

## **REGULAR COUNCIL MEETING AGENDA FOR WEDNESDAY JULY 8, 2026**

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

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

Call to Order: 5:00 p.m.

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

### **2. ADOPTION OF AGENDA:**

- a. [Adoption of Agenda](#)

*THAT the July 8, 2026, Regular Council Meeting agenda be Adopted.*

### **3. DELEGATIONS:**

- (5) a. [Scott Melville, Auctioneer \(Comox Valley Exhibition Association\): Support & Recognition of Agriculture and the Comox Valley Exhibition](#)
- (6) b. [Tammy Brunin: Bike Lanes on Noel Ave](#)
- (10) c. [David Dyer: Alternative proposal for building placement at 941 Aspen Road](#)
- (11) d. [Julie Micksch \(Aspen Hector Neighbourhood\): Protection of neighbourhood from development impacts at 941 Aspen Road](#)
- (12) e. [Eric Delorme \(Highstreet Ventures Inc.\): Development Permit Application DP 25-14 941 Aspen Road \(Aspen-East\)](#)

### **4. ADOPTION OF MINUTES:**

- (13) a. [Adoption of Minutes \(June 10, 2026\)](#)

*THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, June 10, 2026, be Adopted.*

- (18) b. [Adoption of Minutes \(June 17, 2026\)](#)

*THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, June 17, 2026, be Adopted.*

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

- (21) a. [Nautical Days Festival Committee Minutes \(May 27, 2026\)](#)

*THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Tuesday, May 27, 2026, be Received.*

**6. CONSENT AGENDA:**

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

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

- 1. Judy Morrison: Lazo Foreshore Walkway Remedial Request*
- 2. David Durrant: Jane Place Pump Station Concern*
- 3. Shelley & Leon Bohmer: Jane Place Pump Station Concern*
- 4. Sharon Elia: Dog Leashing Enforcement for Comox Parks - Request for Summer Student*
- 5. Darrell Tomkins: Live Music in Marina Park During Summer Events*
- 6. Sydney Johnson: Traffic Calming Request - Highwood Dr*
- 7. John Scott: E-Scooters in Comox*
- 8. David Durrant: Road Safety Concerns: Pritchard Rd, Comox Ave, Anderton Rd, Guthrie Rd, Church St, Noel Ave*
- 9. Jonathan Bulcock: Request to Move Cenotaph*
- 10. John Scott: Marketplace Ebike*
- 11. Thomas Hart: Development and Rezoning of 721 Lazo Road*
- 12. Correspondence related to the Aspen & Hector Development*

**7. UNFINISHED BUSINESS: NIL**

**8. SPECIAL REPORTS: NIL**

**9. BYLAW ADOPTIONS:**

- (106) a. [Comox Zoning Amendment Bylaw 2056.02 \(1301 Knight Road\)](#)

*THAT Comox Zoning Amendment Bylaw 2056.02 (1301 Knight Road) be Adopted.*

- (111) b. [Comox Revenue Anticipation Bylaw No. 2067](#)

*THAT Comox Revenue Anticipation Bylaw No. 2067 be Adopted.*

**10. NEW BUSINESS:**

- (113) a. [Development Variance Permit APPN 2026-0013 \(DVP\): 351 McLeod Street](#)  
*THAT Development Variance Permit APPN 2026-0013 (DVP) be Approved; and THAT Administration be directed to issue the permit.*
- (129) b. [Development Permit 25-12 and APPN 2026-0014 \(DVP\): 941 Aspen - East](#)  
1. *THAT Development Variance Permit APPN-2026-0014 (941 Aspen – East) be approved; and THAT Administration be directed to issue the permit.*  
2. *THAT Development Permit 25-12 be approved; and THAT Administration be directed to issue the permit.*
- (179) c. [2027-2031 Budget Schedule](#)  
*THAT the July 8, 2026 report from the Director of Finance, titled "2027-2031 Budget Schedule" be received for information.*
- (183) d. [Deposits Policy](#)  
*THAT Council approve Council Policy CCL-090 Deposits Policy.*
- (190) e. [Exempt Municipal Officers Amendment Bylaw No.1145.01](#)  
*THAT the Exempt Municipal Officers Amendment Bylaw No. 1145.01 be given First, Second and Third Readings.*

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- (193) a. [Ben Douglas, Poppy Chair \(Legion Branch 160 Comox\): 2026 Remembrance Day Parade & Flyby Request](#)  
*THAT the June 9, 2026 correspondence from Ben Douglas, Poppy Chair, Royal Canadian Legion Branch 160 Comox, regarding the 2026 Remembrance Day Parade and Ceremonies, be received; and,*  
  
*THAT the request from the Royal Canadian Legion Branch 160 Comox to hold the 2026 Remembrance Day Parade and Ceremony on November 11, 2026 be approved, including: 1) the temporary closure of Comox Avenue between Ellis Street and Nordin Street from 10:00 a.m. to 11:30 a.m., 2) the use of Town barricades and the reviewing stand, and 3) the placement of temporary no parking signs on both sides of Comox Avenue between Church Street and Port Augusta Street from 7:00 a.m. to 11:30 a.m., subject to obtaining the required road closure permit from the Town's Engineering Department; and further,*  
  
*THAT the Mayor be authorized to provide a letter to the Royal Canadian Air Force confirming the Town of Comox's support for a flyby in conjunction with the Remembrance Day Ceremony on November 11, 2026*

**TOWN OF COMOX**

**REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JULY 8, 2026**

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- (194) b. [Janine Scheffler, Facilitator \(Pride Society of the Comox Valley\): Flag Raising Request - August 28, 2026](#)

*THAT the June 19, 2026 correspondence from Janine Scheffler of the Pride Society of the Comox Valley be received; and*

*THAT approval be granted for the Pride flag to be raised at Town Hall from August 28 to 31, 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**



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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 THURSDAY NOON, THE WEEK PRIOR TO THE MEETING.**

Name(s) of person(s) speaking: Edwin Grieve & Scott Melville		LOG: 26-715	REFER:	AGENDA: RCM 08Jul26
Organization you are representing: Comox Valley Exhibition Association		FILE: 0230-20-3	ACTION: MR	File: 0230-20-30, 0400-03 Copies: Council JW/SR/CD
Primary purpose of Organization: Promote awareness of agriculture in the Comox Valley				Number of members: 45 plus
Mailing address of Organization: #201 580 Duncan Avenue		Contact Name: Scott Melville		
		Phone: [REDACTED]		
City: Courtenay		Postal Code: V9N 2M7	Email: [REDACTED]	
Subject matter: Promote awareness of the activities of the Comox Valley Exhibition Association				
Specific request of Council, if any (i.e., letter of support, funding): Provide support and recognition of the importance of agriculture and the Comox Valley Exhibition in the Comox Valley.				
Requested meeting and date: July 8, 2026			AV equipment required: Projector & screen	
Date of application: June 10, 2026	Signature of applicant: [REDACTED]		Print name: Scott Melville	

**RECEIVED**

June 11, 2026

**TOWN OF COMOX**

**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 is also posted on the Town website.



# REQUEST TO APPEAR AS A DELEGATION

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

# RECEIVED

June 23, 2026

## TOWN OF COMOX

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

Name(s) of person(s) speaking: <i>Tammy Brunin</i>		
Organization you are representing: <i>Residents of Noel Ave and Aspen Affected by bike Lanes</i>		
Primary purpose of Organization: <i>Removal of one or more of bike lanes</i>		Number of members: <i>37+</i>
Mailing address of Organization: <i>Noel Ave</i>		Contact Name: <i>Tammy Brunin</i>
City: <i>Comox</i>		Phone: [Redacted]
Postal Code: [Redacted]	[Redacted]	
Subject matter: <i>Bike lanes installed on Noel Ave</i>		
Specific request of Council, if any (i.e., letter of support, funding): <i>Removal of one or both bike lanes. Share the road signs. Allow parking on one or both sides of the street.</i>		
Requested meeting and date: <i>July 8/26 5PM</i>		AV equipment required: <i>no</i>
Date of application: <i>21/June/26</i>	Signature of applicant: [Redacted]	Print name: <i>Tammy Brunin</i>

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LOG: <i>26-735</i>	REFER:	AGENDA:  <i>RCM 08Jul26</i>
FILE: <i>0400-03, 5</i>	ACTION: <i>MR</i>	

File: 0400-03, 5400-06 Copies: Council  
JW/SA/CP/SR/CD

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Dear Mayor and Council

We are a delegation of residents living on Noel Ave and Aspen Rd that have been impacted by the recent bike lane installation in front of our homes.

We feel very disrespected by the council, municipality or whomever make these decisions. Residents were never consulted or informed about these bike lanes that have greatly impacted all of us.

Many residents have more than one or two vehicles. Young adults, elderly parents *and* business owners that require a place to park at their residence.

Visitors to our homes are now expected to park on Cormorant or on a cul-de-sac on Aspen. This is not only a huge inconvenience to the residence with bike lanes in the front, but also residences that will have cars or trucks parked in front of their homes as overflow.

Many residents are now considering at their expense to expand their driveways in order to meet the need for parking.

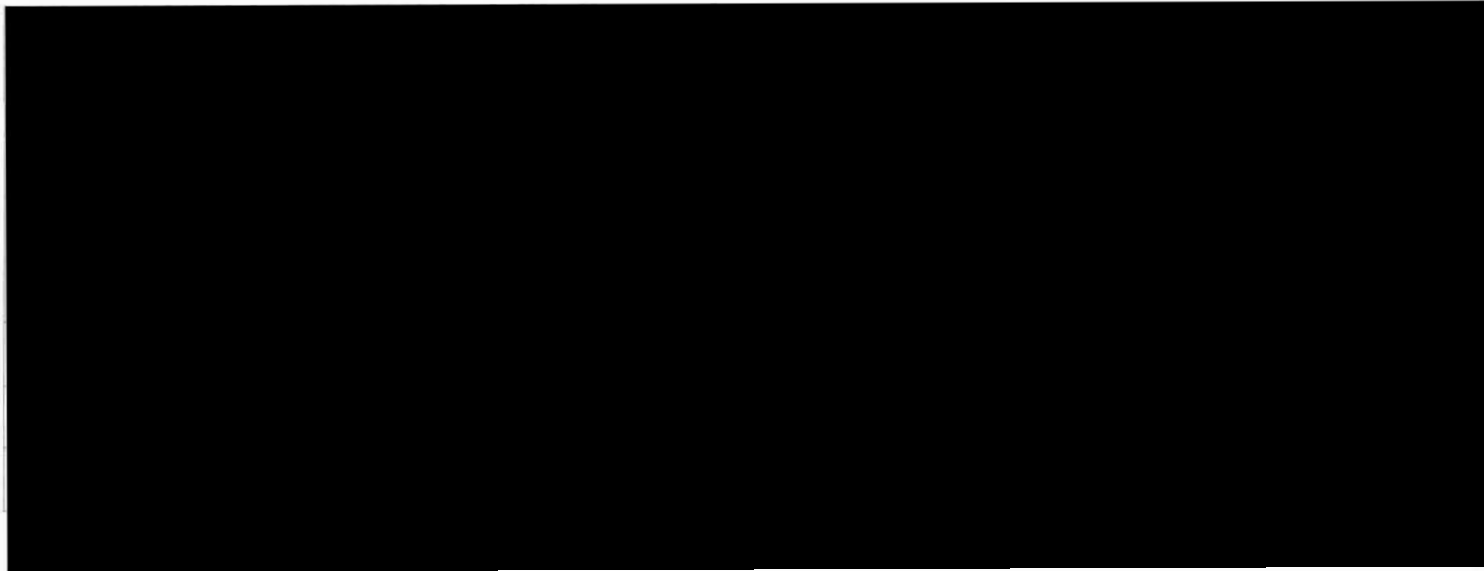
We are not opposed to bike lanes on our street, but maybe there can be compromise? For example a designated bike lane on one side with parking on the other, or share the road signs. The speed of traffic has increased significantly since the bike lanes were implemented. Our street has become a major thru ~~fare~~ with many cars speeding.

Please consider the impact that you have had on our quality of life. We are taxpayers of the Town of Comox that also voted and feel we should be considered as such.

Thank you

Address

Name of Resident



Dear Mayor and Council

We are a delegation of residents living on Noel Ave and Aspen Rd that have been impacted by the recent bike lane installation in front of our homes.

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Many residents have more than one or two vehicles. Young adults, elderly parents *of and* business owners that require a place to park at their residence.

Visitors to our homes are now expected to park on Cormorant or on a cul-de-sac on Aspen. This is not only a huge inconvenience to the residence with bike lanes in the front, but also residences that will have cars or trucks parked in front of their homes as overflow.

Many residents are now considering at their expense to expand their driveways in order to meet the need for parking.

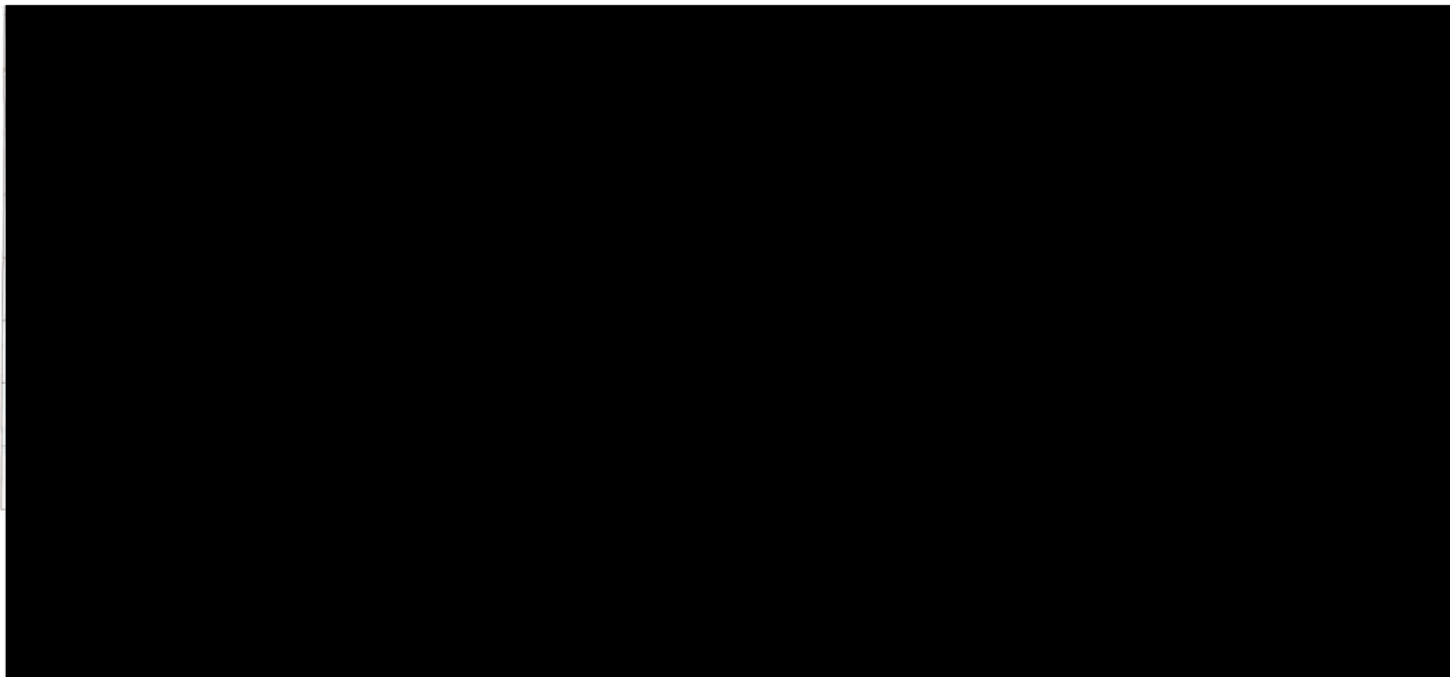
We are not opposed to bike lanes on our street, but maybe there can be compromise? For example a designated bike lane on one side with parking on the other, or share the road signs. The speed of traffic has increased significantly since the bike lanes were implemented. Our street has become a major thru ~~face~~ with many cars speeding.

Please consider the impact that you have had on our quality of life. We are taxpayers of the Town of Comox that also voted and feel we should be considered as such.

Thank you

Address

Name of Resident



NAME	ADDRESS
[REDACTED]	



TOWN OF COMOX

# REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202  
Comox BC V9M 1R9 Fx: (250) 339-7110

Email: town@comox.ca

Cfile: 3060-20-2025-  
DP 25-14 941 Aspen Rd  
Copies: Council  
JW/RH/RB/SR/SD

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**

June 30, 2026

**TOWN OF COMOX**

Name(s) of person(s) speaking: David Dyer			
Organization you are representing: [REDACTED]			
Primary purpose of Organization: Home owner with interest in development at 941 Aspen Rd		Number of members: 1	
Mailing address of Organization: [REDACTED]		Contact Name: David Dyer	
		Phone: [REDACTED]	
City: Comox	Postal Code: V9M 3Y8	[REDACTED]	
Subject matter: Alternative proposal for building placement			
Specific request of Council, if any (i.e., letter of support, funding):		LOG: 26-748	REFER:
		FILE: 3060-20-2	ACTION: MR
		AGENDA: RCM 08JUL26	
Requested meeting and date: July 8 Council Meeting		AV equipment required:	
Date of application: June 30 2026	Signature of applicant: 	Print name: David Dyer	

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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 THURSDAY NOON, THE WEEK PRIOR TO THE MEETING.

Name(s) of person(s) speaking: Julie Micksch		Cfile: 3060-20-2025-DP 25-14 941 Aspen Road Copies: Council JW/RH/RB/SR/CD		<b>RECEIVED</b>  01 July, 2026
Organization you are representing: Aspen Hector Neighbourhood				
Primary purpose of Organization: Protection of neighbourhood from development impacts			Number of members: 18	
Mailing address of Organization:  [REDACTED]		Contact Name: Julie Micksch  [REDACTED]		
City: Comox	Postal Code: V9M 3Y6	Email: [REDACTED]		
Subject matter: Regarding closure of public easement and proposed development density at 941 Aspen Road				
Specific request of Council, if any (i.e., letter of support, funding):  To request that Highstreet Ventures open a route from the west end of Hector Road 49.692089°/-124.940451° through to the Aspen Road Greenway 49.692376°/-124.942715° and reduce the residential unit density at 941 Aspen Road East.				
Requested meeting and date: July 8, 2026		AV equipment required: Yes		
Date of application: July 1, 2026	Signature of applicant: 		Print name: Julie Micksch	

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LOG: 26-749	REFER:	AGENDA: RCM 08Jul26
FILE: 3060-20-2	ACTION: MR	

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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

# RECEIVED

July 2nd 2026

## TOWN OF COMOX

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

Name(s) of person(s) speaking: Eric Delorme		LOG: 26-746	REFER:	AGENDA: 08-Jul-20 26
Organization you are representing: Highstreet Ventures Inc.		FILE: 3060-20-2	ACTION: Mayors Re	
Primary purpose of Organization: Residential Development			Number of members:	
Mailing address of Organization: 500-1628 Dickson Avenue		Contact Name: Eric Delorme		
		Phone: 778-946-6237		
City: Kelowna	Postal Code: V1Y 9X1	Email: edelorme@gohighstreet.ca		
Subject matter: Development Permit Application DP 25-14 941 Aspen Road (Aspen-East)				
Specific request of Council, if any (i.e., letter of support, funding): To provide Council with a brief presentation on the proposed Development Permit application for 941 Aspen Road (Aspen East DP 25-14), including an overview of the project, the community benefits it will deliver, and the rationale for the requested Development Permit variances, prior to Council's consideration of the application.				
Requested meeting and date: July 8, 2026		AV equipment required: PowerPoint Presentation		
Date of application: June 30, 2026	Signature of applicant: Eric Delorme		Print name: Eric Delorme	
	Digitally signed by Eric Delorme Date: 2026.06.30 21:24:53 -07'00'			

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**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday June 10, 2026**

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

**Absent:** J. Meilleur

**Staff Present:** J. Wall, Chief Administrative Officer  
S. Russwurm, Corporate Officer  
E. Henley, Director of Finance

**Call to Order:**

The meeting was called to order at 5:00 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.

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

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

*THAT the June 10, 2026, Regular Council Meeting agenda be Adopted.*

(2026.202) -- CARRIED

**3. DELEGATIONS: NIL**

**4. ADOPTION OF MINUTES:**

**a. Adoption of Minutes (May 20, 2026)**

**Adoption of Minutes**

*THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, May 20, 2026, be Adopted.*

(2026.203) -- CARRIED

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

**a. Nautical Days Festival Committee Meeting Minutes (April 21, 2026)**

**Nautical Days Committee Minutes**

*THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Tuesday, April 21, 2026, be Received.*

(2026.204) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

THAT the Consent Agenda items as follows be received:

- 1. Parliamentary Committees Office (Legislative Assembly of British Columbia): Provincial Budget 2027 Consultation - Jun 19 Deadline
- 2. Joyce Shepherd, Recreation Therapist (Providence Living): Views Canada Spirit Parade - June 30
- 3. Sarah Weber, President & CEO (C3 Alliance): 13th Annual Resource Breakfast, Sept 15-17

(2026.205) -- CARRIED

7. UNFINISHED BUSINESS:

a. Colin Eves (Jane Place Residents Association): Diesel Pump Operations at the Comox Pumping Station

Jane Place Residents Association

b. 2025 Annual Report Adoption

2025 Annual Report

THAT the 2025 Annual Report, as included in the May 20, 2026, Regular Council Meeting agenda, be Adopted.

(2026.206) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Bylaw Notice Enforcement Amendment Bylaw No. 2004.05

Bylaw Notice Enforcement Amendment Bylaw

THAT Bylaw Notice Enforcement Amendment Bylaw No. 2004.05 be Adopted.

(2026.207) -- CARRIED

b. Development Cost Charges Bylaw No. 2053

Development Cost Charges Bylaw No. 2053

THAT Development Cost Charges Bylaw No. 2053 be Adopted.

(2026.208) -- CARRIED

c. Fees and Charges Amendment Bylaw No. 2058.01

Fees and Charges Amendment Bylaw

THAT Fees and Charges Amendment Bylaw No. 2058.01 be Adopted.

(2026.209) -- CARRIED

d. Election Bylaw No. 2060

Election Bylaw

THAT Election Bylaw No. 2060 be Adopted.

(2026.210) -- CARRIED

e. Tree Protection Bylaw No. 2063

Tree Protection Bylaw

THAT Tree Protection Bylaw No. 2063 be Adopted.

(2026.211) -- CARRIED

10. NEW BUSINESS:

a. 2027-2032 RCMP Financial Plan

2027-2032 RCMP Financial Plan

THAT Council advise the RCMP that the Town of Comox approves the 2027/2028 budget request for 11.3 officers; and further,

THAT the Town of Comox submit the Budget Approval in Principle (AIP) Letter – 2027/2028 by June 15, 2026 as set out in Appendix B of the RCMP’s Municipal Contract Policing Multi-Year Financial Plan – 2027/2028

(2026.212) -- CARRIED

b. Aspen Hector Storm Pond 1 Local Area Service

Aspen Hector Storm Pond 1 Local Area Service

THAT the Aspen Hector Storm Pond 1 and Local Area Service Establishment Bylaw No. 2037 be given First, Second and Third Readings.

(2026.213) -- CARRIED

AT 5:09 P.M., COUNCILLOR JONATHAN KERR LEFT THE MEETING DECLARING A CONFLICT OF INTEREST WITH ITEM 10(C ) AS HE HAS A CLOSE FAMILY RELATIONSHIP WITH THE PROPONENT.

c. Development Variance Permit APPN 2026-0010 (297 Quadra Place)

297 Quadra Place

THAT Development Variance Permit APPN 2026-0010 (297 Quadra Place) be Approved; and further,

THAT Administration be directed to issue the permit

(2026.214) -- CARRIED

AT 5:10 P.M., COUNCILLOR JONATHAN KERR RETURNED TO THE MEETING.

**d. MFA Borrowing – Comox Fire Station Replacement**

**MFA Borrowing – Comox Fire Station Replacement**

*THAT the Comox Loan Authorization Bylaw No. 2064 – Comox Fire Station Replacement be given First, Second and Third Readings; and further,*

*THAT Council authorize the Director of Finance to request the Inspector of Municipalities' approval for Council to proceed to adoption of the bylaw through the Approval-Free Liability Zone granted by the Municipal Liabilities Regulation Section 7.*

(2026.215) -- CARRIED

**e. 2026 Revenue Anticipation Bylaw**

**2026 Revenue Anticipation Bylaw**

*THAT the Mayor and Director of Finance be authorized to establish a temporary borrowing ability for up to \$10,000,000 with the Town of Comox's financial institution for the purpose of Revenue Anticipation; and further,*

*THAT Comox Revenue Anticipation Bylaw No. 2067, a bylaw to authorize the borrowing of money in anticipation of revenue for 2026, be given First, Second and Third Readings.*

(2026.216) -- CARRIED

**f. Robb Avenue Reconstruction Project - Budget Amendment**

**Robb Avenue Reconstruction Project**

*THAT Council approves the following amendments to the 2026–2030 Financial Plan:*

1. *Increase the 2026 Transportation budget for the Robb Avenue – Anderton Road to Aitken Street project from \$1,542,036 to \$2,912,036;*

(2026.217) -- CARRIED

2. *Increase the 2026 Storm budget for the Robb Avenue – Anderton Road to Aitken Street project from \$104,436 to \$959,436;*

(2026.218) -- CARRIED

3. *Increase the 2026 Sanitary budget for the Robb Avenue – Anderton Road to Aitken Street project from \$393,743 to \$1,338,743; and,*

(2026.219) -- CARRIED

4. *Reduce the 2026 Transportation budget for the Thistle Court – Robb Avenue to Cul-de-sac resurfacing project from \$135,000 to \$15,000.*

(2026.220) -- CARRIED

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE: NIL**

**13. LATE ITEMS: NIL**

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

**a. Councillor Blacklock**

Councillor Blacklock Reported that, on behalf of the Business Improvement Association, Float Your Boat Fridays concerts and shopping promotions will begin on Friday, July 3, 2026, and continue weekly through July 28, featuring live music at the former Lorne Hotel site.

**b. Councillor Swift**

Councillor Swift attended the following meetings:

- the Filberg Lodge Association AGM and noted the appointment of new board members, resulting in a strong board moving forward.
- the final meeting of the TAC PAC Liquid Waste Management group after several years of work; recommendations will be forwarded to the Sewage Commission following discussions related to the Comox pump station.

**c. Councillor Haslett**

Councillor Haslett attended the following meetings:

- a d’Esterre Seniors Centre board meeting and noted the participation of the new Executive Director, who has begun planning initiatives, including upcoming 50th anniversary celebrations in July.
- a Nautical Days Festival Committee meeting and reported that a new sponsor has been secured for the Eco Team, acknowledging Bob Bowen for his significant contributions.

**d. Councillor Kerr**

Councillor Kerr had nothing to report.

**e. Councillor Grant**

Councillor Grant had nothing to report.

**f. Mayor Minions**

Mayor Minions reported that:

- 2026 graduates from Highland Secondary, Isfeld Secondary, and local cadet groups were congratulated on behalf of Council
- the 30th anniversary of MacDonald Wood Park will be celebrated with a community event on Saturday, June 13
- the Comox Farmers Market will return for the summer on Wednesday, June 24, 2026, from 3:00 p.m. to 6:00 p.m. at the Comox Community Centre
- upcoming community events include the d’Esterre Seniors Centre 50th anniversary in July and the Legion Branch 160 centennial (anticipated July 17 or July 19)
- updates regarding the Comox pump station issue will continue to be communicated outside of Council meetings as information becomes available.

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

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

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:36 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 June 17, 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  
 S. Ashfield, Director of Operations

**Call to Order:**

The meeting was called to order at 5:00 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.

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

**a. Amendment of Agenda**

**Amendment of Agenda**

*THAT the June 17, 2026, Special Council Meeting agenda be Amended as follows:*

(2026.221) --

1. *THAT Item 3B – Council Term Accomplishments be removed from the agenda and brought forward to a future meeting.*

(2026.222) -- CARRIED UNANIMOUSLY

2. *THAT the following late items be added:*

- a. *Item 3C – CVRD Water Valve Repair – Overnight Works; and,*
- b. *Item 3D – Comox Valley Sewage Liquid Waste Management Plan – Proposed Commitments (Inflow and Infiltration and Source Control).*

(2026.223) -- CARRIED UNANIMOUSLY

3. *THAT the remaining agenda items be renumbered accordingly.*

(2026.224) -- CARRIED UNANIMOUSLY

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

*THAT the Special Council Meeting Agenda for June 17, 2026 be Adopted.*

(2026.225) -- CARRIED

3. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

Strategic Plan Scorecard

The Strategic Plan Scorecard dated June 17, 2026 was received.

4. AGENDA ITEMS:

a. 2026 First Quarter Financial Update

2026 First Quarter Financial Update

THAT the June 17, 2026 report from the Director of Finance, titled "2026 First Quarter Financial Update" be received for information.

(2026.226) -- CARRIED

b. UBCM 2026 Meeting Requests

UBCM 2026 Meeting Requests

1. THAT the Town of Comox request a UBCM Minister meeting to support the Town's goal of acquiring 900, 910, and/or 920 Pritchard Road for recreational purposes.

(2026.227) -- CARRIED

2. THAT the Town of Comox request a UBCM Minister meeting to support the Town's Federal Active Transportation grant application and seek Provincial support for the desired sidewalk along the north side of Guthrie on the Ministry of Transportation and Transit (MOTT) section of the road.

(2026.228) -- CARRIED

3. THAT Council request a UBCM minister meeting with the Minister of Jobs and Economic Growth or the Minister of State for Local Governments and Rural Communities to advocate for continued funding and support for the Island Coastal Economic Trust.

(2026.229) -- CARRIED

4. THAT Council request a UBCM minister meeting to discuss:sustainable funding for the Mobile Integrated Crisis Response (MICR) program; andprovincial policing cost reform and regional equity.

(2026.230) -- CARRIED

5. THAT Council request a UBCM minister meeting to discuss provincial processes and timelines for municipal boundary extensions, including impacts on housing delivery.

(2026.231) -- CARRIED

C. CVRD Water Valve Repair Overnight Works

CVRD Water Valve Repair Overnight Works

THAT Council approve a variance to Bylaw No. 1652 for overnight construction for the repair of a Comox Valley Regional District Water Valve on Guthrie Road between McDonald Road and Aspen Road.

(2026.232) -- CARRIED

**d. Comox Valley Sewage Liquid Waste Management Plan – Proposed Commitments (Inflow and Infiltration and Source Control)**

**CVRD Sewage Liquid Waste Management Plan**

*THAT Council approve providing confirmation to the Comox Valley Regional District supporting the Liquid Waste Management Plan proposed commitments related to inflow and infiltration and source control.*

(2026.233) -- CARRIED

**5. RESOLUTION TO GO IN-CAMERA:**

**a. Exclude the Public**

**Exclude the Public**

*THAT the Public be Excluded from the In-Camera session of Council on Wednesday, June 17, 2026, pursuant to the following sub-sections of section 90 of the Community Charter:*

*(1)(c) labour relations or other employee relations.*

(2026.234) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 5:26 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 5:45 P.M.**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 5:45 pm CARRIED  
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

\_\_\_\_\_  
MAYOR

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



**TOWN OF COMOX**  
**Minutes of the Nautical Days Festival Committee Meeting,**  
**held in Council Chambers on Wednesday May 27, 2026**

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**Present:** Chair C. Haslett  
Members: J. Kerr, L. Martin, J. Schreier, R. Smith

**Absent Members:** J. Dobbs, A. Zambilowicz

**Staff Present:** C. Dallamore, Recording Secretary

**Others Present:** M. Berge, Festival Producer  
S. Neville, Representative of BIA and Marina

**Call to Order:**

The meeting was called to order at 4:00 p.m. with 0 members of the public in attendance.

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

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

**2. ADOPTION OF MINUTES:**

**a. Adoption of Minutes (April 21, 2026)**

The May 27, 2026, Nautical Days Festival Committee meeting Minutes were adopted.

**3. UNFINISHED BUSINESS:**

**a. Update on Traffic Control & Safety Planning (Road Runners and Parade)**

A hybrid traffic control plan was confirmed, with paid personnel managing main intersections and the Rapids rugby team covering side streets as volunteers. Costs from last year were about \$2,400, and the Road Runners are expected to contribute funding. Next steps include coordinating with the festival producer and Rapids to finalize locations, timing, and costs, and confirming insurance coverage for all volunteers.

**4. MONTHLY REPORT FROM FESTIVAL PRODUCER:**

**a. Monthly Report from Festival Producer**

The producer reported that planning is progressing well overall, with key contracts and sponsorships in place, including a new \$5,000 sponsor for the Eco Team that will help cover costs and provide volunteers. The parade route has been approved with minor changes, vendor coordination and permitting are on track, and insurance and safety arrangements are being finalized with a new provider stepping in for first aid services. Volunteer recruitment is currently low but expected to improve, and despite some rising costs for equipment and services, the event remains on track with a stable budget.

**5. NEW BUSINESS:**

**a. BIA and Marina Representatives**

Sharon Neville, representing the BIA and the Marina, expressed interest in becoming more involved in the event and supporting future planning. The marina confirmed its ongoing contributions, including providing space for bike parking and bleachers, while the BIA continues to assist with parade coordination, such as organizing prizes and judging. They also raised some operational observations from previous years, including parking issues near the judging area, timing of announcements, and emergency access concerns during fireworks. Overall, they are looking for opportunities to expand their involvement, particularly in supporting local business participation and exploring improvements for future events.

**6. FUTURE MEETING:**

**a. Update on Traffic Control & Safety Planning (Road Runners and Parade)**

- Confirm minimum hours and cost estimates for paid traffic control
- Confirm insurance coverage for Rapids volunteers
- Finalize cost-sharing arrangement for traffic control (Road Runners contribution)
- Ensure all vendors have valid insurance with Town/Nautical Days named
- Allocate booth space and integrate Aurum Solar (Eco Team sponsor)

**b. Update on d'Esterre Seniors Centre participation**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 4:50 p.m.

*CARRIED*

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

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CHAIR

**Town of Comox – Administration**

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**From:** Judy Morrison [REDACTED]  
**Sent:** June 8, 2026 8:00 PM  
**To:** council  
**Subject:** Garry Oak Ecosystem

**RECEIVED**

June 08, 2026

**TOWN OF COMOX**

<b>LOG:</b> 26-713	<b>REFER:</b>	<b>AGENDA:</b> RCM 08Jul26
<b>FILE:</b> 5840-01	<b>ACTION:</b> MR	

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

Council Members,

This video is from 2012. It would be worthwhile rewatching it to remember how Lazo Road and the environs used to be. You can drive and walk down there today and see what the Town of Comox has done to try and thwart nature and turn a rural, beautiful area into an asphalt roadway with stripped dunes and a hardened beach area that has cut off sand migration to two key beach areas, Kye Bay and the Spit.

I am still waiting for remedial action to the face of the cutaway dunes opposite our property at [REDACTED] and the homes east of here. They are ugly and could be as beautiful as the area in front of the First Nations area on the curve; the one with the retaining wall to protect the fire pit discovered during excavation.

The Town has stripped the dune faces in that area but have done successful remedial action to regrow plant life and put back some beauty.

The three metre walkway and paved bike path system, with widening of the road, cannot be corrected. Much of the Lazo Road environment went 'under the plow' with those two 'improvements?'.  
<http://www.youtube.com/watch?v=5JLhA57GviQ&feature=youtu.be>

Yours truly,  
Judy M. Morrison

**Town of Comox – Administration**

**From:** David Durrant [REDACTED]  
**Sent:** June 11, 2026 10:14 AM  
**To:** council  
**Subject:** Known Risks. Preventable Failures. The Duty to Protect Comox Estuary  
**Attachments:** June 11, 2026 Known Risks. Preventable Failures. The Duty to Protect Comox Estuary.docx

**RECEIVED**

**TOWN OF COMOX**

LOG: 26-716	REFER:	AGENDA: RCM 08Jul26
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

Please place this letter on the next Council agenda.

The vulnerability of the Jane Place sewage pump station on the Comox waterfront is not a new conversation. The risks were known. The warnings were clear. The consequences were predictable.

As a long time Comox resident we knew it was only a matter of time before there would be a major discharge into the bay. There has in the past been minor discharges.

For Comox residents it was never just a pump station. This was a monumental risk placed on our doorstep where a failure would not be measured in equipment damage, but in the lasting consequences to the community, the environment, and the legacy we leave behind.

We were promised many times by elected officials that when a new sewage upgrade happens the pump station would be moved off the waterfront and located inland, where any mishap could be best cleaned up.

I have always believed in raising money for things that build a stronger community, projects that create opportunity, bring people together, and leave a lasting legacy. I enjoy supporting initiatives like a seniors' or community centre, tennis courts, programs that help those in need, and environmental organizations that protect the places we all cherish. That is why I worked to bring the Pacific Salmon Foundation into the Comox Valley, because investing in education, and environmental stewardship is the kind of work that moves a community forward.

What is deeply frustrating is being asked to raise money to address damage caused by preventable failures and decisions that should have been avoided. There is a fundamental difference between investing in protecting our environment and having to fund studies, assessments, and recovery efforts because basic safeguards were not followed. The Jane Place sewage discharge was not simply an unfortunate event; it is clear proper lockout/tagout (LOTO) procedures and safeguards were not in place before work began, requiring emergency intervention after the failure occurred. Environmental groups may now spend years seeking funding to study the impacts on Comox Bay, water quality, wildlife, and the broader ecosystem, resources that could have been directed toward restoration and positive environmental initiatives. This was a preventable failure, and my frustration comes from knowing the community will be asked to carry the financial and environmental burden of a problem that stronger planning, accountability, and proper procedures should have prevented.

Yes, I was asked this morning if I would support PSF funding a long term study on the Jane Place discharge.

This is so frustrating.

The hope is that the article, even this note, will move the Council forward.

*Known Risks. Preventable Failures. The Duty to Protect Comox Estuary*

By David Durrant

██████████ Comox BC ██████████  
██████████

Climate change, sea level rise, earthquake preparedness, and the vulnerability of the Jane Place sewage pump station on the Comox waterfront are not new conversations. The risks were known. The warnings were clear. The consequences were predictable.

Never just a pump station. This was a monumental risk placed at the doorstep of Comox Bay and estuary, where a failure would not be measured in equipment damage, but in the lasting consequences to the community, the environment, and the legacy we leave behind.

Significant progress has been made. New sewer infrastructure has been designed and constructed to reduce vulnerabilities from flooding, extreme weather, shoreline erosion, sea level rise, and seismic events. These improvements demonstrate what can be achieved when risks are acknowledged and addressed.

Yet the Jane Place sewage pump station remains on the waterfront near the historic Filberg Heritage Lodge and Park, at the edge of a fragile shallow estuary connecting Comox, Royston, and Courtenay. This was a decision. And while every decision carries consequences, few carry consequences that place an entire ecosystem, community, and legacy at risk.

This is a question of public trust, environmental responsibility, and our duty to protect the place we call home.

For generations, our community has invested time, resources, and care into restoring and protecting the entire Comox estuary. We have worked to improve water quality, rebuild confidence in the shellfish industry, and safeguard an ecosystem that is inseparable from the history, culture, and identity of the K'ómoks First Nation and our community.

The entire Comox estuary, is not just a body of water; it is a legacy entrusted to us. Every decision made along its shoreline carries consequences for the generations that follow.

Hamilton Mack Laing and Robert Filberg understood that Comox Bay and estuary was not just a view, it was a responsibility.

They witnessed the changes firsthand. When Mr. Filberg removed his saltwater swimming pool from in front of Filberg Lodge because he questioned the bay's water quality and no longer felt comfortable having guests swim there, it was more than a personal choice. It was a warning.

Mr. Laing questioned the old sewer lines running along the waterfront. Were those previous systems properly decommissioned, flushed, sealed, and stabilized to prevent contamination, collapse, and future environmental harm? He feared we were leaving behind hidden liabilities beneath our shoreline.

Then on May 26<sup>th</sup>, after decades of restoration efforts, and beach clean-ups, up to six million litres of raw sewage entered Comox Bay from the Jane Place sewage pump station.

This was not an unavoidable act of nature. It was a preventable environmental failure, the most significant man-made environmental incident in our community in our time, and one that occurred on our watch.

Our waterfront is not simply real estate, or a collection of development opportunities. Being the ecological, cultural, and economic heart of Comox, any action that ignores that reality is not oversight, it is negligence.

As Comox Council focuses on fast-tracking growth and development, it must not lose sight of its most fundamental responsibility: protecting the community, safeguarding critical infrastructure, and ensuring proper oversight.

Jane Place residents recently filled Council chambers to document the lived impacts of the sewage pump station project: persistent noise, disruption, uncertainty, and growing concerns that have since become reality. They made clear this was not normal project development and raised explicit warnings. These were the signals leadership is expected not only to hear, but to act on.

When citizens raise the alarm, the responsible action is not to push forward, it is to pause, listen, investigate, and ensure the project is advancing in a way that protects the community.

Residents should not have to repeatedly educate elected leadership about the impacts of decisions already made.

Will Council now undertake an independent public review of the Jane Place environmental disaster to determine:

- What risks were known, and when were they identified?
- What safeguards were put in place, and why did this situation require a diver to manually intervene to stop the sewage release, when the same diver could have been engaged beforehand to complete the procedure and ensure proper lockout/tagout, preventing the spill entirely?
- Why did containment measures fail, or were any implemented?
- Why is this pump station still on the Comox waterfront?
- What permanent measures will be taken to protect Comox Bay and prevent a repeat failure?

The public deserves transparency, accountability, and action.

Known risks do not disappear because they are ignored. They wait.

The warnings existed. The opportunity to act existed. Leadership is not measured by how well failures are explained after they happen. It is measured by the courage, responsibility, and foresight to prevent them before they do.

## Town of Comox – Administration

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**From:** Shelley & Leon Bohmer [REDACTED]  
**Sent:** June 18, 2026 9:17 PM  
**To:** council  
**Subject:** resending communication to mayor and council regarding some pump house concerns of residents  
**Attachments:** CVRD letter re-hedging .pdf

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

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LOG: 26-727	REFER:	AGENDA: RCM 08Jul26
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

Dear Charlie Gore,

We received the CVRD's February 28/25 letter last week. Although the final design choice was not our preference, due to the extreme industrial appearance looking down from our northwest perspective on Beaufort Avenue, we respect the choice of the Jane Place residents. We also respect and appreciate the process of community involvement,

**Northwest hedging:**

Your letter says that you are looking to add cedar hedging to the northwest of the odour control unit, and we strongly support that. Extra hedging will help to screen the unit and pump station from properties along Beaufort Avenue and from the Marina causeway, and will soften the industrial look of the facility overall

We feel confident from our conversations with you at the open house February 20th that there will not be odour or micro-organisms or micro particle contaminants emitted from the tank. However, due to the air currents blowing directly from the southeast across the pump station and directly over our properties those issues are foremost on our minds. Tall hedge screening will help to filter that air flow, as well as reducing the industrial appearance of the station.

**Choice of hedging plants:**

The Option 1 renderings show (8 - 10 ft.) green cedars (I'm assuming cedar gems) for the front and east side of the facility, and we assume you will want to use the same plants for the northwest side as well. We have recent experience in growing cedars in this neighbourhood and have learned a few hard lessons:

- 1: Deer love to eat cedar hedges. To avoid problems starting with large (8-10 ft) plants and protecting the hedges from the deer is important.
- 2: They need proper installation with good drainage and soil.
- 3: They need regular watering, especially in the first few years to establish good roots along with mulching and fertilizing.
- 4: Unless you want them to grow very wide, they have to be trimmed back periodically to maintain the green fringe

Has the team thought more about using Portuguese laurel hedging instead of cedars? As discussed with you after the Open House, they are very fast growing, easier to maintain, drought resistant and a better retardant to wildfire than cedars.

One tip if Cedars are being used: Out Back nursery has the best “bang for your buck” for well-established gem cedars. (We have no affiliation with them, but from much experience with planting cedar hedges we highly recommend ordering their trees) They have their own field and you can/should order well in advance of your install date. They have trees that are the size of the drawing renderings.

**Vines:**

We are also pleased to hear that you are planning vines to help with screening the row of electrical panels in the porch area, as that should also help to soften the industrial appearance of the Pump house along with the extra northwest hedging.

Thank you for your continuing support of our community’s needs and concerns. We look forward to your feedback.

Sincerely,

Shelley and Leon Bohmer,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Town of Comox – Administration**

---

**From:** sharon elia [REDACTED]  
**Sent:** May 14, 2026 5:02 PM  
**To:** council  
**Subject:** Dog Leashing Being Enforced in CVRD Parks and Trails | Comox Valley Regional District

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

---

Hello and Thank you

I appreciated the time given to my concerns about unleashed dogs and the safety and habitat in the Comox Nature parks at your last meeting.

I wonder if council would consider piggy backing on the CVRD’s initiative this summer (see article below) and consider hiring a summer student to educate or issue warnings at the very least. The CVRD sees the problem which I believe will be ours in time if protocols are not put place before habits form. A stitch in time can save nine.

At any rate, I thank you for your time and consideration and hope we can all be part of positive change for the beautiful natural world we share and live in.

Thank you,  
Sharon Elia

<https://www.comoxvalleyrd.ca/connect/news/dog-leashing-being-enforced-cvrd-parks-and-trails>

**RECEIVED**  
May 14, 2026  
**TOWN OF COMOX**

LOG: 26-712	REFER:	AGENDA: RCM 08Jul26
FILE: 0220-40, 4	ACTION: MR	

File: 0220-40, 4010-20, 6130-02

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

## Town of Comox – Administration

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**From:** sharon elia [REDACTED]  
**Sent:** June 19, 2026 12:06 PM  
**To:** Town of Comox – Administration  
**Subject:** Re: Dog Leashing Being Enforced in CVRD Parks and Trails | Comox Valley Regional District

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

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Yes - sorry  
Sharon Elia  
[REDACTED]  
Comox BC

May I add a PS that “an alternate idea could be for a bylaw officer to spend an hour or so once a month & also check for dog licenses?” Thank you

Sent from my iPhone

On Jun 18, 2026, at 11:28 AM, Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Sharon,

I am following up on my email from last week.

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

Kind Regards,

**David Somerville**

Clerk II – Corporate Services

<image001.png>

250-339-2202 – [Comox.ca](http://Comox.ca)

1809 Beaufort Avenue, Comox B.C. V9M 1R9

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

**Town of Comox – Administration**

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**From:** [REDACTED]  
**Sent:** June 21, 2026 1:27 PM  
**To:** council  
**Cc:** Jonathan Kerr  
**Subject:** FW: Live Music in Marina Park A reminder of last year's excessively loud music

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

---

Dear Town of Comox Council,

I am forwarding this response I received last year from David Sommerville (see below for the message). I hope that the Council has had time to consider regulating the volume of music in Marina Park during summer events, especially Nautical Days.

Thank you for your consideration.

**RECEIVED**

June 21, 2026

**TOWN OF COMOX**

LOG: 26-730	REFER:	AGENDA: RCM 08Jul26
FILE: 0220-50, €	ACTION: MR	

Best regards  
Darrell

File: 0220-50, 6130-20-MWP

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

Darrell [REDACTED] Tomkins

[REDACTED]  
Comox, BC

Cell: [REDACTED]

Email: [REDACTED]

---

**From:** [REDACTED]  
**Sent:** August 8, 2025 1:09 PM  
**To:** 'Town of Comox - Administration' <town@comox.ca>  
**Subject:** RE: Live Music in Marina Park

Dear David,

Thank you for your response and for sharing my feedback with the Nautical days Producer and Town's Corporate Coordinator. I look forward to hearing their response.

Best regards  
Darrell

---

**From:** Town of Comox – Administration <town@comox.ca>  
**Sent:** August 7, 2025 3:04 PM

**To:** [REDACTED]  
**Subject:** RE: Live Music in Marina Park

Good Afternoon Darrell,

Thank you for your email. I have shared your feedback with the Nautical Days Producer and the Town's Corporate Coordinator for their discussion.

Kind Regards,

**David Somerville**  
Clerk II – Corporate Services



250-339-2202 – [Comox.ca](http://Comox.ca)  
1809 Beaufort Avenue, Comox B.C. V9M 1R9  
[Facebook](#) | [Bluesky](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at (250) 339-2202.

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**From:** [REDACTED]  
**Sent:** August 7, 2025 1:00 PM  
**To:** council <[council@comox.ca](mailto:council@comox.ca)>  
**Cc:** Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)>; [REDACTED]  
**Subject:** Live Music in Marina Park

---

To Whom It May Concern,

I am writing to plead with you to keep the live music in the Marina Park to a sensible volume. This past weekend, Nautical Days, the music in the park was appalling and could be heard as far away as Quality Foods on Guthrie. Some said it was the worst ever.





Marina Park is a very small venue when compared to the venues for the MusicFest on Headquarters Road, the Filberg Festival in Filberg Park and the many festivities in Simms Park. Some common sense should be used with music amplification and bass speakers in such a small area.

I believe that some professional assessment of the decibel level at the periphery of Marina Park needs to be done. I am sure that there also are health and hearing effects for participants of the fun-filled festival by loud music at the level that was heard during Nautical Days this year. Once "Time Well Wasted" ended at 9:45 p.m, it was a relief to watch the fireworks.

I have noted that there will be live music at the Party in the Park to be held for the YANA Riders on August 17<sup>th</sup>. I am a supporter of YANA and have participated in the YANA Ride. I hope that they can moderate the volume of the music and enjoy a successful fundraising event this year.

Respectfully yours  
Darrell [redacted] Tomkins

Darrell Joan Tomkins

[redacted]

Comox, BC

Cell: [redacted]

Email: [redacted]

**Town of Comox – Administration**

**From:** Sydney Johnson [REDACTED]  
**Sent:** June 22, 2026 1:13 PM  
**To:** Town of Comox – Administration  
**Subject:** Highwood drive traffic concerns

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

Dear Mayor and Council,

My name is Sydney Johnson, and I am a resident at [REDACTED] Highwood Drive in Comox. I am writing again regarding ongoing and increasing traffic concerns on our street.

Before addressing my concerns, I would like to acknowledge and sincerely compliment the excellent work that has been done in revitalizing the Comox Harbour area and the downtown core. These improvements have made a meaningful positive impact on the community and are very much appreciated.

However, I am disappointed with the increasing level of traffic that has developed within our residential neighbourhood.

While I am aware that a traffic evaluation was previously conducted, I respectfully but firmly disagree with the conclusion that no changes are required. This assessment does not reflect the daily reality experienced by residents who live on Highwood Drive.

Over time, the street has increasingly become a cut-through route for vehicles attempting to avoid busier roads. As a result, we are experiencing higher traffic volumes and vehicle speeds that are not appropriate for a residential neighbourhood. This creates a serious safety concern for residents, particularly pedestrians, cyclists, children, and older adults who regularly use the street.

Highwood Drive is not simply a corridor for vehicle movement—it is a residential community where people walk, cycle, and live their daily lives. At present, it does not feel safe for these activities due to the speed and volume of through traffic.

For these reasons, I am requesting that Council urgently reconsider traffic management on Highwood Drive. Specifically, I believe the following measures are necessary:

- Reduction of the speed limit to **30 km/h**
- Installation of **physical traffic calming measures** such as speed humps or similar devices
- Measures to discourage and reduce **non-local cut-through traffic**

A 50 km/h speed limit is not appropriate for a residential street with active pedestrian and cyclist use. It places unnecessary risk on vulnerable road users and undermines neighbourhood safety.

Many municipalities, including Victoria, have implemented lower speed limits and traffic calming measures on residential streets and mixed-use neighbourhoods. Highwood Drive warrants a similar level of consideration and action.

Residents of this street contribute significantly to the community and pay substantial property taxes. In return, there is a reasonable expectation that the municipality will prioritize safety, livability, and the protection of residents using local streets.

I urge Council to take this matter seriously and to implement meaningful changes to improve safety and reduce traffic speeds on Highwood Drive.

Thank you for your time and consideration.

Sincerely,  
Sydney Johnson  
[REDACTED] Highwood Drive, Comox



LOG: 26-731	REFER:	AGENDA: RCM 08Jul26
FILE: 5400-16, 5	ACTION: MR	

File: 5400-16, 5460-04

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

---

**From:** Sydney Johnson [REDACTED]  
**Sent:** June 24, 2026 7:19 AM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Traffic calming highwood drive comox .

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

---

Subject: Request for Traffic-Calming Measures on Highwood Drive

Dear Mayor and Council,

I have observed a significant difference in traffic speeds on Highwood Drive north and south of Beaconsfield Drive.

North of Beaconsfield Drive, Highwood Drive is narrower and more congested with parked vehicles, which naturally slows traffic. In contrast, south of Beaconsfield Drive, beginning at the hill leading down toward Guthrie Road, the roadway is wide, open, and largely unobstructed by parked vehicles. As a result, I have observed many vehicles travelling at excessive speeds along this section.

My home is located at the bottom of this hill, just south of Beaconsfield Drive, where vehicles appear to reach their highest speeds. This creates an ongoing safety concern for residents, pedestrians, cyclists, and others using the area.

I have also spoken with the RCMP regarding speeding on Highwood Drive. The RCMP identified the bottom of the hill, [REDACTED], as the most problematic location on Highwood Drive for excessive speeding.

Given these concerns, I respectfully request that the Town consider installing additional traffic-calming measures at this location, such as a curb extension or speed bump, to help reduce vehicle speeds and improve safety for everyone.

Thank you for your consideration of this important matter. I look forward to your response.

Sincerely,

Sydney Johnson

<Highwood drive traffic concerns>

**Town of Comox – Administration**

---

**From:** John Scott [REDACTED]  
**Sent:** June 24, 2026 6:11 PM  
**To:** June 24, 2026 Town of Comox – Administration  
**Subject:** Re: [REDACTED]

**RECEIVED**  
**TOWN OF COMOX**

LOG: 26-737	REFER:	AGENDA: RCM 08Jul26	Copies: Council JW/SR/BYLAWS/CD
FILE: 0220-50, 8	ACTION: MR		

File: 0220-50, 8640-01

I would like the Mayor and all councilmen to to not only consider my email, but respond to me with what action theyntake to stop this insanity.

John nScott

[REDACTED]  
Comox, BC  
[REDACTED]

- > On Jun 24, 2026, at 4:02 PM, Town of Comox – Administration <town@comox.ca> wrote:
- >
- > Good Afternoon John,
- >
- > Thank you for your email to Mayor and Council. Do you want this to be considered by Council at the next Council Meeting?
- >
- > Per council policy, correspondence to be circulated to Council or placed on an agenda must include the full name, civic address, and municipality of the author for information purposes but will be redacted on correspondence published to the website.
- >
- > Kind Regards
- > David Somerville
- > Clerk II – Corporate Services
- >
- > <image001.png> 250-339-2202 – Comox.ca

**Town of Comox – Administration**

---

**From:** John Scott [REDACTED]  
**Sent:** June 24, 2026 3:47 PM  
**To:** Town of Comox – Administration  
**Subject:** [REDACTED]  
**Attachments:** [REDACTED]

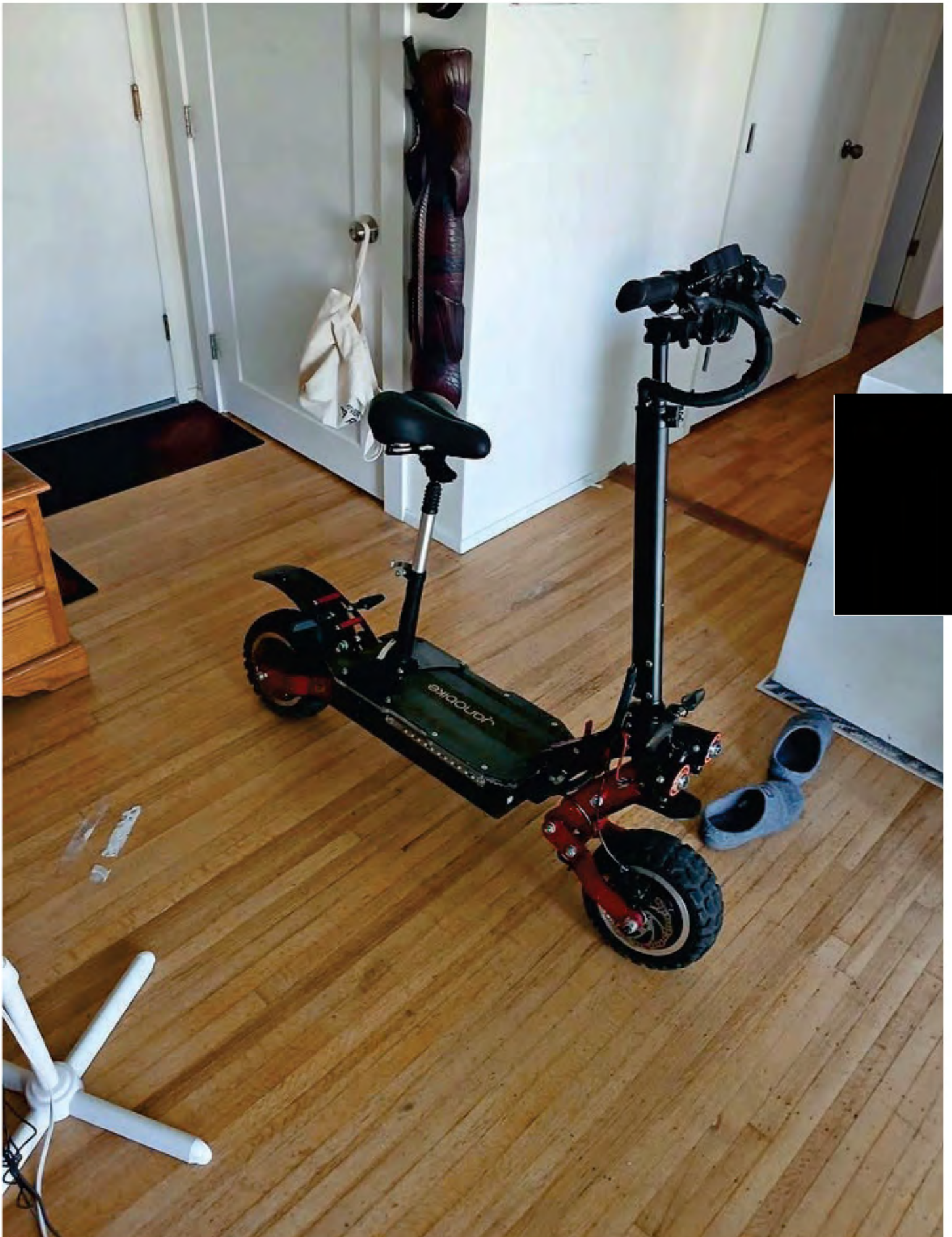
\*Warning\* This E-Mail originated from outside The Town of Comox. \*Please open with Caution\*

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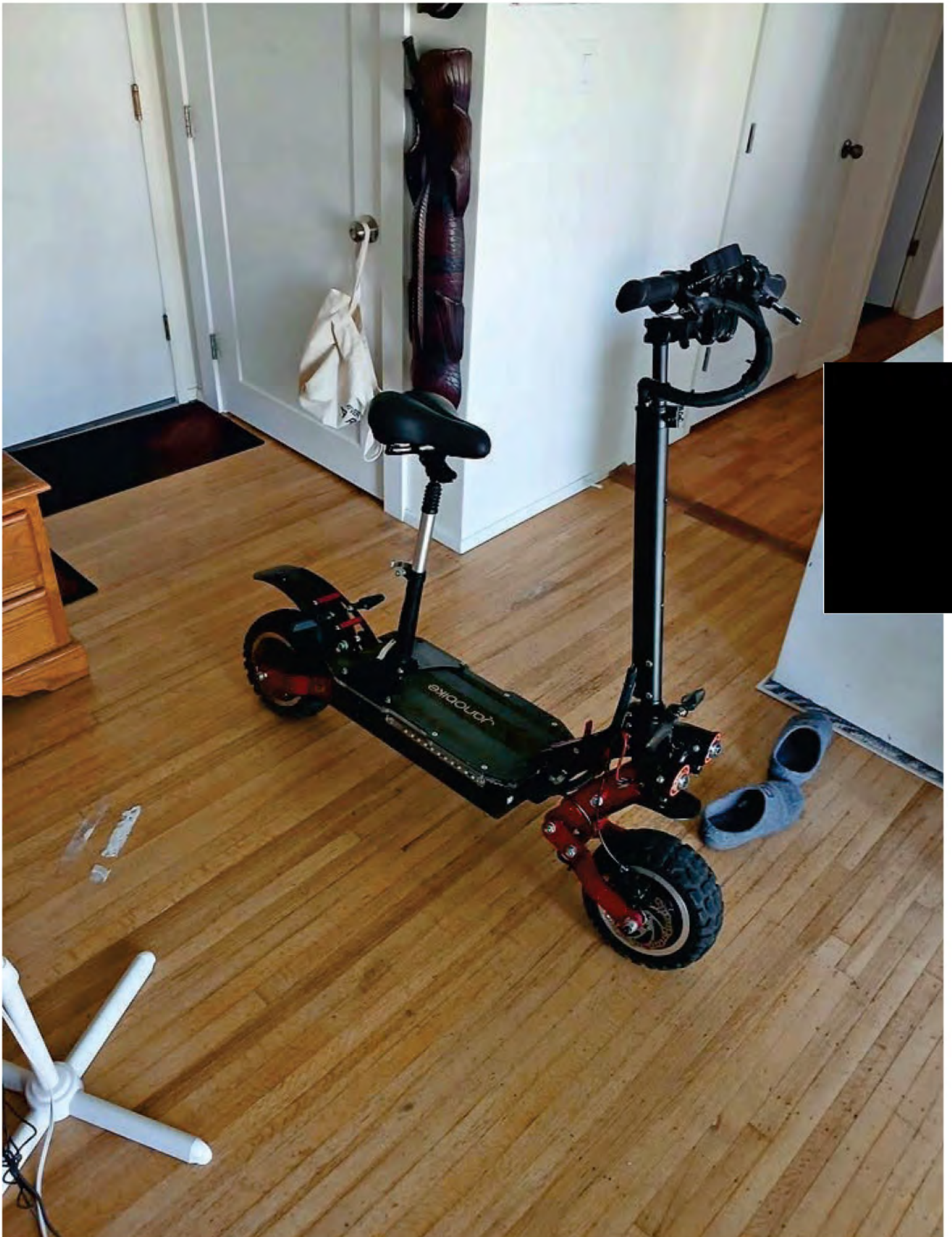
Hello Comox Councillors  
What are you doing to keep this sort of thing off of our streets and sidewalks?  
Only time until someone gets badly hurt or dies.  
John Scott  
[REDACTED]

>  
>

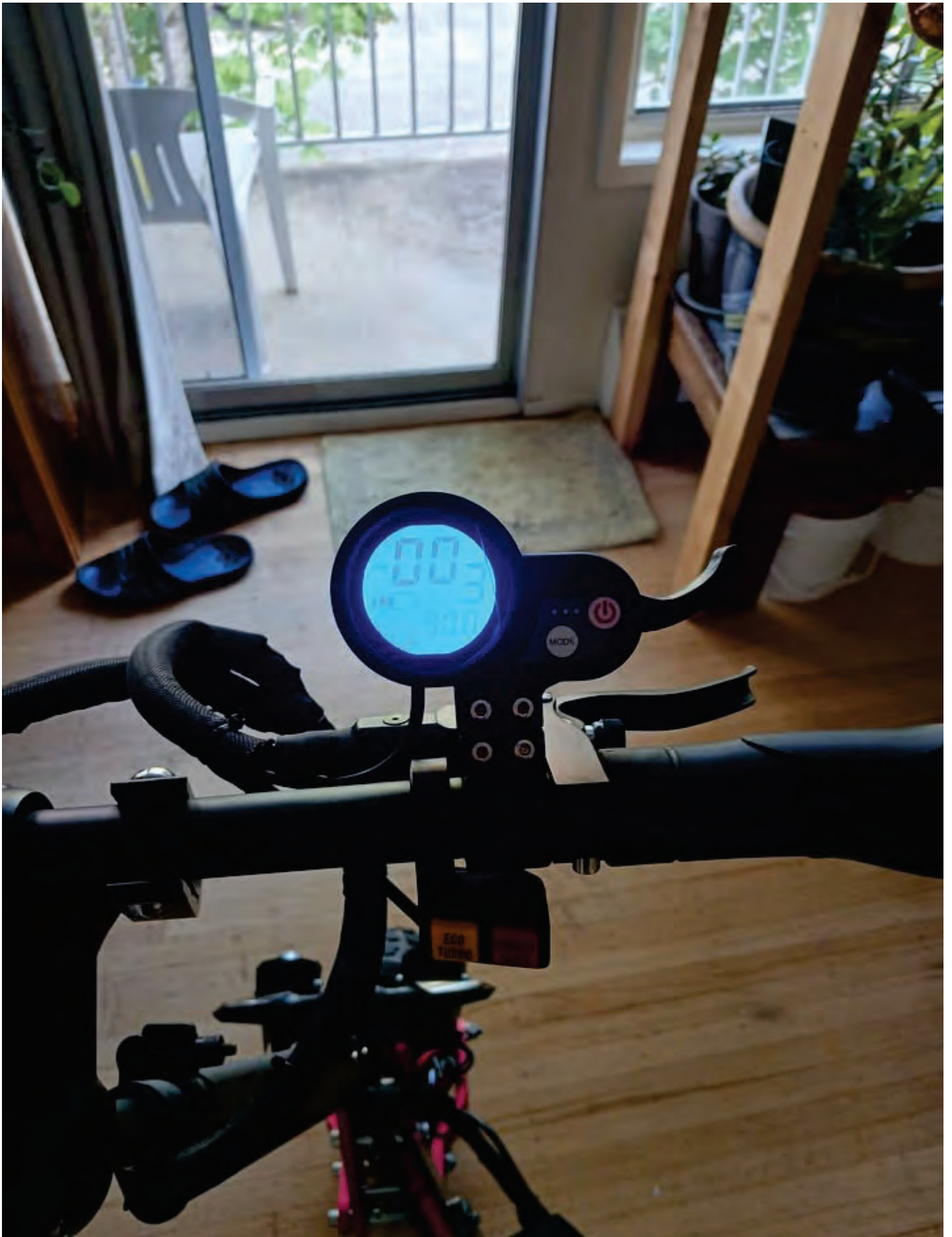
[REDACTED]











[REDACTED]

**Town of Comox – Administration**

---

**From:** David Durrant [REDACTED]  
**Sent:** June 25, 2026 12:45 PM  
**To:** council  
**Subject:** Traffic Safety  
**Attachments:** Pritchard Road.docx

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

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To Whom it May Concern  
Please include the attached letter to the next Council agenda.  
Thank you

**RECEIVED**

June 25, 2026

**TOWN OF COMOX**

LOG: 26-739	REFER:	AGENDA: RCM 08Jul26
FILE: 5400-16, 5	ACTION: MR	

File: 5400-16, 5460-07

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

Dear Mayor and Council

June 25, 2026

David Durrant [REDACTED]

I, along with my neighbours, support the efforts of the Pritchard Road Neighbourhood Association in addressing safety concerns along Pritchard Road. We are requesting that the Town of Comox undertake a comprehensive review of traffic speeds and road safety measures across key transportation corridors, including Pritchard Road, Comox Avenue, Anderton Road, Lerwick Road, Guthrie Road, Church Street, and Noel Avenue.

These important transportation corridors serve growing neighbourhoods and are shared by vehicles, pedestrians, cyclists, children, seniors, and families. As Comox continues to grow, protecting the safety of everyone who uses these roads must remain a priority.

When Highland School opened in 1978, the four-way stop at Guthrie Road and Pritchard Road was implemented as a safety measure to slow traffic and create a predictable environment for students and pedestrians. At that time, Comox had no traffic lights, and the current discussion around signalization was not part of the community's planning.

In 1998, following the tragic loss of two Highland students at Noel Avenue and Pritchard Road, the community renewed its focus on traffic safety. This led to improved signage, traffic-calming measures, pedestrian improvements, speed display signs, road design changes, and targeted enforcement. It is unfortunate that it took such a tragedy to highlight the importance of road safety. We should not wait for another.

Comox must continue to advance these efforts by considering modern safety tools, including speed and safety cameras, photo radar, and automated intersection safety cameras. These technologies can identify unsafe speeds through intersections regardless of traffic signal colour. Additional options include marked and mobile speed enforcement using radar and camera-equipped vehicles in high-risk areas, neighbourhood streets, and construction zones.

The Province operates an Intersection Safety Camera (ISC) program, and while nearby communities such as Courtenay have these cameras, Comox currently does not. Council should work with provincial partners to explore appropriate tools to improve safety as traffic volumes increase. Experience elsewhere demonstrates that consistent enforcement and accountability can influence driver behaviour.

The goal should not be enforcement alone, but a balanced strategy using education, thoughtful road design, and technology to create safer streets. I respectfully request that Council direct staff to assess these corridors, engage with residents and groups such as the PRNA, and develop practical recommendations for speed reduction and safety improvements.

Thank you

**Town of Comox – Administration**

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**From:** Town of Comox <no-reply@web-response.com>  
**Sent:** June 25, 2026 12:37 PM  
**To:** Town of Comox – Administration  
**Subject:** Webform submission from: Contact Us > Content rows

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

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Submitted on Thu, 06/25/2026 - 12:36

Submitted by: Anonymous

Submitted values are:

**First name:**  
Jonathan

**Last name:**  
Bulcock

**Phone:**  
[REDACTED]

**Email:**  
[REDACTED]

**Feel free to ask us a question or provide feedback:**

I think it would be a good idea to move the existing Cenotaph, which currently looks like an afterthought, moved to the new park at the corner of Port Augusta St and Comox Ave.

**RECEIVED**  
**June 25, 2026**  
**TOWN OF COMOX**

LOG: 26-740	REFER:	AGENDA: RCM 08-Jul-26
FILE: 0890-20-C	ACTION: MR	

File: 0890-20-Comox 1790, 6130-01

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

**Town of Comox – Administration**

**Subject:** FW: Marketplace - Gt73 pro | Facebook

LOG: 26-744	REFER:	AGENDA: RCM 08Jul26
FILE: 8640-01	ACTION: File	

**From:** John Scott <[REDACTED]>  
**Sent:** June 29, 2026 10:45 AM  
**To:** Town of Comox – Administration <town@comox.ca>  
**Subject:** Marketplace - Gt73 pro | Facebook

**RECEIVED**

Jun 29, 2026

**TOWN OF COMOX**

> Dear Comox Council;  
When will the insanity end? 80km/h? No licence, no insurance, no accountability.  
How would like to meet this thing on the sidewalk?  
Please take action to stop clearly illegal Ebikes from being sold on Marketplace.  
John Scott

[REDACTED]  
Comox, BC  
[REDACTED]

Thank you for your attention to this matter.

>

[https://www.facebook.com/marketplace/item/1369744548402888/?ref=browse\\_tab&referral\\_code=marketplace\\_top\\_picks&referral\\_story\\_type=top\\_picks](https://www.facebook.com/marketplace/item/1369744548402888/?ref=browse_tab&referral_code=marketplace_top_picks&referral_story_type=top_picks)

>

>

> 0:14 / 0:14



>



>



>

- > Gt73 pro
- > CA\$2,700CA\$3,000
- > Listed a day ago in Comox, BC
- > Message
- > Details
- > ConditionUsed - like new
- > Bicycle TypeElectric Bike
- > Gt73 pro has 2 60v batteries 36amps total top speed 80kmh 140kmh distance 3000watt motor has turn Signals horn and headlight. New glossy front plate and new grippy pedals.Comox, BC · Location is approximate
- > Seller information
- > Seller details
- > Jayden Sanderson
- > Joined Facebook in 2025

LOG: 26-745	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20/21	ACTION: File	

Cfile: 3360-20/2025.05  
Copies: Council  
JW/SR/CD/RH

**RECEIVED**

June 26, 2026

**TOWN OF COMOX**

**Dear Town of Comox,**

**RE: Development and Rezoning of 721 Lazo Road**

I am writing to express the deep frustration, exhaustion, and mounting financial strain that the owners of 721 Lazo Road have endured over what has become an agonizing **eight-year rezoning process. Our family has owned this land for over 90 years.** Throughout nearly a century of stewardship, and specifically during this past decade of negotiations, we have acted in absolute good faith. We have consistently maintained the property strictly to the codes and bylaws requested by the Town of Comox, and we have repeatedly given the Town everything it has asked for. Yet, we now find ourselves at a crossroads where the Town appears hesitant to support its own long-term taxpayers over the loud objections of non-Comox residents.

To comply with the Town’s evolving demands, we have poured immense capital and time into exhaustive engineering and environmental reviews, including:

- **Three plus environmental studies**, alongside a comprehensive provincial review.
- **Geotechnical and foreshore studies**, as well as full septic planning.
- **Ministry of Transportation and Infrastructure (MOTI) approval** for safe, viable access off Andrew Avenue.
- **Extensive multi-access analysis** (Lazo, Hutton, and Andrew) and multiple site visits to guarantee the absolute preservation of local Garry oaks.

Our analysis proved that utilizing Andrew Avenue is overwhelmingly the most environmentally responsible option, requiring the removal or relocation of just *one* Garry oak. In contrast, forcing access through Lazo requires clearing massive swaths of mature treed area, while Hutton Road would destroy an eagle tree, a sand dune, and critical Garry oak habitat.

We have accommodated every hurdle. When the Town forced us to run the water line from Lazo Road specifically to protect the Hutton Road sand dune, we agreed. When the Town suggested creating a common property structure for the Garry oak area—permanently forcing the developers to maintain the landscaping at our own expense—we agreed.

We did all of this because **our family has a vision to leave a lasting legacy for the next generation.** We want to gift the Town of Comox a stunning new beach access park in our family’s name, seamlessly connecting to the existing Regional District and Town trail system. We believed that creating a 6-lot subdivision (just two more than the four lots allowed when this process began) was a spectacular, fair trade that benefits future generations. It protects 55% of the property’s trees, adds a vital new fire hydrant, and generates over **\$40,000 annually in additional municipal tax revenue.**

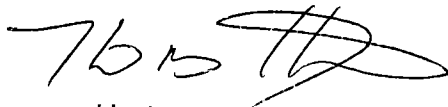
It is worth noting that Hutton Road residents are not complaining; they clearly see the immense value of a neighborhood park and beach access. The resistance is coming entirely from Regional District neighbors off Andrew Avenue—**who are not Town of Comox taxpayers.**

The irony of this exhaustive eight-year delay is that we could have bypassed this pain entirely. Years ago, we could have simply subdivided the property into 4 lots under the standard 2020 zoning (20-meter frontage). It would have required **minimal park dedication (5%), zero public beach access**, and would have resulted in significantly more tree clearing. Even now, after the Town specifically down-zoned the property by shifting the required frontage to 27 meters, we still retain the right to subdivide into 3 standard lots.

If the Town of Comox is unwilling to stand up for its taxpayers and realize the incredible value of the proposed parkland, we are prepared to pivot. We will abandon the rezoning, move forward with a standard 3-lot subdivision, and construct up to 5 new homes/carriage homes with access off Andrew Avenue. We will clear the land as permitted, and the community will lose the park, the beach access, and the environmental protections we spent eight years trying to secure.

Our family has acted with patience, community spirit, and respect for municipal bylaws for generations, but our patience is exhausted. We have given the Town everything it asked for. We ask now that Council recognize this fair trade, look at the grand design for Comox's trail infrastructure, and support a project that honors a 90-year local legacy while serving the town's actual taxpayers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Hart', with a stylized flourish at the end.

Thomas Hart

Royal LePage in the Comox Valley

**107. R3.3 SINGLE-FAMILY - LARGE LOT**

**107.1 Permitted Uses:**

In the R3.3 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses
- (2) Bed and Breakfast accommodations
- (3) Coach Houses
- (4) Home occupations
- (5) Secondary suites
- (6) Single-family dwellings

**107.2 Conditions of Use:**

- (1) Bed and Breakfast accommodations shall not be permitted on a parcel on which a secondary suite or a coach house exists; (Add #1866 Oct 18/17)

(Rep #1861 Sep 20/17)

(Add #1861 Sep 20/17)

- (2) Coach Houses shall (Rep #1909 Apr 17/19):
  - (a) not be permitted on a parcel on which a secondary suite exists;
  - (b) not be permitted on a parcel where the parcel area is less than 500 m<sup>2</sup>;
  - (c) not be permitted on a parcel where the rear yard is less than 15.0 metres in width;
  - (d) have a parcel coverage not exceeding 10%;
  - (e) be located in a rear yard;
  - (f) in combination with the gross floor area of accessory buildings, not exceed :
    - i. 50 m<sup>2</sup> in gross floor area, where the parcel area is less than 650 m<sup>2</sup>;
    - ii. 60 m<sup>2</sup> in gross floor area, where the parcel area is equal to or greater than 650 m<sup>2</sup> and less than 1,000 m<sup>2</sup>; and
    - iii. 70 m<sup>2</sup> in gross floor area, where the parcel area is equal to or greater than 1,000 m<sup>2</sup>.
  - (g) for the purpose of sub-section (f) only, gross floor area shall:
    - i. include garages and carports, excluding carports attached to a coach house to a maximum of 20 m<sup>2</sup> and garages and carports forming part of a single-family dwelling; carport gross floor area shall be calculated as the roofed floor area;
    - ii. exclude one accessory building less than 10 m<sup>2</sup>; and
    - iii. exclude one room less than 40 m<sup>2</sup> 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;
  - (h) not exceed 10.0 m<sup>2</sup> roofed patio and deck floor area, where the roofed floor area is measured from the exterior of supporting walls or columns to the eave or gutter whichever is greater;
  - (i) not exceed in height:
    - i. 4.5 metres, where the coach house gross floor area is less than 50 m<sup>2</sup>; and
    - ii. 5.5 metres, where the coach house gross floor area is equal to or greater than 50 m<sup>2</sup>;
  - (j) not be located closer than 4.0 metres to a principal building;
  - (k) be excluded from required rear setback, provided that no coach house is located closer than 2.0 metres to a rear lot line; and

- (l) conform to Section 5.20 Special Needs Housing Standards – Adaptable Housing.
- (3) Coach Houses shall not be permitted (Add #1909 Apr 17/19):
  - (a) on a parcel shown shaded in Appendix “F”; and
  - (b) on a parcel shown shaded in Appendix “G” that has a parcel area less than 1,500 square metres.

**107.3 Density:**  
n/a

- 107.4 Parcel Area:**
- (1) All lands shown shaded in Appendix “G” – parcel area shall not be less than 5,000 square metres.
  - (2) All lands shown shaded in Appendix “H” - parcel area shall be not less than 3,500 square metres.
  - (3) All other lands - parcel area shall not be less than 20,000 square metres.

**107.5 Parcel Frontage:**  
Parcel frontage shall not be less than 20.0 metres.

**107.6 Parcel Depth:**  
Parcel depth shall not be less than 50.0 metres.

**107.7 Parcel Coverage:**  
Parcel coverage shall not exceed 30% or 500 square metres, whichever is lesser.

- 107.8 Height and Storeys:**
- (1) Height shall not exceed 9.0 metres.
  - (2) The number of storeys shall not exceed 2.

- 107.9 Required Setbacks:**
- (1) Front  
Front setback shall not be less than 7.5 metres.
  - (2) Rear  
Rear setback shall not be less than 7.5 metres.
  - (3) Side – interior  
Interior side setback shall not be less than 2.0 metres.
  - (4) Side – exterior  
Exterior side setback shall not be less than 3.5 metres.

- 107.10 Accessory Buildings**  
Accessory buildings shall
- (1) 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 m<sup>2</sup> 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; (Rep #1861 Sep 20/17)
- (5) not be located within a front yard; and
  - (6) be excluded from required rear and interior side setbacks provided that
    - (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 107-1.

(Del #1909 Apr 17/19)

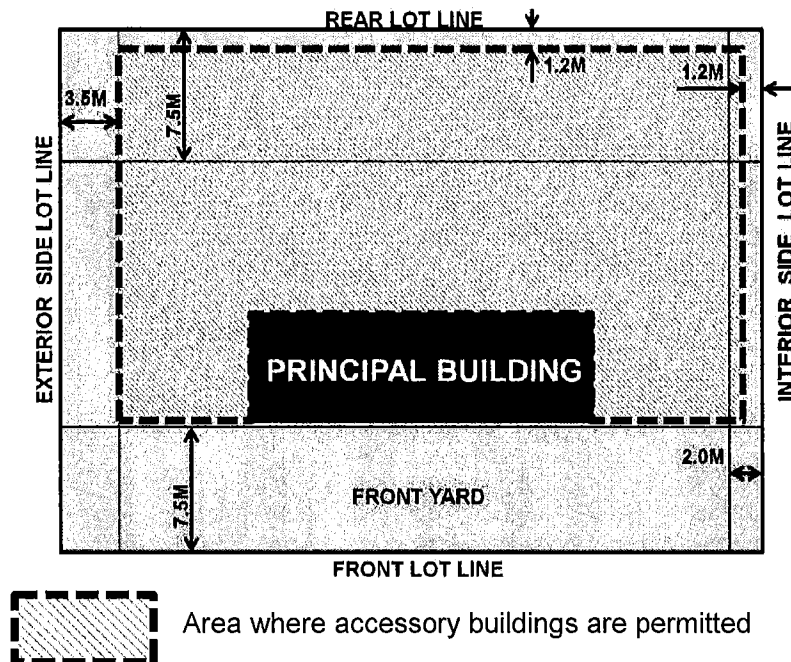


Figure 107-1. R3.3: Accessory building buildable area

#### 107.11 Screening

The following shall be screened in accordance with Section 8:

- (1) Above ground utility boxes and utility transformers; and
- (2) Coach houses abutting Residential zoned parcels.

#### 107.12 Off-Street Parking and Loading

Off-street parking and loading shall be provided in accordance with Section 6.

#### 107.13 Other Requirements:

- (1) No more than one principal building shall be permitted on a parcel.
- (2) All buildings shall conform to Section 5.18, Watercourse Regulations.

**THIS CONSOLIDATED ZONING BYLAW IS FOR CONVENIENCE PURPOSES ONLY AND SHOULD NOT BE USED FOR LEGAL OR INTERPRETIVE PURPOSES WITHOUT REFERENCE TO THE ORIGINAL BYLAW AND AMENDING BYLAWS.**

## SECTION 9 | LOW-DENSITY RESIDENTIAL ZONES

### 9.1 Zone Intent

Table 9.1(1) Intent of Zones		
Zone	Zone Name	Intent of Zone
R-SSMU	Small-Scale Multi-Unit Residential	This zone is intended to support the gentle densification of existing low-density neighbourhoods by accommodating small-scale multi-unit housing forms.
R-WF	Western Foreshore Residential	This zone is intended to accommodate up to three dwelling units in the Western Foreshore area where there are known infrastructure constraints limiting further densification.
R-CL	Cape Lazo Residential	This zone is intended to accommodate low-density residential uses in the unserved Cape Lazo area.
R-LL	Large Lot Residential	This zone is intended to accommodate low-density residential uses on larger lots that are not connected to community water or community sewer systems.

### 9.2 Permitted Uses

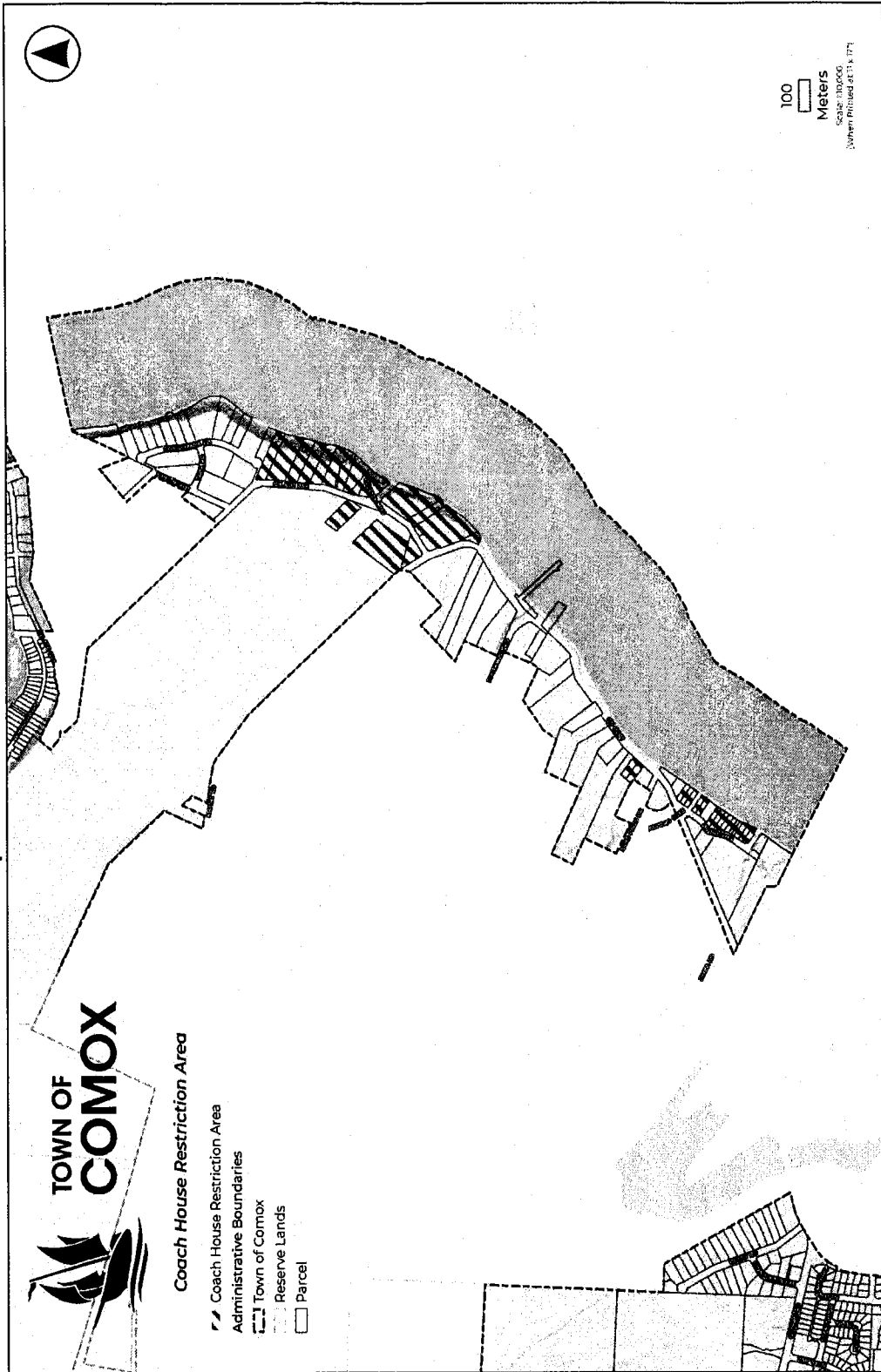
Table 9.2(1) Permitted Uses				
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use	R-SSMU	R-WF	R-CL	R-LL
(a) Accessory Buildings and Structures	S	S	S	S
(b) Agriculture, Urban	S	S	S	S
(c) Care Facility, Child	S	S	S	S
(d) Care Facility, Community	S	S	S	S
(e) Care Facility, Licence-Not-Required	S	S	S	S
(f) Coach Houses <sup>1</sup>	S	S	S <sup>2</sup>	S

1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

<b>Table 9.2(1) Permitted Uses</b>				
P = permitted as a principal use S = permitted as a secondary use -- = use not permitted				
Use	R-SSMU	R-WF	R-CL	R-LL
(g) Dwelling Units	P	P	P	P
(h) Farm Stand	S	S	S	S
(i) Home Occupation	(i) Minor	S	S	S
	(ii) Major	S	S	S
	(iii) Bed and Breakfast Accommodation	S	S	S
	(iv) Vacation Rental Accommodation	S	S	S
(j) Kennel	--	--	--	S
(k) Mobile Home	-- <sup>3</sup>	--	--	--
(l) Secondary Suites	S	S	S	S
<p><b>CONDITIONS [Table 9.2(1)]:</b></p> <p><sup>1</sup> Subject to the coach house regulations prescribed in <b>Section 6.4</b> of this Bylaw.</p> <p><sup>2</sup> Despite <b>Table 9.2(1)</b>, coach houses are not permitted in the areas indicated in <b>Map 9-1</b>.</p> <p><sup>3</sup> Mobile homes are permitted as a principal use in the areas indicated in <b>Map 9-2</b>.</p>				

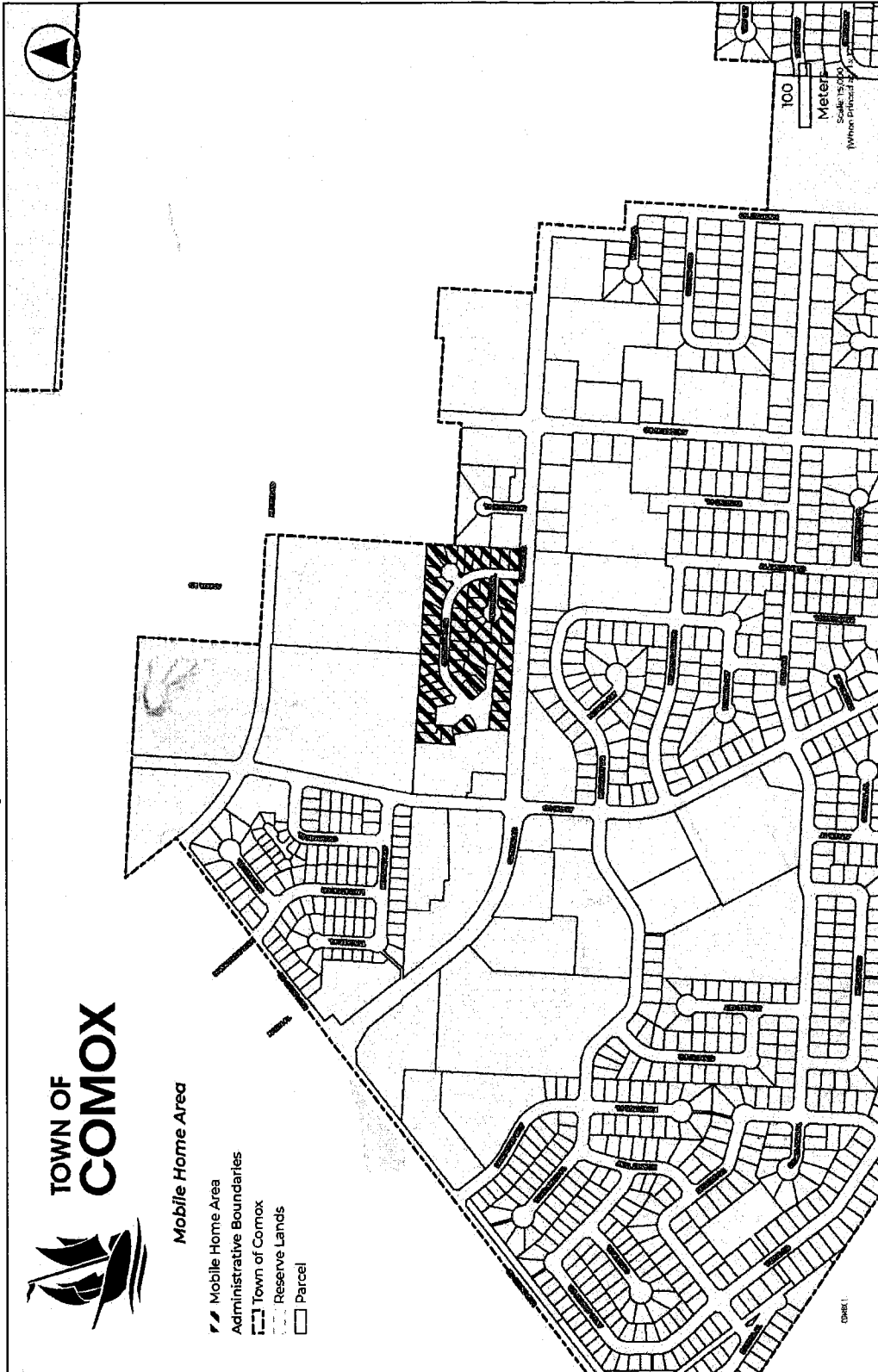
1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Map 9-1. Coach House Restriction Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Map 9-2. Mobile Home Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

**9.3 Subdivision Standards**

Table 9.3(1) Subdivision Standards				
Criteria	R-SSMU	R-WF	R-CL	R-LL
(a) Minimum Lot Area	450.0 m <sup>2</sup> <sup>1</sup>	650.0 m <sup>2</sup>	5,000.0 m <sup>2</sup> <sup>2</sup>	3,500.0 m <sup>2</sup>
(b) Minimum Lot Width	15.0 m	20.0 m	27.0 m	20.0 m
<p>CONDITIONS [Table 9.3(1)]:</p> <p><sup>1</sup> The minimum lot area is 595.0 square metres for the lot legally described as Lot A (DD ED94874), Section 2, Comox District, Plan 11938 (2147 Downey Road).</p> <p><sup>2</sup> The minimum lot area is 5,000.0 square metres for the lot legally described as Lot 14A, Lot 93, Comox District, Plan 4276 (1469 Kye Bay Road).</p>				

**9.4 General Regulations**

Table 9.4(1) General Regulations				
Criteria	R-SSMU	R-WF	R-CL	R-LL
(a) Maximum Lot Coverage	50%	35%	40%	30%
(b) Maximum Lot Coverage Including Impervious Surfaces	70%	70%	70%	60%
(c) Maximum Number of Dwelling Units	4 per lot <sup>1</sup>	2 per lot	2 per lot	4 per lot <sup>1</sup>
(d) Maximum GFA for Principal Buildings <sup>2</sup>	1,000.0 m <sup>2</sup>	n/a	400.0 m <sup>2</sup>	n/a
(e) Maximum GFA for Accessory Buildings <sup>3</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>	60.0 m <sup>2</sup>
<p>CONDITIONS [Table 9.4(1)]:</p> <p><sup>1</sup> The maximum number of dwelling units is two for lots that are larger than 4,050.0 square metres in lot area, or are not serviced by community water and sanitary systems.</p> <p><sup>2</sup> Maximum GFA refers to the combined floor area of all principal buildings on a lot. For clarity, this does not include the GFA associated with a coach house.</p>				

1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Table 9.4(1) General Regulations				
Criteria	R-SSMU	R-WF	R-CL	R-LL
<sup>3</sup> Maximum GFA refers to the combined floor area of all accessory buildings on a lot. For clarity, this does not include the GFA associated with a coach house.				

### 9.5 Development Standards

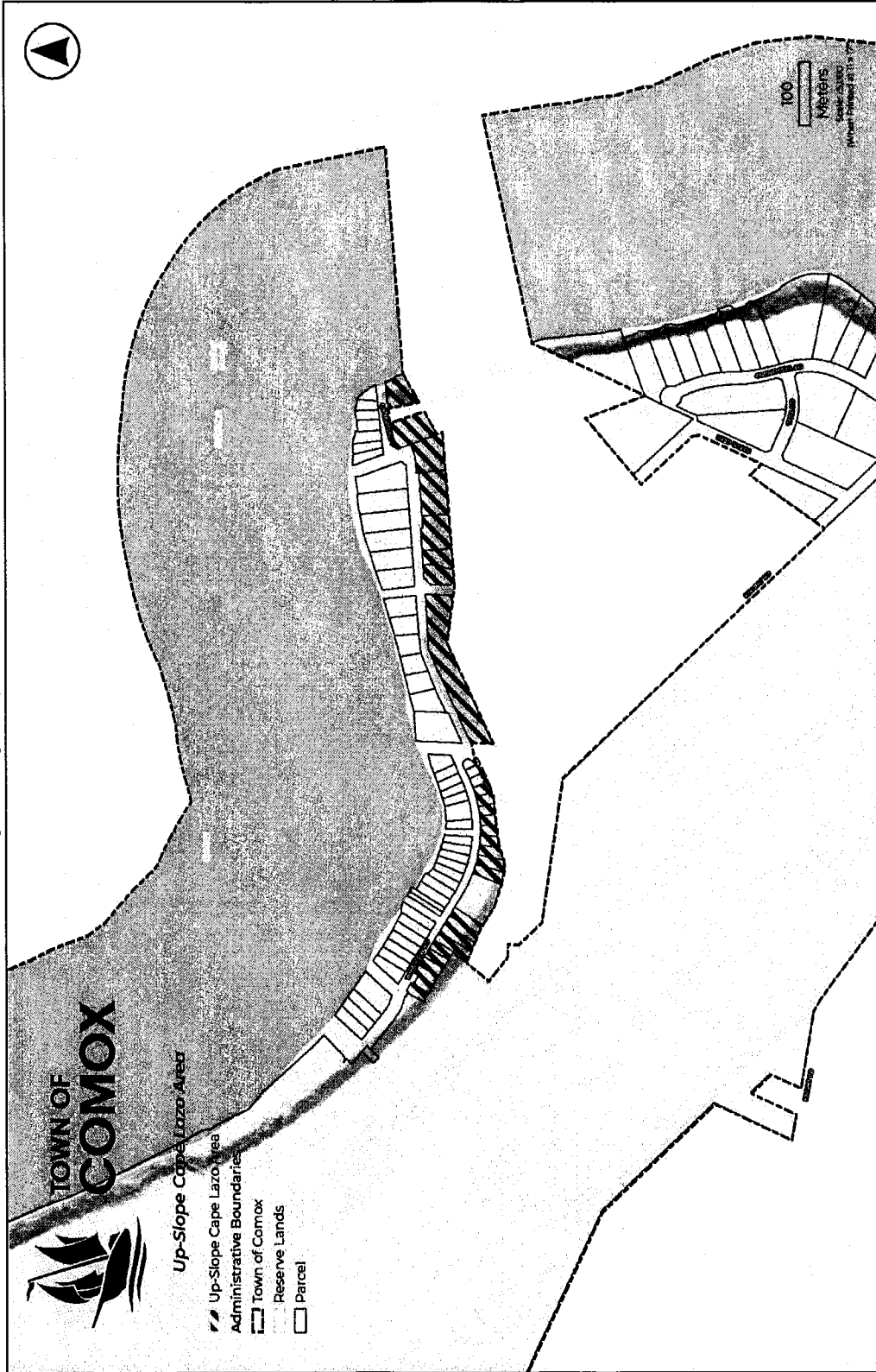
Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary					
Criteria	R-SSMU	R-WF	R-CL	R-LL	
(a) Maximum Height	11.0 m	9.0 m	9.0 m <sup>2</sup>	9.0 m	
(b) Maximum Number of Storeys	3	2	2 <sup>2</sup>	2	
(c) Minimum Front Setback	(i) garage / carport	6.0 m	7.5 m	3.0 m <sup>3</sup>	7.5 m
	(ii) all other portions	3.0 m	7.5 m	3.0 m <sup>3</sup>	7.5 m
(d) Minimum Rear Setback	5.0 m	7.5 m <sup>4</sup>	1.2 m <sup>3</sup>	7.0 m	
(e) Minimum Side Setback	1.5 m	2.0 m	1.2 m <sup>3</sup>	2.0 m	
(f) Minimum Exterior Side Setback	(i) garage / carport	6.0 m	3.5 m	1.2 m <sup>3</sup>	3.5 m
	(ii) all other portions	3.0 m	3.5 m	1.2 m <sup>3</sup>	3.5 m
(g) Minimum Corner Cut-Off Setback	1.0 m	1.0 m	1.0 m	1.0 m	
CONDITIONS [Table 9.5(1)]:					
<sup>1</sup> A maximum of one principal building is permitted per lot.					
<sup>2</sup> For lots in the <b>Up-Slope Cape Lazo Area (Map 9-3)</b> :					
<ul style="list-style-type: none"> <li>the maximum height is 13.5 metres; and</li> <li>the maximum number of storeys is three.</li> </ul>					
<sup>3</sup> For lots in the <b>Lazo Road Setback Area (Map 9-4)</b> :					
<ul style="list-style-type: none"> <li>the minimum front setback is 7.5 metres;</li> <li>the minimum rear setback is 7.5 metres;</li> <li>the minimum side setback is 2.0 metres; and</li> <li>the minimum exterior side setback is 3.5 metres.</li> </ul>					

1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

<b>Table 9.5(1) Development Regulations for Buildings and Structures – Principal and Secondary</b>				
<b>Criteria</b>	<b>R-SSMU</b>	<b>R-WF</b>	<b>R-CL</b>	<b>R-LL</b>
<b>4</b>	The maximum rear setback is 30.0 metres for the lot legally described as Lot A District Lot 93 Comox District Plan 48731 (476 Winslow Road).			

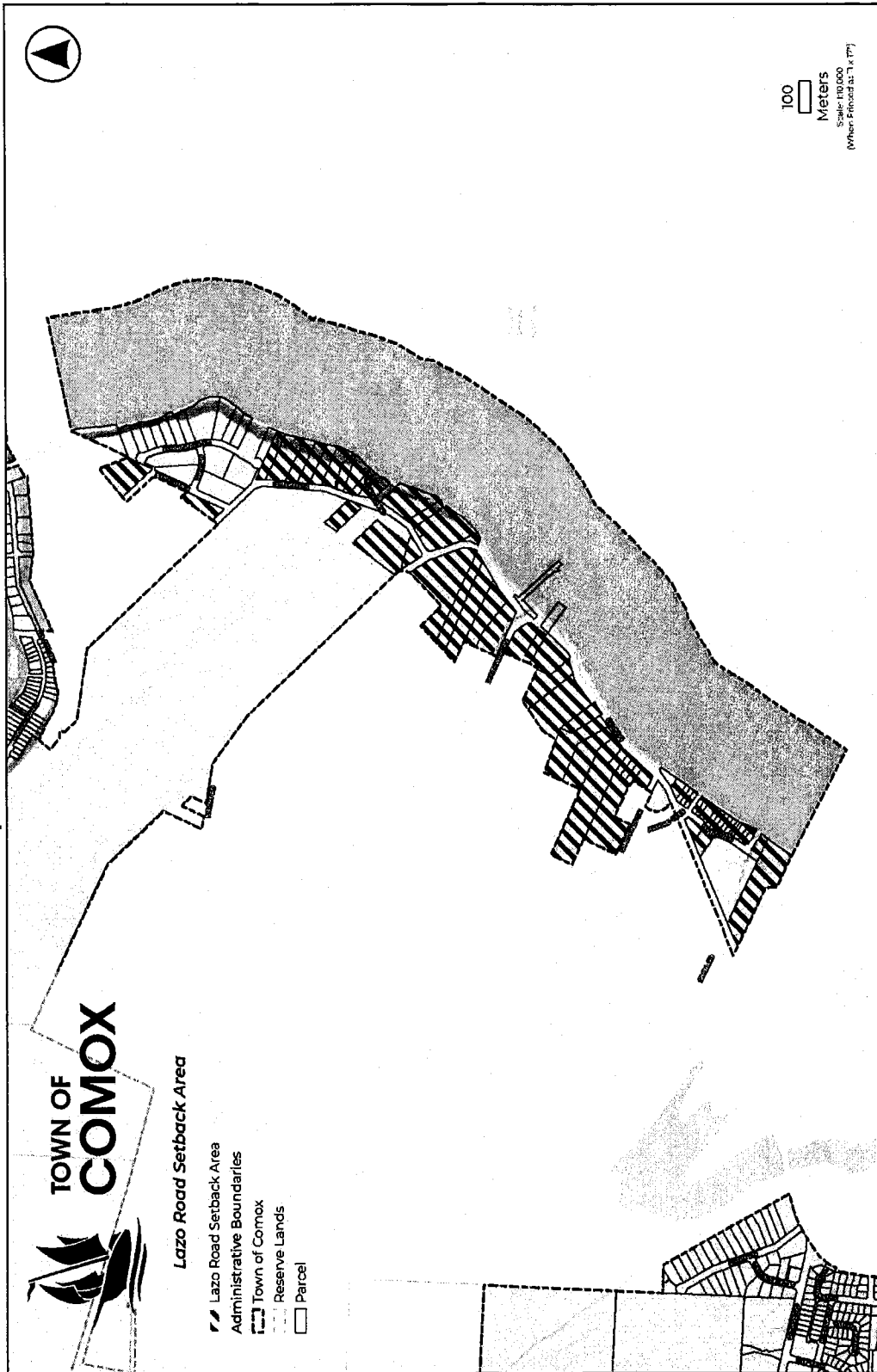
1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Map 9-3. Up-Slope Cape Lazo Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

Map 9-4. Lazo Road Setback Area



1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

<b>Table 9.5(2) Development Regulations for Buildings and Structures – Accessory</b>					
<b>Criteria</b>		<b>R-SSMU</b>	<b>R-WF</b>	<b>R-CL</b>	<b>R-LL</b>
(a) Maximum Height		4.5 m	4.5 m	4.5 m	4.5 m
(b) Minimum Front Setback	(i) garage / carport	6.0 m	7.5 m	7.5 m	7.5 m
	(ii) all other portions	3.0 m			
(c) Minimum Rear Setback		1.2 m <sup>1</sup>	1.2 m	1.2 m	1.2 m
(d) Minimum Side Setback		1.2 m <sup>1</sup>	1.2 m	1.2 m	1.2 m
(e) Minimum Exterior Side Setback	(i) garage / carport	6.0 m	3.5 m	3.5 m	3.5 m
	(ii) all other portions	3.0 m			
(f) Minimum Corner Cut-Off Setback		1.0 m	1.0 m	1.0 m	1.0 m
<b>CONDITIONS [Table 9.5(2)]:</b>					
<sup>1</sup> The minimum setback is 0.0 metres for an accessory building having less than 10.0 square metres of floor area.					

1 – Administration	2 – Enforcement	3 – Interpretation	4 – Definitions
5 – General Regulations	6 – Use-Specific Regulations	7 – Landscaping & Screening	8 – Parking and Loading
9 – Low-Density Residential Zones	10 – Multi-Unit Residential Zones	11 – Mixed-Use Zones	12 – Employment Zones
13 – Marine Zones	14 – Park and Public Use Zones	15 – Special Use Zones	16 – CD Zones

**Town of Comox – Administration**

---

**From:** Russell Blake [REDACTED]  
**Sent:** June 22, 2026 9:43 AM  
**To:** To: [REDACTED] Regina Bozerocka; Town of Comox – Administration; Nicole Minions; Jordan Wall; Ken Grant; Jenn Meilleur; Jonathan Kerr; Chris Haslett; Maureen Swift; Steve Blacklock; Bylaw; Planning Dept  
**Subject:** Re: IMMEDIATE COMPLAINT  
**Attachments:** 1933.heic; 1932.heic

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

Update 9:37AM June 22, 2026

**RECEIVED**

June 22, 2026

**TOWN OF COMOX**

LOG: 26-729	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 0220-50, 3360-20-2024.03, 5400-01

Russell E. Blake,

Copies: Council  
IW/SA/CPSR/CD

On Mon, Jun 22, 2026, 8:24 a.m. Russell Blake [REDACTED] wrote

Russell Blake

[REDACTED]  
Comox BC

June 22rd 2026

ATTN: Town of Comox Bylaw Enforcement, Comox Council, Comox Planning Department

Subject: **IMMEDIATE COMPLAINT:** Public Right-of-Way Obstruction & PDA Non-Compliance at Hector/Aspen Road Development

I am writing to file an immediate, formal complaint regarding an illegal public right-of-way obstruction and traffic management violation occurring right now at the public access right-of-way connecting Hector Road to Aspen Road.

The private contractor on-site, Highstreet Ventures, has completely blocked the pedestrian right-of-way connecting the top of Hector Road directly west to Aspen Road. They are providing zero safe alternative pedestrian routing, and zero accessibility provisions, leaving the public entirely stranded or forced onto unsafe busy road shoulders (Anderton Road) during active development operations.

This complete closure is a direct violation of both municipal bylaws and the developer's active legal obligations to the Town of Comox:

1. **Violation of the Phased Development Agreement (PDA):** The legal obligation to secure and protect a permanent, non-vehicular connection between Hector Road and Aspen Road is actively in effect. This was codified when the Town Council officially adopted the *Phased Development Agreement Authorization Bylaw (Aspen–Hector)* on February 19, 2025. This corridor is formally integrated into the Town's *Parks, Trails and Open Spaces Network* via *OCP Amendment Bylaw 1685.11*.

2. **Violation of Work Permit and Public Advisory Conditions:** Traffic Control Persons (TCPs) are not on-site to pause operations to safely escort pedestrians through the pedestrian right-of-way, effectively treating a protected public greenway as a private, closed zone.

3. **Violation of Accessibility and Pedestrian Safety Standards:** Under the *Comox Subdivision and Development Servicing Bylaw*, any temporary disruption to a public pathway must provide a safe, stable, and continuous detour that avoids abrupt vertical grades and accommodates all mobility levels.

A developer's work permit does not give them the authority to strip the public of an active, legally protected connectivity corridor without safe, compliant mitigation.

I request that a **Bylaw Enforcement Officer be dispatched to the Hector/Aspen Public Right-of-Way immediately** to inspect this site, issue a non-compliance notice to Highstreet Ventures, and compel the contractor to: 1. immediately re-open the legally protected connectivity corridor safely or, 2. immediately provide a safe, accessible pedestrian detour around it that ensures people with disabilities (including wheelchair users), those with visual impairments, and people using walking aids can safely navigate around the construction, or 3. Issue a Stop Work Order until at least one of the two previous options is complied with.

Thank you for your prompt attention to this safety hazard and regulatory breach. Further action may be forwarded to WorkSafeBC Prevention.

Sincerely,

Russell Blake, BSc., GIS







(Also attached as Word Document)

Russell Blake

Comox BC

June 23rd 2026

ATTN: Town of Comox Bylaw Enforcement, Comox Council, Comox Planning Department

Subject: **IMMEDIATE COMPLAINT:** Public Right-of-Way Obstruction & PDA Non-Compliance at Hector/Aspen Road Development

I am writing to file an immediate, formal complaint regarding an illegal public right-of-way obstruction and traffic management violation occurring right now at the public access right-of-way connecting Hector Road to Aspen Road.

The private contractor on-site, Highstreet Ventures, has completely blocked the pedestrian right-of-way connecting the top of Hector Road directly west to Aspen Road. They are providing zero safe alternative pedestrian routing, and zero accessibility provisions, leaving the public entirely stranded or forced onto unsafe busy road shoulders (Anderton Road) during active development operations.

This complete closure is a direct violation of both municipal bylaws and the developer's active legal obligations to the Town of Comox:

1. **Violation of the Phased Development Agreement (PDA):** The legal obligation to secure and protect a permanent, non-vehicular connection between Hector Road and Aspen Road is actively in effect. This was codified when Town Council officially adopted the *Phased Development Agreement Authorization Bylaw (Aspen–Hector)* on February 19, 2025. This corridor is formally integrated into the Town's *Parks, Trails and Open Spaces Network* via *OCP Amendment Bylaw 1685.11*.
2. **Violation of Work Permit and Public Advisory Conditions:** Traffic Control Persons (TCPs) on-site are refusing to pause operations to safely escort pedestrians through the pedestrian right-of-way, effectively treating a protected public greenway as a private, closed zone.
3. **Violation of Accessibility and Pedestrian Safety Standards:** Under the *Comox Subdivision and Development Servicing Bylaw*, any temporary disruption to a public pathway must provide a safe, stable, and continuous

detour that avoids abrupt vertical grades and accommodates all mobility levels.

A developer's work permit does not give them the authority to strip the public of an active, legally protected connectivity corridor without safe, compliant mitigation.

I request that a **Bylaw Enforcement Officer be dispatched to the Hector/Aspen Public Right-of-Way immediately** to inspect this site, issue a non-compliance notice to Highstreet Ventures, and compel the contractor to: 1. immediately re-open the legally protected connectivity corridor safely or, 2. immediately provide a safe, accessible pedestrian detour around it that ensures people with disabilities (including wheelchair users), those with visual impairments, and people using walking aids can safely navigate around the construction, or 3. Issue a Stop Work Order until at least one of the two previous options is complied with.

Thank you for your prompt attention to this safety hazard and regulatory breach. Further action may be forwarded to Work Safe BC Prevention.

Sincerely,

Russell Blake, BSc., GIS

(Also attached as Word Document)

**Town of Comox – Administration**

---

**From:** Marie [REDACTED]  
**Sent:** June 18, 2026 12:56 PM  
**To:** council; council@courtenay.ca; Mark Harrison CVRD; mayor.brown@cumberland.ca  
**Subject:** Aspen-Hector Development Plans  
**Attachments:** Aspen Hector Developments.pdf

**RECEIVED**  
June 18, 2026  
**TOWN OF COMOX**

LOG: 26-722	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

June 18, 2026

**TO:** Comox Mayor and Council  
Courtenay Mayor and Council, CVRD Director, Cumberland Mayor and Council  
**RE:** Aspen-Hector Development Plans

It’s ironic that we are reminded of the mega-developments at Aspen and Hector roads in Comox just as we enter Stage 3 water restrictions (with rumours of Stage 4 to follow shortly thereafter). “Build baby build” has already added thousands of new residents to the Valley, with many more to come. With all the extra toilets flushing and showers running whence will the necessary water come?

Pulling Aspen Road through from Guthrie to the narrow, shady, poorly-maintained section of Idiens Road will make it even more dangerous for pedestrians and cyclists on Idiens, as will extending Hector to Aspen and blocking existing safe pedestrian routes in the area. Anderton Road is hardly a “pedestrian access road” as suggested in town documents – unless you are comfortable risking your life. At a bare minimum, area residents not using vehicles need to be provided with a safe alternative now that their current routes will disappear.

Infrastructure in the Valley is significantly and unacceptably lagging development. We can’t keep ‘putting the cart before the horse’. The impacts range from inconvenience to endangerment.

Shame on Comox, a town which has apparently given up on preserving any of the sensitive natural features in this development area and seems to have given virtually no consideration to the very negative impact on the existing residents! Developers’ dollars dominate decision-making. That’s not the way our communities should operate.

*Marie Jacobs*

[REDACTED]  
Courtenay, BC  
[REDACTED]

**Town of Comox – Administration**

---

**From:** Marie [REDACTED]  
**Sent:** June 24, 2026 10:50 AM  
**To:** council  
**Subject:** Safety concerns regarding Aspen/Hector developments

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

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**RE:**  
**Town of Comox memo:**  
**Residents of Aspen Road Area -Temporary Path Closures, June 22, 2026**  
**&**  
**Further to my correspondence of June 18, 2026**

While I'm gratified to see that there will be a permanent safe path for residents in the development area after a difficult and dangerous construction period for them, there are still many unresolved temporary and permanent safety issues remaining.

The June 22 memo noted that CVRD is responsible for an affected section of Idiens - and therein lies one of the problems. Development at the extremities of boundaries requires co-operation and action from adjacent jurisdictions. When I turn off my Courtenay street, for example, I quickly enter CVRD, then Comox. We all depend on the same busy main roads in this area, which will become much busier with vehicles from the couple of thousand residents in these 2 developments alone. Comox can't just say "not our road" when it is their approved development(s) which have created the problem. The patchwork of annexations has exacerbated the problems.

In one of many submissions regarding these specific developments and development in general over the past 4 years, I wrote to Comox Valley Councils recommending that "All jurisdictions in the Comox Valley should be working together to ensure a consistent and coherent approach to development for the benefit of all residents in the Comox Valley now and into the future. This is not merely a Town of Comox issue."

Marie Jacobs

[REDACTED]  
Courtenay, BC [REDACTED]  
  
[REDACTED]

**Town of Comox – Administration**

---

**From:** GARY LIDDIARD [REDACTED]  
**Sent:** June 18, 2026 2:21 PM  
**To:** council  
**Subject:** Hector Road Development

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

---

I would like to express my disappointment in the planning of this development. To isolate the families and children that use Hector Rd access is irresponsible and dangerous. It behoves the Town of Comox to provide a safe access along the side of Hector Rd to allow families and bikers routine travel during this development. Pushing young children onto Anderton Rd to walk and bike without proper safeguards is an accident waiting to happen. Please reconsider your decision and provide a safe avenue for these residents during this development.

Gary Liddiard  
[REDACTED]  
Courtenay, BC.  
[REDACTED]

**RECEIVED**  
**June 18, 2026**  
**TOWN OF COMOX**

LOG: 26-723	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

**Town of Comox – Administration**

---

**From:** Jani Martinius [REDACTED]  
**Sent:** June 18, 2026 2:48 PM  
**To:** council; Town of Comox – Administration [REDACTED]  
**Subject:** Fwd: Attention: Calling on all friends of Aspen, Hector, Acacia and neighbouring roads!  
Please feel free to forward!  
**Attachments:** 10553d0f-c48b-4f85-b5d7-a30f53296356.jpg

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

---

Hello and happy Thursday!

With respect I urge you to consider keeping the walking path connecting the Aspen & Hector Roads. Suggesting Anderton Road as a safe walking alternative for kids, bikes and dogs is not a suitable solution. Have you tried walking along Anderton recently? This is a dangerous road without a sidewalk, with people driving 60-80 km/h +. This detour is lengthy, dangerous, and unsuitable for anyone. Keeping a small walking path open for the affected residents should not be a problem.

As our community grows, we must keep walkability and bike access as a top priority.

Thank you,

Jani Martinius  
251 Quarry Park Road, Comox

**RECEIVED**  
**June 18, 2026**  
**TOWN OF COMOX**

LOG: 26-724	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

--  
**Jani Martinius (She/Her)**  
Certified Martha Beck Wayfinder Life Coach & Red Seal Carpenter

[REDACTED]



***\* I am grateful to live, work and play on the unceded lands of the K'omoks First Nation. You can learn more about the K'omoks First Nation [here](#) \****

# HIGHSTREET

## Community Development Update June 17, 2026

Hello Neighbours,  
Highstreet Ventures will be working closely with the Town of Comox, Ministry of Transportation, and Edgett Excavating to upgrade utilities and roadways to Hector and Aspen Roads. Our goal is to work with the neighbourhood throughout the duration of Construction to ensure transparent communications regarding the following:

### General Roadway Construction Timelines

- June 22, 2026- early 2027

### Ongoing Single Lane Alternating Traffic Along Hector Road

- June 30-November 25, 2026

### Pedestrian Detours

Once work commences on Hector Road on June 22, 2026 there will be no Pedestrian traffic through the current temporary connecting path from Hector Road to Aspen Road. To ensure public safety, please use Detour Route:

- Proceed south on Anderton Road
- West on Guthrie Road
- North on Aspen Road

### Residential Water Tie Ins along Hector Road

Addresses on the North side of Hector Road will receive a connection to the new water main. The estimated date to be confirmed and we will provide an update once we have this information.

**Town of Comox – Administration**

---

**From:** **RECEIVED** Margaret Craig [REDACTED]  
**Sent:** June 18, 2026 11:47 AM  
**To:** June 18, 2026 council  
**Subject:** Fwd: Attention: Calling on all friends of Aspen, Hector, Acacia and neighbouring roads!

**TOWN OF COMOX**

File: 3360-20-2024.03, 5400-01

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

LOG: 26-721	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

Pleased be advised that what you are about to do is absolutely scandalous the same as you tried to do with Brooklyn Creek, do you just cater to developers and to hell with the residents of Comox . Something drastic has to happen for you to continue with what you are trying to do.  
A very concerned resident,  
Margaret Craig.

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

**From:** [REDACTED]  
**Date:** Thu, Jun 18, 2026 at 10:12 AM  
**Subject:** Fwd: Attention: Calling on all friends of Aspen, Hector, Acacia and neighbouring roads!  
**To:** [REDACTED]

Good morning,  
We're forwarding this appeal for people to voice their concerns to Comox Council re the Hector/Aspen Rds area.  
cheers,  
[REDACTED]

----- Forwarded Message -----

**From:** [REDACTED]  
**To:** [REDACTED]  
**Sent:** Wednesday, June 17, 2026 10:23:45 PM  
**Subject:** Attention: Calling on all friends of Aspen, Hector, Acacia and neighbouring roads! Please feel free to forward!

Dear Friends and Neighbours, (please feel free to forward)

SEE ATTACHED - Today our neighbourhood received notice that the Town of Comox plans to block off our neighbourhood's only pedestrian and bicycle access to the rest of the Comox Valley for the purpose of pushing the road through from Hector to Aspen Road. As well, our only road access which will now be off of busy Anderton Road, will become a single lane, alternating access road - basically a double whammy to the residents that live on Hector and Acacia Roads \*and all those that enjoy walking in the area -\* All because: 1) the Town of Comox couldn't say NO to the two developers who are building mega developments in our rural residential neighborhood 2) they don't consider

or care whatsoever how they impact the 16 residents they will be impacting (obviously as we received 4 day notice!) and 3) the Town of Comox couldn't seem to plan in advance improve pedestrian and bicycle traffic along Anderton Road \*FIRST\*.


On Acacia Road alone, we have two people with special needs, 5 children and individuals that rely on bicycles as their primary mode of travel to get around Comox and the Comox Valley in general. Anderton Road is not safe for any of these people or alternative modes of travel other than by car. Our neighbourhood is furious as this is not a 1 day, week or even a month inconvenience. We have been informed 4 days in advance that construction on our road could last into early 2027 (please see the below announcement). For the past two years our neighbourhood, and many of the public, have used simple rugged pathway that both developers in our area, Highstreet and Broadstreet, were asked to keep open as not doing so isolated our neighbourhood from accessing the rest of the Comox Valley via foot and/or bike safely. Now even that small token of consideration is being stripped from us.

If you have any energy left in amongst the mayhem of uber development happening in Comox and bordering areas, please write to Town of Comox and Council asking that the Town of Comox keep this public easement from Hector to Aspen Road open for foot, bicycle and dog walking traffic or build a safe sidewalk or cement walled barrier along Anderton Road to provide Hector, Acacia and Anderton Residents with safe walking and biking alternative prior to removing the public access trail at the west end of Hector Road.


If you know Anderton Road from Guthrie Road north to Ryan Road at all, you will know the most ignorant comment on this announcement is within the Pedestrian Access Bullets that suggests Anderton Road as a pedestrian access road!

Please email:

[town@comox.ca](mailto:town@comox.ca)  
[council@comox.ca](mailto:council@comox.ca)

 Current Area B Regional District Director  
Running in the next election for Area B Regional District Director

Thank you and with much gratitude,

 Spokesperson for the Aspen Hector Community Forum

# HIGHSTREET

## Community Development Update June 17, 2026

Hello Neighbours,  
Highstreet Ventures will be working closely with the Town of Comox, Ministry of Transportation, and Edgett Excavating to upgrade utilities and roadways to Hector and Aspen Roads. Our goal is to work with the neighbourhood throughout the duration of Construction to ensure transparent communications regarding the following:

### General Roadway Construction Timelines

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### Ongoing Single Lane Alternating Traffic Along Hector Road

- June 30-November 25, 2026

### Pedestrian Detours

Once work commences on Hector Road on June 22, 2026 there will be no Pedestrian traffic through the current temporary connecting path from Hector Road to Aspen Road. To ensure public safety, please use Detour Route:

- Proceed south on Anderton Road
- West on Guthrie Road
- North on Aspen Road

### Residential Water Tie Ins along Hector Road

Addresses on the North side of Hector Road will receive a connection to the new water main. The estimated date to be confirmed and we will provide an update once we have this information.

## Town of Comox – Administration

---

**From:** Margaret Craig [REDACTED]  
**Sent:** June 18, 2026 6:28 PM  
**To:** Town of Comox – Administration  
**Subject:** Re: Attention: Calling on all friends of Aspen, Hector, Acacia and neighbouring roads!

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

---

My civic address is;

[REDACTED]

Comox bc.

[REDACTED]

;

On Thu, Jun 18, 2026 at 2:12 PM Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)> wrote:

Good Afternoon Margaret,

Thank you for your email to Mayor and Council.

Please be advised that your email will be circulated to all members of Council and may tentatively appear on the July 8, 2026 Regular Council agenda for consideration. If Council makes a decision on the subject matter, we will follow up. If no decision is made, please consider your letter received and filed for information.

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

Kind Regards,

**David Somerville**

Clerk II – Corporate Services

**Town of Comox – Administration**

---

**From:** Pat Carl [REDACTED]  
**Sent:** June 18, 2026 9:13 AM  
**To:** Town of Comox – Administration; council; [REDACTED]  
**Cc:** Pat Carl  
**Subject:** How Could You?!

**RECEIVED**

June 18, 2026

LOG: 26-719	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

**All:** **TOWN OF COMOX** File: 3360-20-2024.03, 5400-01 Copies: Council  
JW/RH/RB/SA/CP/SR/CD

I have just found out that the Town has informed residents living in the once semi-rural area near the Highstreet and Bradstreet developments that their only pathway access to the rest of the Comox Valley is to be shut off for the purpose of pushing a road through from Hector to Aspen Road. The people who live in the area were given ONLY four days notice of this action. Council has bent over backwards already to accommodate these two builders. Don't bend any more.

Keep the public easement from Hector to Aspen Road open for foot, bicycle and dog walking traffic or build a safe sidewalk or cement walled barrier along Anderton Road to provide Hector, Acacia and Anderton Residents with safe walking and biking alternative PRIOR to removing the public access trail at the west end of Hector Road.

Will you stand up for the little guys living in that area and or will you capitulate one more time to the two developers? We all wait to see and, oh, vote in October.

Pat Carl  
Comox Resident living along the already very busy Aspen Road  
[REDACTED]

*With gratitude, I acknowledge that this land on which I reside is the unceded traditional territory of the Pentlatch, Eiksan (E'y7ikw7sen), Sahtlout, Susitla, Cha'chae, Tat'poos and K'omoks Peoples. Taking their lead, I walk through my life conscious of Mother Earth. I respect her and all her gifts. I thank these First Peoples for their example, generosity and hospitality.*

## Town of Comox – Administration

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**From:** Pat Carl [REDACTED]  
**Sent:** June 25, 2026 12:40 PM  
**To:** Town of Comox – Administration  
**Subject:** Re: How Could You?!

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

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My Address:

[REDACTED] Aspen Road  
Comox, BC [REDACTED]

Pat Carl

*With gratitude, I acknowledge that this land on which I reside is the unceded traditional territory of the Pentlatch, Eiksan (E'y7ikw7sen), Sahltoot, Susitla, Cha'chae, Tatpoos and K'omoks Peoples. Taking their lead, I walk through my life conscious of Mother Earth. I respect her and all her gifts. I thank these First Peoples for their example, generosity and hospitality.*

On Thu, Jun 25, 2026 at 11:20 AM Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)> wrote:

Good Morning Pat,

I am following up on my email sent on June 18<sup>th</sup>.

If you would like your email to be tentatively included on the July 8<sup>th</sup> Regular Council Meeting agenda for consideration, please provide your civic address. This information will be redacted from the correspondence published to the website.

Kind Regards,

**David Somerville**  
Clerk II – Corporate Services

**Town of Comox – Administration**

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**From:** Margaret Waterton [REDACTED]  
**Sent:** June 18, 2026 7:20 PM  
**To:** Town of Comox – Administration; council; [REDACTED]  
[REDACTED] Margaret Waterton  
**Subject:** Public easement from Hector to Aspen Road

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

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To Whom It May Concern

I live in Courtenay but directly on the border with Comox at McDonald and Lerwick Roads.

I spent hours walking through Hector Wood with my dogs until it was decimated. Now I understand :

Roadway Construction and Pedestrian Detours are to be imposed on the residents who live in the area. (until early 2027).

Please do these folks the courtesy of leaving this public easement open for foot, bicycle and dog walking traffic or build a safe sidewalk or barrier along Anderton Rd providing Hector, Acacia and Anderton Residents with a safe alternative until an approved permanent solution will be available.

They have lost so much in the past year that this is the least that should be done.

Sincerely

Margaret Waterton  
[REDACTED]  
Courtenay [REDACTED]  
[REDACTED]

**RECEIVED**  
June 18, 2026  
**TOWN OF COMOX**

LOG: 26-725	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

**Town of Comox – Administration**

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**From:** Julie Micksch [REDACTED]  
**Sent:** June 18, 2026 9:32 PM  
**To:** Nicole Minions; council; Jordan Wall; Richard Hardy; [REDACTED]  
**Cc:** **June 18, 2026** Regina Bozerocka  
**Subject:** Re: Construction Closures and No Safe Pedestrian/Bicycle Access off Acacia and Hector Roads, Comox

**RECEIVED**  
**TOWN OF COMOX**

LOG: 26-726	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01  
Copies: Council  
JW/RH/RB/SA/CP/SR/CD

Attention: Mayor Minions, Comox Councillors, Jordan Wall and Richard Hardy (Area B Director)  
Attention: [REDACTED] (Development Manager Highstreet Ventures)

Yesterday (June 17, 2026) our neighbourhood received 4 days' notice that major road construction would commence on Monday, June 22 on Hector Road that would last until "early 2027".

There were comments in this handout (underlined in red below) that were so pretentious, that they have to be called out and hopefully you will see how unreasonable these demands are on the 16 residents that live on Acacia, Hector and McQuinn and the public that still use Hector Road for safe access to local stores, Courtenay and Comox.

First, how is this announcement an "Update"? None of the residents in our neighbourhood knew that the road was going to be shut down this summer or anytime for that matter. Yes, we could assume that this was going to happen based on the clearing and construction now happening at 941 Aspen and 2123 Hector Roads, but the residents on Hector and Aspen were not informed of this happening until this announcement was handed to us at our doorstep one day ago without any prior notice. How is this an "Update"? Please explain how this is an "Update" to the 16 residents that live here, and if someone can, I will forward this on to my neighbours.

Second, how does Highstreet Ventures plan to be "transparent" with the 16 residents of Hector and Acacia Roads when so far these residents have heard little from Highstreet Ventures since they've owned the property. None of the residents have any idea what is going to be built on this property and why would they? Nothing, as of this evening (June 18, 2026), has been posted on the Town of Comox or Highstreet Ventures Websites regarding 941 Aspen Road or 2077 Hector Road for that matter. Please explain how this development and the installation of its infrastructure, has been communicated in a transparent manner when nothing has been posted for public viewing.

Third, how does Highstreet Ventures plan to "ensure public safety" by suggesting to our residents, 2 of which have disabilities, 5 children (3 under the age of 5 years) and individuals that use their bikes as their primary mode of transportation are going to be safe on the no sidewalk, narrow open shoulders of Anderton Road north of Guthrie. This road has become very busy with the opening of the once dead-end Idiens Road and all the new large developments Highstreet and Broadstreet have already packed into the surrounding area (Quality Foods and Anderton Road south of Guthrie for example). Please explain how Highstreet Ventures plans to ensure that the residents of Acacia and Hector Roads - those with disabilities and/or children and bicycles, will have safe passage along Anderton Road to the busy

Guthrie/Anderton Road intersection. If you don't believe me, please spend some time parked at the west end of Toronitz Road in Comox where it intersects Anderton Road and see how fast people drive this 60 km posted thoroughfare. Mostly 80 km, if not faster, I would say. A few years back, one of our neighbours on Acacia Road was rear ended in his small car by a cube van while he was signalling and turning left into Hector Road. He was injured and received compensation and treatment. But if you would like to discuss this road with him and how safe it is, I'm sure he would be more than happy to share his car wreck story with you which was deemed no fault of his own. Please contact me for his number.

So if Highstreet feels so confident in their ability to work with its new neighbours, be transparent and provide us with a safe detour route along Anderton Road as an alternative to closing off our safe public easement route to Aspen Road and the remainder of Courtenay/Comox, we are all ears. Highstreet and Town of Comox - we are waiting for your invite where this will all be made transparent and communicated. We have several accessible churches and community centres that would be very willing to host a community meeting such as this - the d'Esterre Seniors' Centre, the Comox Valley Presbyterian Church, Comox Valley Unitarians, and or the Comox Pentecostal Church. Hopefully all of our families will make it safely to this presumed meeting of communication as we will be forced to access any of these venues via Anderton Road when the public path could have been the safest route.

Myself and our neighbourhood look forward to Highstreet's proclaimed open communication as described by their goal "to work with the neighbourhood throughout the duration of Construction to ensure transparent communications".

Respectfully,

Julie Micksch

[REDACTED]  
Comox BC [REDACTED]

**Town of Comox – Administration**

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**From:** Barbara Berger [REDACTED]  
**Sent:** June 19, 2026 3:32 PM  
**To:** Town of Comox – Administration; council; [REDACTED]  
**Subject:** Keep pedestrian access along Hector road to Aspen

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

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As a concerned resident of Comox, I'm asking that the town council keep the public easement from Hector to Aspen Road open for foot, bicycle and dog walking traffic or build a safe sidewalk or cement walled barrier along Anderton Road to provide Hector, Acacia and Anderton Residents with a safe walking and biking alternative prior to removing the public access trail at the west end of Hector Road.

Sincerely,  
Barbara Berger  
Comox resident



LOG: 26-728	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

## Town of Comox – Administration

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**From:** Barbara Berger [REDACTED]  
**Sent:** June 19, 2026 8:50 PM  
**To:** Town of Comox – Administration  
**Subject:** Re: Keep pedestrian access along Hector road to Aspen

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

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My civic address is [REDACTED] Comox, [REDACTED]

Barbara Berger

On Fri, Jun 19, 2026 at 3:37 PM Town of Comox – Administration <[town@comox.ca](mailto:town@comox.ca)> wrote:

Good Afternoon Barbara,

Thank you for your email to Mayor and Council.

Please be advised that your email will be circulated to all members of Council and may tentatively appear on the July 8, 2026 Regular Council agenda for consideration. If Council makes a decision on the subject matter, we will follow up. If no decision is made, please consider your letter received and filed for information.

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

Kind Regards,

**David Somerville**  
Clerk II – Corporate Services

**Town of Comox – Administration**

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**From:** Russell Blake [REDACTED]  
**Sent:** June 18, 2026 10:30 AM  
**To:** [REDACTED] Regina Bozerocka; Town of Comox – Administration; Nicole Minions; Jordan Wall; Ken Grant; Jenn Meilleur; Jonathan Kerr; Chris Haslett; Maureen Swift; Steve Blacklock; Russell Blake; [REDACTED]  
**Subject:** RE: Aspen/Hector Road Area Construction (HighStreet Construction)  
**Attachments:** HighStreet Detour.docx

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

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Please see attached letter of concern regarding a proposed pedestrian detour route by HighStreet construction.

Russell E. Blake, BSc, GIS  
Comox, BC,  
[REDACTED]

**RECEIVED**

June 18, 2026

**TOWN OF COMOX**

LOG: 26-720	REFER:	AGENDA: RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

File: 3360-20-2024.03, 5400-01

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

Russell Blake

Comox BC

June 17th 2026

ATTN : Comox Council members, and other concerned residents of the Comox Valley

I write to you regarding a concern I have about the community development plan as proposed by HighStreet construction on Hector Road.

Today a notice was left on my doorstep, which I assume came from HighStreet construction regarding their future plans for work in the Hector Road area. This notice will be attached below for your perusal.

HighStreet will be working on the Hector Road area for at least the next 5 months. The single lane alternating traffic on Hector Road will be a nuisance but manageable. The area of concern is under the section of pedestrian detours. They proposed to close down the "temporary connecting path" from Hector Road to Aspen Road. As a resident of Acacia Road adjoining to Hector, I have been using this corridor for over 25 years. Although the present path has only been built over the recent past, a public access trail has been always in the vicinity to allow people access from Hector Road to Aspen Road. It is well used by local residents and anyone wanting to get from the Hector Road Acacia Road area (and also from Anderton) to get to Aspen Road and access the Quality Foods shopping area. It is considered a legal right of way and, at present, it has been made a public access trail.

As stated in the attached notice, HighStreet is proposing to shut off this trail to the public and in their own words ensure public safety using a detour route. This detour route would be utilizing Anderton Road from the bottom of Hector Road to Guthrie then west on Guthrie to Aspen Road, then north to Aspen Road. This proposed detour route is neither safe nor practical for the many residents who have been using the direct public access trail from Hector to Aspen.

This detour route and the shutting off of the public access from Hector directly to Aspen is totally unacceptable. Not only would it create a lot of extra time and distance for pedestrians to get from Hector Road to Aspen via the detour route, but it would involve a dangerous journey along Anderson Road. As you may know, the stretch on Anderton road from Hector to Guthrie has no pedestrian sidewalk and consists of a very narrow shoulder bordered by the busy road and deep ditches which is now used by cyclists scooters and also pedestrians. It is definitely too narrow to safely navigate along this busy road as a pedestrian. As a senior myself, (one of several on Hector and Acacia) I do not feel safe walking the stretch of Anderton Road from Hector to Guthrie. Also, consider that the use of this so-called detour route will force children, people with pets on leash, and disabled persons to be exposed to these hazards. It will not only be unsafe, but impractical.

There are presently residents on Acacia and Hector Roads that fall into all of the above categories. By measuring distance alone, the well used public Access trail which is in place between Hector and Aspen Road is about 175 m. If pedestrians are to use the proposed detour route as described by HighStreet, this would increase point to point passage to approx. 1,082 m (and increase of over 500%).

The HighStreet proposed detour route would not be practical for people with disabilities, at least two of which are known on the Hector Acacia Roads area. Also, it would expose such people along with children that wish to access the Comox area near Quality Foods to the hazards of traveling along Anderton Road where there is narrow shoulders, no sidewalks and exposure to busy traffic. There are no other options other than the right of way direct Hector to Aspen public trail or going along Anderton Road. As you can conclude one is definitely a lot safer, shorter, and better for the general public to use. It would only be a matter of time before an incident occurred using the Anderton Road Pedestrian detour. (see attached photos)

Should the Hector to Aspen public access trail be closed, there is only one prudent and safe way to provide pedestrians with passage to the areas around Quality Foods, Comox Valley Presbyterian Church and Aspen Road. That would be to build a sidewalk from the bottom of Hector Road along Anderton all the way to Guthrie Road prior to closing the public access trail. This would provide the public with a safe way to travel along Anderton Road rather than them managing to skirt along the edge of the narrow shoulder.

In conclusion, The pedestrian detour proposal by HighStreet Construction should be considered a non-starter and not a viable way to proceed with their operations in the Hector Road area. Considering the risk to pedestrians forced to use Anderton Road in accessing many areas in the Comox Valley rather than using the Hector Aspen public trail, there are only two viable options to remedy this situation. One being to maintain a public access trail from the top of Hector through to Aspen as there has been for at least 25 years. The other is prior to closing the public access trail, build a sidewalk for safe passage of pedestrians from the bottom of Hector Road along Anderton to Guthrie.

Thank you for your time in considering my concerns and ideas for a remedy. Hopefully a safe and efficient solution can be derived on this issue..

Sincerely,

Russell E. Blake, BSc, GIS  
Comox, BC,



# HIGHSTREET

## Community Development Update June 17, 2026

Hello Neighbours,  
Highstreet Ventures will be working closely with the Town of Comox, Ministry of Transportation, and Edgett Excavating to upgrade utilities and roadways to Hector and Aspen Roads. Our goal is to work with the neighbourhood throughout the duration of Construction to ensure transparent communications regarding the following:

### General Roadway Construction Timelines

- June 22, 2026- early 2027

### Ongoing Single Lane Alternating Traffic Along Hector Road

- June 30-November 25, 2026

### Pedestrian Detours

Once work commences on Hector Road on June 22, 2026 there will be no Pedestrian traffic through the current temporary connecting path from Hector Road to Aspen Road. To ensure public safety, please use Detour Route:

- Proceed south on Anderton Road
- West on Guthrie Road
- North on Aspen Road

### Residential Water Tie Ins along Hector Road

Addresses on the North side of Hector Road will receive a connection to the new water main. The estimated date to be confirmed and we will provide an update once we have this information.

HighStreet Flyer delivered to residents of Hector Acacia Roads Area



Present Public access trail from Hector to Aspen Road



HighStreet's proposed pedestrian detour route to "ensure public safety"

Which one would you prefer your neighbours (children, seniors, and disabled) using to access the Comox Valley ?

**Town of Comox – Administration**

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**From:** Town of Comox <no-reply@web-response.com>  
**Sent:** June 22, 2026 11:36 AM  
**To:** Town of Comox – Administration  
**Subject:** Webform submission from: Contact Us > Content rows

**Follow Up Flag:**  
**Flag Status:**

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

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Submitted on Mon, 06/22/2026 - 11:36

Submitted by: Anonymous

**RECEIVED**

Submitted values are:

June 22, 2026

LOG: 26-732	REFER:	AGENDA:  RCM 08Jul26
FILE: 3360-20-2	ACTION: MR	

**First name:**  
DEBBIE

**TOWN OF COMOX**

File: 3360-20-2024.03, 5400-01

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

**Last name:**  
PARK

**Phone:**  
[REDACTED]

**Email:**  
[REDACTED]

**Feel free to ask us a question or provide feedback:**

I am a resident of Hector road. I was just informed that they are going to start construction on our street this week and could go into next year. I am concerned that the public Access trail will be cut off during this construction. Could you find a way to keep the public access trail open. I ride my bike to work and I'm not looking forward to going all the way around down anderton up idiens through crown islele to get to work or down under up Anderton down Lerwick and then up Aspen to reconnect to the Greenway trail I always take to work. This does not seem very safe or convenient for the residents of Hector and acacia roads. Could you confirm that the trail will be staying open during this construction please. Thank you

## Town of Comox – Administration

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**From:** Debbie park [REDACTED]  
**Sent:** June 23, 2026 9:31 AM  
**To:** Town of Comox – Administration  
**Subject:** Re: Hector road

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

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Thank you for your quick response. Regarding keeping the public access in Hector Rd. Yes I would like this to be a topic of discussion at the next meeting. Today I went up to the end of the road and they had the public Access completely by fenced off. When I asked the worker how long the fence was going to be up and the trail closed he said until 2027. They were digging on that end of the street. Most of us on the street knew that the road would eventually be pushed through, although we did not think that it would be closed completely. This public Access trail is frequented by many commuters and walkers. Closing the trail for almost a year does not sound very convenient for the neighborhood or anybody else who uses the trail. Having to go up and down or up idiens to connect to that side of the road is very dangerous as there are no bike Lanes or sidewalks for people to walk or ride .Is there a way they can bypass the construction and create a temporary public access trail during their construction phase? We do understand that they will be working on that end of the street and the trail might be closed for a little while. Although being closed for a whole year is extremely frustrating, inconvenient and dangerous for anyone who has to go all the way around .

Debbie Park

[REDACTED] Hector road

[REDACTED]  
Comox

[REDACTED]  
CV regional district

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**From:** Town of Comox – Administration <town@comox.ca>

**Sent:** Monday, 22 June 2026 11:56:19

**To:** [REDACTED]

**Subject:** RE: Hector road

Good Morning Debbie,

Thank you for your email. Do you want this to be considered by Council at the next Council Meeting?

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

**Town of Comox – Administration**

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**From:** Yasu [REDACTED]  
**Sent:** June 24, 2026 7:53 AM  
**To:** council; Town of Comox – Administration  
**Subject:** Concern regarding pathway closure between Hector Road and Aspen Road



<b>LOG:</b> 26-736	<b>REFER:</b>	<b>AGENDA:</b>  RCM 08Jul26
<b>FILE:</b> 3360-20-2	<b>ACTION:</b> MR	

File: 3360-20-2024.03, 5400-01

Dear Mayor and Council,  
Copies: Council  
JW/RH/RB/SA/CP/SR/CD

We are writing to express my serious concern regarding the recent notice advising residents that the pedestrian and bicycle pathway connecting our neighbourhood has been closed as part of the development project from Hector Road to Aspen Road by Highstreet Ventures Inc.

As a parent of a one-year-old child, this pathway is an essential part of our daily lives. Our son loves visiting the pathway and greenway, and it has become part of our everyday routine. Because he strongly dislikes being in a car seat and stroller, driving to other parks is not a realistic option for us. The Idiens Park and greenway are the primary places where we can safely take him each day for exercise, fresh air, and outdoor play.

This pathway is not only important to our family. Other children in our neighbourhood use it to walk or cycle to school, access parks, and connect safely to other parts of the community. It provides an important route for children and families who rely on active transportation and helps them avoid walking alongside busy roads and fast-moving traffic.

The closure of this pathway leaves us with no safe pedestrian connection to the rest of the community. Instead, we are forced to walk alongside busy roads with a toddler who naturally likes to run and explore. Having to navigate near traffic travelling at speeds of up to 80km/h creates an obvious and unacceptable safety risk for young children, families, cyclists, and pedestrians. There is no sidewalk along Anderton Road.

In addition, the closure adds approximately 30minutes to our walk to reach the greenway. Given our son's age and the fact that driving is not a practical alternative, this effectively prevents us from accessing the park and greenway that we enjoyed almost every day.

It is difficult to understand why pedestrian and cycling infrastructure along Anderton Road was not improved before moving forward with a project that removes an existing safe route. Residents should not lose the critical active transportation access without a safe and practical alternative already in place.

If you are a parent yourself, we believe you can understand the concerns and anxiety that come with trying to keep young children safe near high-speed traffic. Every parent wants a safe place for their children to walk, cycle, play, and access their community. The existing pathway provides exactly that, and its closure will have a significant impact on many families in our neighbourhood.

We respectfully ask Council to reconsider this closure, provide a safe temporary pedestrian and cycling route during construction, and meaningfully consult with affected residents before proceeding with changes that have such significant impacts on safety and accessibility.

Thank you for your time and consideration. We look forward to hearing how Council intends to address these concerns and ensure the safety of residents, families, cyclists, and pedestrians in our neighbourhood.

Sincerely,

Bruce and Yasu Hicks

[REDACTED]

Comox, BC

**Town of Comox – Administration**

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**From:** [REDACTED]  
**Sent:** June 26, 2026 12:23 PM  
**To:** [REDACTED]  
**Cc:** June 26, 2026 Town of Comox – Administration; Jordan Wall; Regina Bozerocka; [REDACTED]  
**Subject:** **TOWN OF COMOX** Blocking Public Pathway on Hector Road and Detour Along Anderton Road  
**Attachments:** IMG\_4389.PNG; IMG\_4390.jpeg; IMG\_4358.jpg

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

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To: Ryan McKenzie, Site Superintendent, Highstreet Ventures Inc.	LOG: 26-742	REFER:	AGENDA: RCM 08Jul26
Attn: Town of Comox	FILE: 3360-20-2	ACTION: File	

Date: June 26, 2026 File: 3360-20-2024.03, 5400-01

Re: Blocking Public Pathway on Hector Road and Detour Along Anderton Road Copies: Council  
JW/RH/RB/SA/CP/SR/CD

Mr. McKenzie – I am a resident living on [REDACTED] and have lived here for almost 38 years. In all those years there has been access for us Hector and Acacia residents to walk or cycle westward past the upper end of Hector Road. There has never been any issue with the public accessing the path and it was well used by many people. The people in our neighbourhood that have lived here in the past and live here now understand that Anderton Road is a very dangerous place to walk beside or cycle on. It is avoided if possible because of the speeding vehicles that travel on Anderton Road that typically greatly surpass the 60 km/hr speed limit. There is no sidewalk along Anderton Road where Hector Road meets Anderton. There is partial pavement, some gravel and a large steep ditch. In some places vegetation grows onto the roadside which narrows the roadside as well. We understand how dangerous it is to walk or cycle along Anderton Road, but people that do not live here will not understand. We have the experience and knowledge about Anderton Road, but you do not.

Our neighbourhood has been aware of developments for over four years now and we try to gather information on what is going to happen and when things will happen in our neighbourhood. That access was very important as a safe relaxing place to walk and cycle, for school kids, health compromised people, seniors, those that do not drive.

On June 17, 2026, a person (Brent) from Highstreet hand delivered a “Community Development Update” pamphlet. It let us know that on June 22, 2026, our pathway will be completely blocked off until January 2027. That was very short notice for us. As well the Highstreet pamphlet stated: ”To ensure public safety, please use Detour Route: Proceed south on Anderton Road. West on Guthrie Road. North on Aspen Road.”

Our neighbourhood was taken by surprise on losing the pathway and that the detour route is now along Anderton Road – which does NOT “ensure public safety” but puts us in a dangerous situation. This shows the ignorance and lack of knowledge of the detour route by Highstreet and the Town of Comox (that is aware of the detour route and approved the development permit to Highstreet). I am wondering

how personnel from Highstreet or Town of Comox were not aware the detour route directs public to walk on the illegal side of the road up to Guthrie Road. The Motor Vehicle Act Section 182 clearly states: **“Pedestrians using highways: If there is no sidewalk, a pedestrian using a highway must use only the extreme left side of the roadway or the shoulder of the highway, facing traffic approaching from the opposite direction.”** There is no sidewalk along Anderton Road near Hector Road.

Highstreet has directed the public to walk on the wrong (illegal) side of Anderton Road for 400m until they reach Guthrie Road. In that area the driving width of Anderton Road is just over 7m wide. It would probably be safer to jay walk to the opposite side of Anderton Road, but that is obviously illegal too. So it appears there is no legal way to walk southwards along Anderton Road southward to Guthrie Road given the current situation. Further on this, the reason people are not allowed to walk on the right side of the road is because it is known to be safer to walk on the left side facing traffic. That is why there is a law for that. Highstreet, complicit with the Town of Comox, does not “ensure public safety”, but doing the opposite and, in my opinion, being negligent by directing people on to an unsafe detour route. Another fact for you is that if a person is hit by a vehicle while walking on the wrong side of the road, the pedestrian can be partially at fault for the accident. I checked court cases and talked to a person that understands the Motor Vehicle Act and I was told that a 30% fault could be charged to the pedestrian. If that happens to someone that was directed by Highstreet (via Town of Comox) to walk that route there would, undoubtedly, be a lawsuit on you. Our neighbourhood would present information we have passed on to Highstreet, so Highstreet cannot claim to be unaware of the risks.

Highstreet and Town of Comox has had years to come to a suitable plan for a safe public access for our neighbourhood, but it appears that you ended up taking the last minute quickest cheapest option and disregarded our safety. Instead, you are comfortable putting us on dangerous Anderton Road until January 2027, through dark rainy nights in fall and winter, no streetlights, a big ditch alongside us, vehicles speeding by us a few feet away. There was no public consultation with us prior to being told, which has been the norm from the Town of Comox and Highstreet for years. We are all passive quiet people, but we are independent aware people and understand what is right and wrong. We could have shared our knowledge with you, discussed compromises, but you never contacted us except until it is too late (June 17). All the years of not respecting our neighbourhood (the people and the environment) has, for several years now, driven us to take action that Highstreet and the Town of Comox will not do.

Sincerely,

Wayne Matkoski, RPBio

Comox, BC



Office of the CAO

June 22, 2026

For Public Release

**Re: Residents of the Aspen Road Area- Temporary Path Closures**

We understand that residents are frustrated by the recent closure of the informal pathways across Broadstreet and Highstreet's properties that have historically been used to access nearby schools, services, and neighbourhood amenities and now the temporary path installed to provide pedestrian access. We recognize that these routes became part of many people's daily routines and that the closures have created inconvenience.

As development proceeds on these sites, multiple construction crews will be working simultaneously on behalf of different developers, alongside road improvement projects. The construction managers have determined that allowing public access through these active construction areas would create unacceptable safety risks for both the public and workers on site.

While we appreciate the concerns being raised, it is important for residents to know that the Town has been actively working on this issue for several years. The Town recognized that these pathways provide an important connection for residents of the surrounding area to access Town-owned infrastructure, services, schools, parks, and amenities. During the rezoning and development approval process, the Town spent considerable time negotiating with both developers to secure a permanent public trail connection through these properties and a public greenway. This required coordination between two separate development projects resulted in an access network that was not originally proposed and will provide public access through the properties in perpetuity. This trail network will allow Area B residents to continue accessing the Town's pedestrian network through a formal, legal, accessible, and permanent connection of sidewalks and pathways to parks, schools, shops and other community amenities.

We also wish to clarify that portions of Anderton Road referenced in recent correspondence are located within the Comox Valley Regional District and not within the Town of Comox. The Town has already completed upgrades to its portion of Anderton Road including pedestrian infrastructure that forms part of the connection to schools, parks, and services.

We acknowledge that the transition period between the closure of the informal trails and the completion of the permanent public routes is challenging for some residents. However, the Town has been focused on securing a long-term solution that will provide safe and permanent public access for current and future residents.

We appreciate your patience as construction progresses and look forward to the delivery of these access routes for the region.

Tel: 250-339-2202  
Fax: 250-339-7110  
Email: town@comox.ca

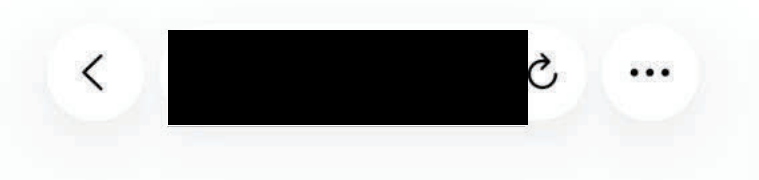
Address:  
1809 Beaufort Avenue  
Comox, B.C. V9M 1R9

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.

Page 2

Thank you,

Jordan Wall  
Chief Administrative Officer, Town of Comox



# HIGHSTREET

## Community Development Update June 17, 2026

Hello Neighbours,  
Highstreet Ventures will be working closely with the Town of Comox, Ministry of Transportation, and Edgett Excavating to upgrade utilities and roadways to Hector and Aspen Roads. Our goal is to work with the neighbourhood throughout the duration of Construction to ensure transparent communications regarding the following:

### General Roadway Construction Timelines

- June 22, 2026- early 2027

### Ongoing Single Lane Alternating Traffic Along Hector Road

- June 30-November 25, 2026

### Pedestrian Detours

Once work commences on Hector Road on June 22, 2026 there will be no Pedestrian traffic through the current temporary connecting path from Hector Road to Aspen Road. To ensure public safety, please use Detour Route:

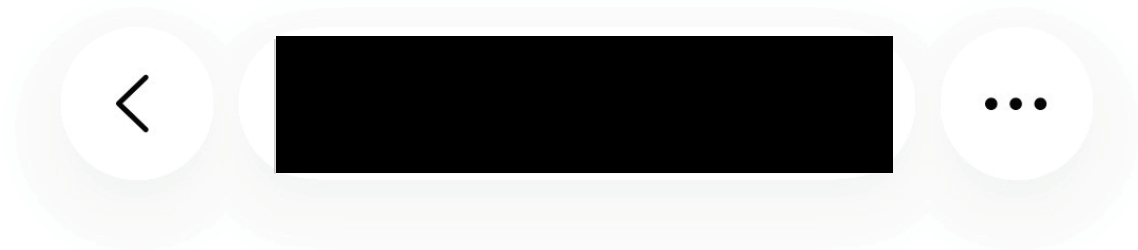
- Proceed south on Anderton Road
- West on Guthrie Road
- North on Aspen Road

### Residential Water Tie Ins along Hector Road

Addresses on the North side of Hector Road will receive a connection to the new water main. The estimated date to be confirmed and we will provide an update once we have this information.

**Pedestrians using highways**

- 182 (1) If there is a sidewalk that is reasonably passable on either or both sides of a highway, a pedestrian must not use a roadway.
- (2) If there is no sidewalk, a pedestrian using a highway must use only the extreme left side of the roadway or the shoulder of the highway, facing traffic approaching from the opposite direction.
- (3) A person must not be on a roadway to solicit a ride, employment or business from an occupant of a vehicle.
- (4) Except for a person who solicits a ride in an emergency situation, a person who contravenes this section commits an offence.



Russell Blake

Comox BC

July 02, 2026

LOG: 26-750	REFER:	AGENDA: RCM 08Jul26
FILE: 3060-20-2	ACTION: MR	

**RECEIVED**

July 3, 2026

**TOWN OF COMOX**

ATTN : Comox Council members, and other concerned residents of the Comox Valley

RE: Development Variance Permit APPN 20260-0014 (DVP)

Notice of my opposition to all bullets in the Variance..

**Thank you for your attention to this matter.**

Sincerely,

Russell E. Blake, BSc, GIS  
Comox, BC,

**A BYLAW TO AMEND COMOX ZONING BYLAW**

WHEREAS Council has the authority under the provisions of the *Local Government Act* to amend the Zoning Bylaw;

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

**1. Title**

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw 2056.02 (1301 Knight Road)"

**2. Amendments**

Comox Zoning Bylaw 2056 is hereby amended as follows:

- A. Adding a new definition to **Section 4 Definitions**, between "Utilities" and "Veterinary Services, Major"

**Vegetative Landscaping Medium** means a spreadable material composed of organic components, used for landscaping. It includes soils, compost (sourced from yard waste only) and bark mulch. vegetative landscaping mediums do not include products sourced from agricultural waste and food waste that has been diverted from residential, commercial or institutional sources.

- B. Adding a new CD zone to **Section 16 Comprehensive Development Zones**, after CD27 – Grumman Place:

- i. **CD28 – 1301 Knight Road**, as shown on **Schedule "1"** which is attached to and forms part of this Bylaw.

- C. **Schedule A - Zoning Map** is amended by rezoning:

- i. The property legally described as LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754 (1301 Knight Road) shown shaded on **Schedule "2"** which is attached to and forms part of this Bylaw,



from: **E-3 Light Industrial**  
to: **CD28 – 1301 Knight Road**

D. Comox Zoning Bylaw 2056 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

**3. Adoption**

- (1) READ A FIRST time this 22<sup>nd</sup> day of April, 2026
- (2) READ A SECOND time this 22<sup>nd</sup> day of April, 2026
- (3) ADVERTISED from this 23<sup>rd</sup> day of April, 2026  
until this 6<sup>th</sup> day of May, 2026
- (4) PUBLIC HEARING HELD this 6<sup>th</sup> day of May, 2026
- (5) READ A THIRD time this 20<sup>th</sup> day of May, 2026
- (6) ADOPTED this day of , 2026

\_\_\_\_\_  
MAYOR

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



**BYLAW 2056.02 (1301 Knight Road)**

**SCHEDULE "1"**

**CD28 – 1301 Knight Road**

**CD28.1 Permitted Uses**

- (1) In the CD27 zone, the following uses are permitted and all other uses are prohibited:
  - (a) Principal Uses:
    - i. Outdoor Processing and Sorting of Sands and Vegetative Landscaping Mediums
    - ii. Storage, Outdoor
  - (b) Secondary Uses:
    - i. Accessory Buildings
    - ii. Caretaker Suite
    - iii. Plant Nursery
    - iv. Retail Sales
    - v. Storage Facility; Warehouse
    - vi. Wholesale Services

**CD28.2 Minimum Lot Area**

- (1) Minimum lot area shall be 25,000 square metres.

**CD28.3 Minimum Lot Width**

- (1) Minimum lot width shall be 120.0 metres

**CD28.4 General Regulations**

- (1) Lot coverage shall not exceed 60%.
- (2) Lot coverage including Impervious Surfaces shall not exceed 80%.
- (3) Maximum Number of Dwelling Units shall not exceed 1 Caretaker Suite per lot.

**CD28.5 Development Regulations for Buildings and Structures – Principal and Secondary**

- (1) For any portion of a building or structure:
  - (a) Maximum height shall not exceed 15.0 metres; and
  - (b) Maximum number storeys of is 2.



**CD28.6 Minimum Setbacks**

- (1) Front Setback: 12.0 metres
- (2) Rear Setback: 7.5 metres
- (3) Side Setback:
  - (a) East side: 8.0 metres
  - (b) West side: 7.5 metres
- (4) Exterior Side Setback: N/A

**CD28.7 Development Regulations for Accessory Buildings**

- (1) Accessory buildings shall not exceed 10.0 metres in height.

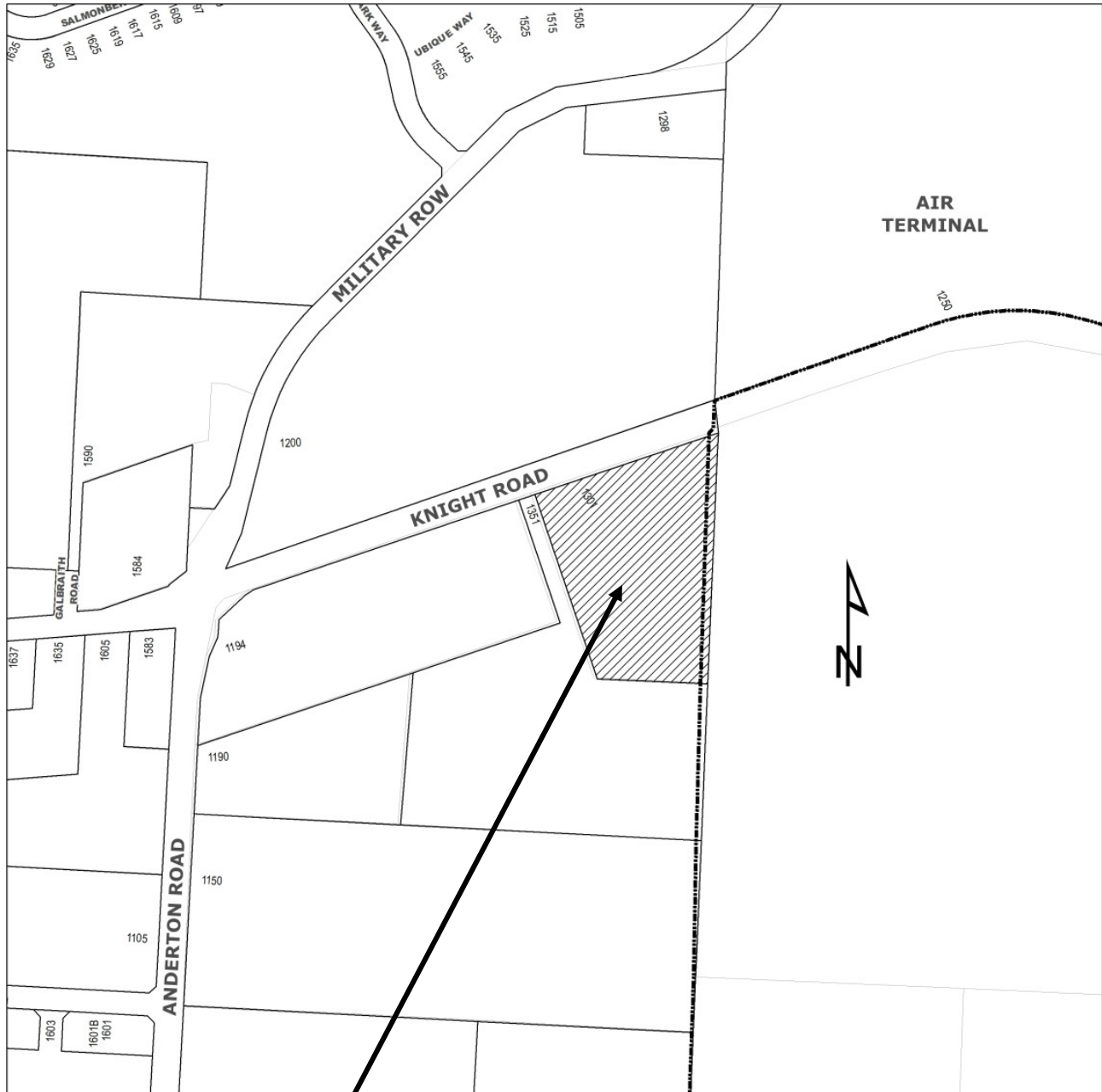
**CD28.8 Conditions**

- (1) Storage, Outdoor is only permitted for landscaping rock, landscaping gravel, sand, and vegetative landscaping mediums.
- (2) Storage, Outdoor arranged in piles of material shall be a maximum of 22.0 metres high, as measured from adjacent grade.
- (3) Dwelling Units shall only be permitted in the form of a Caretaker Suite.
- (4) Despite section 6.3(1) of this bylaw, one Caretaker Suite may be located within a single detached residential building that is up to 150.0 square metres in floor area.
- (5) A Home Occupation is not permitted for the Caretaker Suite.
- (6) Retail sales is only permitted for landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.
- (7) Wholesale services is only permitted for landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.
- (8) Storage Facility; Warehouse is only permitted for the indoor storage of landscaping rock, landscaping gravel, sand, and Vegetative Landscaping Mediums.



BYLAW 2056.02

SCHEDULE "2"



**Subject Property:**  
**1301 Knight Road**  
**LOT D, DISTRICT LOT 217, COMOX DISTRICT, PLAN 47754**

**A BYLAW TO AUTHORIZE THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE  
FOR THE YEAR 2026**

WHEREAS Section 177 (1) of the Community Charter allows Council to borrow money that may be necessary to meet current lawful expenditures, and pay amounts required to meet the municipality's taxing obligations in relation to another local government or other body;

AND WHEREAS Section 177 (2) of the Community Charter sets out that the debt outstanding must not exceed the total of the unpaid taxes for all purposes imposed during the current year, and the money remaining due from other governments;

AND WHEREAS Section 177 (3) of the Community Charter restricts the amount to 75% of all property taxes imposed for all purposes in the preceding year;

AND WHEREAS the Town of Comox wishes to establish a borrowing facility that provides for an overdraft to the bank account within the limitations of the Community Charter;

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

**1. Title**

This Bylaw may be cited for all purposes as the "Comox Revenue Anticipation Bylaw No 2067".

**2. Revenue Anticipation Borrowing Authorized for 2026**

- (1) Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia or from a financial institution, a sum not to exceed ten million dollars (\$10,000,000).
- (2) The form of obligation to be given as acknowledgement of the liability shall be in the form of standby letters of credit, bank overdraft, demand promissory notes or notes bearing the corporate seal and signed by one of the Mayor or Councillor and one of the Director of Finance or the Corporate Officer.
- (3) The form of obligation to be given as acknowledgement of the liability shall be an instrument or evidence of indebtedness signed by the authorized signing officers.
- (4) When collected, revenue from property taxes shall be used as necessary to repay money borrowed under this bylaw.
- (5) This bylaw shall take effect on the later of January 1, 2026 or its signing.



**3. Adoption**

READ a FIRST, SECOND and THIRD time this

10<sup>th</sup> day of June, 2026



ADOPTED this

day of \_\_\_\_\_, 2026

\_\_\_\_\_  
MAYOR

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

<b>TO:</b> Mayor and Council	<b>FILE:</b> APPN 2026-0013 (DVP)
<b>FROM:</b> Regina Božerocka, Planner II	<b>DATE:</b> July 2, 2026
<b>SUBJECT:</b> Development Variance Permit APPN 2026-0013 (DVP) 351 McLeod Street	

Prepared by:  Regina Božerocka, Planner II	Report approved:  Randy Houle Director of Development Services	Report approved:  Jordan Wall, CAO
--	--	--

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

1. That Development Variance Permit APPN 2026-0013 (DVP) be approved; and  
That Staff be directed to issue the permit.

**ALTERNATIVES TO THE RECOMMENDATIONS**

That Development Variance Permit APPN 2026-0013 (DVP) be approved with conditions.

**PURPOSE**

To seek Council’s approval of a variance to not require increased setbacks from potential future road dedications and avoid the need to remove mature trees. Staff determined that additional road dedications will not be needed immediately due to low likelihood of redevelopment of the area to the full permitted density under the small-scale multi-unit zone.

The applicant is proposing to construct a coach house (secondary dwelling unit) at the corner of subject property at intersection of McLeod Street and Richardson Avenue. In this location, the coach house will not result in the immediate removal of existing mature trees. While meeting the minimum required setbacks under the R-SSMU zone, the proposal does not satisfy section 5.3.3(1) Future Road

Dedication Setbacks of the Zoning Bylaw No. 2056 for increased setbacks by a distance equal to the road dedication that may be required in the future to establish the full width of the abutting roads.

The applicant has submitted a complete application for a building permit. During its review it was noted that existing widths of Richardson and McLeod Road dedications are approximately 15.0 metres, as compared to currently required 20.0 metres width for a local road under Subdivision and Development Servicing Bylaw No. 2048. Per Zoning Bylaw section 5.3.3(1), approximately 2.5 metre additional setback would be required on both sides of the lot, resulting in total 5.5 m setback and no space for the coach house at the corner (as illustrated in Figure 2). The applicant has applied for a variance to not provide the increased setbacks on both sides. The requested variance exceeds the 50% of the requirement, therefore it does not qualify as a minor variance under Development Application Procedures Bylaw No. 2049 and is brought to Council for consideration.

**BACKGROUND**

**Subject Property:**

**Zoning Designation:** R-SSMU

**OCP Designation:** Ground Oriented Residential

**Property Size:** 1170 m<sup>2</sup>

**Property Contains:** One existing single-family dwelling, one accessory building.

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

**OCP IMPLICATIONS**

Official Community Plan No. 2054 supports the use of lands designated Ground Oriented Residential in the OCP Future Land Use Map for single detached dwellings, coach houses, secondary suites, duplexes, and townhouses up to three storeys in height. The proposed development is aligned with this designation. Construction of a coach house does not require a development permit - any development that does not include low-rise or mid-rise development is exempt in accordance with DPA 3, Low Rise and Mid Rise Residential.

**ANALYSIS/ ISSUES/ IMPLICATIONS**

When considering a variance to a Town bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Section 5.3.3(1) Future Road Dedication Setbacks of the Zoning Bylaw No. 2056 is a new regulation introduced to deal with implications of existing roads that do not meet current width standard. In the past, it was possible to acquire road dedications during the rezoning process. While many developers chose to apply and were granted road standard variances by council, this allowed consideration of every proposal based on its local context. Rezoning of majority of Town's residential properties to the small-scale multi-unit residential zone that permits up to 4 principal units on a lot, at reduced setbacks and increased parcel coverage, took away the considerable municipal powers to impose rezoning conditions<sup>1</sup>.

For the municipal road network it means that where there is less than 20.0 metres width dedication, the narrower space must accommodate potentially increasing demand for street parking, boulevard improvements and garbage collection staging in the future. To deal with this implication, the *Local Government Act* s. 513.2(1) states that a municipal servicing officer may require, without compensation, road dedication to achieve 20.0 metres width as a condition of issuance of a building permit. The Town's new Subdivision and Development Servicing Bylaw No. 2048 appoints a Servicing Officer position. Staff interpretation of the bylaw and statutes is that no additional road dedication nor off-site improvements are required for construction of secondary dwelling units (i.e. suites and coach houses). Up to this time, the uptake to redevelop properties to their maximum density under the new zone has been very slow: only one building permit was received and issued for a triplex on a property already containing a principal dwelling unit <sup>2</sup>.

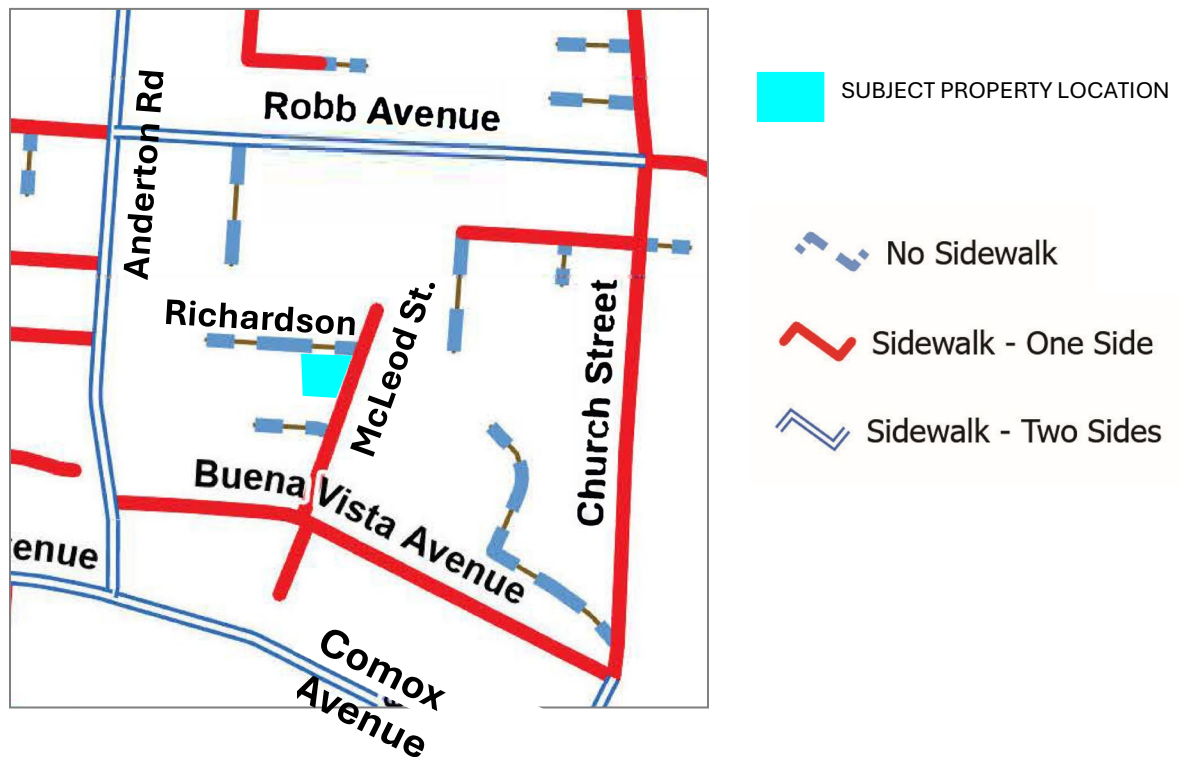
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<sup>1</sup> Under provincial Bill 44 (2023) local governments were required to update their bylaws by June 30, 2024 to accommodate small-scale, multi-unit housing requirements.

<sup>2</sup> Building permits issued for additional units on residential lots:  
2024 - 9 secondary suites, 4 coach houses;  
2025 - 12 secondary suites, 3 coach houses;  
2026 - 1 triplex, 3 duplexes, 1 secondary suite, 1 coach house.

New Subdivision and Development Servicing Bylaw No. 2048 also includes an updated road and sidewalk network plan. Under the new bylaw pavement width was increased for local roads to accommodate potentially larger parking demand but the requirement to provide sidewalks has been reduced: sidewalk only on one side for local roads, and none for dead end or cul-de-sac roads. Figure 1 below shows an excerpt from Map 6.1 All Roads - With Sidewalk - Future Condition at the subject property location. McLeod Street has been identified for upgrades including a sidewalk on one side. It would create pedestrian connection from Comox Avenue (via Ivy Place) to Robb Road Elementary School grounds (at this time, no formal public pathway has been discussed with school to continue to Robb Avenue and the community centre). Richardson Avenue is not identified for any sidewalk improvements.

Figure 1.



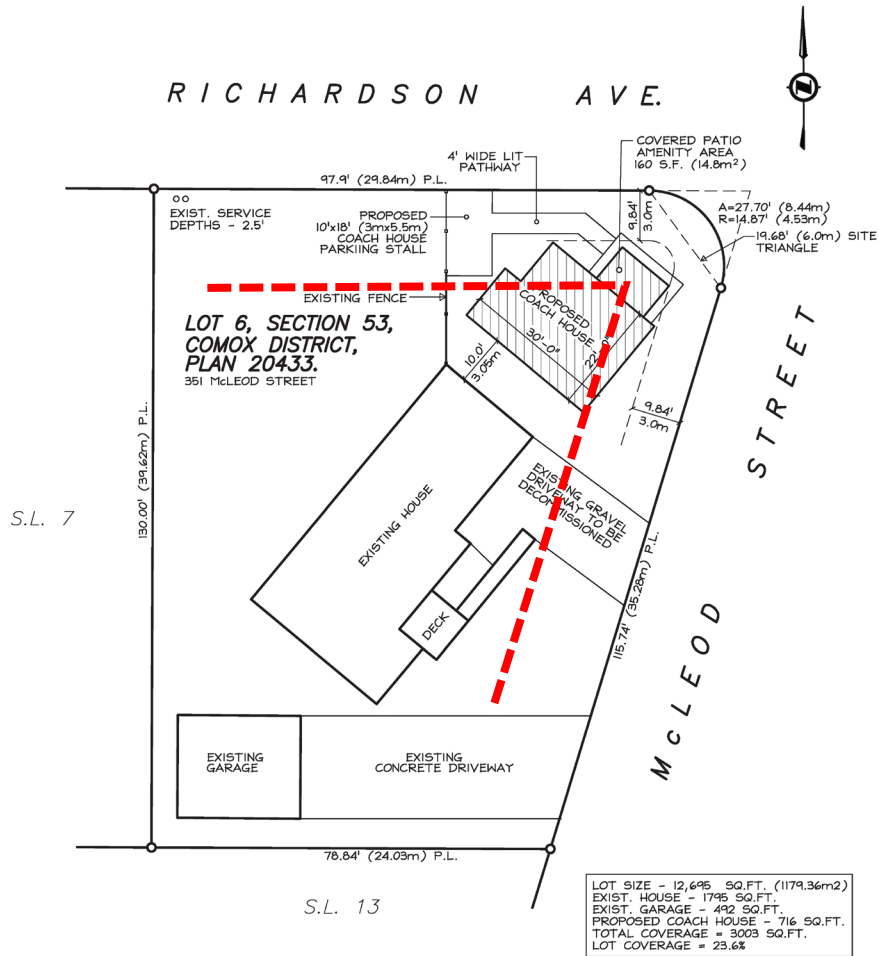
**PROPOSED VARIANCE**

The following variance is proposed to Zoning Bylaw 2056, section 5.3.3(1) Future Road Dedication Setbacks:

from providing 5.5 metres increased setback (2.5 metres plus standard 3.0 m),

to not providing increased setback (3.0 metres on both front and exterior side)

**Figure 2.** Red line illustrates the space required at the corner of the lot for the increased 5.5 metres setback.

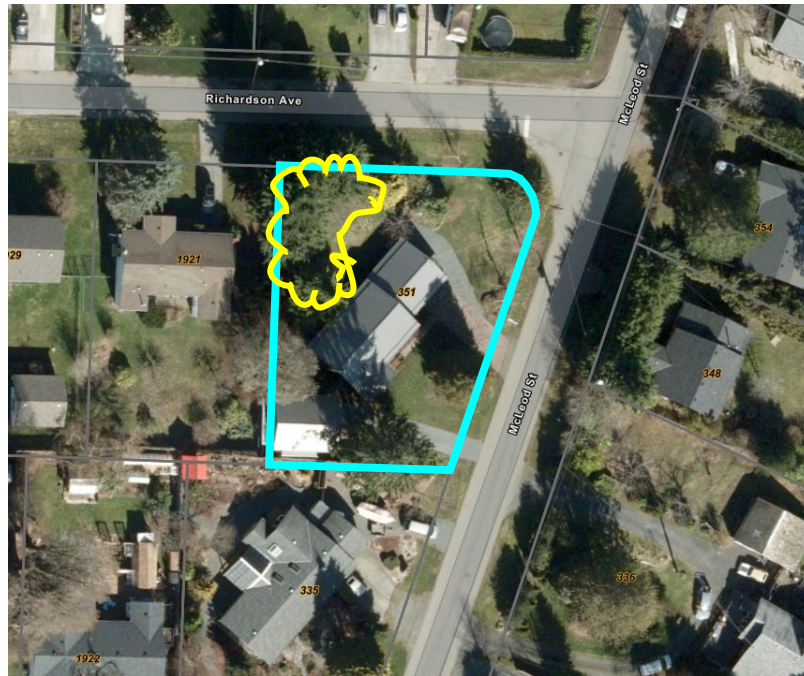




The proposed coach house floor area is under 60 m<sup>2</sup>, but due to the existing buildings' layout, it can only fit on the north side of the lot.

If the requested variance is granted, coach house construction at the north-east corner is not likely to result in the loss of several mature trees<sup>3</sup> growing at the north-west portion of the subject property, shown on aerial photo in Figure 3 below.

<sup>3</sup> Six trees that appear to be above 20 cm diameter "priority species" and 6-7 smaller diameter ones, growing in a cluster, so removal due to construction of some of them will affect the others.

Figure 3.



-  SUBJECT PROPERTY
-  EXISTING TREES IN THE ALTERNATIVE COACH HOUSE LOCATION

**REFERRALS**

The application was referred internally.

The Engineering Department noted that it is possible to accommodate a sidewalk on one side of McLeod Street without increased road dedication width. It is also unlikely that enough properties along McLeod Street develop to their maximum density for Town to secure additional land in the short-term, therefore any road improvements will have to be constructed within current 15.0 metres.

Parking for the coach house is proposed of Richardson Avenue: in that case, one of the two existing driveways of McLeod Street would be decommissioned, per Comox Highway Use Bylaw 1920.

The Parks Department note that there is currently no formal boulevard planting on both roads. Any existing trees within road dedications have been planted by property owners in the past. Private and public trees are subject to recently adopted Tree Protection Bylaw No. 2063, and therefore removal of the trees within property boundaries would require a permit and replacement planting, but staff would always encourage retention of existing trees as a first priority. The proposed siting of the coach house does not require immediate removal of Regulated Trees.

**FINANCIAL IMPLICATIONS**

A secondary dwelling unit (coach house) construction is exempt from requirement to pay development cost charges. Building permit fees will apply.

**PUBLIC PROCESS**

Residents and property owners within 75 metres of the subject property were notified via mail-out in accordance with Development Application Procedures Bylaw No. 2049. The notice was also published on the Town website. Written comments regarding the proposal are accepted until 12:00 pm on the same day that Council considers the application.

**ATTACHMENTS:**

Attachment A: Property Location Map

Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Drawings

Attachment E: Draft Development Variance Permit APPN 2026-0013

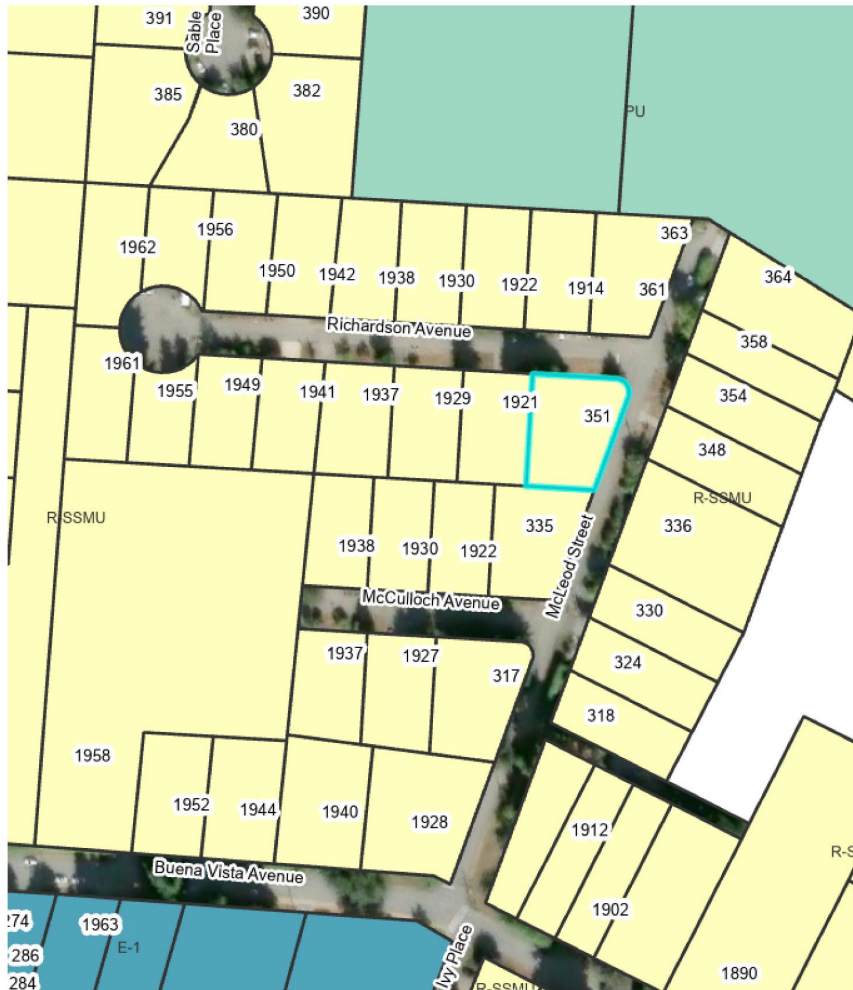
Attachment A: Property Location Map

351 McLeod Street  
Lot 6, Section 53, Comox District, Plan 20433  
PID: 000-071-111



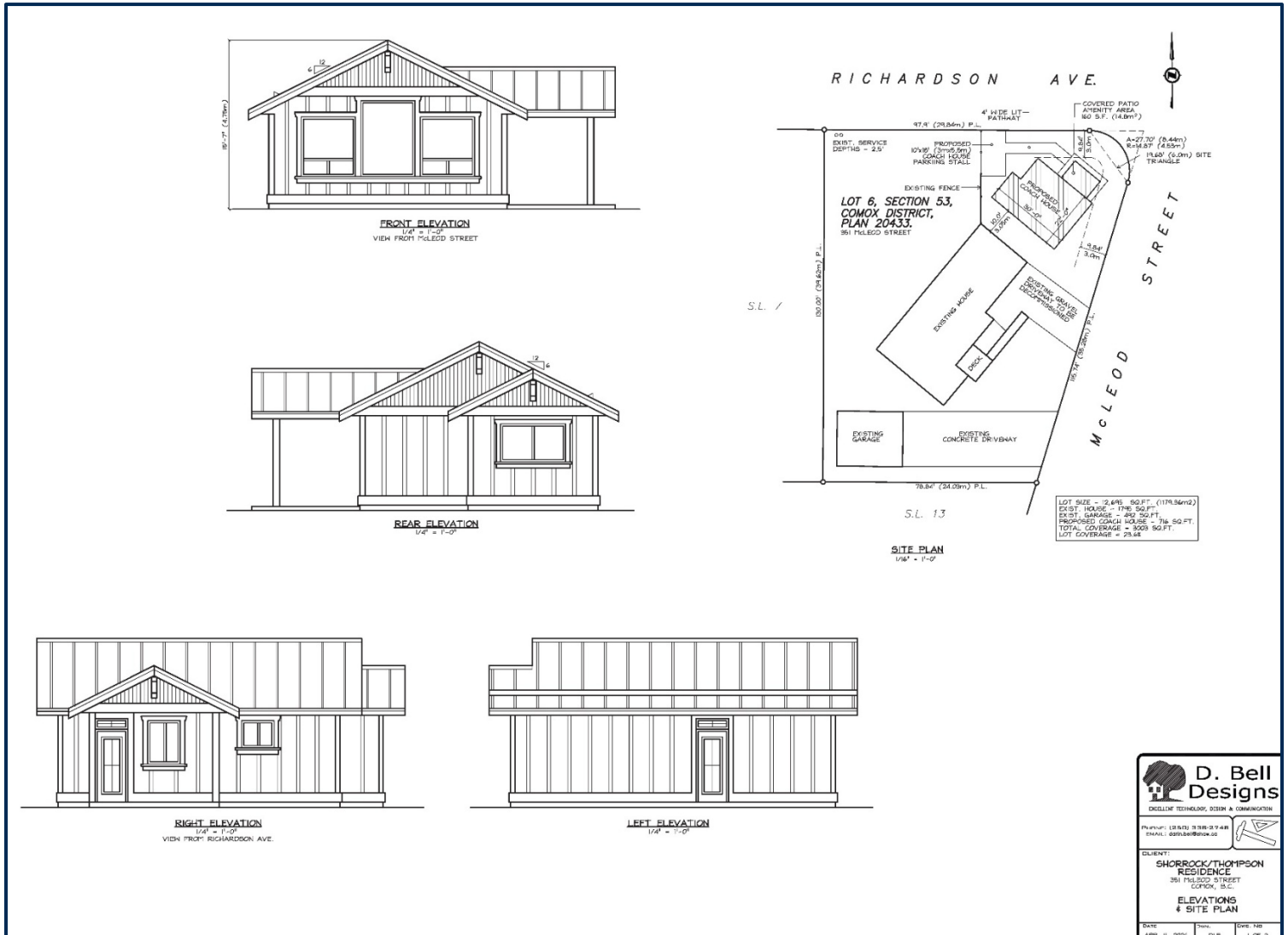


Attachment C: Zoning Map



 SUBJECT PROPERTY

Attachment D: Drawings



**Attachment E: Draft Development Variance Permit APPN 2026-0013**

## OWNER

Name: Kelly and Joseph Shorrocks  
Address: 351 McLeod Street, Comox

## APPLICABILITY

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

Civic Address: **351 McLeod Street, Comox BC**  
Legal Description:  
Lot 6, Section 53, Comox District, Plan 20433  
PID: 000-071-111

## CONDITIONS OF PERMIT

2. This permit is issued in accordance with Section 498 of the *Local Government Act*, to vary the Town of Comox Zoning Bylaw No. 2056, section 5.3.3(1) Future Road Dedication Setbacks is hereby varied as follows:

From:

To accommodate future road dedication, the required minimum setbacks prescribed within this Bylaw shall be increased by a distance equal to the width of road dedication that would be required to establish the full required width of the abutting highway in accordance with the Town's *Subdivision and Development Servicing Bylaw*.

To:

Increased setback is not required

## GENERAL CONDITIONS

3. This permit is issued subject to compliance with all Town of Comox bylaws, except as specifically varied or supplemented by this permit.
4. In accordance with Section 501 of the *Local Government Act*, the lands subject to this permit shall be developed in general accordance with this permit and plans in Schedule 1, attached to and forming part of this permit.



- 5. This permit does not constitute any other municipal, provincial or federal approval. The holder of this permit is responsible to obtain additional municipal, federal or provincial approvals prior to commencing the development authorized by this permit.

**COVENANT REQUIREMENTS**

- 6. Not applicable.

**SECURITY REQUIREMENTS**

- 7. Not applicable.

**EXPIRY OF PERMIT**

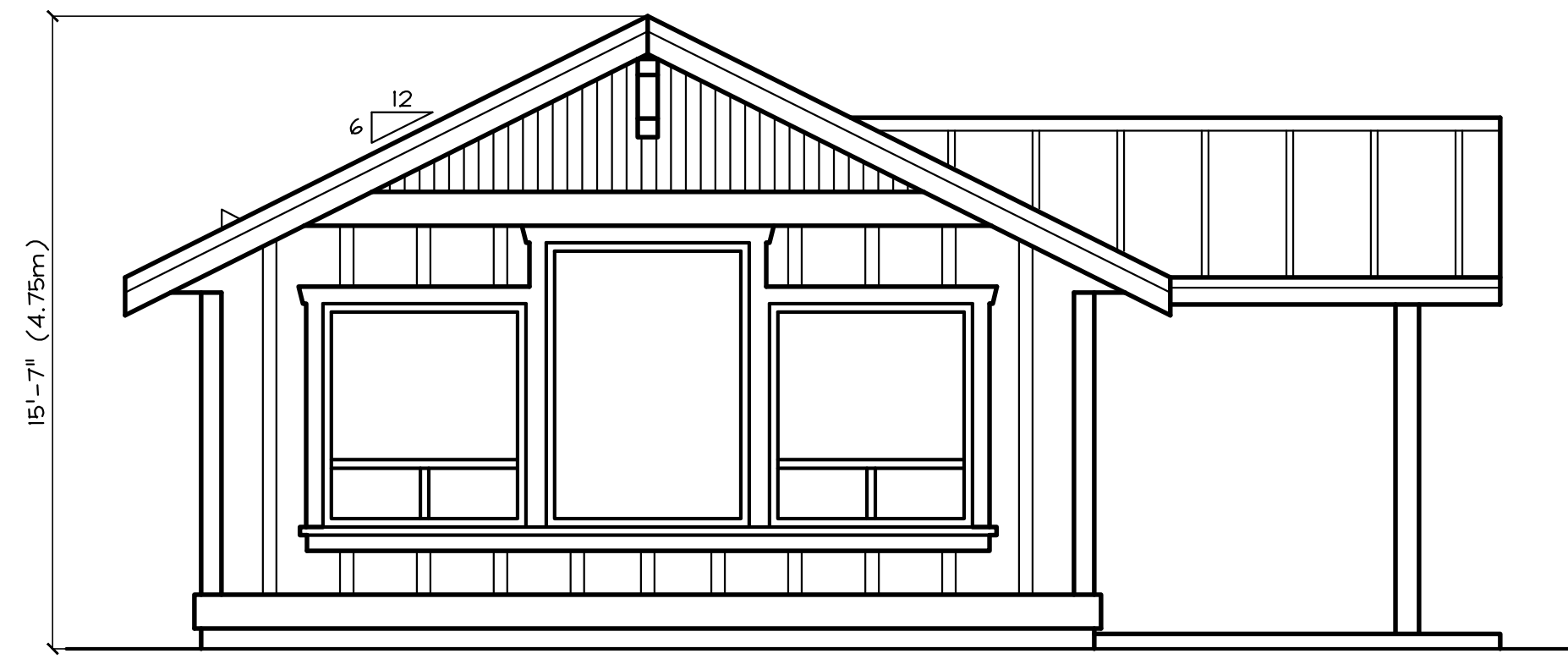
- 8. In accordance with Section 504 of the *Local Government Act*, if the permit has not substantially commenced any construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

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

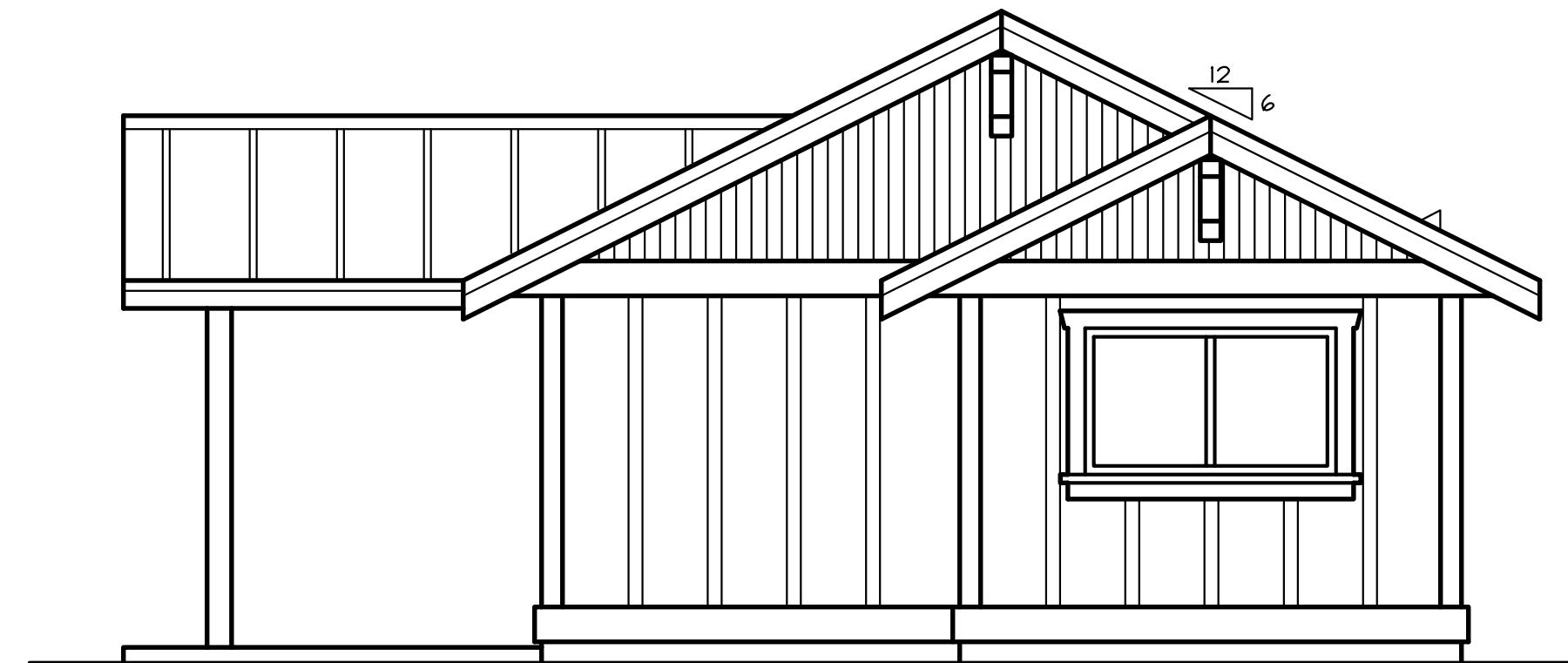
\_\_\_\_\_  
Permit Issuance Date

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

**THIS IS NOT A BUILDING PERMIT**



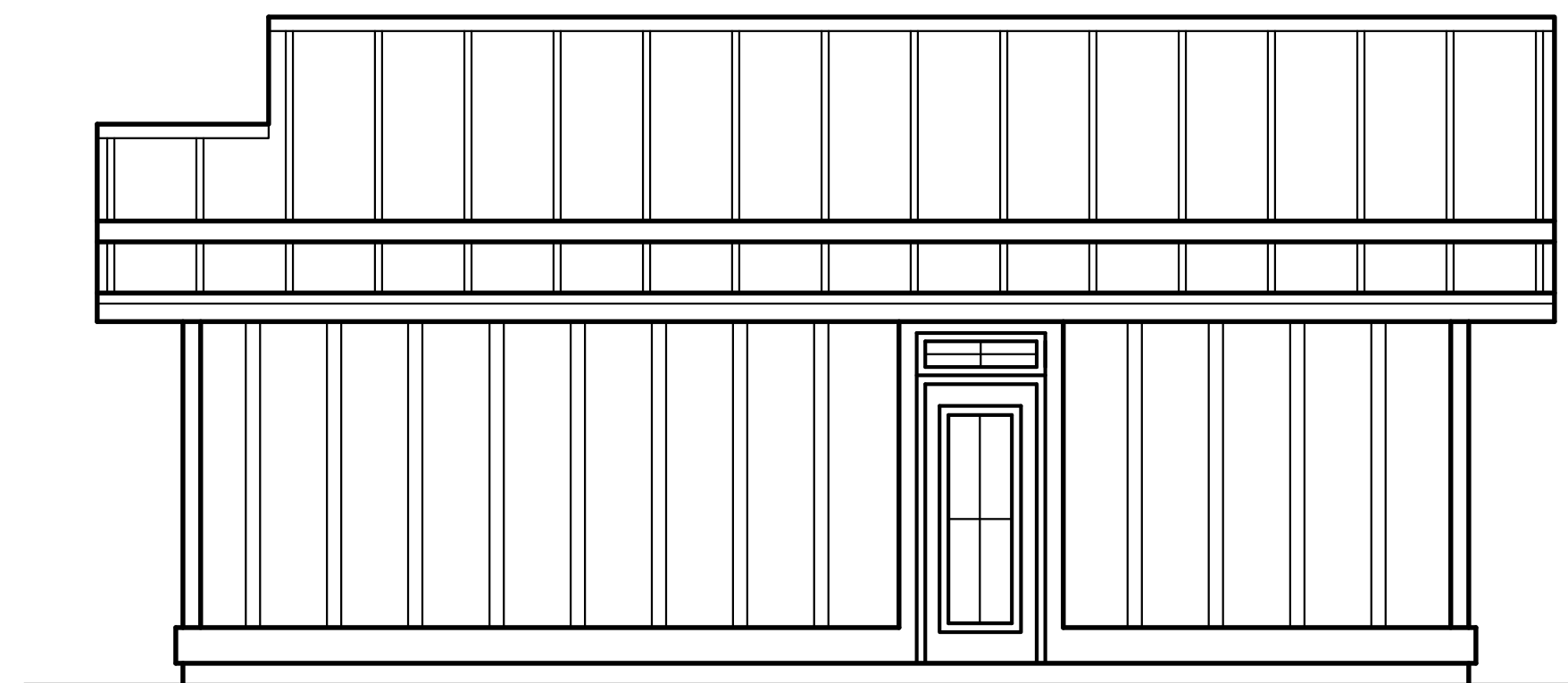
**FRONT ELEVATION**  
 1/4" = 1'-0"  
 VIEW FROM McLEOD STREET



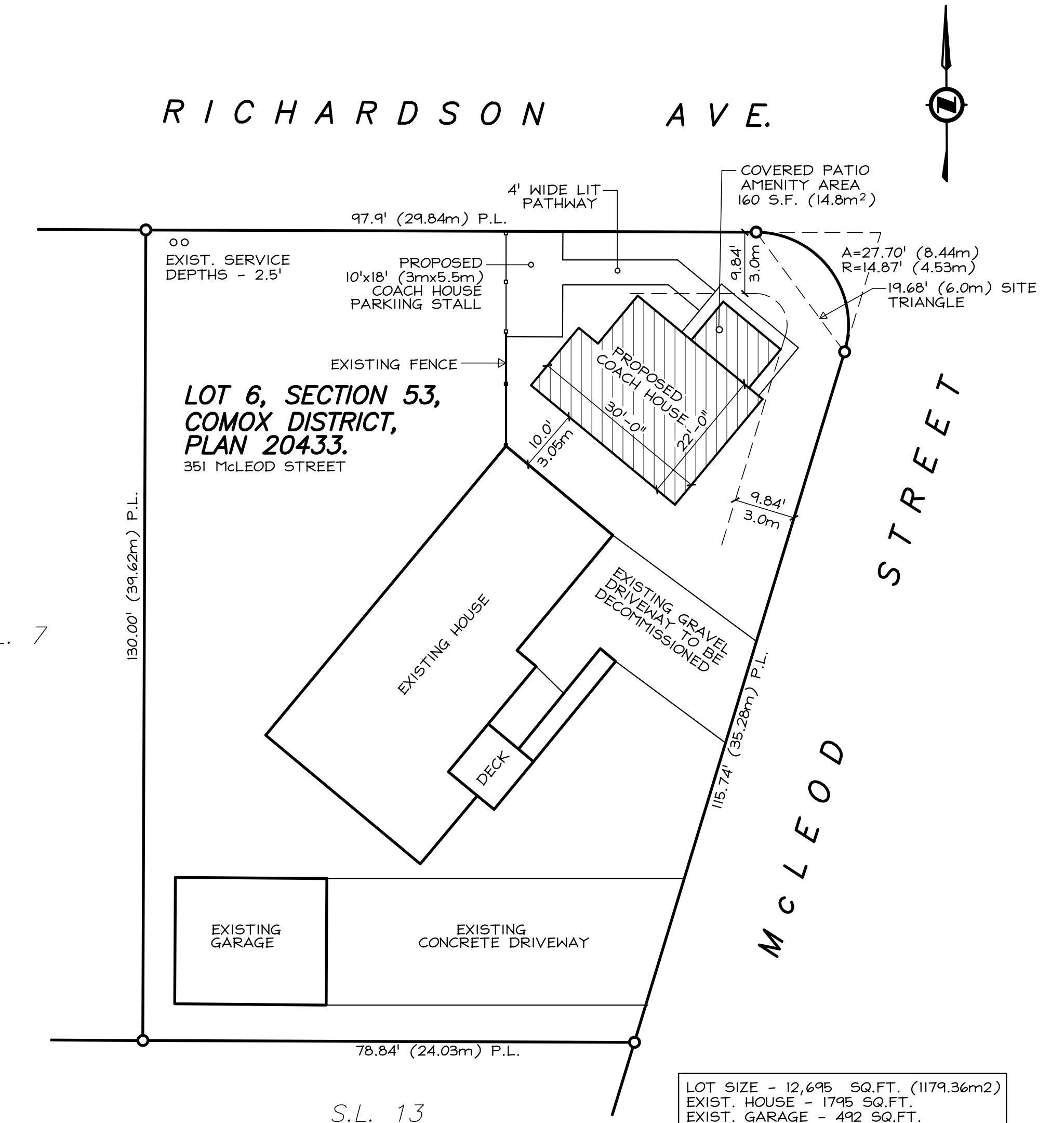
**REAR ELEVATION**  
 1/4" = 1'-0"



**RIGHT ELEVATION**  
 1/4" = 1'-0"  
 VIEW FROM RICHARDSON AVE.

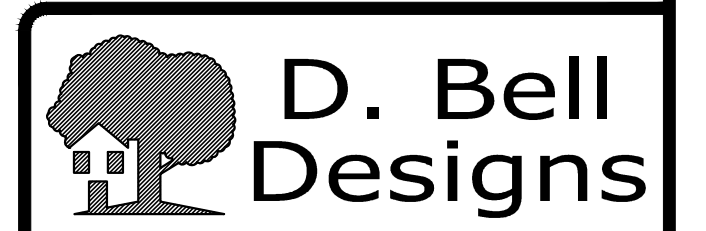


**LEFT ELEVATION**  
 1/4" = 1'-0"



LOT SIZE - 12,695 SQ.FT. (1179.36m<sup>2</sup>)  
 EXIST. HOUSE - 1795 SQ.FT.  
 EXIST. GARAGE - 492 SQ.FT.  
 PROPOSED COACH HOUSE - 716 SQ.FT.  
 TOTAL COVERAGE = 3003 SQ.FT.  
 LOT COVERAGE = 23.6%

**SITE PLAN**  
 1/16" = 1'-0"



EXCELLENT TECHNOLOGY, DESIGN & COMMUNICATION

PHONE: (250) 338-2748  
 EMAIL: darin.bell@shaw.ca

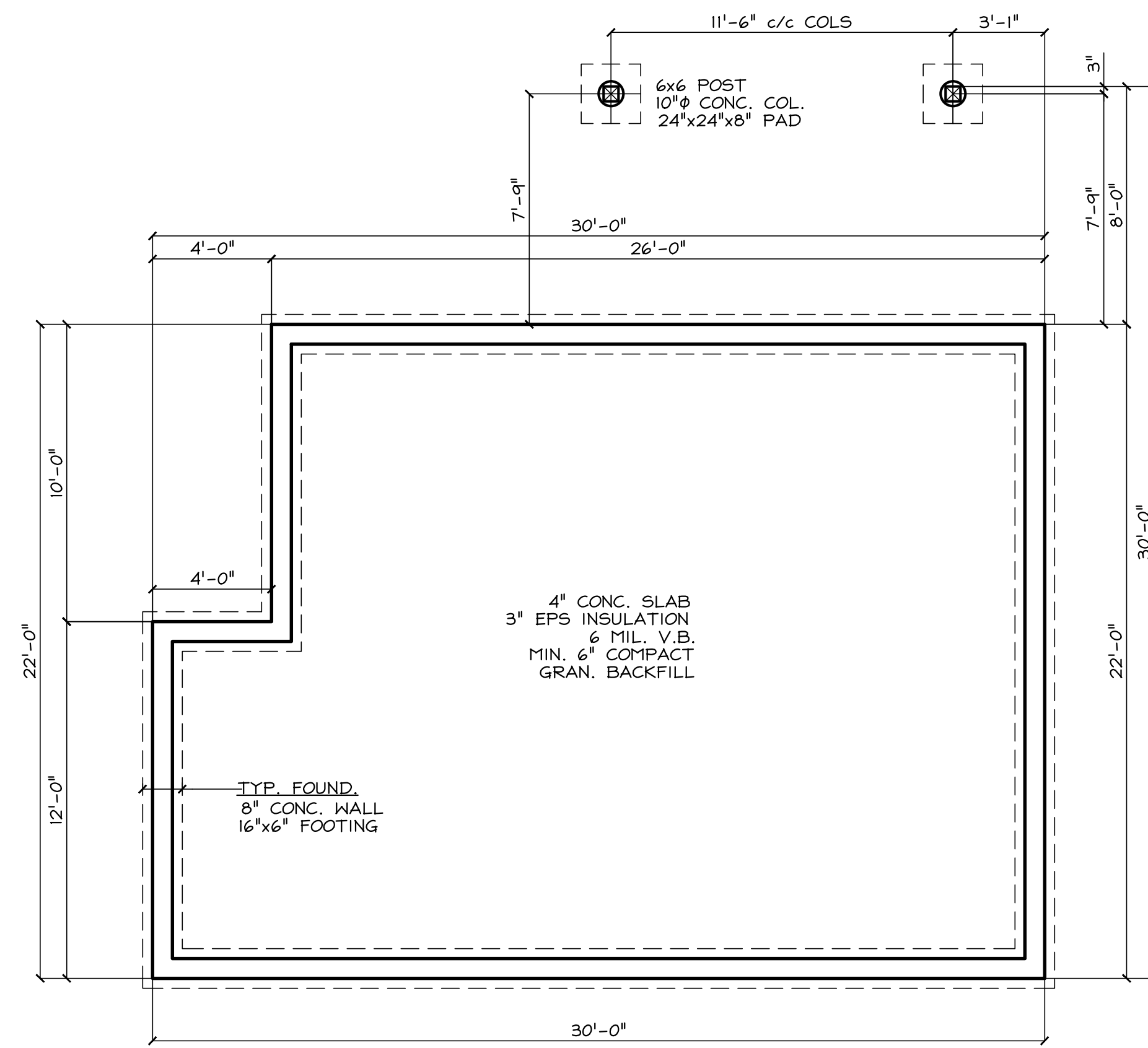
CLIENT:  
**SHORROCK/THOMPSON RESIDENCE**  
 351 McLEOD STREET  
 COMOX, B.C.

**ELEVATIONS & SITE PLAN**

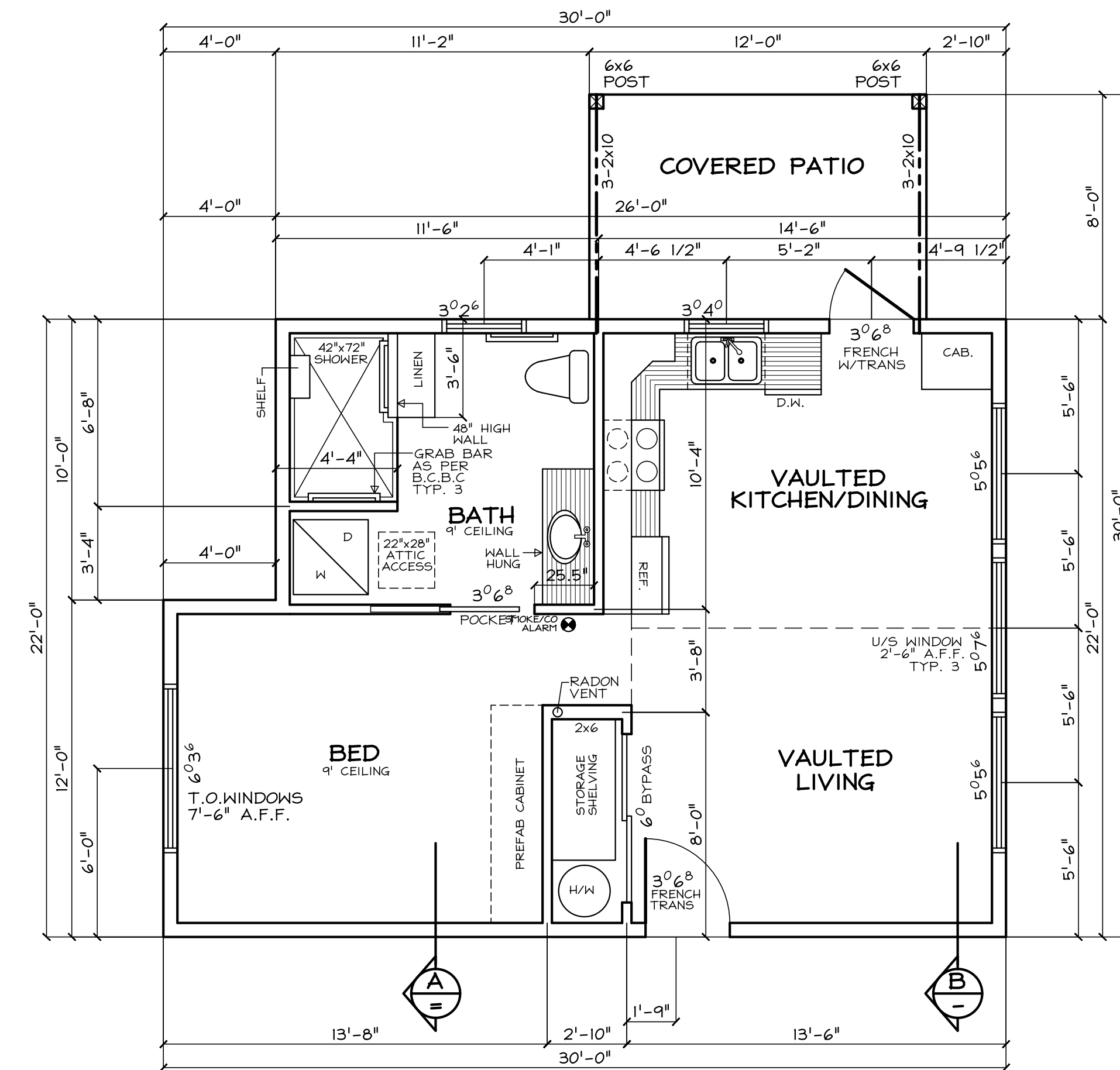
DATE	DWN.	DWG. NO.
APR. 11, 2026	DLB	1 OF 2

**CONSTRUCTION NOTES**

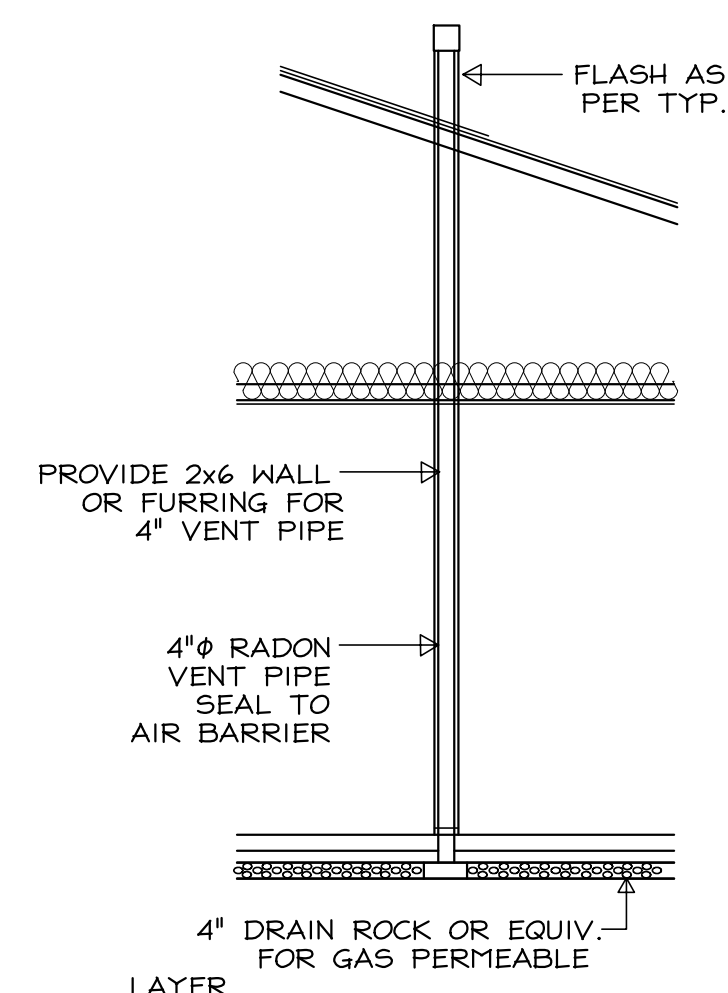
1. INTERIOR ROOM DIMENSIONS MAY VARY SLIGHTLY FROM PLAN. CONFIRM WITH CONTRACTOR.
2. WINDOW GRIDS ON ELEVATIONS MAY DIFFER FROM ACTUAL DEPENDING ON OWNERS' SPECIFICATIONS.
3. REFER TO TRUSS SUPPLIER LAYOUT FOR POINT LOAD LOCATIONS AND GIRDER TRUSSES. ENSURE PROPER BEARING AS REQUIRED.



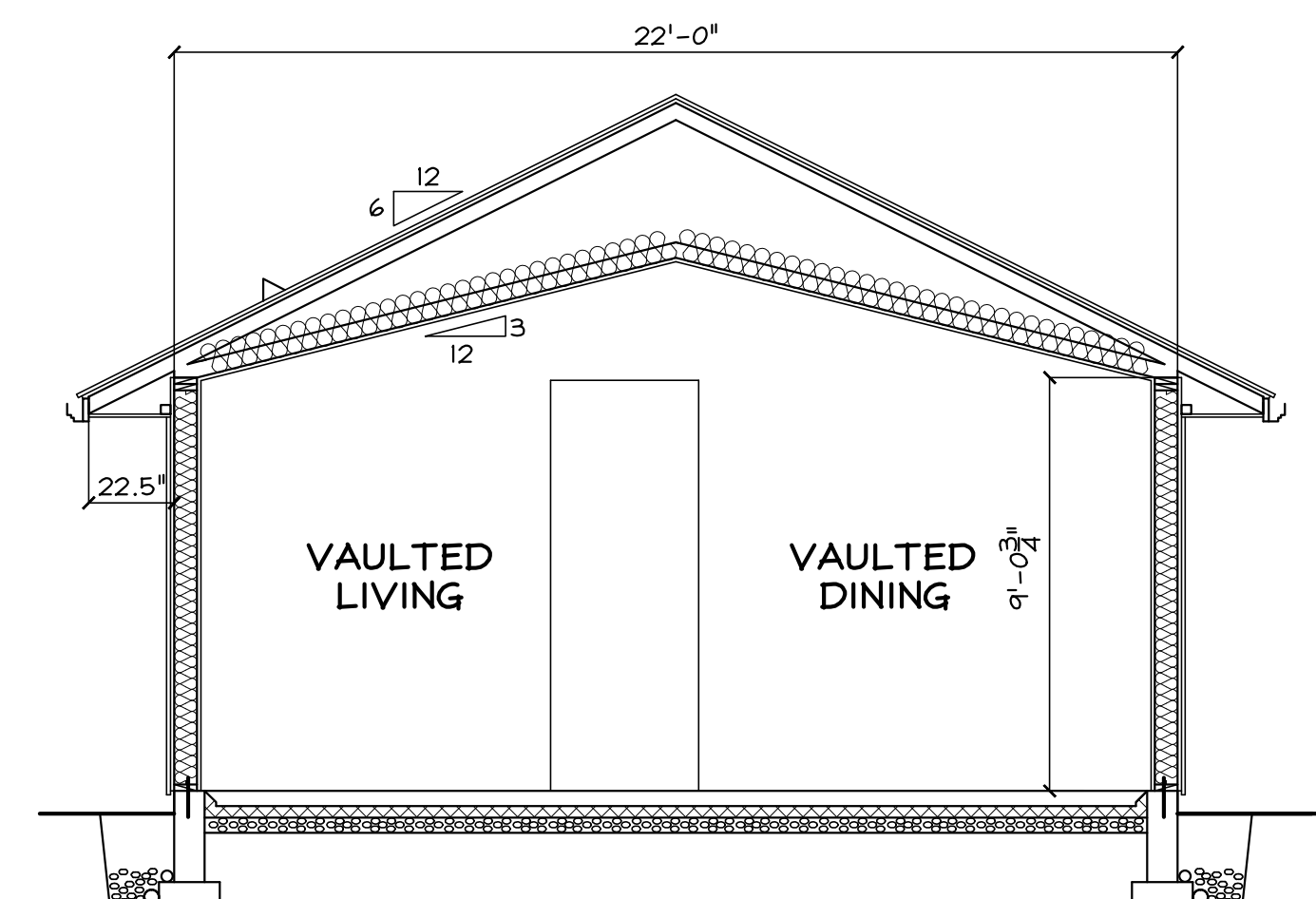
**FOUNDATION PLAN**  
1/4" = 1'-0"



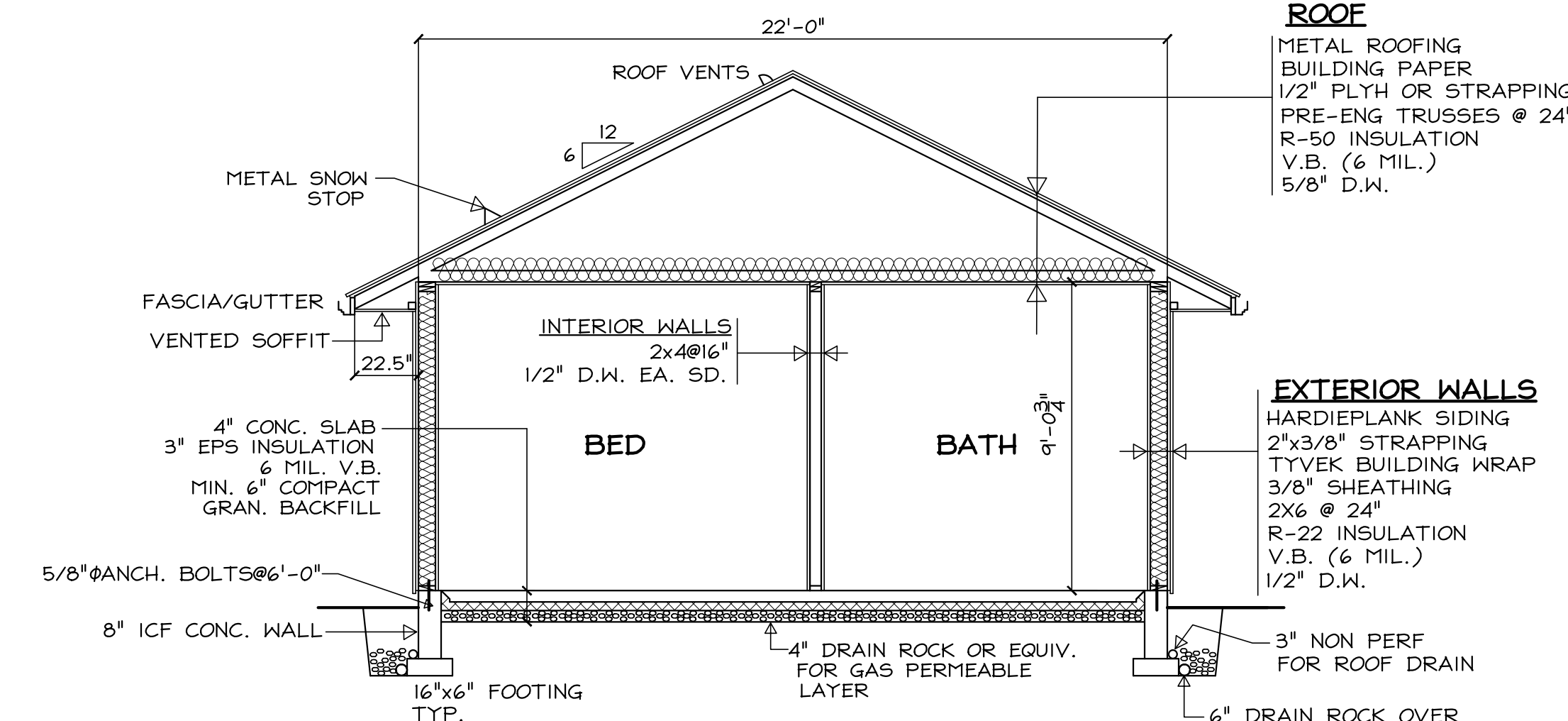
**MAIN FLOOR PLAN**  
1/4" = 1'-0"  
620 SQ. FT.



**RADON VENT DETAIL**  
1/4" = 1'-0"



**SECTION B**  
1/4" = 1'-0"



**SECTION A**  
1/4" = 1'-0"

**GENERAL NOTES**

VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.  
ALL CONSTRUCTION TO COMPLY TO THE B.C.B.C 2024.  
FLOOR JOISTS, LINTELS (2-2x10) BUILT UP BEAMS TO BE SPF #2 OR BETTER.  
FLASH, RAINSCREEN & CAULK AS REQUIRED TO ENSURE A WEATHER TIGHT BUILDING.  
ELECTRICAL, MECHANICAL AND PLUMBING TO BE SPEC'D BY OWNER.

**D. Bell Designs**  
EXCELLENT TECHNOLOGY, DESIGN & COMMUNICATION




PHONE: (250) 338-2748  
EMAIL: darin.bell@shaw.ca

CLIENT:  
**SHORROCK/THOMPSON RESIDENCE**  
351 McLEOD STREET  
COMOX, B.C.

**FLOOR PLAN, SECTIONS & FOUNDATION PLAN**

DATE	DWN.	DWG. NO
APR. 11, 2026	DLB	2 OF 2

<b>TO:</b> Mayor and Council	<b>FILE:</b> DP 25-12
<b>FROM:</b> Regina Božerocka, Planner II	<b>DATE:</b> July 2, 2026
<b>SUBJECT:</b> Development Permit 25-12 and APPN 2026-0014 (DVP) 941 Aspen - East	

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

1. THAT Development Variance Permit APPN-2026-0014 (941 Aspen – East) be approved; and  
 THAT Staff be directed to issue the permit.
2. THAT Development Permit 25-12 be approved; and  
 THAT Staff be directed to issue the permit.

**EXECUTIVE SUMMARY**

Recommendation 2 (Development Permit)

The proposed development is consistent with the intent of Development Permit Area 4, supporting a high-quality, walkable, and sustainable mixed-use community. The design provides active street frontages with pedestrian-oriented building entrances, varied architectural treatments, durable building materials, and a site layout that responds to existing topography while minimizing impacts on neighbouring properties. The proposal incorporates underground parking, screened servicing areas, integrated

pedestrian and road connections, and landscaped open spaces that promote livability. A shadow study demonstrates appropriate sunlight access to adjacent properties, proposed buildings and amenity areas. While the site's topography limits the retention of existing trees, the registered tree covenant requires the planting of at least 400 replacement trees for all development phases, and 24 street trees along the frontage of this phase. Overall, staff are satisfied that the proposal meets the objectives and design guidelines of Development Permit Area 4.

Recommendation 1 (Variances)

Due to site constraints and the applicant's proposal to subdivide the subject property, a number of variances are required. None of these variances materially impact the layout, density, environment, or land use of the project:

Commercial Space Along Aspen - variance changing the length of commercial space fronting Aspen Road. Total commercial space area will remain the same and will be situated in a more prominent location at the Hector and Aspen intersection.

Number of Storeys - due to existing slopes the underground parkade facing the interior of the site will be exposed enough to count as an additional storey. The street elevations will remain at 4 stories. This variance is required to allow the exposure of the parking garage that will result in reduced regrading.

Additional Tree Well Setback - the proposed subdivision will impact the distribution of the additional 9x9 metres setbacks meant for potential planting of significant trees when front and exterior side setbacks were reduced for standard zones (Figure 1 further in this report shows the applicable regulation remaining in C7.1 zone). The overall number of additional setback areas will not decrease on both road frontages.

Reduced Setback for Internal Property Line - one of apartment buildings long elevation is proposed at a reduced setback from the new internal lot line. The new lot line placement allows for the surface parking and sidewalks be located fully on a lot they serve. The distance separating apartment buildings meets zoning regulations.

**PURPOSE**

The development permit application is for the second phase of Highstreet Ltd. in the Aspen - Hector Road area, located on the 941 Aspen East parcel. The proposal consists of five apartment buildings comprising 280 dwelling units, and 26 townhomes for a total of 306 homes. These homes will include 32 studios, 90 one-bedroom suites, 158 two-bedroom suites, and 26 three-bedroom townhouses. In addition to the residential units, a commercial component is included at the corner of Aspen and Hector Roads to accommodate 600m<sup>2</sup> of gross floor area, 230m<sup>2</sup> of which is proposed as daycare space.

The subject property is located within the Commercial and Mixed-use Development Permit Area, thus requires development permit approval by Council for the form and character. The subject property is also located within the Sensitive Ecosystems DP area but meets the exemption criteria under Section 7.5.6 as an assessment report by a Biologist was provided at the time of rezoning. The assessment identified several previously disturbed and fragmented environmentally sensitive areas of low significance on the subject property and a wetland area on another site.

A development variance permit has also been submitted, which proposes to vary the following sections of CD zone 26, discussed in detail further in the report:

- CD26.9 Condition (3) commercial space location from 60 metres long by 7.5m deep at Aspen Road (at ground floor of an apartment building) to 33 metres wide stand-alone building located at the corner.
- CD26.6 maximum number of storeys of apartment buildings from four to five.
- CD26.7 additional 9x9 m front and exterior setback spaces, from provided within each proposed lot to flexible distribution along public roads (meeting the total number of required spaces).
- CD26.7 side setback for one of the buildings at the new internal property line from 9.0 m to 4.8 m.

**STRATEGIC PLAN LINKAGE**

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

**BACKGROUND**

**Subject Property:**

**OCP Designation: Low-Rise Mixed-Use (4-storey)**

**Development Permit Areas: 4 and 7 (exempt)**

**Zoning Bylaw 1850, C7.1 Commercial Residential** (CD26 under Zoning Bylaw 2056)

The subject property zoning provisions have been secured under a Phased Development Agreement Authorization Bylaw 2024 adopted on February 19, 2025.

**Property Size:** 3.49 ha

**Property is currently vacant**

**Surrounding Land Uses:** Multi-Family development to the west and south, Town boundaries and Single-Family lots to the north and east

**Housing Accelerator Fund (HAF):** The HAF agreement with the Federal government requires that the Town issue building permits for 801 dwelling units from 2024 to the end of 2026. As of May 2026, the Town has issued building permits for approximately 287 units, and the proposed application would add an additional 306 units towards this requirement, as well as commercial uses serving the neighbourhood.

## APPLICATION PROCESSING HISTORY

The DP and DVP permits are for one of the major development phases for properties at 941 Aspen Road and 2077 Hector Road incorporated within Town boundaries in 2016, following in 2023 with Official Community Plan amendment and Rezoning applications. The list below outlines the processing to date:

1. OCP and Zoning Amendments 23-2, to include the properties within Town bylaws.
2. Development Permit 23-4 for the first phase construction, 941 Aspen – West.
3. Approval from DND of heights up to 25.0 metres (6-7 storeys) in Aspen-Hector area in 2024.
4. Subdivision 24-4 application, including road dedication for greenway and stormwater pond.
5. Servicing Agreement and bonding for the off-site improvements.
6. Building Permit for the first phase construction, 941 Aspen – West.
7. **Current Development Permit 25-12 and APPN-2026-0014 (DVP) for the second phase, 941 Aspen-East**
8. Town-wide new OCP and Zoning Bylaws adopted in 2026 resulting in new land use designations, DPAs and rezoning the subject properties to CD zones.
9. Establishment of a Local Areas Service for stormwater management.
10. Subdivision Approval and Building Permits.

## OCP IMPLICATIONS

Official Community Plan supports the use of lands designated Low-Rise Mixed-Use for residential and commercial uses in buildings up to four storeys in height. OCP General Land Use Policy 22.5 states *building heights associated with land use designations outline the maximum intended number of storeys; however, minor variations may be considered where appropriate based on the site context, including consideration of factors such as topography, road frontage and current and future adjacencies*. On sites with significant slopes, one side of a building acts as a retaining wall, and the opposite one is exposed above finished grade. Meeting four storey height definition on the subject property would mean that some of the residential units would at least partially be located below grade, creating issues with natural sunlight exposure and ventilation, and substandard living conditions. All proposed apartments buildings are 4-

storeys as seen from public roads, while the exposed parkade elevations are internal to the site and softened by landscaping.

The OCP identifies objectives for housing needs that increase the development of ground-oriented multi-unit housing to provide housing choice for families. The development is aligned with this designation by proposing apartment buildings with a variety of unit sizes and 3-bedroom townhouses. Economic Policy 3.11 encourages commercial and mixed-use developments to improve residents' access to daily needs. By proposing a commercial building on the corner, accessible to all neighbours, the development is aligned with this policy.

## **ZONING IMPLICATIONS**

The subject property zoning provisions have been secured under a Phased Development Agreement (PDA) Authorization Bylaw 2024 adopted on February 19, 2025. Per PDA, amendments to Town zoning bylaw do not apply, unless the developer agrees in writing that one or several amendments shall apply to the *specified zoning provisions in the agreement*.

The development as proposed meets the original C7.1 Commercial Residential zone (re-labelled CD26 under new Zoning Bylaw No. 2056), except for the requested variances.

## **ANALYSIS/ ISSUES/ IMPLICATIONS**

### **Form & Character Development Permit Area**

The Development Permit Area (DPA) 4 guides commercial and mixed-use development form & character in the Town of Comox, to support a vibrant, walkable, and attractive community that is sensitive to environmental conditions, while supporting housing diversity, neighbourhood services and complete communities. DPA 4 promotes development that considers environmental protection, water conservation and energy efficiency in design and site planning; its guidelines encourage high-quality, sustainable design that enhances streets and public spaces through pedestrian-friendly, well-landscaped environments, supporting walking, cycling, and social interaction. The proposed development meets the design guidelines as highlighted below:

- Relationship to the street: apartment buildings and townhouse units provide pedestrian entrances directly to the public sidewalk; there are no significant grade differences at the public sidewalks and elevations are oriented to the street with varied colours and materials of major building elements, decks and windows detailing, and landscaping to create visual interest. The guidelines discourage commercial building windows obstructions and excessive window signage.
- Building articulation, features and materials: out of 5 apartment buildings, four are significantly shorter than maximum 85.0 metres required by zoning regulation, therefore creating better pedestrian experience and less overshadowing; varied elevation treatments create identifiable buildings for wayfinding; decks' stepping back on the long elevations decrease the impression of height for the four storey buildings along the public streets; high-quality durable materials are proposed such as fiber cement board and aluminum for the longevity and weather resistance.
- Site planning: buildings, landscaping and site circulation are designed to accommodate significant existing grade changes, to keep apartment street elevations at 4 storeys and to minimize regrading along the perimeter of the subject property; the largest buildings are located at increased 25.0 metres setbacks from the adjacent regional lands on the north and on the east, the two-storey townhouse buildings are at required 5.0 metres at Hector Road where they abut the side yards of neighbouring properties, and increasing to 8.0 metres setbacks where adjacent to rear yards.
- Sunlight: a shadow study is included in the DP submission, illustrating sunlight and shade areas affecting the site and neighbouring lots; large outdoor amenity space for residents will have adequate natural light, is inviting and comfortable.
- Site circulation, parking and servicing is integrated to future road and pedestrian networks (that will be constructed with the proposed development); majority of parking is provided in parkades under the apartment buildings and enclosed garages of townhouses, the remaining surface parking, as well as garbage and recycling areas, are screened from the streets by buildings and landscaping.
- Landscaping and Open Space: as part of rezoning process, tree covenant CB1857112-CB1857113 was registered for the protection of existing trees. Due to existing topography requiring extensive grading, very few trees can be saved on the subject property, mainly along its north side. The covenant includes requirement to plant at least 400 new trees on all three development sites. The proposed open space, setbacks, and available spaces between buildings and surface parking will be used for planting

replacement trees. Also 24 street trees will be planted within public boulevards as part of this phase construction.

### **Commercial space and daycare provision**

Indoor amenity for the residents as well as commercial space that could include a public gym, and daycare facility, is proposed in the building at the corner of Aspen and Hector Roads.

At the time of rezoning Town secured the ability to purchase commercial space at construction cost of the provision of a daycare. Unfortunately, provincial daycare funding is no longer available for new spaces. The Town has connected Highstreet and 19-Wing Comox to continue this discussion and Highstreet has been willing to allow the Town to assign its right to purchase to 19 Wing Comox should they want it.

### **Development Variance Application**

When considering a variance to a Town bylaw, staff encourages Council to be mindful as to whether approval of the variance would cause a negative impact on neighbouring properties and if the variance request is reasonable.

Details and rationale of proposed variances to Zoning Bylaw No. 2056, section 16, Comprehensive Development Zone 26 are outlined below:

1) *CD26.9 Condition (3) Commercial Space location:*

**from** 60.0 metres wide and 7.5 metres deep located along Aspen Road frontage,

**to** 33.0 metres wide located at the corner of Hector and Aspen Roads;

- This zoning condition was written in 2023 at the time when commercial space was envisioned on the ground floor of an apartment building at Aspen Road (similar to the existing Highstreet development at Murrelet Drive). For the subject property, the final layouts and design of apartment buildings are such that they can become either rental units or stratified and sold. The variance is sought to ensure compliance with the building code and to eliminate potential management implications in the future.

The total floor area of proposed commercial building meets zoning condition intent and the corner location creates a focal point equally accessible to the neighbourhood and site residents.

2) CD26.6 Maximum height and Storeys of apartment buildings: **from 4 to 5 storeys.**

- The zoning definition of a storey states that any portion of a building having its ceiling 0.6 metres or less above finished grade will not be counted as a storey. Due to existing topography and desire to limit the regrading as much as possible, portions of underground parkades will be exposed on the internal side of the development to more than 0.6 metres above finished grade and thus be considered a “storey”. The apartment buildings are four-storeys as seen from public roads and otherwise meet the maximum height regulation: are under 16.0 metres high as measured from average grade. OCP General Land Use Policy 22.5 allows for more than 4 storey buildings in consideration of factors such as topography and road frontage.

3) CD26.7 Minimum Setbacks (1)(b) additional setback spaces along public roads (shown in Figure 1 below):

**from** minimum one and then one for every 100 metres 9x9 m setback located on each future lot (total of 3 on Lot A, and 2 on Lot B),

**to** the total of six 9x9 metre spaces on Aspen and Hector Roads regardless of future lot lines layout after subdivision.

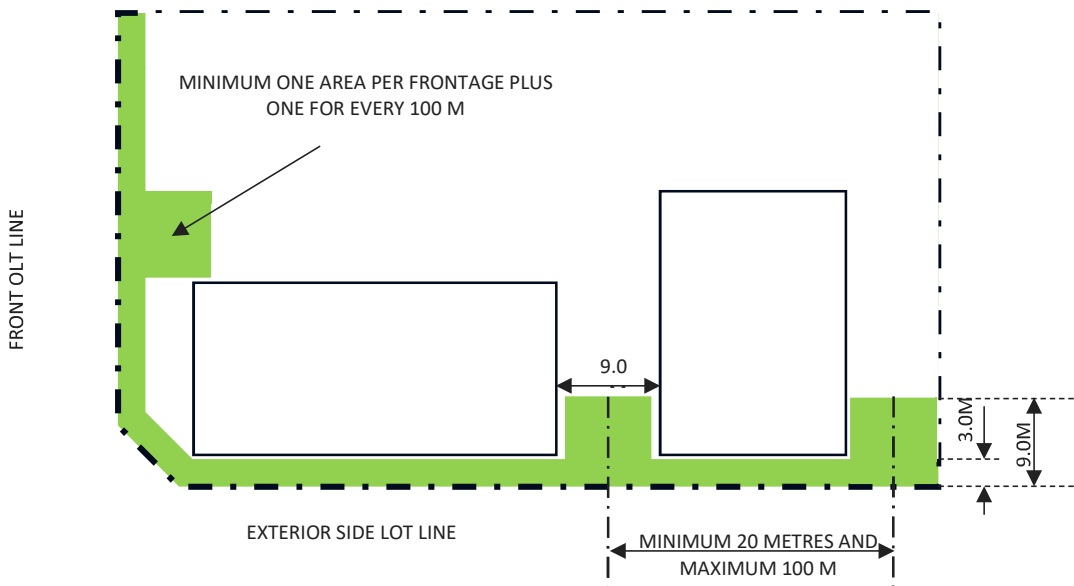
- Without the proposed new lot lines, the development would be required to provide a minimum two 9x9 m additional setbacks along both Aspen (approximately 165 metres long) and Hector Road (approx. 185 m) frontages. After subdivision, the new Lot A would have to provide a minimum 2 plus 1 spaces, and Lot B 1 plus 1 spaces along their respective frontages. The requested variance would allow the developer more flexibility in additional setbacks locations, while ensuring that the total number of spaces meets or exceeds the requirement.

4) CD26.7 Minimum Setbacks (3); side setback for one of the buildings that is wider than 25 metres at the new internal property line: **from 9.0 m to 4.8 metres**

- The distance between these two adjacent buildings otherwise meets total of minimum 18.0 metres separation (double of 9.0 m setbacks). The alignment of proposed lot line is to allow the parking, sidewalks and driveways serving new proposed lots to be located fully within their respective lots.

In summary, staff consider that the requested variances do not impact the street scape and the neighbourhood, and therefore staff recommend that Council support the application.

Figure 1.



**FINANCIAL IMPLICATIONS**

**Affordable Housing Contribution and Amenity Cost Charges**

Per Phased Development Agreement (PDA) negotiated at rezoning, the developer paid \$728,000 as an affordable housing contribution for the phase 1 construction located at Aspen-West site, and \$100,000 toward the Hector Greenway playground as a contribution for all phases of construction.

PDA section 3(a)(ii) states that if Town adopts an amenity cost charge (ACC) bylaw, the developer will not pay to the affordable housing fund for the future phases, but may at building permit issuance pay ACC instead. The ACC amount for phase 2 is estimated at \$1,159,998 (\$44.30 for 24,000 m<sup>2</sup> gross floor area for all apartment buildings, and \$3,723 per 26 townhouse units).

**Development Cost Charges**

If the building permits are issued within 12 months of the adoption of the Development Cost Charge Bylaw No. 2053 (DCCs), the Town will receive Development Cost Charges at a rate of \$1,156,548.22 per 274 apartment and townhouse units and commercial space (32 studio units that are under 29 m<sup>2</sup> in gross

floor area are exempt under statutes). If the building permits are not approved and issued within this timeline, Town DCCs will be \$3,000,656.08.

**REFERRALS**

The application was extensively referred to various internal and external agencies as part of OCP amendment, rezoning, subdivision and development permit application process started in 2023.

The DP 25-12 and DVP APPN-2026-0014 applications have been referred again and no additional concerns raised by external agencies nor by Town staff.

**PUBLIC PROCESS**

As the concurrent processing of these applications includes a variance, residents and owners within 75 metres of the subject property were notified of the proposed development variance consideration via mail-out in accordance with Development Application Procedures Bylaw No. 2049. The notice was also published on the Town website. Written comments regarding the proposal are accepted until 12:00 pm on the same day that Council considers the application.

**ATTACHMENTS:**

Attachment A: Property Location Maps

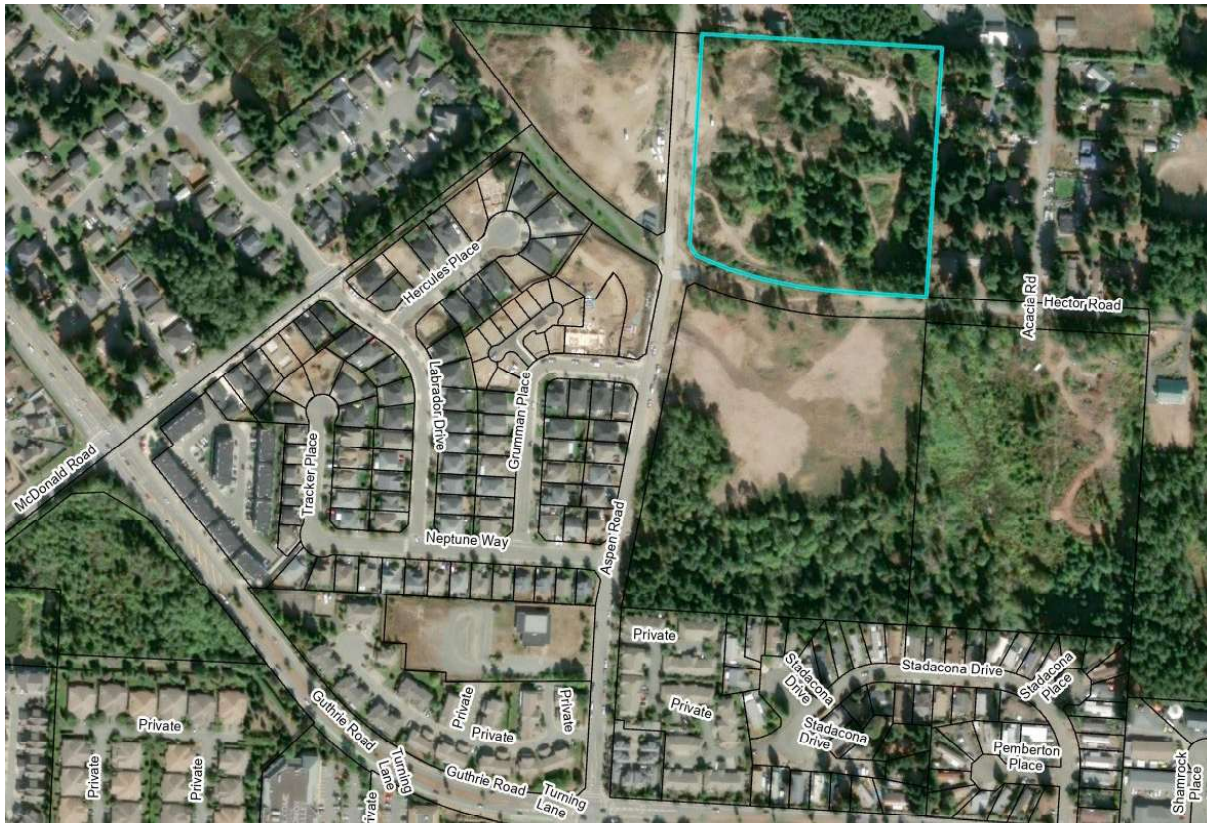
Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Letter of Rationale and Drawings

Attachment E: Draft Development and Development Variance Permits

**Attachment A**  
**Property Location Map**



**SUBJECT PROPERTY:**

941 Aspen - East


**the eastern portion of**

Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279

Attachment B

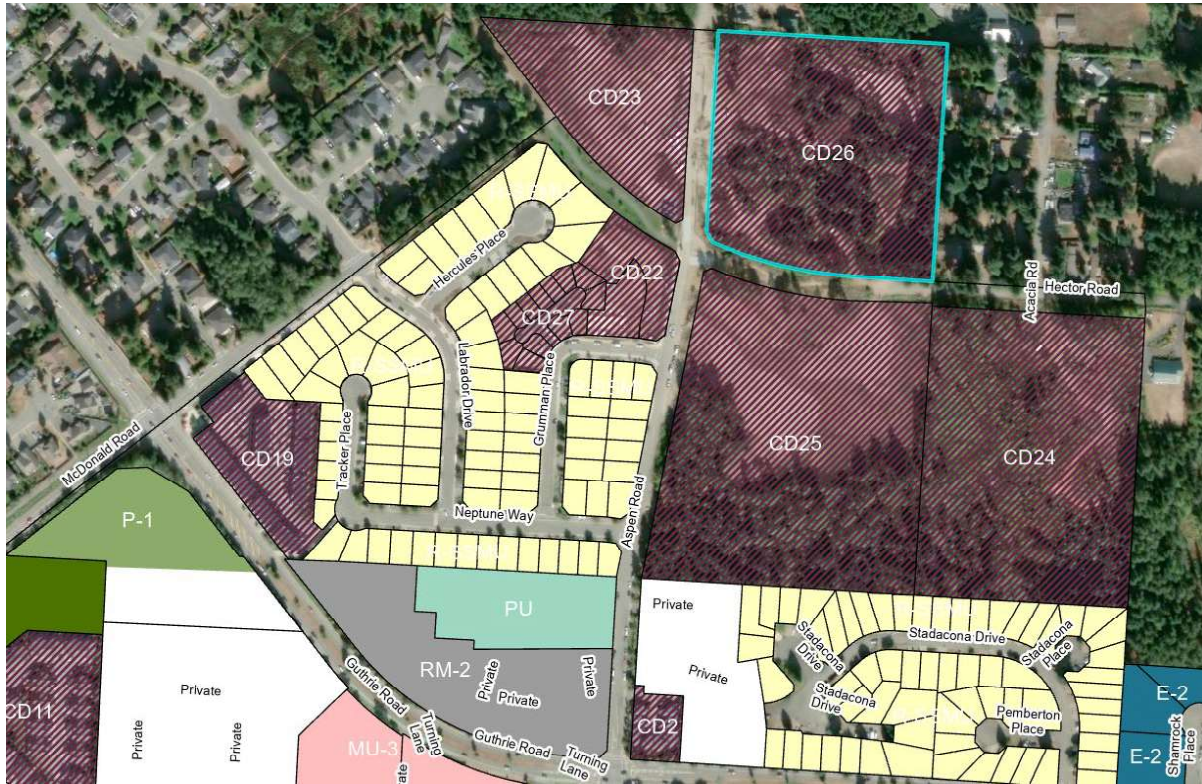
Official Community Plan Map



 SUBJECT PROPERTY:  
941 Aspen - East

Attachment C

Zoning Map



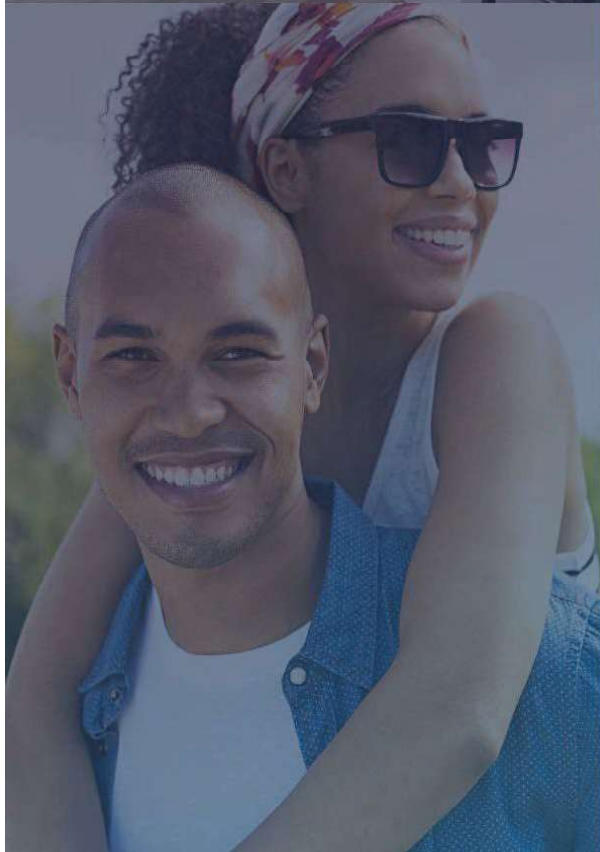
SUBJECT PROPERTY:  
941 Aspen - East

**Attachment D**

**Applicant's Letter of Rationale and Drawings**



# HIGH STREET



**941 Aspen Road – Aspen East (Nova)**  
**DEVELOPMENT PERMIT & DEVELOPMENT VARIANCE PERMIT RATIONALE**  
Comox, BC.

## Introduction

Highstreet is a forward-thinking real estate development company recognized for its dedication to sustainable, community-oriented residential developments. With an established history of creating vibrant communities throughout Western Canada, our company's vision extends beyond simply building attractive communities; it focuses on developing spaces that are not only welcoming but also environmentally responsible.

We are committed to advancing sustainable development practices, designing spaces that integrate with their surroundings to offer residents a balanced blend of modern living and high-performance homes. Our proposed Aspen East project follows this commitment. All proposed buildings will be 100% electric with onsite solar electric generation supplying most of the energy demand and will be designed to exceed step 4 requirements of the BC Energy Step Code for Part 3 buildings, currently the most stringent energy code in Canada.

## Application Rationale

Highstreet Ventures is submitting a Development Permit application for 941 Aspen Road (Aspen East), Comox, British Columbia. A comprehensive rationale has been provided below as part of the Development Permit Application.

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## Development Details

### Project Overview

Highstreet aims to deliver Net-Zero Energy Ready multi-family residential housing to the Town of Comox with a strong commitment to sustainable development. We are pleased to propose the development and construction of 5, 4-storey residential buildings comprising 280 dwelling units, and 26 townhomes for a total of 306 homes. These homes will include 32 studios, 90 one-bedroom suites, 158 two-bedroom suites, and 26 three-bedroom townhomes to accommodate diverse housing needs, promoting an inclusive and varied residential environment. Parking will be provided in both underground and surface areas with the intention of enhancing community well-being through thoughtful and sustainable residential design. In addition to the residential units, a commercial component tied to the west building is proposed along the Aspen Road frontage to accommodate 600m<sup>2</sup> of gross floor area. Of the 600m<sup>2</sup>, 230m<sup>2</sup> is proposed as daycare space.

Our focus is on delivering superior architectural quality and spaces for community interaction, while being respectful of all neighbouring land uses. This vacant site presents an excellent opportunity to create compact, medium-density residential spaces that respect the nature of the lands while aligning with the Town's vision for multi-residential and mixed-use development.

The land use of the subject site is currently designated CD26, Commercial Residential. This project is designed to comply with the intentions for this designation.

### Site

The site design has been thoughtfully planned to complement the character of the existing forested area. The site layout has been arranged to respect the natural landscape to create ground-oriented main floor elevations, wherever possible, providing smooth transitions between private and public spaces while working with the natural topography to locate buildings.

We have prioritized utility buffers and public access connections, ensuring safe and convenient pedestrian pathways throughout the development.

### Architectural Design

Our architectural approach combines modern design elements with traditional urban forms. Distinctive horizontal and vertical articulations using a variety of different materials and color palettes enhance visual interest and reduce the perceived mass of the buildings. These design elements not only contribute to aesthetic appeal but also help diminish the visual impact of the building, creating a cohesive and well-defined street edge. Ground-level patio entry connections (where possible) and integrated landscaping features further enliven the pedestrian realm, fostering positive interaction between buildings and public spaces.

The architectural design emphasizes durability and sustainability, incorporating materials such as fiber cement board and aluminum selected for their longevity and resistance to environmental stressors. The buildings will be engineered to exceed step 4 requirements of the BC Energy Step Code, with rooftop solar systems generating most of the electricity required for building operations.

Overall, our proposed architectural approach for the Aspen East project aims to create a visually compelling, sustainable, and community-oriented residential development that enhances the livability and vitality of the Town of Comox.

## Landscape Design

Our landscaping is designed to complement the site's natural features and enhance the overall character of the forested setting. The landscape design prioritizes water absorption and heat reduction using native and drought-tolerant plant species, and permeable landscape areas. Broad leaf deciduous trees are strategically proposed in areas to provide natural shading in summer and allow sunlight penetration in winter, contributing to passive cooling and heating throughout the year.

Pedestrian pathways throughout the site will be designed to incorporate features such as clearly marked crossings to prioritize pedestrian movement across private vehicle drive aisles. Seating areas, pathway connections, and plantings are thoughtfully positioned to define open space boundaries and foster social interaction and community engagement.

Beyond enhancing the aesthetic appeal of the development, the landscape design incorporates comprehensive stormwater detention systems for effective runoff management. The implementation of drip irrigation, combined with water-saving fixtures and native plantings, supports the project's broader sustainability and water-use reduction objectives.

Overall, our landscaping approach for the project aims to create a cohesive and inviting environment that encourages community interaction, promotes alternative transportation options, and celebrates the natural beauty of the Town.

## Community Space

The proposed development has been thoughtfully designed to provide a wide range of high-quality indoor and outdoor amenities that foster community connection, support healthy lifestyles, and complement the natural character of the site.

Residents will have access to a centrally located outdoor playground designed for children and families, a dedicated dog run with pet-friendly features, a community garden complete with planter boxes and a garden shed to encourage urban agriculture and neighbour interaction, and sports court to encourage active lifestyle. Additionally, multiple seating and gathering areas are distributed throughout the development, including a community fire pit and outdoor lounge spaces that create opportunities for informal social interaction and year-round use. A network of landscaped pedestrian pathways and community trails weaves throughout the site, connecting buildings, open spaces, and amenity areas while encouraging walkability and outdoor recreation.

The amenity building further enhances the livability of the development by providing a resident community lounge and a fully equipped fitness gym, creating opportunities for wellness, recreation, and social engagement. In addition, the inclusion of an on-site daycare facility will provide an important community-serving amenity that supports young families and contributes to the long-term sustainability and functionality of the neighbourhood.

Collectively, these amenities have been carefully integrated into the landscape design to create a vibrant, people-focused residential community that emphasizes outdoor living, social connection, and compatibility with the surrounding natural environment.

## Parking

449 stalls are proposed to be contained on site, split between surface and underground parking. All surface parking areas will be landscaped to help soften the hardscape nature of surface parking and concealed from public view where possible.

In addition to vehicle parking, long-term bicycle storage within the underground parking areas will be provided, along with convenient bicycle parking options around the site for short-term use. Our site design is guided by the goal of encouraging alternative transportation methods for both residents and their guests.

Acknowledging the increasing popularity of electric vehicles and e-bikes, each parking stall in the underground parking area on site will be EV-ready, plus additional EV-ready parking stalls on the surface lot for visitors. Additionally, charging infrastructure will be integrated into the secure storage areas for e-bikes, further supporting eco-friendly transportation options.

## Waste System

We plan to use an in-ground style waste system, which we have successfully implemented in other communities. This system is animal proof, low height, clean and tidy looking and is aesthetically superior to traditional waste bins. The waste material sits below grade controlling odors and access.

These bins look modern, clean, and avoid the need for screening. From an operational standpoint, we find that removing the screens allows the bin areas to stay clean and monitored and helps keep our residents safe by preventing areas where people or items can be concealed. We will, however, employ landscaping elements to provide visual separation between the waste collection area and the adjacent residential suites.

## Requested Relaxations

### Section 1 – Development Variance Permit Requests

1. **Maximum Number of Storeys:** A variance is requested to permit portions of the residential buildings to be considered five storeys where a maximum of four storeys is permitted.

#### Rationale

The variance is required as a result of the site's natural topography and grade transitions across the development area. While portions of the buildings are considered five storeys from the lower side of the site, the buildings remain within the maximum building height permitted by the CD26 Zone. The variance allows the buildings to respond sensitively to existing grades while maintaining a consistent architectural form and minimizing unnecessary site disturbance.

2. **Internal Side Setback:** A variance is requested to reduce the required internal side setback between proposed Lots A and B from 9.0 m to 4.88 m adjacent to the east residential building.

#### Rationale

The reduced setback allows the development to maintain appropriate separation and buffering from the external property boundaries, particularly along the eastern edge of the site adjacent to existing residential properties. The variance supports an efficient site layout while preserving the intent of the zoning regulations to provide adequate building separation, access, and livability.

3. Commercial Building Length: A variance is requested to permit a decrease in the minimum commercial building frontage length along Aspen Road and location at the corner with Hector Road.

Rationale

The proposed building configuration is intended to create an active and functional corner presence while accommodating the planned daycare and community amenity uses. The variance results from the unique geometry of the corner site and does not adversely affect the public realm, pedestrian experience, or overall character of the development.

4. Frontage Landscape Setback (9 m x 9 m Recesses): A variance is requested to permit the required 9 m x 9 m landscape recesses along Aspen Road and Hector Road to be distributed across proposed Lots A and B following subdivision rather than being located entirely on each individual frontage.

Rationale

The intent of the regulation is to provide opportunities for enhanced boulevard landscaping and street tree planting along the public road network. The proposed design continues to provide the required number and overall area of landscape recesses while distributing them more effectively across the development frontages. This approach responds to site constraints and subdivision layout considerations without reducing the landscape benefit envisioned by the bylaw.

## Section 2 - Request Pursuant to Section 5 of the PDA

1. Application of Updated Zoning Regulation Pursuant to Section 5 of the Phased Development Agreement: Elevator Shaft and Roof Projection Height.

Pursuant to Section 5 of the Phased Development Agreement, we request that the roof projection provisions contained within Town of Comox Zoning Bylaw No. 2056 apply to the Aspen East development.

The previous zoning regulations permitted elevator overruns and roof projections to extend a maximum of 2.0 m above the permitted building height, whereas Zoning Bylaw No. 2056 permits projections up to 3.0 m.

The additional projection height is required to accommodate the proposed elevator overruns. These structures are limited in size, serve a functional accessibility purpose, do not create additional habitable areas, and will not materially impact the appearance or massing of the buildings. Application of this updated zoning provision represents a minor refinement that supports building functionality while maintaining the intent of the zoning bylaw.

## Development Features

### Building Like the Future Depends on It

Sustainability is at the core of who we are and what we do. It is more than just a business goal, it's a way of life and a fundamental understanding of integrity. We recognize that the business model must be identifiably sustainable, satisfying the ecological, economic, and societal challenges we face both today and in the future.

We distinguish ourselves from typical developers by prioritizing sustainable building materials, ensuring occupant comfort, managing operating costs, and constructing 100% electric buildings to eliminate greenhouse gas emissions. Moreover, our communities are powered by on-site solar photovoltaics, with the flexibility to expand as allowed by utility regulations.

Recognizing that our residents are our most valuable asset, we have taken extensive measures to ensure that our communities enhance occupants' health and well-being. This includes providing clean, filtered air, water, ample natural light, and a comfortable living environment. Achieving this is made possible through high-quality mechanical systems that offer enhanced filtration, heat recovery, and a constant supply of fresh air, exceeding base energy code requirements by up to 75%. Our building envelopes are also designed to be robust and airtight, further enhancing occupant comfort, indoor air quality, and reducing energy demand.

Additional Sustainability features that will be included in this development include:

- Water-saving fixtures, reducing water use by 35% or more within all buildings
- Low-VOC paints and adhesives on all interior surfaces
- Energy Star appliances
- Triple pane windows
- Solar panels
- EV Chargers
- High-efficiency Energy Recovery Ventilators in every dwelling unit
- Native and drought-tolerant plantings
- Comprehensive stormwater detention systems
- LED lighting

### Solar

Our buildings are 100% electric and largely powered by on-site solar photovoltaics. Highstreet buildings feature rooftop solar arrays that can generate more than 100 kilowatts of electricity per building.

### Security

We will install security cameras throughout the site, including common hallways, as part of our standard security measures. Our building orientations are carefully planned to minimize blind spots. The residential layout encourages a sense of community and keeps "eyes on the street," reducing the likelihood of harmful incidents going unnoticed. We also ensure that all outdoor amenities are well-lit and easily accessible with multiple entrance and exit points at regular intervals to enhance safety.

## Our Values

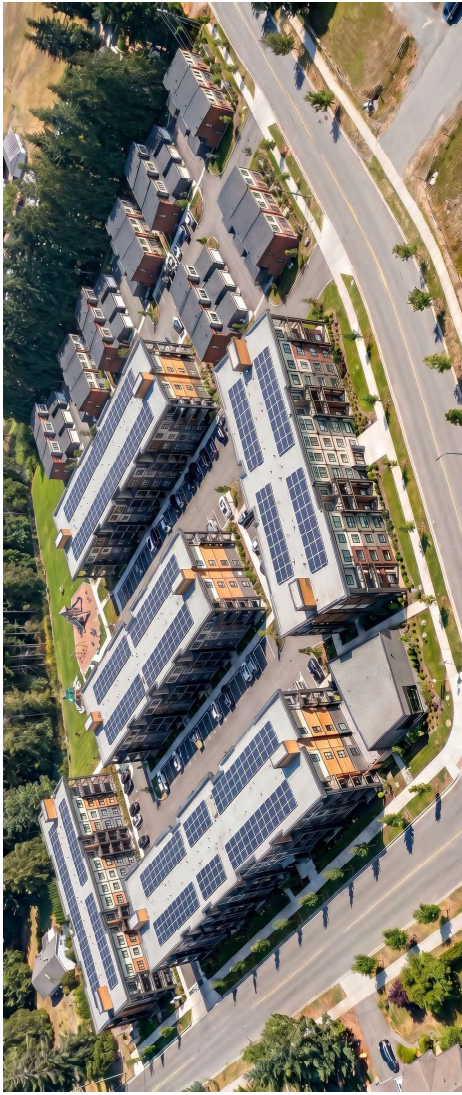
At Highstreet, we are driven by our belief to always do the right thing. Whether we are selling or operating rentals, we promise to always take the high road. If something wasn't built right, we will make it right. This can be seen in our double warranty promise where, instead of the industry standard 2-5-10 year warranty program we have doubled it offering 4-10-20 year warranties for our buildings. We stand behind our product, giving peace of mind to the end user, and we are happy to provide it.

### Taking the High Rd.

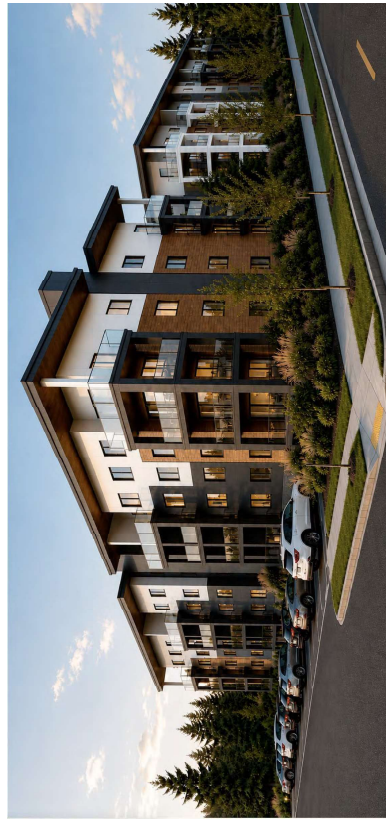
Our Mission is to elevate everyone who works with us and share in the success of responsibly creating smarter, more sustainable real estate and we do that by living our company values. Should you wish to know more about our company, we invite you to visit our website at [gohighstreet.ca](http://gohighstreet.ca) or contact us directly at 778-946-6250.



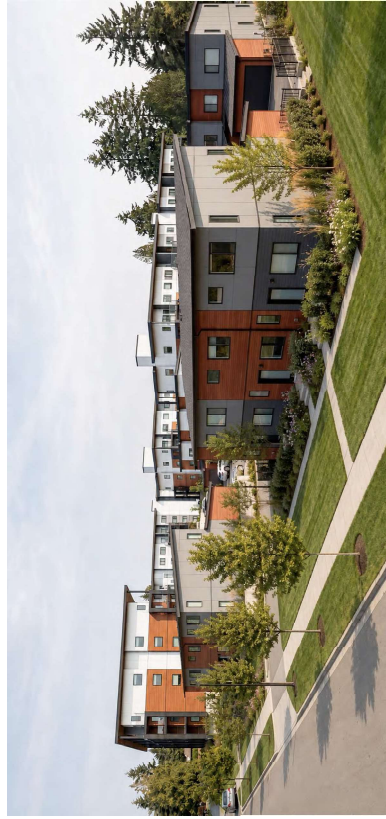
1.002 Conceptual Rendering, Street View South-West Corner



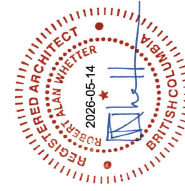
1.007 Conceptual Rendering, Birdseye View



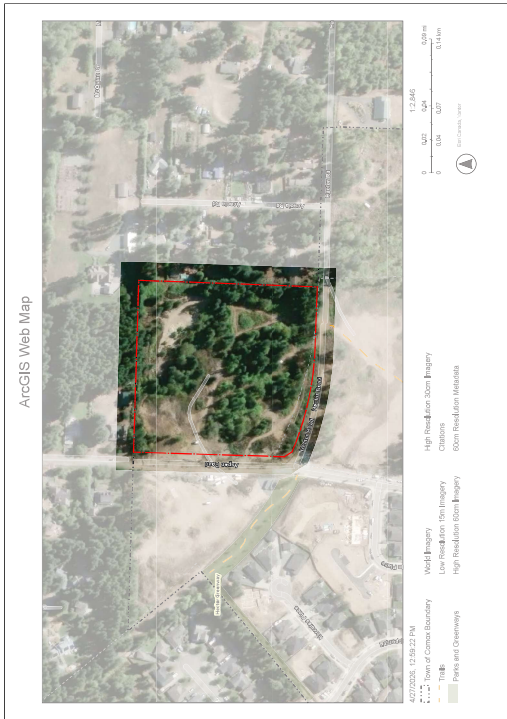
1.003 Conceptual Rendering, Street View North-West Corner



1.004 Conceptual Rendering, Street View South-East Corner



<p><b>dHK</b>          3776-041 Street, #303          Victoria, BC V8N 3K3          T 1-250-688-5337</p>		<p><b>dHKarchitects</b>          MAHAU CORP          102-1190 Douglas Way          Victoria, BC V8N 3K3          T 1-250-688-5810</p>		<p>1.004          14 MAY 2026</p>	<p>1.004          14 MAY 2026</p>	<p>1.004          14 MAY 2026</p>
<p><b>HIGH STREET</b>          HIGH STREET RESIDENCE          300-1025 HIGHWAY 10          VICTORIA, BC V8M 1B1          TEL: 250-688-5810</p>		<p>PROJECT: Nova          ADDRESS: Adams and Heather Road, Corner BC</p>		<p>DATE: 2026</p>		<p>CONCEPTUAL RENDERINGS</p>
<p>PROJECT NO. A602</p>		<p>DRAWING NO. 1.004</p>		<p>DATE: 2026</p>		<p>CONCEPTUAL RENDERINGS</p>



**LAND USE BYLAW SUMMARY**

**BUILDING DESCRIPTION:** 5 FOUR-STORY RESIDENTIAL BUILDINGS, 26 TOWNHOUSES, CHILD CARE AND COMMERCIAL SPACES

**USES:**

**ZONE:** C7: COMMERCIAL RESIDENTIAL  
C26 COMMERCIAL RESIDENTIAL

**BUILDING AREA:**

1st FLOOR	1,869.3 m <sup>2</sup>
2nd FLOOR	1,594.3 m <sup>2</sup>
3rd FLOOR	1,199.7 m <sup>2</sup>
4th FLOOR	1,199.7 m <sup>2</sup>
TOWNHOUSES	2,247.2 m <sup>2</sup>
COMMERCIAL	329.5 m <sup>2</sup>
<b>TOTAL</b>	<b>6,089.7 m<sup>2</sup></b>

**FLOOR AREA:**

	BLD NORTH	BLD WEST	BLD CENTER	BLD EAST	BLD SOUTH	TOWNH.	COMM.
1st FLOOR	1,083.3 m <sup>2</sup>	1,244.5 m <sup>2</sup>	1,199.7 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,643.3 m <sup>2</sup>	329.5 m <sup>2</sup>
2nd FLOOR	1,083.3 m <sup>2</sup>	1,524.5 m <sup>2</sup>	1,199.7 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,643.3 m <sup>2</sup>	329.5 m <sup>2</sup>
3rd FLOOR	1,083.3 m <sup>2</sup>	1,524.5 m <sup>2</sup>	1,199.7 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,643.3 m <sup>2</sup>	329.5 m <sup>2</sup>
4th FLOOR	1,083.3 m <sup>2</sup>	1,524.5 m <sup>2</sup>	1,199.7 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,083.3 m <sup>2</sup>	1,643.3 m <sup>2</sup>	329.5 m <sup>2</sup>
<b>TOTAL</b>	<b>4,277.2 m<sup>2</sup></b>	<b>6,089.0 m<sup>2</sup></b>	<b>4,799.8 m<sup>2</sup></b>	<b>4,277.2 m<sup>2</sup></b>	<b>4,277.2 m<sup>2</sup></b>	<b>3,861.8 m<sup>2</sup></b>	<b>643.9 m<sup>2</sup></b>

**NUMBER OF UNITS:**

	BLD NORTH	BLD WEST	BLD CENTER	BLD EAST	BLD SOUTH	TOWNH.	TOTAL
STUDIO	8	8	8	8	4	18	56
1 BED	16	25	16	16	16	4	89
2 BED ADAPT	28	38	32	32	28	28	159
3 BED	48	72	56	56	48	26	266
<b>TOTAL SITE</b>	<b>304</b>	<b>163</b>	<b>112</b>	<b>112</b>	<b>96</b>	<b>56</b>	<b>1,013</b>

**HEIGHT OF BUILDING:**

**PERMITTED:** 16.0 m up to 4 storeys  
12.0 m up to 3 storeys  
7.4 m up to 2 storeys

**PROPOSED:** 16.0 m up to 4 storeys  
12.0 m up to 3 storeys  
7.4 m up to 2 storeys

**SITE AREA:** 34,954.1 m<sup>2</sup> (3.49 hectare)

**NUMBER OF UNITS:** 105 UNITS PER HECTARE  
87 UNITS PER HECTARE

**DENSITY:** 105 UNITS PER HECTARE  
87 UNITS PER HECTARE

**PROPOSED:** 105 UNITS PER HECTARE  
87 UNITS PER HECTARE

**LOT COVERAGE:** 40% MAX

**PROPOSED:** 25% (95% incl. imp. surf.)

**PARKING:** 40% MAX

**REQUIRED:** 30% (70% incl. imp. surf.)

**REQUIRED:** 30% (70% incl. imp. surf.)

**RESIDENTIAL:** 176 lines 1  
176 lines 2  
176 lines 3  
176 lines 4  
176 lines 5

**CHILD CARE:** 278.5/100 lines 2  
278.5/100 lines 3  
278.5/100 lines 4  
278.5/100 lines 5

**COMMERCIAL:** 254.4/100 lines 2.5  
254.4/100 lines 3  
254.4/100 lines 4  
254.4/100 lines 5

**PROPOSED UNDERGROUND:**

BLD NORTH	32
BLD WEST	50
BLD CENTER	36
BLD EAST	36
BLD SOUTH	36
TOWNHOUSES	36
<b>TOTAL UNDERGROUND</b>	<b>186 (41.4%)</b>

**SURFACE PARKING:** 1 plus 1% of 396 = 5

**TOWNHOUSES:** 1 plus 1% of 396 = 5

**TOTAL SITE:** 1 plus 1% of 396 = 5

**REQUIRED:** 1 plus 1% of 396 = 5

**PROPOSED:** 1 plus 1% of 396 = 5

**REGISTERED OWNER**

High Street Ventures  
1770 West 42nd Avenue  
Kelowna, BC  
V1Y 9S4  
email: esakrme@highstreetca.com

Mr. Eric Dobrins

ARCHITECT  
dHkArchitects  
977 Fort Street  
Kelowna, BC  
V1Y 3K3  
email: raw@dhk.ca

Mr. Rob Wheeler  
Architect ABC  
250-55-3397  
250-55-3397  
email: raw@dhk.ca

LANDSCAPE ARCHITECT  
120-8807 Railway Street SE  
Calgary, AB  
T2H 3J6  
email: gdon@slensma.com

CIVIL ENGINEER  
Hanner Engineering  
1000-10 St. Catherine  
Victoria, BC  
V8T 5L8  
email: jbanby@slensmaengineering.com

Mr. Jesh Banby  
250-61-2404  
email: jbanby@slensmaengineering.com

**LIST OF DRAWINGS**

- A1.01 Preplot Data
- A1.02 Site Plan - Layout Plan
- A1.03 Site Plan - Setbacks
- A1.04 Site Plan - Overlook Buildings
- A2.10 Parkade Plan - North Building
- A2.11 Main Floor Plan - North Building
- A2.15 Roof Plan - North Building
- A2.20 Parkade Plan - West Building
- A2.21 Main Floor Plan - West Building
- A2.22 2nd, 3rd and 4th Floor Plan - West Building
- A2.25 Roof Plan - West Building
- A2.26 Main Floor Plan - East Building
- A2.31 2nd, 3rd and 4th Floor Plan - Center and East Building
- A2.32 Main Floor Plan - Center and East Building
- A2.33 Roof Plan - Center and East Building
- A2.51 Main Floor Plan - South Building
- A2.52 2nd, 3rd and 4th Floor Plan - South Building
- A3.11 South and West Elevations - North Building
- A3.12 North and East Elevations - North Building
- A3.13 West and North Elevations - North Building
- A3.22 West and North Elevations - West Building
- A3.31 East and South Elevations - Center Building
- A3.34 East and South Elevations - East Building
- A3.42 West and North Elevations - East Building
- A3.51 North and East Elevations - South Building
- A4.01 Plans, Elevations and Section Townhouses
- A4.02 Typical Building Sections
- A6.02 Conceptual Renderings

**Landscape**

- L0.00 Landscape Development Plan
- L1.00 Northwest Landscape Plan
- L1.10 Northeast Landscape Plan
- L1.20 South and West Landscape Plan
- L1.30 Southwest Landscape Plan
- L2.00 Irrigation Plan
- L2.01 Planting Schedule
- L2.02 Site Furnishing Details
- L4.02 Fencing Details
- L4.03 Pergola Details
- L4.05 Pergola Details
- L5.00 Planting Details

**Civil**

- C01 Site Plan
- C02 Servicing Plan
- C03 Grading Plan
- C04
- C05 Fire Truck Turning Template

**dhkarchitects**

HUMAN SERVICES  
100-1100 BURNHAMTHORPE RD  
SCARBOROUGH, ONTARIO M1V 5G6  
T 416-291-8888 F 416-291-8889

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**dhk architects**

HUMAN SERVICES  
100-1100 BURNHAMTHORPE RD  
SCARBOROUGH, ONTARIO M1V 5G6  
T 416-291-8888 F 416-291-8889

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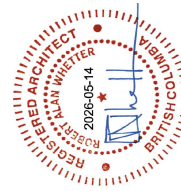
**HIGH STREET**

1770 WEST 42ND AVENUE  
KELOWNA, BC V1Y 9S4  
TEL: 250-55-3397

---

Project Data

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Drawing No: A0.01  
Scale: 1/8" = 1'-0"



JUNE 21 @ 2PM



SEPTEMBER 21 @ 2PM



DECEMBER 21 @ 2PM



JUNE 21 @ 12PM



SEPTEMBER 21 @ 12PM



DECEMBER 21 @ 12PM



JUNE 21 @ 10AM



SEPTEMBER 21 @ 10AM



DECEMBER 21 @ 10AM

1 Summer Solstice

2 Autumnal Equinox

3 Winter Solstice

Drawing Title: Shadow Studies  
 PROJECT: Nova  
 ADDRESS: Alton and Foster Road, Courville BC  
 Drawing No.: A601

Scale:  
 Date:  
 Drawn by:  
 Checked by:

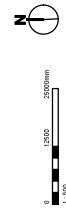
**HIGH STREET**  
 100-1100 Douglas Way  
 2nd Floor  
 Kelowna BC V1Y 8K1  
 778-868-5200

No.	Revised by	Description	Date
1			14 MAY 2024



**dHKarchitects**  
 MANITOBA OFFICE  
 102-1160 Douglas Way  
 2nd Floor  
 Kelowna BC V1Y 8K1  
 T 1-250-882-5210

**VP ARCHITECTURE**  
 977-441 Street  
 Kelowna BC V1Y 8K1  
 T 1-250-882-5387



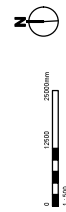
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Drawing No. <b>A1.04</b>	Scale: <b>1:500</b>
Client: <b>CONESTOGA</b>	Rev: <b>024</b>

**HIGH STREET**  
 HIGH STREET ASSOCIATES INC.  
 200 W. 10TH ST. SUITE 100  
 WILKINSON, ONTARIO  
 L2Y 1K2  
 TEL: 905-881-2881  
 FAX: 905-881-2882

No.	Description	Date
1	Issue for RFP	14 MAY 2025
2	Issue for RFP	28 JUN 2025


**dhk architects**  
 dhk architects  
 100-4150 BURNHAMTHORPE RD  
 UNIT 100 MISSISSAUGA ONT L4X 1L3  
 TEL: 905-565-5310  
 FAX: 905-565-5310

**dhk architects**  
 dhk architects  
 100-4150 BURNHAMTHORPE RD  
 UNIT 100 MISSISSAUGA ONT L4X 1L3  
 TEL: 905-565-5310  
 FAX: 905-565-5310



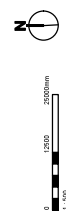
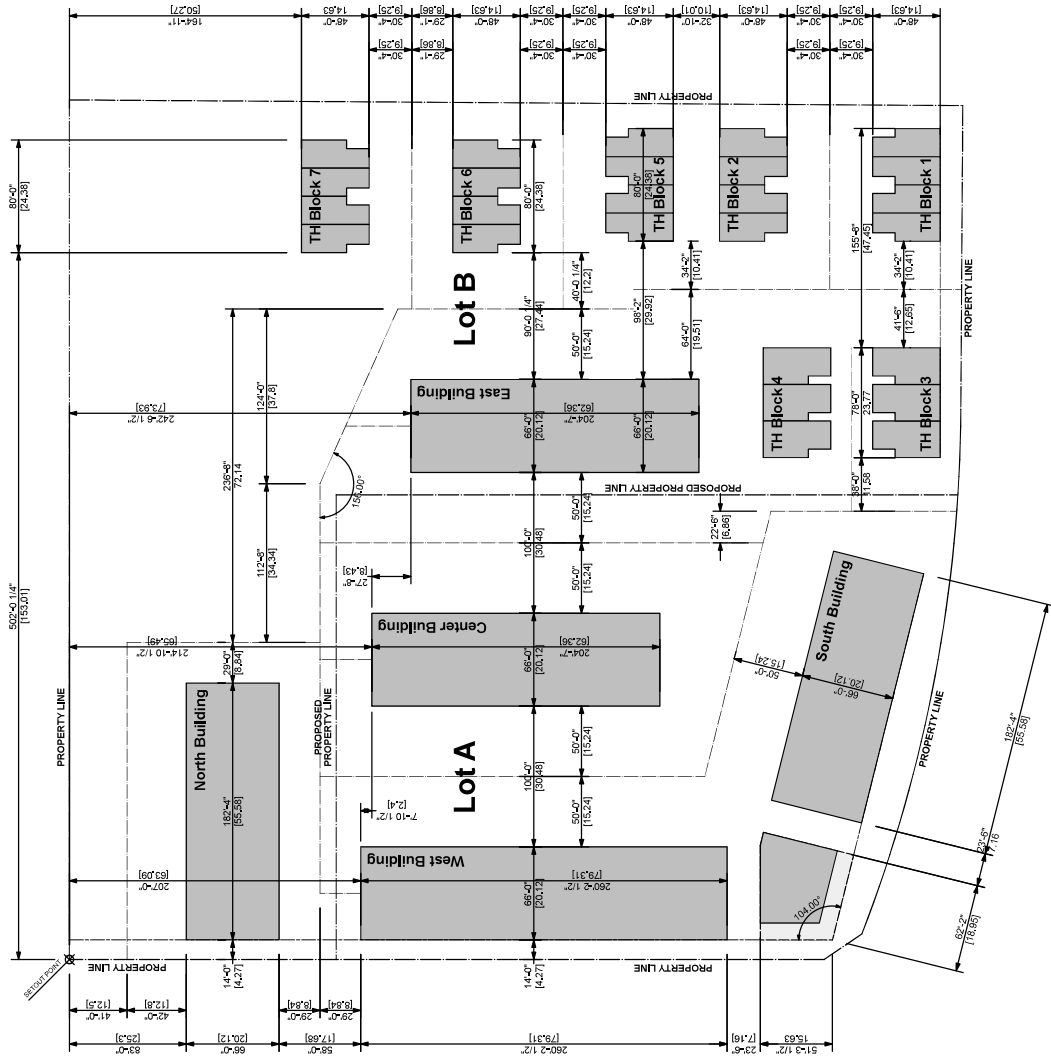
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Checked By	CPH	Drawn By	CPH

**HIGH STREET**  
 HIGH STREET DESIGN GROUP  
 200 N. HIGH STREET, SUITE 100  
 HOUSTON, TEXAS 77002  
 T 713-255-5555

No.	Description	DATE
1	Issue for RFP	10/14/2025
2	Issue for RFP	20.11.2025


**dhk architects**  
 HUMANITY OFFICE  
 10045150 QUAIL VILLAGE  
 SUITE 100  
 HOUSTON, TEXAS 77056  
 T 713-255-5555

**dhk architects**  
 HUMANITY OFFICE  
 10045150 QUAIL VILLAGE  
 SUITE 100  
 HOUSTON, TEXAS 77056  
 T 713-255-5555



Drawing Title: **Site Plan - Layout Plan**  
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 ADDRESS: Aspen and Hector Road, Cones BC  
 Drawing No.: **A1.01**  
 Date: **1/24/2024**

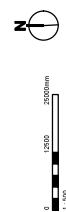
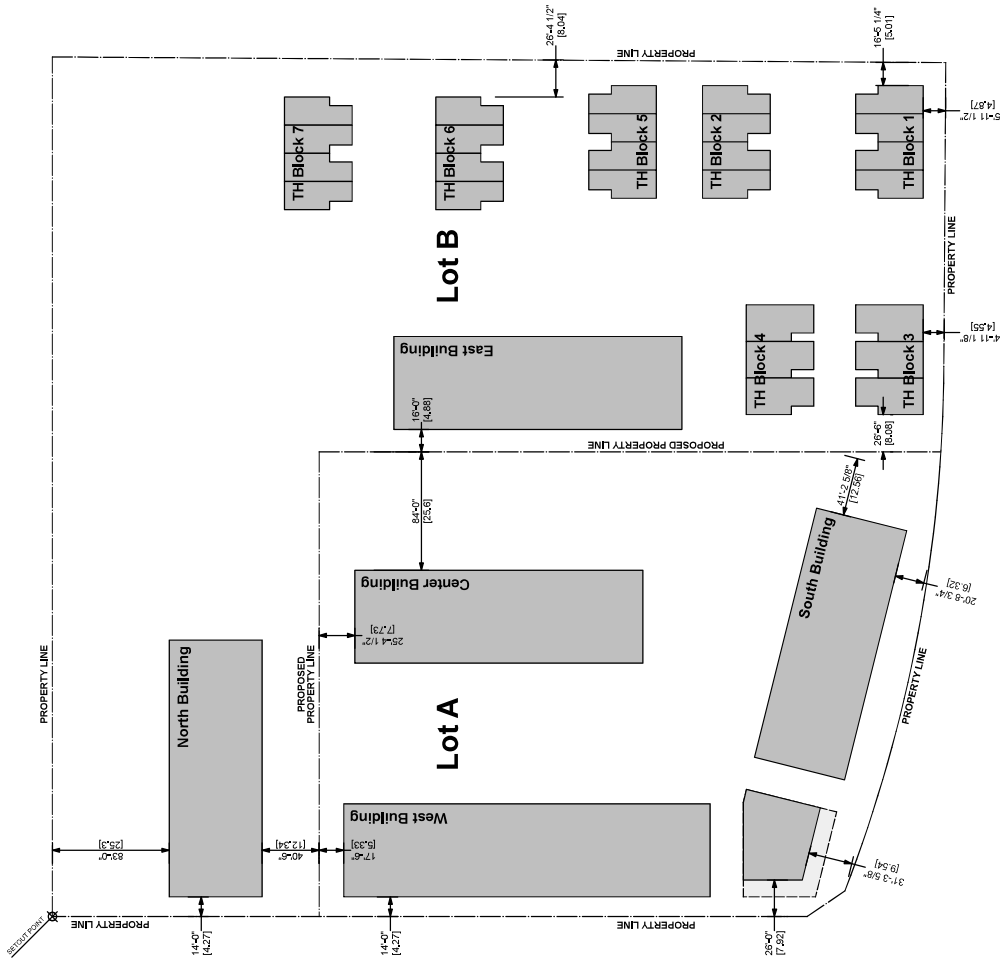
No.	Description	Date
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2	Issue for ICP	28 JUN 2024

**HIGH STREET**  
 HIGH STREET DESIGN CONSULTANTS  
 200 - 1030 JANSSEN AVENUE  
 VICTORIA, BC V8M 1S1  
 TEL: 779-484-0228

No.	Description	Date
1	Issue for ICP	14 MAR 2024
2	Issue for ICP	28 JUN 2024

**dhk architects**  
 HEADQUARTERS:  
 100-1150 BURNHAM YEAZ  
 877 FINE ARTS BLVD, 343  
 VICTORIA, BC V8M 1S1  
 TEL: 250-555-5310

**dhk architects**  
 HEADQUARTERS:  
 100-1150 BURNHAM YEAZ  
 877 FINE ARTS BLVD, 343  
 VICTORIA, BC V8M 1S1  
 TEL: 250-555-5310



Drawing Title		Site Plan - Setbacks
PROJECT Name		ADDRESS: Aspen and Hector Road, Corvus BC
Drawing No.		A1.02
Scale		AS SHOWN
City		Corvus BC
County		Chelan
Sheet		1 of 1

HIGH STREET	
16101 HIGH STREET, SUITE 100, BELLINGHAM, WA 98226	
TEL: (360) 738-4228	
FAX: (360) 738-4229	
No.	Description
1	Issue for CP
2	Issue for CP

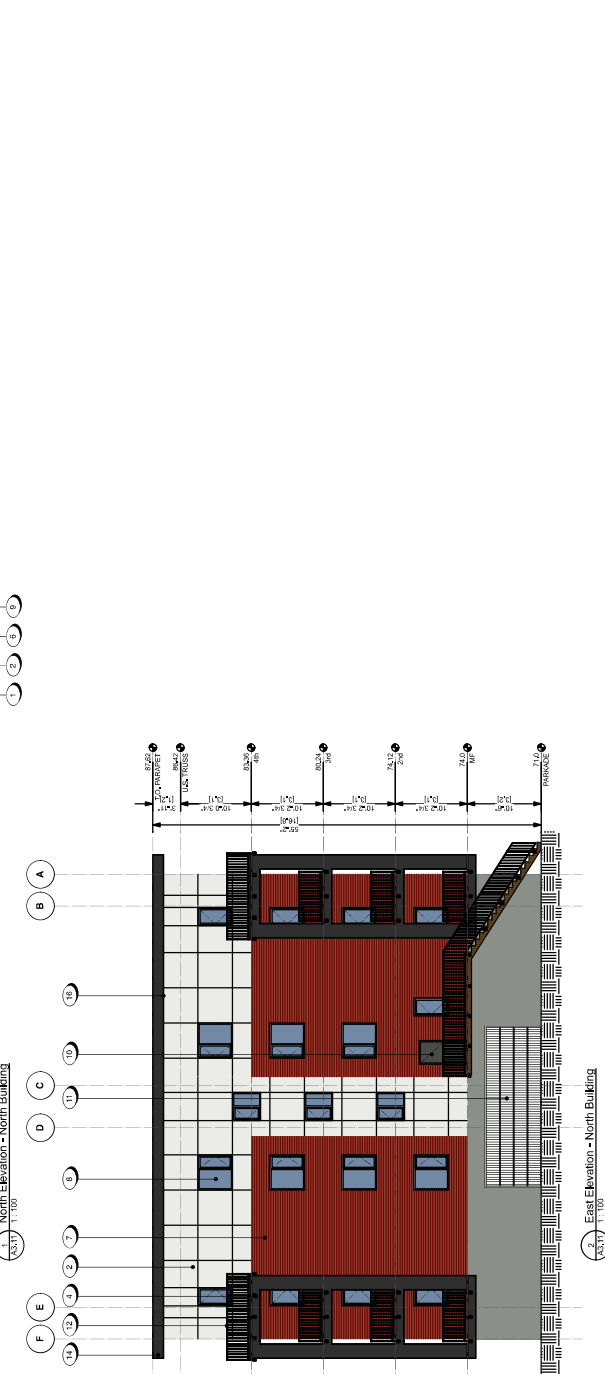
**dhk architects**

dhk architects  
 10041 160 QUAIL VISTA  
 877 5th Street, Suite 100  
 Bellingham, WA 98226  
 T 360-738-4228  
 F 360-738-4229

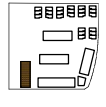








- MATERIALS & FINISH KEY**
- 1 PAVED CONCRETE
  - 2 LIGHT GREY
  - 3 FIBER CEMENT PANEL, ARCTIC WHITE
  - 4 FIBER CEMENT PANEL, NIGHT GRAY
  - 5 FIBER CEMENT PANEL, SW 7600 IRON ORE
  - 6 FIBER CEMENT PANEL, SW 7604 SMOKEY BLUE
  - 7 FIBER CEMENT PANEL, MOUNTAIN CEDAR
  - 8 TRIPLE GLAZED VERTICALLY BROKEN UNIT WINDOW
  - 9 TRIPLE GLAZED VERTICALLY BROKEN WINDOW
  - 10 TRIPLE GLAZED VERTICALLY BROKEN WINDOW
  - 11 TRIPLE GLAZED VERTICALLY BROKEN WINDOW
  - 12 TRIPLE GLAZED VERTICALLY BROKEN WINDOW
  - 13 TRIPLE GLAZED VERTICALLY BROKEN WINDOW
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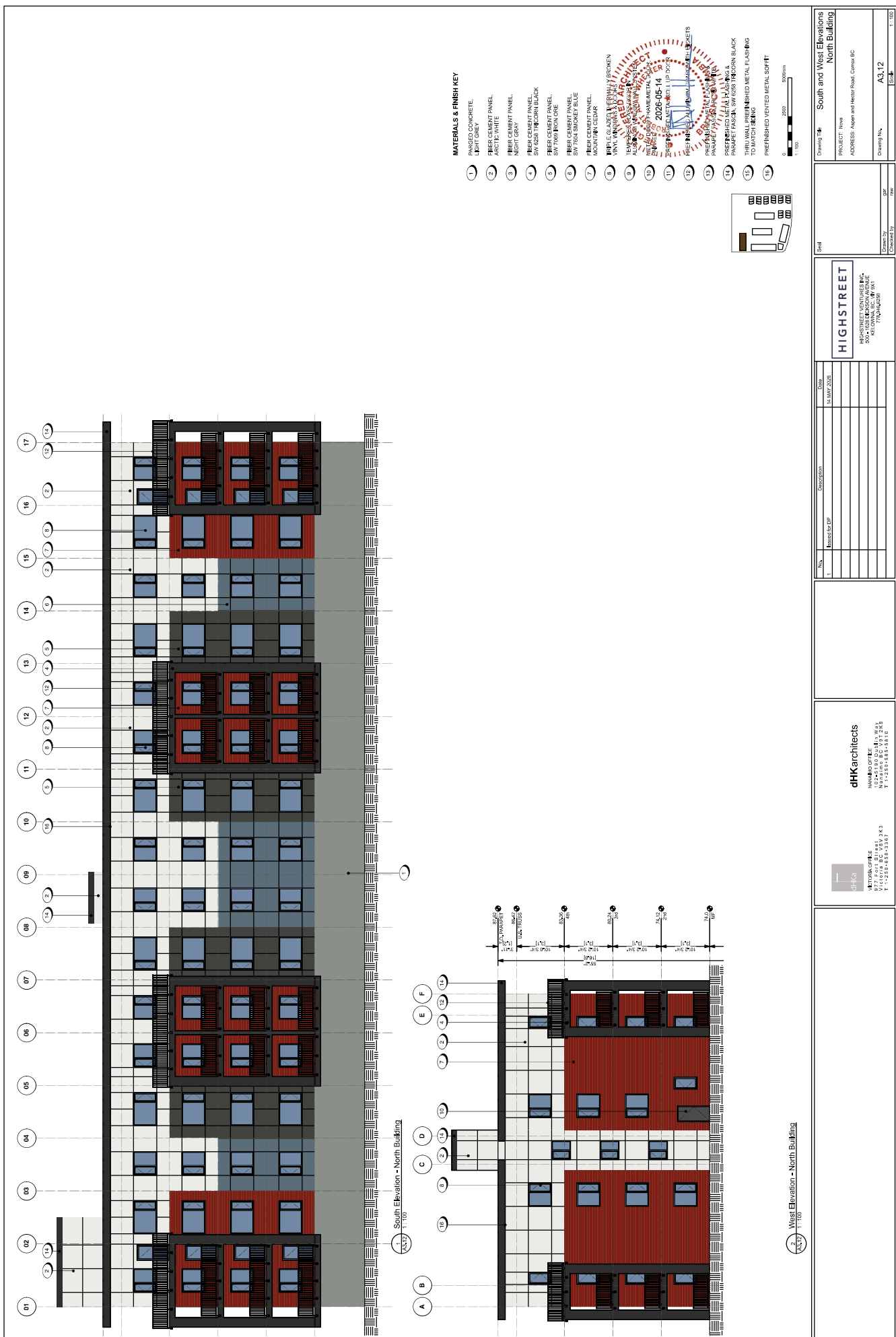
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PROJECT: Nova	ADDRESS: Aspen and Hector Road, Conroe, TX
Drawing No.: A3.11	Scale: 1/100
Created By: [Name]	Checked By: [Name]

**HIGH STREET**  
 HIGH STREET ARCHITECTS INC.  
 200 N. YOUNG BLVD., SUITE 100  
 HOUSTON, TEXAS 77002

No.	Revised by	Description	Date

**dHK architects**  
 10045 150th Street, Suite 100  
 Houston, TX 77057  
 T: 281-259-8585  
 F: 281-259-8586

**dHK architects**  
 10045 150th Street, Suite 100  
 Houston, TX 77057  
 T: 281-259-8585  
 F: 281-259-8586

Drawing Title: South and West Elevations North Building	
PROJECT: Nova	ADDRESS: Aspen and Hector Road, Corvus BC
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Client Address: 115 HASTINGS AVENUE, SUITE 200, VANCOUVER, BC V6A 1A1	Client Address: 115 HASTINGS AVENUE, SUITE 200, VANCOUVER, BC V6A 1A1
Client Phone: 604-681-1111	Client Phone: 604-681-1111
Client Email: info@highstreetarchitects.com	Client Email: info@highstreetarchitects.com
Architect: dHK architects	Architect: dHK architects
Architect Address: 777 PINE STREET, SUITE 1000, VANCOUVER, BC V6A 1A1	Architect Address: 777 PINE STREET, SUITE 1000, VANCOUVER, BC V6A 1A1
Architect Phone: 604-681-1111	Architect Phone: 604-681-1111
Architect Email: info@dhkarchitects.com	Architect Email: info@dhkarchitects.com



Drawing Title: East and South Elevations West Building	
PROJECT: Nova	Client: Nova
ADDRESS: Aspen and Hector Road, Canby, OR	Scale: 1/8" = 1'-0"
Drawing No: A3.21	Scale: 1/8" = 1'-0"
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No.	Revised For	Description	Date

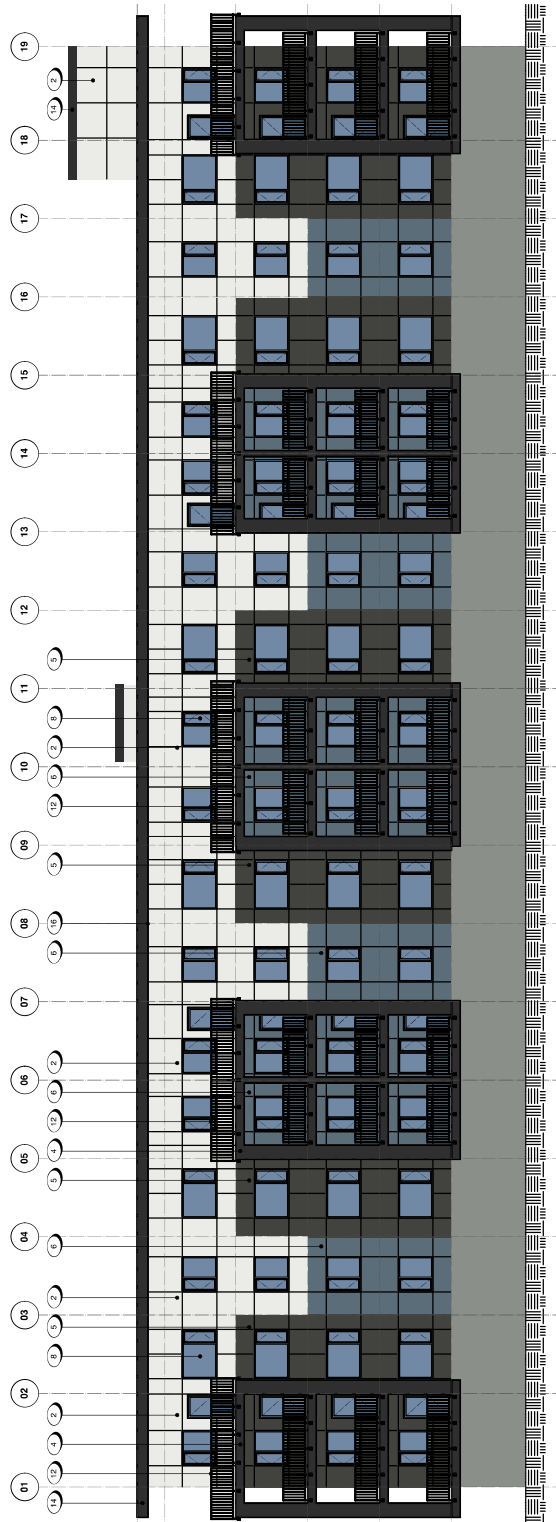
**HIGH STREET**  
 HIGH STREET ARCHITECTS INC.  
 300 N. YONKINS AVENUE  
 RELAY BUILDING 3RD FLOOR  
 PORTLAND, OR 97208

**dHK architects**  
 977 204 2118 ext. 343  
 10241 150 24th St N  
 Everett, WA 98203  
 F: 425-855-5810  
 F: 425-855-5810

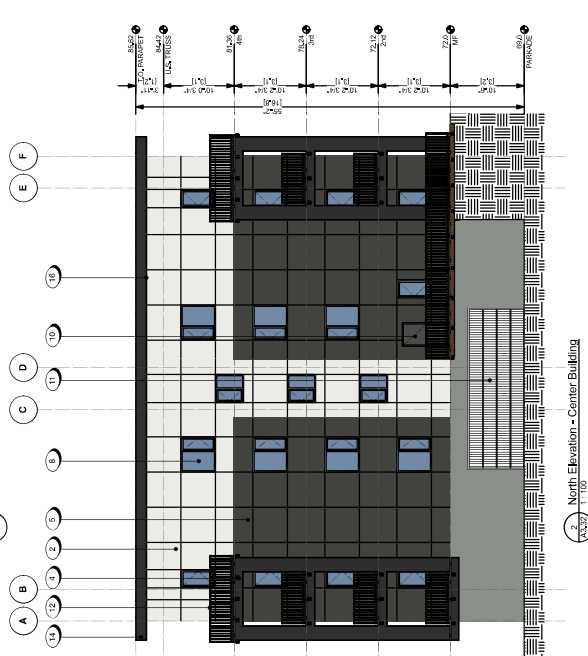
**2 South Elevation - West building**  
 1/8" = 1'-0"







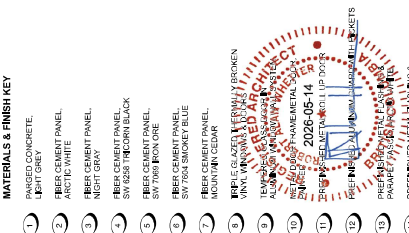
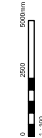
1 West Elevation - Center Building  
SCALE: 1/100



2 North Elevation - Center Building  
SCALE: 1/100

**MATERIALS & FINISH KEY**

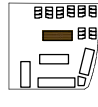
- 1 PAVED CONCRETE, LIGHT GREY
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- 14 PREFINISHED METAL FLASHING & PARAPET FASCIA, SW 6200 THEORN BLACK TO MATCH SKING
- 15 PREFINISHED METAL FLASHING & PARAPET FASCIA, SW 6200 THEORN BLACK TO MATCH SKING
- 16 PREFINISHED VERTICED METAL SOFFIT



<p>Drawing Title: <b>West and North Elevations Center Building</b></p> <p>PROJECT: Nova</p> <p>ADDRESS: Aspen and Hector Road, Conna BC</p> <p>Drawing No: <b>A3.32</b></p> <p>Scale: _____</p> <p>Client: _____</p> <p>Drawn by: _____</p> <p>Checked by: _____</p>	<p>Issue</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Revised for</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No.	Revised for	Description	Date																																	<p><b>HIGH STREET</b></p> <p>HIGH STREET ARCHITECTS INC.</p> <p>1000 10TH AVENUE S.W.</p> <p>VANCOUVER, BC V6Z 1A1</p> <p>TEL: 604-271-1111</p> <p>WWW.HIGHSTREETARCHITECTS.COM</p>	<p><b>dhk architects</b></p> <p>100-1180 QUALIFIN WAY #205</p> <p>VANCOUVER, BC V6N 1A1</p> <p>T: 604-271-1111</p> <p>F: 604-271-1112</p>
No.	Revised for	Description	Date																																				



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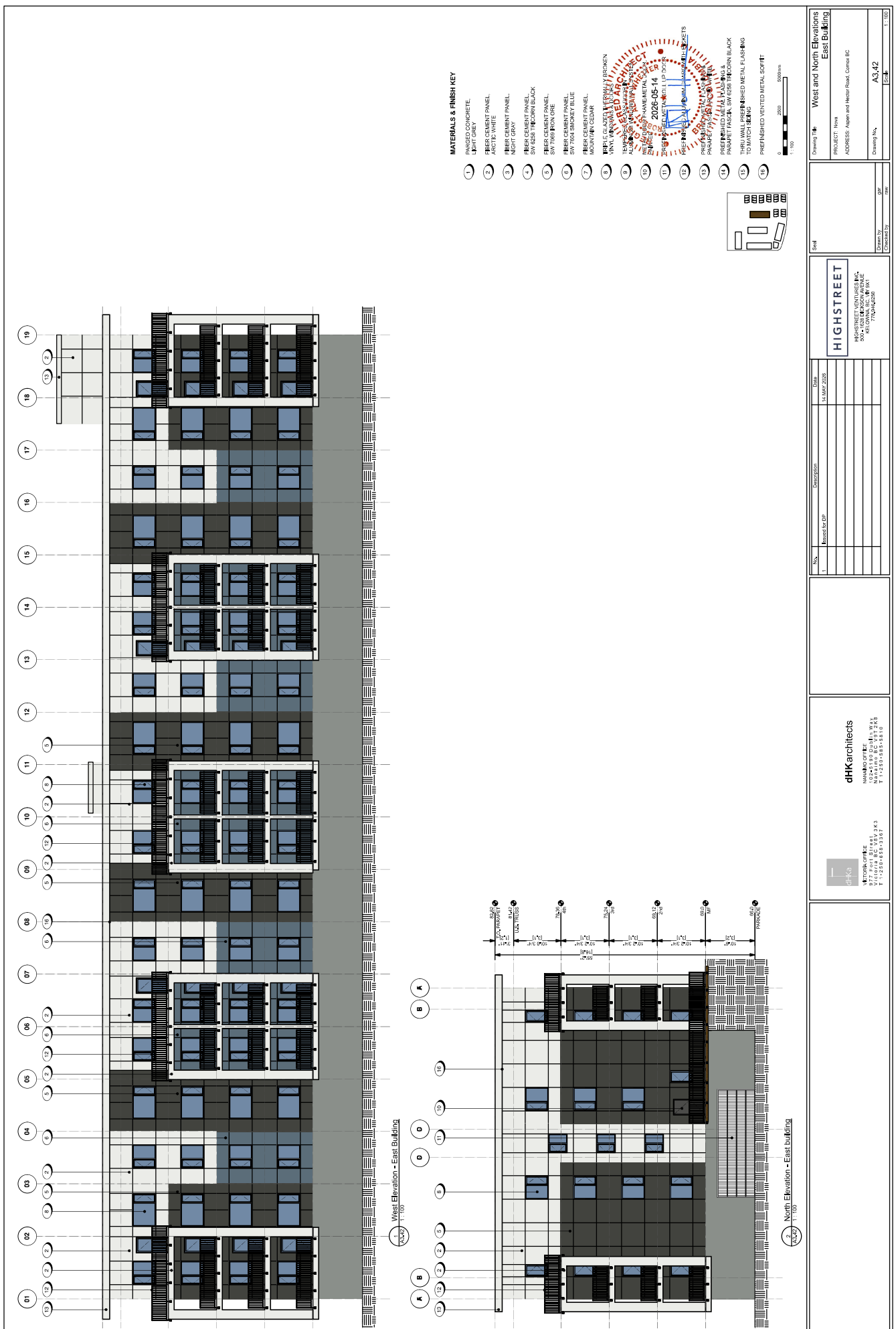
Drawing Title: East and South Elevations East Building	
PROJECT: Nova	Address: Aspen and Hector Road, Conroe, TX
Drawing No.: A3.41	Scale: 1/8" = 1'-0"

No.	Revised by	Description	Date

**HIGH STREET**  
 HIGH STREET ARCHITECTS INC.  
 200 N. YOUNG BLVD. SUITE 300  
 HOUSTON, TEXAS 77002

**dHK architects**  
 10045180 QUAIL HILLS RD  
 HOUSTON, TEXAS 77056  
 T 281-259-8585 F 281-259-8585

Drawing Title: East and South Elevations East Building	
PROJECT: Nova	Address: Aspen and Hector Road, Conroe, TX
Drawing No.: A3.41	Scale: 1/8" = 1'-0"



- MATERIALS & FINISH KEY**
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  - 8 TRIPLE GLAZED VERTICALLY BROKEN UNIT WALLS
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  - 18 TRIPLE GLAZED VERTICALLY BROKEN UNIT WALLS



Drawing Title: West and North Elevations East Building	
PROJECT: Nova	Scale: 1:100
ADDRESS: Aspen and Hector Road, Conroe, TX	Drawing No.: A3.42
Scale: 1:100	Scale: 1:100

<b>HIGH STREET ARCHITECTS</b>	
115 HIGH STREET, SUITE 200, CONROE, TX 77385	
TEL: 281-259-5855 FAX: 281-259-5856	
WWW.HIGHSTREETARCHITECTS.COM	
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<b>dHK architects</b>	
10045180 QUAIL HILL ROAD, SUITE 200, CONROE, TX 77385	
TEL: 281-259-5855 FAX: 281-259-5856	
WWW.DHKARCHITECTS.COM	

<b>dHK architects</b>	
10045180 QUAIL HILL ROAD, SUITE 200, CONROE, TX 77385	
TEL: 281-259-5855 FAX: 281-259-5856	
WWW.DHKARCHITECTS.COM	

<b>West Elevation - East Building</b>	
Scale: 1:100	
North Elevation - East Building	
Scale: 1:100	



Drawing Title		North and East Elevations South Building	
PROJECT: Nova		ADDRESS: Aspen and Hector Road, Conroe, BC	
Drawn By	Checked By	Drawing No.	A3.51
Scale	Scale	Sheet	1 of 100

HIGH STREET	
HIGH STREET ARCHITECTS INC. 300 N. YOUNG BLVD. SUITE 300 HOUSTON, TEXAS 77002	
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**dHK architects**  
 10045180 QUAIL WALK  
 HOUSTON, TEXAS 77036  
 T 281-259-8585  
 F 281-259-8585-8110

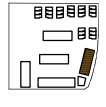
**dHK**  
 9777 FOSTER ROAD, SUITE 300  
 HOUSTON, TEXAS 77036  
 T 281-259-8585  
 F 281-259-8585-8110

Drawing Title		North and East Elevations South Building	
PROJECT: Nova		ADDRESS: Aspen and Hector Road, Conroe, BC	
Drawn By	Checked By	Drawing No.	A3.51
Scale	Scale	Sheet	1 of 100



**MATERIALS & FINISH KEY**

- 1 PAVED CONCRETE, LIGHT GREY
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Drawing Title: East and West Elevations South Building	
PROJECT: Nova	Address: Aspen and Hector Road, Conroe, TX
Drawing No.: A3.52	Scale: 1/100
Created By: [Name]	Checked By: [Name]

**HIGH STREET**  
 HIGH STREET ARCHITECTS INC.  
 200 N. 4300 W. KANSAS WICHITA, KS  
 67244-2028  
 TEL: 316.261.1111 FAX: 316.261.1112

No.	Revised For	Description	Date


**dhk architects**  
 10041500 QUAIL WALK  
 SUITE 100  
 WICHITA, KS 67244  
 T 316.261.1111 F 316.261.1112




**Attachment E**

**Draft Development and Development Variance Permits**

## OWNER

Name: Highstreet Hector Road Developments Ltd. Inc. No. BC1367778  
Address: 602 - 1708 Dolphin Avenue, Kelowna, BC V1Y 9S4

## APPLICABILITY

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

Civic Address: **941 Aspen Road (Aspen-East), Comox BC**

Legal Description:

The Eastern portion of: Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279; PID: 023-020-113

## CONDITIONS OF PERMIT

2. This permit is issued in accordance with Section 489 of the *Local Government Act* and as per Development Permit Area #4 Commercial and Mixed-Use of Official Community Plan Bylaw No. 2054, to allow for the construction of a mixed-use commercial and multi-family development, as shown in the drawings in Schedule 1, attached to and forming part of this permit.

## GENERAL CONDITIONS

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

## COVENANTS

6. The development is subject to compliance with:  
CB1904344 Phased Development Agreement;

CB185711 off-site and on-site works;  
CB1857112 CB1857113 tree protection covenant;  
CB1857116 CB1857117 oil grit separator; and other covenants registered on Title.

## SECURITY REQUIREMENTS

7. In accordance with Section 502 of the *Local Government Act*, a cash deposit or irrevocable letter of credit in the amount of \$ \_\_\_\_\_, which is equal to 125% of the \$ \_\_\_\_\_ estimated cost of on-site landscaping, shall be deposited with the Town prior to the issuance of a building permit to commence work authorized by this development permit. The Town may apply all or part of the above-noted security in accordance with Section 502 of the *Local Government Act*, to undertake works or other activities required to:
- a) Satisfy the landscaping requirements of this permit; or
  - b) correct an unsafe condition that has resulted from a contravention of this permit; or
  - c) repair damage to the natural environment that has resulted from a contravention of this permit.
8. The holder of this permit shall be eligible for a refund of the landscape security as described below:
- a) If the permit has lapsed without development commencing – refund of the entire amount of security upon written request; or
  - b) If the Director of Development Services is satisfied that the conditions of this permit have been met – refund of 90% after installation and inspection of landscaping works, and refund of the remaining 10% after two (2) years and inspection.

## EXPIRY OF PERMIT

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

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

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

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

**THIS IS NOT A BUILDING PERMIT**

## OWNER

Name: Highstreet Hector Road Developments Ltd. Inc. No. BC1367778  
Address: 602 - 1708 Dolphin Avenue, Kelowna, BC V1Y 9S4

## APPLICABILITY

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

Civic Address: **941 Aspen Road (Aspen-East), Comox BC**

Legal Description:

**The Eastern portion of: Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279; PID: 023-020-113**

## CONDITIONS OF PERMIT

2. This permit is issued in accordance with Section 498 of the *Local Government Act*, to vary the Town of Comox Zoning Bylaw No. 2056 section 16, Comprehensive Development Zone 26 is hereby varied as follows:
  - Commercial space location: from 60.0 metres wide and 7.5 metres deep located on Aspen Road frontage, to 33.0 metres wide located at the corner of Hector and Aspen Roads (the total resulting area meets the regulation);
  - Number of storeys of apartment buildings: from 4 to 5 storeys, where underground parkades are partially exposed on the internal side of the development due to existing topography (the buildings meet the maximum height regulation and are under 16.0 metres as measured from average grade).
  - Interior side setback for one of the buildings wider than 25 metres at the new internal property line from 9.0 m to 4.8 metres (the proposed distance between the adjacent buildings meets the required 18.0 m separation).
  - Additional setback spaces along public roads: from minimum one and then one for every 100 metres 9x9 m setback located on each future lot (total of 3 on Lot A, and 2 on Lot B), to



the total of six 9x9 metre spaces on both Aspen and Hector Roads regardless of future lot lines layout after subdivision.

**GENERAL CONDITIONS**

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

**COVENANT REQUIREMENTS**

- 6. Not applicable.

**SECURITY REQUIREMENTS**

- 7. Not applicable.

**EXPIRY OF PERMIT**

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

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



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

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

**THIS IS NOT A BUILDING PERMIT**

**REGULAR COUNCIL MEETING**

<b>TO:</b> Mayor and Council	<b>FILE:</b> 1705-20
<b>FROM:</b> Edward Henley, Director of Finance	<b>DATE:</b> July 2, 2026
<b>SUBJECT:</b> 2027-2031 Budget Schedule	

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

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

That the July 8, 2026 report from the Director of Finance, titled "2027-2031 Budget Schedule" be received for information.

**PURPOSE**

To provide a budget schedule that meets Council's Budget Timeline Policy CCL-066.01 while taking into account the Fall elections. The water, sewer and solid waste rates bylaws need to be adopted before the end of the calendar year so that they do not have to be pro-rated for 2027.

**STRATEGIC PLAN LINKAGE**

<b>Strategic Priority Areas of Focus</b>	
Lenses	<b>Fiscally Responsible</b> – We will balance the short- and long-term financial impacts of our decisions.
Values	<b>Disciplined Decision Making</b> - We are responsible and transparent in our decision making.
Organizational Excellence – Areas of Focus	<b>Asset Management</b> - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal. <b>Internal processes</b> – Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance – Areas of Focus	<b>Decision Making</b> - We make evidence-based decisions focused on the best interests of the Town over the long term.

<b>Strategic Priority Areas of Focus</b>	
Core Services	Financial management and accountability

**ANALYSIS/ISSUES/IMPLICATIONS**

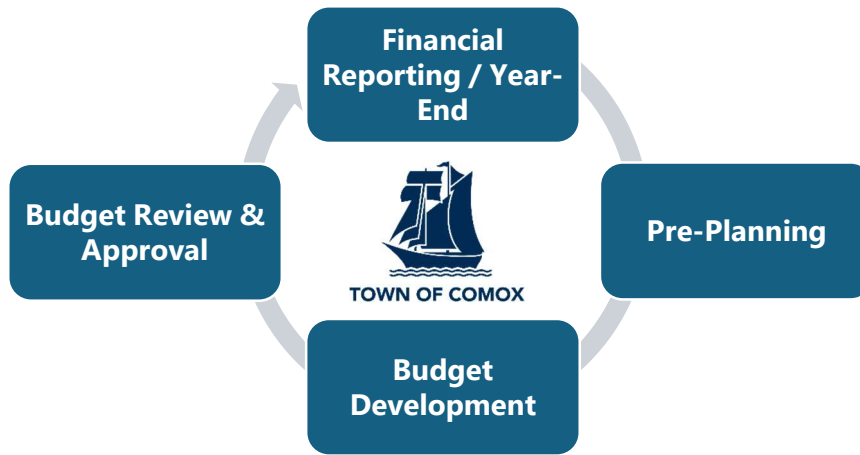
In a regular year, the budget approval in principle in the prior year allows staff to begin implementation of the goals and objectives of the budget at the beginning of the budget year. The proposed timeline allows Council to conclude deliberations before the end of the year break and for staff to begin preparations for implementation in December. Tenders for construction could potentially be posted beginning in January so that the Town can potentially receive bids from more contractors before they commit themselves to projects for others. This could lead to better pricing and options for the Town.

Due to the Fall election, parts of the budget presentation and deliberation will be deferred to January to assist in Council planning and strategizing for their new term.

The appendices include the proposed schedules.

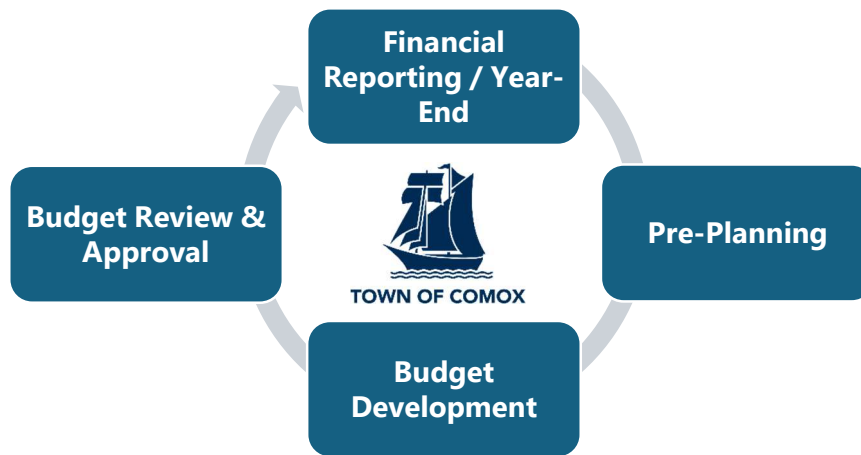
**a. Public Relations**

The budget information is posted to the [Town's budget webpage](#).



## 2027 - 2031 Budget Timeline - Council

Date	Action	Owner
July 8	Budget Schedule to Council	Finance and Corporate Services
Sep 11 – Oct 1	Pre-budget presentation to Council/Candidates	Finance and CAO
November 18	Presentation of Water, Sewer and Solid Waste budgets to Council	Strat Plan Meeting
November 25	1 <sup>st</sup> three readings of Water, Sewer and Solid Waste rates bylaws	Council Meeting
December 16	Adoption of Water, Sewer and Solid Waste rates bylaws	Council Meeting
TBD	Strategic Planning Update	Council Meeting
January TBD	Circulation of Operating and Capital budgets, annual business plan to Council	Finance, Corporate
January TBD	Presentation of Operating and Capital budgets to Council.	Council Meeting
January TBD	Review and recommendation for approval in principle of Budget and Annual Business Plan	Council Meeting
Jan/Feb TBD	Extra budget deliberation date, if required	Council Meeting
March	Updated Asset Management Plan to Council with updated Infrastructure Renewal Fund levy	Council Meeting
April	Presentation of tax rates report	Council Meeting
April	Readings of Financial Plan bylaw and Tax Rates bylaw	Council Meeting
May	Adoption of Financial Plan bylaw and Tax Rates bylaw	Council Meeting


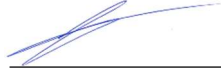


## 2027 – 2031 Budget Timeline - Staff

Date	Action	Owner
May 26	2026 Budget frozen and 2027 Budget activated	Finance
June 18	Budget Kick off - discussion of principles and guidelines for budgets (COLA %, employee benefit changes, inflation assumptions, software training for new staff)	Senior Staff Team
July 8	Budget Schedule to Council	Finance/Corporate
July 10 - 31	Budget program refresher and new user training (with Odie)	All
August 6	Requests for new personnel or increased hours submitted to CAO	Directors
August 13	Senior Staff Team discussion of major budget pressures and initiatives	SST and Finance
August 20	Submission of all budgets to Finance	Directors
Aug 24 – Sep 2	Finance to meet with departments and review budget submissions	All
Sep 11 – Oct 1	Pre-budget presentation to Council/Candidates	Finance and CAO
September 3	Discuss proposed budgets and increase in the levy. Identify revisions.	SST
September 17	Senior Staff meeting to review Budget Presentation	SST
November 18	Presentation of Water, Sewer and Solid Waste budgets to Council	Strat Plan Meeting
November 25	1 <sup>st</sup> three readings of Water, Sewer and Solid Waste rates bylaws	Council Meeting
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May	Adoption of Financial Plan bylaw and Tax Rates bylaw	Council Meeting

**REGULAR COUNCIL MEETING**

<b>TO:</b> Mayor and Council	<b>FILE:</b> 0340-50
<b>FROM:</b> Edward Henley, Director of Finance	<b>DATE:</b> July 2, 2026
<b>SUBJECT:</b> Deposits Policy	

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

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

THAT Council approve Council Policy CCL-090 Deposits Policy.

**PURPOSE**

To set out a standardized approach for accepting deposits for various purposes, including planning and development and permitting, and to expand from the existing cash deposits and letters of credit to include surety bonds.

**STRATEGIC PLAN LINKAGE**

<b>Strategic Priority Areas of Focus</b>	
Organizational Excellence	<p><b>Internal processes</b> - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.</p> <p><b>Customer Service</b> - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.</p>
Financial management and accountability lenses	<p><b>Fiscally Responsible</b> – We will balance the short- and long-term financial impacts of our decisions.</p>

## **BACKGROUND**

The Town of Comox has requested deposits for a variety of purposes as a normal course of business, often to ensure completion of work or to act as a source of funds in case of damage. Cash and letters of credit (LCs) have been accepted for decades and have shown their reliability for payment.

Cash and LCs have sometimes been considered onerous by depositors as they diminish their ability to fund their works as their cashflow is constrained by either the Town holding their cash or the financial institution issuing the LC requiring full cash security.

Surety bonds are offered by companies that are willing to take a higher level of risk than issuers of LCs by not requiring full cash security. They have evolved over time to bring in terms and conditions that have become more amenable to governments. The Provincial government recently passed legislation permitting surety bonds to be used as security for future instalment payments of development cost charges (DCCs), amenity cost charges (ACCs) and school site acquisition charges.

The ability to use surety bonds gives developers increased cashflow which can assist in their ability to initiate or complete their developments because they don't require as much cash to be reserved as an LC.

Another feature of the deposits policy is that it sets our standards for wording for LCs. While the Town has accepted LCs for years, it has left it up to the depositor to set out the wording for the LC. It has been noticed that sometimes the wording is deficient and may have the wrong legal address for the Town, incorrect spellings of the applicant's legal name, mismatched amount and wording for the dollar amount, and less than optimum wording for the ability to cash the LC. This can, in certain circumstances, diminish the Town's financial position with regards to the LC offered as security.

The policy also sets out standards for the acceptance of paper payments such as cheques and money orders and bank drafts and permits the Town to engage in due diligence, should it choose, to ensure the validity or financial reliability of paper payments in case of fraud or non-payment.

## **ANALYSIS/ISSUES/IMPLICATIONS**

### **a. Applicable Policies and Legislation**

[Effective January 1, 2026](#), the *Development Cost Charge and Amenity Cost Charge (Instalments) BC regulation 166/84* was updated. The updated regulation permits qualified developers who are charged \$50,000 or more, separately, in DCCs or ACCs to pay only 25% of their DCCs and ACCs at permit approval and defer the remaining 75% interest-free to occupancy or within 4 years, whichever comes first. Developers who elect to defer payment can provide an eligible irrevocable LC, eligible on-demand surety bond, or a security duly assigned.

Staff recommend accepting eligible surety bonds for offsite works and services and servicing agreements using the provincial standards for deferred DCCs.

**b. Legal**

Surety bonds issuers do not necessarily require 100% cash security and this provides the developer with better cash flow and borrowing capacity. There have been cases where payout of the surety bond was not made to a municipality when the developer defaulted.

The Province has set out standards in their instalment regulation that address these issues. The issuers need to demonstrate that they are a business authorized under the [Financial Institutions Act](#) and a financial capacity to pay out the surety bond, if required, by meeting the credit rating standards and standards for timely payment set out in the regulation. A separate agreement has been developed, in use by another major municipality, that is in addition to the surety bond wherein the depositor and the surety bond provider agree to the payment conditions.

The Province has encouraged municipalities to accept surety bonds to help facilitate development. However, Council should be aware that surety bonds provide less comfort than cash which is held by the municipality and LCs which guarantee that the funds are accessible and usually contain language favourable to the municipality for collection. The level of risk in accepting surety bonds is low but not zero.


**c. Financial**

The proposed Policy provides guidance on the following:

1. The types of deposits accepted for various purposes;
2. The criteria for acceptance of Surety Bonds for DCC and ACC Instalments;
3. The criteria for acceptance of Surety Bonds for offsite works and services and servicing agreements;
4. The Town's discretion to decline a type of security, or when the Town is no longer satisfied the Surety Bond provides adequate protection, require a new security; and
5. General information regarding deposits.

**d. Public Relations**

A webpage will be set up with the instructions and templates for depositors to reference.

 <b>TOWN OF COMOX</b>		<b>POLICY AND PROCEDURE MANUAL</b>
<b>Section:</b> COUNCIL	<b>Number:</b> CCL-090	<b>Office of Primary Responsibility:</b> FINANCE
<b>DEPOSITS POLICY</b>		
<b>Type:</b> <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<b>Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
<b>Date Adopted:</b>	<b>Date Last Amended:</b> N/A	<b>Date to be Reviewed:</b>
<b>Manner Issued:</b> Website, Internal Memo, Upon request		

## 1 PURPOSE

1.01 This policy provides guidance for instances where deposits or security is required by the Town of Comox (the "Town") for various purposes including, but not limited to, Development Cost Charge and Amenity Cost Charge Instalments Regulation, damage deposits, planning and development requirements, and performance bonds.

## 2 POLICY STATEMENT

2.01 The Town desires to provide a variety of options for depositors to provide security beyond a cash deposit while still providing assurance of payment for the Town and ensure the obligations of the depositor are met. This allows depositors to choose the option that is optimal for their needs while still providing a guarantee to the Town that their obligations will be completed correctly or paid when due.


## 3 DEFINITIONS

3.01 "Depositor" is an individual, business, or entity that provides cash, LOC or surety bond to the Town to act as a deposit or security for a purpose or requirement set out by the Town.

3.02 "Cash" refers to Canadian-denominated currency consisting of physical cash or a transfer of funds to the Town's bank account either electronically or by paper payment including cheque, money order, bank draft, or other form of payment deemed eligible by the Director of Finance or their designate.

3.03 "Letter of Credit" ("LOC") refers to an irrevocable letter of credit from a bank or a credit union or trust company that has a business authorization issued under the Financial Institutions Act and otherwise meets the standards set forth in the [Development Cost Charge and Amenity Cost Charge \(Instalments Regulation\), BC Reg 166/84](#), as amended, and this policy.

3.04 "Surety Bond" refers to an irrevocable on-demand surety bond of an insurer that has a

	<b>DEPOSITS POLICY</b>	POLICY AND PROCEDURES MANUAL	
	FINANCE	CCL-090	Page 2

business authorization issued under the Financial Institutions Act and otherwise meets the standards set forth in the Development Cost Charge and Amenity Cost Charge (Instalments Regulation), BC Reg 166/84, as amended, and this policy.

- 3.05 "Security Information Guide Table" (the "Table") is a table listing the various security types and the security options available.
- 3.06 "Regulation" refers to the [Development Cost Charge and Amenity Cost Charge \(Instalments Regulation\), BC Reg 166/84](#), as amended, that the Town has determined to use as a reference for deposits.

#### **4 SCOPE**

- 4.01 This policy applies to all deposits that the Town may collect.

#### **5 RESPONSIBILITIES**

- 5.01 The Town may review the security on offer, from time to time, and determine if the security offered is still compliant with the regulation and the policy or if it may need to be replaced with an eligible security.

#### **6 PROCEDURES**

- 6.01 The depositor shall consult the Table in Appendix A to review what security options are available for the security type and to determine which option best suits their needs.
- 6.02 If a cheque, money order, bank draft, or other form of paper or electronic payment is offered then it will not be considered to be an eligible deposit until the Town is satisfied that the paper payment issuer has honoured the payment or for electronic payments that the funds have been deposited to the Town's account. The Town reserves the right to confirm the validity of the paper payment and the transfer of funds with the issuing financial institution to ensure there were no stop payments or other attempts to cancel redemption.
- 6.03 When an LOC is offered as security the LOC shall use the wording in the Town's LOC template and the LOC shall be subject to a review to ensure that it complies with the regulation and the policy.
- 6.04 When a surety bond is offered as security the surety shall be subject to a review to ensure that it complies with the regulation and the policy. The surety issuer and the depositor shall sign the Town's irrevocable on-demand surety bond agreement, as applicable, in addition to providing the surety bond.

#### **7 STAFF ROLES AND RESPONSIBILITIES**

- 7.01 The Director of Finance, or their designate, is responsible for reviewing the offered security to determine if it complies with the policy and eligibility and is also responsible for reviewing and updating the templates, if required, from time to time.
- 7.02 The Chief Administrative Officer, or their designate, is responsible for providing an impartial appeal process for denied securities.



<b>Amendment Date</b>	<b>Section Amended or Description of Amendment</b>	<b>Resolution Number</b>

**APPENDIX A:**

<b>Security Information Guide Table</b>			
<b>Security Type</b>	<b>Project/Permit Number</b>	<b>Civic Address/Comments</b>	<b>Security Options</b>
Landscaping	Subdivision Application Number Development Permit Number	Civic addresses are located in the Application or Development Permit.	Cash or Letter of Credit (LC)
Tree Bonding and Tree Replacement	Tree Permit Number	Civic addresses are located in the Tree Permit.	Cash or LC
Offsite works and services	Subdivision Application Number Development Permit Number	Civic addresses are located in the Development Permit.	Cash, LC, Surety Bond
Servicing Agreement (except Maintenance Bond)	Subdivision Application Number	Civic addresses are located in the application or agreement.	Cash, LC, Surety Bond
Erosion and Sediment Control	Erosion and Sediment Control Permit Agreement	Civic address is the location on the Erosion and Sediment Control Permit Agreement.	Cash or LC
Maintenance Bond	Subdivision Application Number	Civic addresses are located in the application or agreement.	Cash or LC
Comox Development Cost Charges (DCCs)	Building Permit Number or Subdivision Application Number	Civic addresses are located in the Building Permit Fee Summary.	Cash, LC, Surety Bond
Comox Amenity Cost Charges (ACCs)	Building Permit Number or Subdivision Application Number	Civic addresses are located in the Building Permit Fee Summary.	Cash, LC, Surety Bond
CVRD Development Cost Charges (DCCs)	Building Permit Number or Subdivision Application Number	Civic addresses are located in the Building Permit Fee Summary.	Cash, LC, Surety Bond
CVRD Capital Improvement Cost Charges	Building Permit Number or Subdivision Application Number		Cash or LC
Damage Deposit	Building Permit Number or Highway Use Permit	Civic addresses are located in the permit.	Cash or LC
Other Deposits not defined – contact for information	As applicable	As applicable	Cash or LC



<b>TO:</b> Mayor and Council	<b>FILE:</b> 0570-01
<b>FROM:</b> Shelly Russwurm, Director of Corporate Services	<b>DATE:</b> July 3, 2026
<b>SUBJECT:</b> Exempt Municipal Officers Amendment Bylaw No. 1145.01	

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

THAT the Exempt Municipal Officers Amendment Bylaw No. 1145.01 be given First, Second and Third Readings.

**PURPOSE**

To recommend updates to the Exempt Municipal Officers Bylaw.

**STRATEGIC PLAN LINKAGE**

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

Organizational Excellence	Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
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**BACKGROUND**

The Exempt Municipal Officers Bylaw was adopted in August of 1994. While dated, the Bylaw remains valid and continues to identify the Town’s three officer positions: Chief Administrative Officer (Clerk-Administrator), Finance Officer (Treasurer/Collector) and Corporate Officer (Deputy Clerk).

The Bylaw fulfills the legislative requirement under section 146 of the *Community Charter* to establish officer positions and assign powers, duties, and functions to those positions.

In current practice, municipal officer bylaws typically include provisions for delegated authority. It is anticipated that, in the near future, a comprehensive “Officers and Delegation of Authority” bylaw will be developed and presented to Council for adoption.

In the interim, it is recommended that the existing Exempt Municipal Officers Bylaw be amended to include a provision allowing officers to delegate their powers, duties, and functions in circumstances where they are absent or have a conflict of interest. This amendment is set out in the attached Exempt Municipal Officers Amendment Bylaw No. 1145.01.

Two additional administrative updates are also proposed: renaming the Bylaw to align with current naming conventions and clarifying the Chief Administrative Officer’s Duties and Functions (Schedule “A”) to include the authority to terminate staff. The absence of this authority appears to have been an oversight, as it is currently included for the other officer positions.

The recommended amendment bylaw is attached for Council’s information and consideration.

### **GOVERNANCE CONSIDERATIONS**

Q: Why is this being recommended now?

A: Updating the bylaw to include delegation authority supports operational continuity and administrative efficiency, while maintaining appropriate accountability for statutory decision-making. Clear delegation provisions help ensure that municipal functions can continue without interruption during absences or conflicts, and reduce procedural risk associated with delays or uncertainty in authority.





**Branch 160  
Comox**

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

09 June 2026

Mayor Minions and Council

**RECEIVED**

JUN 09 2026

**TOWN OF COMOX**

LOG: 26-714	REFER:	AGENDA:  RCM 08Jul26
FILE: 0230-20, C	ACTION: MR	

File: 0230-20, 0400-04

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

It's once again that approaching time to seek permission for our upcoming Poppy Campaign to hold our annual Remembrance Day Parade on Wednesday, November 11, 2026 at the cenotaph.

We respectfully request the use of Comox Avenue for the following:

- (a) Block off Comox Avenue from Ellis to Nordin 10:00 am to 11:30 am for the Remembrance Day Parade and Ceremonies, for which we also require a Road Closure Permit.
- (b) Use of reviewing stand and barricades.
- (c) Permission to post No Parking signs on both sides of Comox Avenue between Church and Port Augusta from 7:00 am to 11:30 pm.

We respectfully request a letter drafted to Branch 160 approving a Flyby by the RCAF with the following wording to be included:

The Town of Comox, British Columbia, Canada is supportive of a Flyby by RCAF Aircraft as low as 500 feet for the planned Remembrance Day Ceremony being held in Comox, BC, for transit, practice and shows on November 11, 2026.

Your attention to this request is very much appreciated, since the FlyBy is under Special Events out of Winnipeg, thus written permission granted is required at your earliest convenience and we await your reply.

Respectfully yours,



Ben Douglas  
Poppy Chair



**From:** Pride Society Comox Valley [REDACTED]  
**Sent:** June 19, 2026 1:28 PM  
**To:** Cammy Dallamore <[cdallamore@comox.ca](mailto:cdallamore@comox.ca)>  
**Subject:** Re: Pride Day Saturday, August 2026?

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

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Hi Cammy,

It's on my list to begin the process, so thank you for reaching out!

For flag raising, we were thinking of **Friday, August 28th** to kick off the Pride weekend. I'll be reaching out to the Village of Cumberland and the City of Courtenay to make a request. If you could help organize the timing between the government partners, that would be much appreciated.

Please find the application form attached for Council approval.

Thank you,  
Janine



**Janine Scheffler (she/her)**  
Facilitator  
Pride Society of the Comox Valley  
<https://pridesocietycomoxvalley.org/>

**Responses may be delayed as I work part-time, primarily on Tuesdays and Fridays.  
Thank you for your patience.**

*Pride Society Comox Valley respectfully acknowledges that it operates on the stolen traditional territory of the Pentlatch, E'iksán, Sahtl'ot, and Sasitla people, now collectively known as the K'omoks First Nation. Pride Comox Valley honours the presence and power of the K'omoks Nation and thanks them for their grace and tolerance.*

**RECEIVED**

June 19, 2026

**TOWN OF COMOX**

LOG: 26-733	REFER:	AGENDA: RCM 08Jul26
FILE: 0630-20, 8	ACTION: MR	

File: 0630-20, 8100-01

Copies: Council  
JW/SR/CD



## **FLAG RAISING REQUEST FORM**

**Requests must be received at least four (4) weeks prior to the date of flag raising.** Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to [town@comox.ca](mailto:town@comox.ca). Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Organization you are representing: <b>Pride Society of the Comox Valley</b>		
Primary purpose of Organization: To support and affirm our local 2SLGBTQIA+ community, and to increase awareness and inclusion within the wider community		Number of members:  30
Mailing address of Organization: 450 8th St, Unit C-2		Contact Name: Janine Scheffler
		Phone: [REDACTED]
City: Courtenay	Postal Code: V9N 1N5	Email: [REDACTED]
Purpose of Event Recognition (please check all that apply):		
<input type="checkbox"/> Civic Promotion <input checked="" type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Special Honour of Individual <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Other (specify):		
Description of Organization and relevant information related to your request (attach additional page if needed): The Pride Society of the Comox Valley exists to promote diversity, unity, awareness and inclusion within the local 2SLGBTQIA+ community, our allies, and the wider community. We achieve this through events, advocacy, outreach, and education.		
Has a similar request been submitted in the past five years?		<input type="checkbox"/> NO
<input checked="" type="checkbox"/> YES (provide date of previous request): August 22, 2025		
Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition: Members and volunteers of PSCV and a representative of the board of directors will attend. We will amplify the event on social media and invite partner organizations, media, and the public to attend as well.		
Date of application: 19-Jun-2026	Signature of applicant: [REDACTED]	Print name: Janine Scheffler
<b>OFFICE USE ONLY</b>		
Request meets Flag Protocol Policy (YES/NO):		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If NO:		
<input type="checkbox"/> Group not located in Comox Valley <input type="checkbox"/> Event/Request related to ideological or religious beliefs <input type="checkbox"/> Event/Request contrary to Town policy or bylaw <input type="checkbox"/> Campaign intended for profit-making		
Community Flag Raising Dates (max 7 days):		

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 at <http://comox.ca>. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.