

**REGULAR COUNCIL MEETING**  
**AGENDA FOR WEDNESDAY MARCH 4, 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: Immediately following the Parcel Tax Review Panel meeting

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

**2. ADOPTION OF AGENDA:**

- a. [Adoption of Agenda](#)

*THAT the March 4, 2026, Regular Council Meeting agenda be Adopted.*

**3. DELEGATIONS:**

- (5) a. [Matthew Vandervoort \(Comox Archives & Museum Society\): 2026 Grant in Aid Application](#)
- (6) b. [Myrna Holman, President \(d'Esterre Seniors' Centre Association\): 2026 Grant in Aid Application](#)
- (7) c. [Melissa Schwartz \(PEAK Montessori Society\): TUP for 1829 Beaufort Ave](#)
- (8) d. [Catherine Crowe \(École Robb Road PAC Playground Committee\): Community Hub Between École Robb Road and the Comox Rec Centre - Funding Request for an Inclusive Playground](#)
- (9) e. [Kristy Shambrook \(Cameron Contracting Ltd\): Development & OCP Amendment for 1533 Cedar Ave](#)
- (10) f. [Hélène Dompierre & Peter Outridge: Application to Amend the OCP for 1533 Cedar Ave](#)

**4. ADOPTION OF MINUTES:**

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

*THAT the Minutes of the Regular Council Meeting of Council, held in Council Chambers on Wednesday, February 18, 2026, be Adopted.*

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

**6. CONSENT AGENDA:**

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

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

1. *Darin Tufts: 100th Anniversary of the Legion-Veteran's Crosswalk Proposal.*
2. *Wendy Morin, Chair (Comox Valley Water Committee - CVRD): Water Use Analysis and Upcoming Decision Impacts (Response to Log 26-018).*
3. *Bruce Singer, Chief Superintendent (BC RCMP): Next Steps for Advancing the Comox Valley RCMP Detachment New-Build Initiative.*
4. *Megan Ardyche (Save Our Forests Team - Comox Valley): Invitation to Film and Discussion Regarding Logging in Watersheds - March 11.*
5. *Will Cole-Hamilton, Chair (Comox Valley Regional District Board): OCP and Zoning Bylaw Referral - Regional Context Statement*

**7. UNFINISHED BUSINESS:**

(61) a. [2026 Grant In Aid Applications](#)

*THAT the March 4, 2026 report from the Corporate Coordinator titled "2026 Grant in Aid Applications" be received for discussion.*

(114) b. [Budget Reduction Report](#)

*THAT Council receive this report for information.*

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS: NIL**

**10. NEW BUSINESS:**

(121) a. [Application to UBCM Development Approvals Program 2026](#)

1. *THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities Local Government Development Approvals Program for up to \$200,000 in funding.*
2. *THAT Council supports the Town of Comox by utilizing the Grant and providing overall grant management, if the funding application is successful.*

(125) b. [Development Variance Permit 26-2: 380 Knight Road](#)

*THAT Development Variance Permit DVP 26-2 (380 Knight Road) be approved;*

*AND FURTHER THAT Administration be directed to issue the permit.*

- (149) c. [Official Community Plan Amendment Application \(1533 Cedar Avenue\) Introductory Report](#)
1. *THAT Official Community Plan amendment application 25-3 (1533 Cedar Avenue) be received.*
  2. *THAT a public information meeting be held by the applicant of OCP amendment application 25-3 in accordance with Section 8.0 of Development Application Procedures Bylaw No. 2049, prior to consideration of first reading of the bylaw.*
- (176) d. [Temporary Use Permit \(APPN-2026-0006\): 1829 Beaufort Avenue](#)
- THAT Temporary Use Permit APPN-2026-0006 (1829 Beaufort Avenue) be approved;*
- AND FURTHER THAT Administration be directed to issue the permit.*
- (188) e. [Fees and Bylaw Notice Updates](#)
1. *THAT the Sanitary Sewer Bylaw No. 2057 be given First, Second and Third Readings.*
  2. *THAT the Storm Drain Connection Amendment Bylaw No. 892.06 be given First, Second and Third Readings.*
  3. *THAT the Water Rates and Regulations Amendment Bylaw No. 529.35 be given First, Second and Third Readings.*
  4. *THAT the Street and Traffic Amendment Bylaw No. 1358.07 be given First, Second and Third Readings.*
  5. *THAT the Fees and Charges Bylaw be given First, Second and Third Readings.*
  6. *THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.04 be given First, Second and Third Readings.*
  7. *THAT the Miscellaneous Bylaws Amendment Bylaw No. 2059 be given First, Second and Third Readings.*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- (255) a. [Royal LePage Snow to Surf \(Val Wright, Race Chairperson\) - Town of Comox Marina Park Request 2026](#)

*THAT the letter from the Comox Valley Snow to Surf Society dated February 17, 2026 be received;*

*AND THAT permission be granted for the use of Marina Park on Sunday, April 26, 2026 from 9:00 AM to 4:00 PM for the finish of their 43rd annual event;*

*AND THAT the Marina Park boat launch be closed from 7:00 AM to 5:00 PM;*

*AND THAT Town bleachers and traffic barricades be provided for crowd control, and that parking restrictions be implemented as described in the correspondence, with parking limited to designated volunteers and VIPs at the boat ramp lot;*

*AND THAT the organizer comply with all Town special event requirements.*

**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**



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CORPORATE OFFICER



# REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca

Comox BC V9M 1R9 Fx: (250) 339-7110

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

Name(s) of person(s) speaking: Matthew Vandervoort and Tammi Hall		LOG: 26-149	REFER:	AGENDA: RCM 04Mar26
Organization you are representing: CAMS		FILE: 0360-20-0	ACTION: MR	File: 0360-20-02, 1850-30-2026, 1850-22-2026-02 Copies: Council JW/EH/SR/CD
Primary purpose of Organization: To preserve and showcase the rich history of the Town of Comox				Number of members: 30
Mailing address of Organization: 1729 Comox Ave		Contact Name: Matthew Vandervoort		
February 26, 2026 TOWN OF COMOX		Phone: 1-250-339-2885		
City: Comox	Postal Code: V9M 3M2	Email: comoxmuseum@gmail.com		
Subject matter: Proposal to Council to keep the funding for CAMS				
Specific request of Council, if any (i.e., letter of support, funding): To receive the same funding from the Town of Comox for continued operations of the Museum and Archives				
Requested meeting and date: March 4th, 2026		AV equipment required: None		
Date of application: February 26th, 2026	[REDACTED]		Print name: Matthew Vandervoort	

**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.

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IN FINANCE

FEB 23 2026

Name(s) of person(s) speaking: Myrna Holman		LOG: 26-138	REFER:	AGENDA: RCM 04Mar26	TOWN OF COMOX
		FILE: 0360-20-0	ACTION: MR		
Organization you are representing: d'Esterre Seniors' Centre Association		File: 0360-20-09, 1850-30-2026,			
Primary purpose of Organization: Recreation and Social Setting for seniors.		1850-22-2026-05 Copies: Council JW/EH/SR/CD		Number of members: 1300	
Mailing address of Organization:  1801 Beaufort Ave, Comox, BC		Contact Name: Myrna Holman			
		Phone: [REDACTED]			
City: Comox	Postal Code: V9M1R9	Email: [REDACTED]			
Subject matter: Town of Comox Grant In Aid Application for d'Esterre					
Specific request of Council, if any (i.e., letter of support, funding): We would like to share a few updates from d'Esterre at Council on March 4th when the grant decision is made.					
Requested meeting and date: March42026			AV equipment required: none		
Date of application: Feb 23, 2026	Signature of applicant: [REDACTED]		Print name: Myrna Holman		

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**RECEIVED**

February 23, 2026

Name(s) of person(s) speaking: Nikki Holecamp Catherine Crowe		LOG: 26-139	REFER:	AGENDA: RCM 04Mar26
Organization you are representing: <b>TOWN OF COMOX</b> Ecole Robb Road PAC Playground Committee		FILE: 1850-30-2	ACTION: MR	File: 1850-30-2026, 6200-01 Copies: Council JW/EH/TH/SA/RN/SR/CD
Primary purpose of Organization: to fundraise and collaborate on the design of a fully inclusive playground				Number of members: 10
Mailing address of Organization:  1909 Robb Ave.		Contact Name: Catherine Crowe		
City: Comox		Postal Code: V9M2C9	Phone: [REDACTED]	
Subject matter: The creation of a community hub between École Robb Road and the Comox Rec Centre that doubles the re		Email: [REDACTED]		
Specific request of Council, if any (i.e., letter of support, funding): Funding support for an inclusive playground, and partnership with the Town to develop a shared community hub for active outdoor play. Given the school's proximity to the Comox Rec Centre and the aging, worn play structures currently serving the area, we propose combining municipal and PAC funds to maximize the impact of public dollars by building a high-quality, inclusive playground that serves both the school and the wider community.				
Requested meeting and date: March 4, 2026		AV equipment required: Yes		
Date of application: Feb 24, 2026	Signature of applicant: [REDACTED]		Print name: Catherine Crowe	

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Name(s) of person(s) speaking: Melissa Schwartz, Erin Higginbottom, Siobhan McKay		LOG: 26-152	REFER:	AGENDA: RCM 04Mar26
Organization you are representing: PEAK Montessori Society		FILE: 3360-30-2	ACTION: MR	
Primary purpose of Organization: Education		File: 3360-30-2026.06 Copies: Council, JW/RH/SR/CD		
Mailing address of Organization: [REDACTED]		Contact Name: Melissa Schwartz		
City: Courtenay		Postal Code: [REDACTED]	Email: [REDACTED]	
Subject matter: TUP for 1829 Beaufort Ave.		Number of members: 4		
<p><b>RECEIVED</b></p> <p>February 26, 2026</p> <p><b>TOWN OF COMOX</b></p>				
Specific request of Council, if any (i.e., letter of support, funding): We hope to offer more clarity regarding our vision and intentions as a small independent school operating out of 1829 Beaufort. We would like to be available to answer any questions or concerns the community may have.				
Requested meeting and date: 03/04/26		AV equipment required: Yes, slide deck		
Date of application: 02/25/26		Print name: SIOBHAN MCKAY		

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Name(s) of person(s) speaking: Don Cameron, Riley Shambrook, Alex Stringer		
Organization you are representing: Cameron Contracting Ltd.		<b>RECEIVED</b>
Primary purpose of Organization: Construction/Developers	February 25, 2026 <b>TOWN OF COMOX</b>	Number of members: 3
Mailing address of Organization: 1089 Braidwood Rd	Contact Name: Kristy Shambrook	Phone: [REDACTED]
City: Courtenay	Postal Code: V9N 3S1	Email: [REDACTED]
Subject matter: Powerpoint presentation to present the development & OCP Amendment/Rezone for 1533 Cedar Ave.		
Specific request of Council, if any (i.e., letter of support, funding):	LOG: 26-140	REFER: AGENDA: RCM 04Mar26
	FILE: 3360-20-2	ACTION: MR
File: 3360-20-2025.01 RZ Copies: Council JW/RH/SR/CD		
Requested meeting and date: March 4/26	AV equipment required: Screen/connection for PP.	
Date of application: Feb 25/26	Signature of applicant: [REDACTED]	Print name: Kristy Shambrook

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Name(s) of person(s) speaking: Peter Outridge		<b>RECEIVED</b>	
		February 26, 2026	
Organization you are representing: selves (Peter Outridge and Helene Dompierre) <b>TOWN OF COMOX</b>			
Primary purpose of Organization: local residents			Number of members: 2
Mailing address of Organization: [REDACTED]		Contact Name: Peter Outridge	
		Phone: [REDACTED]	
City: Comox	Postal Code: [REDACTED]	Email: [REDACTED]	
Subject matter: Application by Cameron Construction to Amend the OCP for 1533 Cedar Ave, Comox.			
Specific request of Council, if any (i.e., letter of support, funding):		LOG: 26-143	REFER: [REDACTED]
		FILE: 3360-20-2	ACTION: MR
		AGENDA: RCM 04Mar26	
File: 3360-20-2025.01 RZ Copies: Council JW/RH/SR/CD			
Requested meeting and date: March 4th, 2026		AV equipment required: none	
Date of application: Fef 26th, 2026	Signature of applicant: [REDACTED]		Print name: Peter Outridge

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February 26, 2026

Mayor and Council  
Town of Comox  
1809 Beaufort Ave  
Comox. BC V9M 1R9

Dear Mayor and Council Members,

Re: Comment on the 1533 Cedar Ave proposed development

*“New developments of a scale and design that don't suit the existing environment almost inevitably cause adverse impacts to surrounding properties and the overall environment.”*  
(Daniel Dompierre-Outridge, Built Heritage consultant, Artefact Heritage, Sydney Australia)

We are writing to lodge an early, and vehement, objection to the proposed OCP Amendment to allow the proposed Cameron Construction development at 1533 Cedar Ave, Comox. There are many reasons to reject this proposal.

First, large developments such as the two 4- or 5-storey, 99 unit buildings will result in overshadowing of neighbouring properties, or “looming” and cause architectural massing in the streetscape because their height far exceeds the surrounding built landscape. This proposal does not adequately account for the existing architectural environment, bringing little benefit to the area in terms of visual amenity. In this green space, and in its one-or-two-storey house neighbourhood, the multi-storey buildings’ negative impact on visual amenity will be pronounced, and near impossible to mitigate. This will have a knock-on negative effect on the relationship that people have with their built environment - which is profound.

Second, the sensitive ecological zone of Brooklyn Creek, and its Wildlife Corridor, that are in close proximity to this mass development are especially vulnerable to adverse effects during construction and subsequently from the high-density population of 200-300 people planned for the site. The risk of accidental or deliberate damage to valuable, yet fragile, ecosystems such as the Brooklyn Creek is of real concern.

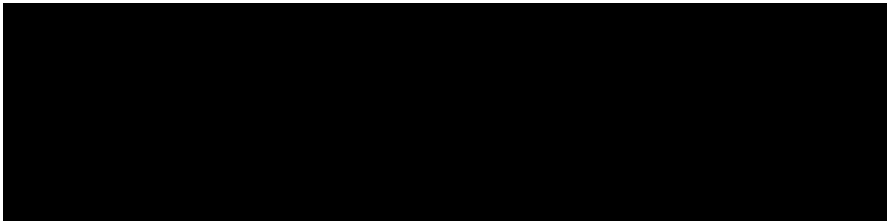
Third, this development will add pressure to existing infrastructure that is not planned to adequately accommodate it, especially the sharp increase in traffic, but also water usage, sewerage, and stormwater runoff. The increase of traffic here (minimum of 123 additional cars on a narrow dead-end road), and on busy Prichard Rd, is of particular concern to us, and to all who walk, cycle or simply want to cross Prichard Rd safely. This especially applies to kids who have to cross Prichard Rd going to and from the nearby schools.

While variances to OCP rules setting height limits, housing density, and adequate provisions of infrastructure are sometimes granted, this should only be the case where well-defined, concrete benefits of the development to the existing community far outweigh adverse impacts and losses of amenity. In the case of the 1533 Cedar Ave development, concrete benefits to the existing community have not been defined by the developer.

Benefits to the developer, however, are self-evident, and are paid out regardless of the development's impact on the community. As interested parties with little to no "buy-in" to the local community, non-resident developers are not trustworthy witnesses on whose testimony an assessment of adverse impacts can reliably be based. Councils must rely on feedback from members of the local community, who have to live with the long-term impacts – and costs - of unwise planning decisions.

We will close by saying that we are not opposed to development of this site, only to totally unsuitable proposals such as the current one. We would welcome a more suitable development on this site such as townhouses, which will fill an identified need (viz. the Housing Accelerator Fund).

Sincerely,

A large black rectangular redaction box covering the signature area.

Hélène Dompierre and Peter Outridge,  Comox, BC,   




**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday February 18, 2026**

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

**Absent:** Nil

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

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 22 members of the public in attendance.

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

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

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

*THAT the February 18, 2026, Regular Council Meeting agenda be Adopted.*

(2026.046) -- CARRIED

**3. DELEGATIONS:**

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

**Comox Valley Art Gallery**

Representatives of the Comox Valley Art Gallery highlighted its exhibitions, youth programming, reconciliation initiatives, and community impact, noting over 2,000 annual visits from Comox residents and leveraged senior government funding. The Gallery requested an increase to its annual \$5,000 Grant-in-Aid to approximately \$7,600 to reflect inflation and sustain programming.

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

**Sid Williams Theatre**

Representatives of the Sid Williams Theatre Society outlined the theatre's 25th anniversary season, high community usage, and financial performance amid rising costs. The Society requested an increase to the Town's operational grant to maintain current service levels and facility standards.

**4. ADOPTION OF MINUTES:**

**a. Regular Council Meeting Minutes**

**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.*

(2026.047) -- CARRIED

**b. Public Hearing Minutes**

**Public Hearing Minutes**

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

(2026.048) -- CARRIED

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

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

**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.*

(2026.049) -- CARRIED

**COMMITTEE RECOMMENDATIONS:**

- (1) Nautical Days Committee Membership

**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
- Roslyn Smith
- Ann Zanbilowicz

(2026.050) -- CARRIED

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

**Strategic Planning Committee Meeting**

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

(2026.051) -- CARRIED

**COMMITTEE RECOMMENDATIONS:**

- (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 and including adjusting the DCC and ACC project lists.*

(2026.052) -- CARRIED

- (2) 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.*

(2026.053) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

**6. CONSENT AGENDA:**

**a. Consent Agenda**

**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

*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

(2026.054) -- CARRIED

*That item 6. (Myrna Holman, Board President (d'Esterre Seniors' Centre Association): 2026 Grant in Aid Application) be removed from the consent agenda for discussion.*

(2026.055) -- CARRIED

**a. Consent Agenda**

**Consent Agenda**

*THAT Item 1. (Corey Webber: Anderton and Guthrie Construction Issues) be removed from the consent agenda for discussion.*

(2026.056) -- CARRIED

*THAT Item 5. (Matt Vandervoort, Docent/Manager (Comox Archives & Museum Society): 2026 Grant in Aid Application) be removed from the consent agenda for discussion.*

(2026.057) -- CARRIED

**7. UNFINISHED BUSINESS:**

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

**Comox Valley Marine Rescue Society**

*THAT Council approve a five-year extension of free moorage and hydro at the Comox Marina for Royal Canadian Marine Search and Rescue (RCMSAR) Station 60 and its two vessels.*

(2026.058) -- CARRIED

**b. Tourism Service Delivery**

**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.*

(2026.059) -- CARRIED

*[Opposed: Councillors SBlacklock CHaslett KGrant]*

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS:**

**THE MEETING RECESSED AT 6:07 PM AND RECONVENED AT 6:12 PM**

**a. Official Community Plan Bylaw No. 2054**

**Official Community Plan Bylaw**

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

(2026.060) -- CARRIED

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

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

(2026.061) -- CARRIED

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

a. Official Community Plan Bylaw No. 2054

Official Community Plan Bylaw

3. THAT Council direct Administration to establish a 90-day Design Task Force comprised of developers, architects, downtown business representatives, community members, and staff to develop clear, viable human-scale design guidelines for the downtown core;

AND FURTHER THAT the Task Force report back to Council with recommendations, including any proposed amendments to the Official Community Plan, Zoning Bylaw, or Development Permit Area guidelines, for Council's consideration.

(2026.062) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett KGrant MSwift]

b. Zoning Bylaw No. 2056

Zoning Bylaw

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

(2026.063) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

2. THAT Zoning Bylaw No. 2056 be adopted.

(2026.064) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

10. NEW BUSINESS:

a. Comox Golf Club Lease and Community Access

Golf Course Extension

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 the February 12, 2026 report from the CAO titled "Comox Golf Club Lease and Community Access", including potential space for a public town square, community garden and/or active-use park.

(2026.065) -- CARRIED

11. NOTICES OF MOTION: NIL

**12. CORRESPONDENCE:**

- a. **Heather O'Hara, Executive Director & Wylie Bystedt, Chair (BC Association of Farmers' Markets): Request for Letter of Support**

**BC Association of Farmers' Markets Support Letter**

*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.*

(2026.066) -- CARRIED

**13. LATE ITEMS: NIL**

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

- a. **Councillor Blacklock**

Councillor Blacklock reported attending the Community Justice Centre advisory circle focused on supporting racialized and systemically excluded residents.

- b. **Councillor Swift**

Councillor Swift reported attending the Justice Centre event, a tourism session at Filberg Lodge, and a Sewage Commission financial planning meeting where upcoming capital projects were discussed.

- c. **Councillor Haslett**

Councillor Haslett reported that the Nautical Days Committee is meeting next week and advised that the D'Esterre Centre is undertaking strategic planning and recruiting a new Executive Director.

- d. **Councillor Kerr**

Councillor Kerr reported attending CVRD budget meetings and a public hearing on a minor amendment to the Regional Growth Strategy.

- e. **Councillor Grant**

Councillor Grant reported attending the Regional Growth Strategy public hearing and noted upcoming discussions regarding Ryan Road upgrades related to CFB Comox expansion.

- f. **Councillor Meilleur**

Councillor Meilleur reported attending the Regional Parks and Trails Committee meeting where the annual financial plan was approved, as well as the Community Justice Centre anti-hate and anti-racism event at the Courtenay Museum. She also attended an opening at the Pearl Ellis Gallery and a performance by the Royal Winnipeg Ballet at the Sid Williams Theatre.

- g. **Mayor Minions**

Mayor Minions reported that Council received an invitation to meet with the Ministry of Transportation regarding Ryan Road improvements related to CFB Comox expansion. She also advised that she and CAO Wall toured an RCMP hub facility in North Cowichan and noted that the current local RCMP building is nearing end of life, with replacement identified as a regional priority requiring coordination and funding from all levels of government.

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

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

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 6:57 p.m.

*CARRIED*

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

---

MAYOR

---

CORPORATE OFFICER

**RECEIVED**

February 6, 2026

**TOWN OF COMOX**

LOG: 26-133	REFER:	AGENDA: RCM 04Mar26
FILE: 0220-40, 5	ACTION: MR	

File: 0220-40, 5400-12 Copies: Council  
JW/SA/CP/SR/CD

**From:** Darin Tufts [REDACTED]  
**Sent:** February 6, 2026 11:23 AM  
**To:** council <council@comox.ca>  
**Subject:** Fwd: 100th Anniversary of the Legion

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

Good day,

As per Kiley Graham's request,

I am forwarding this mail to you for approval and logistics requirements to have a cross walk painted red and white with the logo "Lest We Forget".  
For 100th Anniversary of the legion.

Regards  
Darin Tufts CD ret'd  
[REDACTED]

----- Forwarded message -----

**From:** Darin Tufts [REDACTED]  
**Date:** Fri, Feb 6, 2026, 11:18 a.m.  
**Subject:** Re: 100th Anniversary of the Legion  
**To:** Town of Comox - Public Works <[publicworks@comox.ca](mailto:publicworks@comox.ca)>

Thank you for your help!

On Fri, Feb 6, 2026, 10:11 a.m. Town of Comox - Public Works <[publicworks@comox.ca](mailto:publicworks@comox.ca)> wrote:

Hello Darin,

Please enquire directly with the Town of Comox Council by email to [council@comox.ca](mailto:council@comox.ca).

Take care,



**Kiley Graham**

Clerk II, Public Works Department

Town of Comox

[1390 Guthrie Road, Comox, BC V9N 0A5](#)

P 250-339-5410

E [publicworks@comox.ca](mailto:publicworks@comox.ca)

[Comox.ca](#)

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

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

---

**From:** Darin Tufts [REDACTED]  
**Sent:** February 5, 2026 12:59 PM  
**To:** Town of Comox - Public Works <[publicworks@comox.ca](mailto:publicworks@comox.ca)>  
**Subject:** 100th Anniversary of the Legion

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

---

Good day,

Darin Tufts here with the Courtenay Legion.

I am inquiring as to the logistics required for having crosswalks painted red and white with a logo for the Legion "Lest We Forget:" to be constructed in place prior to the 17th of July 2026, (100th Anniversary).

The sidewalk in mention would be on Comox Ave adjacent to the Legion in Comox.

I will be soliciting the other communities in the area, Cumberland and Comox.

For your consideration and advisement

Regards

Darin Tufts

[REDACTED]

[REDACTED]

## Town of Comox – Administration

---

**From:** Darin Tufts [REDACTED]  
**Sent:** February 13, 2026 2:17 PM  
**To:** Town of Comox – Administration  
**Subject:** Re: 100th Anniversary of the Legion

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

---

Good day,

For the civic address of the 100th logo, for the walk of "Lest We Forget "

[REDACTED]  
Comox, BC

Regards  
Darin Tufts

On Fri, Feb 13, 2026, 9:57 a.m. Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)> wrote:

Good Morning Darin,

I am following up on my email below. If you would like to request that Mayor and Council discuss this at a Council Meeting, we just need a civic address to include with the correspondence.

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

Kind Regards,

**David Somerville**  
Clerk II – Corporate Services

**RECEIVED**

February 18, 2026

File: 0440-60 Comox

**TOWN OF COMOX**

February 18, 2026

Sent via email only: [nminions@comox.ca](mailto:nminions@comox.ca)  
[cdallamore@comox.ca](mailto:cdallamore@comox.ca)

Mayor Nicole Minions  
Town of Comox  
1809 Beaufort Avenue, Comox, B.C. V9M 1R9

LOG: 26-136	REFER:	AGENDA: RCM 04Mar26
FILE: 0114-20-9	ACTION: File	

Dear Mayor Minions:

File: 0114-20-999, 0400-60

Copies: Council  
JW/EH/SR/CD

**Re: Water Use Analysis and Upcoming Decision Impacts**

I am writing in response to your letter, dated February 5, 2026, in which you requested information regarding industrial and commercial water use, residential water use trends, and upcoming major decisions.

The Comox Valley Water Committee governs the Comox Valley Water Supply System Service (the 'Service'), which provides bulk water to the City of Courtenay, the Town of Comox, and several CVRD local service areas for redistribution within their own water systems. As a bulk water provider, the Service does not provide water directly to individual residential, commercial, and industrial customers. As a result, the CVRD does not have detailed, region-wide information on water consumption by different user groups, as this information is held individually by the participating jurisdictions.

While the CVRD collaborates closely with our municipal and electoral area water distribution partners in the delivery of the Service, and the CVRD does collect certain data for its electoral area water services, detailed water usage by user groups, as well as individual distribution infrastructure influences (e.g., leakage), are not shared systematically to enable such reporting.

As per Bylaw No. 1783, voting entitlements at the Water Committee are based on bulk water volumes delivered to each jurisdiction. While this longstanding methodology may appear at face value to be antithetical to conservation efforts, its structure ultimately reflects the nature of our bulk water service to local jurisdictions, not individual properties, as well as the common principle within regional districts' service arrangements that participants who provide greater financial contribution should have greater control over the service.

*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.*

The Service has several significant initiatives ahead, including consideration of the Water Master Plan, agreements related to the Water Extension South Project, and several other capital upgrades that are critical to the continued growth, resiliency, and renewal of the regional system. All decisions at the Committee are made utilizing the voting structure described above and outlined in the previous correspondence to the Town.

Acknowledging that we can not fulfill all your information requests, I have asked that staff bring this correspondence to our staff-based Water Management Advisory Committee, which meets regularly to collaborate on the technical analysis and interjurisdictional operational topics for the Comox Valley Water Supply System.

Sincerely,

***W. Morin***

Wendy Morin, Chair  
Comox Valley Water Committee

cc: Comox Valley Water Committee members



MEMORANDUM NOTE DE SERVICE

**RECEIVED**

February 25, 2026

**TOWN OF COMOX**

To  
À

His Worship Mayor Bob Wells  
 City of Courtenay  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7

Via Email: [mayor@courtenay.ca]

From  
De

Chief Superintendent Bruce Singer  
 District Commander, Vancouver Island District  
 E Division, BC RCMP  
 2881 Nanaimo Street  
 Victoria, BC, V8T 4Z8

LOG: 26-142	REFER:	AGENDA: RCM 04Mar26
FILE: 7400-01	ACTION: File	

Security Classification - Classification de Protected A	
Our File - Notre référence	
Votre référence	
Date 2026-02-24	Diary Date - Date d'agenda

File: 0400-60, 7400-01 Copies: Council, JW/EH/RH/SR/CD

**Re: Next Steps for Advancing the Comox Valley RCMP Detachment New-Build Initiative**

Your Worship,

Thank you for our conversation this past Friday, following your call to the Commanding Officer of E Division, BC RCMP, regarding the Comox Valley RCMP Detachment new-build project. I appreciate you taking the time to raise this matter with both the Commanding Officer and myself. As we discussed, there are several complexities associated with this file, and I would like to acknowledge the continued patience demonstrated by all municipal stakeholders. As you noted, this initiative has been a priority for all partner municipalities since 2022.

You also emphasized that the next steps have not been entirely clear, and as committed, I sought clarity regarding the appropriate governance path and the actions required to move forward. It appears that some earlier efforts by your previous commander may not have aligned with the standard governance model, as certain discussions seem to have progressed without all required authorities or stakeholders formally engaged. Establishing the proper structure now will ensure the project proceeds on a coordinated, inclusive, and well-supported footing.

Following internal consultation on capital governance processes, I would like to outline the recommended next steps to ensure the project advances in a structured, transparent, and sustainable manner.

**First**, the process must be municipally led. The standard and most effective approach is for the municipalities to establish a formal working group composed of key local government representatives—typically the Mayor, CAO, and leads from finance and infrastructure—with RCMP participation in an advisory capacity.

**Second**, once convened, the working group should retain a qualified consultant to complete the foundational planning work, including:

- Developing a high-level space program informed by current and projected policing establishment;

- Identifying functional requirements for municipal policing, provincial service delivery, district resources, and, where applicable, OCC considerations;
- Preparing a preliminary, high-level cost estimate in current dollars; and
- Outlining configuration and site options for municipal consideration.

It is important to underscore that the BC RCMP does not hold sole decision-making authority regarding accommodations. Similarly, a municipality or Detachment Commander cannot provide a financial commitment that guarantees space for federal or provincial personnel. These authorities rest with the Provincial Minister responsible for the Policing and Security Branch (PSB) and the Government of Canada, and formal approvals are required before any commitments can be made.

To support this process, staff from the Operational Support Branch (OSB) and Project and Program Management (PPM) have offered to meet with municipal representatives to help guide the initial stages and address any questions. Inspector Mercer has also offered to serve as the primary point of contact and will coordinate responses from the relevant subject-matter experts.

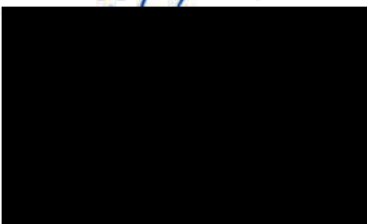
**Third**, upon completion of the preliminary planning work, the proposal would return to the RCMP Operational Support Branch and Capital Management for validation of establishment assumptions, infrastructure standards, and calculation of any applicable provincial pro-rata share.

**Fourth**, once validated, viable options may proceed through the required governance channels, including the RCMP Steering Committee and provincial review processes.

**Finally**, when the intention to proceed with a new detachment is formally established, the E Division Operations Development Unit (ODU) will engage with the municipality and assign a project lead to help educate, guide, and monitor the approval process. Several additional steps and complexities follow, which can be discussed in detail at the appropriate stage.

This structured pathway reflects the successful approach used by other municipalities undertaking major policing infrastructure projects and ensures clarity regarding roles, financial responsibilities, and long-term planning well before formal approvals are sought.

Inspector Scott Mercer and the Vancouver Island District remain fully committed to working collaboratively with the City as this initiative progresses and are available to support the municipal working group in any advisory capacity required.



Chief Superintendent  
Island District Commander, BC RCMP

CC: Town of Comox – Mayor and Council  
Village of Cumberland – Mayor and Council  
K’omoks First Nation – Chief and Council  
Comox Valley Regional District – Board

Deputy Commissioner Dwayne McDonald – Commanding Officer, BC RCMP  
Assistant Commissioner John Brewer – Criminal Operations Officer  
Superintendent Chris Bear – Island District Assistant District Officer  
Inspector Kale Pauls – Operations Strategy Branch  
Inspector Scott Mercer – Comox Valley Detachment Commander

**Town of Comox – Administration**

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**From:** Megan Ardyche [REDACTED]  
**Sent:** February 19, 2026 9:23 PM  
**Subject:** Invitation to film and discussion regarding logging in watersheds  
**Attachments:** The Hidden Impacts of Clear-cut Logging in Our Watershed poster.pdf

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

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Hello,

[Save Our Forests Team - Comox Valley](#) (SOFT-CV) would like to invite you to attend a screening of the film "Trouble in the Headwaters" and presentations by six experts on impacts of clear-cut logging in watersheds with a focus on our local watersheds. There will be a Q&A afterwards.

This is a very timely event, given the flooding we had in the Comox Valley so recently. We do hope you can attend.

The event is on March 11, 2026, at the Stan Hagen Theatre in Courtenay. Doors open at 6:30; the event starts at 7:00 and hopefully will end by 9:15. Entry is by donation, so we expect quite a lot of people. It's best to arrive early.

Thank you.

Megan Ardyche, for  
SOFT-CV

**RECEIVED**

February 19, 2026

**TOWN OF COMOX**

LOG: 26-144	REFER:	AGENDA: RCM 04Mar26
FILE: 0220-30	ACTION: MR	

Copies: Council  
JW/SR/CD

*I respectfully acknowledge that the land on which I live, play and work is the unceded territory of the people who are today called the K'ómoks First Nation, consisting of the Pentlatch, E'iksan (eye-ick-sun), Sasitla (sa-seet-la), Xa'xe (ha-hey) and Sathloot (sath-loot) peoples.*

Photo by TJ Watt

# THE HIDDEN IMPACTS OF CLEAR-CUT LOGGING IN OUR WATERSHED

## FILM PRESENTATION AND DISCUSSION

### TROUBLE IN THE HEADWATERS

A film by Daniel J. Pierce

This eye-opening film exposes the links between industrial clear-cutting and the growing risk of flooding, landslides and drought across British Columbia.

### EXPERT PRESENTATIONS

Six experts offer insights into how clear-cutting in our local watershed affects:

- forestry (past and present)
- fresh water
- birds
- ecosystems
- fisheries

### Q&A SESSION

**WEDNESDAY, MARCH 11, 2026**

**7:00 - 9:15 PM (Doors open at 6:30)**

**STAN HAGEN THEATRE, NORTH ISLAND COLLEGE**

**ENTRY BY DONATION**

Presented by Save Our Forests Team - Comox Valley (SOFT-CV)  
[www.SaveOurForestsTeamComoxValley.org](http://www.SaveOurForestsTeamComoxValley.org)

Office of the Chair

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



**RECEIVED**

File: 6470-20/Comox

February 25, 2026

February 25, 2026

**TOWN OF COMOX**

Sent via email only: [town@comox.ca](mailto:town@comox.ca)

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

LOG: 26-148	REFER:	AGENDA: RCM 04Mar26
FILE: 0400-60-C	ACTION: MR	

File: 0400-60-CVRD, 6480-20, 6960-20

Copies: Council

Dear Mayor and Council: JW/RH/SR/CD

**Re: Town of Comox Official Community Plan and Zoning Bylaw Referral -  
Acceptance of the Regional Context Statement**

---

Thank you for referring proposed Town of Comox Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and proposed Bylaw No. 2056, "Zoning Bylaw No. 2056," to the Comox Valley Regional District (CVRD) for referral review, including Board acceptance of the Regional Context Statement under section 448 of the Local Government Act.

At its meeting on February 24, 2026, the CVRD Board accepted the Regional Context Statement in Appendix A of Bylaw No. 2054, as required by Section 448(2) of the *Local Government Act*. Acceptance confirms that the statement identifies the relationship between the Official Community Plan and matters addressed in the Comox Valley Regional Growth Strategy (RGS), and that regional alignment is supportable.

The resolution is:

THAT the Board forward the letter with staff's comments attached as Appendix A of the staff report dated February 19, 2026, to the Town of Comox regarding Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and Bylaw No. 2056, "Zoning Bylaw No. 2056";

AND FINALLY THAT the Board accept the Regional Context Statement contained in Appendix A of Bylaw No. 2054 as required under section 448(2) of the *Local Government Act* (RSBC 2015, c.1).

*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.*

This letter contains a general overview; the link to the staff report contains CVRD analysis and comments, including a consolidated accounting of comments in Schedules A and B.

### **Official Community Plan and Regional Context Statement**

Schedule A summarizes the CVRD staff analysis of the Regional Context Statement and the proposed Official Community Plan in relation to the Regional Growth Strategy and consolidates implementation coordination items identified by CVRD departments.

Schedule A identifies two focused refinements that the CVRD feels would strengthen long-term regional consistency. First, confirm coordination with the CVRD on floodplain mapping and flood construction levels, including sea level rise and storm surge assumptions. Second, where future boundary expansion is contemplated, explicitly reference the Regional Growth Strategy Settlement Expansion Area framework and confirm coordination expectations to maintain growth management intent and map designations.

Schedule A also identifies practical coordination topics intended to reduce shared servicing risk and support regional outcomes. These include growth management and housing delivery, hazard and climate resilience, transportation and active mobility, infrastructure and watershed management, solid waste management and waste diversion, and regional parks and community services.

In particular, Schedule A highlights the role of parks and open space in advancing Regional Growth Strategy Goal 2 by protecting ecosystems and ecological connectivity, strengthening interjurisdictional trail connections, and aligning urban forest and shade canopy policies with climate adaptation and emergency preparedness objectives. Together, these items focus on implementation clarity and ongoing intergovernmental coordination rather than changes to the overall policy direction of the Plan.

### **Zoning Bylaw**

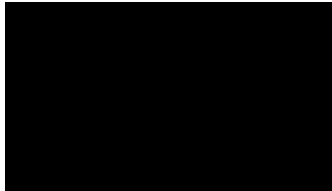
Schedule B summarizes CVRD staff comments related to the proposed Zoning Bylaw.

While the CVRD does not have jurisdiction over municipal zoning decisions, Schedule B identifies areas where zoning provisions intersect with regional interests and may have broader implications. These include rainwater management within shared watersheds, solid waste and recycling definitions that affect diversion capacity, permissions for community and recreation facilities that support regional service delivery, and the absence of zoning-based conservation or flood overlay tools that restrict use or density in environmentally sensitive or coastal flood-prone areas.

The comments are intended to support implementation clarity and ongoing coordination where zoning interfaces with shared infrastructure, environmental systems, hazard management, and regional services.

The CVRD looks forward to continued collaboration with the Town of Comox as the bylaws proceed toward adoption.

Sincerely,



Will Cole-Hamilton  
Chair

Enclosure

cc: Jordan Wall, CAO of Town of Comox  
Randy Houle, Director of Development Services of Town of Comox  
Aaron Penner, Urban Systems

**DATE:** February 19, 2026**FILE:** 6470-20**TO:** Chair and Directors  
Regional District BoardSupported by James Warren  
Chief Administrative Officer**FROM:** James Warren  
Chief Administrative Officer**J. Warren****RE: Comox Official Community Plan and Zoning Bylaw Referral; and  
Acceptance of Regional Context Statement**

---

**Purpose**

To provide the Board with staff's comments on Town of Comox Bylaw No. 2054 (Town of Comox Official Community Plan Bylaw) and Bylaw No. 2056 (Town of Comox Zoning Bylaw), and to seek Board acceptance of the Regional Context Statement (RCS) in relation to the Comox Valley Regional Growth Strategy (RGS).

**Recommendations from the Chief Administrative Officer:**

THAT the Board forward the letter with staff's comments attached as Appendix A of the staff report dated February 19, 2026 to the Town of Comox regarding Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and Bylaw No. 2056, "Zoning Bylaw No. 2056";

AND FINALLY THAT the Board accept the Regional Context Statement contained in Appendix A of Bylaw No. 2054 as required under Section 448(2) of the *Local Government Act* (RSBC 2015, c.1).

**Executive Summary**

- The Town of Comox has referred proposed Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and proposed Bylaw No. 2056, "Zoning Bylaw No. 2056," to the Comox Valley Regional District (CVRD) for referral review, including CVRD Board acceptance of the Regional Context Statement (RCS) under section 448 of the *Local Government Act* (LGA).
- The Board decision must consider whether the proposed RCS aligns with the Regional Growth Strategy (RGS), including whether it appropriately addresses the relationship between the Town's Official Community Plan (OCP) and the RGS, and whether any provisions warrant objection.
- Schedule A (RCS and OCP Analysis) concludes that the RCS and OCP are generally aligned with the RGS. The RCS includes a reference table and describes how growth is accommodated within the existing Urban Containment

Boundary through nodes and corridors.

- CVRD staff offer the following two suggestions to support and strengthen regional consistency over time: confirm coordination with the CVRD on floodplain mapping and flood construction levels, including sea level rise and storm surge assumptions; and, where future boundary expansion is contemplated, explicitly reference the RGS Settlement Expansion Area framework (instead of just section numbers) and related coordination expectations.
- Schedule B (Zoning Bylaw Analysis) does not comment on alignment given that the CVRD does not have jurisdiction over land-use decisions within the Town but offers considerations with respect to public transit and active transportation, community recreation, rainwater management, and solid waste insofar as they relate to potential regional impacts.
- Schedules A and B also consolidate departmental feedback on regional coordination matters (transit, parks and trails, engineering servicing, community services, emergency management, food systems, solid waste management and environmental stewardship). These are framed as practical coordination items.

Prepared by:	Concurrence:	Concurrence:
<b><i>B. Chow</i></b>	<b><i>R. Holme</i></b>	<b><i>A. Mullaly</i></b>
Brian Chow Planner II – Long Range	Robyn Holme Manager of Long Range Planning and Sustainability	Alana Mullaly General Manager of Planning and Development Services

**Government and Community Interests Distribution (Upon Agenda Publication)**

Town of Comox	✓
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**Background/Current Situation**

The Comox Valley RGS applies to the Town of Comox. Under Division 5 of the LGA, a municipal OCP must include an RCS that is accepted by the regional district board. Section 448 of the LGA requires the Board to respond by resolution within 120 days after receipt (i.e., February 5, 2026), indicating whether it accepts the proposed RCS, and if it refuses, identifying the provisions objected to and reasons.

The Town of Comox has referred its OCP and Zoning Bylaw for referral review, including the proposed RCS for Board acceptance.

RCS Acceptance

The RCS is required to identify the relationship between the OCP and the matters

addressed in the RGS and must be consistent with the rest of the OCP.

Based on the referral materials, the proposed RCS provides an explicit relationship between the Town’s OCP direction and RGS matters and establishes a basis for ongoing alignment. Acceptance is therefore supportable.

OCP Regional Alignment

Schedule A (RCS and OCP Analysis) identifies broad alignment between the RCS, the OCP, and the RGS. The RCS addresses the statutory requirement to demonstrate consistency with the RGS, including a table linking OCP sections, policies, and actions to each of the eight RGS goals, and it describes how growth is intended to be accommodated within the urban containment boundary (UCB).

Schedule A identifies two focused areas where regional alignment could be strengthened. First, CVRD staff suggest the OCP should confirm coordination with the CVRD on floodplain mapping and floodplain management, including climate change projections, sea level rise, and storm surge assumptions, to ensure consistent application of development controls within floodplain and coastal areas in accordance with RGS Supporting Policy 8F-5. Second, where future municipal boundary expansion is contemplated, the RCS should explicitly reference the RGS Settlement Expansion Area growth management framework, rather than relying solely on citations to Growth Management Policies 1E-1 to 1E-5 and confirm coordinated planning expectations to maintain RGS growth management intent and associated map designations over time.

OCP Regional Interests

The items below identify broad areas requiring ongoing regional coordination. Detailed analysis and suggested refinements are provided in Schedule A.

- Growth management and housing delivery. Confirm that planned growth and housing forms can be delivered within the UCB through credible enabling conditions, including infrastructure readiness, servicing capacity, phasing, and a realistic delivery pathway.
- Hazard and climate resilience. Confirm shared assumptions for floodplain mapping and flood construction levels, including sea level rise and storm surge, particularly where watersheds and receiving environments cross municipal boundaries.
- Transportation, transit, and active transportation. Coordinate land use intensity with transit service planning and supporting infrastructure and clarify cross-jurisdiction active transportation connections with BC Transit, the CVRD, and

adjacent municipalities.

- Infrastructure, watershed, and servicing coordination. Strengthen clarity and consistency for stormwater and rainwater management requirements, including the role of Development Permit Areas, exemptions, and the potential for watershed-based runoff targets to reduce uncertainty and implementation risk.
- Solid waste management and waste diversion. Maintain alignment with the regional Solid Waste Management Plan by clarifying how waste diversion and recycling activities are supported through land use policy, development design, and Development Permit Area guidelines. This includes anticipating future regional or provincial organic waste disposal requirements, ensuring functional space for multi-stream waste separation in new development, and supporting neighbourhood-scale diversion facilities where appropriate.
- Regional parks, community services, and emergency management. Strengthen alignment with RGS Goal 2 by clarifying the role of parks in protecting ecosystems and ecological connectivity, including acquisition priorities for sensitive streams and natural areas. Confirm coordination with the CVRD and City of Courtenay on cross-boundary trail connections and active transportation links. Align urban forest and shade canopy policies with climate adaptation, cooling centre expectations, and streamlined emergency management and wildfire preparedness and response tools.

#### Zoning Bylaw Analysis and Comments

A consolidated summary of departmental comments is provided in Schedule B – “Zoning Bylaw Analysis and Comments”. While the CVRD does not have jurisdiction over municipal zoning decisions, the comments highlight areas where zoning intersects with regional interests, including rainwater management, solid waste, transit and active transportation, and community services. In summary:

- Rainwater Management: Amendments increasing permitted impervious surface area in the RM-2, E-3, and R-LL zones, particularly within the Lazo Marsh watershed, may increase runoff volumes. Clear mitigation through the NE Comox Development Permit Area and related servicing requirements will be important, especially where watershed impacts extend beyond municipal boundaries.
- Solid Waste: Public engagement through the Solid Waste Management Plan update indicates strong interest in improved recycling depot capacity. Comox Strathcona Waste Management (CSWM) supports the updated “Recycling

Facility” definition and recommends referencing the Recycling Regulation to ensure alignment with provincial stewardship programs and regional diversion targets.

- **Community Services and Recreation:** Community Services and Recreation: The bylaw provides zoning pathways for community and recreation facilities within civic, mixed-use, and parks zones, supporting coordinated regional service delivery where servicing capacity exists. The bylaw does not establish conservation-style zones or flood-related overlay zones that restrict use or density in ecologically sensitive or coastal flood-prone areas, and corridor protection for future trails is not addressed through zoning designations.
- **Public Transit and Active Transportation:** Higher-density zoning should align with established transit corridors and active transportation networks. While generally reflected in the OCP Future Land Use map, some inconsistencies with the Zoning map warrant clarification to support long-term land use and mobility coordination.

To conclude, acceptance of the proposed RCS is supportable under the LGA. The attached Board letter, and Schedules A and B document recommended coordination items that can be addressed through implementation, refinements prior to adoption where feasible, and ongoing intergovernmental work.

**Options**

1. Accept the proposed RCS and send the attached Board letter with consolidated comments and proposed coordination items.
2. Refuse to accept the proposed RCS and initiate the statutory dispute resolution pathway. This option is not recommended because the identified issues are best addressed through refinements, implementation coordination, or future updates rather than through a refusal and settlement process.

Option 1 is recommended.

**Financial Factors**

Preparation of this report and analysis has been completed within Service 512 (RGS). Acceptance of the RCS and transmittal of the Board letter have no direct financial implications and do not commit the CVRD to capital works or service expansions. Implementation coordination items may have future staff resource implications depending on intergovernmental decisions and sequencing, and can be managed through work planning and annual budgeting processes.

Strategic Considerations - Strategic Drivers							
Fiscal Responsibility		Climate Crisis and Environmental Stewardship and Protection	✓	Community Partnerships	✓	Indigenous Relations	Accessibility, Diversity, Equity and Inclusion

- Climate Crisis and Environmental Stewardship and Protection: The referral response focuses on alignment between the Town’s land use direction and implementable tools that reduce long-term climate and hazard risk, protect sensitive ecosystems, and support compact growth patterns that reduce infrastructure and emissions impacts. Schedule A identifies targeted coordination items to strengthen consistency of flood risk, stormwater, and environmental management assumptions.
- Community Partnerships: The report supports a constructive intergovernmental relationship by confirming RCS acceptance and identifying practical, shared-risk reduction items for implementation. The intent is to support alignment over time through coordination.

Strategic Considerations - Regional Growth Strategy Goals							
Housing	✓	Ecosystems, Natural Areas and Parks	✓	Local economic development	✓	Transportation	✓
Infrastructure	✓	Food Systems	✓	Public Health and Safety	✓	Climate Change	✓

This referral response supports the eight RGS goals by recommending acceptance of the RCS and by identifying practical implementation coordination items.

Schedules A and B summarise alignment considerations across housing, ecosystems and parks, economic development, transportation, infrastructure, food systems, public health and safety, and climate change.

**Intergovernmental Factors**

The Town of Comox is a member municipality of the CVRD and is subject to the Comox Valley RGS. The LGA requires the Town’s OCP to include a RCS and requires CVRD Board acceptance by resolution within the statutory timeframe. This report and the associated Board letter document the CVRD’s acceptance decision and identify coordination items intended to reduce future implementation risk and support shared regional outcomes. CVRD departments with responsibilities for regional services and regional interests were circulated for input to inform the consolidated comments in Schedules A and B, including where Town land use direction interfaces with regional infrastructure, mobility, environmental

stewardship, and emergency management considerations. Where intergovernmental coordination is required with provincial or federal agencies, or with service partners, those items are identified as implementation coordination matters rather than conditions of RCS acceptance.

CVRD staff have been working with Town of Comox staff through the referral process and reviewed a preliminary draft of the Town’s RCS prior to formal referral. This early review was intended to provide guidance on the level of detail required and to identify any significant issues at the outset.

**Citizen/Public Relations**

The Town of Comox is leading public communications and engagement for the OCP and Zoning Bylaw update, including the statutory public hearing process. The CVRD’s role is limited to RCS acceptance and regional alignment considerations under the RGS. No separate CVRD communications plan is required for this item beyond standard Board agenda publication and the transmittal of the Board letter, which together provide transparency to residents and interested parties regarding the regional decision and the basis for the referral comments.

- Attachments:        Schedule A – RCS and OCP Analysis and Comments  
                              Schedule B – Zoning Bylaw Analysis and Comments
- Appendix A – Draft Letter to Comox

**Schedule A  
Detailed Analysis and Consolidated Comments  
Town of Comox OCP**

**Statutory Regional Context Statement Considerations**

The Board decision is whether the proposed RCS identifies the relationship between the Town’s OCP and RGS matters, and whether any provisions create misalignment requiring objection.

General Areas of Alignment

The analysis identifies several broad areas where the RCS and the OCP are aligned with the RGS. The RCS explicitly addresses the LGA requirement to demonstrate consistency with the RGS, including a table linking OCP sections, policies, and actions to each of the eight RGS goals. The RCS also describes how growth is intended to be accommodated within the Town’s Urban Containment Boundary (UCB), with intensification framed through nodes and corridors in support of complete community outcomes.

General Suggested Areas for Improvement

The analysis identifies two focused areas where regional alignment could be strengthened.

First, the OCP should explicitly confirm coordination with the CVRD on floodplain mapping and floodplain management, including shared assumptions for sea level rise, storm surge, and flood construction levels. Clear confirmation of these assumptions would support consistent application of development controls within floodplain and coastal areas and strengthen alignment with RGS hazard and climate adaptation objectives, including Supporting Policy 8F-5.

Second, where future municipal boundary expansion is contemplated, the RCS should explicitly reference the RGS Settlement Expansion Area growth management framework rather than relying solely on citations to Growth Management Policies 1E-1 to 1E-5. The RCS should also confirm coordinated planning expectations to ensure that any future expansion maintains RGS growth management intent and associated map designations.

<b>RGS Goal</b>	<b>RGS Intent</b>	<b>RCS Assessment</b>	<b>Suggested Areas for Improvement</b>
<b>Goal 1:</b>	Direct most new	The RCS demonstrates that the OCP	

<b>Housing</b>	housing to core settlement areas and support a diversity of housing types.	identifies five- and twenty-year housing needs and directs growth within the existing Urban Containment Boundary. Housing diversity, including rental and supportive housing, is addressed through land use designations and policy direction.	
<b>Goal 2: Ecosystems, Natural Areas and Parks</b>	Protect and enhance ecological systems and connections.	The RCS links OCP policies on parks, trails, urban forest, and Development Permit Areas to ecosystem protection and restoration.	
<b>Goal 3: Local Economic Development</b>	Support a resilient and sustainable regional economy.	The RCS reflects OCP support for partnerships, major employers, tourism, and collaboration with K'ómoks First Nation. It includes advocacy for a Regional Employment Lands analysis.	
<b>Goal 4: Transportation</b>	Develop an efficient, accessible, multi-modal transportation network.	The RCS commits to partnership-based transportation planning, a Transportation Master Plan aligned with growth, and collaboration on active transportation and transit.	
<b>Goal 5: Infrastructure</b>	Provide cost-effective, coordinated, and environmentally responsible infrastructure.	The RCS confirms coordination of land use with servicing capacity, lifecycle costs, and phased infrastructure planning. Servicing expansion is framed as analysis-driven and borne by benefitting development.	
<b>Goal 6: Food Systems</b>	Protect agricultural and aquaculture capacity and support local food systems.	The RCS protects ALR lands, requires edge planning buffers, and links ecosystem and rainwater management policies to agricultural viability and downstream water quality.	
<b>Goal 7: Public Health and Safety</b>	Enhance community health, safety, and well-being.	The RCS links complete communities, active transportation, ecosystem protection, and community services to health outcomes.	
<b>Goal 8: Climate Change</b>	Mitigate and adapt to climate change impacts.	The RCS links the OCP climate action and adaptation direction to the RGS climate goal, including emissions reduction, adaptation planning, and urban forest management.	Add a statement confirming coordination with the CVRD on floodplain mapping and flood construction levels, including

<b>Growth Management Policies</b>	Direct growth to serviced settlement areas and manage expansion in a coordinated manner.	The RCS states that housing needs can be accommodated without boundary expansion and that growth is directed within existing settlement areas, consistent with RGS targets.	sea level rise and storm surge assumptions, consistent with the RGS.  Where future boundary expansion is contemplated, the RCS implicitly references the RGS Settlement Expansion Area framework but should state this more explicitly and confirm coordination with the CVRD to maintain RGS growth management intent and map designations.
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Here are additional comments based on CVRD departments and regional interests:

**Transit Services**

Observed in the Proposed OCP

- Policies 2.11 and 2.30–2.34 establish coordination with BC Transit and the CVRD on transit service planning, land needs for stops, and implementation of the Transit Future Plan.
- The OCP identifies Route 1 (Guthrie–Anderton) as a frequent transit corridor and aligns growth areas to support transit investment.
- Policy 2.39 proposes a Sustainable Transportation Policy linking parking reductions to mode-shift measures.

Suggested Areas for Improvement

- Add a single, explicit policy confirming ongoing collaboration with BC Transit and the CVRD on transit service planning, infrastructure investment, and phasing, aligned with RGS transportation objectives.
- Explicitly reference the BC Transit Transit Future Plan and Transit Future Action

Plan as regional frameworks guiding land use, density, and infrastructure decisions.

- Clarify how land use intensification, parking reductions, and transportation demand management measures align with existing and planned transit service levels to support efficient regional investment.
- Within the Sustainable Transportation Policy, include space needs for shared mobility (taxi, ride-hailing, car share, micro-mobility) to avoid parking reductions without viable alternatives.
- Identify existing pass-based programs (for example ProPASS, EcoPass) and clarify local implementation pathways through major employers, institutions, and parking management.
- Incorporate and respond to BC Transit referral comments (September 2025) once received, confirming how service, stop locations, and network planning have been addressed.

## **Community Parks**

### Observed in the Proposed OCP

- The OCP positions Town parks and trails as complementary to the regional system and references the CVRD Active Transportation Network Plan.
- Policies support regional trail continuity, acquisition of regionally significant lands by the CVRD, and collaboration on safe routes to school with School District 71 and the CVRD.
- The OCP recognizes the multifunctional role of parks in climate adaptation, stormwater management, and urban forest resilience.

### Suggested Areas for Improvement

#### Ecosystem Protection and RGS Goal 2 Alignment

- Add an explicit objective within Section 4 confirming that parks and open space planning contributes to protection of ecosystems, ecological connectivity, and biodiversity, consistent with RGS Goal 2.
- Strengthen park acquisition priorities to target ecologically sensitive areas, including streams, wetlands, riparian corridors, and mature or old growth forest stands within the Urban Containment Boundary.
- Strengthen tree retention policies by replacing “encourage retention where feasible” with “require retention where feasible,” subject to safety and servicing constraints.
- Consider incorporating air quality improvement and urban heat island

reduction as explicit objectives within parks and urban forest policy.

#### Climate Adaptation and Hazard Interface

- In Section 7 Environment and Climate Action, consider an objective discouraging development within the coastal floodplain where alternatives exist, reinforcing RGS climate adaptation intent.
- Explicitly link urban forest retention and shade canopy expansion to climate resilience and GHG reduction objectives.

#### Interjurisdictional Connectivity and Transportation Integration

- Expand active transportation policies to explicitly commit to coordination with the CVRD and the City of Courtenay on cross-boundary trail and cycling connections, including corridors such as Back Road and Knight Road.
- Complement safe routes to school programs with area-based infrastructure commitments around each school to strengthen implementation clarity.
- Add a policy confirming collaboration with the CVRD on implementation of the regional Active Transportation Network Plan, consistent with RGS Goals 4 and 8.
- In active transportation policies, explicitly name the CVRD and the City of Courtenay alongside the Ministry of Transportation and Transit to reinforce interjurisdictional connectivity.

#### Regional Parks and Strategic Frameworks

- Add a clear policy committing to ongoing collaboration with the CVRD on Regional Parks and Trails planning, development, acquisition, and interface management.
- Reference the CVRD Regional Parks and Trails Strategic Plan (2024) and the Rural Comox Valley Parks and Greenways Strategic Plan (2011–2030) as coordinating frameworks.
- Expand Policy 4.26 to recognize acquisition, stewardship, ecological restoration, partnerships, and trail or greenway connections as tools to protect regionally significant lands.

#### Development Permit Areas

- Consider clarifying that Town-led ecological restoration, stream enhancement, boardwalk construction, habitat enhancement, and similar conservation works may be exempt from Sensitive Ecosystems and Riparian Ecosystems DPA requirements, where such works are undertaken for protection or restoration purposes.

### Reconciliation and Cultural Values

- Include policy language within Section 4 confirming that park planning and management will consider protection of Indigenous cultural values, landscapes, and traditional use areas, in collaboration with K'ómoks First Nation.

### Mapping and Implementation

- Refine the Active Transportation Network map to clearly show intended cross-jurisdiction connections, including Back Road–MacDonald Road, Hudson–Knight, Hector–Anderton, Idiens–Dryden–Hudson–Pritchard, and the Lazo Road link between Kye Bay Road and Point Holmes.

This set of refinements would more clearly demonstrate alignment with RGS Goals 2, 4, and 8, strengthen ecological protection outcomes, and reinforce the Town's regional coordination commitments without altering the core structure of the proposed OCP.

### **Engineering Services**

#### Observed in the Proposed OCP

- Section 5 addresses water, wastewater, stormwater, and servicing capacity to support growth.
- Stormwater policies require on-site controls to limit runoff to pre-development conditions and recognise cumulative infrastructure impacts.
- Development Permit Areas are used to manage rainwater and watershed impacts in sensitive areas.

#### Suggested Areas for Improvement

- Align language across Section 5, Policy 5.9, and DPA guidelines to clearly indicate whether runoff controls are mandatory, using consistent terminology.
- Update Objective 5(C) to explicitly reference climate change, including infiltration and inflow risks, higher-intensity precipitation, and long-term system resilience.
- Clarify how cumulative hydrologic and servicing impacts will be assessed over time, including the role of DPAs versus site-by-site mitigation.
- Add an action to advance stormwater guidelines and watershed-based runoff targets to support consistent application and reduce review uncertainty.
- Review DPA exemption lists to ensure they do not undermine stormwater, hazard, or climate adaptation objectives in sensitive receiving environments.

- Confirm coordination assumptions for flood mapping and flood construction level updates where watersheds and receiving environments cross municipal boundaries.

### **Community Services**

#### Observed in the Proposed OCP

- Policy 6.1 links recreation facility expansion to population growth.
- Policy 6.23 supports provision of cooling stations at neighbourhood and city scales.

#### Suggested Areas for Improvement

- Clarify expectations for cooling stations, including facility types, partner roles, operating triggers, and access during extreme heat events.
- Where growth will increase demand for sports fields and recreation amenities, add an action confirming coordination with the CVRD and School District 71 on shared facility planning and sequencing.

### **Emergency Management Services**

#### Observed in the Proposed OCP

- Development Permit Area guidance includes CPTED principles for development and public infrastructure.

#### Suggested Areas for Improvement

- Consolidate emergency management and wildfire risk references across policies, DPAs, and standards, and clearly identify the primary implementation tools to reduce duplication.
- Where the OCP relies on a Community Wildfire Resilience Plan, FireSmart guidance, or similar tools, explicitly identify the applicable documents, confirm they are current, and provide clear references within the OCP. This would strengthen policy clarity and implementation consistency. Where landscaping and site design are used as mitigation measures, the OCP could also reference recognized best-practice guidance, such as FireSmart BC resources for landscaping and site design, to support appropriate plant selection, site layout, and ongoing maintenance expectations.

### **Agricultural Plan and Food Systems**

#### Observed in the Proposed OCP

- Policy 3.8 supports exploring a local farmers' market.

Suggested Areas for Improvement

- Reference the CVRD Comox Valley Agricultural Plan as the regional framework where relevant.
- Clarify which agricultural and food system actions are municipal-led versus those intended to be advanced through intergovernmental coordination.

**Sensitive Ecosystems and Landscaping**

Observed in the Proposed OCP

- DPA guidance includes Climate Resilient Landscaping Standards and encourages permeable surfaces and natural infiltration.

Suggested Areas for Improvement

- Add policy direction discouraging invasive species planting and clarify the invasive species list or standard to be applied.
- Clarify how climate-resilient landscaping standards align with parks planning, environmental protection, and wildfire risk reduction objectives.

**Active Transportation and Climate Action**

Observed in the Proposed OCP

- Policies link land use, transportation demand management, and active transportation to emissions reduction.

Suggested Areas for Improvement

- Ensure maps and policies clearly distinguish Town-led versus cross-jurisdiction active transportation segments, including responsibilities for delivery and maintenance.
- If a separate climate action strategy exists, add a short coordination statement describing alignment with CVRD initiatives where shared infrastructure or programming is involved.

**Comox Strathcona Waste Management (CSWM)**

Observed in the Proposed OCP

- CSWM notes the Town's ongoing partnership in the Solid Waste Management Plan (SWMP) renewal process, and that the Town's input as a key partner and standing member of the Regional Solid Waste Advisory Committee (RSWAC) has helped shape the draft SWMP.
- Under Infrastructure:

- Policy 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.
- Policy 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.
- Under Environment and Climate Action:
  - Policy 7.17: Support the regional Solid Waste Management Plan and initiatives for waste reduction, reuse, and recycling.
- Under Development Permit Areas (Ground Oriented Residential DPA, Low and Mid Rise Residential DPA, Commercial and Mixed Use DPA, Light Industrial/Business Park DPA, highlighted portion only), CSWM notes the following language regarding solid waste storage:
  - “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.”

Suggested Areas for Improvement

1. Identify where diversion activities are appropriate in land use designations

CSWM notes that, as currently written, none of the OCP land use designations include language identifying diversion activities such as recycling, which may create a need for site-specific rezoning later. CSWM suggests the following change (along with zoning bylaw definitions):

- *Proposed language:* “The Town will support the establishment of waste diversion and recycling facilities as primary uses within Business Park designations, and as accessory uses in Low and Mid-Rise Mixed Use areas.”

2. Anticipate possible organic waste disposal bans

CSWM notes the draft SWMP is considering moving toward organic bans for all sectors. While Policy 5.14 references multi-unit recycling and composting services, CSWM recommends strengthening OCP language around mandatory diversion

infrastructure in new builds:

- *Proposed language:* "Ensure new multi-family and commercial developments are built to comply with future regional or provincial disposal bans on organic waste."

### 3. Strengthen DPA guidance beyond visual screening

CSWM notes DPA guidelines focus largely on visual screening, but functionality is also needed. CSWM also recommends alignment with a proposed "Recycling Facility" zoning definition by addressing noise attenuation (for example, glass handling) and odour management to support compatibility near commercial or mixed-use areas:

- *Proposed language:* "DPA guidelines should require that solid waste storage areas be designed to accommodate a minimum of three streams (garbage/landfill, recycling, and organics) in accordance with Town specifications for collection space and access, as well as measures for noise attenuation and odour management."

### 4. Expand Policy 7.17 with specific actions drawn from the SWMP update CSWM suggests Policy 7.17 could be enhanced by listing specific actions, including:

- Supporting regionally coordinated and sustained public education programs.
- Supporting neighbourhood-scale recycling and waste diversion facilities as part of complete neighbourhoods, subject to access, form and character, and other neighbourhood integration considerations.
- Requiring sufficient and conveniently located spaces within all developments to support occupant waste diversion behaviours (see 2a above).
- Supporting the Province in expanding the Recycling Regulation to include more materials in Extended Producer Responsibility policies.
- Demonstrating leadership in municipal operations, procurement, and capital investments, including renewal and disposal.
- Demonstrating leadership in diversion through implementation of recycling and organics collection containers in civic buildings and municipal public spaces where appropriate.
- Supporting the reduction of building waste generation through pre-

demolition assessments for materials of value, and prioritizing building reuse within permitting policies over demolition.

- h. Promoting circular economy principles by supporting businesses and initiatives focused on repair and reuse.

**Additional Note**

- CSWM welcomes collaboration with the Town regarding drafting and implementation, and can share more detailed information, including draft proposed definitions and further rationale, upon request.

**Schedule B  
Detailed Analysis and Consolidated Comments  
Town of Comox Zoning Bylaw**

Staff have reviewed the proposed Town of Comox Zoning Bylaw No. 2056 through the lens of the CVRD's regional objectives and shared servicing interests, including active transportation, community recreation, rainwater management, infrastructure alignment, and agricultural land protection.

The Zoning Bylaw generally advances RGS objectives by enabling housing and employment growth within the Urban Containment Boundary, linking residential density to servicing availability, and providing regulatory tools that influence transportation choice and site performance.

Below is a concise alignment summary of the Zoning Bylaw structured under the eight RGS goals.

Goal 1 – Housing

The R-SSMU zone permits up to four dwelling units per lot. This maximum is reduced to two units where lots are not serviced by community water and sanitary sewer systems, and for lots exceeding 4,050 m<sup>2</sup>. This links density to servicing capacity. Multi-unit residential zones and mixed-use zones provide additional housing forms.

This aligns with the RGS direction to accommodate growth within serviced Municipal Areas and to support housing diversity.

Goal 2 – Ecosystems and Natural Areas

Maximum lot coverage standards explicitly include impervious surfaces. This provides a regulatory mechanism that influences runoff and site hydrology at the parcel level. Park and Public Use zones also support greenspace retention.

This is generally aligned with RGS objectives respecting watershed health and environmental protection.

Goal 3 – Local Economic Development

Business Park and employment-related zones maintain land supply for commercial and industrial uses within the Town. This supports the RGS objective of maintaining a balanced regional economy and protecting employment lands.

Goal 4 – Transportation

The Zoning Bylaw contains vehicle and bicycle parking requirements and establishes density permissions within residential and mixed-use zones that support more compact development patterns.

This aligns with RGS objectives to support transit viability, increase active transportation, and reduce reliance on private vehicles.

Goal 5 – Infrastructure

The reduction of R-SSMU unit permissions where full water and sanitary servicing is not available directly links growth to infrastructure capacity. This is consistent with the RGS objective that development align with servicing availability and infrastructure efficiency.

Goal 6 – Food Systems

The Zoning Bylaw includes an Agriculture (ALR) Special Use Zone intended to accommodate agricultural uses on lands within the ALR. Farmer’s Market is permitted as a secondary use within the ALR zone and within certain Park and Public Use zones.

This aligns with RGS objectives to protect agricultural land and support local food system initiatives.

Goal 7 – Public Health and Safety

The Zoning Bylaw includes permissions for Emergency and Protective Services and Health Services in applicable zones.

Goal 8 – Climate Change

Compact housing permissions and the linkage of density to servicing availability support emissions reduction and infrastructure efficiency objectives under the RGS.

Overall, the Zoning Bylaw is broadly aligned with the RGS. Key regional considerations relate to housing deliverability under dimensional standards, continued servicing alignment, employment land viability, and consistency in floodplain and climate adaptation assumptions.

## 1. Public Transit and Active Transportation

While the Zoning Bylaw includes provisions that support compact development (including residential and mixed-use density permissions and bicycle parking requirements), there are opportunities to strengthen the bylaw to better support regional mobility objectives and corridor-based growth. In particular:

- The Town's OCP Future Land Use Map identifies higher-density development along key transportation corridors (including Comox Road, Anderton Road, and portions of Guthrie Road), which aligns with regional objectives to concentrate growth in accessible locations. However, the zoning map does not consistently reflect this direction, as several properties along these corridors remain zoned RM-1 (Ground-Oriented Residential), limiting building height to three storeys.
- This may constrain the Town's ability to achieve the intended low-rise residential or mixed-use development form envisioned in the OCP (up to four storeys), and may reduce the potential to support future transit ridership, housing supply, and reduced vehicle dependence.
- Consideration could be given to reviewing corridor zoning to better align with OCP land use designations and support transit-oriented development outcomes in areas with existing or planned transit service.

## 2. Community Parks and Recreation

Indoor recreation facilities, defined to include recreational, cultural, or community activities such as arenas, gyms, pools, and dance or fitness studios, are permitted as a principal use in:

- Mixed-Use zones MU-1, MU-3, and MU-4
- PU Civic Facilities and Public Space

Cultural and Community Services are permitted as a principal use in:

- Mixed-Use zones MU-1 through MU-4
- PU Civic Facilities and Public Space

Outdoor recreation facilities are permitted across parks and civic zones, including as a principal use in P-3 Public Golf Course and as a secondary use in other zones, including PU.

The Zoning Bylaw establishes clear and flexible zoning pathways for community and recreation facilities within civic, mixed-use, and parks-oriented zones. This

supports coordinated recreation service delivery across the Comox Valley where servicing capacity is available.

From a regional alignment perspective, the following zoning matters are relevant and within the scope of zoning authority under the Local Government Act:

- The bylaw does not establish a conservation or environmental protection zone to restrict use or density on ecologically sensitive lands such as streams, wetlands, or mature forest stands. Protection of these areas relies primarily on Development Permit Areas rather than zoning-based land use restrictions.
- The bylaw does not include a floodplain or hazard overlay zone that restricts use or density in coastal flood-prone areas. Flood risk management appears to rely on separate floodplain regulations rather than zoning controls on permitted uses or intensity.
- The bylaw does not use zoning tools such as setbacks, siting provisions, or density adjustments to preserve identified future trail or active transportation corridors. Corridor protection is addressed through subdivision and policy mechanisms rather than zoning designations.

These observations are limited to matters that zoning can reasonably regulate, namely land use, density, and siting.

### **3. Rainwater Management**

From a regional rainwater management perspective, the zoning changes within the Lazo Marsh watershed warrant attention given the watershed's proximity to Electoral Area B and the potential for cross-boundary drainage impacts. Several proposed zone amendments increase allowable lot coverage and/or impervious surface area, which may contribute to higher runoff volumes, increased peak flows, and altered post-development hydrology.

- R1.0 changes to RM-2 (Low-Rise Residential) and increases the allowable lot coverage from 40 per cent to 50 per cent, which is further increased to 70 per cent when accounting for allowed maximum of lot coverage and impervious surface area. This is likely mitigated by the requirements of the NE Comox DPA, but consideration should be given to the long-term effectiveness of a plan versus reducing the allowable lot coverage.

- I2.1 changes to E-3 (Light Industrial). There is no increase in lot coverage by buildings (60 per cent) but an increase in permitted impervious surface area (20 per cent), though similarly mitigated by the NE Comox DPA.
- R3.3 changes to R-LL (Large Lot Residential). This zone has no increase in lot coverage by buildings (30 per cent) but allows an additional 30 per cent of impervious surface coverage, for a total possible coverage of 60 per cent for impervious surface area. Within the watershed, this zone is not within the boundaries of the NE Comox DPA. If the Town does not have the same mechanisms to require effective rainwater management on these parcels, this could result in changes to hydrology post-development.

Collectively, the proposed amendments represent an increase in potential impervious coverage within a shared watershed. From a regional interest perspective, it may be beneficial to clarify how watershed-scale rainwater objectives will be achieved over time, including how cumulative effects will be managed, particularly in areas where development permit controls do not apply. This would support protection of receiving environments and reduce the risk of drainage impacts to downstream infrastructure and adjacent jurisdictions.

#### **4. Solid Waste (CSWM Service)**

In public engagement through the update of the Solid Waste Management Plan for the CSWM service, Comox area residents expressed a strong desire to reinstate or upgrade depots for materials not accepted for curbside pickup. CSWM staff reviewed the bylaw through this lens and have identified the following:

- “Recycling Facility” is permitted as a primary use on Employment Zones E-2 (Service Commercial) & E-3 (Light Industrial), and is defined as “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.”
  - CSWM is supportive of this updated “Recycling Facility” definition and its reference to the Environmental Management Act’s definition of recyclable materials for a more inclusive scope. To ensure the practical application of this definition, CSWM recommends referencing the Recycling Regulation to capture all provincial stewardship programs and defined Extended Producer Responsibility (EPR) programs.

- This approach keeps the Town’s definition current without needing a bylaw amendment. Specifically for beverage container return programs, while they fall under the Recycling Regulation, the Town’s current definition requires activities to be "wholly within an enclosed building", which may create a conflict as depots or recycling centers rely on outdoor loading docks or the temporary staging of bins/pallets before they are picked up. CSWM offers the following definition:
- “Recycling Facility is permitted as a primary use on Employment Zones E-2 (Service Commercial) & E-3 (Light Industrial), and is defined as “premises used to collect, sort, temporarily store, and distribute recyclable materials pursuant to the Environmental Management Act, including facilities for the collection of products under the Recycling Regulation B.C. Reg. 449/2004 from members of the general public. This use includes return centres for beverage containers and other stewardship materials. While primary processing and storage must be contained within an enclosed building, ancillary activities such as the loading and unloading of materials in designated outdoor bays shall be permitted.”
  - CSWM staff have noted that properties zoned as “Light Industrial” largely overlap with the OCP’s “Business Park” land use designation and properties zoned as “Service Commercial” overlap with the OCP’s “Low-Rise and Mid-Rise Mixed-Use” land use designations. The proposed language provided in the OCP referral (“The Town will support the establishment of waste diversion and recycling facilities as primary uses within Business Park designations, and as accessory uses in Low- and Mid-Rise Mixed-Use areas”) will help ensure alignment between the proposed zoning and OCP land use designations.
  - This, in combination with the updated “Recycling Facility” definition above, would reduce potential regulatory barriers to private operators looking to re-establish a full-service recycling facility within the Town of Comox.

Taken together, the proposed zoning framework and definition refinements influence whether recycling and diversion infrastructure can function effectively within the Town. From a regional perspective, regulatory clarity and operational feasibility are central to achieving Solid Waste Management Plan diversion targets, improving resident access to depot services, and reducing pressure on facilities located elsewhere in the Comox Valley.

**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



File: 6470-20/Comox

**Date**

**Sent via email only: XX**

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

Dear Mayor and Council:

**Re: Town of Comox Official Community Plan and Zoning Bylaw Referral -  
Acceptance of the Regional Context Statement**

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Thank you for referring proposed Town of Comox Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and proposed Bylaw No. 2056, "Zoning Bylaw No. 2056," to the Comox Valley Regional District (CVRD) for referral review, including Board acceptance of the Regional Context Statement under section 448 of the Local Government Act.

At its meeting on February 24, 2026, the CVRD Board accepted the Regional Context Statement in Appendix A of Bylaw No. 2054, as required by Section 448(2) of the *Local Government Act*. Acceptance confirms that the statement identifies the relationship between the Official Community Plan and matters addressed in the Comox Valley Regional Growth Strategy (RGS), and that regional alignment is supportable.

The resolution is:

THAT the Board forward the letter with staff's comments attached as Appendix A of the staff report dated February 19, 2026, to the Town of Comox regarding Bylaw No. 2054, "Official Community Plan Bylaw No. 2054," and Bylaw No. 2056, "Zoning Bylaw No. 2056";

AND FINALLY THAT the Board accept the Regional Context Statement contained in Appendix A of Bylaw No. 2054 as required under section 448(2) of the *Local Government Act* (RSBC 2015, c.1).

This letter contains a general overview; the link to the staff report contains CVRD analysis and comments, including a consolidated accounting of comments in Schedules A and B.

*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*

## **Official Community Plan and Regional Context Statement**

Schedule A summarizes the CVRD staff analysis of the Regional Context Statement and the proposed Official Community Plan in relation to the Regional Growth Strategy and consolidates implementation coordination items identified by CVRD departments.

Schedule A identifies two focused refinements that the CVRD feels would strengthen long-term regional consistency. First, confirm coordination with the CVRD on floodplain mapping and flood construction levels, including sea level rise and storm surge assumptions. Second, where future boundary expansion is contemplated, explicitly reference the Regional Growth Strategy Settlement Expansion Area framework and confirm coordination expectations to maintain growth management intent and map designations.

Schedule A also identifies practical coordination topics intended to reduce shared servicing risk and support regional outcomes. These include growth management and housing delivery, hazard and climate resilience, transportation and active mobility, infrastructure and watershed management, solid waste management and waste diversion, and regional parks and community services.

In particular, Schedule A highlights the role of parks and open space in advancing Regional Growth Strategy Goal 2 by protecting ecosystems and ecological connectivity, strengthening interjurisdictional trail connections, and aligning urban forest and shade canopy policies with climate adaptation and emergency preparedness objectives. Together, these items focus on implementation clarity and ongoing intergovernmental coordination rather than changes to the overall policy direction of the Plan.

## **Zoning Bylaw**

Schedule B summarizes CVRD staff comments related to the proposed Zoning Bylaw.

While the CVRD does not have jurisdiction over municipal zoning decisions, Schedule B identifies areas where zoning provisions intersect with regional interests and may have broader implications. These include rainwater management within shared watersheds, solid waste and recycling definitions that affect diversion capacity, permissions for community and recreation facilities that support regional service delivery, and the absence of zoning-based conservation or flood overlay tools that restrict use or density in environmentally sensitive or coastal flood-prone areas.

The comments are intended to support implementation clarity and ongoing coordination where zoning interfaces with shared infrastructure, environmental systems, hazard management, and regional services.

The CVRD looks forward to continued collaboration with the Town of Comox as the bylaws proceed toward adoption.

Sincerely,

Will Cole-Hamilton  
Chair

Enclosure

cc: Jordan Wall, CAO of Town of Comox,  
Randy Houle, Director of Development Services of Town of Comox  
Aaron Penner, Urban Systems

DRAFT



**REGULAR COUNCIL MEETING**

<b>TO:</b> Mayor and Council	<b>FILE:</b> 1850-22
<b>FROM:</b> Cammy Dallamore, Corporate Coordinator	<b>DATE:</b> Feb 26, 2026
<b>SUBJECT:</b> 2026 Grant in Aid Applications	

Prepared by:  C. Dallamore, Corporate Coordinator	Supervisor:  S. Russwurm, Director of Corporate Services	Report Approved:  Jordan Wall, Chief Administrative Officer
---	--	---

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

THAT the March 4, 2026 report from the Corporate Coordinator titled "2026 Grant in Aid Applications" be received for discussion.

**ALTERNATIVES TO THE RECOMMENDATION**

That Council approves the following grant in aid applications for 2026:

- [organization name] in the amount of \$X
- [organization name] in the amount of \$X, etc.

**PURPOSE**

Council adopted Grant in Aid Policy CCL-031.02 in July of 2024 with the intent of standardizing the grant approval process in the Town.

**STRATEGIC PLAN LINKAGE**

Strategic Priority Areas of Focus	
<b>Community Connection &amp; Wellness</b>	Supports arts, culture, recreation, seniors' programming, and festivals delivered by local non-profits. These align with Strategic Plan focus areas for Arts & Culture, Recreation, Parks, and Community Events.
<b>Organizational Excellence</b>	Grant-in-Aid Policy CCL-031.02 provides a structured, fair, and transparent decision-making framework, supporting Strategic Plan commitments to disciplined decision-making, efficient internal processes, and customer service improvements.

<b>Strategic Priority Areas of Focus</b>	
<b>Economic Health</b>	Funding community cultural and event-based organizations strengthens downtown vitality and supports economic vibrancy by attracting residents and visitors to local businesses and cultural spaces. Aligns with Downtown Vitality, Balancing Vibrancy & Stability, and Marina-related tourism opportunities.
<b>Good Governance</b>	Transparent and evidence-based allocation of public funds supports Strategic Plan principles of community participation, relationships with local organizations, and evidence-based decision-making. Grant-in-Aid funding strengthens partnerships with non-profits serving Comox residents.
<b>Balanced Community Planning</b>	Funding organizations that contribute arts, recreation, social supports, and culture promotes a well-balanced, vibrant, inclusive community. This aligns with Strategic Plan objectives for Strategic Growth and Community Addition through enhancement of amenities and community benefits.

**BACKGROUND**

Council’s Grant in Aid Policy CCL-031 specifies a maximum funding amount of \$151,000 to six organizations each year. Below is a table of the grant in aid applications permitted in the policy, along with funding amounts approved in 2024 and 2025, and amounts requested for 2026. Applications received to date are attached to this report.

Please note:

- \$2,500 is automatically approved in policy for K’ómoks First Nation National Indigenous Peoples Day each year.
- By policy, funding to the Coalition to End Homelessness is limited to \$40,000, and must be used to fund capital projects and must be sourced from the Affordable Housing Reserve Fund.

<b>Organization Name</b>	<b>2024 Grant</b>	<b>2025 Grant</b>	<b>2026 Request</b>	<b>Description</b>
Coalition to End Homelessness	\$40,000	\$40,000	\$ 0	No project identified at this time
Comox Archives & Museum Society (CAMS)	\$32,500	\$32,500	\$32,500	Continued operational funding

Sid Williams Theatre	\$30,000	\$30,000	\$40,000	Operational funding
Comox Valley Art Gallery	\$5,000	\$5,000	\$7,000	Operational funding (exhibitions, public engagement, education, and operating a gift shop that features dozens of local artists)
D'Esterre Seniors Centre	\$40,000	\$40,000	\$40,000	Operational funding
K'ómoks First Nation	\$2,500	\$2,500	\$2,500*	Amount granted by policy
<b>Total</b>	\$150,000	\$150,000	\$122,000	

**ANALYSIS/ISSUES/IMPLICATIONS**

The requested grant in aid applications to date for 2026 total \$122,000, with the Comox Valley Art Gallery and the Sid Williams Theatre Society requesting an increase in funding.

Council has not yet received applications from the Coalition to End Homelessness.

If Council were to grant to each organization the amount requested in their respective applications, it would leave less grant funding remaining to allocate to the Coalition to End Homelessness.

**GOVERNANCE CONSIDERATIONS**

Q: How does the Town make sure Grant-in-Aid funding is governed properly?

A: By evaluating and distributing funds in a way that is transparent, and based on solid policy, which supports the Town's good-governance goals.

Q: How does this process align with the Town's Strategic Plan?

A: It follows the Strategic Plan's Good Governance principles by:

- Making decisions based on facts and long-term community benefit;
- Strengthening relationships with local organizations and the K'ómoks First Nation;
- Encouraging community involvement through partnerships and cultural programs.

Q: Why is sticking to the Grant-in-Aid Policy important?

A: It ensures that Council provides funding to organizations which help meet its strategic goals, while at the same time helps to ensure fiscal responsibility, both of which help build public trust in Council's decisions.

**ATTACHED:**

1. *Glen Sanford, Executive Director (Comox Valley Art Gallery): 2026 Grant in Aid Application*
2. *Matt Vandervoort, Docent/Manager (Comox Archives & Museum Society): 2026 Grant in Aid Application*
3. *Myrna Holman, Board President (d'Esterre Seniors' Centre Association): 2026 Grant in Aid Application*
4. *Richard Clarke, President (Sid Williams Theatre Society): 2026 Grant in Aid Application*

**Town of Comox – Administration**

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**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

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, **TOWN OF COMOX**

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](http://www.comoxvalleyartgallery.com)



Grateful to operate on the unceded territory of the K'ómoks First Nation

COMOX VALLEY ART GALLERY  
Financial Statements  
Year Ended December 31, 2024

Index to Financial Statements

Year Ended December 31, 2024

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Statement of Revenues and Expenditures	3 - 4
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Statement of Cash Flows	6
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## 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.

Courtenay, BC  
June 12, 2025

*Bomback & Co*

Chartered Professional Accountant


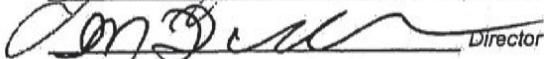
COMOX VALLEY ART GALLERY

Statement of Financial Position

December 31, 2024

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
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
	<u>704,090</u>	<u>636,938</u>
TANGIBLE CAPITAL ASSETS (Note 5)	304,640	351,035
PERMANENT ART COLLECTION (Note 6)	48,567	48,567
	<u>\$ 1,057,297</u>	<u>\$ 1,036,540</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 9,355	\$ 14,535
Deferred income	503,362	423,093
	<u>512,717</u>	<u>437,628</u>
<b>NET ASSETS</b>		
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
	<u>544,580</u>	<u>598,912</u>
	<u>\$ 1,057,297</u>	<u>\$ 1,036,540</u>

ON BEHALF OF THE BOARD

 Director  
 Director

The attached notes are an integral part of these financial statements

Statement of Revenues and Expenditures

Year Ended December 31, 2024

	2024	2023
<b>REVENUES</b>		
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
	<b>1,276,977</b>	<b>1,376,913</b>
<b>EXPENSES</b>		
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
	<b>1,268,516</b>	<b>1,293,508</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>8,461</b>	<b>83,405</b>
<b>OTHER INCOME (EXPENSES)</b>		
Amortization	(62,959)	(63,009)
PST commission	165	231
	<b>(62,794)</b>	<b>(62,778)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE NET ASSET CHANGE</b>	<b>(54,333)</b>	<b>20,627</b>

(continues)

The attached notes are an integral part of these financial statements

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
	<u>55,396</u>	<u>(19,310)</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 1,063</u>	<u>\$ 1,317</u>

The attached notes are an integral part of these financial statements

**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
	<b>\$ 598,912</b>	<b>\$ (54,332)</b>	<b>\$ 25,563</b>	<b>\$ (25,563)</b>	<b>\$ 544,580</b>

	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
	<b>\$ 578,285</b>	<b>\$ 20,627</b>	<b>\$ 121,319</b>	<b>\$ (121,319)</b>	<b>\$ 598,912</b>

The attached notes are an integral part of these financial statements

**Statement of Cash Flows**

**Year Ended December 31, 2024**

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 1,063	\$ 1,317
Item not affecting cash:		
Amortization of tangible capital assets	<u>62,959</u>	63,009
	<u>64,022</u>	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)
	<u>84,343</u>	207,114
Cash flow from operating activities	<u>148,365</u>	271,440
<b>INVESTING ACTIVITY</b>		
Purchase of tangible capital assets	<u>(16,563)</u>	(101,819)
<b>FINANCING ACTIVITIES</b>		
Increase (decrease) in internally restricted net assets	(9,000)	(19,500)
Increase (decrease) in net capital assets	<u>(46,396)</u>	38,810
Cash flow from (used by) financing activities	<u>(55,396)</u>	19,310
<b>INCREASE IN CASH FLOW</b>	<b>76,406</b>	188,931
Cash - beginning of year	<u>536,752</u>	347,821
<b>CASH - END OF YEAR</b>	<b>\$ 613,158</b>	<b>\$ 536,752</b>

The attached notes are an integral part of these financial statements

Notes to Financial Statements  
Year Ended December 31, 2024

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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.

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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)

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Notes to Financial Statements  
 Year Ended December 31, 2024

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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

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Notes to Financial Statements  
Year Ended December 31, 2024

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
	<b>\$ 519,330</b>	<b>\$ 214,690</b>	<b>\$ 304,640</b>	<b>\$ 351,035</b>

Tangible capital asset additions during the year, have a difference in amortization utilizing the half year rule and the method utilizing 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
	<b>\$ 503,362</b>	<b>\$ 423,092</b>

Notes to Financial Statements  
Year Ended December 31, 2024

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8. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of the aggregate of amounts previously restricted by the directors for specific 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.

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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.

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10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform with the current year's presentation.

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# COMOX VALLEY ART GALLERY FUNDING REQUEST

Presented to the Town of Comox  
February 2026



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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

REVENUESEarned 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 .....	<b>7,000.00</b>
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

EXPENSESOperations:

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: 26-122	REFER:	AGENDA: RCM 18Feb26
FILE: 0360-20-0	ACTION: MR	

Matt Vandervoort,  
Docent/Manager

Comox Archives & Museum Society  
1729 Comox Avenue, Comox, BC, V9M 3M2  
250-339-2885  
[comoxmuseum@gmail.com](mailto:comoxmuseum@gmail.com)  
[www.comoxmuseum.ca](http://www.comoxmuseum.ca)

File: 0360-20-02, 1850-30-2026, 1850-22-2026-02  
Copies: Council  
JW/EH/SR/CD

*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 31<sup>st</sup>, 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
<b>Assets</b>	
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
<b>Total Cash and Cash Equivalent</b>	<b>\$30,855.31</b>
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
12300 Inventory Assets	173.73
12400 Uncategorized Asset	0.00
Prepaid Expenses	738.75
<b>Total Current Assets</b>	<b>\$31,767.79</b>
Non-current Assets	
Property, plant and equipment	
15080 Class 8 - Furniture & Fixtures	
15081 Class 8 - Costs	6,014.45
<b>Total 15080 Class 8 - Furniture &amp; Fixtures</b>	<b>6,014.45</b>
15500 Class 50 - Computer(s)	
15501 Class 50 - Costs	4,885.32
<b>Total 15500 Class 50 - Computer(s)</b>	<b>4,885.32</b>
<b>Total Property, plant and equipment</b>	<b>\$10,899.77</b>
<b>Total Non Current Assets</b>	<b>\$10,899.77</b>
<b>Total Assets</b>	<b>\$42,667.56</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	513.61
<b>Total Accounts Payable (A/P)</b>	<b>\$513.61</b>
Credit Card	
21000 Collabria MC (2355)	170.85
<b>Total Credit Card</b>	<b>\$170.85</b>
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
<b>Total 23000 Payroll Liabilities</b>	<b>3,353.41</b>
23100 Direct Deposit Payable	0.00
<b>Total Current Liabilities</b>	<b>\$3,149.98</b>
<b>Total Liabilities</b>	<b>\$3,149.98</b>
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
<b>Total Equity</b>	<b>\$39,517.58</b>
<b>Total Liabilities and Equity</b>	<b>\$42,667.56</b>

Comox Archives and Museum Society					
2026-2027 Budget					
		Budget 2026		Budget 2027	
INCOME					
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 Wc	0.00	
40020	Regional Districts	5,100.00		5,100.00	
	<b>Total Grants</b>	<b>\$56,600.00</b>		<b>\$56,600.00</b>	
40110	Donations	1,200.00		1,250.00	
40120	Memberships	50.00		50.00	
40210	Gift Shop Sales	500.00		500.00	
40300	Other Income	75.00		75.00	
	<b>Total Income</b>	<b>\$58,425.00</b>		<b>\$58,475.00</b>	
COST OF GOODS SOLD					
50000	Purchases / Inventory	0.00		0.00	
	<b>GROSS INCOME</b>	<b>\$58,425.00</b>		<b>\$58,475.00</b>	
EXPENSES					
50310	Gross Payroll	41,500.00		44,700.00	
50320	Employer CPP & EI	3,274.00		3,274.00	
50330	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
50118	Honorarium Expense	0.00		0.00	
50100	Program / Event Costs	250.00		250.00	
60000	Administration Expenses	300.00	Quickbooks, Web Domain	300.00	
60100	Advertising & Promotion	700.00	Signs for old Lorne Site	0.00	
60200	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	
	<b>TOTAL EXPENSES</b>	<b>\$57,968.50</b>		<b>\$58,168.00</b>	
	<b>PROFIT (LOSS)</b>	<b>\$ 457</b>		<b>\$ 307</b>	

2026 Grant in Aid Application for d'Esterre Seniors Centre

RECEIVED



January 30<sup>th</sup>, 2026

January 30, 2026

Mayor and Council, Town of Comox (By email)

TOWN OF COMOX

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:

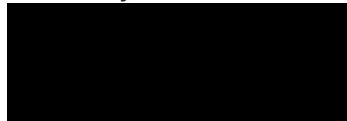
On behalf of the Board, staff, and volunteers of the d'Esterre Seniors' Centre Association, thank you for your continued support of seniors' recreation and wellbeing in the Town of Comox.

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,



Myrna Holman  
Board President, d'Esterre Seniors' Centre Association



2026 Grant in Aid Application for d'Esterre Seniors Centre



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Financial Information

Category	Amount	Notes
<b>Cash Flow</b>	Projected positive net cash flow in 2026 (planned surplus to strengthen contingency reserves and support priority upgrades)	<p><b>Cash-flow approach (simple + realistic):</b> 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.</p> <p><b>Unavailable detail:</b> 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.</p>
<b>Reserves</b>	2025 year-end reserves: TBD (pending final statements & officer approval); 2024 reserves were ~ \$88,000	<p><b>Missing element:</b> the confirmed 2025 year-end reserve balance is unavailable until year-end financial statements are finalized and approved by board officers. Management anticipates an <b>increase</b> due to a 2025 operating surplus (to be confirmed). In our 2025 application, reserves were reported at <b>~\$88,000</b>, covering <b>about two months</b> of core operating costs (<b>below</b> common 3–6 month benchmarks). <b>Reserve definition:</b> reserves are calculated as unrestricted net assets (total assets less liabilities, excluding restricted club funds and other restricted amounts). <b>Going forward</b>, 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.</p>



<p><b>Projected Budget</b></p>	<p>~ \$570,000 (2026 projection, “goal scenario” if planned revenues &amp; funding are secured)</p>	<p><b>2026 budget status:</b> management has been developing 2026 budget scenarios and assumptions.</p> <p><b>Town leverage (requested \$40,000 unchanged):</b> using the year-end revenues:</p> <ul style="list-style-type: none"> <li>• 2024 <b>\$354,000</b> ⇒ Town share <b>11.3%</b>;</li> <li>• 2025 <b>\$384,000</b> ⇒ Town share <b>9.5%</b>;</li> <li>• 2026 <b>\$570,000</b> (goal scenario) ⇒ Town share <b>~7.0%</b>.</li> </ul> <p>Put another way, for every <b>\$1</b> of Town support, the Centre has delivered <b>~\$8.90</b> total revenue in 2024 and <b>~\$10</b> in 2025 (and would be <b>~\$14</b> in 2026 if the \$570k plan is achieved).</p> <p><b>Why this matters:</b> Town support is stable “core” funding that helps unlock and administer restricted project/program funds that typically cannot cover core operational leadership.</p>
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2026 Grant in Aid Application for d'Esterre Seniors Centre



## 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.

2026 Grant in Aid Application for d'Esterre Seniors Centre



- **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

2026 Grant in Aid Application for d'Esterre Seniors Centre



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**

<b>Source</b>	<b>Purpose</b>	<b>Amount Requested</b>	<b>Status</b>
<b>Comox Valley Community Foundation (CVCF) – Community Enrichment Grant (2026)</b>	Capital: “Cold Storage & Kitchen Capacity for Senior Food Security”	<b>\$16,000</b>	<b>Approved</b>
<b>Government of Canada – New Horizons for Seniors (2026–2027)</b>	“Senior Leaders and 50 Years of Connections” (volunteer leader training/certification; 50 <sup>th</sup> anniversary events; oral histories)	<b>\$24,950</b>	<b>Pending</b>
<b>BC Community Gaming Grant (Operating)</b>	Staff wages (Centre Coordinator wages historically)	<b>\$40,000</b>	<b>Pending</b>
<b>Canada Summer Jobs (2026)</b>	Temporary staffing aligned with food security and admin support priorities (two positions planned)	<b>TBD</b> (wage subsidy up to 100% of minimum wage; application submitted)	<b>Pending</b>

2026 Grant in Aid Application for d'Esterre Seniors Centre



## 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).

2026 Grant in Aid Application for d'Esterre Seniors Centre



- **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)

2026 Grant in Aid Application for d'Esterre Seniors Centre



**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**

	<b>Jan - Dec 24</b>	<b>Jan - Dec 23</b>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
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
<b>Total Income</b>	<b>356,701</b>	<b>278,415</b>
<b>Expense</b>		
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
<b>Total Expense</b>	<b>323,457</b>	<b>269,938</b>
<b>Net Ordinary Income</b>	<b>33,244</b>	<b>8,477</b>
<b>Net Income</b>	<b>33,244</b>	<b>8,477</b>

**Note:** Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs was completed in 2025, altering future reporting structure.

2026 Grant in Aid Application for d'Esterre Seniors Centre



Statement of Financial Position, 2024

**d'Esterre Seniors Centre Assoc**

**Balance Sheet**

As of 31 December 2024

	31 Dec 24	31 Dec 23
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Chequing/Savings</b>		
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
<b>Total Chequing/Savings</b>	<u>184,976</u>	<u>107,843</u>
<b>Other Current Assets</b>		
Advances/Deposits	2,500	2,500
HST/GST	1,302	972
Undeposited Funds	1,369	965
<b>Total Other Current Assets</b>	<u>5,171</u>	<u>4,437</u>
<b>TOTAL ASSETS</b>	<u><u>190,147</u></u>	<u><u>112,280</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	14,952	3,157
Credit Cards Payable	956	0
<b>Other Current Liabilities</b>		
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
<b>Total Deferred Revenue</b>	<u>64,353</u>	<u>37,274</u>
Other Liabilities	200	805
Payroll Liabilities	3,961	1,967
PST Payable	856	808
<b>Total Other Current Liabilities</b>	<u>82,584</u>	<u>50,712</u>
<b>Total Current Liabilities</b>	<u>98,492</u>	<u>53,869</u>
<b>Total Liabilities</b>	<u>98,492</u>	<u>53,869</u>
<b>Equity</b>		
Unrestricted Net Assets	58,411	49,934
Net Income	33,244	8,477
<b>Total Equity</b>	<u>91,655</u>	<u>58,411</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>190,147</u></u>	<u><u>112,280</u></u>

**Note:** Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs was completed in 2025, altering future reporting structure.

2026 Grant in Aid Application for d'Esterre Seniors Centre



**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
<b>Total Income</b>	<b>\$ 570,209</b>
Cost of Goods Sold	\$ 43,800
<b>Total Cost of Goods Sold</b>	<b>\$ 43,800</b>
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
<b>Total Expense</b>	<b>\$ 460,220</b>
<b>Excess (Deficiency) of Revenue Over Expenses</b>	<b>\$ 66,189</b>

**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](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



	Pre Covid	ACTUALS	ACTUALS	BUDGET	CURRENT				
Sid Williams Theatre Soc. - 5 yr Financial Plan		June 30 2023	June 2024	JUL 2024-JUN 2025	JUL 2025-JUN 2026	JUL 2026-JUN 2027	JUL 2027-JUN 2028	JUL 2028-JUN 2029	
updated per Consolidated STMT of Operations	ACTUALS	TOTAL @ EYE	TOTAL @ EYE	JUL 2024-JUN 2025	JUL 2025-JUN 2026	JUL 2026-JUN 2027	JUL 2027-JUN 2028	JUL 2028-JUN 2029	
	July 2018-June 2019								
<b>REVENUE</b>									
1 City of Courtenay Cultural Grant	\$ 105,000	\$ 105,000	\$ 109,500	\$ 130,000	\$ 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	\$ 50,000
3 Village of Cumberland	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500	\$ 8,500	\$ 9,500	\$ 9,500
4 C.V. Regional District Contribution	\$ 20,000	\$ 33,750	\$ 36,250	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 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	\$ 20,000
6 City Courtenay Management Fee	\$ 187,034	\$ 202,750	\$ 204,500	\$ 217,200	\$ 221,500	\$ 226,000	\$ 230,500	\$ 235,100	\$ 235,100
7 Non Capital Grants for Projects (BC, Found)	\$ -	\$ 54,204	\$ 59,166	\$ 60,000	\$ 65,000	\$ 70,000	\$ 72,500	\$ 75,000	\$ 75,000
8 Endowment and other interest	\$ 26,883	\$ 36,466	\$ 60,281	\$ 61,000	\$ 62,000	\$ 63,000	\$ 64,000	\$ 65,000	\$ 65,000
9 Members, Sponsors, Fundraising, Donations	\$ 32,494	\$ 42,612	\$ 59,176	\$ 80,000	\$ 85,000	\$ 100,000	\$ 102,500	\$ 105,063	\$ 105,063
10 Theatre Rentals - Non-Profit	\$ 108,242	\$ 99,293	\$ 142,559	\$ 150,000	\$ 155,000	\$ 160,000	\$ 165,000	\$ 170,000	\$ 170,000
11 Theatre Rentals - Commercial	\$ 72,161	\$ 60,997	\$ 57,870	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 95,000
12 Event Proceeds (Sid Artistic Presents)	\$ 199,484	\$ 94,393	\$ 189,090	\$ 192,500	\$ 195,000	\$ 197,500	\$ 200,000	\$ 205,000	\$ 205,000
13 Concession and Bar	\$ 57,561	\$ 57,097	\$ 75,163	\$ 100,000	\$ 125,000	\$ 130,000	\$ 140,000	\$ 150,000	\$ 150,000
14 Technical Custodial services recovery	\$ 71,957	\$ 114,089	\$ 137,720	\$ 140,000	\$ 142,500	\$ 145,000	\$ 147,500	\$ 150,000	\$ 150,000
15 Event Services and other Recovery	\$ 46,969	\$ 47,000	\$ 42,163	\$ 52,000	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 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	\$ 225,000
17 Surcharge Retained (CDF)	\$ 39,123	\$ 63,893	\$ 49,155	\$ 78,000	\$ 79,000	\$ 80,000	\$ 82,500	\$ 83,000	\$ 83,000
<b>TOTAL REVENUE</b>	<b>\$ 1,201,227</b>	<b>\$ 1,290,232</b>	<b>\$ 1,459,305</b>	<b>\$ 1,635,700</b>	<b>\$ 1,711,560</b>	<b>\$ 1,779,167</b>	<b>\$ 1,832,322</b>	<b>\$ 1,886,189</b>	
<b>EXPENSE</b>									
18 Bursary awards and Outreach	\$ 3,500	\$ -	\$ 2,750	\$ 8,000	\$ 12,000	\$ 15,000	\$ 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	\$ 140,000
20 Promotion, Advertising, Social Media	\$ 36,636	\$ 31,974	\$ 41,328	\$ 49,000	\$ 52,500	\$ 55,000	\$ 57,500	\$ 60,000	\$ 60,000
21 Talent Meals, Accom, Travel	\$ 11,246	\$ 10,784	\$ 16,740	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,000	\$ 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	\$ 115,000
23 Lounge Food and Bev/Alc (suppl) for resale	\$ 30,808	\$ 38,082	\$ 47,514	\$ 60,000	\$ 62,500	\$ 65,000	\$ 70,000	\$ 75,000	\$ 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	\$ 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	\$ 1,058,525
26 Accounting, Legal, Insurance	\$ 16,502	\$ 15,732	\$ 15,582	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,000
27 Amortization (Capital Assets) cap loan repayment	\$ -	\$ 16,073	\$ 18,210	\$ 40,000	\$ 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	\$ 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	\$ 13,000
30 Interest & Bank Charges	\$ 26,667	\$ 56,512	\$ 43,498	\$ 74,000	\$ 75,000	\$ 76,000	\$ 77,000	\$ 78,000	\$ 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	\$ 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	\$ 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	\$ 11,000
34 Training, Development, Contractors, conferences	\$ 10,137	\$ 42,113	\$ 24,256	\$ 35,000	\$ 37,500	\$ 40,000	\$ 42,500	\$ 45,000	\$ 45,000
<b>TOTAL EXPENSE</b>	<b>\$ 1,131,717</b>	<b>\$ 1,246,278</b>	<b>\$ 1,463,837</b>	<b>\$ 1,633,000</b>	<b>\$ 1,703,500</b>	<b>\$ 1,771,512</b>	<b>\$ 1,820,382</b>	<b>\$ 1,869,930</b>	
<b>NET INCOME / LOSS</b>	<b>\$ 69,510</b>	<b>\$ 43,954</b>	<b>\$ (4,532)</b>	<b>\$ 2,700</b>	<b>\$ 8,060</b>	<b>\$ 7,655</b>	<b>\$ 11,940</b>	<b>\$ 16,259</b>	
37 ACCUMULATED CASH RESERVES		\$ 380,194	\$ 373,003	\$ 250,000	\$ (512,000)				<cover stage grid install
38 unrestricted (incl. above NET)	172,451	\$ 195,276	\$ 189,036	\$ 100,000					<province BC grant
39 restricted capital reserve	139,153	\$ 184,918	\$ 183,967	\$ 162,000					<Courtenay capital grant
				\$ 211,003					<from SWTS reserves
									<remaining reserves
									<50% for capital projects

see projects list next page

# FUNDERS & PARTNERS

Thank you to our major funding partners who help make the work we do possible.

FUNDER - OPERATIONS & CAPITAL

FUNDERS - OPERATIONS



FUNDER - PROGRAMMING & CAPITAL

FUNDERS - PROGRAMMING



ACCOMMODATION PARTNER

RADIO PARTNER



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!

- Level 1: 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

ASSET	fiscal year end	
	June 2025	November 2025 YTD
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
<b>TOTAL ASSET</b>	<b>1,086,076</b>	<b>1,201,916</b>

**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	-	-
	<b>TOTAL LIABILITY</b>	<b>667,653</b>	<b>824,342</b>

**RETAINED EARNINGS**

Retained Earnings - Previous Year	192,737	234,456
Current Earnings	41,719	(40,849)

**RESTRICTED SURPLUS**

Capital Reserve	-	-
Restricted Surplus Contingency Reserve	183,967	183,967

SID WILLIAMS THEATRE SOCIETY -- 5 YEAR EQUIPMENT PURCHASES AND CAPITAL PROJECTS OUTLINE

YEAR	2024-25	Completed	2025-26			
	Description	Estimated Cost	Detail	Description	Estimated Cost	Notes
MUST	grand drape	\$ 15,000	"golds" are 25 yrs old, worn out	C	LED dimmers	\$ 25,000 most LX inventory now 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
SHOULD	backst. carpet**	\$ 7,500	replace worn crossover carpet	C	moving lights 2	\$ 16,000 2 additional units
	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
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
<b>ASSETS</b>		
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
	<b>400,333</b>	803,110
TANGIBLE CAPITAL ASSETS	<b>479,869</b>	84,086
	<b>\$ 880,202</b>	\$ 887,196
<b>LIABILITIES AND NET ASSETS</b>		
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
	<b>461,778</b>	510,491
NET ASSETS		
Unrestricted	397,565	\$ 129,002
Internally restricted	20,859	247,703
	<b>418,424</b>	376,705
	<b>\$ 880,202</b>	\$ 887,196

APPROVED BY THE DIRECTORS

 Director  
 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
<b>REVENUES</b>		
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
	<b>\$ 1,834,127</b>	<b>\$ 1,459,305</b>
<b>OPERATIONAL EXPENSES</b>		
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
	<b>\$ 1,510,630</b>	<b>\$ 1,232,668</b>
	<b>323,497</b>	<b>226,637</b>
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>		
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
	<b>281,778</b>	<b>231,169</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 41,719</b>	<b>\$ (4,532)</b>



**169**

**Performances**

(includes non-profit, commercial, municipal or educational, SWTS presented or co-presented)



**51,468**

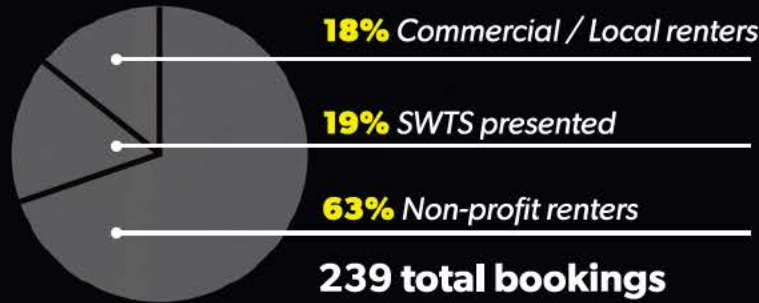
**Total tickets**



**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**

**Rehearsals, 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%**

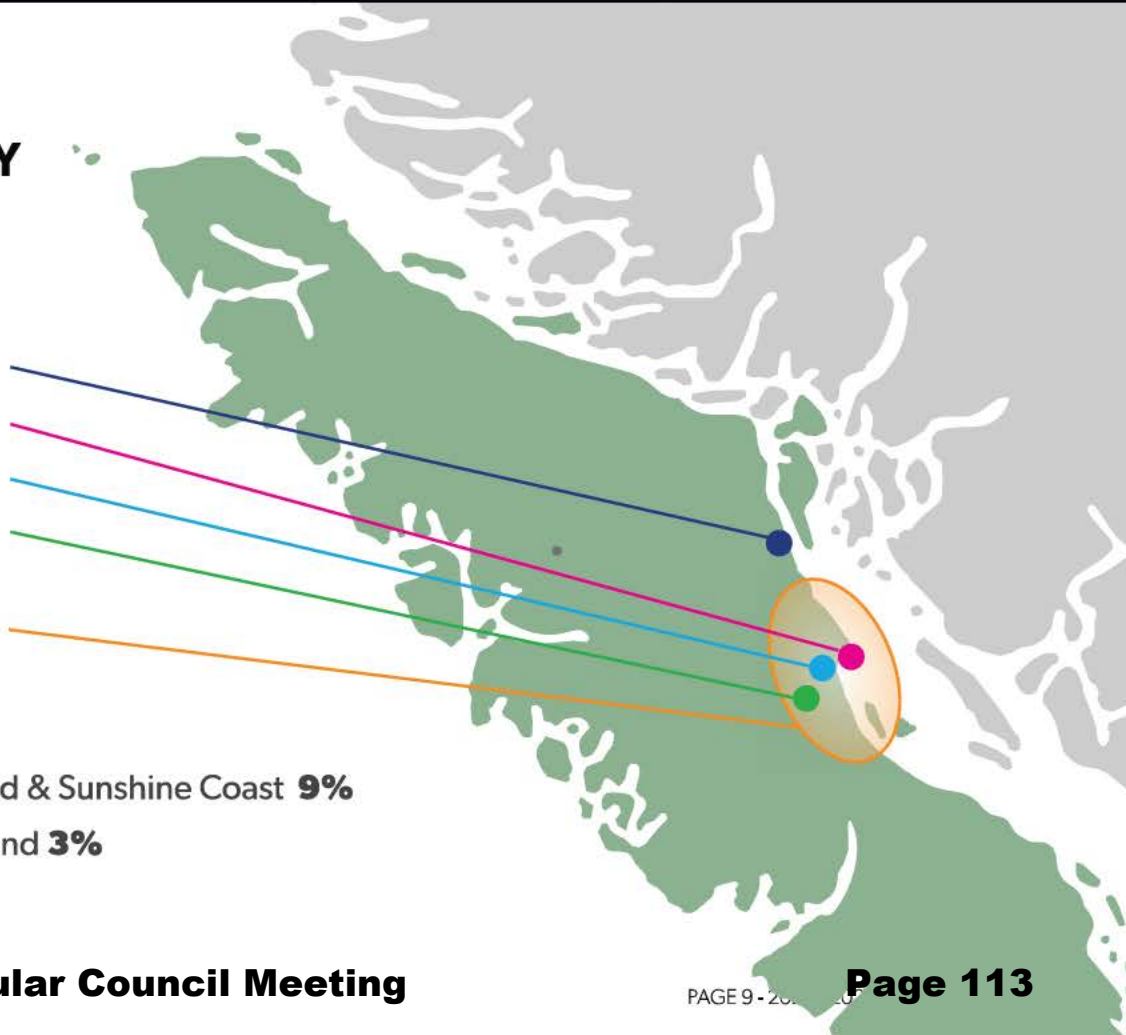
Comox Valley

Regional District **14%**

Rest of Vancouver Island & Sunshine Coast **9%**

Outside Vancouver Island **3%**

No Postal Code **7%**





**REGULAR COUNCIL MEETING**

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<b>TO:</b> Mayor and Council	<b>FILE:</b>
<b>FROM:</b> Jordan Wall, CAO	<b>DATE:</b> Feb 27, 2026
<b>SUBJECT:</b> Budget Reduction	

Report Approved:  
  


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*Jordan Wall, Chief  
Administrative Officer*

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

THAT Council receive this report for information.

**ALTERNATIVES TO THE RECOMMENDATIONS**

Council may choose from the list of service delivery to better understand the specific impacts of a service level delivery reduction choice.

**PURPOSE**

To provide Council with options to structurally remove 3.76% from the budget.

**EXECUTIVE SUMMARY**

Council directed staff to identify options to reduce the 2026 operating budget by approximately 3.76%.

The gross reduction target is \$435,000. This includes a proposed \$150,000 reduction from the Special Projects budget from \$500,000 to \$350,000, leaving \$285,000 to be achieved through operating service level reductions.

A 3.76% budget decrease would reduce the budget increase in 2026 by approximately \$55 or \$4.50 a month per representative household.

When considering options for 2026 Council will need to consider that some of these options presented represent the cost decreases for a full year. For simplicity in the report this has not been considered in the analysis and instead all numbers show the fiscal impact over a **full year**.

## **BACKGROUND**

In considering changes to the budget Administration and Council must put their minds towards the service levels provided to the Community. In a municipal organization it is Council who determines service and risk level and then staff who will then operationalize it. The organization is under considerable upwards financial pressure. In the 2026 budget staff must account for a salary benefits cost increase that represents a 5.9% increase, RCMP costs increases at 1.2%, a .42% increase for the Fire Department, and a 0.15% increase for new capital requested by Council. The totality of these increases at 7.7% leaving only 1.16% to cover other inflationary costs for a total of 8.76%. Because these costs are **new fixed costs** it requires reduction in costs in other areas.

When considering options to provide to Council, Administration considered the following:

1. Maintain legislative and regulatory compliance;
2. Preserve essential or life-safety services; and
3. Identify higher service levels that could be reduced to achieve savings.

Most departmental options presented equate to approximately **one full-time equivalent (1 FTE) reduction in service capacity**. Achieving the full \$285,000 operating reduction would require the equivalent of **two+ FTE reductions**, meaning multiple options would need to be implemented or deeper reductions directed within a single department.

Staff have identified areas where reductions could occur while maintaining compliance requirements. Ultimately this is a decision regarding service level reductions by Council. Staff will implement the service level changes directed by Council, which will result in corresponding budget reductions

## **ANALYSIS/ISSUES/IMPLICATIONS**

### **Special Projects Budget Reduction – \$150,000**

The current Special Projects budget is \$500,000. Reducing this by \$150,000 would leave \$350,000.

The Special Projects budget supports:

- Modernization of Finance software
- Replacement of budgeting software
- Future IT modernization initiatives
- Strategic operational improvements

Reducing this allocation would decrease flexibility to respond to modernization pressures and could delay planned system upgrades and process improvements or make their implementation dependent on grants. However, grants for these types of system upgrades are rare to begin with and the grant landscape is likely to significantly decrease.

Campbell River's cost to switch their base financial software along with related upgrades was over \$3,000,000. This does not include the need for new budget software which is estimated to cost \$250,000+.

**a. Recreation Department**

**Important:** Any reduction to Community Centre operating hours would require additional financial analysis to determine associated revenue loss. Savings below reflect expenditure reductions only and do not include potential declines in program, rental, or membership revenue unless specifically specified.

**Option 1 – Targeted Program and Hour Reductions**

Savings: \$83,402

Special Events Cancelled:

- Family Day
- Music in the Park
- Polar Bear Swim

Community Centre Hour Adjustments:

- Summer Weekends: Close at 1:00 pm instead of 4:30pm
- Weekdays: Close at 9:00 pm instead of 9:30pm
- Non-Summer Weekends: Close at 4:00 pm instead of 4:30pm

Other Changes:

- Eliminate Fitness Studio Attendant Hours: Monday, Wednesday, Friday 9:00 am – 11:00 am
- Cancel Hands on Farm

Impacts:

- Elimination of established community events
- Reduced evening and weekend facility access
- Reduced supervised fitness access
- Removal of seasonal programming
- Potential revenue decline requiring analysis

**Option 2 – Operating Hour Reductions**

Savings: \$98,826

Community Centre Hour Adjustments:

- Weekdays: Open at 7:00 am instead of 6:00am
- Weekdays: Close at 8:30 pm instead of 9:30pm
- Weekends: Close at 1:00 pm instead of 4:30pm

Weekend cleaning hours would be reduced significantly, likely requiring partial building closures.

**Impacts:**

- Reduced early morning access
- Reduced evening access
- Significant reduction in weekend availability

- Potential partial facility closures
- Likely revenue loss requiring further financial review

**Option 3 – Full Weekend Closure**

Savings: \$120,405 (\$31,000 in only birthday party rental fees would be lost)

Community Centre Hour Adjustment:

- Close Community Centre entirely on Saturdays and Sundays

Impacts:

- Elimination of all weekend programming and rentals
- No weekend fitness access (likely resulting in customers leaving for other facilities)
- Significant impact on working families and user groups
- Material reduction in community access
- Likely revenue decline requiring detailed analysis
- 240 birthday parties cancelled with \$31,000 in lost revenue

**Fire Rescue**

The current structure is 1 chief, 1 Asst. Chief, 2 Captains, 4 Lieutenants and 1 assistant.

A potential staffing reduction would involve eliminating one full-time Lieutenant represents 10% of capacity.

The Department has already attempted to reduce its service level to control costs by only attending the more serious medical and vehicle collisions calls.

Any cost reduction would only reduce the budget for the town by 70% as the remaining 30% would be saved by the Comox Fire Protection District.

**Impacts:**

- Reduced training capacity for Paid-On-Call firefighters
- Increased workload pressures
- Reduced emergency response readiness
- Increased organizational and liability risk
- Reduced wildfire deployment and regional support capacity
- Added strain during anticipated Fire Chief leadership transition

Maintaining 24/7 emergency response capability would become more challenging under reduced supervisory staffing levels.

**Corporate Services**

Corporate Services consists of five employees. Eliminating one employee represents a 20% reduction in departmental capacity.

Potential Reduction – Communications Position (1 FTE Equivalent)

Impacts:

- Reduced public outreach and engagement
- Reduced issue response capacity
- Reduced Mayor/Council messaging support
- Reduced departmental support and messaging

- Elimination of special projects and backlog initiatives
- Increased workload pressures on remaining staff

### **Development Services**

Current Department Structure

- 1 Building Inspector (+ 1 casual)
- 3 Planners
- 1 Development Services Clerk

Building inspection capacity cannot be reduced due to statutory inspection and life-safety obligations. In 2025 the planning department eliminated a planner position in favour of a clerk position which helped reduce costs.

Potential Reduction – One Planner = 25% capacity loss

Impacts:

- Longer review times and approval timelines
- Increased development uncertainty and cost pressures
- Slower progress toward provincially mandated housing targets
- Potential need for increased pre-zoning
- Potential reduction in Development Permit requirements
- Reduced discretionary design review and community form influence

### **Operations Department**

The Operations Department consists of:

- Public Works – 13 FTE
- Facilities – 3 FTE
- Parks – 5 FTE
  - 7 Seasonal Employees + 4 Summer Students (6.5 FTE)

These divisions deliver front-line municipal services to approximately 15,000 residents and operate with limited redundancy. Preventative maintenance activities are already behind schedule.

A reduction of 1.0 FTE represents a structural reduction in service capacity.

It is important to note that in practical terms, a reduction of 1.0 FTE may equate to eliminating **approximately two seasonal employees**, depending on role and scheduling distribution.

### **Public Works**

1.0 FTE Reduction = 8% capacity loss

Impacts:

- Further reduction in preventative maintenance
- Increased backlog in roads, drainage, and utilities
- Reduced road sweeping, pothole repair, snow plowing
- Reduced sidewalk hazard mitigation
- Reduced drainage maintenance
- Increased contractor and overtime reliance

**Risks:**

- Accelerated asset deterioration
- Increased liability exposure
- Lower lifecycle and higher capital replacement costs
- Reduced redundancy during emergencies
- Regulatory pressure related to water and sewer systems

**Facilities Division**

1.0 FTE Reduction = 25% capacity loss

**Impacts:**

- Slower response to HVAC, plumbing, electrical issues
- Increased contractor dependence
- Reduced preventative maintenance
- Reduced marina oversight

**Risks:**

- Operational disruption (Community Centre, Town Hall, Works Yard, D'Esterre Seniors Centre)
- Higher contractor and overtime costs
- Reactive maintenance model

**3. Parks Department**

A 1FTE reduction is equal to 9% reduction in capacity over a full year. Due to approval being required from the Union to hire summer students it is unlikely the Town would be able to reduce its regular full time staff or seasonal staff prior to eliminating the student positions which make approximately 70-80% of a full FTE.

**Impacts** (removal of summer students):

- Reduction of 160 hours of work per week during peak summer season (25% reduction in workforce capacity)
- Garbage removal (Community Parks and Trails, Downtown)
- Watering
- Grass cutting
- Horticulture maintenance
- Event operations (Nautical Days Festival)
- Community Parks (Marina Park, Filberg Park, Kye Park, Dog Park, Highland Park, Aspen Park and Anderton Park)

**Risks:**


- Accelerated turf and tree deterioration
- Decreased sports field and sports court maintenance
- Increased complaints regarding maintenance standards
- Increased risk of overflowing bins, litter accumulation, and public complaints.
- More reactive maintenance
- Reduced turf care, pruning, invasive control, trail maintenance and inspections, irrigation

- Reduced neighborhood park maintenance and inspections
- Reduced capital project capacity
- Operation strain, fatigue and burnout of remaining staff during peak summer season

**Finance Department**

Finance is operating at capacity to meet statutory and regulatory obligations. No reduction options were identified that would maintain compliance standards.

<b>To:</b> Mayor and Council	<b>File:</b> PR 26-2
<b>From:</b> Randy Houle, Director of Development Services	<b>Date:</b> February 27, 2026
<b>Subject:</b> Application to UBCM Development Approvals Program 2026	

Prepared by:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities Local Government Development Approvals Program for up to \$200,000 in funding.
2. THAT Council supports the Town of Comox by utilizing the Grant and providing overall grant management, if the funding application is successful.

**PURPOSE**

This report seeks Council’s approval to submit a funding application to the 2026 intake of the Union of B.C. Municipalities (UBCM) Local Government Development Approvals program. A Council resolution indicating support for the grant application must be submitted for eligibility.

**STRATEGIC PLAN LINKAGE**

Should the Town’s application be successful, the program would provide funds to advance initiatives that contribute to the following Areas of Focus in the 2022-2026 Strategic Plan:

- Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
- Customer Service - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.

- Housing - We will create the conditions for a diversity of housing options in our unique Seaside Town.

## **BACKGROUND**

The Local Government Development Approvals program is administered by UBCM with funding provided by the Province of B.C. Grant funds can contribute up to 100% of the cost of eligible activities to a maximum of \$200,000 with no matching requirements and an application deadline of March 13, 2026. Funded projects must be completed within 2 years of funding approval.

The development approval process includes all operational steps and decision-making processes in a local government's consideration of approving development, from the pre-application phase to the issuance of a building permit. In 2022, the Town completed a Development Application Process Review which produced a detailed report with several recommendations for improvements. In 2024, the Town received \$150,000 from the previous round of UBCM grant funding. This funding allowed the Town to identify additional opportunities for improvement in the development review process by streamlining operations, creating internal procedures and systems that focus on continuous improvement and the development of application guides, templates and policy amendments. The Town also received Housing Accelerator Funding from CMHC that has funded the implementation of several initiatives that further the goals of development application process improvements and increasing the supply of housing, including the implementation of development application processing software.

Significant advances in application processing have been completed, and additional projects have been identified that will continue to streamline and improve processes.

The intent of the UBCM Local Government Development Approval Program is to support the implementation of established best practices and changing methods of construction, including alignment with the Building Permit Hub, standardized designs, and modern methods of construction, as required by 2026 Eligible Activities for the grant program.

### Eligibility and Evaluation

To qualify for funding, proposed projects must be new projects or subsequent phases of projects. Grant funds cannot be used retroactively. Evaluation criteria are as follows:

- Proposed projects align with the intent of Local Government Development Approvals Program.
- Proposed projects are outcome-based and include performance measures.
- The local government is ready to undertake proposed projects immediately.
- Proposed projects include outcomes that are transferable to other local governments in BC.
- Proposed projects include cross-departmental collaboration and/or collaboration with one or more external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro etc.).

- If digitization improvements are proposed, they align with other local governments' digitization efforts.
- Proposed projects are cost effective.

## **ANALYSIS**

### Preliminary Scope of 2026 Funding Application

Following is a list of proposed projects to be included in the application. Projects will be completed with consultant support to ensure that staff time remains available to process applications and increase housing supply to meet the targets of the Housing Accelerator Fund grant.

- **Building permit processing improvements:** The process improvements completed to date have been focused on the planning and subdivision processes. This project would focus on building permit processes by improving administrative documents, streamlining internal procedures, identifying and correcting process bottlenecks, creating interpretation bulletins to increase clarity and reduce interpretation issues, and align materials with the provincial standardized permit checklist.
- **Review and recommend updates to the Building Bylaw:** This project aims to ensure that the current Building Bylaw aligns with evolving provincial regulations, modern methods of construction, changing housing forms, and posting Town documents on the BC Building Permit Hub. The BC Building Permit Hub is a new centralized platform intended to provide provincial consistency in implementation of the BC Building Code through building permit processes.
- **Develop terms of reference for professional reports:** This project would establish clear expectations for professional reports for all application types required during application processes, ensuring they reflect the Town's expectations and match the project scope. This would also include simplifying documentation standards for applicants to avoid extraneous information and analysis while maintaining appropriate technical review standards. The terms of reference are also intended to be scoped based on project complexity and are intended to reduce requested amendments to professional reports, which often increase approval times.
- **Developing a matrix and internal procedures for professional reports requirements:** This project would clarify the professional reports and associated scopes required for different project types, resulting in consistent requirements. Internal staff guides would ensure alignment across departments.
- **Development of legal document templates and supporting guides:** Standardized legal templates would reduce applicant and Town legal costs and support development approval efficiency and consistency.

### Financial Implications

The grant application will be designed to have 100% of project costs covered by the program and minimize staff time required. As a result, no additional budget is required for the proposed projects.

Operational Implications

The efficiency in streamlining development approvals accomplished in the 2024 intake of this program has resulted in saving staff time on application processing and clarifying the development approval process in Comox. The next phase of the project will allow the Town to continue streamlining with additional savings in staff time and improved service delivery, allowing the Town to better manage current and future application volumes and complex applications. While much of the work required to complete the recommended tasks will be completed by consultants, staff time is required to provide direction, review and manage project deliverables.

**NEXT STEPS**

If Council endorses an application to the 2026 intake of the Local Government Development Approvals program, an application will be submitted to UBCM no later than March 13, 2026. A response from UBCM is expected within 60 days of the deadline. If successful, the projects will commence promptly.

<b>TO:</b> Mayor and Council	<b>FILE:</b> DVP 26-2
<b>FROM:</b> Robin Pallett, Planner II	<b>DATE:</b> February 26, 2026
<b>SUBJECT:</b> Development Variance Permit DVP 26-2 (380 Knight Road)	

Prepared by:  Robin Pallett, Planner II	Supervisor:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

- 1) THAT Development Variance Permit DVP 26-2 (380 Knight Road) be approved; and  
 THAT Administration be directed to issue the permit.

**ALTERNATIVES TO THE RECOMMENDATIONS**

- 1) That Development Variance Permit DVP 26-2 (380 Knight Road) be approved with conditions.
- 2) That Development Variance Permit DVP 26-2 (380 Knight Road) be referred back to Staff for more information.

**PURPOSE**

The applicant is proposing to construct a large accessory building to serve as an aircraft hangar and workshop for the owner’s personal use and storage. To facilitate the construction as proposed, two variances to Zoning Bylaw No. 2056 are required:

- Section 9.4(1)[e] for R-CL: to increase the maximum gross floor area of the proposed accessory building from 60.0 m<sup>2</sup> to 446.0 m<sup>2</sup>; and

- Section 9.5(2)[a] for R-CL: to increase the maximum height of the proposed accessory building from 4.5 m to 7.4 m.

**STRATEGIC PLAN LINKAGE**

**Strategic Priority**

**Areas of Focus**

<b>Balanced Community Planning</b>	<b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.
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**BACKGROUND**

<b>Subject Property:</b>	
<b>Zoning Designation:</b> Cape Lazo Residential (R-CL)	<b>OCP Designation:</b> Detached Residential
<b>Property Size:</b> 21,000 m <sup>2</sup>	<b>Property Contains:</b> One existing single-family dwelling
<b>Surrounding Land Uses:</b> Airport to the north and west; detached, low-density residential to the south and east	
<b>Application History:</b> On September 17 <sup>th</sup> , 2018, The Director of Development Services approved a development permit (DPA #11 Wildlife Corridor) for the subject property to allow construction of a single-family dwelling.	

**OCP IMPLICATIONS**

Official Community Plan No. 2054 supports the use of lands designated Detached Residential in the OCP Future Land Use Map for single detached dwellings on larger lots located outside of the Urban Containment Boundary. The proposed development is aligned with this designation.

**ZONING IMPLICATIONS**

The proposed development meets all provisions of the R-CL zone, with the exception being the variances proposed.

## ANALYSIS/ISSUES/IMPLICATIONS

When considering a variance to a Town bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable. The following variances to Zoning Bylaw 2056 are proposed:

Section 9.4(1)[e] for R-CL: to increase the maximum gross floor area of the proposed building from 60.0 m<sup>2</sup> to 446.0 m<sup>2</sup>; and

Section 9.5(2)[a] for R-CL: to increase the maximum height of the proposed building from 4.5 m to 7.4 m.

- Considering that the subject property is abutting Comox Airport (YQQ), the proposed building, and its proposed size and height, would be in keeping with adjacent airport land uses.
- There is an adjacent residential lot to the south, at 360 Knight Road which will be most directly impacted by the proposed building. The proposed building is setback 10.7m from the shared lot line which is significantly more than the 1.2\_m required for accessory buildings in the R-CL zone. Furthermore, a hedge along the common provide line will provide screening and help to mitigate negative impacts.
- As the proposed building is consistent with adjacent airport land uses, approval of the variance should not set a precedent for increased accessory buildings size and heights.

Regarding aircraft traffic to and from the subject property, the Owner has indicated that helicopter access and egress would only occur once per year, at most (with the helicopter remaining on-site over the winter). The building would also be used for storage and personal automotive work.

Staff feel that the variance request is reasonable, does not significantly impact the neighbourhood, and therefore recommend that Council support the application.

## REFERRALS

The application was referred to various internal departments and external agencies, including the 19 Wing Real Property Operations (Comox), Transport Canada and NavCan.

Town staff indicated no comments regarding the proposed variance.

NavCan staff responded to confirm the precise location of the proposed building, but provided no comments regarding the proposed variance. The applicant has submitted a private NavCan application for the proposed structure height through the NavCan application portal. This is a separate approval process from Local Government.

KFN staff indicate that the owner requires a CHIP prior to construction, which has not been issued as of the date of this report.

**PUBLIC PROCESS**

Owners of properties within 75.0 m of the subject property will have received notification of the development variance permit application with written comments regarding the proposal being accepted until 12:00 pm on the same day that Council considers the application. In addition, mailed notification was extended to the Comox Valley Airport Commission, 19 Wing (Ottawa), and Executive Aviation Fuels (at YQQ).

Although no letters of support for the proposed variance have been received as of the date of this report, the Owner has indicated that he has reached out to his neighbours regarding the proposed accessory building, and that none of them are opposed to it.

**ATTACHMENTS:**

Attachment A: Property Location Map

Attachment B: Drawings

Attachment C: Photos of Subject Property

Attachment D: Applicant's Letter of Rationale

Attachment E: Draft Development Variance Permit DVP 26-2



**PROPOSED SITE PLAN ON LOT 6, SECTION 83A, COMOX DISTRICT, PLAN 8799, EXCEPT PART OUTLINED IN RED ON PLAN 854RW, EXCEPT PART IN GREEN ON PLAN 2093 O.S. AND EXCEPT PART IN PLAN 2054R.**

Parcel Identifier: 024-446-645

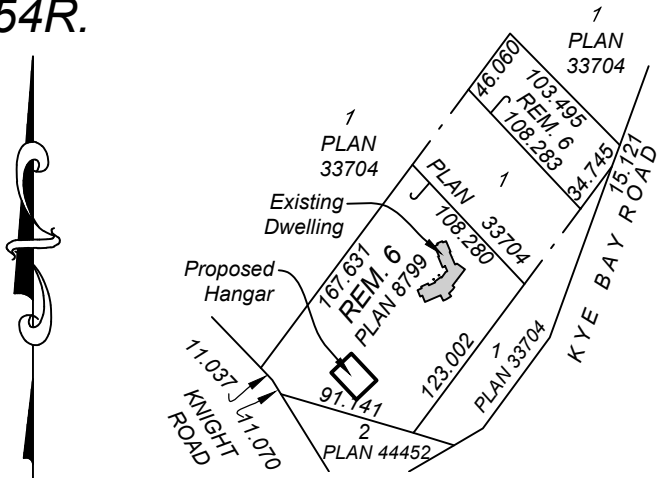


1:750

All dimensions are in metres and decimals thereof.

Elevations are geodetic and are based on CGVD2013(CGG2013a)1997

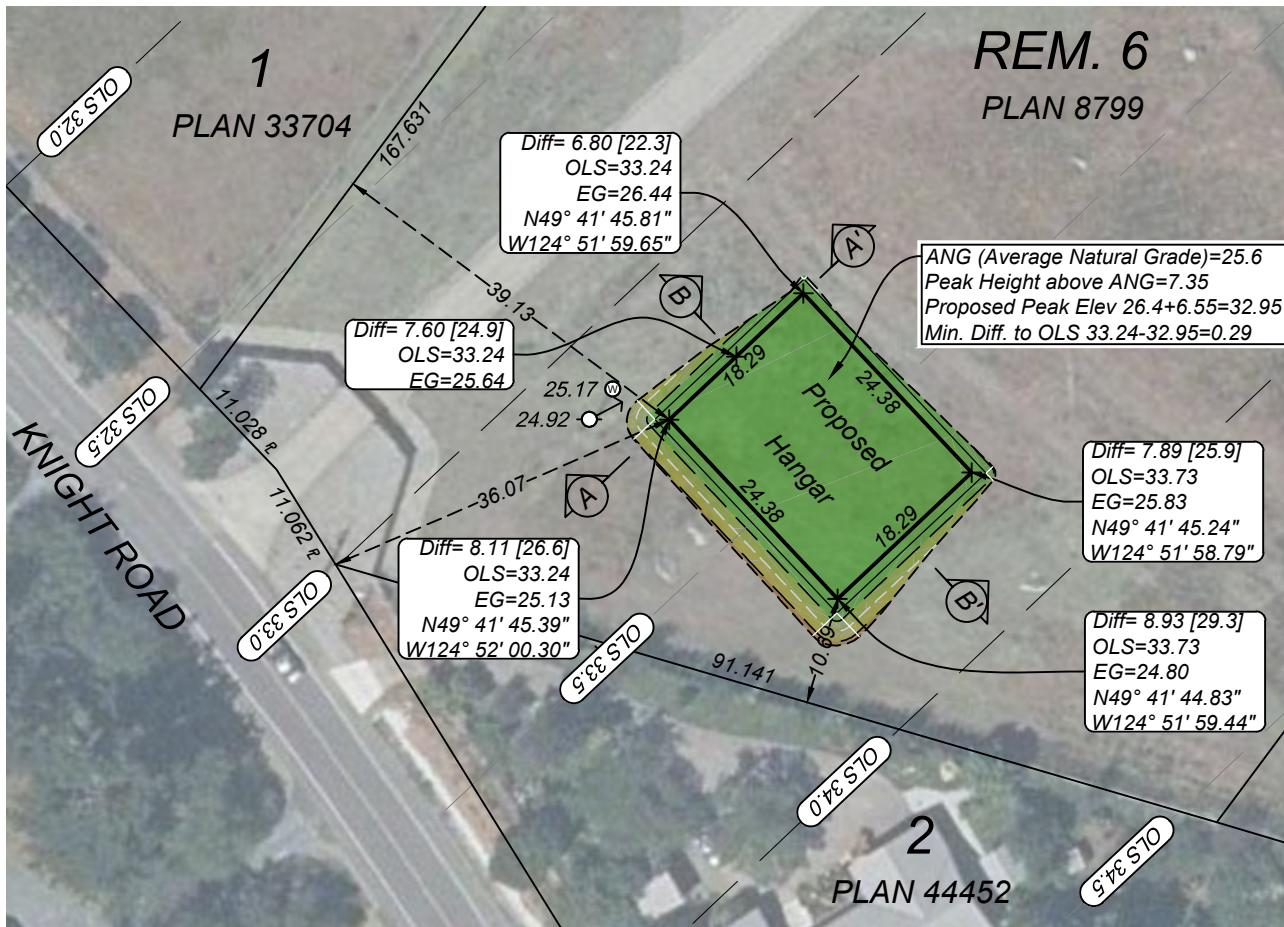
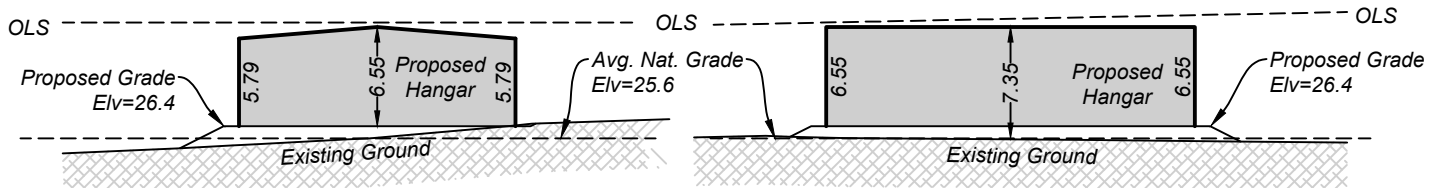
EG = existing geodetic elevation  
 OLS = Obstacle Limitation Surface  
 Diff = height difference between OLS and EG



Key Plan 1:5000

Cross Section A-A'  
Scale 1:750

Cross Section B-B'  
Scale 1:750



Date of Survey: Oct. 7, 2019  
 Nov. 28, 2025

Civic Address  
 380 Knight Road  
 Comox, BC

Offset dimensions are to the exterior of the main foundation wall and are perpendicular to the property lines.  
 Building dimensions supplied by others

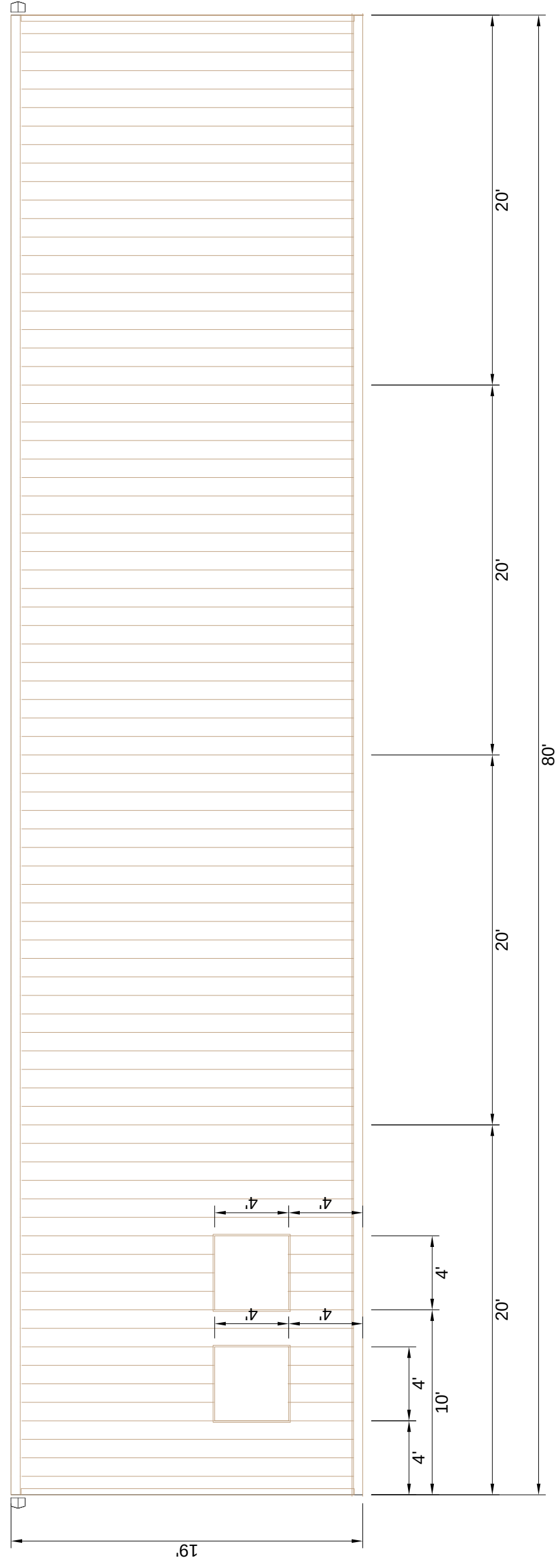
**SITE STATISTICS**

Gross Floor Area  
 Existing: 477.5 m<sup>2</sup>  
 Proposed: 445.9 m<sup>2</sup>  
 Parcel Area: 2.11 ha  
 Parcel Frontage: 22.1m  
 Parcel Coverage  
 Existing: 2.2%  
 Proposed: 4.4%  
 Building Height: 6.55m  
 Non-permeable (driveway):  
 Existing: 970 m<sup>2</sup>  
 Proposed: 369 m<sup>2</sup>

This document shows the registered dimensions of the above described property and the relative location of the surveyed structures and features with respect to the property boundaries. This document shall not be used to define property lines or property corners.

# NOT FOR CONSTRUCTION

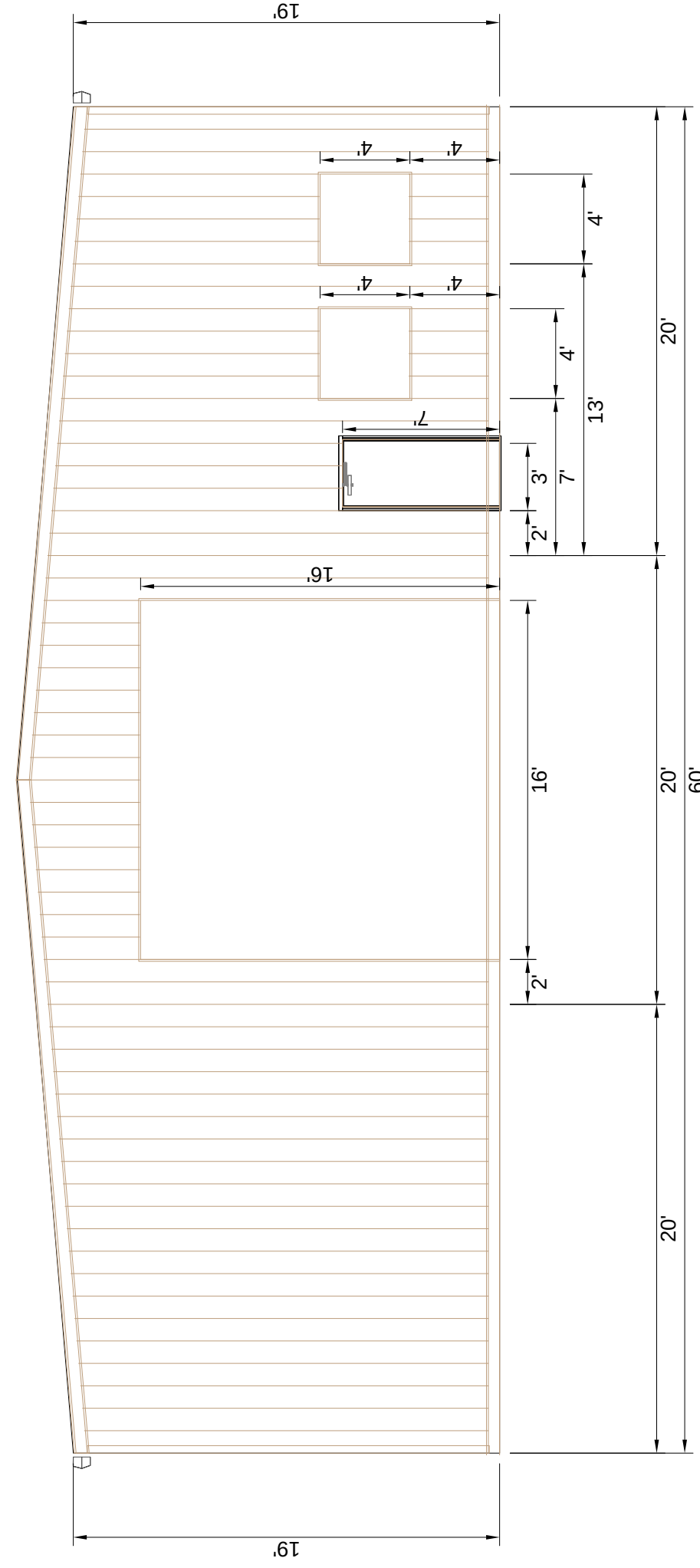
### Front Wall



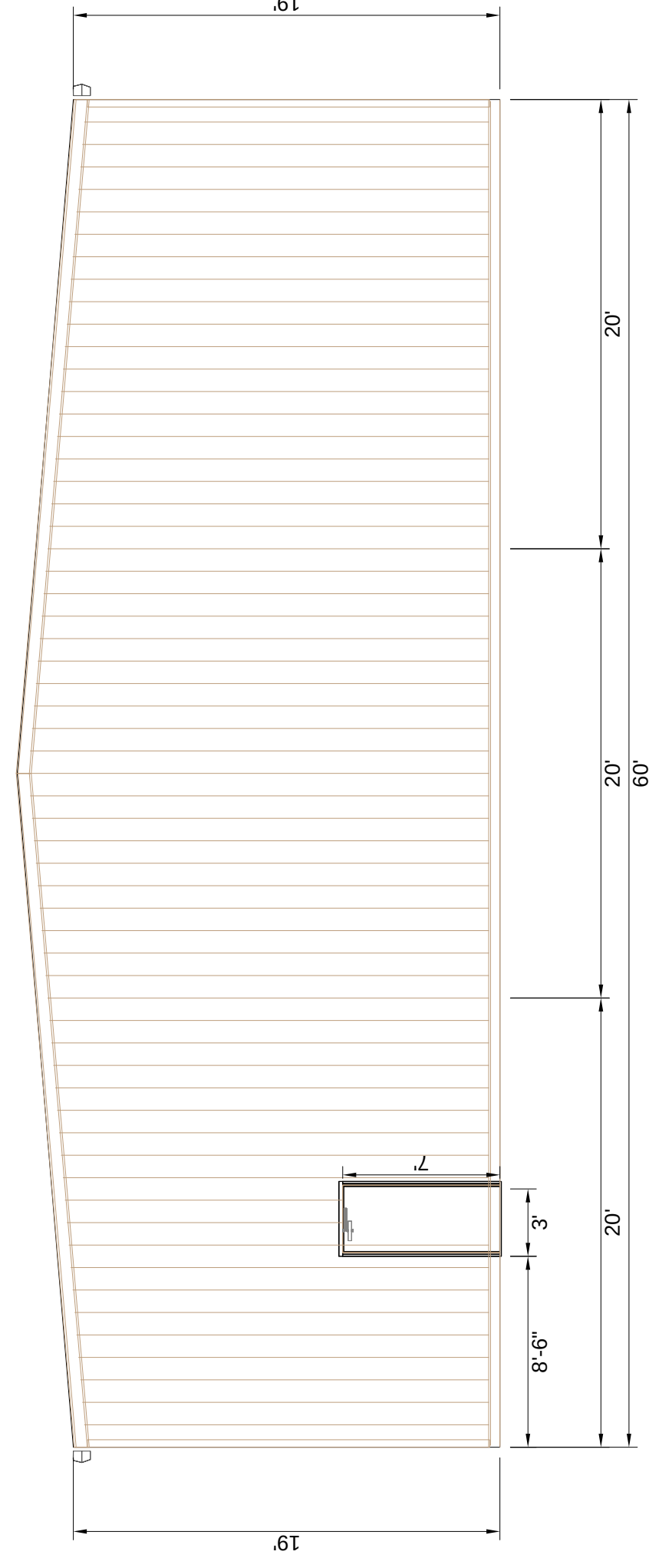
### Back Wall



### Left Wall



### Right Wall



<b>Metallic</b> BUILDING SYSTEMS CONTACT: _____ COUNTRY: _____ Builder: Precision Steel Buildings Customer: Metallic Building Company 7301 Fairview Houston, Texas 77041 Bruno mell		Drawing Status: <input type="checkbox"/> For Approval <input type="checkbox"/> Preliminary <input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Erector Installation
Scale: NOT TO SCALE VERSION: ABS 2.1.9 ESTIMATOR: Dennis Erenko JOB NAME: hanger building 381746 MEMBER	PAPER SIZE: 22X34 DATE: 11/20/2025	 The engineer whose seal appears hereon is an employee of the manufacturer for the materials described herein. Said seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.

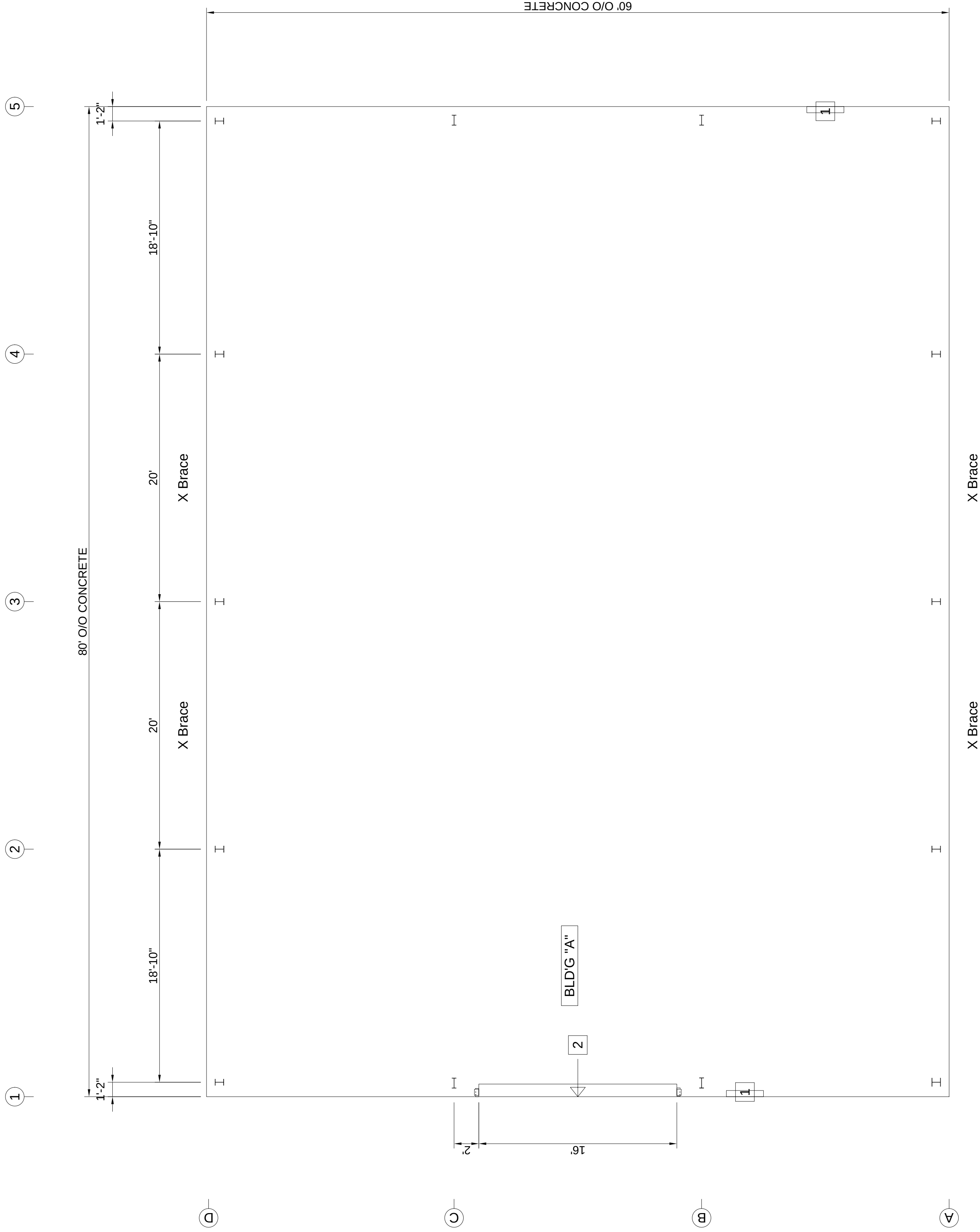
This drawing is not for construction. This drawing is intended to depict general building information and is solely for sales presentation purposes. For clarity of presentation, items depicted may be different from actual design and final drawings. In the event of conflict between this drawing and the purchase order, the purchase order shall prevail.

ARCHITECTURAL

# NOT FOR CONSTRUCTION

## ACCESSORY SCHEDULE

Mark	Description	Qty.
1	3070 Pre-Assembled 3070	2
2	16'-0" X 16'-0" FRAMED OPENING	1

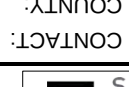


This drawing is not for construction. This drawing is intended to depict general building information and is solely for sales presentation purposes. For clarity of presentation, items depicted may be different from actual design and final drawings. In the event of conflict between this drawing and the purchase order, the purchase order shall prevail.

## FLOOR PLAN

Metallic Building Company  
7301 Fairview  
Houston, Texas 77041

Builder:  
PRECISION STEEL BUILDINGS



CONTACT:  
COUNTRY:

Customer:  
Bruno mell

For Erector Installation  
 For Construction Permit

Preliminary  
 For Approval

Drawing Status:

Scale: NOT TO SCALE

VERSION

PAPER SIZE

ABS 2.1.9

22X34

ESTIMATOR

DATE

Dennis Erenko

11/20/2025

JOB NAME

hangar building

381746

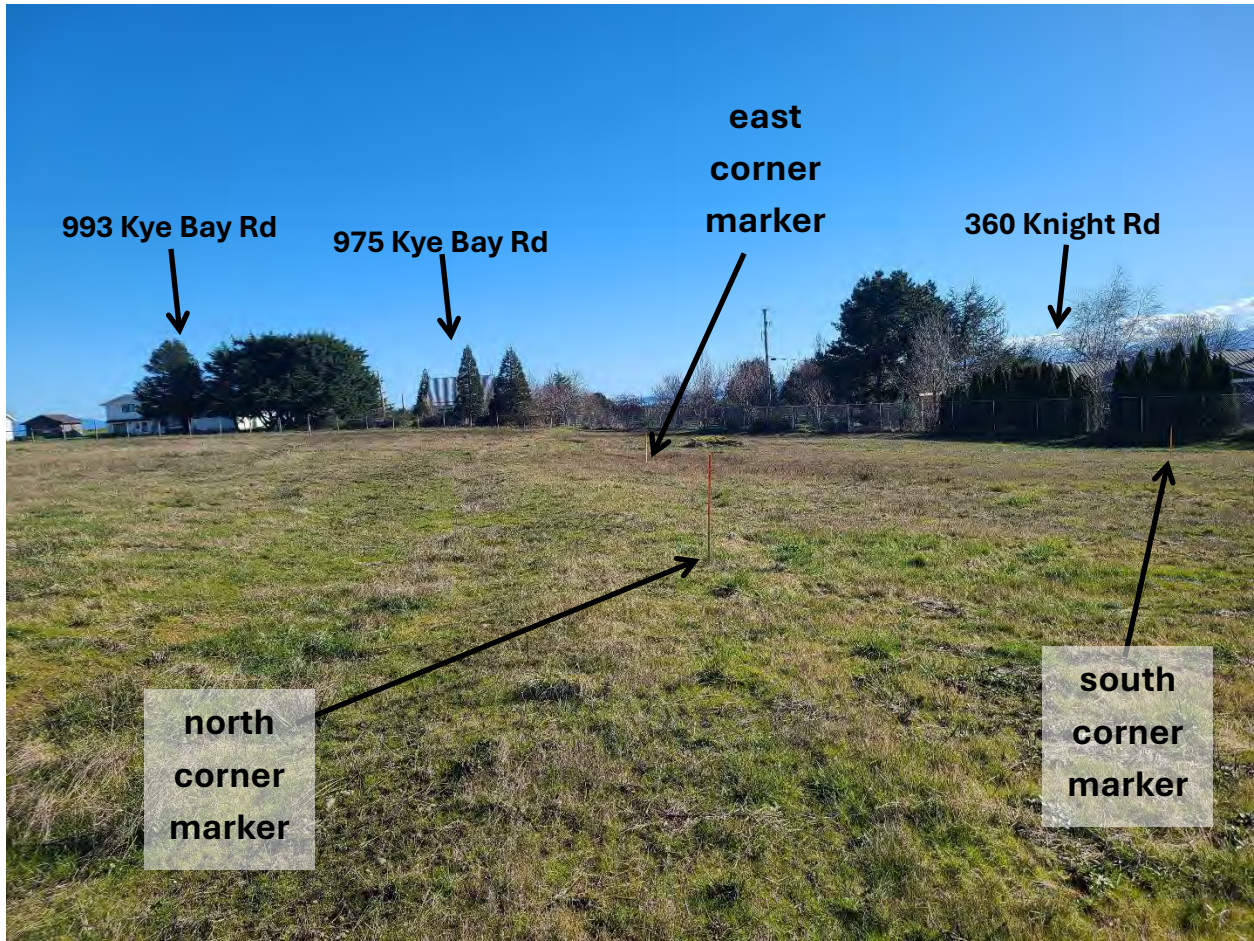
MEMBER



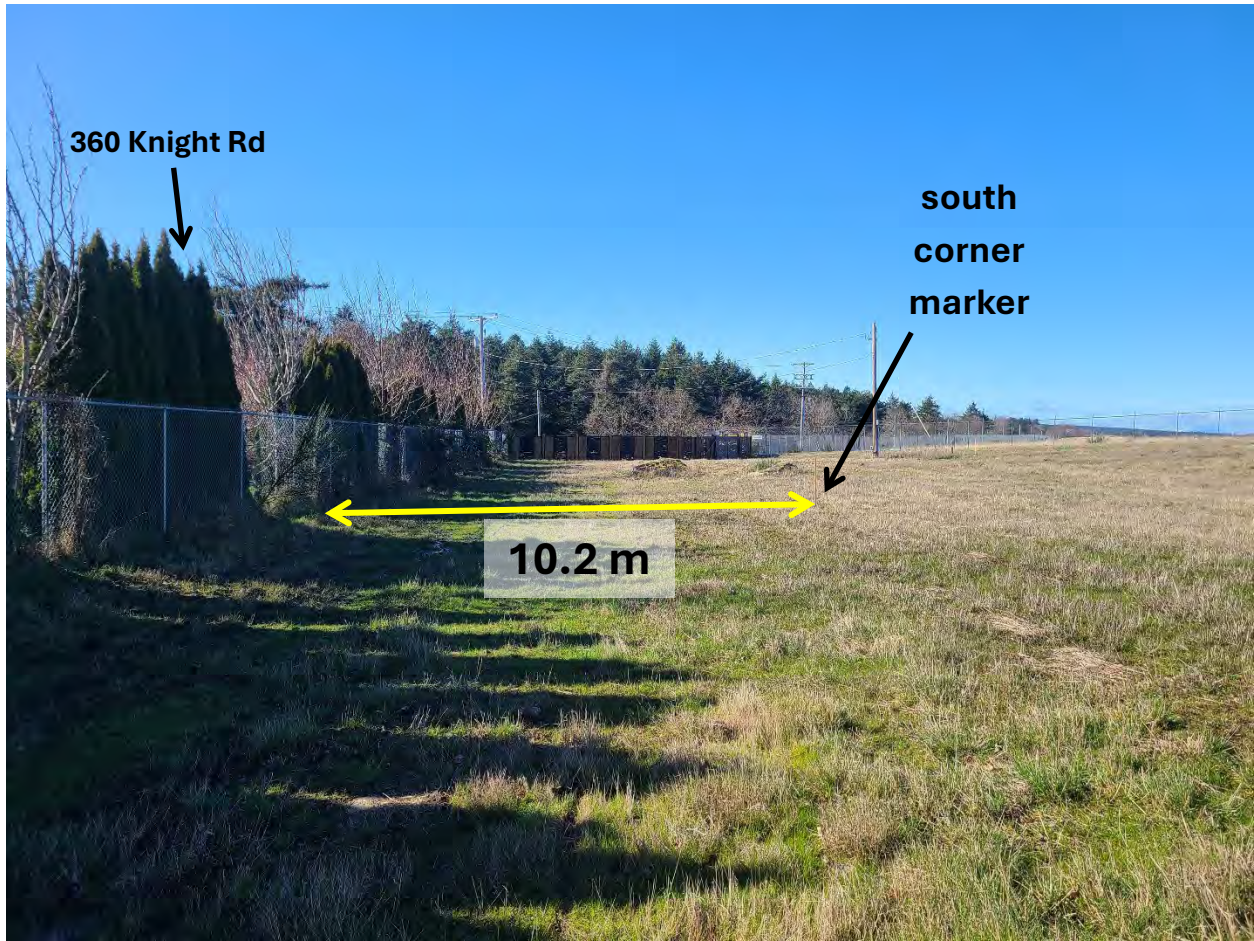
The engineer whose seal appears hereon is an employee of the manufacturer for the materials described herein. Said seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.

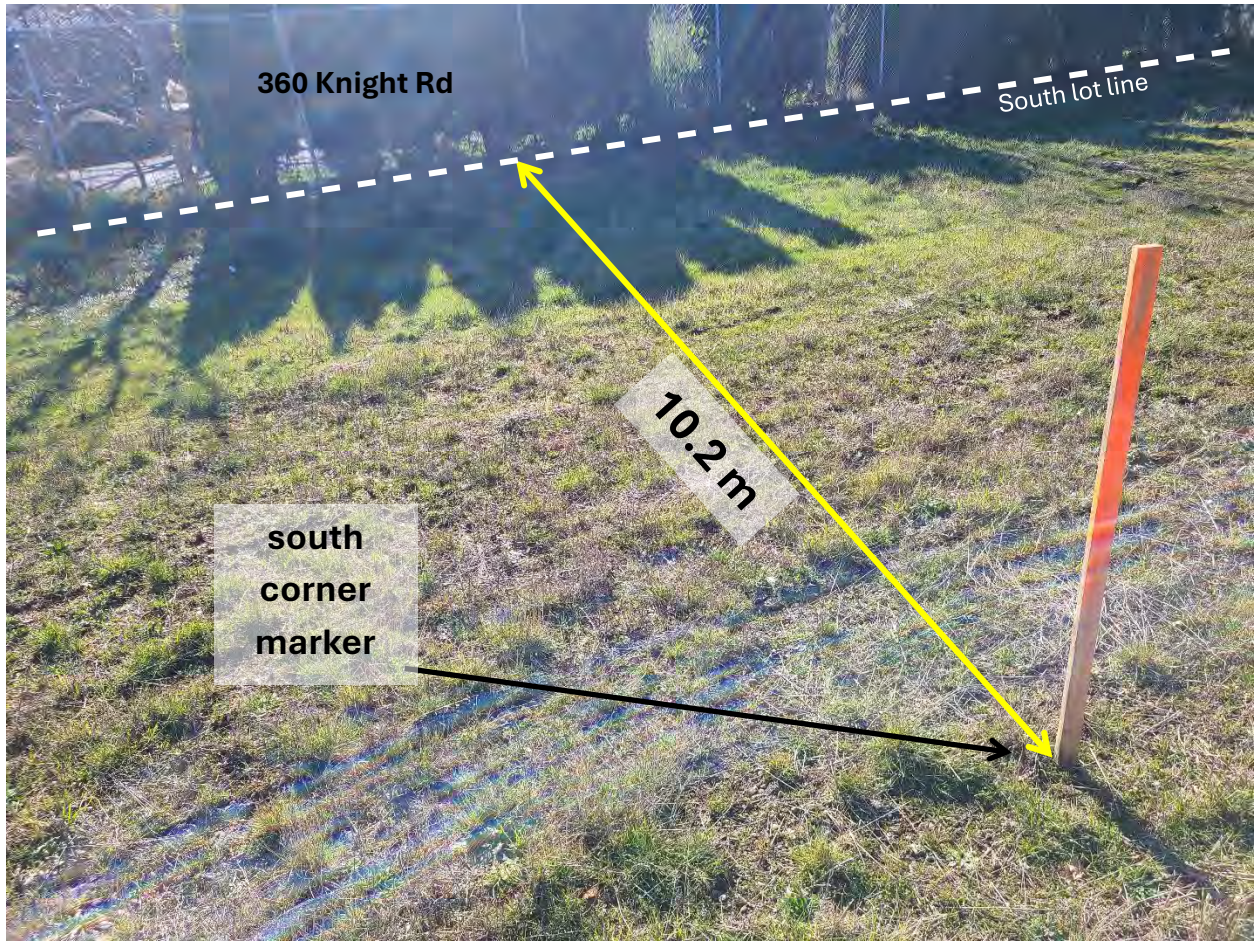
PHOTOS OF THE SUBJECT PROPERTY











# 380 Knight Road

## Development Variance Permit Application

*January 19, 2026*

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

Attention: Planning Department

### Contact

Corey Cooper  
778-647-2513  
ccooper@mcelhanney.com



# Development Variance Permit Application

PID 024-446-645

On behalf of our client, we are pleased to submit a Development Variance Permit (DVP) application supporting the proposed development at 380 Knight Road in the Town of Comox. This application submission concerns the construction of an Accessory Building that exceeds the maximum height and maximum gross floor area for accessory buildings permitted by the subject property's zone.

As per the development application form the following documents have been attached:

1. Development Variance Application Form
2. Letter of Intent (*this document*)
3. Title Search & Charges
4. Charges Table
5. Authorization Form
6. Site Survey/Plan
7. Zoning Bylaw Compliance Table (*within this document*)
8. Contaminated Sites Screening Form

These documents have been provided as appendices to this master document, as well as separated in electronic versions for ease of use and review.

We look forward to your review of the application. Please do not hesitate to reach out for any further information required for this application, we will be happy to assist.

Thank you for considering this proposal.

Sincerely,  
McElhanney Ltd.

Corey Cooper  
[ccooper@mcelhanney.com](mailto:ccooper@mcelhanney.com)  
778-647-2513

## Contents

Intent of Proposal .....	3
Context and Location .....	3
Rationale .....	4
Official Community Plan Review .....	4
Land Use Policies .....	4
Form & Character Development Permit Area .....	4
Sensitive Ecosystem Development Permit Area .....	4
Zoning Bylaw Review .....	5
Project Summary .....	7

## Appendices

1. Development Application Form
2. Authorization Form
3. Title Search & Charges
4. Site Survey/Plan
5. Building Drawings
6. Contaminated Sites Screening Form

## PID 024-446-645

LOT 6 SECTION 83A COMOX DISTRICT PLAN 8799 EXCEPT PART OUTLINED IN RED ON PLAN 854RW, EXCEPT PART IN GREEN ON PLAN 2093 O.S. AND EXCEPT PART IN PLAN 2054R.

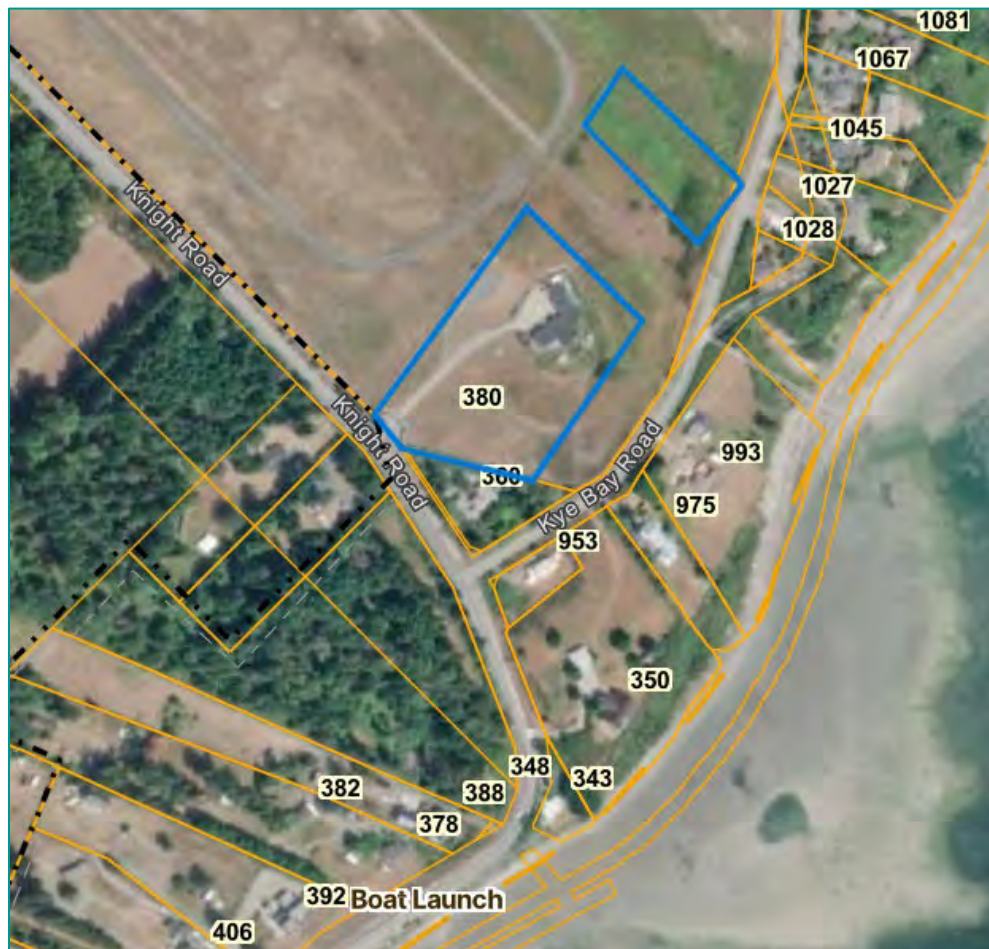
### Intent of Proposal

Our client is proposing to build an Accessory Building in the front yard at 380 Knight Road. The property is zoned Cape Lazo Residential (R-CL). As a result of the proposed development, Variances have been determined to be needed to bring the proposal into compliance with *Bylaw 2056, 2025*. Our aim is to achieve full compliance with all the Town's policies and bylaws related to this development.

### Context and Location

The subject property is situated in the Northeast of Comox near Point Holmes and Kye Bay. To the northwest, the property abuts the Comox Valley Airport zoned DND Lands (DND) while the majority of properties nearby are also zoned R-CL.

Figure 1: Subject Property



The subject property has the following charges on Title, which after thorough review, are neither affecting nor affected by the proposed development on the lot.

Charge	Purpose of Charge
15960S	Expropriation of land for the purposes of the flight path approach, with the continued permission to access lands and remove buildings, vegetation or structures that obstruct the flight path.

## Rationale

It is our evaluation that the proposal will match the character of the surrounding neighbourhood and the requested Variances to bring the accessory building into conformance with Bylaw 2056, 2025 are not unreasonable.

## Official Community Plan Review

### Land Use Policies

The intended use of the subject property is for residential purposes, specifically in a low-density form. The proposed development at 380 Knight Road, though requiring Variances, is consistent with following Land Use Policies:

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

7.5 – Preserve and expand tree and vegetation cover on steep slopes to minimize erosion and enhance other ecological functions.

### Form & Character Development Permit Area

As the proposal only consists of an Accessory Building, the exemption under Section 1.4 (2) of *Comox's Official Community Plan Bylaw No. 2054* applies, excluding the works from the Development Permit Area's requirement.

### Sensitive Ecosystem Development Permit Area

The proposal does not impact trees on the subject property, which consists of land previously affected by human disturbance. Therefore, exemption criteria outlined in Section 7.5 (1.2) of *Comox's Official Community Plan Bylaw No. 2054* is being met.

## Zoning Bylaw Review

As per the *Town of Comox's Zoning Bylaw 2056, 2025*, the parcel falls within the R-CL zone. The parcel is surrounded by other R-CL zoned properties, many that also abut either the Strait of Georgina or the Comox Valley Airport.

Figure 2: Zoning Context



### Compliance with the Cape Lazo Residential zone (R-CL)

The proposal has been generally designed to adhere to the Town of Comox's *2056, 2025*, specifically the R-CL zone. The development, as designed, requires two (2) Variances to be brought into full compliance with the zoning regulations, indicated in red on the table below.

Table 1: Zoning Bylaw Compliance Table

	Cape Lazo Residential (R-CL)	Proposed Development at 380 Knight Road
Zone Intent	This zone is intended to accommodate low-density residential uses in the unserved Cape Lazo area.	Development aligns with Zone's Intent.

<b>Permitted Uses</b>	Principal 1) Dwelling Units  Secondary 1) Accessory Buildings and Structures 2) Agriculture, Urban 3) Care Facility, Child 4) Care Facility, Community 5) Care Facility, Licence-Not-Required 6) Farm Stand 7) Minor Home Occupation 8) Major Home Occupation 9) Bed & Breakfast Accommodation 10) Vacation Rental Accommodation 11) Secondary Suites	Proposed Accessory Building is a permitted Secondary Use.
<b>Subdivision Standards</b>	Minimum Lot Area – 5,000 m <sup>2</sup>  Minimum Lot Width – 27.0 m	Lot Area – 21,100 m <sup>2</sup>  Lot Width – 65.185 m
<b>General Regulations</b>	Maximum Lot Coverage – 40%  Maximum Lot Coverage Including Impervious Surfaces – 70%  Maximum Number of Dwelling Units – 2 per lot  Maximum GFA for Principal Buildings – 400.0 m <sup>2</sup>  Maximum GFA for Accessory Buildings – 60.0 m <sup>2</sup>	Lot Coverage – 2.25% = Current / 4.38% = Proposed  Lot Coverage – 6.86% = Current / 10.72% Proposed Including Impervious Surfaces  Number of Dwelling Units – 1  GFA for Existing Principal Buildings – 477.5 m <sup>2</sup>  <b>GFA for Proposed Accessory Buildings – 446.0 m<sup>2</sup></b>
<b>Development Standards (Accessory)</b>	Maximum Height – 4.5 m  Minimum Front Setback – 7.5 m  Minimum Rear Setback – 1.2 m  Minimum Side Setback – 1.2 m  Minimum Exterior Side Setback – 3.5 m  Minimum Corner Cut-Off Setback – 1.0 m	<b>Maximum Height – 7.35 metres</b>  Minimum Front Setback – 36.07 m  Minimum Rear Setback – >1.2 m  Minimum Side Setback – 10.69 m  Minimum Exterior Side Setback – N/A  Minimum Corner Cut-Off Setback – N/A

The proposed development requires a Variance to both the Maximum Permitted Accessory Building Height (Section 9.5(2)(a)) increasing from 4.5 m to 7.35 m (total of 63.33% increase), and for a Variance to the Maximum gross permitted floor area on a parcel (Section 9.4(1)(e)) from 60 m<sup>2</sup> to 446 m<sup>2</sup> (total of 643.33% increase) to be in full compliance with applicable Bylaws.

## Project Summary

The proposed accessory building, though significantly larger than typically permitted, is proposed with proper consideration given to the restrictions imposed by the adjacent DND lands. It is our recommendation that the Variances be granted to permit the desired use of the lands.

We look forward to continuing to work with the Town to continue supporting sustainable development in the community.

Thank you in advance for considering our proposal.

Sincerely,

Corey Cooper

Prepared by:



Corey Cooper, Planner  
[ccooper@mcelhanney.com](mailto:ccooper@mcelhanney.com)  
T 250-338-5495

Reviewed by:



Kevin Brooks, Division Manager - Planning  
[kbrooks@mcelhanney.com](mailto:kbrooks@mcelhanney.com)  
778-560-2371

# Thank You

For considering our proposal.





## DEVELOPMENT VARIANCE PERMIT 26-2

### OWNER

Bruno Meili  
380 Knight Rd, Comox, BC, V9M 3T9

### APPLICABILITY

1. This permit applies to, and only to, those lands, including all buildings, structures and other development thereon, within the Town of Comox, as described below:

Civic Address: 380 Knight Rd, Comox, BC  
 Legal Description: LOT 6 PLAN VIP8799 SECTION 83A COMOX LAND DISTRICT  
 EXCEPT PLAN 2054R & EXC PT OUTLINED IN RED ON PL  
 VIP854RW & PT GREEN ON VIP2093 OS VIP2054R  
 PID: 024-446-645

### CONDITIONS OF PERMIT

2. This permit is issued in accordance with Section 498 of the *Local Government Act*, to vary the following Town of Comox Bylaws to allow for the construction of a an accessory building, as shown in the plans attached to and forming part of this permit as Schedule 1:
  - a) Zoning Bylaw 2056:
    - i) Section 9.4(1)[e] for R-CL: to increase the maximum gross floor area of the proposed building from 60.0 m<sup>2</sup> to 446.0 m<sup>2</sup>.
    - ii) Section 9.5(2)[a] for R-CL: to increase the maximum height of the proposed building from 4.5 m to 7.4 m.

### GENERAL CONDITIONS

3. This permit is issued subject to compliance with all Town of Comox bylaws, except as specifically varied or supplemented by this permit.
4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and plans attached as Schedule 1.
5. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain additional municipal, federal or provincial approvals prior to commencing the development authorized by this permit.

## COVENANT REQUIREMENTS

6. Not applicable.

## SECURITY REQUIREMENTS

7. Not applicable.

## EXPIRY OF PERMIT

8. In accordance with Section 504 of the *Local Government Act*, if the permit has not substantially commenced any construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

Authorizing resolution passed by Town of Comox Council on the \_\_\_ day of March, 2026.

---

Permit Issuance Date

---

Signature of Director of  
Development Services

**THIS IS NOT A BUILDING PERMIT**

<b>TO:</b> Mayor and Council	<b>FILE:</b> OCP RZ 25-3
<b>FROM:</b> Regina Božerocka, Planner II	<b>DATE:</b> February 27, 2026
<b>SUBJECT:</b> Official Community Plan Amendment Application (1533 Cedar Avenue) Introductory Report	

<i>Prepared by:</i>  Regina Božerocka, Planner II	<i>Supervisor:</i>  Randy Houle, Director of Development Services	<i>Report Approved:</i>  Jordan Wall, CAO
---	---	---

**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. THAT Official Community Plan amendment application 25-3 (1533 Cedar Avenue) be received.
2. THAT a public information meeting be held by the applicant of OCP amendment application 25-3 in accordance with Section 8.0 of Development Application Procedures Bylaw No. 2049, prior to consideration of first reading of the bylaw.

**ALTERNATIVES TO THE RECOMMENDATIONS**

1. That Official Community Plan amendment application 25-3 (1533 Cedar Avenue) be rejected.

**PURPOSE**

The purpose of this report is to seek direction from Council regarding the proposed development prior to the amendment bylaw being considered by Council.

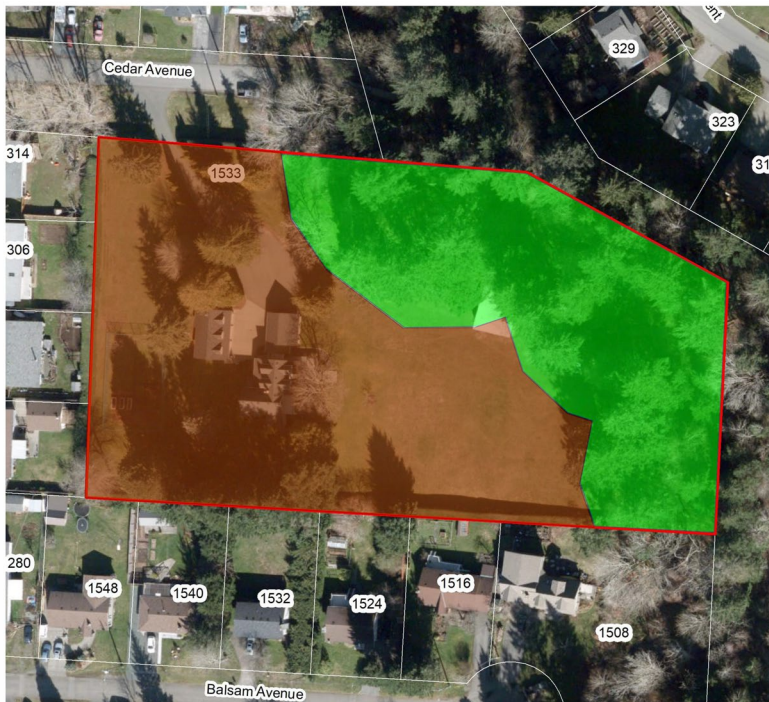
The applicant is proposing to amend the OCP land use designation from Ground-Oriented Residential (3-storey) to Mid-Rise Residential (6-storey) for the west portion of the subject property, and the east portion of the subject property within Brooklyn Creek’s Streamside Protection and Enhancement Area (SPEA) to Parks, Greenways & Open Space. The amended designation would facilitate the construction

of two 5-story apartment buildings for a total of 99 units and parkland dedication proposed as an alternative amenity to the affordable housing contribution.

The applicant also submitted an application to rezone the west portion of the subject property from R-SSMU (Small-Scale Multi-Unit Residential) to RM-3 (Mid-Rise Residential) and the east portion to Parks and Nature Conservation (P-1). The map in Figure 1 illustrates proposed amendments: area in green for parkland dedication and area in brown for multi-family development.

The detailed staff analysis of both applications with accompanying OCP and Zoning amendment bylaws will be presented for Council’s consideration following the recommended public information meeting.

**Figure 1.** Proposed land use and zoning designations



The subject property is located within the Form and Character, Hazardous Conditions, Sensitive Ecosystems and Riparian Ecosystems development permit areas. The multi-family form and character DP will be brought forward to Council for consideration alongside the OCP and zoning amendment bylaw readings. The environmental and geotechnical development permits are staff-issuable and supported by assessments and recommendations by Registered Professionals. The professional reports have been received, the riparian assessment is awaiting approval by the Province. All development permits are required to be issued prior to building permit approval.

**PROCESSING**

The following outlines OCP amendment, rezoning and development permits processing:

1. Council consideration of proposed OCP amendment and public consultation opportunities in accordance with *Local Government Act*, section 475
2. Community information and open house arranged by the applicant
3. First and Second Reading of proposed OCP and Zoning Amendment Bylaws
4. Notification of Public Hearing on proposed bylaws
5. Public Hearing
6. Third Reading of proposed bylaws
7. Resolution of any outstanding items
8. Adoption of proposed bylaws
9. Approval of Development Permits

**STRATEGIC PLAN LINKAGES**

Strategic Priority	Areas of Focus
<b>Balanced Community Planning</b>	<p><b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.</p> <p><b>Housing</b> - We will create conditions for a diversity of housing options in our unique seaside Town.</p> <p><b>Community Addition</b> - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>
<b>Community Connection and Wellness</b>	<p><b>Recreation</b> - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.</p> <p><b>Parks</b> - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p>
<b>Good Governance</b>	<p><b>Community Participation</b> – We enhance two-way communication with our community.</p> <p><b>Decision Making</b> - We make evidence-based decisions focused on the best interests of the Town over the long term.</p>

## BACKGROUND

### Subject Property: 1533 CEDAR AVENUE

**Legal description:** Lot 4, Section 76, Comox District, Plan 6138, Except Part in Plan 16270

**OCP Designation:** Ground Oriented Residential (3-storey)

**Zoning:** R-SSMU (Small-Scale Multi-Unit Residential)

**Density:** permitted under R-SSMU on parcels larger than 4,050 m<sup>2</sup> – 2 dwelling units

**Property Size:** 13,500 m<sup>2</sup>

**Property Contains:** Brooklyn Creek bed and riparian area; existing single-family dwelling, accessory buildings

**Surrounding Land Uses:** single-family development on all sides

**Application History:** no development applications within last 10 years

**Housing Accelerator Fund (HAF):** The HAF agreement with the Federal government requires that the Town issue building permits for 801 dwelling units from 2024 to the end of 2026. As of early 2026, the Town has issued building permits for approximately 280 units, and the proposed development would add an additional 99 units towards this requirement.

**Housing Targets:** As of May 29, 2025, the Town of Comox has been listed as a community that may receive housing targets in the near future, which is given to communities with high demand, low vacancy rates and limited housing availability. It is anticipated that the Town of Comox will be issued a housing target order in 2026. Housing target orders are set for five years at a rate of 75% of the total estimated needs. The proposed development would help to meet these future targets.

## OCP IMPLICATIONS

### Current Land Use Designation - Ground Oriented Residential (3-storey)

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.

### **Proposed Land Use Designation – Mid-Rise Residential (6-storey)**

The Mid-Rise Residential designation is intended to facilitate residential apartment development close to existing and planned mixed-use areas, transit routes, and the active transportation network. 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. The land use designation amendment would allow for the rezoning of the property and would facilitate the proposed development.

### **ANALYSIS/ ISSUES/ IMPLICATIONS**

After initial review of the application package, staff consider that the OCP amendment application has merit for Council consideration given that:

- The OCP encourages densification in areas where existing amenities and municipal services can accommodate higher densities, in alignment with the findings in the 2025 Complete Communities Assessment.
- The proposal is consistent with the OCP objectives and policies that multi-family development is an appropriate method of maximizing the residential use of land and increasing housing choices on large properties located within Central Comox and close to Downtown.
- The dedication and restoration of the riparian area is consistent with OCP policies and Parks and Trail Master Plan that identify the objectives for protection, and restoration of environmentally sensitive areas adjacent to Brooklyn Creek.
- Per Bill 44, properties over 4,050 square metres in size, such as the subject property, were exempt from the requirement to pre-zone to small-scale multi-unit zones in 2024, in order to retain large parcels suitable for future intensive residential development.
- The property proximity to Downtown and nearby services, elementary school, parks, Brooklyn Creek pathway, recreation centre, and bus route, encourages more walking and active forms of transportation to access daily needs.

- The proposed development generally meets applicable DPA guidelines and zoning regulations, including off-site improvement, retention of trees, stormwater management, residential density, vehicle and bicycle parking, on-site amenity spaces, and screening.
- The proposed development would add 99 units to the housing stock in a central location, helping to meet Comox housing needs and targets.
- A range of unit sizes, one to three bedrooms is proposed, thus providing opportunities for families and seniors to live in the Downtown periphery, close to services and amenities.
- The proposed location of the buildings, protection of several trees in the middle of the site (in addition to retained trees within SPEA), and retention of the mature hedge on the site perimeter will help mitigate the impacts on the surrounding properties.

## **FINANCIAL IMPLICATIONS**

As per section 568 of the *Local Government Act*, new Development Cost Charge and Amenity Cost Charge bylaws have no effect for 12 months after adoption if there is a precursor instream rezoning or development permit application. At the time of writing this report, the Town has not adopted new DCC and ACC Bylaws. A building permit under previous bylaw would need to be submitted within 12 months from the date of such new bylaw adoption. Development Cost Charges calculated under current Bylaw 1830 for a 99-unit apartment construction: \$4,000 per unit (total \$396,000).

In addition, other fees such as servicing connections and building permit fees will be collected at the time of building permit issuance, as well as significant capital improvements of the Cedar Avenue section from Pritchard Road intersection to a new cul-de-sac at its eastern terminus.

The proposed development, if approved, would generate approximately \$120,000 of unallocated tax revenue annually.

An analysis of the value of the land contribution and SPEA restoration in comparison to affordable housing amenity contribution (proposed to be waived) will be provided in a future report.

## **REFERRALS**

The applications were referred to Town departments and external agencies.

Several items have been noted by Engineering Department, including the requirement to upgrade the full width of Cedar Avenue to Pritchard Road intersection and construct a cul-de-sac, as an excess or extended service at the time of building construction (as compared with the statutory requirement to only upgrade the property frontage to the road centerline), which will be eligible for a latecomer agreement. Existing storm service on Cedar Avenue would not be able to accommodate the perimeter drains of one of the proposed buildings due to existing topography, therefore a new storm outfall to Brooklyn Creek is proposed and has been reviewed by Fisheries and Oceans Canada, Fish and Fish Habitat Protection Program. The stormwater will be managed on-site to not exceed flow rates up to 100-year storm event, in accordance with Town requirements. No other servicing concerns were identified beyond the standard requirement for upgrades of water and sewer infrastructure. No concerns were noted by the fire department. A full technical review and external referral analysis will be provided within the future staff report.

## **PUBLIC PROCESS**

### **Community Information Meeting**

As per Section 8.0 of Development Application Procedures Bylaw No. 2049, Staff recommend that Council require the applicant to conduct additional public consultation for the proposed OCP amendment to seek additional community engagement regarding the proposal. The applicant will submit a report to the Town summarizing the meeting, including the number of attendees, questions raised, major discussion points, etc.

After Council's consideration of first and second reading, notices of a Public Hearing will be sent to adjacent owners and residents within 150.0m of the subject property and published on Town social media.

## **ATTACHMENTS**

- A. Property Location Map; Official Community Plan Map, Zoning Map
- B. Photos of Subject Property
- C. Applicant's rationale and drawings

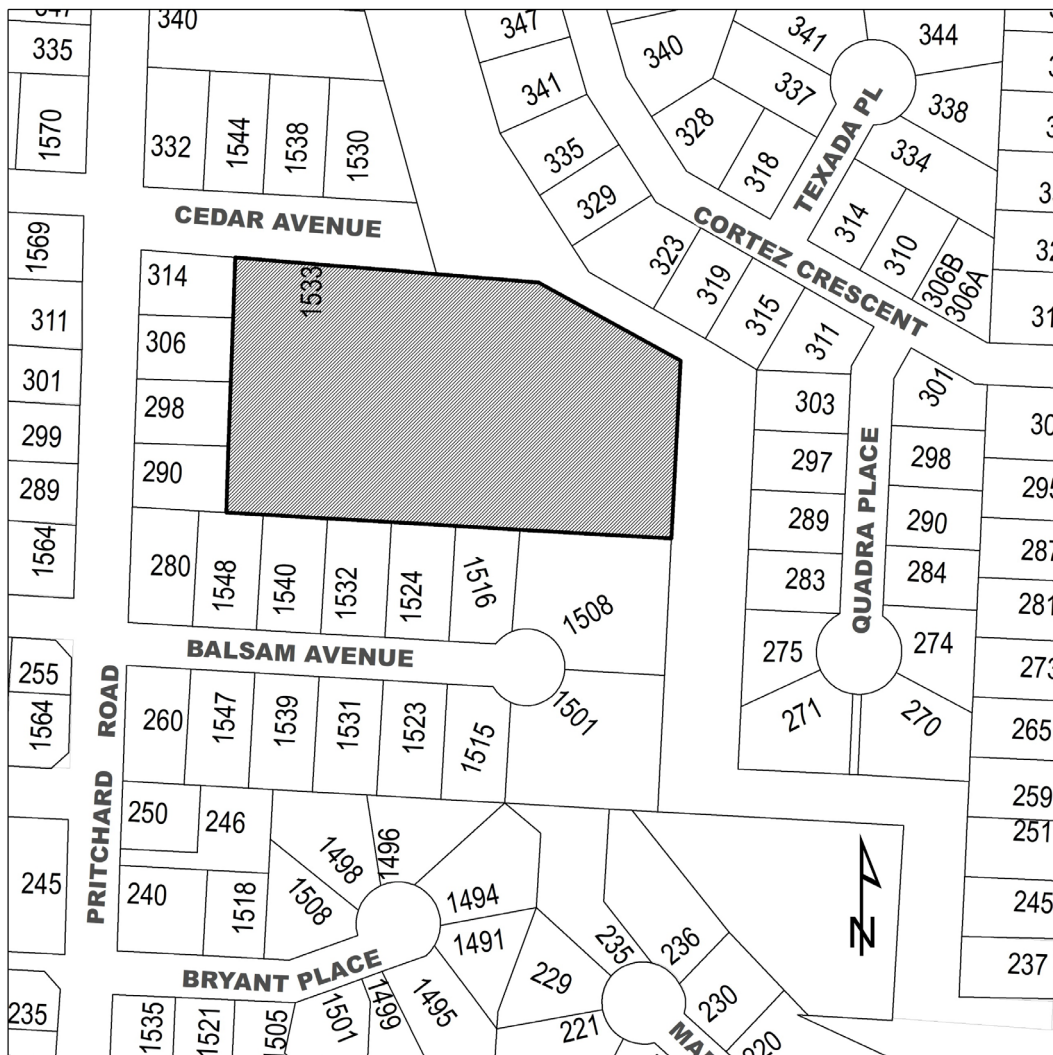
Attachment A

Property Location Map

Subject property shown shaded on the map

1533 Cedar Avenue

Lot 4, Section 76, Comox District, Plan 6138, Except Part in Plan 16270



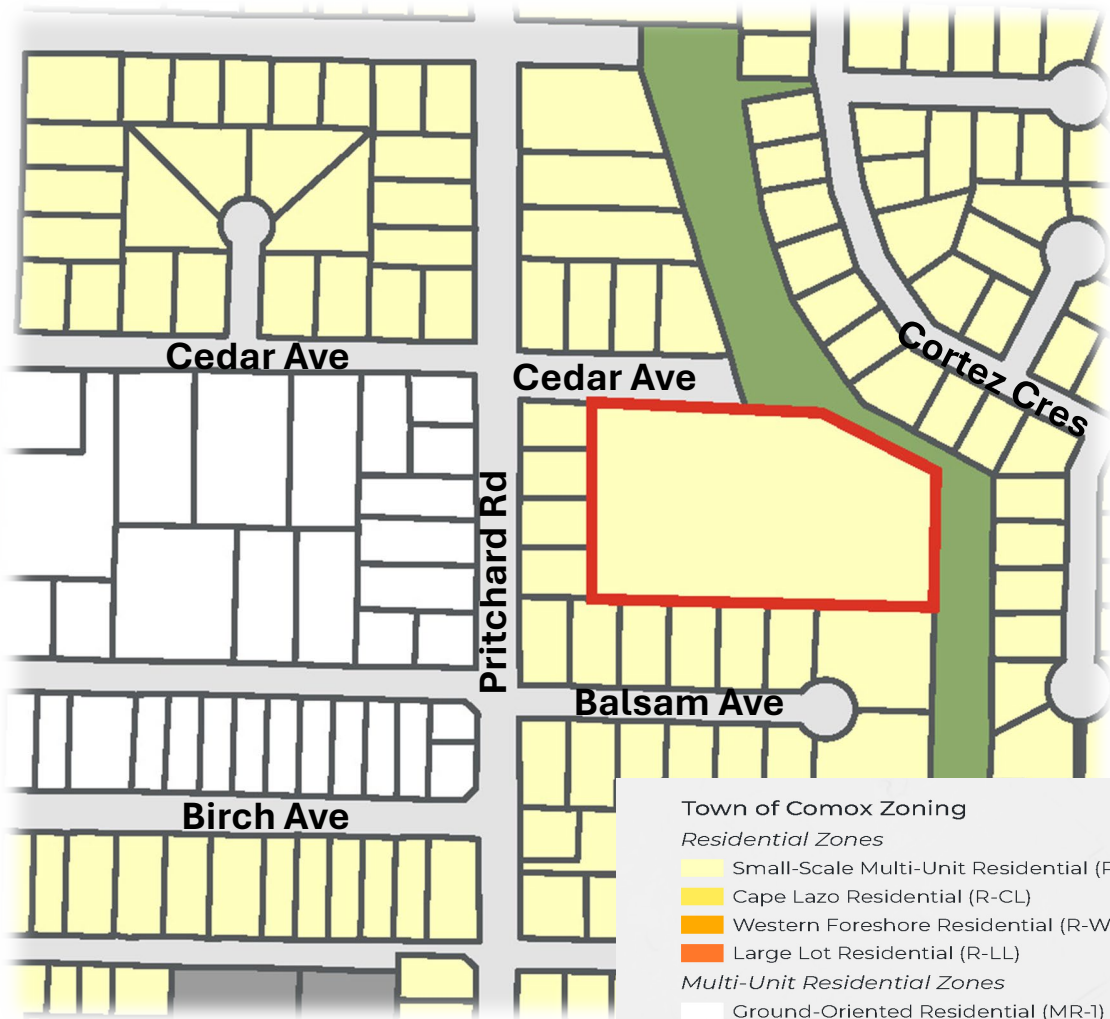
OCP map



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)

# Zoning map



**Town of Comox Zoning**

*Residential Zones*

- Small-Scale Multi-Unit Residential (R-SSMU)
- Cape Lazo Residential (R-CL)
- Western Foreshore Residential (R-WF)
- Large Lot Residential (R-LL)

*Multi-Unit Residential Zones*

- Ground-Oriented Residential (MR-1)
- Low-Rise Residential (MR-2)
- Mid-Rise Residential (MR-3)

*Mixed-Use Zones*

- Downtown Mixed-Use (MU-1)
- Downtown Residential Mixed-Use (MU-2)
- Corridor Mixed-Use (MU-3)
- Neighbourhood Mixed-Use (MU-4)
- Cape Lazo Accommodation (MU-5)

*Employment Zones*

- Corridor Commercial (E-1)
- Service Commercial (E-2)
- Light Industrial (E-3)

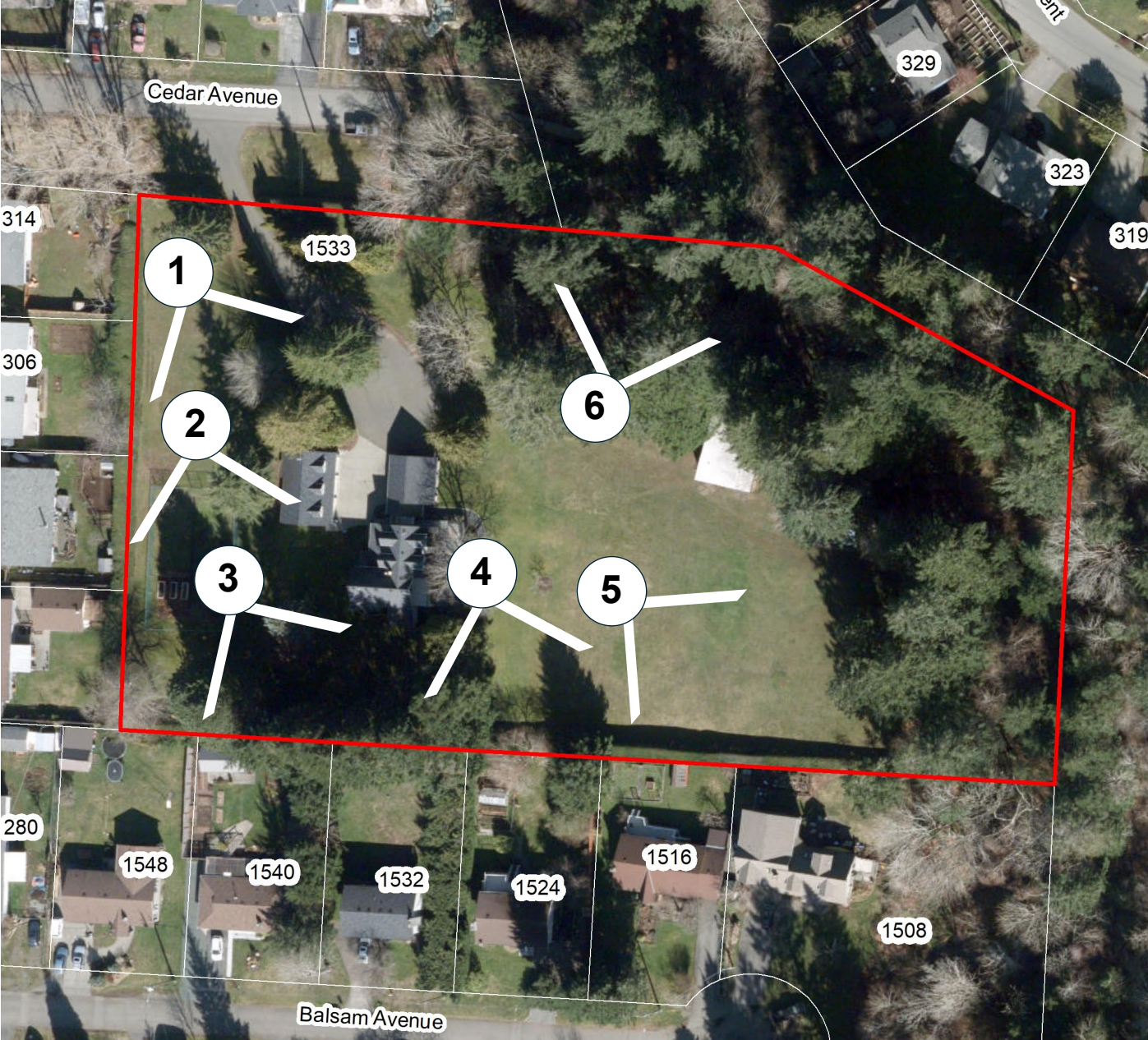
*Marine Zones*

- Open Water (M-1)
- Marina (M-2)

*Parks & Public Use Zones*

- Civic Facilities and Public Space (PU)
- Parks and Nature Conservation (P-1)
- Parks and Open Space (P-2)
- Public Golf Course (P-3)

Attachment B  
Subject property photos



1



2



3



4



5



6





November 13, 2025

Planning Rationale – OCP Amendment & Rezoning

1533 Cedar Ave, Comox, BC
Project #24074

WA Architects Ltd.

PRINCIPALS

Neil Banich
DESIGN DIRECTOR

Joel Smith
ARCHITECT AIBC, AAA, SAA, AIA

David Echaiz-McGrath
ARCHITECT AIBC, AAA, SAA

Neil Jacobson
ARCHITECTURAL TECHNOLOGIST AIBC

Barry Weih
PRINCIPAL (HONORARY)
ARCHITECT AIBC, AAA,
SAA, LEED® AP

STUDIOS

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950 – 1500 W Georgia Street
Vancouver, BC V6G 2Z6
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104 – 3212 Jacklin Road
Victoria, BC V9B 0J5
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Introduction

Cameron Contracting is seeking an Official Community Plan (OCP) Amendment and Rezoning for the property located at 1533 Cedar Ave, to facilitate the creation of a high-quality, multi-family residential development that contributes to housing diversity and environmental stewardship in the Town of Comox.

The OCP Amendment proposes to redesignate the property from its current land use designation to “Multiple Family Residential”, while the Rezoning will establish an appropriate multifamily zone – to be confirmed in consultation with Town planning staff.

Together, these applications will enable the creation of new housing options that support the Town’s long-term goals for sustainable growth, housing choice, and environmental protection.

Project Overview

The proposed development includes:

- ▶ two multi-family residential buildings – one 5-storey and one 4-storey,
▶ a total of 99 new apartment units, ranging from 1- to 3- bedrooms,
▶ a minimum of 10 adaptable units designed to improve accessibility and support aging in place,
▶ 123 vehicle parking spaces, including 25 visitor spaces, with 31 of the spaces located beneath Building B,
▶ 25 Class 1 and 60 Class 2 bicycle parking spaces,
▶ a 90.7 m² freestanding amenity building that will serve residents, including indoor gathering space and adjacent outdoor amenity areas, and
▶ landscaped open spaces, pedestrian pathways, and restoration of natural areas adjacent to Brooklyn Creek.
▶ Stormwater runoff attenuation up to and including the 1-in-100 year event, and treatment of oil, grit, and 6-PPD Quinone prior to discharge to Brooklyn Creek, a salmon bearing stream.
▶ Renaturalization of existing grassed areas within the SPEA, invasive species removal within the creek corridor, and replanting with native species.

In Lieu of the community amenity contribution for the development, and any costs or requirements to the development related to offsite sanitary sewer upgrades or tree retention covenant CA2536396, is willing dedicate to the Town the portions of land within the Streamside Protection Enhancement Area (SPEA) for Brooklyn Creek, securing these lands for the community as a protected park land.



## **Rationale for the OCP Amendment**

In general, the proposed rezoning aligns with the objectives of the Comox Official Community Plan by advancing compact, walkable development within an established area, consistent with the Town's goals for housing choice, efficient land use, and environmental protection, however, an OCP Amendment is required to designate the subject property as Multifamily Residential.

### *Alignment with OCP Goals and Growth Strategy*

While the existing OCP focuses higher-density residential forms near the Town Centre and major corridors, it also emphasizes:

- ▶ Supporting compact, walkable growth patterns,
- ▶ Promoting housing diversity and affordability, and
- ▶ Encouraging environmentally responsible infill development.

The proposed development is consistent with these objectives by introducing medium-density housing within walking distance of public transit, parks, and local services, while enhancing the surrounding environmental features.

### *Responding to Housing Needs*

The Comox Valley Regional Housing Needs Assessment (2019) and subsequent updates have identified a shortage of diverse and attainable housing, particularly rental and adaptable units for seniors and families. This project directly addresses these needs by adding 99 new homes in a mix of unit sizes, including adaptable units and family-friendly options.

### *Appropriate Location for Densification*

The site is well-suited for multifamily development due to:

- ▶ proximity to existing infrastructure (water, sewer, roads, transit),
- ▶ walking distance to amenities including schools, parks, malls, and commercial services,
- ▶ size and location of site allow for buffers from low-density residential areas via topography, vegetation, and the Brooklyn Creek corridor, and

These characteristics make the site an appropriate candidate for modest density and a logical extension of the existing urban area.

## **Consistency with the OCP Objectives**

Even though a redesignation is required, the proposal remains consistent with the broader policy directions and objectives of the OCP, particularly in the following areas:

### *Housing and Affordability*

The proposal supports the OCP objective of providing a range of housing forms to meet diverse community needs, including adaptable housing features that enable residents to age in place. It offers opportunities for attainable housing within a well-located urban site.



### *Environmental Stewardship*

The development is fully compliant with the Riparian Areas Protection Regulation (RAPR). The dedication of the Brooklyn Creek SPEA to the Town will protect and enhance this important natural feature. The proposal also incorporates measures such as native landscaping, invasive species removal, qualitative and quantitative stormwater treatment, and long-term ecological restoration within the riparian zone.

### *Sustainable Land Use and Growth Management*

The project promotes compact urban development proximal to the downtown core, is near existing infrastructure, reduces development pressure on greenfield lands outside the urban boundary, and supports the Town's goals for complete, walkable neighbourhoods.

### **Development Permit Area (DPA) Considerations**

The subject property is located within several Development Permit Areas of the OCP. The proposed design has been developed to meet applicable guidelines as follows:

#### *DPA 3 – General Multi-Family*

The future development will be designed to meet the objectives and guidelines of Development Permit Area 3 – General Multi-Family, with particular attention to high-quality form and character, livability, and integration with its natural and built context. While the project is currently at a schematic design stage, the overall siting and massing have been carefully organized to align with the internal circulation system and the Brooklyn Creek greenway. Due to the limited street frontage, the buildings are oriented to internal pedestrian pathways and open spaces to create a strong sense of place and to promote a safe, accessible, and pedestrian-friendly environment. The architectural expression will continue to evolve through the detailed design phase to ensure compatibility with surrounding neighbourhood character and compliance with DPA guidelines related to façade articulation, roofline variation, and residential-scale materials.

Site planning and landscape design will emphasize livability, connectivity, and environmental performance consistent with DPA 3 objectives. Existing mature trees will be retained where feasible, and new plantings will focus on native and drought-tolerant species to support water conservation and ecological resilience. Parking areas will be screened and softened through landscaping and fencing, and pedestrian connections will provide barrier-free access between buildings, open spaces, and the surrounding neighbourhood. Open spaces and common amenity areas will be oriented to maximize sunlight, preserve privacy, and provide inviting social and recreational opportunities for residents.

Sustainability principles will guide the detailed design, supporting the DPA's goals for energy and water efficiency and greenhouse-gas reduction. Building orientation will take advantage of passive solar exposure, while EV-ready parking and abundant bicycle storage will encourage sustainable transportation. Collectively, the proposed form, landscape concept, and commitment to energy-efficient design will ensure that the completed project fulfills the intent of DPA 3 by creating a well-integrated,



environmentally responsible, and high-quality multi-family development that contributes positively to the community fabric of Comox.

#### *DPA 7 – Riparian Areas & DPA 11 – Wildlife Corridor*

The proposed development at 1533 Cedar Avenue has been designed to comply with the Riparian Areas Protection Regulation (RAPR). A RAPR assessment of Brooklyn Creek, which flows through the subject property, was completed by a Qualified Environmental Professional (QEP) and the assessment report is currently under review by the Province. The average channel width of Brooklyn Creek on the subject property was determined to be 5.6 m, and a Streamside Protection and Enhancement Area (SPEA) of 16.8 m from the stream boundary was prescribed. The SPEA is based on channel width and is measured from the high-water mark, which includes the active floodplain. The intent of the SPEA under the RAPR is to provide riparian features, functions, and conditions including large woody debris, bank and channel stability, litter fall, insect drop, and shade for the benefit of fish and fish habitat.

The proposed development will be located entirely outside the prescribed 16.8 m SPEA, other than a stormwater outfall that will cross through the SPEA and discharge to Brooklyn Creek (approved by DFO and permitting completed under WSA Section 11 Notification #100470705). The development plan includes installation of a cedar split rail fence along the boundary of the SPEA to prevent encroachment, and a detailed restoration plan is in place to improve the ecological function of the SPEA through removal of invasive species and planting native species. It is anticipated that the proposed development will result in a net positive impact on Brooklyn Creek and its associated riparian habitat adjacent to the Project.

#### **Community Benefits**

The proposed development at 1533 Cedar Avenue will provide a range of meaningful and enduring benefits to the Town of Comox, consistent with the community's goals for sustainable growth, housing diversity, and environmental stewardship. At its core, the project represents a thoughtful approach to infill development that enhances the character of the neighbourhood while responding to broader community needs.

#### *Housing Diversity*

A primary community benefit of the proposal is the significant contribution to housing diversity and accessibility within Comox. The addition of 99 new apartment homes, in a variety of one-, two-, and three-bedroom configurations, will expand the range of available housing options for individuals, couples, seniors, and families. The inclusion of at least ten adaptable units ensures that residents of varying mobility levels are accommodated and that the development supports aging in place, which is an important policy objective for the Town. By increasing the supply of attainable housing within the existing urban area, the project will help alleviate pressure on single-family neighbourhoods and contribute to a more balanced and inclusive housing mix.

#### *Environmental Protection and Restoration*

Equally important are the environmental and ecological benefits associated with the project. The property includes a portion of the Brooklyn Creek riparian corridor, a



valuable environmental feature that supports fish and wildlife habitat. The developer has committed to dedicating all lands within the prescribed SPEA to the Town of Comox in lieu of the community amenity contribution and any costs or requirements to the development related to offsite sanitary sewer upgrades or tree retention covenant CA2536396. This dedication will secure the long-term protection of the creek corridor as natural open space. In addition, the project includes a comprehensive riparian restoration plan that involves the removal of invasive species, replanting with native vegetation, and installation of fencing to prevent encroachment. Collectively, these actions will improve the ecological health and resilience of Brooklyn Creek, enhance biodiversity, and contribute to the Town's broader environmental goals.

#### *Urban Design*

From an urban design and livability perspective, the project supports the Town's vision of creating attractive, well-connected neighbourhoods. The buildings have been designed with careful attention to siting, scale, and massing to ensure compatibility with the existing neighbourhood. The site design includes a generous amount of open space and retains the existing mature trees and landscaping where feasible, enhancing the visual quality of Cedar Avenue and contribute to a more inviting and pedestrian-friendly public realm. In addition, frontage improvements and pedestrian connections through the site and along Cedar Avenue will strengthen walkability and integrate the project more closely with surrounding neighbourhoods.

#### *Sustainability*

The project is well located with access to public transit routes, walking trails, and existing & future cycling routes. The inclusion of ample bicycle parking, electric-vehicle-ready infrastructure, and sustainable building practices reflects a commitment to reducing greenhouse gas emissions and supporting a transition toward low-carbon transportation options.

#### *Economic Benefits*

Finally, the project will generate economic and fiscal benefits for the community. During the construction phase, the development will create local employment opportunities for tradespeople, suppliers, and consultants. In the longer term, the addition of nearly one hundred new households will increase demand for nearby shops and services, supporting the local economy. The completed project will also expand the municipal tax base, generating ongoing revenue that can be reinvested into public infrastructure, parks, and community programs.

In sum, the proposed development will deliver a well-rounded package of community benefits that extend beyond the project site. By providing new and varied housing opportunities, protecting and enhancing natural assets, improving connectivity and design quality, and supporting the local economy, the project will make a positive, lasting contribution to the social, environmental, and economic wellbeing of Comox.



### **Conclusion**

The proposed OCP Amendment and Rezoning for 1533 Cedar Avenue represents an opportunity to deliver a thoughtfully designed, environmentally responsible, and community-oriented multi-family development that aligns with the Town's long-term vision for sustainable growth and housing diversity. The project advances local housing goals, protects and enhances sensitive environmental areas, and contributes valuable public amenities.

Cameron Contracting looks forward to working collaboratively with the Town of Comox and the community throughout the review process to ensure this project aligns with the community's evolving sustainability and housing objectives to become a positive addition to the neighbourhood.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Stringer', written in a cursive style.

Alex Stringer, Project Coordinator | Designer

**WA Architects**

On behalf of:

**Cameron Contracting**




















<b>TO:</b> Mayor and Council	<b>FILE:</b> APPN-2026-0006
<b>FROM:</b> Regina Božeročka, Planner II	<b>DATE:</b> February 26, 2026
<b>SUBJECT:</b> Temporary Use Permit at 1829 Beaufort Avenue	

<i>Prepared by:</i>  Regina Božeročka, Planner II	<i>Supervisor:</i>  Randy Houle, Director of Development Services	<i>Report Approved:</i>  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. That Temporary Use Permit APPN-2026-0006 (1829 Beaufort Avenue) be approved;  
and
2. That Staff be directed to issue the permit.

**ALTERNATIVES TO THE RECOMMENDATIONS**

That Temporary Use Permit APPN-2026-0006 (1829 Beaufort Avenue) be denied.

**PURPOSE**

The applicant is proposing to operate a Montessori School on the subject property with up to 28 students. Since an education services use is not permitted on the subject property, a zoning amendment or temporary use permit is required. In this case, a three-year temporary use permit is being proposed.

**STRATEGIC PLAN LINKAGE**

Strategic Priority	Areas of Focus
Balanced Community Planning	<b>Strategic Growth</b> - We will balance the benefits of growth with the livability of our seaside community.
Good Governance	<b>Community Participation</b> – We enhance two-way communication with our community. <b>Decision Making</b> - We make evidence-based decisions focused on the best interests of the Town over the long term.

**BACKGROUND**

**Subject Property:**

**OCP Designation:** Mid-Rise Mixed-Use (6-storey)

**Zoning:** CD 5 – 1829 Beaufort Ave (Areas A)

Permitted uses include: Child Care Facility, Cultural and Community Services; Food Services; Health Services; Professional Services; Retail Sales

**Property Size:** 2,000 m<sup>2</sup>

**Property Contains:**

Two storey commercial building with underground and surface parking, public pathway to Marina Park

**Surrounding Land Uses:**

Downtown, Marina and Park, multi-family residential properties to the west and south

**ANALYSIS/ ISSUES/ IMPLICATIONS**

**OCP, Temporary Use Permits**

Official Community Plan Bylaw No. 2054 designates all lands within the Town of Comox for consideration of Temporary Use Permits. A proposed temporary use should fit within the character of the neighbourhood and surrounding uses to minimize conflicts and as needed, include mitigating strategies such as landscape screening and operational conditions. Terms of a temporary use permit should specifically address the appropriate time duration (under the *Local Government Act* up to three years and can be renewed once).

Council may, by resolution, issue a Temporary Use Permit on all lands within the Town of Comox 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 listed under Zoning Bylaw.

## Land Use and Zoning Implications

Mixed-Use land use designation for Comox Downtown area is intended to develop commercial and institutional uses compatible with and supporting residential uses. Existing CD-5 zone permits a childcare facility (without specifying the number of children) and the proposed temporary education services use will be limited to one classroom of up to 28 students, Kindergarten to Grade 7. Nearby public parks, including Marina, can be used by the students for outdoor breaks. Parking for school staff and administration is available on-site. For students drop off and pick up, public streets and public Marina parking will be used.

In accordance with the OCP, Temporary Use Permit applications are 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.
  - The proposed 28-student, Kindergarten to Grade 7 school is compatible with Land Use Designations of the neighbourhood and is very similar in impact to a childcare, which is a permitted use on the subject property.
- b. Completion of public consultation with the community to address immediate concerns.
  - The Town has published required notice on its website and mailed to the owners and occupants of properties within 75 metres of the subject property. No other consultation has occurred at this time.
- c. Impact on the natural environment and potential destruction of valuable ecological services as a result of the development.
  - The proposed school will be operated within an existing building, not impacting natural environment.
- d. Impact mitigating strategies, suitable access and servicing to accommodate the proposed development.
  - The subject property is located on a public road with sidewalks, bike lanes and bus service. It also has pedestrian path connecting to Marina parking, for students' drop off and pick up that will not affect Beaufort Avenue frontage of the subject property.

- e. Identified community need and market demand for the proposed use.
  - o A number of private schools operate successfully in the Comox Valley, in addition to School District 71 and Francophone. Town staff have not conducted market research.
- f. The proposed alterations to the site may be deemed temporary in nature.
  - o There are no site or exterior building alterations required for the school operation.
- g. The proposed use is of a temporary or seasonal nature.
  - o The available space within existing building can accommodate up to 28 students. This central location has been chosen by Montessori School as a temporary solution while it is actively looking for a permanent site for future expansion.

Given the evaluation above, staff conclude that up to three years temporary use permit for education services is an appropriate low impact option as compared with zoning amendment, and thus recommend that Council issue the permit.

**OTHER IMPLICATIONS**

Covenant FB443049 registered on Title prohibits parking of oversized vehicles on the subject property, described as vehicles in excess of 5.5 metres in length and 2.1 metres in height, including trailers, campers, recreational vehicles, boat trailers, and similar. This covenant would also prohibit a school bus parking. Per rationale letter provided by PEAK Montessori, students will be dropped off and picked up at the public parking on the Marina and accompanied to the building by teachers.

Statutory Right of Way and Covenants FB443052 FB443053 is for the construction and maintenance of public walkway connecting waterfront and Beaufort Avenue at its intersection with Church Street. It is partially paved, partially a gravel path, as the residential building on the now subdivided portion of original parcel did not proceed. The walkway will be used by students and their teachers to access Marina.

Town has no obligation to enforce any of the registered covenants.

**FINANCIAL IMPLICATIONS**

None

**REFERRALS**

The application was referred to Town departments which has identified no concerns. As the proposed temporary use requires no new buildings or external improvements, no external agencies were contacted.

**ATTACHMENTS:**

Attachment A: Property Location, Official Community Plan, Zoning Maps

Attachment B: Applicant's Letter of Rationale

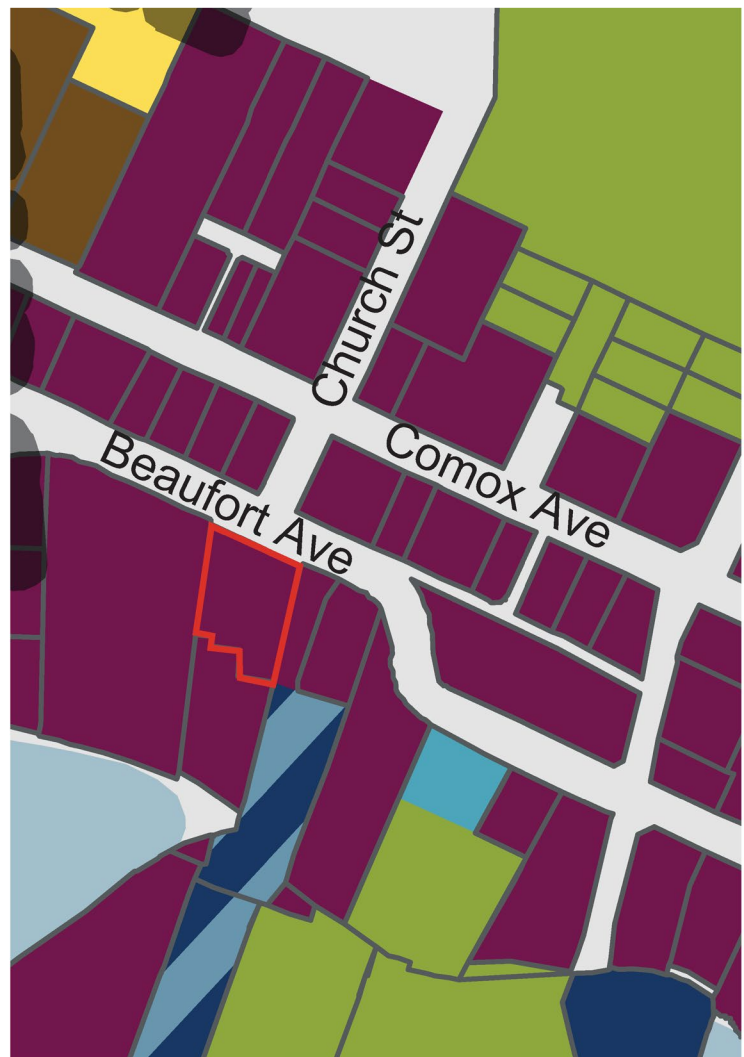
Attachment C: Draft Temporary Use Permit APPN-2026-0006

Attachment A

Property Location Map

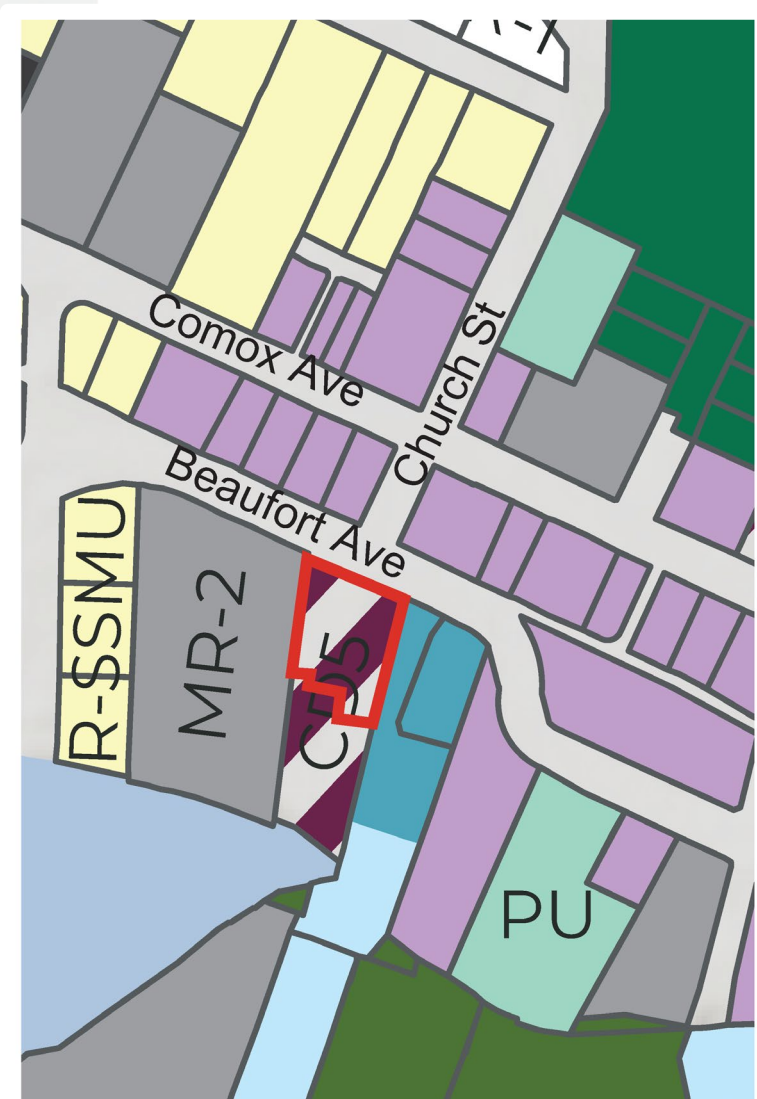


OCP land Use Designations Map



Zoning Map

- Multi-Unit Residential Zones**
  - Ground-Oriented Residential (MR-1)
  - Low-Rise Residential (MR-2)
  - Mid-Rise Residential (MR-3)
- Mixed-Use Zones**
  - Downtown Mixed-Use (MU-1)
  - Downtown Residential Mixed-Use (MU-2)
  - Corridor Mixed-Use (MU-3)
  - Neighbourhood Mixed-Use (MU-4)
  - Cape Lazo Accommodation (MU-5)
- Employment Zones**
  - Corridor Commercial (E-1)
  - Service Commercial (E-2)
  - Light Industrial (E-3)
- Marine Zones**
  - Open Water (M-1)
  - Marina (M-2)
- Parks & Public Use Zones**
  - Civic Facilities and Public Space (PU)
  - Parks and Nature Conservation (P-1)
  - Parks and Open Space (P-2)
  - Public Golf Course (P-3)



January 30, 2026

Dear Town of Comox,

Thank you for your continued guidance and support as we work through the rezoning and Temporary Use Permit process. We appreciate the collaborative approach staff have taken in helping us identify a viable path forward.

We are proposing a temporary, small-scale, low-impact school use within the existing CD6.1-zoned building at 1829 Beaufort Avenue. The program would operate Monday to Friday from 8:30 a.m. to 4:30 p.m., with a firm enrollment cap of 28 students and a maximum on-site occupancy of 30 persons, including staff. This location is intended as an interim site while we continue pursuing a permanent, purpose-built facility within the community.

PEAK Montessori Academy is approved by the Ministry of Education as an Independent School; however, the practical land-use characteristics of our program closely align with child care and early learning uses already permitted within the CD6.1 zone. The program operates during standard daytime hours, generates minimal noise, and has a limited traffic footprint. There will be no on-site pick-up or drop-off at 1829 Beaufort. Instead, families will gather at Marina Park and walk to and from the school together.

A Ministry of Education–required administrative office already exists within the suite, allowing the remainder of the space to be used largely as is, with minimal improvements anticipated. While our broader educational model is designed for up to 40 students aged K–7, supported by two BC-certified Montessori-trained Teacher-Administrators and one Educational Assistant, this location would operate at a reduced scale consistent with space and occupancy limits. Any future expansion would occur only at a permanent site.

PEAK Montessori Academy is grounded in the educational pedagogy of Maria Montessori and is designed as an open-concept learning environment without segregated classrooms. Instruction is delivered through individualized and small-group lessons using tactile curriculum materials displayed on open shelves. Learners select work based on their interests and abilities, with older students mentoring younger peers. The classroom is intentionally structured as a microcosm of society, fostering shared responsibility, independence, and collaboration.

Our program also includes a supervised “going out” component, where students design field trips that connect them with the broader community. Downtown Comox offers an ideal setting for this model, allowing learners to engage meaningfully with local services and businesses, such as visiting the post office, purchasing groceries for shared meals, and learning from local artisans and professionals.

Students would access Marina Park regularly for supervised outdoor activities in a manner that is respectful, non-exclusive, and does not interfere with public access or enjoyment. As part of the Montessori philosophy, students are encouraged to practice stewardship of shared environments through practical life activities, which may include seasonal care such as leaf collection.

We are also exploring long-term options, including discussions with the Comox Presbyterian Church regarding vacant Public Assembly-zoned land on Aspen Road, as part of our commitment to establishing a permanent home within the community.

Our goal is to work in partnership with the Town to support a solution that aligns with the intent of the CD6.1 zoning while enabling a valuable community resource to move forward efficiently. Securing a lease is an important step toward interim certification, allowing us to begin enrolling students. We remain committed to being responsive, cooperative, and flexible throughout this process and sincerely appreciate the Town's consideration of this temporary, low-impact proposal.

Sincerely,  
Siobhan McKay  
PEAK Montessori Academy



# TEMPORARY USE PERMIT

## APPN-2026-0006

### Attachment C

#### OWNER

Name: Mark Havin, Dianna Havin  
Address: 10365 – 111 Street, Edmonton, A.B. T5K 2V3

#### APPLICABILITY

1. This permit applies to, and only to, those lands, including all buildings, structures and other development thereon, within the Town of Comox, as described below:

Civic Address: 1829 Beaufort Avenue, Comox BC  
Legal Description: Strata Lot 1 Section 56 Comox District Strata Plan EPS1204  
PID: 029-043-794

#### CONDITIONS OF PERMIT

2. This temporary use permit is issued in accordance with Section 493 of the *Local Government Act*, to allow education services use (school) within existing building, for a three-year period.

#### GENERAL CONDITIONS

3. This permit is issued subject to compliance with all Town of Comox bylaws, except as specifically varied or supplemented by this permit.
4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be used in accordance with this permit and the following conditions:
  - a.
  - b.
5. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain additional municipal, federal or provincial approvals prior to commencing the development authorized by this permit.

#### COVENANT REQUIREMENTS

6. Not applicable.



# TEMPORARY USE PERMIT

## APPN-2026-0006

### SECURITY REQUIREMENTS

7. Not applicable.

### EXPIRY OF PERMIT

8. In accordance with Section 497 of the *Local Government Act*, this permit shall expire on \_\_\_\_\_ and may be renewed one time.

Authorizing resolution passed by Town of Comox Council on the \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Permit Issuance Date

\_\_\_\_\_  
Signature of Director of  
Development Services

**THIS IS NOT A BUILDING PERMIT**



**REGULAR COUNCIL MEETING**

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<b>TO:</b> Mayor and Council	<b>FILE:</b> 1820-20/01 & 4000-01
<b>FROM:</b> Shelly Russwurm, Director of Corporate Services	<b>DATE:</b> February 27, 2026
<b>SUBJECT:</b> Fees and Bylaw Notice Updates	

Prepared by:  S. Russwurm, DCS	Supervisor: _____	Financial Approved:  Edward Henley, Fin. Director	Report Approved:  Jordan Wall, CAO
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**RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:**

1. THAT the Sanitary Sewer Bylaw No. 2057 be given First, Second and Third Readings.
2. THAT the Storm Drain Connection Amendment Bylaw No. 892.06 be given First, Second and Third Readings.
3. THAT the Water Rates and Regulations Amendment Bylaw No. 529.35 be given First, Second and Third Readings.
4. THAT the Street and Traffic Amendment Bylaw No. 1358.07 be given First, Second and Third Readings.
5. THAT the Fees and Charges Bylaw be given First, Second and Third Readings.
6. THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.04 be given First, Second and Third Readings.
7. THAT the Miscellaneous Bylaws Amendment Bylaw No. 2059 be given First, Second and Third Readings.

**PURPOSE**

1. To add enforcement provisions to bylaws that will prohibit dumping or discharging materials onto or into Town streets and sewers.
2. To increase fees for storm and sanitary sewer connections, and water service connections.

3. To consolidate utility fees and charges into a new Fees and Charges Bylaw.
4. To add consequential and other administrative updates to bylaws that include or reference fees and charges.

**STRATEGIC PLAN LINKAGE**

Ensuring that bylaws and bylaw penalties are up to date helps Council’s to meet its Organizational Excellence strategic priority. Streamlining how service fees and bylaw penalties are listed, by focusing all into single bylaws, helps to ensure transparency for the community and efficient knowledge and updates for staff.

<b>STRATEGIC PRIORITY</b>	<b>AREA OF FOCUS</b>
Organizational Excellence	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.

**BACKGROUND**

Some Town bylaws are quite old and contain outdated offence language and penalties. In particular, the Storm Drain Connection Bylaw, Sanitary Sewer Use Bylaw, and Street and Traffic Bylaw currently only allow limited enforcement provisions for dumping or discharging materials onto and into Town streets and sewers. In addition, many bylaws reference fees and charges, which in some cases are also outdated, with fees dating back to 2008. Finally, some bylaw notice penalties were inadvertently omitted from the Bylaw Notice Enforcement Bylaw when associated bylaws were updated.

Administration has slowly been consolidating all Town fees into a single fees and charges bylaw, rather than having fees scattered into the many individual regulatory bylaws. This enables the community to quickly reference all fees, ensuring greater transparency. This also helps staff to keep track of and maintain all fees.

**ANALYSIS/ISSUES/IMPLICATIONS**

The following bylaw changes are recommended in order to:

1. broaden the authority to prohibit dumping and discharging of materials onto streets and into sewers,
  2. update fees and charges, and
  3. update bylaw notice penalty sections.
- (a) New Sanitary Sewer Bylaw No. 2057:
- incorporates both the Comox Sanitary Sewer Use, Extension and Connection By-law 1983 (Bylaw No. 713) and the Comox Sewer User Rates Bylaw No. 2038 into a single new bylaw;
  - defines the persons designated as a Bylaw Enforcement Officer who may enforce the bylaw;

- clarifies as an offence, the interference or obstruction of a Bylaw Enforcement Officer;
  - broadens the language to prohibit the discharge of material into sewers to also prohibit by a person or vehicle onto a highway;
  - adds a provision to allow removal of vehicles that discharge materials onto or into streets and sewers;
  - adds Offence Act enforcement for serious offences and costs recovery amounts up to \$50,000;
  - adds Bylaw Notice enforcement to allow for issuance of municipal bylaw notices; and
  - removes fees schedule (updated schedule added to the Fees and Charges Bylaw).
- (b) Amending Storm Drain Connection Bylaw No. 892:
- adds references to the Right of Entry and Prohibited Discharges section of the Sanitary Sewer Bylaw No. 2057 (which also provide authority related to storm sewer inspection and discharges);
  - adds Offence Act enforcement for serious offences and cost recovery amounts up to \$50,000; and
  - removes fees schedule (updated schedule added to the Fees and Charges Bylaw).
- (c) Amending Water Rates and Regulations Bylaw No. 529:
- moves water connection fees to Schedule I of the Fees and Charges Bylaw; and
  - moves water residential rates to Schedule J of the Fees and Charges Bylaw.
- (d) Amending Street and Traffic Bylaw No. 1358:
- adds a provision to prohibit dumping of any liquid or item onto a highway or right-of-way;
  - adds Offence Act enforcement for serious offences and costs recovery amounts up to \$50,000; and
  - adds Bylaw Notice enforcement to allow for issuance of municipal bylaw notices; and
  - removes penalties table (updated penalties added to the Bylaw Notice Enforcement Bylaw).
- (e) New Fees and Charges Bylaw:
- adds Schedule F – Sanitary Sewer Connection Fees;
  - adds Schedule G- Sanitary Sewer User Rates;
  - adds Schedule H – Storm Drain Connection Fees;
  - adds Schedule I – Water Service Installation Fees; and
  - adds Schedule J – Water User Rates.
- (f) Amending Bylaw Notice Enforcement Bylaw 2004:
- replaces entire Schedule A;
  - updates the reference to Marina Fees and Regulations Bylaw offences;
  - adds bylaw notice offences for the Sanitary Sewer Bylaw;
  - updates the reference to Storm Drain Connection Bylaw offences;
  - updates the reference to Street and Traffic Bylaw offences;
  - adds an offence for depositing liquids or objects onto a highway, and for obstructing traffic;

- adds an offence for parking in a bike lane;
- adds offences related to electric kick scooter and e-bike regulations;
- adds offences related to the new Zoning Bylaw; and
- updates inconsistent penalties.

(g) Miscellaneous Bylaws Amendment Bylaw

- updates the reference to the Fees and Charges Bylaw in the Solid Waste Management Bylaw;
- updates the title and the reference to the Fees and Charges Bylaw in the Dog Licence and Pound Bylaw; and
- updates the title and the reference to the Fees and Charges Bylaw in the Business Regulation Bylaw.

The following table summarizes changes to Town utility fees and charges for 2026:

<b>Service</b>	<b>Fees</b>	<b>Last Updated</b>	<b>Existing Fee</b>	<b>Updated Fee</b>
<b>Storm Sewer Service</b>	150 mm connection	2012	\$1,100	\$6,350
	Repairs to curb and gutter	2012	\$235 / lineal metre	\$400 / lineal metre
	Concrete sidewalk repairs	2012	\$350 / lineal metre	\$600 / lineal metre
	Repairs to road pavement	2012	\$1,000	\$3,000
<b>Sanitary Sewer Service</b>	100 mm connection	2012	\$950	\$6,350
	Repairs to curb and gutter	2012	\$235 / lineal metre	\$400 / lineal metre
	Concrete sidewalk repairs	2012	\$350 / lineal metre	\$600 / lineal metre
	Repairs to road pavement	2012	\$1,000	\$3,000
<b>Sanitary Sewer User Rates (Monthly Flat Rates)</b>	Single Family Residences	2025	\$44.52	\$46.75
	Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses (per unit)	2025	\$44.52	\$46.75
	Business and professional offices (per unit)	2025	\$44.52	\$46.75
	Licensed residential apartments (per apartment)	2025	\$22.09	\$23.19
	Hotels (per room)	2025	\$22.09	\$23.19
	Motels and auto courts (per unit)	2025	\$22.09	\$23.19
	Hospitals and long-term care facilities (per washroom)	2025	\$28.40	\$29.82
	Schools (per classroom)	2025	\$26.08	\$27.38

<b>Service</b>	<b>Fees</b>	<b>Last Updated</b>	<b>Existing Fee</b>	<b>Updated Fee</b>
<b>Sanitary Sewer User Rates (Monthly Flat Rates)</b>	Comox Valley Harbour Authority	2025	\$86.96	\$91.31
	Cafes and restaurants	2025	\$110.13	\$115.64
	Car washes (per wash bay)	2025	\$159.39	\$167.36
	Gas stations (including convenience stores)	2025	\$159.39	\$167.36
	Coin laundries	2025	\$233.19	\$244.85
	Licensed clubs	2025	\$233.19	\$244.85
	Seafood processing facilities	2025	\$420.05	\$441.05
	Pubs, brewpubs and beverage rooms	2025	\$376.64	\$395.47
	Any other customers, if not included above (per unit)	2025	\$44.52	\$46.75
<b>Water Service</b>	25 mm connection	2015	\$1,685	\$7,500
	50 mm connection	2017	\$3,110	\$11,000
	repairs to curb and gutter	2020	\$300 / lineal metre	\$400 / lineal metre
	concrete sidewalk repairs	2020	\$550 / lineal metre	\$600 / lineal metre
	repairs to road pavement	2020	\$1,500	\$3,000
<b>Water User Rates</b>	Water User Rates – Unmetered, Flat rate	2025	\$42.49	\$43.76
	Water User Rates – Metered, Minimum fee, up to 15m <sup>3</sup>	2025	\$18.88	\$19.45
	Water User Rates – Metered, Rate over 15m <sup>3</sup> per month	2025	\$1.44	\$1.48
	Water User Rates – Residential Metered, per m <sup>3</sup> over 450m <sup>3</sup> per year (flat rate user)	2025	\$1.90	\$1.96
	Water User Rates – Residential Metered, per m <sup>3</sup> over 450m <sup>3</sup> per year (metered user)	2025	\$0.45	\$0.46

**A BYLAW TO AMEND THE COMOX STORM DRAIN CONNECTION BY-LAW, 1988**

The Council of the Town of Comox in open meeting assembled enacts as follows:

**1. Title**

This Bylaw shall be cited as "Storm Drain Connection Amendment Bylaw No. 892.06".

**2. Amendments**

The Comox Storm Drain Connection By-law, 1988 is amended as follows:

- (a) by replacing section 1 [TITLE] with the following:

"This bylaw may be cited as the "Storm Drain Connection Bylaw No. 892.";

- (b) by adding section 2.1 [SANITARY SEWER BYLAW NO. 2057] as follows:

"The following sections of the Sanitary Sewer Bylaw No. 2057 apply to this Bylaw:

(a) Section 4 [Right of Entry], and

(b) Section 5 [Prohibited Discharges].";

- (c) by replacing section 4 [APPLICATION AND FEE CHARGES - STORM DRAIN CONNECTION] with the following:

"Prior to connecting to the common drain, the owner or occupier of the building or land to be serviced, or their agent, must make application to connect and pay the fees as specified in SCHEDULE H of the Fees and Charges Bylaw.";

- (d) by replacing section 9 [BY-LAW INFRACTION] with the following:

"9. OFFENCES:

Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is guilty of an offence and is liable, upon summary conviction, for penalties of up to \$50,000 as prescribed by this Bylaw or by the Offence Act, R.S.B.C. 1979, Chapter 304 and amendments thereto."; and

- (e) by deleting SCHEDULE 'A' [Storm Drain Connection Bylaw Fees].



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**A BYLAW TO REGULATE EXTENSIONS, CONNECTIONS AND USE OF THE  
TOWN'S SANITARY SEWER SYSTEM**

The Council of the Town of Comox in open meeting assembled enacts as follows:

**PART 1 -- GENERAL**

**1. Title**

This Bylaw shall be cited as "Sanitary Sewer Bylaw No. 2057".

**2. Interpretation**

- (1) 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.
- (2) Words or phrases not defined in this Bylaw, the *Community Charter*, or the *Local Government Act* shall be given their usual and customary meaning.

**3. Definitions**

In this Bylaw, unless the context is specified otherwise, the meaning of terms used shall be as follows:

"Applicant" means an owner or their agent making application for Sanitary Sewer service and from whom the Town may expect to receive revenue on a continuing basis for this service.

"BOD" or "Biochemical Oxygen Demand" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory conditions in five (5) days at 20 degrees Celsius expressed in milligrams per litre as determined by the appropriate procedures in "Standard Methods".

"Building Inspector" means the Building Inspector of the Town of Comox, and their duly authorized agent.

"Building Sewer" means a pipe, including manholes and inspection chambers laid on private property, connecting a Service Connection with a house or building.

"Bylaw Enforcement Officer" means

- (a) the Person appointed by the Town of Comox to enforce Bylaws;
- (b) the Building Inspector, Engineering Manager, Public Works Supervisor, Corporate Officer and Traffic Officers of the Town of Comox; and
- (c) members of the Royal Canadian Mounted Police and their duly authorized representatives.



"COD or Chemical Oxygen Demand" means the measure of chemically decomposable materials in domestic or Industrial Wastewater as represented by the oxygen utilized as determined by the appropriate procedure described in "Standard Methods".

"Domestic Wastewater" means the water-carried wastes produced from non-commercial or non-industrial activities and which result from normal human living processes.

"Effluent" means a liquid out flow of any facility designed to treat or convey Wastewater.

"Garbage" means solid wastes from the domestic and commercial preparation, cooking and disposing of food, and from the handling, storage and sale of produce.

"Grease" means an organic substance recoverable by procedures set forth in "Standard Methods" and includes but is not limited to hydrocarbons, esters, fats, oils, waxes and high molecular carboxylic acids.

"Highway" has the same meaning as in the *Motor Vehicle Act, [RSBC 1996] CHAPTER 318*.

"Industrial Wastewater" means all water-carried wastes and Wastewater excluding Domestic Wastewater and Uncontaminated Water, and includes all Wastewater from any processing, institutional, commercial or other operation where the Wastewater discharged includes wastes of non-human origin.

"Offal" means waste portions of food, animals, fowl or fish.

"Person" means any individual, firm, partnership or corporation or any trustee, manager or other individual owning or occupying any building or place, either individually or jointly with others and includes any agent, workman or employee of such individual, firm partnership or corporation.

"PH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion activity of the solution in accordance with procedures set forth in "Standard Methods".

"Public Works Supervisor" means the Public Works Supervisor of the Town and their duly authorized representatives.

"Sanitary Sewer" means a Sewer, which carries Wastewater, and to which storm, surface and ground waters are not intentionally admitted.

"Service Connection" means a pipe, which may include an inspection chamber or clean-out connecting a Sewer to a Building Sewer at the property line of a parcel of land.

"Sewerage System" means a network of Wastewater collection and conveyance facilities.

"Sewage Treatment Plant" means any arrangement of devices and structures used for treating Wastewater.



"Sewer" means a pipe or conduit that carries Wastewater, rainwater, groundwater or uncontaminated process or cooling water.

"Standard Methods" means the analytical and examination procedures set forth in the latest edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association, American Water Works Association, and the Water Pollution Control Federation, or alternatively procedures set out in a publication of the British Columbia Ministry of Environment that is intended to supplement or replace the procedures presented in an edition of "Standard Methods for the Examination of Water and Wastewater".

"Special Waste" shall be waste as designated by the Waste Management Branch Special Waste List, 1982.

"Storm Sewer" means a Sewer, which carries storm and surface water and uncontaminated drainage water but is not intended for Wastewater.

"Storm Water" means water resulting from or following rainfall or snowfall but not containing Wastewater.

"Suspended Solids" means the insoluble matter suspended in Wastewater that is separable by laboratory filtration in accordance with the procedure described in "Standard Methods".

"Town" means Town of Comox.

"Uncontaminated Water" means any wasted water not contaminated with Wastewater which is suitable for discharge to Storm Sewers.

"Vehicle" has the same meaning as in the *Motor Vehicle Act, [RSBC 1996] CHAPTER 318*.

"Wastewater" means the water-borne waste of the community, derived from human or industrial sources including Domestic Wastewater and Industrial Wastewater, but does not include rainwater, groundwater or drainage of Uncontaminated Water.

#### **4. Right of Entry**

- (1) Bylaw Enforcement Officers are authorized to enter into or onto any property or premises at any reasonable time in accordance with the *Community Charter*.
- (2) No Person shall interfere with or obstruct a Bylaw Enforcement Officer, after identification is presented, when entering into or onto any premises.
- (3) No Person shall hinder or prevent a Bylaw Enforcement Officer from entering and making reasonable inspection of any building or premises whenever necessary to secure compliance with, or prevent a violation of any provisions of this Bylaw.



**PART 2 -- USE OF SEWER SYSTEM**

**DIVISION 2.1 – Waste Discharges**

**5. Prohibited Discharges**

- (1) No Person or owner of a registered vehicle shall deposit, allow to be deposited, discharge or cause to be discharged onto any Highway or into any pipe, main, conduit, manhole, street inlet, gutter, aperture, or fixture of the public or private Sewer or drainage, any of the following:
  - (a) Any gasoline, benzene, alcohol fuel or other flammable or explosive liquid, solid or gas.
  - (b) Any pesticides, herbicides or fungicides.
  - (c) Any corrosive, noxious or malodorous gas, liquid or substance, which either singly or by interaction with other wastes, is capable of:
    - (i) creating a public nuisance or hazard to life;
    - (ii) preventing entry into a Sewer or pumping station; OR
    - (iii) causing damage to the Sewerage System.
  - (d) Radioactive material - except within such limits as are permitted by the license issued by the Atomic Energy Control Board of Canada.
  - (e) Any material from a cesspool or septic tank except at authorized receiving stations.
  - (f) Any solid or viscous substance capable of obstructing Wastewater flow or interfering with the operation of the Sewerage System or treatment facilities including but not limited to the substances set out in Table I.

<b>TABLE 1</b>	
Substances specifically prohibited in Wastewater discharge.	
Solid Materials:	Ashes, cinders, sand, mud, straw, grass clippings, insoluble shavings, metal, glass, rags, Offal, shells of shellfish, hair and fleshings from operations such as hid processing, spent grain and hops, whole or ground paper or plastic food or beverage containers.
Viscous Materials:	Tar, asphalt, lard, tallow, baking dough, chemical residues, cannery waste, bulk solids, blood, paint residues, slurries or concrete, cement, lime or mortar

- (g) Any Special Waste without a current permit.



- (2) No Person shall cause or permit any Storm Water, unpolluted drainage OR uncontaminated cooling water to be discharged to Sanitary Sewers.
- (3) No Person shall, except as provided for in this Bylaw, dispose of any Industrial Wastewater except by means of a connection with the Sewer system.
- (4) If no Sewer is available for an Industrial Wastewater connection the proposed method of disposal shall be satisfactory to the Public Works Supervisor,
- (5) Any vehicle or item found to be associated with a contravention of this Bylaw may be removed, stored, impounded or disposed of at the owner's expense.

**6. Standards for Waste Discharges**

- (1) No Person shall discharge or permit to be discharged into a Sanitary Sewer any waste that has any of the following characteristics:
  - (a) Any Garbage unless such Garbage is from premises where food is prepared for consumption on the premises and which has been properly comminuted to 7 millimetres or less in any direction;
  - (b) Any liquid or vapour having a temperature higher than 65 degrees Celsius;
  - (c) Any water or waste, which contains Grease, whether or not emulsified, whose concentration is in excess of 200 milligrams per litre or which contains more than 25 milligrams per litre of substances derived from petroleum sources;
  - (d) Any substance which may solidify or become discernibly viscous at temperatures above 0 degrees Celsius;
  - (e) Any water or waste having a Suspended Solids content of more than 600 milligrams per litre;
  - (f) Any soluble waste or Wastewater having a PH lower than 5.5 or having any other corrosive property which reasonably could be hazardous to structures, equipment or Personnel included but not limited to battery or plating acid and wastes, copper sulphate, chromium salts and compounds, or brine;
  - (g) Any water or waste that will by itself or with other water or wastes in the Sewerage System release noxious gases, or form Suspended Solids in excess of 600 milligrams per litre or create any other condition deleterious to structures or treatment processes;
  - (h) Any water or waste containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any Sewerage treatment process, to constitute a hazard to humans or animals, or to create any hazard to the receiving waters or Storm Water overflows or the Effluent of the Sewage Treatment Plant; OR



- (i) Any water or waste having a BOD content in excess of 400 milligrams per litre of COD content in excess of 600 milligrams per litre.
- (2) Without limiting the generality of clause 6(1)(h), the concentration of toxic substances at the point of discharge to a public Sewer shall not exceed those set up in the following Table 2:

<b>TABLE 2</b>		
MATTER (Toxic Substances)	EXPRESSED AS	CONCENTRATIONS IN MILLIGRAMS PER LITRE
Aluminum	Al	50.0
Arsenic	As	1.0
Barium	Ba	5.0
Cadmium	Cd	1.0
Chloride	Cl	1500.0
Chromium	Cr	5.0
Copper	Cu	2.0
Cyanide	Cn	1.0
Flouride	F	10.0
Iron	Fe	10.0
Lead	Pb	2.0
Mercury	Hg	0.1
Nickel	Ni	3.0
Phenolic Compounds		1.0
Sulphate	S04	1500.0
Sulphide	S	2.0
Tin	Sn	5.0
Zinc	Zn	4.0

**7. Accidental Discharges**

Every Person responsible for the accidental discharge of prohibited substances into a public or private Sewer shall report the same immediately to the Public Works Supervisor in order that the necessary precautions can be taken to minimize the deleterious effects of the discharge.

**DIVISION 2.2 – Connection to the Sewerage System**

**8. Wastewater Treatment Facilities**

- (1) Any Industrial Wastewaters likely to damage or increase maintenance costs on the Sewerage System or which may detrimentally affect the Sewage Treatment Plant, or



contaminate surface or subsurface waters, shall be pretreated to render them innocuous prior to discharge into a public Sewer.

- (2) Discharges of liquid waste, exceeding the strength, nature, quantity or quality permitted by this Bylaw, shall be treated in a facility designed, constructed and operated so as to fulfill all of the requirements of this Bylaw.
- (3) All details pertaining to the treatment process or processes, capacity, location, materials, equipment, methods of construction and all operational procedures and methods of process control of treatment facilities shall be approved by the Public Works Supervisor before any portion of such facilities is installed.
- (4) All Wastewater treatment facilities must be kept clear of obstructions so as to provide immediate access for inspection and servicing.

**9. General Design Requirements**

- (1) Owners or occupiers of premises, upon which an industrial or commercial activity is proposed or is carried on, wishing to connect these premises to the Sewerage System, must comply with subsection 9(3).
- (2) Owners or occupiers intending to expand an industrial or commercial activity so that the quantity, Biochemical Oxygen Demand, Suspended Solids concentration or Grease concentration of sewage will be increased, must comply with subsection 9(3).
- (3) Except as provided in subsection 9(4), the owner shall supply to the Public Works Supervisor, plans and reports certified by a professional engineer indicating:
  - (a) the proposed or existing development or addition;
  - (b) the daily volumes and peak discharges;
  - (c) the type of waste to be processed or discharged;
  - (d) the anticipated biochemical oxygen demand and the amount of Suspended Solids or Grease;
  - (e) the PH factor and temperature of the Wastewater;
  - (f) toxic chemicals contained in the Wastewater;
  - (g) the proposed pretreatment;
  - (h) flow equalizing or mixing facilities;
  - (i) the location of sampling manhole;
  - (j) the monitoring equipment; and



- (k) any other information deemed necessary by the Public Works Supervisor.
- (4) The Public Works Supervisor may deal with the application and make a decision thereon without the above information if in their opinion the nature of the application is such that a decision can be properly made without such information.

**10. Volume Control**

- (1) Where Wastewater is discharged into the Sewerage System in volumes which are highly variable or unusual, the owner or occupier shall ensure that discharges do not exceed the limits on flow volumes set by the Public Works Supervisor.
- (2) Equipment necessary to comply with subsection 10(1) shall be provided, maintained and operated by the owner or occupier of such premises in a manner satisfactory to the Public Works Supervisor.

**DIVISION 2.3 – Control of Industrial Waste**

**11. Special Control Manholes**

- (1) Any property discharging Industrial Wastewater to the public Sewer shall have installed a control manhole suitable for the inspection and sampling of the discharged wastes.
- (2) Any design and location of the control manhole shall be approved by the Public Works Supervisor.
- (3) The control manhole shall be installed and maintained at the sole expense of the owner of the premises and shall be accessible at all times to the Public Works Supervisor.
- (4) All Industrial Wastewater discharged to public Sewers shall first pass through the control manholes.
- (5) Where installation of a control manhole is not possible, an alternative device or facility may be substituted if approved by the Public Works Supervisor

**12. Monitoring of Wastewater**

- (1) Should any testing of Wastewater show that it is not in compliance with this Bylaw, the Public Works Supervisor, in addition to any other provision of this Bylaw, may direct the owner to so comply with the Bylaw and may, in addition, direct the owner at their expense to install such automatic monitoring and recording equipment as the Public Works Supervisor deems necessary and supply the results of such monitoring to the Public Works Supervisor.
- (2) All tests, measurements, analyses and examinations of Wastewater, its characteristics or contents shall be carried out in accordance with Standard Methods.



**13. Control of Waste Disposal**

- (1) The Public Works Supervisor may at any time require a Person who intends to dispose of wastes and liquids, semi-liquid or solid nature to show proof that these wastes are being stored and subsequently disposed of in a place and manner which is acceptable to the Public Works Supervisor; the information must also include method of packaging, storing and transporting.
- (2) The Public Works Supervisor may require a Person to provide an analysis, prepared by a qualified chemist, of the waste referred to in Subsection 13(1).

**DIVISION 2.4 – Protection of Public Sewerage System**

**14. Disconnection of Sewer**

- (1) Where any Wastewater which:
  - (a) is hazardous or creates an immediate danger to any Person or
  - (b) endangers or interferes with the operation of the Sewerage System is discharged to the Sewerage System, the Public Works Supervisor may, in addition to any action provided for in this Bylaw, disconnect, plug or seal off the Sewer line discharging the unacceptable Wastewater into the Sewerage System or take such other action as is necessary to prevent such Wastewater from entering the Sewerage System.
- (2) The unacceptable Wastewater described in subsection 14(1) may be prevented from being discharged into the Sewerage System until evidence satisfactory to the Public Works Supervisor has been produced to ensure no further discharge of hazardous Wastewater will be made to the Sewer system.
- (3) The owner or occupier of the land from which the Wastewater described in subsection 14(2) is being discharged shall pay the costs incurred by the Town in taking all necessary action relative to the Sewer disconnection and/or reconnection.
- (4) The cost incurred in subsection 14(3) shall be in addition to and not in substitution for any fine or other penalty to which the owner or occupier of the premises in question may be subject pursuant to the provisions in this Bylaw.
- (5) The Sewer shall not be reconnected until the costs in sentence subsection 14(3) are paid.

**15. Recovery of Costs for Damage to the Public Sewerage System**

- (1) Where any Person contravenes any provision of this Bylaw and thereby causes damage to the Sewerage System, such Person shall be liable to the Town for all costs incurred in making repairs or taking remedial action.



- (2) If such costs are not paid forthwith after demand, the Town may recover the same by action in any court of competent jurisdiction.

### **PART 3 -- USE OF SEWER SYSTEM – CONNECTIONS**

#### **16. Illegal Connections**

No Person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the Sewer system any property or premises otherwise than in accordance with the provisions of this Bylaw.

#### **17. Building Sewer Required**

- (1) The owner of every parcel of land that is capable of connection to a Sewer or to which a Sewer Service Connection has been made, and on which is located a building that generates sewage, must connect such building to the Sewerage System.
- (2) Subsection 17(1) does not apply to any building served by an on-site sewage disposal system using ground disposal that is in existence on a parcel that becomes capable of connection to a Sewer by reason only of the installation of a Sewer main, unless the Sewer main has been installed as a local area service or the building is being altered to an extent requiring a building permit under the Town's Building Bylaw in which case the *Subdivision and Development Servicing Bylaw No. 2048* shall apply.
- (3) In the case of a building previously served by an on-site sewage disposal system using a septic tank, the owner must, within 30 days of a Sewer connection being made, remove all sewage from the tank and dispose of it in accordance with all applicable laws, and either remove the tank from the parcel or fill the tank with clean granular fill.
- (4) In the event of any such owner failing to make the required connection within 30 days after being notified in writing by the Public Works Supervisor to do so, or to decommission a septic tank as required by this bylaw, the Public Works Supervisor may have the work done at the expense of the owner and s.258 of the *Community Charter* shall apply.
- (5) For the purposes of this section, a parcel is capable of connection to a Sewer if the parcel is within 15 metres of the nearest Sanitary Sewer main and sewage generated in a building on the parcel will drain by gravity to a Sewer Service Connection and to the Sewer main, and the distance of a parcel from the nearest Sewer main shall be determined by projecting the side parcel line nearest the Sewer main and the centre line of the Sewer main such that the projected lines intersect, and measuring the distance from point of intersection to the closest part of the Sewer main or manhole in which the main terminates.



**18. Notice Given**

Notice in writing required to be given by the Public Works Supervisor (pursuant to this section) shall be sufficiently given if sent by registered mail to the owner at the address shown on the last revised Assessment Roll of the Town.

**19. Connection Application**

Each application for a Service Connection shall be made to the Town by the owner or their authorized agent in the form prescribed by the Town. Such owner shall, on making application, pay to the Town the applicable connection fee. If such connection is practicable, the Public Works Supervisor will, within ninety (90) days, weather permitting, provide and install a Service Connection to the Applicants property. If such connection is not practicable, the Public Works Supervisor shall so notify the Applicant within sixty (60) days and the Town shall refund the charges or fee paid by the Applicant.

**20. Individual Connections**

Each property shall have its own Service Connection which shall be installed by the Town. Where two or more buildings exist on one parcel of land and where such parcel of land can be subdivided, each building shall have a separate connection.

**21. Connection Location**

Where possible the Service Connection will be located at the location requested by the Applicant. In the event the Applicant's preferred location is not practicable, due to the existence of installed surface improvements or is in conflict with underground utilities, the Public Works Supervisor shall designate the location of each Service Connection to each parcel of land or premises.

**22. Compulsory Service Connections**

Where street surface improvements are scheduled for installation by the Town during a current budget year, the Public Works Supervisor shall order a compulsory Service Connection to be installed to any property abutting such street and served by a Sewer regardless of whether or not any improvement is constructed on the property and the cost of the Service Connection shall be recovered as set out in SCHEDULE F of the Fees and Charges Bylaw.

**PART 4 -- BUILDING SEWERS**

**23. BUILDING BYLAW**

Building Sewers must be installed in accordance with the Comox Building Bylaw 1472, and must be constructed by and at the expense of the owner, and must be approved by the Building Inspector prior to connection being made.



## 24. Blockages

- (1) Building Sewers must be maintained by the property owner at their sole expense. Where any Sewer or Service Connection becomes stopped or otherwise fails to function, the owner or occupier of the premises served shall first determine that the blockage is not located in the Building Sewer and then notify the Public Works Supervisor forthwith and the Public Works Supervisor shall, as soon as practicable, arrange to have said Sewer or Service Connection unstopped or otherwise restored to serviceable condition.
- (2) Where any stoppage or failure is found to exist in the Service Connection or Sewer and where such stoppage or other failure is found to have been caused by the act or neglect of the owner or occupier of the premises, all cost incurred by the Town in restoring service and unstopping the Sewer or Sewer connection shall be paid by such owner or occupier upon demand
- (3) If costs referred to in subsection 24(2) remain unpaid on the thirty-first day of December in which such work is done, they shall be deemed to be taxes in arrears on the property concerned and shall be dealt with in the same manner as ordinary municipal taxes upon land in accordance with the applicable provisions of the Local Government Act.

## 25. Abandonment

When any Building Sewer is abandoned the owner or their agent must notify the Public Works Supervisor and the owner must effectively block up the Building Sewer at a suitable location at or near the connection point of the Building Sewer and Service Connection with an approved watertight seal.

## 26. Connection to Service Connection

In all cases, the Service Connection must be installed by the Town prior to installation of the Building Sewer and connection of the Building Sewer to the Service Connection by the owner. The Town will not be responsible for meeting the elevation or connect to an existing Building Sewer installed by the owner prior to installation of the Service Connection.

## 27. Depth of Service Connection

Where practicable as governed by the depth of the Sewer, the minimum depth of the Service Connection at the property line must be one point two metres (1.2m). Where possible, the Service Connection will be installed with sufficient depth to provide natural drainage from the lowest floor of any building or structure except where natural drainage is impractical due to the relative elevation of the Sewer and the lowest floor of the building or structure.



**PART 5 -- CHARGES FOR SERVICE**

**28. Connection Fees**

- (1) The owner or their agent shall, on making application for a Service Connection, pay to the Town the applicable connection fee as specified in SCHEDULE F of the Fees and Charges Bylaw.
- (2) Connection fees not paid on or before the thirty-first day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said Service Connections and such sum shall be recoverable as such.
- (3) Where Service Connections were provided and prepaid to any parcel of land existing at the date of this Bylaw, the connection fee payable by any owner or Applicant of such parcel pursuant to this Bylaw, shall be waived. The provisions of this clause shall not apply to any parcel of land created by subdivision where such connection fee was not prepaid nor to the additional costs payable by any owner or Applicant for additional Service Connections or for a Service Connection exceeding 200 millimetres (200mm).

**29. User Rates**

- (1) Every owner or occupier of real property within the Town of Comox having an improvement thereon and where sewer facilities are available, must have such improvement connected to the Sanitary Sewer and must pay or cause to be paid to the Town, the Sanitary Sewer User Rates as set out in SCHEDULE G of the Fees and Charges Bylaw, whether such facilities are used or not.
- (2) The account for Sanitary Sewer Rates shall be rendered in the month of June each year for the twelve months, January to December, in the year of billing.

**30. Unpaid Fees and Rates**

All Sanitary Sewer Connection Fees which remain unpaid, on December 31st in the year in which they were levied will become a charge upon the property and shall be entered in the real property tax roll as taxes in arrears.

**PART 6 -- INSPECTION**

**31. INSPECTION**

Building Sewers must pass inspection by the Town prior to connection being made to the Service Connection.

**PART 7 -- ENFORCEMENT, OFFENCES, LIABILITY AND SEVERABILITY**

**32. Enforcement**

- (1) When requested by a Bylaw Enforcement Officer, or any other person authorized by the



Town, any person who has apparently committed an offence under this Bylaw, will correctly state their name and address.

- (2) Every person will at all times comply with any lawful order, direction, signal, or command made or given by a Bylaw Enforcement Officer, or other person authorized by the Town, in the performance of their duties enforcing the provisions of this Bylaw.
- (3) Each day that an offence continues shall constitute a separate offence against this bylaw.

**33. Offences**

- (1) Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is guilty of an offence and is liable, upon summary conviction, for penalties of up to \$50,000 as prescribed by this Bylaw or by the Offence Act, R.S.B.C. 1979, Chapter 304 and amendments thereto.
- (2) Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable, on summary of conviction, and may be issued a bylaw notice as permitted under the provisions of the *Bylaw Notice Enforcement Bylaw No. 2004* and the *Local Government Bylaw Notice Enforcement Act, SBC 2003 c. 60*.

**34. Liability**

Any person who contravenes any provisions of this Bylaw is liable to the Town for, and must indemnify the Town from, all costs, expenses, damages, and injuries resulting from the contravention.

**34. Severability**

Each provision of this Bylaw is severable from each other provision, and, if any provision is determined by a Court of competent jurisdiction to be void or unenforceable in whole or in part, this determination will not be deemed to affect or impair the validity of any other provision, unless a Court otherwise determines.

**PART 8 -- REPEAL**

**35. Repeal Bylaws**

The following Bylaws are hereby repealed:

- (1) Bylaw No. 713 "Comox Sanitary Sewer Use, Extension and Connection By-law 1983".
- (2) Comox Sewer User Rates Bylaw No. 2038.



**PART 9 -- ADOPTION**

READ a First, Second and Third time this                      day of                      , 2026

ADOPTED this                      day of                      , 2026

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**A BYLAW TO AMEND THE COMOX WATER RATES AND REGULATIONS BY-LAW, 1979**

The Council of the Town of Comox in open meeting assembled enacts as follows:

**1. Title**

This Bylaw shall be cited as "Water Rates and Regulations Amendment Bylaw No. 529.35".

**2. Amendments**

The Comox Water Rates and Regulations By-law, 1979 is amended as follows:

- (a) by replacing section 1 [Title:] with the following:

"This Bylaw may be cited as the "Water Rates and Regulations Bylaw No. 529".;
- (b) by replacing all cases of the word "by-law" with the word "Bylaw";
- (c) by adding the following definition to section 2 and replacing all cases of the word "Superintendent" with the word "Supervisor":

"Public Works Supervisor" means the Public Works Supervisor of the Town and their duly authorized representatives;
- (d) by replacing the phrase "Schedule "A" of this by-law" in subsection 3(a) with the following phrase: "Schedule I of the Fees and Charges Bylaw";
- (e) by replacing the phrase "Section 13.0 of the Town of Comox Subdivision Bylaw, 1997, No. 1261" in subsection 3(f) with the phrase "section 2.0 [Water Distribution] of the Supplementary Design Guidelines [Schedule 1] in the *Subdivision and Development Servicing Bylaw No. 2048*";
- (f) by replacing the phrase "Schedule "A" of this by-law" in subsection 4(a) with the following phrase: "Schedule J of the Fees and Charges Bylaw";
- (g) by replacing the phrase "Schedule "A" of the by-law" in subsection 6(a) with the following phrase: "Schedules I and J of the Fees and Charges Bylaw";
- (h) by replacing the phrase "Schedule "A" of the by-law" in subsection 7(d) with the following phrase: "Schedules I and J of the Fees and Charges Bylaw"; and
- (i) by deleting Schedule "A".



**A BYLAW TO AMEND THE STREET AND TRAFFIC BYLAW NO. 1358**

The Council of the Town of Comox in open meeting assembled enacts as follows:

**1. Title**

This Bylaw shall be cited as "Street and Traffic Amendment Bylaw No. 1358.07".

**2. Amendments**

The Street and Traffic Bylaw No. 1358 is amended as follows:

- (a) by replacing section 1.0 [Title:] with the following:

"This Bylaw may be cited as the "Street and Traffic Bylaw No. 1358".;

- (b) by adding as subsection 7.2.1:

"No person shall place, deposit or dump, or cause to be placed, deposited or dumped, any liquid or item in or on a Highway or right of way."

- (c) by deleting subsection 9.2 [Enforcement]; and

- (d) by replacing subsection 9.3 [Penalties] with the following:

"9.3 Penalties

- (a) When requested by a Bylaw Enforcement Officer, or any other person authorized by the Town, any person who has apparently committed an offence under this Bylaw, will correctly state their name and address.
- (b) Every person will at all times comply with any lawful order, direction, signal, or command made or given by a Bylaw Enforcement Officer, or other person authorized by the Town, in the performance of their duties enforcing the provisions of this Bylaw.
- (c) Any person who violates any provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable, on summary of conviction, and may be issued a bylaw notice as permitted under the provisions of the *Bylaw Notice Enforcement Bylaw No. 2004* and the *Local Government Bylaw Notice Enforcement Act, SBC 2003 c. 60*.



**SCHEDULES:**

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SCHEDULE B – SOLID WASTE COLLECTION FEES.....	4
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**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE STATUTORY FEES AND CHARGES FOR SERVICES CARRIED OUT BY THE TOWN OF COMOX**

WHEREAS under Section 194 of the Community Charter, a Council may, by bylaw, impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

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

**1. Title**

This bylaw may be cited for all purposes as the **Fees and Charges Bylaw**.

**2. Fees and Charges**

Fees charged by the Town of Comox for applications received, services rendered and goods supplied shall be in accordance with the requirements of APPENDIX A, attached hereto and forming part of this bylaw.

**3. Repeal**

Comox Fees and Charges Bylaw No. 2016 is hereby repealed.

**4. Adoption**

READ a FIRST time this \_\_\_\_\_ day of \_\_\_\_\_, 2026

READ a SECOND time this \_\_\_\_\_ day of \_\_\_\_\_, 2026

READ a THIRD time this \_\_\_\_\_ day of \_\_\_\_\_, 2026

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026

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MAYOR

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CORPORATE OFFICER



APPENDIX A

SCHEDULE A – GENERAL FEES AND CHARGES	
Description	Fee or Charge
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information - current or previous year - other than current or previous year	\$5.50 per folio per year \$16.50 per folio per year
Tax Account Status	\$16.50
Late Fee Penalty – Utilities unpaid after 120 days from the date the service is rendered (includes water, sewer, garbage, recycling, and yard waste fees)	10% penalty applied to outstanding balance
Late Fee Penalty – Other Accounts receivable unpaid after 60 days from the date the service is rendered	10% penalty applied to outstanding balance
Mortgage Company Listings	\$10 per folio
Mortgage Company Refunds	\$5 per folio
Title Search/Registry Search (only in conjunction with building permit application)	\$15 per search
Collection Agency Fee	30% of items sent to collections
Freedom of Information Requests	\$10 – non-refundable
Maps - Zoning/OCP (full size) - all others (full size) - custom maps	\$22.00 colour \$22.00 colour plus GST \$22.00 plus \$60.00/hour plus GST (\$50.00 min)
Official Community Plan Bylaw	\$38.50
Zoning Bylaw	\$27.50
Building Bylaw	\$22.00 plus GST
Application to Discharge a Section 57 <i>Community Charter</i> Notice	\$500 per folio
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports - One month report - Monthly reports - Weekly reports	\$11.00 plus GST \$110.00 per year plus GST \$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request - Up to Tabloid size - Greater than Tabloid size	\$0.55 per plan plus GST \$11.00 plus \$5.00 per copy plus GST
Application for Boundary Extension	\$1,100.00 per application
Non-Sufficient Funds Cheque	\$20.00 per cheque
Copies of Development and/or Building Permits - Up to Tabloid size - Greater than Tabloid size	\$22.00 plus GST plus \$0.55 per page plus GST \$10.50 plus \$5.00 each plus GST
Property Information Request	\$150 per parcel
Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST



<b>SCHEDULE A – GENERAL FEES AND CHARGES</b>	
<b>Description</b>	<b>Fee or Charge</b>
Ordering covenants, ROWs or easements from the Land Title Office (only in conjunction with building permit or development application)	At cost + 10% administrative fee
Routine Release	\$50 per parcel
Public Art Application Fee	\$50 per application
Advertising: <ul style="list-style-type: none"><li>- Banner Station – Registered provincial or federal non-profit society</li><li>- Banner Station – Other</li><li>- Parks Field Advertising Application</li></ul>	\$0 \$50 per day or \$300 per week \$50 per application
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website: <ul style="list-style-type: none"><li>- Registered provincial or federal non-profit society</li><li>- Other</li></ul>	\$0 \$100 per month
Request for custom data or research	\$100 per hour



**SCHEDULE B – SOLID WASTE COLLECTION FEES  
(Solid Waste Management Bylaw No. 2027)**

**1. AUTOMATED COLLECTION SERVICE FEES:**

**1.1 Basic Annual Fees**

For the purpose of section 20(1) [Basic Annual Fees] of the Solid Waste Management Bylaw No. 2027, the Basic Annual Fee is set out in Tables 1 to 3 opposite the applicable type of Collection Carts supplied to the Automated Service Property.

**Table 1: Automated Garbage Cart Fees**

Size	2026	2027	2028	2029	2030
120 L	\$129.54	\$137.32	\$145.55	\$154.29	\$163.54
240 L	\$397.50	\$421.35	\$446.63	\$473.43	\$501.83

**Table 2: Automated Recycling Cart Fees**

Size	2026	2027	2028	2029	2030
240 L	\$27.77	\$29.44	\$31.20	\$33.08	\$35.06
360 L	\$34.50	\$37.92	\$40.20	\$42.61	\$45.17
Additional 240 L *	\$58.62	\$62.14	\$65.86	\$69.81	\$74.00
Additional 360L *	\$64.81	\$68.70	\$72.82	\$77.19	\$81.82

\*Recycle BC provides the Town of Comox with a monthly financial incentive to collect recycling on their behalf. 75% of the financial incentive has been allocated back to households, thereby reducing the basic annual fees for the first recycling cart. The incentive will apply first to the cost of the cart, with any remainder applying to the cost of the service. Any additional recycling carts requested will be at full cost.

**Table 3: Automated Organic Cart Fees**

Size	2026	2027	2028	2029	2030
120 L	\$145.00	\$153.70	\$162.92	\$172.69	\$183.06
240 L	\$156.85	\$166.26	\$176.23	\$186.81	\$198.02
360 L	\$177.58	\$188.24	\$199.53	\$211.50	\$224.19

**1.2 Cart Exchange Application Fees**

For the purpose of section 20(4) [Cart Exchange Application Fee] of the Solid Waste Management Bylaw No. 2027, the Cart Exchange Application Fee is \$35 for each Collection Cart that is exchanged to a different size.



**1.3 Additional Cart Application Fees**

For the purpose of section 20(5) [Additional Cart Application Fee] of the Solid Waste Management Bylaw No. 2027, the Additional Cart Application Fee is \$35 for each additional Collection Cart that is supplied to an Automated Service Property.

**1.4 Assisted Set-Out Service Fee**

For the purpose of section 20(6) and 20(7) [Assisted Set-Out Service Fees] of the Solid Waste Management Bylaw No. 2027, the annual Assisted Set-Out Service Fees are set out in Column 2 of Table 4, opposite the applicable Fee Type in Column 1:

**Table 4: Assisted Set-Out Service Fees**

Column 1 <b>Fee Type</b>	Column 2 <b>Annual Fee</b>
Assisted Set-Out Service Fee	N/A
Assisted Set-Out Service Fee Subsidy* (per Automated Service Property)	\$4.50

**1.5 Contamination Fees**

Where waste, recycling, or organics are found to be contaminated due to improper sorting or the inclusion of prohibited materials, the property owner, or commercial entity responsible shall pay a penalty of \$100 for each such occurrence.

**2. CONTAINER COLLECTION SERVICE FEES:**

**2.1 Container Fees**

For the purpose of section 21 [Container Collection Service Fees] of the Solid Waste Management Bylaw No. 2027, the Container Fees are set out in Tables 5 to 10, opposite the applicable type of Waste collected under the Container Service Property:

**Table 5: Receptacle and Toter Fee per Commercial Pickup**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$9.35	\$9.91	\$10.50	\$11.14	\$11.80

**Table 6: Compactor Disposal Fee per Tonne**

<b>Waste Type</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Garbage	\$243.47	\$258.08	\$273.56	\$289.98	\$307.38
Recycling	\$189.68	\$201.06	\$213.12	\$225.91	\$239.46



**Table 7: Compactor Fee per Pickup**

Waste Type	2026	2027	2028	2029	2030
Garbage	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86
Recycling	\$237.51	\$251.77	\$266.87	\$282.88	\$299.86

**Table 8: Receptacle and Toter Fee per Pickup per Cubic Yard**

Waste Type	2026	2027	2028	2029	2030
Garbage	\$16.43	\$17.42	\$18.46	\$19.57	\$20.74
Recycling	\$8.75	\$9.27	\$9.83	\$10.42	\$11.04

**Table 9: Residential Container Collection Fees - Bin Fee per Household per Month**

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

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

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



<b>SCHEDULE C – ANIMAL CONTROL FEES (Comox Dog Licence and Pound Bylaw No. 1322)</b>	
<b>Description</b>	<b>Fee or Charge</b>
<b>POUND FEES:</b>	
Impound Fee – First impound in a calendar year	\$50
Impound Fee – Second and subsequent impound in a calendar year	\$100
Transport fee – capture and transfer of animal to pound	\$50
Daily Fee – food/care for each day or part day	\$35
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred
<b>DANGEROUS DOG POUND FEES:</b>	
Impound Fee – First impound of Dangerous Dog	\$300
Impound Fee – Second and subsequent impound of Dangerous Dog	\$500
Daily Fee – Dangerous Dog food/care for each day or part day	\$50
Annual animal control service fee payable by owners of Dangerous dogs	\$50
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred
<b>DOG LICENCE FEES:</b>	
Neutered or Spayed dog licence fee	\$10
Unneutered or Unspayed dog licence fee	\$30
Dangerous Dog licence fee	\$100
Replacement dog licence fee	\$2



<b>SCHEDULE D – BUSINESS LICENCE FEES (Business Regulation Bylaw No. 1822)</b>	
<b>ONGOING BUSINESSES</b>	
<b>Terms noted in this schedule are defined in the Comox Business Regulation Bylaw No. 1882, 2018</b>	
<b>Column 1 Type of Business</b>	<b>Column 2 Annual Fee</b>
Apartment Building Business	\$6 per residence; \$60 minimum
Bed and Breakfast Business	\$300
Cannabis-Related Establishment	\$150
Financial Institution	\$100
Home-Based Business	\$100
Hotels, Motels, Restaurant Not Liquor Licensed	\$100
Liquor Licensed	\$150
Intermunicipal Licence	\$150
Inter-Community Licence	\$150
Peddler	\$250 per peddler
Not for Profit Business	\$0
Recreational Cannabis Retail Store	\$150
Vacation Rental Business	\$300
Business not specified above	\$100
<b>TEMPORARY AND SEASONAL BUSINESSES</b>	
<b>Type of Business</b>	<b>Fee</b>
Carnival or Circus	\$200 per day
Flea Markets	\$100 per day
Trade Shows	\$100 per day
Mobile vendors	\$10 per month; \$100 maximum
<b>BUSINESS LICENCE AMENDMENT</b>	
Business Licence Amendment Fee	\$10



<b>SCHEDULE E - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)</b>	
<b>Column 1 Application Type</b>	<b>Column 2 Application Fee</b>
<b>OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT</b>	
OCP Bylaw Amendment	\$4,000
OCP Bylaw Amendment in conjunction with Zoning Bylaw Amendment	\$2,000
<b>ZONING BYLAW AMENDMENT</b>	
Zoning Bylaw Amendment (to add one permitted use)	\$2,000
All other Zoning Bylaw Amendments	\$4,000
<b>DEVELOPMENT PERMITS (DP)</b>	
Riparian Ecosystem DP	\$500 per parcel
All other DP's	\$1,000 per parcel
Amendment to existing DP	\$750 per parcel
<b>DEVELOPMENT VARIANCE PERMITS (DVP)</b>	
Minor DVP (staff-issuable)	\$750
Major DVP (Council approval)	\$1,250
<b>TEMPORARY USE PERMITS (TUP)</b>	
Temporary Use Permit	\$1,500
<b>LIQUOR OR CANNABIS LICENCE</b>	
Liquor or Cannabis Licence Review	\$2,000
<b>SUBDIVISION</b>	
Subdivision Application	\$1,500 + \$100 per additional parcel proposed
Preliminary Layout Review Renewal or Amendment	\$500
Phased Strata Plan Approval	\$1,000
Local Area Service Bylaw	\$1,500
Latecomer agreement	\$500
Strata Conversion	\$1,000 + \$150 per strata lot
Preparation and registration of a covenant or other required legal document or legal review of a prepared document	At cost, 125% deposit required based on estimate
Third-party review of a professional report	At cost, 125% deposit required based on estimate



<b>SCHEDULE E - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)</b>	
<b>Column 1 Application Type</b>	<b>Column 2 Application Fee</b>
Ministry of Environment Site Profile Referral	\$100
Flood Plain Exemption	\$1,500
Board of Variance	\$500
Minimum Highway Frontage Exemption	\$500
Modification or Discharge of a restrictive covenant where Public Hearing is required	\$1,000
Heritage Alteration Permit	\$1,000
Heritage Designation Bylaw Adoption or Repeal	\$1,500



<b>SCHEDULE F – SANITARY SEWER CONNECTION FEES (Sanitary Sewer Bylaw No. 2058)</b>	
<b>Description</b>	<b>Fee or Charge</b>
<b>CONNECTION FEES:</b>	
Per 100 mm pipe size	\$6,350
For all pipe connections exceeding 100 mm	At Town’s full cost Minimum Fee: \$2,500
<b>ADDITIONAL COSTS</b>	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
<b>INSPECTION FEE</b>	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



<b>SCHEDULE G – SANITARY SEWER USER RATES (Sanitary Sewer Bylaw No. 2058)</b>					
<b>Monthly Rates</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Single Family Residences	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Business and professional offices (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59
Licensed residential apartments (per apartment)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Hotels (per room)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Motels and auto courts (per unit)	\$22.09	\$23.19	\$23.19	\$23.89	\$24.61
Hospitals and long-term care facilities (per washroom)	\$28.40	\$29.82	\$29.82	\$30.71	\$31.63
Schools (per classroom)	\$26.08	\$27.38	\$27.38	\$28.20	\$29.05
Comox Valley Harbour Authority	\$86.96	\$91.31	\$91.31	\$94.05	\$96.87
Cafes and restaurants	\$110.13	\$115.64	\$115.64	\$119.11	\$122.68
Car washes (per wash bay)	\$159.39	\$167.36	\$167.36	\$172.38	\$177.55
Gas stations (including convenience stores)	\$159.39	\$167.36	\$167.36	\$172.38	\$177.55
Coin laundries	\$233.19	\$244.85	\$244.85	\$252.20	\$259.77
Licensed clubs	\$233.19	\$244.85	\$244.85	\$252.20	\$259.77
Seafood processing facilities	\$420.05	\$441.05	\$441.05	\$454.28	\$467.91
Pubs, brewpubs and beverage rooms	\$376.64	\$395.47	\$395.47	\$407.33	\$419.55
Any other customers, if not included above (per unit)	\$44.52	\$46.75	\$46.75	\$48.15	\$49.59

2. All customers, except residential, who are billed for Town water service on the basis of metered water consumption, and have a return connection to the Town of Comox sanitary sewer system, shall pay an amount equal to their water use fee also for their sanitary sewer service, when this amount exceeds the minimum flat rate fees listed above.
3. All customers, except residential, who are billed for Town water service on the basis of metered water consumption and have their water disconnected will not be charged for sanitary sewer services. Failure to have the Town disconnect the water and sewer will result in the monthly sewer charge continuing along with a \$1,000 fine for disconnecting the service without Town approval.



<b>SCHEDULE H – STORM DRAIN CONNECTION FEES (Storm Drain Connection Bylaw No. 892)</b>	
<b>Description</b>	<b>Fee or Charge</b>
<b>CONNECTION FEES:</b>	
Per 150 mm pipe size	\$6,350
For all pipe connections exceeding 150 mm	At Town’s full cost. Minimum Fee: \$2,500
<b>ADDITIONAL COSTS:</b>	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
<b>INSPECTION FEE:</b>	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



<b>SCHEDULE I – WATER SERVICE INSTALLATION FEES (Fees and Charges Bylaw No. 529)</b>	
<b>(fees include a meter box, lid, meter setter, meter and MXU)</b>	
<b>Description</b>	<b>Fee or Charge</b>
<b>CONNECTION FEES:</b>	
Per 25 mm connection	\$7,500
Per 50 mm connection	\$11,000
For all connections exceeding 50 mm	At Town’s full cost. Minimum Fee: \$10,000
<b>ADDITIONAL COSTS:</b>	
Cost in addition to Connection Fees for repairs to curb and gutter, where curb and gutter have been installed on the street.	\$400 per lineal metre
Cost in addition to Connection Fees for concrete sidewalk repairs, where concrete sidewalk exists	\$600 per lineal metre
Cost in addition to Connection Fees for repairs to road pavement, where there is a requirement to cut existing road pavement.	\$3,000
<b>INSPECTION FEE:</b>	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50
<b>DISCONNECTION FEE:</b>	
Disconnection Fee	\$10



**SCHEDULE J – WATER USER RATES  
(Fees and Charges Bylaw No. 529)**

**1. GENERAL RESIDENTIAL RATES**

- (a) The flat rate as shown below per calendar month shall be charged for each self-contained residential household, family or housekeeping units, including (for example): single-family homes, halves of residential duplexes, suites within residences, carriage houses, and dwellings above commercial businesses (except where the business is already charged for metered water consumption that includes the dwelling).

Year	2025	2026	2027	2028	2029
Monthly rate	\$42.49	\$43.76	\$45.07	\$46.42	\$48.28

- (b) The minimum fee for residential consumers, including strata corporations, who have directed that they pay an amount based on metered readings, shall be charged an amount as shown below per residential household, family or housekeeping unit per calendar month (including at no additional cost up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for water use over 15 cubic metres per calendar month as shown below.

Year	2025	2026	2027	2028	2029
Minimum fee	\$18.88	\$19.45	\$20.03	\$20.63	\$21.46
Rate over 15 cubic metres per month	\$1.44	\$1.48	\$1.52	\$1.57	\$1.63

- (c) In addition to the rates set out in (a) and (b), where metered water consumption for these customers equals or exceeds 450 cubic meters per calendar year, the customer shall be charged as follows:

- (i) for residential customers paying a flat rate fee, an additional amount per cubic metre as shown below for all consumption over 450 cubic metres per calendar year; and

Year	2025	2026	2027	2028	2029
Rate per cubic metre over 450 cubic metres per year (flat rate user)	\$1.90	\$1.96	\$2.02	\$2.08	\$2.16

- (ii) for residential customers who have directed that they pay an amount based on metered readings, an additional amount per cubic metre for all consumption over 450 cubic metres per calendar year as shown below.

Year	2025	2026	2027	2028	2029
Rate per cubic metre over 450 cubic metres per year (metered user)	\$0.45	\$0.46	\$0.47	\$0.48	\$0.50

- (d) In addition to the rates set out in (a), (b) and (c), fifty dollars (\$50.00) for the Town to obtain a meter reading and compute a pro-rated billing, between scheduled meter readings, at the request of a customer.



**SCHEDULE J – WATER USER RATES  
(Fees and Charges Bylaw No. 529)**

**2. METERED RATES FOR OTHER CUSTOMERS**

- (a) Each and every commercial, industrial, or institutional water consumer, who receives metered water from the Town’s water mains, shall be charged an amount as shown below per commercial, industrial or institutional unit (including, at no additional cost, up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for all water consumption as shown below, and

Year	2025	2026	2027	2028	2029
Minimum fee	\$18.88	\$19.45	\$20.03	\$20.63	\$21.46
Rate over 15 cubic metres per month	\$1.44	\$1.48	\$1.52	\$1.57	\$1.63

- (b) Where this metered consumption is for a strata-titled property, each strata unit is deemed to have consumed the amount calculated by dividing the total metered consumption by the total unit entitlement for the strata, multiplied by unit entitlement for the strata unit.

**3. DISCOUNTED RATES FOR LEAK REPAIRS**

For consumers who detect and subsequently permanently repair a water leak on the buried portion of their service, a discounted rate equal to the Town’s bulk purchase rate per cubic meter shall be charged for the estimated volume of water leaked during either the billing period in which the leak was repaired or the one immediately prior. The Town’s Director of Finance is authorized to estimate the amount of water leaked for the purposes of this section, along with determining when the leak was repaired and deciding which one billing period is to be discounted.

If a property has a leak that carries over from one fiscal year billing period to the next and is repaired, The Town’s Director of Finance is authorized to provide relief for both billing periods.

If repairs are completed by the owner of the property and valid invoices are provided to the Town, the Director of Finance is authorized to provide leak relief equivalent to the cost of the repair which may result in a nil bill. No credit will be provided to the account for any repair costs that exceed the excess water bill

**4. GENERAL UNMETERED RATES**

The flat rate as shown below per calendar month shall be charged for each un-metered non-residential unit, including (for example): individual offices, businesses, and store fronts.

Year	2025	2026	2027	2028	2029
Monthly rate	\$42.49	\$43.76	\$45.07	\$46.42	\$48.28





SCHEDULE "A"  
Designated Bylaw Contraventions and Penalties

<b>A1 -- COMOX BUILDING BYLAW 1472</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to obtain permit	6(1)	\$450	\$500	50%
Unlawful Occupancy	6(2)	**N/A	**1000	N/A
Providing false information	6(3)	150	200	50%
Tampering with notice	6(4)	150	200	50%
Work at variance with permit	6(5)	150	200	50%
Obstruction of building official	6(6)	450	500	50%
Fail to comply with Stop Work Order	30(4)	250	300	50%

\*\* Must be issued an MTI

<b>A2 -- BUSINESS REGULATION BYLAW NO. 1882</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
No Business Licence	3(1)	\$450	\$500	50%
Fail to Display Licence	3(3)	50	100	N/A
Unlicensed Business Location	3(4)	50	100	N/A
Unlicensed Name Change	3(5)	50	100	N/A
Unlicensed Business Change	3(8)	200	250	N/A
Unlawful Placement of Equipment	7(c)	50	100	N/A
Fail to Obtain Permission	7(d)	50	100	N/A



SCHEDULE "A"  
Designated Bylaw Contraventions and Penalties

<b>A2 -- BUSINESS REGULATION BYLAW NO. 1882</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Contractor-Fail to Produce Licence	8(1)(a)	450	500	50%
Fail to Produce Sub Licence	8(1)(b)	150	200	50%
No Mobile Vending Licence	8(2)(a)	\$50	\$100	N/A
No Parks Use Permit	8(2)(b)	50	100	N/A
No Discharge Management Plan	8(2)(c)	50	100	N/A
Insufficient Permission	8(2)(d)	50	100	N/A
Visible cannabis items	8(4)(g) or 8(5)(a)	450	500	50%
Visible cannabis promotion	8(4)(h) or 8(5)(b)	450	500	50%
Blocking window to cannabis related establishment	8(5)(c)	450	500	50%
Installed security bars	8(4)(j) or 8(5)(d)	450	500	50%
Visible shutters	8(4)(k) or 8(5)(e)	450	500	50%
Open during prohibited hours	8(4)(l) or 8(5)(f)	450	500	N/A
Serve liquor during prohibited hours	8(6)(a)	450	500	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A3 -- DOG LICENCE AND POUND BYLAW NO. 1322</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlicensed dog	4.1	\$25	\$50	N/A
Tag not attached to collar	4.4	N/A	25	N/A
Dog at large	5.1	50	90	N/A
Dog not on leash	5.2	50	90	N/A
Unconfined dog in heat	5.3	50	90	N/A
Habitually Noisy Dog	5.4	50	90	N/A
Unleashed or un-muzzled vicious dog	5.5	250	300	N/A
Unconfined vicious dog	5.6	250	300	N/A
Insufficient enclosure for vicious dog	5.7	50	90	N/A
Sign not prominently displayed	5.8	50	90	N/A
Inadequate proof of liability insurance	5.9	50	90	N/A
Unlawful removal of dog from pound	5.14	250	300	N/A
Failure to remove or dispose of excrement	5.15	50	90	N/A

<b>A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful discharge of prohibited material	6	N/A	\$1000**	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful alteration of drainage system	7	\$200	250	N/A
Failure to comply with erosion and sediment control requirements	11(a)	200	250	50%
Failure to obtain permit	10	450	500	50%
Failure to provide ESC Plan with building permit application	11(b)	450	500	50%
Failure to comply with ESC Plan	12(a)	450	500	50%
Failure to provide certification	12(b)	450	500	50%
Unlawful modification of ESC Plan	14	450	500	50%
Failure to notify of ESC Plan modification	14	200	250	N/A
Failure to retain Designated Environmental Monitor	17(a)	N/A	1000**	N/A
Failure to sample and test	17(b)	450	500	50%
Failure to implement corrective actions	17(c)	N/A	1000**	N/A
Failure to notify	17(d)	200	250	N/A
Failure to provide certification	17(e)	450	500	N/A
Failure to retain Designated Environmental Monitor	18(a)	450	500	50%



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful modification of Erosion and Sediment Control Plan	18(b)	450	500	N/A
Failure to notify of ESC Plan modification	18(c)	200	250	N/A
Failure to submit certification	18(d)	200	250	N/A
Failure to provide confirmation of compliance	19(a)	450	500	50%
Failure to ensure compliance	19(b)	450	500	50%
Failure to inspect	19(c)	200	250	N/A
Failure to submit record of inspections	19(d)	200	250	N/A
Failure to notify	19(e)	450	500	N/A
Failure to notify	19(f)	200	250	N/A
Failure to post ESC Plan	20(a)	200	250	N/A
Failure to install, construct, maintain or operate ESC Facilities	21(a)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(b)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(c)	450	500	50%
Failure to install, construct, maintain or operate ESC Facilities	21(d)	450	500	50%



SCHEDULE "A"  
Designated Bylaw Contraventions and Penalties

<b>A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to install, construct, maintain or operate ESC Facilities	22	450	500	50%

\*\* Must be issued an MTI

<b>A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Obstruction of Fire Chief while inspecting or investigating	3(3)	\$75	\$100	N/A
Obstruction of Fire Chief while attending any fire or emergency	4(1)	75	100	N/A
Interference with free access to fire hydrant	4(5)	75	100	N/A
Interference with means of egress or access on premises	4(6)	75	100	N/A
Debris or flammable material in vacant building	5(2)	75	100	N/A
Accumulation of combustibile material	5(3)	75	100	N/A
Entering upon a closed area	5(5)(b)	75	100	N/A
Start or maintain an open fire	6(1)	75	100	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Beach fire outside of permitted area	6(2)	75	100	N/A
Beach or campground fire during unfavourable conditions	6(4)(a)(ii)	75	100	N/A
Beach or campground fire not within designated fire pit	6(4)(c)	75	100	N/A
Beach or campground fire not extinguished by 11:00 p.m.	6(4)(d)	75	100	N/A
Beach or campground fire not supervised by competent person	6(4)(e)	75	100	N/A
Portable appliance not permitted	6(5)(a)	75	100	N/A
Portable appliance not ULC approved	6(5)(b)	75	100	N/A
Portable appliance not two metres from combustibles	6(5)(c)	75	100	N/A
Portable appliance not supervised by competent person	6(5)(d)	75	100	N/A
Start or maintain an open fire without Permit	6(6)(b)	150	200	N/A
Start or maintain an open fire during unsafe conditions	6(6)(g)	150	200	N/A
Start or maintain an open fire at night	6(7)(a)(i)	150	200	N/A



**SCHEDULE "A"**  
*Designated Bylaw Contraventions and Penalties*

<b>A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Open fire larger than 1 cubic metre	6(7)(a)(ii)	150	200	N/A
Start or maintain more than 1 open fire	6(7)(a)(iii)	150	200	N/A

<b>A6 -- COMOX FIREWORKS REGULATION BYLAW, 2012</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Sell, give away or trade fireworks	4(1)	\$450	\$500	N/A
Buy, hold or store fireworks	4(2)	450	500	N/A
Underage possession or use of fireworks	4(3)	450	500	N/A
Allow minor to possess or use fireworks	4(4)	450	500	N/A
Possess or use fireworks without permit	4(5)	450	500	N/A
Use fireworks not specified	6(1)(a)(i)	450	500	N/A
Not following Fireworks Safety Plan	6(1)(a)(ii)	450	500	N/A
Not supervised by permittee	6(1)(a)(iii)	450	500	N/A



**SCHEDULE "A"**  
*Designated Bylaw Contraventions and Penalties*

<b>A7 -- COMOX HIGHWAY USE BYLAW 1920</b>				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Highway use without permit	4	N/A	\$1000**	N/A
Contravene permit condition	19	N/A	1000**	N/A

\*\* Must be issued an MTI

*Title Updated, Bylaw 2004.04, XX*

<b>A8 -- COMOX MUNICIPAL MARINA FEES AND REGULATIONS BYLAW NO. 2010, 2023</b>				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Failure to obtain Boat Launch pass	4(1)	\$50	\$100	N/A
Failure to display Boat Launch receipt or pass	4(2)	N/A	50	N/A
Failure of commercial business to obtain commercial Boat Launch pass	4(6)	250	300	N/A
Park in prohibited area	5(2)	50	75	N/A
Failure to obtain overnight parking pass	5(3)	25	50	N/A
Failure to display overnight parking pass	5(4)	N/A	25	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A9 -- COMOX PARKS USE BYLAW NO. 1881, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Present in park when closed	3(1)	\$25	\$50	N/A
Present in park when temporarily closed	3(3)	150	200	50%
Light fire or place burning substance	3(4)(a)	150	200	50%
Permit animal in water	3(4)(c)	75	100	N/A
Permit animal to damage plant material	3(4)(d)	150	200	50%
Ride, lead or herd animal off path	3(4)(e)	75	100	N/A
Add noxious substance to water	3(4)(f)	150	200	50%
Defecate or urinate outside of proper facility	3(4)(g)	75	100	N/A
Hit, propel or throw object in dangerous manner	3(4)(h)	150	200	50%
Conduct that may cause injury or harm	3(4)(i)	75	100	N/A
Inappropriate use of a facility	3(4)(j)	25	50	N/A
Unlawful use of tennis court	3(4)(k)	25	50	N/A
Unlawful use of pickleball court	3(4)(l)	25	50	N/A
Unlawful operation of human or battery powered	3(4)(m)	25	50	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A9 -- COMOX PARKS USE BYLAW NO. 1881, 2018</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
device				
Interfere with Town employees in performance of duty	3(4)(n)	75	100	N/A
Damage, climb or remove natural vegetation	3(5)(a)	75	100	N/A
Deface or damage structure	3(5)(b)	150	200	N/A
Dump or leave foreign material	3(5)(c)	150	200	50%
Unlawful removal of material	3(5)(d)	150	200	50%
Deposit chemicals or pesticides	3(5)(e)	150	200	50%
Deposit refuse other than in refuse receptacle	3(5)(f)	150	200	50%
Deposit refuse from outside park	3(5)(g)	150	200	50%
Drive or park in non-designated area	3(5)(h)	75	100	N/A
Disturb or catch wildlife	3(5)(i)	75	100	N/A
Disturb peace or enjoyment	3(5)(j)	75	100	N/A
Undertake activity without permit	3(5)(k)	150	200	50%

<b>A10 -- COMOX PESTICIDE USE BYLAW, 2006</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>



SCHEDULE "A" Designated Bylaw Contraventions and Penalties

Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Use or application of a Pesticide within the Town	3	\$75	\$100	N/A

A11 -- COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Discounted Penalty (within 14 days)	Full penalty (after 14 days)	Compliance Agreement Discount
Accumulation of Refuse	3(a)	\$150	\$200	50%
Accumulation of Water	3(b)	150	200	50%
Unsanitary Conditions	3(c)	150	200	50%
Unsafe Growth	3(d)	\$150	\$200	50%
Graffiti	3(e)	450	500	50%
Unsightly Conditions	3(f)	150	200	50%
Unlawful Accumulation of Refuse	4(a)	150	200	50%
Unlawful Accumulation of Water	4(b)	150	200	50%
Unlawful Unsanitary Conditions	4(c)	150	200	50%
Unlawful Unsafe Growth	4(d)	150	200	50%
Unlawful Graffiti	4(e)	450	500	50%
Unlawful Unsightly Conditions	4(f)	150	200	50%
Failure to Remove Refuse on Sidewalk/Boulevard	5(a)	150	200	50%
Failure to Mow Grass	5(b)	150	200	50%
Failure to Trim Landscaping – Vision	5(c)(i)	150	200	50%



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A11 -- COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Obstruction				
Failure to Trim Landscaping – Overhanging	5(c)(ii)	150	200	50%
Failure to Trim Landscaping – Encroaching	5(c)(iii)	150	200	50%
Unlawful Littering	6	150	200	50%
Unlawful Placement of Graffiti	7	450	500	50%
Unlawful Numbering	8	150	200	50%
Unlawful Fencing	9	150	200	50%
Unlawful Nuisance	10	150	200	50%
Unlawful Vibration	11(a)	150	200	50%
Unlawful Odour	11(b)	150	200	50%
Unlawful Illumination	11(c)	150	200	50%
Unlawful Dust	11(d)	150	200	50%
Unlawfully Making, Causing or Permitting Any Other Matter	11(e)	150	200	50%
Unlawful Noise by Person	12	150	200	50%
Unlawful Noise by Owner/Occupier	13	150	200	50%
Unlawful Noise by Person using a Device	14	150	200	50%
Unlawful Noise by Owner/Occupier using a	15	150	200	50%



**SCHEDULE "A"**  
*Designated Bylaw Contraventions and Penalties*

<b>A11 -- COMOX PUBLIC NUISANCE AND PROPERTY MAINTENANCE BYLAW, 2010</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Device				
Unlawful Construction Noise by Person	16	150	200	50%
Unlawful Construction Noise by Owner/Occupier	17	150	200	50%
Failure to Comply with Refuse Removal Order	19(a)	150	200	50%
Failure to Comply with Water Removal Order	19(b)	150	200	50%
Failure to Comply with Unsanitary Conditions Removal Order	19(c)	150	200	50%
Failure to Comply with Unsafe Growth Removal Order	19(d)	150	200	50%
Failure to Comply with Graffiti Removal Order	19(e)	450	500	50%
Failure to Comply with Unsightly Conditions Removal Order	19(f)	150	200	50%
Interference with Enforcement	28	150	200	50%



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A12 -- SOLID WASTE MANAGEMENT BYLAW NO. 2027</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to participate in Municipal Collection Service	4(2)	\$50	\$100	N/A
Failure to prevent nuisance	4(4)	50	100	N/A
Contamination of waste stream	4(5a)	50	100	N/A
Storage or accumulation of prohibited waste	4(5b)	50	100	N/A
Dispose of waste on Town land	5(1)	50	100	N/A
Removal of waste from collection container	5(2)	50	100	N/A
Obstruction of Town representative	6(2)	50	100	N/A
Removal of collection cart from property	8(3)	50	100	N/A
Failure to provide access to collection cart	8(4)	50	100	N/A
Failure to use collection cart for intended use	8(7)	50	100	N/A
Failure to obtain private collection service	17(3)	50	100	N/A
Improper accumulation and storage of waste	17(6)	50	100	N/A
Failure to comply with Unserviceable Property requirements	17(8)	50	100	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A13 -- COMOX RUNOFF CONTROL BYLAW 1919</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Excess impervious surface	5	N/A	\$1000**	N/A
Fail to provide topsoil	6	N/A	1000**	N/A
Substandard topsoil	7	N/A	1000**	N/A
Fail to notify municipality	8	N/A	1000**	N/A
Fail to maintain permeability	9	N/A	1000**	N/A
Non-compliance with grading plan	11(a)	N/A	1000**	N/A
Excessive organic matter	11(b)	N/A	1000**	N/A
Fail to verify grade	11(c)	N/A	1000**	N/A
Fail to comply with maintenance order	14	N/A	1000**	N/A

\*\* Must be issued an MTI

<b>A14 -- SANITARY SEWER BYLAW NO. 2057</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Obstruct Bylaw Enforcement Officer	4(2)	\$300	\$500	N/A
Prevent Bylaw Enforcement Officer from entering premises	4(3)	\$300	\$500	N/A
Prohibited deposit or discharge	5(1)	\$300	\$500	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A15 -- TOWN OF COMOX SIGN BYLAW NO. 1197, 1995</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Sign erected on public property	9.2	\$25	\$50	N/A

<b>A16 -- STORM DRAIN CONNECTION BYLAW NO. 892</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Failure to connect to common drain	3 a)	N/A	\$1000**	N/A
Unlawful roof leader connection	3 b)	N/A	1000**	N/A
Failure to comply with disconnection order	6	N/A	1000**	N/A

\*\* Must be issued an MTI

<b>A17 -- STREET AND TRAFFIC BYLAW NO. 1358</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Refuse to comply with Traffic Officer	4.1(c)	\$150	\$200	N/A
Obstruct Traffic Officer	4.1(d)	150	200	N/A
Participate in Parade without permission	4.3(a)	50	90	N/A
Fail to remove snow and ice	4.4(a)	50	90	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A17 -- STREET AND TRAFFIC BYLAW NO. 1358</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unauthorized placement of traffic control device	5.5	50	90	N/A
Damage or obstruct traffic control device	5.6	50	90	N/A
Refuse to comply with traffic control device	5.7	50	90	N/A
Drive on sidewalk or boulevard	7.1	50	90	N/A
Obstruct pedestrian traffic	7.2	50	90	N/A
Deposit liquid or object on highway or right of way	7.2.1	100	200	N/A
Stop vehicle on sidewalk or boulevard	7.3 (a)	50	90	N/A
Stop vehicle within 6 metres of traffic control device	7.3 (b)	50	90	N/A
Stop vehicle within intersection	7.3 (c)	50	90	N/A
Stop vehicle within 5 metres of hydrant	7.3 (d)	50	90	N/A
Stop vehicle within 2 metres of driveway	7.3 (e)	50	90	N/A
Obstruct traffic	7.3 (f)	50	90	N/A
Stop within 6 metres of crosswalk	7.3 (g)	50	90	N/A
Stop on roadway side of stopped vehicle	7.3 (h)	50	90	N/A
Stop within 6 metres of firehall exit	7.3 (i)	50	90	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A17 -- STREET AND TRAFFIC BYLAW NO. 1358</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Stop within 6 metres of school exit	7.3 (j)	50	90	N/A
Stop within 6 metres of playground or park exit	7.3 (k)	50	90	N/A
Stop within 6 metres of main entrance of hotel	7.3 (l)	50	90	N/A
Unauthorized stop in lane	7.3(m)	50	90	N/A
Stop for commerce or repair	7.3 (n)	50	90	N/A
Stopping overtime	7.3 (o)	50	90	N/A
Stop at yellow curb	7.3 (p)	50	90	N/A
Stop outside parking space	7.3 (q)	50	90	N/A
Stop in a fire lane	7.3 (r)	50	90	N/A
Prohibited stop	7.3 (s)	50	90	N/A
Stop wrong side	7.3 (t)	50	90	N/A
Park in disabled space	7.6	50	120	N/A
Park contrary to parallel parking specifications	7.7	50	90	N/A
Park contrary to angle parking specifications	7.8	50	90	N/A
Park in cul-de-sac other than parallel parking	7.9	50	90	N/A
Park in loading zone with motor running	7.11 (d)	50	90	N/A
Park for period exceeding 72 hours	7.12	50	90	N/A
Park prohibited vehicle at	7.13 (a)	50	90	N/A



**SCHEDULE "A"**  
**Designated Bylaw Contraventions and Penalties**

<b>A17 -- STREET AND TRAFFIC BYLAW NO. 1358</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
night				
Park without reflectors	7.13 (b)	50	90	N/A
Obstruction of traffic	7.15	50	90	N/A
Ride on Highway contrary to Bylaw	8.1	60	30	N/A
Ride Electric Kick Scooter contrary to Regulation	8.2	60	30	N/A
Ride E-Bike contrary to Regulation	8.3	60	30	N/A

<b>A18 -- ZONING BYLAW</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful use of land, building or structure	1.2(3)	200	250	N/A
Obstruct entry	2.2(2)	200	250	N/A
Prohibited use	5.2(1)	200	250	N/A
Exceed height	5.3.1(1)	200	250	N/A
Encroach into setback	5.3.2(1)	200	250	N/A
Obstruct visual clearance	5.5(1)	200	250	N/A
Unlawful accessory building	6.1(1)	200	250	N/A
Unlawful caretaker suite	6.3(1)	200	250	N/A
Unlawful home occupation	6.5(2)(a)-(m) 6.5(3)(a)-(i)	200	250	N/A



**SCHEDULE "A"**  
*Designated Bylaw Contraventions and Penalties*

<b>A18 -- ZONING BYLAW</b>				
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Description</b>	<b>Section No. in Bylaw</b>	<b>Discounted Penalty (within 14 days)</b>	<b>Full penalty (after 14 days)</b>	<b>Compliance Agreement Discount</b>
Unlawful secondary suite	6.6(1)-(3)	200	250	N/A
Unlawful urban agriculture	6.7(1)(a)-(i)	200	250	N/A
Landscaping installations requirements not met	7.1(1)-(3)	200	250	N/A
Landscaping installations requirements not met	7.2(1)(a)-(h)	200	250	N/A
Landscaping installations requirements not met	7.2(2)(a)-(f)	200	250	N/A
Landscape screen requirements not met	7.3(1)(a)-(c)	200	250	N/A
Overheight fence	7.4(1)	200	250	N/A
Overheight retaining wall	7.5(2)	200	250	N/A





**RECEIVED**

Royal LePage Snow to Surf Society  
121 - 750 Comox Road, Courtenay BC V9N 3P6

February 17, 2026

Val Wright, Race Chairman

[Redacted] | 250-334-7460

**TOWN OF COMOX**

February 17th, 2026

LOG: 26-147	REFER:	AGENDA:
FILE: 0230-20-1	ACTION: MR	RCM 04Mar26

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

File: 0230-20-11, 8100-20

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

Dear Council,

The members of the Comox Valley Snow to Surf Society formally request permission to use Marina Park on Sunday April 26th, 2026 between the hours of 9:00am and 4:00pm for the Finish of our 43rd Annual event.

In view of the ever increasing popularity of the event we feel it is essential for the smooth running of the race that the boat launch facilities be closed to the public from the hours of 7:00am to 5:00pm on that day. We also request the use of bleachers and traffic barricades for crowd control. The exact participant numbers can be determined closer to the event.

We have had serious parking issues in the past. To remedy this problem we only allow parking to designated volunteers and VIPs in the parking lot by the boat ramp. All other vehicles will be able to drive into the Park to load and remove their canoe, but not park.

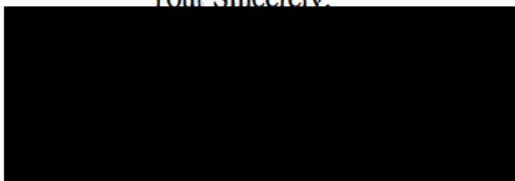
Our understanding is that the parking lot on the east side is reserved for those using the public wharf.

We would also like to extend you an invitation to attend the finish festivities and awards ceremonies following the 2024 event. The post race festivities commence on the lawns of the Comox Marina at Noon, with the first team expected to arrive after 12:30pm. The prize giving ceremonies will commence as soon after 3:00pm as possible.

With nine members per team, including Alpine skiing, Nordic skiing, Road running, Trail running, Mountain biking, Kayaking, Road biking and Canoeing from the top of Mt. Washington to Comox Marina Park, this ranks the largest annual community participation event in the Comox Valley and the largest Race of its kind in Canada and the Pacific Northwest. We anticipate a crowd of approximately 2500 people at Marina Park.

We would like to Thank the Town of Comox for its help and support in putting on this worthwhile Community Event and look forward to the success of the 2026 Royal LePage Snow to Surf Adventure Relay Race.

Your Sincerely,



Val Wright,  
Race Chairman