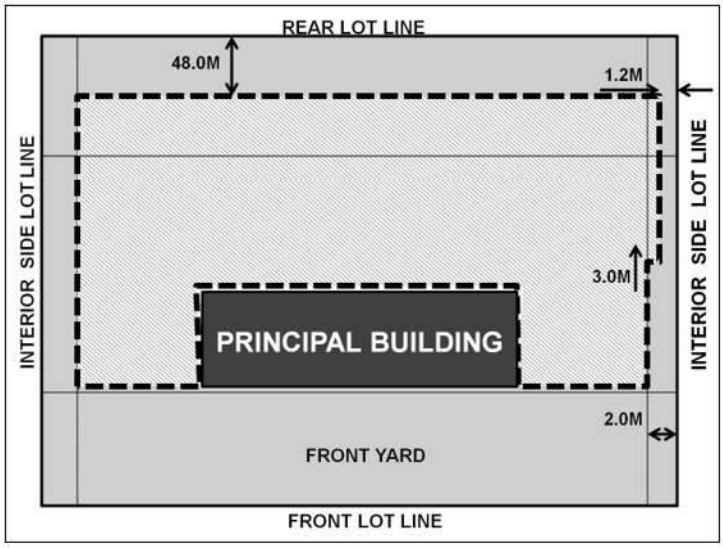


Figure 16-13. 560 Colby Road Siting Standards



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

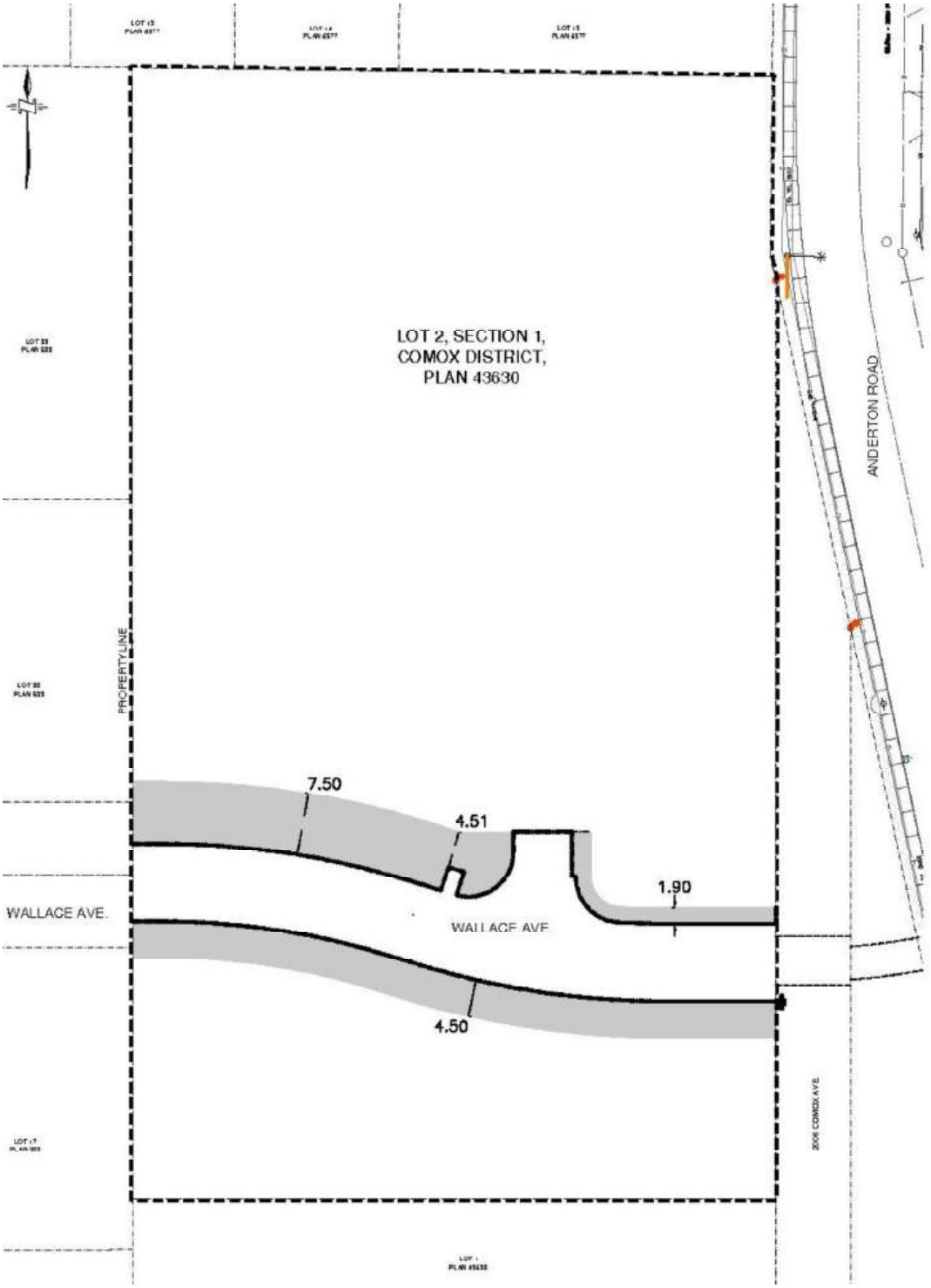
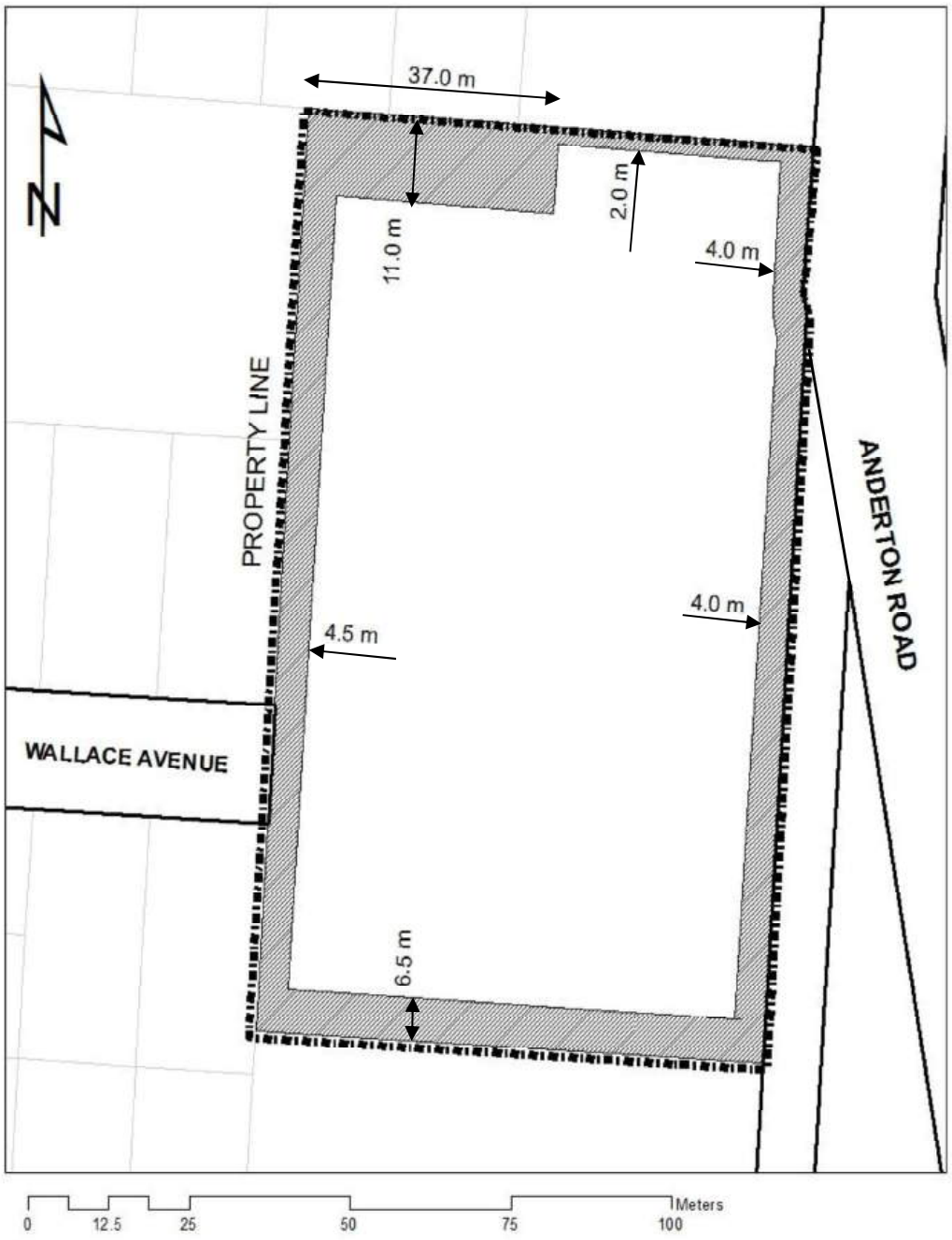


Figure 16-15. Lot 2 Plan 43630 – All Other Setbacks



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.

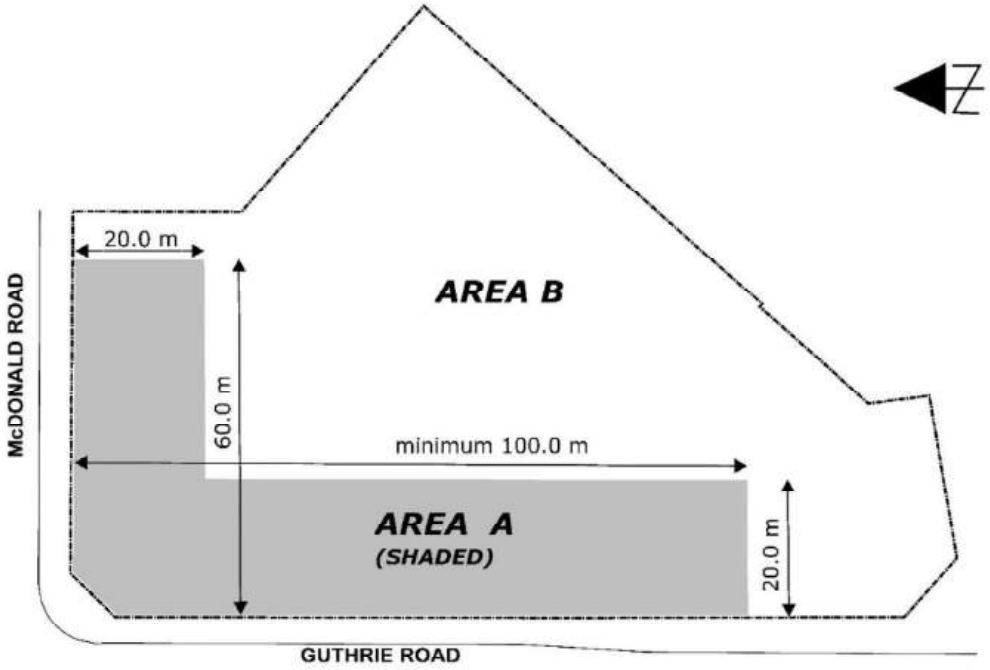
(4) Despite **Section 8**,

- (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

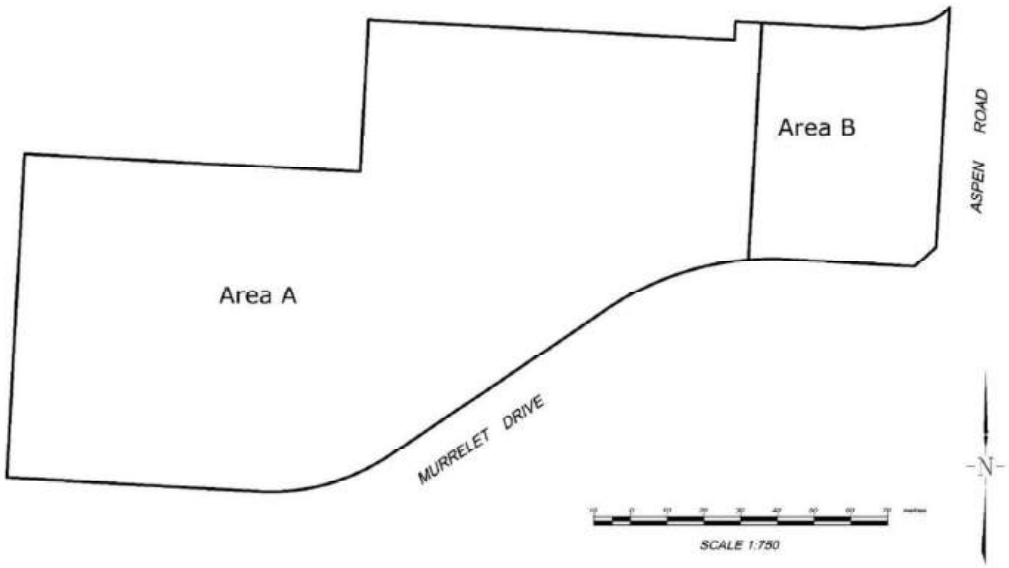
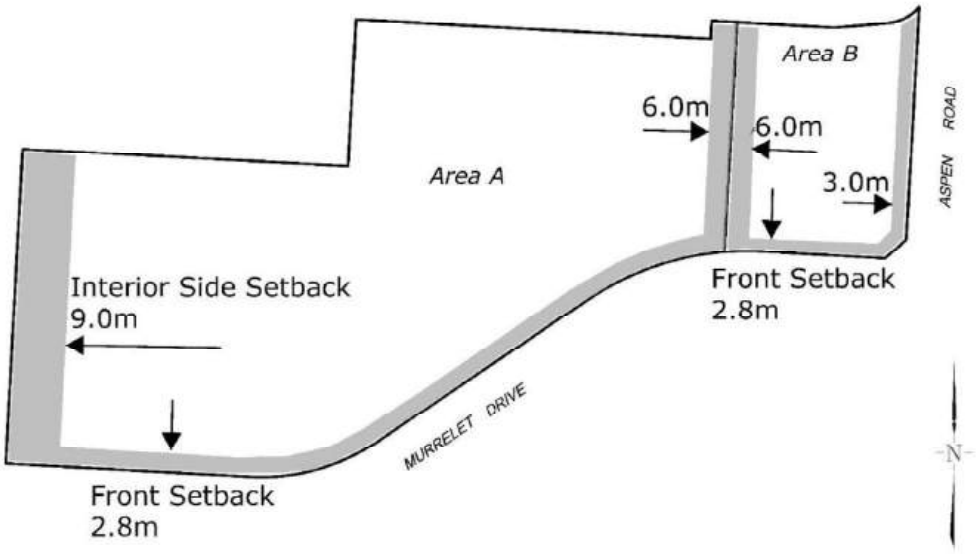


Figure 16-18. Aspen-Murrelet Setbacks



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.

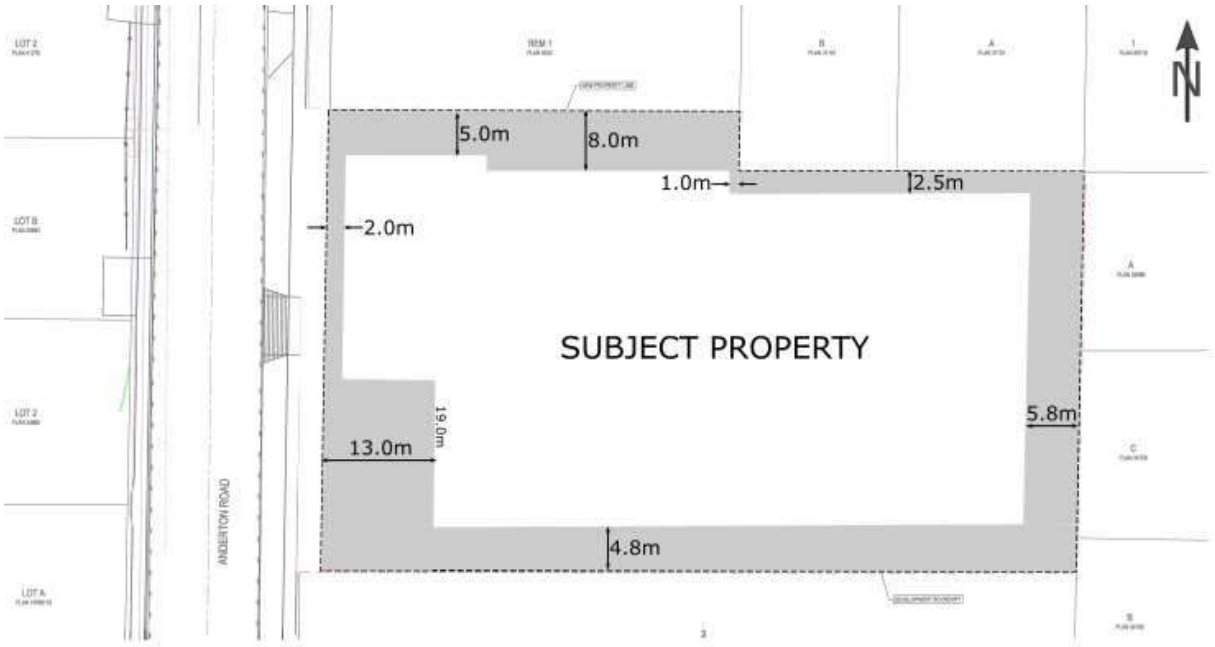
CD21.9 Conditions

(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.

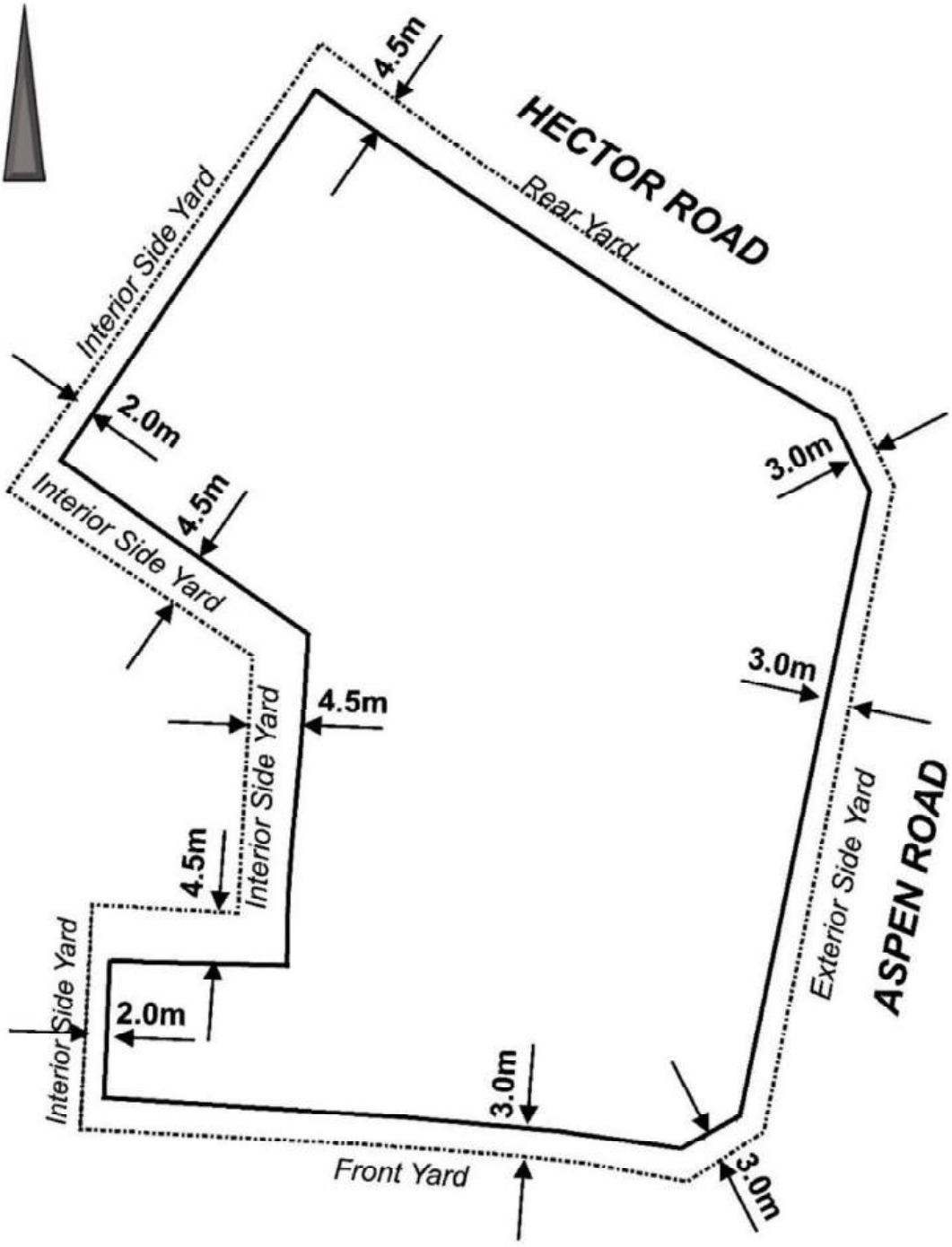
(2) Driveways shall not exceed 6.0 metres in width.

(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

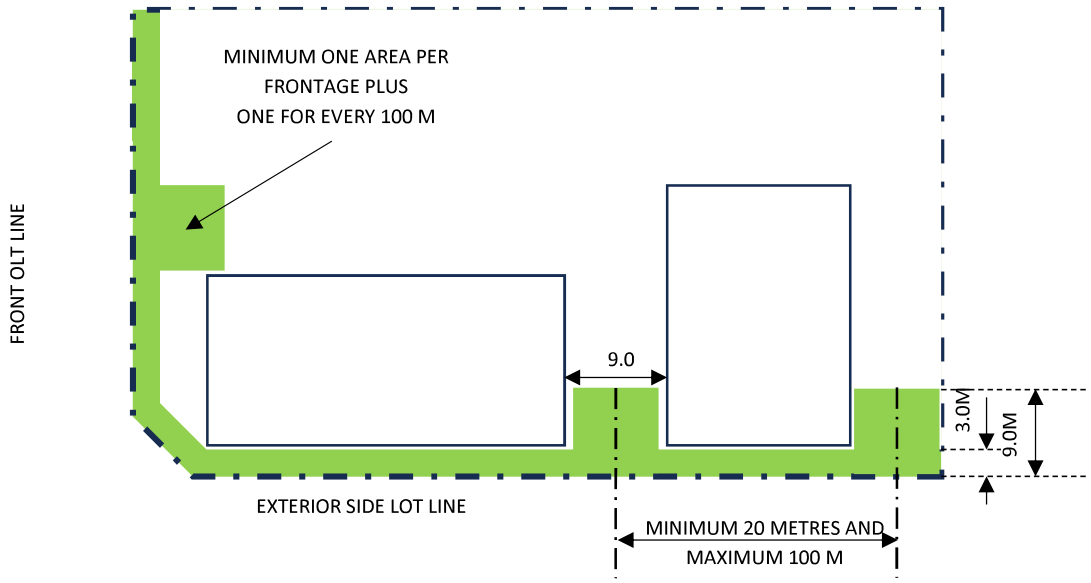


Figure 16-22. Rear and Side Setbacks

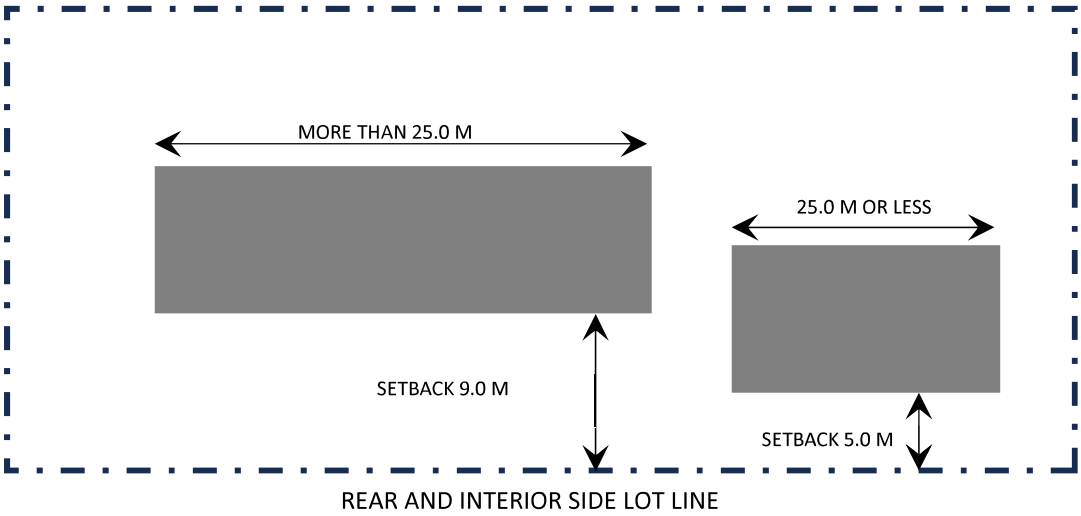


Figure 16-23. First Storey Elevation

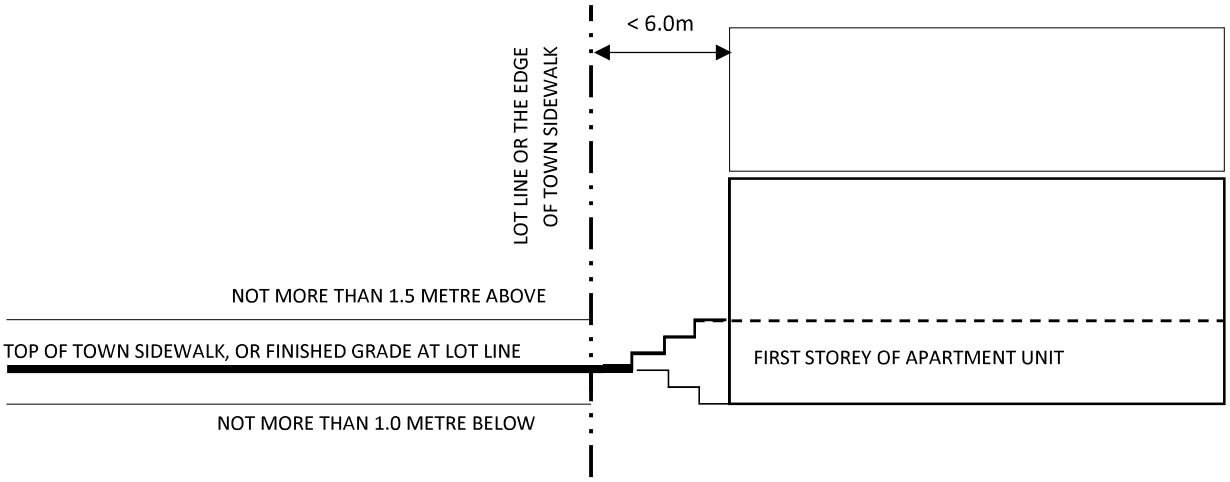


Figure 16-24. Screening Parking Areas Using Dwelling Units

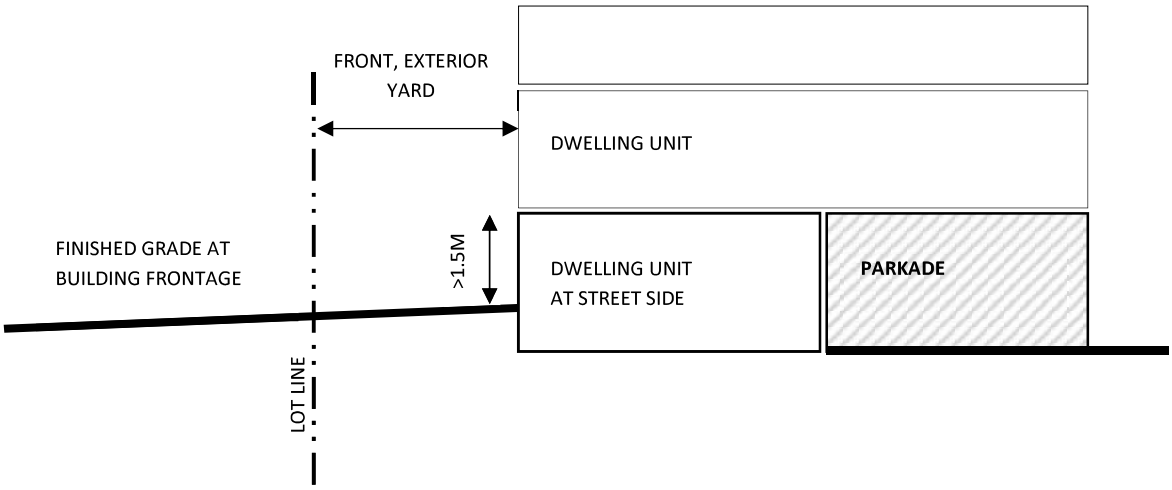
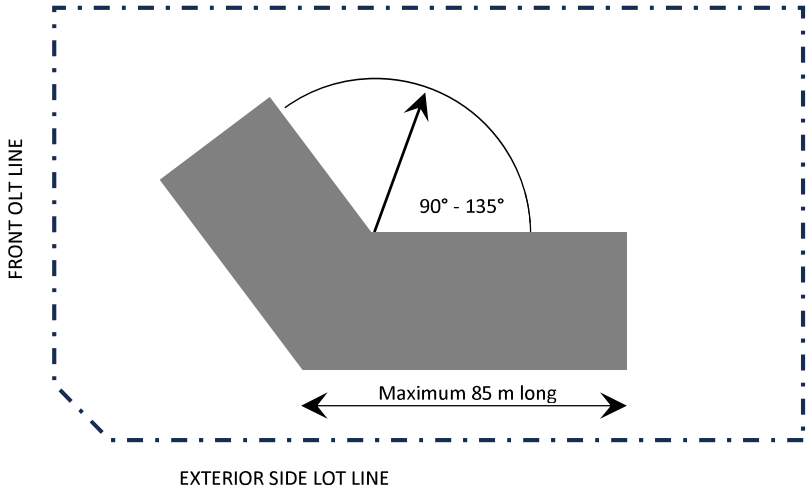


Figure 16-25. Residential Building Length



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

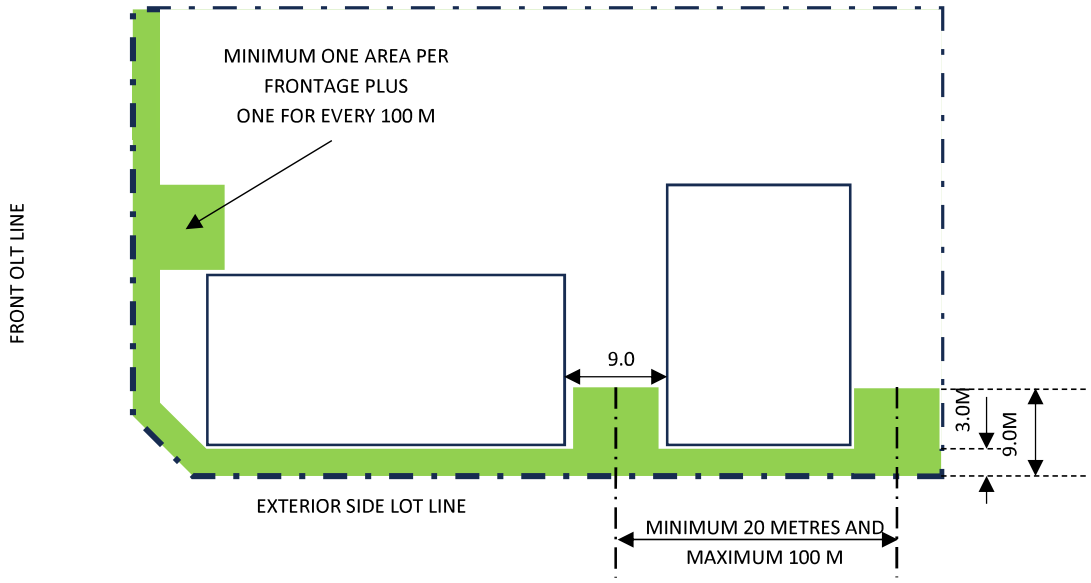


Figure 16-27. Rear and Side Setbacks

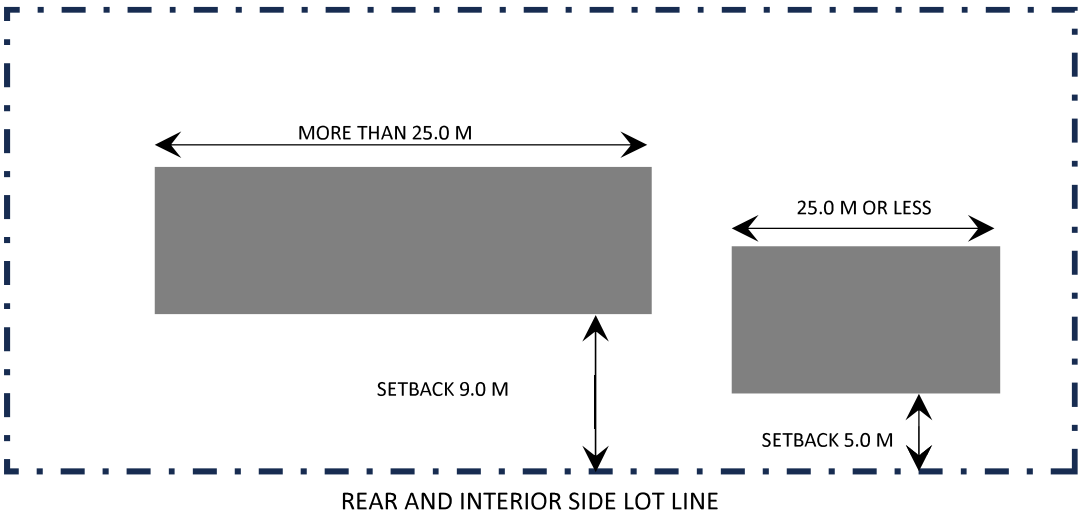


Figure 16-28. First Storey Elevation

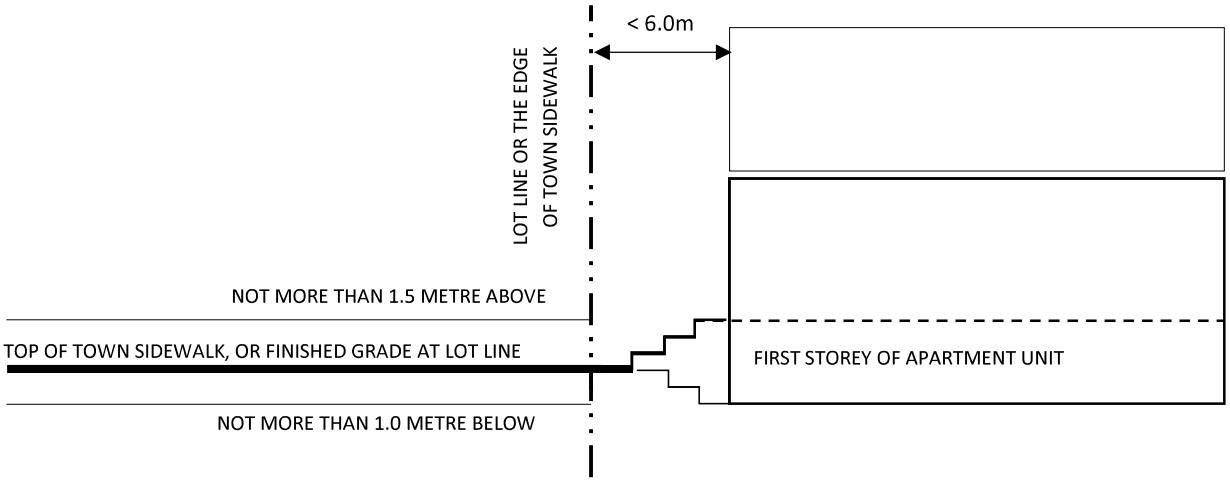


Figure 16-29. Screening Parking Areas Using Dwelling Units

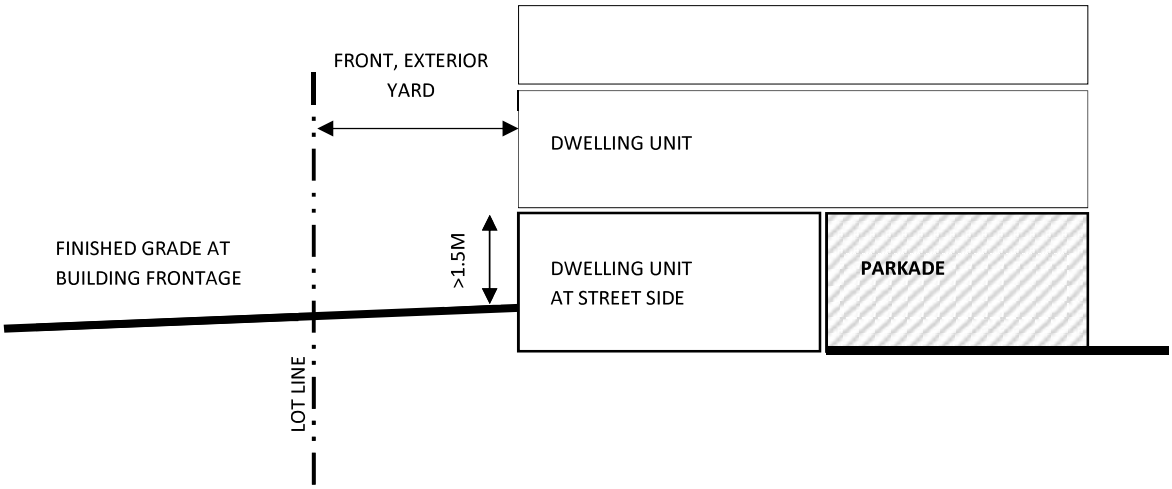
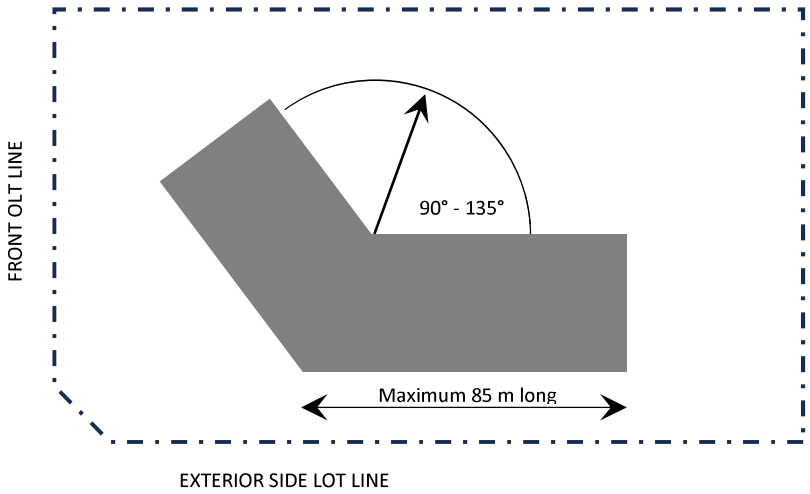


Figure 16-30. Residential Building Length



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

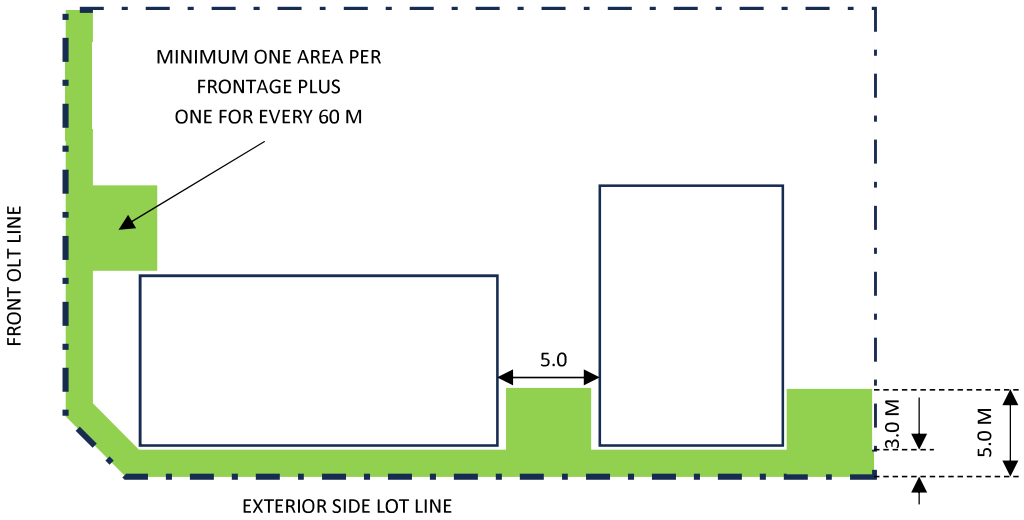
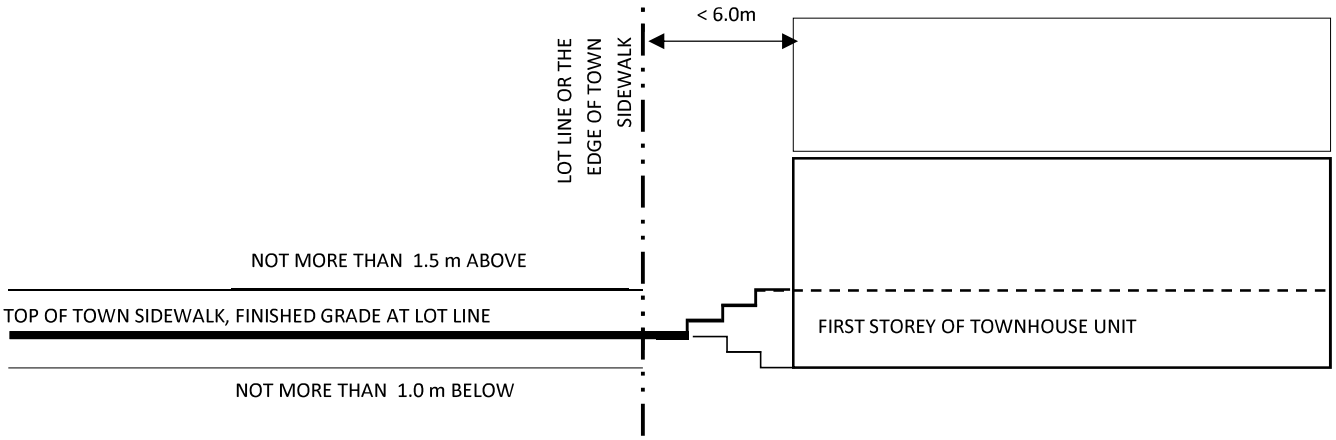


Figure 16-32. First Storey Elevation



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

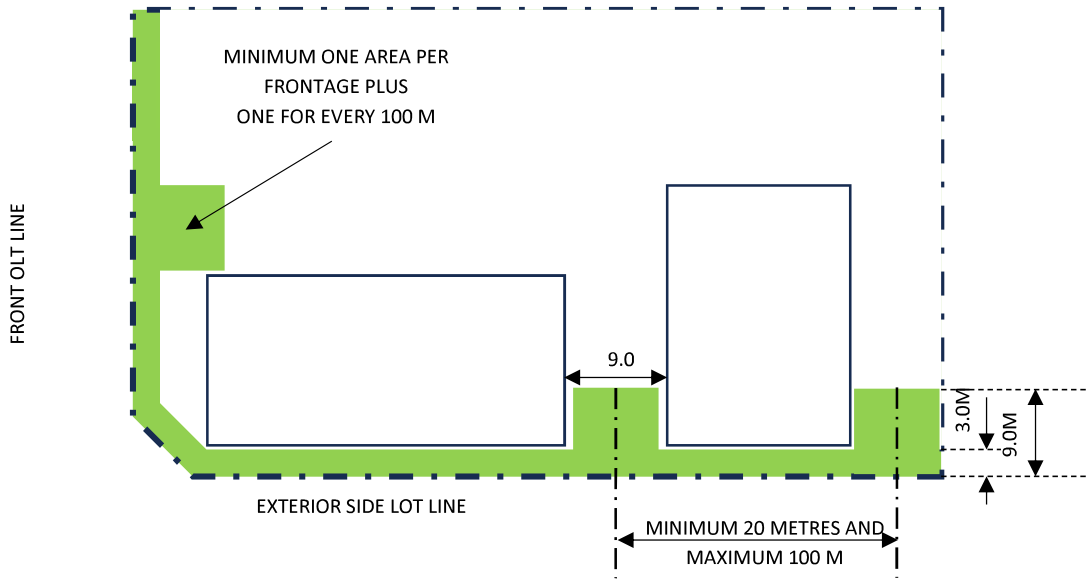


Figure 16-34. Rear and Side Setbacks

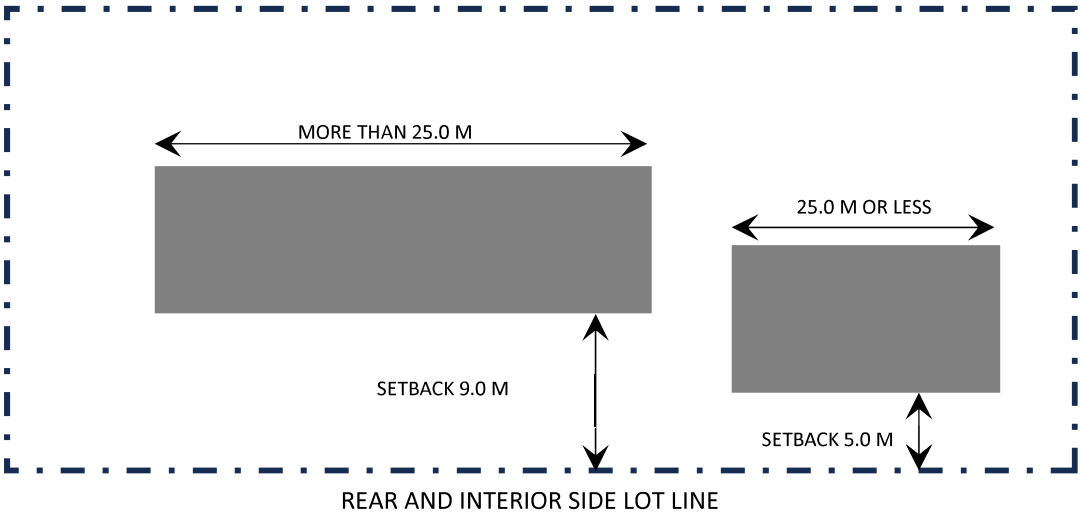


Figure 16-35. First Storey Elevation

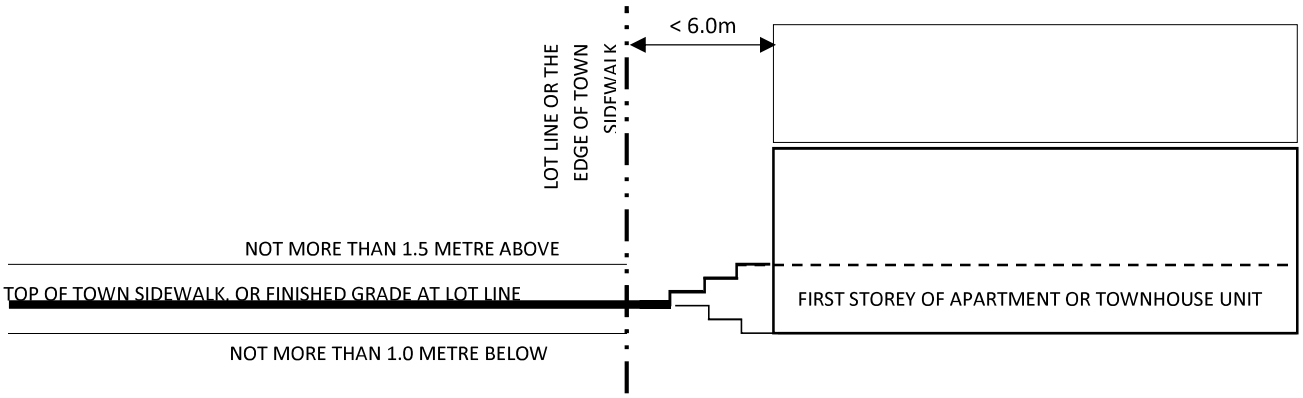


Figure 16-36. Screening Parking Areas Using Dwelling Units

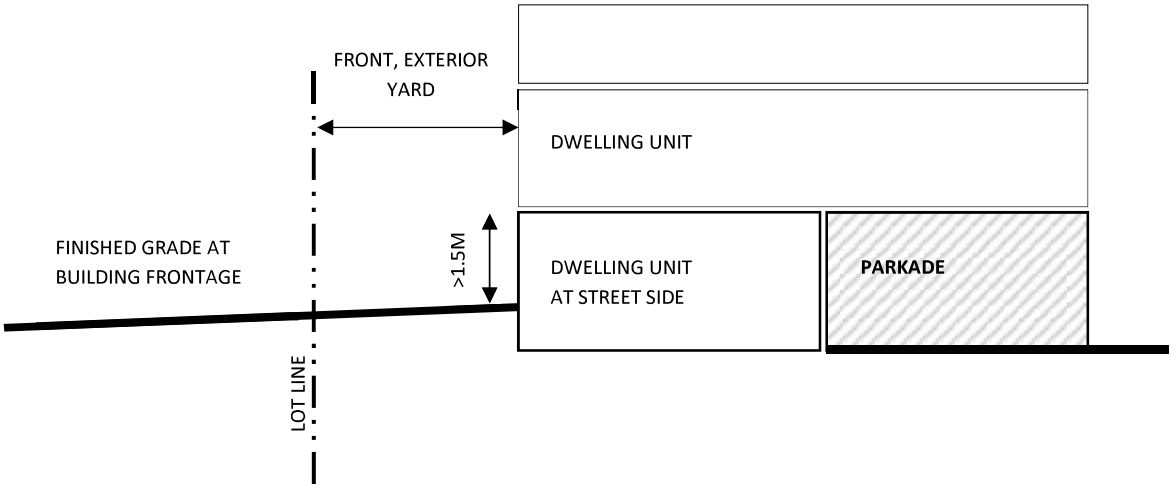
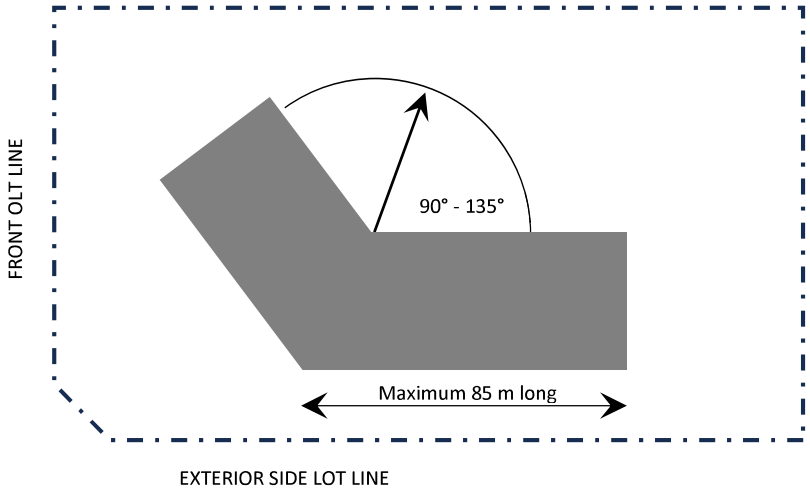


Figure 16-37. Residential Building Length



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

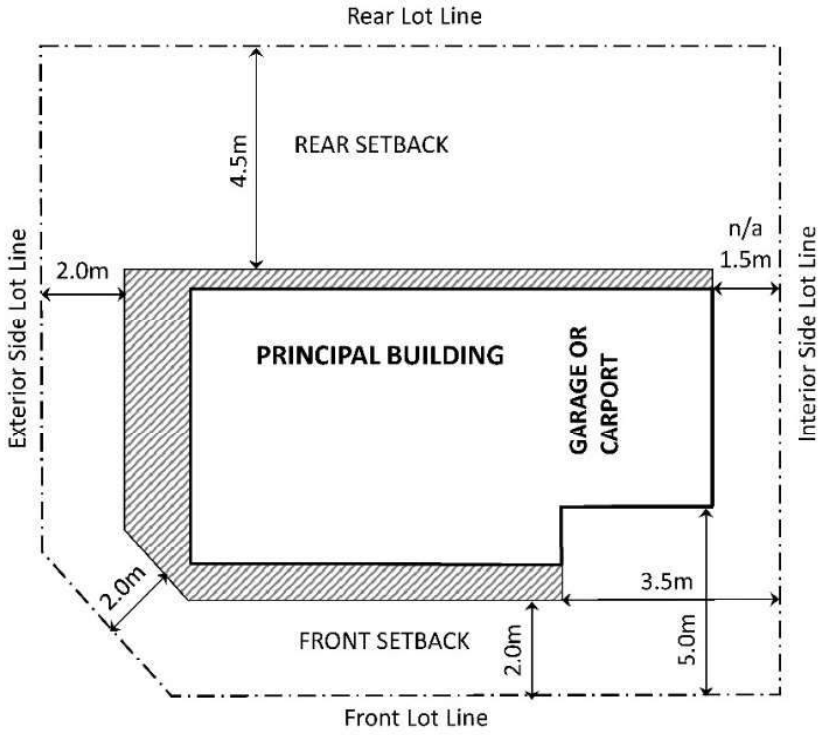
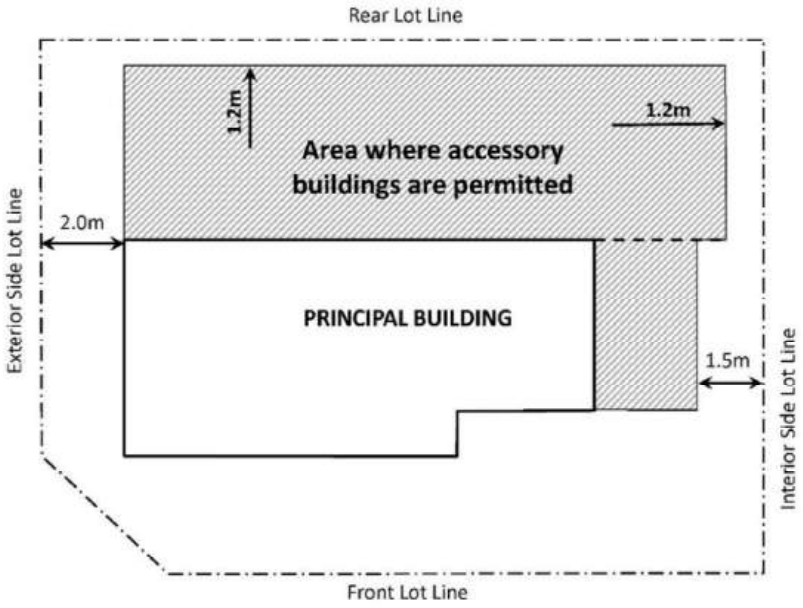


Figure 16-39. Front and Exterior Side Setbacks and Setback Areas



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)

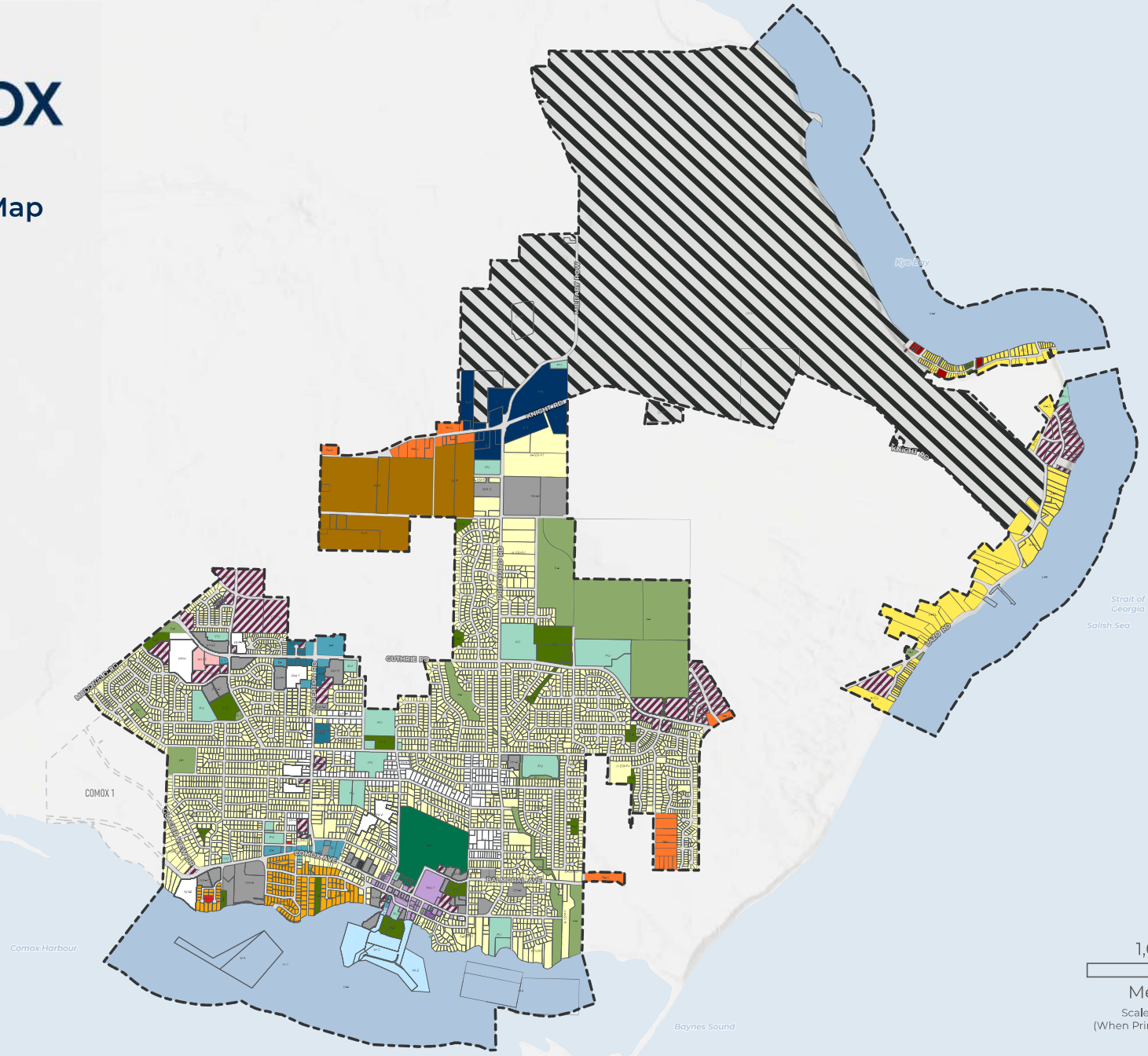
Employment Zones
- Corridor Commercial (E-1)
- Service Commercial (E-2)
- Light Industrial (E-3)

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")

A1 A2 A3 A4 A5

TOWN OF COMOX

STAFF REPORT

Meeting: Feb 18, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	5960-20
FROM:	Jordan Wall, CAO	**DATE:**	Feb 12, 2026
SUBJECT:	Comox Golf Club Lease and Community Access		

Report Approved:

Jordan Wall, Chief Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council provides support to the Courtenay Golf Club for a lease to the Comox Golf Club lease for a term of twenty-five (25) years from the date of execution, in order to provide the long-term tenure certainty required to enable the Club to secure financing for necessary repairs and upgrades to the golf course grounds and associated infrastructure;

AND FURTHER THAT, as a condition of the lease extension, staff be directed to seek agreement with the Comox Golf Club and Courtenay Golf Club Ltd. to make available for public use the areas identified in the Comox Golf Club delegation materials presented to Council on May 7, 2025 and as attached to this report, including potential space for a public town square, community garden and/or active-use park.

PURPOSE

The Comox Golf Club operates on lands owned by Courtenay Golf Club Ltd. (CGCL), a corporation in which the Town of Comox is the majority shareholder. The lands are leased by CGCL to the Comox Golf Club, a non-profit organization responsible for operating and maintaining the golf course and related facilities.

The current lease arrangement does not provide sufficient remaining term to support long-term financing. The Comox Golf Club has identified the need for reinvestment in core infrastructure, including irrigation and grounds improvements, and has advised that lenders and grant providers require lease certainty extending well beyond the term of the proposed financing. At the same time, Council has expressed interest in increasing public benefit from centrally located green space while managing financial, operational, and legal risk.

Council has requested a pause on making a decision on the Comox Golf Club's lease extension until public processes contained within the Parks and Trails Master Plan, OCP, and Economic

Action Plan were completed. With these processes now done, Council can make an informed decision on the use of this land.

STRATEGIC PLAN LINKAGE

Community Connection and Wellness	**Recreation** - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages. **Parks** - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Economic Health	**Downtown Vitality** - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place. **Balancing Vibrancy & Stability** - Create an environment for a robust and vibrant Comox economy by working with community organizations (BIA) to facilitate their success.

BACKGROUND

The Comox Golf Course represents a large, centrally located recreational asset that continues to provide value to residents and visitors. Providing long-term lease certainty supports responsible stewardship of this asset by enabling reinvestment in essential infrastructure and reducing the risk of deferred maintenance.

Absent lease certainty, the Club's ability to secure financing is limited, increasing the likelihood that capital needs will be deferred or unmet. Over time, this could lead to deterioration of the grounds and increased pressure on the Town to intervene at significantly higher cost.

Council has previously been presented with substantial long-term capital and operational pressures across multiple service areas, including parks, transportation, utilities, and climate adaptation. In that context, it is unlikely that the Town would be in a strong fiscal position to assume the full maintenance and operation of a park the size and complexity of a regulation golf course without explicit Council direction to commit significant new capital and ongoing operating funds.

Staff estimates prepared for prior reports indicate that simply maintaining the golf course lands as a basic park even without additional amenities would require increases to annual operating budgets and upfront capital investment.

Extending the lease allows the Town to defer assuming these costs while retaining flexibility to revisit long-term land use decisions in the future as financial capacity, community priorities, and planning context evolve.

ANALYSIS/ISSUES/IMPLICATIONS

The Economic Development Strategy and Economic Action Plan identify the importance of improving physical and experiential connections between Comox's key activity areas, including the downtown "Green" zone and the marina and harbour "Blue" zone.
Maintaining the golf course as an active recreational use while incrementally introducing additional public amenities—such as a town square, community garden, and active-use park—supports this objective by:

- increasing pedestrian activity and dwell time in the downtown area,
- strengthening visual and physical connections between the marina, downtown, and adjacent neighbourhoods, and
- enhancing the overall visitor experience through a mix of recreation, green space, and public gathering areas.

This blended approach allows the Town to leverage the golf course as a transitional landscape that supports both recreation and economic vitality, rather than treating it as a single-purpose or isolated land use.

Legal

The recommended approach balances certainty and flexibility. A long-term lease extension reduces near-term legal and financial risk associated with infrastructure failure or land-use disputes, while negotiated public-use access provides immediate community benefit.

Importantly, extending the lease does not preclude future Council decisions regarding land use; rather, it preserves options while avoiding premature commitments that could expose the Town to significant unplanned costs. Further, should the Comox Golf Club prove unable to continue its operations, any capital investments undertake during that time will likely be of benefit to a future use.

Financial

No financial concerns.

GOVERNANCE CONSIDERATIONS

Making this decision will 'lock' the land use as a golf course for the next 25 years with no ability for unilateral change through future decision by the Town. Council should consider whether it is comfortable doing so.

Alternatively, not providing a long-term lease will likely lead to the closure of the golf course and the town being required to take responsibility for the lands management.

Community Options
Safe Zone 1



- Approximately 1 acre
  - Currently treed and not maintained
- Accessible from Stewart Street
- Several 55+ communities close by
- Possible uses
  - Community Garden Plots for urban downtown dwellers
  - Dog Park
- Town would need to install and maintain the infrastructure including a fence

Community Options
Safe Zone 2



- Approximately .2 acre bordering Church Street
  - West of #3 tee-box
  - North of #6 green
- Heavily treed
- Possible Uses
  - Would need to conform with restrictive covenants.
  - Would need to be fenced

Community Options
Safe Zone 3



- Approximately 0.17 acre off Port Augusta
- Few trees and large mound
- Possible uses
  - Replace the current “town square” at the corner of Port Augusta and Comox Avenue

RECEIVED
February 6, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-124		RCM 18Feb26
FILE: 0400-04	ACTION: MR	

February 2, 2026

Copies: Council JW/SR/CD

Dear Mayor Nicole Minions and Council,

Last year in March 2025, the Ministry of Health renewed funding support for the 2025 BC Farmers' Market Nutrition Coupon Program season. BCAFM is proud to deliver this incredible program and share its positive impact in your community.

A Positive Impact in Comox

The BC Farmers Market Nutrition Coupon Program is addressing nutrition needs, affordability and food security for lower-income pregnant people, families with children, and seniors/elders in your community.

We collaborate with *Comox Valley Family Services Association, Cumberland Community Schools Society, Upper Island Women of Native Ancestry and MIKI'SIW Métis Assocation* who provide program participants with $27 a week for 16 weeks to purchase fresh, local foods – including fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey–directly from BC farmers at your local farmers' market.

We've tallied up the results, and more than **211** lower-income households redeemed **$91,152** in coupons at *Comox Valley Farmers' Market* in 2025.

Your community members received access to healthy food while fostering stronger community connections. At the same time, local farmers, with the additional sales, can sustain and grow their farms, strengthening our local and regional food systems and contributing to a healthier, more connected community.

Our Request to You

BCAFM does not have secured funding for the 2026 program season and beyond. We are asking for your support to secure continued funding for this powerful program. Sending a letter to The Honourable Josie Osborne, BC Minister of Health, would go a long way in demonstrating the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program in your riding.

We look forward to continuing this meaningful work with your community.

With gratitude,

[redacted]

Heather O'Hara
BCAFM Executive Director

[redacted]

Wylie Bystedt
Chair, BCAFM Board of Directors

BC Association of Farmers' Markets
208 - 1089 West Broadway, Vancouver, BC V6H 1E5
604-734-9797 | bcfarmersmarket.org | bcfarmersmarkettrail.com