A1 A2 A3 A4

TOWN OF COMOX

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY APRIL 22, 2026

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

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

Call to Order: 5:00 p.m.

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1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

THAT the April 22, 2026, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

(5) a. Sarah Willie & Vivian Schau (Comox Valley Regional District): Letter of Support for the Comox Valley Waste Management Plan Renewal

(6) b. Glenn Lawson (Pritchard Road Neighbourhood Association): RZ OCP 25-3 (1533 Cedar Avenue)

(7) c. John Neilson, President (Brooklyn Creek Watershed Society): RZ OCP 25-3 (1533 Cedar Avenue)

(9) d. Kristy Shambrook, Applicant (Cameron Contracting LTD): RZ OCP 25-3 Amendment & Rezone for 1533 Cedar Ave

4. ADOPTION OF MINUTES:

(10) a. Adoption of Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, April 1, 2026, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

(16) a. Nautical Days Committee Meeting (February 25, 2026)

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, February 25, 2026, be Received.

(19) b. Strategic Planning Committee Meeting (April 15, 2026)

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, April 15, 2026, be Received.

COMMITTEE RECOMMENDATIONS:

(1) Strategic Planning Committee Meeting (April 15, 2026)

THAT Administration work with contractors to discuss the Erosion and Sediment Control Bylaw and any potential changes.

6. CONSENT AGENDA:

(20) a. Consent Agenda

THAT the Consent Agenda items as follows be received:

1. Ben and Paresa McQueen & Residents of Torrence Road and Surrounding Neighborhoods: Torrence Rd Safety & Traffic Calming Request

2. Baker and Cole-Hamilton, Co-Chairs (Regional Solid Waste Advisory Committee): Draft Solid Waste Management Plan

3. William Crowder: Speed Reduction Request for Comox

4. Daniel Dries: Skatepark Pilot/Pop-Up Park Idea

5. Chris Purdon: Section 172 Complaint Filed with Municipal Auditor - Courtenay Golf Club Limited

6. Hans and Marie Jacobs: Tree Protection Bylaw

7. Richard Hardy, Director (Comox Valley Regional District): Opposition to Road Access to Andrew Avenue Cul de Sac

8. Dr. Norman Mathew: Tree Protection Bylaw

7. UNFINISHED BUSINESS:

(153) a. Modular Pump Track

THAT Council approve the purchase of a $240,000 modular pump track, upon receipt of a $25,000 grant from Comox Valley Lions Club and a grant $60,000 from Comox Rotary Club.

(160) b. Official Community Plan Amendment Application OCP XX (1533 Cedar Avenue)

ITEM SUMMARY: Director of Development Services will introduce this item.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(200) a. Water Rates and Regulations Amendment Bylaw No. 529.37

THAT the Water Rates and Regulations Amendment Bylaw No. 529.37 be Adopted.

10. NEW BUSINESS:

(201) a. Comox Reserve Funds Amendment Bylaw 2025.03

THAT Comox Reserve Funds Amendment Bylaw 2025.03 be given First, Second and Third Readings.

(204) b. Changes to HOG and Tax Deferment

THAT the April 22, 2026 report from the Director of Finance, titled Changes to Provincial Home Owner Grant and Property Tax Deferment Programs be received for information.

(208) c. Development Cost Charge Annual Report 2025

THAT the April 22, 2026 report from the Director of Finance titled 2025 Development Cost Charge Annual Report be received for information.

(239) d. Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road)

1. *THAT Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road) be given First and Second readings and proceed to a Public Hearing;*

   AND THAT the holding of the Public Hearing be scheduled for May 6, 2026;

   AND THAT Staff give notice of the Public Hearing in accordance with the requirements of the Local Government Act.

2. *THAT prior to adoption of Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road), a nobuild / disturbance covenant is registered on the title of the subject property to protect the existing landscape buffer around the perimeter, which also requires a 3.0m minimum separation for compostable product from the buffer.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

(279) a. Wayne Procter, Founder and President (The Wayne Procter Group): Spinnaker Sail Building Commercial Opportunity

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: Sarah Willie & Vivian Schau	RECEIVED April 08, 2026	LOG: 26-337 / REFER: / AGENDA: RCM 22Apr26	
		FILE: 0114-20, C / ACTION: MR	
Organization you are representing: Comox Valley Regional District	TOWN OF COMOX	File: 0114-20, 0400-04	Copies: Council JW/SA/CP/SR/CD
Primary purpose of Organization: Present and discuss the contents of the Comox Strathcona Waste Management Plan			**Number of members:** 2
Mailing address of Organization: 770 Harmston Ave.		**Contact Name:** Krista Robertson	
		Phone: [redacted]	
City: Courtenay	**Postal Code:** V9N0G8	**Email:** cswm@comoxvalleyrd.ca	
Subject matter: Draft Solid Waste Management Plan review from Comox Strathcona Waste Management			
Specific request of Council, if any (i.e., letter of support, funding): Letter of support for the Comox Valley Waste Management Plan Renewal will be requested following this presentation.			
Requested meeting and date: April 22, 2026		**AV equipment required:** Powerpoint presentation	
Date of application: March 31, 2026	**Signature of applicant:** K. Robertson	**Print name:** Krista Robertson	

Please Note:

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

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Name(s) of person(s) speaking:
Glenn Lawson

RECEIVED
April 14, 2026
TOWN OF COMOX

Organization you are representing:
Pritchard Road Neighbourhood Association

Primary purpose of Organization:
To provide a place for neighbours to get together, discuss issues, and work together to manage or resolve them.

Number of members:
100

Mailing address of Organization:
c/o [redacted]

Contact Name:
Glenn Lawson

Phone:
[redacted]

City:
Comox

Postal Code:
[redacted]

Email:
[redacted]

Subject matter:
Concerns with the proposed amendment to the OCP regarding 1533 Cedar Avenue.

Specific request of Council, if any (i.e., letter of support, funding):

LOG:	REFER:	AGENDA:
26-355		RCM 22Apr26
FILE: 3360-20/2	ACTION: MR	

File: 3360-20/2025.01 Copies: Council JW/RH/SR/CD

Requested meeting and date:
Council April 22, 2026

AV equipment required:
projector

Date of application:
April 13, 2026

[redacted]

Print name:
Glenn Lawson

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REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking:
Gary Guthrie

RECEIVED
April 17, 2026
TOWN OF COMOX

Organization you are representing:
Brooklyn Creek Watershed Society

Primary purpose of Organization:
Stewardship of the Brooklyn Creek Watershed

Number of members:
100+

Mailing address of Organization:
[redacted]

Contact Name:
John Neilson

Phone:
[redacted]

City:
Comox

Postal Code:

Email:
[redacted]

Subject matter:
OCP variance -- 1533 Cedar Avenue

Specific request of Council, if any (i.e., letter of support, funding):
To hear our attached letter.

LOG:	REFER:	AGENDA:
26-373		RCM 22Apr26
FILE: 3360-20/2	ACTION: File	

File: 3360-20/2025.01 Copies: Council JW/RH/SR/CD

Requested meeting and date:
Regular Town meeting, Apr

AV equipment required:
n/a

Date of application:
April 17

Signature of applicant:
[redacted]

Print name:
John Neilson

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April 17, 2026

RE: RZ OCP 1533 Cedar Avenue (Revision 2)

Dear Mayor and Council:

The Brooklyn Creek Watershed Society has reviewed the Revised drawings (April 14) for the proposed development at 1533 Cedar Avenue, Comox.

The very limited new information consists only of drawings, and does not address our earlier concerns. At this stage, we wish to re-iterate our conclusions from our earlier review of this proposal: "*The proposed development places addition burdens on this highly-valued public resource (salmon population), without adequate identification of the risks and acceptable mitigation approaches. The BCWS considers the risks to the Brooklyn Creek watershed to be unacceptably high, and strongly and unanimously recommends that the Comox Town Council rejects the development proposal*". Our full report may be found at Brooklyncreek.ca.

One important difference between the revised and original drawings is that all parking stalls are all above ground in the revision, and therefore contributes to the very high proportion of impervious cover in this iteration (60.8%). This has resulted from moving 31 parking stalls from Building 2 basement to above ground. Note also that this total does not include any visible stormwater infrastructure such as retention ponds or raingardens.

Should Council decide to continue evaluation of this project, BCWS would welcome an opportunity to engage with Council members to explain our concerns in more detail. We are ready to meet at the convenience of the Mayor and Council.

Thank you,

[redacted]

John D. Neilson, Ph.D.

President, BCWS

REQUEST TO APPEAR AS A DELEGATION

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

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

Name(s) of person(s) speaking: Don Cameron, Riley Shambrook, Alex Stringer, Neil Bannich

Organization you are representing: Cameron Contracting Ltd.

RECEIVED
April 15, 2026
TOWN OF COMOX

Primary purpose of Organization: Construction/Developers

Number of members: 4

Mailing address of Organization: 1089 Braidwood Rd

Contact Name: Kristy Shambrook

Phone: 250-941-7555

City: Courtenay

Postal Code: V9N 3S1

Email: [redacted]

Subject matter: Powerpoint presentation to present the development & OCP Amendment/Rezone for 1533 Cedar Ave.

Specific request of Council, if any (i.e., letter of support, funding):

LOG:	REFER:	AGENDA:
26-356		RCM 22Apr26
FILE: 3360-20/2	ACTION: MR	

File: 3360-20/2025.01 Copies: Council JW/RH/SR/CD

Requested meeting and date: April 22/26

AV equipment required: Computer connection/Screen/connection for PP.

Date of application: April 15/26

Signature of applicant: [redacted]

Print name: Kristy Shambrook

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday April 1, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 11 members of the public in attendance.

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

The Mayor recognized April 1, 2026 as the 102nd anniversary of the Royal Canadian Air Force, thanking RCAF members, their families, and civilian personnel at CFB Comox for their valued contributions to the community.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the April 1, 2026, Regular Council Meeting agenda be Adopted.

(2026.116) -- CARRIED

3. DELEGATIONS:

a. Tanya Massa, Tourism Development Specialist (Experience Comox Valley): Letter of Support for MRDT Application

Experience Comox Valley MRDT Application

Experience Comox Valley presented on transitioning to a regional MRDT model, which would expand funding for tourism initiatives through a visitor-paid accommodation tax. The change would provide more stable, equitable funding across the region and requires support from local governments before submitting to the Province.

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, March 18, 2026 be Adopted.

(2026.117) -- 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:*

   1. *Barb Tribe: Bylaw Amendment Request - Bylaw 1652*

   2. *Marie Jacobs: CVRD Temporary Use Permit (TUP) for Cannabis Processing*

   3. *Diane Nakashima (Shoutout BC News Society): Request For More Affordable (Non-Market) Housing*

   4. *Parliamentary Committees Office (Legislative Assembly of British Columbia): Provincial Budget 2027 Consultation - Deadline April 10th*

   5. *Will Cole-Hamilton, Chair (Comox Valley Regional District): Adoption of Comox Valley Regional Growth Strategy Minor Amendment Bylaw*

   6. *Leona Stefiuk (Strata 107): Elm Place Street Sign Request for 1537 Noel Ave - Fire & EHS Service*

   (2026.118) -- CARRIED

2. *THAT Item 6. (Leona Stefiuk (Strata 107): Elm Place Street Sign Request for 1537 Noel Ave - Fire & EHS Service) be removed from the agenda for discussion.*

   (2026.119) -- CARRIED

3. *THAT Council direct Administration to install a directional sign indicating access to Elm Place from Pritchard Road to improve wayfinding and provide greater clarity for emergency access.*

   (2026.120) -- CARRIED

7. UNFINISHED BUSINESS:

a. Council Meeting Video Recording Policy No. CCL-060

Council Meeting Video Recording Policy No. CCL-060

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.

(2026.121) -- CARRIED

THE MEETING WAS RECESSED AT 5:37 P.M. AND RECONVENED AT 5:39 P.M.

b. Development Cost Charge Bylaw No. 2053

Development Cost Charge Bylaw No. 2053

1. *THAT third reading of Development Cost Charges Bylaw No. 2053 be Rescinded.*

   (2026.122) -- CARRIED

b. Development Cost Charge Bylaw No. 2053

Development Cost Charge Bylaw No. 2053

2. *THAT Development Cost Charges Bylaw No. 2053 be re-read a Third time as amended to:*

- Delete P-018 Point Holmes Playground from the project list;
- Update Park DCC reserves and P-001 Community Park Acquisition costs based on the recent purchase of 1413 Balmoral Avenue; and
- Apply a Low-Density Residential Charge on a per lot or per dwelling unit basis.

(2026.123) -- CARRIED

3. *THAT Development Cost Charges Bylaw No. 2053 be advanced to the Inspector of Municipalities for approval.*

(2026.124) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Reserve Funds Amendment Bylaw No. 2025.02

Comox Reserve Funds Amendment Bylaw No. 2025.02

THAT Comox Reserve Funds Amendment Bylaw No. 2025.02 be Adopted.

(2026.125) -- CARRIED

10. NEW BUSINESS:

AT 5:41 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 10.(A) AS HIS PARTNER IS EMPLOYED WITH HABITAT FOR HUMANITY.

a. 266 Gladstone Town Sale to Habitat for Humanity

266 Gladstone Town Sale to Habitat for Humanity

THAT Council approve and amend the budget to contribute of up to $282,700 from the Affordable Housing Reserve to offset related costs associated with the Habitat for Humanity four-unit townhouse project at 266 Gladstone Street;

AND THAT Council authorize the issuance of a Notice of Disposition for the proposed sale of 266 Gladstone Street to Habitat for Humanity for nominal consideration, in accordance with the Community Charter;

AND FURTHER THAT Council authorize the Town of Comox to enter into a sales agreement with Habitat for Humanity for the disposition of 266 Gladstone Street, with final terms to be satisfactory to the Chief Administrative Officer.

(2026.126) -- CARRIED

AT 5:42 P.M. COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

b. Water Rates and Regulations Amendment Bylaw No. 529.37

Water Rates and Regulation Bylaw No. 529.37

THAT the Water Rates and Regulations Amendment Bylaw No. 529.37 be given First, Second and Third Readings.

(2026.127) -- CARRIED

c. New Leases – 129 Port Augusta Street (Marine Services Building)

Marina Services Building Leases

1. *THAT the proposed lease agreement with Endless Resources Ltd., for the premises located at Unit 101 – 129 Port Augusta Street, during the term May 1, 2026, to April 31, 2029, as attached to the March 26, 2026, report from the Director of Corporate Service titled "New Leases – 129 Port Augusta Street (Marine Services Building)", be approved;*

   AND FURTHER THAT the Mayor and the Corporate Officer be authorized to execute the agreement.

   (2026.128) -- CARRIED

2. *THAT the proposed lease agreement with Bill's Big Animal Encounters Ltd., for the premises located at Unit 102 – 129 Port Augusta Street, during the term April 1, 2026, to March 31, 2029, as attached to the March 26, 2026, report from the Director of Corporate Service titled "New Leases – 129 Port Augusta Street (Marine Services Building)", be approved;*

   AND FURTHER THAT the Mayor and the Corporate Officer be authorized to execute the agreement.

   (2026.129) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Pete Chambers, President (Comox Business in Action): Comox Tourism Service Delivery

Comox Business in Action (BIA) - Tourism Committee

1. *THAT the correspondence dated March 13, 2026, from Pete Chambers, President, Comox Business in Action, regarding Comox Tourism Service Delivery and the Municipal and Regional District Tax (MRDT), be Received.*

   (2026.130) -- CARRIED

2. *THAT Council support the implementation of a 3% Municipal and Regional District Tax (MRDT), designate the Comox Business Improvement Association as the eligible entity, and direct that revenues generated through the Online Accommodation Platforms be allocated toward affordable housing initiatives.*

   (2026.131) -- CARRIED
   [Opposed: Councillors JKerr JMeilleur]

b. Brodie Guy, CEO (Island Coastal Economic Trust): Letter of Support Request

ICET Letter of Support Request

THAT the correspondence dated March 24, 2026, requesting support for the modernization of the Island Coastal Economic Trust (ICET), including proposed provincial investment and legislative updates to support economic development and co-governance with First Nations, be received;

AND FURTHER THAT Council approve a letter of support for the Mayor's signature, addressed to the Honourable Ravi Kahlon, Minister of Jobs and Economic Growth, supporting the modernization of ICET and encouraging the Province to proceed with the legislative and investment actions outlined in the Independent Legislative Review, A Case for Change.

(2026.132) -- CARRIED

c. Pete Chambers, President (Comox Business in Action): Proposed Enhancements to Marina Park

BIA - Marina Park Enhancements

THAT the correspondence dated March 13, 2026, from Pete Chambers, President, Comox Business in Action (BIA), with a request to proceed with proposed enhancements to Marina Park, including the development of a vendor layout and site plan, the establishment of vendor agreements and booking processes, the implementation of online registration and vendor management tools, and the coordination of vendor vetting and approvals, be Approved.

(2026.133) -- CARRIED

d. Haeley Dewhirst (Comox Valley Tourism Advisory Committee [TAC]): Support for Expansion and increase of Municipal & Regional District Tax (MRDT) collection within the Town of Comox

Comox Valley Tourism Advisory Committee: MRDT

THAT the correspondence dated March 26, 2026, from Haeley Dewhirst, Acting Chair, Comox Valley Tourism Advisory Committee, expressing support for the expansion and increase of the Municipal and Regional District Tax (MRDT), be Received.

(2026.134) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock shared a reminder about the Community Justice Centre event on April 9th at Sid Williams Theatre, featuring author Michelle Good. Tickets are available through the box office.

b. Councillor Swift

Councillor Swift shared a reminder about the Easter event at Filberg Park on April 4 from 10 a.m. to 2 p.m., encouraging families to attend.

c. Councillor Haslett

Councillor Haslett reported attending the Nautical Days Festival Committee meeting, noting that planning is underway, sponsors are still being sought, ideas include a pirate-themed dress-up day and parade floats, three new members have joined the committee, and preparations are progressing well.

d. Councillor Kerr

Councillor Kerr had nothing to report.

e. Councillor Grant

Councillor Grant reported that Comox won the KidSport hockey game against Courtenay 5–4 in overtime, raising over $10,000.

f. Councillor Meilleur

Councillor Meilleur had nothing to report.

g. Mayor Minions

Mayor Minions reported attending the opening of the Vampire Pavilion at the RCAF static air museum, a project 17 years in the making with over $900,000 raised, and noted that the new display will be opening soon.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, April 1, 2026 pursuant to the following sub-section of section 90(1) of the Community Charter:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

(2026.135) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:10 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:38 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:38 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Nautical Days Festival Committee Meeting,
held in Council Chambers on Wednesday February 25, 2026

Present:	Chair	C. Haslett
	Members:	J. Dobbs, J. Schreier, L. Martin (electronically), Roslyn Smith, Ann Zanbilowicz
Absent Members:		J. Kerr
Staff Present:		S. Russwurm, Corporate Officer C. Dallamore, Recording Secretary
Others Present:		M. Berge, Festival Producer D. Biggs, Long and McQuade Representative

Call to Order:

The meeting was called to order at 4:00 p.m. with 1 member of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. INTRODUCTION OF MEMBERS:

a. Introduction of Members

Three new members, Louise, Roslyn and Ann, were welcomed, and committee members provided introductions.

3. ADOPTION OF MINUTES:

a. Adoption of Minutes (January 28, 2026)

The January 28, 2026, Nautical Days Festival Committee meeting Minutes were adopted.

4. UNFINISHED BUSINESS:

a. Confirm Green Team Logistics

Item deferred to March 25, 2026, Committee meeting.

b. Long and McQuade: Main stage logistics and speakers

The committee discussed stage and speaker concerns affecting vendors and safety, and proposed moving the stage, raising speakers on concrete blocks, adjusting the layout, and scheduling louder acts later in the day. Parks will confirm materials. Additional announcement speakers and background music between acts were supported, and a site map will be reviewed at the next meeting.

5. MONTHLY REPORT FROM FESTIVAL PRODUCER:

a. Monthly Report from Festival Producer

The 2026 approach focuses on increasing local sponsorships to address reduced grant funding, with several key sponsors already confirmed. The projected budget is about $103,000 with revenue close to that amount, and ongoing sponsorship outreach is needed to keep the budget balanced.

6. NEW BUSINESS:

a. Budget discussion

The committee will focus on closing sponsorship gaps, securing Eco Team funding, confirming fireworks details, moving children's activities to a free model with Recreation, increasing sponsor visibility on social media, and including a Tai Chi demonstration to enhance inclusion of seniors and multicultural participation. Vendor rates were increased this year to reflect administrative and other associated costs. Food vendor applications are higher than usual, with many new applicants.

b. Evolve (BCAA) - Exhibitor and Sponsor

Evolve is returning as a sponsor and exhibitor and has expressed interest in expanding its presence, including potential on-site demonstrations. The committee discussed adding more scooters and e-bikes, as well as increasing downtown pickup and drop-off locations. Location and operational details are being reviewed with Parks. Options to improve visibility, promotional packages, and possible parade participation will also be explored.

c. Music and Other Talent

Artist applications are strong, the committee will pursue the Beatles tribute act and focus more on nautical-themed performances, with less interest in an Elvis tribute this year. Promotion will continue through social media and local media, and additional theatre, dance, cultural, and multicultural groups were discussed.

d. Proposed Update to 2026 Nautical Days Parade Route

A route adjustment was proposed to avoid new traffic circles, improve safety, and simplify flow. Staff will confirm logistics.

e. Site Layout

The committee will review the full site layout at the next meeting, including stage placement, vendor locations, speaker setup, and pedestrian flow, with a possible onsite walk through if weather permits.

f. Sponsorship and packages

Members requested a social media post to advertise open sponsorships and were asked to share leads. The Canadian Heritage Grant was removed due to federal restrictions on municipal involvement.

g. Vendor/application

The online system is working well, with many new food vendors applying. Permanent park vendors will be contacted to confirm participation.

h. Review Volunteer Recruitment Progress

Recruitment remains a challenge. Outreach options include Scouts, Guides, Probus, schools, media, and a public call for eco team volunteers.

7. FUTURE MEETING: NIL

a. Additional Media & Awareness Strategy

b. Green Team Update

c. Full Site Layout Review

d. Military / Cadets / Nautical Community Engagement Opportunities

g. Sponsorship and Media Outreach Update

h. Stage Placement & Sound Management Plan

i. Vendor Update

j. Volunteer Recruitment

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:19 p.m. *CARRIED*

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

CHAIR

TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday April 15, 2026

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

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

The Agenda was Adopted

Acting Mayor Meilleur 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 and congratulated K'ómoks First Nation on the milestone introduction of the K'ómoks Treaty Act in the B.C. Legislature the previous day.

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

The Strategic Plan Scorecard dated April 15, 2026 was received.

2. DISCUSSION ITEMS:

a. Erosion and Sediment Control Discussion

COMMITTEE RECOMMENDATION

THAT Administration work with contractors to discuss the Erosion and Sediment Control Bylaw and any potential changes.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:10 p.m. *CARRIED*

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

CHAIR

Town of Comox – Administration

From: Paresa McQueen [redacted]
Sent: March 20, 2026 6:39 PM
To: Town of Comox – Administration; council; Nicole Minions; [redacted]
Cc:

RECEIVED
March 20, 2026
TOWN OF COMOX

Subject: Community Traffic Safety Request – Torrence Road (Lazo North) - Letter of Request Signed by 33 Residents
Attachments: Traffic Safety Concerns - Torrence Road.pdf

LOG: 26-317	REFER:	AGENDA: RCM 22Apr26
FILE: 0220-40, 5	ACTION: MR	

File: 0220-40, 5400-16, 5460-07

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

Dear Town of Comox, Comox Council, Nicole Minions, Richard Hardy, and Ministry of Transport BC, Road Safety BC:

We, residents of Torrence Road in Comox, are writing to share a community-supported request regarding traffic safety concerns on Torrence Road in Electoral Area B (Lazo North).

This letter was initially circulated among residents in early December and has now made its way back for formal submission. It includes over 33 signatures from residents on both Torrence Road and King Road, reflecting strong community interest in making Torrence Road safer for all users.

Attached is the original letter that was circulated and signed throughout the community, along with contact information for residents should there be any follow-up questions or inquiries.

Residents are requesting that the Town of Comox, alongside the Mayor, the Comox Valley Regional District, and the Ministry of Transportation, review the concerns outlined and consider appropriate action.

The key issues identified include:

- Increased pedestrian use following the McKenzie Park pathway extension, without safe crossing infrastructure or speed safe sign considerations
- Lack of designated crosswalks, signage, and traffic calming measures at key access points to the park pathway and Torrence Rd in general
- Documented speeding concerns by CV Citizens on Patrol, with nearly half of the observed vehicles exceeding the posted 50 km/h limit
- Safety risks for children, families, seniors, and transit users

- Inadequate infrastructure at BC Transit stops along Torrence Road

Residents are specifically requesting that the Town review Torrence Road under its Traffic Calming Policy and consider added measures such as raised crosswalks, speed humps, or speed cushions at key pedestrian crossing points (King/Torrence to access Mackenzie Park). Additionally, the community is advocating for the implementation of a reduced 40 km/h residential speed limit and improved transit stop infrastructure at both Transit stops on Torrence Rd (Bus Route 3).

This request reflects a shared commitment to creating a safer, more accessible, and family-friendly environment in the neighborhood. We respectfully ask that the Town and all parties review this submission and consider next steps.

Thank you for your time and attention to this important community matter. We look forward to your response.

Sincerely,
Residents of Torrence Road and Surrounding Neighborhoods

Sender: Ben and Paresa McQueen

Original Letter Attached with signatures, but for ease of access please find the original letter of request below:

Re: Traffic Calming Policy Request: Traffic Safety Concerns on Torrence Road in Comox - Electoral Area B (Lazo North)

Dear Town of Comox Council and Comox Valley Regional District Representatives,

We, the residents of Torrence Road and the surrounding neighborhoods, are writing to express our collective concern regarding ongoing traffic safety issues on Torrence Road. With the recent McKenzie Park Pathway extension, which now provides pedestrian access from Quarry Road through to Torrence Road, which has greatly enhanced neighborhood connectivity, we believe that improvements are urgently needed to protect kids, families, commuters, and all road users.

While this new access point has been well received, it has also highlighted a significant safety gap: there are currently no designated crosswalks enabling residents on the opposite side of Torrence Road to safely cross and access the park within a reasonable distance of the pathway. In addition, there is no traffic or pedestrian signage consistent with the *2020 Transportation Master Plan*, which states that at "multi-use path crossings on uncontrolled road approaches to midblock greenway crossings…where minimum sight distances are not

achievable, stop signs should be placed on the greenway approaches to the road. 'Elephant's feet' pavement markings should be installed at greenway crossing locations, and advanced warning signage should be installed on the road approaches to greenway crossings" (p. 44).

Given the high volume of vehicle traffic and frequent speeding along Torrence Road, this lack of a safe, designated crossing is an increasing concern, particularly for children, seniors, and those with mobility challenges. We recently asked Comox Valley Citizens on Patrol to confirm our worries (report attached), in a 30 minute period of patrolling, 16 of 33 vehicles were above the 50/km per hour speed limit.

We note that Town of Comox Policy No. CCL-051, under the Traffic Calming Matrix (p. 9 of 23), identifies several relevant measures that may ease some of our concerns, including:

- (d) Raised crosswalk
- (e) Speed humps
- (f) Speed cushions

We respectfully request that the Town review Torrence Road under this policy and pursue one or more of these traffic-calming measures at one of the following key pedestrian locations:

- The corner of King Road and Canso Avenue (through Torrence), or
- The corner of Dogwood Avenue (through Torrence).

Both of these locations serve as natural pedestrian routes into McKenzie Park and would also greatly improve safety for BC Transit Route 3 users crossing at the Torrence Rd at Casey Rd stop.

In addition, we urge the Town of Comox to implement 40 km/hr residential speed limit signage, following the example set by the City of Courtenay in its reduced-speed initiative. Torrence Road directly connects to three school zones:

- Phil & Jennie Gaglardi Academy (Noel and Torrence)
- Highland Secondary School (Guthrie and Torrence)
- Brooklyn Elementary School (Guthrie and Torrence)

Despite these connections, vehicles frequently travel well above the posted 50 km/hr limit. This poses significant risks to families who walk or cycle along the road, children commuting to school on foot or via BC Transit Bus 3 Route, and individuals accessing McKenzie Park through the Torrence pathway extension.

Furthermore, it feels worthwhile to address that the two BC Transit bus stops on Torrence Road (Torrence at Casey and Torrence at Hillside) on Bus Route 3, currently lack proper

curbing and adequate shelter, leaving transit users, often youth and seniors, without safe or comfortable waiting areas, let alone safe crossing options.

Taken together, the measures outlined above, along with updated speed signage and alignment with the City's reduced-speed standards, would greatly enhance safety and livability for everyone who uses Torrence Road and the pathway extension connecting McKenzie Park.

The signatures below reflect broad neighborhood support for these actions and a shared desire to create a safe, accessible, and family-friendly environment on Torrence Road.

Thank you for your time and consideration. We look forward to your response and to meaningful progress on this important issue.

Sincerely,

Residents of Torrence Road and Surrounding Neighborhoods

[Attachment includes 33 signatures from neighbors and report from CV Citizens on Patrol detailing speed reading]

To: Town of Comox Council
CC: Comox Valley Regional District (CVRD), Director Hardy of Electoral Area B
[redacted]

Re: Traffic Calming Policy Request: Traffic Safety Concerns on Torrence Road in Comox - Electoral Area B (Lazo North)

Dear Town of Comox Council and Comox Valley Regional District Representatives,

We, the residents of Torrence Road and the surrounding neighborhoods, are writing to express our collective concern regarding ongoing traffic safety issues on Torrence Road. With the recent McKenzie Park Pathway extension, which now provides pedestrian access from Quarry Road through to Torrence Road, which has greatly enhanced neighborhood connectivity, we believe that improvements are urgently needed to protect kids, families, commuters, and all road users.

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The signatures below reflect broad neighborhood support for these actions and a shared desire to create a safe, accessible, and family-friendly environment on Torrence Road.

Thank you for your time and consideration. We look forward to your response and to meaningful progress on this important issue.

Sincerely,

Residents of Torrence Road and Surrounding Neighborhoods, signed and dated as of: December 1, 2025:

Name:	Address:	Email:	Signature:
McQueen Ben + Paresa	[redacted]		
Diane McQueen			
Pauline Thompson Robert Eberle			
IAN KENNEDY			
Penny Kumpen			
BERNICE JOHNSTON			
T Bvossard			
Lynn Miller			
DRUE MILLER			
Christina Welp			

Brian Mayenburg	[redacted]

Continued: Residents of Torrence Road and Surrounding Neighborhoods, signed and dated as of: December 1, 2025:

Name: Gordon and Sheila Forsberg	Address:	Email:	Signature:
Anat Brink	[redacted]		
U. Gaczynek			
C. Majmudar			
M. Beyers			
Jennifer Miller			
Wanda Zacharias			
O. DEINBOST			
Karl Lehmann			
F. MacInnis			
Matt Shannon Feppi			
Dennis Fairfax			
Cathy Heyland			
Nancy Quackenbush			
Curtis Cammaert			
Jenny Lock			
Jayne Yearwood			
Sue Robinson			

Comox Valley Citizens On Patrol Society
cvcops@telus.net 250-897-1443

Speed Watch Daily Operations Report (By 5 km/h)

Date Nov. 28/'25 Time Arrival 1400 Depart 1420

Address 3396 Torrence Rd Block #

Site Name and Type Comox/Regional Road Elem Sec Play Other

Direction of Traffic North / South / East West

Posted Speed 50 km/h

Road/Weather/Traffic Conditions (Dry) Wet (Clear) Rain Snow Ice Heavy Mod Light

Driver Cam Observer

20 & Below	81 – 85
21 – 25	86 – 90
26 – 30	91 – 95
31 – 35	96 – 100
36 – 40 II	101 – 105
41 – 45 IIII III	106 – 110
46 – 50 IIII II	111 – 115
51 – 55 IIII I IIII	116 – 120
56 – 60 III	121 – 125
61 – 65 I	126 – 130
66 – 70 I	131 – 135
71 – 75	136 – 140
76 – 80	Over 140

the over
33 total

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

Comox Strathcona Waste Management

RECEIVED
March 27, 2026
TOWN OF COMOX

File: 5360-30

March 27, 2026

Sent via email only

LOG: 26-327 | REFER: | AGENDA: RCM 22Apr26
FILE: 0114-20 | ACTION: MR
Copies: Council
JW/SA/CP/SR/CD

City of Campbell River
City of Courtenay
Town of Comox
Village of Cumberland
Village of Sayward
Village of Gold River
Village of Tahsis
Village of Zeballos
Strathcona Regional District

Dear Mayors and Councils / Chair and Board:

Re: Draft Solid Waste Management Plan

The Comox Strathcona Waste Management (CSWM) service is updating its Solid Waste Management Plan (the Plan) to meet provincial requirements and better address the region's evolving waste needs. After extensive engagement with community members, staff and experts over the past few years, we are pleased to share a key milestone, the draft Solid Waste Management Plan. The CSWM board adopted the following resolutions at its March 5, 2026, meeting:

> *THAT the report dated February 26, 2026, regarding the draft language for the Solid Waste Management Plan renewal for the final stage of the Solid Waste Management Plan process, in preparation for public and First Nations consultation prior to submission to the Ministry of Environment and Parks this summer be received.*

The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuu-chah-nulth territories.

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox Valley Regional Districts.

THAT the Comox Strathcona Waste Management Board approve the draft Solid Waste Management Plan for final public and First Nations consultation (step 4), as presented in the staff report dated February 26, 2026.

As part of our preparation for submission to the Minister of Environment and Parks CSWM is requesting your council review the draft Plan (enclosed).

We are requesting the opportunity to have CSWM staff attend an upcoming council / board meeting to present and discuss the contents of the Plan and remaining steps towards approval, in order to ensure clarity of content and procedure, and to better facilitate this request. Please contact Krista Robertson, CSWM@comoxvalleyrd.ca and let us know if your council / board is interested, and we will coordinate a date and time for an online or in-person presentation.

Following the presentation, CSWM will be following up in May 2026 with a request to provide your support of the Plan by way of council resolution.

For general information on the Plan background and planning process please visit engagecomoxvalley.ca/swmp. If you have any questions regarding the content of the Plan, please reach out to Sarah Willie, Manager of Solid Waste Planning and Policy Development, by email at swillie@comoxvalleyrd.ca or by telephone at 250-334-6065.

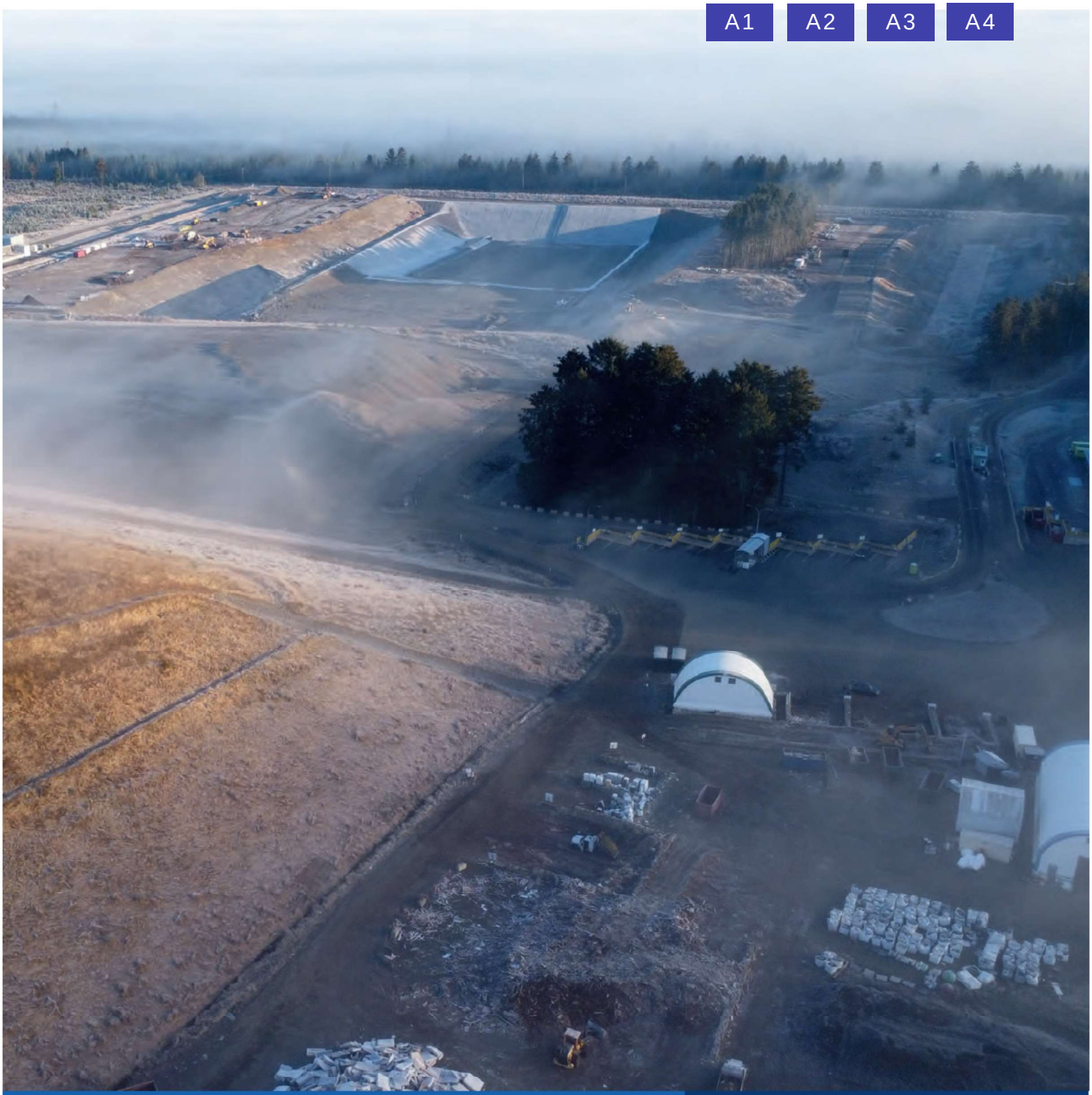
Sincerely,

M. Baker
Co-Chair, RSWAC

W. Cole-Hamilton
Co-Chair, RSWAC

Enclosure: CSWM Solid Waste Management Plan Draft

cc: Vivian Schau, Senior Manager of CSWM Services
Sarah Willie, Manager of Solid Waste Planning and Policy Development



Comox Strathcona Waste Management

2026 Solid Waste Management Plan Renewal

DRAFT

Comox Strathcona Waste Management

Comox Strathcona Waste Management

2026 Solid Waste Management Plan Renewal

DRAFT

DATE	VERSION
JAN 27, 2026	1.0
FEB 6, 2026	1.1
FEB 25, 2026	1.2
MAR 12, 2026	1.3
MAR 13, 2026	1.4

Date Submitted to Ministry of Environment and Parks:

Date Accepted for Approval:

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Schedule A — Solid Waste Sites and Facilities
Schedule B — Accessibility to Solid Waste Services
Schedule C — Financial Plan
Schedule D — Implementation Schedule of Actions and Strategies
Schedule E — Proposed Bylaws Potential Sections
Schedule F — Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference
Schedule G — Plan Dispute Resolution Procedures

APPENDICES

Appendix 1 — Amendments to Guiding Principles

Appendix 2 — Compilation of Technical Planning Reports (deferred to later submission)

Appendix 3 — Participants in the Planning Process

Appendix 4 — Summary of Plan Consultation (deferred to later submission)

Appendix 5 — Summary of First Nations Outreach (deferred to later submission)

Appendix 6 — Emergency Debris Management

Appendix 7 — Timeline of CSWM Landfill Closures and Expansion

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Figure 1	Waste Reduction Strategies
Figure 2	Solid Waste Management Plan Development Steps
Figure 3	Guiding Principles
Figure 4	Pollution Prevention Hierarchy
Figure 5	Seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair and Recycle
Figure 6	Goals and Targets
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Table 8	Summary of Ten-Year Financial Plan

Acronyms and Abbrevitions

Acronyms/ Abbrevitions	Definition
BMEx	Building Material Exchange
CLS	Convenience Level Standard
CRD	Construction, Renovation and Demolition
CRWMC	Campbell River Waste Management Centre
CSWM	Comox Strathcona Waste Management
CVRD	Comox Valley Regional District
CVWMC	Comox Valley Waste Management Centre
DCC	Development Cost Charges
DOCP	Design, Operations and Closure Plan
EMA	Environmental Management Act
ENV	BC Ministry of Environment and Parks
EPR	Extended Producer Responsibility
HHW	Household Hazardous Waste
ICI	Industrial, Commercial and Institutional
ISC	Indigenous Services Canada
KCFN	Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations
LGA	Local Government Act
MSW	Municipal Solid Waste
MTSA	Municipal Type Service Agreement
OC	Operating Certificate
OMRR	Organic Matter Recycling Regulation
PMAC	Plan Monitoring Advisory Committee
PRO	Producer Responsibility Organization
qRD	qathet Regional District
RDMW	Regional District of Mount Waddington

Acronyms/ Abbrevitions	Definition
RDN	Regional District of Nanaimo
ROCF	Regional Organics Compost Facility
RSWAC	Regional Solid Waste Advisory Committee
SRD	Strathcona Regional District
SWMP	Solid Waste Management Plan

EXECUTIVE SUMMARY

The 2026 Solid Waste Management Plan (SWMP or Plan) renewal is a long-term vision for solid waste management in the Comox Strathcona Waste Management (CSWM) area and builds from the work completed in developing the previous SWMP approved in 2013. This Plan presents the programs, services, infrastructure, and policies that will guide the design and implementation of solid waste services and disposal over the next decade.

The strategies and actions identified within this Plan aim to reduce the residual waste generated and focuses on increasing diversion where established best practices have demonstrated improvements can be made. The eight strategies shown in **Figure 1** were developed and supported by community members as our path forward.

The long-term target for CSWM is to achieve a municipal solid waste disposal rate of 350 kg/capita. The Plan provides for attainable interim targets to demonstrate achievements along the way.

Establishment of additional landfill disposal capacity was a significant milestone of the past ten years, as well as the implementation of landfill gas collection at the Campbell River and Pidgeon Lake landfills following the final closure of these historical facilities. Closure of the remaining natural attenuating landfills in Tahsis, Zeballos and Gold River over the next Plan's life will reduce the financial liability for the service and improve the future environmental outcomes of these facilities. Solid waste generated in the region will be further consolidated to the engineered Bevan landfill at the Comox Valley Waste Management Centre where leachate and landfill gas are managed to current provincial standards.

The actions in this Plan will be implemented through approval by the CSWM Board of Directors and the financial planning process. The funding of resources, operations and capital projects identified in this Plan are anticipated to be achieved through revenues received from tipping fees, utility fees and financial reserves.

The contents of this Plan reflect the input received from the Regional Solid Waste Management Advisory Committee (RSWAC) and input received during the many points of engagement with the community over the past three years. A special thank you is extended to all of the members of the RSWAC for their significant contributions of time and experience to help ensure that the Plan reflects the diverse collection of communities that CSWM serves.

Figure 1: Waste Reduction Strategies

1 INTRODUCTION

In British Columbia, each regional district is mandated under the Provincial Environmental Management Act to develop a Solid Waste Management Plan that provides a long-term vision for solid waste management, including waste diversion and disposal. Plans are updated regularly to reflect the regional district's current needs, as well as current market conditions, technologies, and regulations. The Comox Valley Regional District (CVRD) is responsible for solid waste management planning in both the CVRD and the Strathcona Regional District (SRD) geographic areas. The Service is governed by a board of directors that includes elected officials from member municipalities and electoral areas of both regional districts, and it is called “Comox Strathcona Waste Management” (CSWM) to be inclusive of all participants.

Over the past three years, CSWM has engaged in a process to update the 2012 Comox Strathcona Solid Waste Management Plan (SWMP or Plan) to reflect current and future waste management needs. The CSWM prepared its first SWMP in 1992 and has amended that plan twice, in 2003 and 2012. This draft document represents the most recent amendment or renewal of the Plan, and once approved by the Province (along with any approval conditions), it becomes a regulatory document for solid waste management and services to guide solid waste management activities and policy development in the CSWM. In conjunction with applicable regulations and operational certificates, this Plan provides the framework for regulating storage, processing, and disposal facilities that make up the region’s waste management system.

Figure 2: Solid Waste Management Plan Development Steps

In renewing this Plan, the CSWM has adhered to the four-step plan development process outlined in A Guide to Solid Waste Management Planning, developed by the then Ministry of Environment in 2016. The first step was to develop a public consultation strategy, including a workplan and schedule to support all steps of SWMP development. The public was consulted on their use and satisfaction with solid waste facilities and services to inform the regions waste management needs. This was complemented by the recruitment of the Regional Solid Waste Advisory Committee (RSWAC). The second step was a review of the current system and the development of proposed goals and guiding principles. This step created the baseline for the development of the new Plan. The third step was a review of options to address the region's future solid waste management needs, followed by selection of preferred options through the RSWAC. The fourth and final step has been to prepare this draft Plan and, with the support of the community and the Board of Directors, present it to the BC Ministry of Environment and Parks (ENV or Ministry) for consideration. Considerable community consultation was conducted at each step throughout the three-year process.

1.1 Guiding Principles

The RSWAC adapted the principles guiding the development and implementation of this Plan from the eight principles provided by the Province. While consistent, minor amendments were made to improve the local relevance; these changes are captured in **Appendix 1**.

Figure 3: **Guiding Principles**

1.2 Pollution Prevention Hierarchy

This Plan adopts the 5-R pollution prevention hierarchy as provided by the Province and illustrated in Figure 4: Pollution Prevention Hierarchy.

As a guiding principle, the CSWM emphasized the need for more attention to the first three 'R's with expanded language. This is reflected in the supporting strategies and actions presented in this Plan.[1]

Figure 4: Pollution Prevention Hierarchy

[1] Source: BC Ministry of Environment and Parks, accessed online Dec. 11, 2025

Figure 5: Seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair and Recycle

1.3 Goals and Targets

The Ministry has established provincial solid waste management targets that set a direction for regional districts to follow and allow for performance measurement at the provincial level. These targets are adjusted from time to time to reflect current realities and public expectations. In addition to provincial targets, the CSWM set regional targets to support the goals of the SWMP. These regional targets will demonstrate continuous improvement over the life of the Plan.

Figure 6: Goals and Targets

Goal 4

To responsibly manage waste, and to minimize the amount of residual waste in landfills.

Targets

- To have an MSW disposal rate of 200 kg/capita from households with curbside collection of waste, recycling and organics by 2031.
- Excluding CRD waste, to have a decreasing disposal rate targeting 400 kg/capita of in-region MSW by 2037.
- The long-term target for the CSWM service is to strive to achieve an MSW disposal rate of 350 kg/capita.

Goal 5

To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.

Targets

- A 10% increase to in-person community member interactions with educators from 2024 levels by 2031.
- Year over year increases to the CSWM solid waste mobile app unique users.
- To maintain a 3% (wet weight) contamination rate within organics collected at the curbside from residents.

Goal 6

To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

Target

- To fund and provision solid waste services in line with the Board approved fiscal sustainability framework and strategy.

2 BACKGROUND

2.1 Plan History

The CSWM prepared its first SWMP in 1992 (approved in 1995) and completed a full amendment of that plan twice, in 2003 and 2012, and a targeted amendment in 2021. The 1992 SWMP for the region included a goal of 35% diversion by 2000, or a disposal rate of 430 kg per capita annually. This was the early days of curbside recycling, and the opportunity for growth within municipal collection programs and through depots was tremendous at the time. Extended producer responsibility (EPR) programs were limited in the Province, and revenue potential drove decision-making regarding the collection and diversion of materials.

In 2003, an update to the SWMP was prepared, shifting the service's focus to improvements in the disposal infrastructure within the system and to support expanded diversion programs for household hazardous waste (HHW) and electronics. Support for increased diversion from the industrial, commercial, and institutional (ICI) sector was also identified as a need.

The latest SWMP update occurred in 2012 and focused on long-term disposal capacity challenges and liabilities associated with natural attenuation landfills (landfills without a bottom liner). This was reflective of changing provincial regulations and directives. The 2012 plan targeted increasing the diversion rate from 51% to 70%, or a disposal rate of 380 kg per capita per year, by 2022.

A targeted amendment was passed in 2021 to support the development of infrastructure to divert organics from the landfill with the construction of a transfer station in Cumberland and a Regional Organics Compost Facility in Campbell River. This has resulted in the establishment of food and yard waste collection from over 27,000 households in the service area, representing 52% of occupied households overall and 78% of single-family households.

Not anticipated as part of the 2012 SWMP was the creation of Extended Producer Responsibly (EPR) for printed paper and packaging, and how that would influence the existing recycling facility network across the CSWM area. While supportive of financial support and the expansion of recycling materials accepted, this has resulted in a reduction in the number of drop-off locations for residents in rural areas without curbside recycling collection. Rural resident access has improved and hauling and processing costs are eliminated for the service from all areas. A five-year effectiveness review was undertaken in 2018.

2.2 Plan Renewal Process

This SWMP Renewal process was initiated in 2022 by CSWM staff. The first step was, gaining Board approval and establishing RSWAC, a committee comprised of members of the public, local government staff and business owners. The second step set the Plan direction and included a review of the current system. The third step was to evaluate options to address the region's future solid waste management needs. A long list of actions was presented to RSWAC for discussion and feedback.

This feedback influenced the shortlist of actions, which was presented to the RSWAC, the Board and ultimately to the public for their consideration. The fourth and last step will be the preparation of this draft SWMP and the submission of the Board-adopted Plan to the Ministry. Consultation and engagement are not shown as separate steps because they occur throughout the entire planning process.

The main drivers for this Plan renewal include:

- Consideration for policy changes in line with neighbouring jurisdictions to prevent the flow of waste in or out of the region;
- To promote equity in establishing access to diversion services across the service area; and
- To increase opportunities for diversion.

Significant work was undertaken to identify best practices for diversion across multiple sectors, while considering the unique challenges of the CSWM service area. The planning technical reports have been compiled into a single PDF for reference and provided digitally as **Appendix 2** to the Ministry for consideration.

Participants in the planning process are detailed in **Appendix 3** and include:

- **Plan Team:** CSWM staff and consultants coordinated the planning process, participated directly in the development of technical reports and conducted the consultation with interested parties;
- **Regional Solid Waste Advisory Committee:** reviewed information associated with the planning process and provided input to staff, consultants and the Board;
- **CSWM Board of Directors:** reviewed, commented and accepted documents resulting from the planning process and provided direction to staff and consultants; and
- **Interested Parties (including the public):** were kept informed during the Plan development and participated in consultation opportunities to provide input to the Plan team and Board.

Considerable consultation has taken place through each step of the SWMP renewal process. A summary of the community consultation undertaken is provided in **Appendix 4**, and a summary of the consultation and work with First Nations over the Plan renewal period is included in **Appendix 5**.

2.3 Plan Area

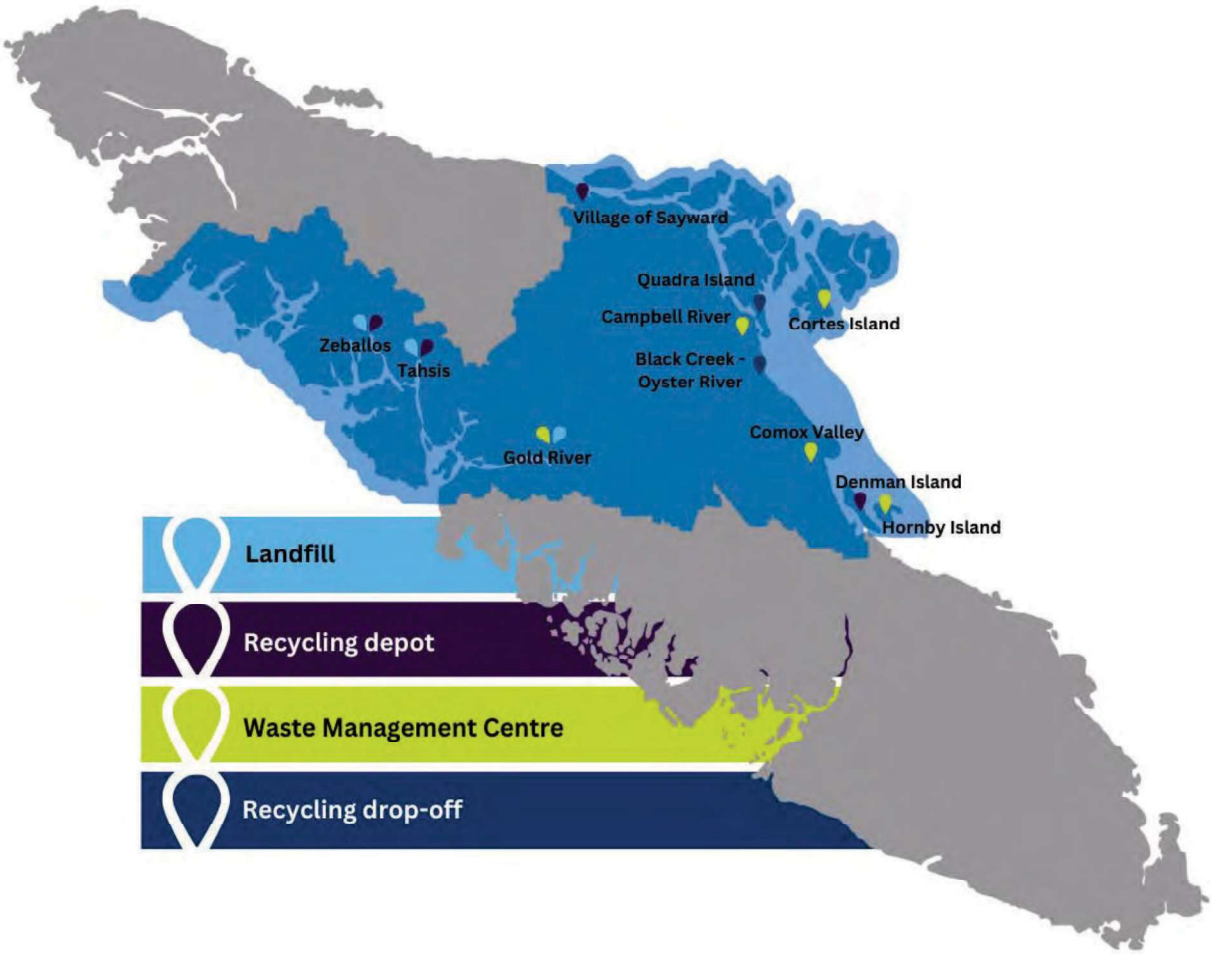
The Regional Solid Waste Management service and its establishing bylaw were directed to become part of the CVRD at the time of the restructuring and are subsequently referred to as the CSWM service. The

combined CSWM area is the defined plan area for the SWMP renewal and includes both the CVRD and the SRD. Decision-making for the service is delegated to the Comox Strathcona Waste Management Board of Directors, which includes representatives from across the SRD and the CVRD. All strategies and actions in the Plan apply to the following members of the CSWM:

- The City of Campbell River
- The Village of Gold River
- The Village of Sayward
- The Village of Tahsis
- The Village of Zeballos
- Electoral Area 'A' (Kyuquot/Nootka-Sayward)
- Electoral Area 'B' (Cortes Island)
- Electoral Area 'C' (Discovery Islands-Mainland Inlets)
- Electoral Area 'D' (Oyster Bay – Buttle Lake)
- The City of Courtenay
- The Town of Comox
- The Village of Cumberland
- Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands)
- Electoral Area 'B' (Lazo North)
- Electoral Area 'C' (Puntledge Black Creek)

The SRD covers approximately 18,278 km^2 on Vancouver Island, the Mainland, as well as many other smaller islands. The land area on the BC mainland is significant, but it has no permanent communities with road access or BC ferry service and thus no solid waste services are provided within this part of the plan area. The CVRD covers approximately 1,697 km^2 on Vancouver Island, Denman and Hornby Islands. It generally has a higher population density than the SRD in the electoral areas with easier access to amenities and services in urban areas. The **Figure 7** below shows the location of CSWM-owned or operated solid waste facilities.

Figure 7: CSWM Solid Waste Facilities



In 2021, the Ka:'yu:'k't'h'/Chek'tles7e t'h' First Nations (KCFN) joined the SRD as part of their Treaty process; however, as of the submission of this report to the Minister, the KCFN have not elected to join the CSWM service. In addition to the KCFN, there are nine additional non-Treaty First Nations communities with a community population who generate waste destined for CSWM landfills and can access recycling facilities within the CSWM service.

First Nations have autonomy over their utility infrastructure, including solid waste. The CSWM acknowledges and supports opportunities for First Nations and the CSWM to work together to improve

solid waste management in the region. The population and economic activities of these communities are considered within the scope of the Plan renewal:

- Mowachaht/Muchalaht First Nation
- Homalco First Nation
- Nuchatlaht First Nation
- We Wai Kai Nation
- Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations
- Ehattesaht/Chinehkint First Nation
- Klahoose First Nation
- Tlowitsis First Nation
- Wei Wai Kum First Nation
- K'ómoks First Nation

Thirty-eight other First Nations were identified as having treaty or established rights or assert aboriginal rights or title within the service area through a search conducted through the BC Contacts for First Nations Consultation Areas Public Map. These Nations were consulted with but are not profiled within this report.

2.4 Demographic Information

According to Statistics Canada 2021 census data, the combined population estimate for the CVRD and SRD in 2021 was 120,595, with 72,445 and 48,150 people, respectively. This represents a 13% growth rate for the region between 2011 and 2021 (1.3% per year), higher than the previous period between 2003 (98,885) and 2011, with a growth rate of 8% (1% per year). Looking to the future, the annual population growth rate anticipated by BC Stats for the CSWM region shown in the table below show population projections over the next 20 years beyond this Plan is about 1.2% annually.

Table 1: BC Stats Population Projections (Online Application) for CVRD and SRD

Year	CVRD	SRD	CSWM	% Growth
2024	78,665	52,207	130,872	-
2034	89,699	57,685	147,384	1.3%
2044	99,567	62,419	161,986	1.0%

The following **Table 2** shows the population of each community according to the 2021 Statistics Canada census data, which is the latest year available. For First Nations communities, the population provided is as reported by the Nations themselves for in-community members.

Table 2: Canadian Census Population of CSWM Communities

CSWM Community	% of Population	2021 Census Population	Population Change 2016-2021
Municipal	*(40%)*	**47,673**	
City of Courtenay		28,420	10.8%
Town of Comox		14,806	5.5%
Village of Cumberland		4,447	18.5%
Electoral Area	*(20%)*	**24,476**	
A - Baynes Sound - Denman/Hornby		7,926	9.9%
B - Lazo North		7,392	4.2%
C - Puntledge Black Creek		9,158	6.8%
CVRD – *including First Nations*	*(60%)*	**72,445**	**8.9%**
Municipality	*(31%)*	**37,618**	
City of Campbell River		35,519	7.6%
Village of Gold River		1,246	2.8%
Village of Sayward		334	7.4%
Village of Tahsis		393	58.5%
Village of Zeballos		126	17.8%
Electoral Area	*(7%)*	**8,813**	
A - Kyuquot/Nootka - Sayward		864	13.1%
B - Cortes Island		1,059	2.3%
C - Discovery Isl. - Mainland Inlets		2,737	12.6%
D - Oyster Bay - Buttle Lake		4,153	4.4%
SRD – *including First Nations*	*(40%)*	**48,150**	**7.8%**
Self-Reported First Nations Population	*(1%)*	**1,619**	
TOTAL - *including First Nations*		**120,595**	**8.5%**

2.5 Community Profile

The median age of the population is 50 years, with the SRD population slightly younger than the CVRD population. The average household size reflects the seniors' demographic and smaller family sizes, at 2.2 persons per household. The breakdown by household type shows a preference for single-family homes in the region at 67% of all households, but the growth of apartments has exceeded that of single-family homes between 2016 and 2021, driven by densification in urban areas and the rising cost of housing.

According to the 2021 Census, the main industries identified within both the SRD and CVRD were health care and social assistance (15%) and retail trade (13%), followed by construction (10%), education (6%), and accommodation and food services (7%). In the CVRD, public administration and professional services were slightly higher than in the SRD, while agriculture, forestry, fishing, and hunting were higher in the SRD.

Knowledge of English within the community is high, with 99.7% speaking either English or English and French.

Property values vary significantly across the region, influenced by factors such as declining resource sectors, waterfront access, retirement communities, and vacation properties.

Table 3: Assessed Property Values in CSWM Jurisdictions

Jurisdictional Boundary	Median Assessed Residential Property Value *(2026 Completed Roll)*
City of Campbell River	$680,000
City of Courtenay	$752,000
Town of Comox	$838,000
Village of Cumberland	$808,000
Village of Gold River	$333,000
Village of Sayward	$370,000
Village of Tahsis	$204,000
Village of Zeballos	$161,000
CVRD Electoral Area A	$875,000
CVRD Electoral Area B	$1,001,000
CVRD Electoral Area C	$843,000
SRD Electoral Area A - SD72	$353,000
SRD Electoral Area A – SD84	$129,000
SRD Electoral Area B	$656,000
SRD Electoral Area C	$643,000

Jurisdictional Boundary	Median Assessed Residential Property Value *(2026 Completed Roll)*
SRD Electoral Area D	$739,000

3 SOLID WASTE MANAGEMENT SYSTEM

Solid waste facilities in the CSWM include recycling depots, landfills, transfer stations, bottle depots, food banks, yard and garden waste composting, reuse organizations, repair cafes, and recycling processing facilities. This section describes the many partners involved in delivering solid waste services and operating the various facilities and programs.

3.1 Existing Facilities in the CSWM

Municipal solid waste in the region can be directed for management to any authorized site or facility identified in the Plan. Facilities must be authorized under the Environmental Management Act where required. Authorized sites or facilities within the CSWM plan area are formally listed in Schedule A. The CSWM does not have authority or influence over the operation of private facilities, as there is currently no bylaw in place requiring facility licensing.

3.1.1 Active Disposal Facilities

There are four active public landfills accepting Municipal Solid Waste (MSW) within the CSWM, Tahsis, Zeballos, Gold River and the main regional landfill in Cumberland called the Comox Valley Waste Management Centre (CVWMC). The Tahsis and Zeballos landfills only accept waste from their local wasteshed. The Gold River landfill closed as an MSW landfill, but still accepts inert construction and demolition waste and biosolids. All three landfills are scheduled for closure within the next 5 years.

The CVWMC expanded as part of the last SWMP update and now includes authorization for a 15.66 hectare engineered and lined landfill, a leachate collection and treatment system, and a landfill gas management system. As of January 2026, this landfill had approximately 27 years (2053) of capacity remaining under its current authorization.

The Environmental Management Act (EMA) authorizes four known active private disposal facilities to receive wood waste and or inert construction, demolition and land clearing waste within the CSWM plan area.

The federal Indian Reserve Waste Disposal Regulation regulates waste disposal facilities on reserves. Currently, there are no federally authorized waste management facilities on First Nations land in the region. Any future bylaws developed to regulate waste flow or facilities within the CSWM would not apply to activities on First Nations' reserve lands or treaty lands if that nation has not elected to join the CSWM service or obligated itself to it under another mechanism, such as a service agreement.

3.1.2 Closed Disposal Facilities

The natural attenuating landfills in Campbell River and Cumberland were closed in 2022 and 2019, respectively, after reaching capacity. There are small, closed landfills in Sayward and on Cortes (pending), Hornby and Denman Islands. There is also a wood waste landfill, the Field Sawmill landfill, adjacent to the CVWMC, that was purchased by the CSWM and formally closed in 2022.

3.1.3 Transfer Stations

There are public waste transfer stations located in Campbell River, Gold River, Hornby Island, and Cortes Island. Waste from these transfer stations is hauled to the CVWMC for disposal. A transfer station for food and yard waste was established at the CVWMC in 2023 and materials are hauled to the Regional Organics Compost Facility (ROCF).

There are no known private waste transfer stations as of January 2026.

3.1.4 Compost Facilities

The public ROCF was commissioned in 2023 and accepts food and yard waste from single-family homes in Campbell River, Courtenay, Comox and Cumberland. The CVRD also operates a biosolids compost facility at the CVWMC that receives chipped wood and yard waste.

Private compost facilities for yard waste are located in Comox and Campbell River.

3.1.5 Recycling Collection Facilities

There is a mix of private and public recycling collection facilities within the CSWM area. These facilities generally do not require authorization under the EMA unless they accept quantities of household hazardous waste. The following **Table 4** identifies the recycling collection facilities open to residents as of January 2026, and identifies two future public facilities known to be opening soon. A list of facilities is included in Schedule A.

3.2 Residential Collection Systems

3.2.1 Organized Collection

The CSWM service does not currently provide any curbside collection services directly to residents. All household-level services are provided by a municipality, a residents' association, a First Nation, and/or a separate regional district service. These services are complementary to CSWM diversion initiatives and important to achieving our overall targets. Service levels vary across the region and are decided upon by the jurisdiction providing the service and its residents or users. The following is a summary of residential collection systems and their service levels by community. Approximately 31,097 households (58%) receive some form of organized collection service within the region, as well as the majority of First Nations community residents.

Table 4: Residential Collection Services by Community

Local Government Collection	Waste	Recycling	Organics	Approximate Households
Campbell River	Weekly Manual	Weekly Manual	Weekly Manual	10,718
Courtenay	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	9,862
Comox	Bi-weekly Carts	Bi-weekly Carts	Weekly Carts	5,017
Cumberland	Bi-weekly Manual	Bi-weekly Manual	Weekly Manual	1,955
Royston	Weekly Manual	Bi-weekly Manual	Not provided	1,134
Cortes Island	Weekly Manual	Weekly Manual	Not provided	683
Sayward	Weekly Manual	Not provided	Not provided	166
Gold River	Weekly Manual	Not provided	Not provided	610

Local Government Collection	Waste	Recycling	Organics	Approximate Households
Tahsis	Weekly Bear Bins	Not provided	Not provided	231
Zeballos	Weekly Bear Bins	Not provided	Not provided	71
Denman Island	Bi-Weekly/ Weekly Manual	Not provided	Not provided	650

Recycle BC has two optional collection streams: glass and plastic film. There are no communities accepting glass at the curb, and plastic film collection is just launching as of 2025, with no CSWM communities piloting it as of January 2026.

Recycle BC funding is available to eligible communities for the collection of recycling from single-family homes. At the time of the Recycle BC program launch in 2014, any community with existing curb-side waste collection was eligible to join. That eligibility has since lapsed, and current requirements make many communities in the CSWM ineligible for funding due to population-size limits set by Recycle BC in its approved program plan. First Nations communities do not have a minimum population size they have to meet to receive support from Recycle BC.

3.2.2 Multi-Family Collection

Multi-family residents are generally serviced by the private sector for waste and recycling services, with some limited to just waste or waste and cardboard collection. The exception applies within the Village of Cumberland, the Village of Gold River, and the Town of Comox (where accepted), where they are part of the consolidated service provided by the municipality.

The City of Campbell River has an approved Recycle BC collector for multi-family buildings through a private hauler; however, uptake is low and understood to be just four buildings receiving funding.

3.2.3 Non-Organized Collection

There are over 10,000 households on Vancouver Island without organized collection who have the option to subscribe to private-sector collection services for garbage, recycling, and/or organics. Services vary widely, with the majority of those subscribed receiving only waste collection. Funding for recycling collection through subscription services is not available through Recycle BC, some residents elect to pay extra for it. Many rural properties participate in backyard composting or burn yard waste when allowed. Traffic volumes at the Comox Valley Waste Management Centre (CVWMC) and Campbell River Waste Management Centre (CRWMC) indicate that many rural residents choose to self-haul garbage and recyclables to waste management centres.

3.3 Industrial, Commercial and Institutional Waste

The ICI sector is primarily serviced by the private sector for garbage, recycling and/or organics collection. Services vary widely, with the majority subscribing to waste collection and potentially cardboard recycling. Mixed container recycling is also broadly available on eastern Vancouver Island. Limited organics collection services are currently available to the ICI sector due to restrictions on acceptance at the ROCF. Small-volume commercial generators may choose to self-haul garbage and recyclable materials to waste management centres.

In many small communities, the ICI sector is included in a mandatory collection service and charged based on garbage bin size and volume, or business type. The two largest communities providing this service are the Village of Cumberland and the Town of Comox.

3.3.1 Ocean Plastics

CSWM opened an ocean debris recycling depot in 2022 in partnership with the Ocean Legacy Foundation at the Comox Valley Waste Management Centre in Cumberland. This depot accepts materials from shoreline cleanup efforts and legacy equipment from the marine sector, providing essential infrastructure to divert these plastic resources from landfills and reduce ocean pollution.

Accepted materials are collected from across the service area and include abandoned, lost or discarded fishing gear, marine debris, and legacy equipment, including some netting and rope, polystyrene foam, hard plastic and select buoys. This material is sorted for quality and sent for recycling on the Lower Mainland.

3.3.2 Agricultural Waste

Specific quantities of agricultural waste are not tracked across the scale for burial, and much is expected to be managed on the farm. Agricultural plastics are a growing challenge for farmers, but they lack access to markets and face high transportation costs. A voluntary EPR program runs every three years to collect used chemical containers from farms in our area, but no silage bags or bale wrap is accepted.

3.4 Education and Promotion

The CSWM service delivers a wide range of public outreach and school education programs to our over 120,000 residents and students each year. The CSWM Community Education Program objectives are focused on:

- Increasing waste diversion through recycling and composting;
- Promoting participation of the CSWM existing waste diversion programs;
- Encouraging proper participation within municipal collection programs with a focus on the organics composting program; and
- Education of and working towards a gradual enforcement of compliance with material bans at the Comox Valley and Campbell River waste management centres.

These initiatives are delivered by the CSWM operations team, with support from Communications and through two contract educators. The combination of programs delivered to rural and urban audiences,

as well as the focus in schools, help to make the most effective use of the CSWM education resources. These programs, along with their mobility, provide for the broadest reach and impact across the CSWM service area.

The community educator regularly attends public events in the community to engage on waste sorting and diversion opportunities, including targeting the home improvement sector and composting education for rural areas. Presentations are also provided to community groups on request.

The CSWM has a social media presence, a dedicated website and an engagement page for each public project. Regular posts raising awareness about changing materials, recycling opportunities and events are made. Investment in an app for 'What Goes Where' and to provide direction to residents on waste collection changes or delays. This is being done in collaboration with Municipalities.

3.5 Reduction, Repair and Reuse

The CSWM educators have been working with local community groups and volunteers to coordinate Repair Cafes in Campbell River and the Comox Valley, and are now expanding to include other communities where volunteers are available.

Free stores are present in a number of CSWM communities, operated by local community members and volunteers. Hornby Island, Denman Island, Cortes Island, and the Village of Tahsis all have some form of free store for household goods and clothing.

Thrift stores that accept EPR program materials and report on quantities collected are eligible for a tip fee waiver at the landfill, in support of their contribution to the circular economy.

3.6 First Nations and Treaty First Nations

First Nations have autonomy over their utility infrastructure, including solid waste. Although the CSWM is not responsible for solid waste from First Nations or Treaty First Nations, they currently use existing CSWM infrastructure, including landfills, waste transfer stations and recycling facilities, which demonstrates a need for collaboration. CSWM is not aware of any waste disposal being managed independently within First Nations communities.

The First Nations that have inhabited communities within the service area and use CSWM facilities for the management of their solid waste are:

1. Wei Wai Kum First Nation
2. We Wai Kai Nation
3. Mowachaht/Muchalaht First Nation
4. Homalco First Nation
5. K'ómoks First Nation
6. Ehattesaht/Chinehkint First Nation
7. Klahoose First Nation
8. Nuchatlaht First Nation
9. Tlowitsis First Nation
10. Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations (Treaty)

This includes the Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations, which achieved Treaty status in 2011 and became a member of the Strathcona Regional District Board in April 2021. K'ómoks First Nation members voted on March 8, 2025, to ratify their modern treaty and constitution and it is anticipated

that K'omoks will become a Treaty First Nation within the 10-year term of this Solid Waste Management Plan.

The CSWM does not currently have any Municipal Type Service Agreements (MTSAs) with First Nations or Treaty First Nations for their use of CSWM's solid waste infrastructure. All waste received from First Nations is subject to the tipping fees at the receiving facility.

Teaching waste reduction themes to school children, supporting waste diversion infrastructure at events in the community and providing education on composting initiatives are examples of collaborative community work undertaken between CSWM and First Nations. CSWM staff have also worked with operational staff from nations to launch recycling initiatives in the community at their request.

First Nations and Treaty First Nations communities together reported a population of 1,619, representing 1% of the CSWM's total population. The quantities of waste generated would reflect the population percentage.

Overall, the population of self-identifying Indigenous peoples within the CSWM is increasing, from 7,265 identifying as Indigenous in the 2006 census as compared to 11,350 in the 2021 census (56% increase).

First Nations and Treaty Nations provide population forecasts for their communities. These values can change from year to year and are provided as representative values to convey community size. Many First Nations members also live off reserve. Anecdotally, many First Nations stressed that the current housing inventory is insufficient; it is a general sentiment that additional on-reserve housing would allow more community members to return home.

Table 5: First Nation Communities and CSWM Facilities

First Nation Community	Treaty Status as of Dec. 31, 2025	Community Population[1]	Homes in Community[1]	Related CSWM Facilities
Wei Wai Kum First Nation	Non-Treaty	371	163	CRWMC
We Wai Kai Nation	Non-Treaty	334	222	CRWMC and Quadra Recycling Depot
Mowachaht/Muchalaht First Nation	Non-Treaty	223	70	Gold River Waste Management Centre
Homalco First Nation	Non-Treaty	218	88	CRWMC and Oyster River Recycling Depot
Ka:'yu:'k't'h'/Chek'tles7et'h' First Nations	Treaty	164	55	Zeballos Recycling Depot and Landfill
K'ómoks First Nation[2]	Non-Treaty	110	87	CVWMC
Ehattesaht/Chinehkint First Nation	Non-Treaty	104	20	Zeballos Recycling Depot and Landfill
Klahoose First Nation	Non-Treaty	67	40	Cortes Island Waste Management Centre
Nuchatlaht First Nation	Non-Treaty	23	13	Zeballos Recycling Depot and Landfill
Tlowitsis First Nation	Non-Treaty	5	0	CRWMC and Oyster River Recycling Depot

Community populations and housing were self-reported by communities, and data were acquired in 2023.

[2] K'ómoks Frist Nation ratified its treaty and constitution on March 8, 2025

3.6.1 Roles and Responsibilities

- **Federal Government:** Provides waste management assistance to First Nations through Indigenous Services Canada (ISC).
- **First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs.
- **Treaty First Nations:** Provide waste management services; may participate in CSWM waste management services through MTSAs; may include formal participation in CSWM service and representation on the CSWM Board.

3.6.2 Linkages

The CSWM is open to engaging in MTSAs with First Nations or Treaty First Nations for their use of CSWM solid waste infrastructure, while other First Nations communities may choose to continue using the services on an informal basis. There are also examples of Treaty First Nations in other regional districts that have elected to join the regional district board and participate in the solid waste service of that Board. The CSWM is open to exploring the necessary service establishment bylaw amendments and governance structures for formal representation and voting rights on the CSWM Board, including the determination of any financing mechanism.

All waste received from First Nations and Treaty First Nations will continue to be subject to the tipping fees at the receiving facility.

The CSWM will continue to coordinate solid waste promotion and education efforts to improve effectiveness and cost-efficiency across communities. These engagement efforts will be an opportunity to share ideas, discuss outreach tools, and become informed about regional and local initiatives (e.g., clean-up days) that need to be communicated to the public.

To ensure proper and cost-effective management of solid waste generated in First Nations and Treaty First Nations communities within the CSWM area, it is recommended that CSWM continually liaise with core Nations as identified within **Table 5** to:

- Identify future disposal requirements at CSWM facilities;
- Identify opportunities to work cooperatively for waste management servicing (e.g. garbage and recycling collection);
- Provide opportunities to participate in promotion, education and local solid waste programs where feasible;
- Where requested, consider development of service agreements for inclusion of First Nations communities in solid waste programs and services provided, or to be provided, by CSWM or the municipalities; and
- Where requested, consider the inclusion of Treaty First Nations within the solid waste service and CSWM Board of Directors.

3.7 Import and Export of Waste

Some out-of-region waste is received at private construction, renovation and demolition landfills and, as an exception, at the CVWMC, but there are no known significant quantities of MSW leaving or entering the CSWM political boundaries. As part of the closure of the Zeballos landfill, the CSWM may engage in discussions with the Regional District of Mount Waddington (RDMW) regarding the disposal of Zeballos waste at the 7 Mile Landfill in Port McNeill, which would significantly reduce the hauling distance for this material to the CVWMC.

Another area to consider for potential import or export of waste is in the event of a natural disaster or a significant interruption to the CSWM service. In the unlikely but increasingly frequent event of a natural disaster, CSWM will work with the Province to provide for the safe and efficient management of debris. Further consideration is provided in **Appendix 6**.

3.8 Future Facilities

The CSWM includes many water-access communities, such as Hornby Island, Denman Island, Quadra Island, Cortes Island, Read Island, Nootka Island, Kyuoquot, and Walters Cove. It also includes small communities accessed only by gravel roads, such as Tahsis and Zeballos. The majority of the population, greater than 85%, resides within urban and rural areas along the eastern shore of Vancouver Island. The population density outside the four major island communities and remote municipalities is very low. This lack of density results in higher service operating costs in these areas. To provide readily accessible diversion opportunities, a 'Convenience Level Standard' (CLS) was developed, adapted from policy work completed for the Ministry and informed by the RSWAC. Modifications considered the local context of travel times, ferries, road surfaces, access to other services, and population.

CSWM will work to align our service delivery to the CLS at a minimum, with the opportunity for higher standards to be funded through a separate service. The collection of solid waste from homes will continue to be funded directly by users, not through tipping fees. It is expected that Producer Responsibility Organizations (PRO) will work with CSWM to fund service levels supporting events, depots and collection services where appropriate in support of this standard. For more details on the CLS, refer to Schedule B.

Municipal solid waste in the region may be directed for management to any new site or facility contemplated by this Plan, provided the new site or facility follows the process for development as outlined herein. The process for development of new sites and facilities shall include, but not be limited to:

- An appropriate procurement process.
- Ensuring that authorizations (including OCs, licences and/or registration under Organic Matter Recycling Regulation (OMRR) are obtained as necessary, and that any requirements from other levels of government are also met.
- Environmental assessment, including an assessment of human health risk acceptable to the applicable health authority and public consultation, as may be required by provincial and federal regulations.

- Public consultation on new (or amended) sites or facilities that require authorization under the EMA.
- Any additional assessment as laid out in the minister's conditions for approval of this Plan.

New sites and facilities specifically contemplated in this Plan include:

3.8.1 Zeballos

To improve the protection of the environment and meet the BC Landfill Criteria for MSW (2016), the Zeballos landfill will be closed and replaced with a facility to transfer waste. The recycling depot in Zeballos may be co-located with the new waste facility or remain in its current location. Consultation with RDMW will be undertaken to consider the transfer of the waste for burial in 7 Mile Landfill in Port McNeill, otherwise, the waste will be brought to the CVWMC for burial. Final closure of the landfill may consider an application to the Ministry for the installation of a biocover instead of an impermeable liner for the reduction of fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

3.8.2 Tahsis

To improve environmental protection and meet the BC Landfill Criteria (2016), the Tahsis landfill will be closed and replaced with a waste transfer facility. The recycling depot in Tahsis may be co-located with the new waste facility or remain in its current location. Waste will be brought to the CVWMC for burial either directly or via Gold River. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure. An update to the landfill closure plan will be developed.

3.8.3 Gold River

The Gold River landfill no longer receives municipal solid waste for disposal. To improve environmental protection and meet the BC Landfill Criteria (2016), the Gold River landfill will be closed. Once closed, the landfill site may be reused as a community waste management site. Waste will continue to be brought to the CVWMC for burial. Final closure of the landfill may consider applying to the Ministry for the installation of a biocover instead of an impermeable liner to reduce fugitive methane emissions from the landfill post-closure, depending on the planned future land use. An update to the landfill closure plan will be developed.

3.8.4 Quadra Island

A recycling depot is under construction on Quadra Island to support waste diversion on the island. There is currently no location for the consolidation of waste on Quadra Island and no organized curbside collection service of waste from residents. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

3.8.5 Oyster River

A property has been purchased for the development of a staffed recycling depot at 2185 Regent Road, Black Creek. This location will require some renovations and improvements prior to operating, and it is anticipated that service levels will increase over time. There is currently no nearby facility for the

consolidation of waste, and no organized curbside collection service of waste from residents, only a subscription service. As part of this Plan, there is consideration for the acceptance of bagged waste at recycling depots prepaid by volume and dropped directly into lidded bins.

3.8.6 Organics Processing

The Regional Organics Compost Facility will be at capacity within the term of this Plan. Additional processing capacity will be sought for the management of organics generated from the expansion of this material stream to multi-family and ICI generators. This capacity may be in-region or may be out of region, requiring transfer. The CVWMC property is zoned to allow for the operation of a compost facility, which could be a potential future location of a private or public facility.

3.8.7 Comox Valley Waste Management Centre

The engineered landfill at the CVWMC, Bevan Landfill, is currently filling 'Cell 2' of three approved cells identified within Operating Certificate 5050, making up 15.66 hectares. The estimated lifespan of these three cells is until 2052 under status quo disposal rates. The Comox Valley Waste Management Centre Master plan (AECOM, 2020) identifies the opportunity for expansion of the Bevan Landfill for additional cells to the south of the approved footprint. Upon authorization by the Board, the CSWM would consider expansion of the Bevan Landfill for cells four and five, with an engineered lined landfill with leachate and landfill gas capture and treatment. This would require engineering and environmental consultation work, consultation, authorization from the Province and an updated Design Operations and Closure Plan (DOCP).

4 WASTE PROFILE

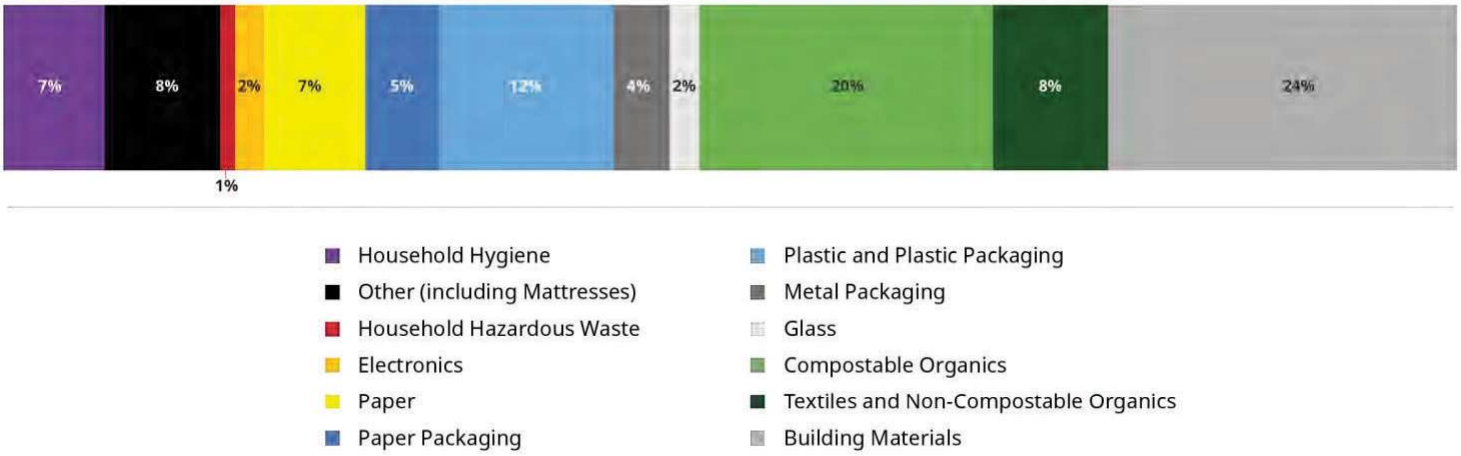
4.1 Waste Composition

Figure 8 shows the estimated weight-based composition of the CSWM waste currently disposed of in landfills in the region. This data was gathered through a waste composition study completed in 2025. Based on this estimate, the total diversion potential for CSWM is around 56%, consisting of 25% organics, 15% drop-off materials, 8% depot materials and 8% recycling.

The most impactful material streams to remove from the waste stream to improve diversion are:

- Building materials – treated and painted wood, concrete and masonry
- Compostable organics – primarily food waste
- Recycling - paper, plastics, metal, packaging and paper products
- Textiles – clothing, bedding

Figure 8: Composition of Overall Garbage Stream, 2025



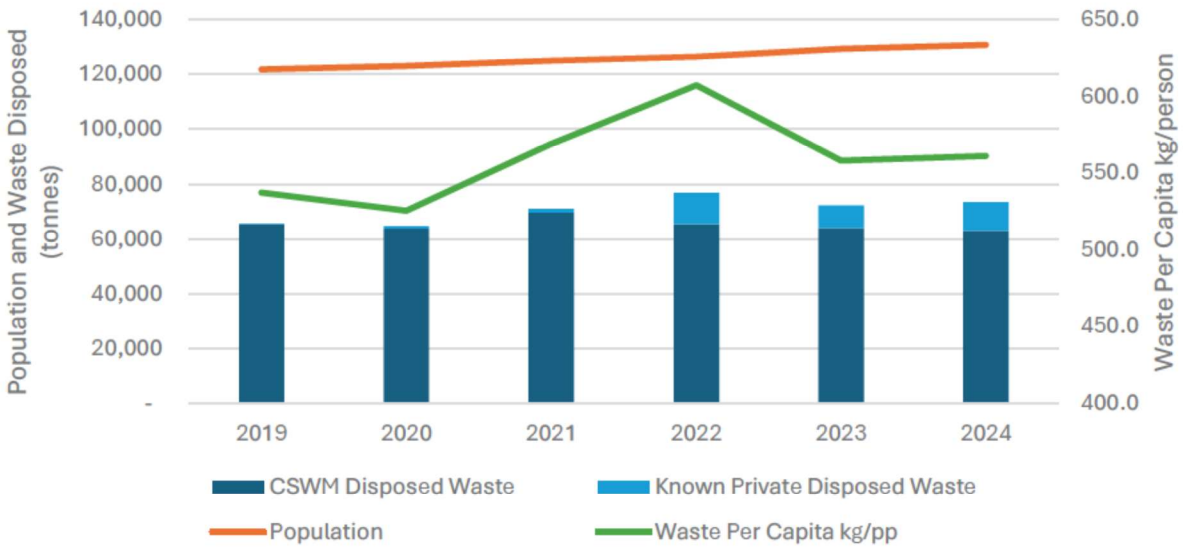
4.2 Waste Generated

Municipal solid waste generated from communities within the CSWM is disposed of within CSWM landfills. Land clearing, demolition and renovation waste is brought to a combination of CSWM landfills and private landfills. The **Figure 9** below provides a summary of the recent estimated waste disposed, population, and waste generated per capita. In 2024, the CSWM waste per capita value was 561 kg/person. There is some uncertainty to the data:

- Some waste may leave the CSWM boundaries in small quantities, but it is not known to be significant at this time;
- Not all private landfills publicly report their waste disposed amounts, only those available are included in these estimates; and
- Private landfills are not tracking waste origin consistently, and cannot discern between waste received from outside of the CSWM plan boundary area.

These uncertainties are expected to be reduced with introduction of facility licencing and waste hauler licencing proposed through strategy eight.

Figure 9: 2019-2024 Waste Disposed



The tables below provide details of the 2024 solid waste materials managed within the CSWM, including EPR materials as reported by their respective programs, food and yard waste (excluding private compost sites and backyard composting), and major streams diverted at the waste management centres (metal, drywall, etc.). A significant improvement in the 2012 SWMP data is that the amount of ICI recycling was estimated from quantities reported by private recyclers, rather than using proxy data from another community. The implementation of the Recycle BC program in 2014 has also created a clear line between ICI and residential recycling at processors. Mattress recycling is cost prohibitive at this time, and CSWM awaits expansion of the Recycling Regulation before moving forward with diverting this material stream.

Waste estimates from remote landfills are based on an annual volume survey and waste density. For the CRWMC and CVWMC, scale data is used to report waste by sector as available. Waste arriving at the CRWMC is transferred to the CVWMC for burial. For estimating diversion and MSW disposed, asbestos and controlled waste were excluded from the calculations.

Table 6: 2024 Recycling and Diversion Quantities

2024 EPR Program Quantities Collected	Reported Quantities		
	CVRD	SRD	CSWM
Beer Packaging	38.7	25.1	64
Beer Containers	185.7	120.6	306
Lead Acid Batteries	352.7	236.8	589
Consumer Batteries	21.0	10.9	32
Electronics	236.3	119.6	356
Small Appliances and Light Fixtures	206.7	82.2	289

2024 EPR Program Quantities Collected	Reported Quantities		
Medications	2.2	0.9	3
Oil	429.2	305.8	735
Oil Filters	62.5	42.4	105
Oil Containers	21.1	15.9	37
Antifreeze	45.8	27.2	73
Large Appliances	253.6	368.8	622
Outdoor Power Equipment	8.4	3.1	12
Paint	114.5	55.3	170
Light Bulbs	13.1	8.1	21
Smoke and CO Alarms	0.5	0.2	1
Printed Paper and Packaging	3,872.0	2,043.0	5,915
Beverage Containers	1,450.1	841.1	2,291
Thermostats	0.04	0.01	0
Tires	711.1	729.6	1,441
Stewardship Program Totals Tonnes	**8,025**	**5,037**	**13,062**
Organics Diversion	**CVRD**	**SRD**	**CSWM**
Yard Waste at WMC	2,247	1,723	3,970
Cut Grass and Rakes Leaves at WMC	277	116	393
Commingled Food and Yard Waste	7,947	3,132	11,079
Clean Wood Waste at WMC	624	768	1,392
Private Compost Facilities			0
Organics Diversion Total Tonnes	**11,095**	**5,739**	**16,834**
Other Major Diversion Values	**CVRD**	**SRD**	**CSWM**
Mattresses	0	0	0
ICI Cardboard	1180	766	1946
ICI Mixed Recycling	2424	1573	3997
Scrap Metal	1432	911	2343
Drywall	1168	454	1622

2024 EPR Program Quantities Collected	Reported Quantities		
HHW (Non-EPR)	529	0	529
Ocean Legacy	29	0	29
Other Major Diversion Total Tonnes	**6,762**	**3,704**	**10,466**
Total Diversion Tonnage	**25,882**	**14,480**	**40,362**

Table 7: 2024 Garbage Disposed and Waste Statistics

Garbage Disposed			
Tonnes of Waste Disposed in Landfill	**CVRD**	**SRD**	**CSWM**
Zeballos Landfill Waste Estimate	0	712	712
Tahsis Landfill Waste Estimate	0	594	594
Gold River Landfill Waste Estimate	0	244	244
CV and CR Waste Management Centres	**CVRD**	**SRD**	**CSWM**
Municipal Waste by Contract	6,651	4,219	10,870
ICI & Household	20,061	17,077	37,138
Construction Waste	10,589	1,681	12,270
Controlled Waste	146	0	146
Volunteer Clean Up	10	7	17
Streetside cleanup/illegal dumping	46	180	226
Invasive Species	318	206	524
Asbestos	0	5	5
Mattresses	0	221	221
Waste Transferred for Disposal SRD to CVRD	23,462		
CSWM Facilities Waste Generated Tonnage	**37,821**	**25,146**	**62,967**
Total CSWM Facilities Disposed Tonnage	**61,283**	**1,550**	**62,833**
Uplands / Northwin Landfill	**CVRD**	**SRD**	**CSWM**
C&D Waste	0	10,535	10,535
Asbestos Containing Material	0	266	266
Total Private Disposed Tonnage	**0**	**10,801**	**10,801**
Total Tonnage (Diversion and All Waste)	**63,703**	**50,427**	**114,130**
Statistics for 2024	**CVRD**	**SRD**	**CSWM**
Total MSW Generated	**37,675**	**35,676**	**73,351**
Total MSW Generated kg Per Capita	**475**	**693**	**561**
Diversion kg Per Capita	**326**	**281**	**309**
Diversion Rate	**40.7%**	**28.9%**	**35.5%**

5 STRATEGIES AND ACTIONS

5.1 Strategy 1 - Support Reuse Initiatives

The new CSWM guiding principles emphasize the first seven Rs: Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle as guiding principle #2. This highlights the critical importance of enhancing the role of reuse in lowering the regional disposal rate from 561 kg per capita per year to meet the provincial target of 350 kg. Despite the presence of numerous thrift stores and online options in urban centres within the CSWM service area, there is still a considerable amount of material of value being landfilled from these communities.

1. **Advocate and promote donations to existing reuse establishments.** Continue to advocate for making smart choices when buying products to reduce waste and promote donations to existing establishments in urban areas. Leverage the CSWM website to promote charities/non-profits and list what items they accept as donations. Facilitate the redistribution of items to areas with less access to used goods.

2. **Partner with a local non-profit organization to pilot the collection of reusable items at the CVWMC from customers.** Partner with one or more local non-profits to divert material from waste streams at the CVWMC. This could include setting aside lightly used materials to be kept clean and dry, which are then picked up from the site by the partner. This will require staff resources to identify and set aside items and is proposed as a pilot for six months to understand implications.

3. **Financially support island and remote community free stores where volunteers or the local municipality construct, operate, and staff the free store.** To define roles and responsibilities for free stores or share sheds, a budget of one dollar per permanent resident of the island and remote communities will be available to the local municipality or a non-profit and their volunteers to support their capital and operational costs annually.

5.2 Strategy 2 – Encourage Repair

Repair Cafes were identified during public engagement in earlier consultation for the SWMP renewal process as an area that the public recognized had growth potential, and would contribute to reducing waste, curbing consumption, combating planned obsolescence, and fostering regional resilience. These events are free to attend and held in a public and accessible space that is equipped with tools and supplies where individuals, assisted by skilled volunteers, can repair or mend everyday items such as electronics, appliances, computers, bicycles, and clothing. Repair Cafes support the following two Guiding Principles approved by the community, to:

- Promote and support zero-waste approaches and a circular economy; and
- Promote the first seven Rs – Refuse, Rethink, Redesign, Reduce, Reuse, Repair, and Recycle.

4. **Maintain Support for Repair Cafes in the Community.** CSWM will support Repair Cafes in the region with staffing and coordination. Existing support includes providing assistance through the

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CSWM Community and Curriculum Educator to support five to six Repair Cafe events throughout the service area annually.

5. **Implement a grant program to support local Repair Cafe event coordination.** The CSWM will introduce grants to support local organizations hosting repair events to help expand and support repair efforts in the region. Working in collaboration with community groups and organizations will decrease the workload associated with the coordination of these events, and offering grants can increase willingness to participate.

6. **Develop Repair Cafe toolkits, including basic supplies to facilities and streamline the coordination of events**. The CSWM will develop a Repair Cafe Toolkit, which will consist of basic supplies and consumables to facilitate and streamline the coordination of events and reduce out of pocket expenses for volunteers.

7. **Advocate for the right to repair at the provincial and national level**. Continue to advocate for the provincial and national level of government to implement policies and programs related to the right to repair.

5.3 Strategy 3 – Encourage Waste Diversion through Education and Outreach

Community education, communication, and outreach play a pivotal role in shaping the Strategic Goals and priorities outlined in the SWMP renewal process. Supporting community education, communication, and outreach is an approach that aligns most closely with guiding principle #5 - to have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices.

8. **Maintain current education and engagement levels throughout the school districts and at regional events.** The CSWM has established a robust outreach and engagement program that reaches new residents each year. This action supports maintaining support for this program in the coming decade.

9. **Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content.** This action is for the CSWM to increase education, outreach and communications capacity moving forward. This will include introducing community-specific content, further supporting new waste reduction and behaviour change initiatives by working with local champions, and expanding the current service level to target new demographics and sectors. This would be in addition to any support for sector-specific education through other actions.

10. **Establish mobile waste source separation equipment to improve waste diversion at community events.** Investing in waste diversion infrastructure for community events can support municipalities and non-profits holding events and generating economic development. Providing support and resources to facilitate source diversion for events could result in significant event waste reduction.

5.4 Strategy 4 - Improve Multi-family Waste Reduction and Diversion

The CSWM does not offer any waste collection services directly to multi-family buildings; however, approximately one-third of the region's residential households are multi-family based on 2021 census data. Throughout the service area, there are no standards, expectations or requirements for multi-family buildings to provide waste diversion infrastructure to enable effective source separation through municipal or regional by-laws.

11. **Implement a requirement for adequate space for waste collection in new buildings.** CSWM shall collaborate with member municipalities to integrate waste management space requirements into their respective bylaws. This encompasses updates to reflect future revisions of the BC Building Code and local development planning area guidelines.The CSWM will also advocate at the Provincial level for changes to the Building Code to consider space allocation for waste collection for areas without Building permits.

12. **Increase education and outreach to multi-family residents.** Using a multi-pronged approach and sharing from success stories, CSWM will increase education and outreach to multi-family residents. This may include aspects such as a comprehensive campaign with management and residents, training programs to build capacity within multi-family building operations, a program to equip residents as recycling champions, and more.

13. **Expand the organics collection to multi-family homes to increase diversion.** Expanding the organics collection to multi-family homes will increase diversion of an important methane generating part of the waste stream. This will also contribute to increasing equitable service provision for all residents in the CSWM area. This option would require transfer infrastructure upgrades at the CVWMC to facilitate diversion to other facilities. The service design will need to consider convenience and financial impact.

5.5 Strategy 5 - Improve ICI Waste Reduction and Diversion

Addressing ICI waste reduction and diversion aligns with CSWM's SWMP draft goals and guiding principles, including supporting a circular economy approach, reducing waste to landfills, encouraging participation in the solid waste system across sectors, and ensuring changes are delivered equitably while recognizing and leveraging the unique challenges and cultures of the region's rural and remote communities. The ICI sector has high waste reduction and overall diversion potential. The ICI sector materials disposed as garbage represent a significant portion of the overall waste stream.

14. **Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector.** CSWM will advocate to senior levels of government and other partners for policy and program support in the management of ICI recycling. Efforts include tracking and weighing in on the development and implementation of ICI related provincial policy, including but not limited to how non-residential packaging and paper products, single-use item reduction and plastics management and updates to existing and new EPR programs.

15. **Use policy and education to incentivize waste minimization and diversion.** This action will build on the tipping fee differential success with regional disposal, including the option to introduce further landfill bans (organics) when composting options are readily available, support municipal source separation bylaws, and integrate waste reduction and diversion into business license agreements. Policy integration must be based on policy development and approval across all levels of government. It is very important that adequate education and outreach for any new policies being implemented are provided.

16. **Support businesses to reduce waste through education and collaboration.** Development of turnkey education signage and how-to toolkits by subsector (e.g., food service, retail, hospitality, education, health) for businesses and institutions. Some examples include showcasing success online, hosting an annual awards event, convene and engage key collaborators periodically for local food procurement, waste reduction, and diversion initiatives.

17. **Provide ongoing technical assistance to businesses and institutions.** Provide in-person assistance to businesses and institutions, including schools, to help reduce waste generation and measure the impact that businesses have over time. This could include site visits for audits, system setup, and periodic monitoring at business and institution points of generation. Well suited to pairing with rolling out new bylaw requirements (e.g. new landfill bans, etc).

18. **Enhance operations to promote diversion and cost recovery.** This action supports the implementation of a clear bag policy for garbage and the associated change management and communications necessary to support that. Associated activities will be supporting tipping fee differential increases to promote source separation at the Waste Management Centres, continuing to monitor rural depot commercial material management and offering ICI recycling where viable.

19. **Civic site waste minimization and diversion.** The CSWM and CVRD can lead by example and coordinate with municipalities and First Nations to showcase best practices for waste diversion. This action involves optimizing systems to minimize waste and promote diversion across regional district departments using procurement practice adjustments; promoting reusables; use of centralized zero waste stations (remove desk garbage) and collection infrastructure by facility type.

5.6 Strategy 6 – Improve CRD Waste Reduction and Diversion

In our region, construction, renovation and demolition (CRD) materials represent the second largest category of materials received at the CVWMC and CRWMC. The CSWM conducted a waste audit in 2025, which identified that 35% of the waste disposed was building materials. The audit reviewed the differing composition of renovation, construction and demolition waste and found the diversion potential to be between 7-16% based on materials currently accepted for diversion at waste management centres in the CSWM. Samples were assessed visually at a private landfill and the CVWMC. Materials readily available for diversion from within the CRD waste stream included: metals, durable plastics, cardboard, electronics and textiles. Opportunities for development of additional markets to address treated or painted wood, asphalt shingles, and to reduce concrete and masonry in landfills should be prioritized.

20. **Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building.** The CSWM will support local governments through policy recommendations to implement a pre-demolition assessment to help identify opportunities for building relocation or deconstruction upon application for building demolition. This can be through presenting policy options to local government and supporting them to implement if they choose to, or through action 21 below

21. **Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction, and ensure that findings from the assessment are followed.** Present policy recommendations to local governments requiring that the findings from pre-demolition assessments be followed, or align policy recommendations with best practice in other jurisdictions and require that all structures of certain periods be deconstructed, subject to safety considerations. Require contractors to pay a refundable deposit, which is returned upon the contractor proving they have salvaged and reused a prescribed amount of materials.

22. **Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage.** Provide a financial incentive for deconstruction projects to promote salvage and reuse over demolition and waste generation. This action is expected to help create the business economy required to sustain the reuse of building materials.

23. **Support local governments to implement expedited relocation, deconstruction, and move-on permits to promote reuse and waste salvage. The** CSWM will encourage CRD waste reduction by supporting local governments to expedite building permits for relocation and move-on, and deconstruction, to promote the reuse and salvage of CRD materials.

24. **Engage with other jurisdictions on cross-regional solutions.** The CSWM will establish pathways for material resale by engaging with other jurisdictions on cross-regional solutions. For example, local governments, First Nations, and organizations. One example is the Building Material Exchange (BMEx) on Vancouver Island, which connects construction and manufacturing businesses to increase the salvage and reuse of materials among businesses.

25. **Develop educational tools and resources to support on-site material management at CVWMC.** Develop educational materials and tools to support on-site CRD material management, which can be implemented at the CVWMC as part of action 26.

26. **Implement material separation of mixed material loads at CVWMC.** Implement a staging area at the CVWMC with a tipping pad where trucks dump their loads of mixed CRD, and regional staff sort and divert recyclable materials. This would be funded through associated increased tipping fees for mixed materials.

5.7 Strategy 7 – Support Equitable Access to Services

The guiding principle #8 emphasizes striving for equity and accessibility across regions and between private and public solid waste management. During public engagement and consultation, residents voiced that they would like to see an increase in the number of facilities and an improved/expanded collection service. This strategy explores opportunities to increase equitable access to services and

improve convenience in recycling, and consequently increase diversion. This strategy also aligns with guiding principles #5 and 7.

27. **Pursue development of depots or events to meet the access requirements of the CSWM Convenience Level Standard.** Implement the CSWM Convenience Level Standard, which identifies a commitment level of diversion services for each community or region and a commitment for funding to this level through the entire CSWM service. In cooperation with EPR programs, the CSWM can develop staffed depots and/or events to meet access requirements necessary to provide diversion opportunities to all CSWM residents fairly, with consideration of a community's remoteness.

28. **Increase the density of publicly funded depots to meet the service level standard and provide a user pay bag-drop off for residents without collection service.** Explore providing the option for residents to drop off garbage for a fee per bag at select recycling depots. Accepting prepaid bagged waste could be added to existing recycling facilities, and or additional ones to reduce traffic at the CVWMC and reduce travel times for self-haul customers.

29. **Introduce a mandatory waste generator source separation bylaw.** Pursue a regulation from the Province to grant the CSWM (CVRD) a service-wide authority for waste source separation, comparable to the one granted to the Regional District of Nanaimo (RDN). This would require all waste generators, including ICI and multi-family residential, to separate their waste into three streams to make recycling more convenient and increase diversion. This action relies on the successful implementation of waste hauler licencing and waste facility licencing.

30. **Implement regional garbage and recycling collection for households through a contractor.** Provide region-wide single-family residential bi-weekly garbage and recycling collection to electoral area residents, with the option of organics collection in areas that are operationally accessible. This service would be delivered through private contractors to an estimated 10,000 households in CVRD Electoral Areas A, B, C and SRD Electoral Area D, with the potential for service to an additional 2,700 households on Hornby and Quadra islands if feasible.

5.8 Strategy 8 – Advance Solid Waste Tracking

Increasing tracking of solid waste management in the region through various measures, such as waste facility and hauler licencing, can contribute to reducing environmental impacts, providing better services to residents, levelling the playing field, and providing quality data on waste volumes to help the CSWM make educated decisions for waste management in the region. This strategy contributes to multiple Guiding Principles, including 3, 6 and 8.

31. **Implement waste facility licencing for all facilities except public-facing facilities with no diversion targets.** To improve reporting and diversion statistics, the CSWM will license waste management facilities. Public-facing facilities such as recycling depots, return-to-retail stores and thrift stores will be exempt to reduce burden and prevent overlap with EPR reporting. No enforcement of diversion requirements, but will require reasonable efforts to divert reusable and recyclable items.

32. **Implement waste hauler licencing.** Consider the development of a regulatory tool for the licencing of waste haulers, in line with what the Regional District of Nanaimo has implemented. Designed to promote diversion through financial incentives and to encourage the flow of waste through the waste industry with transparency, not flow control. Any haulers operating in the region would be subject to this licencing and benefit from reduced tipping fees in exchange for data and enforcing source separation.

33. **Adopt the waste hauler incentive model.** Adopt a waste collector incentive model (comparable to the Capital Regional District), which would give CSWM commercial customers a rebate to voluntarily self-report waste collection data. To promote multi-stream collection and diversion and shift the flow of waste to industry, similar to waste hauler licencing.

6 FINANCE AND ADMINISTRATION

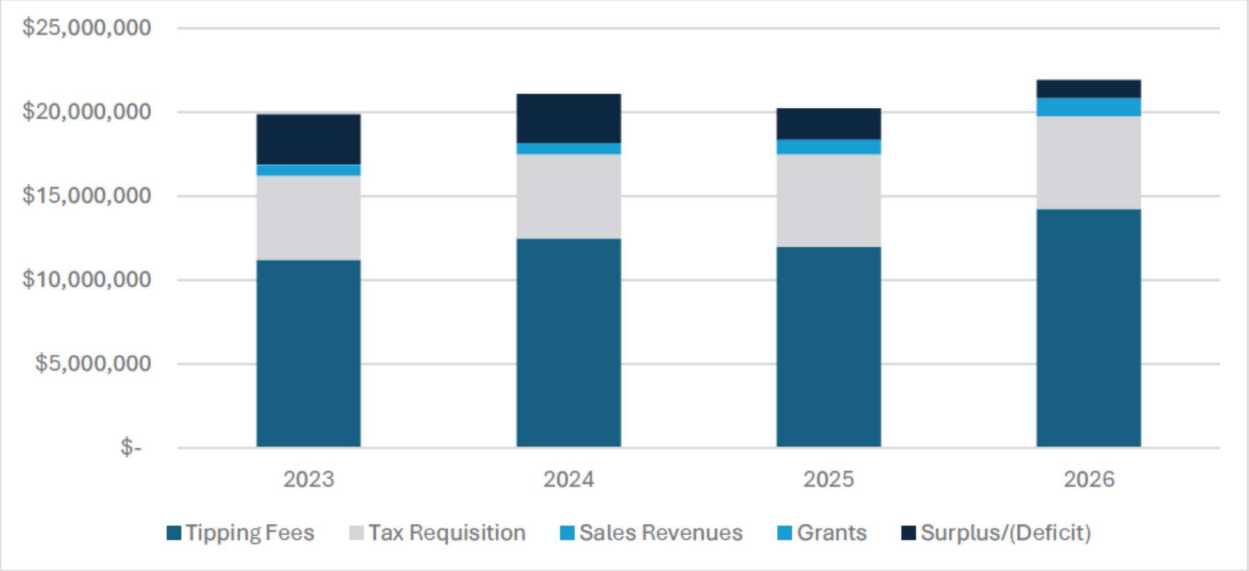
6.1 Plan Funding

Funding to implement the actions identified in this Plan is provided by residents and businesses predominantly through tipping fees, with some funding anticipated through taxation, licencing and or utility fees (fees paid for a collection service for example). The following breakdown is based on the best available information at the time of the Plan's development. All approved funding mechanisms for the Service are described below:

- **Tipping Fees**: applied at CSWM facilities based on waste generated (CVRD Bylaw No. 720);
- **Tax Requisition**: includes occupied landowners within the Service allocated based on assessed property value;
- **Sales revenues**: scrap metal sales, EPR revenue, compost sales, etc.;
- **Reserve funds**: most often used to fund capital projects or support unexpected operational demands;
- **Collection fees**: typically applied for delivery of a curbside collection service, these are not part of the current funding model for the Service, but are approved as such; and
- **Grants:** when available.

The following **Figure 10** shows the breakdown of the value of each of the revenue streams captured in support of the delivery of the Service between 2023 and 2026.

Figure 10: CSWM Revenue Sources Actual, Projected and Proposed



It is the Board's desire to adhere to "user pay" principles and policy work is in progress to contemplate use of variable tipping rates and incentive based pricing in line with the above strategies to achieve greater diversion. However,there is recognition that policy for "user pay" principles may have to deviate at times from this approach due to the following considerations:

1. Tipping fees cannot be set so high that they drive waste away to alternative disposal locations, rather than produce the intended result of waste minimization.;
2. There are some costs, such as debt repayment, that cannot be attributed to those who generated the waste in the past, and must be borne by all current users.
3. The decision by the Service to regionalize waste disposal to the CVWMC in Cumberland reduced overall disposal costs for the Service but imposed an uneven cost to communities generating waste further away. That inequity is managed through the Universal Transportation Model, and costs are shared by all users.
4. Alternative private disposal facilities could be developed and impact revenue in a significant way; and
5. As waste diversion is more successful, there is less revenue generated through tipping fees for waste to support programs under the Plan, which are not revenue generating.

Development Cost Charges (DCC) are a relatively new potential source of revenue for solid waste services with the passing of *Bill 46 – 2023: Housing Statutes (Development Financing) Amendment Act* , which made amendments to the *Local Government Act* providing local governments with new categories to which DCCs could be applied, including Solid Waste Facilities. The Service is considering the potential for revenue generation from the application of DCCs, but has not included any analysis as part of this financial plan at this time.

No grant funding is ever guaranteed, so these are not included in any proposed funding. When available, staff will review and apply for Federal and Provincial grants and funding opportunities as applicable to reduce the cost burden on users.

6.2 Cost Implications and Expenditures

The strategies, actions and costs associated with meeting the targets have been discussed in previous sections and represent significant changes and improvements to take the solid waste service into the future. This section of the Plan presents a summary of the annual representative costs expected for the Service under the proposed strategies and actions, as well as for the maintenance of existing service levels.

Table 8: Summary of Ten-Year Financial Plan

Plan Year	Capital	New Capital	Operating Expenditures	New Operating Expenditures
2027 - Y1	$2,776,338	$525,000	$21,754,501	$490,000
2028 - Y2	$3,716,211	$-	$22,830,686	$597,500
2029 - Y3	$2,187,513	$-	$23,109,626	$675,500
2030 - Y4	$4,859,098	$-	$23,689,000	$913,500
2031 - Y5	$908,097	$-	$24,281,100	$1,000,500
2032 - Y6	$517,358	$500,000	$24,888,003	$1,175,500
2033 - Y7	$288,701	$-	$25,510,078	$1,145,500
2034 - Y8	$2,243,682	$-	$26,147,705	$1,050,500
2035 - Y9	$18,250,000	$-	$26,801,273	$1,005,500
2036 - Y10	$1,000,000	$-	$27,471,180	$1,005,500

Table 8 above provides a summary of the ten-year financial plan reflecting the proposed programs and existing expenditures as developed by CSWM and CVRD staff. A detailed table is provided in Schedule C. This analysis was built with the assumption that some existing staff would contribute to the programs and policies developed and would be supported by the addition of 3.75 staff over the Plan period. These increased staffing costs are included in the above operational costs.

It is understood that any increase to the overall Service will be borne by the residents of the service, and on the direction of the Board, costs should be prioritized to be user pay over increased taxation.

6.3 Asset Management

The CSWM service has an asset management plan that provides a financial and technical road map for the sustainable operation and management of CSWM assets well into the future. This asset management plan was based on numerous best practice guidelines, such as ISO 55000:2014 and the International Infrastructure Management Manual. CSWM and the CVRD are working towards implementation of a

fulsome asset management program as part of the financial planning process to ensure CSWM can maintain our level of service and regulatory compliance while protecting our assets.

6.4 Authority to Borrow Funds

The *Environmental Management Act (Section 24(7))* states that once the Plan is approved by the Minister, funds that have been identified in the Plan for its implementation do not require any additional public approvals, such as a referendum, to borrow funds to implement the Plan. However, as with all borrowing for capital projects by local governments, the borrowing of funds to implement a SWMP requires the preparation of a bylaw that must be approved by the inspector of municipalities.

Regional Districts are established and governed under the *Local Government Act (LGA). Part 11, Division 6 (sections 402-412)* of the LGA prescribes the authority, conditions and procedures under which a Regional District may undertake borrowing on behalf of a service and its participating area.

The language in Part 6 of the Community Charter places restrictive conditions on both contract terms and a limit on borrowing for expenditures, which can limit a local government's ability to access optimal financial terms through an agreement in the interest of providing operational excellence.

The *Environmental Management Act* recognizes this limitation and acknowledges that a bylaw adopted for implementing a Waste Management plan does not require a petition, the assent of the electors or the approval of the electors. However, such a bylaw does require written prior approval from the Minister of Environment and Parks.

The CSWM anticipates relying on this provision during the ten-year planning horizon for the Services and Programs identified in the Plan. It is impossible to be entirely predictive of circumstances where these provisions may be advantageous. This includes but is not limited to:

- Capital upgrades or contingency measures related to CSWM facilities, mitigating an environmental hazard.
- Provision of equipment ancillary to a facility's operation, such as landfill heavy equipment or curbside collection equipment.
- Establishment of a collection service, including the provision of collection containers.
- Advancement of alternative technologies that are consistent with the SWMP goals and guiding principles.

7 PLAN IMPLEMENTATION

7.1 Implementation Schedule

A time frame for implementing each Plan strategy and action for 2027 to 2037 is included in Schedule D. A schedule for the anticipated expansion of the Bevan landfill, and closure of the Zeballos, Tahsis and Gold River landfills is included in **Appendix 7**. These schedules are flexible and may respond to changes in technology, waste volumes, natural disasters, or available resources. Program development and

planning time have been considered within the implementation schedule, as well as resourcing, assuming staff complements are adjusted according to planned execution.

7.2 Bylaws

For the purpose of implementing the approved Plan, the CSWM intends to develop and consult on a number of new bylaws and consider any necessary refinements in support of existing bylaws.

7.2.1 Existing Bylaws

The CSWM is authorized under Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw 1996, for the establishment of a local service for the local service of collection, removal and disposal of waste, noxious, offensive or unwholesome substances. It also extends to provide for the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles.

Regulatory bylaws supporting this establishment bylaw are:

- CSWM Illegal Dumping Regulation Bylaw No. 470, 2017;
- CSWM Facilities Scavenging and Trespassing Bylaw No. 396, 2015; and
- CSWM Service Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 720, 2022.

Bylaws developed for the enforcement and ticketing of offences related to solid waste services, programs and facilities:

- CSWM Municipal Ticket Information Bylaw No. 460, 2017; and
- CSWM Bylaw Adjudication Ticketing Bylaw No. 687, 2021.

To ensure the effectiveness of the Plan, CSWM shall implement enforcement measures as necessary for manadatory source separation and licencing. This emcompasses the use of all powers provided via the EMA and the LGA to implement the Plan and ensure compliance.

7.2.2 Proposed Bylaws

The *Environmental Management Act* provides regional districts with the authority to create bylaws to better manage municipal solid waste and recyclable materials. This includes the ability to issue a number of different licences, under the authority of a bylaw made under subsection 25(3)(h)(i). Three licences identified in the *Environmental Management Act* are:

- Waste Stream Management Licence
- Hauler licence; and
- Recycler licence.

These licences can be used by regional districts as a tool for achieving operational and administrative jurisdiction over sites, facilities and haulers managing recyclable material and municipal solid waste. As part of the strategies for diversion within this Plan, the CSWM has identified moving forward to expand into these areas.

CSWM shall develop and implement regulatory bylaws as required to manage the regional waste stream. This authority encompassesthe ability to mandate waste hauler licencing, mandatory source separation and waste hauler licening for any material stream contemplated under the definition of municipal solid waste within the EMA. The Waste Facility Licencing, Mandatory Waste Source Separation Bylaw and Waste Haulers Licencing Bylaw will be developed following the approval of this Plan and granting authority from the Province, where required to deal with financial and operational control issues of concern to the CSWM and the community.

In addition, the CSWM will prepare a regulatory bylaw for the creation of a regional collection service, under the establishment of Bylaw No. 1822, Regional Solid Waste Plan Local Service Area Establishment Bylaw. This will support the development of a defined service area as well as utility fees for the delivery of this service to residents. Pursant to Section 263 of the LGA, CSWM shall have the broad authority to enter into agreements/contract the collection of waste as comtemplated within the Plan.

As per the implementation schedule discussed above in Schedule D, the CSWM will conduct planning, bylaw development and public consultation prior to full implementation of these new bylaws. Potential sections of the proposed bylaws are included in Schedule E. CSWM shall utilize the regulatory authorities provided by the Community Charter to mandate source separation and facility standards which encompasses current and future waste streams contemplated for diversion. In accordance with the Community Charter and/or the *Local Government Act*, the bylaws will be written to "avoid uncertainty and any potential for arbitrary decision-making"[3].

7.3 Operational Certificates and Licences

At this time, the CSWM has no bylaws in place to enforce operational or administrative requirements on private solid waste facilities. It is anticipated that the approval of future operating certificates (OCs) by the Province will be based on the detailed operating and environmental protection measures for the solid waste management facilities specified in the Plan. Where amendments to an OC may require an amendment to the Plan requiring minister approval, it is expected that the Province will consult and engage with the CSWM. The approved Plan, together with the required OCs, form the basis of the authority to operate solid waste facilities in the region. It is thus important to achieve the right balance between ensuring the site will be operated in accordance with standards agreed to in the approval process and providing sufficient flexibility to make minor changes easily.

A list of solid waste facilities with OCs or permits issued by the Province for the management of municipal solid waste within the CSWM boundaries is detailed in Schedule A.

7.4 Plan monitoring

A Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the Plan and make recommendations to increase its effectiveness. A description of the PMAC tasks and composition is included in the terms of reference, which can be found in Schedule F.

[3] UBCM, "Fact Sheet #6: Bylaws", 2014

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7.5 Reporting

Reporting is important because it will help to keep workplans and resources focused, as well as assess whether the Plan is achieving its goals and targets. The CSWM will provide annual reporting to the Ministry regarding diversion, waste disposed and other requested information via the Ministry's preferred tool.

In addition, the CSWM will prepare a biennial report to the CSWM Board in relation to the Plan. Key performance indicators may change, but topics that will be considered include:

- Programs delivered each year and how they support the waste management hierarchy;
- Economic development related to solid waste management in the region;
- Challenges or opportunities identified by the Plan Monitoring Advisory Committee;
- Environmental monitoring data;
- Any challenges or opportunities identified within the waste management system;
- Compliance activities;
- Greenhouse gases emitted and avoided (through capture and reuse) at facilities; and
- Spills, leaks and leachate collected at facilities.

7.6 Five-year Effectiveness Review

The CSWM will carry out a review and report on the Plan's implementation and effectiveness following Plan approval by the Ministry. As many initiatives require Plan approval or subsequent bylaw approval from the Province, it will be too soon to initiate this work 5 years from submission. A link to the report will be provided on the CSWM website. The review will be conducted either in-house or by a third party and will include:

- Overview of all programs or actions undertaken in the first five years to support the Plan goals and objectives – status (started, progress, complete); actual budget for each;
- Description of all programs or actions not yet started and reason (delayed start and why, initiation planned for next five years, circumstances or decisions affecting the need for or feasibility of undertaking the actions at all); budget allocated for each;
- Five-year trend information for waste disposal per person;
- Five-year trend of landfill gas capture and reuse; and
- Any significant changes related to the regional growth strategy or changes to large industry and businesses operating in the area that might impact the solid waste management system over the next five years.

8 PLAN AMENDMENTS

The Plan represents the current understanding and approach of the solid waste management challenges being faced by the CSWM service. The Plan is a "living document" that may be amended to reflect new considerations, technologies and issues as they arise.

Due to changing circumstances and priorities that may evolve over time, and with the input of the PMAC and interested parties, all major actions identified in the Plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The Plan's implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of the CSWM, its member municipalities and other partners, the availability of funding to undertake plan activities, and the availability of contractors and service providers.

The plan amendment procedure applies to major changes to the solid waste management system, which would include:

a) The opening (or changes to the location or status) of a site or facility:
   - That is included in the regional district's Solid Waste Management Plan and requires an authorization under the EMA,
   - or any other facility that could have an adverse impact on human health or the environment;

b) Waste import/export options which would significantly impact the regional district's or neighbouring solid waste systems, or not conform to provincial legislation, goals and/or targets;

c) Changing disposal target or reductions in programs supporting the first three Rs in the pollution prevention hierarchy;

d) A change in the boundary of the Plan, which would significantly change the amount of solid waste to be managed under the Plan or significantly change the population of the Plan area;

e) The addition, deletion or revision of policies or strategies related to the conditions outlined in the Minister's approval letter; and

f) Major financial changes that warrant seeking the elector's assent.

Any program, facility or policy that was contemplated and consulted on in development of this Plan and is in line with the Guiding Principles of this Plan as a means to achieve the regional disposal target is not anticipated to trigger a requirement for a minor or major amendment. When a plan amendment is necessary, the CSWM will conduct a public consultation process and submit an amended plan to the Minister of Environment and Parks for approval, along with a detailed consultation report.

The schedules identified as part of this Plan contain information that is not considered a major change listed above but could change during the 10-year lifespan of the Plan. Each schedule will include a process for engaging the public, ranging from notification to a robust public consultation process. Schedule amendments may require approval from the Minister, but may not require submission of the

entire Plan for review and approval. Schedules that contain purely administrative provisions are identified as not forming a part of the Plan, and updates to these provisions do not require Minister approval.

Notwithstanding, the contents of this Plan and schedules are subject to legal requirements and, as a result, guidance and direction from the Ministry will be sought in regards to the level of flexibility, as appropriate. For direction on Plan disputes and the process for initiating a dispute, please refer to Schedule G.

9 APPROVALS

This Plan has been informed by and subject to public consultation in advance of its approval by the Comox Strathcona Waste Management Board. Upon receiving Board approval, it will be submitted to the BC Ministry of Environment and Parks for consideration and approval. As authorized by section 37 of EMA, the approved Plan shall serve as the governing regulatory document for all waste storage, processing and disposal within the CSWM service area.

SCHEDULES

Schedule A — Solid Waste Sites and Facilities

Comox Strathcona Waste Management

Schedule A: Solid Waste Sites and Facilities

The following facilities are integral to the support of diversion in the regional waste management system.

Summary of Solid Waste Facilities within CSWM with Provincial Authorizations

Facility	Location	Status	Waste Received	Permit Holder	Provincial Authorization #	Authorization Type	Issued	Last Revised Date
Comox Valley WMC	Cumberland	Active	MSW	Comox Valley Regional District	MR-05050	Operational Certificate	1978	Jan 27, 2026
Sawmill Landfill	Cumberland	Closed	Wood	Comox Valley Regional District	*PR-04865*	*Permit Abandoned (2022)*	*1973*	Nov 26, 2012
Campbell River WMC	Campbell River	Inactive	MSW	Comox Valley Regional District	MR-02401	Operational Certificate	1973	May 19, 2020
Tahsis Landfill	Tahsis	Active	MSW	Comox Valley Regional District	PR-04278	Permit	1976	Mar 8, 1988
Zeballos Landfill	Outside Zeballos	Active	MSW	Comox Valley Regional District	PR-07496	Permit	1987	Jan 6, 1987
Gold River Landfill	Gold River	Active	MSW	Comox Valley Regional District	PR-03825	Permit	1974	Sep 29, 1992
Sayward Landfill	Sayward	Closed	MSW	Comox Valley Regional District	PR-04917	*Permit Cancelled (2017)*	1978	Sep 24, 1985
Cortes Island Landfill	Cortes Island	Inactive	1995	Comox Valley Regional District	PR-01696	Permit	1973	Feb 17, 2014
Organics Compost Facility	Campbell River	Active	N/A	Comox Valley Regional District	110236	Permit	2023	Aug 10, 2023
Northwin Landfill	Campbell River	Active	DLC	Upland Excavating Ltd.	107689	Operational Certificate	1992/2019	Apr 26, 2022
Giese Holdings	Campbell River	Active	DLC	Giese Holdings Ltd.	PR-09081	Permit	1991	May 9, 1991
Surgenor Landfill	CVRD Area C	Inactive	DLC	George Edward Surgenor	MR-08834	Operational Certificate	1998	Jul 15, 2014
West Shore Aggregates Ltd.	Campbell River	Inactive	DLC	West Shore Aggregates Ltd.	PR-07730	Permit	1987	Sep 12, 2006

Comox Strathcona Waste Management

Summary of Solid Waste and Diversion Facilities									
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?
			CSWM Funded Facilities						
SRD	CSWM	Contracted Public	Tahis Landfill	MSW landfill, limited bulky recycling	Wed 8:00 am - 3:30 pm Sat 10:00 am - 3:30 pm	13	2	Remote	Yes
SRD	CSWM	Contracted Public	Tahis Recycling Depot	Multi-product recycling depot	Tue to Sat 8:00 am - 3:30 pm *Contamination Management*	37.5	5	Remote	No
SRD	CSWM	Contracted	Zeballos Landfill	MSW landfill, limited bulky recycling	Wed 1:00 pm - 3:00 pm Sat 12:00 pm - 3:00 pm	5	2	Remote	Yes
SRD	CSWM	Contracted	Zeballos Recycling Depot	Multi-product recycling depot	Mon to Sat 8:30 am - 4:30 pm *Contamination Management*	48	6	Remote	No
SRD	CSWM	Contracted Public	Gold River Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Wed to Sun 9:00 am - 3:45 pm	33.75	5	Less Accessible	Yes
SRD	CSWM	Contracted	Quadra Island Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time 4 d, 30 hr a week proposed	30	4	Less Accessible	No
SRD	CSWM	Contracted	Cortes Island Waste Management Centre	MSW transfer station, multi-product recycling depot, scrap metal	Thu to Sun 9:00 am - 1:00 pm	16	4	Less Accessible	Yes
SRD	CSWM	Contracted	Sayward Recycling Depot	Multi-product recycling depot	Thu to Sun 9:00 am - 5:00 pm *Contamination Management*	32	4	Less Accessible	No
CVRD	CSWM	Non-Profit	Denman Island Recycling Depot	Multi-product recycling depot, bottle depot	Wed and Thu 2:00 pm - 6:00 pm Sat 9:00 am - 5:00 pm	16	3	Less Accessible	No
CVRD	CSWM	Non-Profit	Hornby Island Recycling Depot	MSW transfer station, multi-product recycling depot, scrap metal	Fri to Sun 9:00 am - 1:00 pm Summer Thu 9:00 am - 1:00 pm	12 - 16	3 - 4	Less Accessible	Yes
SRD	CSWM	Contracted	Campbell River Waste Management Centre	MSW transfer station, multi-product recycling depot, bulky divertables	Mon to Sun 8:30 am - 5:30 pm Closed on Stats	63	7	Accessible	Yes
CVRD/SRD	CSWM	Contracted	Oyster River Recycling Drop-off	Single-stream recycling drop-off	Currently Accessible All the Time	168	7	Accessible	No

Comox Strathcona Waste Management

Summary of Solid Waste and Diversion Facilities									
Regional District	Facility Owner	Facility Operator	Solid Waste Facility	Summary of Services	Hours of Operation	Hours per Week Open	Days per Week Open	Community Type	Accepts Garbage?
CVRD	CSWM	Public	Comox Valley Waste Management Centre	MSW landfill, multi-product recycling depot, bulky divertables, organics transfer station	Mon to Sun 8:00 am - 5:30 pm Closed on Stats	66.5	7	Accessible	Yes
			Private Facilities						
SRD	Private	Private	Island Return-It Campbell River	Multi-product recycling depot, bottle depot	Tue to Sat 9:30 am - 5:00 pm Closed on Stats	37.5	5	Accessible	No
SRD	Private	Retailer	Heriot Bay Tru-Value	Bottle depot	Tue to Sat 9:30 am - 4:30 pm Closed on Stats and lunch	32.5	5	Less Accessible	No
CVRD	Private	Private	Courtenay Return-It Depot	Multi-product recycling depot, bottle depot	Mon to Sat 9:00 am - 5:00 pm Closed on Stats	48	6	Accessible	No
CVRD	Encorp	Contracted	Encorp Express & Go - Comox	Bottle drop-off (with deposit)	Mon to Sun 7:00 am - 10:00 pm Unstaffed	105	7	Accessible	No

Schedule B — Accessibility to Solid Waste Services

CSWM Convenience Level Standard		CSWM Very Remote Communities			
Grouping of Communities	**Material or Product**	**Depot**	**Suggested Local Government Curbside Collection**	**Collection Event or Special Curbside Service**	**Other**
Very Remote Communities	Household Garbage	-	-	Annual Collection	Transport from consolidated point.
	Packaging and Paper	-	-	Annual Collection	-
SRD Elec. Area C - Discovery Isl.	Yard Waste	-	-	-	Backyard Composting
SRD Elec. Area A - West	Food Scraps	-	-	-	Backyard Composting
	Clean Wood Waste	-	-	-	-
Remote Communities	Drywall	-	-	-	-
	Major Appliances	-	-	Biennial Collection	-
Village of Zeballos	Mattresses	-	-	Biennial Collection	-
Village of Tahsis	Scrap Metal	-	-	Biennial Collection	-
	Tires	-	-	Biennial Collection	-
Less Accessible Communities	Cooking Oil	-	-	Biennial Collection	-
	Fire Extinguishers	-	-	Biennial Collection	-
Cortes Island	Household Hazardous Waste	-	-	Biennial Collection	-
Cortes Island	Large Lithium Batteries	-	-	-	Return to Retailer/Dealer
Quadra Island	Lead Acid Car Batteries	-	-	Biennial Collection	-
Denman Island	Motor Oil, Antifreeze and Containers	-	-	Biennial Collection	-
Hornby Island	Propane Tanks (inc. single use)	-	-	Biennial Collection	-
SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	-	-	Annual Collection	No deposit provided.
Village of Sayward	Beverage Containers (with a deposit)	-	-	Annual Collection	No deposit provided.
Village of Gold River	Clothing and Textiles	-	-	-	-
Accessible Communities	Electronics, Cell Phones, Modems etc.	-	-	Biennial Collection	-
	Film Plastics	-	-	Annual Collection	-
CVRD Electoral Area A (VI)	Foam	-	-	Annual Collection	-
CVRD Electoral Area B	Glass Jars	-	-	Annual Collection	-
CVRD Electoral Area C	Household Batteries	-	-	Annual Collection	-
SRD Electoral Area D	Light Bulbs and Fixtures	-	-	Biennial Collection	-
Village of Cumberland	Small Appliances	-	-	Biennial Collection	-
Town of Comox	Smoke and CO Alarms	-	-	Biennial Collection	-
City of Courtenay	Thermostats	-	-	Biennial Collection	-
City of Campbell River	Outdoor Power Equipment	-	-	Biennial Collection	-
	Pesticides	-	-	Biennial Collection	-
	Flammables	-	-	Biennial Collection	-
	Paint	-	-	Biennial Collection	-
	Prescription Medications	-	-	-	Return to Pharmacy
	Books	-	-	-	-
	Marine Debris - Added	-	-	Biennial Collection	If supported by Ocean Legacy
	Little Lithium Ion Batteries - Added	-	-		-
	Bulky Items - Added	-	-		No vehicles, solar panels

Additional Group Comments				

CSWM Convenience Level Standard		CSWM Remote Communities			
Grouping of Communities	**Material or Product**	**Depot**	**Suggested Local Government Curbside Collection**	**Collection Event or Special Curbside Service**	**Other**
Very Remote Communities	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
SRD Elec. Area C - Discovery Isl.	Yard Waste	-	-	Annual Collection	Backyard Composting
SRD Elec. Area A - West	Food Scraps	20 minutes	-	-	Backyard Composting
	Clean Wood Waste	-	-	-	-
Remote Communities	Drywall	-	-	-	-
	Major Appliances	-	-	Annual Collection	-
Village of Zeballos	Mattresses	-	-	Annual Collection	-
Village of Tahsis	Scrap Metal	20 minutes	-	-	-
	Tires	-	-	Annual Collection	-
Less Accessible Communities	Cooking Oil	-	-	Annual Collection	-
	Fire Extinguishers	-	-	Annual Collection	-
Cortes Island	Household Hazardous Waste	-	-	Annual Collection	-
Cortes Island	Large Lithium Batteries	-	-	-	Return to Retailer/Dealer
Quadra Island	Lead Acid Car Batteries	20 minutes	-	-	Return to Retailer/Dealer
Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	-	Return to Retailer/Dealer
Hornby Island	Propane Tanks (inc. single use)	-	-	Annual Collection	
SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	Annual Collection	*No deposit. If no depot access
Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	Annual Collection	*No deposit. If no depot access
Village of Gold River	Clothing and Textiles	For Donation	-	-	Free Stores, Charity Collection
Accessible Communities	Electronics, Cell Phones, Modems etc.	20 minutes	-	-	-
	Film Plastics	20 minutes	-	-	-
CVRD Electoral Area A (VI)	Foam	20 minutes	-	-	-
CVRD Electoral Area B	Glass Jars	20 minutes	-	-	-
CVRD Electoral Area C	Household Batteries	20 minutes	-	-	-
SRD Electoral Area D	Light Bulbs and Fixtures	-	-	Annual Collection	-
Village of Cumberland	Small Appliances	20 minutes	-	-	-
Town of Comox	Smoke and CO Alarms	20 minutes	-	-	-
City of Courtenay	Thermostats	20 minutes	-	-	-
City of Campbell River	Outdoor Power Equipment	20 minutes	-		-
	Pesticides	-	-	Annual Collection	-
	Flammables	-	-	Annual Collection	-
	Paint	-	-	Annual Collection	-
	Prescription Medications	Pharmacies Only	-		Return to Pharmacy
	Books	For Donation	-		Charity Collection and Free Stores
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	-	-	-	-
	Bulky Items - Added	-	-	-	-

Additional Group Comments	

CSWM Convenience Level Standard		CSWM Less Accessible Communities			
Grouping of Communities	**Material or Product**	**Depot**	**Suggested Local Government Curbside Collection**	**Collection Event or Special Curbside Service**	**Other**
Very Remote Communities	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
SRD Elec. Area C - Discovery Isl.	Yard Waste	60 minutes	-	-	Backyard Composting
SRD Elec. Area A - West	Food Scraps	20 minutes	-	-	Backyard Composting
	Clean Wood Waste	60 minutes	-	-	-
Remote Communities	Drywall	60 minutes	-	-	-
	Major Appliances	60 minutes	-	Twice a Year*	*If no depot access
Village of Zeballos	Mattresses	60 minutes	-	-	-
Village of Tahsis	Scrap Metal	20 minutes	-	Twice a Year*	*If no depot access
	Tires	60 minutes	-	Twice a Year*	*If no depot access
Less Accessible Communities	Cooking Oil	60 minutes	-	-	-
	Fire Extinguishers	60 minutes	-	Twice a Year*	*If no depot access
Cortes Island	Household Hazardous Waste	60 minutes	-	Annual Collection*	*If no depot access
Cortes Island	Large Lithium Batteries	-	-	-	Return to Retailer/Dealer
Quadra Island	Lead Acid Car Batteries	20 minutes	-	Twice a Year*	*If no depot access
Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	Twice a Year*	*If no depot access
Hornby Island	Propane Tanks (inc. single use)	20 minutes	-	-	-
SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	Twice a Year*	*No deposit. If no depot access
Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	Twice a Year*	*No deposit. If no depot access
Village of Gold River	Clothing and Textiles	For Donation	-	-	Reuse
Accessible Communities	Electronics, Cell Phones, Modems etc.	20 minutes	-	Twice a Year*	*If no depot access
	Film Plastics	20 minutes	-	Twice a Year*	*If no depot access
CVRD Electoral Area A (VI)	Foam	20 minutes	-	Twice a Year*	*If no depot access
CVRD Electoral Area B	Glass Jars	20 minutes	-	Twice a Year*	*If no depot access
CVRD Electoral Area C	Household Batteries	20 minutes	-	Twice a Year*	*If no depot access
SRD Electoral Area D	Light Bulbs and Fixtures	60 minutes	-	Twice a Year*	*If no depot access
Village of Cumberland	Small Appliances	20 minutes	-	Twice a Year*	*If no depot access
Town of Comox	Smoke and CO Alarms	20 minutes	-	Twice a Year*	*If no depot access
City of Courtenay	Thermostats	20 minutes	-	Twice a Year*	*If no depot access
City of Campbell River	Outdoor Power Equipment	20 minutes	-	Twice a Year*	*If no depot access
	Pesticides	60 minutes	-	Annual Collection*	*If no depot access
	Flammables	60 minutes	-	Annual Collection*	*If no depot access
	Paint	60 minutes	-	Annual Collection*	*If no depot access
	Prescription Medications	Pharmacies Only	-	-	Pharmacy
	Books	For Donation	-	-	Reuse
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	20 minutes	-	-	-
	Bulky Items - Added	-	-	-	-

Additional Group Comments	All local depot items should be at the regional as well.

CSWM Convenience Level Standard		CSWM Accessible Communities			
Grouping of Communities	**Material or Product**	**Depot**	**Suggested Local Government Curbside Collection**	**Collection Event or Special Curbside Service**	**Other**
Very Remote Communities	Household Garbage	-	Bi-Weekly	-	-
	Packaging and Paper	20 minutes	Bi-Weekly	-	-
SRD Elec. Area C - Discovery Isl.	Yard Waste	30 minutes	Weekly (Muni's Only)	-	Backyard Composting
SRD Elec. Area A - West	Food Scraps	20 minutes	Weekly	-	Backyard Composting
	Clean Wood Waste	30 minutes	-	-	-
Remote Communities	Drywall	30 minutes	-	-	-
	Major Appliances	30 minutes	-	-	-
Village of Zeballos	Mattresses	30 minutes	-	-	Return to Retailer
Village of Tahsis	Scrap Metal	20 minutes	-	-	Private Collectors
	Tires	30 minutes	-	-	Return to Retailer
Less Accessible Communities	Cooking Oil	30 minutes	-	-	-
	Fire Extinguishers	30 minutes	-	-	-
Cortes Island	Household Hazardous Waste	30 minutes	-	-	-
Cortes Island	Large Lithium Batteries	-	-	-	-
Quadra Island	Lead Acid Car Batteries	20 minutes	-	-	-
Denman Island	Motor Oil, Antifreeze and Containers	20 minutes	-	-	-
Hornby Island	Propane Tanks (inc. single use)	30 minutes	-	-	-
SRD Elec. Area A - Sayward Valley	Beer Containers (with a deposit)	20 minutes	-	-	-
Village of Sayward	Beverage Containers (with a deposit)	20 minutes	-	-	-
Village of Gold River	Clothing and Textiles	For Donation	-	-	Reuse
	Electronics, Cell Phones, Modems etc.	20 minutes	-	-	-
Accessible Communities	Film Plastics	20 minutes	-	-	-
	Foam	20 minutes	-	-	-
CVRD Electoral Area A (VI)	Glass Jars	20 minutes	-	-	-
CVRD Electoral Area B	Household Batteries	20 minutes	-	-	-
CVRD Electoral Area C	Light Bulbs and Fixtures	30 minutes	-	-	-
SRD Electoral Area D	Small Appliances	20 minutes	-	-	-
Village of Cumberland	Smoke and CO Alarms	20 minutes	-	-	-
Town of Comox	Thermostats	20 minutes	-	-	-
City of Courtenay	Outdoor Power Equipment	20 minutes	-	-	-
City of Campbell River	Pesticides	30 minutes	-	-	-
	Flammables	30 minutes	-	-	-
	Paint	30 minutes	-	-	-
	Prescription Medications	Pharmacies Only	-	-	-
	Books	For Donation	-	-	-
	Marine Debris - Added	-	-	-	Ocean Legacy
	Little Lithium Ion Batteries - Added	30 minutes	-	-	Return to Retailer
	Bulky Items - Added	-	-	-	-

Additional Group Comments	Garbage convenience should match diversion. Relative danger to the size of the items (i.e. batteries) Convenience for smaller high toxic/HHW items

Schedule C — Financial Plan

Comox Strathcona Waste Management

CSWM Projected and Estimated Revenue, Operating and Capital Financial Plan 2023 to 2035

REVENUE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
(Data Source)	*Actual*	*Actual*	*Projected*	*Proposed*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*
Tipping Fees	$ 11,227,695	$ 12,508,234	$ 11,984,512	$ 14,255,051	$ 15,165,188	$ 16,141,436	$ 16,420,376	$ 16,999,750	$ 17,424,744	$ 17,860,362	$ 18,306,871	$ 18,764,543	$ 19,233,657	$ 19,714,498
Tax Requisition	$ 5,000,000	$ 5,000,000	$ 5,500,000	$ 5,500,000	$ 5,500,000	$ 5,500,000	$ 5,500,000	$ 5,500,000	$ 5,637,500	$ 5,778,438	$ 5,922,898	$ 6,070,971	$ 6,222,746	$ 6,378,315
Sales Revenues	$ 626,030	$ 593,120	$ 876,647	$ 1,051,000	$ 1,084,313	$ 1,184,250	$ 1,184,250	$ 1,184,250	$ 1,213,856	$ 1,244,203	$ 1,275,308	$ 1,307,190	$ 1,339,870	$ 1,373,367
Grants	$ 62,933	$ 62,745	$ 18,412	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Utility User Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Development Cost Charges	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Transfer from Operating Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Surplus/(Deficit)	$ 2,956,589	$ 2,932,374	$ 1,838,346	$ 1,140,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
TOTAL EXISTING OPERATING REVENUE	**$ 19,873,247**	**$ 21,096,473**	**$ 20,217,917**	**$ 21,951,051**	**$ 21,754,501**	**$ 22,830,686**	**$ 23,109,626**	**$ 23,689,000**	**$ 24,281,100**	**$ 24,888,003**	**$ 25,510,078**	**$ 26,147,705**	**$ 26,801,273**	**$ 27,471,180**

PROPOSED Additional Revenue Needed	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Tipping Fees					$ 280,800	$ 358,200	$ 414,360	$ 585,720	$ 590,760	$ 576,360	$ 569,160	$ 515,160	$ 497,160	$ 497,160
Tax Requisition					$ 109,200	$ 139,300	$ 161,140	$ 227,780	$ 229,740	$ 224,140	$ 221,340	$ 200,340	$ 193,340	$ 193,340
Utility User Fees					$ -	$ -	$ -	$ -	$ 80,000	$ 270,000	$ 250,000	$ 230,000	$ 210,000	$ 210,000
TOTAL PROPOSED NEW REVENUE	**$ -**	**$ -**	**$ -**	**$ -**	**$ 390,000**	**$ 497,500**	**$ 575,500**	**$ 813,500**	**$ 900,500**	**$ 1,070,500**	**$ 1,040,500**	**$ 945,500**	**$ 900,500**	**$ 900,500**

EXPENDITURES	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Existing Expenditures	*Actual*	*Actual*	*Projected*	*Proposed*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*
Capital Costs	$ 19,164,592	$ 618,665	$ 2,385,552	$ 9,227,753	$ 2,776,338	$ 3,716,211	$ 2,187,513	$ 4,859,098	$ 908,097	$ 517,358	$ 288,701	$ 2,243,682	$ 18,250,000	$ 1,000,000
	Actual	*Actual*	*Projected*	*Proposed*	*Estimate*	*Estimate*	*Estimate*	*Estimate*						
Debt Charges	$ 2,053,041	$ 2,736,105	$ 2,778,361	$ 2,756,194	$ 2,756,194	$ 2,756,194	$ 2,756,194	$ 2,756,195	$ 2,756,194	$ 2,756,194	$ 2,756,194	$ 2,756,194	$ 2,756,194	$ 2,756,194
Transfer to Reserves	$ 3,208,930	$ 2,608,549	$ 2,174,842	$ 2,324,149	$ 2,368,158	$ 3,089,584	$ 2,852,018	$ 2,969,831	$ 3,112,858	$ 3,190,679	$ 3,270,446	$ 3,352,208	$ 3,436,014	$ 3,590,694
Support Services	$ 885,684	$ 999,614	$ 1,152,741	$ 1,461,306	$ 1,532,849	$ 1,546,396	$ 1,597,525	$ 1,648,948	$ 1,690,172	$ 1,801,206	$ 1,915,016	$ 2,031,671	$ 2,151,242	$ 2,205,023
Personnel Costs	$ 3,195,887	$ 3,192,576	$ 3,508,372	$ 4,215,491	$ 4,646,590	$ 4,961,689	$ 5,145,708	$ 5,336,858	$ 5,470,279	$ 5,607,036	$ 5,747,212	$ 5,890,893	$ 6,038,165	$ 6,189,119
Grants to Other Organizations	$ 855,645	$ 934,124	$ 720,769	$ 763,500	$ 772,242	$ 781,178	$ 790,310	$ 780,899	$ 800,421	$ 820,432	$ 840,943	$ 861,966	$ 883,516	$ 905,603
Materials, Supplies and Utilities	$ 2,241,086	$ 2,905,039	$ 2,752,536	$ 3,010,932	$ 2,927,602	$ 3,003,049	$ 3,080,607	$ 3,130,182	$ 3,208,437	$ 3,288,647	$ 3,370,864	$ 3,455,135	$ 3,541,514	$ 3,630,051
Contract and General Services	$ 4,288,256	$ 5,793,807	$ 5,643,721	$ 6,782,672	$ 6,644,582	$ 6,647,280	$ 6,842,165	$ 7,021,172	$ 7,196,701	$ 7,376,619	$ 7,561,034	$ 7,750,060	$ 7,943,812	$ 8,142,407
Transfer to Other Services	$ 5,000	$ 5,859	$ 5,280	$ 71,007	$ 71,284	$ 10,316	$ 10,099	$ 9,915	$ 10,163	$ 10,417	$ 10,677	$ 10,944	$ 11,218	$ 11,498
Minor Capital	$ 207,344	$ 82,454	$ 377,641	$ 565,800	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,875	$ 36,772	$ 37,691	$ 38,633	$ 39,599	$ 40
TOTAL EXISTING OPERATING EXPENDITURES	**$ 16,940,873**	**$ 19,258,127**	**$ 19,114,263**	**$ 21,951,051**	**$ 21,754,501**	**$ 22,830,686**	**$ 23,109,626**	**$ 23,689,000**	**$ 24,281,100**	**$ 24,888,003**	**$ 25,510,078**	**$ 26,147,705**	**$ 26,801,273**	**$ 27,471**
TOTAL EXISTING EXPENDITURES	**$ 36,105,465**	**$ 19,876,792**	**$ 21,499,815**	**$ 31,178,804**	**$ 24,530,839**	**$ 26,546,897**	**$ 25,297,139**	**$ 28,548,098**	**$ 25,189,197**	**$ 25,405,361**	**$ 25,798,779**	**$ 28,391,387**	**$ 45,051,273**	**$ 28,471,180**

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Comox Strathcona Waste Management

PROPOSED Expenditures	2023	2024	2025	2026	2027 - Y1	2028 - Y2	2029 - Y3	2030 - Y4	2031 - Y5	2032 - Y6	2033 - Y7	2034 - Y8	2035 - Y9	2036 - Y10
				Proposed	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*	*Estimate*
New Capital Costs					$ 525,000					$ 500,000				
RMP Strategies					*Year 1*	*Year 2*	*Year 3*	*Year 4*	*Year 5*	*Year 6*	*Year 7*	*Year 8*	*Year 9*	*Year 10*
1. Support Reuse					*$ 105,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*	*$ 20,000*
2. Encourage Repair					*$ -*	*$ 12,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*	*$ 10,500*
3. Education and Outreach					*$ 40,000*	*$ 40,000*	*$ 65,000*	*$ 45,000*	*$ 45,000*	*$ 45,000*	*$ 45,000*	*$ 45,000*	*$ 45,000*	*$ 45,000*
4. Multi-Family Initiatives					*$ -*	*$ -*	*$ -*	*$ 25,000*	*$ 100,000*	*$ 50,000*	*$ 50,000*	*$ 50,000*	*$ 50,000*	*$ 50,000*
5. ICI Initiatives					*$ 10,000*	*$ 10,000*	*$ 35,000*	*$ 218,000*	*$ 170,000*	*$ 200,000*	*$ 100,000*	*$ 125,000*	*$ 100,000*	*$ 100,000*
6. Construction, Renovation and Demo					*$ 85,000*	*$ 155,000*	*$ 185,000*	*$ 205,000*	*$ 225,000*	*$ 345,000*	*$ 355,000*	*$ 255,000*	*$ 255,000*	*$ 255,000*
7. Equitable Access					*$ 100,000*	*$ 100,000*	*$ 110,000*	*$ 110,000*	*$ 150,000*	*$ 220,000*	*$ 360,000*	*$ 340,000*	*$ 320,000*	*$ 320,000*
8. Solid Waste Tracking					*$ 50,000*	*$ 160,000*	*$ 150,000*	*$ 180,000*	*$ 180,000*	*$ 180,000*	*$ 100,000*	*$ 100,000*	*$ 100,000*	*$ 100,000*
Total PROPOSED Operating Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 390,000**	**$ 497,500**	**$ 575,500**	**$ 813,500**	**$ 900,500**	**$ 1,070,500**	**$ 1,040,500**	**$ 945,500**	**$ 900,500**	**$ 900,500**
TOTAL PROPOSED NEW EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ 915,000**	**$ 497,500**	**$ 575,500**	**$ 813,500**	**$ 900,500**	**$ 1,570,500**	**$ 1,040,500**	**$ 945,500**	**$ 900,500**	**$ 900,500**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
ALL Capital Expenditures	$ 19,164,592	$ 618,665	$ 2,385,552	$ 9,227,753	$ 3,301,338	$ 3,716,211	$ 2,187,513	$ 4,859,098	$ 908,097	$ 1,017,358	$ 288,701	$ 2,243,682	$ 18,250,000	$ 1,000,000
ALL Transfer from Reserves				$ 9,227,753	$ 3,301,338	$ 3,716,211	$ 2,187,513	$ 4,859,098	$ 908,097	$ 1,017,358	$ 288,701	$ 2,243,682	$ 10,600,000	$ 1,000,000
Debt Funding													$ 7,650,000	
ALL Operating Revenue	$ 19,873,247	$ 21,096,473	$ 20,217,917	$ 21,951,051	$ 22,144,501	$ 23,328,186	$ 23,685,126	$ 24,502,500	$ 25,181,600	$ 25,958,503	$ 26,550,578	$ 27,093,205	$ 27,701,773	$ 28,371,680
ALL Operating Expenditures	$ 16,940,873	$ 19,258,127	$ 19,114,263	$ 21,951,051	$ 22,144,501	$ 23,328,186	$ 23,685,126	$ 24,502,500	$ 25,181,600	$ 25,958,503	$ 26,550,578	$ 27,093,205	$ 27,701,773	$ 28,371,680

Schedule D — Implementation Schedule of Actions and Strategies

CSWM Strategy Implemenation Plan

		Prelim. Work	Year 1	2	3	4	5	6	7	8	9	10
	STRATEGY 1: Support Reuse											
1	Within the CSWM continue to advocate and promote donations to existing reuse establishments											
2	Partner with a local non-profit to pilot collection of reuse items at CVWMC to divert materials from landfill											
3	Financially support island and remote share sheds where volunteers or the local municipality can construct, operate and staff the share sheds											
	STRATEGY 2: Encourage Repair											
4	Maintain current Repair Café support											
5	Implement a grant program to support local Repair Café event coordination											
6	Develop Repair Café toolkits including basic supplies to facilities and streamline the coordination of events											
7	Advocate for the right to repair at the provincial and national level											
	STRATEGY 3: Encourage Waste Diversion through Increased Education and Outreach											
8	Maintain current education and engagement levels throughout the school districts and at regional events											
9	Increase education, outreach and communications capacity to engage with more sectors and provide regionally specific content											
10	Establish mobile waste source separation equipment to improve waste diversion at community events											
	STRATEGY 4: Improve Multi-family Waste Reduction and Diversion											
11	Implement requirement for adequate space for waste collection in new buildings											
12	Increase education and outreach to multi-family residents											
13	Expand organics collection to multi-family homes to increase diversion											
	STRATEGY 5: Improve ICI Waste Reduction and Diversion											
14	Continue to advocate for increased stewardship support to improve accessibility to recycling programs and expand materials covered under EPR for the ICI sector											
15	Use policy and education to incentivize waste minimization and diversion [Disposal to Landfill Bans and Mandatory Source Separation]											
16	Support businesses to reduce waste through education and collaboration											
17	Provide ongoing technical assistance to businesses and organizations											
18	Enhance operations to promote diversion and cost recovery											
19	Civic Site Waste Minimization and Diversion											

	CSWM Strategy Implemenation Plan	Prelim. Work	Year 1	2	3	4	5	6	7	8	9	10
	STRATEGY 6: Improve CRD Reduction and Diversion											
20	Present policy recommendations to local governments to require a pre-demolition assessment to identify the opportunity for relocation or deconstruction of a building											
21	Require local governments to implement a pre-demolition assessment to identify the opportunity for relocation or deconstruction and that findings from the assessment are followed											
22	Provide a financial incentive for projects choosing to deconstruct instead of demolishing a building to promote reuse and waste salvage											
23	Support local governments to implement expedited relocation, deconstruction, & move-on permits to promote reuse & waste salvage											
24	Engage with other jurisdictions on cross-regional solutions											
25	Develop educational tools and resources to support on-site material management at CVWMC											
26	Implement material separation of mixed material loads at CVWMC											
	STRATEGY 7: Support Equitable Access to Services											
27	Review the Convenience Level Standard & pursue development of depots/events to meet necessary access requirements											
28	Increase density of publicly funded depots & provide user pay bag-drop off for residents without collection service											
29	Introduce mandatory waste generator source separation bylaw											
30	Implement regional garbage and recycling collection for households through a contractor											
	STRATEGY 8: Advance Solid Waste Tracking											
31	Implement waste facility licensing for all facilities except public-facing facilities with no diversion targets											
32	Implement waste hauler licensing											
33	Adopt the hauler incentive model											

Implementation or start of action, one time costs often included here.
Ongoing action, or work in support of action development with cost implications.
Ongoing benefit from action, with limited cost implications.

Schedule E — Proposed Bylaws
Potential Sections

SCHEDULE E: PROPOSED BYLAWS POTENTIAL SECTIONS

Mandatory Waste Source Separation Bylaw

- Definitions
- Interpretation
- General
- Waste generator requirements
- Inspections and investigations
- Offences and penalties
- Severability

Waste Hauler Licencing Bylaw

- Definitions
- General
- Hauler licence requirements
- Hauler license applications
- Hauler license issuance and refusal
- Licencee reporting
- Fees
- Transition
- Inspection
- Records
- Disposal Levy
- Licence suspension and cancellation
- Offences
- Expiry

Waste Facility Licencing Bylaw

- Definitions
- Interpretation
- Facilities requiring licences
- Facility licence application
- Facility operating requirements
- Codes of practice
- Illegal dumping
- Amendments
- Security and risk insurance
- Operating plans
- Fees and monthly statements
- Duty to report
- Investigation, inspection and records
- Suspension and cancellation
- Offences and penalties
- Appeals
- General

Solid Waste Collection Service Bylaw

- Definitions
- Interpretation
- Curbside collection area
- Unserviceable premises
- Service level requirement
- Duties of owner and occupiers
- Litter management
- Agreements and subcontracts
- Rates for providing service
- Right of entry
- Violations and penalties
- Board policies to govern the collection service
- Severability
- Transition period

Schedule F — Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

Plan Monitoring Advisory Committee (PMAC) Draft Terms of Reference

Purpose

The purpose of the CSWM Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan).

In accordance with the Ministry of Environment's Guide to the Preparation of Regional Solid Waste Management Plans, the PMAC's mandate is to advise the CSWM on all matters involving monitoring the implementation of the Plan and evaluating its effectiveness. There is a desire for continuity between the PMAC and the Regional Solid Waste Advisory Committee, the single public and technical advisory committee that was integral in the development of the Plan.. The PMAC should reflect the geography, demography and political organization of the plan area and balance technical and non-technical interests. The CSWM Board remains the final authority on decisions, but the PMAC will report to the Board on Plan implementation progress and provide recommendations. The PMAC will remain in existence for the duration of the approved Plan.

Roles and Responsibilities

In accordance with the Ministry of Environment and Climate Change Strategy's Guide to the Preparation of Regional Solid Waste Management Plans, a single public and technical advisory committee will act as a "sounding board" of community interests. It will provide advice to the CSWM Board and staff on the implementation of the Plan.

- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the Plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review, which will occur every five years;

- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan that pertain to:
  - Interpretation of a statement of provision in the plan; or
  - Any other matter not related to a proposed change to the actual wording of the Plan or an operational certificate;
  - Advise on the adequacy of proposed public consultation in matters affecting the public related to Plan implementation**;** and
  - Review and provide feedback on regular reporting regarding Plan execution or diversion.
- Evaluate programs and policies through a lens that they be in the best interests of all residents of the CSWM, balancing both community and industry needs, as well as technical and operational limitations.

The PMAC is a monitoring and advisory body. Operational troubleshooting and inter-municipal staff coordination are handled through the separate CSWM Collaboration Forum to ensure the PMAC remains focused on high-level Plan performance.

The PMAC's role is to advise the CSWM Board. No votes will be held to determine the group's position on issues or recommendations to the Board. Where consensus exists, it will be noted; minority opinions will be considered to have merit and will be noted.

Term

Membership on the PMAC is for a term of two years, with the opportunity for up to two additional terms. Interested members may apply for reselection at the end of their term. Technical membership from municipalities may be exempt from the term limitation due to staff availability. Members should be staggered so that not all terms expire in the same year.

Lack of attendance may result in the revocation of a member's membership at the discretion of the Board. If a member:

- Misses three consecutive meetings without prior notification to the Chair, their position may be deemed vacant, or
- Resign from the PMAC.

Their position will be filled by invitation and with the Board's approval.

Composition and Chair

1. The Chair and Vice Chair of the CSWM Board will be the Chair and the Vice Chair of PMAC.
2. The CSWM will provide a Recording Secretary to maintain formal minutes.
3. Appointed Members:

   General Membership: The PMAC membership will be selected to represent a broad sector of those interested in solid waste management in our community, including individuals and organizations.

- Public Advisory Members – up to six members:
  - One member of the public residing in the City of Campbell River;

- One member of the public residing in either the City of Courtenay, the Town of Comox or the Village of Cumberland;
- Two members residing in the Strathcona Regional District (excluding the City of Campbell River); and
- Two members residing in the Comox Valley Regional District (excluding the City of Courtenay, the Town of Comox or the Village of Cumberland).

- Technical *Advisory Members* – up to twelve members:
  - One person involved in the operation of solid waste facilities;
  - One person with experience in the collection of solid waste;
  - One person with experience in public education relating to solid waste;
  - One person with experience in recycling or organics management;
  - One member of a local non-profit group with interests in solid waste;
  - One union member of the CVWMC staff, and
  - Up to 4 members of local government staff, and alternates (Members of the CSWM Collaboration Forum are encouraged to participate here to ensure technical continuity between the two bodies).

  First Nations Membership – up to ten members: Representatives of the ten First Nations with community members within our CSWM area who are our partners in achieving our diversion goals will be invited to participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the PMAC, with the understanding that representatives may choose not to attend, or not be able to attend all meetings. The First Nations to be invited to each send one representative at a time to the PMAC are:

  - Ehattesaht/Chinehkint First Nation;
  - Homalco First Nation;
  - Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations;
  - Klahoose First Nation;
  - K'omoks First Nation;
  - Mowachaht/Muchalaht First Nation;
  - Nuchatlaht Tribe;
  - Tlowitsis First Nation;
  - We Wai Kai First Nation; and
  - Wei Wai Kum First Nation.

Selection Process

Public advisory PMAC members (excluding First Nations representatives, technical advisory members, Chair and vice-chair) will be filled through a public call for applications. Selection of members will

attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste.

Committee members will be appointed by the CSWM Board of Directors (the Board) through an application process. Applicants will be reviewed by CSWM staff, and a full list of respondents and rationale for each of the recommended committee members for selection will be provided to the Board.

Non-government technical advisory members will be invited to complete an application summarizing their experience and role, and will be appointed by the Board. First Nations members will be designated by their respective Nation.

Meetings and Administration

The following outlines the meeting structure, frequency, and administrative procedures for the PMAC:

- The PMAC will meet one or two times per year, once the Plan has been approved, with a provision for workshops or other presentations at the PMAC's discretion;
- Meeting dates and times will be determined by the Chair and vice-chair in consultation with CSWM staff and committee members, and will be scheduled at intervals relevant to the implementation of the Plan;
- Meetings may be held during business hours, or weekday evenings as needed;
- The Chair and vice-chair will draft meeting agendas and coordinate meeting materials with CSWM staff, which will be circulated to the PMAC in advance of meetings;
- Members will provide advance written notice to the Chair. Alternates will only be available for the Chair and Vice-Chair roles, which will be appointed by the Board;
- The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas;
- Meeting minutes and action trackers will be kept for each meeting. Minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken;
- Meetings will be held virtually or in person at Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in-person attendance is deemed necessary, for example, for tours of facilities;
- A meeting quorum will be 50%+1 of public and technical advisory members. First Nations members will not count towards obtaining a quorum;
- Meetings will be open to any individual who wishes to observe the discussions either in person or through videoconference. However, only committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the PMAC through two weeks advance written submission for consideration by the Chair and vice-chair;
- The PMAC may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the Chair and vice-chair;
- All committee agendas will be published and publicly available in advance of meetings, and presentations and meeting minutes posted thereafter on the CSWM website;

- CSWM staff or designate will coordinate the venue and meeting logistics, invitations, notetaker, refreshments, and all requests received for the PMAC; and
- The PMAC will act in accordance with the CVRD Board Code of Conduct.

Honorarium

In acknowledgement of the volunteer nature of the representatives on the PMAC from the First Nations and public, and to encourage participation through to the end of the process, Public Advisory members and First Nations committee members will be entitled to claim an honorarium of $125 per PMAC meeting. The amount of the honorarium will increase by the BC consumer price index for the prior year beginning in January of the year following initiation. Committee members will be required to submit a claim in writing or via email to receive the honorarium.

In recognition of the fact that some members will incur more travel time than others to attend a meeting, each technical, public or First Nations PMAC member who attends a duly authorized PMAC meeting or facility tour which requires attendance in person, and is convened more than 60 kilometers distance or one-hour travel time, one way, from the member's home shall be paid $20 for each hour of travel to attend the meeting in accordance with schedule 'E' of CVRD Bylaw No. 236. Costs for ferry travel, or water taxis, will also be eligible for reimbursement with receipts. Committee members will be responsible for all other travel expenses.

Code of Conduct

This code is intended to serve as a framework to guide the spirit and intent of how Members are expected to deliver on the PMAC purpose, objectives, and intent in an ethical and respectful manner.

Respect and Collaboration: Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

Transparency: It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue.

Treatment of other Members: Members of the PMAC have a duty to treat other members with respect during meetings. Specifically, members have a duty to avoid:

i. Disrupting meetings by making continual interruptions or whispered asides;
ii. Making offensive, derogatory, or abusive remarks directed at other members or attendees;
iii. Making statements to the PMAC known to the member to be false;
iv. Disputing the motives of other members or supporting staff;
v. Ignoring the legitimate direction of the Chair; and
Acting to discriminate, intimidate, harass, or verbally abuse other members of the committee.

Conflict of Interest: Committee members must declare any conflicts of interest, real or perceived, at the outset of the process or as soon as it becomes known to the member. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak.

Members who object to the behaviour of another member, as identified in this code of conduct, are asked to identify their concerns immediately to the Chair.

Administration

Administrative matters related to the PMAC will be conducted by CSWM staff. Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities, will be covered and coordinated by CSWM Staff. Any additional funding for special projects or studies requested by the PMAC is subject to CSWM Board approval.

Membership Dismissal

Members must recognize the importance of their commitment through active participation, regular attendance and adherence to the Terms of Reference. The following are potential reasons for membership dismissal:

- A public advisory committee member failing to attend three or more consecutive meetings; or
- Lack of adherence to the Terms of Reference, specifically including the CODE OF CONDUCT, and MEDIA PROTOCOL.

At the agreement of both the Chair and Vice Chair, members who have committed one or more of the potential reasons for losing membership may be dismissed from the PMAC by way of written notification. The dismissed member is ineligible for reinstatement at a future call for membership.

Membership Resignation

Members wishing to resign from the PMAC membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the Chair.

Media Protocol

Individual Committee members will not speak on behalf of the PMAC unless it has been approved by the Chair in advance. Media releases and interviews will typically be directed to the CSWM Senior Manager. For high profile issues, the role of spokesperson rests with the CSWM Board Chair. On technical matters or in cases where an initiative is still at the staff proposal level, a CSWM staff member is an appropriate spokesperson

Schedule G — Plan Dispute Resolution Procedures

Schedule G:
Plan Dispute Resolution Procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The province does not become involved in resolving or making a decision in a dispute. The initiating party shall address their dispute in writing to the Chair of the CSWM Board and shall state the details of the dispute and the remedy requested.

This dispute resolution process may apply during the Plan development as well as to the following types of conflicts that could arise during the Plan implementation:

1. Administrative decisions made by regional district staff;
2. Interpretation of a statement, bylaw, policy or provision in the Plan; and
3. Any other matter not related to a proposed change to the wording of the Plan or an OC.

The following principles will be followed:

i. The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention;
ii. Disputes will be attempted to be resolved as early and at the lowest administrative level as possible; every effort will be made to avoid disputes requiring a formal resolution process;
iii. The formal process is not intended to deal with inconsequential or frivolous disputes;
iv. The cost of mediation or adjudication will be shared by the parties to the dispute
v. Information or data related to the dispute will be shared by the parties; and
vi. Rules of confidentiality and freedom of information will apply.

Negotiation	• Parties involved in the dispute make all efforts to resolve the dispute on their own through non-facilitated communication. If necessary, the parties will provide each other with a written summary of their position and any relevant supporting documentation. • Parties may make use of a facilitator.

If this is unsuccessful	
Plan Monitoring Advisory Committee (if appropriate) *If this is unsuccessful*	• Parties involved in the dispute will have the opportunity to speak to the Committee. • The Committee will review, consider and provide recommendations to the Board.
Board *If the Board is unable to settle the dispute*	• Parties involved in the dispute will have the opportunity to speak to the Board. • The Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation.
Mediation *If this is unsuccessful*	• A neutral, impartial third-party facilitator who is acceptable to all the parties to the dispute will be selected. Using appropriate mediation techniques, the facilitator will attempt to develop a solution which satisfies all parties. The facilitator has no decision-making authority. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for the selection of a mediator. • All efforts will be made to reach an agreement through mediation. • Costs of mediation are shared by the parties in dispute.
Independent Arbitrator	• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration, and the dispute will be arbitrated in accordance with the *Local Government Act* or *BC Commercial Arbitration Act*. A neutral, impartial third-party arbitrator who is acceptable to all the parties in the dispute will be selected. • The arbitrator hears each party's evidence and arguments and shall make a final, binding decision. • Costs for arbitration shall be apportioned at the discretion of the arbitrator

APPENDICES

Appendix 1 — Amendments to Guiding Principles

Comox Strathcona Waste Management

Comox Strathcona Waste Management Solid Waste Management Plan

Guiding Principles

The Regional Solid Waste Advisory Committee (RSWAC) reviewed the guiding principles provided in the Ministry of Environment and Climate Change Strategy's (Ministry) *A Guide to Solid Waste Management Planning*. The RSWAC proposed the following modifications in support of local context to the Ministry's guiding principles with the additions **BOLDED in BLUE** and deletions **STRUCKOUT in RED**.

1. Promote **and support** zero waste approaches and support a circular economy **in urban and rural areas.**

   Rationale
   - To provide the resources necessary to promote zero waste efforts
   - To reflect the regional differences in CSWM vast geography.

2. Promote the first **7** ~~3~~ Rs **(Refuse, Rethink, Redesign,** Reduce, Reuse, **Repair** and Recycle).
   Rationale
   - To reflect and elevate the importance of waste prevention by prioritizing refuse, rethink, redesign and repair prior to disposal.

3. Maximize beneficial **and best** use of waste materials, and manage residuals appropriately.
   Rationale
   - To reflect the 'best' use of resources.

4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes.

   No change

5. Prevent organics and recyclables from going into the garbage ~~**wherever practical.**~~

   Rationale
   - The term "wherever practical" implies practical limitations or constraints that could prevent the complete implementation of an organics and recycling ban at the landfill. While is understood absolute adherence may not always be realistic, it is important to emphasize the importance of making genuine efforts to fulfill the intended objective of removing these two important waste streams from final residual disposal at the landfill.

6. Collaborate with other regional districts, **municipalities, First Nations, services providers, institutions and associations both private and public** ~~**wherever practical**~~.

Rationale

- To reflect the need to collaboration with all stakeholders and our first nation partners to support the most efficient and effective overall municipal solid waste system. See above for the rational for removal of "wherever practical".

7. **Build and support** ~~**Develop**~~ collaborative partnerships ~~**with interested parties**~~ to achieve regional targets set in plans"

Rationale

- Recognizing the CSWM service has existing partnerships in the solid waste, compost and recycling arena, it is important to continue to foster and provide the necessary support to build on these relationships.

8. ~~**Level the playing field**~~ **Strive for equity** within regions for private and public solid waste management facilities **to achieve or exceed regional targets set in plans**

Rationale

- Removal of the sports analogy and replacing with everyday language with the aims to use language that is more relatable and accessible to a broader audience, allowing for clearer comprehension.
- Added language to reflect regional targets for greater accountability.

Goals

1. To support regional circular economy approaches, and to work towards a goal of zero waste.
2. To reduce and remediate environmental impacts from solid waste management activities.
3. To reduce greenhouse gas emissions and to pursue beneficial use of landfill gas.
4. To responsibly manage waste, and to minimize the amount of residual waste in landfills.
5. To have informed residents, businesses and community partners empowered to participate effectively and consistently in proper waste management practices. To use CSWM enforcement powers when necessary.
6. To ensure that the CSWM solid waste services are financially sustainable and delivered equitably across the region, recognizing and leveraging the unique challenges and cultures of our rural and remote communities.

Appendix 2 — Compilation of Technical Planning Reports (deferred to later submission)

Appendix 3 — Participants in the Planning Process

Appendix 3 Plan Development Participants

Support for community consultation efforts was provided by many partners along the way including:

- Comox Valley Regional District communications staff;
- Strathcona Regional District First Nations Liaison staff;
- Trapeze Communications Inc.;
- Tavola Strategy Group;
- Let's Talk Trash;
- Global Affinity Communications Inc.; and
- Zinc Communication Strategies.

Preparation of technical reports was undertaken by CSWM staff with support from contracted experts in their respective fields and presented to the RSWAC and CSWM Board of Directors. The following experts were collaborators in the generation of strategies and actions to reduce waste in the region:

- Let's Talk Trash, Abby McLennan;
- Lighthouse, Gil Yaron;
- Larry Gardner;
- Tamara Shulman and Associates, Meimee Consulting inc.;
- Tetra Tech, Wilbert Yang; and
- Stantec, Veronica Bartlett and Alex Velsink.

Stantec (then Morrison Hershfield) staff were contracted in 2025 to support the compilation of all of the initiatives identified and work with the RSWAC and Board to short-list strategies and actions to bring forward to the public.

Appendix 4 — Summary of Plan Consultation (deferred to later submission)

Appendix 5 — Summary of First Nations Outreach (deferred to later submission)

Appendix 6 — Emergency Debris Management

Appendix 6:
Emergency Debris Management

An emergency disposal agreement was in place for the qathet Regional District (qRD) to have the CSWM assist in the event of a disruption to their waste disposal system, which relies on exporting waste to out of region (United States) landfills. The CSWM Board previously entered into an agreement with the qRD on October 27, 2016, to accept their waste in the event of an emergency for a term of five years, but has since expired.

A debris generating emergency is rare and usually related to some form of natural disaster. In the case of the qRD contingency agreement, an emergency is defined as a significant occurrence with circumstances outside the control of the qRD's third party disposal which render the company unable to provide service under its contract, including events such as the closing of the United States border, terrorist attacks and embargos. An agreement like this may be reconsidered by the Board in the future. Conversely, the CSWM will consider the identification of an emergency disposal facility in the event that the CVWMC is not accessible or operating, as the reliance on this regional disposal facility is significant.

As part of the preliminary development of the Disaster Debris Management Plan, staff are exploring a reciprocal contingency service agreement for solid waste disposal with the Regional District of Nanaimo (RDN) to provide an alternate disposal option in the event that access to the CVWMC is impeded. Subject to approval from both Boards, such an agreement could reduce risk for both regions by creating redundancy for MSW disposal while minimizing transportation.

Appendix 7 — Timeline of CSWM Landfill Closures and Expansion

Appendix 7: Timeline of CSWM Landfill Closures and Expansion

The regional landfill in Cumberland, the Bevan Landfill, is a modern landfill with groundwater protection, leachate treatment and landfill gas collection. This landfill is estimated to support the management of residual waste for the region until 2052. This estimated lifespan of the approved cells one, two and three of the Bevan Landfill is based on the status quo diversion, filling rate and population growth estimates. Filling of cell 3 is anticipated to begin in 2037 in advance of cell 2 reaching capacity in 2039.

The following is the estimated timing of works to be completed in remote communities across the region to close landfills and upgrade facilities to support the shipment of waste and recyclables out of region. These timelines are subject to change due to fluctuations in waste volumes, operational need or available resources.

- Zeballos – 2028 transfer station online, 2029 landfill closed
- Gold River – 2029 transfer station online, 2030 landfill closed
- Tahsis - 2030 transfer station online, 2031 landfill closed

Town of Comox – Administration

From: Bill Crowder [redacted]
Sent: March 29, 2026 5:21 PM
To: Town of Comox – Administration
Subject: Speed Reductions in the Town of Comox

RECEIVED
March 29, 2026
TOWN OF COMOX

LOG: 26-328	REFER:	AGENDA: RCM 22Apr26
FILE: 5400-16	ACTION: MR	

File: 0400-03, 5400-16

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

Mayor and Town Council

In 2013 Comox Town Councillor Kerr proposed that staff investigate a speed reduction to 30 kph in the core area of downtown. The majority of Council at that time did not move that proposal forward. Since that time, our neighbours in the city of Courtenay have implemented a 40 kph speed zone city wide on non-arterial roadways, the City of Victoria has reduced residential speeds to 30 kph on non-arterial roads and 40 kph on arterial roads. Vancouver has reduced speeds in the same manner. The reason is pretty simple. Reducing speeds saves lives, reduces injuries, and improves citizens quality of life. This isn't anecdotal, it's statistically proven.
Will Council please revisit this issue? Speed reductions to 40 kph on arterial roads and 30 kph on residential roads makes sense. Our community doesn't have a history of unsafe streets, but our population is rising and road traffic is increasing. The opportunity to be proactive presents itself today.
Please consider implementing more traffic calming at every opportunity, beginning with speed reductions.
Thank you for your consideration on this matter.

William Crowder
[redacted]
Comox [redacted]

Town of Comox – Administration

From: daniel [redacted]
Sent: April 1, 2026 2:06 PM
To: council
Subject: Skatepark pilot / pop-up park idea

RECEIVED
April 1, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-332		RCM 22Apr26
FILE: 0220-40,6	ACTION: MR	

File: 0220-40, 6130-01 Copies: Council JW/SA/RN/TH/SR/CD

Hi,

I wanted to send a proposal for youth - adult recreation which balances a number of constraints.

My proposal is that Comox purchases a portable, steel framed halfpipe as an in-expensive way to provide a skatepark amenity. It could be an addition to the summer pop up parks, and/or moved around to pilot different locations. I believe it could be done for less than $10,000 and still provide a note\worthy ramp that would draw users from around the valley.

Some thoughts

- The 2001 youth needs survey highlighted a skatepark as the #1 ask. This need has not yet been addressed.
- Anecdotally, there seem to be an increasing number of youth who are finding a 3rd space outside dominos and around the mall. Often accompanied by scooters or skateboards.
- Specifically, a 3 foot high x 16' foot wide portable halfpipe ramp, roughly 24x16’ in dimension would serve both beginner to advanced scooters & skateboarders.
- A ramp of these dimensions is not something that Isfeld or the Linc has. It would fill a gap in the immediate region for beginner and advanced learning
- Personally, it would make for a destination and meetup spot for myself and other dads. As well, I believe it would enhance the popups, or any local park as a 3rd space for youth.

I’ve chatted with a local skatepark builder (of Radius skateparks) and He gave a rough estimate from $3,000-10,000 depending on whether uninsured/volunteer labor is allowed (along with a few other factors). I also know a number of other dads in Comox and the CVR that would use and be interested in helping to fundraise or directly help build.

If this sounds viable, I would love to figure out how we can make it happen.

Cheers,
Daniel [redacted] Dries

Town of Comox – Administration

From: daniel [redacted]
Sent: April 1, 2026 3:19 PM
To: Town of Comox – Administration
Subject: Re: Skatepark pilot / pop-up park idea

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

Sure thing,
If necessary I can also route the proposal through someone in Comox proper.

Daniel [redacted] Dries
[redacted]
Courtenay, BC
[redacted]

On Wed, Apr 1, 2026 at 2:38 PM Town of Comox – Administration <town@comox.ca> wrote:

> Good Afternoon Daniel,
>
> Thank you for your email to Mayor and Council.
>
> *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

Town of Comox – Administration

From: Chris Purdon [redacted]
Sent: April 7, 2026 4:28 PM
To: council
Subject: Section 172 Complaint Filed with Municipal Auditor — Courtenay Golf Club Limited
Attachments: Section_172_Complaint_Purdon_April_2026.pdf

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

Dear Mayor Minions and Members of Council,

Please find attached a complaint filed today under Section 172 of the Community Charter with MNP LLP, the Town's municipal auditor. I am providing this copy to Council simultaneously in accordance with Sections 172(2) and 172(3) of the Community Charter.

I am available at the contact information below should you require any further details.

Thank you and best regards,

Chris Purdon
[redacted]
Comox, BC
[redacted]

RECEIVED
April 07, 2026
TOWN OF COMOX

LOG: 26-334	REFER:	AGENDA: RCM 22Apr26
FILE: 2375-20-0	ACTION: MR	

File: 2375-20-01

Copies: Council
JW/SR/EH/CD

April 7, 2026

Delivered by email

To the Municipal Auditor:
MNP LLP
Suite 400, MNP Place
345 Wallace Street
Nanaimo, BC V9R 5B6

And to the Mayor and Council:

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

Re: Complaint Under Section 172 of the Community Charter

Comox Golf Course Property — Courtenay Golf Club Limited

Dear Municipal Auditor and Members of Council,

Pursuant to Section 172(1) of the *Community Charter*, I am writing to raise concerns about potential irregularities or misunderstandings in the financial management of the Town of Comox's relationship with Courtenay Golf Club Limited and the Comox Golf Course property.

Section 172(1) provides that a person may complain in writing to the council or the municipal auditor if the person considers that (a) a disbursement, expenditure, liability or other transaction is not authorized by or under this or another Act, or (b) there has been a theft, misuse or other defalcation or irregularity in the funds, accounts, assets, liabilities and financial obligations of the municipality.

I am filing this complaint under both Section 172(1)(a) and Section 172(1)(b) on the basis that the permissive tax exemption may not be authorized under the applicable statutory provision, and that there appear to be irregularities or misunderstandings in how the Town accounts for and manages its financial relationship with this property. I set out the specific concerns below.

1. Permissive Tax Exemption — Apparent Statutory Authority Concern

The Town grants a permissive tax exemption on the Comox Golf Course land under Section 224(2)(a) of the *Community Charter*, which applies to property "owned by a not-for-profit corporation" and used for a purpose directly related to the corporation's purposes.

However, the land is owned by Courtenay Golf Club Limited (BC Registry Incorporation No. 7039), which appears to be a for-profit company incorporated under the *Business Corporations Act*. It is the Comox Golf Club (BC Registry Incorporation No. S0003370) — the tenant and operator — that is incorporated as a society under the *Societies Act*. The property owner and the not-for-profit entity are different legal persons.

Despite this apparent distinction, the Town has progressively expanded the exemption over 13 years, citing Section 224(2)(a) in each successive bylaw:

- **Bylaw 1695** (adopted 2011): 56% exemption on land only
- **Bylaw 1733** (adopted 2012, effective 2013): 76% exemption on land only
- **Bylaw 2036** (adopted October 23, 2024, effective 2025): 100% exemption on all land and improvements

The most recent expansion to 100% of land and improvements is particularly notable because the improvements include a clubhouse with a licensed dining facility. The October 11, 2023 Special Council Meeting agenda package records that Town staff had "not previously extended the exemption to improvements as that includes the Clubhouse, which contains a licensed dining facility." Despite this acknowledged concern, the exemption was subsequently expanded to include those improvements.

The licensed restaurant within the clubhouse is the operation's single largest revenue source. The Comox Golf Club's 2022 financial statements (included in the October 11, 2023 Special Council Meeting agenda package) show food and beverage revenue of $382,868 against membership dues of $293,275. A commercial dining operation generating the largest share of the enterprise's revenue now receives a 100% property tax exemption under a statutory provision intended for not-for-profit use.

I have been unable to locate any public record addressing whether the statutory requirements of Section 224(2)(a) are met by the current ownership structure, in which the land is owned by a for-profit corporation rather than the not-for-profit society that operates the golf course.

2. Absence of Apparent Fair-Value Assessment on Lease

The registered lease (Document EX7242, registered January 21, 2005) between Courtenay Golf Club Limited and the Comox Golf Club does not specify cash rent. This is confirmed in Note 7 of the Comox Golf Club's 2022 financial statements (included in the October 11, 2023 Special

Council Meeting agenda package), which states that "the Society is not required to pay an annual rental."

These financial statements are a compilation engagement only. The accountant's report explicitly disclaims any audit or review. The Town granted a 100% permissive tax exemption on the basis of financial statements that have not been independently verified.

On February 18, 2026, Council voted unanimously to support a 25-year lease extension (Motion 2026.065, Regular Council Meeting Minutes). The Town is the majority shareholder of the lessor corporation.

I have been unable to locate any public record of a fair-market rent assessment or independent valuation of this 46-acre downtown property to determine whether the lease terms represent fair value for the public's majority interest. A fair-value assessment would normally consider not only the current use but also the opportunity cost of committing the property to a single use for 25 years — including the forgone tax revenue, the value of alternative uses, and the cumulative public subsidy provided through the tax exemption and zero-rent lease. Without such an assessment, it is unclear whether Council had a complete picture of the financial implications when it approved the 25-year commitment.

I respectfully suggest that the absence of any apparent fair-value assessment on a publicly influenced asset of this scale warrants examination.

3. Town Staff Time Allocated to Corporate Duties Without Apparent Public Accounting

Senior Town employees serve in corporate roles for Courtenay Golf Club Limited:

- Lorelei Banford, Deputy Corporate Officer (Town), serves as Company Secretary of Courtenay Golf Club Limited (2025 BC Annual Report).
- Edward Henley, Director of Finance (Town, remuneration $126,542 in 2024 per the Town's 2024 Statement of Financial Information), sits as a Director on the Courtenay Golf Club Limited board (confirmed in writing by the CAO on March 24, 2026).

Mr. Henley also signed the Town's 2024 Statement of Financial Information Management Report in his capacity as Director of Finance — the same financial information that MNP LLP audits. He simultaneously serves as a director of an entity whose financial arrangements with the Town are the subject of this complaint.

Approximately 24% of Courtenay Golf Club Limited's equity is held by private shareholders. Town staff time spent on corporate governance of this entity is paid from public funds but may benefit both public and private interests. I have been unable to locate any public record

demonstrating how the Town accounts for this allocation of staff time, or whether the private shareholders bear any proportionate share of the cost.

4. Potential for Undisclosed Private Benefit from Public Subsidies

The combination of a 100% permissive tax exemption (Bylaw 2036), a lease with no cash rent (confirmed in the Club's 2022 financial statements), and Town staff serving in corporate roles creates a structure in which public subsidies flow to an entity with private shareholders.

The Comox Golf Club's approximately 210–250 members pay annual dues of $1,350 and are reported to golf with priority over public bookings on a property that receives significant public subsidy. The Club's own 2022 financial statements (October 11, 2023 Special Council Meeting agenda package) show membership dues of $293,275 against total revenue of $1,045,187, with food and beverage revenue of $382,868 being the single largest revenue line. The extent to which the current arrangements have been assessed for fair public value is unclear from the publicly available record.

The public subsidies — including forgone property tax revenue, zero rent on a 46-acre downtown property, and Town staff time — collectively support a commercial operation whose financial viability appears to depend on those subsidies. I have been unable to locate any public record demonstrating how the Town audits these arrangements to ensure that the approximately 24% private shareholders do not receive an undue financial benefit at public expense.

5. Golf Course Shares Carried as Municipal Asset Without Apparent Oversight Framework

The Town's 2024 Consolidated Financial Statements (Continuity of Equity in Tangible Capital Assets, Schedule 3) list "Shares in Courtenay Golf Club Ltd." as a municipal asset valued at $8,750. These financial statements were signed by Edward Henley, Director of Finance.

On March 24, 2026, the Town's CAO stated in writing that the Town has "no involvement" and "no say" in the operations of the golf course. I respectfully suggest that carrying shares as a municipal asset while disclaiming any involvement in the entity's operations raises questions about whether the Town is meeting its obligations to manage public assets with appropriate oversight.

Further, I have been unable to locate any public record of Courtenay Golf Club Limited's corporate financial statements, board minutes, or shareholder meeting records being presented to Council or made available to the public. The only financial information that appears to have been publicly disclosed is the Comox Golf Club's (the tenant's) compilation-only financial statements, included in the October 11, 2023 Special Council Meeting agenda package. The Town holds a majority interest in the corporation itself, yet the corporation's own financial reporting does not appear in the public record. I respectfully suggest that a majority publicly held corporation

operating a 46-acre public asset with significant public subsidies warrants a level of financial transparency commensurate with the public interest.

I also note an apparent discrepancy in the Town's stated shareholding. The CAO's Staff Report dated February 12, 2026 (presented in the February 18, 2026 Regular Council Meeting agenda package, page 609) states the Town holds a 53% shareholding. However, the permissive tax exemption has been set at 76% since 2012, and the Courtenay Golf Club Limited's own 100 Years history document states the Town "effectively owns 76% of the shares." The basis for this discrepancy is unclear and may have significant implications for governance thresholds, voting control, and the basis on which the tax exemption percentage was historically determined.

6. Early Lease Extension: Escalation from 7 Years to 25 Years Without Documented Public Rationale

The current lease between Courtenay Golf Club Limited and the Comox Golf Club does not expire until June 30, 2033 — approximately seven years from now.

On May 7, 2025, following a delegation from the Comox Golf Club requesting a 30+5 year lease, Council went in-camera and subsequently rose and reported with a resolution supporting only a 7-year extension to 2040, plus a $300,000 loan guarantee for irrigation improvements (Regular Council Meeting Minutes, May 7, 2025, Motion 2025.198, page 9).

Nine months later, on February 18, 2026, Council voted unanimously to support a 25-year extension — more than tripling the commitment approved in May 2025. The CAO's Staff Report dated February 12, 2026 recommended the 25-year term but did not publicly explain what changed to require a commitment more than three times longer than what Council had supported nine months earlier. The lease resolution was introduced under "New Business" (Item 10) at the February 18, 2026 Regular Council Meeting.

OCP Policy Contradiction. At the same February 18, 2026 meeting, Council adopted Official Community Plan Bylaw No. 2054 (Motions 2026.060 and 2026.061). The adopted OCP includes:

- **Policy 21.2**, which designates the golf course as "Central Community Park" and calls for a plan to guide its "future role, form, use, and programs" considering that "this property is in a prime location that should be programmed to appeal to the Town's long-term population."
- **Policy 21.3**, which directs the Town to "Explore near-term opportunities to transition the southern portion of the Comox Golf Club to a public park as per Section 4.5 of the Downtown Enhancement Action Plan."

Section 4.5 of the Downtown Enhancement Action Plan, titled "Recreate the Golf Course as a More Inclusive Recreation Asset," includes professionally illustrated concepts for a community

park, looped public trail, Beaufort Avenue extension, and public parking on the southern portion of the golf course.

The 25-year lease extension appears to foreclose the near-term park transition that the Town's own OCP directs. Both the OCP and the lease extension were adopted at the same meeting, raising questions about whether the financial implications of this apparent policy contradiction were adequately analyzed.

Public benefit received. The lease resolution references "areas identified in the Comox Golf Club delegation materials" for potential public use, comprising three "safe zones" totalling approximately 1.37 acres of marginal land out of 46 acres (approximately 3% of the property). By contrast, OCP Policy 21.3 and the Downtown Enhancement Action Plan contemplate transitioning the entire southern portion to public park use. The gap between what the Town's own plans envision and what was negotiated warrants examination.

Sequencing. The documentary record shows the following sequence: On December 3, 2025, Council amended OCP Policy 20.2 to add language that the future plan for the property "may include maintaining the current 9-hole golf course," a change characterized as softening the OCP's direction regarding the property's future (Regular Council Meeting Minutes, December 3, 2025, Motion 2025.492). On February 18, 2026, Council adopted the amended OCP and approved the 25-year lease at the same meeting. I respectfully suggest this sequencing warrants examination to determine whether the financial interests of the public's majority shareholding were appropriately protected.

7. Donor Intent and Public Narrative

The CAO's Staff Report dated February 12, 2026 characterizes the Filberg gift as ensuring the land "continues to be used as a golf course." However, the actual 1966 Trust Agreement between Robert J. Filberg and the Corporation of the Village of Comox, and the 1993 Restrictive Covenant registered on title (Document EG114228, Section 1(d)), both specify that the land shall be used for no purpose other than "a public golf course **or** a public park." The park option has no time restriction.

This omission is part of a broader pattern in which the park option is consistently subordinated or removed from public-facing characterizations of donor intent:

- The Comox Golf Club's website states that Filberg obtained a commitment that "after 99 years, if it is no longer practicable to retain the area as a golf course, it must become only a public park" — framing the park as a distant fallback rather than an equal alternative.
- The Courtenay Golf Club Limited's own 100 Years of History for the Shareholders document — researched by a company director and edited in part by the Town's Deputy Corporate Officer — accurately states earlier in the text that Filberg's intent was that "the property belonging to the Company will be used in perpetuity for the purpose only of

either a public golf course or a public park," but then reverts in its summary to the framing that the land must remain a golf course "until it is no longer practicable to retain the area as a golf course, and if so, it must become only a public park."

This "golf first, park only as fallback" characterization is not consistent with the registered legal documents, which impose no such hierarchy between the two uses and present them as equal alternatives.

The omission of the park option from the CAO's characterization of donor intent, in a staff report recommending a 25-year lease commitment, warrants examination as to whether Council received complete information about the legal framework governing this property.

Request

I respectfully request that the municipal auditor examine the following:

1. Whether the permissive tax exemption on the Comox Golf Course property meets the statutory requirements of Section 224(2)(a) of the *Community Charter*, given the apparent for-profit status of the landholding corporation (Courtenay Golf Club Limited, Inc. No. 7039), the progressive expansion of the exemption from 56% to 100% without any publicly disclosed analysis of statutory authority, and the inclusion of a licensed commercial dining facility that generates the largest share of the operation's revenue;

2. Whether the absence of any apparent fair-market rent assessment on a 46-acre downtown property is consistent with the Town's obligations to manage public assets, and whether Council had adequate information about the full public cost of the current arrangement — including forgone tax revenue, the opportunity cost of a 25-year single-use commitment, and the cumulative effect of the subsidies identified in this complaint — when it approved the lease extension;

3. Whether the allocation of Town staff time to corporate duties for Courtenay Golf Club Limited is appropriately accounted for and disclosed, and whether any structural conflict exists in Mr. Henley's dual role as the Town's Director of Finance and a director of the entity that benefits from these financial arrangements;

4. Whether the current arrangements provide adequate safeguards against undue private benefit from public subsidies flowing to an entity with approximately 24% private shareholding, and whether the financial viability of the operation's dependence on those subsidies has been disclosed to Council;

5. Whether the Town's oversight framework for its majority shareholding in Courtenay Golf Club Limited is adequate, including: (a) clarification of the total number of shares issued, the number held by the Town, the number held by identifiable private shareholders, and the number for which no current holder can be identified; (b) how votes

Town of Comox – Administration

From: Marie [redacted]
Sent: April 8, 2026 2:12 PM
To: council
Cc: council@courtenay.ca; mayor.brown@cumberland.ca; Mark Harrison CVRD
Subject: Tree Protection Bylaw
Attachments: Tree Protection Bylaw.pdf

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

Attached is a submission regarding the future Comox tree bylaw(s). Our contact information is in the document.

Thank you,
Hans and Marie Jacobs

RECEIVED
April 08, 2026
TOWN OF COMOX

LOG: 26-338	REFER:	AGENDA: RCM 22Apr26
FILE: 6300-01	ACTION: MR	

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

April 8, 2026

TO: Comox Mayor and Council
RE: Tree Bylaw

On many occasions, we have written to you expressing concern about development in Comox and the need to protect trees. As well as this letter, we request that you review and consider the correspondence of March 28, 2025 (attached) regarding the Urban Forest Management Strategy, which includes relevant material.

When we relocated to the Comox Valley from Ontario, we believed that we were moving to a province and community which valued and protected the natural environment. Instead, we were very disappointed to find that developers are the ones who appear to be valued and protected.

Words from a Joni Mitchell song ("Big Yellow Taxi") come to mind: "They paved paradise and put up a parking lot". In the song, replacing "parking lot" with "human filing cabinet" describes what is happening with new development - buildings devoid of design, identical from community to community, barren of trees, and overshadowing neighbouring buildings.

New developments are devastating our tree canopy. Bylaws must be designed to protect as much of our natural environment and tree canopy as possible. Developers ***CAN*** protect trees. It is just easier and cheaper for them to completely clear sites. For example, one developer of townhouses on Anderton Road retained some mature trees on a small site while the developer next door to that development virtually razed its site.

Accordingly, we need a strong "**Tree Protection Bylaw"** separate from an "Urban Forest Management Strategy". Specifically:

- Set the Bylaw goal as mandating tree ***retention*** – particularly mature tree retention – not just tracking tree removal. As one of their many positive climactic contributions, trees manage storm water and run-off. Losing trees exacerbates the impact of weather events, which are becoming more extreme. Mitigating the effects of and preparing for such events will surely become more complex and costly as the tree canopy shrinks.
- Revise and, where possible, increase development set-back requirements to ensure there is adequate room to retain trees and to reduce the creation of urban heat islands.
- Require a "Trees-first" design for new development that integrates trees into design as opposed to managing their clearing.
- Include additional protection for "Significant trees", which includes large trees, trees favoured by particular bird species, trees in wildlife corridors, and important species (e.g., Garry Oak, Arbutus, Big leaf Maple, Douglas Fir).
- Lower the limit of protected tree diameter from 30 cm diameter to 20 cm as the UFMS (urban forest management strategy) consultant recommended, enabling the town to protect more trees.
- Require retention of as many mature trees as possible – in proposed and existing developments, as well as on town property. New trees take dozens, sometimes hundreds, of years to replicate the huge benefit that mature trees provide. Accordingly, tree replacement must be required and exceed a 1:1 ratio.
- Include provisions to assist homeowners and existing developments maintain and, where possible, increase on-site trees.
- Include development permit withdrawal for serious infractions of the bylaw. Developers must understand that development permits can be withdrawn if they do not comply. Permit removal is the only effective disincentive. Developers cannot be allowed to just say, "Oops, sorry, it was a subcontractor", or pay fines for breaking the rules.
- Engage and deploy adequate staff resources to enforce the Bylaw.

It must be noted that, in many cases, new developments are neither solving housing problems nor providing the type of housing and affordability required. With reduced immigration, outflow of population from BC, severe weather events, and significant economic concerns, we need to completely rethink housing goals, requirements, and needs at both local and provincial levels.

The arguments for almost 100% lot coverage – which is devastating to trees – are invalid. Appropriate and adequate housing can be constructed while still maintaining trees. Comox needs to require tree retention wherever possible. Ensuring the title of the bylaw and its content focus on tree ***protection***, rather than the permitting process for tree removal, is essential. (Obviously, this does not mean that there would not be conditions under which tree removal might be necessary).

A visionary Comox Tree Protection Bylaw could serve as a model for the entire Comox Valley.

Submitted by,

Hans Jacobs BA, MBA
Marie Jacobs BSc, MBA

[redacted]
Courtenay, BC
[redacted]

Encl.
Urban Forest Management Strategy submission; March 28, 2025

March 28, 2025

TO: Comox Mayor and Council
Courtenay Mayor and Council
Cumberland Mayor and Council
Director Comox Valley Regional District

RE: Urban Forest Management Strategy

While a resident of British Columbia for only a few years, I have long thought of the province as the “Amazon of the North”, given the importance of its old growth forests and extensive tree canopy to the health of our planet and its occupants. Trees are the literal and environmental anchor of our biosphere. Through the media and personal observation, we are all hearing about and seeing first-hand the alarming loss of trees locally and provincially.

Thank you to Comox’s Mayor, Council, and Staff for undertaking a process to preserve and enhance Comox’s urban tree canopy. The rationale for this initiative is clearly the importance of trees for the environment and our physical and mental health. This should be, and we hope will be, a project that will expand to include Comox Valley jurisdictions acting jointly to preserve and enhance the urban tree canopies within their boundaries through a single consistent policy.

At the Open House, Comox staff were approachable and friendly and the displays helpful in understanding the initiative and current situation regarding the urban tree canopy level, which unfortunately decreased substantially from 2019 – 2023. The 29% canopy level in 2023 was already shockingly low. Clear-cutting for developments in 2024 and to date in 2025 (e.g., Pritchard, Aspen/Hector, Anderton Road and many other sites in the town) have obviously reduced this level even further.

Future events could provide more opportunity to record community input; for example, by posting chart papers with the heading(s): “To preserve and enhance Comox’s urban tree canopy; e.g., Comox should *Stop:* , *Start*: , *Continue*: “ and inviting participants to jot down their thoughts. While the survey may potentially reach a larger audience, surveys tend to be more directed and limiting than, for example, facilitated focus groups.

The areas on which we will comment in this submission are:

- **Where are we now?**
- **How did we get here?**
- **What is our goal?**
- **What are the barriers to achieving our goal?**
- **What actions can be taken to reduce or remove the barriers and advance the goal?**
- **Who should be involved and how?**

Survey questions are completed separately and, in some cases, reference this submission.

WHERE ARE WE NOW? Less than 29% tree canopy

HOW DID WE GET HERE? We need to know the past and present in order to change the future

The way we've grown:

Unlike many communities, the Comox Valley seems to have developed without many boulevards between sidewalks and roads. Municipal ownership of boulevards fronting residential properties provided the opportunity for extensive urban tree planting in such communities (and enhanced safety). This resulted in some more urban communities having a more extensive tree canopy than Comox.

Belief that we have endless trees in our province:

When expressing concern about the loss of urban trees, I have heard comments such as, "There are lots of trees out there". But trees are being logged or otherwise lost "out there" as well as in urban areas. Such attitudes surely have led to the loss of trees.

Enabling legislation and bylaws:

Provincial legislation and municipal permissiveness have led to very high lot coverage – indeed zero setback in many cases – in residential development, leaving little to no room for trees.

The argument for more intense development is that more trees will be saved outside the development area. One flaw in this argument is that trees are being lost everywhere. Also, these practices result in concrete-to-concrete urban heat islands which have a very negative effect on the immediate environment and livability. It is worth noting that the Co-op building on Guthrie Road not only has more plantings but also more aesthetic appeal than recent developments (e.g., Urban Corner). Another result is that the town has assumed almost total responsibility for provision of green space, plantings/trees, and facilities (such as a small gathering area or play space) which were features of large older townhouse developments, for example.

We can't change the past, but we can change the future.

WHAT IS OUR GOAL? (see **ACTIONS**)

WHAT ARE THE BARRIERS TO ACHIEVING OUR GOAL?

Apparent lack of places in built-up areas in which to plant trees

As previously mentioned, having permitted extremely high lot coverage along with the lack of boulevards substantially reduces space for tree planting.

Lack of adequate protective legislation/bylaws at the provincial and municipal levels

Apparently, some developers have been allowed to merely apologize and pay fines after they fail to meet the expectations of their permits. Too many have denigrated their surrounding environment and properties; e.g., cutting more trees than required just because it is easier and cheaper to build that way. Important environmental features or wetlands on their sites or adjacent wetlands have been compromised (e.g., by silt) or destroyed, leaving the challenging process and expense of restoration (where possible) to communities (e.g., https://www.timescolonist.com/local-news/langford-creek-damaged-by-development-restored-by-volunteers-9648291). Developers may flaunt their rights, but minimize or ignore their responsibilities, some even seeking additional concessions after approval.

The challenge of tree care for individuals and municipalities:

While desirable for aesthetic, health, and environmental reasons, having trees on one's property can pose challenges. Personal time and ability for tree care (homeowners) along with the cost of tree planting and maintenance (municipalities and property owners) make it easier to do without trees, especially with the high growth rate in this climate. Pruning, disease, pests, extreme weather, dealing with droppings and fallen leaves, and battling invasive species can be difficult for homeowners to contend with.

The new organic collection system in Comox and Courtenay is a heavy burden on homeowners with trees, particularly mature deciduous specimens. At peak times, property owners can accumulate many bags full of leaves and tree droppings, along with other yard waste, which would require several collections to take away. A single large bin is not only inadequate for containing such amounts, but is exceedingly heavy. Because of the addition of kitchen waste, the bags are odoriferous and attract animals. Property owners are left with bags of rotting organics over a number of weeks. Offering a location to drop off 'excess' bags is neither an acceptable or, for many, a feasible alternative to curbside pickup. Those who can't afford a service will either be discouraged from planting trees or, at the extreme, choose to remove one or more from their lot.

Jurisdictional and departmental silos

Jurisdictional and department silos still may be standing in the way of joint action on Comox Valley urban and rural tree canopy and can create frustration for property owners. Valley residents who live literally next door or across the street from each other can face different rules for trees and yard waste collection.

WHAT ACTIONS CAN BE TAKEN TO REDUCE OR REMOVE THE BARRIERS AND ADVANCE THE GOAL?

- The first step is to set a specific goal for preserving and enhancing the urban tree canopy (e.g., % tree canopy desired) which is measurable and achievable, along with a timeline, budget, and strategies for accomplishing the goal.

Regulatory

- Work with other jurisdictions to lobby the provincial government to return local control of development and enhance tree protection.
- Create new bylaws which provide greater protection for trees on private property
- Require boulevards in new neighbourhoods and large development areas
- Reset maximum lot coverage requirements to reflect the need for tree cover and require adequate setbacks to accommodate trees and/or a significant number of shrubs.
- Increase monitoring to confirm that environmental requirements, including tree preservation, have been adhered to by developers.
- Withdraw permits from developers who break their environmental covenants. Ensure developers are aware that this will be the outcome, not just financial penalties.
- Ensure developers pay for remediation of environmental features their project damages on their own and adjacent sites.
- Enshrine current urban boundaries to minimize land speculation and help preserve environmental features and rural trees.

ACTIONS (continued)

Tree planting and care

- Create an up-to-date tree inventory
- Plant trees on the road allowance of private properties and available public spaces. Care for these trees.

- Encourage (or in the case of new developments, require) planting of native species
- Remove invasive plants from roadsides and public areas
- Purchase strategic pieces of land to provide additional tree canopy

Support for Property Owners

- Schedule additional organic collections during peak times of year.
- Provide incentives for farmers, rural residents, and all urban households with sufficient property to plant trees (e.g., through taxes, provision of trees, recommended species).
- Offer support for insect or disease management for trees on private property
- Where sufficient space for tree planting is not possible, encourage planting of and provide advice on the types of shrubs and plantings which constitute the 'next best thing'

WHO SHOULD BE INVOLVED AND HOW?

This should be a whole community effort

- Change the name of the initiative from "Urban Forest Management Strategy" to better reflect the goal and remove the potentially negative connotation of "Management".
- Create a task force from staff, Council, and community to co-ordinate the initiative
- Mount a communication campaign to engage and inform the community; i.e., to raise awareness of the important roles trees play and how homeowners can help advance the preservation and increase of the tree canopy.
- Involve community groups, conservation groups, homeowners, and businesses in the effort to preserve and enhance the tree canopy.
- Work with other Valley jurisdictions to implement consistent rules and regulations regarding tree removal in urban areas.
- Liase with and seek support and funding from provincial and federal Environment Ministries
- Recognize developers who retain more green space and trees on their sites than the minimum required.
- Recognize individuals and groups who have made significant contributions to the advancement of the tree canopy

Marie Jacobs

[redacted]
Courtenay, BC
[redacted]

Comox Valley REGIONAL DISTRICT

Richard Hardy, Director
Electoral Area B (Lazo Noth)
Tel: 250-000-0000 E-mail: rhardy@comoxvalleyrd.ca

File: 8310-01

April 9, 2026

Sent via email only: minister.transportation@gov.bc.ca
nminions@comox.ca

Honourable Mike Farnworth
Minister of Transportation and Transit
PO Box 9055 Prov Stn Govt
Victoria, BC V8W 9E2

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

RECEIVED
April 9, 2026
TOWN OF COMOX

LOG: 26-342	REFER:	AGENDA: RCM 22Apr26
FILE: 0400-60/C	ACTION: MR	

Copies: Council
JW/RH/SR/CD

Dear Minister and Mayor:

Re: Comox Valley Regional District Area B opposition to road access to Andrew Avenue Cul de Sac for Parcel B (DD 20772N) of District Lot 191, Comox District

As the Area B Director for the Comox Valley Regional District, myself and over 30 constituents that live on or near Andrew Avenue are opposed to the proposed entrance and exit route through the Cul de Sac on Andrew Avenue from the future Town of Comox development properties at 721 Lazo Road.

On March 28, 2026 I met with over 30 constituents at the Cul de Sac at Andrew Avenue and listened to numerous concerns that they had about the environmental and ecological impacts from the proposed development at 721 Lazo Road, but of primary concern was the Town of Comox development properties wanting to have their entrance and exit road pass through the MOTT Cul de Sac at the end of Andrew Avenue, instead of an already existing road at 721 Lazo Road, or the other existing Town of Comox road near by, known as Hutton Road.

As well, on March 31, 2026 I further met with the Town's Mayor, Nicole Minions, at the Andrew Ave Cul de Sac to further bring to her attention of the potential environmental and ecological impacts from the development, and to further bring to her attention of the significant impacts that would occur by having their entrance and exit route travel

through the small, quaint, quiet and tranquil Cul de Sac that is often utilized by the youth in the neighborhood.

It should be noted that the mayor did genuinely recognize the concerns that the constituents had put forward via emails and letters and further recognized how small the MOTT road was that led into the Cul de Sac.

At the end of the day, myself and the Area B constituents understand that you are the ultimate decision maker regarding whether, or not, the Town and its developer are provided its property access through the Cul de Sac at Andrew Road, but we are hopeful that you and the Town will reconsider having the access route travel through an existing road at 721 Lazo road or via the Town's Hutton Road to maintain the unique character of the Andrew Avenue neighborhood.

I look forward to a timely response.

Respectfully,

[redacted]

Director Richard Hardy

cc: Brennan Day, MLA, Courtenay-Comox

Town of Comox – Administration

From: Norman Mathew [redacted]
Sent: April 10, 2026 4:11 PM
To: council
Subject: Tree Protection Bylaw

RECEIVED
April 10, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-346		RCM 22Apr26
FILE: 6300-01	ACTION: MR	

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

Dear Mayor and Council:

I applaud Council for establishing a Tree Protection Bylaw. Preserving natural spaces, trees, and green corridors is important in an urban setting for the sake of wildlife, climate change, and well-being of citizens. Protecting trees and natural spaces must take precedent over development and growth.

Two election cycles ago the big issue was protecting the urban forest and yet two per cent has been lost since then.

While there are many parks and other natural spaces in Comox, there is a need for green corridors between parks for wildlife to move - they can't do so without coming in contact with people, vehicles, etc. Greenways should become part of the Tree Protection Bylaw.

In my opinion, the proposed Bylaw does not go nearly far enough - citizens and the town should be planting more trees, creating more green spaces, wildlife areas, and places for people to enjoy outdoors.

Removal trees on private land should have to be a permit process, and fines for removal without a permit (and a good reason) should be levied against the homeowner and the tree removal service (equal, large fines to both parties). The Town should follow the same guidelines as private citizens, and must lead by example by preserving as many trees of all types as possible.

The protected tree size should be reduced to 15 cm DBH.

The replacement ratio should be increased; that is the requirement should be to plant more trees than the bylaw suggests.

On panel #4, "Confirmed Directions", item #3 about "can cut a protected tree for any reason" surely defeats the entire bylaw; this must be a typographical error and should read protected trees can NOT be removed for any reason.

I can not support a cash-in-lieu tree replacement - it simply becomes too easy for someone to buy a way out of the bylaw.

Significant tree size should be reduced to any tree size rather than 75 cm, and all native tree species should become protected

The bylaw should also include how the bylaw will be monitored and enforced, and should include the dollar amount of fines as well as a budget for monitoring and enforcement.

Developers and real estate persons should be required to recuse themselves from discussion and voting on this bylaw, as they generally have little interest in protecting trees in favour of further development.

Although not a protect space per se, nor does it take into consideration wildlife movement, the Lazo Greenway is a good start to protecting trees and green spaces in Comox. After all, the tree canopy is one of many reasons that people choose to live in this town.

Best Regards
Dr. Norman Mathew
[redacted]
Comox, BC [redacted]

TOWN OF COMOX

STAFF REPORT

April 22, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1980-01
FROM:	Robbie Nall, Parks Manager & Ted Hagmeier, Recreation Director	**DATE:**	April 17, 2026
SUBJECT:	Modular Pump Track		

Prepared by:	Prepared by:	Financial Approved:	Report Approved:
Robbie Nall, Parks Manager	Ted Hagmeier, Recreation Director	Edward Henley, Director of Finance	Jordan Wall, Chief Administrative Officer

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council approve the purchase of a $240,000 modular pump track, upon receipt of a $25,000 grant from Comox Valley Lions Club and a grant $60,000 from Comox Rotary Club.

ALTERNATIVES TO THE RECOMMENDATIONS

1. THAT Council approve the purchase of a modular pump track with the total purchase amount determined by Council.

2. THAT Council approve working with Comox Valley Lions Club and Comox Rotary Club to identify and deliver a different youth recreation project.

PURPOSE

To seek Council's approval to fund a modular pump track in response to ongoing community demand and supporting youth recreation.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Community Connection and Wellness – Areas of Focus	**Recreation –** We believe recreation is critical to community vibrancy, belonging, connection, and health (safety) at all ages. **Parks -** Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Good Governance – Areas of Focus	**Community Participation –** We enhance two-way communication with our community.

Council identified the development of a pump track as a strategic priority:

> TOP PROJECT: Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.

BACKGROUND

At RCM, March 16, 2022, Council received the Youth Outdoor Recreation Needs Assessment report, which recommended that youth recreation facilities be constructed in Comox, and passed recommendations for staff to investigate public engagement to build a hard surfaced (concrete and/or asphalt), permanent skatepark and pump track. Cost estimates presented to Council were minimum $650,000 for a pump track and $1,200,000 for a skatepark.

Council provided further direction in 2023 when they prioritized the construction of a pump track over a skatepark and directed that both projects were grant dependent. Staff, with the assistance of a local grant writer, searched for applicable grants, securing grants of approximately 5% of the $650,000 cost of a permanent concrete/asphalt amenity.

Due to high project cost and the lack of substantial grant opportunities, staff switched to investigate the modular pump track option. In January 2026, Council postponed discussion on a modular pump track staff report to investigate alternate, youth focused projects.

Staff have brought this report back to Council because of the potential offer of $60,000 from the Rotary Club of Comox to fund a modular pump track.

Pump Track Design and Use:

Modular pump tracks are promoted as facilities for all ages, all wheels, and all ability levels from beginner to intermediate. Each track features a riding surface approximately one metre wide, incorporating steeper rollers and tighter berms to provide added challenge. These tracks are intended as skill building and thrill providing amenities.

Good design supports progression. Inexperienced riders can develop balance and confidence at a comfortable pace, while intermediate and advanced riders can increase speed and refine technique.

Although the modular tracks typically come in a standard width, their design supports skill progression and can be expanded in the future. Configurations can be reworked and adjusted within the existing footprint to create new riding experiences, and additional modules can be purchased to extend the track or introduce more advanced features.

For example, Figure 1 below shows 4 possible layouts of the same track, showing a variety of rider experiences.

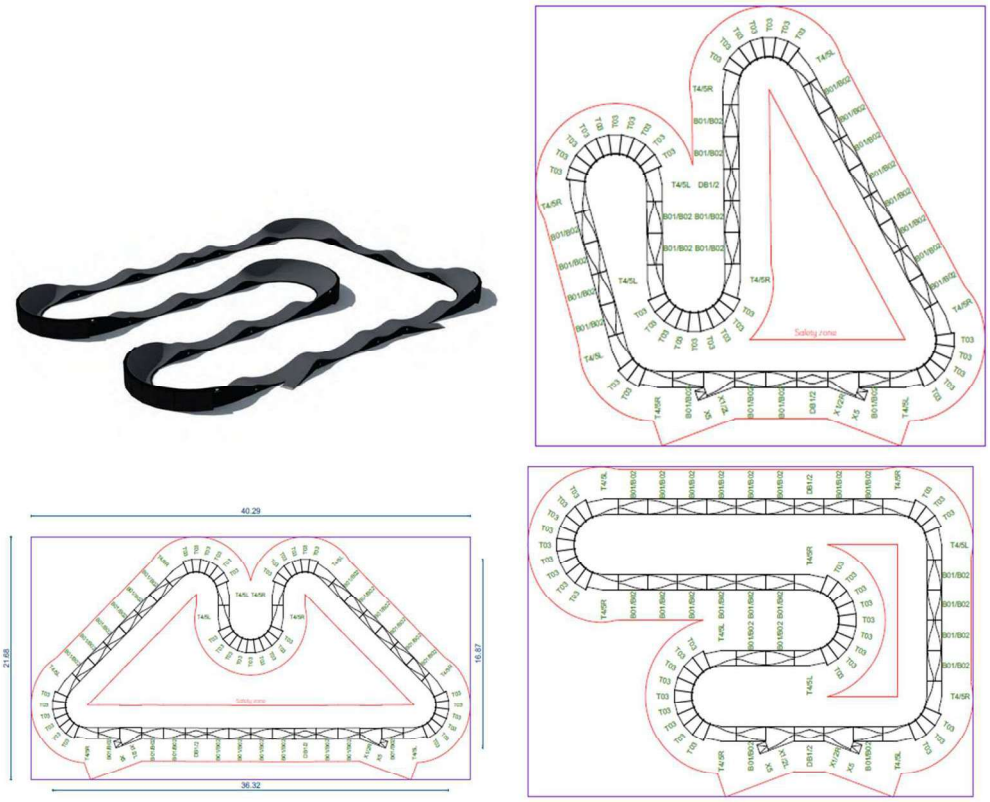


Figure 1: Configurable Layouts Using the Same Track

Modular Pump Track Construction:

Modular pump tracks are engineered specifically for municipal outdoor use and constructed from materials selected for long-term durability:

Frame Structure

- Galvanized steel or pressure-treated lumber engineered for outdoor environments.
- Steel frames resist corrosion and deformation and provide high structural integrity under repeated loads (Figure 2).
- Module connections are reinforced and use bolted assembly rather than welded joints, allowing replacement of individual components if damaged.

Riding Surface

- Reinforced composite fiberglass paneling designed for heavy use and impact resistance.
- High-traction finish that withstands weather, UV exposure, and continuous riding.
- Composite material does not rot, warp, or splinter.

Hardware

- All fasteners are stainless steel or corrosion treated.
- Modules meet CSN-EN 14974:2020, the international safety and structural standard for wheeled sport facilities.

These design elements ensure the track is robust enough for intermediate and advanced while minimizing maintenance demands.

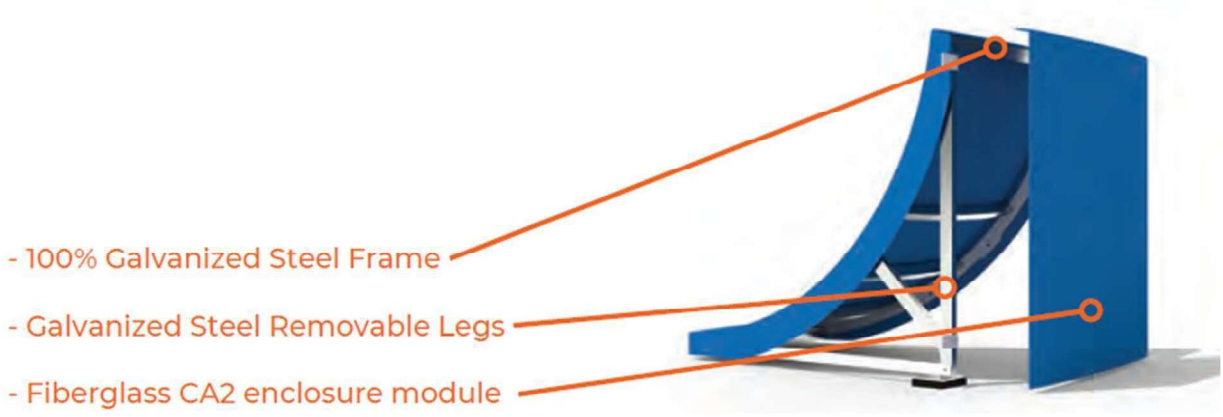


Figure 2: Cross Section of a Typical Modular Pump Track

Pump Track Installation, Maintenance. Warranty and Lifespan:

1. Installation & Maintenance
   - Installation is straightforward, requiring ground preparation but no specialized foundation.
   - The track will be added to the Town's regular Parks inspection schedule.
   - Routine maintenance includes checking fasteners, surface cleanliness, and periodic tightening—tasks requiring minimal staff time.

2. Warranty
   - Modular pump tracks typically include multi-year manufacturer warranties covering materials and defects (e.g., 5 years on frames and composite surfaces).
   - Replacement parts can be ordered individually, supporting long-term maintainability.

3. Lifespan
   - Industry suppliers indicate a 10 – 20 year expected lifespan, depending on climate.

- Comox's coastal climate, with limited freeze/thaw cycles, favours the upper end of this range.

FINANCIAL CONSIDERATIONS:

The **project budget directly relates to the level of user interest, with the more money invested, the more potential for an engaging and diverse product**, such as extended track length, varied berm configurations, and advanced rollers, which enhance rider experience and accommodate a broader range of skill levels.

The Town's contribution of $155,000 to the project was approved in the 2026 budget. The Town has been promised a contribution of $25,000 from the Comox Valley Lions Club. The Comox Valley Rotary Club has expressed interest in donating $60,000 to a 2026 Town capital project, identifying a pump track as one option. **The total proposed project cost, with the Clubs' donations, is $240,000.**

The project will proceed through a competitive RFP process, allowing the Town to evaluate suppliers on:

- Price
- Product quality
- Durability and construction materials
- Compliance with safety and industry standards
- Layout flexibility and long-term modular expansion potential
- Accessibility

See **Appendix A: Basic Track Cost/Layout Options** for approximate, illustrative examples of $240,000, $155,000 and $140,000 modular pump track layouts.

PUBLIC RELATIONS

The final pump track design will be determined by budget. Once this is finalized, staff will seek engagement and input from local bike enthusiasts and youth, where possible, to determine the final features and design before installation.

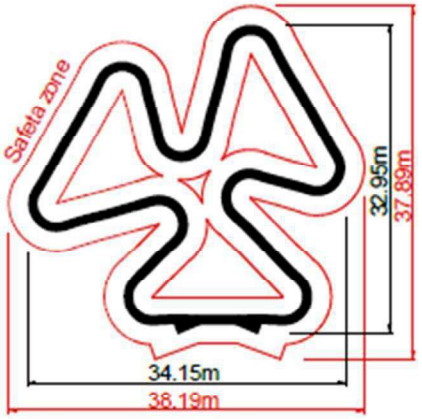
Appendix A: Basic Track Cost/Layout Options

The approximate pump track layouts and fees provide an approximate product cost relationship to consider when assessing CAO's recommendations.

These are not the final designs but concepts to assist Council's decision.

$240,000 Supply and Installation:

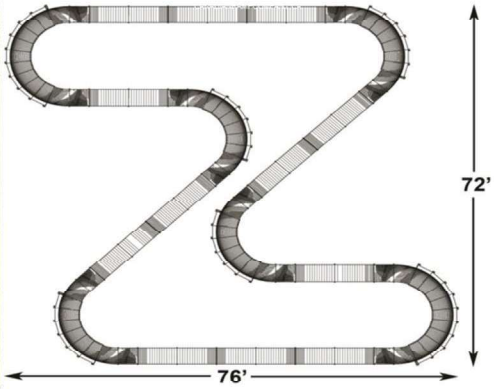
RANCH



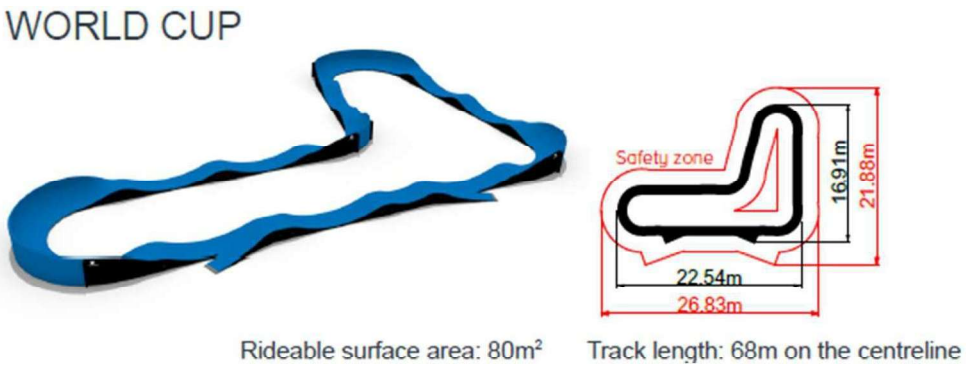
Rideable surface area: 178m² Track length: 150m on the centreline

$155,000 Supply and Installation:

COMPACT ZIG ZAG



140,000 Supply and Installation:



Rideable surface area: 80m² Track length: 68m on the centreline

TOWN OF COMOX

STAFF REPORT

Meeting: 04-22-2026

TO: Mayor and Council	**FILE:** OCP RZ 25-3
FROM: Randy Houle, Director of Development Services	**DATE:** April 17, 2026
SUBJECT: Official Community Plan Amendment Application (1533 Cedar Avenue) Introductory Report	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT a Public Information Meeting be held by the applicant of Official Community Plan Amendment Application 25-3 (1533 Cedar Avenue) in accordance with Section 8.0 of Development Application Procedures Bylaw No. 2049, prior to consideration of first reading of the bylaw.

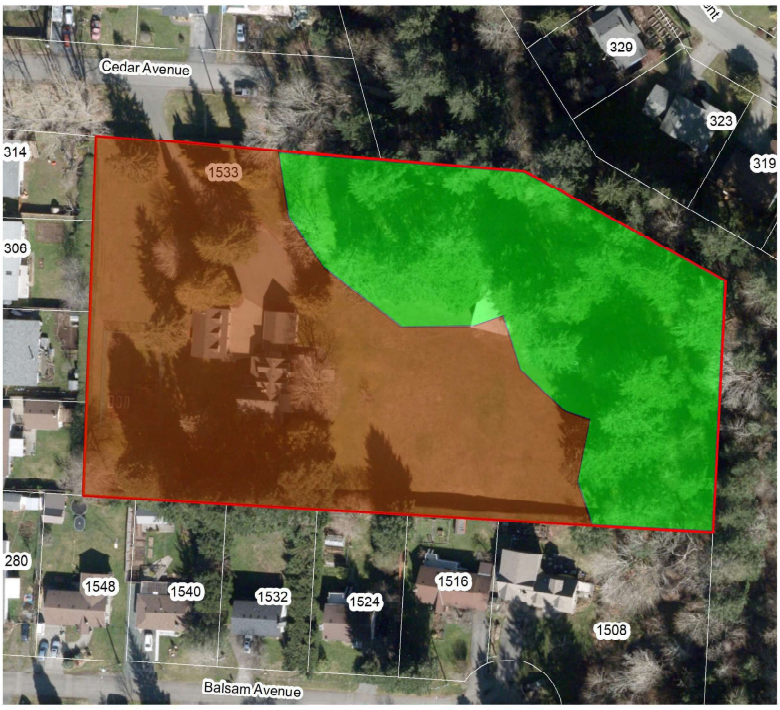
PURPOSE

The purpose of this report is to seek direction from Council regarding the proposed OCP application prior to the amendment bylaw being considered by Council. The applicant is proposing to amend the OCP land use designation of the west portion of the subject property from Ground-Oriented Residential (3-storey) to Low-Rise Residential (4-storey), and the east portion to Parks, Greenways & Open Space which is within Brooklyn Creek's Streamside Protection and Enhancement Area (SPEA). The amended designation would facilitate the construction of two 4-story apartment buildings for a total of 88 units. The proposal also includes a parkland dedication and restoration of the Streamside Protection and Enhancement Area (SPEA) as an alternative amenity to the affordable housing contribution.

A zoning amendment application has also been submitted to rezone the west portion of the subject property from R-SSMU (Small-Scale Multi-Unit Residential) to RM-2 (Low-Rise Residential) and the east

portion to Parks and Nature Conservation (P-1). The map in Figure 1 illustrates proposed amendments: area in green for parkland dedication and area in brown for multi-family development.

Figure 1. Proposed land use designations and zoning



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

The subject property is located within the form and character, hazardous conditions, sensitive ecosystems and riparian ecosystems development permit areas. The form and character DP will be brought forward to Council for consideration alongside the OCP and zoning amendment bylaw readings. The hazardous and environmental development permits are staff-issuable and require assessments and recommendations by Registered Professionals. The professional reports have been received, and the riparian assessment is awaiting approval by the Province. All development permits are required to be issued prior to building permit approval.

PROCESSING

The following outlines the development approval process:

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

STRATEGIC PLAN LINKAGES

Strategic Priority	Areas of Focus
Balanced Community Planning	**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.
Community Connection and Wellness	**Recreation** - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages. **Parks** - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Good Governance	**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.

BACKGROUND

Subject Property: 1533 CEDAR AVENUE

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

OCP Designation: Ground Oriented Residential (3-storey)

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

Density: permitted under R-SSMU on parcels larger than 4,050 m^2 – 2 dwelling units

Property Size: 13,500 m^2

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

Surrounding Land Uses: single-family development on all sides

Application History: This application was previously added to the March 4th, 2026 agenda but was subsequently put on hold at the request of the applicant. The previous proposal featured an OCP amendment to Mid-Rise Residential (6-storey) for the construction of two 5-storey apartment buildings.

Housing Accelerator Fund (HAF): The HAF agreement with the Federal government requires that the Town issue building permits for 801 dwelling units from 2024 to the end of 2026. As of early 2026, the Town has issued building permits for approximately 280 units, and the proposed development would add an additional 88 units towards this requirement.

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

OCP IMPLICATIONS

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

The Ground Oriented Residential designation supports a variety of housing types such as single-detached dwellings, duplexes, townhouses, accessory dwelling units, and houseplexes, in buildings up to three storeys in height. Development within the Ground Oriented Residential designation encompasses

small-scale multi-unit housing with 1-6 dwelling units on a parcel, as well as strata townhouses and fee-simple rowhouses, with more than 6 dwelling units on larger parcels.

Proposed Land Use Designation – Low-Rise Residential (4-storey)

The Low-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.
The Low-Rise Residential land use designation supports apartment, townhouse and rowhouse building forms to provide sufficient density for commercial vibrancy and frequent transit viability. The locations and densities for this designation will contribute to facilitating vibrant mixed-use centres and increased transit service levels throughout the Town. The land use designation amendment would allow for the rezoning of the property and would facilitate the proposed development.

ANALYSIS/ ISSUES/ IMPLICATIONS

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

- The OCP encourages densification in areas where existing amenities and municipal services can accommodate higher densities, in alignment with the findings in the 2025 Complete Communities Assessment.
- The proposal is consistent with the OCP objectives and policies that multi-family development is an appropriate method of maximizing the residential use of land and increasing housing choices on large properties located within Central Comox and close to Downtown.
- The dedication and restoration of the riparian area is consistent with OCP policies and Parks and Trail Master Plan that identify the objectives for protection, and restoration of environmentally sensitive areas adjacent to Brooklyn Creek.
- Per Bill 44, properties over 4.050 square metres in size, such as the subject property, were exempt from the requirement to pre-zone to small-scale multi-unit zones in 2024, in order to retain large parcels suitable for future intensive residential development.
- The property proximity to Downtown and nearby services, elementary school, parks, Brooklyn Creek pathway, recreation centre, and bus route, encourages more walking and active forms of transportation to access daily needs.

- The proposed development would add 88 units to the housing stock in a central location, helping to meet Comox housing needs and targets. A range of unit sizes, one to three bedrooms is proposed, thus providing opportunities for families and seniors to live in the Downtown periphery, close to services and amenities.
- The proposed location of the buildings, protection of several trees in the middle of the site (in addition to retained trees within SPEA), and retention of the mature hedge on the site perimeter will help mitigate the impacts on the surrounding properties. This landscape buffer would unlikely be retained in a ground-oriented development scenario as it would become amenity space.

FINANCIAL IMPLICATIONS

- As per section 568 of the *Local Government Act*, new Development Cost Charge (DCC) and Amenity Cost Charge (ACC) bylaws have no effect for 12 months after adoption if there is a precursor instream rezoning or development permit application. The Town recently adopted a new ACC Bylaw but have not yet adopted a new DCC Bylaw. The application will therefore not be subject to the new ACC bylaw but will be subject to the current Affordable Housing Contribution policy. In this case, the developer has asked to waive the affordable housing contribution is lieu of donating parkland and restoring the SPEA. An analysis of the value of the land contribution and SPEA restoration in comparison to affordable housing amenity contribution will be provided in a future report.
- The application will also be subject to the current DCC's, unless a building permit is not issued within 12 months of the eventual adoption of the new bylaw. Development Cost Charges calculated under current Bylaw 1830 for an 88-unit construction: $4,000 per unit (total $352,000).
- Other fees such as service connections and building permit fees will be collected at the time of building permit issuance, as well as significant capital improvements of the Cedar Avenue section from Pritchard Road intersection to a new cul-de-sac at its eastern terminus.
- The proposed development, if approved, would generate approximately $100,000 of unallocated tax revenue annually.

REFERRALS

The application was referred to various internal and external agencies which identified several servicing requirements and upgrades, including the two main items identified below:

<u>Cedar Avenue Road Upgrades:</u>

- Due to the change in density proposed for the street, upgrading of the full width of Cedar Avenue to Pritchard Road intersection and cul-de-sac construction is required, rather than just upgrading the half fronting the subject property. This will be required as an excess or extended service at the time of building permit approval which will be eligible for a latecomer agreement.

Stormwater Management:

- The existing storm infrastructure on Cedar Avenue cannot accommodate drainage from one of the proposed buildings due to site topography. As a result, a new storm outfall to Brooklyn Creek is proposed. Town bylaws require that post-development stormwater flows do not exceed pre-development levels during major storm events (up to a 1-in-100-year storm). To meet this requirement, an on-site stormwater retention system will be installed to control and gradually release runoff. While the total volume of water discharged over time may increase, peak flow rates (litres per second) entering Brooklyn Creek will be controlled and are not expected to increase. Furthermore, the treatment of oil, grit will be required prior to discharge into Brooklyn Creek.
- The proposed outfall has received preliminary approval from Fisheries and Oceans Canada under the Fish and Fish Habitat Protection Program. This review considered whether the project could harm fish, disrupt habitat, or impact species at risk. Approval is subject to conditions aimed at avoiding and mitigating the potential for prohibited effects to fish and habitat (such as timing windows, maintaining unimpeded fish passage, etc).
- The Province has completed an initial review of the draft riparian assessment, which is only one piece of the environmental approvals required for the project to move forward. The province has requested minor revisions, including additional plant density and more details around the location of stormwater infrastructure and fencing. The Province has also requested supporting documentation for review prior to final approval, including the stormwater management plan, erosion and sediment control measures and additional rationale for the stormwater outfall.
- The Brooklyn Creek Watershed Society has prepared an independent assessment of the proposal (March 2026) BCWS-Assessment-of-Development-Project-1533-Cedar-Ave-Comox.pdf, which raises concerns related to the riparian assessment and potential impacts to fish habitat. Many of these questions and concerns are addressed through the various levels of government approvals and environmental assessments and engineering designs required, which are generally not completed at this early stage in the development approval process.

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.

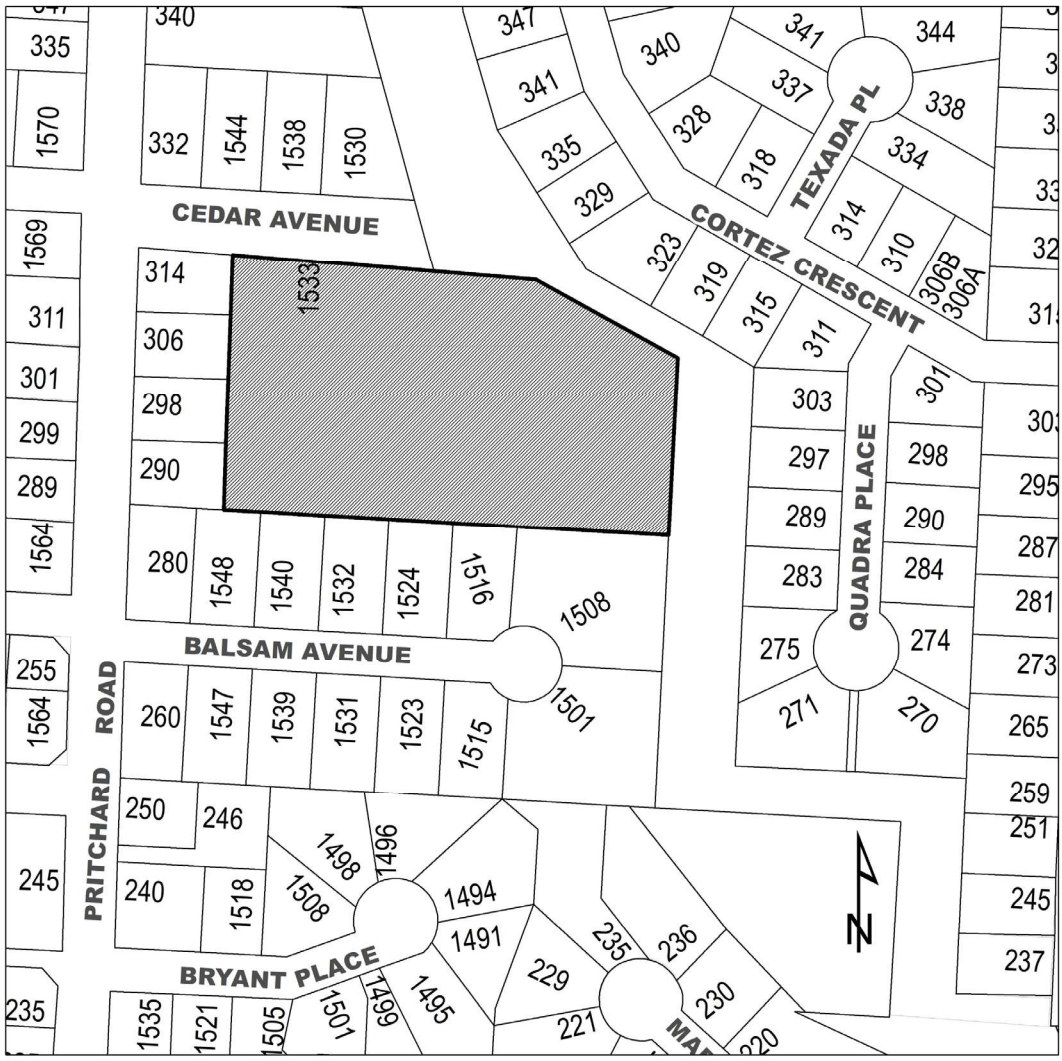
ATTACHMENTS

Attachment A: Property Location Map; Official Community Plan Map, Zoning Map
Attachment B: Photos of Subject Property
Attachment C: Drawings and Letter of Rationale

Attachment A

Property Location Map

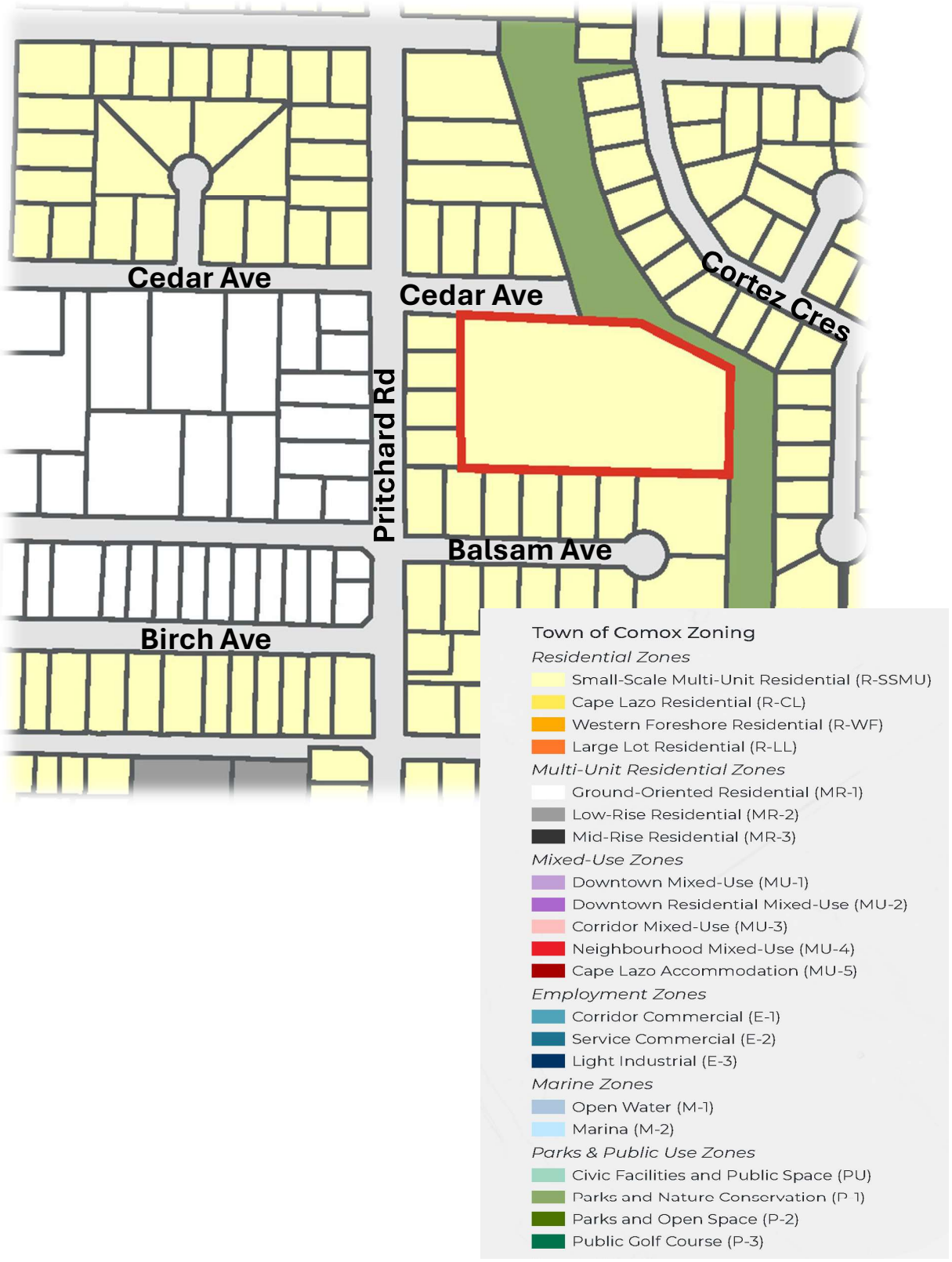
Subject property shown shaded on the map
1533 Cedar Avenue
Lot 4, Section 76, Comox District, Plan 6138, Except Part in Plan 16270



OCP Map

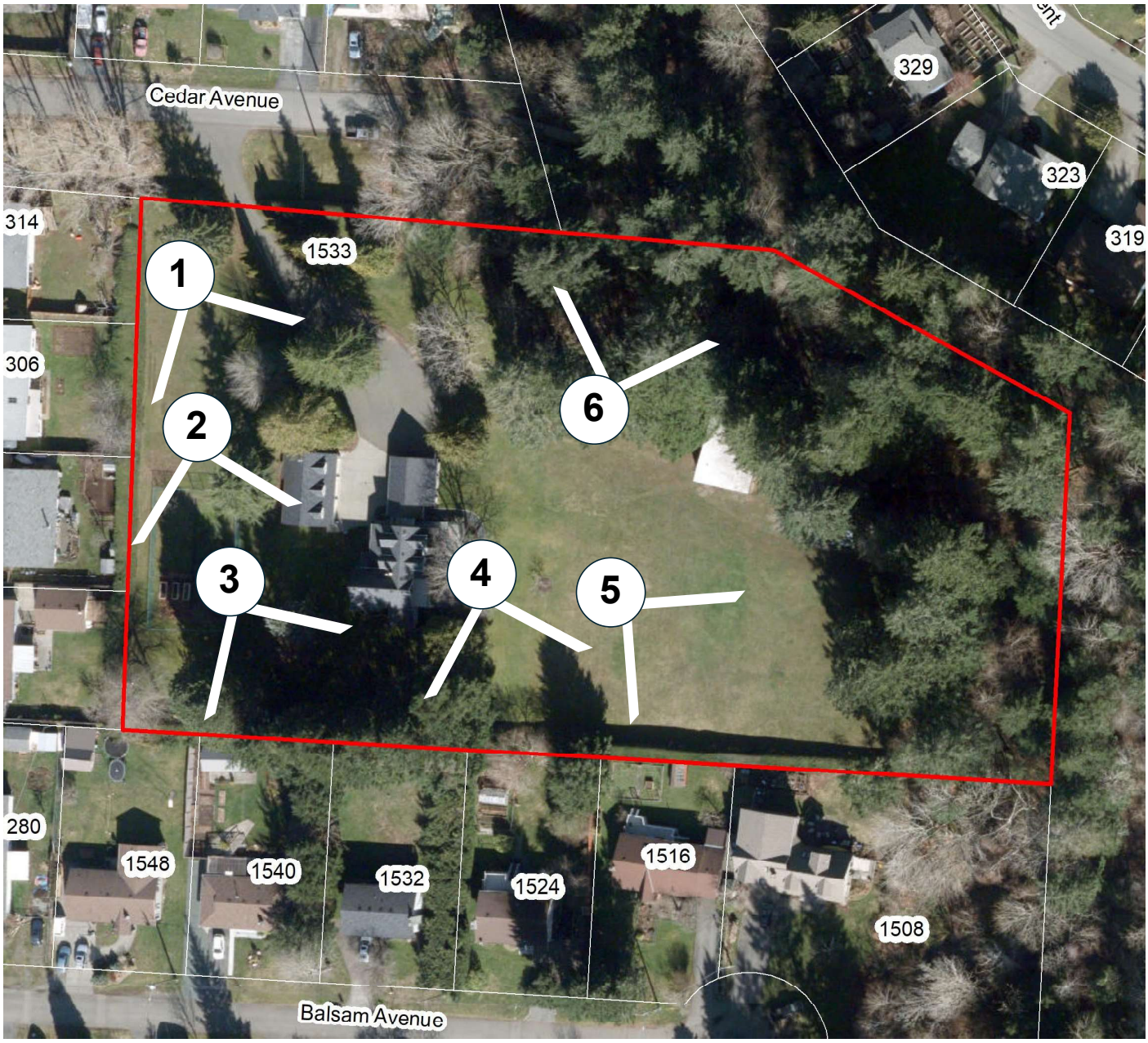
Cedar Ave
Cedar Ave
Cortez Cres
Pritchard Rd
Balsam Ave
Birch Ave
OCP Land Use (2025)
19 Wing Comox / Comox Valley Airport
Agricultural
Business Park
Commercial: Tourist
Parks, Greenways and Open Space
Institutional
Harbour and Marina
Harbour and Marina Comprehensive Development Area (6-storey)
Low-Rise Mixed-Use (4-storey)
Mid-Rise Mixed-Use (6-storey)
Detached Residential
Ground Oriented Residential (3-storey)
Low-Rise Residential (4-storey)
Mid-Rise Residential (6-storey)

Zoning Map


Cedar Ave
Cedar Ave
Cortez Cres
Pritchard Rd
Balsam Ave
Birch Ave
Town of Comox Zoning
Residential Zones
Small-Scale Multi-Unit Residential (R-SSMU)
Cape Lazo Residential (R-CL)
Western Foreshore Residential (R-WF)
Large Lot Residential (R-LL)
Multi-Unit Residential Zones
Ground-Oriented Residential (MR-1)
Low-Rise Residential (MR-2)
Mid-Rise Residential (MR-3)
Mixed-Use Zones
Downtown Mixed-Use (MU-1)
Downtown Residential Mixed-Use (MU-2)
Corridor Mixed-Use (MU-3)
Neighbourhood Mixed-Use (MU-4)
Cape Lazo Accommodation (MU-5)
Employment Zones
Corridor Commercial (E-1)
Service Commercial (E-2)
Light Industrial (E-3)
Marine Zones
Open Water (M-1)
Marina (M-2)
Parks & Public Use Zones
Civic Facilities and Public Space (PU)
Parks and Nature Conservation (P-1)
Parks and Open Space (P-2)
Public Golf Course (P-3)

Attachment B

Photos of Subject Property



1

2

3

4

5

6

CEDAR AVE MULTI-FAMILY RESIDENTIAL

ISSUED FOR REZONING & OCP AMENDMENT

1533 CEDAR AVE, COMOX, B.C.

LOT 4, PLAN VIP6138, SECTION 76, COMOX LAND DISTRICT, EXCEPT PLAN 16270
PID: 005-923-000

PROJECT NUMBER: 24074
APRIL 14, 2026

ARCHITECTURAL DRAWING LIST	
A000	COVER
A001	PROJECT STATISTICS
A002	SURVEY
A003	SITE CONTEXT
A004	DEDICATION PLAN
A100	SITE PLAN & PARKING PLAN
A200	BUILDING A - LEVEL 1 & 2 FLOOR PLANS
A201	BUILDING A - LEVEL 3 & 4 FLOOR PLANS
A202	BUILDING A - ROOF PLAN
A203	BUILDING B - LEVEL 1 & 2 FLOOR PLANS
A204	BUILDING B - LEVEL 3 & 4 FLOOR PLANS
A205	BUILDING B - ROOF PLAN
A250	UNIT PLANS
A300	BUILDING A SOUTHWEST & NORTHWEST ELEVS
A301	BUILDING A NORTHEAST & SOUTHEAST ELEVS
A302	BUILDING B SOUTHWEST & NORTHWEST ELEVS
A303	BUILDING B NORTHEAST & SOUTHEAST ELEVS
A400	SECTIONS
A500	CONCEPT RENDERINGS
A501	CONCEPT RENDERINGS

LANDSCAPE DRAWING LIST

CIVIL DRAWING LIST

1 CONCEPT RENDERING

ARTISTS RENDERINGS ARE TO DEMONSTRATE ARCHITECTURE ONLY. REFER TO LANDSCAPE PLANS FOR PLANTING & SITE DESIGN

2 PROJECT LOCATION PLAN
N.T.S.

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
UNIT 950 - 1500 W. Georgia Street Vancouver
V9C 1G4 - 3212 Jacklin Road Victoria
604.685.3529 | office@wa-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
COVER

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A000

April 22, 2026 Regular Council Meeting Page 175

REVISION NO.2		DATE:	APRIL 14, 2026

SITE INFORMATION			
LEGAL DESCRIPTION	LOT 4, PLAN VIP6138, SECTION 76, COMOX LAND DISTRICT, EXCEPT PLAN 16270		
CIVIC ADDRESS	1533 CEDAR AVE, COMOX, B.C.		
			PROPOSED
ZONE	R1 EXISTING		RM-2
LOT AREA - POST DEDICATION (M²)	MIN 1,500M²		8,058.33
PARKLAND DEDICATION AREA (M²)	40.5% OF PRE-DEDICATED SITE AREA		5,478.56
LOT WIDTH (M)	MIN 30M		273.83' (83.46M)
LOT COVERAGE	MAX 50%		23.59%
INCL. IMPERVIOUS SURFACES	MAX 60%		60.80%
INDOOR AMENITY AREA (M²)	MIN 0.5M² / UNIT = 44M²		79.53
OUTDOOR AMENITY AREA (M²)	MIN 3M² / UNIT = 264M²		419.83
GROSS FLOOR AREA (M²)			7,265.20
FLOOR AREA RATIO	MAX 1.6		0.90
DENSITY (UNITS/HA)	MIN 55 UNITS / HA		109.2
AVERAGE GRADE - BUILDING A			91.06' (27.76M)
AVERAGE GRADE - BUILDING B			87.88' (26.79M)
BUILDING HEIGHT - BUILDING A	MAX 16.0M / 4-STORIES		46.69' (14.23M) / 4-STORIES
BUILDING HEIGHT - BUILDING B	MAX 16.0M / 4-STORIES		47.87' (14.59M) / 4-STORIES
BUILDING LENGTH			169.65' (51.71M)
SETBACKS	FRONT: NORTH	MIN 4.5M	16.83' (5.13M)
	REAR: SOUTH	MIN 5.0M	19. 77' (6.02M)
	SIDE: WEST	MIN 3.5M	69.85' (21.29M)
	SIDE: EAST	MIN 3.5M	2.73' (0.83M)

BUILDING DATA			
MULTIFAMILY UNITS	DESCRIPTION	# OF UNITS	UNIT AREA (M²)
UNIT A	1 BED	24 / 27.3%	55.28
UNIT B	1 BED + DEN	18 / 20.5%	60.48
UNIT C	2 BED	38 / 43.2%	80.36
UNIT D	3 BED	8 / 9.1%	86.86
TOTAL RES		88	

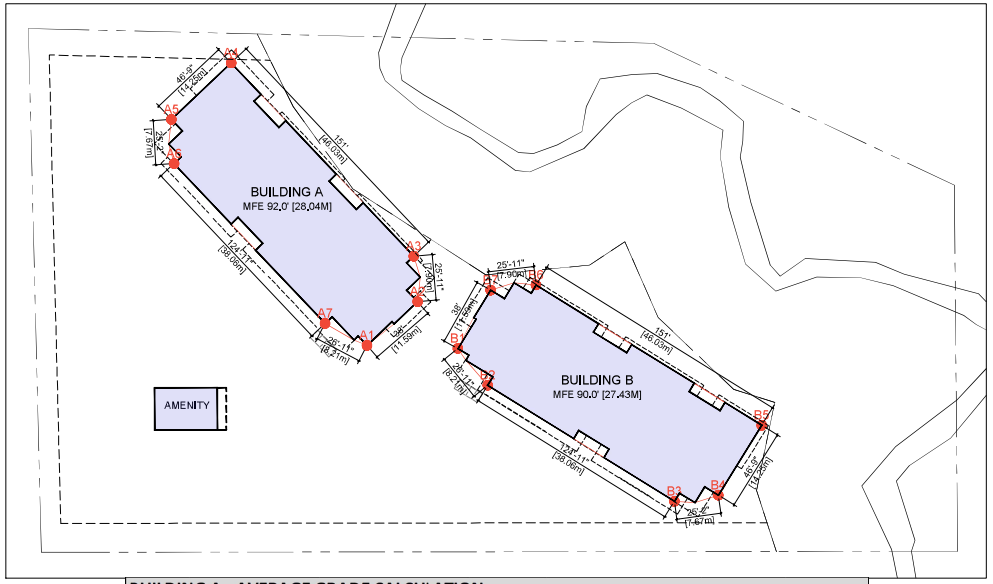
UNIT MIX (TOTAL 88)			
	BUILDING A	BUILDING B	TOTAL SITE
STUDIO	0	0	0 UNITS / 0%
1 BED	12	12	24 UNITS / 27.3%
1 BED + DEN	9	9	18 UNITS / 20.5%
2 BED	19	19	38 UNITS / 43.2%
3 BED	4	4	8 UNITS / 9.1%
NOTE: MIN 10% UNITS TO BE ADAPTABLE			

BUILDING AREA (M²)			
BUILDING A	UNITS	NET FLOOR AREA (M²)	GROSS FLOOR AREA (M²)
LEVEL 1	11	755.86	910.73
LEVEL 2-4	11	775.83	907.29
BUILDING A TOTAL	**44**	**3,083.36**	**3,632.60**
BUILDING B			
LEVEL 1	11	755.86	910.73
LEVEL 2-4	11	775.83	907.29
BUILDING B TOTAL	**44**	**3,083.36**	**3,632.60**
TOTAL FLOOR AREA	**88 UNITS**	**6,166.72**	**7,265.20**

PROPOSED PARKING			
SURFACE PARKING			110 STALLS
SMALL CARS (NCLUDED)	MAX 35% =	38 STALLS	33 STALLS
VISITOR STALLS (INCLUDED)	MIN REQUIRED =	22 STALLS	19 STALLS
ACCESSIBLE STALL (INCLUDED)	MIN REQUIRED =	3 STALLS	2 STALLS
EV PARKING (INCLUDED)	MIN REQUIRED =	6 STALLS	5 STALLS

REQUIRED PARKING			
TYPE	UNITS	RATE	REQUIRED STALLS
APPARTMENT	88	1.00 STALLS / UNIT	88.0 STALLS
VISITOR	88	0.25 STALLS / UNIT	22.0 STALLS
TOTAL REQUIRED			**110 STALLS**

PROPOSED BICYCLE PARKING		
CLASS I	REQUIRED 0.25 STALLS / UNIT = 22 STALLS	22 STALLS
CLASS II	REQUIRED 0.5 STALLS / UNIT = 44 STALLS	44 STALLS



BUILDING A - AVERAGE GRADE CALCULATION

GRADE POINT	FINISHED GRADE	DISTANCE TO NEXT POINT		CALCULATION	
A1	91.8' (28M)	38' (11.6M)	A1-A2	((91.8' + 89') ÷ 2) x 38'	= 3435 SF
A2	89' (27.1M)	25.92' (7.9M)	A2-A3	((89' + 88.5') ÷ 2) x 25.92'	= 2300 SF
A3	88.5' (27M)	151' (46M)	A3-A4	((88.5' + 92') ÷ 2) x 151'	= 13628 SF
A4	92' (28M)	46.75' (14.2M)	A4-A5	((92' + 92') ÷ 2) x 46.75'	= 4301 SF
A5	92' (28M)	25.17' (7.7M)	A5-A6	((92' + 92') ÷ 2) x 25.17'	= 2316 SF
A6	92' (28M)	124.92' (38.1M)	A6-A7	((92' + 92') ÷ 2) x 124.92'	= 11493 SF
A7	92' (28M)	26.92' (8.2M)	A7-A1	((92' + 91.8') ÷ 2) x 26.92'	= 2474 SF
	TOTAL DISTANCE	= 438.68' (133.7M)		CALCULATION SUBTOTAL	= 39947 SF
AVERAGE GRADE				= 39947 SF ÷ 438.68' =	**91.06' (27.76M)**

BUILDING B - AVERAGE GRADE CALCULATION

GRADE POINT	FINISHED GRADE	DISTANCE TO NEXT POINT		CALCULATION	
B1	90.5' (27.6M)	26.92' (8.2M)	B1-B2	((90.5' + 90') ÷ 2) x 26.92'	= 2430 SF
B2	90' (27.4M)	124.92' (38.1M)	B2-B3	((90' + 90') ÷ 2) x 124.92'	= 11243 SF
B3	90' (27.4M)	25.17' (7.7M)	B3-B4	((90' + 85.3') ÷ 2) x 25.17'	= 2206 SF
B4	85.3' (26M)	46.75' (14.2M)	B4-B5	((85.3' + 85.3') ÷ 2) x 46.75'	= 3988 SF
B5	85.3' (26M)	151' (46M)	B5-B6	((85.3' + 87') ÷ 2) x 151'	= 13009 SF
B6	87' (26.5M)	25.92' (7.9M)	B6-B7	((87' + 88.5') ÷ 2) x 25.92'	= 2274 SF
B7	88.5' (27M)	38' (11.6M)	B7-B1	((88.5' + 90.5') ÷ 2) x 38'	= 3401 SF
	TOTAL DISTANCE	= 438.68' (133.7M)		CALCULATION SUBTOTAL	= 38550 SF
AVERAGE GRADE				= 38550 SF ÷ 438.68' =	**87.88' (26.79M)**

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

IVA ARCHITECTS
Unit 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
T 604.685.3529 | office@iva-arch.com

PROJECT NAME:

CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:

1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:

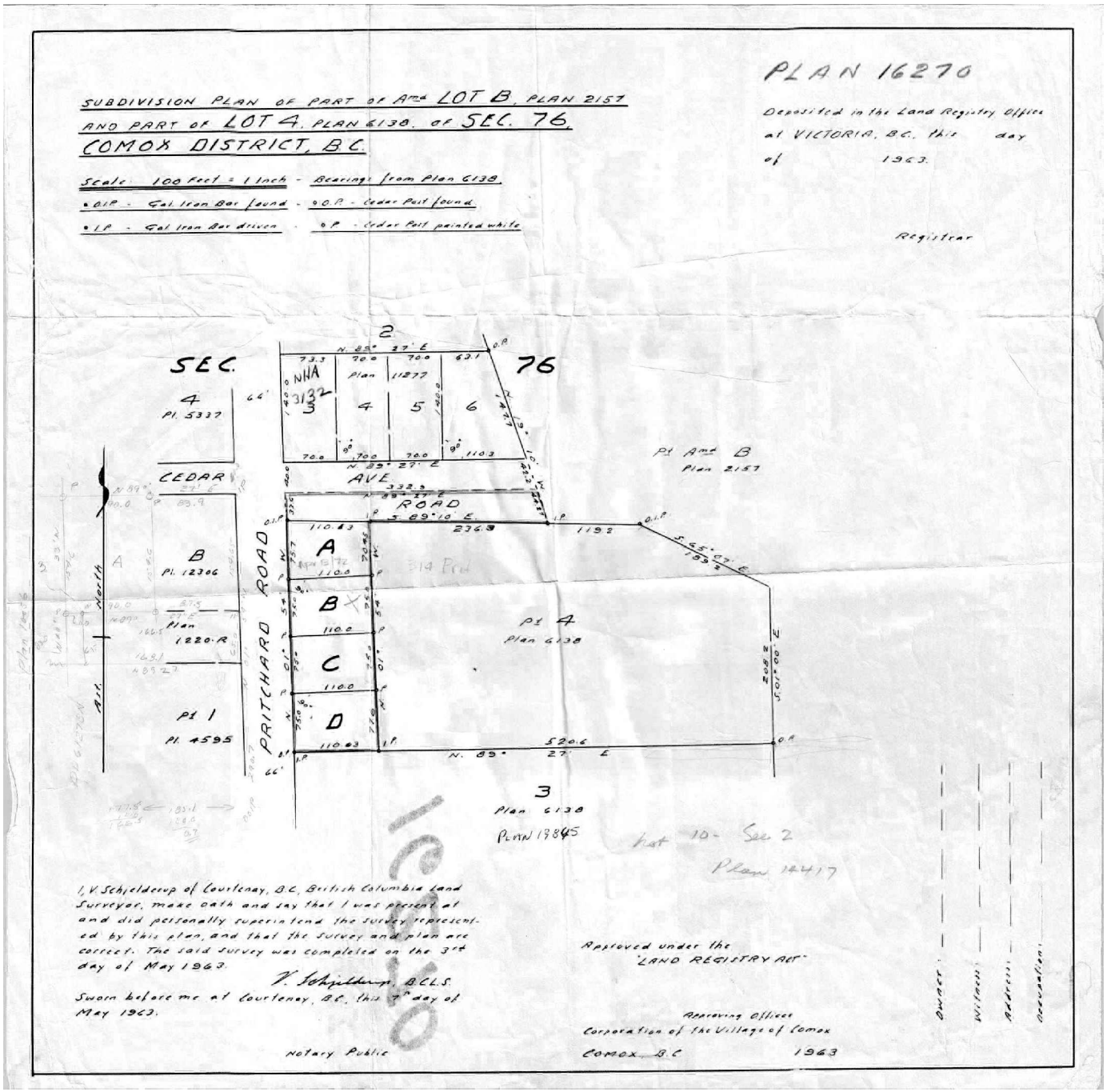
PROJECT STATISTICS

PROJECT NO: 24074 DRAWN:

SCALE: AS NOTED REVIEWED:

DWG NO: **A001**

A1 A2 A3 A4



1 EXISTING SURVEY
N.T.S.

WA DISCLAIMER: THE SURVEY IS NOT DRAWN BY WA ARCHITECTS AND APPEARS FOR REFERENCE ONLY.

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
Unit 950 - 1500 W. Georgia Street Vancouver, BC V6G 2Z6
T 604.685.3529 | office@wa-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
SURVEY

PROJECT NO: 24074 DRAWN
SCALE: AS NOTED REVIEW
DWG NO: A002

A1 A2 A3 A4

1 CONTEXT VIEW 1

2 CONTEXT VIEW 2

3 CONTEXT VIEW 3

4 CONTEXT VIEW 4

5 CONTEXT VIEW 5

6 CONTEXT KEY PLAN
N.T.S.

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REISSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 5E3
604.685.3529 | office@wa-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
SITE CONTEXT

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A003

A1 A2 A3 A4

1 DEDICATION PLAN
1:250

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YYYMMDD
2	REISSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@wa-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
DEDICATION PLAN

PROJECT NO: 24074 DRAWN: S
SCALE: AS NOTED REVIEW: C
DWG NO: A004

A1 A2 A3 A4

1 SITE PLAN
1:250

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	RE-ISSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 5E3
604.685.3529 | office@wa-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
SITE PLAN & PARKING PLAN

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A100

A1 A2 A3 A4

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YYYYMMDD
2	RE-ISSUED FOR RZ & OCP	20260414
1	ISSUED FOR RZ & OCP	20251208

SEAL:

CONSULTANT:

VIA ARCHITECTS

A1 A2 A3 A4

VIA Architects | 1450 - 1500 W. Georgia Street, Vancouver, BC V6G 2Z6 | 604.685.9316 | 1212 Jarvis Road, Victoria, BC V8T 2Y4 | 250.590.1212 | info@viaarchitects.ca

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING A - LEVEL 1 & 2 FLOOR PLANS

PROJECT NO: 24074 | DRAWN:

SCALE: AS NOTED | REVIEWED:

DWG NO: **A200**

1 BUILDING A - LEVEL 1 FLOOR PLAN
1:100

2 BUILDING A - LEVEL 2 FLOOR PLAN
1:100

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NORTH ARROW

OWNER/CLIENT:

NO.	ISSUE	YYYYMMDD
2	RE-ISSUED FOR RZ & OCP	20260414
1	ISSUED FOR RZ & OCP	20251208

SEAL:

CONSULTANT:

VA ARCHITECTS

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

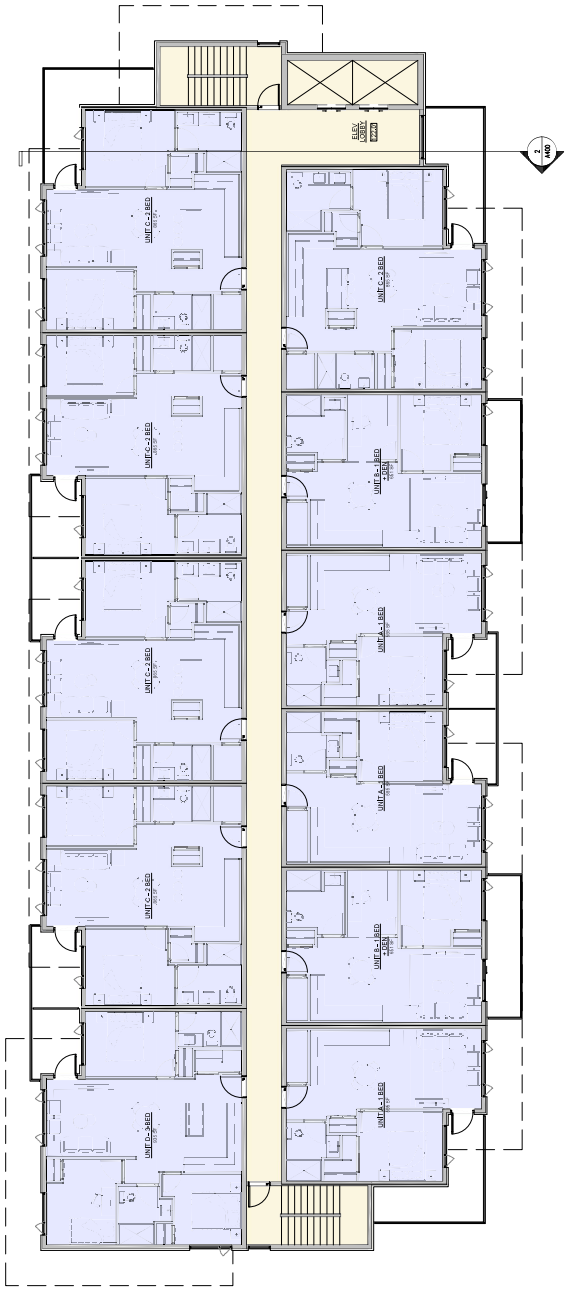
DRAWING TITLE:
BUILDING A - LEVEL 3 & 4 FLOOR PLANS

PROJECT NO: 24074 DRAWN:

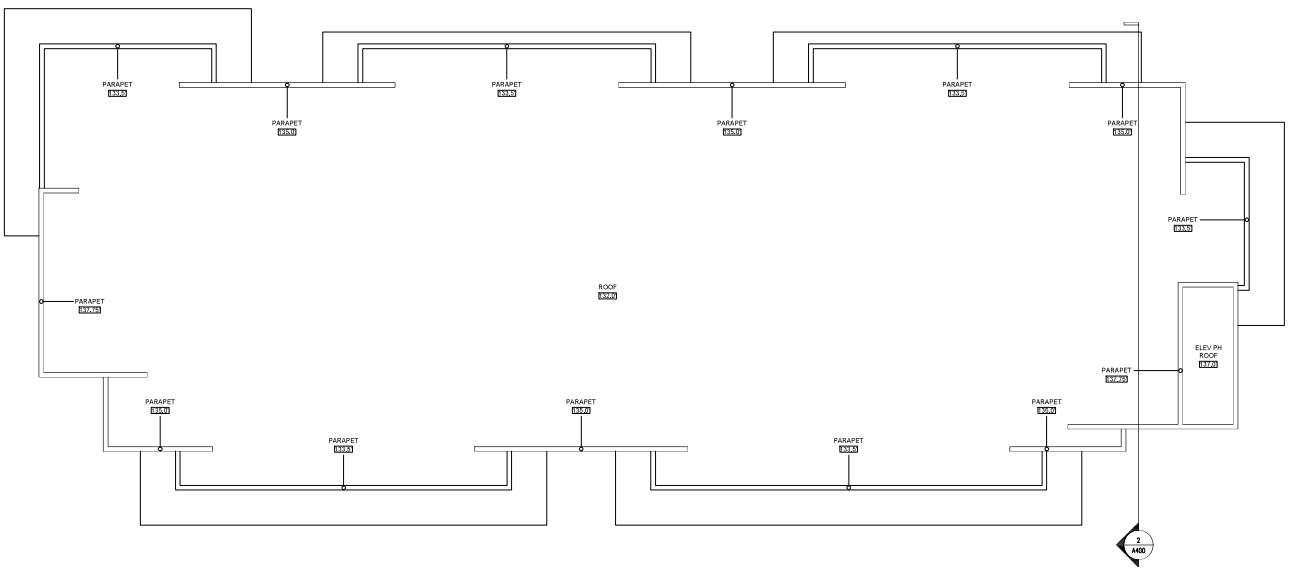
SCALE: AS NOTED REVIEW:

DWG NO: A201

1 BUILDING A - LEVEL 3 FLOOR PLAN
1:100



2 BUILDING A - LEVEL 4 FLOOR PLAN
1:100



1 BUILDING A - ROOF PLAN
1:100

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@wa-arch.com

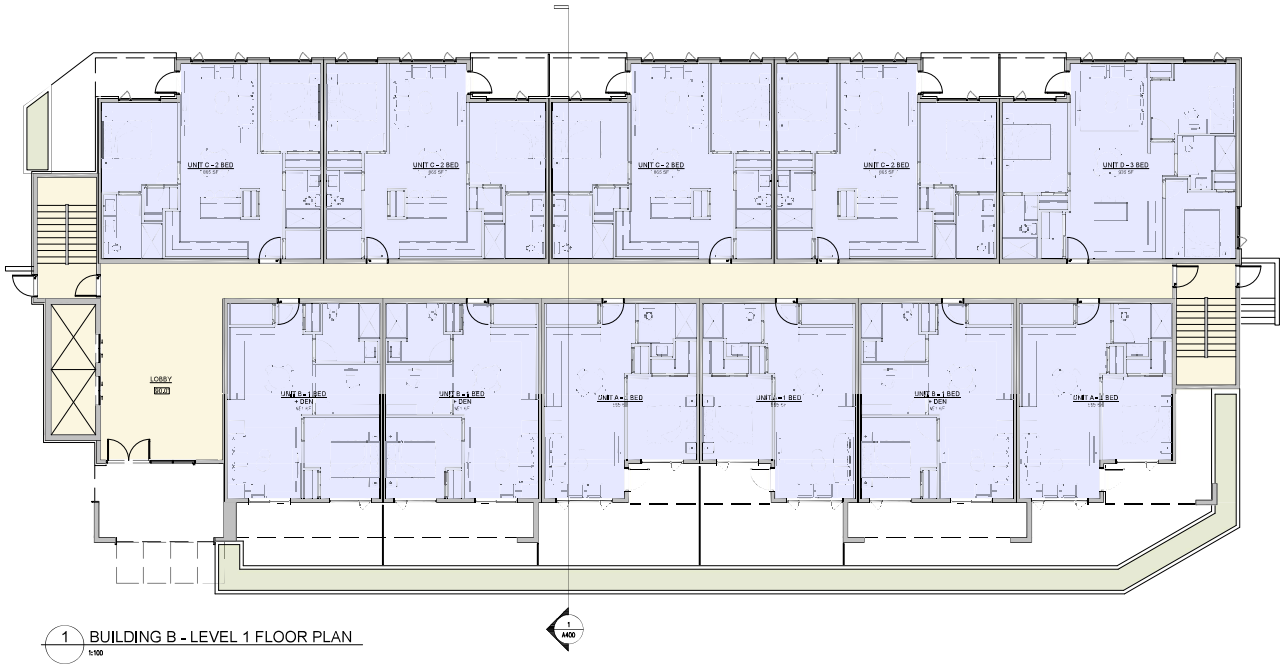
A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

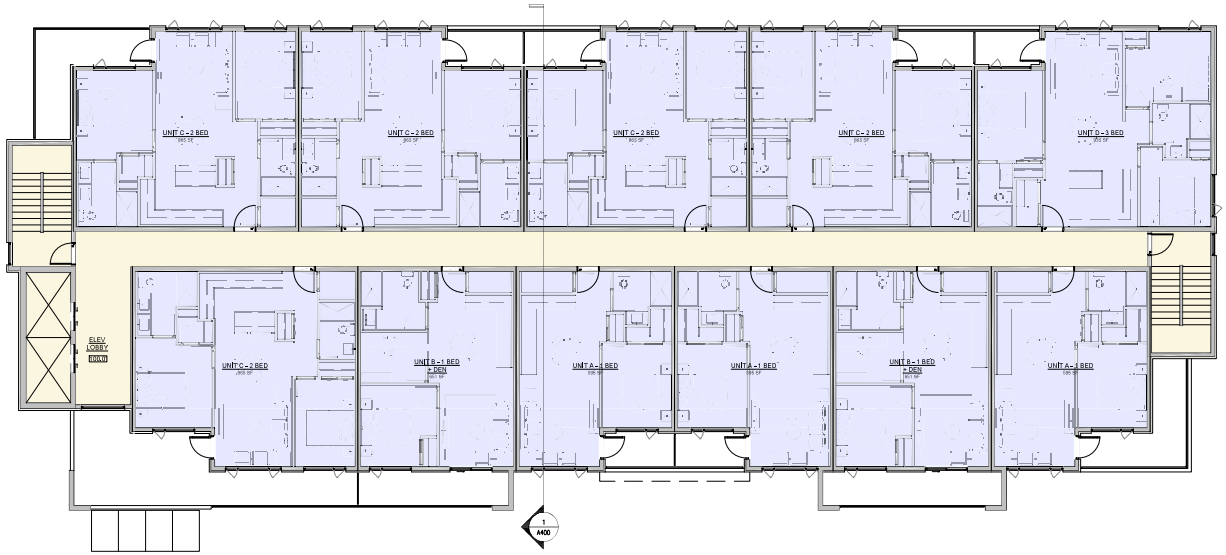
PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING A - ROO

PROJECT NO: 24074 DRAWN
SCALE: AS NOTED REVIEW
DWG NO: A202



1 BUILDING B - LEVEL 1 FLOOR PLAN
1:100



2 BUILDING A - LEVEL 2 FLOOR PLAN
1:100

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0A3
604.685.3529 | office@wa-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

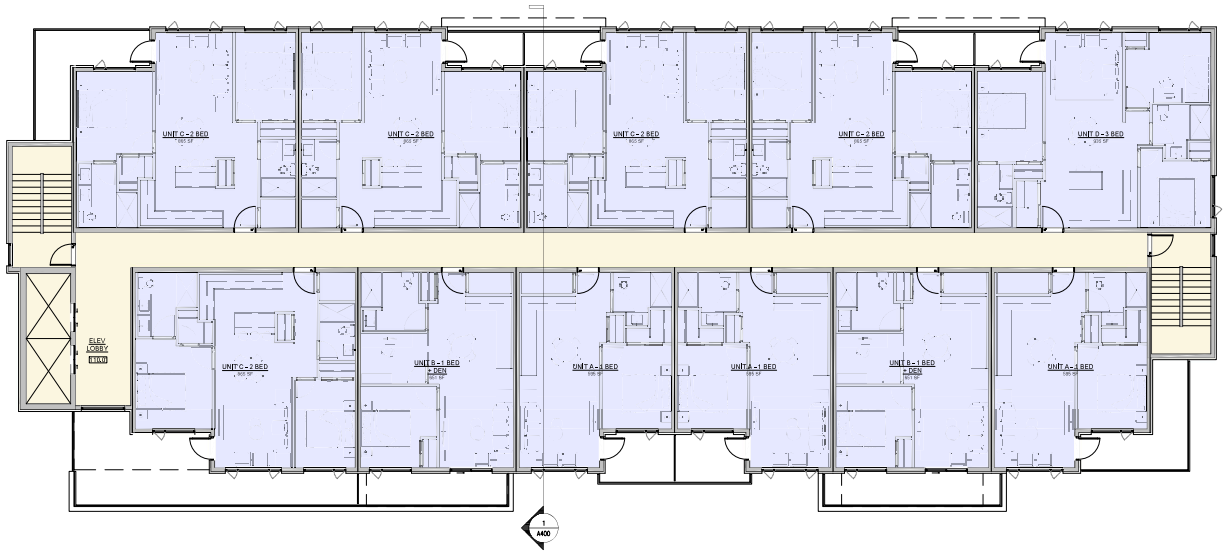
DRAWING TITLE:
BUILDING B - LEVEL 2 FLOOR PLANS

PROJECT NO: 24074 DRAWN:

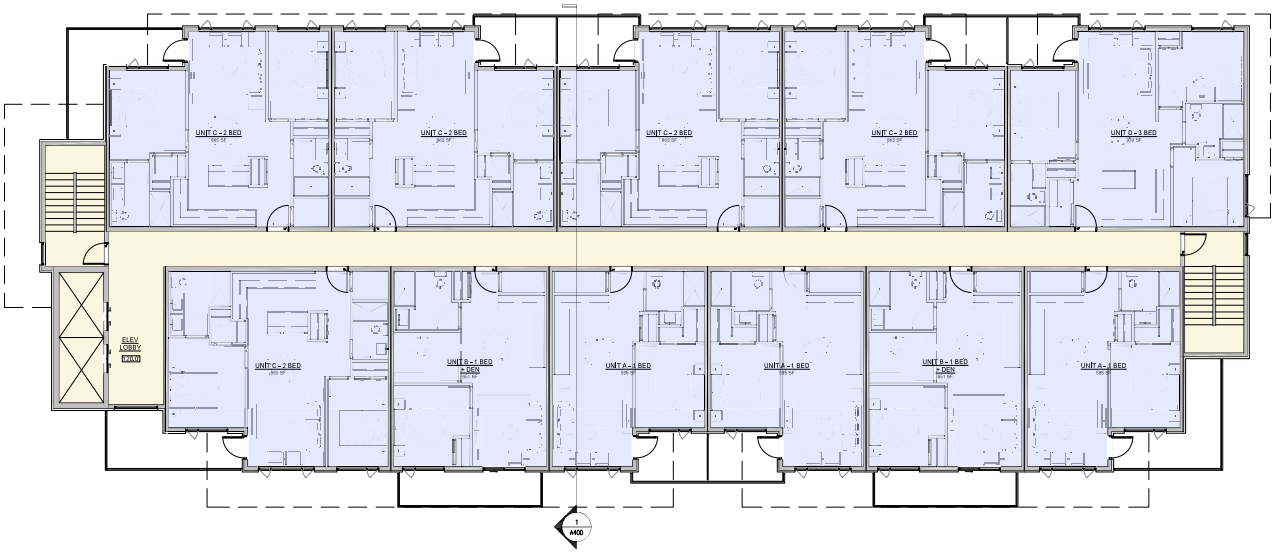
SCALE: AS NOTED REVIEWED:

DWG NO: A203

A1 A2 A3 A4



1 BUILDING B - LEVEL 3 FLOOR PLAN
1:100



2 BUILDING A - LEVEL 4 FLOOR PLAN
1:100

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YY/MM/DD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

WA ARCHITECTS
Unit 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@wa-arch.com

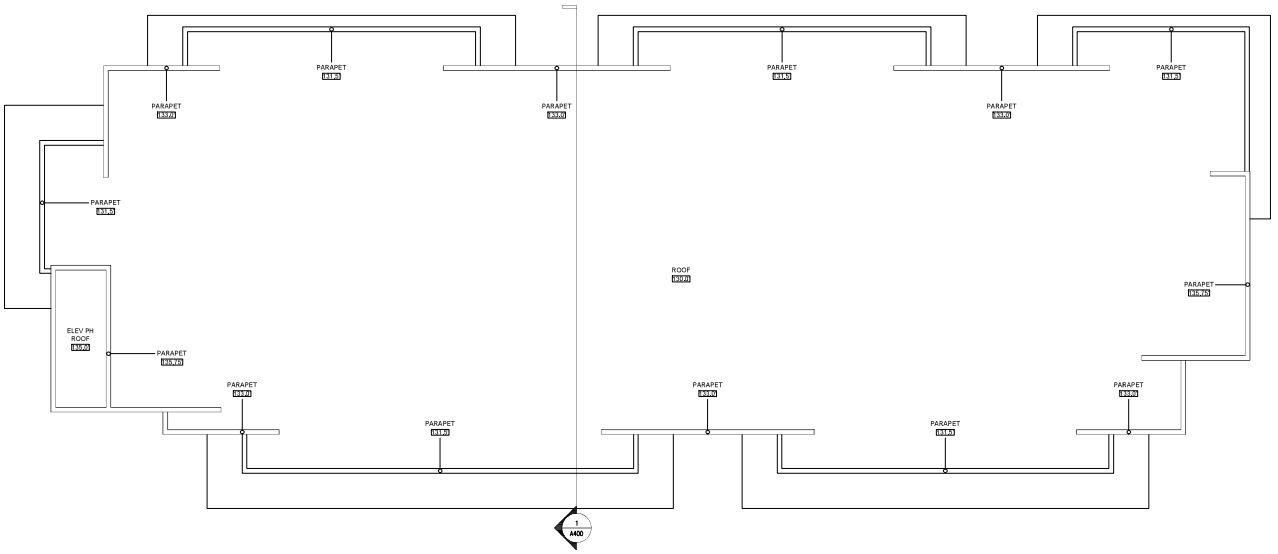
PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING B - LEVEL 3 FLOOR PLANS

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A204

A1 A2 A3 A4



1 BUILDING B - ROOF PLAN
1:100

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OWNER/CLIENT:

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2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

IVA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

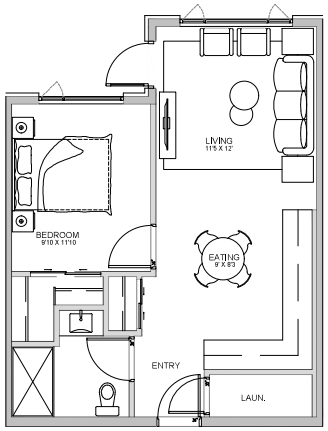
A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

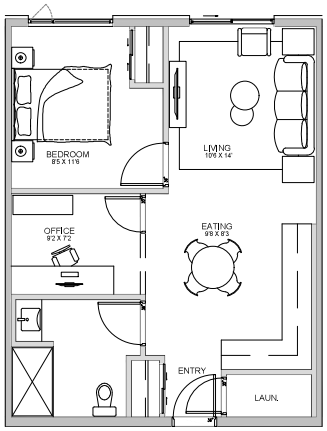
PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING B - ROO

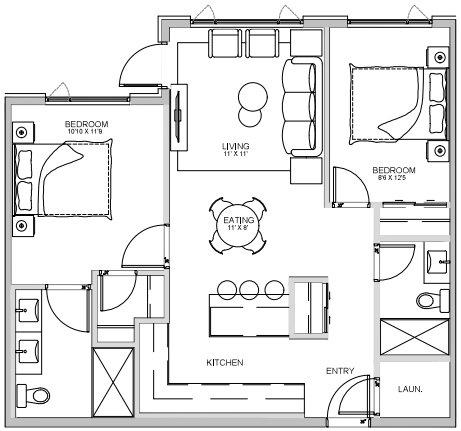
PROJECT NO: 24074 DRAWN
SCALE: AS NOTED REVIEW
DWG NO: A205



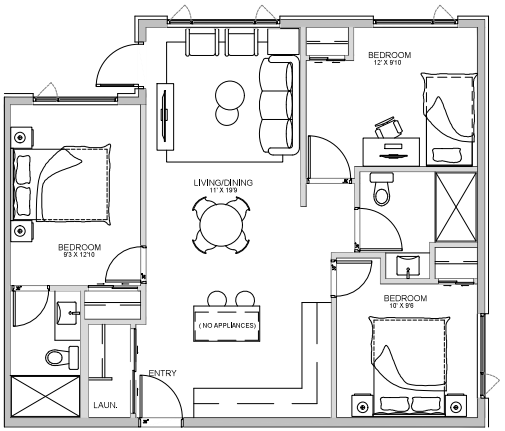
UNIT A - 1 BED
595 SF



UNIT B - 1 BED + DEN
651 SF



UNIT C - 2 BED
865 SF



UNIT D - 3 BED
935 SF

1 UNIT PLANS
1:50

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2	REJSSUED FOR RZ & OCP	2026/04/14
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CONSULTANT:

IVA ARCHITECTS
UNIT 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

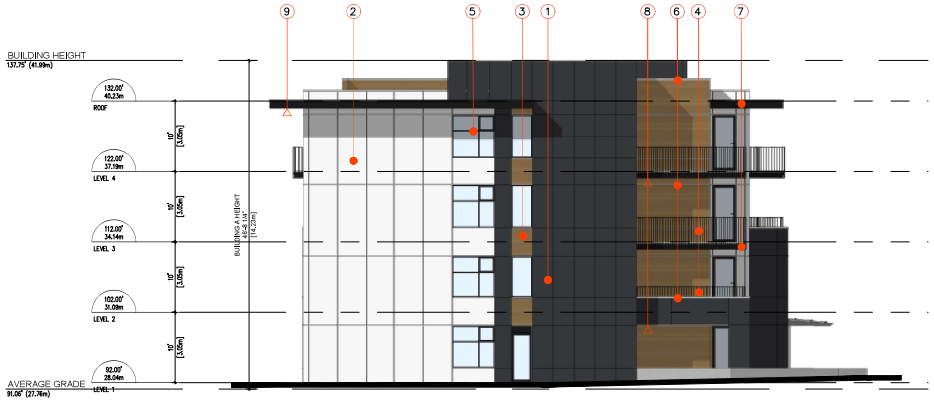
PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
UNIT PLANS

PROJECT NO: 24074
SCALE: AS NOTED
DWG NO: A230

A1 A2 A3 A4

1 BUILDING A - SOUTHWEST ELEVATION
1:100



2 BUILDING A - NORTHWEST ELEVATION
1:100

1	COMPOSITE METAL PANEL	CHARCOAL GREY
2	CEMENTITIOUS PANEL	OFF-WHITE
3	CEMENTITIOUS PANEL	WOODGRAIN
4	ALUMINUM PICKET GUARDRAIL	BLACK
5	WINDOWS & DOORS	BLACK
6	FLASHING	ALUMINUM
7	FASCIA & TRIM	BLACK
8	SOFFITS	WHITE
9	SOFFITS	WOODGRAIN

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CONSULTANT:

IVA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING A SOUT & NORTHWEST EL

PROJECT NO: 24074 DRAWN

SCALE: AS NOTED REVIEW

DWG NO: A300

1 BUILDING A - NORTHEAST ELEVATION
1:100

2 BUILDING A - SOUTHEAST ELEVATION
1:100

1	COMPOSITE METAL PANEL	CHARCOAL GREY
2	CEMENTITIOUS PANEL	OFF-WHITE
3	CEMENTITIOUS PANEL	WOODGRAIN
4	ALUMINUM PICKET GUARDRAIL	BLACK
5	WINDOWS & DOORS	BLACK
6	FLASHING	ALUMINUM
7	FASCIA & TRIM	BLACK
8	SOFFITS	WHITE
9	SOFFITS	WOODGRAIN

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CONSULTANT:

IVA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

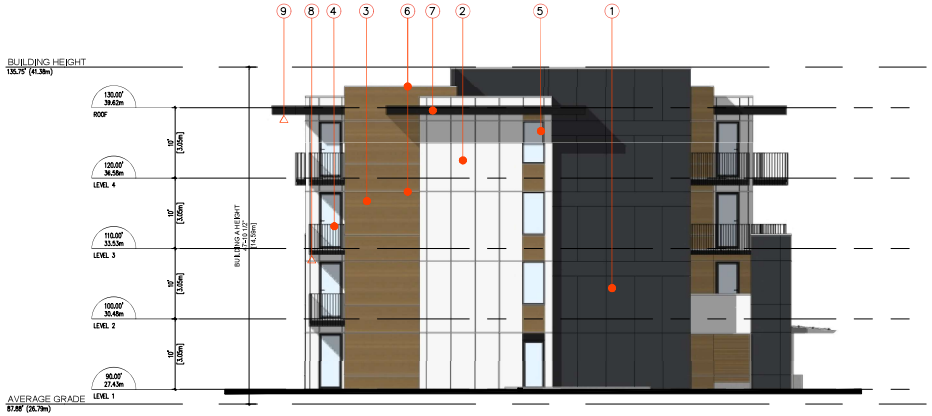
DRAWING TITLE:
BUILDING A NORTH & SOUTHEAST EL

PROJECT NO: 24074 DRAWN:

SCALE: AS NOTED REVIEW:

DWG NO: A301

1 BUILDING B - SOUTHWEST ELEVATION
1:100



2 BUILDING B - NORTHWEST ELEVATION
1:100

1	COMPOSITE METAL PANEL	CHARCOAL GREY
2	CEMENTITIOUS PANEL	OFF-WHITE
3	CEMENTITIOUS PANEL	WOODGRAIN
4	ALUMINUM PICKET GUARDRAIL	BLACK
5	WINDOWS & DOORS	BLACK
6	FLASHING	ALUMINUM
7	FASCIA & TRIM	BLACK
8	SOFFITS	WHITE
9	SOFFITS	WOODGRAIN

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SEAL:

CONSULTANT:

IVA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING B SOUT & NORTHWEST EL

PROJECT NO: 24074 DRAWN
SCALE: AS NOTED REVIEW
DWG NO: A302

1 BUILDING B - SOUTHWEST ELEVATION
1:100

2 BUILDING B - NORTHWEST ELEVATION
1:100

1	COMPOSITE METAL PANEL	CHARCOAL GREY
2	CEMENTITIOUS PANEL	OFF-WHITE
3	CEMENTITIOUS PANEL	WOODGRAIN
4	ALUMINUM PICKET GUARDRAIL	BLACK
5	WINDOWS & DOORS	BLACK
6	FLASHING	ALUMINUM
7	FASCIA & TRIM	BLACK
8	SOFFITS	WHITE
9	SOFFITS	WOODGRAIN

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CONSULTANT:

IVA ARCHITECTS
VAN 950 - 1500 W. Georgia Street Vancouver BC V6G 2Z6
VIC 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
BUILDING B NORTH & SOUTHEAST EL

PROJECT NO: 24074 DRAWN:

SCALE: AS NOTED REVIEW:

DWG NO: A303

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YYMMDD
2	RE-ISSUED FOR RZ & OCP	20260414
1	ISSUED FOR RZ & OCP	20251208

SEAL:

CONSULTANT:

VA ARCHITECTS

A1 A2 A3 A4

#101 - 1590 N. Garage Street, Victoria, BC V8T 2Y1
t 250.385.5256 | f 250.385.5232 | e office@vaarch.ca

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

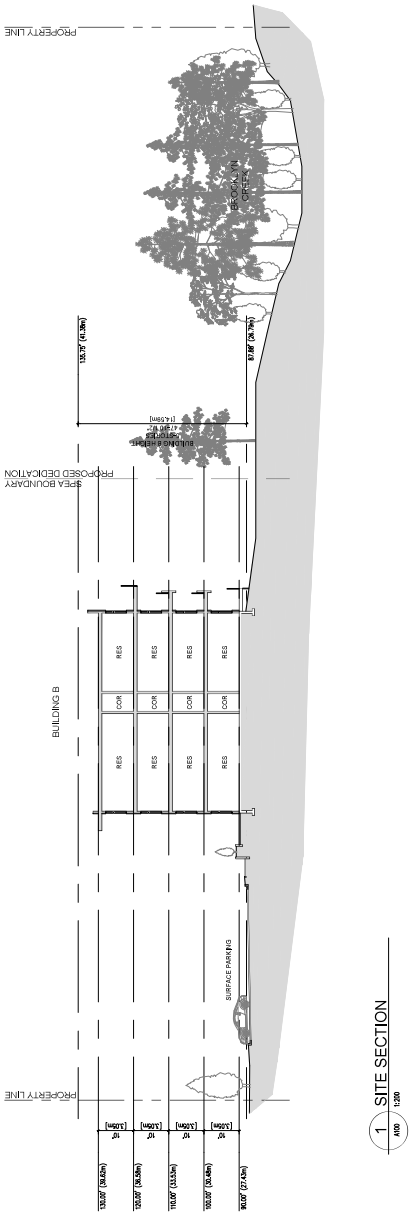
PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
SECTIONS

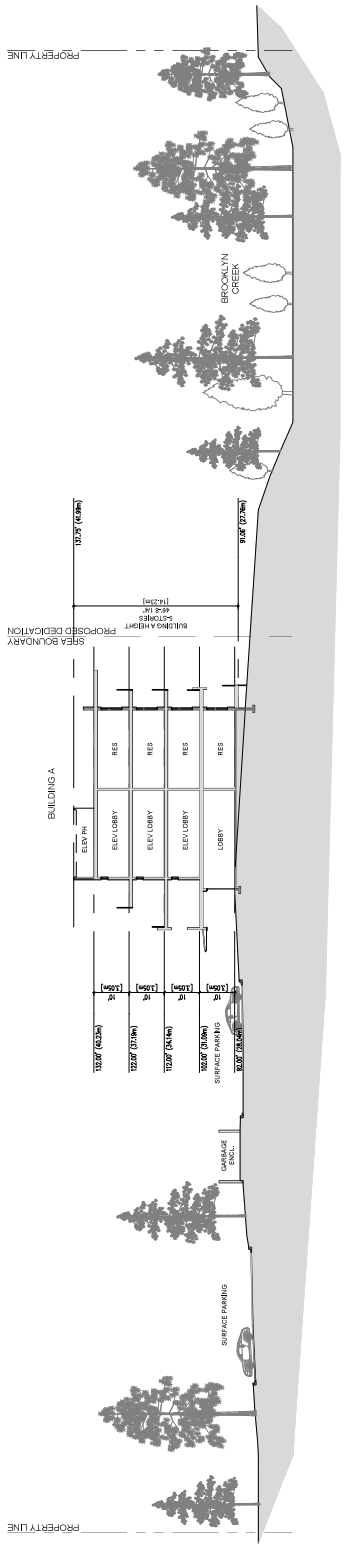
PROJECT NO: 24074 | DRAWN: | CHECKED:

SCALE: AS NOTED | REVIEWED:

DWG NO: **A400**



1 SITE SECTION
A100 1:200



2 SITE SECTION
A100 1:200

1 - CONCEPT RENDERING - BUILDING A
N.T.S.

ARTISTS RENDERINGS ARE TO DEMONSTRATE ARCHITECTURE ONLY. REFER TO LANDSCAPE PLANS FOR PLANTING & SITE DESIGN

2 - CONCEPT RENDERING - BUILDING B
N.T.S.

ARTISTS RENDERINGS ARE TO DEMONSTRATE ARCHITECTURE ONLY. REFER TO LANDSCAPE PLANS FOR PLANTING & SITE DESIGN

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NORTH ARROW:

OWNER/CLIENT:

NO.	ISSUE	YYYMMDD
2	REJSSUED FOR RZ & OCP	2026/04/14
1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

IWA ARCHITECTS
UNIT 950 - 1500 W. Georgia Street Vancouver
VIC 104 - 3212 Jacklin Road Victoria
604.685.3529 | office@iwa-arch.com

A1 A2 A3 A4

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
CONCEPT RENDERINGS

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A500

1 - CONCEPT RENDERING
N.T.S.

ARTISTS RENDERINGS ARE TO DEMONSTRATE ARCHITECTURE ONLY. REFER TO LANDSCAPE PLANS FOR PLANTING & SITE DESIGN

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1	ISSUED FOR RZ & OCP	2025/12/09

SEAL:

CONSULTANT:

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UNIT 104 - 3212 Jacklin Road Victoria BC V9B 0T3
604.685.3529 | office@iva-arch.com

PROJECT NAME:
CEDAR AVE MULTIFAMILY RESIDENTIAL

PROJECT ADDRESS:
1533 CEDAR AVE, COMOX, B.C.

DRAWING TITLE:
CONCEPT RENDERINGS

PROJECT NO: 24074 DRAWN:
SCALE: AS NOTED REVIEWED:
DWG NO: A501

A1 A2 A3 A4

April 15, 2026

Planning Rationale – OCP Amendment & Rezoning
1533 Cedar Ave, Comox, BC
Project #24074

WA Architects Ltd.

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Introduction

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

The OCP Amendment proposes to redesignate the property from its current land use designation to "Low-Rise Residential (4-Storey)", while the Rezoning will change the zone to RM-2.

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

Project Overview

The proposed development includes:

- two 4-storey multi-family residential buildings,
- a total of 88 new apartment units, ranging from 1- to 3- bedrooms,
- a minimum of 9 adaptable units designed to improve accessibility and support aging in place,
- 110 vehicle parking spaces at grade, including 22 visitor spaces, and a minimum of 5% EV-prepared parking spaces,
- 22 Class 1 and 44 Class 2 bicycle parking spaces,
- a 79.5m² freestanding amenity building and 419.8m² of outdoor amenity to serve residents,
- landscaped open spaces, pedestrian pathways, and restoration of natural areas adjacent to Brooklyn Creek,
- stormwater runoff attenuation up to and including the 1-in-100 year event, and treatment of oil, grit, and 6-PPD Quinone prior to discharge to Brooklyn Creek, a salmon bearing stream,
- renaturalization of existing grassed areas within the SPEA, invasive species removal within the creek corridor, and replanting with native species, and
- a dedication of 5,479m², or 40.5% of the pre-dedicated site area, to the Town of Comox to be used as Parkland.

In Lieu of the community amenity contribution for the development, and any costs or requirements to the development related to offsite sanitary sewer upgrades or tree retention covenant CA2536396, is willing dedicate to the Town the portions of land

within the Streamside Protection Enhancement Area (SPEA) for Brooklyn Creek, securing these lands for the community as a protected park land.

Rationale for the OCP Amendment

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

Alignment with OCP Goals and Growth Strategy

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

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

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

Responding to Housing Needs

The Comox Valley Regional Housing Needs Assessment (2019) and subsequent updates have identified a shortage of diverse and attainable housing, particularly rental and adaptable units for seniors and families. This project directly addresses these needs by adding 88 new homes in a mix of unit sizes, including adaptable units and family-friendly options.

Appropriate Location for Densification

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

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

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

Consistency with the OCP Objectives

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

Housing and Affordability

The proposal supports the OCP objective of providing a range of housing forms to meet diverse community needs, including adaptable housing features that enable

residents to age in place. It offers opportunities for attainable housing within a well-located urban site.

Environmental Stewardship

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

Sustainable Land Use and Growth Management

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

Development Permit Area (DPA) Considerations

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

DPA 3 – Low and Mid Rise Residential

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

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

Sustainability principles will guide the detailed design, supporting the DPA's goals for energy and water efficiency and greenhouse-gas reduction. Building orientation will take advantage of passive solar exposure, while EV-ready parking and abundant

bicycle storage will encourage sustainable transportation. Collectively, the proposed form, landscape concept, and commitment to energy-efficient design will ensure that the completed project fulfills the intent of DPA 3 by creating a well-integrated, environmentally responsible, and high-quality multi-family development that contributes positively to the community fabric of Comox.

DPA 7 – Riparian Areas & DPA 11 – Wildlife Corridor

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

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

Community Benefits

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

Housing Diversity

A primary community benefit of the proposal is the significant contribution to housing diversity and accessibility within Comox. The addition of 88 new apartment homes, in a variety of one-, two-, and three-bedroom configurations, will expand the range of available housing options for individuals, couples, seniors, and families. The inclusion of at least ten adaptable units ensures that residents of varying mobility levels are accommodated and that the development supports aging in place, which is an important policy objective for the Town. By increasing the supply of attainable housing within the existing urban area, the project will help alleviate pressure on single-family neighbourhoods and contribute to a more balanced and inclusive housing mix.

Environmental Protection and Restoration

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

Urban Design

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

Sustainability

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

Economic Benefits

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

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

Conclusion

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

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

Sincerely,

Alex Stringer, Project Coordinator | Designer
WA Architects
On behalf of:
Cameron Contracting

TOWN OF COMOX

WATER RATES AND REGULATIONS AMENDMENT BYLAW NO. 529.37

A BYLAW TO AMEND THE COMOX WATER RATES AND REGULATIONS BYLAW No. 529

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. 529.37".

2. Amendments

The Comox Water Rates and Regulations Bylaw No. 529 is amended as follows:

(a) by replacing the phrase "Schedule "A" of this by-law" in subsections 4(g) and 4(h) with the following phrase: "Schedule J of the Fees and Charges Bylaw".

3. ADOPTION

READ a FIRST, SECOND and THIRD time this 1st day of April, 2026

ADOPTED this day of , 2026

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

STAFF REPORT

Meeting: April 22, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1840-20
FROM:	Edward Henley, Director of Finance	**DATE:**	April 16, 2026
SUBJECT:	Amend Reserves Bylaw		

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Comox Reserve Funds Amendment Bylaw 2025.03 be given First, Second and Third Readings.

PURPOSE

The purpose of this report is to propose an amendment of the Reserves Bylaw to formally add the Infrastructure Renewal Fund reserve and to set out the funding and usage of the reserve.

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.
Core Services	• Strong governance and administration • Financial management and accountability

BACKGROUND

The Infrastructure Renewal Fund levy was introduced on February 7, 2024 when Council authorized the first collection to start in 2024. The primary purpose was to close the infrastructure gap in order to ensure long-term service sustainability for the community.

The funds are collected with the property taxes and then placed into an Infrastructure Renewal Fund reserve for future use. The reserve fund was not formally created at the time and is being created now in order to regulate its usage.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

Section 188 of the Community Charter provides that a council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund. Section 189 provides guidance on the use of money in reserve funds.

b. Financial

The usage of the reserve was initially for refurbishment or replacement of existing infrastructure, also known as tangible capital assets, as they reach the end of their useful life. This can include the replacement of a roof on a municipal building, the repaving of roads and sidewalks, equipment or vehicle replacement, or even replacement of buildings. It is meant to provide a source of funds to ensure the fiscal sustainability of the existing assets and minimize the need for borrowing. It is not meant for funding new or expanded infrastructure beyond the portion that is existing.

It is proposed to expand the usage of the reserve for activities that support the asset management goals that assist in determining optimum times for refurbishment or replacement. This would include non-capital expenditures such as; asset management software, asset condition assessments, asset management plans, and similar expenditures.

c. Public Relations

No additional public relations is required. The Infrastructure Renewal Fund has been levied since 2024 and is noted in the annual budget presentations and related documents. This recommendation is meant to formalize the reserve in our reserves bylaw.

TOWN OF COMOX

BYLAW NO. 2025.03

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. 2025.03".

2. Amendments

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

Section 2 (s) INFRASTRUCTURE RENEWAL FUND RESERVE FUND

(i) Funding to generally come from the Infrastructure Renewal Fund levy, or other sources as budgeted.
(ii) Expenditures to primarily be used for the refurbishment or replacement of existing infrastructure, known as tangible capital assets, as they reach the end of their useful life or to extend their useful life. Funds also may be used for non-capital expenditures that support asset management goals such as; asset management software, asset condition assessments, asset management plans, and similar expenditures.
(iii) 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

TOWN OF COMOX

STAFF REPORT

Meeting: April 22, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1980-01
FROM:	Edward Henley	**DATE:**	April 16, 2026
SUBJECT:	Changes to Provincial Home Owner Grant and Property Tax Deferment Programs		

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the April 22, 2026 report from the Director of Finance, titled Changes to Provincial Home Owner Grant and Property Tax Deferment Programs be received for information.

PURPOSE

To update Council and the public on changes to the Provincial Home Owner Grant (HOG) and Property Tax Deferment programs introduced in the recent Provincial budget.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Organizational Excellence	**Customer Service -** Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.
Good Governance	**Community Participation –** We enhance two-way communication with our community.
Core Services	• Strong governance and administration • Financial management and accountability

BACKGROUND

On February 17, 2026 the Government of British Columbia (BC) announced several changes to the provincial tax laws. These changes are outlined in the 2026/2027 – 2028/2029 Budget and Fiscal Plan and are subject to approval by the Legislative Assembly.

One of the notable changes affecting home owners is the cancellation of the Northern and Rural Home Owner Benefit. This benefit was originally introduced in 2011 as part of the Home Owner Grant program to help offset the effects of the carbon tax, which ended April 1, 2025. As a result, effective January 1, 2027**, the Province is decreasing Home Owner grant by $200 for both the Regular and Additional Home Owner Grant**. The Northern and Rural Area Home Owner Benefit is available to eligible properties in Comox and other municipalities outside of the Capital, Metro Vancouver and Fraser Valley regional districts. The grant adjustment proposed by the Government of BC will have a financial impact on home owners that previously qualified for the benefit and will experience the impact of the grant reduction.

The tax deferment program interest rate charges will be changed from Prime minus 2% to Prime plus 2%, a 4% interest rate swing for any funds deferred 2026 and beyond.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The Provincial Home Owner Grant (HOG) is a Government of BC program that reduces that amount of property tax home owners pay on their principal residence. It is designed to make home ownership more affordable by lowering the property tax burden for eligible residents. To qualify for the grant, a home owner must:

- Be the registered owner of the property
- Be a Canadian citizen or permanent resident
- Live in BC
- Occupy the home as their principal residence

Only home owners whose taxes are paid to a municipality or to the Province may apply annually. There are two levels of the grant:

Regular Grant

- Available to anyone who meets the main grant criteria outlined above and who is not eligible for the additional grant.
- Taxpayers must contribute a minimum of $350 towards the property taxes before the grant is applied.
- Currently, the grant is up to $770 per property. The proposed elimination of the Northern and Rural Area Home Owner Benefit would decrease this to $570 per property.

Additional Grant

- Available for Seniors (65+), Veterans, People with Disabilities, Person living with a spouse or relative with a disability, or a spouse or relative of a deceased owner who would have qualified for the additional grant.
- Taxpayers must contribute a minimum of $100 towards the property taxes before the grant is applied.

- Currently, the grant is up $1,045 per property. The proposed elimination of the Northern and Rural Area Home Owner Benefit would decrease this to $845 per property.

The grant begins to reduce if the property's assessed value exceeds the provincial grant threshold, which is $2,075,000 in 2026. Homes above the threshold may still qualify for a partial grant. Eligible property owners have automatically received the Northern and Rural Area Home owner Benefit when applying from the Home Owner Grant, with no separate application required.

b. Financial

According to the 2026/2027 – 2028/2029 Budget and Fiscal Plan, the estimated impact of this change for British Columbia in 2027 is $97 million. For Comox, this change would affect approximately 83% of the residential properties:

Table 1: Home Owner Grants Claimed in 2025

2025 Grant Type Claimed	2025 No. of Grants Claimed	2025 Amount of Grant Claimed
Regular	2,181 (includes 4 Retro)	$1,679,145
Additional	2,851 (Includes 3 Retro)	$2,971,992
Total	**5,032 (includes 7 Retro)**	**$4,651,137**

Table 2: Impact to Residential Properties

No. of Residential Properties	No. of HOG claimed	% of Properties that claimed HOG
6,053	5,032	83%

The estimated increase in taxes payable for residential properties due to the reduction in the Provincial Home Owner Grant program, based on 2025 gross taxes and assessed values, is approximately $1 million.

Impact on the City's Budget

The HOG is claimed against the School Tax portion of the property taxes. Although the Town administers collection, the grant amount reduces the School Tax revenue remitted to the Province, not the municipal portion retained by the Town. Because of this structure, the reduction in the HOG leads to higher taxes payable by the property owner, but it does not change the amount of municipal revenue collected, nor does it change the Town's Financial Plan.

Potential Risks

While there is no direct budget impact to the Town, the HOG reduction may contribute to financial pressure on taxpayers – particularly those on fixed incomes. Increased tax burden may result in:

- Increased number of late payments leading to additional penalty levies.

- Accrual of interest charges for unpaid balances.
- In extreme cases, a higher likelihood of properties being subject to the annual tax sale if the taxes remain unpaid for three years.

Property Tax Deferment
Town staff regularly inform financially struggling taxpayers of the Province's Property Tax Deferment program, a long-standing option that allows eligible home owners to postpone payment of some or all of their property taxes. With the proposed changes to the Home Owner Grant program, taxpayers who choose to defer their full property taxes would now be deferring an additional $200 per year.

Until the **2025 taxation year**, deferred taxes accrued simple interest at **Prime minus 2%** under the Regular Program, and at Prime for the Families with Children Program. Interest was calculated from the later of the property tax due date or the application date. Starting in 2026, however, significant program changes are proposed to take effect:

- The interest rate for both deferment programs in **2026 will be Prime plus 2% compounded monthly.**
- These revised rates apply to all amounts deferred for the 2026 and future tax years. Home owners currently enrolled in this program will be grandfathered into the previous structure for amounts deferred prior to 2026. While deferment remains a helpful tool, the introduction of the compounding rate may make it even more difficult for already struggling taxpayers.

c. Intergovernmental

Full information on the Home Owner Grant program is available on the provincial website.

Full information on the Property Tax Deferment program is available on the Provincial website.

d. Public Relations

Changes to Home Owner Grant (HOG) messaging:

- The Provincial Home Owner Grant (HOG) is a tax-relief program that helps B.C. residents reduce the property taxes on their principal residence.
- The HOG program offers different grant amounts depending on the location and home owner circumstances and requires an annual application.
- Effective January 1, 2027, the Government of B.C. is proposing changes that would eliminate the additional $200 grant for northern and rural areas.
- The proposed changes to the HOG program will have a significant negative impact to residential taxpayers in the City.

Changes to Property Tax Deferment messaging:

- Interest rate charged increasing by 4% from Prime minus 2% to Prime plus 2%.
- Only the new amounts deferred as of 2026 will be charged at the higher rate

TOWN OF COMOX

STAFF REPORT

Meeting: April 22, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	1765-01
FROM:	Edward Henley	**DATE:**	April 22, 2026
SUBJECT:	2025 Development Cost Charge Annual Report		

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the April 22, 2026 report from the Director of Finance titled 2025 Development Cost Charge Annual Report be received for information.

PURPOSE

To provide the annual report on Development Cost Charges (DCCs) as required by Section 569 of the *Local Government Act*.

The annual report shows what DCC funds were collected, how they were managed, and how they were spent. The report demonstrates accountability to the developers from whom the DCCs were collected by showing what DCC eligible projects the funds were spent on.

The report also demonstrates to the public that new infrastructure was provided to the community that was paid for, almost in full or in part, by developers due to growth pressures created by their developments, instead of having to raise property taxes to pay for them.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Core Services	• Strong governance and administration • Financial management and accountability

BACKGROUND

The current Town of Comox DCC bylaw No. 1830 was adopted by Council on May 4, 2016. This repealed Town of Comox DCC bylaw No. 1526.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

In accordance with Section 569 of the *Local Government Act*, local governments collecting development cost charges must prepare a report of development cost charges received and reserve fund balances

The report must include opening and closing balances of each category for which development cost charges were collected, the amount of development cost charges received and expended, and any waivers and reductions, for the previous year. The report must be made available for public viewing by June 30 each year and be accessible for the following year.

b. Financial

The Town collects DCCs for 3 purposes (Open Space, Major Road, Sanitary Sewer) and maintains balances from previously collected DCCs for 2 purposes (Water and Drainage).

The Town started 2025 with $6,965,000 in DCCs, collected $505,000 in DCCs from developers, spent $5,258,128.23 on 6 projects, and ended the year with $2,445,000 in DCCs for future projects. This summarized DCC information is shown in the first table in the DCC report.

The Town collected an above average (projected) amount of DCCs in 2025 (see chart 1) with the vast majority coming from multi-residential development. (see chart 2)

A very high amount of DCC funds were spent in 2025 with the majority being for a park purchase and the two roundabouts on Comox avenue (see chart 3) This has resulted in a significant decrease in the DCC reserve balances (see chart 4). This is to be expected. The DCCs are collected for specific infrastructure improvements identified in the DCC study to address growth pressures from new development.

More fulsome details are available in the annual report.

Chart 1: Total DCCs Collected versus Projected

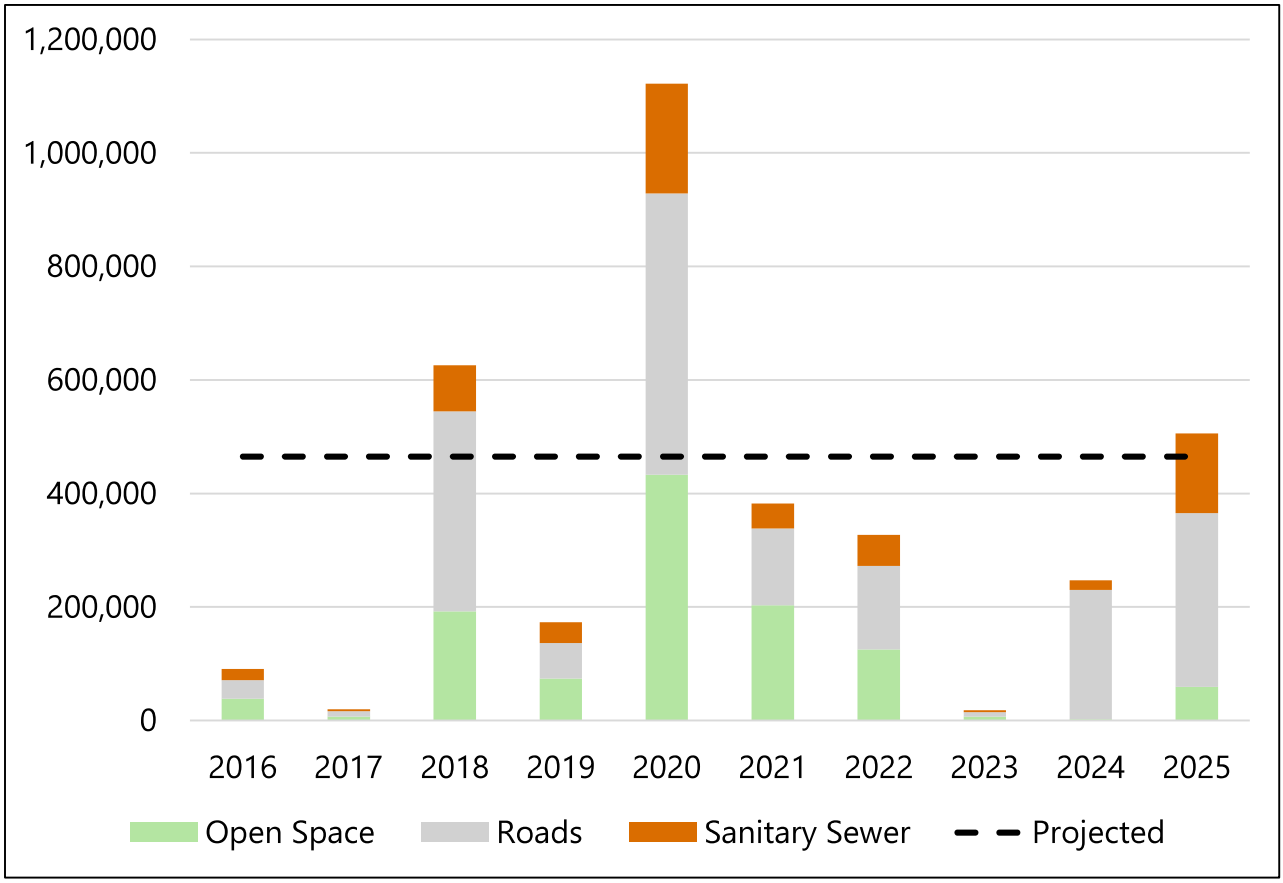


Chart 2: Total DCCs collected by Development Category

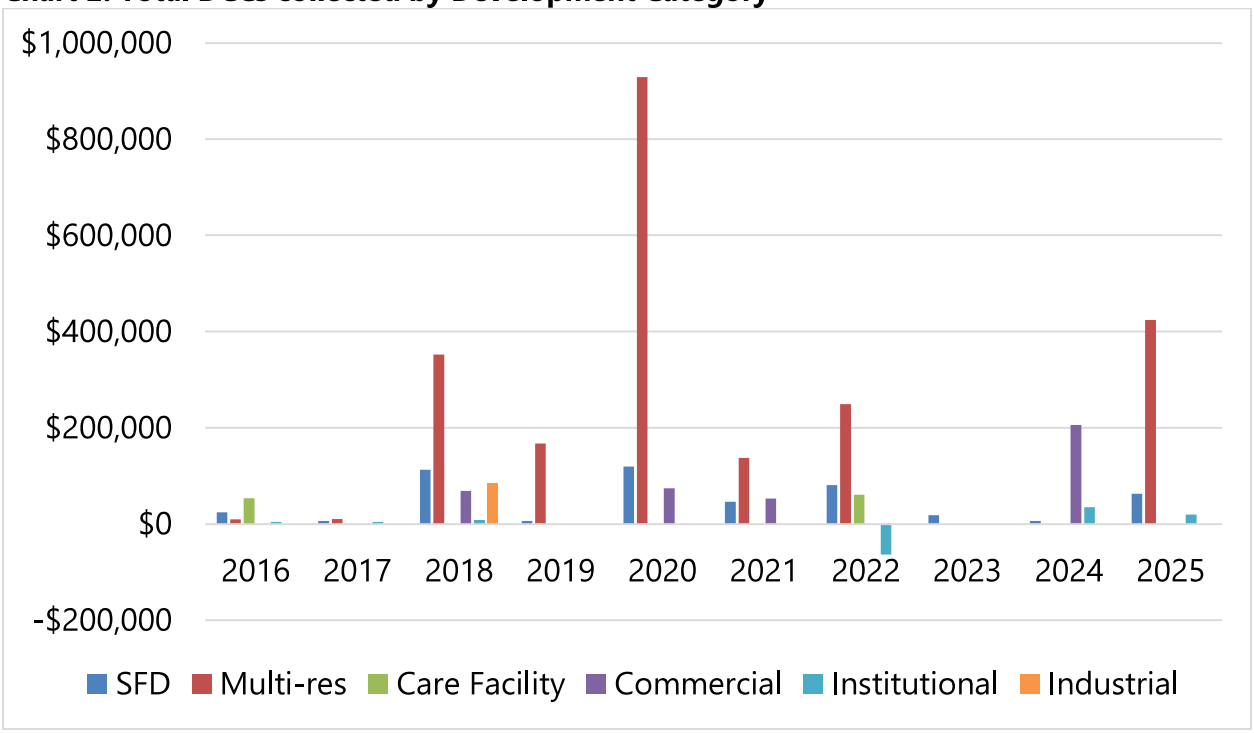


Chart 3: DCCs Spent on Growth Projects – annual total

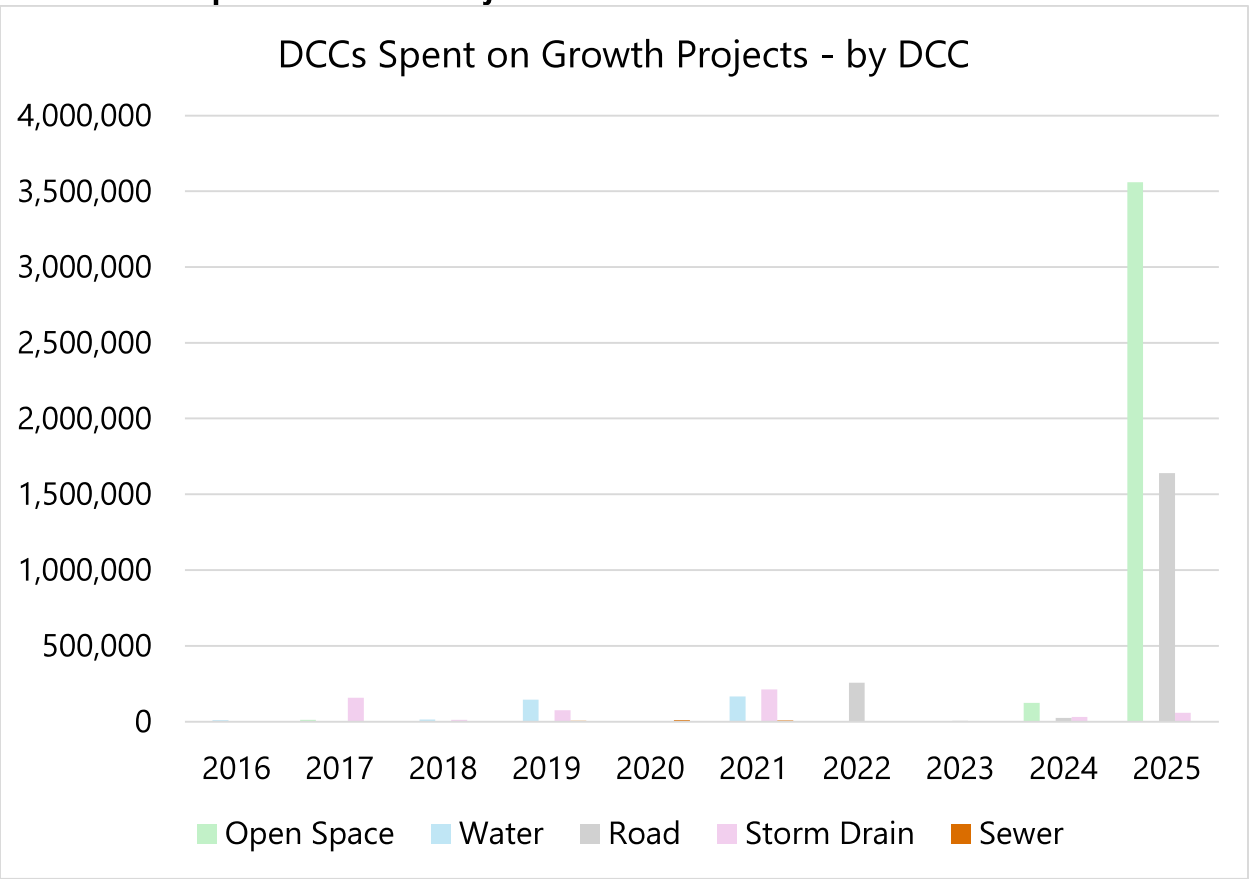
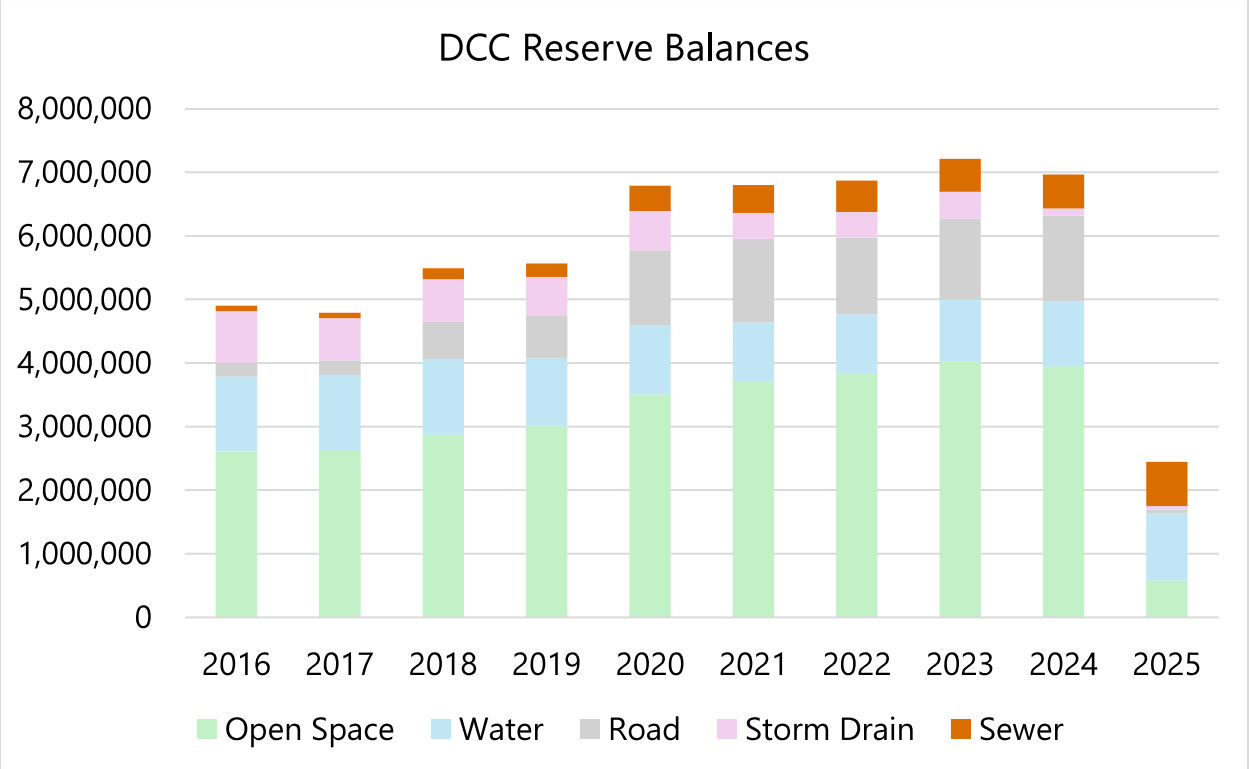


Chart 4: DCC Reserve Balances



c. Public Relations

The report will be posted to the municipal website.

TOWN OF COMOX

Town of Comox Development Cost Charge (DCC)

Annual Report 2025

Development Cost Charges (DCCs)

Development Cost Charges (DCCs) are collected by the City from land developers to cover the costs related to the increased demand on City services and infrastructure as a result of a new development. DCCs are applied as one-time charges against residential, commercial, industrial and institutional developments.

Development cost charges are established by bylaw with the approval of the Inspector of Municipalities. The development cost charge bylaw may establish charges over the entire local government or just a portion of it.
Additional information on DCCs is available on the Province of BC DCC website which has a link to a DCC Best Practices Guide and a DCC guide for Elected Officials.

Town of Comox DCCs

The current Town of Comox DCC bylaw No. 1830 was adopted by Council on May 4, 2016. This repealed Town of Comox DCC bylaw No. 1526. The bylaw was developed from the recommendations in the 2016 DCC Background Study.
Comox is currently collecting DCCs for Open Space (Parks and Trails), Major Road, and Sanitary Sewer. Comox continues to administer previously collected DCCs for Water and Storm Drain.

Open Space (Parks and Trails) DCCs

Parks and trails services including parkland development, trails, outdoor park facilities, land, buildings, equipment and fleet (vehicles, rolling stock.)

Major Road DCCs

Roads (highways) services including roads, bridges, culverts, sidewalks, streetlights, traffic signals, land, buildings (depots and domes), equipment and fleet (vehicles, rolling stock).

Sanitary Sewer DCCs

Wastewater services including sanitary sewage systems, wastewater collection and treatment services for specific areas, pipes, structures, land, buildings, and equipment.

Water DCCs

Water services including waterworks systems, water supply, distribution, and treatment services for specific service areas, pipes, structures, land, buildings, and equipment.

Drainage DCCs

Storm water drainage services including storm water collection and treatment services for specific areas, pipes, structures, land, buildings, and equipment.

Internal Borrowing

If a DCC expense has been made and there are not sufficient funds in that DCC reserve it is permissible to borrow funds from another DCC reserve. It is required to pay the funds back plus

interest on the borrowed funds to the DCC fund it was borrowed from. No borrowing occurred in 2025.

Interest on Reserves
Interest is earned on the reserves. The interest is determined by the monthly beginning balance multiplied by the Municipal Finance Authority's (MFA) Ultra Short Term Bond Fund rate and applied at the end of the year unaccrued.

Annual Inflator
The bylaw in effect does not reference a mechanism for an annual inflator to the fees. The fees have not changed since 2016.

DCC Credits for Contributed Works
Certain developers are provided with credits for works that they construct and contribute to the municipality which may reduce their DCCs payable. Credits granted are not currently fully tracked however staff is examining doing this in the future. An Open Space DCC credit of $42,978.87 was provided for greenway construction.

DCC Rates by Development Type
There have not been any annual inflators applied to the original 2016 values throughout 2016 to 2025. There are no DCCs collected for water or storm drain projects as it was determined in the 2016 study that there was sufficient funds in the related DCC reserve for the proposed projects.

Development Type	DCC Rates per unit				
Residential	Open Space	Water	Roads	Storm Drain	Sanitary Sewer
Single Family	$2,171.62	$0.00	$2,748.40	$0.00	$1,072.05
Coach houses	$0.00	$0.00	$0.00	$0.00	$0.00
Secondary Suites	$0.00	$0.00	$0.00	$0.00	$0.00
MF Low Density	$1,639.78	$0.00	$1,550.75	$0.00	$809.50
MF Medium Density	$1,639.78	$0.00	$1,550.75	$0.00	$809.50
MF High Density	$1,639.78	$0.00	$1,550.75	$0.00	$809.50
MF High Density downtown	$1,658.54	$0.00	$1,551.79	$0.00	
Care	$802.40	$0.00	$538.37	$0.00	$396.11
Non Residential					
Commercial Accommodation (rooms)	$0.00	$0.00	$1,095.43	$0.00	$562.90
Commercial m2	$0.00	$0.00	$95.24	$0.00	$5.66
Commercial Downtown m2	$0.00	$0.00	$48.26	$0.00	$5.36
Institutional m2	$0.00	$0.00	$40.54	$0.00	$6.00
Industrial (m2)	$0.00	$0.00	$640.11	$0.00	$0.38

Annual Report

In accordance with Section 569 of the *Local Government Act*, local governments collecting development cost charges must prepare a report of development cost charges received and reserve fund balances. The report must include opening and closing balances of each category for which development cost charges were collected, the amount of development cost charges received and expended, and any waivers and reductions, for the previous year. The report must be made available for public viewing by June 30 each year and be accessible for the following year.

2025 Summary

The Town collects DCCs for 3 purposes (Open Space, Major Road, Sanitary Sewer) and maintains balances from previously collected DCCs for 2 purposes (Water and Drainage).

The Town started 2025 with $6,965,000 in DCCs, collected $505,000 in DCCs from developers, spent $5,258,128.23 on 6 projects, and ended the year with $2,445,000 in DCCs for future projects. This summarized DCC information is shown in the first table in the DCC report.

The Town collected an above average (projected) amount of DCCs in 2025 with the vast majority coming from multi-residential development.

A very high amount of DCC funds were spent in 2025 with the majority being for a park purchase and the two roundabouts on Comox Avenue. This has resulted in a significant decrease in the DCC reserve balances. This is to be expected. The DCCs are collected for specific infrastructure improvements identified in the DCC study to address growth pressures from new development.

More fulsome details are available in the annual report.

Waivers and Reductions

There were no waivers or reductions in 2025 other than credits for contributed works.

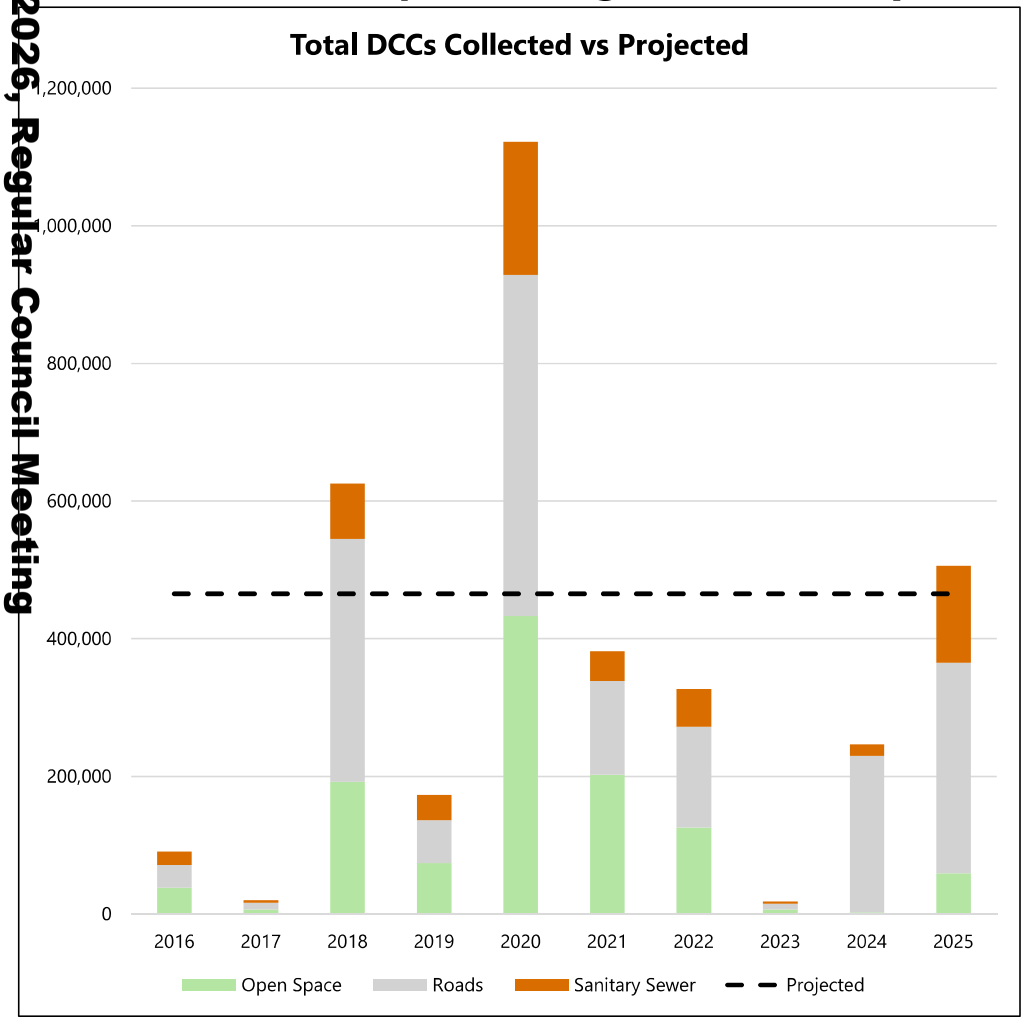
Glossary:

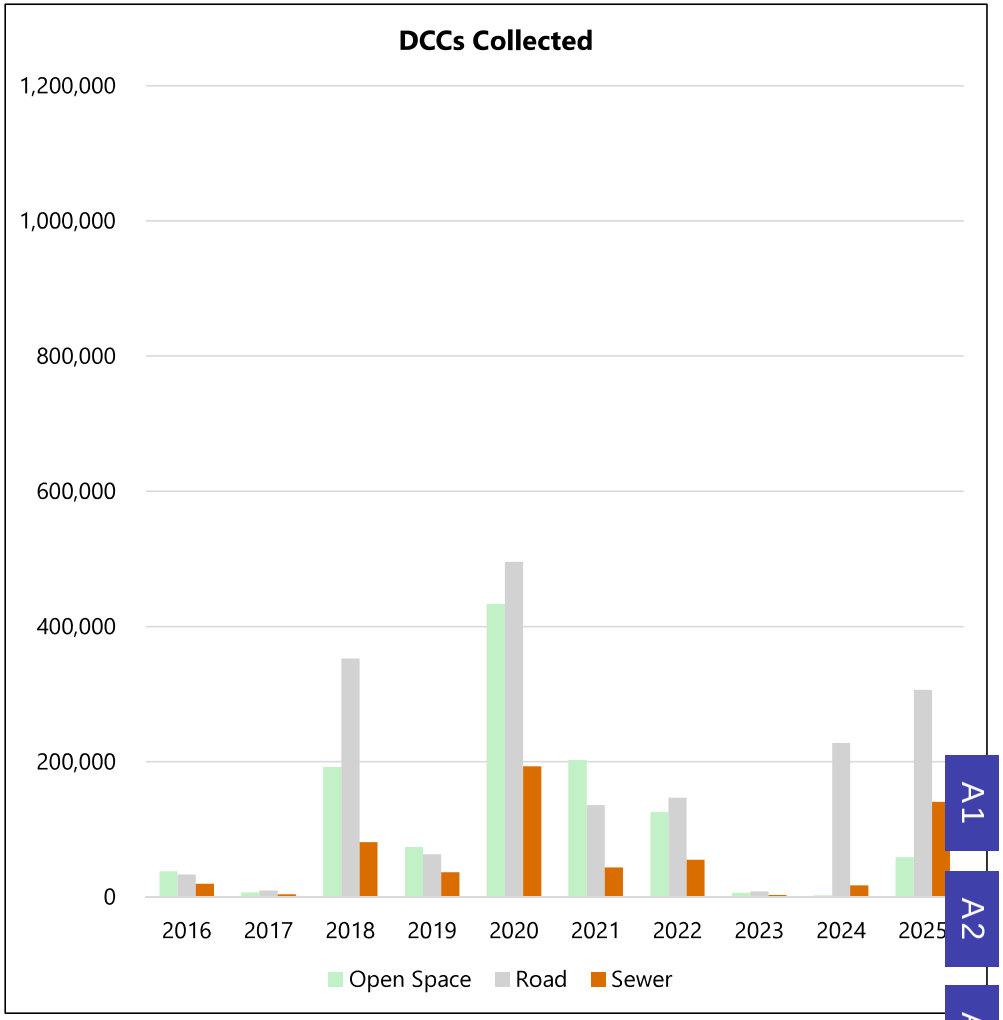
SFD: single family dwelling,
Multi-Res: Multi-residential townhomes and apartments
MF: Multi-family dwelling

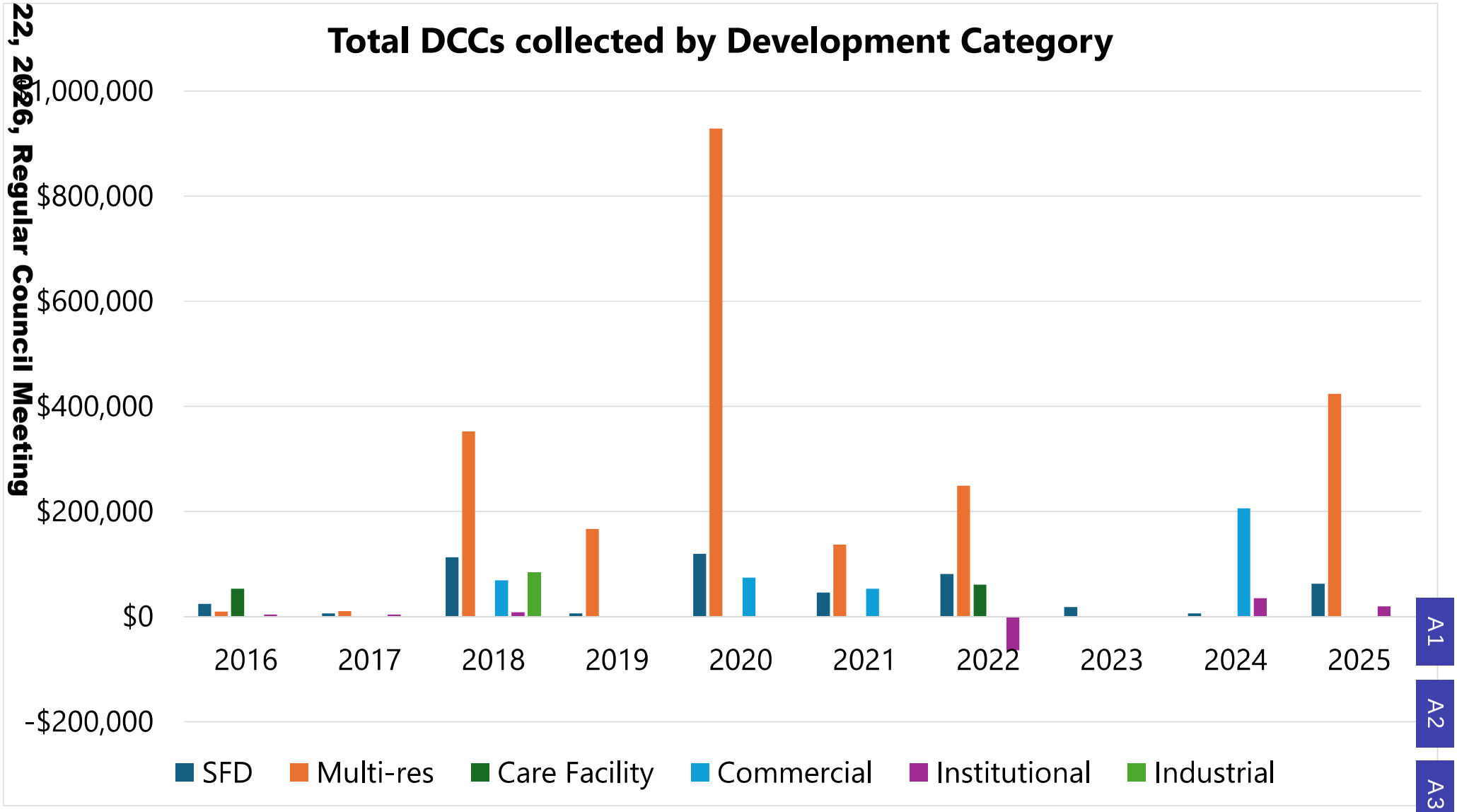
Additional information:

Development Cost Charges Best Practices Guide

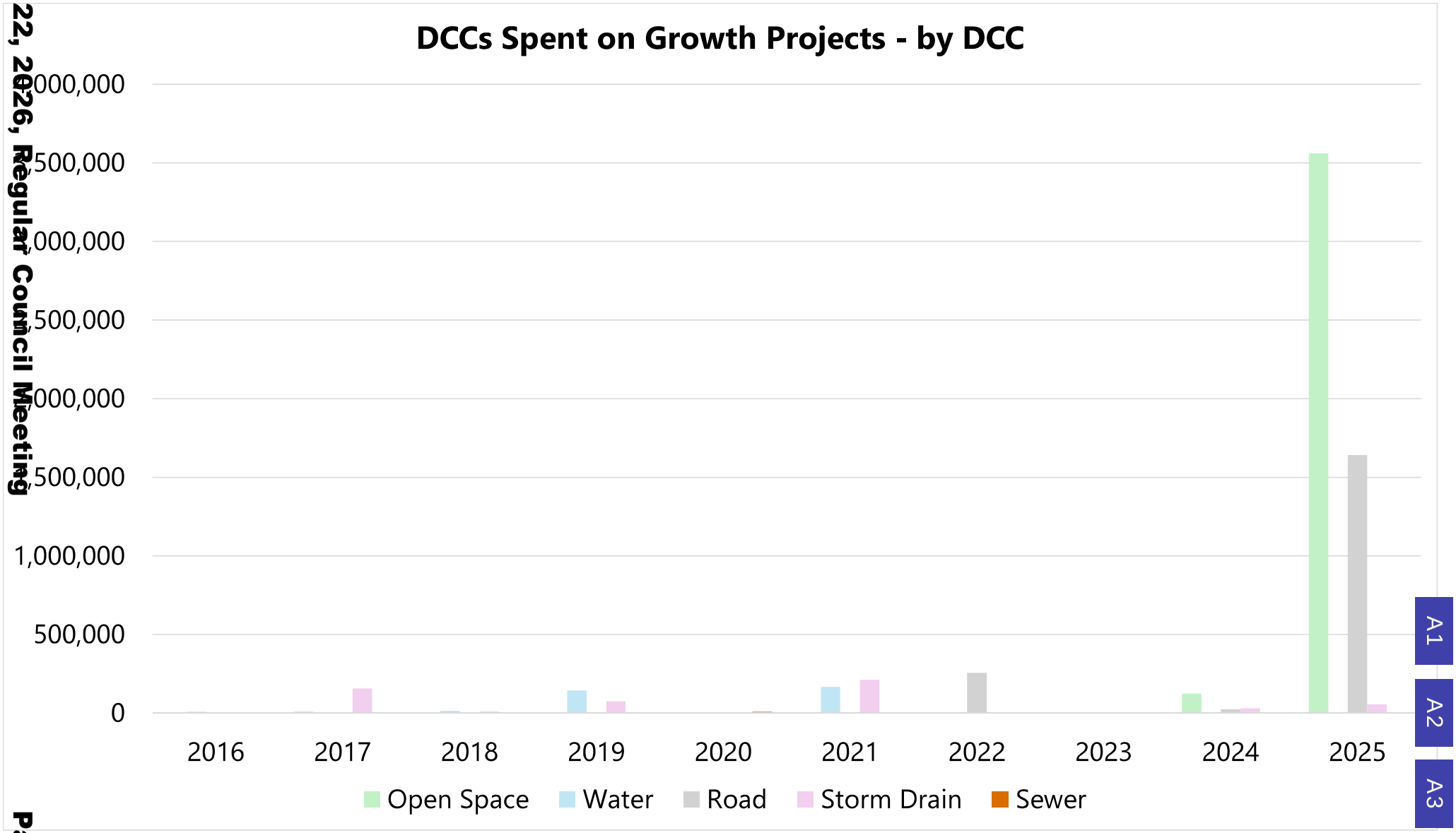
DCCs Collected and Spent during this DCC Study Period



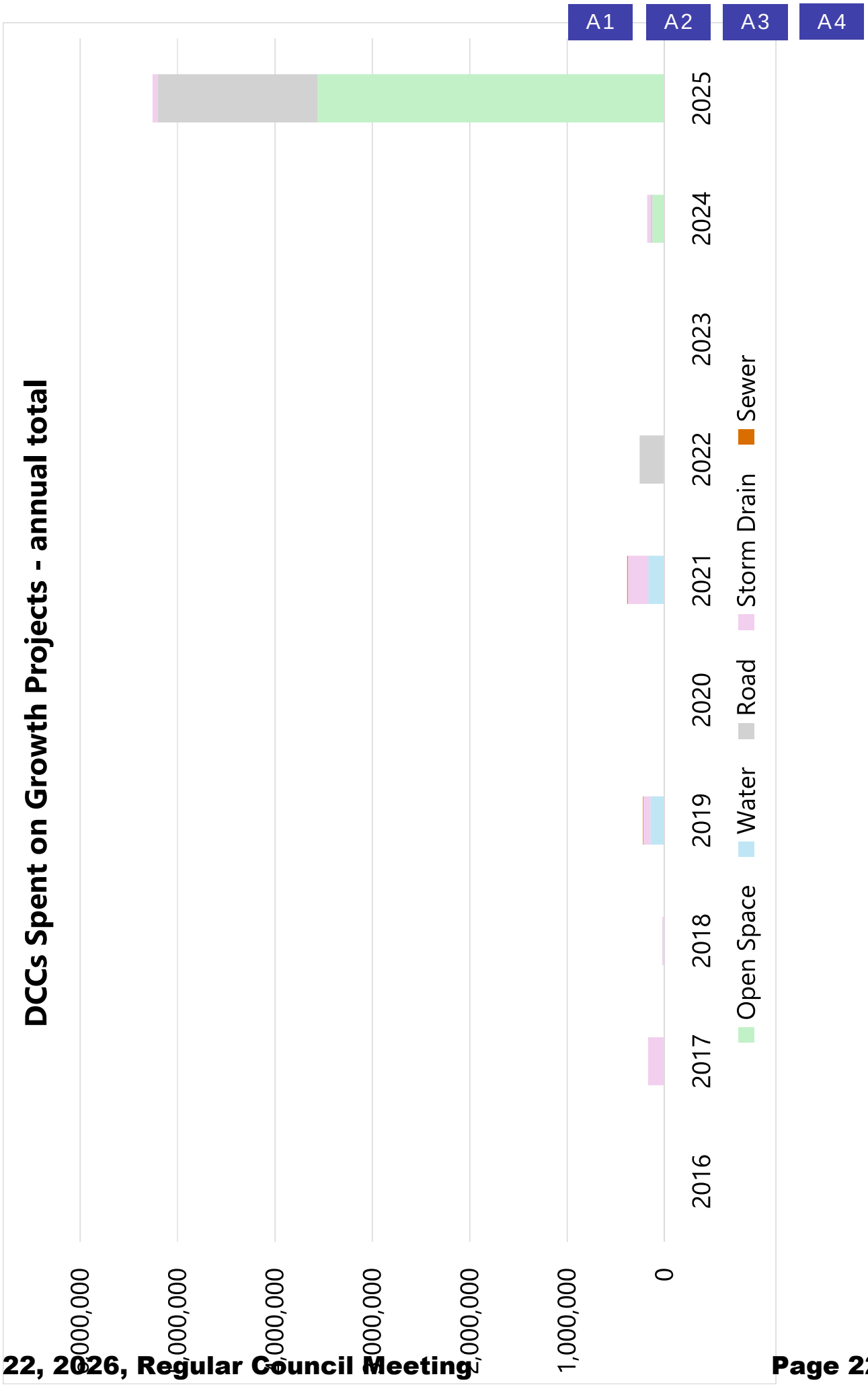


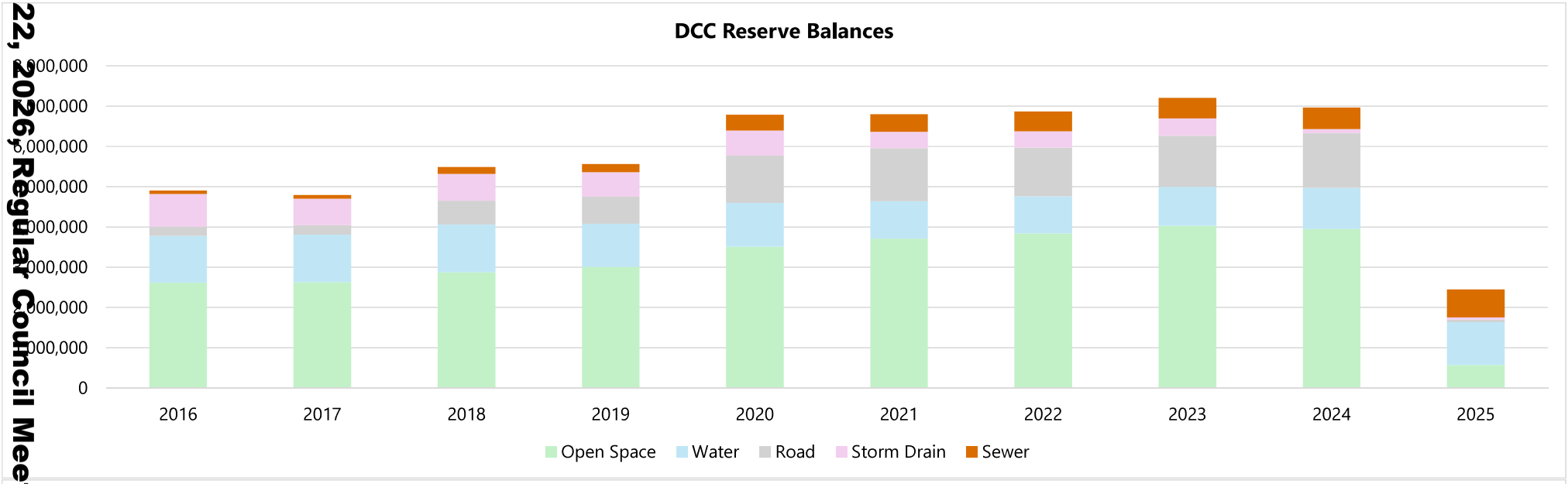

Total DCCs collected by Development Category
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
-$200,000
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
SFD
Multi-res
Care Facility
Commercial
Institutional
Industrial

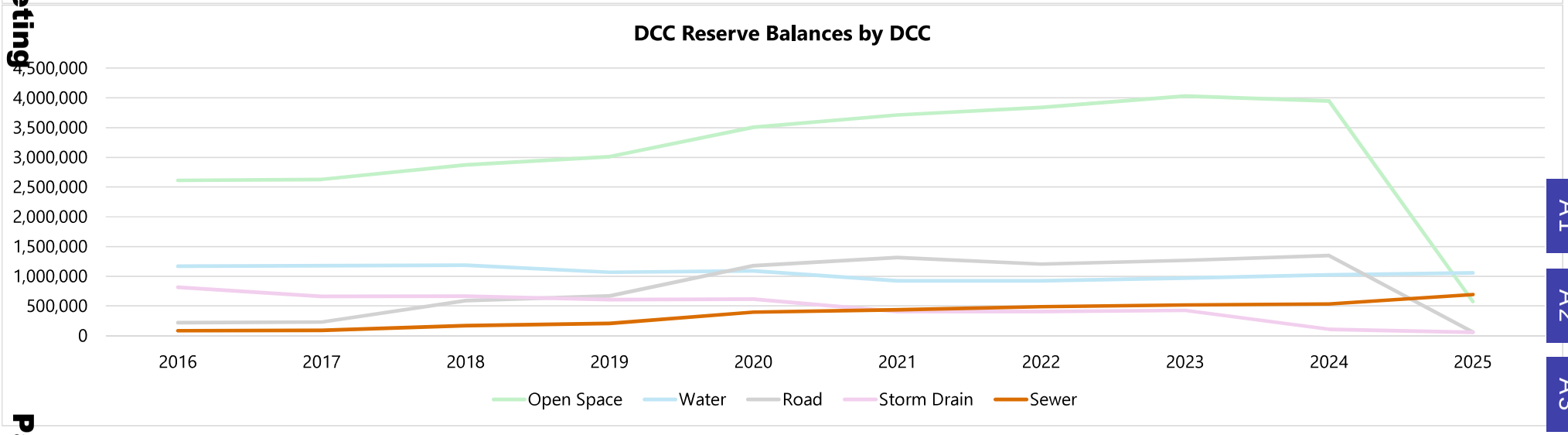
A1
A2
A3
A4


DCCs Spent on Growth Projects - by DCC
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Open Space
Water
Road
Storm Drain
Sewer

A1
A2
A3
A4


DCCs Spent on Growth Projects - annual total
A1
A2
A3
A4
2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
Open Space
Water
Road
Storm Drain
Sewer
0
1,000,000


DCC Reserve Balances
0
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Open Space
Water
Road
Storm Drain
Sewer


DCC Reserve Balances by DCC
4,500,000
4,000,000
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
Open Space
Water
Road
Storm Drain
Sewer

DCCs Collected and Spent in 2025

Current Year 2025

Development Cost Charge	Opening Balance	Revenue: Revenues	Revenue: Interest	Revenue: Adjustments Additional Charges	Revenue: Subtotal	Expenditures: Capital Funding	Expenditures: Operating Funding	Expenditures: Other	Expenditures: Interest	Expenditures: Adjustments Refunds	Expenditures: Subtotal	Closing Balance
Open Space DCC	3,947,823.76	58,980.91	129,804.17		188,785.08	3,560,819.74				0.00	3,560,819.74	575,789.10
Water DCC	1,024,085.14	0.00	33,478.41		33,478.41	0.00				0.00	0.00	1,057,563.55
Major Road DCC	1,350,056.97	306,134.25	46,439.90		352,574.15	1,640,601.16				0.00	1,640,601.16	62,029.96
Storm Drain DCC	110,218.27	0.00	3,603.15		3,603.15	56,707.33				0.00	56,707.33	57,114.09
Sanitary Sewer DCC	533,744.78	140,681.86	18,388.72		159,070.58	0.00				0.00	0.00	692,815.36
Total	**6,965,928.91**	**505,797.02**	**231,714.35**	**0.00**	**737,511.37**	**5,258,128.23**	**0.00**	**0.00**	**0.00**	**0.00**	**5,258,128.23**	**2,445,312.06**

Open Space DCC Unit Type	SFD (per parcel)	Multi-Fam Low Density exc. Downtown (per unit)	Multi-Fam Med Density exc. Downtown (per unit)	Multi-Fam High Density exc. Downtown (per unit)	Multi-Fam Low Density Downtown (per unit)	Multi-Fam Med Density Downtown (per unit)	Multi-Fam High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)	Total Collected
Open Space DCC	2,171.62	1,658.54	1,639.78	1,639.78	1,639.78	1,639.78	1,639.78	802.40	0.00	0.00	0.00	0.00	0.00	
Unit Count	3.00	18.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal	6,514.86	29,853.72	0.00	65,591.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,959.78
Adjustment				-42978.87										-42,978.87
Total	6,514.86	29,853.72	0.00	22,612.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,980.91

Water DCC Unit Type	SFD (per parcel)	Multi-Fam Low Density exc. Downtown (per unit)	Multi-Fam Med Density exc. Downtown (per unit)	Multi-Fam High Density exc. Downtown (per unit)	Multi-Fam Low Density Downtown (per unit)	Multi-Fam Med Density Downtown (per unit)	Multi-Fam High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per m2)	Colle
Water DCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unit Count	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Adjustment														
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

A1 A2 A3 A4

Major Road DCC Unit Type	SFD (per parcel)	Multi-Fam Low Density exc. Downtown (per unit)	Multi-Fam Med Density exc. Downtown (per unit)	Multi-Fam High Density exc. Downtown (per unit)	Multi-Fam Low Density Downtown (per unit)	Multi-Fam Med Density Downtown (per unit)	Multi-Fam High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)	**Total Collected**
Major Road DCC	2,748.40	1,551.79	1,550.75	1,550.75	1,394.53	1,394.53	1,394.53	538.37	1,095.43	95.24	48.26	40.54	32,005.61	
Unit Count	15.00	24.00	0.00	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	413.50	0.00	
Subtotal	41,226.00	37,242.96	0.00	210,902.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,763.29	0.00	306,134.25
Adjustment														0.00
Total	41,226.00	37,242.96	0.00	210,902.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,763.29	0.00	306,134.25

Storm Drain DCC Unit Type	SFD (per parcel)	Multi-Fam Low Density exc. Downtown (per unit)	Multi-Fam Med Density exc. Downtown (per unit)	Multi-Fam High Density exc. Downtown (per unit)	Multi-Fam Low Density Downtown (per unit)	Multi-Fam Med Density Downtown (per unit)	Multi-Fam High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per m2)	**Total Collected**
Storm Drain DCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unit Count	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjustment														0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sanitary Sewer DCC Unit Type	SFD (per parcel)	Multi-Fam Low Density exc. Downtown (per unit)	Multi-Fam Med Density exc. Downtown (per unit)	Multi-Fam High Density exc. Downtown (per unit)	Multi-Fam Low Density Downtown (per unit)	Multi-Fam Med Density Downtown (per unit)	Multi-Fam High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per m2)	**Colle**
Sanitary Sewer DCC	1,072.05	818.76	809.50	809.50	809.50	809.50	809.50	396.11	562.90	5.66	5.36	6.00	0.38	
Unit Count	14.00	16.00	0.00	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	413.50	0.00	
Subtotal	15,008.70	13,100.16	0.00	110,092.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,481.00	0.00	140,6
Adjustment														0.00
Total	15,008.70	13,100.16	0.00	110,092.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,481.00	0.00	140,6

DCCs Cumulatively Collected and Spent this DCC study period

		Revenue				Expenditures						
Open Space Development Cost Charge	Opening Balance	Revenues	Interest	Adjustments Additonal Charges	Subtotal Revenue	Capital Funding	Operating Funding	Other	Interest	Adjustments Refunds	Subtotal Expenditures	Closing Balance
2016-05-04	2,554,780.28	38,183.96	19,934.35	0.00	58,118.31	0.00	0.00	0.00	0.00	0.00	0.00	2,612,898.59
2017	2,612,898.59	6,634.16	20,554.01	0.00	27,188.17	10,105.60	0.00	0.00	0.00	0.00	10,105.60	2,629,981.16
2018	2,629,981.16	192,151.32	51,337.32	0.00	243,488.64	0.00	0.00	0.00	0.00	0.00	0.00	2,873,469.80
2019	2,873,469.80	73,790.10	65,717.11	0.00	139,507.21	0.00	0.00	0.00	0.00	0.00	0.00	3,012,977.01
2020	3,012,977.01	432,998.08	59,645.00	0.00	492,643.08	0.00	0.00	0.00	0.00	0.00	0.00	3,505,620.09
2021	3,505,620.09	202,695.36	5,452.37	0.00	208,147.73	0.00	0.00	0.00	0.00	0.00	0.00	3,713,767.82
2022	3,713,767.82	125,262.50	0.00	0.00	125,262.50	0.00	0.00	0.00	0.00	0.00	0.00	3,839,030.32
2023	3,839,030.32	6,514.86	184,688.04	0.00	191,202.90	0.00	0.00	0.00	0.00	0.00	0.00	4,030,233.22
2024	4,030,233.22	2,171.62	206,560.01	0.00	208,731.63	122,848.18	0.00	0.00	0.00	168,292.91	291,141.09	3,947,823.76
2025	3,947,823.76	58,980.91	129,804.17	0.00	188,785.08	3,560,819.74	0.00	0.00	0.00	0.00	3,560,819.74	575,789.10
Totals		**1,139,382.87**	**743,692.38**	**0.00**		**3,693,773.52**	**0.00**	**0.00**	**0.00**	**168,292.91**		

		Revenue				Expenditures						
Water Development Cost Charge	Opening Balance	Revenues	Interest	Adjustments Additonal Charges	Subtotal Revenue	Capital Funding	Operating Funding	Other	Interest	Adjustments Refunds	Subtotal Expenditures	Closing Balance
2016-05-04	1,169,392.64	0.00	9,099.08	0.00	9,099.08	8,758.57	0.00	0.00	0.00	0.00	8,758.57	1,169,733.15
2017	1,169,733.15	0.00	9,186.76	0.00	9,186.76	1,055.25	0.00	0.00	0.00	0.00	1,055.25	1,177,864.66
2018	1,177,864.66	0.00	22,234.17	0.00	22,234.17	14,250.00	0.00	0.00	0.00	0.00	14,250.00	1,185,848.83
2019	1,185,848.83	0.00	26,925.98	0.00	26,925.98	143,960.87	0.00	0.00	0.00	0.00	143,960.87	1,068,813.94
2020	1,068,813.94	0.00	20,949.90	0.00	20,949.90	0.00	0.00	0.00	0.00	0.00	0.00	1,089,763.84
2021	1,089,763.84	0.00	1,664.82	0.00	1,664.82	166,322.00	0.00	0.00	0.00	0.00	166,322.00	925,106.66
2022	925,106.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	925,106.66
2023	925,106.66	0.00	44,466.40	0.00	44,466.40	0.00	0.00	0.00	0.00	0.00	0.00	969,573.06
2024	969,573.06	0.00	51,859.01	0.00	51,859.01	0.00	0.00	0.00	0.00	-2,653.07	-2,653.07	1,024,085.14
2025	1,024,085.14	0.00	33,478.41	0.00	33,478.41	0.00	0.00	0.00	0.00	0.00	0.00	1,057,563.55
Totals		**0.00**	**219,864.53**	**0.00**		**334,346.69**	**0.00**	**0.00**	**0.00**	**-2,653.07**		

		Revenue				Expenditures						
Major Road Development Cost Charge	Opening Balance	Revenues	Interest	Adjustments Additonal Charges	Subtotal Revenue	Capital Funding	Operating Funding	Other	Interest	Adjustments Refunds	Subtotal Expenditures	Closing Balance
2016-05-04	185,541.22	33,028.10	1,502.61	0.00	34,530.71	0.00	0.00	0.00	0.00	0.00	0.00	220,071.93
2017	220,071.93	9,531.96	1,759.31	0.00	11,291.27	0.00	0.00	0.00	0.00	0.00	0.00	231,363.20
2018	231,363.20	352,690.71	7,199.07	0.00	359,889.78	0.00	0.00	0.00	0.00	0.00	0.00	591,252.98
2019	591,252.98	62,753.85	13,839.71	0.00	76,593.56	0.00	0.00	0.00	0.00	0.00	0.00	667,846.54
2020	667,846.54	495,857.20	13,794.97	0.00	509,652.17	0.00	0.00	0.00	0.00	0.00	0.00	1,177,498.71
2021	1,177,498.71	135,676.00	1,889.49	0.00	137,565.49	0.00	0.00	0.00	0.00	0.00	0.00	1,315,064.20
2022	1,315,064.20	146,828.97	0.00	0.00	146,828.97	255,907.58	0.00	0.00	0.00	0.00	255,907.58	1,205,985.59
2023	1,205,985.59	8,245.20	58,170.05	0.00	66,415.25	5,056.87	0.00	0.00	0.00	0.00	5,056.87	1,267,343.97
2024	1,267,343.97	227,585.86	62,885.81	0.00	290,471.67	23,849.22	0.00	0.00	0.00	183,909.46	207,758.67	1,350,056.97
2025	1,350,056.97	306,134.25	46,439.90	0.00	352,574.15	1,640,601.16	0.00	0.00	0.00	0.00	1,640,601.16	62,029.96
Totals		**1,778,332.10**	**207,480.92**	**0.00**		**1,925,414.83**	**0.00**	**0.00**	**0.00**	**183,909.46**		

		Revenue				Expenditures						
Storm Drain Development Cost Charge	Opening Balance	Revenues	Interest	Adjustments Additonal Charges	Subtotal Revenue	Capital Funding	Operating Funding	Other	Interest	Adjustments Refunds	Subtotal Expenditures	Closing Balance
2016-05-04	807,900.50	0.00	6,286.30	0.00	6,286.30	0.00	0.00	0.00	0.00	0.00	0.00	814,186.80
2017	814,186.80	0.00	6,394.37	0.00	6,394.37	156,983.00	0.00	0.00	0.00	0.00	156,983.00	663,598.17
2018	663,598.17	0.00	12,526.54	0.00	12,526.54	10,859.09	0.00	0.00	0.00	0.00	10,859.09	665,265.62
2019	665,265.62	0.00	15,105.56	0.00	15,105.56	74,608.64	0.00	0.00	0.00	0.00	74,608.64	605,762.54
2020	605,762.54	0.00	11,873.58	0.00	11,873.58	0.00	0.00	0.00	0.00	0.00	0.00	617,636.12
2021	617,636.12	0.00	943.55	0.00	943.55	211,351.00	0.00	0.00	0.00	0.00	211,351.00	407,228.67
2022	407,228.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	407,228.67
2023	407,228.67	0.00	19,573.94	0.00	19,573.94	0.00	0.00	0.00	0.00	0.00	0.00	426,802.61
2024	426,802.61	0.00	7,981.96	0.00	7,981.96	30,025.60	0.00	0.00	0.00	294,540.70	324,566.30	110,218.27
2025	110,218.27	0.00	3,603.15	0.00	3,603.15	56,707.33	0.00	0.00	0.00	0.00	56,707.33	57,114.09
Totals		**0.00**	**84,288.95**	**0.00**		**540,534.66**	**0.00**	**0.00**	**0.00**	**294,540.70**		

		Revenue				Expenditures						
Sanitary Sewer Development Cost Charge	Opening Balance	Revenues	Interest	Adjustments Additonal Charges	Subtotal Revenue	Capital Funding	Operating Funding	Other	Interest	Adjustments Refunds	Subtotal Expenditures	Closing Balance
2016-05-04	64,241.51	19,389.84	528.38	0.00	19,918.22	0.00	0.00	0.00	0.00	0.00	0.00	84,159.73
2017	84,159.73	3,767.04	677.28	0.00	4,444.32	0.00	0.00	0.00	0.00	0.00	0.00	88,604.05
2018	88,604.05	80,742.77	2,276.88	0.00	83,019.65	0.00	0.00	0.00	0.00	0.00	0.00	171,623.70
2019	171,623.70	36,427.50	4,129.85	0.00	40,557.35	4,183.68	0.00	0.00	0.00	0.00	4,183.68	207,997.37
2020	207,997.37	193,264.05	4,220.63	0.00	197,484.68	8,806.74	0.00	0.00	0.00	0.00	8,806.74	396,675.31
2021	396,675.31	43,669.98	631.67	0.00	44,301.65	5,892.00	0.00	0.00	0.00	0.00	5,892.00	435,084.96
2022	435,084.96	54,723.06	0.00	0.00	54,723.06	0.00	0.00	0.00	0.00	0.00	0.00	489,808.02
2023	489,808.02	3,216.15	23,622.35	0.00	26,838.50	0.00	0.00	0.00	0.00	0.00	0.00	516,646.52
2024	516,646.52	17,127.03	26,518.60	0.00	43,645.63	0.00	0.00	0.00	0.00	26,547.37	26,547.37	533,744.78
2025	533,744.78	140,681.86	18,388.72	0.00	159,070.58	0.00	0.00	0.00	0.00	0.00	0.00	692,815.36
Totals		**593,009.28**	**80,994.36**	**0.00**		**18,882.42**	**0.00**	**0.00**	**0.00**	**26,547.37**		

DCCs Cumulatively Collected this DCC study period – by Development Type

Open Space DCC

DCC Units Collected by Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	4	0	0	0	0	4	0	34	0	0.00	0.00	0.00	0.00
2017	1	4	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2018	22	4	0	84	0	0	0	0	0	0.00	0.00	0.00	0.00
2019	1	0	0	0	0	0	45	0	0	0.00	0.00	0.00	0.00
2020	24	24	0	208	0	0	0	0	0	0.00	0.00	0.00	0.00
2021	0	34	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2022	0	23	36	0	0	0	0	156	0	0.00	0.00	0.00	0.00
2023	3	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2024	1	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2025	3	18	0	40	0	0	0	0	0	0.00	0.00	0.00	0.00
Total	**59**	**107**	**36**	**332**	**0**	**4**	**45**	**190**	**0**	**0.00**	**0.00**	**0.00**	**0.00**

Open Space DCC

Dollars Collected by Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	$8,686.48	$0.00	$0.00	$0.00	$0.00	$4,387.50	$0.00	$25,109.98	$0.00	$0.00	$0.00	$0.00	$0.00
2017	$2,171.62	$4,462.54	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2018	$47,775.64	$6,634.16	$0.00	$137,741.52	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$2,171.62	$0.00	$0.00	$0.00	$0.00	$0.00	$71,618.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2020	$52,118.88	$39,804.96	$0.00	$341,074.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2021	$0.00	$56,390.36	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2022	$0.00	$38,146.42	$59,032.08	$0.00	$0.00	$0.00	$0.00	$28,084.00	$0.00	$0.00	$0.00	$0.00	$0.00
2023	$6,514.86	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2024	$2,171.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2025	$6,514.86	$29,853.72	$0.00	$22,612.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$128,125.58**	**$175,292.16**	**$59,032.08**	**$501,428.09**	**$0.00**	**$4,387.50**	**$71,618.48**	**$53,193.98**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Water DCC

DCC Units Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2017	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2018	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2019	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2020	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2021	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2022	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2023	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2024	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2025	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**	**0.00**	**0.00**	**0.00**

Water DCC

Dollars Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2017	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2018	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2020	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2021	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2022	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2023	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2024	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Major Road DCC

DCC Units Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	4	0	0	0	0	4	0	34	0	0.00	0.00	90.00	0.00
2017	1	4	0	0	0	0	0	0	0	0.00	0.00	82.00	0.00
2018	22	4	0	84	0	0	0	0	0	627.00	106.70	176.80	2.62
2019	1	0	0	0	0	0	45	0	0	0.00	0.00	0.00	0.00
2020	24	24	0	208	0	0	0	0	0	736.00	0.00	0.00	0.00
2021	12	34	0	0	0	0	0	0	0	524.30	0.00	0.00	0.00
2022	29	31	36	0	0	0	0	156	0	0.00	0.00	255.00	0.00
2023	3	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2024	1	0	0	0	0	0	0	0	0	2,041.50	0.00	750.00	0.00
2025	15	24	0	136	0	0	0	0	0	0.00	0.00	413.50	0.00
Total	**112**	**121**	**36**	**428**	**0**	**4**	**45**	**190**	**0**	**3,928.80**	**106.70**	**1,767.30**	**2.62**

Major Road DCC

Dollars Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	$10,993.60	$0.00	$0.00	$0.00	$0.00	$2,829.72	$0.00	$15,556.18	$0.00	$0.00	$0.00	$3,648.60	$0.00
2017	$2,748.40	$3,458.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,324.80	$0.00
2018	$60,464.80	$6,207.16	$0.00	$130,263.00	$0.00	$0.00	$0.00	$0.00	$0.00	$59,715.48	$5,149.34	$7,167.45	$83,723.48
2019	$2,748.40	$0.00	$0.00	$0.00	$0.00	$0.00	$60,005.45	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2020	$65,961.60	$37,242.96	$0.00	$322,556.00	$0.00	$0.00	$0.00	$0.00	$0.00	$70,096.64	$0.00	$0.00	$0.00
2021	$32,980.80	$52,760.86	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$49,934.34	$0.00	$0.00	$0.00
2022	$79,703.60	$48,105.49	$55,827.00	$0.00	$0.00	$0.00	$0.00	$18,842.95	$0.00	$0.00	$0.00	-$55,650.07	$0.00
2023	$8,245.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2024	$2,748.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$194,432.46	$0.00	$30,405.00	$0.00
2025	$41,226.00	$37,242.96	$0.00	$210,902.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$16,763.29	$0.00
Total	**$307,820.80**	**$185,018.19**	**$55,827.00**	**$663,721.00**	**$0.00**	**$2,829.72**	**$60,005.45**	**$34,399.13**	**$0.00**	**$374,178.92**	**$5,149.34**	**$5,659.07**	**$83,723.48**

Storm Drain DCC

DCC Units Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2017	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2018	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2019	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2020	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2021	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2022	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2023	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2024	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2025	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**	**0.00**	**0.00**	**0.00**

Storm Drain DCC

Dollars Collected Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2017	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2018	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2020	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2021	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2022	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2023	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2024	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Sanitary Sewer DCC

DCC Units Collected by Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	4	0	0	0	0	4	0	34	0	0.00	0.00	90.00	0.00
2017	1	4	0	0	0	0	0	0	0	0.00	0.00	82.00	0.00
2018	4	4	0	84	0	0	0	0	0	627.00	106.70	176.80	0.00
2019	1	0	0	0	0	0	45	0	0	0.00	0.00	0.00	0.00
2020	1	24	0	208	0	0	0	0	0	736.00	0.00	0.00	0.00
2021	12	34	0	0	0	0	0	0	0	524.25	0.00	0.00	0.00
2022	1	23	36	0	0	0	0	156	0	0.00	0.00	255.00	0.00
2023	3	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
2024	1	0	0	0	0	0	0	0	0	2,041.50	0.00	750.00	0.00
2025	14	16	0	136	0	0	0	0	0	0.00	0.00	413.50	0.00
Total	**42**	**105**	**36**	**428**	**0**	**4**	**45**	**190**	**0**	**3,928.75**	**106.70**	**1,767.30**	**0.00**

Sanitary Sewer DCC

Dollars Collected by Unit Type	SFD (per parcel)	Multi-Family Low Density exc. Downtown (per unit)	Multi-Family Med Density exc. Downtown (per unit)	Multi-Family High Density exc. Downtown (per unit)	Multi-Family Low Density Downtown (per unit)	Multi-Family Med Density Downtown (per unit)	Multi-Family High Density Downtown (per unit)	Care Facility (per unit)	Commercial Accomm. (per unit)	Commercial exc. Downtown (per m2)	Commercial Downtown (per m2)	Institutional (per m2)	Industrial (per hectare)
2016-05-04	$4,288.20	$0.00	$0.00	$0.00	$0.00	$2,165.95	$0.00	$12,395.69	$0.00	$0.00	$0.00	$540.00	$0.00
2017	$1,072.05	$2,202.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$492.00	$0.00
2018	$4,288.20	$3,275.04	$0.00	$67,998.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,548.82	$571.91	$1,060.80	$0.00
2019	$1,072.05	$0.00	$0.00	$0.00	$0.00	$0.00	$35,355.45	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2020	$1,072.05	$19,650.24	$0.00	$168,376.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,165.76	$0.00	$0.00	$0.00
2021	$12,864.60	$27,837.84	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,967.54	$0.00	$0.00	$0.00
2022	$1,072.05	$18,831.48	$29,142.00	$0.00	$0.00	$0.00	$0.00	$13,913.85	$0.00	$0.00	$0.00	-$8,236.32	$0.00
2023	$3,216.15	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2024	$1,072.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$11,554.98	$0.00	$4,500.00	$0.00
2025	$15,008.70	$13,100.16	$0.00	$110,092.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,481.00	$0.00
Total	**$45,026.10**	**$84,897.75**	**$29,142.00**	**$346,466.00**	**$0.00**	**$2,165.95**	**$35,355.45**	**$26,309.54**	**$0.00**	**$22,237.10**	**$571.91**	**$837.48**	**$0.00**

DCCs Cumulatively Spent by Project and by Year

Open Space Projects Funded

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2016	Lazo Foreshore pathway (CWF)	103,580.78	50,000.00	53,580.78	80.00%	42,864.62	10,716.16	107.16	42,971.79	10,608.99	80.2%	19.8%	53,580.78	0.00
2024	Adjust DCC distribution												-10,608.99	10,608.99
	Totals	103,580.78	50,000.00	53,580.78	80.00%	42,864.62	10,716.16	107.16	42,971.79	10,608.99	80.2%	19.8%	42,971.79	10,608.99

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2016	Brooklin Creek - greenway	1,978.92	0.00	1,978.92	80.00%	1,583.14	395.78	3.96	1,587.09	391.83	80.2%	19.8%	1,978.92	0.00
2017	Brooklin Creek - greenway	12,233.86	9,811.56	2,422.30	80.00%	1,937.84	484.46	4.84	1,942.68	479.62	80.2%	19.8%	0.00	2,422.30
2024	Adjust DCC distribution												1,550.86	-1,550.86
	Totals	14,212.78	9,811.56	4,401.22	80.00%	3,520.98	880.24	8.80	3,529.78	871.44	80.2%	19.8%	3,529.78	871.44

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2021	Lazo greenway	10,948.25	10,948.25	0.00	80.00%	0.00	0.00	0.00	0.00	0.00			0.00	
2022	Lazo greenway	26,508.70	0.00	26,508.70	80.00%	21,206.96	5,301.74	53.02	21,259.98	5,248.72	80.2%	19.8%	26,508.70	
2023	Lazo greenway	35,676.95	35,676.95	0.00	80.00%	0.00	0.00	0.00	0.00	0.00			0.00	0.00
2024	Adjust DCC distribution												-5,248.72	5,24
2024	Redistribute CWF grant to max DCCs	0.00	-35,676.95	35,676.95	80.00%	28,541.56	7,135.39	71.35	28,612.91	7,064.04	80.2%	19.8%	28,612.91	7,06
2024	Lazo greenway	38,907.66	0.00	38,907.66	80.00%	31,126.13	7,781.53	77.82	31,203.94	7,703.72	80.2%	19.8%	31,203.94	7,70
2025	Lazo greenway wo 210002	1,301,517.03	599,046.00	702,471.03	80.00%	561,976.82	140,494.21	1,404.94	563,381.77	139,089.26	80.2%	19.8%	563,381.77	139,089.26
	Totals	1,413,558.59	609,994.25	803,564.34	80.00%	642,851.47	160,712.87	1,607.13	644,458.60	159,105.74	80.2%	19.8%	644,458.60	159,1

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2016	Waterfront link Pedestrian improve.	138,882.26	130,000.00	8,882.26	80.00%	7,105.81	1,776.45	17.76	7,123.57	1,758.69	80.2%	19.8%	8,882.26	0.00
2017	Waterfront link Pedestrian improve.	68,510.74	68,510.74	0.00	80.00%	0.00	0.00	0.00	0.00	0.00			0.00	0.00
2024	Adjust DCC distribution												-1,758.69	1,758.69
	Totals	207,393.00	198,510.74	8,882.26	80.00%	7,105.81	1,776.45	17.76	7,123.57	1,758.69	80.2%	19.8%	7,123.57	1,758.69

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2017	Highmoor Greenway trail	38,804.54	31,121.24	7,683.30	80.00%	6,146.64	1,536.66	15.37	6,162.01	1,521.29	80.2%	19.8%	0.00	7,683.30
2018	Highmoor Greenway trail	207.13	0.00	207.13	80.00%	165.70	41.43	0.41	166.12	41.01	80.2%	19.8%	207.13	0.00
2024	Adjust DCC distribution												6,120.99	-6,120.99
	Totals	39,011.67	31,121.24	7,890.43	80.00%	6,312.34	1,578.09	15.78	6,328.12	1,562.31	80.2%	19.8%	6,328.12	1,562.31

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2023	Elllis Street walkway	5,029.62	0.00	5,029.62	0.00%	0.00	5,029.62	50.30	50.30	4,979.32	1.0%	99.0%	5,029.62	0.00
2024	Adjust DCC distribution												-4,979.32	4,979.32
	Totals	5,029.62	0.00	5,029.62	0.00%	0.00	5,029.62	50.30	50.30	4,979.32	1.0%	99.0%	50.30	4,97

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocatio	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCC ($)
2024	Waterfront Park - 1413 Balmoral Ave	109,767.64	0.00	109,767.64	0.00%	0.00	109,767.64	1,097.68	1,097.68	108,669.96	1.0%	99.0%	1,097.68	108,669.96
2024	Waterfront Park - 1413 Balmoral Ave	6,539.90	0.00	6,539.90	0.00%	0.00	6,539.90	65.40	65.40	6,474.50	1.0%	99.0%	65.40	6,47
2025	Waterfront Park - 1413 Balmoral Ave	3,842,196.88	431,076.44	3,411,120.44	0.00%	0.00	3,411,120.44	34,111.20	34,111.20	3,377,009.24	1.0%	99.0%	34,111.20	3,377,0
2025	Waterfront Park - 1413 Balmoral Ave	45,172.97	0.00	45,172.97	0.00%	0.00	45,172.97	451.73	451.73	44,721.24	1.0%	99.0%	451.73	44,7
	Totals	4,003,677.39	431,076.44	3,572,600.95	0.00%	0.00	3,572,600.95	35,726.01	35,726.01	3,536,874.94	1.0%	99.0%	35,726.01	3,536,874.94

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Water Projects Funded

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2016	Pritchard Skeena PRV upgrade	88,470.41	0.00	88,470.41	90.00%	79,623.37	8,847.04	88.47	79,711.84	8,758.57	90.1%	9.9%	79,711.84	8,758.57
	Totals	88,470.41	0.00	88,470.41	90.00%	79,623.37	8,847.04	88.47	79,711.84	8,758.57	90.1%	9.9%	79,711.84	8,758.57

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
Multiple	Watermain Loop, Douglas to McLeod	177,639.00		177,639.00	10.00%	17,763.90	159,875.10	1,598.75	19,362.65	158,276.35	10.9%	89.1%	18,373.00	159,266.00
2024	Adjust DCC distribution												989.65	-989.65
	Totals	177,639.00		177,639.00	10.00%	17,763.90	159,875.10	1,598.75	19,362.65	158,276.35	10.9%	89.1%	19,362.65	158,276.35

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2021	Noel Ave Watermain Loop, Aitken to Aspen	184,802.00		184,802.00	10.00%	18,480.20	166,321.80	1,663.22	20,143.42	164,658.58	10.9%	89.1%	18,480.00	166,322.00
2024	Adjust DCC distribution												1,663.42	-1,663.42
	Totals	184,802.00		184,802.00	10.00%	18,480.20	166,321.80	1,663.22	20,143.42	164,658.58	10.9%	89.1%	20,143.42	164,658.58

Road Projects Funded

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2022	Intersection upgr. Roundabout Rodello	77,214.41	7,721.44	69,492.97	5.00%	3,474.65	66,018.32	660.18	4,134.83	65,358.14	6.0%	94.1%	0.00	69,492.97
2023	Intersection upgr. Roundabout Rodello	55,932.64	29,667.55	26,265.09	5.00%	1,313.25	24,951.84	249.52	1,562.77	24,702.32	6.0%	94.1%	21,208.22	5,056.87
2024	adjust DCC distribution												-15,510.62	15,510.62
2024	Redistribute CWF grant to max DCCs	0.00	-29,667.55	29,667.55	5.00%	1,483.38	28,184.17	281.84	1,765.22	27,902.33	6.0%	94.1%	1,765.22	27,902.33
2024	Intersection upgr. Roundabout Rodello	21,930.61	0.00	21,930.61	5.00%	1,096.53	20,834.08	208.34	1,304.87	20,625.74	6.0%	94.1%	1,304.87	20,625.74
2025	Comox_Rodello Roundabout (WO#620044)	1,348,395.27	0.00	1,348,395.27	5.00%	67,419.76	1,280,975.51	12,809.76	80,229.52	1,268,165.75	6.0%	94.1%	356,473.80	991,921.47
	Totals	1,503,472.93	7,721.44	1,495,751.49	5.00%	74,787.57	1,420,963.92	14,209.64	88,997.21	1,406,754.28	6.0%	94.1%	365,241.49	1,130,510.00

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2022	Intersection upgr. Roundabout - Glacier	207,127.34	20,712.73	186,414.61	5.00%	9,320.73	177,093.88	1,770.94	11,091.67	175,322.94	6.0%	94.1%	0.00	186,415.00
2023	Intersection upgr. Roundabout - Glacier	161,178.31	35,459.23	125,719.08	5.00%	6,285.95	119,433.13	1,194.33	7,480.29	118,238.79	6.0%	94.1%	125,719.08	0.00
2024	Adjust DCC distribution												-107,147.10	107,147.10
2024	Redistribute CWF grant to max DCCs	0.00	-35,459.23	35,459.23	5.00%	1,772.96	33,686.27	336.86	2,109.82	33,349.41	6.0%	94.1%	2,109.82	33,349.41
2024	Intersection upgr. Roundabout - Glacier	3,427.41	0.00	3,427.41	5.00%	171.37	3,256.04	32.56	203.93	3,223.48	6.0%	94.1%	203.93	3,223.48
2025	Roundabout - Glacier (WO#620035)	1,210,340.02	570,000.00	640,340.02	5.00%	32,017.00	608,323.02	6,083.23	38,100.23	602,239.79	6.0%	94.1%	38,100.23	602,239.79
	Totals	1,582,073.08	590,712.73	991,360.35	5.00%	49,568.02	941,792.33	9,417.92	58,985.94	932,374.41	6.0%	94.1%	58,985.97	932,374.77

Storm Drain Projects Funded

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2017	24 Robb Ave (Cottonwood Lane to Church St)	229,247.41		229,247.41	10.00%	22,924.74	206,322.67	2,063.23	24,987.97	204,259.44	11.0%	89.1%	72,264.41	156,983.00
2018	24 Robb Ave (Cottonwood Lane to Church St)	12,065.65		12,065.65	10.00%	1,206.57	10,859.09	108.59	1,315.16	10,750.49	10.9%	89.1%	1,206.56	10,859.09
2024	Adjust DCC distribution												-47,167.85	47,167.85
	Totals	241,313.06		241,313.06	10.00%	24,131.31	217,181.75	2,171.82	26,303.12	215,009.94	10.9%	89.1%	26,303.12	215,009.94

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2017	SD McLeod to Douglas (Robb Rd School to Douglas)	6,325.89		6,325.89	10.00%	632.59	5,693.30	56.93	689.52	5,636.37	10.9%	89.1%	6,325.89	0.00
2018	SD McLeod to Douglas (Robb Rd School to Douglas)	2,870.36		2,870.36	10.00%	287.04	2,583.32	25.83	312.87	2,557.49	10.9%	89.1%	2,870.36	0.00
2019	SD McLeod to Douglas (Robb Rd School to Douglas)	82,898.49		82,898.49	10.00%	8,289.85	74,608.64	746.09	9,035.94	73,862.55	10.9%	89.1%	8,289.85	74,608.64
2024	Adjust DCC distribution												-7,447.77	7,447.77
	Totals	92,094.74		92,094.74	10.00%	9,209.47	82,885.27	828.85	10,038.33	82,056.41	10.9%	89.1%	10,038.33	82,056.41

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2021	Noel Ave (Cul-de-sac to Condor)	234,834.90		234,834.90	10.00%	23,483.49	211,351.41	2,113.51	25,597.00	209,237.90	10.9%	89.1%	23,483.00	211,351
2022	Noel Ave (Cul-de-sac to Condor) CWF grant	10,202.31	10,202.31	0.00	10.00%	0.00	0.00	0.00	0.00	0.00			0.00	0
2024	Adjust DCC distribution												2,113.91	-2,113
	Totals	245,037.21		234,834.90	10.00%	23,483.49	211,351.41	2,113.51	25,597.00	209,237.90	10.9%	89.1%	25,596.91	209,237

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2023	Queens Ave (Cul-de-sac to Church St)	271,648.70	271,648.70	0.00	10.00%	0.00	0.00	0.00	0.00	0.00	n/a	n/a	0.00	0.00
2024	Redistribute Growing Communities grant to max DCCs	0.00	-271,648.70	271,648.70	10.00%	27,164.87	244,483.83	2,444.84	29,609.71	242,038.99	10.9%	89.1%	29,609.71	242,038.99
2024	Queens Ave (Cul-de-sac to Church St)	1,196.77	0.00	1,196.77	10.00%	119.68	1,077.09	10.77	130.45	1,066.32	10.9%	89.1%	130.45	1,066.32
	Totals	272,845.47	0.00	272,845.47	10.00%	27,284.55	245,560.92	2,455.61	29,740.16	243,105.31	10.9%	89.1%	29,740.16	243,105.31

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2024	Balmoral Ave (Pritchard to 65 m west)	32,502.00	0.00	32,502.00	10.00%	3,250.20	29,251.80	292.52	3,542.72	28,959.28	10.9%	89.1%	3,542.72	28,959.28
2025	Balmoral Ave (Pritchard to 65 m west)	2,409,336.90	2,345,755.0	63,581.90	10.00%	6,358.19	57,223.71	572.24	6,930.43	56,651.47	10.9%	89.1%	6,930.43	56,651.47
	Totals	2,441,838.90	2,345,755.0	96,083.90	10.00%	9,608.39	86,475.51	864.76	10,473.15	85,610.75	10.9%	89.1%	10,473.15	85,610.75

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2025	7b Robb Rd (west of Anderton Rd)	564.22		564.22	90.00%	507.80	56.42	0.56	508.36	55.86	90.1%	9.9%	508.36	5
	Totals	564.22		564.22	90.00%	507.80	56.42	0.56	508.36	55.86	90.1%	9.9%	508.36	5

Sanitary Sewer Projects Funded

Year	Project Description	Project Cost			Cost Allocation								Actual Cost Allocation	
						Users			Total				Total	
		Capital Cost ($)	Less Grants ($)	Net Cost ($)	Exist User's Ben (%)	Existing ($)	New ($)	1% Assist ($)	Municipal ($)	DCCs ($)	Municipal %	DCC %	Municipal ($)	DCCs ($)
2018	Western Foreshore Upgrade	89,937.44		89,937.44	74.74%	67,221.13	22,716.31	227.16	67,448.29	22,489.15	75.0%	25.0%	89,937.44	0.00
2019	Western Foreshore Upgrade	35,605.79		35,605.79	74.74%	26,612.52	8,993.27	89.93	26,702.45	8,903.34	75.0%	25.0%	31,422.11	4,183.68
2020	Western Foreshore Upgrade	37,090.05		37,090.05	74.74%	27,721.88	9,368.17	93.68	27,815.56	9,274.49	75.0%	25.0%	26,420.23	8,806.74
2021	Western Foreshore Upgrade	23,567.63		23,567.63	74.74%	17,614.94	5,952.69	59.53	17,674.47	5,893.16	75.0%	25.0%	17,676.00	5,892.00
2022	Prior year adjustment	-2,857.68		-2,857.68	74.74%	-2,135.89	-721.79	-7.22	-2,143.11	-714.57	75.0%	25.0%	-2,857.68	
2024	Adjust DCC distribution												-26,497.37	26,497.37
	Totals	183,343.23		183,343.23	74.74%	137,034.58	46,308.65	463.09	137,497.67	45,845.56	75.0%	25.0%	136,100.73	45,379.79

TOWN OF COMOX

STAFF REPORT

Meeting: 04-22-2026

TO: Mayor and Council	**FILE:** APPN-2026-0007
FROM: Robin Pallett, Planner II	**DATE:** April 17, 2026
SUBJECT: Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road)	

Prepared by: *Robin Pallett, Planner II*	Supervisor: Randy Houle *Randy Houle, Director of Development Services*	Report Approved: *Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1) THAT Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road) be given first and second Reading and proceed to a Public Hearing;

   AND THAT the holding of the Public Hearing be scheduled for May 6, 2026; and

   AND THAT Staff give notice of the Public Hearing in accordance with the requirements of the *Local Government Act*.

2) THAT prior to adoption of Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road), a no-build/disturbance covenant is registered on the title of the subject property to protect the existing landscape buffer around the perimeter, which also requires a 3.0m minimum separation for compostable product from the buffer.

PURPOSE

The Town has received a proposal for a gravel, compost and soils business to be located on the subject property. The proposed business, Vancouver Island Enterprises (VIE), is currently operating across Knight Road at 1200 Military Row as a non-conforming use. **The proposed rezoning is part of a larger**

economic development strategy to make the lands at 1200 Military Row available for expansion of the airport parking lot and other commercial opportunities. Doing so would accommodate expanded connectivity of Comox Valley Airport (YQQ) to more airports regionally, nationally and around the world, thereby improving the Town's tourism and business profile. In order to proceed, the applicant is proposing to change the zoning of the subject property from E-3 Light Industrial to a site-specific Comprehensive Development (CD) zone.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Balanced Community Planning	**Strategic Growth** - We will balance the benefits of growth with the livability of our seaside community.

BACKGROUND

Subject Property:

Zoning Designation: E-3 Light Industrial **OCP Designation:** Business Park

Property Size: 25,087.7 m^2

Property Contains: One existing single-detached dwelling and two telecom utility towers (all to be retained). The lot is vacant, with mature trees retained around the perimeter.

Surrounding Land Uses:

Direction	Zoning	OCP Land Use Designation	Description/Containing
North (across Knight Road)	E-3	Business Park	1200 Military Row: A lot containing a non-conforming composting, soil and gravel sorting operation (which is proposed to be relocated to the subject property, provided that the owner is successful in rezoning the subject property through a subsequent development application).
East	RU-ALR (CVRD)	Agricultural Area (CVRD)	no civic address: A densely treed lot within the ALR; no apparent existing development or agricultural use.
South and West (abutting)	R-SSMU	Business Park	1351 Knight Road: A densely treed panhandle lot containing a single-family dwelling.
West (across the residential panhandle access corridor)	E-3	Business Park	1194 Knight Road: A vacant lot at the corner of Knight Road and Pritchard Road.

Application History:

An interim stormwater management plan for the subject property was accepted by Engineering staff to address the temporary storage of soils related to runway/apron renovation at the airport in 2025.

Development Permits DP 26-3 (riparian) and DP 26-4 (North East Comox storm water management) were issued on February 23, 2026 for tree-clearing activities on the lot. An environmental report from a qualified environmental professional, defining the on-site Streamside Protection & Enhancement Area (SPEA) was accepted by the Province and attached to DP 26-3; likewise, a stormwater management plan addressing the lot-clearing was accepted by Town Engineering staff and attached to DP 26-4.

OCP IMPLICATIONS

Official Community Plan No. 2054 (OCP) supports the use of lands designated Business Park in the OCP Future Land Use Map for light industrial and limited commercial uses. The OCP indicates that development in these areas should be sensitive to the surrounding rural context and compatible with adjacent institutional and residential uses.

The proposed development is aligned with Policy 15.5 of the OCP, which indicates that the Town should consider support for zoning amendments or temporary use permits that would allow for the relocation of gravel and organics storage and sales uses within the Business Park designation to facilitate expansion of the Comox Valley Airport.

Should the proposed rezoning be approved, a development permit will be required for stormwater measures (addressed via DP application APPN-2026-0008 for DPA 9 North East Comox). If any additional vegetation removal is required in the future, or if new buildings are proposed, then additional development permits would also be required.

ANALYSIS/ISSUES/IMPLICATIONS

<u>Proposed Comprehensive Development (CD) Zone:</u>

The proposed zone is requested by the applicant to be a CD zone, which is a customized zone designed for a specific proposal, on a specific lot. This arrangement is preferred by staff, considering that the proposed uses are more akin to heavy industrial uses and uses that the Town would not want to

encourage in other locations. This will also help to avoid creating another employment zone that would establish a precedent for this use on other properties within the Town of Comox.

The proposed CD zone is designed to permit the operation that VIE currently employs on their existing site at 1200 Military Row. This includes the processing and sorting of sands and vegetative mediums as well as outdoor storage. The zone is intentionally designed to prohibit more heavy industrial uses such as the grinding and screening of rock, etc. This is due to the noise and dust impacts that this would have on the future development of the business park lands adjacent to the airport.

In the proposed CD zone, several secondary uses are permitted which is consistent with the current E-3 zone, such as a caretaker suite, plant nursery, retail sales, storage facility, warehouse and wholesale services. A definition has also been created for vegetative mediums, to differentiate yard waste and bark mulch from other types of fill material.

Screening/Buffer Areas:

The subject property abuts a lot to the south (plus its panhandle access corridor to the west) that is zoned R-SSMU and designated Business Park in the OCP, which are proposed to be screened from the industrial uses by an existing vegetated buffer containing existing mature trees. The buffer will follow the snow-fencing that is currently constructed, which will provide at a minimum a buffer of 7.5m along the west and south boundaries, and 8.0m along the eastern boundary (abutting ALR lands). Given the trees' role in providing visual screening and mitigating dust, odour, and sound impacts to neighbouring properties, the buffer areas are proposed to be protected through a no-build/disturbance covenant registered on title prior to adoption of the Zoning Amendment Bylaw. The covenant would include tree protection elements and would require that buffer areas be delineated by fencing beyond which the piles should not encroach. Prior to adoption, the applicant is required to survey the existing fenced area and prepare and register the no-build/disturbance covenant, to which the survey would be attached. The fire department has indicated that compost piles should be located at least 3.0 m away from the treed buffer areas, in order to reduce the fire risk from combustible compost. Therefore, the covenant will need to speak to this requirement.

Height of Outdoor Storage Piles:

The proposed outdoor storage of gravel, compost and soils is proposed to occur in piles that are up to 22.0 m high. Mature trees located within the buffer areas are noted to be approximately the same height. The rationale for limiting the height in the bylaw is to ensure that the piles remained screened and to also adhere to airport zoning height restrictions.

FINANCIAL IMPLICATIONS

The Town will receive no Development Cost Charges (DCCs) or Amenity Cost Charges (ACCs) from the developer as result of the proposed business moving to the site. This is because DCCs and ACCs are calculated based on the gross floor area (GFA) of proposed buildings, and no buildings are proposed.

REFERRALS

The application was referred to various internal departments and external agencies, including Comox Valley Land Trust, the Agricultural Land Commission (ALC), the Ministry of Forests, Land and Natural Resources, 19 Wing (CFB Comox), Nav Canada, Transport Canada and Telus.

ALC staff recommend a 30.0 m vegetative buffer along the east lot line where it abuts ALR lands. This is a standard recommendation to help avoid conflicts with farming, typically residential in nature. Given the use proposed, and that the portion of the land adjacent to the site is not being actively farmed, plus the existing mature buffer in place, Staff do not recommend that any additional buffer requirements be imposed.

19 Wing has provided comments regarding stormwater management and erosion and sediment control, which will be addressed through the subsequent development stages.

PUBLIC PROCESS

As the proposal is not at least 50% residential, a public hearing would be required. Prior to the Public Hearing, notices will be sent to adjacent neighbours within 150.0 m of the subject property, as well as advertised on the Town's website, social media page, and bulletin board.

ATTACHMENTS:

Attachment A: Property Location Map

Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Proposed Site Plan

Attachment E: Photos of Subject Property

Attachment F: Applicant's Letter of Rationale and Supplemental Information Letter

Attachment G: Zoning Amendment Bylaw 2056.02 (1301 Knight Road)

TOWN OF COMOX

1301 Knight Road

Property Location Map

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.

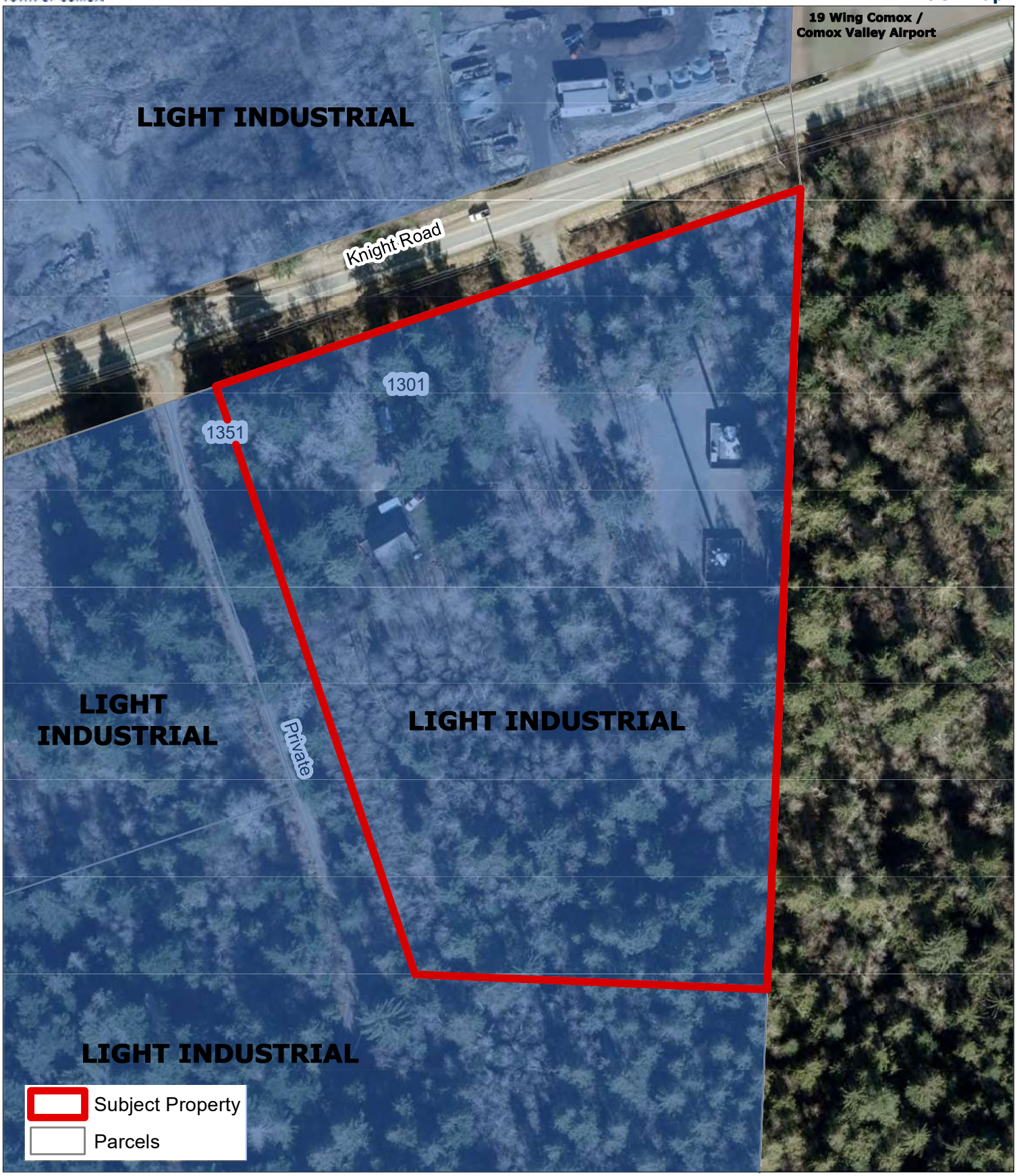
0 5 10 20 30 40 Meters

1:1,400

TOWN OF COMOX

1301 Knight Road

OCP Map



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0 5 10 20 30 40 Meters

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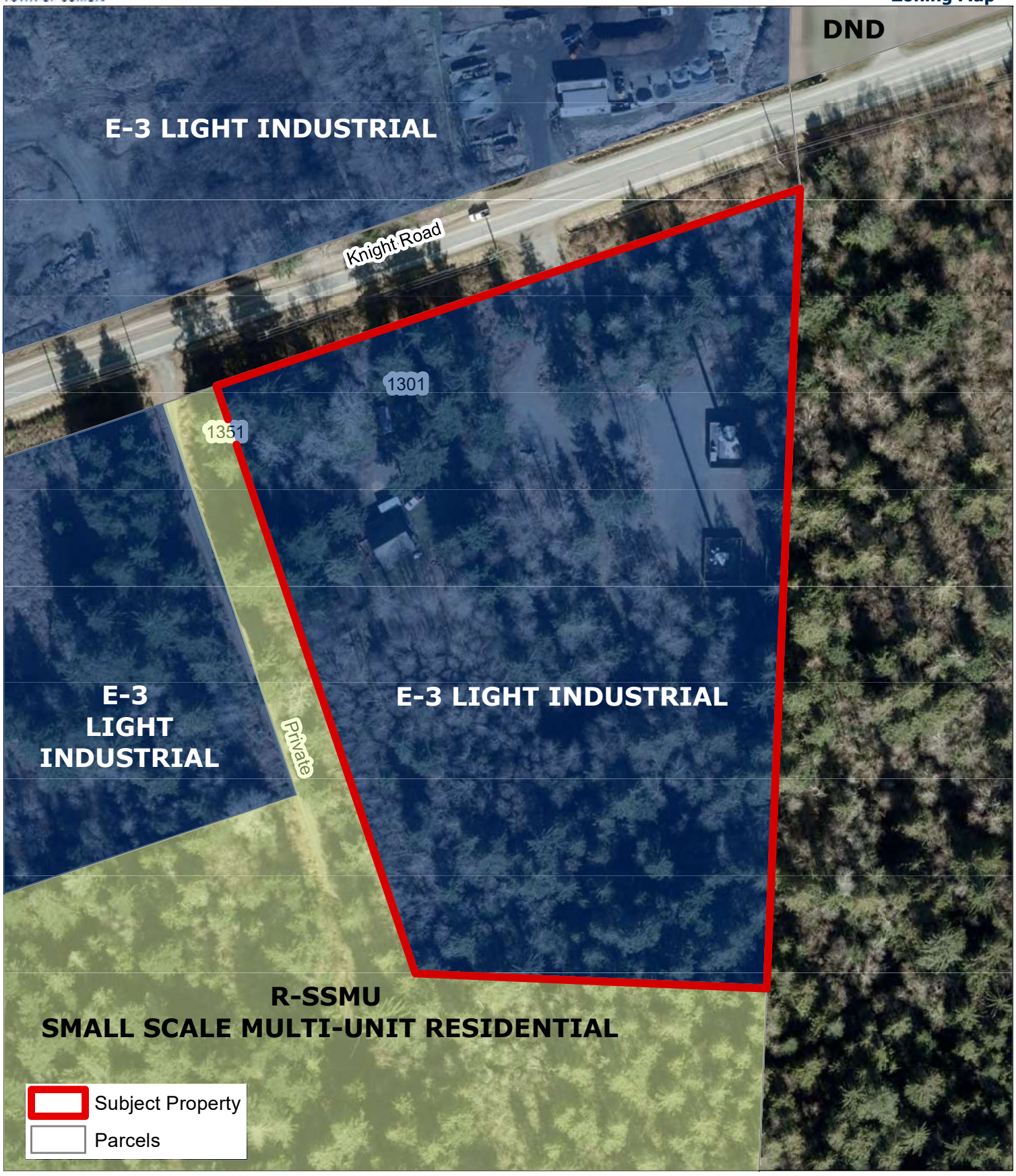
TOWN OF COMOX

1301 Knight Road

Zoning Map



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.

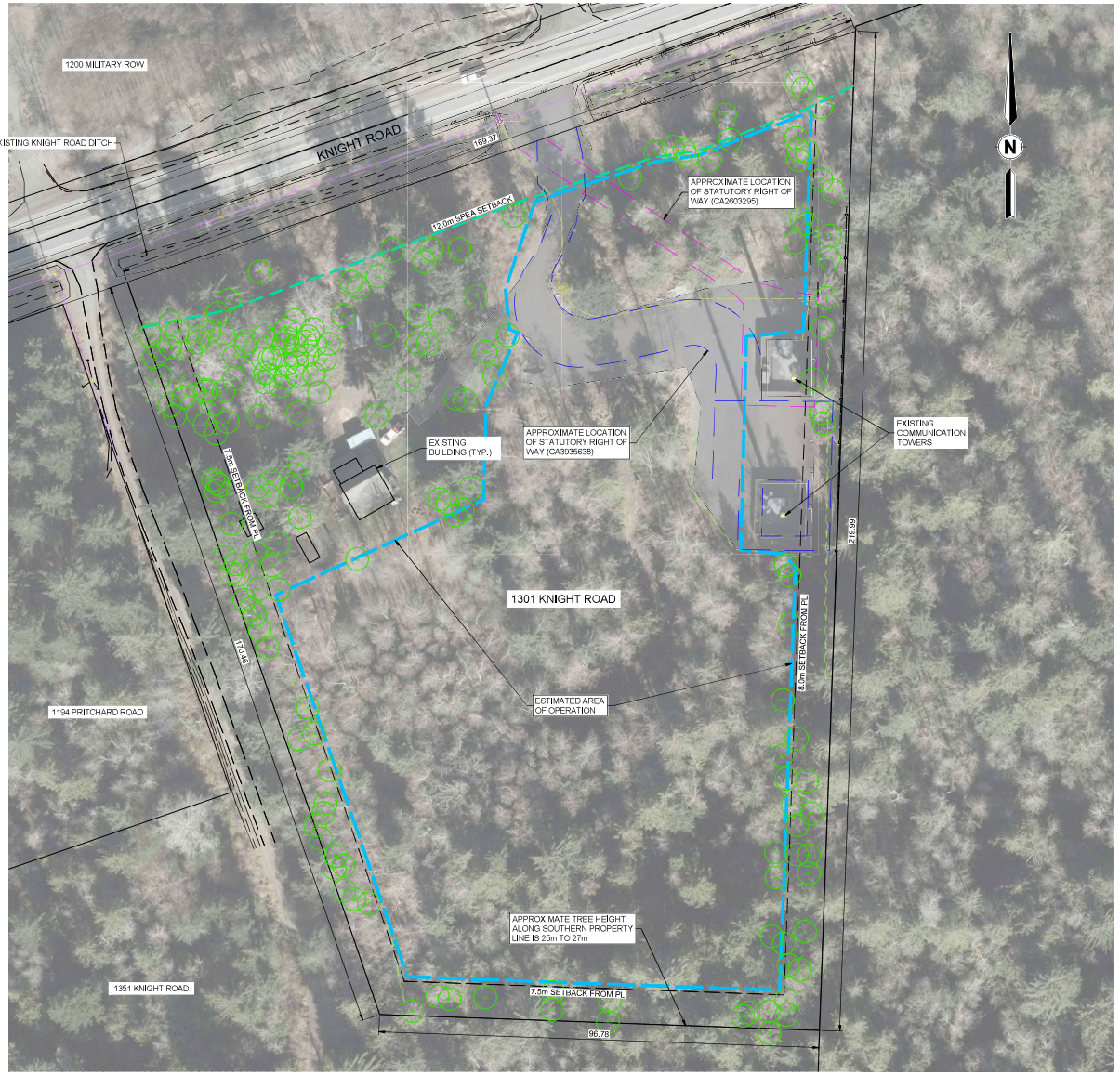
0 5 10 20 30 40 Meters

1:1,400

LEGEND

× RETENTION TREE

NOTES:
1. FOR RETENTION TREE INFORMATION, REFER TO TREE INVENTORY ASSESSMENT FOR TREES AT 1301 KNIGHT ROAD, PREPARED BY CURRENT ENVIRONMENTAL AND DATED JANUARY 8, 2026
2. STATUTORY RIGHT OF WAYS ARE LOCATED BASED ON AVAILABLE PLAN INFORMATION



Rev	Date	Description	Drawn	Design	Appd
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-	-	-	-	-	-
-	-	-	-	-	-
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-	-	-	-	-	-
-	-	-	-	-	-
0	2026-02-17	ISSUED FOR RE-ZONING APPLICATION	SB	ER	AM

THIS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF McELHANNEY. McELHANNEY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED, TO MEET THE STANDARDS AND CONVENTIONS OF THE APPLICABLE PROFESSIONAL ASSOCIATIONS. IN PREPARATION, McELHANNEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT.

INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE. McELHANNEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

0 1:500 25

ORIGINAL DWG SIZE: ANSI D (22" x 34")

McElhanney
1211 Ryan Road,
Courtenay BC V9N 3R6
Tel. 250 338 5495

PRELIMINARY NOT FOR CONSTRUCTION

THIS DRAWING HAS NOT BEEN APPROVED AND MAY CONTAIN ERRORS AND OMISSIONS

COMOX VALLEY AIRPORT COMMISSION
1250 KNIGHT ROAD, COMOX BC

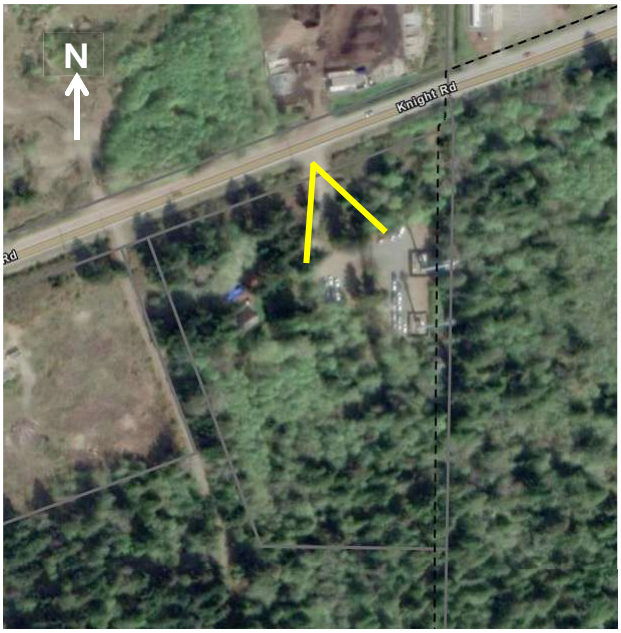
1301 KNIGHT ROAD
RE-ZONING FOR RELOCATION OF VANCOUVER ISLAND ENTERPRISES

Drawing No.
SK-03

Project Number
2211-47840-01

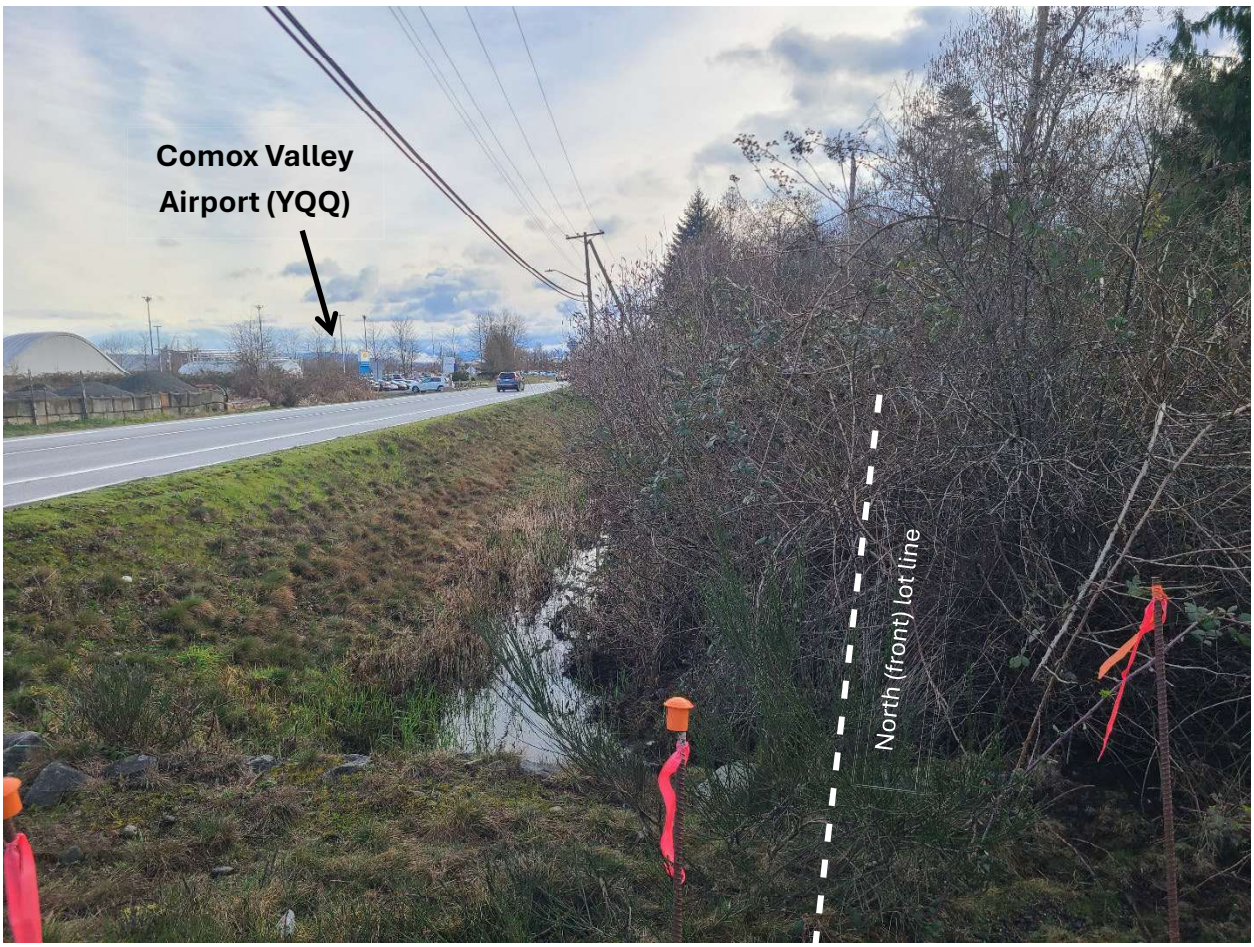
A1 A2 A3 A4

PHOTOS OF THE SUBJECT PROPERTY



North (front) lot line

N
Knight Rd


Comox Valley
Airport (YQQ)
North (front) lot line

N
Knight Rd

1200 Military Row
VANCOUVER ISLAND ENTERPRISES
250-207-6352
North (front) lot line

N
Knight Rd

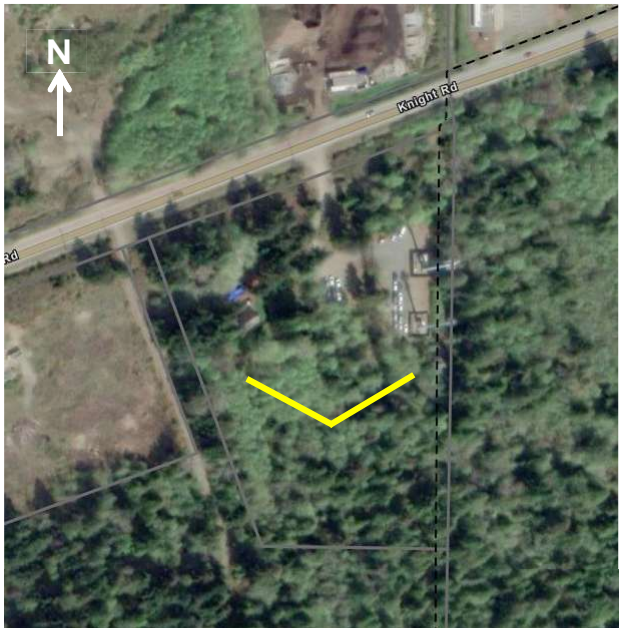
East lot line

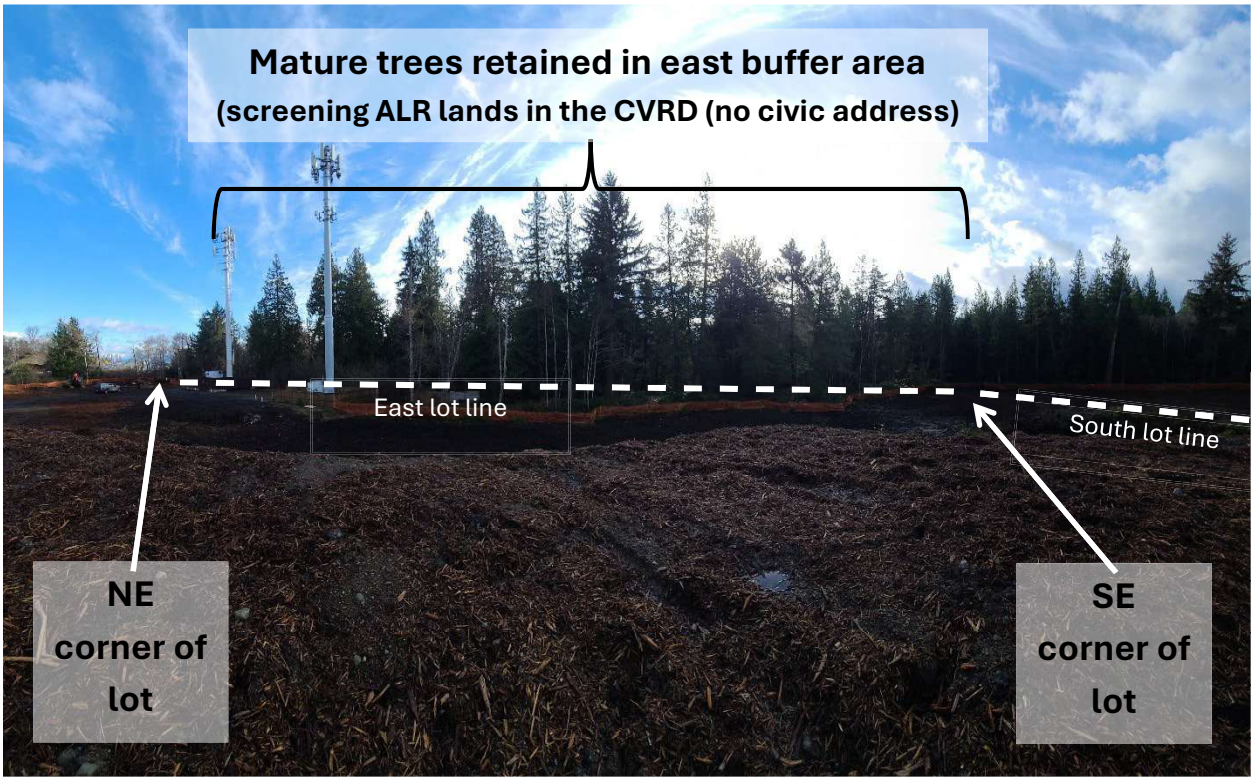
N
Knight Rd

On-site single detached dwelling

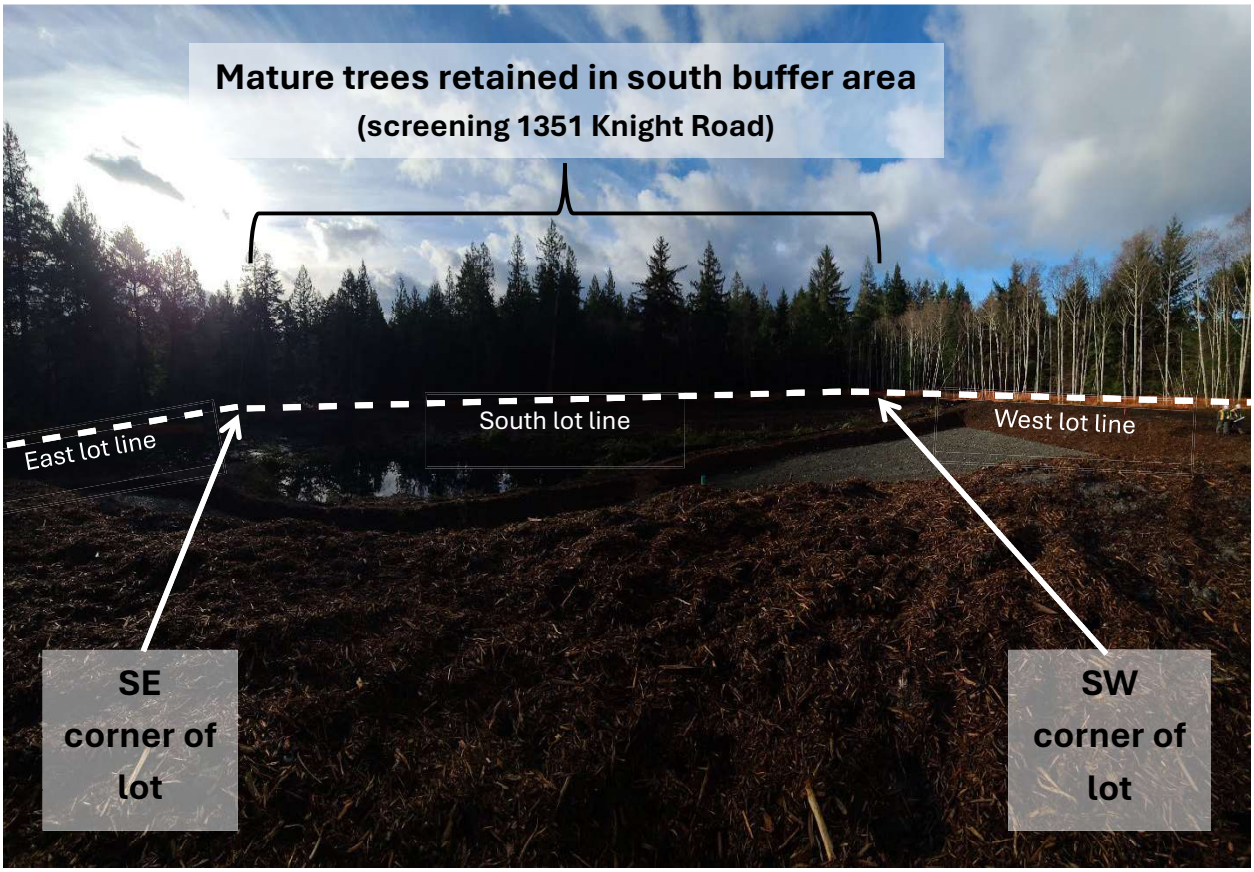
N
Knight Rd

West lot line
North (front) lot line
East lot line
On-site single detached dwelling
NE corner of lot

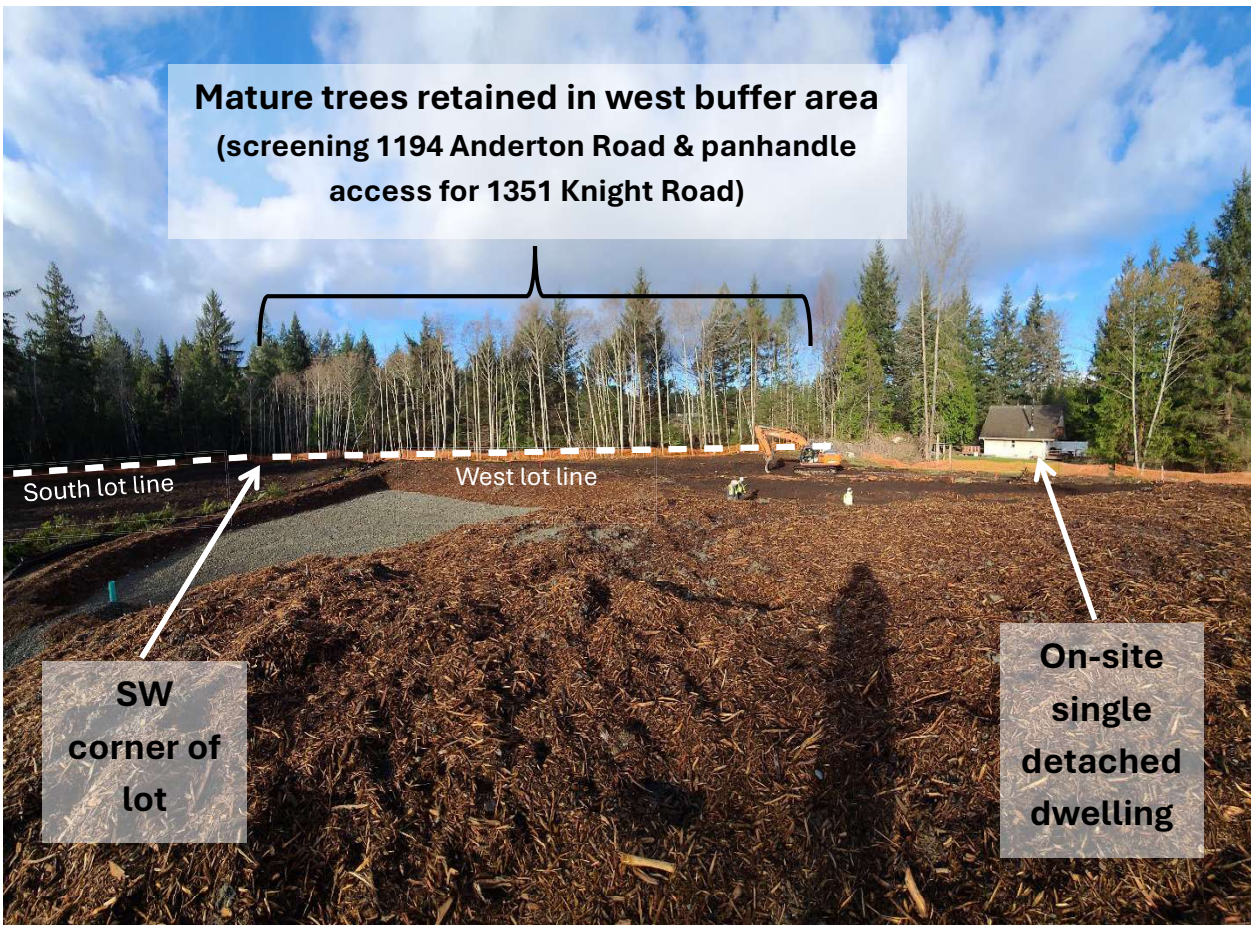

N
Knight Rd


Mature trees retained in east buffer area
(screening ALR lands in the CVRD (no civic address)
East lot line
South lot line
NE corner of lot
SE corner of lot

N
Knight Rd


Mature trees retained in south buffer area
(screening 1351 Knight Road)
East lot line
South lot line
West lot line
SE corner of lot
SW corner of lot

N
Knight Rd


Mature trees retained in west buffer area
(screening 1194 Anderton Road & panhandle access for 1351 Knight Road)
South lot line
West lot line
SW corner of lot
On-site single detached dwelling

N
Knight Rd

1301 Knight Road

Rezoning Application

February 11, 2026

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

Attention: Planning Department

Contact

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

McElhanney

CANADA BEST MANAGED COMPANIES

Rezoning Application

PID 012-567-281

On behalf of our client, Comox Valley Airport Authority, we are pleased to submit this Letter of Intent in support of the above-noted Rezoning Application. The purpose of the application is to facilitate the proposed relocation of Vancouver Island Enterprises (VIE) to 1301 Knight Road in the Town of Comox, hereafter referred to as the Subject Property. VIE's operations include outdoor land uses which are currently prohibited in the E-3 Zone, specifically: Sorting of Soils and Gravel; Processing of Compost; outdoor storage of material (stockpiling); and screening of soil material.

As per the Town's application requirements, the following documents have been attached:

1. Letter of Intent *(this document)*
2. Title Search & Charges
3. Charges Table *(within this document)*
4. Authorization Form
5. Zoning Bylaw Comparison Table *(within this document)*
6. Contaminated Sites Screening Form
7. Proposed Comprehensive Development Zone

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

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

Thank you for considering this proposal.

Sincerely,
McElhanney Ltd.

Alex McBride
amcbride@mcelhanney.com
778-225-0218

Contents

LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 3
Intent of Proposal 3
Context and Location 3
Official Community Plan Review 4
Land Use Policies 4
Development Permit Areas 4
Zoning Bylaw Review 4
Project Summary 10

Appendices

1. Authorization Form
2. Title Search & Charges
3. Contaminated Sites Screening Form
4. Draft Comprehensive Development Zone

PID 012-567-281

LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754

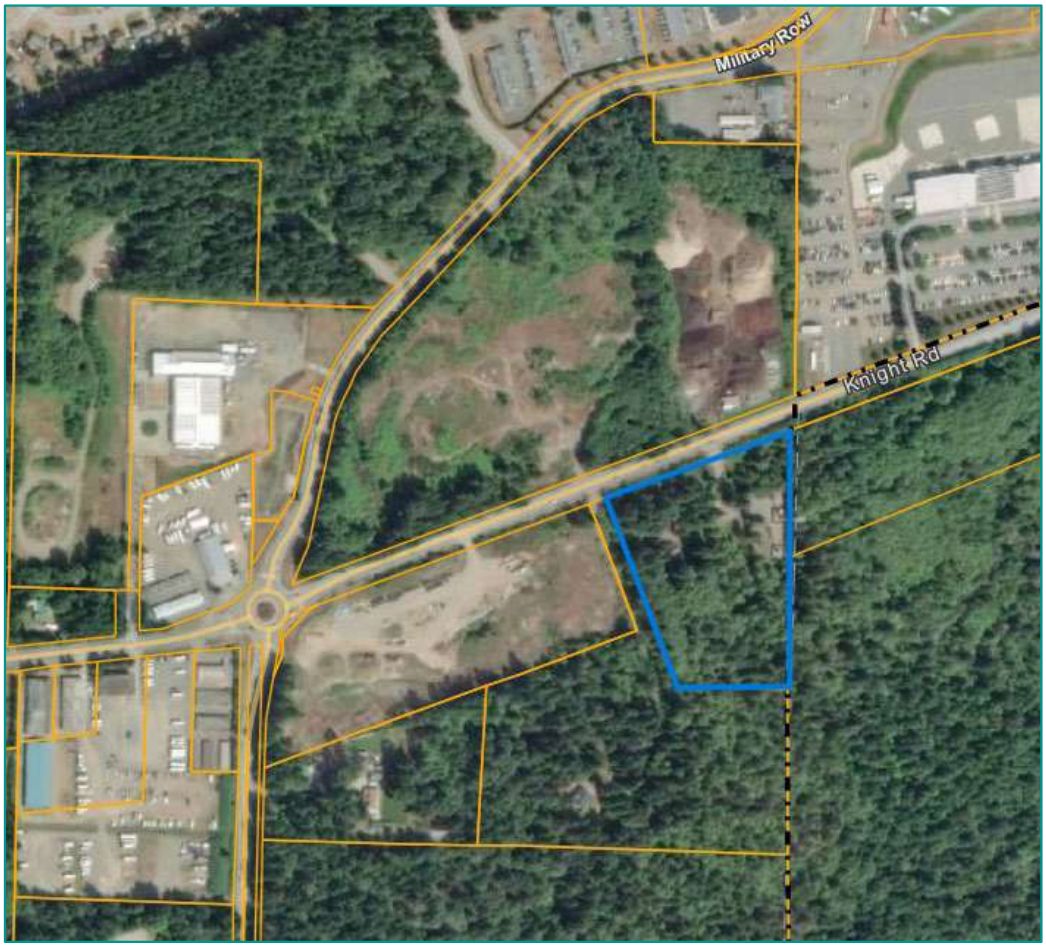
Intent of Proposal

Our client is proposing to rezone 1301 Knight Road to permit Vancouver Island Enterprises (VIE) operations that consist of Sorting of Soils and Gravel as well as Processing of Compost currently operating at 1200 Military Row, an abutting property. The property is currently zoned Light Industrial (E-3) which (per discussions between the client and Town staff) does not permit the proposed uses. Therefore, a Comprehensive Development Zone has been drafted as the proposed new zone.

Context and Location

The subject property is situated in Northeast of Comox in close proximity to the Comox Valley Airport and Department of National Defence (DND) lands. The majority of nearby properties not within DND lands are intended for industrial uses with residential lands to the south.

Figure 1: Subject Property



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

Charge	Purpose of Charge
110862G	Continued permission to access lands and remove buildings, vegetation or structures that obstruct the flight path.
1425OS	Expropriation of land for the purposes of the flight path approach.
CA2603295	Telus telecommunications site SRW (access, maintenance, etc).
CA3935638	Rogers SRW for the operation and maintenance of utilities and associated infrastructure.

Official Community Plan Review

Land Use Policies

The land use designation for the subject property is Business Park, which is intended to provide employment to support the operation of the Comox Valley Airport and 19 Wing Comox while providing light industrial uses and limited commercial uses for local job opportunities.

Development Permit Areas

The zoning amendment proposal does not include the subdivision of land, alteration of land, including vegetation, or the construction of, addition to, or alteration of a building or structure. It is therefore our understanding that a Development Permit is not required prior to this proposed Rezoning. It is acknowledged that the proposed development of the Subject Property will require Development Permit(s), applications for which have been submitted independently of this application.

Zoning Bylaw Review

As per the *Town of Comox's Zoning Bylaw 2056, 2025*, the parcel falls within the Light Industrial (E-3) zone. The parcel is near the Town's remaining E-3 zoned properties, while to the south the property abuts Residentially zoned lots and CVRD lands to the east.

Figure 2: Zoning Context

Proposed Zoning Amendment – New CD Zone

A new comprehensive development zone has been drafted to reflect the uses proposed for the Subject Property, while taking into account adjacent sites and their land uses under the Town's Zoning Bylaw.

Table 1: Zoning Bylaw Comparison Table

	Light Industrial (E-3)	CD27 – 1301 Knight Road
Zone Intent	This zone is intended to designate and preserve land for light industrial development adjacent to the Comox Valley Airport.	This zone is intended for the operation of material processing including sand, gravel, rocks, and other organic materials.
Permitted Uses	1) Principal a. Accommodation, Hotel b. Airport c. Automotive and Equipment Services, Light d. Automotive and Equipment Services, Heavy e. Gas Station f. Industrial, Light g. Production Facility, Alcohol h. Production Facility, Cannabis i. Recycling Facility j. Veterinary Services, Major k. Veterinary Services, Minor l. Watercraft and Equipment Services 2) Secondary a. Accessory Structures b. Caretaker Suite c. Care Facility, Child d. Education Services e. Fleet Services Facility f. Food Services g. Mobile Vending h. Parking Lot i. Professional Services, Internal-Facing j. Professional Services, Public-Facing k. Storage, Outdoor l. Wholesale Services	1) In the CD27 zone, the following primary uses are permitted, and all other uses are prohibited: a. Sorting of Soils and Gravel b. Processing of Compost 2) In the CD27 zone, the following secondary uses are permitted, and all other uses are prohibited: a. Accessory Structures b. Automotive and Equipment Services, Light c. Automotive and Equipment Services, Heavy d. Caretaker Suite e. Fleet Services Facility f. Parking Lot g. Plant Nursery h. Retail Sales i. Storage Facility, Warehouse j. Storage, Outdoor k. Wholesale Services

Permitted Uses – Conditions	1) Motel accommodation is permitted as a principal use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 Except Plan EPP123005 (2082 Comox Avenue). 2) One caretaker suite shall be permitted as a secondary use on the lot legally described as Lot A, Section 1, Comox District, Plan VIP63902 (2082 Comox Avenue). 3) Drive-through services are permitted as a secondary use, up to a maximum of two drive-through services establishments per lot, on the lots legally described as: a. Lot A, District Lot 170, Comox District, Plan VIP67445 (727 Anderton Road); and b. Lot A, Section 77, Comox District, Plan VIP86498 (1966 Guthrie Road). 4) Outdoor storage is permitted as a secondary use on the lots legally described as: • Lot 1, Section 70, Comox District, Plan VIP53357 (528 Anderton Road); a. That Part of Section 70, Comox District, Shown on Plan VIP56874 (528 Anderton Road); and b. Lot A (DD EF138928), Section 70, Comox District, Plan VIP51941 (554 Anderton Road).	N/A
Subdivision Standards	1) Minimum Lot Area a. 2,000 m^2 2) Minimum Lot Width a. 30.0 m	1) Minimum Lot Area a. 2,000 m^2 2) Minimum Lot Width a. 30.0 m
General Regulations	1) Maximum Lot Coverage a. 60 % 2) Maximum Lot Coverage Including Impervious Surfaces a. 80 % 3) Maximum Number of Dwelling Units a. 1 per building	1) Maximum Lot Coverage a. 40 % 2) Maximum Lot Coverage Including Impervious Surfaces a. 60 % 3) Maximum Number of Dwelling Units a. 1 per lot
General Regulations – Conditions	1) Dwelling units shall only be permitted in the form of a caretaker suite.	N/A

Development Standards – Principal & Secondary	1) Maximum Height a. 10.0 m 2) Minimum Front Setback a. 3.0 m 3) Minimum Rear Setback a. abutting a lot in a Low-Density Residential or Multi-Unit Residential zone i. 7.5 m b. abutting a lot in any other zone i. 3.0 m 4) Minimum Side Setback a. abutting a lot in a Low-Density Residential or Multi-Unit Residential zone i. 7.5 m b. abutting a lot in any other zone i. 3.0 m 5) Minimum Exterior Side Setback a. 3.0 m 6) Minimum Corner Cut-Off Setback a. 1.0 m	1) Maximum Height a. 10.0 m 2) Minimum Front Setback a. 3.0 m 3) Minimum Rear Setback a. abutting a lot in a Low-Density Residential or Multi-Unit Residential zone i. 7.5 m b. abutting a lot in any other zone i. 7.5 m 4) Minimum Side Setback a. abutting a lot in a Low-Density Residential or Multi-Unit Residential zone i. 7.5 m b. abutting a lot in any other zone i. 7.5 m 5) Minimum Exterior Side Setback a. 3.0 m 6) Minimum Corner Cut-Off Setback a. 1.0 m 7) Minimum Setback from ALR a. 8.0 m i. Regardless of section 5.3.2(6), the setback must be vegetative or otherwise landscaped, to serve as a landscape buffer.

Development Standards (Accessory)	1) Maximum Height a. 10.0 m 2) Minimum Front Setback a. 3.0 m 3) Minimum Rear Setback a. 3.0 m 4) Minimum Side Setback a. 3.0 m 5) Minimum Exterior Side Setback a. 3.0 m 6) Minimum Corner Cut-Off Setback a. 1.0 m	1) Maximum Height a. 10.0 m 2) Minimum Front Setback a. 3.0 m 3) Minimum Rear Setback a. 3.0 m 4) Minimum Side Setback a. 3.0 m 5) Minimum Exterior Side Setback a. 3.0 m 6) Minimum Corner Cut-Off Setback a. 1.0 m
Development Standards – Conditions of Use	N/A	1) 'Sorting of Soils and Gravel' and 'Processing of Compost' uses are permitted as a principal uses only on the lot legally described as LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 [1301 Knight Rd]). 2) 'Sorting of Soils and Gravel' and 'Processing of Compost' uses are permitted as a principal uses only on the lot legally described as LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 [1301 Knight Rd]. 3) Retail sales of only soils, gravel and compost is permitted as a secondary use to 'Sorting of Soils and Gravel' and 'Processing of Compost' and may be located outside of a building. 4) Storage Facility, Warehouse is permitted as a secondary use to 'Sorting of Soils and Gravel' and 'Processing of Compost'. 5) Outdoor storage of only soils, gravel and compost is permitted as a secondary use to retail sales and wholesale service on the lot legally described as LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 [1301 Knight Rd] 6) Wholesale services of only soils, gravel and compost is permitted as a secondary use to 'Sorting of Soils and Gravel' and 'Processing of Compost' and may be located outside of a building. 7) Despite its definition in this Bylaw, if a Caretaker Suite is proposed on site, a single-family household is permitted to occupy this dwelling.

In addition to the proposed CD Zone, to facilitate this proposed Rezoning, it is proposed that the following definitions be added to the Zoning Bylaw:

> **Sorting of Soils and Gravel** – means the use of lands, buildings or structures for the moving, crushing, washing, screening, processing or storage of soils, sands, bark mulch, and other soil or other composted materials. This also includes the storage and sales of materials such as gravel or rocks.
>
> **Processing of Compost** – means the use of lands, buildings or structures for the processing or storage of compost and compostable materials and includes operation of screeners and grinders in unenclosed spaces.

Project Summary

The proposed rezoning of 1301 Knight Road to the new comprehensive development zone facilitates the relocation of VIE to the Subject Property, while respecting surrounding properties and their approved land uses.

It is our evaluation that the proposal is suitable for the Subject Property as the operations already exist in the vicinity and the rezoning is necessary to facilitate the operation of VIE.

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

Thank you in advance for considering our proposal.

Thank You

For considering our proposal.

McElhanney

CANADA BEST MANAGED COMPANIES

Our File: 2211-47840-01

March 4, 2026

Town of Comox – Planning Department
1809 Beaufort Avenue
Comox, BC, V9M 1R9

Attention: Robin Pallett, Planner II

1301 Knight Road – Additional Proposal Information

This letter has been drafted to provide you with a comprehensive response to the inquiries related to 1301 Knight Road's Rezoning application. Vancouver Island Enterprises will be referred to as "VIE" in this letter.

Scope of VIE Operations

All Scope of VIE Operations – The general operations of VIE's business, which includes the following (and sales of):

1) Grind & Screen & Storage – Yard Waste (Local Residents & Landscape Contractors)
2) Grind & Screen & Storage – Bark Mulch
3) Amend & Screen Storage – Topsoil
4) Storage & Screening – Landscaping Sand
5) Storage – Landscaping Gravel
6) Storage – Landscaping Rock

Maximum Heights - Piles

All Maximum Heights of the proposed Soil / Gravel / Compost piles – The maximum height for the proposed piles are 22.0 metres. These piles will be shrouded from view by the retained trees on site. The heights of these trees are estimated as follows:

1) North Site – 17 metres (average grade higher than remainder of lot)
2) East Site – 25-27 metres

McElhanney
1211 Ryan Road, Courtenay BC Canada V9N 3R6
Tel. 250-338-5495 | Fax. 1-855-407-3895 | www.mcelhanney.com

3) South Site – 25-27 metres

4) West Site – 20-24 metres

Vehicle Traffic – Frequency

Vehicle traffic will vary seasonally with spring typically being VIE's busiest season for consumer sales. There is no proposed increase in traffic beyond what is already occurring at their current operations site at 1200 Military Row which is directly adjacent and across the road (Knight Road) from 1301 Knight Road.

Proposed Building(s)

No proposed new buildings are included in this proposal. Site administration is done from portable trailers that will be relocated from 1200 Military Row.

Existing House on Property

Limited to use included in proposed Comprehensive Development zone, which is a Caretaker Suite for a VIE employee and family (one household).

Sincerely,
McElhanney Ltd.

Alex McBride, Project Manager
amcbride@mcelhanney.com | 778-225-0218

TOWN OF COMOX
BYLAW 2056.02 (1301 Knight Road)

A BYLAW TO AMEND COMOX ZONING BYLAW

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

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 Zoning Amendment Bylaw 2056.02 (1301 Knight Road)"

2. Amendments

Comox Zoning Bylaw 2056 is hereby amended as follows:

A. Adding a new definition to **Section 4 Definitions**, between "Utilities" and "Veterinary Services, Major"

Vegetative Landscaping Medium means a spreadable material composed of organic components, used for landscaping. It includes soils, compost (sourced from yard waste only) and bark mulch. vegetative landscaping mediums do not include products sourced from agricultural waste and food waste that has been diverted from residential, commercial or institutional sources.

B. Adding a new CD zone to **Section 16 Comprehensive Development Zones**, after CD27 – Grumman Place:

i. **CD28 – 1301 Knight Road**, as shown on **Schedule "1"** which is attached to and forms part of this Bylaw.

C. **Schedule A - Zoning Map** is amended by rezoning:

i. The property legally described as LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 (1301 Knight Road) shown shaded on **Schedule "2"** which is attached to and forms part of this Bylaw,

from: **E-3 Light Industrial**
to: **CD28 – 1301 Knight Road**

D. Comox Zoning Bylaw 2056 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

(1)	READ A FIRST time this	22nd day of April, 2026
(2)	READ A SECOND time this	22nd day of April, 2026
(3)	ADVERTISED A FIRST time this	day of , 2026
(4)	ADVERTISED A SECOND time this	day of , 2026
(5)	PUBLIC HEARING HELD this	6th day of May, 2026
(6)	READ A THIRD time this	day of, 2026
(7)	ADOPTED this	day of , 2026

_____

Mayor

_____

Corporate Officer

BYLAW 2056.02 (1301 Knight Road)

SCHEDULE "1"

CD28 – 1301 Knight Road

CD28.1 Permitted Uses

(1) In the CD27 zone, the following uses are permitted and all other uses are prohibited:

(a) Principal Uses:

i. Outdoor Processing and Sorting of Sands and Vegetative Landscaping Mediums

ii. Storage, Outdoor

(b) Secondary Uses:

i. Accessory Buildings

ii. Caretaker Suite

iii. Plant Nursery

iv. Retail Sales

v. Storage Facility; Warehouse

vi. Wholesale Services

CD28.2 Minimum Lot Area

(1) Minimum lot area shall be 25,000 square metres.

CD28.3 Minimum Lot Width

(1) Minimum lot width shall be 120.0 metres

CD28.4 General Regulations

(1) Lot coverage shall not exceed 60%.

(2) Lot coverage including Impervious Surfaces shall not exceed 80%.

(3) Maximum Number of Dwelling Units shall not exceed 1 Caretaker Suite per lot.

CD28.5 Development Regulations for Buildings and Structures – Principal and Secondary

(1) For any portion of a building or structure:

(a) Maximum height shall not exceed 15.0 metres; and

(b) Maximum number storeys of is 2.

CD28.6 Minimum Setbacks

(1) Front Setback: 12.0 metres

(2) Rear Setback: 7.5 metres

(3) Side Setback:
  (a) East side: 8.0 metres
  (b) West side: 7.5 metres

(4) Exterior Side Setback: N/A

CD28.7 Development Regulations for Accessory Buildings

(1) Accessory buildings shall not exceed 10.0 metres in height.

CD28.8 Conditions

(1) Storage, Outdoor is only permitted for landscaping rock, landscaping gravel, sand, and vegetative landscaping mediums.

(2) Storage, Outdoor arranged in piles of material shall be a maximum of 22.0 metres high, as measured from adjacent grade.

(3) Dwelling Units shall only be permitted in the form of a Caretaker Suite.

(4) Despite section 6.3(1) of this bylaw, one Caretaker Suite may be located within a single detached residential building that is up to 150.0 square metres in floor area.

(5) A Home Occupation is not permitted for the Caretaker Suite.

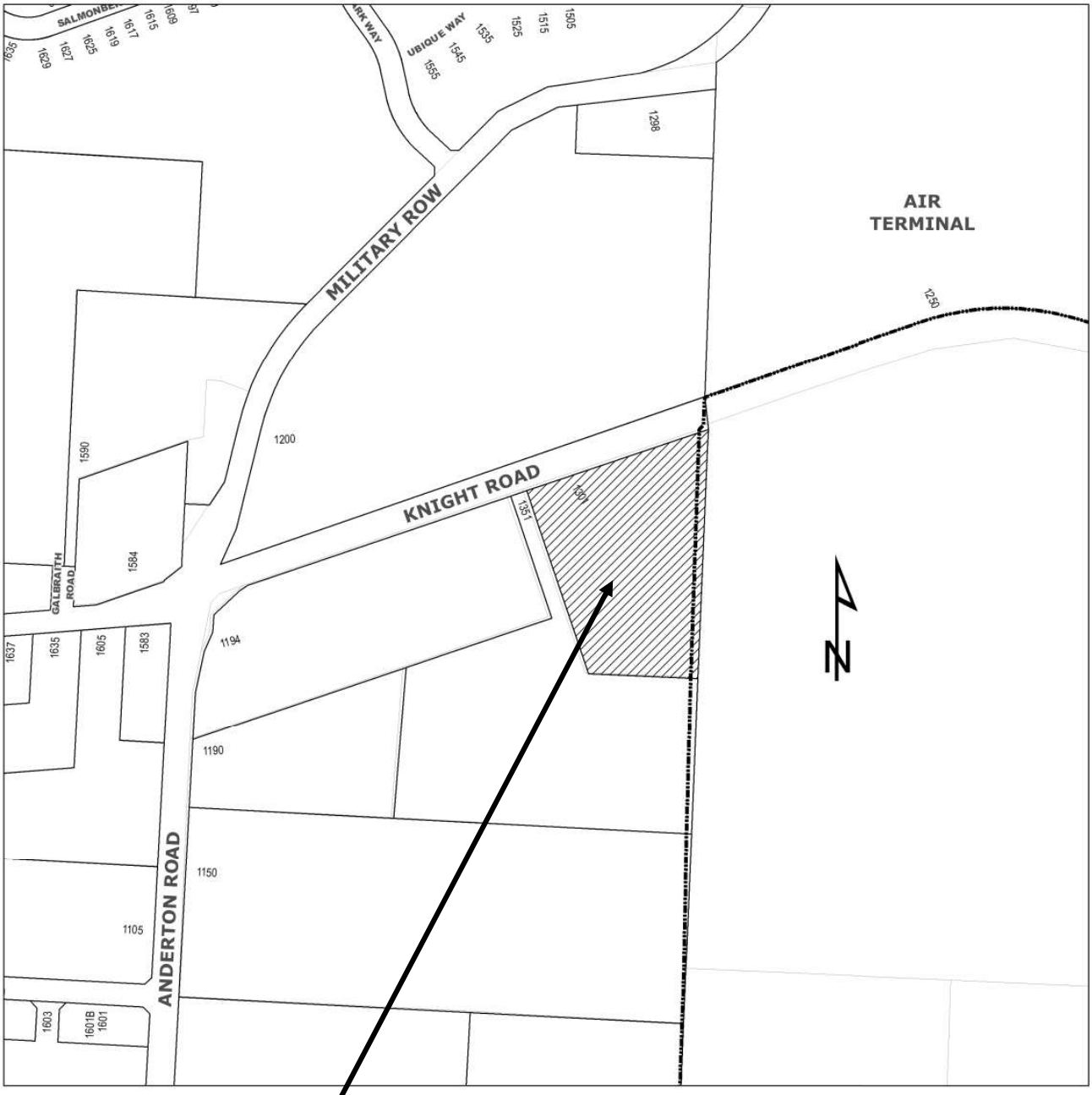
(6) Retail sales is only permitted for landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.

(7) Wholesale services is only permitted for landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.

(8) Storage Facility; Warehouse is only permitted for the indoor storage of landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.

BYLAW 2056.02

SCHEDULE "2"



Subject Property:
1301 Knight Road
LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754

SERIOUS COFFEE HEAD OFFICE
1A – 4970 POLKEY RD, DUNCAN, BC V9L 6W3
OFFICE 250.746.6511 • FAX 250.746-6552
www.seriouscoffee.com

RECEIVED
April 13, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-343		RCM 22Apr26
FILE: 0220-40,08	ACTION: MR	

Shelly Russwurm, Director of Corporate Services
Town of Comox 1809 Beaufort Avenue
Comox, BC, V9M 1R9 Email: srusswurm@comox.ca

File: 0220-40, 0810-20-12 Copies: Council JW/SR/BG/CD

RE: Request for Council Consideration – Spinnaker Sail Building Commercial Opportunity

Dear Mayor and Members of Council ,

On behalf of the Wayne Procter Group, I would like to express our appreciation for the continued investment the Town of Comox has made in improving the marina and Marina Park. The recent infrastructure enhancements and public realm improvements demonstrate a clear commitment to strengthening the waterfront as a welcoming destination for residents, visitors, and the boating community.

As a Vancouver Island–based organization with long-standing operations in hospitality, marina environments, and waterfront services. As an owner of the Town of Comox Marina Gas and Go, we are encouraged to see the Town's vision for the marina continue to evolve. In particular, the improvements within Marina Park and the presence of the Spinnaker Sail Building present a potential opportunity to enhance the services available to both marina users and the broader community. Marinas increasingly function as important public gathering places and tourism gateways for coastal communities. Simple hospitality services such as cafés or light food offerings can significantly enhance the visitor experience by providing convenient amenities for boaters, park users, event participants, and residents enjoying the waterfront. These types of services also support community programming and contribute to the overall vibrancy of waterfront public spaces.

The Wayne Procter Group currently operates the Gas N Go marine fuel service within the Comox Marina. Through that operation we have developed a strong appreciation for the marina environment and the boating community that uses the harbour. Based on this experience, we believe there may be an opportunity for the Spinnaker Sail Building to support additional services that would complement the Town's investments in Marina Park and further strengthen the waterfront as a community destination.

We respectfully request that Council consider whether the Spinnaker Sail Building may be suitable for future commercial activation that supports the marina and park environment. Should Council determine that exploring commercial opportunities for the building is appropriate, the Wayne Procter Group would welcome the opportunity to participate in that process and submit a formal proposal to operate a Food and Beverage Establishment for the coming summer season.

We believe that thoughtful commercial activation of appropriate waterfront facilities can contribute to the success of public waterfront spaces while maintaining their community character. The Wayne Procter Group would be excited to explore how we might contribute to that vision in partnership with the Town of Comox. Thank you for your consideration, and for your continued leadership in improving the marina and Marina Park for the benefit of the community.

Respectfully submitted,

Wayne Procter
Founder and President
The Wayne Procter Group