

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY MARCH 18, 2026

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

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

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

3. DELEGATIONS:

- (5) a. [Darren Alderman \(The Arpeg Group\): OCP 25-4 \(2181 Comox Ave\)](#)

4. ADOPTION OF MINUTES:

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

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

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (12) a. [Strategic Planning Committee Meeting Minutes](#)

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

COMMITTEE RECOMMENDATIONS:

- (1) [Urban Forest Management Strategy](#)

1. *THAT Council direct Administration to proceed with creating a tree protection bylaw that regulates trees on private property, with details (sizes, restrictions, etc.) to be determined later.*
2. *THAT the tree protection bylaw allow removal of most trees on private property with few restrictions, primarily requiring permits for tracking purposes.*

COMMITTEE RECOMMENDATIONS:

(1) [Urban Forest Management Strategy](#)

3. *THAT Council direct Administration to require a permit for removal of trees with diameter greater than 30 cm.*
4. *THAT Council direct Administration to develop criteria for defining significant or ecologically valuable trees that may require additional protection.*
5. *THAT the tree protection bylaw include a tree replacement ratio requirement, with specific ratios to be determined later.*

6. CONSENT AGENDA:

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

THAT the Consent Agenda items as follows be received:

1. *Chris Arruda, Founder (Bright Idea Business Solutions): Feed the Valley Food Bank Fundraiser on April 11*
2. *Mel McLachlan: Removal of Covenant Protected Trees*
3. *Jonathan Chawla, Founder (Gatherwell): Waterfront Sauna-Based off Ambleside Beach Sauna Pilot*
4. *Joseph Plante: Speed Humps*

7. UNFINISHED BUSINESS:

a. [Melissa Schwartz \(PEAK Montessori Society\): TUP for 1829 Beaufort Ave](#)

ITEM SUMMARY: At the March 4, 2026, Council meeting, PEAK Montessori Academy outlined their plan to open a Montessori elementary school in the Comox Valley, describing their educational philosophy, staffing model, research, and a growth plan that would expand enrollment from 15 to 40 students over three years. They asked the Town of Comox for continued support, particularly in helping them secure a suitable location and in assisting their efforts as they work toward establishing the program.

b. [Nikki Holecamp & Catherine Crowe \(École Robb Road PAC Playground Committee\): Funding Request for an Inclusive Playground](#)

ITEM SUMMARY: At the March 4, 2026, Council meeting, École Robb Road PAC presented their proposal for a universally accessible, inclusive playground that would serve both the school and the wider community, highlighting the need to replace aging, inaccessible play spaces and the opportunity to partner with the Town to create a shared community hub. They requested a \$100,000 funding partnership from the Town of Comox to complement the \$164,000 they have already raised and to enable the project to move forward.

- (20) c. [Development Charges Update and Bylaw Adoptions](#)
1. *THAT Amenity Cost Charges Bylaw No. 2052 be adopted.*
 2. *THAT Development Cost Charges Bylaw No. 2053 be adopted.*
 3. *THAT Council Policy CCL-069.04 (Affordable Housing Amenity Contribution) amendment be approved.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (46) a. [Fees and Bylaw Notice Updates](#)
1. *THAT the Sanitary Sewer Bylaw No. 2057 be Adopted.*
 2. *THAT the Storm Drain Connection Amendment Bylaw No. 892.06 be Adopted.*
 3. *THAT the Water Rates and Regulations Amendment Bylaw No. 529.35 be Adopted.*
 4. *THAT the Street and Traffic Amendment Bylaw No. 1358.07 be Adopted.*
 5. *THAT the Fees and Charges Bylaw No. 2058 be Adopted.*
 6. *THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.04 be Adopted.*
 7. *THAT the Miscellaneous Bylaws Amendment Bylaw No. 2059 be Adopted.*

10. NEW BUSINESS:

- (108) a. [Official Community Plan Amendment Application \(2181 Comox Avenue\) Introductory Report](#)
1. *THAT Official Community Plan amendment application 25-4 (2181 Comox Avenue) be received.*
 2. *THAT a public information meeting be held by the applicant of OCP amendment application 25-4 in accordance with Section 8.0 of Development Application Procedures Bylaw No. 2049, prior to consideration of first reading of the OCP Amendment Bylaw.*
- (154) b. [Post Employment Benefit, Working Fund and Tax Stabilization Reserves](#)
1. *THAT Council approve Council Policy CCL-088 Year-End Surplus Allocation Policy.*
 2. *THAT Comox Reserve Funds Amendment Bylaw No. 2025.02 be given First, Second and Third Readings*

11. NOTICES OF MOTION:

- a. [Notice of Motion \(Mayor Minions\) - Council Meeting Video Recording Policy](#)

Mayor Minions provided a Notice of Motion as follows:

THAT Council Meeting Video Recording Policy No. CCL-060 be amended to specify that both Regular Meetings of Council and Strategic Planning Committee Meetings be livestreamed and saved to video archives.

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



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: Drew Ratcliffe, Darren Alderman		RECEIVED March 10, 2026	LOG: 26-223	REFER:	AGENDA: RCM 18Mar26
Organization you are representing: The Arpeg Group			FILE: 3360-20/21	ACTION: MR	
Primary purpose of Organization: Real Estate Owners and Operators		File: 3360-20/2025.04 Copies: Council JW/RH/SR/CD			Number of members: 25
Mailing address of Organization: 436-1575 W Georgia St		Contact Name: Darren Alderman			
City: Vancouver		Postal Code: V6G 2V3	Phone: [REDACTED]		
Subject matter: OCP Amendment Application for 2181 Comox Ave (The Mariner Apartments)		Email: [REDACTED]			
Specific request of Council, if any (i.e., letter of support, funding):					
Requested meeting and date: March 18, 2026			AV equipment required: Screen for Powerpoint		
Date of application: March 9, 2026	Signature of applicant: [REDACTED]		Print name: Darren Alderman		

Please Note:

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

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



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

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

Absent: Nil

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

Call to Order:

The meeting was called to order at 5.01 p.m. with 43 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Amendment of Agenda

Amendment of Agenda

THAT the March 4, 2026, Regular Council Meeting agenda be Amended as follows:

1. THAT the delegation from Kristy Shambrook (Cameron Contracting Ltd.) regarding the Development & OCP Amendment for 1533 Cedar Avenue under Item 3(e) be removed from the agenda; and

2. THAT the Official Community Plan Amendment Application (1533 Cedar Avenue) Introductory Report under Item 10(c) be removed from the agenda.

(2026.066) -- CARRIED

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

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

(2026.067) -- CARRIED

3. DELEGATIONS:

- a. **Matthew Vandervoort (Comox Archives & Museum Society): 2026 Grant in Aid Application**

CAMS Grant in Aid Request

Matthew Vandervoort from the Comox Archives & Museum Society shared updates on the museum’s work over the past year, including new exhibits, community programs, partnerships, and efforts to make the museum a more welcoming community space. He thanked Council for its past support and asked that the Society’s annual funding be renewed so they can continue their work with their single staff member.

- b. **Myrna Holman, President (d’Esterre Seniors’ Centre Association): 2026 Grant in Aid Application**

d’Esterre Seniors’ Centre Grant in Aid Request

Myrna Holman from the d’Esterre Seniors Centre Association presented their 2026 Grant-in-Aid request, highlighting recent accomplishments such as a new strategic plan, improved programming, online registration, kitchen upgrades, and growing membership. She thanked the Town for its long-standing support and requested continued funding to help maintain the executive director role, strengthen programs, and support the Centre as it prepares to celebrate its 50th anniversary.

- c. **Melissa Schwartz (PEAK Montessori Society): TUP for 1829 Beaufort Ave**

PEAK Montessori Society-TUP for 1829 Beaufort Ave

PEAK Montessori Academy outlined their plan to open a Montessori elementary school in the Comox Valley, describing their educational philosophy, staffing model, research, and a growth plan that would expand enrollment from 15 to 40 students over three years. They asked the Town of Comox for continued support, particularly in helping them secure a suitable location and in assisting their efforts as they work toward establishing the program.

- d. **Catherine Crowe (École Robb Road PAC Playground Committee): Funding Request for an Inclusive Playground**

Funding Request for an Inclusive Playground

École Robb Road PAC presented their proposal for a universally accessible, inclusive playground that would serve both the school and the wider community, highlighting the need to replace aging, inaccessible play spaces and the opportunity to partner with the Town to create a shared community hub. They requested a \$100,000 funding partnership from the Town of Comox to complement the \$164,000 they have already raised and to enable the project to move forward.

- e. **Hélène Dompierre & Peter Outridge: Application to Amend the OCP for 1533 Cedar Ave**

Application to Amend the OCP for 1533 Cedar Ave

Peter Outridge and Hélène Dompierre outlined neighbourhood concerns about a proposed development, citing issues such as excessive building height and massing, loss of privacy, and inconsistency with the recently adopted OCP. They asked Council to reject the proposal, respect the OCP, protect Brooklyn Creek, avoid planning by amendment, and consider limiting the site to lower-density options such as townhouses or duplexes.

THE MEETING WAS RECESSED AT 6:00 P.M. AND RECONVENED AT 6:04 P.M.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

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

(2026.068) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

- 1. 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

(2026.069) -- CARRIED

2. THAT Item 3. (Bruce Singer, Chief Superintendent (BC RCMP): Next Steps for Advancing the Comox Valley RCMP Detachment New-Build Initiative) be removed from the agenda for discussion.

(2026.070) -- CARRIED

7. UNFINISHED BUSINESS:

a. 2026 Grant In Aid Applications

2026 Grant In Aid Applications

THAT one-time funding grants for 2026 be approved for the following organizations, with allocations remaining at their existing 2025 funding levels:

- Comox Archives & Museum Society (CAMS) – \$32,500
- Comox Valley Art Gallery (CVAG) – \$5,000
- d'Esterre Seniors Centre – \$40,000
- Sid Williams Theatre –30,000

AND THAT each organization be required to reapply for funding in future years in accordance with Grant in Aid Policy CCL-031.02.

(2026.071) -- CARRIED

b. Budget Reduction Report

Budget Reduction Report

THAT the February 27, 2026, report from the Chief Administrative Officer titled "Budget Reduction" be received for information.

(2026.072) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Application to UBCM Development Approvals Program 2026

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.*

(2026.073) -- CARRIED

2. *THAT Council supports the Town of Comox by utilizing the Grant and providing overall grant management, if the funding application is successful.*

(2026.074) -- CARRIED

b. Development Variance Permit 26-2: 380 Knight Road

DVP 26-2 (380 Knight Road)

THAT consideration of Development Variance Permit DVP 26-2 for 380 Knight Road be postponed;

AND FURTHER THAT the applicant be directed to obtain further consultation and feedback from the Comox Airport and relevant federal authorities prior to Council's decision on the permit.

(2026.075) -- CARRIED

c. Temporary Use Permit (APPN-2026-0006): 1829 Beaufort Avenue

Temporary Use Permit (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.

(2026.076) -- CARRIED

d. Fees and Bylaw Notice Updates

Fees and Bylaw Notice Updates

1. *THAT the Sanitary Sewer Bylaw No. 2057 be given First, Second and Third Readings.*

(2026.077) -- CARRIED

2. *THAT the Storm Drain Connection Amendment Bylaw No. 892.06 be given First, Second and Third Readings.*

(2026.078) -- CARRIED

3. *THAT the Water Rates and Regulations Amendment Bylaw No. 529.35 be given First, Second and Third Readings.*

(2026.079) -- CARRIED

d. Fees and Bylaw Notice Updates

Fees and Bylaw Notice Updates

- 4. THAT the Street and Traffic Amendment Bylaw No. 1358.07 be given First, Second and Third Readings. (2026.080) -- CARRIED
- 5. THAT the Fees and Charges Bylaw be given First, Second and Third Readings. (2026.081) -- CARRIED
- 6. THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.04 be given First, Second and Third Readings. (2026.082) -- CARRIED
- 7. THAT the Miscellaneous Bylaws Amendment Bylaw No. 2059 be given First, Second and Third Readings. (2026.083) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

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

Royal LePage Snow to Surf

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. (2026.084) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor Kerr

Councillor Kerr had nothing to report.
- b. Councillor Grant

Councillor Grant reported attending the CVRD Board, Comox Strathcona Regional Hospital District, Comox Valley Recreation Commission, and Comox Valley Sewage Commission meetings. He highlighted the Recreation Commission’s new ice allocation policy requiring 75% local residency and advised that the Hospital Board is responding to the Province’s cancellation of the Campbell River long-term care facility by planning a delegation to meet with the Premier.
- c. Councillor Meilleur

Councillor Meilleur reported attending the Food Policy Council meetings, including both the full council and the municipal subgroup.

d. Councillor Haslett

Councillor Haslett reported attending the Nautical Days Festival Committee meeting, noting ongoing planning for upcoming bands and event setup, continued efforts to secure sponsors, and the addition of three new members.

e. Councillor Swift

Councillor Swift reported attending the Comox Valley Sewage Commission meeting, noting the Province’s long-term and costly push to address inflow and infiltration issues. She also attended the Filberg Board meeting, where preparations are underway for Easter and Earth Day events, and noted that a minor electrical fire at the Lodge prompted an electrical audit, with no damage reported.

f. Councillor Blacklock

Councillor Blacklock reported shared an upcoming event from the Comox Valley Community Justice Centre, noting that acclaimed author and Order of Canada recipient Michelle Good will speak on “Getting Under the Myth of Canadian History” on Thursday, April 9. Tickets are available at the Laughing Oyster Bookshop, with a 50% discount when purchasing one of her books.

g. Mayor Minions

Mayor Minions noted the Town’s acquisition of the Newsome Family Nature Park and highlighted ongoing work on the totem pole project, increased media attention on the golf course lease and the OCP, and the golf course’s reopening after renovations. She also reported welcoming the Wounded Warriors fundraising team through Comox and advised that the Vancouver Island Regional Library has confirmed a 4.95% tax requisition for the Town.

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 7:15 p.m. *CARRIED*
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday March 11, 2026

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
S. Russwurm, Corporate Officer
E. Henley, Director of Finance
G. Schreiner, Fire Chief
S. Ashfield, Director of Operations

Call to Order: The meeting was called to order at 5:00 p.m.

The Agenda was adopted as amended to remove Item 2 (a) Delegation: Dave Ewart (889 Hercules Place) - Tree Protection Covenant.

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

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

The Strategic Plan Scorecard dated March 11, 2026 was received.

2. DELEGATIONS:

a. Diamond Head Consulting – Urban Forest Management Strategy & Tree Bylaw Workshop

Urban Forest Management Strategy

1. THAT the Town manage all trees of any size on town-owned property, and regulate trees with diameters greater than 20 cm on private land and greater than 75 cm diameter for significant/high-value trees.

DEFEATED

THE MEETING WAS RECESSED AT 7:23 P.M. AND RECONVENED AT 7:30 P.M.

Diamond Head Consulting – Urban Forest Management Strategy & Tree Bylaw Workshop

Urban Forest Management Strategy

2. THAT Council direct Administration to proceed with creating a tree protection bylaw that regulates trees on private property, with details (sizes, restrictions, etc.) to be determined later.

CARRIED

TOWN OF COMOX - STRATEGIC PLANNING COMMITTEE MEETING MINUTES

a. Diamond Head Consulting – Urban Forest Management Strategy & Tree Bylaw Workshop

Urban Forest Management Strategy

3. THAT the tree protection bylaw allow removal of most trees on private property with few restrictions, primarily requiring permits for tracking purposes.

CARRIED

4. THAT Council direct Administration to require a permit for removal of trees with diameter greater than 30 cm.

CARRIED

5. THAT Council direct Administration to develop criteria for defining significant or ecologically valuable trees that may require additional protection.

CARRIED

6. THAT the tree protection bylaw include a tree replacement ratio requirement, with specific ratios to be determined later.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:09 p.m.

CARRIED

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

CHAIR

Town of Comox – Administration

From: Chris Arruda [REDACTED]
Sent: February 26, 2026 6:05 PM
To: council
Subject: Febryary 26, 2026 Feed the Valley

RECEIVED

TOWN OF COMOX

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

LOG: 26-153	REFER:	AGENDA: RCM 18Mar26
FILE: 0220-30	ACTION: MR	

Dear Mayor and Council Members,

Copies: Council
JW/SR/CD

Thank you for taking the time to connect.

As a local business owner and someone who's been working with the Comox Valley Food Bank, I'm reaching out to personally invite you to **Feed the Valley**, a spring fundraiser I'm organizing for the food bank on April 11 at 40 Knots Winery.

I started working with the food bank last year, and was floored by the amount of need in the community. I was equally surprised at how few of my friends, family and colleagues were aware of the operation's size and scope. We're currently serving over 200 Comox Valley families daily - many with jobs who are struggling to make ends meet.

My goal is to build this into an annual turnkey event for the food bank, where local business and community leaders can rally around a critical need right in our backyard.

Given your leadership in the town of Comox and your commitment to the broader Comox Valley community, it would be an honour to have you attend. The evening will bring together community leaders, local businesses, and supporters for what promises to be a meaningful and elegant event.

I'd love 10 minutes of your time to share what we're building and extend a proper invitation - either by phone or in person, whatever works best for your schedule. I know you're incredibly busy, so I'll be brief and respectful of your time.

If you'd prefer to review details first, everything is at feed-the-valley.raiselysite.com, and I'm happy to send over our event information and host sponsorship materials as well.

Thank you for considering this, Mayor. Your presence would mean a great deal and help anchor the event in it's first year.

Thanks,

CHRIS ARRUDA | Founder / Consultant



[Bright Idea Business Solutions](#)

From: mel mclachlan [REDACTED]
Sent: March 8, 2026 10:33 PM
To: council <council@comox.ca>
Cc: Jordan Wall <jwall@comox.ca>
Subject: Covenant Protected trees 889 Hercules Place

RECEIVED

March 8, 2026

Dear Mayor and Council

TOWN OF COMOX

Re: Home owners request for permission for removal of Covenant Protected trees at 889 Hercules Place Comox
Specifically Permission to remove trees as soon as possible while there is still access.

The report by the Town’s arborist should take precedence . The damage by construction noted in the reports should be enough to require the responsible contractor to provide restitution, perhaps in the form of performing the mitigation solutions recommended by the Town’s arborist under the close watch of the Town’s arborist. The extremely obscene selling prices of these houses leads me to think that there is money enough to handle the restitution/repair of the trees.

The preference of the applicant to remove the trees over following the Town arborist’s advice will not bode well for trees in future tree removal requests if the town ignores or over-rides the arborist’s professional advice.

The remnant trees in question are a small part of a small group of trees between Comox and Courtenay fortunate enough to have survived extreme development pressure and are a reminder of what once was and of the disappearing natural places we are removing from our progeny’s quality of life.

The Town is about to enact a modern Tree by-law which takes into consideration the consequences of climate change and how to address it.

Please do not erode the by-law even before it is enacted.

MEL McLachlan
[REDACTED] Comox

LOG: 26-221	REFER:	AGENDA: RCM 18Mar26
FILE: 3220-20	ACTION: MR	

Copies: Council
JW/RH/SA/RN/SR/CD

From: Jonathan Chawla [REDACTED]
Sent: Thursday, March 5, 2026 12:58:22 PM
To: Chris Haslett <chaslett@comox.ca>
Subject: Ambleside Beach Sauna Pilot Extended for 12 Months

Hi Councillor Haslett,

I'm writing to share the results of our recent waterfront sauna pilot at Ambleside Beach and explore how a similar "low-friction" model could benefit Comox.

After a 12-week pilot that saw 2,700 visits, zero complaints, and \$14.5k paid to the parks from revenue sharing, the District of West Vancouver has granted Gatherwell a 12-month extension. The community response was overwhelming, with over 500 residents petitioning for a permanent installation.

Our goal is to help municipalities like Comox utilize their beautiful waterfronts year-round, creating a vibrant 'Third Space' where community connection stays strong even through the colder months.

Why Parks Directors (like Jill Lawlor in West Van) are partnering with us:

- **Social by Design:** We use facing benches and daily sauna question prompts to naturally bridge the gap between neighbours, turning parks into the best places to meet and make friends.
- **Proven & Quiet:** We've hosted 25,000+ visits since 2023 with a 4.9-star rating across our locations. Most importantly, we maintain a "zero-complaint" record with municipal partners.
- **Turnkey Revenue:** Our model is projected to generate \$50k-\$100k in annual revenue for the Parks department with no operational burden on your staff.
- **Regional Momentum:** We are nearing a contract with the District of North Vancouver, preparing formal proposals for council with the Parks teams in White Rock and Esquimalt, and Squamish and Whistler are currently consulting with Jill Lawlor to replicate our pilot model.

Would you be open to a brief 15-minute chat? I'd love to share the specific proposal we built for West Vancouver and see if a pilot program makes sense for Comox this fall.

Thanks,

Jonathan Chawla
Founder, Gatherwell
gatherwell.ca | [REDACTED]

RECEIVED

March 11, 2026

TOWN OF COMOX

LOG: 26-230	REFER:	AGENDA: RCM 18Mar26
FILE: 0220-40	ACTION: MR	

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

Town of Comox – Administration

From: JB Plante [REDACTED]
Sent: March 11, 2026 9:19 AM
To: council
Subject: Speed Humps

RECEIVED

March 11, 2026

TOWN OF COMOX

LOG: 26-229	REFER:	AGENDA: RCM 18Mar26
FILE: 5460-04	ACTION: MR	

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

Good Day;

I am writing to request 4 speed humps in my neighbourhood, which includes Rocky Hgts Rd, Crestview Dr, Hillside. The reason is far to many vehicles speed through this neighbourhood and a lot of children walk here on their way to school as well and neighbours walking their dogs.

This is not a recent activity it has been going on for a few years, but lately it seems to be worse. There is a public walkway on Crestview where kids and adults come from Ridgemount and on to Crestview, and with hedges and parked cars they are not always visible.

My suggestion is one Hump on Rocky Hgts, one on Hillside, and two on Crestview. A study should not be necessary, neighbours complain a lot about the speeders. Please don't wait until someone is hit by a speeding car. For your consideration.

JB Plante

Town of Comox – Administration

From: JB Plante [REDACTED]
Sent: March 12, 2026 9:08 AM
To: Town of Comox – Administration
Subject: Re: Speed Humps

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

As requested.

Joseph Brian "Jake" Plante
[REDACTED]

On Wed, Mar 11, 2026 at 9:54 AM Town of Comox – Administration <town@comox.ca> wrote:

Good Morning JB,

Thank you for your email to Mayor and Council. Are you requesting that this item be discussed at an upcoming Council Meeting?

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. Can you please provide your civic address?

Kind Regards,

David Somerville

Clerk II – Corporate Services

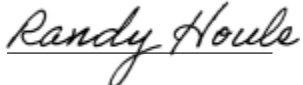
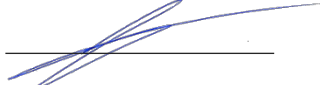
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REGULAR COUNCIL MEETING

To: Mayor and Council	File: N/A
From: Randy Houle, Director of Development Services	Date: March 13, 2026
Subject: Development Charges Update and Bylaw Adoptions	

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

1. THAT Amenity Cost Charges Bylaw No. 2052 be adopted.
2. THAT Development Cost Charges Bylaw No. 2053 be adopted.
3. THAT Council Policy CCL-069.04 (Affordable Housing Amenity Contribution) amendment be approved.

PURPOSE

This report provides a discussion on tools and options to encourage and facilitate development, with a comparative analysis of neighbouring DCC and ACC rates as well as a recommendation for adoption of the draft bylaws.

STRATEGIC PLAN LINKAGE

Balanced Community Planning	<p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> <p>Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.</p>
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	<p>Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p>
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BACKGROUND

At the October 22, 2025 Regular Council Meeting, both Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053 were read a first, second and third time and advanced to the Inspector of Municipalities for approval which was given on January 26, 2026. These bylaws were then subsequently brought to Council for adoption on February 4, 2026, in which adoption was postponed to hear from an external development consultant at the February 11, 2026 Strategic Planning Committee meeting. At this meeting, Council received input on DCC and ACC costs and development viability, including confirmation of a recent financial feasibility analysis, discussion of tools such as assist factors, phased approaches and surety bonds, clarification on small scale multi unit housing charges, and consideration of balancing infrastructure funding with measures to support housing delivery. The following Committee Recommendation was passed:

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

This report will provide a discussion on the following items:

1. DCC & ACC Rates: neighbouring community analysis and options for reductions.
2. Pre-zoning and Expedited Approvals.
3. Affordable Housing Amenity Contribution Policy Amendments.

ANALYSIS AND ISSUES

1. DCC & ACC Rates:

Development Cost Charges:

- The City of Courtenay’s draft DCC’s have been given third reading and approved by the Province and plan to be adopted in mid to late April.
- Courtenay will not be phasing in the costs.
- The Village of Cumberland last reviewed their DCC’s in 2022.
- The Regional District updated their Sewer DCC in December of 2025, and the Water DCC is planned to be reviewed in 2026.

Amenity Cost Charges:

- The City of Courtenay ACC’s were given third reading at the February 25, 2026 Council meeting and plan to be adopted in mid to late April.

- The Village of Cumberland Amenity Cost Charges were given third reading on March 9th, 2026 and plan to be adopted in mid to late April.

ACC/DCC Rate Comparison:

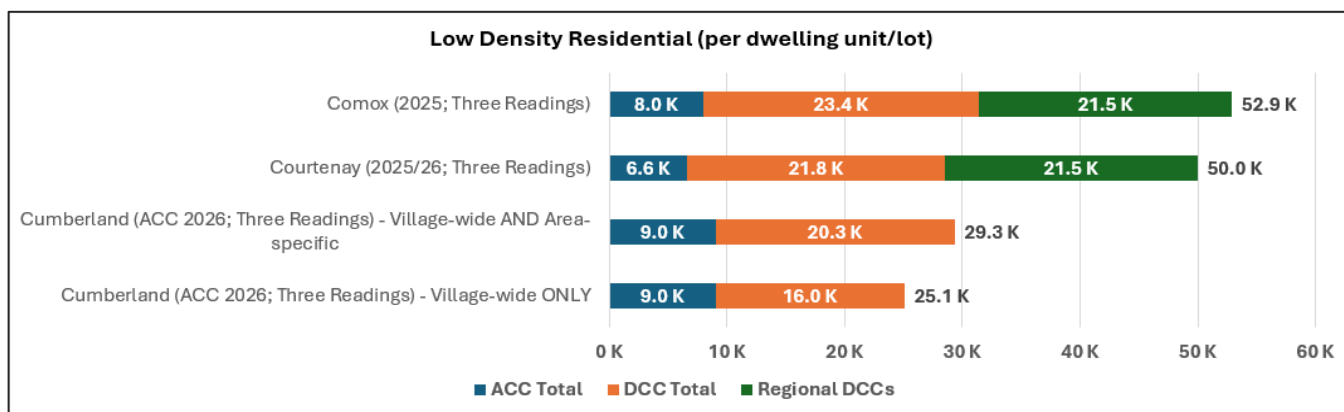


Figure 1: Low Density Residential Rate Comparison

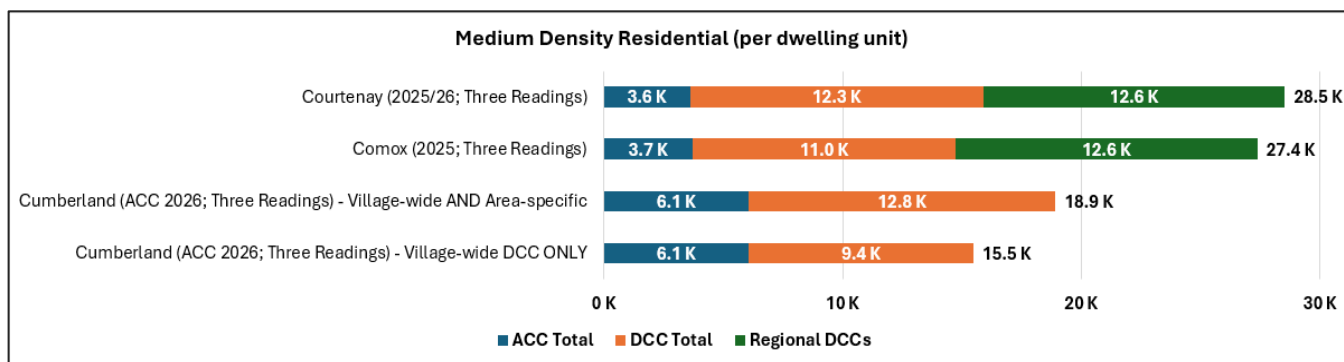


Figure 2: Medium Density Residential Rate Comparison

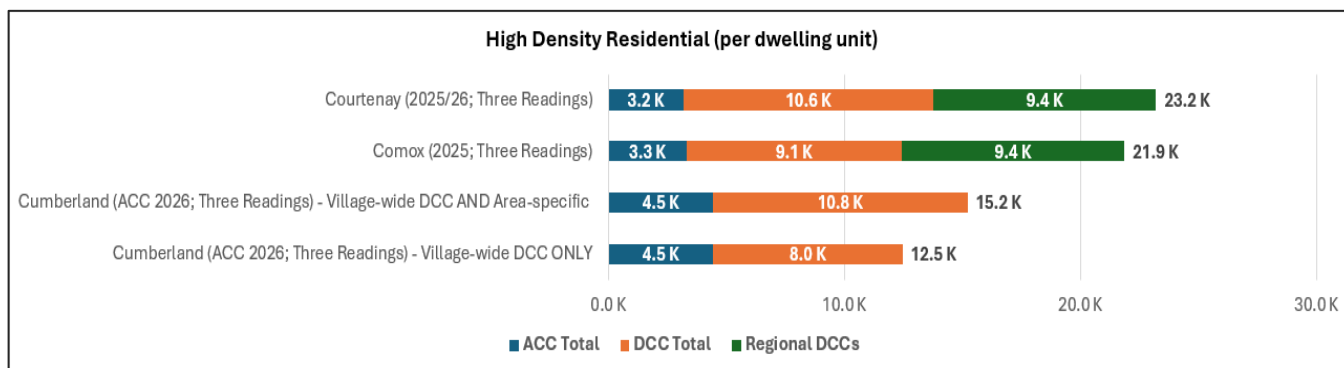


Figure 3: High Density Residential Rate Comparison

Reducing DCC/ACC rates:

Council may consider increasing the assist factor, which will result in a tax increase for the general population. Permanently increasing the assist factor to 10% would result in an annual ACC shortfall of approximately \$47,250 and an annual DCC shortfall of \$34,834 for a total annual shortfall of \$82,000. This would require an \$11 increase in taxes on the representative household. A 10% decrease on a

medium density development, such as a townhouse, would reduce the total cost of ACCs and DCCs by \$1,400 per unit, decreasing the costs from \$27,400 to \$26,000.

Council could also consider reducing the DCC/ACC project list which could improve market certainty for developers and reduce the perceived burden on the tax base. However, removing projects delays the necessary infrastructure and amenities for growing communities which could impact the overall viability of projects and livability of the community. Phasing in the rates or reducing the DCC/ACC project list would require an amendment to the bylaw and re-approval by the Ministry in the case of DCCs.

2. Pre-zoning and Expedited Approvals

The economic analysis assessment completed thus far identifies the impact that expedited approvals and pre-zoning can have on development costs, which is in the range of 3-5% of profit on average based on four-month approvals. As pre-zoning was recently considered as part of the new zoning bylaw and defeated by Council, staff have not moved forward with further multi-family pre-zoning scenarios. Staff continue to improve processing times, with the recent implementation of e-permitting, and through the recent grant application submission to UBCM for streamlining building permit processing.

3. Affordable Housing Amenity Policy Amendments

The Affordable Housing Amenity Contribution Policy applies to properties that are being rezoned. As per the policy, the developer contribution rate is as follows:

- a) \$73 per m2 of multi-family development.
- b) \$50 per m2 of rental development.
- c) \$7,300 per lot for single family development.

The new amenity cost charges are as follows:

- a) \$44.30 per m2 of multi-family development.
- b) \$7,963 per lot for single-family development

Due to the increase in DCCs and the establishment of ACCs, it was recommended that the Affordable Housing Amenity Contribution Policy be rescinded to limit the impact on development feasibility. However, in-stream or precursor applications are exempt from the new bylaws for 12 months, or longer in some cases, meaning that if the policy is rescinded, these projects will not be subject to the increased DCCs and ACCs, nor the affordable housing contribution. For this reason, the policy should be amended to continue to apply in these cases. Since the current affordable amenity contribution and the new ACCs are similar in value, and for fairness and consistency moving forward, staff recommend that precursor or in-stream applications be subject to a negotiated affordable housing contribution in an amount equal to what the Amenity Cost Charges would have been.

The policy attached has been amended to reflect the above, as well as to remove the ability for payment in installments for projects with over 300 units as there aren't any that currently fall under that provision.

Given the analysis above, Staff recommend that the DCC and ACC bylaws be adopted and implemented as-is, and the Affordable Housing Amenity Contribution Policy be amended.


ATTACHMENTS:

Attachment A: Affordable Housing Policy Amendment CCL-069.04 – Red Lined Version

Attachment B: Affordable Housing Policy Amendment CCL-069.04 – Clean Version

Attachment C: Amenity Cost Charges Bylaw No. 2052

Attachment D: Development Cost Charges Bylaw No. 2053

 TOWN OF COMOX	<h2 style="margin: 0;">POLICY AND PROCEDURE MANUAL</h2>	
<h3 style="margin: 0;">AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY</h3>		
Section: COUNCIL	Number: CCL-069.03	Office of Primary Responsibility: CORPORATE SERVICES
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted: August 11, 2021	Date Last Amended: December 6, 2023	Date to be Reviewed: December 2024
Manner Issued: Website, Internal Memo, Upon request		

1 PURPOSE

- 1.01 The purpose of this policy is to seek developer contributions for Affordable Housing as an amenity in relation to zoning amendments.
- 1.02 The purpose of this policy is to direct developer contributions collected under this policy towards either the acquisition of units owned by the Town and managed by a non-profit housing provider or to provide funds to non-profit housing providers in a partnership for the provision of affordable housing.

2 POLICY STATEMENT

- 2.01 Affordable Housing remains a challenge for many residents within the Town of Comox.
- 2.02 The number of households in core housing need is increasing within the Town.
- 2.03 The construction of non-market units helps meet the need for Affordable Housing.
- 2.04 The Town may work through non-profit housing providers to facilitate the management of Affordable Housing.
- 2.05 The Town may seek an Affordable Housing amenity for rezoning applications for four or more principal residential dwellings.

3 DEFINITIONS

- 3.01 "Affordable Housing" means housing where the cost of accommodation does not exceed 30% of a household's gross income.
- 3.02 "Affordable Housing Operator" means a non-profit housing development corporation whose primary function is the provision and/or management of Affordable Housing units.
- 3.03 "Amenity Cost Charges Bylaw" means the Town of Comox Amenity Cost Charges Bylaw, as amended from time to time.
- 3-033.04 "Cellar" means that portion of a building situated between the top of any floor and the top of the floor next above it, having no more than 0.6 metres of its height above grade, and a height from floor to ceiling of less than 2.1 metres.
- 3-043.05 "Multi-Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3-053.06 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 3-063.07 "Single-Family Development" means development consisting of one dwelling unit on fee simple or bare land strata lots with or without a secondary suite or coach house.

4 SCOPE

4.01 This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.

~~4.02 As of the date this policy is adopted by Council, this policy only applies to applications which have not submitted a complete rezoning application.~~

~~4.034.02 Any amendments to this policy will apply to applications which have not submitted a complete rezoning application as of the amendment adoption date, unless otherwise directed by Council. This policy applies only to applications for rezoning that are considered in-stream or a precursor application under the *Local Government Act* in relation to the adoption of the Amenity Cost Charges Bylaw.~~

5 POLICY

5.01 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of an amount equal to the applicable ~~payment in the~~ Amenity Cost Charges Bylaw:

~~(a) \$73 per square metre for Multi-Family Development,~~

~~(b) \$50 per square metre for Rental Development, and~~

~~(c) \$7,300 per lot for Single-Family Development.~~

~~The per square metre contribution will be based on the floor area of each residential building, excluding common use areas such as: lobby, interior corridors, recreation rooms, storage rooms, communal laundry facilities, stairwells and elevator shafts, accessory buildings, enclosed vehicle parking and loading areas, Class II bicycle parking spaces and Cellars.~~

5.02 The developer contribution rate may be adjusted in consideration of the following factors:

(a) The impact of the proposed development on the community, and

(b) The size of the proposed units.

5.03 The developer amenity contribution will be secured ~~by a phased development agreement~~ and payable at the time of rezoning.

~~5.04 Notwithstanding 5.03, for developments resulting in creation of over 300 units in total, the developer amenity contributions will be secured by a phased development agreement with registration of a “no build” covenant on title, and paid in 150 unit instalments:~~

~~(a) First instalment at the time of rezoning;~~

~~(b) Subsequent instalments prior to a building permit issuance;~~

~~(c) Where an instalment includes units for which a building permit has yet to be issued, the payment shall be based on a 80sqm unit size;~~

~~(d) The calculation of the second and subsequent instalment amounts shall include adjustment for any over or underpayment in the previous instalment; and~~

~~(e) Any subsequent instalment provided after rezoning will be adjusted (increased or decreased) on December 31 of each year, commencing on December 31 of the following calendar year after rezoning adoption date, by a percentage determined as follows:~~

~~$$\frac{\text{Current Year's June CPI Index} - \text{Previous Year's June CPI Index}}{\text{Previous Year's June CPI Index}} \times 100 = \% \text{ Previous Year's June CPI Index}$$~~

~~Where CPI means all-items Consumer Price Index published by Statistics Canada, or its successor in function, for Vancouver, British Columbia.~~

~~5-055.04~~ The Town will seek to expend contributions collected under this policy either through the purchase or acquisition of units in new developments or through project partnerships with non-profit affordable housing providers. Purchase or acquisition will be at market rate excluding real estate fees.

6 PROCEDURES


6.01 Purchase or acquisition of Affordable Housing units: the Town will seek units which meet the following criteria:

- (a) One bedroom units shall have a floor area of 58 square metres or alternative as accepted by the Town;
- (b) Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;

~~(c) All units shall meet the Town's Adaptable Housing Standards in section 5.20 of the Comox Zoning Bylaw 1850.~~

6.02 Units purchased under section ~~5-036.01~~ will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council's discretion.

Amendment Date	Amendment No.	Section Amended or Description of Amendment	Resolution Number
August 11, 2021	.00	Policy adopted.	2024.334
April 6, 2022	.01	.01 Amended to contain a hybrid long-term acquisition and non-profit provision method (1.02 and 5.07 added).	2022.133
June 1, 2022	.02	Convert multifamily contribution rate to per square meter, add rental development contribution rate and increase single-family contribution rate.	2022.207- 2022.209
December 6, 2023	.03	1.1 Purpose; 4.2/4.3 clarify scope; 5.1 clarify basis for per metre contribution; addition of 5.3 and 5.4 allowance for contribution to be paid in installments for developments over 300 units.	2023.426- 2023.428
<u>March 18, 2026</u>	<u>.04</u>	<u>Definition added for Amenity Cost Charges Bylaw; Section 4/5/6 modifications to applicability, contribution rate, installments and adaptable housing standards.</u>	

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
Section: COUNCIL	Number: CCL-069.03	Office of Primary Responsibility: CORPORATE SERVICES	
AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY			
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure		Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
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	AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-069	Page 2

- 3.05 "Multi-Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.06 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 3.07 "Single-Family Development" means development consisting of one dwelling unit on fee simple or bare land strata lots with or without a secondary suite or coach house.

4 SCOPE


- 4.01 This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.
- 4.02 This policy applies only to applications for rezoning that are considered in-stream or a precursor application under the *Local Government Act* in relation to the adoption of the Amenity Cost Charges Bylaw.

5 POLICY

- 5.01 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of an amount equal to the applicable Amenity Cost Charges.
- 5.02 The developer contribution rate may be adjusted in consideration of the following factors:
 - (a) The impact of the proposed development on the community, and
 - (b) The size of the proposed units.
- 5.03 The developer amenity contribution will be secured and payable at the time of rezoning.
- 5.04 The Town will seek to expend contributions collected under this policy either through the purchase or acquisition of units in new developments or through project partnerships with non-profit affordable housing providers. Purchase or acquisition will be at market rate excluding real estate fees.

6 PROCEDURES

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 - (b) Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;
- 6.02 Units purchased under section 6.01 will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council's discretion.

	AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-069	Page 3

Amendment Date	Amendment No.	Section Amended or Description of Amendment	Resolution Number
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March 18, 2026	.04	Definition added for Amenity Cost Charges Bylaw; Section 4/5/6 modifications to applicability, contribution rate, installments and adaptable housing standards.	

Attachment C

TOWN OF COMOX

BYLAW NO. 2052

A BYLAW TO IMPOSE AMENITY COST CHARGES

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Comox may, by bylaw, impose amenity cost charges;

AND WHEREAS amenity cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding a facility or feature (amenity) that provides social, cultural, heritage, recreational or environmental benefits to a community and service, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS Council has considered the charges imposed by this bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, expected increases in population growth of residents and workers, the Financial Plan, and how development designed to result in a low environmental impact may affect the capital costs of facilities or features;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Amenity Cost Charges Bylaw No. 2052".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of amenity cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:

- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
- (b) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
- (c) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
- (d) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
- (e) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.
- (f) "Dwelling, One-Unit" means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (g) "Dwelling, Two-Unit" means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (h) "Dwelling Unit" means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (i) "Gross Floor Area" or "GFA" means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (j) "High Density Residential" means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating amenity cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (k) "Lot" means any lot, parcel, block, or other area in which land is held or into which

it is legally subdivided, and for certainty, includes a bare land strata lot under the *Strata Property Act*.

- (l) “Low Density Residential” means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (m) “Mobile Home” means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (n) “Mobile Home Park” means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (o) “Medium Density Residential” means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (p) “Secondary Suite” means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (q) “Subdivision” means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (r) “Town” means the Town of Comox.
- (s) “Zoning Bylaw” means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 AMENITY COST CHARGES:

3.1 Pursuant to section 570.2 (1) of the *Local Government Act* for the purpose of providing funds to assist the Town in paying the capital costs of providing, constructing, altering or expanding the amenities set out in Schedule “B” to this Bylaw to service, directly or indirectly, the Development and the increased population of residents that results from the Development for which the charge is being imposed, the amenity cost charges set out in Schedule “A”, attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;

- (b) approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the amenity cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

4.0 EXEMPTIONS:

4.1 Despite any other provision of this Bylaw, an amenity cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

- (a) the permit authorizes the Construction, of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;

4.2 Despite any other provision of this Bylaw, an amenity cost charge is not payable:

- (a) in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478.1 of the *Local Government Act*;
- (b) if no increase in the population of residents is expected to result from the Development;
- (c) in respect of a particular amenity, if an amenity cost charge in respect of that amenity has previously been paid for the same Development, unless further Development is expected to result in an increase in the population of residents or workers;
- (d) in respect of a capital cost for which a development cost charge may be imposed;
- (e) in relation to a Development for any class of affordable housing prescribed by regulation; or
- (f) the *Local Government Act* or any regulations thereunder provide that no amenity cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

5.1 The amount of amenity cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.

5.2 Where a type of Development is not specifically identified in Schedule "A" the amount of amenity cost charges to be paid to the municipality shall be equal to the amenity cost charges that are payable for the most comparable type of Development.

5.3 When a Lot or a building or structure on a Lot is used or Developed or intended to be

used or Developed for more than one class of use, charges under this Bylaw shall be the aggregate of the applicable charges set out in Schedule "A" multiplied by the number of proposed Dwelling Units for Low Density Residential or Medium Density Residential and by the total square metres of GFA for High Density Residential.

5.4 The Town will consider provision of an amenity in lieu of an amenity cost charge payment in accordance with section 570.9 of the *Local Government Act*.

6.0 EFFECTIVE DATE:

6.1 This Bylaw shall come into force and effect the date of adoption.

7.0 SEVERABILITY:

7.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw remains valid.

8.0 ADOPTION:

READ A FIRST, SECOND, AND THIRD time this 22nd day of October, 2025

ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Amenity Cost Charges Bylaw No. 2052

Amenity Cost Charge Rates

Land Use	Unit	Total
Low Density Residential	Per Dwelling Unit/Lot	\$7,963
Medium Density Residential	Per Dwelling Unit	\$3,723
High Density Residential	Per m ² of GFA	\$44.30
Commercial	Per m ² of GFA	\$0.00
Industrial	Per m ² of GFA	\$0.00
Institutional	Per m ² of GFA	\$0.00

SCHEDULE "B"

Amenity Cost Charges Bylaw No. 2052
List of Amenities

1. Village Field Master Plan
2. Comox Community Centre Fitness Studio Expansion
3. Comox Community Centre Phase A: Building Expansion
4. CC/Village Park – Basketball Courts
5. CC/Village Park – Skills Trail
6. Lancaster Park – Covered Picnic Shelter
7. Lancaster Park – Pathway Lighting
8. Marina Park – Shade Structures

Attachment D

TOWN OF COMOX

BYLAW NO. 2053

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Comox may, by bylaw, impose development cost charges;

AND WHEREAS development cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding sanitary sewer, water, drainage, roads, fire protection facilities, and providing and improving park land to service directly or indirectly, the development for which the charges are imposed;

AND WHEREAS the Council of the Town of Comox is of the opinion that the charges imposed by this Bylaw:

- (a) are not excessive in relation to the capital cost of prevailing standards of service in the municipality;
- (b) will not deter development in the municipality;
- (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land in the municipality; and
- (d) will not discourage development designed to result in a low environmental impact in the municipality;

AND WHEREAS Council has considered the charges imposed by this Bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, and how development designed to result in a low environmental impact may affect the capital costs of sewage, water, drainage, fire protection, roads, providing and improving park land;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Development Cost Charges Bylaw No. 2053".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of development cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:
- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
 - (b) "Commercial" means a commercial Development in a commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional or other business operations.
 - (c) "Community Care Facility" means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care for three (3) or more persons not related by blood or marriage to care provider.
 - (d) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
 - (e) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
 - (f) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
 - (g) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.

- (h) “Dwelling, One-Unit” means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (i) “Dwelling, Two-Unit” means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (j) “Dwelling Unit” means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (k) “Gross Floor Area” or “GFA” means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (l) “High Density Residential” means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating development cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (m) “Industrial” means an industrial Development in an industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature. Industrial uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the general public and includes cannabis grow operations.
- (n) “Institutional” means an institutional Development in an institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
- (o) “Lot” means any lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata lot under the

Strata Property Act.

- (p) "Low Density Residential" means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (q) "Mobile Home" means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (r) "Mobile Home Park" means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (s) "Medium Density Residential" means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (t) "Secondary Suite" means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (u) "Subdivision" means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (v) "Town" means the Town of Comox.
- (w) "Zone" means the zones identified and defined in the Zoning Bylaw.
- (x) "Zoning Bylaw" means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 DEVELOPMENT COST CHARGES:

3.1 The development cost charges set out in Schedule "A", attached hereto and forming part of this bylaw, are hereby imposed on every person who obtains:

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;
- (b) approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the development cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

3.2 All charges imposed by this Bylaw may be paid by instalments in accordance with the permissions provided in the *Local Government Act*.

3.3 For certainty, this Bylaw imposes charges in respect of Building Permits authorizing the Construction, of buildings or structures that will, after the Construction, contain fewer than four (4) Dwelling Units and for which the Dwelling Units in the building or structure will be put to no use other than residential use.

4.0 EXEMPTIONS:

4.1 Despite any other provision of this Bylaw, a development cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

- (a) the permit authorizes the Construction, of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
- (b) the permit authorizes the Construction of Dwelling Units in a building, where the floor area of each Dwelling Unit is no larger than 29m², and each Dwelling Unit is to be put to no other use other than residential use in those Dwelling Units;
- (c) the value of the work authorized by the permit does not exceed \$75,000;
- (d) the Development does not impose new capital cost burdens on the Town;
- (e) a development cost charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the municipality; or
- (f) the *Local Government Act* or any regulations thereunder provide that no development cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

5.1 The amount of development cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.

5.2 Where a type of Development is not specifically identified in Schedule "A" the amount of development cost charges to be paid to the municipality shall be equal to the development cost charges that are payable for the most comparable type of Development.

5.3 The amount of development cost charges payable in relation to mixed-use type of Development shall be calculated separately for each portion of the Development, in accordance with Schedule "A", based on the mix of uses included in the Building Permit

application and the total development cost charges payable shall be the sum of the charges payable for each type.

6.0 EFFECTIVE DATE:

6.1 This Bylaw shall come into force and effect the date of adoption.

7.0 SEVERABILITY:

7.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw remains valid.

8.0 REPEAL:

8.1 Town of Comox Development Cost Charge Bylaw No.1830, and all amendments, is repealed.

9.0 ADOPTION:

READ A FIRST, SECOND, AND THIRD time this 22nd day of October, 2025

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 26th day of January, 2026

ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Development Cost Charges Bylaw No. 2053
 Development Cost Charge Rates

Land Use	Unit	Transportation	Water	Sewer	Drainage	Parks	Fire	Total
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022
High Density Residential	Per m ² of GFA	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50
Commercial	Per m ² of GFA	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91
Institutional	Per m ² of GFA	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54
Industrial	Per m ² of GFA	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85



Statutory Approval

Under the provisions of sections _____ 560 _____

of the _____ Local Government Act _____

I hereby approve Bylaw No. _____ 2053 _____

of the _____ Town of Comox _____

a copy of which is attached hereto.

Dated this 26th *day*

of January , 2026

A handwritten signature in black ink, appearing to be "J. G. Smith", written over a light gray rectangular background.

Deputy Inspector of Municipalities

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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.

TABLE 1	
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:

TABLE 2		
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

4th day of March, 2026

ADOPTED this

day of

, 2026

MAYOR

CORPORATE OFFICER

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].



3. Adoption

READ A FIRST, SECOND and THIRD time this

4th day of March, 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".



3. ADOPTION

READ a FIRST, SECOND and THIRD time this 4th day of March, 2026

ADOPTED this day of , 2026

MAYOR

CORPORATE OFFICER

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*.



- (e) Where there is an offence that continues for more than one day, separate fines may be issued for each day in respect of which the offence occurs or continues."

3. ADOPTION

READ a FIRST, SECOND and THIRD time this 4th day of March, 2026

ADOPTED this day of , 2026

MAYOR

CORPORATE OFFICER

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	4 th day of March, 2026
READ a SECOND time this	4 th day of March, 2026
READ a THIRD time this	4 th day of March, 2026
ADOPTED this	day of , 2026

MAYOR

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



SCHEDULE A – GENERAL FEES AND CHARGES	
Description	Fee or Charge
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: - Banner Station – Registered provincial or federal non-profit society - Banner Station – Other - Parks Field Advertising Application	\$0 \$50 per day or \$300 per week \$50 per application
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website: - Registered provincial or federal non-profit society - Other	\$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 Fee Type	Column 2 Annual Fee
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

Waste Type	2026	2027	2028	2029	2030
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

Waste Type	2026	2027	2028	2029	2030
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



SCHEDULE C – ANIMAL CONTROL FEES (Comox Dog Licence and Pound Bylaw No. 1322)	
Description	Fee or Charge
POUND FEES:	
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
DANGEROUS DOG POUND FEES:	
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
DOG LICENCE FEES:	
Neutered or Spayed dog licence fee	\$10
Unneutered or Unspayed dog licence fee	\$30
Dangerous Dog licence fee	\$100
Replacement dog licence fee	\$2



SCHEDULE D – BUSINESS LICENCE FEES (Business Regulation Bylaw No. 1822)	
ONGOING BUSINESSES	
Terms noted in this schedule are defined in the Comox Business Regulation Bylaw No. 1882, 2018	
Column 1 Type of Business	Column 2 Annual Fee
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
TEMPORARY AND SEASONAL BUSINESSES	
Type of Business	Fee
Carnival or Circus	\$200 per day
Flea Markets	\$100 per day
Trade Shows	\$100 per day
Mobile vendors	\$10 per month; \$100 maximum
BUSINESS LICENCE AMENDMENT	
Business Licence Amendment Fee	\$10



SCHEDULE E - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)	
Column 1 Application Type	Column 2 Application Fee
OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT	
OCP Bylaw Amendment	\$4,000
OCP Bylaw Amendment in conjunction with Zoning Bylaw Amendment	\$2,000
ZONING BYLAW AMENDMENT	
Zoning Bylaw Amendment (to add one permitted use)	\$2,000
All other Zoning Bylaw Amendments	\$4,000
DEVELOPMENT PERMITS (DP)	
Riparian Ecosystem DP	\$500 per parcel
All other DP's	\$1,000 per parcel
Amendment to existing DP	\$750 per parcel
DEVELOPMENT VARIANCE PERMITS (DVP)	
Minor DVP (staff-issuable)	\$750
Major DVP (Council approval)	\$1,250
TEMPORARY USE PERMITS (TUP)	
Temporary Use Permit	\$1,500
LIQUOR OR CANNABIS LICENCE	
Liquor or Cannabis Licence Review	\$2,000
SUBDIVISION	
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



SCHEDULE E - DEVELOPMENT APPLICATION FEES (Development Application Procedures Bylaw No. 2049)	
Column 1 Application Type	Column 2 Application Fee
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



SCHEDULE F – SANITARY SEWER CONNECTION FEES (Sanitary Sewer Bylaw No. 2058)	
Description	Fee or Charge
CONNECTION FEES:	
Per 100 mm pipe size	\$6,350
For all pipe connections exceeding 100 mm	At Town’s full cost Minimum Fee: \$2,500
ADDITIONAL COSTS	
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
INSPECTION FEE	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



SCHEDULE G – SANITARY SEWER USER RATES (Sanitary Sewer Bylaw No. 2058)					
Monthly Rates	2025	2026	2027	2028	2029
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.



SCHEDULE H – STORM DRAIN CONNECTION FEES (Storm Drain Connection Bylaw No. 892)	
Description	Fee or Charge
CONNECTION FEES:	
Per 150 mm pipe size	\$6,350
For all pipe connections exceeding 150 mm	At Town’s full cost. Minimum Fee: \$2,500
ADDITIONAL COSTS:	
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
INSPECTION FEE:	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50



SCHEDULE I – WATER SERVICE INSTALLATION FEES (Fees and Charges Bylaw No. 529)	
(fees include a meter box, lid, meter setter, meter and MXU)	
Description	Fee or Charge
CONNECTION FEES:	
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
ADDITIONAL COSTS:	
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
INSPECTION FEE:	
Inspection Fee, when materials, labour or equipment are not required to be supplied from the Town to make the connection.	\$50
DISCONNECTION FEE:	
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



A BYLAW TO AMEND BYLAW NOTICE ENFORCEMENT BYLAW NO. 2004

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

1. Title

This Bylaw shall be cited as the "Bylaw Notice Enforcement Amendment Bylaw No. 2004.04".

2. Amendments

The Bylaw Notice Enforcement Bylaw No. 2004 is amended as follows:

- (a) by replacing SCHEDULE "A" – Designated Bylaw Contraventions and Penalties with SCHEDULE "A", attached to and forming part of this Bylaw.

3. ADOPTION

READ a FIRST, SECOND and THIRD time this 4th day of March, 2026

ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER



SCHEDULE "A"
Designated Bylaw Contraventions and Penalties

A1 -- COMOX BUILDING BYLAW 1472				
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 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

A2 -- BUSINESS REGULATION BYLAW NO. 1882				
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
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

A2 -- BUSINESS REGULATION BYLAW NO. 1882				
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
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

A3 -- DOG LICENCE AND POUND BYLAW NO. 1322				
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
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

A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
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
Unlawful discharge of prohibited material	6	N/A	\$1000**	N/A



SCHEDULE "A"
Designated Bylaw Contraventions and Penalties

A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
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
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

A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
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
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

A4 -- COMOX DRAINAGE INFRASTRUCTURE PROTECTION BYLAW 1824				
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 install, construct, maintain or operate ESC Facilities	22	450	500	50%

** Must be issued an MTI

A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
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
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

A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
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
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

A5 -- COMOX FIRE PREVENTION AND REGULATION BYLAW, 2017				
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
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

A6 -- COMOX FIREWORKS REGULATION BYLAW, 2012				
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
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

A7 -- COMOX HIGHWAY USE BYLAW 1920				
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

A8 -- COMOX MUNICIPAL MARINA FEES AND REGULATIONS BYLAW NO. 2010, 2023				
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

A9 -- COMOX PARKS USE BYLAW NO. 1881, 2018				
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
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

A9 -- COMOX PARKS USE BYLAW NO. 1881, 2018				
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
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%

A10 -- COMOX PESTICIDE USE BYLAW, 2006				
Column 1	Column 2	Column 3	Column 4	Column 5



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

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
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

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
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

A12 -- SOLID WASTE MANAGEMENT BYLAW NO. 2027				
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 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

A13 -- COMOX RUNOFF CONTROL BYLAW 1919				
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
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

A14 -- SANITARY SEWER BYLAW NO. 2057				
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
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

A15 -- TOWN OF COMOX SIGN BYLAW NO. 1197, 1995				
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
Sign erected on public property	9.2	\$25	\$50	N/A

A16 -- STORM DRAIN CONNECTION BYLAW NO. 892				
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 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

A17 -- STREET AND TRAFFIC BYLAW NO. 1358				
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
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

A17 -- STREET AND TRAFFIC BYLAW NO. 1358				
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
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

A17 -- STREET AND TRAFFIC BYLAW NO. 1358				
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
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

A17 -- STREET AND TRAFFIC BYLAW NO. 1358				
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
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

A18 -- ZONING BYLAW				
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
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

A18 -- ZONING BYLAW				
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
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

**A BYLAW TO AMEND MULTIPLE BYLAWS THAT
REFERENCE THE FEES AND CHARGES BYLAW**

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

1. Title

This Bylaw shall be cited as "Miscellaneous Bylaws Amendment Bylaw No. 2059".

2. Amendments

- (a) The Solid Waste Management Bylaw No. 2027 is amended by deleting all cases of the text "No. 2016";
- (b) The Comox Dog Licence and Pound Bylaw 1999 is amended by:
 - (i) replacing section 1 [TITLE] with the following:

"This Bylaw may be cited as the Dog Licence and Pound Bylaw No. 1322"; and
 - (ii) deleting all cases of the text "No. 2016";
- (c) The Comox Business Regulation Bylaw No. 1882, 2018 is amended by:
 - (i) replacing section 1 [Title] with the following:

"This Bylaw may be cited as the Business Regulation Bylaw No. 1882: and
 - (ii) deleting all cases of the text "No. 2016";

3. Adoption

READ A FIRST, SECOND and THIRD time this

4th day of March, 2026

ADOPTED this

day of _____, 2026

MAYOR

CORPORATE OFFICER

TO: Mayor and Council	FILE: OCP RZ 25-4
FROM: Elliot Turnbull, Planner II	DATE: March 13, 2026
SUBJECT: Official Community Plan Amendment Application (2181 Comox Avenue) Introductory Report	

<i>Prepared by:</i>  Elliot Turnbull, 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 Official Community Plan amendment application 25-4 (2181 Comox Avenue) be received.
2. THAT a public information meeting be held by the applicant of OCP amendment application 25-4 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 25-4 (2181 Comox 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 Mid-Rise Residential (6-storey) land use designation to permit construction of a ten-storey building on the south portion of the subject property with a total of 109 units. The existing four-storey rental building is being retained at this time.

The detailed staff analysis of the OCP amendment bylaw will be presented for Council's consideration following the recommended public information meeting. Should the OCP amendment be adopted, it is expected that rezoning and development permit applications will follow which will contain detailed building location/design including resolution of the issues identified in this report. The focus of this application is on increasing the allowable height on this site in the OCP from six to ten storeys.

The subject property is located within the Low and Mid-Rise Residential, Hazardous Conditions, and Sensitive Ecosystems development permit areas (DPAs). The multi-family form and character DP will be brought forward to Council for consideration once an application is received, likely during or after the rezoning process. The environmental and geotechnical development permits are staff-issuable and must be supported by assessments and recommendations by Registered Professionals. All development permits are required to be issued prior to building permit approval.

PROCESSING

The following outlines OCP amendment processing:

1. Council consideration of proposed OCP amendment and public consultation opportunities in accordance with *Local Government Act*, section 475
2. Public Information meeting arranged by the applicant
3. First and Second Reading of proposed OCP Bylaw
4. Notification of Public Hearing on proposed bylaw
5. Public Hearing
6. Third Reading of proposed bylaw
7. Resolution of any outstanding items if required
8. Adoption of proposed bylaw

Following adoption of the proposed bylaw, it is anticipated that the applicant will submit rezoning/dp applications.

STRATEGIC PLAN LINKAGES

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

BACKGROUND

Subject Property: 2181 COMOX AVENUE

Legal description: LOT 1, SECTION 2, COMOX DISTRICT, PLAN 28062, EXCEPT PART IN PLAN 29040

OCP Designation: Mid-Rise Residential (6-storey)

Zoning: Low-Rise Residential (RM-2)

Property Size: 11,855 m²

Property Contains: One four-storey apartment building containing 76 rental units and associated parking areas and open space.

Surrounding Land Uses: Multi-unit residential (apartment building) to the north, old St. Joseph’s hospital to the east, ocean to the south, and Pioneer Park and single-family residential to the west.

Application History: no development applications within last 10 years

Housing Accelerator Fund (HAF): The HAF agreement with the Federal government targets that the Town issue building permits for 801 dwelling units from 2024 to the end of 2026 to receive full grant funding. The Town has so far been approved to receive the full amount of the first 3 of 4 payments. As of early 2026, the Town has issued building permits for approximately 280 units.

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 - 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 proposal is to amend this land use designation to permit buildings up to 10 storeys only on the subject property subject to provision of an east-west public pathway dedication. This amendment will allow the applicant to submit a future rezoning/dp application for a new ten storey building on the subject property. Preliminary building plans are shown in Attachment C.

ANALYSIS/ISSUES/IMPLICATIONS

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

- While a ten-storey height is significantly above what is permitted elsewhere in Town, the characteristics of the subject property support consideration of increased height. There are no immediately adjacent low-density neighbours, with the closest R-SSMU zoned lot located approximately 50 m from the proposed building. The building's prominence will also be mitigated by its placement behind the existing four-storey apartment building and the upward slope of the property from south to north. In addition, there is a gradual grade increase from the subject property toward Comox Avenue, which will further reduce the building's visibility from this major corridor.

- Dedication of an east-west public pathway connecting the hospital site to Pioneer Park is consistent with OCP policies and the Parks and Trail Master Plan goals for celebrating the waterfront and strengthening connectivity.
- 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 proximity of the subject property to Downtown and nearby services, parks, bike lane and bus route, encourages more walking and active forms of transportation to access daily needs.
- The proposed development would add 109 units to the housing stock in a central location, helping to meet Comox housing needs and targets.
- A mix of studio to three-bedroom rental units is proposed, providing opportunities for families and seniors to live on a frequent transit route with easy access to downtown services and amenities.

As this is an OCP amendment only, there are several outstanding issues that would need to be addressed at later stages of the development process. These include the following:

- A geotechnical report confirming that the land is safe for the intended use and if there are any conditions required to make the development safe;
- A biologist report in accordance with the Sensitive Ecosystems Development Permit Area which identifies any sensitive ecosystems on the property and specifies mitigation or remediation actions if required;
- Negotiation of specific details of any proposed amenities including the east-west public pathway dedication;
- Discussion and resolution of the proposed driveway access through Pioneer Park;
- Submission of a Transportation Impact Assessment (TIA), including review of the proposed right-in/right-out access from Comox Avenue.
- Resolution of on-site underground infrastructure issues including missing/unknown SRWs and building/parking proposed on top of existing infrastructure.
- A Tree Impact Assessment including conformance with Council Policy CCL-067 Tree Retention Policy;

- Upgrades to the sanitary main along the foreshore to accommodate additional density in the West Foreshore sewer catchment area to permit additional density which are in the Town's financial plan to be completed by 2029; and,
- The subject property is within the K'ómoks First Nation (KFN) Area of Potential, and adjacent to several recorded archaeological sites. KFN and possibly provincial archaeological permits should be obtained by the applicant prior to building permit. The applicant has been advised that engaging an archaeologist early in the process would be prudent.

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 109-unit apartment construction: \$4,000 per unit (total \$436,000). Development Cost Charges under the draft DCC bylaw would be \$1,125,090, plus \$410,218 ACC charges. As the development is unlikely to proceed until the sewer capacity issues are remedied in 2029, the development will be subject to the increased DCC's and ACC's and therefore not the affordable housing contribution which is proposed to be rescinded pending adoption and implementation of the new acc/dcc rates.

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 Manor Drive along the subject property's frontage.

The proposed development, if approved, would generate approximately \$85,000 of unallocated tax revenue annually if developed as a non-strata rental building.

REFERRALS

The application was referred to Town departments and external agencies. Several items have been noted by Engineering Department, including the requirement to provide dedication for and upgrades to Manor Drive in accordance with the Subdivision and Development Servicing Bylaw. The subject property is also within the Western Foreshore Sewer Project area. Currently there is no capacity in the sanitary main along the foreshore and upgrades are required to permit additional units. Costs for this work are

approximately \$3M and it is in the Town's financial plan to be completed in 2029. A full technical review will be provided within a 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

Attachment A: Property Location Map; Official Community Plan Map, Zoning Map

Attachment B: Photos of Subject Property

Attachment C: Applicant's rationale and drawings

Attachment A

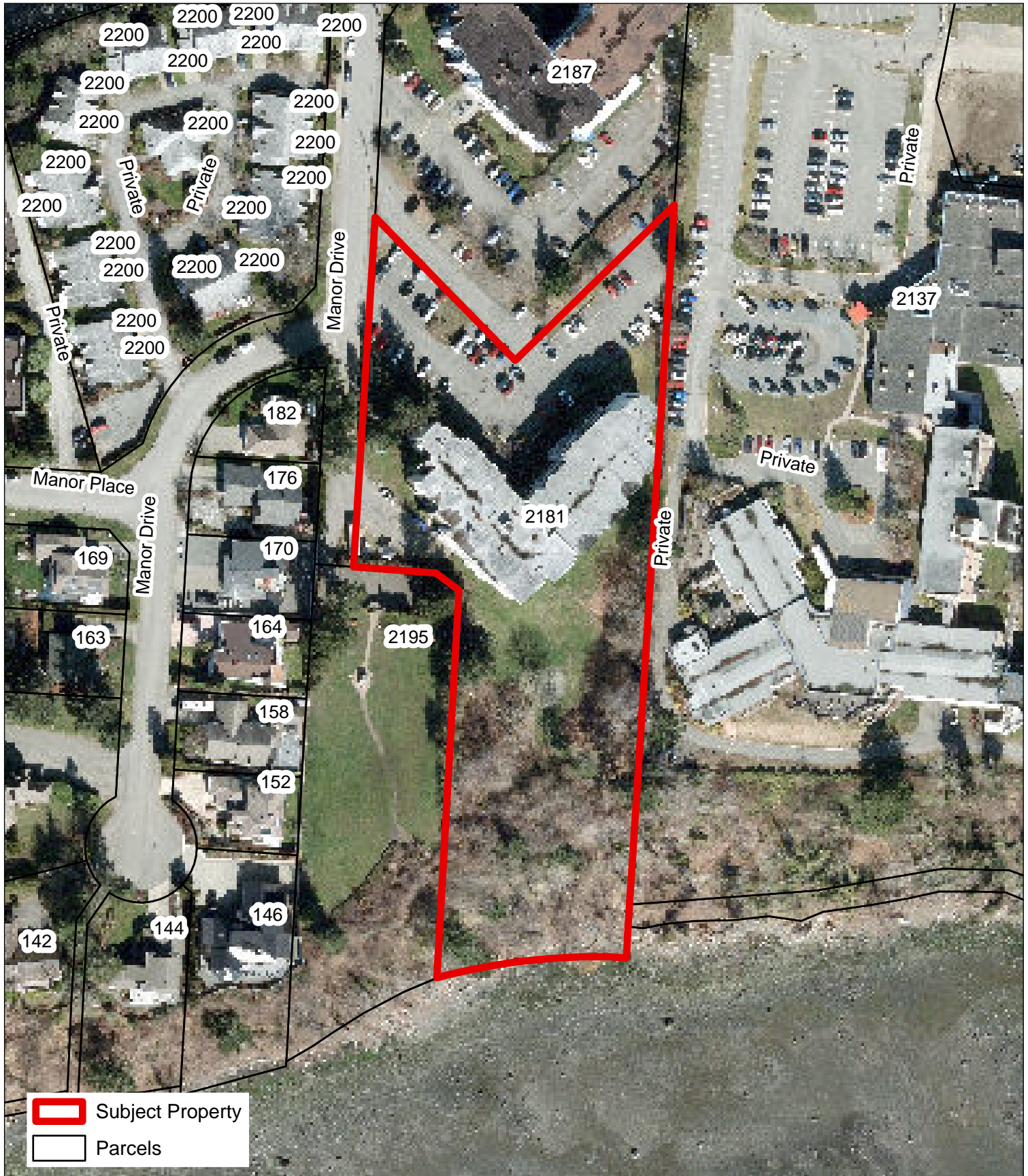
Property Location Map; Official Community Plan Map, Zoning Map



TOWN OF COMOX

2181 Comox Avenue

Property Location Map

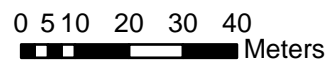


- Subject Property
- Parcels



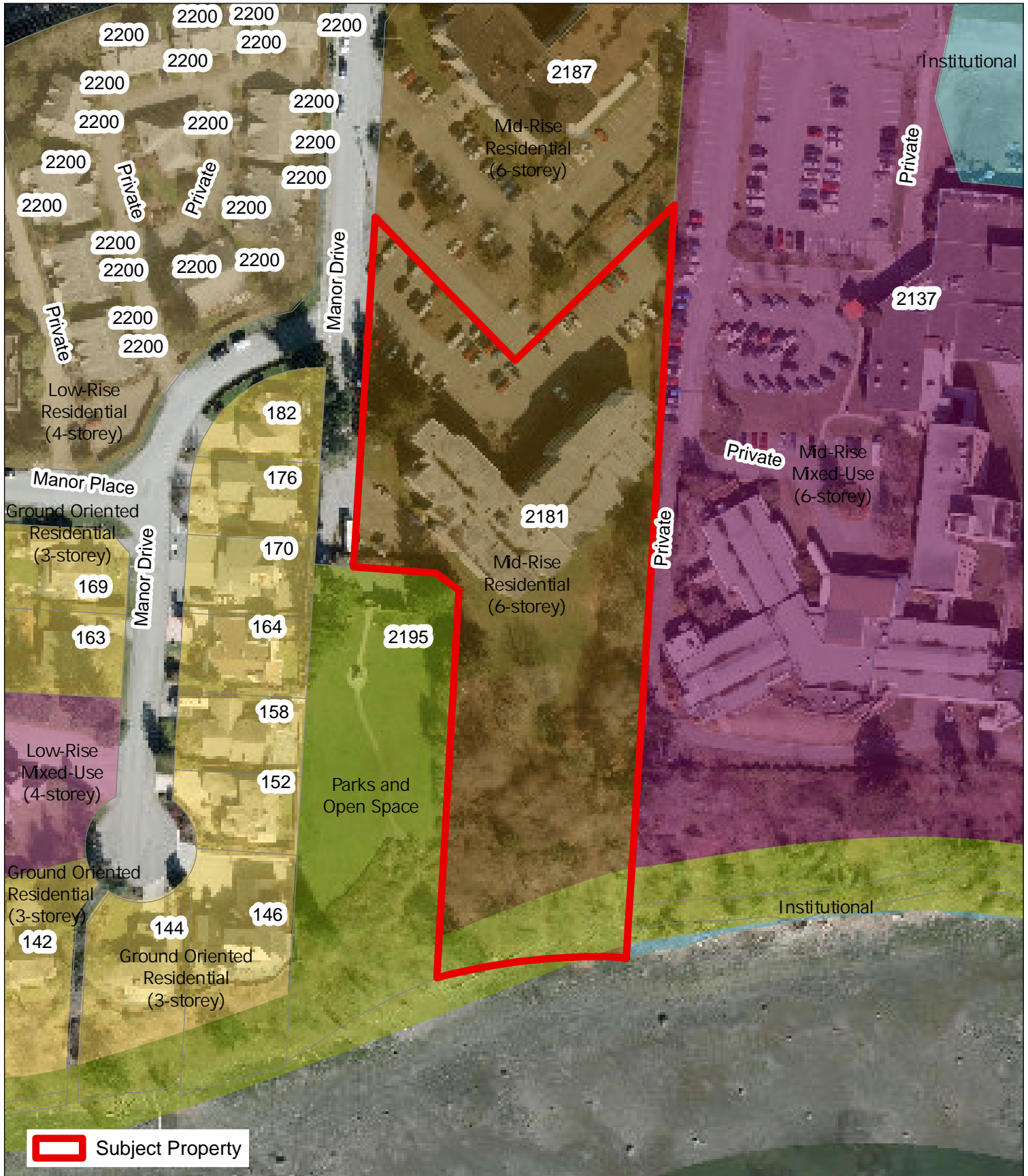
TOWN OF COMOX

Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or property title. It is not a survey product.



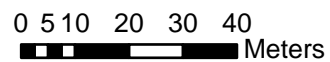


TOWN OF COMOX



TOWN OF COMOX

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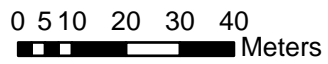




 Subject Property



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Attachment B

Photos of Subject Property



Location of proposed driveway looking southeast



Location of proposed building looking south



Location of proposed building looking southwest towards Pioneer Park and adjacent single-family neighbourhood



Area of proposed building looking northeast



Area of proposed building looking east towards hospital site

Attachment C

Applicant's Rationale and Drawings

Planning Department

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

Re: Letter of Intent and Rationale - OCP Amendment Application for 2181 Comox Avenue

On behalf of The Arpeg Group, we are pleased to submit this Official Community Plan Amendment Application for our property located at 2181 Comox Avenue. The purpose of this application is to seek Council's consideration for an amendment to the OCP height policy to allow for a ten-storey purpose-built rental building on the site.

The property at 2181 Comox Avenue is currently zoned RM3.2 and improved with a four-storey rental apartment building containing 74 units, the majority of which are positioned well under market rents. This building is part of a long-standing multi-family community and provides much-needed rental housing in the Town of Comox.

Our proposal envisions the addition of a ten-storey building on the same property, providing the potential for 109 new rental homes. Importantly, **this approach allows us to retain the existing 76-unit building, avoid tenant displacement, and preserve our CMHC certified affordable units that are secured for the next 10 years.**

The Mariner site's setback position and natural slope make it one of the few locations in Comox where additional height can be achieved without overwhelming its surroundings. The site's topography allows us to concentrate density vertically, reducing the overall building footprint and minimizing visual impacts. A ten-storey form enables us to keep the Mariner and its tenants in place, maintain community continuity, and contribute to broader public realm improvements such as trail connections and park enhancements.

This proposal aligns strongly with both local and regional growth strategies and directly supports the goals of the Town of Comox Official Community Plan and the Comox Valley Regional Growth Strategy, particularly with respect to:

- Promoting infill development and compact growth within established serviced areas
- Expanding rental and attainable housing options
- Encouraging walkable, well-connected communities near key amenities and employment centres

While the current OCP land use designation of *Residential: Low Rise Apartments, Townhouses & Ground Oriented Infill* permits up to four storeys within DPA#3, and the draft OCP contemplates six storeys, a ten-storey form is necessary for the project to be viable. Given current construction and financing conditions, a six-storey form would not provide the economic feasibility needed to advance the project. Without this height allowance, the additional rental units would need to be accommodated through a larger building footprint, resulting in the demolition of the existing rental building and the displacement of its tenants.

This amendment therefore represents a balanced, socially responsible, and economically necessary approach that achieves new housing supply without compromising existing rental stability.



In addition to preserving existing rental homes and delivering 109 new units, this project will provide several community benefits, including:

- A public bluff pathway dedication connecting Pioneer Park to the Hospital site and beyond
- EV charging and secure bicycle storage to promote sustainable transportation choices
- High-efficiency design features and sustainable building materials, consistent with the Town's environmental objectives

The site is currently serviced by municipal infrastructure. A sewer system upgrade will be required in the near term, but this work is already identified in the Town's capital planning program.

By allowing a ten-storey form, Council will enable:

- The creation of 109 new rental homes
- The preservation of existing affordable and market rentals
- No tenant displacement
- Enhanced community connectivity and public amenities

We believe this proposal represents an important opportunity for the Town of Comox to support responsible density, sustainable design, and long-term rental security.

Thank you for your consideration.

Darren Alderman

Darren Alderman

Arpeg Group of Companies





Arpeg Holdings LTD. Residential Rental Development

2181 Comox Avenue, Comox, BC

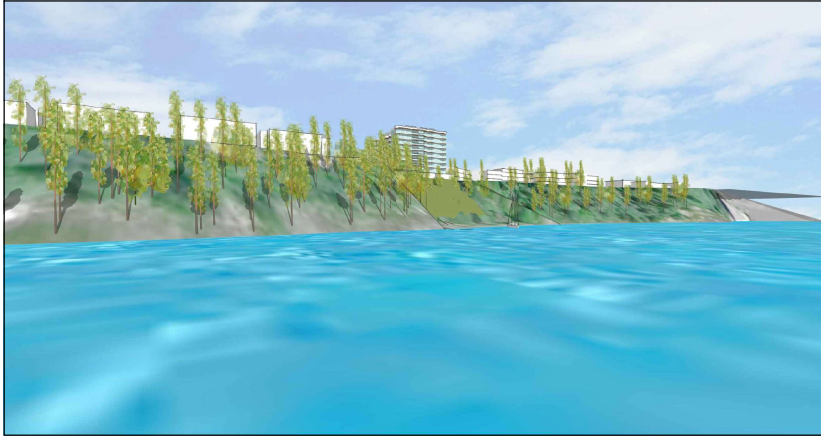


ARCHITECTURAL DRAWING INDEX

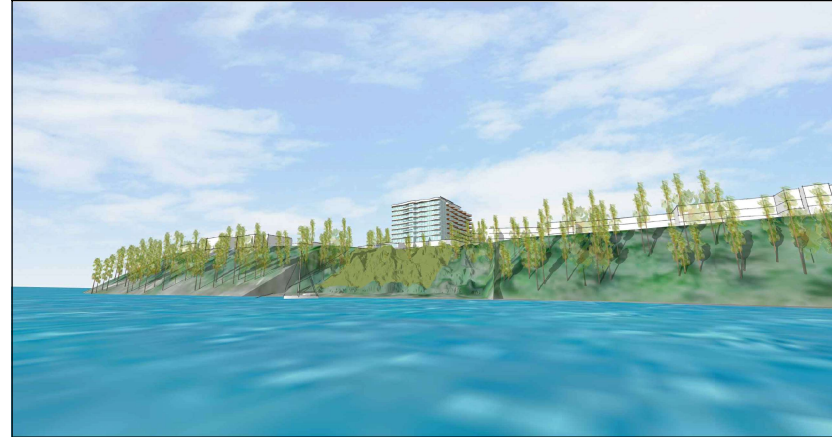
A000	COVER SHEET
A101	CONTEXT / ZONING MAP
A102	STREET VIEWS
A103	PROJECT INFORMATION / ZONING DATA
A104	AREA CALCULATION AND UNIT SUMMARY
A110	3D RENDERINGS KEY PLAN
A111	3D RENDERINGS
A112	3D RENDERINGS
A113	SHADOW STUDY
A114	SHADOW STUDY
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A201	BASE PLAN
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A203	LEVEL 2 FLOOR PLAN
A204	LEVEL 3-9 FLOOR PLAN
A205	LEVEL 10 FLOOR PLAN
A206	ROOF PLAN
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A402	NORTH AND SOUTH ELEVATION
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A603	ENLARGED LEVEL 3-9 FLOOR PLAN
A604	ENLARGED LEVEL 10 FLOOR PLAN
A620	TYPICAL UNIT PLANS
	LAND SURVEY

PROJECT / CONSULTANT TEAM						
CLIENT	ARCHITECT	LANDSCAPE ARCHITECT	ARBORIST CONSULTANT	GEOTECHNICAL CONSULTANT	SURVEYOR	
ARPEG HOLDINGS LTD SUITE 439 - 1575 WEST GEORGIA ST. VANCOUVER B.C.	BFA STUDIO ARCHITECTS SUITE 600 - 365 BURNARD ST. VANCOUVER B.C.	PWL PARTNERSHIP 5TH FLOOR - 1201 WEST PENDER ST. VANCOUVER, BC V6E 2V2	BROWNING ARBORIST CONSULTING 560-800, 15385 24 AVE. SURREY, BC, V4A 2H9	GEOPACIFIC CONSULTANTS SUITE 1779 - WEST 75TH AVENUE, VANCOUVER, BC, V6P 6P2	MCELHANNAY 1211 RYAN ROAD COURTENAY, BC, V9N 3R6	
TEL: 604,685,1521	TEL: 604,662,8544	TEL: 604-688-6111	TEL: 778-809-3730	TEL: 604-439-0922	TEL: 250-338-5495	

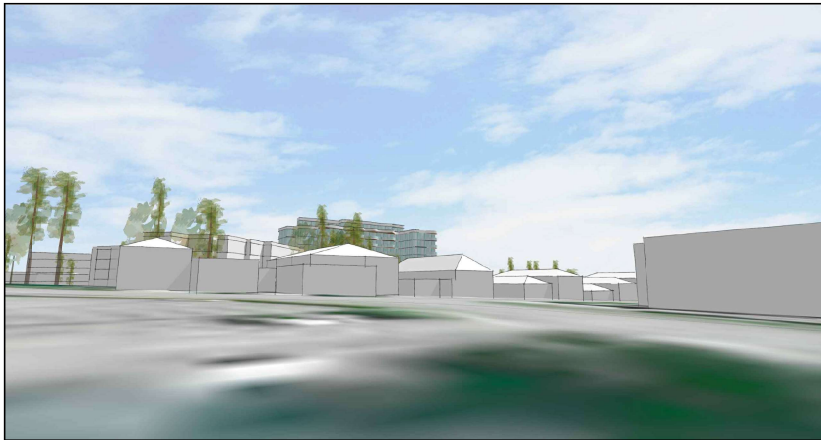
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CONCEPTUAL DESIGN
06 FEBRUARY 2026



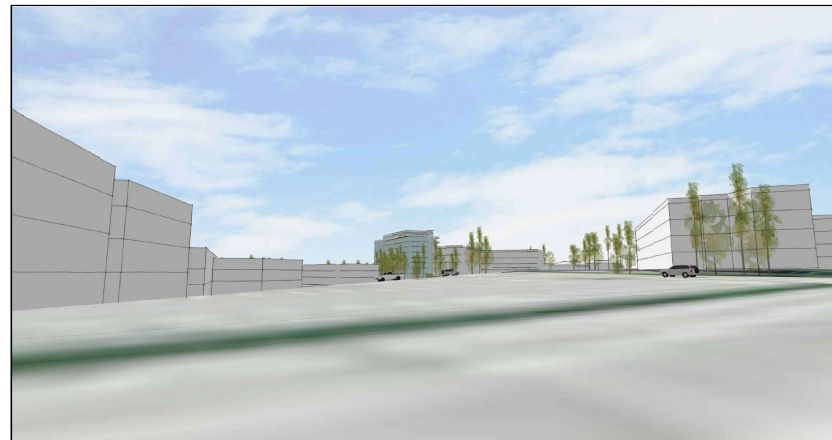
① VIEW 1 (VIEW FROM SOUTH WEST)



② VIEW 2 (VIEW FROM SOUTH EAST)



③ VIEW 3 (AERIAL VIEW FROM NORTH WEST)



④ VIEW 4 (AERIAL VIEW FROM NORTH EAST)

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CLIENT
ARPEG
1956

PROJECT NO. 23538

PROJECT
RESIDENTIAL DEVELOPMENT
2181 Comox Avenue,
Comox, BC

DOCUMENT TITLE
3D RENDERINGS

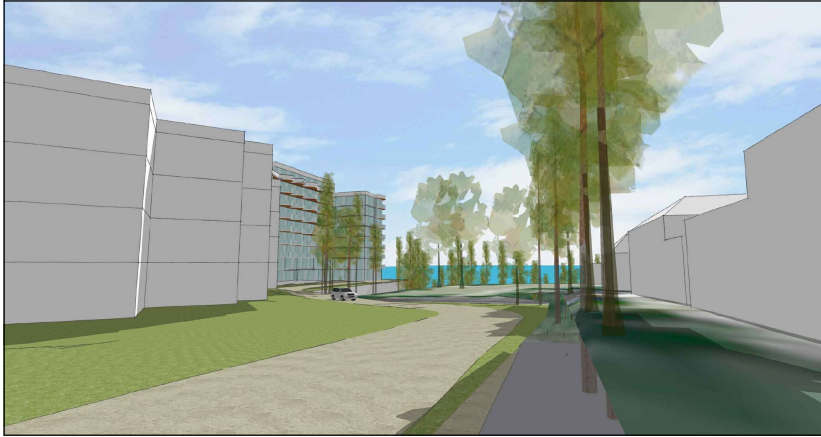
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REVISION NO. REVISION

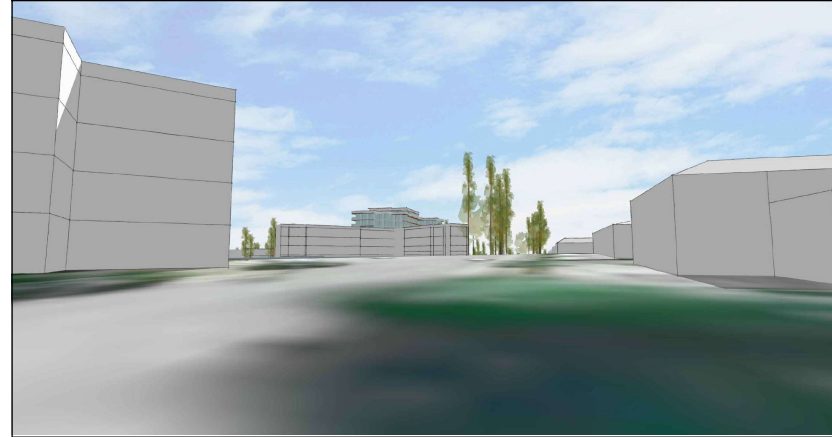
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DATE: NOV 2025 DRAWN: -
SCALE: - CHECKED: -
N.T.S. -

NOTE: ROOF ELEVATIONS OF NON SURVEYED BUILDINGS ARE APPROXIMATE



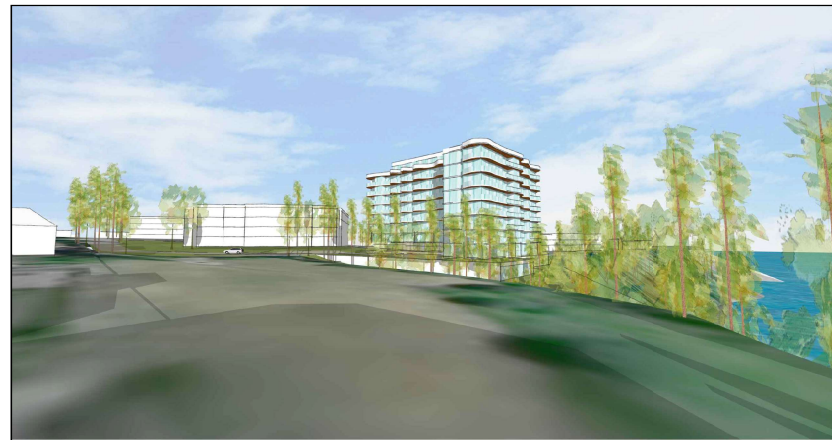
5 VIEW 5 (VIEW FROM NORTH WEST - MANOR DRIVE)



6 VIEW 6 (VIEW FROM NORTH WEST- COMOX AVENUE)



7 VIEW 7 (VIEW FROM NORTH EAST - COMOX AVENUE)



8 VIEW 8 (VIEW FROM EAST - PIONEER PARK)

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PROJECT NO. 23538
PROJECT
RESIDENTIAL DEVELOPMENT
2181 Comox Avenue,
Comox, BC

DRAWING TITLE
3D RENDERINGS

SCALE

DATE

REVISION NO. 1

A112

DATE NOV 2025 DESIGNER
SCALE N.T.S. CHECKED

NOTE: ROOF ELEVATIONS OF NON SURVEYED BUILDINGS ARE APPROXIMATE



① 21 MARCH / SEPTEMBER 10 AM



② 21 MARCH / SEPTEMBER 12 PM



① 21 MARCH / SEPTEMBER 02 PM



② 21 MARCH / SEPTEMBER 04 PM

LEGEND
 - - - - - PROPERTY LINE
 - - - - - SHADOW OF PROPOSED DEVELOPMENT
NOTE:
 1. SHADOW OF EXISTING TREES NOT SHOWN

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PROJECT NO. 23538

PROJECT
 RESIDENTIAL DEVELOPMENT
 2181 Comox Avenue,
 Comox, BC

CONCEPT TITLE

SHADOW ANALYSIS

SCALE

DATE

DESIGNED BY

DRAWN BY

CHECKED BY

DATE

SCALE

N.T.S.

DATE

NOV 2025

SCALE

N.T.S.

A113



LEGEND	
xx.Xm	ROOF ELEVATION
---	PROPERTY LINE
---	SETBACK
---	RIGHT OF WAY

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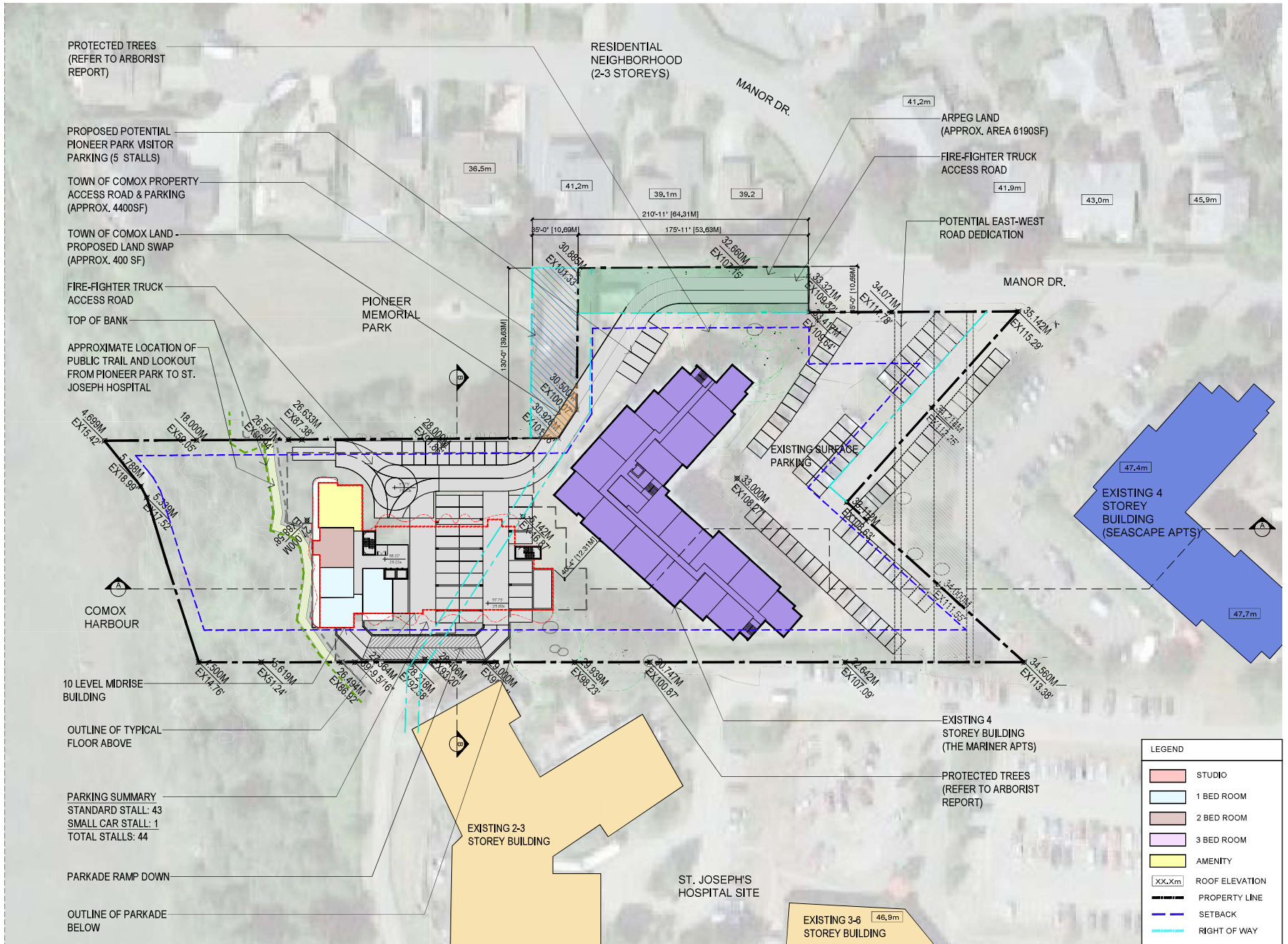
CLIENT
 PROJECT NO. 23538
 PROJECT
 RESIDENTIAL DEVELOPMENT
 2181 Comox Avenue,
 Comox, BC

SITE PLAN

DATE	BY	REVISION

A200

DATE: NOV 2025
 SCALE: 1/16"=1'-0"
 DRAWN: []
 CHECKED: []



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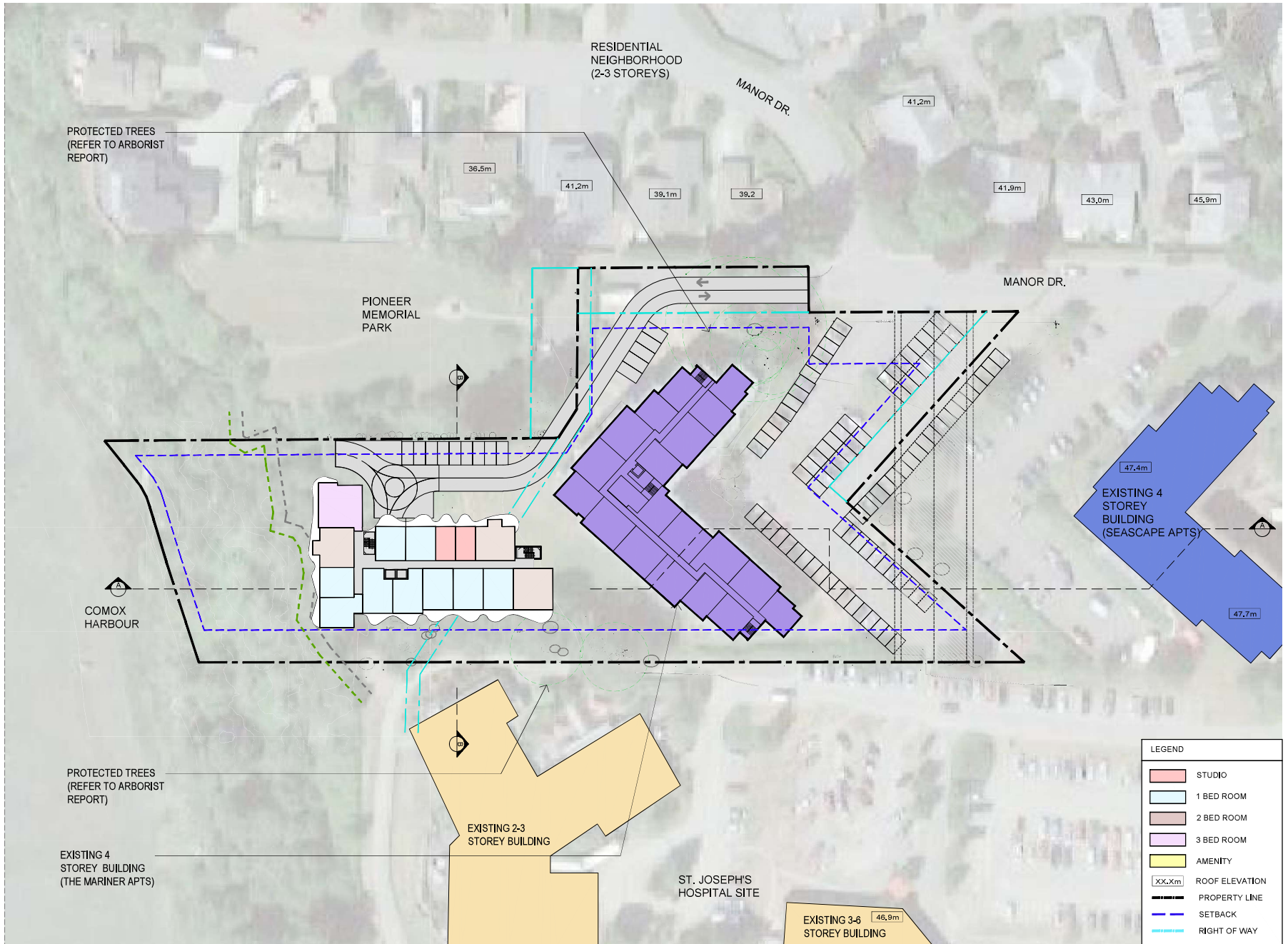
PROJECT
RESIDENTIAL DEVELOPMENT
2181 Comox Avenue,
Comox, BC

CONCEPT TITLE
LEVEL 2 FLOOR PLAN

SCALE

DATE	DESIGN	REVISION
NOV 2025	-	-
DATE	CHECKED	-
1/32"=1'-0"	-	-

A203



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PROJECT NO. 23538
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 2181 Comox Avenue,
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CONCEPT TITLE
 LEVEL 3-9
 FLOOR PLAN

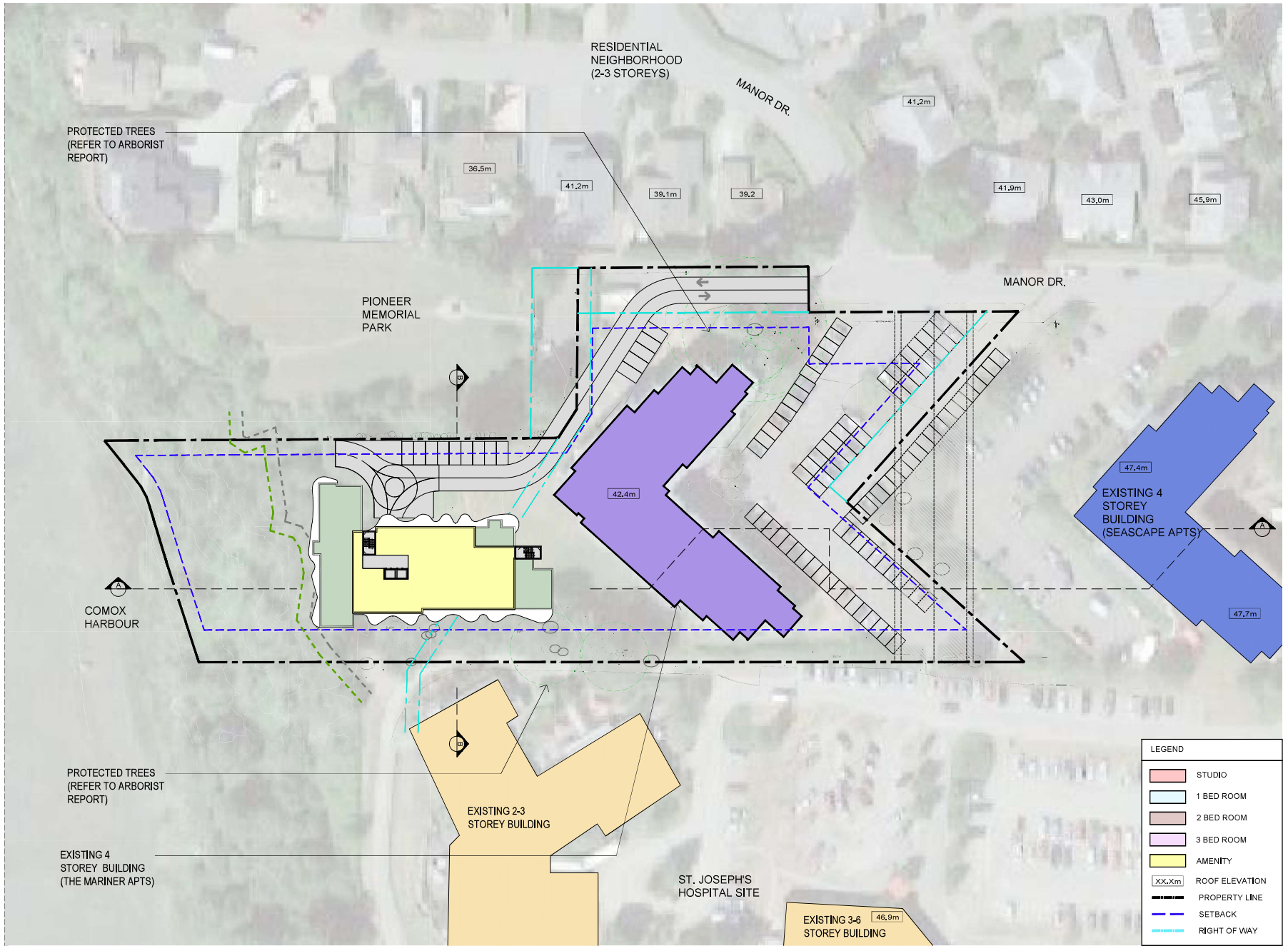
SCALE

LEGEND

	STUDIO
	1 BED ROOM
	2 BED ROOM
	3 BED ROOM
	AMENITY
	ROOF ELEVATION
	PROPERTY LINE
	SETBACK
	RIGHT OF WAY

A204

DATE	DESIGN
NOV 2025	-
SCALE	CHECKED
1/32"=1'-0"	-



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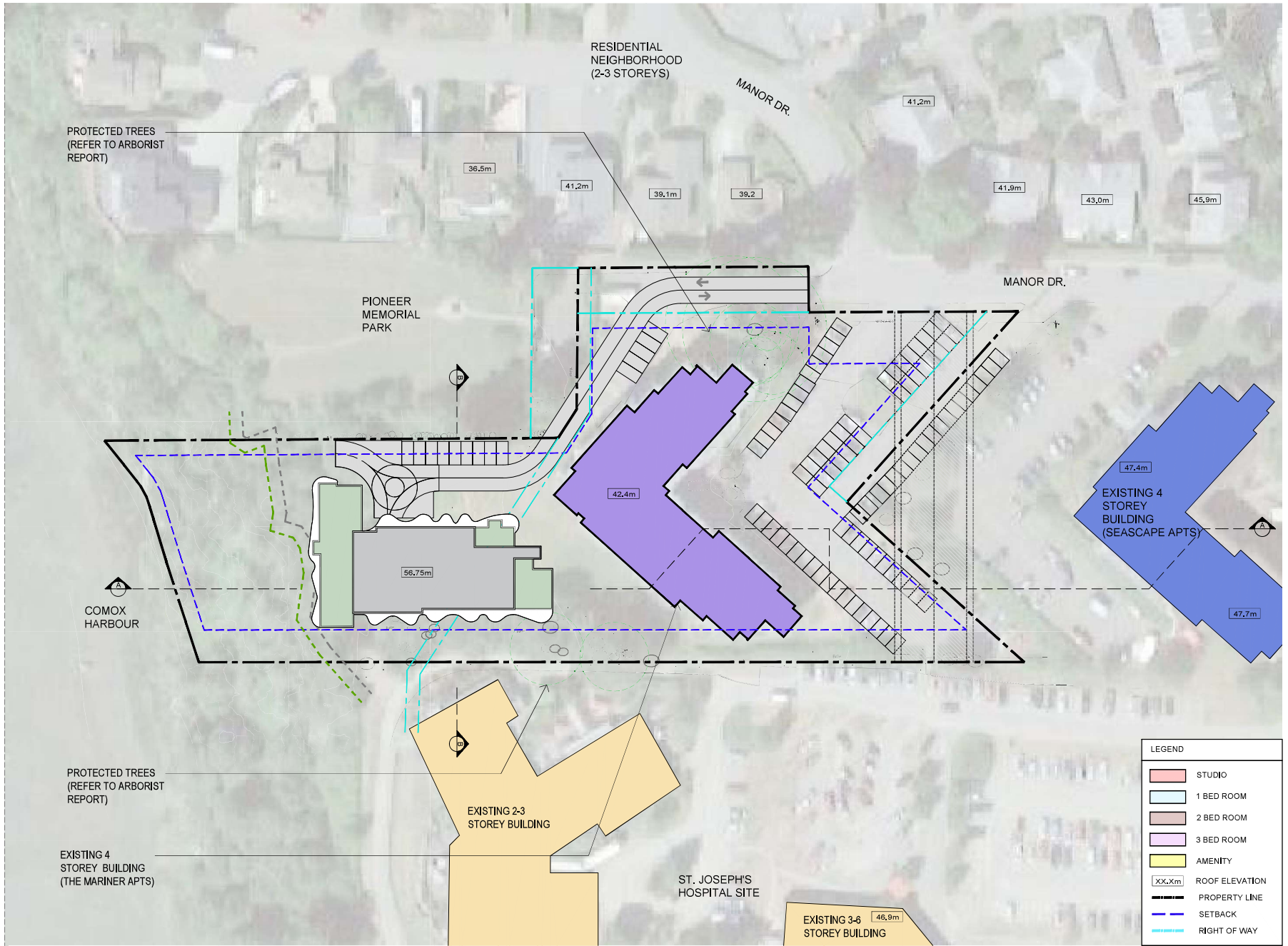
LEVEL 10
 FLOOR PLAN

LEGEND

	STUDIO
	1 BED ROOM
	2 BED ROOM
	3 BED ROOM
	AMENITY
	ROOF ELEVATION
	PROPERTY LINE
	SETBACK
	RIGHT OF WAY

A205

DATE: NOV 2025
 SCALE: 1/32"=1'-0"



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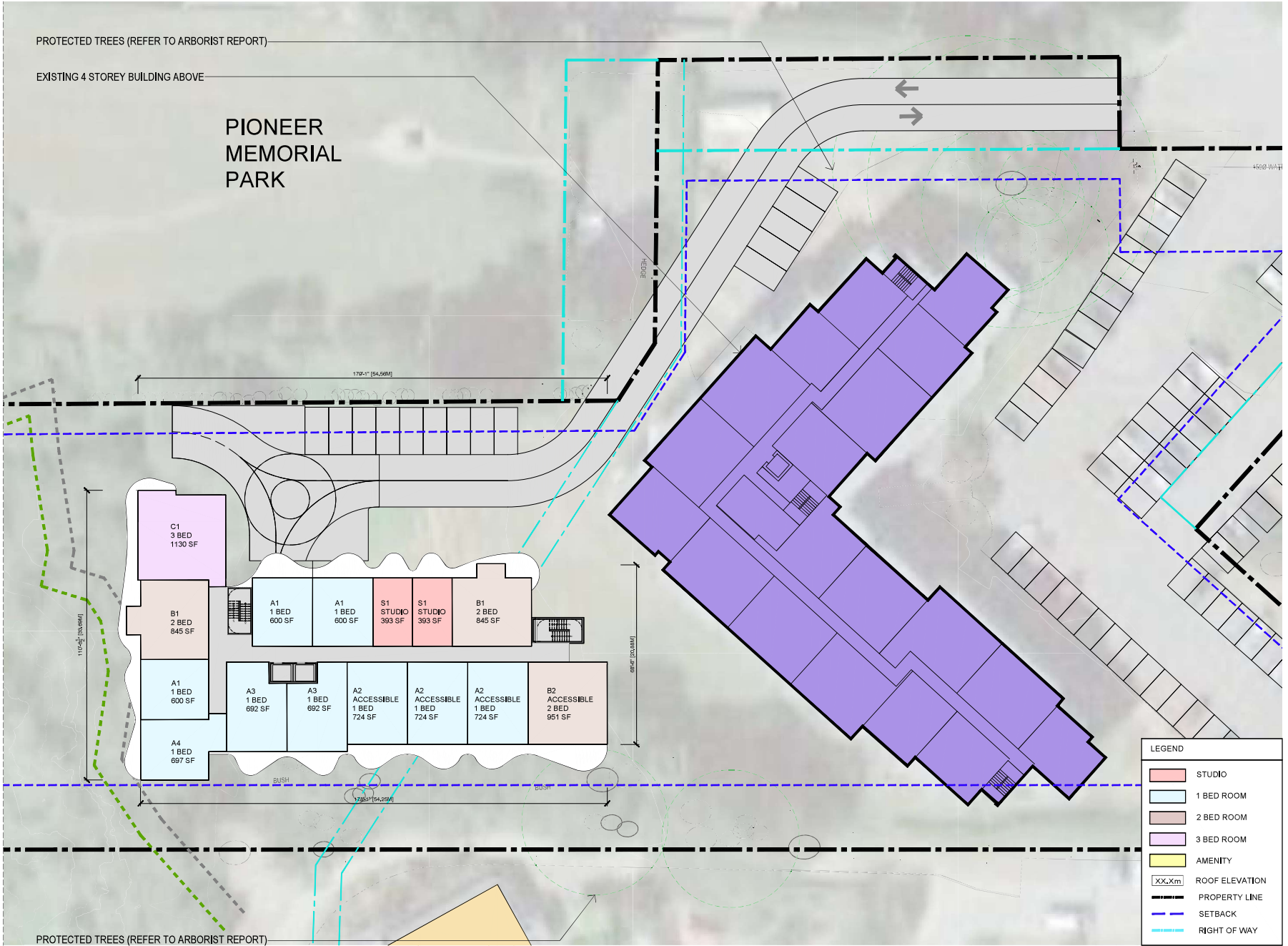
ROOF PLAN

LEGEND

	STUDIO
	1 BED ROOM
	2 BED ROOM
	3 BED ROOM
	AMENITY
	ROOF ELEVATION
	PROPERTY LINE
	SETBACK
	RIGHT OF WAY

A206

DATE	NOV 2025	DESIGN	-
CHECK	-	CHECKED	-
SCALE	1/32"=1'-0"	SCALE	-



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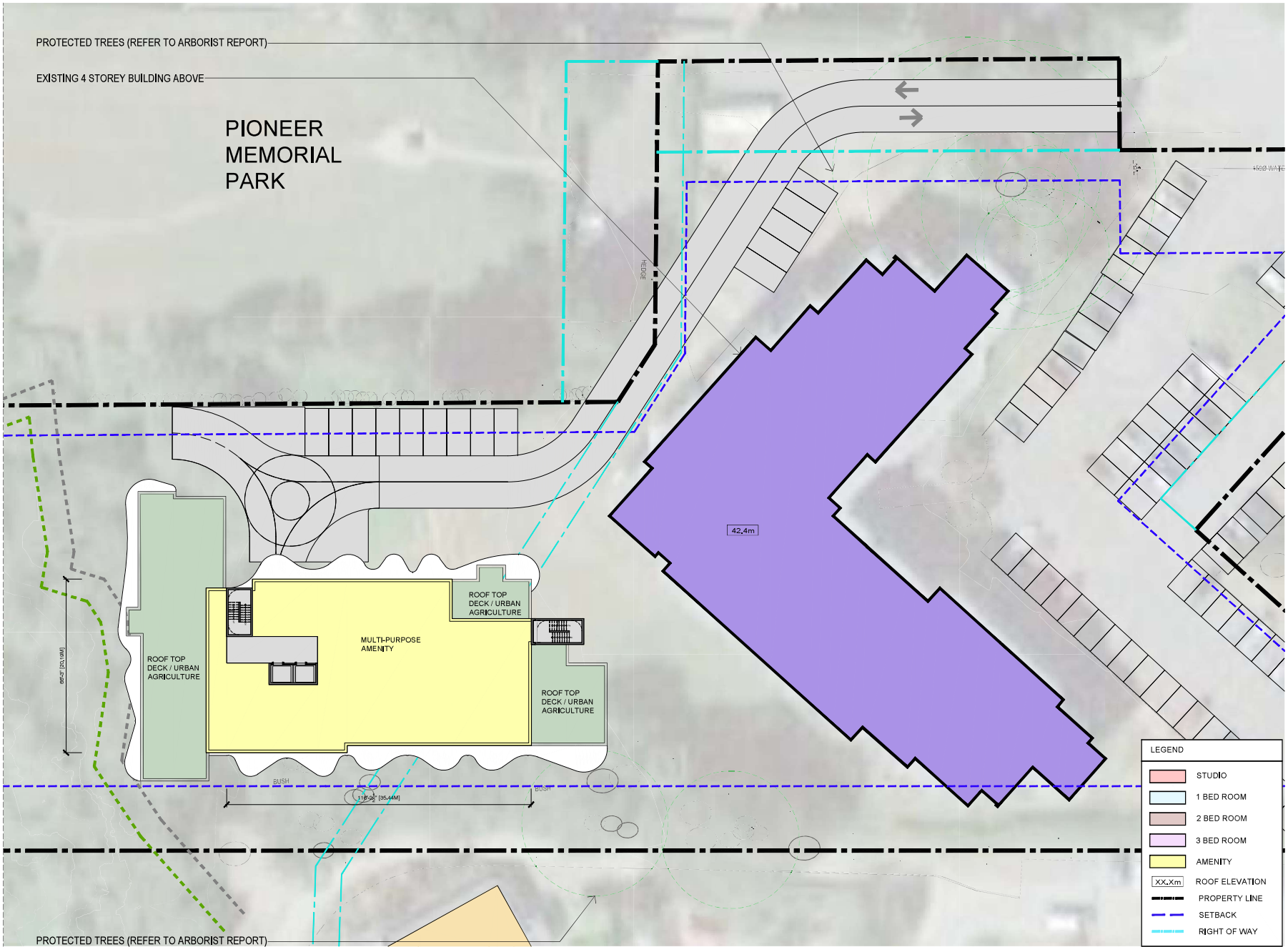
PROJECT NO. 23538
 PROJECT RESIDENTIAL DEVELOPMENT
 2181 Comox Avenue,
 Comox, BC

ENLARGED LEVEL 3-9
 FLOOR PLAN

DATE NO. 11/20/2025

A603

DATE NOV 2025
 SCALE 1/16"=1'-0"



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CLIENT
ARPEG
1956

PROJECT NO.
23538

PROJECT
RESIDENTIAL DEVELOPMENT
2181 Comox Avenue,
Comox, BC

DRAWING TITLE
ENLARGED LEVEL 10
FLOOR PLAN

SCALE

DATE

NOV 2025

DESIGNED BY

CHECKED BY

A604

DATE: NOV 2025



SCALE: 1/16"=1'-0"

LEGEND

[Red Box]	STUDIO
[Light Blue Box]	1 BED ROOM
[Light Green Box]	2 BED ROOM
[Light Purple Box]	3 BED ROOM
[Yellow Box]	AMENITY
[XX.Xm]	ROOF ELEVATION
[Black Dashed Line]	PROPERTY LINE
[Blue Dashed Line]	SETBACK
[Cyan Dashed Line]	RIGHT OF WAY

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1840-20
FROM: Edward Henley, Director of Finance	DATE: March 12, 2026
SUBJECT: Post Employment Benefit, Working Fund and Tax Stabilization Reserves	

Prepared by:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
--	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Council Policy CCL-088, Year-End Surplus Allocation Policy, be approved.
2. That Comox Reserve Funds Amendment Bylaw 2025.02 be given First, Second and Third Readings.

PURPOSE

The purpose of this report is to address the unfunded liabilities of the Town of Comox, the lack of a reserve to provide operating cashflow and a contingency fund for unanticipated expenses or initiatives.

The report accomplishes this by recommending the establishment of a Post Employment Benefit reserve, a Working Fund reserve, and a Tax Stabilization reserve and a policy that sets out the funding of the reserves by establishing a formal allocation of the annual surplus, if any.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Organizational Excellence	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance	Community Participation – We enhance two-way communication with our community.
Core Services	<ul style="list-style-type: none"> • Strong governance and administration • Financial management and accountability

BACKGROUND

Unfunded Liabilities

Governments and other employers have offered its employees benefits that are payable at post employment for many decades. After a number of instances had arisen where there were issues with paying the post employment benefits, regulations were brought in to mitigate the risk of lack of funding. The Public Sector Accounting Board (PSAB) introduced PS 3250 in 2001 which recommends how to account for and report a government's obligations for employee retirement benefits. It recommended the production of actuarial reports to be updated every three years and for auditors to review them and consider if the government has adequately funded the future costs. In December 2025, PSAB updated the standards with PS 3251 to also include compensated absences and termination benefits.

Under the prior standards, the Town has post-employment benefits to fund including; meritorious service pay (a practice eliminated now but existing banks remain) and end of tenure bank (staff are permitted to defer a limited amount of eligible paid vacation time to the end of their service).

As of the most recent triennial actuarial study, the Town's accrued benefit obligation was \$379,039 in current dollars with an estimated future cost of \$519,217 using actuarial estimated dates for end of tenure dates. The Town has not regularly included amounts to pay these benefits in the annual budget as it is difficult to determine in advance an employee's end of tenure. The Town has also not set aside funds to offset these costs as they are incurred and lacks a post employment benefits reserve.

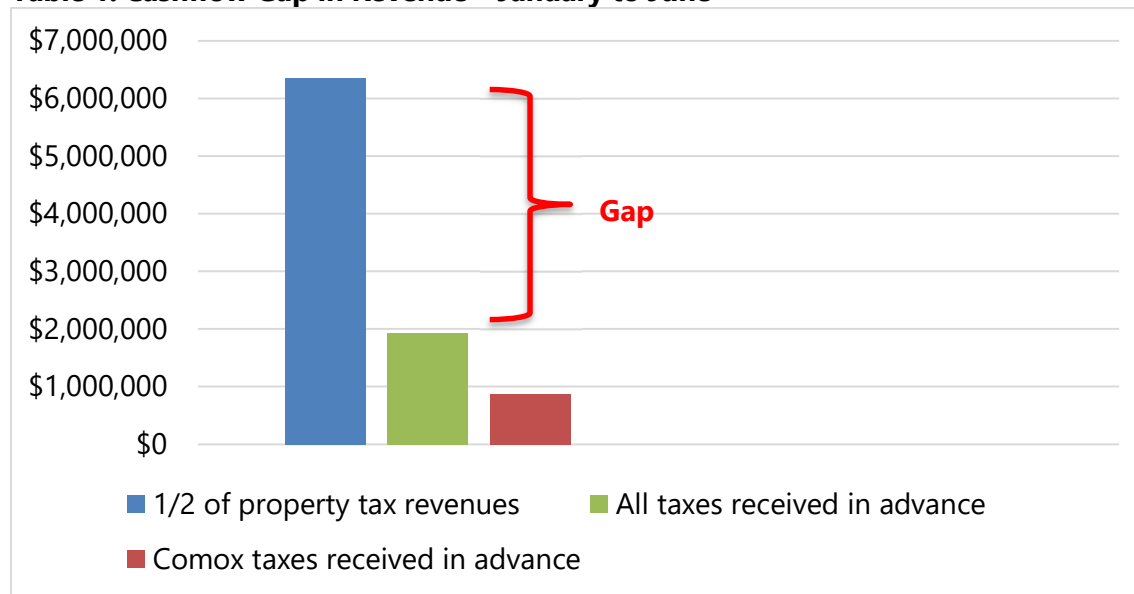
The best practice is to set aside these funds on an annual basis into a reserve to draw upon when needed which offsets the need to find unbudgeted funds at end of service.

Working Fund

A working fund is akin to a business' operating cash. The town of Comox, like many businesses, spends money in advance of receiving its taxes and fees. The town operates year-round on a January to December budget but receives the vast bulk of its property taxation revenue in June. Water, waste water and solid waste expenses similarly are paid year-round but the majority of bills are sent either once per year or 3 times per year with a payment due date 4 months after mailing.

As a result, the town needs to have money in reserve ahead of time for expenses in anticipation of receiving tax and utility payments months later. As an example, the town collected \$855,000 for its own property taxes (45% of the \$1.9 million paid) through the monthly tax prepayment plan in advance of the July due date.

Table 1: Cashflow Gap in Revenue – January to June



Another need for the working fund occurs when the Town spends money on a project that it intends to fund by way of borrowing. There are inevitably costs incurred on projects prior to the point that an appropriate borrowing amount is required. Once an appropriate amount to apply for borrowing is determined, it can still take several months for the application and approval process before funding is approved and advanced to the Town by the lender. This gap requires funds to be on hand.

The amount recommended to be in the reserve is 25% of the prior year's annual property tax levies. The amount recommended for 2026 is \$3,175,000 based on 25% of the 2025 property tax levy of \$12,703,448. This does not take into account spending on the utilities which get paid 3 times per year, however it is a good starting point and can be reevaluated at a future date.

Tax Stabilization Reserve

The Tax Stabilization reserve would be a discretionary reserve to mitigate sharp property tax rate increases by smoothing out revenue volatility, funding unexpected expenses, or managing one-time, non-recurring costs. It acts as a contingency fund to protect operating budgets and maintain service levels or expenses during financial emergencies or revenue downturns.

Tax Stabilization Reserve should generally not be used to fund a permanent increase in service levels as those increases require an ongoing increase in revenues to fund them and the Tax Stabilization Reserve is a source of one-time funds that is not guaranteed to be available in the future.

The Tax Stabilization Reserve funds can be used for funding one-time projects or initiatives, one-time expenses due to an unanticipated event or emergency or transferred to other eligible discretionary reserves but not to a restricted revenue reserve or other regulated reserve or fund whose funds come from a specific source and can only be used for a specific purpose as determined by regulation or agreement with an outside organization or senior level of government.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The proposed Post Employment Benefit reserve, Working Fund reserve, and Tax Stabilization reserve are considered discretionary reserves and their creation are not governed by any specific regulation.

b. Financial


Interest will not be allocated to the Post Employment Benefit reserve, the Tax Stabilization reserve nor the Working Fun reserved. This is because they derive their contributions from the annual surplus and any unallocated interest earned forms part of the annual surplus. As such, the interest earned on the funds will be allocated as according to the formula. This is possible because there are no statutory nor regulatory requirements to allocate interest on these discretionary reserves.

c. Public Relations

The reserves and their prior and forecasted balances will be included in the annual budget publications such as the Corporate Budget package

d. Governance Considerations

The establishment of these reserves is an important step towards creating a stable funding future for the town. Staff and Council addressed much of this issue by eliminating sick bank accrual and meritorious service banks meaning the unfunded liability in the Town is growing at a **significantly** lower rate. At this point the Town is not receiving sufficient revenue to properly fund the newly created reserves and will only be depositing surplus. In the future creating dedicated revenue for the reserves will need to be considered by Council to close the liability gap.

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	Number: CCL-088	Office of Primary Responsibility: FINANCE
YEAR-END SURPLUS ALLOCATION POLICY		
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted:	Date Last Amended:	Date to be Reviewed:
Manner Issued: Website, Internal Memo, Upon request		

1 PURPOSE

1.01 To set out how the year-end surplus should be allocated.

2 POLICY STATEMENT

2.01 A municipal budget surplus occurs when a local government's actual revenue (taxes, fees, grants) exceeds its expenditures within a fiscal year. It acts as a financial management tool, often redirected into reserve funds for future capital projects, unexpected expenses, or debt repayment to maintain long-term financial stability. Setting out a standard for allocating the annual surplus will enhance financial stability by ensuring the Town has sufficient funds set aside to meet its benefit obligations, adequate cash on hand to meet its operational needs before the mid-year property tax collection, and funds in case of an unexpected need or contingency.

3 DEFINITIONS

3.01 "Surplus" means a budget surplus which occurs when the town's revenues exceeds its expenditures in a fiscal year.

3.02 "Discretionary Reserve" means a fund established at the discretion of a municipal council—rather than by legal requirement—to earmark revenue for specific future expenditures, such as capital projects, asset replacement, or financial stabilization. These funds allow for long-term financial planning and flexibility in funding and can be modified or repurposed by council.

3.03 "Unfunded liability" means a future financial obligation, such as post-employment payments or health benefits, that lacks sufficient current assets, funding, or investments to cover it. It represents a shortfall or "hidden debt" between promised benefits and the money actually set aside, posing long-term risks to fiscal sustainability.

3.04 "Post Employment Benefit Reserve" means a discretionary reserve to fund future non-

pension post employment benefits that the Town of Comox may be obliged to pay its employees as set out in various employment agreements and policies. The benefit obligations are; sick leave, meritorious service pay and end of tenure bank.

3.05 “Tax Stabilization Reserve” means a discretionary reserve to mitigate sharp property tax rate increases by mitigating revenue volatility, funding unexpected expenses, or managing one-time, non-recurring costs. It acts as a contingency fund to protect operating budgets and maintain service levels during financial emergencies or revenue downturns.

3.06 “Working Fund Reserve” means a discretionary reserve that acts as a pool of readily available cash or highly liquid assets designed to manage an organization's daily operating costs, such as payroll, utilities, and vendor payments. It contributes to sustainable, uninterrupted operations and acts as a short-term liquidity buffer.

4 SCOPE

4.01 This policy applies to the annual surplus determined at the end of every annual fiscal period.

5 RESPONSIBILITIES

5.01 Director of Finance: Calculates the annual surplus and allocates the funds according to policy.

5.02 CAO: Makes recommendation, if any, to Council on usage of the funds in the Tax Stabilization Reserve.

5.02 Council: Provides policy direction and final approval of usage of the Tax Stabilization Reserve.

6 PROCEDURES

6.01 The annual surplus at the end of each fiscal year first goes to funding any unfunded liabilities including the Post Employment Benefit Reserve.

6.02 Any remaining funds after funding any unfunded liabilities will be split between the Tax Stabilization Reserve and the Working Fund Reserve in the following proportion:

- o 50% Tax Stabilization Reserve
- o 50% Working Fund, with the balance not to exceed 25% of the most recent annual property tax levy, and with any excess to be contributed to the Tax Stabilization Reserve.

6.03 The Tax Stabilization Reserve funds can be used for funding one-time projects or initiatives, one-time expenses due to an unanticipated event or emergency or transferred to other eligible discretionary reserves but not to a restricted revenue reserve or other regulated reserve or fund whose funds come from a specific source and can only be used for a specific purpose as determined by regulation or agreement with an outside organization or senior level of government. Tax Stabilization Reserve should generally not be used to fund a permanent increase in service levels or expenses as those increases require an ongoing increase in revenues



to fund them and the Tax Stabilization Reserve is a source of one-time funds that is not guaranteed to be available in the future.

- 6.04 The Working Fund should generally not have any redemptions as it exists to provide liquidity to the Town. The recommended balance is expected to increase as the Town's annual property tax requisition increases as it implies that the Town's spending requirements increase in a commensurate basis. The recommended balance could be reviewed in the future to take into consideration cashflow requirements for the water and sewer utilities.

Amendment Date	Section Amended or Description of Amendment	Resolution Number

TOWN OF COMOX

BYLAW NO. 2025.02

A BYLAW TO AMEND COMOX RESERVE FUNDS BYLAW NO. 2025

WHEREAS section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes and direct that money be placed to the credit of the reserve funds;

AND WHEREAS Council wishes to designate additional reserve funds;

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 "Comox Reserve Funds Amendment Bylaw No. 2025.02".

2. Amendments

The Comox Reserve Funds Bylaw No. 2025, 2023 is amended by adding the following:

Section 2 (p) POST EMPLOYMENT BENEFIT RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Expenditures to be used for the payment of post employment benefits.
- (iii) No interest will be allocated to the fund.

Section 2 (q) WORKING FUND RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Funds in the account will be retained for the purpose of providing liquid assets to manage the Town's daily operating costs and sustainable, uninterrupted operations.
- (iii) No interest will be allocated to the fund.

Section 2 (r) TAX STABILIZATION RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Expenditures to be used for mitigating revenue volatility, funding unexpected expenses, or managing one-time, non-recurring costs or as determined by policy.
- (iii) No interest will be allocated to the fund.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this _____ day of

(2) ADOPTED this _____ day of

MAYOR

CORPORATE OFFICER