

REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY MAY 20, 2026

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

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the May 20, 2026, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (5) a. [Kathleen Duffield/Kelvin Humenny: RZ 25-5 \(721 Lazo Rd\)](#)
- (7) b. [Corey Cooper, Planner \(McElhanney Ltd\): RZ 25-5 \(721 Lazo Rd\)](#)
- (8) c. [Colin Eves \(Jane Place Residents Association\): Diesel Pump Operations at the Comox Pumping Station](#)

4. ADOPTION OF MINUTES:

- (13) a. [Adoption of Minutes \(May 6, 2026 Public Hearing\)](#)
- THAT the Minutes of the Public Hearing Meeting, held in Council Chambers on Wednesday, May 6, 2026, be Adopted.*
- (17) b. [Adoption of Minutes \(May 6, 2026 Regular Council Meeting\)](#)
- THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, May 6, 2026, be Adopted.*
- (23) c. [Adoption of Minutes \(May 8, 2026 Special Council Meeting\)](#)
- THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, May 8, 2026, be Adopted.*
- (25) d. [Adoption of Minutes \(May 13, 2026 Special Council Meeting\)](#)
- THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, May 13, 2026, be Adopted.*

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (27) a. [Strategic Planning Committee Meeting \(May 13, 2026\)](#)

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, May 13, 2026 be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Strategic Planning Committee Meeting \(May 13, 2026\)](#)

THAT the following changes be made to the proposed Tree Protection Bylaw No. 2063:

- 1. Remove the security deposit requirements;*
- 2. Apply landscape bonding to multi-family developments;*
- 3. Address bylaw infractions in accordance with the Bylaw; and,*
- 4. Amend the diameter at breast height (DB) requirement of a Protected Tree from 60 centimetres to 50 centimetres.*

6. CONSENT AGENDA:

- (29) a. [Consent Agenda](#)

THAT the Consent Agenda items as follows be received:

- 1. Paulina Maj: Concerns about Proposed Installation of Artificial Turf Fields*
- 2. Stella Webers (Legion Branch 160 Comox): Centenary Celebration BBQ - July 19*
- 3. Sara Dillistone: Pedestrian Sign Request for Butchers Rd & Lazo Rd Intersection*
- 4. Barbara Gowse: BEN Complaint - Request for Warning*
- 5. Jamie Branch: Mini Peaks Legacy Program*

7. UNFINISHED BUSINESS:

- a. [Scott Mercer, Detachment Commander \(Royal Canadian Mounted Police\): Policing priorities discussion](#)

ITEM SUMMARY: At the May 13, 2026 Strategic Planning Committee meeting, Council received a presentation from Insp. Scott Mercer who introduced the Mobile Integrated Crisis Response (MICR) program, where a police officer and a psychiatric nurse respond together to mental health calls and help connect people to the right support. The program is showing positive results, including better outcomes, fewer repeat incidents, and less time spent at the hospital, but it also highlights growing demand and needs ongoing funding to continue.

- (39) b. [Sail Building Utilization](#)

THAT the Spinnaker and Genoa Sail Buildings at Marina Park continue to be used for recreation programs, special events, warming centres, and hourly and daily facility rentals.

(47) c. [Tree Protection Bylaw Update](#)

1. THAT Tree Protection Bylaw No. 2063 be given First, Second and Third Readings.

2. THAT the Town of Comox consider Tree Protection Bylaw No. 2063 when determining future tree covenant requirements and discharges; and further,

THAT Administration be authorized to remove existing tree protection covenants when the situations arise on low-density properties where community or neighbourhood conditions do not support retaining the covenant

(67) d. [Bylaw Notice Enforcement Amendment Bylaw No. 2004.05](#)

THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.05 be given First, Second and Third Readings.

(69) e. [Fees and Charges Amendment Bylaw No. 2058.01](#)

THAT Fees and Charges Amendment Bylaw No. 2058.01 be given First, Second and Third Readings.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

(71) a. [2025-2029 Financial Plan Amendment Bylaw No. 2046.01](#)

THAT the Comox Financial Plan Amendment Bylaw No. 2046.01 be Adopted.

10. NEW BUSINESS:

(73) a. [2025 Annual Report](#)

THAT the 2025 Annual Report, as attached to the May 15, 2026, report from the Communications Coordinator, titled "Adoption of the 2025 Annual Report", be received; and further,

THAT the 2025 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.

(133) b. [Comox General Local Election – Appointment of Election Officers and Election Bylaw No. 2060](#)

1. THAT pursuant to Section 58 of the Local Government Act, Shelly Russwurm be appointed as Chief Election Officer for conducting the October 17, 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election; and further,

THAT Lia Pesklevits be appointed as Deputy Chief Election Officer for the October 17, 2026 General Local Election.

2. THAT Election Bylaw No. 2060 be given First, Second and Third Readings.

- (150) c. [Zoning Amendment Bylaw 2056.01 \(721 Lazo Road\)](#)

THAT Zoning Amendment Bylaw 2056.01 (721 Lazo Road) be given First, Second and Third Reading; and further,

THAT prior to adoption of Zoning Amendment Bylaw No. 2056.01 (721 Lazo Road), a restrictive covenant be registered on title identifying the provision of the following items prior to future development occurring on the property:

- A minimum of 1.3 hectares of parkland dedication;*
- Statutory Right of Way and construction of public waterfront access from the parkland; and*
- Statutory Right of Way for public pedestrian access through the strata road.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (221) a. [Jason Bashnick, Senior Director \(FreshAirCinema\): Proposed Outdoor Movie Night - July 24, 2026](#)

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



TOWN OF COMOX

REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

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

RECEIVED

April 09, 2026

Name(s) of person(s) speaking: Kelvin Humenny		LOG: 26-339	REFER:	AGENDA: TBD Keep on file
Organization you are representing: Andrew Avenue / Radford Beach Neighbourhood		FILE: 3360-20/21	ACTION: MR	
Primary purpose of Organization: Residents of the neighbourhood affected by the proposed development				Number of members: 45
Mailing address of Organization: [REDACTED]		Contact Name: Kelvin Humenny		
		Phone: [REDACTED]		
City: Comox	Postal Code: [REDACTED]	Email: [REDACTED]		
Subject matter: Rezoning / Development Application RZ-25-5 721 Lazo Road				
Specific request of Council, if any (i.e., letter of support, funding): To consider the neighbourhood concerns regarding the proposed access road off the end of Andrew Avenue, and the preservation of existing forest habitat and coastal sands ecosystem				
Requested meeting and date: Council meeting where Council will be discussing this project		AV equipment required: USB-C or HDMI connection		
Date of application: April 9, 2026	Signature of applicant: [REDACTED]		Print name: Kelvin Humenny	

Please Note:

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

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



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Name(s) of person(s) speaking: Kathleen Duffield		
Organization you are representing: Properties immediately south and west of 721 Lazo		
Primary purpose of Organization: To advocate re: issues affecting neighboring properties		Number of members: 5
Mailing address of Organization: [REDACTED]		Contact Name: Kathleen Duffield
		Phone: [REDACTED]
City: Comox	Postal Code: [REDACTED]	Email: [REDACTED]
Subject matter: Concerns of property owners in CVRD that border on 721 Lazo Road		
Specific request of Council, if any (i.e., letter of support, funding): I will be referencing procedural concerns over this proposed plan of subdivision, as well as concerns relating to physical risks created by presumptive development that would follow the approval of the location and configuration and access to subdivision that has been put forward by the proponent at 721 Lazo Road.		
Requested meeting and date: May 20, 2026		AV equipment required: Computer (zoom) or phone
Date of application: May 11, 2026	[REDACTED]	Print name: Kathleen Duffield

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Name(s) of person(s) speaking: Corey Cooper		
Organization you are representing: McElhanney Ltd.		
Primary purpose of Organization: Applicant (on behalf of property owners)		Number of members: 1
Mailing address of Organization: 1211 Ryan Road		Contact Name: Corey Cooper
		Phone: [REDACTED]
City: Courtenay	Postal Code: V9N 3R6	Email: [REDACTED]
Subject matter: 721 Lazo Road - Address Access to Site, Environmental Concerns, Parkland Dedication		
Specific request of Council, if any (i.e., letter of support, funding): 		
Requested meeting and date: May 20th RCM		AV equipment required: N/A
Date of application: May 14th, 2026	Signature of applicant: 	Print name: Corey Cooper

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TOWN OF COMOX

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Email: town@comox.ca

RECEIVED

MAY 14 2026

TOWN OF COMOX

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: Colin Eves		LOG: 26-618	REFER:	AGENDA: RCM 20May26	File: 0400-60-CVRD, 5330-20-2022-02 Copies: Council JW/SA/RH/CP/SR/CD
Organization you are representing: Jane Place Residents Association		FILE: 0400-60-C	ACTION: MR		
Primary purpose of Organization: Advocate on issues pertinent to Jane Place				Number of members: 30	
Mailing address of Organization: [REDACTED]			Contact Name: Colin Eves		
			Phone: [REDACTED]		
City: Comox	Postal Code: [REDACTED]		Email: [REDACTED]		
Subject matter: Diesel pumps at Comox Pump Station - Noise Attenuation					
Specific request of Council, if any (i.e., letter of support, funding): ensure that adequate noise attenuation measures are in place for the minimum 3 months 24/7 operations					
Requested meeting and date: May 20th Council			AV equipment required: digital projector		
Date of application: May 13th	Signature of applicant: [REDACTED]			Print name: Colin Eves	

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Town of Comox – Administration

From: Colin Eves [REDACTED]
Sent: May 13, 2026 12:30 PM
To: council
Cc: Town of Comox – Administration
Subject: Urgent concerns regarding temporary diesel pump operations at Comox Pumping Station
Attachments: Urgent Concerns Regarding Temporary 24.docx

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

Hello

Please find attached a copy of the letter the residents of Jane Place, Comox, are sending to the CVRD regarding temporary diesel pump operations at the Comox Pumping Station.

We are still in the process of collecting signatures, which will be sent to you by the end of the day Thursday. We would like the opportunity also to speak in person to council regarding this important and urgent matter. Thank you.

On behalf of the residents of Jane Place and Beaufort Avenue Colin Eves
[REDACTED]

Urgent Concerns Regarding Temporary 24-Hour Diesel Pump Operations at Comox Pumping Station

To: Comox Valley Regional District; Mayor and Council, Town of Comox

We, the undersigned residents and property owners of Jane Place and the surrounding neighbourhood in the Town of Comox, are writing to express our serious concerns regarding the recently announced temporary installation and anticipated 24-hour operation of large diesel pumping equipment at the Comox Pumping Station.

Residents have participated in extensive discussions and communications with representatives of the Comox Valley Regional District (CVRD) and the Town of Comox throughout the Comox Valley Sewer Conveyance Project. During those discussions, residents were repeatedly assured that the upgraded facility would result in reduced impacts to the neighbourhood, including improvements in noise and odour management relative to the previous facility operations.

We were therefore extremely concerned to observe the recent delivery and installation of multiple large diesel pumps reportedly intended to operate continuously, potentially for a period of at least three months, while commissioning and transition activities are completed.

Residents understand the importance of critical public infrastructure and recognize that temporary operational measures may sometimes be necessary. However, the proposed use of large diesel pumping systems in close proximity to residential homes raises significant concerns regarding:

- continuous noise impacts, including nighttime disturbance;
- low-frequency mechanical noise and vibration;
- diesel exhaust emissions and odours;
- impacts on residents' health, sleep, and quiet enjoyment of property;
- loss of neighbourhood amenity;
- and potential impacts on residential livability and property values.

Of particular concern is the understanding that this temporary arrangement may be required due to delays associated with unavailable electrical equipment and project coordination issues. Residents should not be expected to bear unreasonable impacts resulting from avoidable project management or procurement failures.

Residents are also particularly concerned that the temporary pumping equipment currently being installed appears to consist of standard industrial diesel pump units mounted on trailers with little or no apparent external acoustic shielding or attenuation infrastructure presently in place adjacent to residential properties. Given the anticipated duration of continuous operations, residents request immediate clarification regarding what temporary acoustic mitigation measures will be implemented prior to commencement of 24-hour operations, including temporary sound barriers, acoustic enclosures, exhaust attenuation systems, vibration isolation measures, equipment orientation strategies, and independent acoustic monitoring.

Given the scale and cost of this project, residents are further concerned that the current temporary installation may not reflect the level of planning and mitigation reasonably expected for a prolonged 24-hour industrial operation located immediately adjacent to homes in an established residential neighbourhood.

Accordingly, we respectfully request that the CVRD immediately provide the following information in writing:

1. The anticipated duration of diesel pump operations, including expected start and completion dates;
2. The number, type, size, and manufacturer specifications of all temporary pumps and generators to be used on site;
3. Predicted daytime and nighttime sound levels at nearby residential property lines and residences, including any anticipated low-frequency noise impacts;
4. Confirmation of all applicable noise standards, bylaws, and regulatory requirements governing the temporary operations;
5. Details of all planned noise mitigation measures, including but not limited to:
 - o acoustic enclosures,
 - o temporary sound barriers,
 - o mufflers and exhaust silencers,
 - o vibration isolation systems,
 - o equipment placement and orientation strategies,
 - o and any operational limitations intended to reduce nighttime impacts;
6. Confirmation as to whether the CVRD has retained or consulted with a qualified independent acoustical engineering professional to assess, model, or monitor the anticipated residential noise impacts associated with the proposed 24-hour diesel pumping operation;
7. If an acoustical consultant has been retained, residents request:
 - o the consultant's name,
 - o the scope of their assessment,
 - o and release of any acoustic assessment, modelling, mitigation recommendations, or monitoring plans associated with the temporary operation;
8. Whether continuous or periodic independent acoustic monitoring will be conducted during operations, and whether those results will be made publicly available to affected residents;
9. Identification of the responsible CVRD contact person authorized to respond to resident concerns during the temporary operations period;
10. A description of alternative approaches considered by the CVRD to reduce neighbourhood impacts, including whether quieter temporary pumping systems or temporary electrically powered alternatives were evaluated.

Residents further request that no continuous 24-hour diesel pumping operations commence until the CVRD has:

- provided the above information;
- demonstrated the anticipated residential noise impacts;

- and implemented all reasonable and industry-standard mitigation measures appropriate for a prolonged continuous industrial operation adjacent to residential homes.

We also request a prompt in-person or virtual public meeting with responsible CVRD project representatives, technical staff, and any retained acoustical consultants to discuss these matters directly with affected residents.

Residents wish to emphasize that they are not opposing the sewer infrastructure project itself, nor the necessity of maintaining essential public services. Rather, residents are requesting transparency, accurate technical information, meaningful consultation, and implementation of all reasonable mitigation measures necessary to protect nearby residents from avoidable and prolonged impacts.

We trust the CVRD and the Town of Comox will recognize the seriousness of these concerns and respond in a transparent, timely, and constructive manner.

Sincerely,

[Names, addresses, signatures attached]

CC:

Mayor and Council, Town of Comox
MLA for North Island—Comox Valley
Local media outlets

**Public Hearing Report and Meeting Minutes
held in Council Chambers at 1801B Beaufort Avenue
on Wednesday, May 6, 2026**

Present: Mayor N. Minions

Councillors S. Blacklock, K. Grant, C. Haslett,
J. Kerr, J. Meilleur

Absent M. Swift

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

The Public Hearing Meeting was called to order at 5:00 p.m. with 20 members of the public in attendance.

Mayor Minions respectfully acknowledged that the land on which we gather and work is on the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

PUBLIC HEARING STATEMENT

Mayor N. Minions made the following statement:

This Public Hearing is hereby convened pursuant to Section 464 of the Local Government Act for the purpose of hearing representations from those who believe that their interest is affected by the proposed:

1. Zoning Amendment Bylaw No. 2056.02

The proposed bylaw has received first and second readings but has not passed third reading or been adopted by Council. At this public hearing, everyone who believes that their interest in property is affected by the proposed bylaw(s) will be given a reasonable opportunity to be heard or to present written submissions. To maintain order and to ensure everyone speaking has a reasonable opportunity to be heard, I ask that each person wishing to speak first add their full name and address to the Speaker's List, located at the desk of the Clerk. All speakers will be asked to speak by the Chair. Once called by the Chair, please begin your presentation to Council by clearly stating your name and address. Please limit your presentation to five minutes.

After all have had an opportunity to be heard, anyone wishing to have further input may once again sign the Speaker's List.

Council will not debate with each other or members of the public. Council will not answer questions; we are here to hear from you. Technical questions may be directed by the Chair to the staff.

Everyone will be given a reasonable opportunity to be heard at this meeting. No one will be, or should feel, discouraged or prevented from making his or her views heard. Please refrain from any conduct that would intimidate others or discourage them from speaking.

In addition, if you wish to provide a written submission during this Public Hearing, you may do so by leaving a copy at the desk of the Clerk. Note that written submissions must be received before the end of the Public Hearing, must include your full name and address, and must be read out by the person making the submission or a member of staff in order to be considered.

1. Zoning Amendment Bylaw No. 2056.02

Application Summary

a) Zoning Amendment Bylaw No. 2056.02

In general terms, Zoning Amendment Bylaw No. 2056.02 is proposing to amend the zoning of the subject property from E-3 Light Industrial to a new Comprehensive Development (CD) zone, to facilitate a new gravel, compost and soils business (relocated from across Knight Road at 1200 Military Row).

PUBLIC HEARING SUBMISSIONS:

Mayor N. Minions made the following statement:

Written – To ensure that a summary of your written submission is included in the minutes of the meeting, please ensure that all are read out or submitted to the desk of the Clerk before the end of the meeting.

Verbal – The proposed bylaw is now open for discussion.

Summary of Speakers:

1. Elaine Semenchuk, Knight Road, spoke in opposition of the proposed zoning amendment bylaw due to its impacts on neighbouring residential properties.

Close of Agenda:

There being no further speakers wishing to make representation, Mayor Minions made the following statement:

I remind those present that legal considerations prevent the members of Council from considering any representation made after the close of this Public Hearing item.

Before closing this Public Hearing, I am going to call three times for any further speakers.

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

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

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

Written submissions regarding Zoning Amendment Bylaw No. 2056.02 received before 12:00 pm on May 6, 2026, are attached to these minutes:

1. Elaine Semenchuk, Knight Road.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:12 p.m.

CARRIED

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

MAYOR

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



CORPORATE OFFICER

[REDACTED]
Comox, B.C.

05 May 2026

To the Town Of Comox:

Re: ZONING AMENDMENT APPLICATION to Bylaw No. 2056.02

APPN-2026-0007 (1301 KNIGHT ROAD): RELOCATION OF

VANCOUVER ISLAND ENTERPRISES

I am Elaine Semenchuk [REDACTED] [REDACTED] proposed soil processing operation that is presently located beside the airport. I am against seeing this move but I am also realistic in my belief that this will most likely get approved. Before it's approved I do have some points that I feel need to be raised.

In looking at some of the maps that I have been provided over the years from the Town of Comox I see this area is deemed not developable. Is the Town changing their stance on this property? If so does this also include my property?

I would ask that the Town of Comox make it mandatory that a high commercial concrete fence be constructed along the Vancouver Island Enterprises' property line. This will mitigate sound, some dust, rodents as well as providing protection from any fire hazard, and any water runoff that will inevitably happen and run into the streams along the property boundary. Water courses have always been protected within the scope of any project approval and I expect that same level of care will be taken with this project.

Why does this property have to be designated Comprehensive Development, commonly known as Heavy Industrial? Heavy industrial comes with almost no restrictions for activities, materials allowed to be used on site and hours of operation. It presently operates on Airport Industrial zoning that offers some protections for those around the property and I don't see why I, as a neighbour, should be signing off any restrictions on operations that will happen next door. I believe there should be some protections for neighbouring properties that aren't in place with heavy industrial zoning.

The implications of having my home and property boarding on Heavy Industrial zoning will have a negative impact on my daily life here as well as depreciating my property values.

Elaine R. Semenchuk





TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday May 6, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 17 members of the public in attendance.

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

1. INTRODUCTION OF PUBLIC HEARING:

a. Public Hearing

Public Hearing

THAT the Regular Council Meeting recess at 5:00 p.m. until after the Public Hearing on Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road).

(2026.154) -- CARRIED

THE MEETING RECESSED AT 5:00 P.M. FOR THE PUBLIC HEARING AND WAS CALLED BACK TO ORDER AT 5:12 P.M.

2.1 INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2.2 ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the May 6, 2026, Regular Council Meeting agenda be Adopted.

(2026.155) -- CARRIED

3. DELEGATIONS:

a. Graham Roberts (MNP LLP): Town of Comox 2025 Audited Financial Statements

2025 Audited Financial Statements

Council received a presentation from MNP on the Town's 2025 year-end financial statements, which showed a year-end surplus and higher reserves than the previous year. MNP advised the audit will receive an unqualified opinion, subject to Council approval and a few minor outstanding items, and confirmed there were no material issues.

b. Gord Schreiner (Fire Chief): Fire Station Progress Update

Fire Station Progress Update

Council received an update on the Fire Station Replacement project, including approved funding and next steps, with construction expected to begin in June 2026 and finish in fall 2027.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

RCM Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, April 22, 2026, be Adopted.

(2026.156) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Nautical Days Committee Meeting

Nautical Days Committee Meeting

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Tuesday, March 31, 2026, be Received.

(2026.157) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. *Sharon Elia: Off-Leash Dogs in Nature Parks*

2. *Sydney Johnson: Traffic Calming & Signage Request - Highwood Dr*

3. *Tom Beshr: Street Light Issue*

4. *Maurita Prato, Executive Director (Comox Valley Food Policy Council): Tree Bylaw*

5. *Wayne Jones & Vee Dingjan: Response to Complaint*

(2026.158) -- CARRIED

2. *THAT Item 3 (Tom Beshr: Street Light Issue) be removed from the consent agenda for discussion.*

(2026.159) -- CARRIED

3. *THAT Item 1 (Sharon Elia: Off-Leash Dogs in Nature Parks) be removed from the consent agenda for discussion.*

(2026.160) -- CARRIED

7. UNFINISHED BUSINESS:

- a. **Comox Valley Regional District: Letter of Support for the Comox Valley Waste Management Plan Renewal**

Comox Valley Waste Management Plan Renewal

THAT the Town of Comox provide a letter of support to the Comox Valley Regional District for the 10-year Comox Valley Waste Management Plan Renewal, as requested during the delegation presentation on April 22, 2026.

(2026.161) -- CARRIED

- b. **Modular Pump Track - postponed from April 22, 2026 Regular Council Meeting**

Modular Pump Track

Council discussed the need for potential locations for the modular pump track and alternative youth recreation facilities to be further reviewed at an upcoming Strategic Planning meeting, pending additional information from staff and grant partners.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- a. **Comox Reserve Funds Amendment Bylaw 2025.03**

Reserve Funds Amendment Bylaw

THAT Comox Reserve Funds Amendment Bylaw No. 2025.03 be Adopted.

(2026.162) -- CARRIED

10. NEW BUSINESS:

- a. **Tree Protection Bylaw Presentation**

Tree Protection Bylaw Presentation

Diamond Head Consulting Ltd. provided a presentation to update Council on the draft Tree Protection Bylaw (Part 1)

THE MEETING RECESSED AT 6:09 P.M. AND RECONVENED AT 6:13 P.M.

- a. **Tree Protection Bylaw Presentation**

Tree Protection Bylaw Presentation

Diamond Head Consulting Ltd. provided a presentation to update Council on the draft Tree Protection Bylaw (Part 2)

- a1. **Tree Protection Bylaw**

Tree Protection Bylaw

THAT Tree Protection Bylaw No. 2063 be referred to a future Strategic Planning Committee meeting.

(2026.163) -- CARRIED

b. 2025 Audited Financial Statements

Financial Statements

THAT the 2025 Audit Report as presented by MNP LLP be accepted and received for information; and further,

THAT the 2025 Audited Consolidated Financial Statements be approved.

(2026.164) -- CARRIED

THE MEETING RECESSED AT 7:07 P.M. AND RECONVENED AT 7:11 P.M.

c. 2025 Statement of Financial Information

SOFI Report

THAT the 2025 Statement of Financial Information report be approved.

(2026.165) -- CARRIED

d. 2025-2029 Financial Plan Bylaw Amendment

Financial Plan Amendment

THAT the 2025-2029 Budget be updated to include the budget carry forwards and additions listed in Appendices A and B, as attached to the May 1, 2026, report from the Director of Finance, titled 2025 - 2029 Financial Plan Bylaw, and further,

THAT the Comox Financial Plan Bylaw No. 2046 be given First, Second and Third Readings.

(2026.166) -- CARRIED

e. 2026 - 2030 Financial Plan

2026 - 2030 Financial Plan

THAT the 2026-2030 Budget be updated to include the budget carry forwards and additions listed in Appendices A and B, as attached to the May 1, 2025, report from the Director of Finance, titled 2026 - 2030 Financial Plan Bylaw, and further,

THAT the 2026-2030 Financial Plan Bylaw No. 2046 be given First, Second and Third Readings, as amended to result in a 1% reduction in the proposed overall budget.

(2026.167) -- CARRIED

f. 2026 Tax Rates Bylaw

2026 Tax Rates Bylaw

1. *THAT Council direct that the tax rate bylaw be created to reflect a one-percent decrease in revenue from the proposed financial plan bylaw submitted to Council on May 6th, 2026.*

(2026.168) -- CARRIED

2. *THAT Council approve the tax rate bylaw with an Infrastructure Renewal Fund levy of approximately one hundred and fifty-five dollars (\$155.00) to the average residential property on the general municipal levy.*

(2026.169) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. BUSINESS ARISING FROM PUBLIC HEARING:

a. Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road)

**1301 Knight Road Zoning
Amendment**

THAT Zoning Amendment Bylaw No. 2056.02 (1301 Knight Road) be given Third Reading.

(2026.170) -- CARRIED

15. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised that the Comox Business Improvement Association AGM will be held next Thursday at 5:00 p.m. at the Golf Club, highlighted upcoming summer activities including Float Your Boat Market Fridays and hockey game screenings, and noted that a possible summer movie night is being explored.

b. Councillor Haslett

Councillor Haslett advised that the Nautical Days Committee meetings and festival planning are progressing well, welcomed Ian Kalina as the new d'Esterre Seniors Centre Executive Director and noted an upcoming 50th anniversary event, and thanked the Comox Valley Chamber of Commerce and local businesses for the Nine and Dine event, noting the Town of Comox team's win.

c. Councillor Kerr

Councillor Kerr recognized Dr. Carol Ostry on her retirement after 38 years of service to the Comox community, thanked the Mayor for attending the special event, and shared highlights from attending the Association of Vancouver Island and Coastal Communities conference, including a notable Island Health workforce statistic that ten percent of Vancouver Island residents work for Island Health, as well as upcoming regional human resource planning efforts.

d. Councillor Grant

Councillor Grant had nothing to report.

e. Councillor Meilleur

Councillor Meilleur reported attending a Food Policy Council meeting with discussion on water concerns and pollinators, noted that a new museum executive director will be announced shortly, and shared highlights from attending a seaweed symposium in Campbell River focused on the economic and ecological value of seaweeds.

f. Mayor Minions

Mayor Minions reported that McHappy Day was held in support of Ronald McDonald House and locally Foundry Comox Valley, acknowledged local groups for their fundraising support, attended the annual hospital donation from Emterra benefiting the Comox Valley Hospital Foundation, shared highlights from the Comox Valley Chamber of Commerce AGM, and announced that Robb Road Playground has received provincial funding for construction of an inclusive playground.

18. RESOLUTION TO GO IN-CAMERA: NIL

19. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:58 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Friday May 8, 2026

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

Call to Order:

The meeting was called to order at 2:00 p.m. with 0 members of the public in attendance.

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

1. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

That the Special Council Meeting Agenda for Friday, May 8, 2026 be Adopted.

(2026.171) -- CARRIED

2. FINANCIAL PLAN AND TAX RATES BYLAWS:

a. 2026 - 2030 Financial Plan

2026 - 2030 Financial Plan

THAT the 2026-2030 Budget be updated to include the budget carry forwards listed in Appendix A, as attached to the May 7, 2026 report from the Director of Finance, titled 2026 - 2030 Financial Plan Bylaw, AND FURTHER

THAT the 2026-2030 Financial Plan Bylaw No. 2061 be given First, Second and Third Readings.

(2026.172) -- CARRIED

b. 2026 Tax Rates Bylaw

2026 Tax Rates Bylaw

1. *THAT Council approves the tax rate bylaw to be created with an increase in revenue of 7.96% for residential properties on the general municipal levy.*

(2026.173) -- CARRIED

2. *THAT Council approves the tax rate bylaw to be created with an increase in revenue of 7.30% for business properties on the general municipal levy.*

(2026.174) -- CARRIED

3. *THAT Council approves the tax rate bylaw to be created with an increase in revenue of 7.31% for light industrial properties on the general municipal levy.*

(2026.175) -- CARRIED

b. 2026 Tax Rates Bylaw

2026 Tax Rates Bylaw

- 4. THAT the 2026 Tax Rates Bylaw No. 2062 be given First, Second and Third Readings
(2026.176) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 2:05 p.m. CARRIED
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday May 13, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 4 members of the public in attendance.

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

1. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the Special Council Meeting Agenda for May 13, 2026 be Adopted.

(2026.177) -- CARRIED

2. AGENDA ITEMS:

a. 2026 - 2030 Financial Plan Bylaw No. 2061

**2026 - 2030 Financial Plan
Bylaw No. 2061**

THAT 2026-2030 Financial Plan Bylaw No. 2061 be Adopted.

(2026.178) -- CARRIED

b. 2026 Tax Rates Bylaw No. 2062

**2026 Tax Rates Bylaw No.
2062**

THAT 2026 Tax Rates Bylaw No. 2062 be Adopted.

(2026.179) -- CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:02 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday May 13, 2026

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

Absent: Nil

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

Call to Order: The meeting was called to order at 5:02 p.m.

The Agenda was Adopted

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

1. STRATEGIC PRIORITIES REPORT:

a. Strategic Planning Scorecard

The Strategic Plan Scorecard dated May 13, 2026 was received.

2. DISCUSSION ITEMS:

a. Fourth Quarter Financial Update

THAT the May 13, 2026 report from the Director of Finance, titled Fourth Quarter Financial Update be received for information.

CARRIED

b. Tree Protection Bylaw

COMMITTEE RECOMMENDATION:

1. THAT the following changes be made to the proposed Tree Protection Bylaw No. 2063:
 1. Remove the security deposit requirements;
 2. Apply landscape bonding to multi-family developments;
 3. Address bylaw infractions in accordance with the Bylaw.

AMENDING MOTION:

THAT the motion be amended to change the diameter at breast height (DBH) requirement of a Protected Tree from 60 centimetres to 50 centimetres.

CARRIED

2. MAIN MOTION AS AMENDED:

THAT the following changes be made to the proposed Tree Protection Bylaw No. 2063:

1. Remove the security deposit requirements;
2. Apply landscape bonding to multi-family developments;
3. Address bylaw infractions in accordance with the Bylaw; and,
4. Amend the diameter at breast height (DB) requirement of a Protected Tree from 60 centimetres to 50 centimetres.

CARRIED

THE MEETING WAS RECESSED AT 5:48 P.M. AND RECONVENED AT 5:54 P.M.

3. DELEGATIONS:

a. Scott Mercer, Detachment Commander (Royal Canadian Mounted Police): Policing priorities discussion

Insp. Scott Mercer provided a quarterly RCMP update noting that calls for service in Comox have increased, especially for traffic, property crime, and some violent incidents. Many repeat calls are connected to health-related issues, and the RCMP is working more closely with health partners to help reduce demand. He also introduced the Mobile Integrated Crisis Response (MICR) program, where a police officer and a psychiatric nurse respond together to mental health calls and help connect people to the right support. The program is showing positive results, including better outcomes, fewer repeat incidents, and less time spent at the hospital, but it also highlights growing demand and needs ongoing funding to continue.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:18 p.m.

CARRIED

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

CHAIR

Town of Comox – Administration

From: [REDACTED]
Sent: May 4, 2026 11:25 AM
To: Town of Comox – Administration
Cc: [REDACTED]
Subject: Re: Health, Environmental, and Player Safety Concerns Regarding Proposed Artificial Turf Soccer Fields

RECEIVED

May 4, 2026

LOG: 26-592	REFER:	AGENDA: RCM 20May26
FILE: 0220-40, 5	ACTION: MR	

Hi David, **TOWN OF COMOX** File: 0220-40, 5920-01 Copies: Council
JW/SA/RN/SR/CD

Here is a revised version of the letter, including my address, that can be included in the agenda:

Dear Mayor and Council,

I'm writing to share my concerns about the proposed installation of artificial turf soccer fields in our community.

I understand why synthetic turf is being considered. It's durable and easier to maintain. But after taking the time to read through the available research, I don't feel comfortable with this direction—especially when it comes to children.

My 6-year-old son plays in local soccer programs and would be using these fields regularly. Because of that, I've looked into what the science actually says, and it raises more questions than reassurance.

A large peer-reviewed review of artificial turf studies notes that these surfaces contain and can release a wide range of chemicals, including PAHs, phthalates, and PFAS—many of which are known carcinogens, endocrine disruptors, or neurotoxic substances:

<https://pmc.ncbi.nlm.nih.gov/articles/PMC10262297/>

What stands out is that these chemicals aren't just "present"—there are multiple pathways for exposure during normal play.

For example, a 2023 study in *Environmental Science & Technology* found that particles from crumb rubber infill are present in the air around turf fields and can actually be detected in athletes' saliva after playing. This suggests that inhalation and ingestion are realistic exposure routes during routine use:

<https://pubs.acs.org/doi/10.1021/acs.est.3c03278>

Other research has identified metals and additional contaminants in crumb rubber materials used in artificial turf, reinforcing concerns about what players are coming into contact with over time:

<https://pubmed.ncbi.nlm.nih.gov/35339520/>

There is also evidence that these materials don't stay contained on the field. Studies have shown that chemicals can leach out of turf systems into surrounding soil and water, contributing to environmental contamination:

<https://www.sciencedirect.com/science/article/abs/pii/S0045653520328058>

This is echoed by Canadian research. A study led out of McGill University, in collaboration with Health Canada, found that crumb rubber infill can leach substances that show toxic effects in biological testing, raising concerns about long-term exposure in environments where children play:

<https://www.mcgill.ca/newsroom/channels/news/artificial-turf-crumb-rubber-leaches-environmental-toxins-302754>

Beyond chemical exposure, there are also well-documented concerns around heat. Artificial turf can reach significantly higher temperatures than natural grass, increasing the risk of heat exhaustion and burns—especially for younger children.

Injury risk is another factor. Research comparing surfaces has found higher rates of certain lower-extremity injuries on artificial turf, along with increased abrasions and surface friction.

When you put all of this together, it doesn't point to a clearly "safe" product. It points to a material that is still being studied, with known exposure pathways and unresolved long-term health questions—particularly for children who may use these fields frequently over many years.

At the same time, natural grass fields remain a viable alternative. They do not involve the same synthetic chemical exposure, they stay cooler, and they are still widely used at the highest levels of sport.

Given all of this, I am asking the municipality to take a precautionary approach. At minimum, this means pausing the project and conducting a transparent, independent assessment of health and environmental impacts before moving forward.

I also want to be clear on a personal level: my child will be directly affected by this decision. If preventable harm occurs as a result of installing synthetic turf, I would expect accountability for that choice.

This is ultimately a decision about long-term community health, not just short-term convenience. I hope council will give that the weight it deserves.

Thank you for your time and consideration.

Paulina Maj

 Cumberland, BC



The Royal Canadian Legion
Branch 160 Comox

1825 Comox Ave
Comox, BC, V9M 3M3
Phone: 250 339 2022

Email:
branch160.legion@gmail.com

**Branch 160
Comox**

RECEIVED

06 May 2026

May 08, 2026

LOG: 26-607	REFER:	AGENDA: RCM 20May26
FILE: 0220-30	ACTION: MR	

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

TOWN OF COMOX

File: 0220-30, 0230-20-07

Copies: Council
JW/SR/CD

Dear Mayor Minions,

The Comox Branch 160 is conducting a barbecue to commemorate 100 years of The Royal Canadian Legion on Sunday, 19 July 2026.

This Centenary celebration will be held in the parking area of Comox Legion Branch 160 at 12 noon with a welcome to guests at 12:15 pm. Barbecued hamburgers and hot dogs will be served along with beverages. A Centenary cake will be cut around 12:45 pm. The barbecue will continue until 3:00 pm.

This Centenary event will be open to the public and will be attended by veterans, serving members from 19 Wing, and members and guests of Comox Branch 160.

I would like to invite you, Comox Council members and all employees of the Town of Comox to help us celebrate this special event.

Everyone who attends will be invited to tour Comox Legion Branch 160.

Yours aye,



Stella Webers
for Branch 160 Comox Trustees



Sara Dillistone

Apr 29, 2026

[Redacted]

Comox, B.C.

Comox Town Council

RECEIVED

May 05, 2026

LOG: 26-593	REFER:	AGENDA: RCM 20May26
FILE: 0400-60-C	ACTION: MR	

To Whom it May Concern:

TOWN OF COMOX

File: 0400-60-CVRD, 5460-02

Good Morning. I am a 92 year old woman who loves to walk . Copies: Council
JW/SA/CP/SR/CD

For me it is an easy walk to Butcher Road and from there I can walk across Lazo to Butcher Road and up to the top of the hill.

My favourite though is to go on Butcher to Lazo, and cross the road to go on to the lovely new sidewalk which takes me to Forester. From there I can go on the new walkway for walkers, bikers etc or stroll along Forester but in either case easy for me to get home.

Butcher is a wonderful road to just walk on and I usually meet many walker friends, often with their dogs and small children. Most of us walk on the left side of the road facing traffic so we can easily make sure we are off the pavement as cars approach us.

My problem with this lovely area is that it is now extremely dangerous for me to cross Lazo at the end of Butcher Road as it is impossible to see if a car is coming from town on the Lazo/Torrence intersection to Butcher Road.

Is there any way you could have some sort of sign up to let cars know there are pedestrians crossing that intersection. I use two hiking poles to keep me stable when I'm walking but I am very slow.

Thank you for your attention to this matter.

Sincerely,

Sara Dillistone

[Redacted Signature]

Transcribed for Council Readability (Original Letter Attached)

To the Comox Council

I am paying this fine under duress – which I believe to be excessive.

Lack of no parking signs and absence of yellow lines.

I am a terminal cancer patient and was given a \$90.00 fine for my handicapped signed car on Balmoral. There weren't any other parking spots along there. I am unable to walk far. I walked around the back of my car to make sure I was not blocking the residential driveway. I (nor any of friends) did not know I couldn't park there. I've driven past the same spot many times and there's always some car parked exactly where I was. I have taken several photo's of those. You can drive down any residential road and find so many cars parked at the edge of the driveways.

I am on a very low income and this is a great deal of money – I am on chemo and misplaced the "fine" letter.

Perhaps yellow lines are a good idea as no one else knows you cannot park there. A friend I was visiting tells me there's always someone parked there.

Please reduce the fine - a warning ticket would be more helpful. There are dozens of cars parked "illegally" around here. I haven't met anyone who know of this bylaw. Please address it.

Barbara Dowse



RECEIVED

April 29, 2026

TOWN OF COMOX

LOG: 26-609	REFER:	AGENDA: RCM 20May26
FILE: 4010-50	ACTION: MR	

Copies: Council
JW/SR/CD/TH (Bylaw)

To the Comex Council

I am paying this fine under duress - which I believe to be excessive.

lack of no parking signs and absence of yellow lines,

I am a terminal cancer patient. And was given a \$90 fine for my handicapped signed car on Belmont. There weren't any other parking spots along there. I am unable to walk far. I walked around the back of my car to make sure I was not blocking the residential driveway. I (nor any of friends) did not know I couldn't park there. I've driven past the same spot many times and there's always some car parked exactly where I was

I have taken several photos of those. You can drive down any residential road and find so many cars parked at the edge of the driveways.

I am on a very low income and this is a great deal of money - I am on chemo and misplaced the "fine" letter.

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Please reduce the fine - a warning ticket would be more helpful.

There are dozens - dozens of cars parked "illegally" around here. I haven't met any one who know of this bylaw. Please address it.

Barbara Dence

**TOWN OF COMOX
BYLAW OFFENCE NOTICE
Local Government Bylaw Notice Enforcement Act**

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONT'D)		BIRTHDATE (YY/MM/DD)
ADDRESS		
CITY	PROVINCE	POSTAL CODE

VEHICLE INFORMATION (IF APPLICABLE)

MAKE	MODEL	PROV. <i>BC</i>
COLOUR		

THE BYLAW ENFORCEMENT OFFICER SAYS THAT THEY HAVE REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE THAT THE ABOVE NAMED PERSON OR VEHICLE:

ON OR ABOUT

DATE OF OFFENCE
YY MM DD
<i>2026 01 23</i>

 AT THE TIME OF

24hr Clock
HH MM
<i>16 16</i>

AT OR NEAR *1500 BLK BALMORAL* TOWN OF COMOX
STREET ADDRESS PROVINCE OF BRITISH COLUMBIA

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW: *#1358*

DESCRIPTION OF OFFENCE	SECTION	FULL FINE AMOUNT	REDUCED FINE AMOUNT
<i>*STOP WITHIN 2M OF DRIVEWAY</i>	<i>7.3 (E)</i>	<i>\$ 90-</i>	<i>\$ 50-</i>

EARLY PAYMENT TERMS
THE PENALTY WILL BE REDUCED IF PAYMENT IS RECEIVED WITHIN 14 DAYS.

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS OFFENCE NOTICE, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO FILE AN ADJUDICATION REQUEST:

**TOWN OF COMOX
1809 BEAUFORT AVE
COMOX, BC V9M 1R9**

OR DELIVER, HAVE DELIVERED OR MAIL, AN ADJUDICATION REQUEST TO THE ADDRESS ON THE REVERSE.
THE PENALTY AMOUNT MAY BE PAID AT THE ABOVE ADDRESS IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

ISSUING OFFICER OR NUMBER *[Signature]*

DATE OF ISSUE *JAN 26 / 2026*

SERVED
 MAILED

IF THE REDUCED FINE IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE FULL FINE INDICATED WILL BECOME DUE AND PAYABLE.

BYLAW ADJUDICATION REGISTRY COPY

Office Copy (DS)

Town of Comox – Administration

From: J Branch [REDACTED]
Sent: May 12, 2026 9:37 PM
To: council
Subject: Community Sports Opportunity: Mini Peaks Legacy Program



LOG: 26-617	REFER:	AGENDA: RCM
FILE: 0400-03, 5	ACTION: MR	20May26

File: 0400-03, 5920-01 Copies: Council
JW/SA/RN/TH/SR/CD

Hello Comox Council,

Jamie Branch here, Comox resident. I was directed here by Mayor, Nicole Minions, as she was past neighbour of mine, and I reached out to her informally for some guidance.

I stumbled upon a community sports opportunity that I wanted to share. As part of the legacy of the 2026 FIFA World Cup, the Province of BC, viaSport, and the Vancouver Whitecaps are partnering to install professional quality mini pitches in 20 communities throughout the province.

There is a dedicated website to this program that answers all of the major questions, so I will post it here:

www.minipeaks.ca

All of the important information is there, but I want to take the opportunity to briefly summarize the program and explain my motivation for bringing this to the table.

The program subsidizes the installation of mini pitches in communities that have historically lacked support from traditional recreation investments, the priorities being indigenous communities, under-resourced areas, priority youth, and grassroots programs.

The Vancouver Island region will be awarded at least 2 of these installations, and I think Comox can be one of them. There is a formal application process, and if chosen, a community receives a professional 60' x 120' mini pitch, programming support from Whitecaps FC, and community activation support.

My motivation for bringing this forward is to seize upon the growth of soccer in this country and our region. My wife [REDACTED] and I have two daughters who play youth soccer. Many of their current friends play, and they've both been able to make several new friends outside of their school cohort. They love the sport, and it is an extremely valuable experience for them. I also personally play soccer, and our family closely follows the Whitecaps and Team Canada. From our experiences in youth soccer, I believe that a mini pitch would provide an excellent, appropriately-sized, consistent surface for children to practice and play on year round. Our family's perspective highlights just one of the many benefits. Beyond the obvious infrastructure benefit, the programming and coaching supports could be used to enhance existing community organizations and programming.

Compared to other sports, soccer has a low barrier to entry. It does not require a great deal of expensive gear or special skills to get started. Adding accessible infrastructure with support from major sponsors

in the province only further serves to keep the barrier to entry low. I hope this opportunity can be discussed in community planning, and I would be eager to assist however I could if the Town of Comox thought the program was a fit. I will say, timing is important. Expressions of Interest are being accepted as of the beginning of May.




Please feel free to reach out for further discussion.

Jamie Branch



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0810-20-12
FROM: Ted Hagmeier, Recreation Director	DATE: May 15, 2026
SUBJECT: Sail Building Utilization	

Prepared by:  Ted Hagmeier, Recreation Director	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, CAO
---	---	--

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Spinnaker and Genoa Sail Buildings at Marina Park continue to be used for recreation programs, special events, warming centres, and hourly and daily facility rentals.

ALTERNATE RECOMMENDATION(S)

1. THAT Council direct staff to issue a Request for Proposals for exclusive, annual commercial use of Genoa Sail Building at Marina Park determined by a public Request for Proposals.

PURPOSE

To provide Council with information regarding current municipal use, operational demand, and potential future use considerations for the Genoa and Spinnaker Sail Buildings at Marina Park in response to Wayne Proctor Group’s letter to Council (see Appendix A).

STRATEGIC PLAN LINKAGE

Community Connection and Wellness	
We believe in fostering community connection and enhancing individual and collective wellness.	
Recreation	We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.
Parks	Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Economic Health	
We support a strong and vibrant business community to provide stability to our local economy.	
Comox Marina	The Comox Marina offers a unique opportunity for growth of the marine tourism industry.

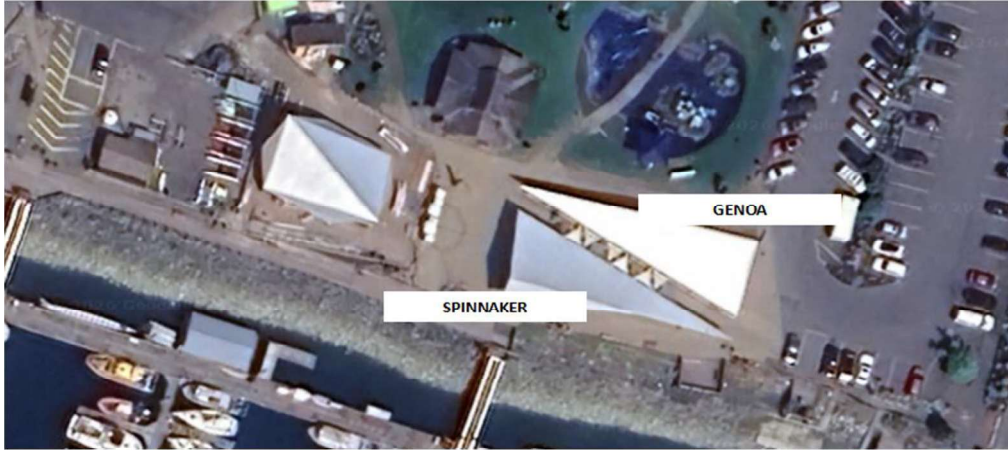
BACKGROUND

The Comox Sail Buildings were part of the 2018 Marina Centre Meeting Place grant and included 2 uniquely designed “sail buildings”. The intention was to provide recreational space for boater meetups and gatherings, as well as meeting space for up to 70 people for training and other uses. The facilities were also intended to also support festivals and markets with “plug and play” capabilities and can house temporary seasonal vendors.

As time has continued the need for recreational programming space has outpaced the community center’s ability to provide it. The Town has been increasingly relying on these buildings for needed programming space.

Each Spinnaker and Genoa Marina Park Sail Building has a maximum capacity of 32 persons and may be rented for hourly and daily use through the Recreation Department at the following rates:

	Commercial		Private		Non-Profit	
	Day	Hourly	Day	Hourly	Day	Hourly
Genoa or Spinnaker	\$239.00	\$49.00	\$194.00	\$28.50	\$144.00	\$22.00



Sail Building Locations at Marina Park

ANALYSIS/ISSUES/IMPLICATIONS

The Recreation Department utilizes and/or operates the Sail Buildings in four capacities:

1. Recreation Programming

The Department relies on the Sail Buildings as a site for recreation programs, which helps meet the demand for space that the Community Centre alone cannot meet.

The following table shows the annual increase in hours programmed for recreation and the gross program revenue generated (the gross revenue is total money collected from registration fees but DOES NOT account for staff or contractor costs.)

	2022	2023	2024	2025	2026*
Genoa Gross Program Revenue	\$649	\$18,053	\$40,213	\$60,442	\$48,163
Genoa Program Hours	30.5	149	254	314	279
Spinnaker Gross Program Revenue	\$15	\$750	\$0	\$3,732	\$21,010
Spinnaker Program Hours	15	15	0	112	397

TOTAL Program Revenue	\$664	\$18,803	\$40,213	\$64,174	\$72,173
TOTAL Programming Hours	45.5	164	254	426	676

*2026 figures represent **January - August** programming.

While the above program revenues do not represent net revenue, staff note that the Sail Buildings support high-demand recreation programming and reduce pressure on Community Centre space capacity.

2. Recreation Special Events

The Sail Buildings perform important functions at certain special events i.e. Music in the Park, Comox Dragon Boat Festival, Comox Nautical Days) hosting event operations, volunteer and staff centres, supply staging, etc.

3. Facility Rentals

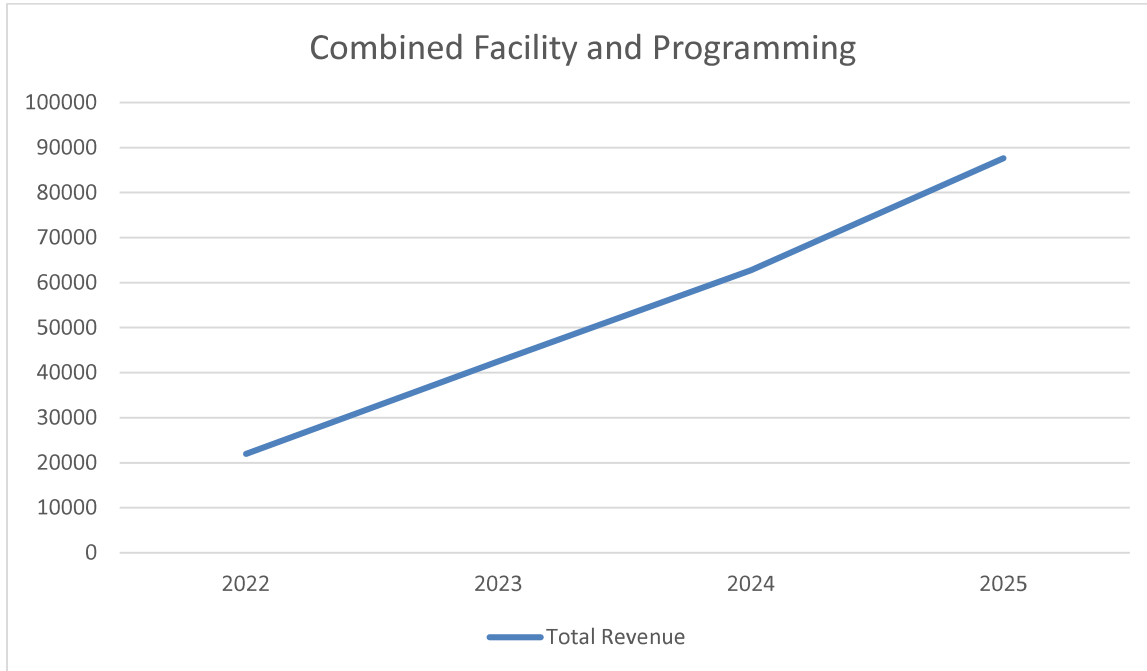
The Sail Buildings are important facilities in the Town's inventory of facility rentals. They are operationally valuable alternatives to the Community Centre's meeting rooms, as demand within the building has increased. The Sail Buildings are important locations for the Comox Valley Ukrainian Cultural Society's requests for free rentals as authorised by Council.

The following table shows the hours used for facility rentals and the rental revenue generated.

	2022	2023	2024	2025	2026*
Genoa Facility Rental Revenue	\$11,298	\$19,024	\$10,628	\$9,973	\$3,076
Genoa Rental Hours	1077	1491	678	605	143
Spinnaker Facility Rental Revenue	\$10,039	\$4,717	\$11,879	\$13,512	\$4,271
Spinnaker Rental Hours	859	869	733	878	148
TOTAL Facility Revenue	\$21,338	\$23,741	\$22,508	\$23,486	\$7,348

TOTAL Rental Hours	1937	2361	1411	1483	290
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*2026 figures represent **January – April** actuals



4. Warming Centres

Council adopted CCL – 075 Community Centre Warming and Cooling Centre Operations policy December 6, 2023, which identifies the Sail Buildings as the most suitable site to provide the Town’s Warming Centre services. The Comox Valley Regional District contractor hired to operate warming centres identified the Spinnaker Building over the Genoa Building as the priority warming centre. Genoa, when scheduling permits, is an overflow location if needed.

Warming Centres are triggered by certain provincial temperature thresholds. The Town offered a warming centre in 2024 - 2025 but did not in 2025 - 2026.

Conclusion:

While food and beverage or retail activation may align with broader tourism and waterfront vibrancy objectives, staff believe the demonstrated growth in recreation programming, public rentals, and emergency operational use currently represents the highest overall community benefit. Maintaining the Sail Buildings as currently utilized also avoids additional recreational programming and facility rental pressures within the Community Centre. It also (somewhat) alleviates the more urgent, future facility expansion considerations.

GOVERNANCE CONSIDERATIONS

The main tension Council needs to consider in this decision is the value of the space as a public meeting space vs the economic development and community benefit of a commercial business in the space.

FINANCIAL CONSIDERATIONS

Using the comparable market value of the base lease rate from the 2026 Town of Comox Marine Service Building Commercial Space RFP, the estimated annualised lease rate of a Sail Building is \$26.01 per square foot. Each Sail Building is 744 square feet. Therefore, the estimated annual lease revenue for one Sail Building is **\$19,351** (744 X \$26.01).

Appendix A – Wayne Procter Group Letter to Council

A1 **A2** **A3** **A4**



RECEIVED

April 13, 2026

TOWN OF COMOX

SERIOUS COFFEE HEAD OFFICE
1A – 4970 POLKEY RD, DUNCAN, BC V9L 6W3
OFFICE 250.746.6511 • FAX 250.746-6552
www.seriouscoffee.com

Shelly Russwurm, Director of Corporate Services
Town of Comox 1809 Beaufort Avenue
Comox, BC, V9M 1R9 Email: srusswurm@comox.ca

LOG: 26-343	REFER:	AGENDA: RCM 22Apr26
FILE: 0220-40,08	ACTION: MR	

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

Appendix B – Comox BIA Letter of Support



April 30, 2026

Mayor and Council
Town of Comox
1809 Beaufort Avenue
Comox, BC

RE: New Commercial Space – Sail Buildings

Dear Mayor and Council,

On behalf of the Comox Business in Action (BIA), I am writing to express our strong support for transitioning one of the Town’s Sail Buildings into a commercial space for food-and-beverage or retail use. This opportunity aligns directly with the Town’s ongoing efforts to enhance the Marina Park experience and strengthen the connection between the waterfront and our downtown businesses.

As you know, the BIA has been working closely with the Town to activate the marina through initiatives such as the Float Your Boat Fridays Marina Park Market and the Lighting the Alley’s projects. These efforts are designed to increase foot traffic, extend visitor dwell time, and create a more vibrant, welcoming environment for residents and visitors. Introducing a locally operated commercial space within the Sail Buildings would complement this work and provide an anchor that supports both the marina and the downtown core.

A locally owned operator would reflect the character of Comox, contribute more directly to the local economy, and integrate naturally with the independent businesses that define our community. This approach also aligns with the Town’s commitment to supporting small business vitality and fostering a unique sense of place along the waterfront.

The BIA is fully supportive of this direction and thanks you for your continued partnership and commitment to building a thriving, connected, and dynamic waterfront and downtown in Comox.

Sincerely,

A handwritten signature in black ink, appearing to read "Pete Chambers".

Pete Chambers, President
Comox Business in Action Board of Directors

Comox Business in Action
P.O Box #1624, RPO Stn A, Comox BC V9M 8A2
downtowncomox.com | comoxbia@gmail.com | 250 702-1298

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 3900, 6300-01
FROM: Robbie Nall, Parks Manager	DATE: May 14, 2026
SUBJECT: Tree Protection Bylaw Update	

Prepared by:  Robbie Nall Parks Manager	Supervisor:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Tree Protection Bylaw No. 2063 be given First Reading.
2. That Tree Protection Bylaw No.2063 be given Second Reading.
3. That Tree Protection Bylaw No.2063 be given Third Reading.
4. That the Town of Comox consider Bylaw No. 2063 when determining future tree covenant requirements and discharges; and

That staff be authorized to remove existing tree protection covenants when the situations arise on low-density properties where community or neighbourhood conditions do not support retaining the covenant

PURPOSE

The purpose of this report is to update Council on the development of the Tree Protection Bylaw, including the results of Council direction and community engagement, and to seek Council consideration of the bylaw.

STRATEGIC PLAN LINKAGE

This report addresses the following strategic priorities identified in the 2022-2026 Strategic Plan:

Community Connection and Wellness	We believe in fostering community connection and enhancing individual and collective wellness.
Parks	Our parks and greenspaces connectivity enhances liveability and walkability in the Town and ensures seaside access for all.
Climate	We will consider and value our natural assets and our unique community features and will take responsibility for our long-term impact on the environment for future generations.

BACKGROUND

The existing Tree Management and Protection Bylaw (Bylaw No. 1125) currently applies to select areas within the Town and to parcels larger than 0.5 hectares. The bylaw has been supplemented by tree protection measures through Development Permit Area (DPA) requirements and rezoning processes.

Recent changes in provincial regulations, including Bill 44, may affect the Town’s ability to protect trees, as all land must be pre-zoned. Municipalities are required to update their Official Community Plans (OCPs) and zoning bylaws by December 31, 2025 both of which have been completed by the Town.

At the November 13, 2024 Special Council Meeting, Council supported advancing a special project to update the Comox Tree Management and Protection Bylaw No. 1125. This project was subsequently approved through the 2025 Special Projects Budget.

The Town has also completed its Urban Forest Management Strategy (UFMS), which provides long-term guidance for preserving and enhancing tree canopy, addressing climate change impacts, and adapting to urban growth and development. A series of recommendations resulted from the UFMS for the development of an updated Tree Protection Bylaw.

At the March 11, 2026, Strategic Council Meeting, Council participated in a workshop on the Tree Protection Bylaw update. Council was provided with context on past canopy decline and the role of the bylaw within the Town’s broader planning and regulatory framework. Staff outlined the core components of a modern tree bylaw and sought Council input on five key policy areas: size thresholds for regulated and higher-value trees, whether the bylaw should apply town-wide, the circumstances under which permits for tree removal should be issued (particularly distinguishing between development and non-development situations), approaches to tree replacement requirements, and the future role of Section 219 tree protection covenants.

Council directed Administration to proceed with the development of a Tree Protection Bylaw regulating trees on private property, with implementation details to be determined through subsequent work. Council further directed that the bylaw generally allow the removal of most trees on private property with limited restrictions, primarily requiring permits for tracking purposes, and that a permit be required for the removal of trees greater than 30 cm in diameter. Council also directed Administration to develop criteria for identifying significant or ecologically valuable trees that may warrant additional protection and to include a tree replacement requirement within the bylaw framework, with specific ratios to be established at a later stage.

At the May 13, 2026 Strategic Council Meeting, Council provided additional direction refining the draft bylaw. Council directed Administration to reduce the diameter at breast height (DBH) threshold for protected trees from 60 cm to 50 cm. Council also directed that securities be removed for single-family lots, and that for multi-family development, securities be addressed in coordination with landscape securities through the Subdivision Servicing (SDS) Bylaw.

Council feedback and direction from the workshop, and community engagement, informed the development of the draft Tree Protection Bylaw (**Attachment A**).

ANALYSIS AND ISSUES

Public engagement for the Tree Protection Bylaw update was conducted in two phases between November 2025 and April 2026 and included an online survey, a public open house, an online feedback form, and a focus group workshop with industry professionals. In total, the Town received over 200 responses. Engagement results demonstrated strong community support for strengthening and modernizing the Tree Protection Bylaw, including applying the bylaw to private property, enhancing protection for large, native, significant, and environmentally sensitive trees, and prioritizing tree retention over removal.

Participants also emphasized the need for clear definitions, fair and consistent permitting, stronger enforcement, and appropriate resourcing, while noting the importance of balancing tree protection with safety considerations, property rights, and development feasibility. Feedback from all engagement activities informed the proposed bylaw revisions presented to Council.

Following the Public Open House and subsequent online survey, community engagement indicated confusion and concern regarding the previous use of the terms “protected trees” and “significant trees.” In response, the terminology has been revised to better align with public understanding and expectations (**Figure 1**). What were previously referred to as “protected trees” are now identified as “regulated trees,” and what were previously termed “significant trees” are now designated as “protected trees.” This change clarifies which trees are subject to heightened protection and addresses concerns that the previous terminology understated the level of protection intended.




Regulated Trees	Conditions
<p><i>Priority Species</i> – most native species with a DBH \geq 20cm</p> 	<ul style="list-style-type: none"> • Permit required • Removal/cutting approved for any reason • Replacement requirements apply
<p>A tree other than a priority species with a DBH \geq 30cm</p> 	<ul style="list-style-type: none"> • Permit required • Removal/cutting approved for any reason • Replacement requirements apply
<p>Protected Tree – a tree with a DBH \geq 50cm and all trees on Town-owned property</p> 	<ul style="list-style-type: none"> • Permit required • Must meet conditions for removal to be approved (Dead, unmitigable hazard, wildfire hazard, conflict with approved building footprint, unavoidable conflict with essential site elements, causing damage to buildings, or an invasive tree) • Higher replacement requirements apply

Figure 1. Regulated Trees

The following changes have been made to the proposed Tree Protection Bylaw to reflect Council’s direction provided through resolutions adopted at RCM on March 18, 2026, and subsequent direction at the May 13 Strategic Council Meeting:

Regulation of Trees on Private Property

- The proposed Tree Protection Bylaw now applies to all private properties within the Town, in addition to Town-owned lands. Permit requirements and replacement provisions are established to enable consistent regulation and oversight across the community.

Permit Based Removal of Most Trees for Tracking Purposes

- Council directed that the tree protection bylaw allow removal of most trees on private property with few restrictions, primarily requiring permits for tracking purposes.

- The bylaw introduces a tiered framework, under which most regulated (candidate) trees may be removed for any reason with a permit. This approach prioritizes monitoring and data collection while limiting restrictions on routine tree management.

Diameter Threshold for Permit Requirements

- Council directed that a permit be required for the removal of trees with a diameter greater than 30 cm.
- The proposed bylaw requires permits for the removal of trees 30 cm DBH and greater.

The bylaw has also been refined to better reflect the ecological value of native species. Native trees with a diameter of 20 cm or greater are now included as regulated trees, while ornamental species remain subject to a 30 cm threshold. This approach aligns with the current Tree Management and Protection Bylaw, which applies a 20 cm threshold to protected trees on rural lands, and recognizes the long-term canopy and ecological benefits of native species.

Identification and Enhanced Protection of Higher-Value Trees

- Council directed Administration to develop criteria for defining significant or ecologically valuable trees that may require additional protection.
- The minimum size threshold for protected trees has been revised to begin at 50 cm diameter, ensuring that the highest level of protection is reserved for the largest and most valuable trees. Criteria for priority species and other protected categories are clearly articulated, ensuring that larger and ecologically important trees are subject to enhanced protection and more limited removal criteria.
- Priority Trees- A permit is required for the removal of 'Priority Trees', which are a subset of native species over 20 cm in diameter.

Inclusion of Tree Replacement Requirements

- Council directed that the tree protection bylaw include a tree replacement ratio requirement.
- The bylaw introduces a size-based replacement ratio system, with replacement requirements increasing as tree diameter increases. In addition, a mechanism has been added allowing retained trees to offset replacement requirements, incentivizing on-site retention while meeting replacement objectives.

This approach incentivizes tree retention, particularly of larger trees, and provides greater flexibility while maintaining strong overall replacement targets. This change responds to public feedback emphasizing the importance of keeping mature trees on site wherever feasible.

Changes to Securities

- Council directed that securities be removed from the Tree Protection Bylaw for single-family development.
- For multi-family and other development types, securities will not be included in the Tree Protection Bylaw and will instead be addressed in coordination with landscape securities through the Subdivision Servicing (SDS) Bylaw.

FINANCIAL IMPACTS

The proposed Tree Protection Bylaw will expand the scope of the Town's tree permitting and oversight processes, which is expected to increase administrative and operational demands on staff. Additional effort will be required to process permit applications, respond to inquiries, and implement compliance and enforcement activities. The introduction of the new bylaw will also require the preparation of public education and explanatory materials to support understanding and consistent application of the regulations.

GOVERNANCE CONSIDERATIONS

The updated Tree Protection Bylaw responds to gaps in the existing bylaw that limit tree protection across much of the community and increase vulnerability to canopy loss. The existing Tree Management and Protection Bylaw does not provide protection for trees across most of the community, creating vulnerabilities, especially as development intensifies. With anticipated growth driven by new SSMUH (Sustainable Small-Scale Mixed-Use Housing) regulations, there is a significant risk of increased tree removal, threatening larger trees and ecologically important species. This bylaw update addresses these risks and help mitigate a decline in canopy coverage, which supports climate resilience, community health, and biodiversity. Developing tree regulations will need to be balanced against the desire for increased and more affordable housing provisions as tree protection may increase the complication of development and potentially reduce overall buildable space. Effective updates would prioritize the conservation of mature trees and vital species, ensuring a balance between urban growth and environmental sustainability without placing undue restrictions on new developments.

ATTACHMENTS:

ATTACHMENT A: Draft Tree Protection Bylaw No. 2063

A BYLAW TO REGULATE TREE CUTTING AND REMOVAL THROUGHOUT THE TOWN

WHEREAS Council has the authority under Section 8(3)(c) of the *Community Charter* to regulate the cutting of trees;

AND WHEREAS Council considers it in the public interest to regulate the cutting of some trees throughout the Town of Comox;

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 "Tree Protection Bylaw No. 2063".

2. DEFINITIONS:

(1) In this Bylaw:

- (a) "Arborist" means a person who is certified by and in good standing with the International Society of Arboriculture as an arborist.
- (b) "Arborist Report" means a report prepared by an Arborist in accordance with any requirements set forth by the Town and which clearly identifies the Arborist's name and certification number.
- (c) "Applicant" means the Owner(s) whose name appears on an application for a Tree Permit.
- (d) "Best Practices" means practices in accordance with the most current version of the American National Standards Institute (ANSI) publication, "American National Standard for Tree Care Operations – Tree, Shrub, and Other Woody Plant Management – Standard Practices" and the companion "Best Management Practices" Series of the International Society of Arboriculture.
- (e) "Breast Height" means the point along the trunk of a tree 1.4 metres above the high ground at the base of the tree.
- (f) "Bylaw Enforcement Officer" means
 - (i) the Person appointed by the Town of Comox to enforce Bylaws;
 - (ii) the Parks Manager and Corporate Officer of the Town of Comox; and



- (iii) members of the Royal Canadian Mounted Police and their duly authorized representatives.
- (g) "Council" means the Council of the Town of Comox.
- (h) "Covenant Tree" means a tree that is the object of a covenant entered in favour of the Town under the *Land Title Act*, s. 219.
- (i) "Crown" means the foliage-bearing parts of a tree, but does not include the stem or trunk.
- (j) "Cut" or "Cutting" means cutting down, knocking down, dismantling, piercing, or otherwise Damaging any or all parts of a tree regulated by this Bylaw, including the roots, but does not include pruning in accordance with Best Practices.
- (k) "Damage" or "Damaging" means
 - (i) poisoning, burning, or pruning in a manner not in accordance with Best Practices including removal of more than 25% of the tree's total live foliage or bud-bearing branches;
 - (ii) topping, except under circumstances authorized by the Parks Manager;
 - (iii) shearing, harming, or undermining the roots;
 - (iv) denting, gouging, drilling, harming, or affixing anything to the tree;
 - (v) removing bark; and
 - (vi) doing anything that would cause the tree to die.
- (l) "Development Application" means an application made to the Town for a Development Permit, demolition permit, building permit (for exterior work), subdivision, or soil removal permit.
- (m) "Development Period" means the period following the approval of a Development Application and before the completion of all activities covered by the Development Application.
- (n) "D.B.H." means the diameter of the trunk of a tree measured at Breast Height, or, where a tree has multiple trunks, means the cumulative total of the D.B.H. of each trunk.
- (o) "Hazardous Tree" means a tree that has, in the opinion of a person actively holding the Tree Risk Assessment Qualification from the International Society of Arboriculture, a high or extreme risk rating or an imminent likelihood of failure.
- (p) "Invasive Species" means a species that is considered invasive by the Town.



- (q) "Lot" means a parcel of land.
- (r) "Natural Causes", in relation to tree mortality, means naturally contracted diseases, pests, climate conditions, inherent structural defects and senescence.
- (s) "Owner" has the same meaning as in the *Community Charter*, S.B.C. 2003, c. 26, or, in relation to a highway referred to in *Community Charter*, S.B.C. 2003, c. 26, s. 35, means the Town of Comox.
- (t) "Parks Manager" means the person assigned to that position by the Town or their designate.
- (u) "Priority Species" includes the following tree species:
 - (i) Douglas-fir (*Pseudotsuga menziesii*);
 - (ii) Western redcedar (*Thuja plicata*);
 - (iii) Western hemlock (*Tsuga heterophylla*);
 - (iv) Grand fir (*Abies grandis*);
 - (v) Sitka spruce (*Picea sitchensis*);
 - (vi) Western white pine (*Pinus monticola*);
 - (vii) Shore pine (*Pinus contorta*);
 - (viii) Pacific yew (*Taxus brevifolia*);
 - (ix) Seaside juniper (*Juniperus maritima*);
 - (x) Arbutus (*Arbutus menziesii*);
 - (xi) Garry oak (*Quercus garryana*);
 - (xii) Bigleaf maple (*Acer macrophyllum*); and
 - (xiii) Trembling aspen (*Populus tremuloides*).
- (v) "Protected Tree" means:
 - (i) A tree having a diameter of 50 cm or more;
 - (ii) A tree, regardless of size, growing wholly or partly on land owned or managed by the Town;
 - (iii) A tree, regardless of size, planted or retained as a condition of a permit, approval, or agreement issued under the authority of a Town of Comox bylaw;



- (iv) A Covenant Tree;
- (v) A Replacement Tree; and
- (vi) A Retained Tree.
- (w) "Public Utility" means a public utility as defined in the *Utilities Commission Act*, R.S.B.C. 1996, c. 473.
- (x) "Qualified Professional" means a person in good standing with a regulatory body set out in the *Professional Governance Act*, S.B.C. 2018, c. 47, who is undertaking work in accordance with the bylaws of the professional regulatory body and practicing within their individual area of expertise.
- (y) "Regulated Tree" means:
 - (i) For a Priority Species, a tree having a D.B.H. of at least 20 cm;
 - (ii) For a tree other than a Priority Species, a tree having a D.B.H. of at least 30 cm; and
 - (iii) A Protected Tree.
- (z) "Remove", "Removing", "Removed", or "Removal" means to Cut a Regulated Tree and remove it from the Lot where it exists.
- (aa) "Replacement Tree" means a replacement tree planted as a condition of a Tree Permit under this Bylaw.
- (bb) "Reserve Fund" means a fund established by the Town.
- (cc) "Retained Tree" means a Regulated Tree, where its preservation is used by the Applicant to reduce on the same Lot the replacement requirements under this Bylaw.
- (dd) "Shared Tree" means a tree having a trunk which, at the root collar of the tree, is divided by the legal boundary of a parcel or a highway.
- (ee) "Town" means the Town of Comox.
- (ff) "Tree" means any species of woody perennial plant that typically has a single trunk or upright stems capable of growing to a mature height of at least 3 metres.
- (gg) "Tree Permit" means a permit issued by the Parks Manager under this Bylaw.
- (hh) "Tree Protection Fencing" means a barrier in accordance with *Subdivision and Development Servicing Bylaw No.2048*.
- (ii) "Tree Protection Zone" means the circular area immediately around a Regulated Tree having a radius equal to ten (10) times the D.B.H. plus one half of the D.B.H.



when measured outwards from the central point of the tree's trunk, or the area determined by an Arborist to be necessary to ensure no Damage occurs as shown on a plan acceptable to the Town.

- (jj) "Works and Services" has the same meaning as in the *Subdivision and Development Servicing Bylaw No. 2048*, as amended.

3. APPLICATION:

- (1) This bylaw applies throughout the Town of Comox.

4. PROHIBITION:

- (1) No person shall Damage, Cut, or Remove a Regulated Tree or cause, suffer, or permit such a tree to be Damaged, Cut, or Removed, except where permitted by and in accordance with a subsisting Tree Permit.

5. EXCEPTIONS:

- (1) This Bylaw does not apply to the Cutting or Removal of a Regulated Tree:
 - (a) By the Town or its agents during the discharge of their duties;
 - (b) During a lawful forest practice as defined in the *Forest and Range Practices Act*, S.B.C. 2002, c. 69
 - (c) From managed forest land as defined in the *Assessment Act*, R.S.B.C. 1996, c. 20, where the Zoning Bylaw allows forestry activities as a primary or secondary use of the Lot;
 - (d) On crown land of either the Government of Canada or the Province of British Columbia where the tree is Cut or Removed by that entity or its agents;
 - (e) That is undertaken by a Public Utility, on land owned or held by the Public Utility, and done for the purpose of safety, maintenance, or operation of the Public Utility's infrastructure; and
 - (f) To accommodate a lawful farm operation as defined by the *Farm Practices Protection (Right to Farm) Act*, R.S.B.C. 1996, c. 131.

6. EMERGENCY CUTTING AND REMOVAL:

- (1) Despite any other provision in this Bylaw, a person may Cut or Remove a Regulated Tree before applying for a Tree Permit if the tree in question is in imminent danger of falling and injuring persons or property.
- (2) A person who has Cut or Removed a Regulated Tree according to Section (1) must:
 - (a) Apply for a Tree Permit within three business days and provide the Parks Manager with images clearly depicting the tree prior to the Cutting or Removal; and



- (b) Not remove from the Lot the portions of the trunk, limbs, roots, or other remains of the tree that are necessary for the Parks Manager to determine there was likely imminent danger prior to the emergency Cutting or Removal, until the Parks Manager has made such a determination.
- (3) The Parks Manager may refuse to issue a Tree Permit and may impose a penalty in accordance with this Bylaw, if:
 - (a) The Parks Manager determines that the Regulated Tree was not in imminent danger or was in imminent danger due to reasons other than Natural Causes; or
 - (b) The person referred to in section (1) fails to abide by any other provision of this Bylaw.

7. APPLICATIONS TO CUT OR REMOVE A REGULATED TREE:

- (1) An application for a Tree Permit must be made in writing to the Parks Manager, in the form required by the Parks Manager.
- (2) An application for a Tree Permit shall include the following information:
 - (a) The street and legal addresses of the Lot or boulevard on which the Regulated Tree occurs;
 - (b) The identity (name and contact information) and signature of the Owner of the Lot;
 - (c) If the applicant is not the Owner of the Lot, a document signed by the Owner authorizing the applicant as the Owner's agent;
 - (d) If the Regulated Tree is a Shared Tree, a document signed by all Owners authorizing the application;
 - (e) The number of Regulated Trees for which an application is being made;
 - (f) The number of Protected Trees for which an application is being made; and
 - (g) A short description of the purpose of the Cutting or Removal.
- (3) A Development Application involving the Cutting or Removal of a Regulated Tree shall be accompanied by the following:
 - (a) An Arborist Report that documents:
 - (i) the species, size, and condition of each Regulated Tree;
 - (ii) the suitability for retention of each Regulated Tree;
 - (iii) the Arborist's recommendation for whether each Regulated Tree should be Removed, modified, or retained;



- (iv) a summary of the total numbers of Regulated Trees proposed to be Removed and retained;
 - (v) a summary of the total number of Protected Trees proposed to be Removed and retained;
 - (vi) a summary of the total number of Replacement Trees required according to this Bylaw.
- (b) A tree management plan showing:
- (i) the surveyed locations of all Regulated Trees on the Lot, or on the part of the Lot where site disturbance will impact trees;
 - (ii) the Lot's legal boundaries;
 - (iii) existing buildings and services;
 - (iv) proposed buildings and services;
 - (v) whether each Regulated Tree will be Removed or retained;
 - (vi) the location and dimensions of Tree Protection Zones for all Regulated Trees; and
 - (vii) notes describing the measures that will be used to ensure no Damage occurs within the Tree Protection Zones of Regulated Trees that will be retained.
- (4) The Parks Manager may determine that section (3) is inapplicable when the activities proposed by the Development Application are unlikely to result in Damage to any Regulated Tree.
- (5) If the Parks Manager considers it necessary to support an application involving the Cutting or Removal of a Regulated Tree, they may require additional information including but not limited to:
- (a) An Arborist Report;
 - (b) A tree management plan;
 - (c) A tree risk assessment;
 - (d) A report by a Qualified Professional in wildfire hazard, geotechnical, environmental, habitat, or other assessments;
 - (e) Photographs of the Lot and/or the trees in question;
 - (f) A memo prepared by an Arborist confirming the installation of tree protection measures;



- (g) A letter of assurance prepared by an Arborist describing any activities that will require supervision by an Arborist, with the condition that a follow-up memo confirming the supervision took place and any Damage that occurred shall also be submitted; and
 - (h) A tree replacement plan indicating the number, species, and location for any Replacement Trees to be installed on the Lot.
- (6) The Parks Manager may issue terms of reference which further specify the required format and content of materials supporting an application for a Tree Permit.

8. REASONS A TREE PERMIT CAN BE ISSUED:

- (1) The Parks Manager, where they consider it necessary, may retain the service of an Arborist or Qualified Professional to independently review materials submitted in support of an application for a Tree Permit or a subsisting Tree Permit.
- (2) On being satisfied that the application meets the requirements of this Bylaw, the Parks Manager may issue a Tree Permit, and may attach any terms, conditions, restrictions and requirements to the Tree Permit as they consider necessary. The Applicant must comply with such terms, conditions, restrictions and requirements as set out in the Tree Permit.
- (3) Notwithstanding section (2), the Parks Manager will issue a Tree Permit to Cut or Remove a Regulated Tree, other than a Protected Tree, having received an acceptable application for any purpose of the Cutting or Removal.
- (4) Notwithstanding section (2) and (3), the Parks Manager will issue a Tree Permit to Cut or Remove a Protected Tree, having received an acceptable application and if they are satisfied at least one of the following purposes applies:
 - (a) The Protected Tree is dead, or more than 50 per cent of the Crown is dead;
 - (b) The Protected Tree is a Hazardous Tree, and the hazard cannot be mitigated other than by Cutting or Removing the Protected Tree;
 - (c) The Protected Tree is within an approved building footprint, or unavoidable impacts to its Tree Protection Zone by an approved building footprint will cause Damage;
 - (d) The Protected Tree will be Damaged by proposed Works and Services that are required to support the permitted use and density of the Lot, where the Works and Services cannot be located elsewhere;
 - (e) The Protected Tree is causing damage to a lawfully erected building or lawfully constructed Works and Services that cannot be mitigated other than by Cutting or Removing the Protected Tree;



- (f) A Qualified Professional has recommended the Protected Tree be Cut or Removed to mitigate a present wildfire hazard in the form required by the Parks Manager;
- (g) The Protected Tree is an Invasive Species;
- (h) The Protected Tree must be Cut or Removed to comply with another Town of Comox bylaw; and

9. PERMIT AUTHORITY:

- (1) The amount of time for which a Tree Permit is valid is as follows:
 - (a) For a Tree Permit related to a Development Application, the first of:
 - (i) one year from the date that the final occupancy permit is issued for the Lot, and
 - (ii) five years from the date of issuance; and
 - (b) For a Tree Permit not related to a Development Application, one year from the date of issuance.
- (2) The Parks Manager may suspend, revoke, or cancel a Tree Permit if they consider that work or activity being carried out is in violation of any terms, restrictions, requirements, or conditions of the Tree Permit or any provision of this Bylaw, or that Damage, whether or not it is accidental, has occurred or is likely to occur to any Regulated Tree.

10. REPLACEMENT TREES

- (1) A Tree Permit may specify as a condition that Replacement Trees must be planted by the Owner for each Regulated Tree Cut or Removed.
- (2) The number of Replacement Trees required will be determined by the Parks Manager according to the following:
 - (a) For each Regulated Tree Cut or Removed, the number of Replacement Trees that must be planted is given in the following table:

D.B.H. of Cut or Removed Tree	Replacement Trees
19 cm and smaller	1
20 – 59 cm	2
60 – 69 cm	3
70 – 79 cm	4
80 – 89 cm	6
90 – 99 cm	8
100 cm and larger	10



- (b) The total number of Replacement Trees required will be reduced by the Parks Manager by one (1) for each Retained Tree designated in connection with the Tree Permit, to a minimum of zero (0) Replacement Trees required; and
 - (c) Notwithstanding item (c), no reduction for Retained Trees will be provided where a Tree Permit application is made for the purpose of Removing more than ten (10) Regulated Trees from a Lot, or where a Tree Permit application's approval would result in more than ten (10) Regulated Trees having been removed from the Lot in the previous two calendar years.
- (3) For clarity, nothing in item 0 results in any continuing credit in favour of the Applicant and against the Town in relation to Replacement Tree requirements.
- (4) The species of a Replacement Tree must be selected from a list of acceptable tree species maintained by the Town as follows:
- (a) Where one (1), two (2), or three (3) Replacement Trees are required, at least one Replacement Tree shall be a medium or large canopy species;
 - (b) Where four (4) or more Replacement Trees are required, at least one quarter (25%) of the Replacement Trees shall be a large canopy species;
 - (c) When the removed tree was a Priority Species, one (1) Replacement Tree or half of the total number of Replacement Trees required, whichever is more, must be a Priority Species.
- (5) Replacement Trees must be planted on the Lot for which the Tree Permit is issued.
- (6) The Owner must ensure that each Replacement Tree is planted and maintained in accordance with Best Practices.
- (7) Stock used for Replacement Tree planting must meet the following requirements, unless otherwise authorized by the Parks Manager:
- (a) If a coniferous species, have a minimum height of 1.4 metres; and
 - (b) If a deciduous species, have a minimum diameter of 4 centimetres, measured at the base of the tree.
- (8) Replacement Trees shall be sited:
- (a) A minimum of 2 metres away from an existing or approved building footprint;
 - (b) A minimum of 1 metre away from an existing or approved impermeable surface, such as a driveway, walkway, or surface parking;
 - (c) Where practicable, offset from underground Works and Services; and



- (d) Unless a small tree with limited expected height growth, a minimum of 3 metres from the path of overhead utilities.
- (9) Notwithstanding section (5), the Town may accept cash in lieu of Replacement Tree planting, subject to the following:
 - (a) The amount charged per Replacement Tree shall be specified in the *Fees and Charges Bylaw*, No. 2058, as amended;
 - (b) Where the application for a Tree Permit concerns a Development Application, the Parks Manager shall be satisfied that the Replacement Tree(s) would not have sufficient growing space on the Lot before accepting the cash in lieu;
 - (c) Where the purpose of the Removal is to mitigate a present wildfire hazard as recommended by a Qualified Professional, and there is no sufficient space on the Lot to plant a Replacement Tree of a more suitable species, the Parks Manager will waive any associated cash-in-lieu amount;
 - (d) Where the purpose of the Removal is a valid emergency removal as described in Section 6, the Parks Manager will waive the replacement requirement and any associated cash-in-lieu amount; and
 - (e) The amount charged per Replacement Tree shall be deposited in a Reserve Fund created by the Town for the planting and maintenance of trees.
- (10) Where the Town accepts cash in lieu of Replacement Tree planting for a tree Cut or Removed from Town-owned property or a highway vested in the municipality, the Parks Manager may determine that the amount charged for Replacement Trees shall equal the fair appraisal value of each tree being Cut or Removed according to the appraisal method preferred by the Town.

11. TREE PROTECTION MEASURES:

- (1) Prior to any construction, demolition, excavation, or installation of Works and Services occurring on the Lot, the Owner must install Tree Protection Fencing around the Tree Protection Zones of Regulated Trees that will be retained, wherever site disturbance will occur within five (5) metres of their Tree Protection Zones.
- (2) A person must not damage, destroy, or alter an authorized Tree Protection Zone or Tree Protection Fencing for any purpose other than tree protection, except as otherwise authorized.
- (3) Written consent from the Parks Manager is required for any alterations to a Tree Protection Zone or Tree Protection Fencing during the Development Period.
- (4) Notwithstanding sections (1) and (2), if the Owner requires temporary access to a Tree Protection Zone or temporary removal of Tree Protection Fencing during the Development Period, or if the installation of Tree Protection Fencing is unsuitable at the site due to terrain or safety hazards, the Parks Manager may determine that alternate



protection measures may be used for the period during which no Tree Protection Fencing is in place.

- (5) Alternate protection measures must include supervision by an Arborist of any work within a Tree Protection Zone.
- (6) Where supervision by an Arborist is required:
 - (a) the Owner must provide a letter of assurance signed by the Owner and an Arborist confirming the nature of the work and the alternate protection measures that will be used; and
 - (b) following the work, the Arborist who supervised must provide a memo confirming whether the work was carried out as planned and detailing any Damage that occurred.

12. FEES AND SECURITIES:

- (1) The Owner shall pay to the Town a fee as set forth in the *Fees and Charges Bylaw* at the time an application for a Tree Permit is submitted, in the manner required by the Town.
- (2) The fee charged for a Tree Permit application shall be waived where the application concerns only the removal of a dead tree, an invasive species, or a Hazardous Tree.
- (3) If the planting of Replacement Trees is a condition of a Tree Permit in connection with a Development Application, the Owner shall pay to the Town a refundable security as set forth in the *Subdivision and Development Servicing Bylaw No. 2048*.

13. INSPECTIONS:

- (1) Pursuant to Subsection 16(6)(d) of the *Community Charter*, the Town has the authority to enter onto property for the purpose of inspecting Regulated Trees, and/or the conditions of a subsisting Tree Permit.
- (2) Where the Cutting or Removal of trees has been authorized by the Town, and a valid and subsisting Tree Permit exists, the person undertaking the Cutting or Removal shall identify with a flag, paint, survey tape or other adequate means each tree to be cut or removed.
- (3) Where the Parks Manager considers that a contravention of this Bylaw has occurred, the Parks Manager may notify the Owner in writing of the contravention and require that measures be taken to remedy the contravention within a specified period, or where no period is specified, within 30 days.
- (4) A Bylaw Enforcement Officer or their designate, may issue a stop work order if any Regulated Tree is being Cut without a Tree Permit or contrary to a Tree Permit or this Bylaw, or if any Regulated Tree is being Damaged or Removed in contravention of this Bylaw. Upon receipt of a stop work order, the Owner and all persons having notice must immediately cease the Cutting, Removal, or activity causing Damage and must not resume unless authorized by a Bylaw Enforcement Officer.



- (5) The Owner must ensure the Tree Permit is displayed on-site in a location visible to the public prior to the commencement of the Cutting or Removal and until the completion of the Development Period to inform community members that a permit is in place.

14. ENFORCEMENT:

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

15. OFFENCES:

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

16. LIABILITY:

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

17. SEVERABILITY:

- (1) If any section, subsection, clause or phrase of this Bylaw is held to be invalid for any reason by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the Bylaw.



SCHEDULE "A"
Tree Protection Bylaw No. 2063

A BYLAW TO AMEND BYLAW NOTICE ENFORCEMENT BYLAW NO. 2004

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

1. Title

This Bylaw shall be cited as the "Bylaw Notice Enforcement Amendment Bylaw No. 2004.05".

2. Amendments

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

- (a) by adding a table to table to SCHEDULE "A" titled "TREE PROTECTION BYLAW NO. 2063", which is attached to this bylaw as Schedule A.

3. ADOPTION

READ a FIRST, SECOND and THIRD time this _____ day of _____, 2026

ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER



SCHEDULE "A"
Tree Protection Bylaw No. 2063

A19 -- TREE PROTECTION BYLAW NO. 2063				
Column 1	Column 2	Column 3	Column 4	Column 5
Description	Section No. in Bylaw	Penalty	Full penalty (after 14 days)	Compliance Agreement Discount
Remove, Cut or Damage any regulated tree without a valid permit	4(1)	\$500.00	N/A	N/A
Failure to comply with permit conditions	8(2)	\$500.00	N/A	N/A
Failure to post a permit prior to cutting or removing a regulated tree	13(5)	\$100.00	N/A	N/A
Failure to identify trees approved to be cut or removed	13(2)	\$100.00	N/A	N/A
Failure to install or maintain tree protection fencing	11(1)	\$500.00	N/A	N/A
Remove trees outside the permitted area	13(2)	\$500.00	N/A	N/A
Failure to plant required replacement trees	10(1)	\$500.00	N/A	N/A
Failure to pay required cash-in-lieu	10(9)	\$500.00	N/A	N/A
Failure to apply for a permit following the removal of a hazardous tree	6(2)	\$500.00	N/A	N/A

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 2058

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

1. Title

This Bylaw shall be cited as the "Fees and Charges Amendment Bylaw No. 2058.01".

2. Amendments

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

- (a) by adding SCHEDULE "K" to the bylaw, which is attached to this bylaw as Schedule 'A'.

3. ADOPTION

READ a FIRST, SECOND and THIRD time this _____ day of _____, 2026

ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER



SCHEDULE "A"
Tree Protection Bylaw No. 2063

SCHEDULE K -- TREE PROTECTION BYLAW NO. 2063	
TREE PERMITS	
Column 1 Description	Column 2 Fee or Charge
Tree permit application (not related to a Development Permit)	\$50.00 per application
Tree permit application (related to a Development Permit)	\$100.00 per application
Replacement Trees (Cash in Lieu)	\$1000.00 per tree




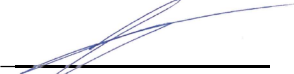


Town of Comox
2025 - 2029 Financial Plan

Schedule A - Summary	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Revenue					
Municipal Property taxes	\$ 16,944,356	\$ 19,718,020	\$ 23,891,156	\$ 26,749,105	\$ 29,020,167
Sales of Services	\$ 13,684,095	\$ 14,295,305	\$ 14,699,749	\$ 15,103,103	\$ 15,567,200
Government Transfers	\$ 6,632,421	\$ 1,860,809	\$ 1,204,107	\$ 1,164,089	\$ 3,079,089
Investment Income	\$ 400,000	\$ 400,000	\$ 400,000	\$ 408,000	\$ 416,160
Developer Contributions	\$ 5,808,614	\$ 2,855,000	\$ 631,250	\$ 12,500	\$ -
Other	\$ 122,900	\$ 125,350	\$ 127,850	\$ 130,410	\$ 133,020
Total Revenues	43,592,385	39,254,484	40,954,112	43,567,207	48,215,636
Operating Expenses					
<u>Fiscal</u>					
Interest payments on debt	\$ 155,936	\$ 445,316	\$ 1,167,893	\$ 1,350,720	\$ 1,334,808
Amortization expense	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000
Grants to Other Organizations	\$ 188,000	\$ 178,000	\$ 178,000	\$ 178,500	\$ 179,010
Total fiscal	4,043,936	4,323,316	5,045,893	5,229,220	5,213,818
<u>Functions</u>					
General Government	\$ 4,327,786	\$ 4,547,650	\$ 4,750,679	\$ 4,894,048	\$ 5,401,140
Protective Services	\$ 5,534,077	\$ 5,405,612	\$ 6,451,912	\$ 7,616,003	\$ 8,000,882
Solid Waste Management	\$ 2,605,704	\$ 2,642,731	\$ 2,684,374	\$ 2,730,888	\$ 2,783,003
Development Services	\$ 3,317,945	\$ 1,137,399	\$ 975,010	\$ 935,398	\$ 979,732
Transportation	\$ 2,648,749	\$ 2,427,586	\$ 2,560,368	\$ 2,659,490	\$ 2,811,495
Parks, Rec, Culture	\$ 6,990,187	\$ 6,801,109	\$ 6,947,182	\$ 7,096,598	\$ 7,373,005
Water Services	\$ 3,460,431	\$ 3,658,859	\$ 3,564,372	\$ 3,593,120	\$ 3,659,981
Sewer Services	\$ 3,785,857	\$ 3,805,469	\$ 3,990,979	\$ 4,086,368	\$ 4,201,569
Total Functions	32,670,736	30,426,415	31,924,876	33,611,913	35,210,807
Total Operating Expenses	36,714,672	34,749,731	36,970,769	38,841,133	40,424,625
Revenue over expenses	6,877,713	4,504,753	3,983,343	4,726,074	7,791,011
Revenue over expenses	\$ 6,877,713	\$ 4,504,753	\$ 3,983,343	\$ 4,726,074	\$ 7,791,011
Add					
Amortization	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000	\$ 3,700,000
Transfers from reserves	\$ 14,912,439	\$ 5,663,930	\$ 9,020,283	\$ 6,823,523	\$ 4,954,354
Proceeds of debt (loans/leases)	\$ 1,545,520	\$ 6,660,000	\$ 15,175,000	\$ 4,410,000	\$ 150,000
Total Additions	20,157,959	16,023,930	27,895,283	14,933,523	8,804,354
Deduct					
Transfers to reserves	\$ 5,615,658	\$ 5,176,906	\$ 6,251,539	\$ 7,502,856	\$ 8,956,387
Principal repayment on debt	\$ 688,298	\$ 923,847	\$ 1,346,954	\$ 1,333,718	\$ 1,152,624
Capital, General Municipal	\$ 19,554,302	\$ 10,624,930	\$ 21,451,433	\$ 8,407,323	\$ 2,608,554
Capital, Water Fund	\$ 376,698	\$ 1,058,000	\$ 2,298,500	\$ 1,985,000	\$ 1,020,800
Capital, Sewer Fund	\$ 800,716	\$ 2,745,000	\$ 530,200	\$ 430,700	\$ 2,857,000
Total Deductions	27,035,672	20,528,683	31,878,626	19,659,597	16,595,365
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE:
FROM: Koreen Gurak, Communications Coordinator	DATE: May 15, 2026
SUBJECT: Adoption of the 2025 Annual Report	

Prepared by:  Koreen Gurak, Communications Coordinator	Supervisor:  Shelly Russwurm, Director of Corporate Services	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the 2025 Annual Report, as attached to the May 15, 2026, report from the Communications Coordinator, titled "Adoption of the Annual Report", be received; AND FURTHER,

THAT the 2025 Annual Report be available for public inspection as per section 98(1)(b) of the Community Charter.

PURPOSE

To present the 2025 Annual Report for Council consideration and to provide further opportunity for the public to express opinions or ask questions about the Annual Report.

STRATEGIC PLAN LINKAGE

The Annual Report requirement is a legislative requirement under the Community Charter. The document also serves as a process report for the 2022- 2026 Strategic Plan.

BACKGROUND

In accordance with sections 98 and 99 of the Community Charter, Council must prepare an Annual Report, make the report available for public inspection, and consider the report at a Council or other public meeting.

The 2025 Annual Report includes audited financial statements, information on tax exemptions, and a progress report on Council's five focus areas in the Strategic Plan 2022 – 2026 – Organizational

Excellence, Community Connection and Wellness, Economic Health, Good Governance, and Balanced Community Planning.

Copies of the Annual Report will be available for public inspection on the Town website and at Town Hall, Monday through Friday (except statutory holidays) between 8:30 a.m. and 4:30 p.m. Public availability of the Annual Report will also be advertised in the Comox Valley Record in accordance with sections 97 and 98 of the Community Charter.

ANNUAL REPORT

Province of British Columbia
For the Year-Ending December 31, 2025



Working Together for a Connected, Resilient Community

Image Credit: Deerfoot Media

Visit Us
comox.ca

TOWN OF COMOX
1809 BEAUFORT AVENUE
COMOX, BC
V9M 1R9
250-339-2202
COMOX.CA

2025 ANNUAL REPORT FOR THE
YEAR ENDING DECEMBER 31, 2025

PREPARED BY:
CORPORATE SERVICES AND
THE DIRECTOR OF FINANCE



WE RESPECTFULLY ACKNOWLEDGE THAT THE LAND ON WHICH WE GATHER
AND WORK IS ON THE UNCEDED TRADITIONAL TERRITORY OF THE
K'OMOKS FIRST NATION, THE TRADITIONAL KEEPERS OF THIS LAND.



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INTRODUCTION

ANNUAL REPORT

This report for the community highlights the achievements over the past year. It reflects the key strategic direction outlined in the 2022- 2026 Strategic Plan.

The report also shares the Town's audited consolidated financial statements and financial summary.



Town of Comox Council

Town Council is elected at large by residents to service a four-year term and governs under the Municipal Government Act. Town Council consists of a mayor and six councillors and provides strategic direction to administration through a variety of plans, bylaws, policies, and other government processes. A general local government election was held in October 2022 and the successful candidates serve on Council for four years, with their term ending in 2026.

Photo: LEFT to RIGHT: Chris Haslett, Dr. Jonathan Kerr, Maureen Swift, Mayor Nicole Minions, Ken Grant, Jenn Meilleur, Steve Blacklock

MAYOR'S MESSAGE

As we reflect on 2025, I am proud of a year defined by collaboration, community pride, and progress on Council's strategic priorities. Guided by our five pillars—community connection and wellness, organizational excellence, economic health, good governance, and balanced community planning—we have continued to make thoughtful investments that support a livable, sustainable, and welcoming Comox.

This year, we saw our community come together in ways both big and small. From vibrant public spaces like our new pop-up parks and the launch of the Wednesday Farmers' Market, to celebrations, ceremonies, and ribbon-cuttings across town, Comox's strong sense of connection and neighbourhood support was evident in all these gatherings.

We made some important strides in enhancing the quality of life for all residents. Upgrades to the Comox Community Centre, including new saunas in the changerooms and new online accessibility tools and mapping, have made it easier for everyone to participate in community life. At the same time, we celebrated the leadership of our youth council, who were honoured to receive the Comox Valley Chamber Award #YouRock for their work organizing, planning, and hosting youth initiatives, and for their positive contributions to our community.

Behind the scenes, Council and staff focused on strengthening the foundation of our organization. Planning for a modernized fire hall is underway, ensuring we are prepared to meet growing community needs. We also advanced key partnerships that support a resilient local economy, including continued collaboration with the Comox BIA to enhance our downtown through events, beautification, and other business initiatives.



A significant milestone came at the end of the year when Comox Hill reopened to two-way traffic, improving access for commuters travelling in and out of Comox and supporting the businesses that rely on convenient access to the town centre. We extend our sincere thanks to the community for your patience and perseverance during this major project. We recognize the disruption it caused and appreciate the resilience and support shown throughout the process.

Looking ahead, we continued to plan thoughtfully for Comox's future. The Official Community Plan update entered its final stages, shaped by extensive public engagement, while the draft Urban Forest Management Strategy sets a long-term plan to grow, protect and sustain the urban forest.

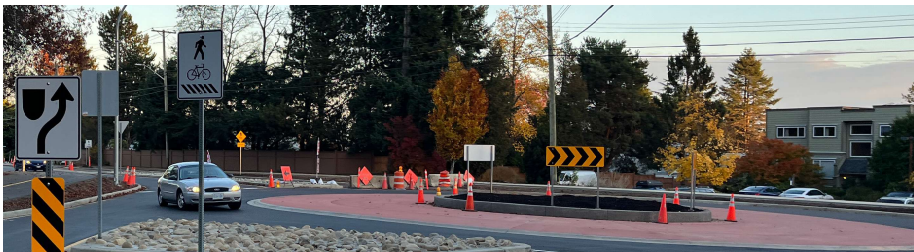
We also strengthened our commitment to sustainability and biodiversity. Recognition as a Bee City, progress toward Bird Friendly certification, and initiatives like the Purple Martin sanctuary and Filberg Park arboretum all highlight our shared responsibility to care for the natural environment that supports our community.

None of this progress would be possible without the dedication of Council, staff, volunteers, and our many community partners. Your commitment, ideas, and collaboration continue to move our community forward. This year, we also recognize long-serving employees whose retirements mark the end of remarkable careers in public service. Their experience, leadership, and contributions have helped shape our organization and community, leaving a lasting legacy that will not be forgotten.

As we look forward to the future, we remain focused on making smart, responsible investments in our people, our shared spaces, and our infrastructure—ensuring that Comox continues to thrive as a connected, resilient, and welcoming community.

Sincerely,

Mayor, Town of Comox



MESSAGE FROM THE CAO

On behalf of the Town of Comox Administration, I am pleased to present the 2025 Annual Report. This report highlights our accomplishments over the past year and provides an overview of the Town's financial position.

In 2025, we continued to advance the priorities outlined in the 2022–2026 Strategic Plan. The year was marked by the completion of several important projects while also laying the groundwork for future initiatives.

From major infrastructure investments to the daily operational decisions that keep our community running, we remained focused on responsible financial decisions that reflect the Town's priorities while balancing affordability with the investments needed to support our municipality as it grows.

One of the most significant achievements this year was the coordinated delivery of major infrastructure improvements alongside the Comox Valley Regional District's Sewer Conveyance Project. This integrated approach allowed us to maximize efficiencies while delivering safer roads, improved active transportation connections, upgraded utilities, and long-term infrastructure renewal that will serve our community for decades to come.

We also saw strong community participation in several important planning initiatives, including the Official Community Plan and the Urban Forest Management Plan. Whether participating in person or online, your feedback helped shape our planning priorities, services, and programs.

Internally, we continued working toward becoming a more modern and responsive municipality. Key improvements were made in our building and development services, including advancing efforts to move applications and permitting online. These steps will improve service delivery, streamline processes, and reduce red tape for residents and businesses.



Comox remains a beautiful seaside town whose appeal continues to attract new residents and visitors alike. This recognition is a testament to our engaged citizens, dedicated businesses, and everyone who contributes to enhancing the charm and character of our Town.

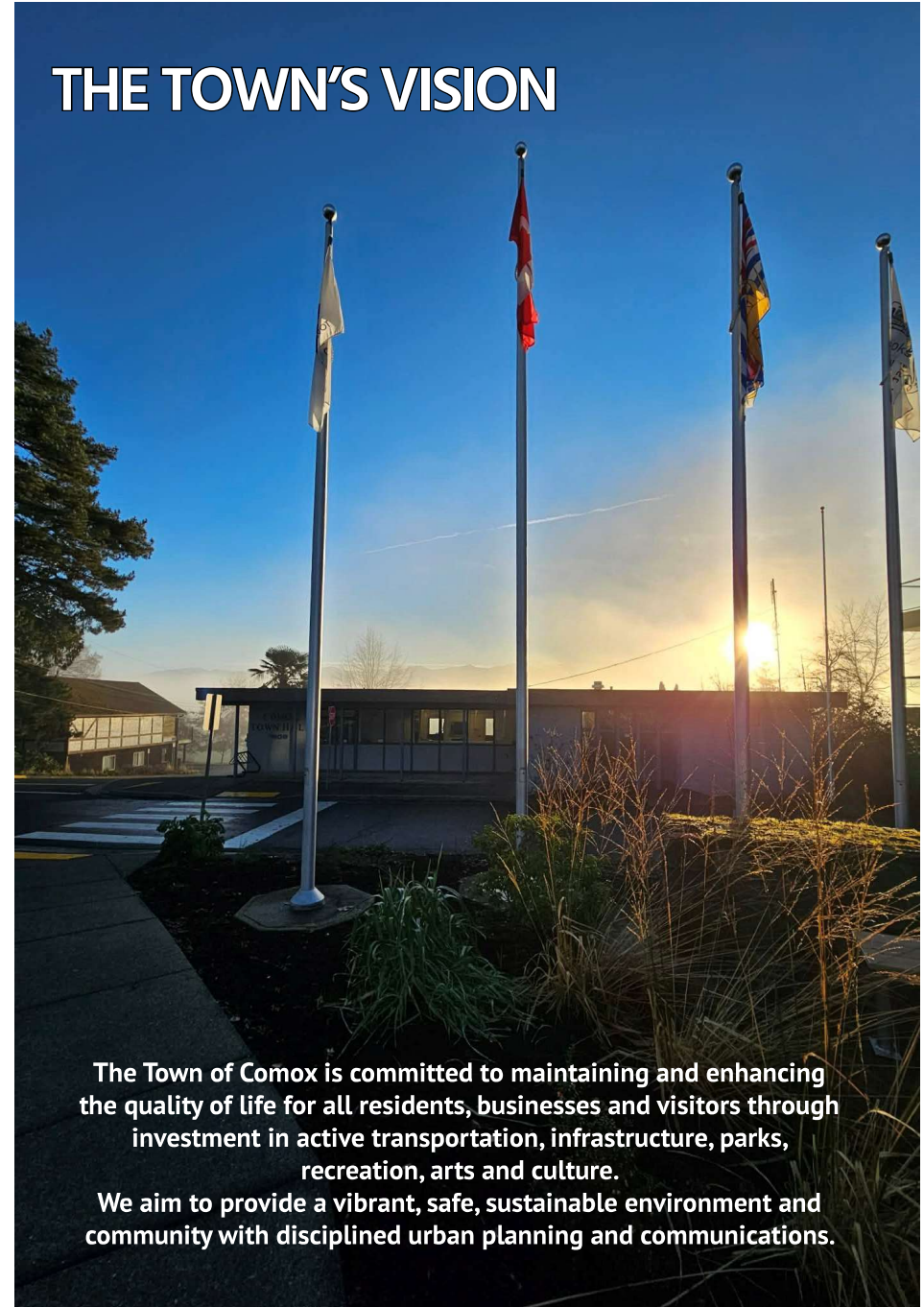
As we look ahead, the Town remains committed to responsible financial stewardship and delivering services that residents rely on every day. Careful planning, prudent financial management, and a focus on long-term sustainability helps to guide the decisions we make. By continuing to invest thoughtfully in infrastructure, services, and community priorities, we are working to ensure that Comox remains a vibrant, resilient, and well-managed community for current and future generations.

To Council and staff, thank you for your continued service and commitment to excellence. It has been an extremely productive year, and we look forward to building on these efforts in 2026.

Sincerely,

Jordan Wall, Chief Administrative Officer
Town of Comox

THE TOWN'S VISION



The Town of Comox is committed to maintaining and enhancing the quality of life for all residents, businesses and visitors through investment in active transportation, infrastructure, parks, recreation, arts and culture.

We aim to provide a vibrant, safe, sustainable environment and community with disciplined urban planning and communications.

TOWN'S OPERATION

The Chief Administrative Officer leads the Senior Leadership Team. Five directors and one fire chief makes up this executive team who work towards the goals outlined in Council's Strategic Plan. The Town's Strategic Plan guides the work of the Town of Comox and sets its goals and priority actions. It tells the citizens what Council plans to accomplish, in addition to its core services, and sets performance measures and targets for assessing progress over the Council term.



Chief Administrative Officer

Director of Corporate Services

Director of Finance

Director of Development Services

Director of Operations

Director of Recreation

Fire Chief

ATTENDANCE AT "MUSIC IN THE PARK" HOST BY THE COMOX COMMUNITY CENTRE KEEPS GETTING BIGGER AND BIGGER AND IS AN ANTICIPATED EVENT AT THE END OF THE SUMMER SEASON.



STRATEGIC PLAN 2022 - 2026



The Town of Comox's Strategic Plan guides the Town's work and aligns organizational priorities with community values. Progress is tracked through performance measures and scorecards to support accountability and informed decision-making.



ORGANIZATIONAL EXCELLENCE

We will modernize and create stability to ensure high quality service delivery over time

Areas of Focus:

- Asset Management
- Staff Retention
- Internal Processes
- Customer Service

COMMUNITY CONNECTION AND WELLNESS

We believe in fostering community connection and enhancing individual collective wellness.

Areas of Focus:

- Recreation
- Parks
- Arts and Cultural
- Public Safety

ECONOMIC HEALTH

We support a strong and vibrant business community to provide stability to our local economy.

Areas of Focus:

- Downtown Vitality
- Balanced Vibrancy & Stability
- Comox Marina

GOOD GOVERNANCE

Good organizational governance provides stable decision-making and management of our community.

Areas of Focus:

- Community Participation
- Relationships
- Decision Making

BALANCED COMMUNITY PLANNING

We will ensure responsible thoughtful growth to enhance a well-balanced community.

Areas of Focus:

- Strategic Growth
- Housing
- Community Addition

ORGANIZATIONAL EXCELLENCE

We will modernize and create stability to ensure high quality service delivery over time.

In 2025, the Town continued to strengthen organizational capacity to ensure efficient, effective, and sustainable service delivery. A focus on internal systems, staff development, and performance tracking supported improvements across the organization.

- Strategic Plan scorecards used to track progress and informed decisions
- Investments in staff training, leadership development, and workplace wellness
- Continued modernization of internal processes and digital tools.
- Ongoing focus on asset management and long-term financial sustainability.



HIGHLIGHTS ACHIEVED IN 2025

In 2025, the Town of Comox continued to strengthen organizational excellence through a focus on effective governance support, service modernization, policy development, and sound administrative practices. Across the corporation, staff advanced initiatives that improved internal systems, enhanced transparency, and supported efficient, responsive service delivery to Council and the community.

Significant progress was made in modernizing corporate services and improving access to information. The Town launched new website accessibility features and an online accessibility map, advancing inclusivity and ensuring residents can more easily access municipal information and services. These initiatives reflect the Town's commitment to continuous improvement, equity, and compliance with evolving accessibility standards.

The organization supported Council decision-making through the efficient processing of core legislative and governance functions. In 2025, staff processed 31 bylaws passed by Council, including the establishment of an Electronic Documents and Records Management System and the adoption of a Public Notice Bylaw enabling alternative means of public notice. These bylaws strengthened records management, improved information governance, and enhanced public communication and transparency.

Policy development was also a key area of achievement. Seven new Council policies were developed and implemented, including the Respectful Workplace Policy, a comprehensive Communication Plan with social media platform guidance, a Records Management Framework Policy, and updated Flag Raising and Flag Protocol policies. Together, these policies support a professional workplace culture, consistent communications, and clear corporate standards.



COMMUNITY CONNECTION AND WELLNESS

We believe in fostering community connection and enhancing individual collective wellness.

Community well-being remained central to the Town's work in 2025. Through engagement, inclusive programming, and partnerships, the Town continued to foster strong connections with residents and support a healthy, resilient community.

- Public engagement through Council meetings, open houses, and digital platforms
- Support for community events, cultural activities, and volunteers
- Continued focus on accessibility, inclusion, and equity
- Collaboration on emergency preparedness and community safety initiatives



Corporate Services staff provided extensive governance and administrative support throughout the year, preparing agendas and minutes for 55 meetings, including Regular and Special Council meetings, Public Hearings, in-camera sessions, Strategic Planning Committee meetings, and Nautical Days Committee meetings. This work ensured accurate records, legislative compliance, and transparent decision-making processes.

Operationally, the Town completed 32 leases, agreements, and contracts in 2025, including key agreements supporting community amenities and events such as the new kennel contract with The Unleashed Dog Boutique and the Nautical Days Festival Production Services Agreement. These agreements demonstrate effective contract management and collaboration with service providers and community partners.

The organization also delivered a high volume of regulatory and licensing services. Staff issued 165 business licences, processed entertainment and banner permits, supported mobile food vendors, and issued road encroachment and parklet licences, contributing to a well-regulated, vibrant local economy. In addition, seven Freedom of Information requests were processed in accordance with legislative requirements, supporting transparency and accountability.

Progress was also made on boundary extension initiatives, including work related to the Torrence/Noel area through an Alternative Approval Process, demonstrating the Town's capacity to manage complex administrative and legislative processes.

Collectively, these achievements reflect a strong foundation of organizational excellence in 2025. Through effective governance support, modernized systems, thoughtful policy development, and reliable service delivery, the Town of Comox continued to build internal capacity and uphold high standards of professionalism, accountability, and service to the community.



COMMUNITY CONNECTION AND WELLNESS

HIGHLIGHTS ACHIEVED IN 2025

> A portion of Village Park field beside the Comox Community Centre was transformed into a pop-up summer park. Residents and visitors enjoyed the mini-golf course, table tennis, bean bag toss, a volleyball net, Adirondack chairs, and beautiful planters that attract families to this field for endless hours of fun for all ages.



NEW GAME FEATURES AND ADIRONDACK CHAIRS WERE INSTALLED AT ELKS AND ROYALS PURPLE PARK



> The Town of Comox was thrilled to welcome the Comox Valley Farmers' Market Association (CVFMA) to the field of the Comox Community Centre (Village Park) throughout the summer. Beginning, Wednesday, June 25, residents and visitors were able to shop for fresh, local food every week until August 27.

> In partnership with the Comox Valley Regional District, the Government of Canada, and the Ministry of Transportation and Transit (MoTT), the town was pleased to announce the official opening of Lazo Greenway Multi-Use Path (MUP), which was marked by a ribbon-cutting ceremony that occurred on Wednesday, October 22, 2025. The path runs about 2.5 km between Butchers Road and Sand Pines Drive, weaving along Lazo Road, and provides a consistent connection for walkers, cyclists, and other non-motorized users. It provides the community with a new active transportation corridor linking key segments of the local trail network and offering safer, healthier, and greener travel options for residents and visitors to Comox.





COMMUNITY CONNECTION AND WELLNESS

HIGHLIGHTS ACHIEVED IN 2025



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> In a collaborative effort to support wildlife conservation, Comox Rotary, in partnership with the Town of Comox, has successfully installed six Purple Martin nesting boxes at the end of the Comox pier. This initiative, designed to support the recovery of the Purple Martins in the region, marks another step of municipalities on Vancouver Island trying to support the recovery and preservation of this endangered species.

Bat Friendly Community

> In a collaborative effort to support wildlife conservation, Comox Rotary, in partnership with the Town of Comox, has successfully installed six Purple Martin nesting boxes at the end of the In March 2025, the parks team installed a new bat poles along Lazo Road.



> The Town of Comox and the Filberg Heritage Lodge and Park Association are proud to announce that Filberg Park has been awarded level 1 arboretum accreditation by the ArbNet Arboretum Accreditation Program and The Morton Arboretum. This accreditation recognizes Filberg Park for achieving professional standards essential to the development of and management of tree-focused parks worldwide.

Filberg Park is now listed in the Morton Register of Arboreta, a global database of recognized botanical gardens devoted to trees and the dedication to the study of and conservation of woody plants. This designation highlights the Town of Comox and Filberg Heritage Lodge and Park Association's shared commitment to preserving and enhancing this place for education, conservation and community enjoyment.

> Comox was awarded Intermediate Bird Friendly Certification level by Nature Canada, validating the efforts put forth by the Town Council and the many environmental and conservation groups to transform the Vancouver Island community.

"Strong communities are built through connection, inclusion, and shared responsibility."



ADIRONDACK CHAIRS WERE INSTALLED AT THE COMOX MARINA ALLOWING FOR BREATHTAKING VIEWS OF THE MOUNTAINS AND OCEAN AND THE COMOX HARBOUR.



THE LAZO MULTI-USE TRAIL INCLUDES FEATURES SUCH AS BENCHES, WATER FOUNTAINS, WILDFLOWERS FOR OUR POLLINATOR FRIENDS AND A GLOW-IN-THE-DARK CONCRETE AREA FOR ADDED AMBIANCE.

THE TOWN OF COMOX WAS EXCITED TO ANNOUNCE THE COMPLETION OF THE RENOVATED AND UPGRADED SAUNAS IN THE CHANGEROOMS AT THE COMOX COMMUNITY CENTRE. ORIGINALLY INSTALLED IN THE 1990S AS WET SAUNAS AND LATER CONVERTED TO DRY INFRARED, THE PREVIOUS UNITS HAD REACHED THE END OF THEIR LIFESPAN.

THE NEWLY INSTALLED SAUNAS ARE SLIGHTLY MORE SPACIOUS AND HAVE MODERN UPGRADES, INCLUDING NEW FLOOR TILES, CEDAR WOOD BENCHES, AND INFRARED HEATING TECHNOLOGY, OFFERING AN OVERALL WELLNESS EXPERIENCE.



SPOTLIGHT ON SPECIAL EVENTS & OTHER COMMUNITY INITIATIVES

ANNUAL POLAR BEAR SWIM HOSTED BY COMOX COMMUNITY CENTRE AT GOODE SPIT.



THE PRIDE FLAG RAISING AHEAD OF PRIDE CELEBRATIONS IN THE COMOX VALLEY.



STUFF THE TRUCK EVENT SUPPORTED BY COMOX FIREFIGHTER ASSOCIATION



MÉTIS WEEK FLAG RAISING - NOVEMBER 10 - 16



OUR ABILITIES SHINE BRIGHTER WHEN WE RISE TOGETHER.

The Town of Comox continued to foster a welcoming, inclusive, and connected community by supporting events, partnerships, and programs that bring people together, celebrate diversity, and promote well-being. Through recreation, cultural recognition, and community-led initiatives, the Town helped create meaningful opportunities for residents to connect with one another and with their community.

Signature community events remained a cornerstone of connection and wellness. The annual New Year's Day Ocean Plunge at Goose Spit Park returned for its 48th year, inviting residents and visitors of all ages to start the year with a bold and refreshing celebration of community spirit. This free, family-friendly tradition continues to be a beloved event that strengthens social connection and creates shared memories in a uniquely Comox setting.

The Town also demonstrated its ongoing commitment to equity, diversity, and reconciliation through public recognition and celebration. Flag-raising ceremonies at Town Hall marked Pride and Métis Week, providing visible and meaningful opportunities to honour the heritage, history, and contributions of 2SLGBTQIA+ communities and the Métis people. These events encouraged residents to learn, reflect, and participate in building a more inclusive community.

Community wellness was further supported through strong partnerships and creative use of municipal spaces. Programming at the Comox Community Centre and beyond highlighted the importance of collaboration in meeting local needs. By working closely with organizations such as the Open Door Language and Culture Society, Town staff supported newcomers by creating a welcoming learning environment in the sail buildings at the Comox Marina. This shared space enabled English-language learning while fostering social connection and a sense of belonging.

The Town also supported community-driven efforts to care for those in need. Initiatives such as the Comox Firefighters Association's "Fill the Truck" food drive for the Comox Valley Food Bank, held in partnership with JetFM, demonstrated the strength of local collaboration and community generosity.

Together, these initiatives reflect the Town of Comox's commitment to community connection and wellness—supporting inclusive spaces, encouraging civic pride, and strengthening relationships that contribute to a healthy, resilient community.



THE ANNUAL COMOX DRAGON BOAT FESTIVAL, TAKING PLACE ON SATURDAY, SEPTEMBER 13, 2025 HOSTED BY THE TOWN OF COMOX AND VI PADDLING.



THE TOWN OF COMOX RECREATION DEPARTMENT, IN PARTNERSHIP WITH THE CITY OF COURTENAY, HOSTED THE 30TH ANNUAL OPERATION HIGH JUMP ON FRIDAY, SEPTEMBER 26, 2025

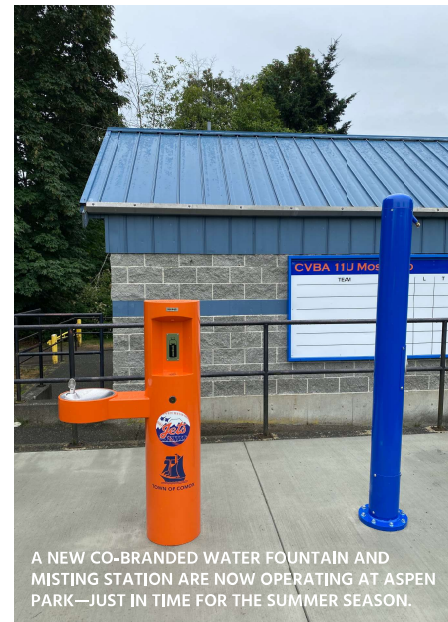


THE COMOX VALLEY FIRESMART™ RESILIENCE COMMITTEE, IN PARTNERSHIP WITH VANCOUVER ISLAND ENTERPRISES, HOSTED A FREE YARD WASTE DROP-OFF PROGRAM IN THE SPRING AND SUMMER OF 2025.

COMMUNITY CONNECTION & WELLNESS



ALONGSIDE OUR VALUED FUNDING PARTNERS, A RIBBON-CUTTING CEREMONY MARKED THE OPENING OF THE UPGRADED ASPEN PARK PLAYGROUND. THE COMOX VALLEY LIONS CLUB DONATED \$25,000 TO THE PROJECT AND KAL-TIRE FUNDED \$20,000 FOR THE RUBBER SURFACING THROUGH THE KAL-TIRE REPLAY FUND.



A NEW CO-BRANDED WATER FOUNTAIN AND MISTING STATION ARE NOW OPERATING AT ASPEN PARK—JUST IN TIME FOR THE SUMMER SEASON.



FROM REPURPOSING THE WILLOW BRANCHES FROM THE TREE AT COMOX MARINA PARK! WE NOW HAVE A WILLOW TUNNEL AT COMOX VALLEY LANCASTER PARK

COMMUNITY CONNECTION & WELLNESS

COMOX NAUTICAL DAYS PARADE WITH TOWN COUNCIL RIDING EVENT SPONSOR EVOLVE E-SCOOTERS ALONG WITH OTHER CHILDREN AND FAMILIES ON BIKES AND SCOOTERS.



CROWDS AT FILBERG FESTIVAL 2025

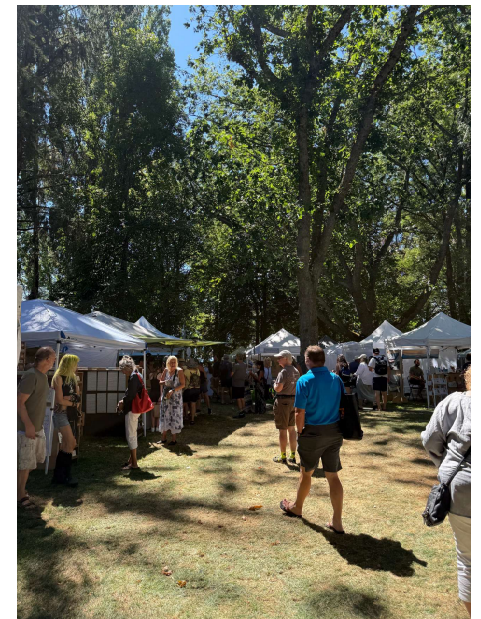


COMOX VALLEY SEARCH AND RESCUE WITH MEMBERS OF COUNCIL ON A TOUR - LEARNING ABOUT THEIR VITAL WORK, ASKING QUESTIONS, AND GAINING A DEEPER APPRECIATION FOR THE DEDICATION BEHIND EVERY CALLOUT.

CAPTION COMOX WITH THE VOLUNTEERS FROM THE COMOX NAUTICAL DAYS FESTIVAL.



NAUTICAL DAYS FESTIVAL 2025



FILBERG FESTIVAL 2025

PROUDLY SUPPORTED BY THE TOWN OF COMOX THROUGH THE COMOX COMMUNITY CENTRE AND COMOX FIRE RESCUE EASTER AT FILBERG PARK BRINGS FAMILIES TOGETHER FOR EXCITING ACTIVITIES, SPECIAL TREATS AND A CHANCE TO EXPLORE THE BEAUTY OF FILBERG IN THE SPRINGTIME.



2025 EASTER AT FILBERG PARK

THE TREE LIGHTING EVENT AND WINTER MARKET IS A HIGHLIGHT FOR THE COMMUNITY HOSTED BY THE COMOX BUSINESS IMPROVEMENT DISTRICT AND SUPPORTED BY THE TOWN OF COMOX.



COMOX BIA 2025 MAYOR TREE LIGHTING AND WINTER MARKET EVENT

2025 TREE LIGHTING AND WINTER MARKET



> Comox Fire Rescue played an important role in the provincial wildfire response efforts, with crews and specialized equipment deployed to assist at major wildfires on Vancouver Island.

After 18 days away, the department's Structure Protection Unit (SPU) and a five-person crew returned home on Monday, August 18, 2025. Their efforts were focused on the Wesley Ridge (Cameron Lake) and Mount Underwood (Port Alberni) wildfires, where they worked closely with BC Wildfire Service and other partner agencies.



COMOX FIRE RESCUE WAS PROUD TO UNVEIL STUNNING INDIGENOUS ARTWORK ON ITS NEWLY ACQUIRED AERIAL LADDER FIRE TRUCK, TOWER 35.





ECONOMIC HEALTH

We support a strong and vibrant business community to provide stability to our local economy.

In 2025, the Town of Comox supported a stable and resilient local economy while balancing growth with community values. Strategic investments and partnerships helped create conditions for local business success and long-term economic sustainability.

- Support for local businesses through planning and permitting services
- Infrastructure investments that support tourism and economic activity
- Collaboration with regional economic development partners
- Responsible financial planning aligned with long-term objectives

OUTCOMES FOR 2025

In 2025, the Town of Comox continued to support a strong and vibrant local economy through collaboration, placemaking initiatives, and ongoing dialogue with business and community partners. A key focus was sustaining downtown vitality as a centre for commerce, culture, and community life.

The Town's partnership with the Comox Business Improvement Association (BIA) remained strong throughout the year. Together, the Town and BIA advanced the downtown lighting project, enhancing the appearance, safety, and year-round appeal of public spaces while contributing to a more welcoming environment for residents, businesses, and visitors. These improvements supported downtown vibrancy and reinforced the area as a hub for community gathering and economic activity.

Collaboration with the BIA also helped drive successful community events that stimulate local business activity and strengthen community spirit. Events such as Summer Fest, the Comox Trolley, the Halloween Costume Parade, and the Mayor's Tree Lighting and Winter Market attracted residents and visitors downtown, encouraging local shopping, dining, and engagement with small businesses.

Throughout 2025, Council continued conversations with the BIA and other community partners focused on downtown vitality and future visitor-serving initiatives. These discussions supported long-term planning for tourism, economic resilience, and place-based experiences that align with Comox's character and community values.

Together, these efforts demonstrate the Town of Comox's commitment to economic health through partnership, strategic investment in public spaces, and initiatives that support local businesses while enhancing the overall downtown experience



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> Thanks to Comox Business in Action organization and the Town of Comox's the new downtown the Comox Business in Action organization and the Town of Comox, pop-up community park is now beautifully lit. The lighting project, which began last fall, has also expanded to light the entire Harbour Greenway – connecting Downtown Comox to Marina Park – as well as the pop-up park at Comox Avenue and Port Augusta. Improved marina-pedestrian connectivity is part of the Town's Downtown Economic Development Strategy, supported by the the Comox BIA.



> In spring 2025, the town installed level foundation pads, at each mobile vendor location, there's no at each mobile vendor location. There's now a clean and easy pathway to your favourite vendors. No more muddy feet or uneven ground—just smooth strolling and delicious bites.

And here's a fun twist: come back in the evening and you might just notice a glow coming from the pebbles in the pad.

GOOD GOVERNANCE

Good organizational governance provides stable decision-making and management of our community.

Strong governance practices continued to guide Council and staff in 2025. Transparency, accountability, and respectful decision-making remained central to building public trust and effective leadership.

- Progress on long-term planning aligned with the Official Community Plan
- Investment in active transportation and infrastructure renewal
- Collaboration on housing, transportation, and environmental stewardship
- Focus on sustainable land use and infrastructure lifecycle management

OUTCOMES FOR 2025

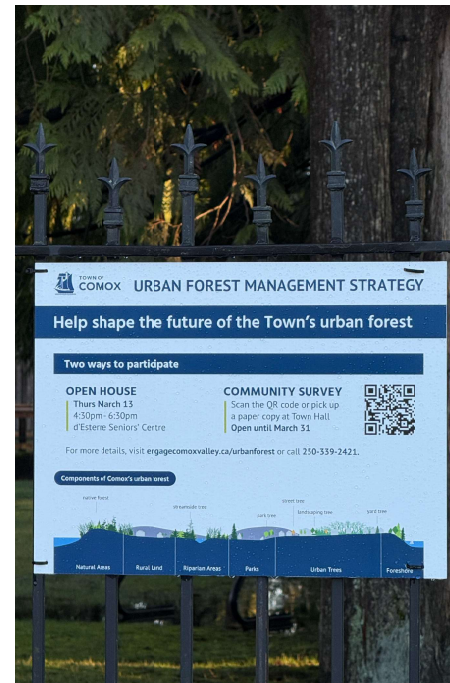
The Town of Comox advanced good governance and balanced community planning through coordinated infrastructure delivery, transparent long-range planning, and thoughtful stewardship of natural assets. These efforts reflect Council's commitment to responsible decision-making, fiscal prudence, and planning for a sustainable and resilient community.

A major achievement in 2025 was the successful coordination of five Town infrastructure projects with the Comox Valley Regional District's Sewer Conveyance Project. This integrated approach resulted in significant cost savings, reduced disruption to residents, and improved operational efficiency. Through coordinated planning and construction, the Town delivered substantial community benefits along the project corridor, including two new roundabouts, roadway upgrades, new sidewalks and bike lanes, bus shelters, and the complete renewal of stormwater, water, and sanitary mains. This collaborative model demonstrated strong intergovernmental cooperation and effective infrastructure stewardship.

The Town also made meaningful progress on long-term land use and growth planning. The Official Community Plan (OCP) update entered its final stages in 2025 following extensive public engagement. Open houses, surveys, and community conversations focused on housing needs, land use priorities, and the long-term vision for Comox. Council direction and draft materials were shared publicly, reinforcing transparency and ensuring community input continued to shape the Town's future growth and development.

Environmental stewardship and climate resilience were further advanced through the development of a draft Urban Forest Management Strategy (UFMS). Informed by a multi-phase public engagement process, the UFMS provides a long-term framework for protecting, managing, and expanding Comox's urban tree canopy over the next 30 years. The strategy also lays the groundwork for a future Tree Bylaw update, supporting ecosystem health, climate adaptation, and community well-being.

Together, these initiatives highlight the Town of Comox's commitment to good governance and balanced community planning—delivering infrastructure efficiently, engaging the community in decision-making, and planning responsibly for a healthy, sustainable future.



> Open houses were held for both the Official Community Plan and the Urban Forest Management Plan. Many community members attended to provide their feedback and to gain further insight to the updates and plans, at both in-person and virtual events hosted in 2025. Input from residents helped shape policies that will guide the Town's growth and development in the coming years.



COMMUNITY ENGAGEMENT THROUGH OPEN HOUSES AND INFORMATION SESSIONS



BALANCED COMMUNITY PLANNING

We will ensure responsible thoughtful growth to enhance a well- balanced community.

The Town of Comox continued to plan thoughtfully for growth while protecting the natural environment and community character that define Comox.

- Progress on long-term planning aligned with the Official Community Plan
- Investment in active transportation and infrastructure renewal
- Collaboration on housing, transportation, and environmental stewardship
- Focus on sustainable land use and infrastructure lifecycle management

OUTCOMES FOR 2025



> The Town of Comox has taken another key step toward upgrading its fire station to meet the demands of a growing population. Comox Council unanimously supported the development of a design and financial plan for the upgrade. The goal is to ensure the Town's fire services remain capable of meeting the community's evolving needs.

Originally constructed in 1977, the current fire hall has exceeded its intended lifespan and no longer meets the operational requirements of today's fire service.



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DOING PROJECTS TOGETHER...

> The Town of Comox is grateful for the continued support from ICBC's Road Improvement Program, which helps us make our streets safer for everyone—whether you walk, cycle, or drive.

Last year's funding supported:

- Balmoral Ave at Brooklyn Creek pedestrian cross light



- IN 2025, THE TOWN HAVE RECEIVED FUNDING FROM ICBC FOR:
- GLACIER VIEW ROAD AND COMOX AVE ROUNDABOUT
- ANDERTON AND BOLT PEDESTRIAN CROSSING LIGHT



> The Town of Comox installed a new signature series bus shelter, designed to be fully accessible for wheelchair users and to enhance comfort for transit customers. The total municipal cost for the shelter was \$8,349.26, with significant funding support provided through BC Transit's Transit Shelter Program.

BC Transit's standardized shelter program improves the look, functionality, and accessibility of bus stop amenities across the province. Since its introduction in 2010, the program has supported the installation of more than 500 standardized shelters, helping municipalities deliver consistent, high-quality transit infrastructure.

With federal funding secured through the 2027/28 fiscal year, BC Transit's program reduces the municipal share of shelter upgrades and installation to approximately 20% of total costs, making these improvements more affordable for communities. This partnership supports safer, more comfortable, and more accessible public transit for residents and visitors alike.



> The Comox Valley Sewer Conveyance Project is a multi-year construction project that will replace the pipes and upgrade the pump stations that move more than 14,000 cubic metres of raw sewage each day to the sewage treatment plant on Brent Road. This is a significant and complex project that starts at the Courtenay Pump Station, moves through K'ómoks land, downtown Comox and the Lazo Road area to the Comox Valley Water Pollution Control Centre (Sewage Treatment Plant) on Brent Road. The Comox Valley Regional District is working with many jurisdictions, including the Town of Comox, to deliver this project smoothly and efficiently and minimize impacts within the community and surrounding area.

> Construction progresses on the roundabout on Comox Avenue and Glacier View at the top of Comox Hill.



> The Comox Valley Regional District and the Town of Comox have come to an agreement to include key infrastructure projects for the Town of Comox as part of the Comox Valley Sewer Conveyance Project, part of the work was the Comox Avenue and Rodello Drive roundabout.

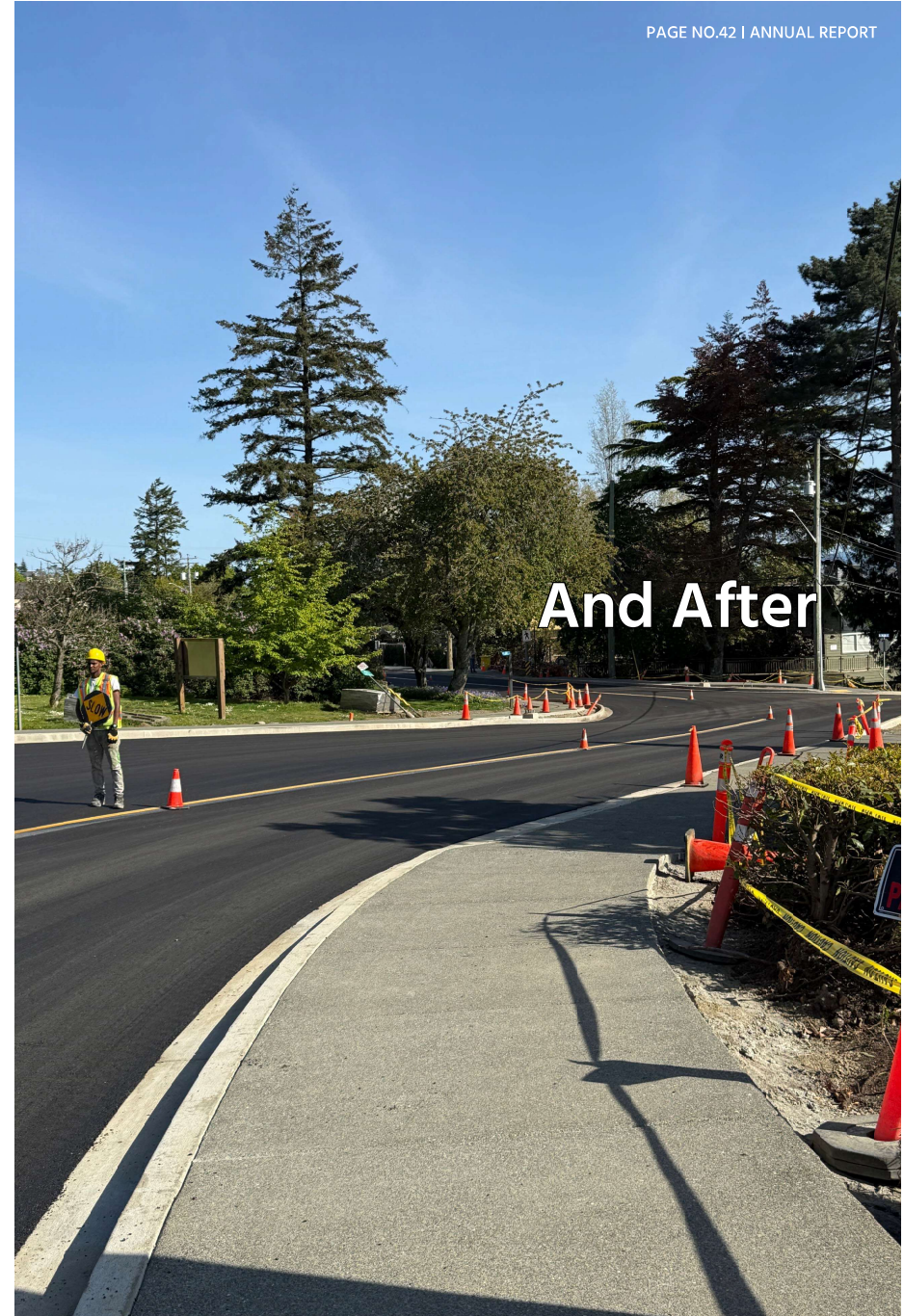




Before

Another project completed joint collaboration with the Comox Valley Sewer Conveyance project was the Beaufort Avenue improvements.

- Upgrade to the roadway cross section on Beaufort Ave. between Church St. and Nordin St.
- A sidewalk on both sides of the road, formalized parking areas and a shared bike/vehicle lane.



And After



Before

> The Town of Comox received grant funding through the British Columbia Active Transportation Infrastructure Grants Program to support the development of alternative active transportation infrastructure.

The project includes the construction of a new sidewalk on the west side of Aspen Road between Murrelet Drive and Bolt Avenue, continuing along the north side of Bolt Avenue to Aspen Park Elementary School, and includes parking improvements fronting Aspen Park. In addition, the project includes dedicated bike lanes along Aspen Road/Noel Road from Bolt Avenue to Anderton Road to enhance safety and connectivity for cyclists and pedestrians.



And After

> The new sidewalk will create a continuous pedestrian route from Murrelet Drive to Aspen Park Elementary School, allowing pedestrians to remain on the west side of Aspen Road and eliminating the need to cross traffic. The dedicated bike lanes expand the Town's existing cycling network, providing residents with a safe, accessible, and convenient active transportation option for all ages and abilities.



Permissive Property Tax Exemptions
Comox Town Council has granted these permissive tax exemptions

Description of Property	Description of Exemption	Effect of Exemptions: 2025
Comox Golf Course	All of land & buildings	\$ 33,017
Filberg Lodge & Park	All of land & buildings	\$ 127,319
Comox Archives & Museum	All of land & building	\$ 8,294
Pearl Ellis Art Gallery	All of land & building	\$ 3,443
Comox Lions Club	All of land & building	\$ 7,817
Unity Comox Valley	All of land & building	\$ 1,971
Tigger Too Day Care	Half of land & building	\$ 2,217
Marine Rescue Station	All of float building	\$ 204
Pt. Holmes Boat Launch	All of land & structures	\$ 13,796
United Church	All of land	\$ 14,216
Pentecostal Church	All of land	\$ 8,418
Anglican Church	All of land	\$ 7,026
Bay Community Church	All of land	\$ 8,493
Presbyterian Church	All of land	\$ 7,637
Providence Living Society & Thrift Store	All of land & building	\$ 206,015
d'Esterre Seniors Centre	All of land & building	\$ 30,811
Comox Legion	All of land & building	\$ 19,337
Nature Trust of BC	All of land	\$ 20,988
888 (Komox) RCAF Wing	Class 8 land & building	\$ 5,143
Affordable Housing 1582 Balmoral	All of land & building	\$ 19,507
Tennis Clubhouse	All of land & building	\$ 17,829
Dawn to Dawn	All of land & building	\$ 3,120
Aspen Grove Children's Centre	Half of leased space	\$ 5,167
North Nanaimo Rentals	Leased space	\$ 12,507
Living Hope Church	All of land	\$ 10,913
Affordable Housing 1742 Beaufort	All of land & building	\$ 9,191
Joyful Journeys Children's Centre	Leased space	\$ 2,081
Estimated total taxes exempted		\$ 606,476
Estimated Town share exempted		\$ 359,057



Consolidated Financial Statements of

Town of Comox

Year Ended December 31, 2025

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Town of Comox

Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under "Significant Accounting Policies" in the notes to the consolidated financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town's independent auditors, have conducted an examination of the consolidated financial statements in accordance with Canadian auditing standards and have expressed their opinion in a report accompanying this statement.



Edward Henley
Director of Finance

To the Mayor and Council of the Town of Comox:

Opinion

We have audited the consolidated financial statements of Town of Comox (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations, remeasurement gains and losses net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2025, and the results of its consolidated operations, net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Supplementary Information

The supplementary information contained in Schedule 1 - Schedule of Continuity of Reserve Funds has been presented for purposes of additional analysis and is unaudited. We do not express an opinion on this Schedule because our examination did not extend to the detailed information therein.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ☒ Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ☒ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- ☒ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ☒ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- ☒ Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 6, 2026

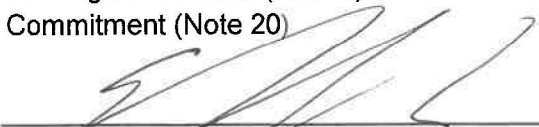


Chartered Professional Accountants

Town of Comox
Consolidated Statement of Financial Position
as at December 31, 2025

	2025	2024
Financial Assets:		
Cash & cash equivalents	\$ 10,079,791	\$ 5,691,367
Short-term investments (Note 2c)	53,468,531	49,987,499
Receivables (Note 3)	5,537,157	4,776,489
Land for resale	9,847	9,847
	69,095,326	60,465,202
Financial Liabilities:		
Payables (Note 4)	5,704,162	5,102,875
Deferred revenue (Schedule 2)	2,448,509	1,995,870
Restricted revenue (Schedule 2)	4,871,652	8,001,796
Deposits	9,055,079	1,613,561
Capital lease (Note 5)	1,511,974	1,670,410
Equipment financing (Note 6)	996,266	1,368,489
Long-term debt (Note 7)	1,109,520	-
Future payroll obligations (Note 10)	900,821	978,675
Asset retirement obligations (Note 18)	285,638	273,980
	26,883,621	21,005,656
Net Financial Assets	42,211,705	39,459,546
Non-financial assets:		
Tangible capital assets (Schedule 4)	118,918,516	105,917,653
Supply inventory	353,329	279,296
Prepaid expenses	435,302	327,548
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	119,715,897	106,533,247
Accumulated surplus	\$ 161,927,602	\$ 145,992,793
Accumulated surplus consists of:		
Accumulated operating surplus (Note 17)	161,374,139	145,643,062
Accumulated remeasurement gain	553,463	349,731
Accumulated surplus	\$ 161,927,602	\$ 145,992,793

Contingent liabilities (Note 8)
Commitment (Note 20)


Edward Henley, Director of Finance, responsible for financial administration.

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox
 Consolidated Statement of Operations
 Year Ended December 31, 2025

	Budget (Note 16)	2025	2024
Revenue			
Property taxation	\$ 16,944,356	\$ 17,086,135	\$ 15,274,067
Sale of services	13,684,095	14,846,143	14,086,511
Government transfers	4,955,769	4,567,843	7,335,560
Investment income	400,000	2,585,958	2,574,887
Development contributions	1,480,195	8,809,185	3,280,475
Loss on disposal of tangible capital assets	-	(120,656)	(15,703)
Other	122,900	128,186	134,445
	37,587,315	47,902,794	42,670,242
Expenses			
General government	4,535,252	3,735,083	4,261,079
Protective services	5,769,066	5,007,021	4,914,051
Solid waste management	2,761,928	2,521,107	2,632,290
Affordable housing	30,230	35,244	35,267
Development services	3,305,512	1,587,535	1,267,644
Transportation	4,771,439	3,900,524	4,667,949
Parks, recreation, and culture	7,550,082	6,711,156	6,059,987
Marina	33,395	381,142	202,710
Water services	3,648,065	4,140,397	3,115,073
Sewer services	3,952,190	4,152,508	3,149,596
	36,357,159	32,171,717	30,305,646
Annual surplus	1,230,156	15,731,077	12,364,596
Accumulated operating surplus, beginning of year	145,643,062	145,643,062	133,278,466
Accumulated operating surplus, end of year	\$ 146,873,218	\$ 161,374,139	\$ 145,643,062

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox

Consolidated Statement of Remeasurement Gains and Losses

Year Ended December 31, 2025

	2025	2024
Accumulated remeasurement gains, beginning of the year	\$ 349,731	\$ 88,623
Unrealized gains attributable to portfolio investments	203,732	261,108
Accumulated remeasurement gains, end of year	\$ 553,463	\$ 349,731

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox

Consolidated Statement of Change in Net Financial Assets For the Year Ended December 31, 2025

	Budget (Note 16)	2025	2024
Annual surplus	\$ 1,230,156	\$ 15,731,077	\$ 12,364,596
Acquisition of tangible capital assets	(13,307,152)	(14,845,471)	(8,522,598)
Disposition of tangible capital assets	-	471,627	171,933
Increase in tangible capital assets due to asset retirement obligations	-	-	19,331
Tangible capital assets contributed	-	(2,940,785)	(2,579,470)
Additions of Capital Assets	(13,307,152)	(17,314,629)	(10,910,804)
Amortization of tangible capital assets	3,700,000	4,313,766	4,060,802
	(8,376,996)	2,730,214	5,514,594
Unrealized gain on investments	-	203,732	261,108
Increase in supply inventory	-	(74,033)	(18,543)
Increase in prepaid expenses	-	(107,754)	(185,469)
	-	21,945	57,096
Increase (decrease) in Net Financial Assets	(8,376,996)	2,752,159	5,571,690
Net Financial Assets at beginning of year	39,459,546	39,459,546	33,887,856
Net Financial Assets at end of year	\$ 31,082,550	\$ 42,211,705	\$ 39,459,546

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox

Consolidated Statement of Cash Flows as at December 31, 2025

	2025	2024
Net inflow (outflow) of cash related to the following activities:		
Operating activities:		
Annual surplus	\$ 15,731,077	\$ 12,364,596
Non-cash items included in operations:		
Contribution from developers	(2,940,785)	(2,579,470)
Amortization of tangible capital assets	4,313,766	4,060,802
Accretion	11,658	17,909
Disposition of tangible capital assets	471,627	171,933
Unrealized gain on investments	203,732	261,108
Net changes to financial assets & liabilities through operations:		
(Increase) in receivables	(760,668)	(1,767,388)
Increase in payables	601,287	621,468
Increase in deferred revenue	452,639	297,584
(Decrease) in restricted revenue	(3,130,144)	(270,733)
Decrease / (increase) in other deposits	7,441,518	(1,761,182)
(Decrease) in future employee obligations	(77,854)	(105,509)
(Increase) in supply inventory	(74,033)	(18,543)
(Increase) in prepaid expenses	(107,754)	(185,469)
	22,136,066	11,107,106
Investing Activities		
Short-term investing	(3,481,032)	(602,733)
Capital Activities		
Acquisition of tangible capital assets	(14,845,471)	(8,522,598)
Financing activities:		
Capital lease borrowing	-	1,822,887
Capital lease repayment	(158,436)	(152,477)
Equipment financing repayment	(372,223)	(331,058)
Long-term debt proceeds	1,109,520	-
	578,861	1,339,352
Increase in cash and cash equivalents	4,388,424	3,321,127
Cash and cash equivalents, beginning of year	5,691,367	2,370,240
Cash and cash equivalents, end of year	\$ 10,079,791	\$ 5,691,367
Supplemental cash flow information		
Interest paid	\$ 140,252	\$ 197,901
Interest received	\$ 2,585,958	\$ 2,574,887

The accompanying notes are an integral part of these consolidated financial statements.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents and is governed by the Community Charter and the Local Government Act of British Columbia.

2. SIGNIFICANT ACCOUNTING POLICIES

a) British Columbia Municipalities

It is the policy of the Town to follow the accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the Town's resources and operations are segregated into various funds for accounting and financial reporting purposes, each treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the Town of Comox's financial position, financial operations, changes in remeasurement gains and losses, changes in net financial assets, and changes in cash flows. Inter-fund transactions and fund balances have been eliminated on consolidation.

b) Investments and Financial Instruments

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category: investments quoted in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and related balances reversed from the Statement of Remeasurement Gains and Losses.

(ii) Cost category: investments not quoted in an active market, financial assets and liabilities are recorded at cost or amortized cost. Gains and losses are recognized in the Statement of Operations when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date.

Transaction costs related to the acquisition of financial assets are included in the cost of the related instrument.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, the Town of Comox determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Town of Comox expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial adjusted cost base.

c) Short-term Investments

Investments comprise various investment funds with fluctuating returns, carried at market value, equal to the carrying value, and Guaranteed Investment Certificates with maturities ranging from January 2026 to September 2028, with interest rates ranging from 3.55% to 6.15%, which are recorded at cost. The Town has elected to record its Bond Fund investments at fair value per note 2b).

Short-term Investments	2025	2024
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 5,553	\$ 5,377
Intermediate Bond Fund	5,053,223	4,861,983
Money Market Fund	16,112	15,662
Adjusted for Trust Fund *	5,074,888	4,883,022
Guaranteed Investment Certificates		
Scotiabank (30-day Note Plan)	2	7,058,858
Coast Capital Savings	35,893,611	11,217,832
Raymond James	12,500,031	26,827,787
Sub-total	48,393,643	45,104,477
Total	\$ 53,468,531	\$ 49,987,499

d) Trust Fund

A Town-administered trust fund has been excluded from the consolidated financial statements. The balance in the fund was \$313,530 at December 31, 2025 (2024 - \$301,665). It was invested in the MFA Short-term Bond Fund in 2025 and 2024.

Town of Comox
Notes to the Consolidated Financial Statements
For the year ended **2025**
December **31,**

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

- e) Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure as a single network without breaking down into component parts. Expenses to replace or such a network are expensed as incurred. Amortization calculated on a straight-line over the estimated life of the asset class. Amortization not taken basis the asset is in use. Repairs and maintenance are not capitalized until in the period in which occur. Betterments which enhance asset or capacity are capitalized.

Major Asset Category	Threshold	Estimated Life
Land	\$ 10,000	Indefinite
Land improvements	\$ 10,000	25 years
Buildings	\$ 10,000	50 years
Vehicles and machinery	\$ 10,000	8 to 20 years
Computers and programs	\$ 10,000	5 years
Engineered structures		
Road surfaces	\$ 10,000	25 years
Road sub-surfaces	\$ 10,000	50 years
Sidewalks	\$ 10,000	50 years
Storm drains surface	\$ 10,000	25 years
Storm drains sub-surface	\$ 10,000	75 years
Water	\$ 10,000	75 years
Sewer	\$ 10,000	75 years
Other surface structures	\$ 10,000	25 years

- f) Future Payroll Obligations
Earned but unpaid vacation is fully accrued and recorded in the financial statements.

An accrual is made for expected payments for employee sick leave, retirement payouts, disability or death benefits, and termination pay, discounted to net present value at year-end.

- g) Inventory
Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

h) Funds

The Town of Comox's financial operations are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund, and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage, respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

i) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the performance obligation is satisfied. Interest and operating grants are recognized as earned. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. Permit fees are recognized as revenue upon satisfaction of the performance obligation. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed tangible capital assets are recorded at fair market value when the contribution is received.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available on December 31, 2025.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized are accounted for in the period in which revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements to settle the liability are deducted from the reported liability when made. As of December 31, 2025, the Town has not recorded any liability for contaminated sites, as none have been identified.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

k) Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), asset retirement obligations, determination of future payroll obligations, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates, and adjustments will be reported and reflected in operations as they become known. Liabilities for contaminated sites are estimated based on the best available information regarding potentially contaminated sites for which the Town is responsible.

l) Asset Retirement Obligation

A liability for an asset retirement obligation is required at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the Town to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of an asset retirement obligation incorporates the present value technique when the cash flows required to settle or otherwise extinguish an obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or a component thereof). The asset retirement cost is amortized over the useful life of the related asset. At each financial reporting date, the Town reviews the carrying amount of the liability. The Town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscovered cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability at the time they are made.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

3. RECEIVABLES

Receivables are composed of the following amounts:

	2025		2024
Employees	\$ 121	\$	7,147
Governments	1,567,349		983,715
Other	3,969,687		3,785,627
	<hr/>		
Total receivables	\$ 5,537,157	\$	4,776,489

4. PAYABLES

Payables are composed of the following amounts:

	2025		2024
Wages payable	\$ 663,221	\$	402,538
Governments	3,936,158		3,726,049
Trade and other	1,104,783		974,288
	<hr/>		
Total receivables	\$ 5,704,162	\$	5,102,875

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

5. CAPITAL LEASE OBLIGATIONS

Effective January 1, 2024, the Town entered into a 10-year agreement with Emterra Environmental for the use of solid waste carts with monthly payments of \$18,318. This lease is deemed to hold an interest rate of 3.84%, which is in line with the Municipal Finance Authority's 10-year borrowing rate.

The required minimum lease payments over the next 8 years are as follows:

2026	\$	219,811
2027		219,811
2028		219,811
2029		219,811
2030		219,810
2031		219,810
2032		219,810
2033		219,810
Total minimum lease payments		1,758,484
Less: amounts representing interest		246,510
Present value of net minimum capital lease payments	\$	1,511,974

The interest expense for the current year was \$61,375 (2024 - \$67,334).

Tangible capital assets of \$1,822,887 have been recorded in relation to the capital lease. Amortization of \$182,139 (2024 - \$182,289) has been recorded in 2025, and the net book value as at December 31, 2025, is \$1,457,960 (2024 - \$1,640,598).

6. EQUIPMENT FINANCING

General Capital Fund	Balance beginning of year	Additions	Principal Payments	Interest Paid	Balance end of year
Equipment financing	\$ 1,368,489	-	(372,223)	(40,386)	\$ 996,266

The entire loan is repayable on demand by the Municipal Finance Authority. The applicable rate of interest is variable, based on the annual variable rate offered by the Municipal Finance Authority. The average interest rate for payments in 2025 was 3.34%; it may increase or decrease with market fluctuations. The requirements for future repayments of principal and interest in existing debt for the next five years are estimated as follows:

	General Capital Fund	
	Principal	Interest
2026	\$ 389,598	\$ 23,011
2027	400,721	11,887
2028	205,947	1,698
Total	\$ 996,266	\$ 36,596

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

7. LONG-TERM DEBT

The Town has entered into a long-term borrowing agreement with the Municipal Finance Authority, pursuant to loan authorization bylaw 2044, to finance the net-zero-emission reduction capital project at six of the Town's facilities. The interest rate is fixed at 3.77% for the 10-year term of the loan. The proceeds from the loan were received on November 27, 2025. Interest and principal payments are made semi-annually with the first payment on May 27, 2026.

Issued/Bylaw#	Interest rate/ Term	Amount Borrowed	Principal Payment	Interest Payment	Net Owing
Mar 2025/BL#2044	3.77% 10 years	\$1,109,520	-	-	\$1,109,520

The following is a schedule of future minimum payments of principal and interest for 10 years.

2026	\$	151,735
2027		147,552
2028		143,369
2029		139,187
2030		135,004
2031		130,821
2032		126,638
2033		122,455
2034		118,272
2035		114,089
Total minimum payments		<u>1,329,122</u>
Less: amounts representing interest		<u>219,602</u>
Principal amount	\$	<u>\$1,109,520</u>

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

8. CONTINGENT LIABILITIES

a. Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the district and each member municipality within the district, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2025 Audited Financial Statements for specific information and details.

b. Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the district for its share of the equity of Fire Department assets. As at December 31, 2025, the District's share of those tangible capital assets (at cost and net book value) was \$1,558,025 and \$987,320, respectively (\$1,293,292 and \$969,487 in 2024), and its share of a Fire Department Capital Reserve was \$203,986 (2024 - \$219,366). Due to the Asset Retirement Obligation rules (See Note 18), the Improvement District has a related balance of \$13,041, which is for the buildings they maintain a 1/3 ownership in.

c. Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

9. PENSION INFORMATION

The Town of Comox and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2027.

The Town of Comox paid \$614,630 for employer contributions to the plan in fiscal 2025 (2024 - \$609,836).

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

10. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$900,821 at December 31, 2025 (2024 - \$978,675).

Vacation Accrual is calculated to be \$370,268 at December 31, 2025 (2024 - \$459,458). Sick, severance, and meritorious service is calculated to be \$530,552 at December 31, 2025 (2024 - \$519,217). In 2025, an unamortized net actuarial gain of \$151,514 (2024 - \$162,110) was recognized as a result of an overvaluation from prior years.

Meritorious Service benefits apply to Town employees with at least 10 years of service who retire, become permanently disabled, or pass away. Eligible employees receive two days' pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 6% and discounted back at a discount rate of 4.40% (2024 - 4.20%). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

11. FINANCIAL RISKS AND CONCENTRATION OF RISK

The Town of Comox is potentially exposed to credit risk, market and interest rate risk, and liquidity risk from the Town's financial instruments. Qualitative and quantitative analyses of the significant risks from the Town's financial instruments are provided below by risk type.

a. Credit Risk

Credit risk primarily arises from the Town's cash, investments and accounts receivable. The risk exposure is limited to their carrying amounts as at the date of the statement of financial position.

Accounts receivable primarily consist of amounts receivable from other government organizations and residents. To reduce the risk, the Town regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. As at December 31, 2025, the amount of allowance for uncollectible amounts was nil (2024 - nil). The Town historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

b. Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the Town's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

The Town manages market risk by holding cash balances with top rated Canadian Schedule I financial institutions. The investments are managed following the investment policy which is approved by the Town's council. The Town periodically reviews its investments and is satisfied that the portfolio investments are being managed in accordance with the investment policy.

Interest rate risk is the risk that the fair value of a financial instrument's future cash flows will fluctuate due to changes in market interest rates. The Town's investments are disclosed in Note 2, and changes in the fair value of investments have parallel changes in unrealized gains or losses until realized on disposal. The Town's exposure to interest rate risk in relation to debt instruments is limited to long-term debt and short-term financing. The risk applies only to long-term debt when the amortization period exceeds the initial locked-in term. Short-term financing is subject to daily floating rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Interest rates have decreased during the year, which primarily affects the interest costs of short-term debt and interest earnings on investments.

c. Liquidity Risk

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

12. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent on Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

13. RESTRICTION ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the Local Government Act requires that these funds be deposited into reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the Local Government Act similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland. See Schedule 2 for details of deferred revenues.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

14. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes, the Town's operations are organized and reported by segments. Schedules 5 and 6 (for 2025 and 2024, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

General government services – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

Protective services – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

Transportation services – including roads, sidewalks, street lighting, traffic control and storm drains.

Solid waste management service – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

Affordable housing service - including construction or purchase of dwelling units or land to support affordable housing initiatives, or on behalf of non-profit organizations to support affordable housing initiatives.

Development services – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

Marina service is the operation of the Town's Marina.

Parks, recreation, and culture services – including operating the Town's recreation centre and public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

Water service is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

Sanitary sewer service is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General property taxation and payments in lieu thereof are allocated to General Government and not to segments. Government grants and DCCs used for capital acquisitions are allocated to segments based on the grant's purpose. Investment income is allocated to segments based on the nature of the capital reserves on which it is earned. Some expenses are allocated to segments based on estimated resource use.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2. There are no inter-segment sales of goods or services.

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

15. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

The Town receives transfers of Community Works (federal gas tax) Funds through the Union of BC Municipalities that can be used to fund eligible expenditures.

Continuity of Funds	<u>2025</u>	<u>2024</u>
Opening balance	\$ 5,023,268	\$ 4,156,558
Transfers received during the year	737,586	737,586
Interest on investments	144,384	202,906
Draws to fund eligible projects	<u>(2,745,491)</u>	<u>(73,782)</u>
Closing balance	<u>\$ 3,159,747</u>	<u>\$ 5,023,268</u>

These transfers are recorded as conditional grant revenue because they can only be used for eligible expenditures under the terms of a 2024-2034 agreement between the Government of Canada and the Union of BC Municipalities.

16. RECONCILIATION OF 2025 BUDGET

The Town's budget figures are based on a five-year Financial Plan adopted on May 14, 2025, in accordance with Section 165 of the Community Charter of BC. That section requires municipalities to set out, for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes, the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Town's 2025 Financial Plan:

Reconciliation of the budget reported to the financial plan	<u>2025</u>
Net budget for 2025 reported	\$ 1,230,156
Capital acquisitions in the financial plan	(13,307,152)
Transfers from capital reserves in the financial plan	13,135,432
Transfers to capital reserves in the financial plan	(5,615,658)
Debt proceeds in the financial plan	1,545,520
Debt principal repayments in the financial plan	(688,298)
Amortization expense	<u>3,700,000</u>
Net of financial plan	<u>\$ -</u>

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

17. ACCUMULATED OPERATING SURPLUS

Operating Funds comprise the Town's principal operating activities and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing, and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also includes shares in Courtenay Golf Club Ltd., carried at \$8,750.

Reserve Funds - created to hold cash and investments for specific future requirements. They comprise the funds shown in Schedule 1.

Accumulated operating surplus	2025	2024
Operating funds:		
General operating fund	\$ 7,438,917	\$ 3,589,783
Water operating fund	3,353,275	3,713,232
Sanitary sewer operating fund	6,248,029	6,004,721
	17,040,221	13,307,736
Capital funds: (Schedule 3)		
General capital fund	99,961,637	84,847,491
Water capital fund	9,295,978	9,299,227
Sanitary sewer capital fund	9,051,891	8,740,786
	115,309,506	102,887,504
Reserve funds (Schedule 1)	29,024,412	29,447,822
	\$ 161,374,139	\$ 145,643,062

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

18. ASSET RETIREMENT OBLIGATIONS

The Town of Comox owns and operates several assets that are known to contain asbestos, which pose a health hazard during demolition or renovation. There is a legal obligation to remove and dispose of the hazardous materials. Following the adoption of Public Sector Accounting Standard PS 3280, Asset Retirement Obligations, the Town recognized an obligation for the removal of hazardous materials from these assets, estimated as of January 1, 2023.

The transition and recognition of asset retirement obligations involved an accompanying increase in the Buildings and Fire capital assets. The increase in capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

Estimated costs totaling \$307,837 (2024 - \$295,979) have been discounted using a present value calculation with a discount rate of 4.56% (2024 - 4.52%). The timing of these expenditures is estimated to occur between 2026 and 2074 with the regular replacement, renovation or disposal of assets. No recoveries are expected at this time.

	2025		2024
Opening asset retirement obligation	\$ 273,980	\$	275,402
Disposals	-		(19,331)
Increase due to accretion	11,658		17,909
Closing asset retirement obligation	\$ 285,638	\$	273,980

19. GROWING COMMUNITIES FUND

The Province of British Columbia distributed conditional GCF grants to communities for amenities to meet the demands of population growth. The GCF provided a one-time grant to all municipalities in British Columbia.

The Town of Comox received \$4,693,000 of GCF funding in March 2023. The following is a schedule of the GCF grant receipts, spending and allocation of unspent funds.

Growing Communities Fund	2025		2024
Opening balance	\$ 4,085,631	\$	3,664,495
Interest received during the year	115,677		166,834
Amounts expended during the year			
Robb Avenue repaving	(9,394)		-
Queens Avenue storm drainage-returned	-		271,649
Town hall reengineering	-		(17,348)
Balance, end of year	\$ 4,191,914	\$	4,085,631

**Town of Comox Notes to the Consolidated
Financial Statements For the year ended
December 31, 2025**

20. COMMITMENT

The Town has entered into a ten-year service agreement with Emterra Environmental for garbage, recycling and compost pickup and disposal, which expires December 31, 2033. Part of the agreement resulted in a capital lease commitment (note 5). Contracted cost estimate for 2026 is \$1,866,945.

21. COMPARATIVE FIGURES

Comparative figures have been reclassified to conform to the current year's presentation.

Town of Comox

Schedule of Continuity of Reserve Funds
 Year ended December 31, 2025

Schedule 1
 (unaudited)

	2025	2024
Opening balance of reserve funds	\$ 29,447,822	\$ 25,537,570
Contributions to funds from operations	6,991,636	9,076,447
Interest earned on funds	725,900	1,436,009
Withdrawals from funds for capital acquisitions	(8,140,946)	(6,602,204)
Closing balance of reserve funds	\$ 29,024,412	\$ 29,447,822

Represented by the following financial assets:

Cash and short-term investments	\$ 29,024,412	\$ 29,447,822
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Including the following Reserve Funds:

Affordable Housing Reserve	\$ 164,851	\$ 206,836
Equipment Replacement Reserve	617,439	1,040,741
Federal Gas Tax (Community Works) Funds (Note 15)	3,159,747	5,023,268
Fire Department Capital Reserve - Town Share	413,467	445,433
General capital growing community reserve (Note 19)	4,191,914	4,085,631
General capital housing accelerator reserve	854,925	1,110,786
General Capital Works Reserve	4,331,044	3,779,648
General Capital Works Sewer Conveyance Reserve	208,142	2,193,979
Infrastructure renewal fund reserve	1,162,794	384,978
Lancaster Sewer Lift Station Capital Reserve	93,767	91,180
Municipal Marina Reserve	833,328	789,755
Point Holmes Sewer Lift Station Capital Reserve	61,838	60,132
Post Employment Benefit Reserve	898,000	-
Public Safety Reserve	558,753	446,096
Recreation Centre Capital Reserve	-	6,616
Sewer Enterprise Reserve	7,876,685	6,663,884
Water Utility Reserve	3,393,732	2,899,109
Waterfront Walkway Reserve	-	384
	\$ 28,820,426	\$ 29,228,456
Fire Department Capital Reserve CFPID share (Note 8b)	203,986	219,366
	\$ 29,024,412	\$ 29,447,822

Town of Comox

Schedule of Deferred and Restricted Revenue Continuity

Year ended December 31, 2025

Schedule 2

	2024 Balance	Receipts	Interest	Recognized as Revenue	2025 Balance
Deferred Revenue					
Prepaid property taxes	\$ 1,419,014	\$ 1,498,743	\$ 38,544	\$ 1,419,014	\$ 1,537,287
Prepaid General Fees	100,630	332,239	-	100,630	332,239
Prepaid recreation	476,226	585,568	-	482,811	578,983
Total Deferred Revenue	\$ 1,995,870	\$ 2,416,550	\$ 38,544	\$ 2,002,455	\$ 2,448,509
Restricted Revenue					
<u>Development charges:</u>					
Open space development cost charges	\$ 3,947,824	\$ 58,981	\$ 129,804	\$ 3,560,820	\$ 575,789
Major road development cost charges	1,350,057	306,134	46,440	1,640,601	62,030
Storm drain development cost charges	110,218		3,603	56,707	57,114
Water development cost charges	1,024,085		33,479	-	1,057,564
Sanitary sewer development cost charges	533,745	147,622	18,389	6,941	692,815
	6,965,929	512,737	231,715	5,265,069	2,445,312
<u>Other Restricted Revenue</u>					
5% Payment in lieu of parks dedication	450,461		14,726	465,187	-
Developer payments for affordable housing	186,896	1,664,119	36,914	242,204	1,645,725
Developer payments in lieu of parking	35,079	180,700	4,856	-	220,635
Developer contribution for public amenities	11,133		364	-	11,497
Developer-other restricted revenue	-	90,884	1,045	-	91,929
Provincial Government, other	-	75,941	-	37,848	38,093
Provincial government, planning	137,897		-	137,897	-
Provincial government, roadworks	214,401	236,420	-	450,821	-
Provincial government, marina	-	519,162		100,701	418,461
	1,035,867	2,767,226	57,905	1,333,957	2,007,879
Total Restricted Revenue	\$ 8,001,796	\$ 3,279,963	\$ 289,620	\$ 6,699,727	\$ 4,871,652

Continuity of Equity in Tangible Capital Assets
Year ended December 31, 2025

Schedule 3

	2025	2024
Opening balance of equity in tangible capital assets	\$ 102,887,504	\$ 97,376,854
Changes in capital assets		
Acquisitions of tangible capital assets	14,845,471	8,522,598
Decrease in tangible capital assets due to asset retirement obligations	-	(19,331)
Tangible capital assets contributed	2,940,785	2,579,470
Additions of capital assets	17,786,256	11,082,737
Write-offs of assets replaced (at NBV)	(471,627)	(171,933)
Amortization expense	(4,313,766)	(4,060,802)
Changes in related liabilities		
Borrowing in year	(1,109,520)	(1,822,887)
Capital lease principal repayment	158,436	152,477
Equipment financing principal repayment	372,223	331,058
Closing balance of equity in tangible capital assets	\$ 115,309,506	\$ 102,887,504

Represented by the following:

Tangible capital assets at net book value (Schedule 4)

Capital assets at cost	\$ 187,336,746	\$ 171,346,949
Less: accumulated amortization	(68,418,230)	(65,429,296)
Tangible capital assets at net book value	118,918,516	105,917,653

Capital lease (Note 5)	(1,511,974)	(1,670,410)
Equipment financing (Note 6)	(996,266)	(1,368,489)
Long-term debt (Note 7)	(1,109,520)	-
Shares in Courtenay Golf Club Ltd.	8,750	8,750

\$ 115,309,506	\$ 102,887,504
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Town of Comox
Schedule of Tangible Capital Assets
Year ended December 31, 2025

Schedule 4

										Totals	
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress	2025	2024
Cost											
Opening costs	\$ 9,138,380	\$ 5,728,918	\$ 24,195,940	\$ 16,654,758	\$ 59,495,874	\$ 25,422,668	\$ 15,344,497	\$ 13,690,922	\$ 1,674,992	\$ 171,346,949	\$ 161,326,096
Additions during the year	3,842,197	1,503,116	83,381	868,901	6,838,026	2,851,339	216,108	508,286	1,074,902	17,786,256	11,102,068
Add/(Less): Assets put to use	-	224,794	-	-	964,149	19,416	17,516	-	(1,225,875)	-	-
Disposals and write downs	-	-	-	(1,240,776)	(385,377)	(147,149)	(7,460)	(15,697)	-	(1,796,459)	(1,081,215)
Closing costs	12,980,577	7,456,828	24,279,321	16,282,883	66,912,672	28,146,274	15,570,661	14,183,511	1,524,019	187,336,746	171,346,949
Accumulated amortization											
Opening accumulated amortization	\$ -	\$ 3,164,621	\$ 6,724,320	\$ 6,322,186	\$ 29,722,290	\$ 8,633,195	\$ 5,956,352	\$ 4,906,332	\$ -	\$ 65,429,296	\$ 62,258,445
Amortization	-	178,919	537,296	1,220,353	1,618,760	345,754	218,759	193,925	-	4,313,766	4,060,802
Accum amort adj for disp/wd	-	-	(9,301)	(970,001)	(218,363)	(107,864)	(6,862)	(12,441)	-	(1,324,832)	(889,951)
Closing accumulated amortization	-	3,343,540	7,252,315	6,572,538	31,122,687	8,871,085	6,168,249	5,087,816	-	68,418,230	65,429,296
Net book value of tangible capital assets	\$ 12,980,577	\$ 4,113,288	\$ 17,027,006	\$ 9,710,345	\$ 35,789,985	\$ 19,275,189	\$ 9,402,412	\$ 9,095,695	\$ 1,524,019	\$ 118,918,516	\$ 105,917,653

Town of Comox
 Schedule of Operations by Segment
 Year ended December 31, 2025

Schedule 5

	General government services	Protective services	Solid waste management service	Affordable housing service	Development services	Transportation services	Parks, recreation & culture services	Marina service	Water service	Sanitary sewer service	Total All Segments	2025 Budget
Revenue												
Taxation	\$ 15,950,623	\$ -	\$ -	\$ -	\$ 79,963	\$ 4,009	\$ -	\$ -	\$ 522,070	\$ 529,470	\$ 17,086,135	\$ 16,944,356
Sale of Services	246,632	1,314,757	2,502,279	-	262,638	188,495	2,170,496	543,210	3,657,304	3,960,332	14,846,143	13,684,095
Government Transfers	1,612,527	89,636	-	-	227,189	937,241	616,605	100,701	-	983,944	4,567,843	4,955,769
Investment Income	1,514,878	10,406	-	4,682	123,848	432,224	129,804	21,692	149,805	198,619	2,585,958	400,000
Development Contributions	111,752	-	-	-	-	4,522,047	4,084,340	-	73,065	17,981	8,809,185	1,480,195
Gain (loss) on Disposals	-	(759)	-	-	-	(116,044)	-	-	(598)	(3,255)	(120,656)	-
Other	104,531	-	-	-	-	-	23,655	-	-	-	128,186	122,900
	19,540,943	1,414,040	2,502,279	4,682	693,638	5,967,972	7,024,900	665,603	4,401,646	5,687,091	47,902,794	37,587,315
Expenses												
Employees	2,208,898	2,068,913	5,639	-	594,043	1,386,335	3,463,772	113,121	224,293	53,525	10,118,539	11,099,514
Materials	145,087	196,482	366	-	1,946	199,865	660,613	30,077	2,840,154	13,019	4,087,609	4,226,088
Services	1,131,475	2,458,273	2,271,588	-	991,546	(200,870)	1,911,300	199,009	857,191	3,892,039	13,511,551	17,145,621
Interest	38,491	-	61,375	-	-	40,386	-	-	-	-	140,252	185,936
Amortization	211,132	283,353	182,139	35,244	-	2,474,808	675,471	38,935	218,759	193,925	4,313,766	3,700,000
	3,735,083	5,007,021	2,521,107	35,244	1,587,535	3,900,524	6,711,156	381,142	4,140,397	4,152,508	32,171,717	36,357,159
Surplus (deficit) for the year	\$ 15,805,860	\$ (3,592,981)	\$ (18,828)	\$ (30,562)	\$ (893,897)	\$ 2,067,448	\$ 313,744	\$ 284,461	\$ 261,249	\$ 1,534,583	\$ 15,731,077	\$ 1,230,156

Year ended December 31, 2024

Schedule 6

	General government services	Protective services	Solid waste management service	Affordable housing service	Development services	Transportation services	Parks, recreation & culture services	Marina service	Water service	Sanitary sewer service	Total All Segments	2024 Budget
Revenue												
Taxation	\$ 14,237,128	\$ -	\$ -	\$ -	\$ 73,185	\$ 4,239	\$ -	\$ -	\$ 460,425	\$ 499,090	\$ 15,274,067	\$ 15,222,234
Sale of services	198,048	1,147,467	2,600,828	-	228,862	87,230	2,118,101	513,833	3,490,729	3,701,413	14,086,511	13,409,905
Government transfers	3,320,958	95,939	-	-	338,233	3,420,635	134,795	-	-	25,000	7,335,560	3,312,782
Investment income	598,795	59,276	-	9,493	182,937	904,862	206,881	31,656	247,001	333,986	2,574,887	400,000
Development contributions	-	-	-	-	-	2,027,291	471,150	-	302,108	479,926	3,280,475	75,000
Gain (loss) on disposal of assets	200	62,500	-	-	-	(78,653)	250	-	-	-	(15,703)	-
Other	128,945	-	-	-	-	-	5,500	-	-	-	134,445	153,000
	18,484,074	1,365,182	2,600,828	9,493	823,217	6,365,604	2,936,677	545,489	4,500,263	5,039,415	42,670,242	32,572,921
Expenses												
Employees	2,155,953	1,982,524	69	-	623,735	1,373,393	3,136,761	22,887	186,371	47,825	9,529,518	10,084,973
Materials	270,300	255,454	6,813	-	2,743	207,774	684,607	2,737	2,544,924	23,916	3,999,268	4,169,874
Services	1,506,183	2,429,966	2,375,286	-	641,166	667,355	1,746,004	101,937	157,712	2,892,548	12,518,157	14,202,840
Interest	49,017	-	67,334	-	-	81,550	-	-	-	-	197,901	112,650
Amortization	279,626	246,107	182,788	35,267	-	2,337,877	492,615	75,149	226,066	185,307	4,060,802	3,300,000
	4,261,079	4,914,051	2,632,290	35,267	1,267,644	4,667,949	6,059,987	202,710	3,115,073	3,149,596	30,305,646	31,870,337
Surplus (deficit) for the year	\$ 14,222,995	\$ (3,548,869)	\$ (31,462)	\$ (25,774)	\$ (444,427)	\$ 1,697,655	\$ (3,123,310)	\$ 342,779	\$ 1,385,190	\$ 1,889,819	\$ 12,364,596	\$ 702,584

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REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 4200-20 2026
FROM: Shelly Russwurm, Director of Corporate Services	DATE: May 14, 2026
SUBJECT: Comox General Local Election – Appointment of Election Officers and Election Bylaw No. 2060	

Prepared by:  S. Russwurm, Director of Corp. Services	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS:

1. *THAT pursuant to Section 58 of the Local Government Act, Shelly Russwurm be appointed as Chief Election Officer for conducting the October 17, 2026 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2026 General Local Election; and further, THAT Lia Pesklevits be appointed as Deputy Chief Election Officer for the October 17, 2026 General Local Election.*
2. *That Election Bylaw No. 2060 be given First, Second and Third Readings.*

PURPOSE

To recommend the appointment of election officers for the conduct of the 2026 General Local Election, as well as to recommend an updated election procedures bylaw for the administration of the election.

BACKGROUND

General Local Elections in British Columbia are held every four years, and in accordance with Section 52 of the *Local Government Act* (LGA), the next election will be held October 17, 2026.

The LGA authorizes Council to determine some local election procedures by bylaw and these are reflected in the attached "Election and Assent Voting Bylaw No. 2060".

Minor updates in this bylaw include:

1. A Table of Contents for ease of navigation and readability.
2. The requirement to provide Secrecy Enclosure, if requested by an elector. Secrecy Enclosures are open-ended folders, sleeves, envelopes or items that cover ballots to conceal the choices made by each elector and allow the ballot to be fed directly into a voting machine.
3. The ability of the Chief Election Officer to identify alternate drop-off locations for mail ballots (other than Town Hall, during normal office hours).
4. The requirement to maintain a register of applicants who request a mail ballot package.
3. Updates to close of voting procedures, to clarify and streamline the counting and packaging of ballots in accordance with the LGA.

DISCUSSION

In accordance with section 58(1) of the LGA, the Town must appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer for the purpose of conducting each election. While the Town may engage the services of an external contractor (as some municipalities do), staff are recommending that Council continue to appoint the position of CEO and DCEO to Town staff.

Following these appointments, the CEO, with the assistance of the DCEO will continue with preparing for the 2026 General Local Election including staffing, reviewing the Town's election procedures, review of the voters list, conducting election staff training, as well as conducting the election itself.

The facilitation of a candidate orientation session for those individuals contemplating running in the election will again be conducted by an external contractor.

The CEO and DCEO will ensure that as we approach key dates pertaining to the fall election, information will be communicated through advertising, public notices and the Town's website including its social media channels.

Financial Implications

The total budget to administer the General Local Election is \$40,000, as identified in the 2026 Financial Plan, which includes the rental of equipment, hiring of election officials, printing of ballots and election advertising.

ATTACHED: RECOMMENDED ELECTIONS AND ASSENT VOTING BYLAW No. 2060

**A BYLAW TO ESTABLISH PROCEDURES FOR
THE CONDUCT OF ELECTIONS AND OTHER VOTING**

WHEREAS the *Local Government Act* provides that the Council may establish, by bylaw, various procedures and requirements to be applied in the conduct of elections and other voting;

AND WHEREAS under the *Local Government Act*, the Council may provide for, by bylaw, the use of automated voting machines, voting recorders or other devices for voting in elections and other voting;

AND WHEREAS the Council of the Town of Comox wishes to establish voting procedures and requirements under those authorities, and use automated voting machines in elections and other voting;

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

PART 1 -- INTERPRETATION**1. Title**

This Bylaw may be cited for all purposes as the "Election Bylaw No. 2060".

2. Definitions

(1) In this Bylaw, the following terms have the following meanings:

- (a) "Acceptable Mark" means a completed mark, as defined in s. 139 of the *Local Government Act*, that the Vote Counting Unit is able to identify, and that has been made by an elector in the space provided on the Ballot opposite the name of any candidate or opposite the choices of any questions on which the assent or opinion of the electors is sought.
- (b) "Applicant" means an elector who wants to vote by mail and makes a request for a Mail Ballot package.
- (c) "Authorized Person" means a person that the Applicant has authorized, on the Applicant's behalf, to:
 - (i) pick up a Mail Ballot package; or
 - (ii) drop off a completed Mail Ballot package.
- (d) "Automated Vote Counting System" means a system that counts and records votes, processes and stores Election and other voting results and comprises:



- (i) a number of Vote Counting Units, each of which rests on and deposits the voted Ballots into a two-compartment Ballot Box, with
 - (A) one compartment used for voted Ballots and for Returned Ballots which have been re-inserted using the ballot Return Override Procedure, and
 - (B) the other compartment used for the temporary storage of voted Ballots deposited during such time as the Vote Counting Unit is not functioning or being used;
- (e) "Ballot" means a single automated ballot card designed for use in an Automated Vote Counting System, which shows
 - (i) the names of all candidates for each of the offices of Mayor, Councillor and, if applicable, School Trustee; and
 - (ii) all of the choices on all of the questions on which the assent or opinion of the electors is sought.
- (f) "Ballot Box" means a container for voted Ballots.
- (g) "Ballot Return Override Procedure" means the use, by an Election Official, of a device on a Vote Counting Unit that causes the unit to accept a Returned Ballot.
- (h) "Election Official" means the persons appointed under subsection 58(2) of the *Local Government Act* for the administration and conduct of the election.
- (i) "Election Headquarters" means Comox Town Hall, 1809 Beaufort Avenue, Comox BC.
- (j) "Election Materials Transfer Box" means the container(s) containing Election materials that are to be transported from voting places to Election Headquarters.
- (k) "Emergency Ballot Compartment" means one of two separate compartments in the Ballot Box under each Vote Counting Unit into which voted ballots are temporarily deposited in the event that the Unit ceases to function.
- (l) "General Local Election" means an Election held in 2018 and in every fourth (4th) year after 2018 for the offices of Mayor, Councillors and, if applicable, School Trustee;
- (m) "General Voting Day" means:
 - (i) for a General Local Election, the third (3rd) Saturday of October in the year of the Election;
 - (ii) for other Elections, the date set under Sections 54 or 55 of the *Local*



Government Act; and

- (iii) for assent voting, the date set under Section 174 of the *Local Government Act*.
- (n) "Mail Ballot" means a voted Ballot that is placed in a sealed envelope, which is then delivered to Election Headquarters or the voting place via mail, courier or hand delivery.
- (o) "Mail Ballot Voting Box" means the container(s) containing the Mail Ballot applications, packages, Register of Mail Ballots, certification envelopes and other information related to Mail Ballot voting.
- (p) "Memory Card" means a computer software cartridge that plugs into the Vote Counting Unit that contains
 - (i) the names of all of the candidates for each of the offices of Mayor, Councillor and, if applicable, School Trustee;
 - (ii) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought; and
 - (iii) a mechanism to record and retain information on the number of Acceptable Marks made for each.
- (q) "Portable Ballot Box" means a Ballot Box that is used at a voting place where a Vote Counting Unit is not being used.
- (r) "Register of Mail Ballots" means the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.
- (s) "Results Envelope" means the box used to contain, transfer and retain the Results Tapes, Memory Cards, spoiled and unused Ballots and ballot accounts.
- (t) "Results Tape" means the printed record generated from a Vote Counting Unit at the close of voting on General Voting Day, which shows
 - (i) the number of votes for each candidate for each of the office of Mayor, Councillor and, if applicable, School Trustee; and
 - (ii) the number of votes for each choice on all of the bylaws or other matters on which the opinion or assent of the electors is sought.
- (u) "Returned Ballot" means a voted Ballot that was inserted into the Vote Counting Unit by the elector but was not accepted and was returned to the elector with an explanation of the Ballot marking error that caused the Ballot not to be accepted.
- (v) "Secrecy Enclosure" means an open-ended folder, sleeve, envelope or item that is



used to cover ballots to conceal the choices made by each elector.

- (w) "Town" means the Town of Comox.
- (x) "Vote Counting Unit" or "Unit" means the device into which voted Ballots are inserted, and that scans each Ballot and records the
 - (i) number of votes for each candidate for each of the office of Mayor, Councillor and, if applicable, School Trustee; and
 - (ii) number of votes for each choice on all of the bylaws or other matters on which the opinion or assent of the electors is sought.
- (y) "Voting Book" means the book for recording the names of electors.
- (z) "Voting Compartment" means an area that is arranged in such a manner that electors may mark their Ballots screened from observation by others and without interference.

PART 2 -- ELECTION PROCEDURES

3. Use of Automated Vote Counting System

The Chief Election Officer may use an Automated Vote Counting System for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

4. Elector Registration

For the purposes of all local elections and assent voting, the most current available Provincial list of voters prepared under the *Election Act* will become the register of resident electors on the 52nd day prior to General Voting Day.

5. Access to Nomination Documents

In addition to public access to nomination documents required under section 89(7) of the Local Government Act, the Chief Election Officer will publish nomination document on the Town Internet from as soon as possible after the time of delivery to the Chief Election Officer until at least 30 days after the declaration of the election results.

6. Advance Voting Opportunities

- (1) As required under section 107 of the *Local Government Act*, the following advance voting opportunities will be held:
 - (a) one on the 10th day before General Voting Day, and
 - (b) one on the 3rd day before General Voting Day.



- (2) As authorized under section 108 of the *Local Government Act*, the Chief Election Officer may
 - (a) establish additional advance voting opportunities, and
 - (b) designate the voting places and set the voting hours for the additional advance voting opportunities.

7. Order of Names on Ballot

As authorized under section 117 of the *Local Government Act*, the order of names of candidates on the Ballot will be determined by lot.

8. Number of Scrutineers at Voting Places

- (1) In accordance with section 120 of the *Local Government Act*, the maximum number of scrutineers for each candidate that may attend at each voting place is one scrutineer for each Ballot Box in use.
- (2) In accordance with section 181 of the *Local Government Act*, for assent voting, the number of scrutineers for the question and the number of scrutineers against the question that may attend each voting place is one scrutineer.

9. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

PART 3 -- MAIL BALLOT PROCEDURES

10. Authorization

- (1) Voting by Mail Ballot is authorized.
- (2) The Chief Election Officer may establish time limits in relation to voting by Mail Ballot that are not established under this Bylaw.
- (3) The Chief Election Officer may specify authorized drop-off locations for completed Mail Ballot packages.

11. Application Procedure

- (1) A person wishing to vote by Mail Ballot, who is registered as a resident elector or non-resident property elector, must apply to the Chief Election Officer using the prescribed form of application.
- (2) Upon the Applicant making a request for a Mail Ballot, the chief election officer will:
 - (a) make available to the Applicant, a Mail Ballot package which contains:



- (i) the content set out in section 110(7) of the Local Government Act;
 - (ii) additional instructions; and
 - (iii) a statement advising the elector that the elector must meet the eligibility to vote criteria, and
- (b) record in the Register of Mail Ballots and, upon request, make available for inspection:
- (i) the name and address of the elector to whom the Mail Ballot package was issued, unless a request was made under section 78 of the *Local Government Act* to omit or obscure the address; and
 - (ii) the number of the elector;
 - (iii) the name and address of an Authorized Person; and
 - (iv) any other information that the Chief Election Officer deems helpful to maintain the Register of Mail Ballots.
- (3) As per the Applicant's direction, the Chief Election Officer may distribute the Mail Ballot package in any of the following ways:
- (a) by sending the Mail Ballot package by Canada Post;
 - (b) by having the Mail Ballot package picked up by the Applicant at a designated time and location; or
 - (c) By having the Mail Ballot package picked up by an Authorized Person at a designated time and location.
- (4) The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the Mail Ballot package.

12. Voting Procedure

- (1) To vote using a Mail Ballot, the elector must mark the Ballot in accordance with the instructions contained in the Mail Ballot package provided by the Chief Election Officer.
- (2) After marking the Ballot, the elector must:
 - (a) place the Ballot in the secrecy enclosure provided and seal the secrecy enclosure;
 - (b) place the secrecy enclosure in the certification envelope, complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (c) place the certification envelope in the return envelope, and then seal the return envelope; and



mail, or return the return envelope and its contents to the address specified on the return envelope or to an authorized drop-off location, and ensure it is returned no later than the close of voting on General Voting Day.

13. Receipt of Certification Envelope before close of Voting on General Voting Day

- (1) Upon receipt of a return envelope, the Chief Election Officer will immediately
 - (a) record the date and time of receipt in the Register of Mail Ballots, and
 - (b) open the return envelope and remove and examine the certification envelope.
- (2) Upon examination of the certification envelope, the Chief Election Officer will:
 - (a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots, and
 - (b) determine the completeness of the certification.

14. Acceptance or Rejection of Certification Envelope

- (1) If the Chief Election Officer is satisfied the elector has met the requirements in subsection 13(2), the Chief Election Officer will:
 - (a) mark the certification envelope as "accepted",
 - (b) mark the Register of Mail Ballots as "accepted",
 - (c) place the accepted certification envelope with the other accepted certification envelopes in the Mail Ballot Voting Box, and
 - (d) mark the Voting Book to indicate that the elector has voted.
- (2) Unopened certification envelopes accepted in accordance with subsection (1) will remain in the custody of the Chief Election Officer until 4:00 p.m. on the Thursday two days before General Voting Day in order to deal with any challenges made under section 16 of this Bylaw.
- (3) If the Chief Election Officer is not satisfied the elector has met the requirements in subsection 13(2), the Chief Election Officer will:
 - (a) mark the certification envelope as "rejected",
 - (b) mark the Register of Mail Ballots as "rejected" along with the reasons therefor,
 - (c) place the rejected certification envelope with any other rejected certification envelopes in the Mail Ballot Voting Box, and



- (d) not count the Ballot contained in the certification envelope in the election.
- (4) Unopened certification envelopes rejected under subsection (3) must remain unopened and will be subject to the provisions of section 160 of the *Local Government Act* with regard to their destruction.

15. Processing and Counting of Mail Ballots

- (1) At 4:00 p.m. on the Thursday, two days before General Voting Day, the Chief Election Officer, in the presence of at least one other Election Official and any scrutineers and candidate representatives present, will
 - (a) deal with any challenges made under section 16 of this Bylaw;
 - (b) open the accepted certification envelopes and remove the secrecy enclosures containing the Ballots;
 - (c) open the secrecy enclosures and run the Ballots through a Vote Counting Unit, using the Memory Card specified for Mail Ballots, and into a Ballot Box specified for Mail Ballots, where such secrecy enclosures were received from persons whose right to vote using a Mail Ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote; and
 - (d) secure the Ballot Box specified for Mail Ballots to prevent the addition or withdrawal of Ballots.
- (2) Where a return envelope and its contents is received by the Chief Election Officer between 4:00 p.m. on the Thursday, two days before General Voting Day, and the close of voting on General Voting Day, the provisions of sections 12, 13 and 14 will apply and the Chief Election Officer will retain unopened certification envelopes in their possession until the close of voting on General Voting Day.
- (3) At the close of Voting on General Voting Day, the Chief Election Officer, in the presence of at least one other person and any scrutineers and candidate representatives present, will
 - (a) open the Ballot Box specified for Mail Ballots in accordance with section 121 of the *Local Government Act*;
 - (b) open the certification envelopes retained in subsection (2) and remove the secrecy enclosures containing the Ballots;
 - (c) open the secrecy enclosures and run the Ballots through a Vote Counting Unit, using the Memory Card specified for Mail Ballots, and into the Ballot Box specified for Mail Ballots, where such secrecy enclosures were received from persons whose right to vote using a Mail Ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.



- (c) If the ballot is returned by the Vote Counting Unit, the Chief Election Officer will re-run the returned ballot through the Vote Counting Unit using the ballot return override procedure to count any Acceptable Marks which have been made correctly.
- (4) If the Chief Election Officer receives a return envelope with its contents after the close of General Voting Day, the Chief Election Officer will:
 - (a) mark the return envelope as "rejected";
 - (b) indicate the reason why the return envelope was rejected on the return envelope and the Register of Mail Ballots; and
 - (c) place the unopened return envelope with the other rejected return envelopes.

16. Challenge of Elector

- (1) Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*.
- (2) A person exercising the right to vote by Mail Ballot may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act* until
 - (a) 4:00 p.m. on the Thursday two days before General Voting Day, or
 - (b) the time the person receives a ballot,whichever is later.
- (3) The provisions of sections 126(2) to (5) of the *Local Government Act* apply, so far as applicable, where a challenge of an elector voting by Mail Ballot has been made.

17. Elector's Name Already Used

Where, upon receiving a request for a Mail Ballot, the Chief Election Officer determines that another person has voted or has already been issued a Mail Ballot in the elector's name, the provisions of section 127 of the *Local Government Act* will apply, so far as applicable.

18. Replacement of Spoiled Ballot

- (1) If an elector unintentionally spoils a Mail Ballot before returning it to the Chief Election Officer, the elector may request a replacement Mail Ballot by advising the Chief Election Officer of the Ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled Mail Ballot package in its entirety to the Chief Election Officer or designate.
- (2) Upon receipt of the spoiled Mail Ballot package under subsection (1), the Chief Election Officer will record such fact in the Register of Mail Ballots, record the spoiled Mail Ballot



package as “spoiled” and proceed in accordance with Part 3 of this Bylaw.

PART 4 -- AUTOMATED VOTE COUNTING SYSTEM PROCEDURES

19. Automated Voting Procedures

- (1) At voting places where a Vote Counting Unit is being used, the Chief Election Officer must, if requested, ensure that a demonstration is provided on how to vote using a Vote Counting Unit as soon as an elector enters the voting place and before a Ballot is issued.
- (2) Upon completion of the voting demonstration, if any, the elector must proceed as instructed to the Election Official responsible for issuing Ballots, who, upon fulfilment of the requirements of the *Local Government Act*, must then provide to the elector
 - (a) a Ballot,
 - (b) a Secrecy Enclosure if requested by the elector,
 - (c) the ballot marking instrument, and
 - (d) any further instructions the elector requests.
- (3) Upon receiving a Ballot, the elector must immediately proceed to a Voting Compartment to vote.
- (4) The elector may vote only by making an Acceptable Mark on the Ballot
 - (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices to be filled, and
 - (b) beside the choices of any questions on which the assent or opinion of the electors is sought.
- (5) Once the elector has finished marking the Ballot, the elector must
 - (a) either place the Ballot into the Secrecy Enclosure, if one has been requested, or turn the Ballot face down; and
 - (b) proceed to the Vote Counting Unit and, under the supervision of the Election Official in attendance, run the Ballot directly from the Secrecy Enclosure, if applicable, through the Vote Counting Unit and into the Ballot Box without the Acceptable Marks on the Ballot being exposed.
- (6) If, before running the Ballot through the Vote Counting Unit, an elector determines that a mistake has been made when marking a Ballot, or if the Ballot is returned by the Vote Counting Unit before depositing it into the Ballot Box, the elector may request a replacement Ballot by advising the Election Official in attendance.



- (7) Upon being informed of the replacement Ballot request, the Chief Election Officer or Deputy Chief Election Officer must
 - (a) issue a replacement Ballot to the elector and mark the Returned Ballot "spoiled", and
 - (b) retain all such spoiled Ballots separately from all other Ballots, and
 - (c) not count the Spoiled Ballots in the Election.
- (8) If the elector declines the opportunity to obtain a replacement Ballot and has not damaged the Ballot to the extent that it cannot be re-run through the Vote Counting Unit, the Election Official must, using the Ballot Return Override Procedure, re-run the Returned Ballot through the Vote Counting Unit to count any Acceptable Marks that have been made correctly.
- (9) Any Ballot counted by the Vote Counting Unit is valid, and any Acceptable Marks contained on such Ballots will be counted in the Election, subject to any determination made under a judicial recount.
- (10) Once the Ballot has been run through the Vote Counting Unit and the Unit indicates that the Ballot has been accepted, the elector must immediately leave the voting place.
- (11) During any period that a Vote Counting Unit is not functioning, the Election Official supervising the Unit will direct electors to insert all voted Ballots into the Emergency Ballot Compartment on the understanding that if the Vote Counting Unit
 - (a) becomes operational, or
 - (b) is replaced with another Vote Counting Unitthen the Ballots in the Emergency Ballot Compartment must, as soon as reasonably possible, be removed by an Election Official and, under the supervision of the Chief Election Officer or Deputy Chief Election Officer, be inserted into the Vote Counting Unit to be counted.
- (12) Any Ballots that were temporarily stored in the Emergency Ballot Compartment during a period when the Vote Counting Unit was not functioning, and that are returned by the Vote Counting Unit when being inserted as per subsection 20(11) must, through the use of the Ballot Return Override Procedure and under the supervision of the Chief Election Officer or Deputy Chief Election Officer, be reinserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted.

20. Mail Ballot Voting Opportunity Procedures

A Vote Counting Unit will be used to process and count Mail Ballots, and voting procedures will follow the procedures established by Part 3 of this Bylaw.



21. Advance Voting Opportunity Procedures

- (1) Vote Counting Units will be used to conduct the vote at all advance voting opportunities, and voting procedures will follow as closely as possible to those described in section 19 of this Bylaw.
- (2) At the close of voting at each advance voting opportunity, the Chief Election Officer must
 - (a) ensure that the Emergency Ballot Compartment is sealed to prevent any insertion of Ballots,
 - (b) seal the Ballot Box in a manner to prevent the addition or withdrawal of Ballots,
 - (c) ensure the Vote Counting Unit does not generate the Results Tapes,
 - (d) secure the Memory Card in the Vote Counting Unit, and
 - (e) deliver the Vote Counting Unit containing the Memory Card, the Ballot Box and all other election materials to the Chief Election Officer at Election Headquarters.
- (3) At the close of voting at the final advance voting opportunity, the Chief Election Officer must
 - (a) ensure that any remaining Ballots in the Emergency Ballot Compartment are run through the Vote Counting Unit and into the Ballot Box,
 - (b) seal the Vote Counting Unit and Ballot Box to prevent any insertion of Ballots,
 - (c) seal the Ballot Box in a manner to prevent the addition or withdrawal of Ballots,
 - (d) remove the Memory Card from the Vote Counting Unit, place into the Results Envelope;
 - (e) complete a preliminary ballot account for advanced voting, place into the Results Envelope and place the Results Envelope into the Election Materials Transfer Box;
 - (f) ensure the Vote Counting Unit does not generate the Results Tapes, and
 - (g) deliver the Election Materials Transfer Box, Vote Counting Unit, sealed Ballot Box and all other election materials to the Chief Election Officer at Election Headquarters.

22. Procedures after the Close of Voting on General Voting Day

- (1) After the close of voting on General Voting Day, the Chief Election Officer will ensure that certification envelopes are processed in accordance with section 15(3) of this Bylaw, and then proceed with subsection 22(2)(b) to (j), as far as applicable, for each of



- (a) the advance voting opportunity,
 - (b) the Mail Ballot voting opportunity, and
 - (c) any special voting opportunities
- where Vote Counting Units were used.
- (2) After the close of voting on General Voting Day, the Chief Election Officer will, for each Vote Counting Unit and Ballot Box in use:
- (a) ensure that any remaining Ballots in any Emergency Ballot Compartment are run through the applicable Vote Counting Unit and into the Ballot Box;
 - (b) seal the Ballot Boxes to prevent the addition or withdrawal of Ballots;
 - (c) generate two copies of the Results Tape from each Memory Card and
 - (i) place one copy into the applicable Results Envelope, and
 - (ii) retain one copy to calculate the Election results;
 - (d) remove the Memory Card from the Vote Counting Unit and place into the Results Envelope;
 - (e) account for the unused and spoiled Ballots and place them, packaged and sealed separately, into the Results Envelope;
 - (f) complete two copies of the ballot account and place
 - (i) one copy into the Results Envelope, and
 - (ii) the duplicate copy into the Election Materials Transfer Box;
 - (g) Seal the Results Envelope and place into the Election Materials Transfer Box;
 - (h) place the Voting Books, List of Electors, keys and all completed forms into the Election Materials Transfer Box; and
 - (i) deliver the Election Materials Transfer Box, Vote Counting Units, sealed Ballot Boxes and all other equipment and materials to Election Headquarters.
- (3) After the close of voting on General Voting Day, all Portable Ballot Boxes used in the Election will be opened, under the direction of the Chief Election Officer, and all Ballots will be removed and run through a Vote Counting Unit and into a Ballot Box to be counted, after which the provisions of subsections 22(2)(b) to (i), as far as applicable, will apply.
- (4) Upon the fulfilment of the provisions of subsections (1) to (3) inclusive, the chief



election officer will, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the [location], indicating the total results.

23. Recount Procedure



- (1) If a recount is required, it will be conducted under the direction of the Chief Election Officer using the Automated Vote Counting System and generally in accordance with the following procedure:
 - (a) the Memory Cards of all Vote Counting Units will be cleared;
 - (b) Vote Counting Units will be designated for each voting place;
 - (c) all voted Ballots for the applicable Vote Counting Units will be removed from the sealed Ballot Boxes, except spoiled Ballots, and reinserted into the Vote Counting Unit under the supervision of the Chief Election Officer; and
 - (d) any Ballots returned by the Vote Counting Unit during the recount process will, through the use of the Ballot Return Override Procedure, be reinserted into the Vote Counting Unit to ensure that any Acceptable Marks are counted.
 - (e) at the conclusion of the recount proceedings, the Chief Election Officer will proceed to ensure all Ballot Boxes and Vote Counting Units are closed, sealed, and secured in accordance with section 22 of this bylaw.
 - (f) the Chief Election Officer will ensure that the recount results are tallied and recorded in a spreadsheet indicating the total results.

PART 5 -- GENERAL AND REPEAL

24. General

- (1) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- (2) If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder, which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

TO: Mayor and Council	FILE: RZ 25-5
FROM: Randy Houle, Director of Development Services	DATE: May 15, 2026
SUBJECT: Zoning Amendment Bylaw 2056.01 (721 Lazo Road)	

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

1. THAT Zoning Amendment Bylaw 2056.01 (721 Lazo Road) be given First, Second and Third Reading; and
2. THAT prior to adoption of Zoning Amendment Bylaw No. 2056.01 (721 Lazo Road), a restrictive covenant be registered on title identifying the provision of the following items prior to future development occurring on the property:
 - A minimum of 1.3 hectares of parkland dedication;
 - Statutory Right of Way and construction of public waterfront access from the parkland; and
 - Statutory Right of Way for public pedestrian access through the strata road.

EXECUTIVE SUMMARY

The proposed rezoning for 721 Lazo Road balances limited residential development with significant long-term environmental protection. While some tree removal and ecosystem disturbance will occur in the Andrew Avenue access area and proposed lots 4–6, the application secures the permanent protection of 1.31 hectares (57%) of the property as future Town parkland containing mature forest, Garry oak ecosystems, waterfront access, and trail connections to the Lazo Greenway.

Importantly, the Sensitive Ecosystems Development Permit Area (DPA) on 721 Lazo does not prohibit development, including within the portion of the property proposed to become protected Town-owned nature parkland. The DPA framework is intended to manage and mitigate impacts through environmental review and development permit conditions, rather than prevent development entirely.

Staff conclude that the proposal provides greater overall environmental protection than what could occur under the existing zoning, which already permits a conventional four-lot subdivision with substantially less park dedication (5% of the land). Under that scenario, a road extension from Andrew Avenue could still occur through subdivision approval processes involving MOTT, without securing the same level of permanent environmental protection and public trail connectivity. Further, the CVRD staff analysis supports an extension of Andrew Avenue.

PURPOSE

The applicant is proposing to rezone the subject property from R-CL (Cape Lazo Residential) Zone to a Comprehensive Development (CD) zone in order to facilitate a six-lot single family bare-land strata subdivision which includes a 1.31 hectare (57%) parkland dedication. Under the current zoning, the minimum lot size for subdivision of 0.50 ha would allow for a four-lot subdivision with a required 5% parkland dedication of 0.11 hectares.

The property is located within the hazardous conditions and sensitive ecosystem development permit areas and is subject to the floodplain bylaw requirements for minimum construction level and ocean setback. The development permits are staff-issuable at a subsequent stage and require assessment and recommendations from qualified registered professionals to ensure safe development and to manage environmental impact. These permits require issuance prior to subdivision approval, with restrictive covenants registered on title to ensure development occurs in strict accordance with the recommendations of the qualified professionals. **At the rezoning stage, the primary consideration for Council is whether the creation of additional residential lots serviced by septic systems is appropriately balanced by the proposed public benefits, including the protection of 1.31 hectares of old-growth forest and the provision of a trail connection to a new waterfront access.**

Under recent provincial housing legislation (Bill 44), local governments are now restricted in when they may hold public hearings for zoning amendment bylaws. Pursuant to amendments to the *Local Government Act*, the prohibition applies to: (1) bylaw amendments enacted to comply with provincial requirements to permit small-scale multi-family housing; and (2) site-specific rezoning applications for residential or mixed-use development (where at least 50% of the floor area is residential) that are consistent with an Official Community Plan (OCP). The Province’s intent is to streamline housing approvals and recognize the OCP process as the primary opportunity for community consultation and public input on land use policy and future growth. As the proposed rezoning to reduce the minimum lot size for subdivision is consistent with the Town’s OCP, the Town of Comox is prohibited from holding a public hearing for this application.

PROCESSING

The following outlines the development approval process:

1. First, Second and Third Reading of Zoning Amendment Bylaw 2056.01
2. Registration of Restrictive Covenant identifying future parkland dedication and waterfront access.
3. Adoption of proposed bylaw
4. Approval of Development Permits
5. Subdivision Approval
6. Building Permit issuance

STRATEGIC PLAN LINKAGE

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

<p>Community Connection and Wellness</p>	<p>Recreation - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages. Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p>
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BACKGROUND

Subject Property:

Zoning Designation: R-CL (Cape Lazo Residential)

OCP Designation: Ground Oriented Residential **Property Size:** 2.28 hectares (5.64 acres)

Property Contains: Two existing single-family dwellings (removal proposed)

Surrounding Land Uses: Georgia Strait to the East; campground and single-family development to the north; Comox Valley Regional District, Area B to the west and south.

OCP IMPLICATIONS

The following policies in OCP Bylaw No. 2054 directly relate to the proposed application:

- Policy 4.11: seek strategic dedication or acquisition of parkland and public access that provide significant environmental and recreational benefit as a condition of development such as trail linkages, waterfront access, and recreational opportunities.
- Policy 19.1: Limit support for zoning amendment applications that would permit non-residential uses or smaller residential parcel sizes than existing zoning, except for utility use, or where the Town determines that proposed zoning amendments would be in the public interest.
- Policy 19.2: Limit support for subdivision applications without municipal water and wastewater service.
- Policy 19.3: Consider support for subdivision applications that propose protection of sensitive ecosystems through land dedication, land trusts, eco-gifts (e.g. land dedication for park above and beyond 5% parkland dedication requirement), density transfer, restrictive covenants and similar measures to protect sensitive ecosystems as identified on OCP DPA – Sensitive Ecosystems Map.

- Policy 19.6: The minimum parcel size for the subdivision of land in the Point Holmes/Cape Lazo area south of Knight Road should allow for the protection of sensitive ecosystems identified on the OCP DPA – Sensitive Ecosystems map, as per the boundaries of the sensitive ecosystem determined by a Qualified Professional in accordance with the guidelines of the Sensitive Ecosystems DPA, and avoid the need for the extension of sanitary sewer to service the area. Sites with high environmental sensitivity should be protected through land trusts, ecogifts (e.g. land dedication for park above and beyond 5% parkland dedication requirement), density transfer, restrictive covenants or similar measures that may significantly affect minimum parcel size. Subdivision should require continuous paved road access along any parcel frontage and from each parcel to Lazo Road.

While the proposal includes parcel sizes smaller than those permitted under the existing zoning, staff consider the application supportable under Policy 19.1, as the overall development concept is in the public interest. The proposal would result in the protection of a minimum of 1.31 hectares (3.24 acres), representing 57% of the subject property, through dedication as public parkland. This significantly exceeds the typical 5% parkland dedication requirement and would secure the long-term protection of identified sensitive ecosystems. The proposal is also consistent with Policy 4.11 through the provision of public waterfront access and trail connectivity, providing additional recreational and community benefit. The approach is consistent with Policies 19.3 and 19.6, which encourage the protection of sensitive ecosystems through tools such as park dedication and recognize that such measures may necessitate flexibility in minimum parcel size. In this case, a conventional four-lot subdivision, as permitted under current zoning, would result in fragmentation and incremental disturbance of sensitive ecosystems across the entirety of the site. In contrast, the proposed clustered six-lot configuration concentrates a portion of the development (proposed lots 1 to 3) in areas of previous disturbance. While impacts to identified sensitive ecosystems are anticipated due to construction of the access road from Andrew Avenue and development of proposed lots 4 to 6, the overall development footprint in this scenario is smaller, enabling the preservation of a large, contiguous, and ecologically meaningful portion of the site in its natural state. The proposed subdivision pattern is also keeping with the character of the rural properties in Point Holmes and Area B, with similar lot sizes, and serviced by septic.

The subdivision is proposed to connect to municipal water services but not municipal sewer, which is generally discouraged under Policy 19.2. Referral comments from Island Health note that municipal sewer servicing would provide greater long-term reliability and reduce reliance on individual or strata sewerage systems. However, municipal sewer connection is not currently available in this area, and extension of municipal sewer infrastructure could facilitate more intensive development within this environmentally sensitive area. Staff note that Policy 19.2 limits support for subdivision without municipal wastewater servicing, rather than prohibiting it, and in this case consider the significant park dedication and public access benefits to provide sufficient rationale for support.

Overall, staff consider the proposal to be generally consistent with the intent of the OCP by balancing residential development with greater environmental protection and public benefit.

ANALYSIS/ISSUES/IMPLICATIONS

Proposed Comprehensive Development (CD29) Zone:

The applicant has requested a Comprehensive Development (CD) zone, which is a site-specific zone tailored to a particular proposal on a specific property. A CD zone is considered appropriate in this instance due to the unique nature of the significant parkland dedication proposed and to avoid establishing a new standard zone that could encourage similar subdivision applications without comparable parkland contributions.

The proposed CD29 zone is based on the existing R-CL (Cape Lazo Residential) Zone, with additional provisions intended to protect sensitive environmental features. These provisions include reduced parcel coverage and floor area, increased setbacks, and reduced permitted uses, including the exclusion of coach houses and major home occupations. Together, these measures are intended to support a more compact built form and reduce demand on servicing and septic systems. Vacation rentals and bed and breakfast operations are proposed as permitted secondary uses to maintain consistency with other rural zones within the Town of Comox.

Parkland Dedication:

The proposed subdivision would result in the permanent protection of a minimum of 1.31 hectares, or 57% of the subject property, through parkland dedication. While portions of sensitive ecosystems will

be impacted to accommodate development and servicing, the proposal generally aligns with the objectives of the Town's Urban Forest Management Strategy, which emphasizes the protection and retention of existing tree canopy and natural areas as part of maintaining a healthy and resilient urban forest. The dedication of a significant portion of the site as protected parkland will assist in retaining mature trees, preserving ecological functions, and supporting long-term canopy cover objectives within the Town.

A restrictive covenant will be registered prior to bylaw adoption to secure development conditions, including the parkland dedication of a portion of the subject property containing Woodland Garry Oak and Older Second Growth Forest sensitive ecosystems.

Waterfront Access and Pedestrian SRW:

Recommended Action C2 of the 2025 Parks and Trail Master Plan speaks to improving trail connectivity to provide a broader scale network from the ocean to the upland extents of the Town. Action C2.1 identifies the short-term goal of seeking opportunities for trail expansion and new connections to the Brooklyn Creek Greenway, Northeast Woods, and Lazo Greenway Multi Use Path through parkland dedication, road dedication, lease, purchase, or land preservation agreements.

The Lazo Greenway trail is located across the road from the subject property and presents an opportunity to establish a connection through the site to the shoreline and onward to the adjacent neighbourhood. This would enhance pedestrian connectivity, improve public access to the waterfront, and expand recreational opportunities.

At present, the nearest waterfront access is located to the north on Hutton Road; however, it is not accessible from the subject property. Another access point exists at the south end of Andrew Avenue but is approximately 300m away. Improved waterfront access was identified as a priority by the community during consultation for the Parks and Trail Master Plan.



Figure 1: Map showing existing and proposed waterfront access and Lazo greenway connection

Proposed Strata Road Access from Andrew Avenue:

Access via Hutton Road is not considered feasible due to significant topographical and environmental constraints. As per geotechnical review, establishing a road connection would require substantial excavation through a large sand dune, resulting in steep cut slopes and the need for extensive back-sloping. It could also destabilize mature trees on top of the bank, including large Garry oaks stand and an eagle nesting tree. In contrast, the dune area associated with the proposed Andrew Avenue access anticipates re-grading to achieve stable, shallower slope conditions which can be more effectively mitigated.

Access via Lazo Road is also not preferred, as it would introduce significant conflicts with planned public amenities and environmental objectives. A vehicle connection at this location would impact the existing pathway and proposed parkland area intended to provide both environmental protection and a public pedestrian connection to the waterfront. This would undermine the functionality, safety, and user experience of the park space, and conflict with broader community planning goals related to waterfront access and environmental conservation. Furthermore, the existing condition would not provide sufficient emergency access to the proposed strata and would require substantial upgrading, including widening and re-grading, thus resulting in increased environmental destruction.

Based on the above considerations, access via Andrew Avenue represents the most appropriate option, as it minimizes geotechnical risk, reduces impacts to sensitive ecological features, and avoids conflicts with planned parkland and public access objectives.

Sensitive Ecosystems:

The Sensitive Ecosystems Development Permit Area (DPA) is designated in the Official Community Plan to protect environmentally sensitive areas, including ecosystems, biodiversity, and wildlife habitat, from the impacts of development. It applies to lands identified as containing sensitive ecosystems and requires a development permit supported by an Environmental Report prepared by a Qualified Environmental Professional. The intent of the DPA is not to preclude development, but to ensure that impacts are identified and addressed through avoidance where possible, and through mitigation, protection, restoration, or compensation measures where impacts cannot be avoided.

In this case, the proposed development will result in the loss and alteration of portions of identified sensitive ecosystems. While these impacts are not fully avoidable, the development permit process provides a framework to assess those impacts and implement measures to minimize disturbance, protect retained areas, and restore or enhance ecological function where feasible. In addition, proposed custom regulations within CD29 zone specifically aim to limit the disturbance on individual lots.

The environmental assessment identifies five Garry oak stands and two individual Garry oak trees within the proposed strata lot boundaries and the footprint of the watermain installation. Portions of several stands will require removal to accommodate development. Additional Garry oak stands are located within the dedicated park parcel but are not anticipated to be impacted by the proposed works. Where

Garry oak stands are affected by the watermain servicing installation, salvaged trees and plant material will be relocated where feasible, and replacement planting will be undertaken. Prior to construction, nesting bird surveys and pre-construction wildlife sweeps will be completed, and eagle nesting quiet buffer adhered to. The environmental assessment report will be updated prior to development permit issuance to incorporate final design refinements and mitigation measures and to ensure up to date reporting.

Geotechnical and Floodplain Measures:

Geotechnical and floodplain assessments have been submitted, which will be finalized through the development permit stage. Geotechnical and flood plain covenants will be registered on title as a condition of development permit which will include strict provisions for safe development in the future, including minimum flood construction levels, minimum setbacks from slopes and waterfront as well as addressing stormwater management requirements.

Urban Containment Boundary:

The proposal is located outside of the Urban Containment Boundary (UCB), which is intended to prioritize development in areas with infrastructure servicing efficiencies while limiting the impacts of growth on natural areas. Establishing and maintaining the UCB, and limiting the extension of municipal services beyond it, helps manage urban sprawl and protect environmentally sensitive lands.

The proposed rezoning would permit six single-family lots, with the potential for secondary suites, compared to the four lots currently permitted under the existing zoning with secondary suites or coach houses. Staff consider this to represent a relatively minor increase in density that does not necessitate the extension of municipal sewer services, which could otherwise facilitate more significant growth outside of the UCB.

In addition, the proposal includes the dedication of a significant parkland and new public waterfront access, resulting in the long-term protection of natural areas and increased public access to the shoreline. The proposal is also generally consistent with Regional Growth Strategy policies directing growth toward municipal boundaries.

Overall, staff do not consider the proposed rezoning to be inconsistent with the intent of Urban Containment Boundary policies, given the limited increase in density, absence of expanded sewer infrastructure, and substantial public and environmental benefits associated with the park dedication and waterfront access.

FINANCIAL IMPLICATIONS

The Town parkland inventory would increase by 1.31 hectares of Older Forest, Bald Eagle and Garry oak habitats. The park will generally be left in its natural state, with minor maintenance costs anticipated.

Affordable Housing Contribution vs. Amenity Cost Charges

With adoption of the amenity cost charges bylaw in early 2026, Council resolved that the affordable contribution policy be amended to only apply to those projects that are statutorily exempt from the new bylaw. Given that the applicant’s proposal includes significant land dedication for park purposes, construction of public waterfront access and only five additional residential lots, staff did not negotiate an affordable housing contribution or any other monetary amenity contribution. The affordable amenity contribution would have been $\$7,963 \times 5 = \$39,815.00$.

Development Cost Charges

If the eventual subdivision is approved within 12 months of the future adoption of the new Development Cost Charge (DCC) bylaw, the Town will receive Development Cost Charges at a rate of \$4,920.02 per 5 new single-family lots created for a total of \$24,600.10. If the subdivision is not approved within this timeline, Town DCC rates will be $\$15,910 \times 5 = \$79,550.00$.

REFERRALS

The application was referred to various internal and external agencies which have identified several servicing upgrades as well as other items that will be addressed during development permit processing and the building permit stage. The following notable external referrals were received:

K’omoks First Nation:

Although no known archaeological sites are recorded on the subject property, it has a large portion located in the KFN Area of Potential. As it is a waterfront property, the archaeological likelihood is high

if more than 100ft² of ground alteration occurs. A KFN Cultural Heritage Investigation Permit (CHIP) and a site survey is required by KFN prior to any development to ensure that no archaeological material is present. If archaeological material is identified, then provincial permits will be required.

Ministry of Transportation and Transit (MOTT):

MOTT has advised that they have no objections to the proposed rezoning, provided that no drainage be directed to land within Ministry jurisdiction, a formal access permit is obtained prior to construction, and a minimal road dedication occurs along Lazo Road.

Comox Valley Regional District: (CVRD)

A referral response letter from the CVRD planning staff is attached, which reviewed the proposal in relation to the RGS with a focus on municipal edge conditions, long-term integration, servicing, and environmental constraints. From a regional perspective, a through road connection between Andrew Avenue and Hutton Road would be the preferred outcome, as it would support a connected public street network and long-term integration with adjacent lands. The concern is that the layout establishes a dead-end connection at the municipal edge and may limit options for connectivity, emergency access, walkability and servicing. In response, Town of Comox staff note the geotechnical and environmental challenges with providing road access to Hutton Road and that the proposed pedestrian right of way through the internal strata road will allow the public to pass through the site to improve connectivity and walkability. Furthermore, a through road would have more of an impact on the residents of the Radford Beach neighbourhood.

The Electoral Area B (Lazo North) Regional Director, Richard Hardy, has also submitted a separate letter which has been attached to this report. This letter speaks to the concerns of the new access on Andrew Avenue and the environmental and ecological impacts of the proposed development.

Ministry of Water, Land and Resource Stewardship (MWLR):

The development proposal and ecosystems report was referred to BC Ministry of Water, Land and Resource Stewardship, and received a response from Senior Ecosystems Biologist, who has reviewed the report and provided recommendations which will be addressed during development permit and

subdivision processing. The Province's Senior Ecosystems Biologist provided the comments below regarding the proposed plans:

- The proposed watermain from Lazo Road is recommended to be centered within existing gravel driveway to minimize the impact and to retain existing trees, including Garry oaks. Following installation of the watermain, minimize the right-of-way width and manage for invasive species by planting disturbed areas with native species or seed native grasses.
- The development should avoid disturbance of the common property lot at the north-west, which is within proximity to an eagle tree and has also been identified as a component of a sand dune. Through the development permit processing, invasive species on common lot should be managed; this area may be a suitable location to restore native plant communities or plant Garry oaks.
- Compensate for any removed Garry Oak trees with additional native plant species planting and restoration.
- Consider zoning tools to maximize retention of Garry oak trees, perch tree and any large mature trees on proposed lots 4, 5 and 6 (this has been achieved by creating a CD zone with reduced site coverage and larger setbacks).

Island Health

Island Health recommends that the lots connect to the CVRD sewer system, if possible. Connection to the sewer system would provide greater long-term reliability and reduce reliance on individual on-site or strata sewerage systems, which may pose risks of failure and potential impacts to public health, groundwater, and soil quality. If connection to the CVRD sewer is not achievable and a strata sewerage system is being considered the proposed lots will need to meet the minimum requirements outlined in Island Health's Subdivision Standards (during the subdivision phase) pertaining to community/strata sewerage systems.

Fire Protection

Fire protection is currently inadequate for the existing dwellings on the subject property as well as the residents in the Andrew Avenue neighbourhood as there are no hydrants in close proximity. The proposal will result in a new water line being installed from Lazo Road and a new hydrant being constructed at the Andrew Avenue road access to the development which will improve fire protection for the neighbourhood. Fire department access to the subject property will also be significantly improved.

PUBLIC PROCESS

Prior to Council’s consideration of first reading, notices were sent to adjacent neighbours in the Town boundary within 150.0m of the subject property. Although the Town is not legally required to notify residents in adjacent jurisdictions, Staff have notified the entire Radford Beach neighbourhood, in excess of the standard 150.0m buffer. The notices were mailed 14 days in advance of first reading, which exceeds the typical 10 day minimum. The map below shows the properties in the CVRD that were notified.



Figure 2: CVRD notification properties (coloured in green)

ATTACHMENTS:

- Attachment A: Property Location Map
- Attachment B: Official Community Plan Map
- Attachment C: Zoning Map
- Attachment D: Photos of Subject Property

Attachment E: Drawings

Attachment F: Applicant's Letter of Rationale

Attachment G: CVRD Referral Letter

Attachment H: Director Hardy April 9, 2026 Letter

Attachment I: Zoning Amendment Bylaw 2056.01

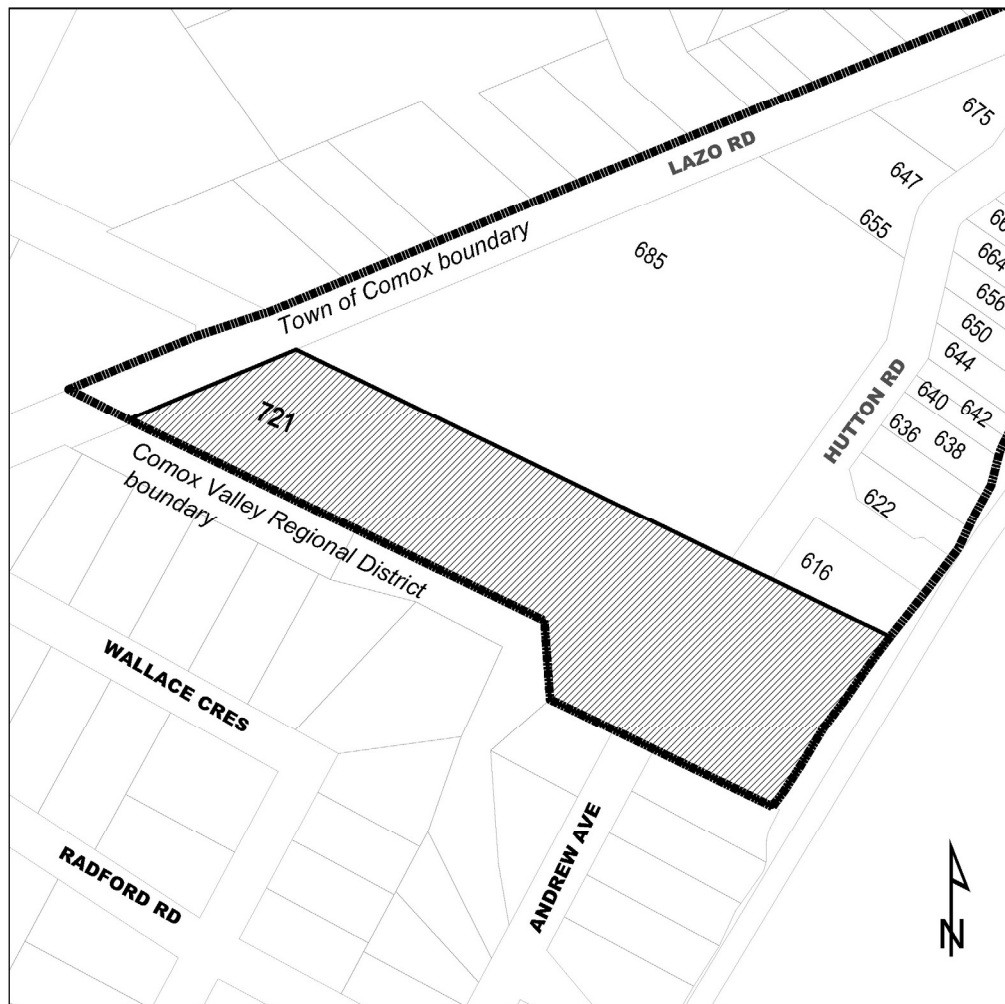
Attachment A

Property Location Map

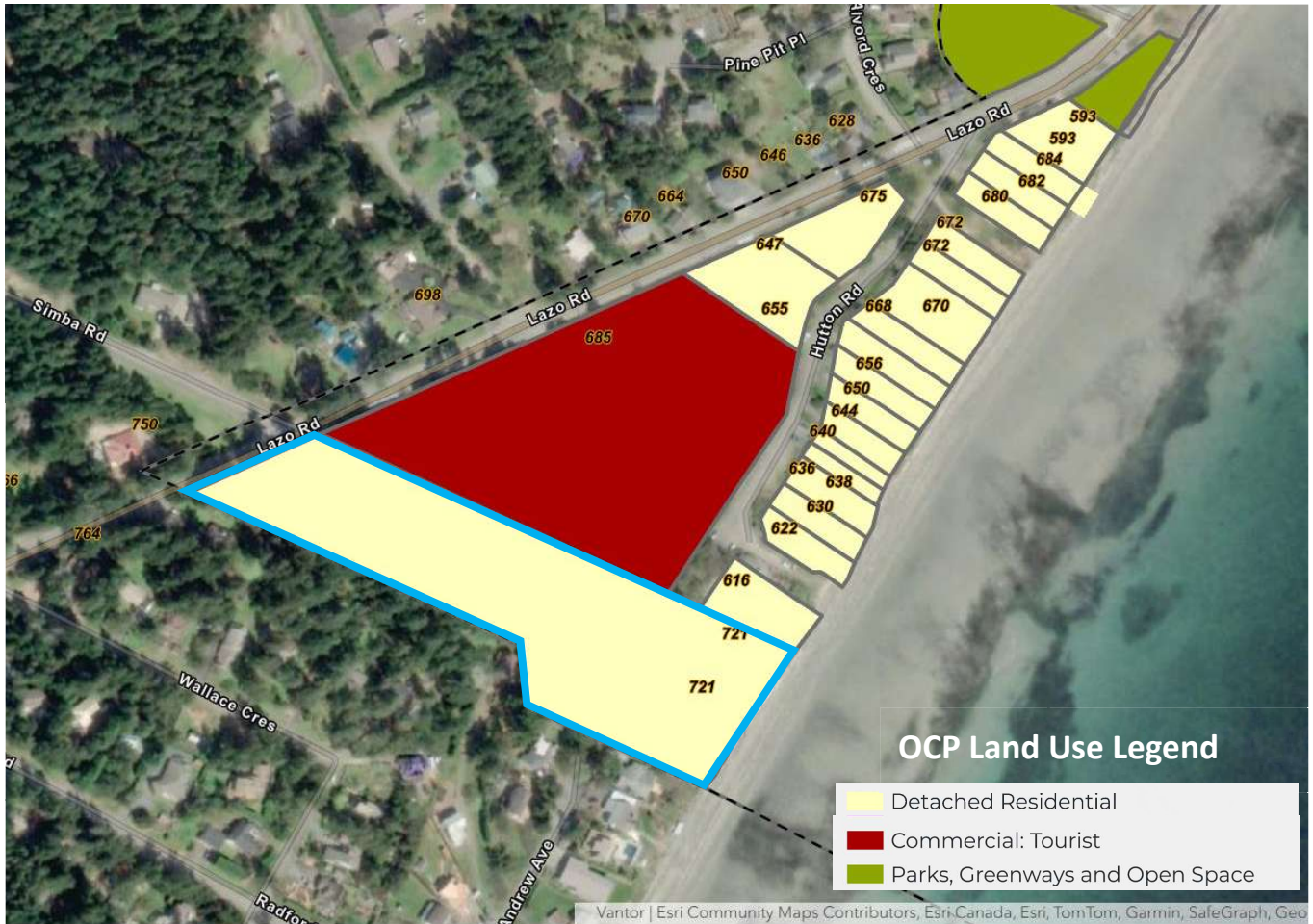
Shown shaded on the map below:

PARCEL B (DD 20772N) OF DISTRICT LOT 191 COMOX DISTRICT

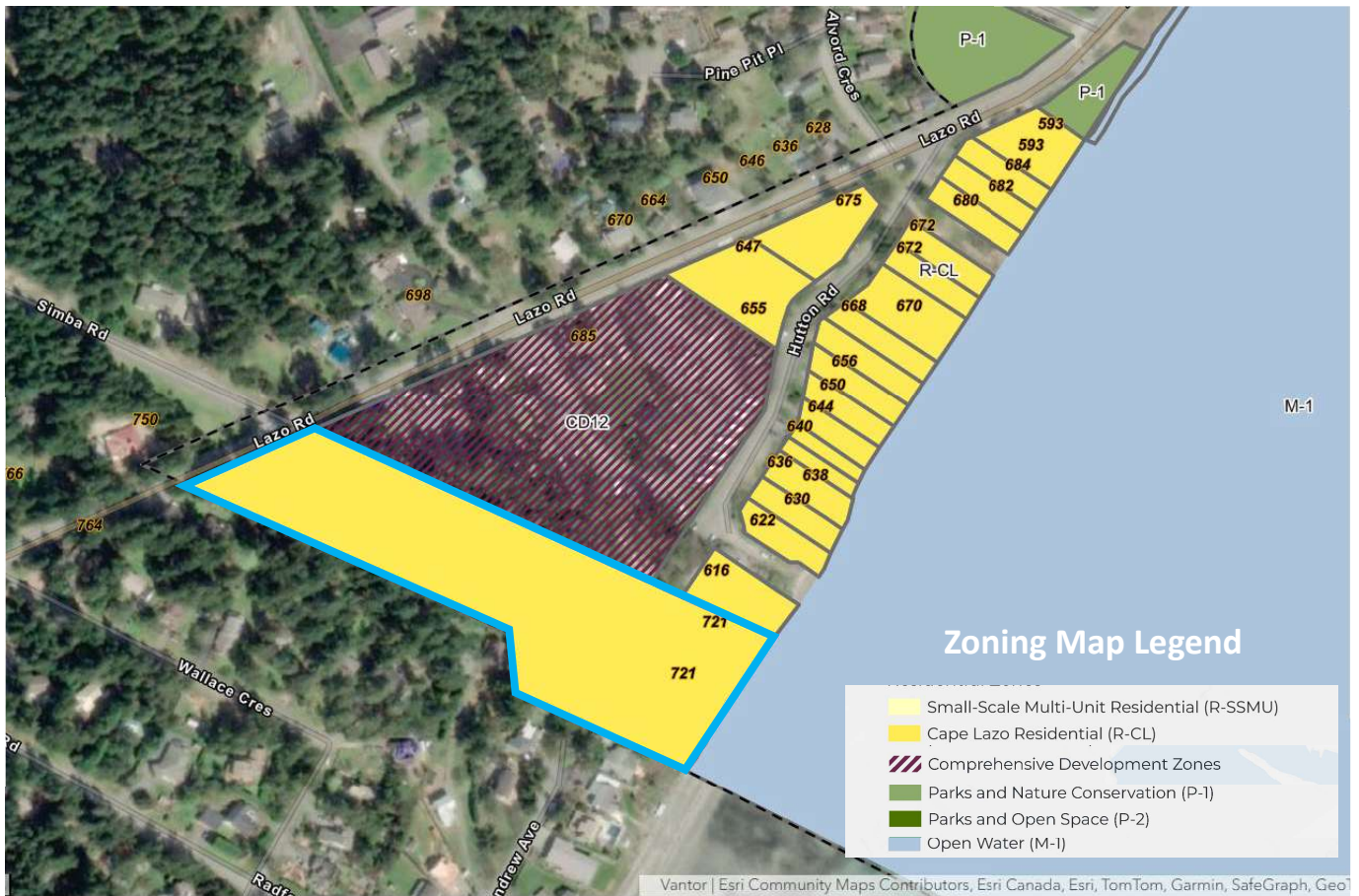
721 Lazo Road



Attachment B
Official Community Plan Map



Attachment C Current Zoning Map



Attachment D

Photos of the subject property

Site Photos



Photo 1. May 28th, 2025. Photo showing the existing development in the eastern portion of the subject lot.



Photo 2. May 28th, 2025. Photo showing the understory vegetation observed throughout the lot.



Photo 3. May 28th, 2025. Photo showing the largest Garry Oak stand, Stand 1, located at the top of the sandy slope.



Photo 4. May 28th, 2025. Photo showing one of the individual Garry Oak trees identified on the subject property, located in the SL 5 parcel.



Photo 5. May 28th, 2025. Photo showing the Stand 6, located within the proposed 0.12ha common property access parcel.



Photo 6. May 28th, 2025. Photo showing a mature Garry Oak within Stand 1, located on the ridge of the sandy slope.



Photo 7. January 28th, 2020. Photo showing the Krumholz Garry oaks identified on the subject property.

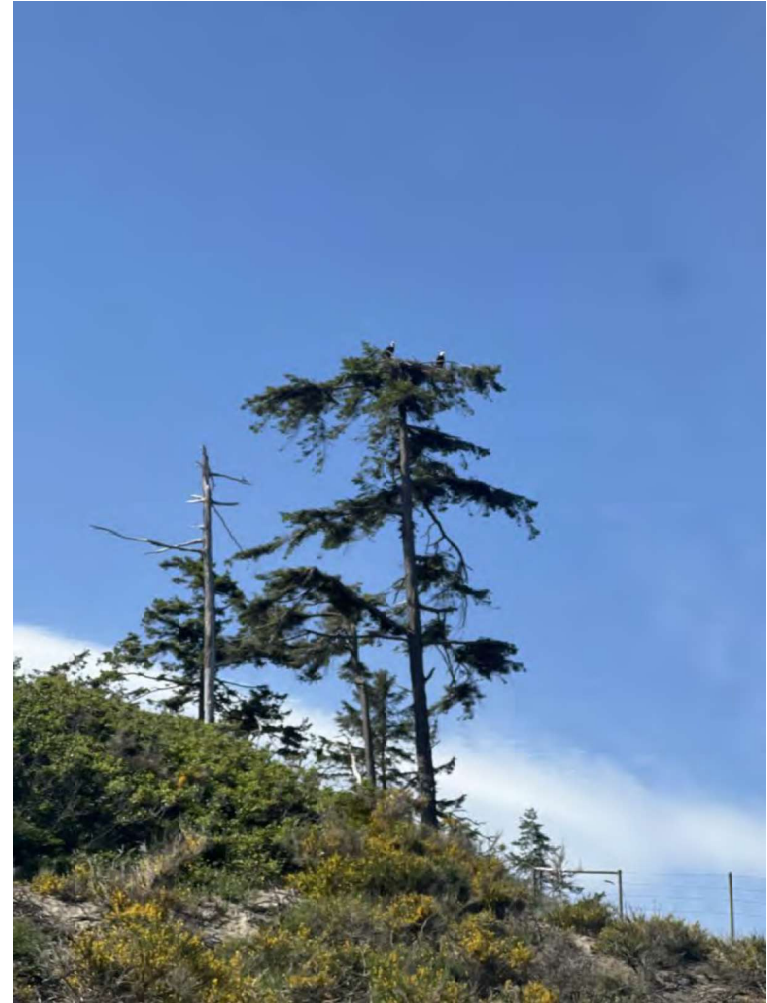


Photo 8. May 28th, 2025. Photo showing the active bald eagle nest identified on an adjacent property, approximately 3m north of the subject property.



Photo 9. May 28th, 2025. Photo showing the bald eagle nest with one of the eaglets and a parent sitting within the nest.



Photo 10. May 28th, 2025. Photo showing some of the bones observed beneath the active eagle tree on the adjacent lot.



Photo 11. May 28th, 2025. Photo showing the perch tree identified on the subject property, with an eagle observed to be actively using the tree.

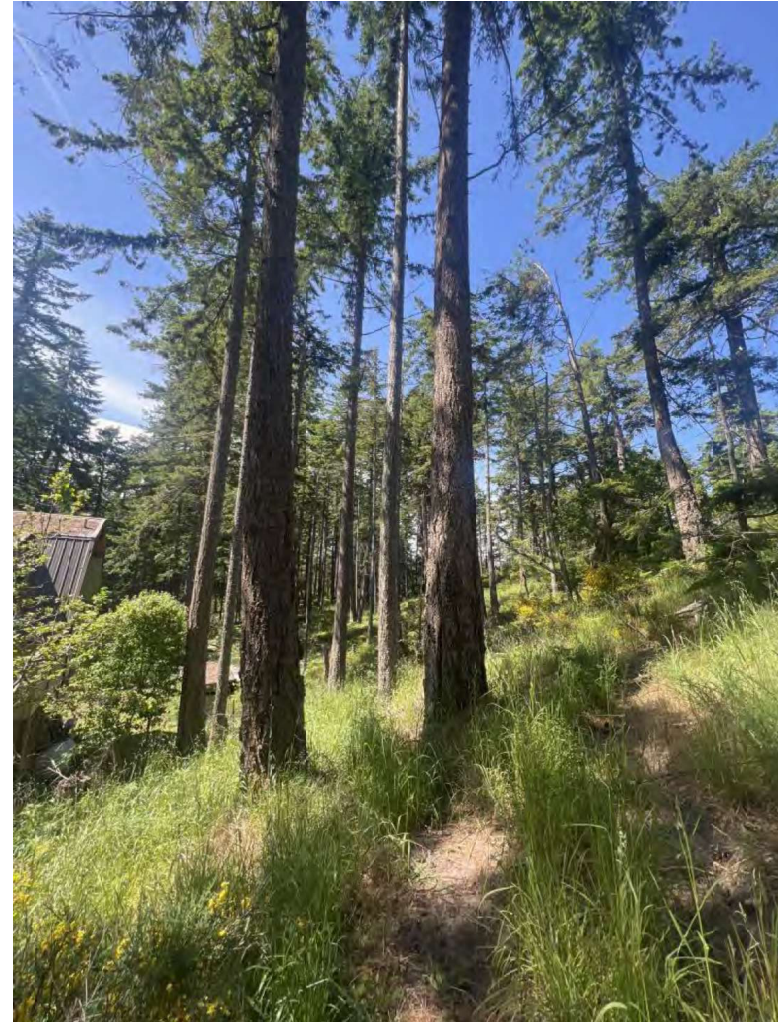


Photo 12. May 28th, 2025. Photo showing the upland environment with potential older forest.



Photo 13. May 28th, 2025. Photo showing an older Douglas fir with characteristics of a potentially older tree.



Photo 14. November 14th, 2025. Photo showing an older Douglas fir with characteristics of a potentially older tree.

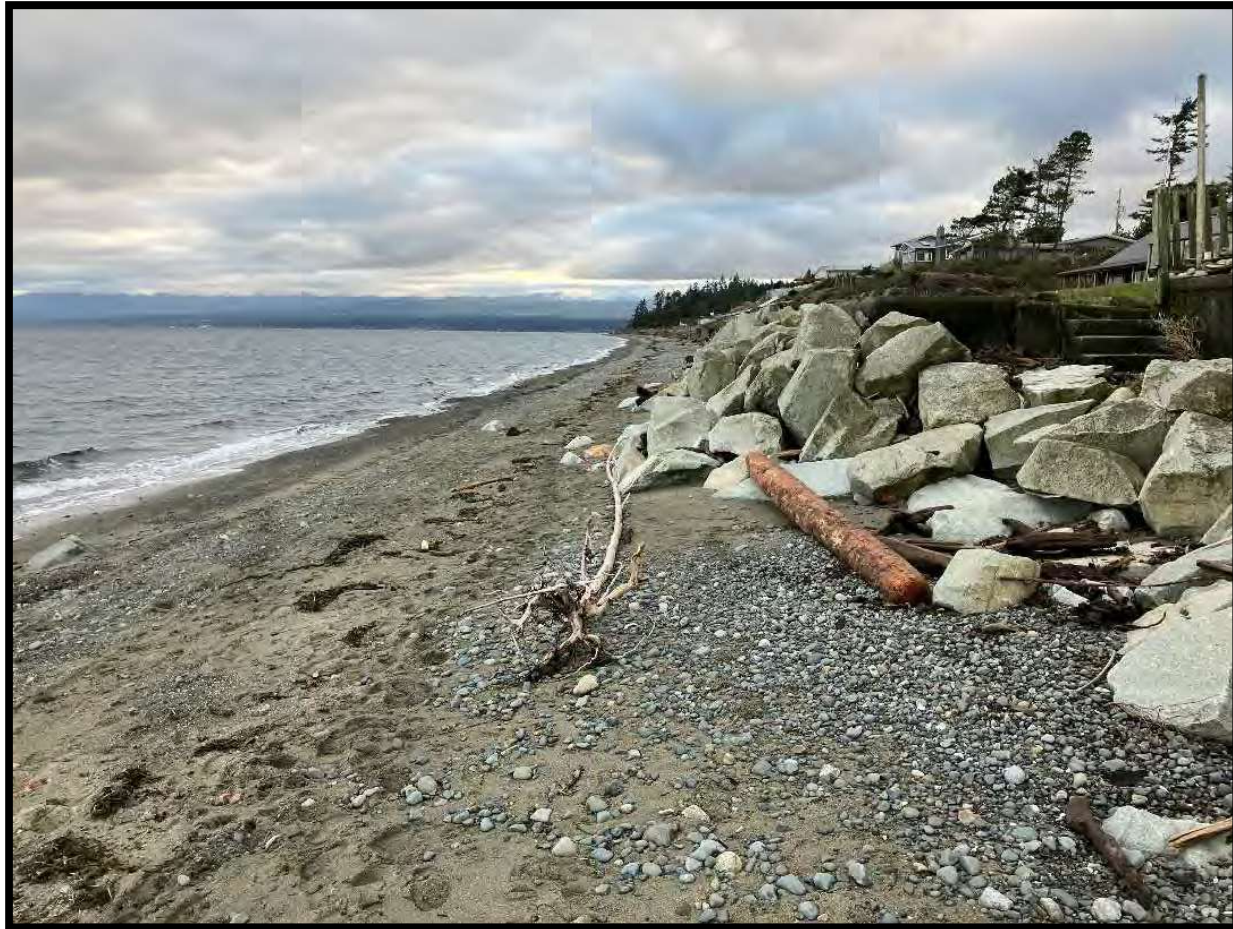


Photo 3.1 - View of property foreshore conditions, facing southwest

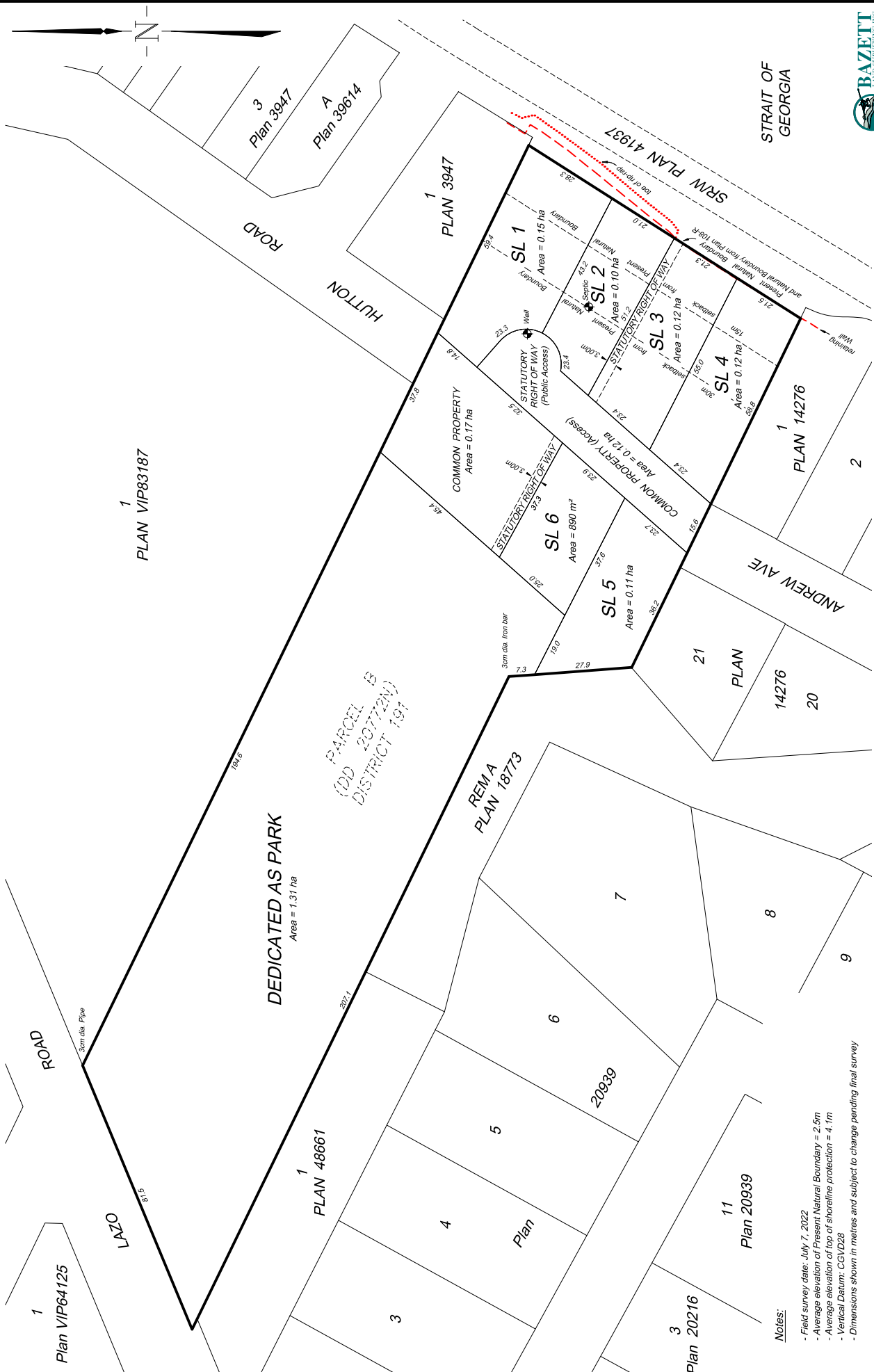
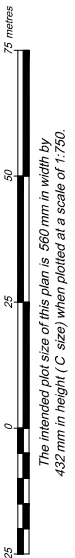


Photo 3.2 - View of property foreshore conditions, facing northeast

Attachment E

Drawings

PLAN OF PROPOSED BARELAND STRATA SUBDIVISION OF PARCEL B (DD 20772N) OF DISTRICT LOT 191, COMOX DISTRICT.



STRAIT OF GEORGIA



- Notes:**
- Field survey date: July 7, 2022
 - Average elevation of Present Natural Boundary = 2.5m
 - Average elevation of top of shoreline protection = 4.1m
 - Vertical Datum: CGVD28
 - Dimensions shown in metres and subject to change pending final survey

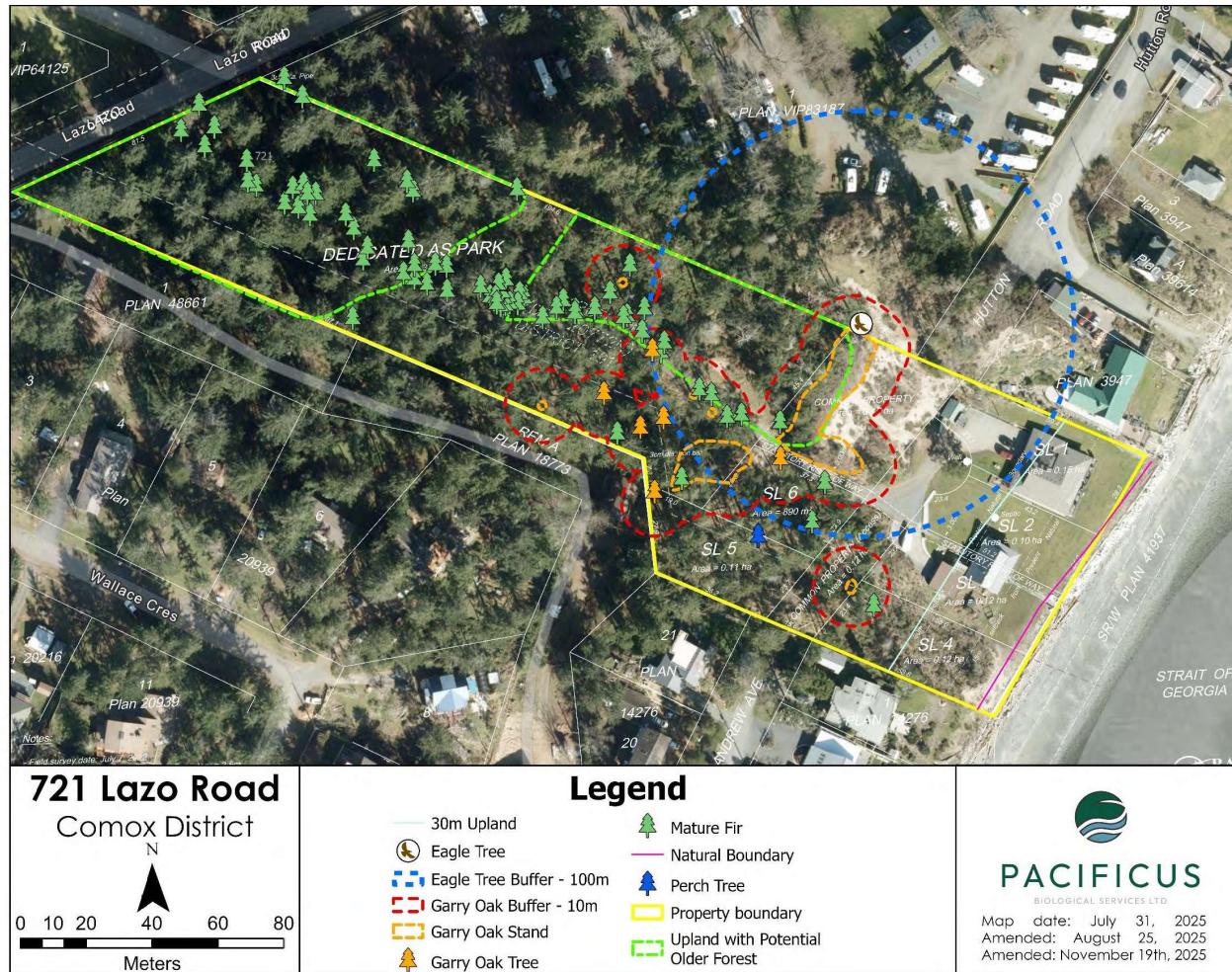


Figure 1. Map of the bare land strata subdivision of Parcel B of District Lot 101 at 721 Lazo Road, Town of Comox. Map showing the identified sensitive environmental features, associated setbacks, and proposed subdivision lines based on the engineering plans dated June 5th, 2025. *It should be noted not that all mature trees on the subject lot were documented, but rather, the mature trees within the proposed development footprint. All linework is approximate. *

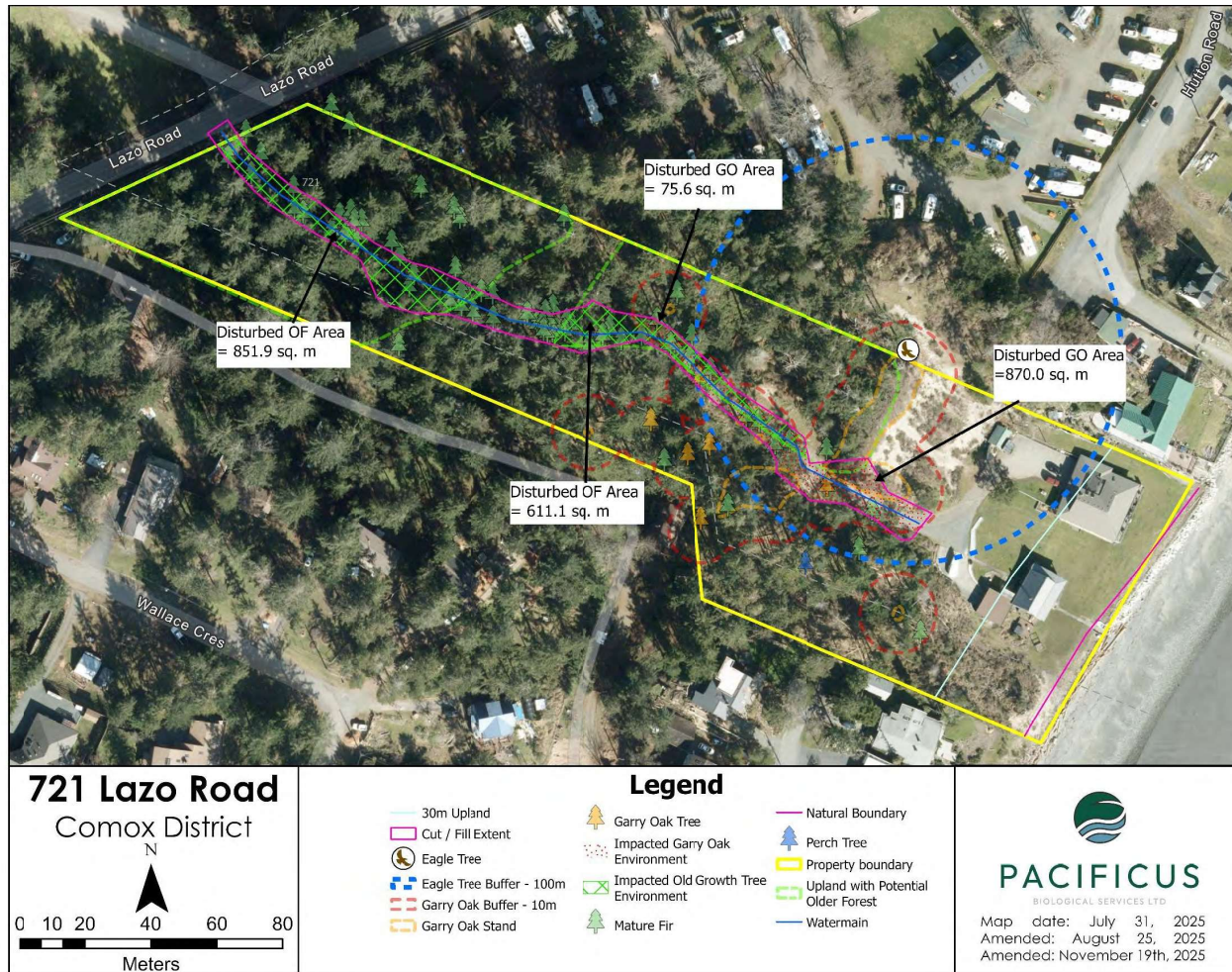
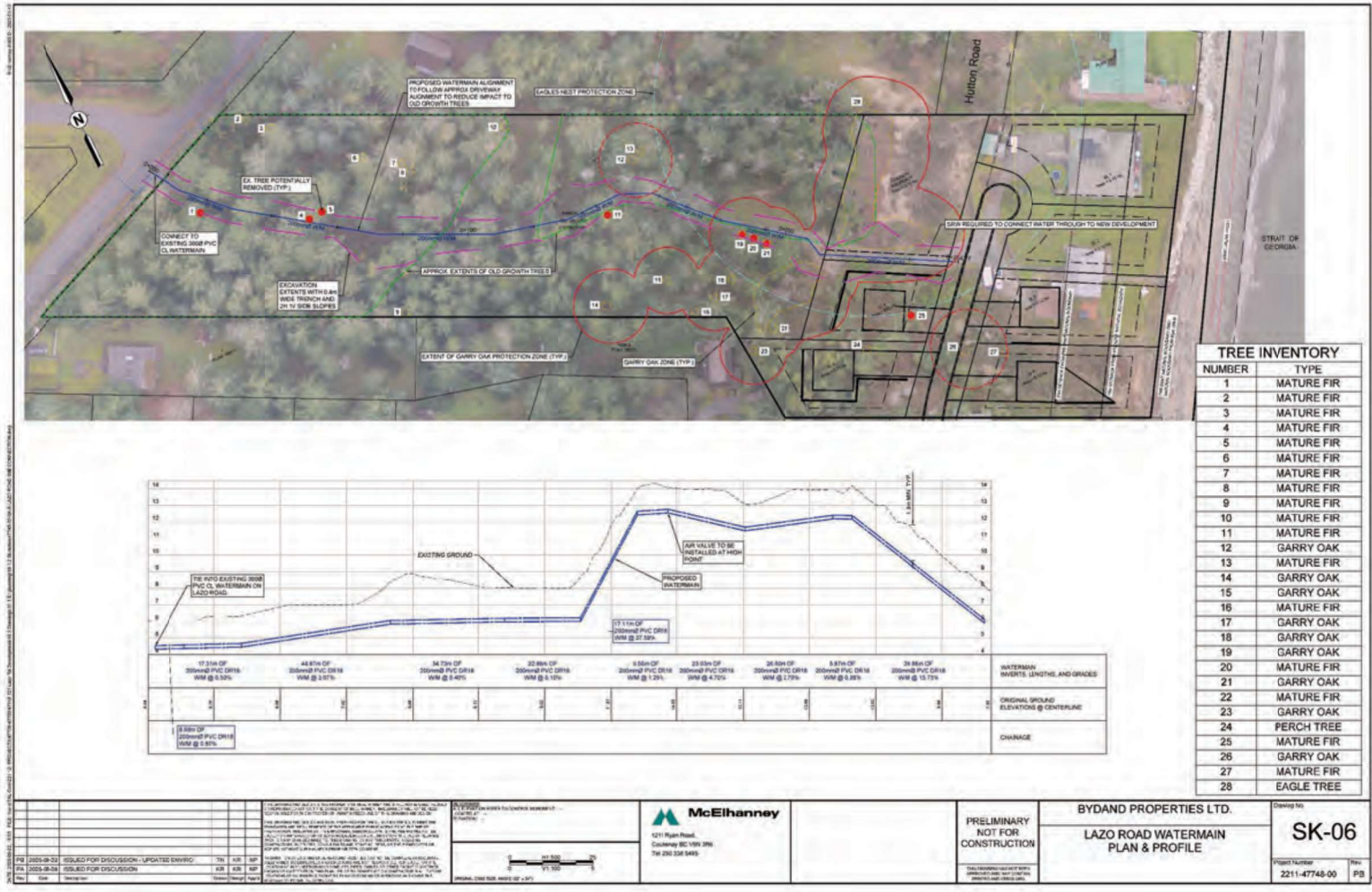
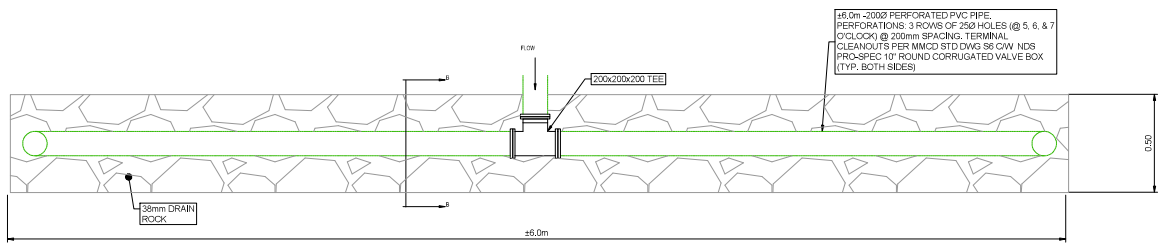


Figure 2. Map showing the ESA's impacted by the proposed development. *It should be noted that all linework is approximate*....

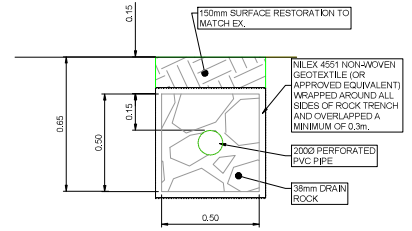


Port Hardy Office: Box 2760, 6990 Market St., Port Hardy, B.C. V0N 2P0 | (250) 949-9450
 Campbell River Office: 670 Island Highway, Campbell River, B.C. V9W 2C3 | (250) 286-0005

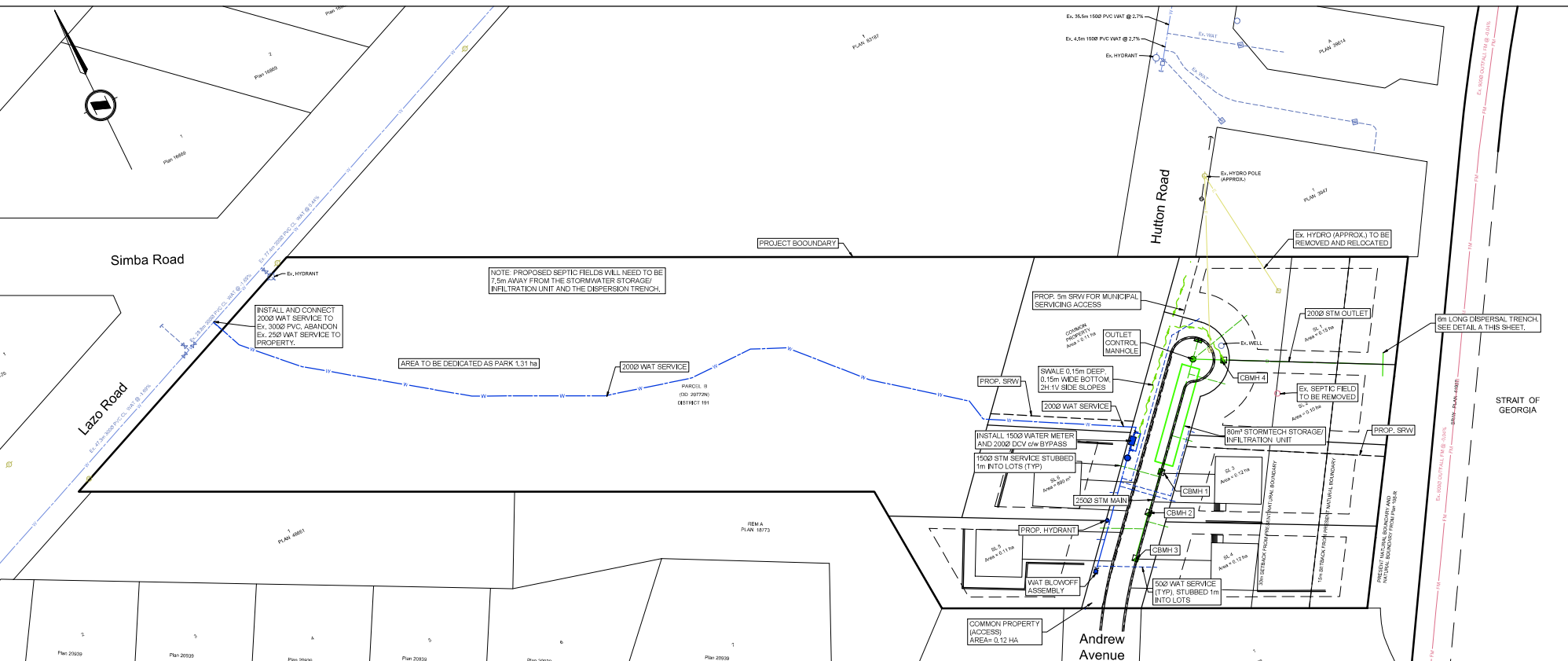
McElhanney Ltd. 2024-05-06



DISPERSION TRENCH
SCALE 1:10



DISPERSION TRENCH CROSS-SECTION
SCALE 1:10



Rev	Date	Description	Drawn	Checked	App'd
1	2025-12-11	ISSUED FOR SERVICING	TN	NP	DU
0	2024-12-13	ISSUED FOR DEVELOPMENT PERMIT	TN	NP	ND

THE DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT'S USE. THE CLIENT IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE ENGINEER AND FOR THE RESULTS OF THE DESIGN. THE ENGINEER HAS CONDUCTED VISUAL CHECKS OF THE DRAWING AND DESIGN FOR CONFORMANCE WITH THE REQUIREMENTS OF THE NATIONAL BUILDING REGULATIONS AND THE NATIONAL ELECTRICAL REGULATIONS. THE ENGINEER HAS CONDUCTED VISUAL CHECKS OF THE DRAWING AND DESIGN FOR CONFORMANCE WITH THE REQUIREMENTS OF THE NATIONAL BUILDING REGULATIONS AND THE NATIONAL ELECTRICAL REGULATIONS. THE ENGINEER HAS CONDUCTED VISUAL CHECKS OF THE DRAWING AND DESIGN FOR CONFORMANCE WITH THE REQUIREMENTS OF THE NATIONAL BUILDING REGULATIONS AND THE NATIONAL ELECTRICAL REGULATIONS.

McElhanney
1211 Ryan Road,
Courtenay BC V9N 3R6
Tel. 250 338 5495

PRELIMINARY
NOT FOR
CONSTRUCTION

BYDAND PROPERTIES LTD.
SITE SERVICING PLAN

Drawing No.	C100
Project Number	2211-47748
Rev.	1

Attachment F
Applicant's Rationale

721 Lazo Road

Zoning Bylaw Amendment & Subdivision Proposal with Development Permits

December 15, 2025

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

Attention Development Services

Contact

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



McElhanney



Zoning Bylaw Amendment

On behalf of our clients, we are pleased to apply for a Zoning Bylaw Amendment and Subdivision for the property located at 721 Lazo Road. We are proposing to rezone the subject property from Single-Family – Large Lot (R3.3) Zone to the Small Scale Multi-Housing (R1.0) Zone. Submitted alongside this application are Development Permit applications for Small Scale Multi-Unit Housing DPA, Hazardous Conditions DPA, and Sensitive Ecosystems DPA.

The concurrent applications propose the rezoning and subdivision of this property into six (6) Bare Land Strata lots, a separated Common Property lot, as well as a large lot dedicated as Park abutting Lazo Road.

Based on our discussion during the pre-application process and in compliance with the application forms, the following documents are attached as appendices:

1. **Letter of Intent** *(this document)*
2. **Title Search & Charge**
3. **Rationale and Comprehensive Development Zone Proposal** *(within this document)*
4. **Completed Application Forms, Authorization Form & Checklists**
5. **Site Disclosure Statement**
6. **Environmental Report**
7. **Geotechnical Report**
8. **Site Servicing Report**
9. **Flood Plain Assessment**
10. **Proposed Site Plan**

These documents have been provided as appendices to this letter of intent, as well as separated in electronic versions for ease of use and review. We look forward to working with the Town on this application. Please, do not hesitate to reach out if further information is required for this application as we will be happy to assist. We thank you for considering this proposal.

Sincerely,
McElhanney Ltd.

Corey Cooper, Planner
ccooper@mcelhanney.com
T 250-338-5495 D 778-647-2513



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Appendices

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721 Lazo Road – Zoning Bylaw Amendment Proposal

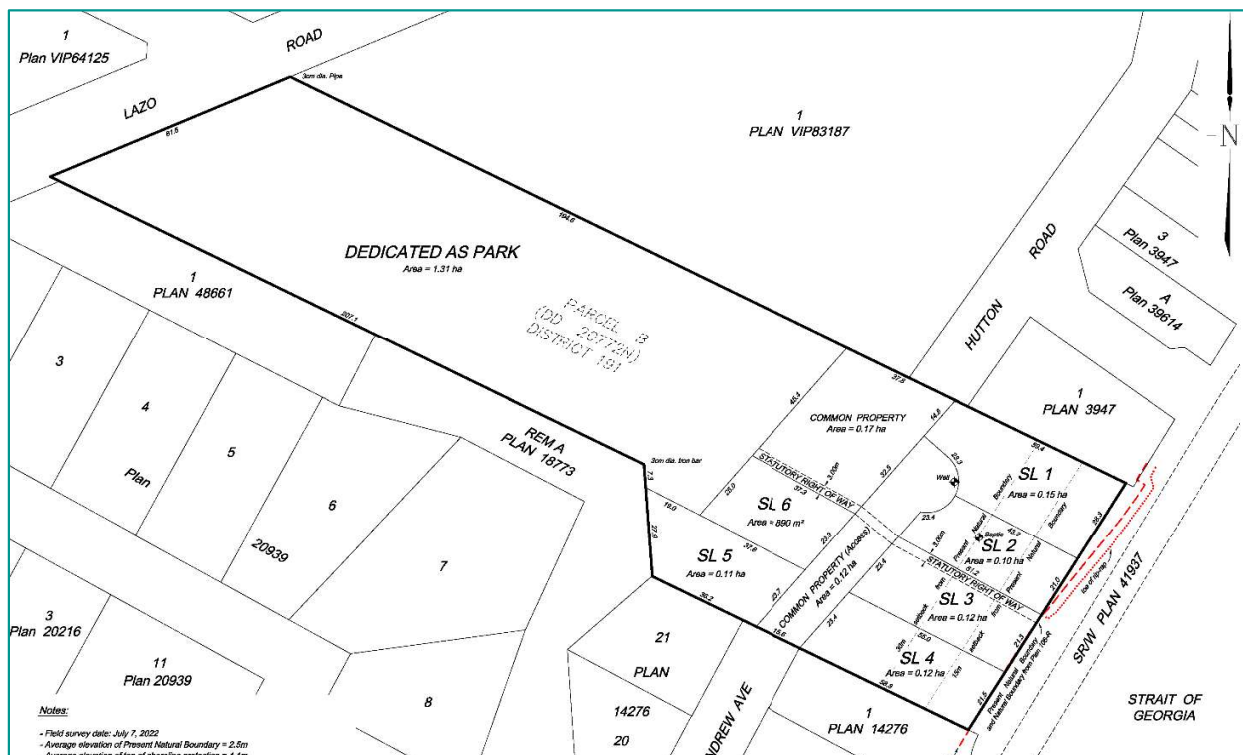
PARCEL B (DD 20772N) OF DISTRICT LOT 191, COMOX DISTRICT

Intent of Proposal

On behalf of our clients, we are pleased to apply for a Zoning Bylaw Amendment and Subdivision for the property located at 721 Lazo Road. We are proposing to rezone the subject property from Single-Family – Large Lot (R3.3) Zone to the Small Scale Multi-Housing (R1.0) Zone so to facilitate a six (6) bare land strata lot subdivision. Submitted alongside this application are required reports and documents for Development Permits for the Small Scale Multi-Unit Housing DPA, Hazardous Conditions DPA, and Sensitive Ecosystems DPA.

The concurrent applications propose the rezoning and subdivision of this property into six (6) Bare Land Strata lots, a separated Common Property lot, as well as a large lot dedicated as Park abutting Lazo Road. Please refer to Figure 1 for the proposed layout of the site.

Figure 1: Site Plan



Through pre-application meetings and Development Approval Information guidance, the application has been revised and reports included to address the concerns presented by the Town. These revisions include, but are not limited to, the provision of a Registered Professional Biologist Report, Professional Engineer's Site Servicing Report, Flood Assessment, and Geotechnical Report.

Context

The subject property is a partially developed lot located at 721 Lazo Road in Comox, BC (PID 009-547-461). The lot is currently zoned Single-Family – Large Lot (R3.3) and its Land Use is designated Detached Residential.

Figure 2: Site Location





Rationale

The Housing Needs Report indicates there is a need for additional Housing in the Town of Comox, signifying an increase of 1,037 units is needed by 2026, with an additional 2,321 units needed by 2041. Our client's proposal to increase the housing stock through the gentle development of the subject property will contribute towards meeting the projected housing needs, while the Parkland dedication achieves several of the OCP's objectives for Parks, Trails, and Open Spaces.

OCP Alignment

Land Use Policies

The Town's OCP is guided by principles that direct where growth and development in the community should occur. The proposal for 721 Lazo aligns with two (2) of these principles through the substantial Parkland dedication of 1.31 hectares of the subject property that connects to the Town's greenway:

6. Protect, restore and enhance the natural environment and urban forest. Increasing densities; and
7. Provide a connected and diverse network of parks, trails, and open spaces.

The proposed development addresses the general need for overall housing options for the community, as per the Housing Needs report data included in the OCP.

The dedication of the Parkland achieves several of the OCP's Parks, Trails and Open Space policies, including:

"4.9 Consider a balanced approach between all park types when considering the acquisition of future parkland to acknowledge the wide diversity of park users and park needs."

"4.10 – Provide an equitable distribution of neighbourhood and community parks throughout the Town through new park acquisition and development."

"4.11 Seek strategic dedication or acquisition of parkland and public access that provide significant environmental and recreational benefit as a condition of development such as trail linkages, waterfront access, and recreational opportunities."



Land Use Designation - Detached Residential

The subject property is designated Detached Residential in the *Town of Comox Official Community Plan Bylaw No. 2054, 2025*. The proposed development aligns with the policies applicable to these lands:

“18.3 – Consider support for subdivision applications that propose protection of sensitive ecosystems through land dedication, land trusts, eco-gifts (e.g. land dedication for park above and beyond 5% parkland dedication requirement), density transfer, restrictive covenants and similar measures to protect sensitive ecosystems as identified on OCP DPA - Sensitive Ecosystems Map.”

Zoning

As shown in Figure 3, the subject property is currently zoned Single-Family – Large Lot (R3.3) in the *Town of Comox Zoning Bylaw No. 1850, 2017*. The property abuts Comox Valley Regional District lands to the southwest and northwest, and Town of Comox lands to the east and northeast. The subject property is currently accessed through Lazo Road; however, both Hutton Road from the Town of Comox and Andrew Road from the CVRD abut the property’s boundaries.

Figure 3: Zoning Context



To achieve the goals of both the development as well as meeting the policies outlined in the Town's OCP, a rezoning to the Small Scale Multi-Housing (R1.0) Zone is required, which is permissible based on the information in this report along with the supporting documents.

Zoning Comparison Table

Table 1 is the Zoning Comparison Table which shows a comparison between the existing zone and proposed zone.

Table 1: Zoning Comparison Table

	Existing R3.3 Zone	Proposed R1.0 Zone
Permitted uses	<p>In the R3.3 zone, the following uses are permitted and all other uses are prohibited:</p> <ul style="list-style-type: none"> (1) Accessory structures and uses (2) Bed and Breakfast accommodations (3) Coach Houses (4) Home occupations (5) Secondary suites (6) Single-family dwellings (7) Urban Hen Keeping (8) Urban Produce Stand (9) Urban Produce Production (10) Two-family dwellings (11) Townhouses 	<p>In the R1.0 zone, the following uses are permitted and all other uses are prohibited:</p> <ul style="list-style-type: none"> (1) Accessory structures and uses (2) Bed and Breakfast accommodations (3) Home occupations (4) Secondary suites (5) Single-family dwellings (6) SSMFH coach houses (7) Two-family dwellings (8) Townhouses (9) Urban Hen Keeping (10) Urban Produce Production (11) Urban Produce Stand
Conditions of Use	<ul style="list-style-type: none"> (1) Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists; (2) Coach Houses shall: <ul style="list-style-type: none"> (a) not be permitted on a parcel where the rear yard is less than 15.0 metres in width; (b) have a parcel coverage not exceeding 10%; (c) be located in a rear yard; (d) in combination with the gross floor area of accessory buildings, not exceed: <ul style="list-style-type: none"> i. 50 m2 in gross floor area, where the parcel area is less than 650 m2; ii. 60 m2 in gross floor area, where the parcel area is equal to 	<ul style="list-style-type: none"> (1) Bed and Breakfast accommodations shall only be permitted on a parcel where no more than one single-family dwelling unit exists. (2) SSMFH coach houses shall: <ul style="list-style-type: none"> (a) Have a minimum 30 m2 gross floor area per unit (b) In combination with the gross floor area of all SSMFH coach houses not exceed: <ul style="list-style-type: none"> i. 100 m2, where the parcel area is equal to or less than 650 m2; ii. 120 m2 in gross floor area, where the parcel area is greater than 650 m2 (c) Not exceed in height: <ul style="list-style-type: none"> i. 5.5 metres, where the SSMFH Coach House is 1 storey; and



	<p>or greater than 650 m² and less than 1,000 m²; and</p> <p>iii. 70 m² in gross floor area, where the parcel area is equal to or greater than 1,000 m².</p> <p>(e) for the purpose of sub-section (f) only, gross floor area shall:</p> <p>i. include garages and carports, excluding carports attached to a coach house to a maximum of 20 m² and garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area;</p> <p>ii. exclude one accessory building less than 10 m²; and</p> <p>iii. exclude one room less than 40 m² in gross floor area, completely contained within the principal building and used by residents of a coach house for storage, vehicle parking or workshop purposes;</p> <p>(f) not exceed 10.0 m² roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;</p> <p>(g) not exceed in height:</p> <p>i. 4.5 metres, where the coach house gross floor area is less than 50 m²; and</p> <p>ii. 5.5 metres, where the coach house gross floor area is equal to or greater than 50 m²;</p> <p>(h) not be located closer than 4.0 metres to a principal building;</p> <p>(i) be excluded from required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line; and</p> <p>(j) conform to Section 5.20 Special Needs Housing Standards – Adaptable Housing.</p> <p>(3) Coach Houses shall not be permitted:</p> <p>(a) on a parcel shown shaded in Appendix "F"; and</p> <p>(b) on a parcel shown shaded in Appendix "G" that has a parcel area less than 1,500 square metres.</p>	<p>ii. 7.5 metres, where the SSMFH Coach House is 2 storeys.</p> <p>(d) Be excluded from required rear setback, provided no SSMFH coach house is located closer to a rear lot line than:</p> <p>i. 1.5 metres where the SSMFH Coach House is 1 storey; and</p> <p>ii. 4.0 metres where the SSMFH Coach House is 2-storeys, as shown in Figures 100-1 and 100-2.</p>
--	--	---



	<p>(4) Notwithstanding section 109.2(2), on a parcel that is greater than 280 m² and equal to or less than 4,050 m² and that is serviced with both municipal water and sanitary sewer coach houses shall:</p> <ul style="list-style-type: none"> (a) Have a minimum 30 m² gross floor area per unit; (b) Not be limited to one per parcel; (c) In combination with the gross floor area of all coach houses not exceed: <ul style="list-style-type: none"> (i) 100 m², where the parcel area is equal to or less than 650 m²; (ii) 120 m² in gross floor area, where the parcel area is greater than 650 m². (d) Not exceed in height: <ul style="list-style-type: none"> (i) 5.5 metres, where the coach house is 1 storey; and (ii) 7.5 metres, where the coach house is 2 storeys. (e) Be excluded from required rear setback, provided no coach house is located closer to a rear lot line than: <ul style="list-style-type: none"> (i) 2.0 metres where the coach house is 1 storey. 	
Density	<p>(1) Density for a parcel that is greater than 4,050 m² and /or not serviced with both municipal water and sanitary sewer shall not exceed 2 dwelling units that may be comprised of 1 principal dwelling and a secondary suite or a coach house;</p> <p>(2) Density for a parcel shall not exceed 4 dwelling units;</p> <p>(3) Notwithstanding section 109.3.(2) above, parcels identified on Appendix C1 shall not exceed 2 dwelling units that may be comprised of 1 principal dwelling unit and secondary suite or coach house.</p>	<p>(1) Density for a parcel that is greater than 4,050 m² and/or not serviced with both municipal water and sanitary sewer shall not exceed 2 dwelling units that may be comprised of 1 principal dwelling unit and a secondary suite or a SSMFH coach house;</p> <p>(2) Density for a parcel that is equal to or less than 280 m² shall not exceed 3 dwelling units;</p> <p>(3) Density for a parcel that is greater than 280 m² shall not exceed 4 dwelling units; and</p> <p>(4) The combined gross floor area of 4 dwelling units, where permitted on a parcel, shall not exceed 1,000 m².</p>
Parcel Area	<p>(1) All lands shown shaded in Appendix "G" - parcel area shall not be less than 5,000 square metres.</p> <p>(2) All lands shown shaded in Appendix "H" - parcel area shall be not less than 3,500 square metres.</p> <p>(3) All other lands - parcel area shall not be less than 20,000 square metres.</p>	Parcel area shall not be less than 650 m ²
Parcel Frontage	Parcel frontage shall not be less than 20.0 metres.	Parcel frontage shall not be less than 20.0 metres.



Parcel Depth	Parcel depth shall not be less than 50.0 metres.	N/A
Parcel Coverage	Parcel coverage shall not exceed 30% or 500 square metres, whichever is lesser.	<p>(1) Parcel coverage shall not exceed the following for parcels equal to or less than 1,300 m²:</p> <ul style="list-style-type: none"> (a) where 1 dwelling unit is provided: 35% (b) where 2 dwelling units are provided: 40% (c) where 3 dwelling units are provided: 45% and (d) where 4 dwelling units are provided: 50% <p>(2) Parcel coverage shall not exceed the following for parcels greater than 1,300 m².</p> <ul style="list-style-type: none"> (a) where 1 dwelling unit is provided: 25% (b) where 2 dwelling units are provided: 30% (c) where 3 dwelling units are provided: 35%; and (d) where 4 dwelling units are provided: 40%.
Heights and Storeys	<p>(1) Height shall not exceed 9.0 metres.</p> <p>(2) The number of storeys shall not exceed 2.</p>	<p>(1) Height shall not exceed 11 metres.</p> <p>(2) The number of storeys shall not exceed 3.</p>
Required Setbacks	<p>(1) Front Front setback shall not be less than 7.5 metres.</p> <p>(2) Rear Rear setback shall not be less than 7.5 metres.</p> <p>(3) Side – interior Interior side setback shall not be less than 2.0 metres.</p> <p>(4) Side – exterior Exterior side setback shall not be less than 3.5 metres.</p>	<p>(1) Front</p> <ul style="list-style-type: none"> (a) For any part of a building used as a garage or carport – Front setback shall not be less than 6.0 metres, and (b) All other situations – Front setback shall not be less than 3.0 metres as shown in Figure 100-1. <p>(2) Rear Rear setback shall not be less than 5.0 metres</p> <p>(3) Side – interior Interior side setback shall not be less than 1.5 metres.</p> <p>(4) Side – exterior</p> <ul style="list-style-type: none"> (a) For any part of a building used as a garage or carport – Exterior side setback shall not be less than 6.0 metres, and (b) All other situations – Exterior side setback shall not be less than 3.0 metres as shown in Figure 100-1. <p>(5) Notwithstanding sections 101.9(1) through (4), building setback from lot lines shared with the Agricultural Land Reserve shall be not less than 30.0 metres.</p>



<p>Accessory Buildings</p>	<p>Accessory buildings shall</p> <ol style="list-style-type: none"> (1) other than chicken coops, not exceed 4.5 metres in height; (2) have a parcel coverage not exceeding 10%; (3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point; (4) not exceed 60 m2 in gross floor area. For the purpose of this sub-section only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes. For the purpose of this sub-section only, carport gross floor area shall be calculated as the roofed floor area; (5) not be located within a front yard; and (6) other than chicken coops, be excluded from required rear and interior side setbacks provided that: <ol style="list-style-type: none"> (a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line; and (b) a 2.0 metre interior side setback is maintained from the front lot line to a point 3.0 metres into the rear yard, as shown in Figure 109-1. (7) chicken coops shall: <ol style="list-style-type: none"> (a) not exceed 2.5 metres in height; (b) not exceed 5.0 m2 in gross floor area; (c) not be located closer than 1.0 metre to a principal building or a coach house; (d) be located in a rear yard; and, (e) be excluded from required rear and side setbacks provided that no chicken coop is located closer than 3.5 metres to a rear or interior side lot line and 4.0 metres to an exterior side lot line. 	<p>Accessory buildings shall:</p> <ol style="list-style-type: none"> (1) other than chicken coops, not exceed 4.5 metres in height; (2) have a parcel coverage not exceeding 10%; (3) not occupy more than 2/3 of the width of the rear yard, as measured at its widest point; (4) not exceed 60 m2 in gross floor area. For the purpose of sub-section 100.9(3) only, gross floor area shall include accessory buildings and parts thereof used for garage or carport purposes and carport gross floor area shall be calculated as the roofed floor area; (5) not be located within a front or exterior side yard; and (6) other than chicken coops, be excluded from required rear and interior side setbacks provided that: <ol style="list-style-type: none"> (a) no accessory building is located closer than 1.2 metres to a rear or interior side lot line, and (b) a 2.0 metre interior side setback is maintained from the front lot line to a point 3.0 metres into the rear yard, (7) chicken coops shall: <ol style="list-style-type: none"> (a) not exceed 2.5 metres in height; (b) not exceed 5.0 m2 in gross floor area; (c) not be located closer than 1.0 metre to a principal building or a SSMFH coach house; (d) be located in a rear yard; and, (e) be excluded from required rear and side setbacks provided that no chicken coop is located closer than 3.5 metres to a rear or interior side lot line and 4.0 metres to an exterior side lot line.
<p>Screening</p>	<p>The following shall be screened in accordance with Section 8:</p> <ol style="list-style-type: none"> (1) Above ground utility boxes and utility transformers; and (2) Coach houses abutting Residential zoned parcels. 	<p>The following shall be screened in accordance with Section 8:</p> <ol style="list-style-type: none"> (1) Above ground utility boxes and utility transformers. (2) R1.0 zoned parcels abutting land within the Agricultural Land Reserve shown in Appendix B1 map.
<p>Off-Street Parking & Loading</p>	<p>Off-street parking and loading shall be provided in accordance with Section 6.</p>	<p>Off-street parking and loading shall be provided in accordance with Section 6.</p>



Other Requirements

- (1) No more than one principal building shall be permitted on a parcel.
- (2) All buildings shall conform to Section 5.19, Watercourse Regulations.

- (1) All buildings shall conform to Section 5.19, Watercourse Regulations.
- (2) Despite Section 100.8(1), the distance between a building or principal use and the rear lot line on Lot A District Lot 93 Comox District Plan 48731 shall not exceed 30.0 metres.
- (3) Landscaping of the front yard shall be provided in accordance with the following:
 - (a) 50% of the front yard must comprise of soil-based landscaping.
 - (b) Minimum one 5 cm caliper tree at planting time with 30 m³ of soil volume must be provided for every 10 metres of parcel frontage.
 - (c) Tree plantings must comprise of a shade tree species listed in the Town of Comox Urban Forest Management Plan – Appendix 4: Preferred Tree Species to Plant.
 - (d) All trees must be planted and maintained in a manner that meets or exceeds the Canadian Landscape Standard.
- (4) Notwithstanding Section 100.12 (3)(c), when a required tree is located within 2.75 m lateral distance of overhead utilities, the required tree may comprise:
 - (a) of a tree species listed in the Town of Comox Urban Forest Management Plan – Appendix 4: Preferred Tree Species to Plant – Part 2: Trees for Beside Hydro Lines; or
 - (b) a tree species with a mature height of less than 5 m.
- (5) Notwithstanding sections 100.2, 100.3, 100.4, 100.5, 100.6, 100.7, 100.8, 100.9, 100.10, and 100.11, any parcel that has a development permit or development variance permit that received approval prior to, and including, June 30th, 2024, and any building permits for such development that are issued within two calendar years following the date of adoption of this bylaw, shall be subject to the applicable regulations of this bylaw effective prior to adoption of Comox Zoning Amendment Bylaw No. 1850.47.





Development Permit Areas

The subject property falls within the following Development Permit Areas, as identified in the City of Courtenay's Official Community Plan Bylaw:

1. Small Scale Multi-Unit Housing DPA
2. Hazardous Conditions DPA
3. Sensitive Ecosystems DPA

As per the attached reports, the proposed Development is supported in conjunction with the recommendations held within these reports.

Small Scale Multi-Unit Housing

Aligning with the Development Approval Information provided by Town staff, the proposed rezoning and subdivision include single-detached dwellings, with or without a secondary suite but no allowance for coach houses. As the development is restricted to only these dwelling types, the SSMUH DPA does not apply.

Hazardous Conditions

As per the attached Geotechnical Report, the subject property *"is considered geotechnically safe for the proposed development in accordance with Section 56 of the Community Charter (defined for the purpose of this report as single family residential strata subdivision), if the recommendations presented herein were followed."* It is our understanding that this satisfies the DPA requirements outlined in the Town's Official Community Plan, Section 3.15.5.

Sensitive Ecosystems

Upland Environment

Aligning with the Town's Official Community Plan, the areas previously indicated as Upland Environment in the previous OCP (Bylaw No. 1685, 2011) are mostly contained within the area dedicated as Parkland to the Town. This action ensures that objectives 7(B.), 7(C.), and 7(F.) are achieved through this development.

"7(B.) Minimize the impacts of development on sensitive and other important ecosystems."





“7(C.) Identify, protect, restore, and connect sensitive and other important ecosystems, including municipal parks and conservation areas, to enhance biodiversity and ecological functions.”

“7(F.) Protect, enhance, and expand the urban forest.”

Eagle Nests & Heron Sites

Through previous assessments and recent observations by Pacificus Bio Services Ltd., there is an eagle nest located on the adjacent parcel and determined to be active. Additionally, a perch tree was also identified and noted in the attached report on the subject property. Lots 3, 4, and 5 are outside of the 100m protection zone for the eagle tree, while Lots 1, 2, and 6 are within the zone and will need to abide by additional recommendations to mitigate any negative impacts to the existing nest.

It is acknowledged that activity on the property shall occur outside of the migratory breeding bird timing window (March 12th to August 17th) and be conducted as per the recommendations of the Environmental Mitigation Plan provided by the RP Bio.

Garry Oak Habitat

The majority of the Garry Oak Trees and Stands are located within the proposed Parkland dedication. The initial intent of this proposal was to leave this area unaffected and connect water services through new lines connecting to Hutton Road; however, through discussions with Town staff, it was advised that water service connections were to be established at the Lazo Road connection. Presented in the RP Bio Report and submitted as an appendix to this letter:

“...overall impacts to existing Garry oak habitat as a result of the proposed development is significant as approximately 945.6m² will be impacted by the proposed watermain servicing installation design.”

In addition to impacting the Garry Oak Habitats, the proposed watermain installation design will affect the previously designated Upland Environment:

“...overall impacts to existing older forest habitat as a result of the proposed development is significant as approximately 1463m² will be impacted by the proposed watermain servicing installation design.”



The Garry Oaks identified on the proposed Strata Lots will be require relocation efforts as per the report recommendations, moving the affected trees into the adjacent habitat in hopes of successful replanting and enhancing the Parkland's Garry Oak Habitat.

Project Summary

The proposal for Rezoning and Subdivision of 721 Lazo Road has been made with considerations made on its impact to the existing Sensitive Ecosystems, aiming to minimize any negative effects on the long existing natural features.

With the information provided through Professional Reports, we request that staff consider the servicing connection to be established via Hutton Road, drastically reducing any impact to the natural environment intended to be preserved through the Parkland dedication.

Thank you in advance for considering our proposal.

Sincerely,

McElhanney Ltd.

Prepared by:

Corey Cooper, MPlan



Corey Cooper, Planner

ccooper@mcelhanney.com

778-647-2513

Reviewed by:

Kevin Brooks, MPlan, RPP



Kevin Brooks, Division Manager – Planning

kbrooks@mcelhanney.com

778-560-2371



Thank You

For considering our proposal.



Attachment G

CVRD Referral Letter

File: 6470-20

April 9, 2026

Sent via email only: planning@comox.ca

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

Dear Mr. Houle:

Re: Referral Response – 721 Lazo Road Rezoning and Subdivision

The Comox Valley Regional District (CVRD) has received a referral for the rezoning of a property located at 721 Lazo Road from Single Family Large Lot (R3) zone to Small Scale Multi-Housing (R1) zone to facilitate a six bare land strata lot subdivision.

The proposed rezoning is consistent with Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010” (RGS).

The CVRD has reviewed the proposal in relation to the RGS, with a focus on municipal edge conditions, long-term integration, servicing, and environmental constraints. Given the site’s location at the municipal boundary and adjacent to Electoral Area B lands identified for future settlement expansion, subdivision decisions at this stage will influence long-term planning outcomes.

The RGS designates the subject property within the Municipal Area, where growth is intended to occur. The proposal is generally consistent with this direction.

RGS MG Policy 1A-1 provides that detailed land use is determined through municipal Official Community Plans. The subject property is adjacent to lands in Electoral Area B designated as Settlement Expansion Areas. These areas are intended to accommodate long-term growth through future boundary extension, comprehensive planning, and the provision of publicly owned water and sewer services. This framework is intended to support complete, connected, and efficiently serviced neighbourhoods when these lands are incorporated into a Municipal Area.

The following comments are offered to support ongoing coordination and long-term regional alignment.

Subdivision layout and connectivity

Access is proposed from Andrew Avenue, with an internal cul-de-sac and no connection to Hutton Road. While topographical constraints are noted, it is not clear from the materials provided whether a connection has been fully explored.

This layout establishes a dead-end condition at the municipal edge and removes a potential future connection. Over time, this may limit options for connectivity, emergency access, walkability, and servicing.

From a regional perspective, a through road connection between Andrew Avenue and Hutton Road would be the preferred outcome, as it would support a connected public street network and long-term integration with adjacent lands.

If a full connection is not feasible at this time, consideration should be given to orienting the road network to preserve that future opportunity. This includes avoiding a permanent cul-de-sac configuration and considering access from an existing Town road where possible, rather than establishing a strata road that may be difficult to extend or convert over time.

Once established through a bare land strata with a common property road, this pattern may be difficult to modify and may limit future neighbourhood planning and infrastructure coordination if adjacent Settlement Expansion Area lands are incorporated into the Town.

Bare land strata form

The proposal is structured as a bare land strata with a common property access road. No entrance gate is proposed at this time. However, this format, combined with a cul-de-sac, can function as a private enclave, and a future strata council may install a gate.

This may reduce permeability and create a pattern that is more difficult to integrate into a connected street network over time. At a municipal edge, this has broader implications for how adjacent lands are planned and serviced.

Subdivision design and conditions that maintain public access and support long-term integration may help avoid these challenges.

Servicing approach

The proposal includes municipal water service. However, sanitary disposal is proposed through individual on-site septic systems, and rainwater is managed on-site.

This represents a hybrid servicing model within a Municipal Area.

The RGS directs growth to Municipal Areas to support the efficient use of shared public infrastructure. In this context, reliance on private systems may influence how future servicing upgrades and integration with adjacent lands can occur.

The Town may wish to confirm that this approach aligns with long-term servicing objectives and does not limit future infrastructure coordination.

Floodplain, hazards, and climate change

The site is within a coastal flood hazard area and is subject to sea level rise, storm surge, wave effects, erosion, and slope-related constraints. The supporting materials identify Flood Construction Levels, setbacks, and geotechnical limitations, including slope stability and seismic considerations.

These factors are interconnected and benefit from being considered together. The [CVRD Coastal Flood Adaptation Strategy \(CFAS\)](#) emphasizes understanding flood pathways and extents over time, in addition to applying elevation-based standards. The geotechnical report also notes that slope stability and ground conditions may be influenced under saturated and seismic conditions.

CFAS Phase 1 identifies a Flood Construction Level of approximately 5.7 m for year 2100 conditions at a transect scale. However, mapped flood extents extend beyond a single elevation line, and portions of the subject property fall within these broader projected hazard areas.

The regulatory coastal floodplain mapping for year 2100 conditions is provided on the last page of this letter to support consideration of subdivision design. The mapping illustrates the extent of projected inundation across the site and highlights that risk is not confined to a single elevation threshold.

In this context, minimum flood construction levels (FCL) and setback requirements may not fully address the range of coastal and geotechnical risks. Consideration of building envelopes, site grading, and servicing in relation to projected inundation, erosion, and slope stability will help support long-term resilience.

The Town may wish to ensure that subdivision design reflects these combined constraints, and that long-term risk is addressed at the subdivision stage, where possible, to support coordinated and informed decision-making.

Building envelopes

The submitted plans show approximate buildable areas. Given the site constraints, each lot would benefit from a clearly defined and technically supportable building envelope prior to subdivision approval.

Floodplain setbacks, sea level rise projections, geotechnical constraints, environmental setbacks, and potential archaeological sensitivity all influence the usable area on each lot. These constraints overlap and limit where buildings, septic systems, and rainwater infrastructure can be safely located.

Where building envelopes are not clearly defined, there may be increased pressure for future variances or challenges in balancing development with environmental protection.

Confirming buildable areas at the subdivision stage may help reduce these risks.

Rainwater management

Rainwater is proposed to be managed on-site through detention and infiltration. The supporting materials indicate that peak flows are controlled to pre-development rates up to the 1:25 year event, with larger events conveyed through the system.

Final design will need to align with building envelopes, septic systems, slope conditions, and environmental setbacks.

Rainwater management that maintains or improves pre-development conditions to the extent feasible, including both flow quantity and water quality, will be important to protect the receiving environment.

The Town may wish to ensure that design follows established engineering and environmental best practices, including infiltration where appropriate, dispersion rather than point discharge, and integration with grading and vegetation retention.

Addressing this at the subdivision stage may help avoid downstream impacts and future conflicts.

Environmental considerations

The proposal includes a park dedication, which supports ecosystem protection and public access. Supporting materials also identify Garry Oak habitat, older forest, and other sensitive areas, along with potential impacts from servicing installation.

The environmental benefits of the park dedication may be best considered alongside the disturbance required to service the site. Infrastructure routed through sensitive areas can fragment habitat and affect long-term ecological function if not carefully managed.

The Town may wish to confirm that impacts have been avoided and minimised to the greatest practical extent, that alternatives have been considered, and that long-term protection and management measures are in place.

K'ómoks First Nation interests

Given the site's coastal location and environmental sensitivity, there is potential for archaeological and cultural heritage values.

Early coordination with K'ómoks First Nation, including consideration of a Cultural Heritage Investigative Permit prior to land disturbance, may help identify any cultural materials and inform appropriate protection measures.

Summary

The proposal aligns with the RGS direction to locate growth within Municipal Areas. At the same time, elements of the subdivision design, including the cul-de-sac layout, bare land strata form, and reliance on on-site servicing, may influence long-term outcomes at the municipal edge.

These considerations relate to connectivity, servicing efficiency, and future neighbourhood planning if adjacent lands are incorporated into the Town.

Addressing these matters at the subdivision stage may help support coordinated, flexible, and well-integrated growth over time.

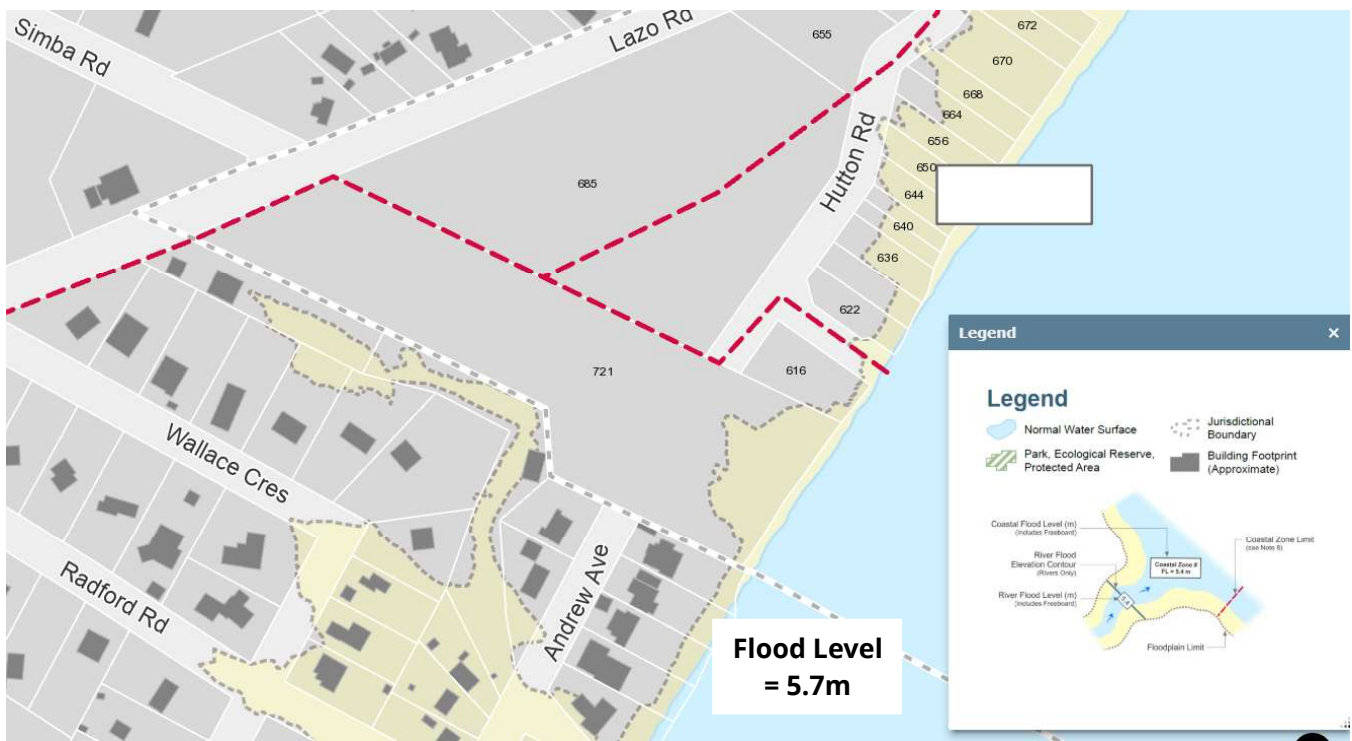
Should you have any questions, please contact Robyn Holme, Manager of Long Range Planning and Sustainability, at rholme@comoxvalleyrd.ca.

Sincerely,

R. Holme

Robyn Holme
Manager of Long Range Planning and Sustainability
Comox Valley Regional District

Enclosure



[Regulatory Coastal Floodplain Mapping](#)

Attachment H

Director Hardy April 9, 2026 Letter

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

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

The views expressed in this letter are those of the director and do not necessarily reflect those of the corporation or the full board of directors.

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,



Director Richard Hardy

cc: Brennan Day, MLA, Courtenay-Comox

Attachment I

Zoning Amendment Bylaw 2056.01

TOWN OF COMOX

BYLAW 2056.01 (721 Lazo Road)

A BYLAW TO AMEND COMOX ZONING BYLAW 2056

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

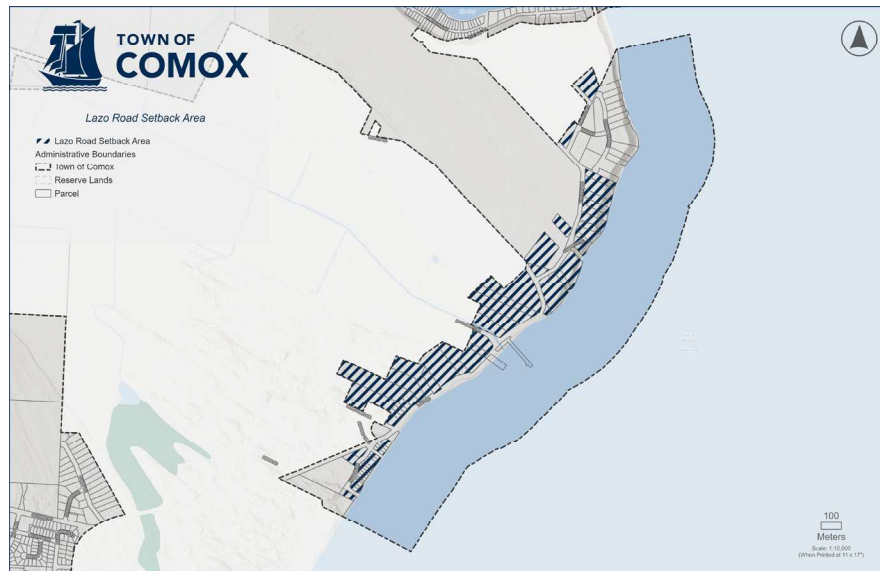
This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw No. 2056.01"

2. Amendments

Comox Zoning Bylaw 2056 is hereby amended as follows:

A. Schedule "A" is amended by:

1. Replacing Map 9-4 in low density zones section – accessory buildings setbacks with the Map below:



2. Adding to Section 16 Comprehensive Development 29 zone (721 Lazo Road) as shown in Schedule "2", which is attached to and forms part of this Bylaw

B. Schedule "B" the Zoning Map is hereby amended by:

Rezoning the property legally described as
PARCEL B (DD 20772N) OF DISTRICT LOT 191 COMOX DISTRICT (721 Lazo Road),
shown shaded on Schedule "1" which is attached to and forms part of this Bylaw,

from R- CL Cape Lazo Residential
to Comprehensive Development 29 (CD29) Zone

C. Comox Zoning Bylaw No. 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) | ADVERTISED from this | 11 th day of May, 2026 |
| | until this | 20 th day of May, 2026 |
| (2) | READ FIRST, SECOND and THIRD time this | ___ day of ____, 2026 |
| (3) | ADOPTED this | ___ day of ____, 2026 |

Mayor

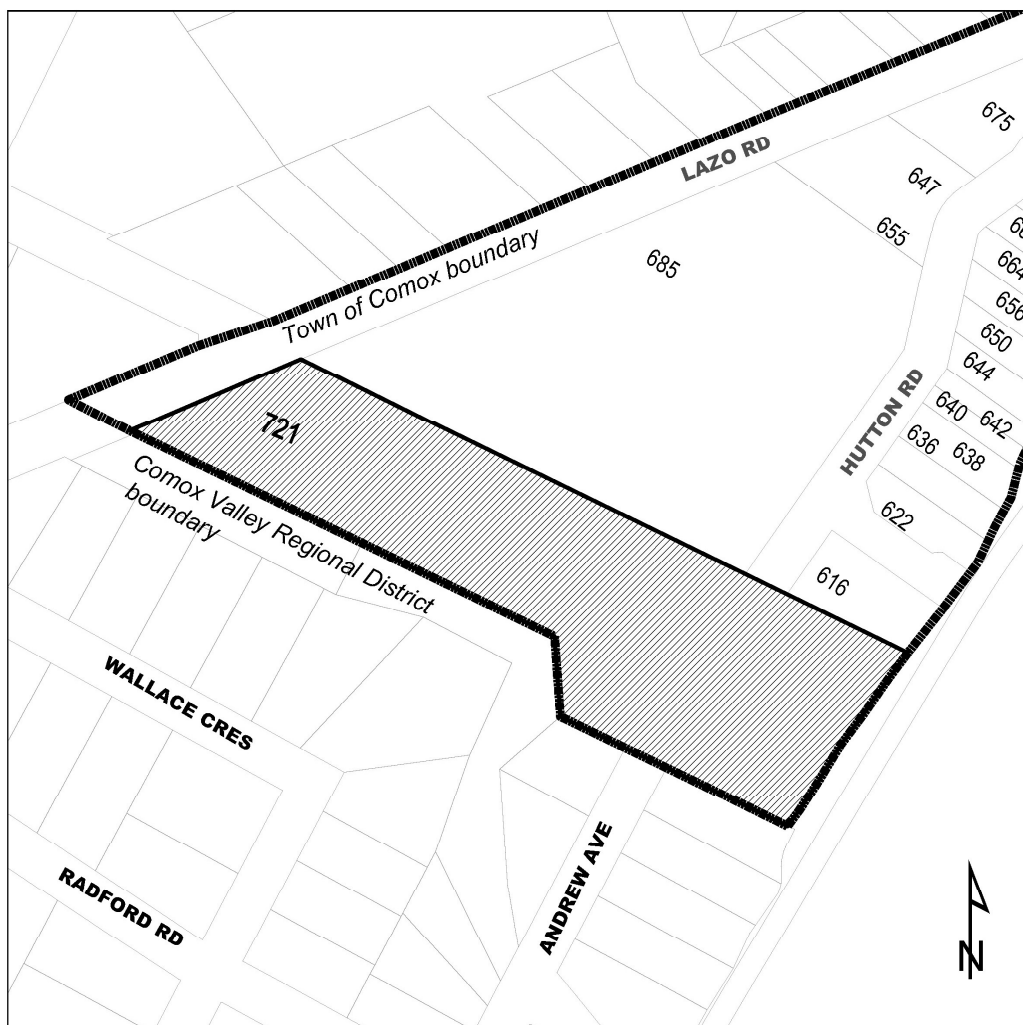
Corporate Officer

BYLAW 2056.01

SCHEDULE "1"

Shown shaded on the map

**721 Lazo Road
PARCEL B (DD 20772N) OF DISTRICT LOT 191 COMOX DISTRICT**



BYLAW 2056.01

SCHEDULE "2"

Comprehensive Development Zone 29

COMPREHENSIVE DEVELOPMENT ZONE CD29 LOW-DENSITY SINGLE-FAMILY RESIDENTIAL 721 LAZO RD

29.1 Zone Intent

Table 29.1 Intent of CD 29 Zone		
Zone	Zone Name	Intent of Zone
CD29	Low Density Single-Family Residential	<p>This zone is intended to accommodate low-density single-family residential development at 721 Lazo Road (PARCEL B (DD 20772N) OF DISTRICT LOT 191 COMOX DISTRICT)</p> <p>Due to location and environmental constraints, certain regulations under CD29 zone are different on waterfront and up-slope lots.</p>

29.2 Permitted Uses

Table 29.2 Permitted Uses		
P = permitted as a principal use S = permitted as a secondary use N = not permitted		
Use	CD29	
(a) Dwelling Units	P	
(b) Home occupation	(i) Minor	S
	(iii) Bed and Breakfast Accommodation	S
	(iv) Vacation Rental Accommodation	S
(c) Coach Houses	N	
(d) Secondary Suites	S	

29.3 Subdivision Standards

Table 29.3(1) Subdivision Standards	
Criteria	CD29
(a) Minimum Lot Area	800.0 m ²
(b) Average Lot Area	1,100.0 m ²
(c) Minimum Lot Width	18.0 m

29.4 General Regulations

Table 29.4(1) General Regulations		
Criteria	CD29 waterfront	CD29 up-slope
(a) Maximum Lot Coverage	20%	15%
(b) Maximum Lot Coverage Including Impervious Surfaces	30%	25%
(c) Maximum Number of principal Dwelling Units	1 per lot	1 per lot
(d) Maximum GFA for all Buildings	300 m ²	300 m ²
(e) Maximum GFA for Accessory Buildings	60.0 m ²	60.0 m ²

29.5 Development Standards

(1) For the purpose of CD29 zone:

(a) Front Lot Line means the lot line that is abutting a common access driveway.

(b) Side Lot Line means any lot line between two or more lots other than the front or rear lot line and includes public pedestrian and beach access paths.

Table 29.5(1) Development Regulations for Principal Buildings		
Criteria	CD29 waterfront	CD29 up-slope
(a) Maximum of principal buildings per lot	1	1
(b) Maximum Height of principal building	9.0 m	12.0 m
(c) Maximum Number of Storeys	2	3
(d) Minimum Front Setback to garage or carport	6.0 m	6.0 m
(e) Minimum Front Setback to all other portions of principal building	3.0 m	2.0 m
(f) Maximum Front Setback	10.0 m	6.0 m
(g) Minimum Rear Setback	15.0 m from the Present Natural Boundary	12.0 m
(h) Minimum Side Setback	2.0 m	2.0 m
(i) Minimum Side Setback on a lot where public beach access is provided	4.0 m	n/a
(j) Minimum Corner Cut-Off Setback	1.0 m	1.0 m

Table 29.5(2) Development Regulations for Accessory Buildings		
Criteria	CD29 waterfront	CD29 up-slope
(a) Maximum Height of Accessory Buildings	4.5 m	4.5 m
(b) Minimum Front Setback for detached garage or carport	6.0 m	6.0 m
(c) Minimum Front Setback all other accessory buildings	3.0 m	2.0 m
(d) Minimum Rear Setback	7.5 m	12.0 m
(e) Minimum Side Setback	2.0 m	2.0 m
(f) Minimum Side Setback on a lot where public beach access is provided	4.0 m	n/a

- (1) Despite **Section 5.3.3** no building or structure within CD29 zone shall be placed, erected, constructed, sunk into, re-constructed, altered, or enlarged nearer to the lot line than the distance specified in Table 29.5.1 and Table 29.5.2, including the following structures:
- (a) arbours, trellises, pergolas, and other such landscaping features;
 - (b) retaining walls;
 - (c) decks and impervious patios; and
 - (d) playground equipment.

Table 29.5(3) Fence Regulations	
	Maximum Height
Front, Side and Rear Yard	1.2 m
<p>CONDITIONS [Table 29.5(3)]:</p> <ol style="list-style-type: none"> 1 The maximum height of a fence erected on a lot which abuts a neighbouring lot where the finished grade is higher than that of subject lot is 2.4 metres, provided the fence does not protrude more than 1.2 metres above the finished grade of the neighbouring lot (see Figure 7-1). 2 The fences should also have sections with clear distance of 0.45 metres from the finished grade to the bottom wire or rail, to allow for the safe passage of small mammals and fawns. 	

(2) **Landscaping**

- (a) Waterfront lots shall have only one max. 1.5 m wide path for private beach access and minimum 5.0 m of native landscaping buffer as measured from top of concrete blocks.
- (b) Yards adjacent to common access road shall have soil-based landscaping except for driveway and parking area of maximum 6.0 m in width.
- (c) Pervious treatment shall be provided for any additional surface parking areas.

Town of Comox – Administration

From: Jason Bashnick [REDACTED]
Sent: May 7, 2026 2:00 PM
To: Shelly Russwurm: Town of Comox; council; Town of Comox – Administration; Robbie Nall
Cc: [REDACTED]
Subject: Outdoor Movie Night in Comox - Jul.24.2026
Attachments: 05_07_2026 - FSCBC - Mayor & Council Letter.pdf; Untitled attachment 00020.htm

Hello All,

Please see the attached letter and park application for the proposed outdoor movie night that we would like to host in Marina Park on Jul 24, 2026.

Please let me know if you have any questions, comments or concerns as I would be more than happy to answer them.

Cheers!

RECEIVED

May 7, 2026

TOWN OF COMOX

Jason Bashnick
Senior Director
FreshAirCinema - The Outdoor Movie Company
Office: [REDACTED]
Email: [REDACTED]

LOG: 26-604	REFER:	AGENDA: RCM 20May26
FILE: 0400-03, 8	ACTION: MR	

File: 0400-03, 8100-20

Copies: Council
JW/TH/SA/RN/SR/CD/Marina Caretaker

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

Re: Request for Council Approval – Fresh Air Cinema Outdoor Movie Night at Marina Park during Float Your Boat Fridays

Dear Mayor and Council,

On behalf of Fresh Air Cinema BC, I am writing to respectfully request Council’s approval to host a community outdoor movie night at Marina Park on Friday, July 24, 2026, in partnership with BC Hydro, our local BIA member - Wildflower Mercantile, and with the enthusiastic support of the Comox Business in Action (BIA).

Our Park Use Application outlines the proposed event schedule: set-up from 2:00 p.m. to 7:00 p.m., the movie screening from 7:00 p.m. to approximately 10:45 p.m., and full dismantling immediately afterward, concluding before midnight. As the film must begin at dusk to ensure proper visibility, the event extends beyond the standard hours permitted under both the Parks Use Bylaw and the Noise Bylaw. For this reason, we are seeking Council’s approval for a one-time exemption.

Fresh Air Cinema has delivered outdoor movie experiences across British Columbia for 20 years, providing high-quality audio-visual equipment, trained production staff, and a strong focus on safety and community enjoyment. This event is intended to be part of the Comox Float Your Boat Fridays series and will be free, family-friendly, and designed to bring residents and visitors together at the waterfront. We will have first aid on site, an emergency plan in place, security personnel present, and our team will ensure immediate cleanup following the event.

The BIA fully supports this initiative, recognizing the value it brings to downtown vibrancy, local businesses, and community engagement during the peak summer season.

We respectfully request Council’s support to allow this one-night community event to proceed outside regular bylaw hours. Fresh Air Cinema is committed to working closely with Town staff to ensure all requirements are met and that the event reflects positively on the community and the Marina Park waterfront.

Thank you for your consideration. We would be pleased to provide any additional information Council may require.

Sincerely,

Jason Bashnick

Fresh Air Cinema BC

1-888-358-4285



TOWN OF COMOX
PARK USE APPLICATION/PERMIT
 1855 Noel Avenue, Comox, BC V9M 2H4 Telephone 250-339-2255

[Email Your Form](#)

APPLICANT INFORMATION

COMPANY/SOCIETY/COMMUNITY/INDIVIDUAL: Jason Bashnic		COMPANY/SOCIETY/COMMUNITY/INDIVIDUAL REP: 1563790 BC.LTD. DBA "Fre	
COMMERCIAL:	NON-PROFIT SOCIETY :	COMMUNITY ORG:	INDIVIDUAL:
MAILING ADDRESS: [REDACTED]		CITY & PROVINCE: Langley B.C	POSTAL CODE: [REDACTED]
BUSINESS PHONE: 1.888.358	FAX NUMBER:	EMAIL ADDRESS: [REDACTED]	
CELL PHONE: 778-987-432	EVENT SITE PHONE (if different):	DRIVERS LICENCE #:	
ALTERNATE CONTACT PERSON: Emily Yewchuk		BUSINESS PHONE:	FAX NUMBER:
CELL/HOME PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]		

EVENT INFORMATION

EVENT NAME: Fresh Air Cinema Outdoor Movie Night	TYPE OF EVENT: community outdoor movie night
EVENT DATE(S): July 24, 2026	DAY(S) OF THE WEEK: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
PARK: marina park	LOCATION IN PARK: (Attach map if applicable)
MARINA PARK UPPER GAZEBO: YES <input type="radio"/> NO <input checked="" type="radio"/>	MARINA PARK LOWER GAZEBO: YES <input checked="" type="radio"/> NO <input type="radio"/>
SET-UP TIMES: BEGIN: 2:00-7 AM/PM	DISMANTLE: 10:45 pm AM/PM
EVENT TIMES: START: 7:00pm AM/PM	FINISH: 11:59 AM/PM
PURPOSE OF EVENT: community event	
NUMBER OF PARTICIPANTS: 0	SPECTATORS: 200 VOLUNTEERS/PERSONNEL: 15-20
EVENT DESCRIPTION: (Use additional paper if necessary) We are hoping to host an outdoor movie night on Jul 24th that will be free and will show a G or PG rated film for all ages.	
WILL CLEAN UP OCCUR IMMEDIATELY AFTER THE EVENT? YES <input checked="" type="radio"/> NO <input type="radio"/> If NO, when will clean up occur?	
WILL THE EVENT INCLUDE THE OPERATION OF AN AMPLIFICATION SYSTEM OR LOUDSPEAKER? YES <input checked="" type="radio"/> NO <input type="radio"/>	
WILL THE EVENT INVOLVE THE DISCHARGE OF FIREARMS OR EXPLOSIVE MATERIAL? YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, please describe.	
WILL THE EVENT INCLUDE THE POSTING, PAINTING OR DISTRIBUTION OF INFORMATION? YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, please provide copy.	
WILL THE EVENT INCLUDE THE SALE AND/OR CONSUMPTION OF ALCOHOL: YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, a SOL License is required.	
WILL THE EVENT INCLUDE AMUSEMENT DEVICES? i.e. Inflatable structures, rides YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, operators must be licensed.	
WILL THE EVENT INCLUDE FOOD OR CONCESSION? YES <input checked="" type="radio"/> NO <input type="radio"/> If YES & using unlicensed vendors, a Temporary Food Permit is required.	
WILL THE EVENT REQUIRE SUBSTANTIAL ELECTRICAL CONNECTIONS? YES <input type="radio"/> NO <input checked="" type="radio"/> If YES, an Entertainment Permit may be required.	

FEES AND PROCEEDS

ARE YOU CHARGING A PARTICIPANT FEE? YES NO IF YES, HOW MUCH PER PARTICIPANT? \$

ARE YOU CHARGING AN ADMISSION FEE? YES NO IF YES, WHAT IS THE ADMISSION FEE? \$

RELATED ITEMS BE SOLD AT THIS EVENT? YES NO IF YES, PLEASE ATTACH A LIST OF ITEMS TO BE SOLD.

WHO RECEIVES THE PROCEEDS OF THIS EVENT? Child Development Association, Comox Bay Sailing Club

SAFETY AND SECURITY

ARE SECURITY PERSONNEL ON SITE? YES NO IF YES, COMPANY NAME

SECURITY CONTACT:

SECURITY PHONE NUMBER:

HOURS WHEN SECURITY IS ON SITE:

IS FIRST AID ON SITE? YES NO DO YOU HAVE AN EMERGENCY PLAN? YES NO

SAFE RIDE HOME PLAN REQUIRED? YES NO PLEASE ATTACH PLAN IF REQUIRED.

TRAFFIC

WILL THERE BE ANY ROAD OR PARKING CLOSURES/CHANGES DURING YOUR EVENT? YES NO

IF YES, PLEASE PROVIDE DETAILS:

TOWN OF COMOX

ARE YOU REQUIRING ASSISTANCE FROM THE TOWN OF COMOX? YES NO

IF YES, PLEASE PROVIDE DETAILS:

INSURANCE

DO YOU HAVE A MINIMUM OF \$2,000,000 INSURANCE WITH THE TOWN AS AN ADDITIONAL INSURED? YES NO

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED FOR THIS APPLICATION IS TRUE AND CORRECT.

Signature: _____

Date: April 23/26

APPROVAL - FOR OFFICE USE ONLY

Parks Superintendent: _____ Date Issued: _____

Permit Number: _____ Valid From: _____ Valid To: _____

Rental fee: _____ Recreation Department: _____