



REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY SEPTEMBER 2, 2026

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

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

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the September 2, 2026 Regular Council agenda be Adopted.

3. DELEGATIONS:

- (4) a. [Kim Holl \(Indigenous Women's Sharing Society\): Comox Valley Substance Use Strategy Collaboration & Funding Request](#)
- (9) b. [Steve Slawuta \(RC Strategies\): Regional Sports Fields Allocation and Fees Frameworks](#)

4. ADOPTION OF MINUTES:

- (10) a. [Adoption of Minutes \(August 5, 2026\)](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, August 5, 2026, be Adopted.

- (19) b. [Adoption of Minutes \(August 7, 2026\)](#)

THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, August 7, 2026, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY SEPTEMBER 2, 2026

6. CONSENT AGENDA:

(20)

a. [Consent Agenda](#)*THAT the Consent Agenda items as follows be received:*

- 1. Marie Jacobs: Allow residents to wet down their properties*
- 2. Cathy Peters, BC Anti Human Trafficking Educator: UBCM Trade Booth 522*
- 3. Barbara Dowse: Comox Ave Roundabouts*
- 4. Meghan Liddle & Terry Keith: Hutton Road Public Beach Access - Brown Road*
- 5. Roxy Reimer: Nautical Days Sunday Morning Service*
- 6. Erin Currie: 890 Pritchard Rd - Requesting Municipal Acquisition for NE Woods Extension*
- 7. Richard Clarke: Traffic Safety Concerns*
- 8. Colin Eves (Comox Estuary Community Association): Public Update on Town Sewerline Location*
- 9. Patrick Penley: Traffic Safety Concerns with Traffic Calming Request*
- 10. Jessica Nielsen & Megan Cowling, Current and Past Chair (Brooklyn Elementary PAC): Safety Upgrades to Crosswalk at Guthrie Rd & Noel Ave*
- 11. Kathryn Turner: Sign Requests for Comox Properties - "No Idling, Please Turn Off Your Engine"*
- 12. Correspondence related to Property Taxes.*

7. UNFINISHED BUSINESS: NIL**8. SPECIAL REPORTS: NIL****9. BYLAW ADOPTIONS:**

(70)

a. [Aspen-Hector Storm Pond 2 and Local Area Service Establishment Bylaw No. 2068](#)*THAT Aspen-Hector Storm Pond 2 and Local Area Service Establishment Bylaw No. 2068 be Adopted.*

(78)

b. [Loan Authorization Bylaw No. 2064: Comox Fire Station Replacement](#)*THAT Comox Loan Authorization Bylaw No. 2064, Comox Fire Station Replacement be Adopted.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY SEPTEMBER 2, 2026

10. NEW BUSINESS:

- (81) a.
- [Civic Addressing Policy CCL – 091](#)

That Civic Addressing Policy CCL – 091 be Approved.

- (87) b.
- [Addition to Permissive Tax Exemptions](#)

THAT the PEAK Montessori Society be granted a permissive tax exemption for 100% of the assessed value of the land and improvement of the unit that they lease commencing in 2027 until and including 2034 subject to the Permissive Tax Exemption Policy.

- (134) c.
- [Permissive Tax Exemption Bylaw - establishing 2027 - 2034 exemptions](#)

*THAT the Comox Permissive Tax Exemption Bylaw No. 2069, be given First, Second and Third Readings.***11. NOTICES OF MOTION: NIL****12. CORRESPONDENCE:**

- (178) a.
- [Bob Wells, Mayor \(City of Courtenay\): Request for Financial Support for Temporary Winter Shelter at 971 Cumberland Rd](#)

- (251) b.
- [Comox Accommodation Sector Tourism Roundtable: Mayor and BIA Roundtable Invitation and Draft Letter](#)

13. LATE ITEMS: NIL**14. REPORTS FROM MEMBERS OF COUNCIL:****15. MEDIA QUESTION PERIOD:****16. PUBLIC QUESTION PERIOD:****17. RESOLUTION TO GO IN-CAMERA: NIL****18. RISE AND REPORT FROM IN-CAMERA:****ADJOURNMENT**

CORPORATE OFFICER



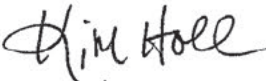
TOWN OF COMOX

REQUEST TO APPEAR AS A DELEGATION**A1****A2****A3**

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: Kim Holl		RECEIVED July 22, 2026	
Organization you are representing: Indigenous Women's Sharing Society (IWSS)		TOWN OF COMOX	
Primary purpose of Organization: IWSS is the lead organization coordinating the initiatives of the Comox Valley Substance Use Strategy Collaborative (CVSUSC).		Number of members: 20	
Mailing address of Organization: 		Contact Name: Patti Alvarado, Executive Director	
		Phone: 	
City: Courtenay	Postal Code: 	Email: 	
Subject matter: To provide Council with an update on the progress and outcomes of the CVSUSC.			
Specific request of Council, if any (i.e., letter of support, funding): 1. Reporting outcomes of the CVSUSC 2. Requesting continued funding.		LOG: 26-808 FILE: 0230-20-1	REFER: ACTION: MR
		AGENDA: RCM 05Aug26	
		Copies: Council File: 0230-20-18, 0360-20-12, JW/EH/SR/CD 1850-30-2026	
Requested meeting and date: August 5, 2026		AV equipment required: I have a Power Point that	
Date of application: July 22, 2026	Signature of applicant: 		Print name: Kim Holl

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.

Comox Valley Substance Use Strategy (CVSUS)

2025 - 2026 Implementation Report

<i>For</i>	Town of Comox
<i>Prepared by</i>	Indigenous Women Sharing Society (IWSS)
<i>Reporting Period</i>	Oct 1, 2025 – July 20, 2026
<i>Date Submitted</i>	July 2026

Comox Valley Substance Use Strategy (CVSUS)

2026 Implementation Report

Project Summary

The Indigenous Women's Sharing Society (IWSS) continues to lead the coordination of the Comox Valley Substance Use Strategy (CVSUS). Since assuming this role in 2024, IWSS has embedded an Indigenous and decolonizing lens across all initiatives, fostering inclusive, equitable decision-making and expanding regional partnerships. This report highlights the balance between immediate life-saving public health actions and long-term foundational work to strengthen sustainability and equitable action. Despite significant funding constraints, CVSUS continues to achieve meaningful outcomes through collective leadership and community dedication.

Governance and Cultural Transformation

The transition of coordination to the IWSS has embedded cultural safety and relational accountability into the strategy's governance. This foundation has enhanced trust and deepened partnerships. A key achievement is the establishment of the Peer and Elder Advisory Committee, which provides cultural knowledge and strategic guidance. Furthermore, the ongoing development and piloting of a Collaborative Membership Orientation Package and companion training ensure a trauma-informed, welcoming foundation of action planning for all members.

Progress Highlights on Action Tables

Table 1: Policy and Business Relationships

CVSUS has bridged the gap between downtown businesses and substance use services. Syringe disposal containers are now available to businesses via Courtenay Pharmasave, addressing significant safety concerns. Ongoing dialogue has also led to adjusted pharmacy hours to mitigate traffic concerns, demonstrating the power of collaborative problem-solving between service providers and the business community.

This initiative was made possible by the collaborative work of the Indigenous Women's Sharing Society's harm reduction program, Unbroken Chain. Peer-led interventions helped coordinate these actions, while extensive relationship-building with downtown Courtenay businesses over the past year laid the foundation for this work. This table is now meeting regularly thanks to the support of many organizations and Peers that are participating and working together to make positive change.

A highlight for our August meeting is a planned event with downtown business representatives, local businesses, table members, and peers that will include presentations on CAR 54 and CRCL to increase awareness of local crisis supports.

Table 2: Overdose Prevention, Safe Supply, CRCL

Significant strides were made in drug checking expansion, with all services—including at the new safe inhalation site—now offering testing. Nasal naloxone distribution has transitioned from a pilot to a provincial standard thanks to IWSS advocacy and other service providers who participated in a successful nasal naloxone pilot throughout the province.

The table also advocated for continued support for safer supply programs and increased wraparound supports. While progress is evident, local medical detox remains a critical gap in the Comox Valley; CVSUS continues to advocate for local beds and culturally informed wraparound supports to address current barriers in the Comox Valley region. This table is now supported with facilitation support from AVI and has extensively strengthened the relationships with multiple agencies and peers working towards common goals and table actions.

Table 5: Systemic Improvements and Advocacy

This table focused on information sharing and resource development, including a comprehensive resource guide and a monthly member newsletter launched in May 2026. Long-term planning for a Community Health Hub has commenced, with IWSS identifying core partner organizations and beginning the search for a secure location.

Project Highlights

PWLLE (People with Lived and Living Experience Advisory Committee) All tables: Peer Advisors provided feedback on all table actions, which has resulted in momentum and actual outcomes for table actions. They are also developing leadership skills in organizing, advocacy, and facilitating meetings. This peer-led model addresses power imbalances and ensures that lived experience is embedded in all decision-making, action delivery, and coordination.

Second-Stage Recovery Based Housing (Table 6): Planning has begun for supportive housing recovery-based development options led by the Village Clinic. However, a significant gap remains in Urban Indigenous-led, culturally supportive recovery-based housing programming, which is a priority for future development.

Community Awareness (All tables): In partnership with the Canadian Alcohol Use Disorder Society (CAUDS), CVSUS hosted "*Rethinking Drinking*" events across the valley. These events address the fact that alcohol remains the most harmful substance in the region regarding mortality rates. We reached over 1,000+ people at these events alone. The PWLLE Advisory Committee played a pivotal role in sharing information and engaging the community. This work was further strengthened by the support of our member organizations, the First Nations Health Authority (FNHA), and the Sassaman Society.

Member Relationships (All tables): This year, our membership grew, with new members, new organizations, and increased participation from our Peer Advisory committee on all tables. We are highlighting new participation from KFN Health, with regular engagement from their Harm Reduction Coordinator, and regular, committed facilitation support from AVI's Positive Wellness Worker, among others.

Strategic Priorities for 2026-2027

- Establishing a youth-led advisory table to guide prevention and early intervention initiatives and develop a Youth Strategy.
- Addressing substance use and social isolation among the region's growing senior population.
- Strengthening Indigenous-led advocacy for those accessing hospital and health care services.
- Culturally Safe and Informed Care Advocacy for all actions.
- Ongoing development of all six table actions (6 Action tables).
- Ongoing community education awareness events.
- Continued implementation and development of the Orientation Package training to promote inclusivity, equity, and anti-racist action development.
- Fundraising to support action planning and outcomes.
- Continue working collaboratively to address the evolving toxic drug supply, including the emergence of new substances, and to develop coordinated community responses.
- Continue to work towards a decolonized framework to address substance use and action planning.

Sustaining the Strategy

To move beyond a reliance on in-kind labor and precarious grants, CVSUS requires a stable funding model. An estimated **\$150,000 annually** is needed to support strategic leadership, Action Table facilitation, peer coordination, and communications.

We invite each municipality and the CVRD to join us in a shared commitment to this life-saving regional initiative, ensuring the Collaborative has the stable funding needed to continue improving health, safety, and quality of life for all residents of the Comox Valley.

To protect current gains and ensure the strategy's long-term impact on community health and resilience, CVSUS is seeking a three-year commitment of **\$15,000 per year** starting in 2026 from the Town of Comox.

Acknowledgement

CVSUS gratefully acknowledges the Town of Comox for its continued funding and partnership, which has been instrumental in enabling the collaborative to achieve its current milestones. The Town's commitment to community wellbeing, health equity, and innovative responses to substance use has strengthened our capacity to deliver life-saving initiatives, deepen cross-sector partnerships, and advance meaningful systems change across the region.



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

A1

A2

A3

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: Stephen Slawuta		RECEIVED August 20, 2026							
Organization you are representing: RC Strategies, hired by City of Courtenay TOWN OF COMOX									
Primary purpose of Organization: Consultant working LGO to implement sport field management improvements			Number of members:						
Mailing address of Organization:		Contact Name: Stephen Slawuta							
		Phone: 780-819-9490							
City:	Postal Code:	Email: Slawuta@rcstrategies.ca							
Subject matter: Stephen will present to Council when Ted's report to Council comes up in the agenda - new business.									
Specific request of Council, if any (i.e., letter of support, funding): Presentation will be in-person		<table border="1"><tr><td>LOG: 26-865</td><td>REFER:</td><td>AGENDA: RCM 02Sept26</td></tr><tr><td>FILE: 7710-01</td><td>ACTION: MR</td><td></td></tr></table>		LOG: 26-865	REFER:	AGENDA: RCM 02Sept26	FILE: 7710-01	ACTION: MR	
LOG: 26-865	REFER:	AGENDA: RCM 02Sept26							
FILE: 7710-01	ACTION: MR								
Ted: This is to discuss Regional Sports Fields Allocation and Fees Frameworks		Copies: Council JW/TH/SR/CD							
Requested meeting and date: September 2, 2026 RCM		AV equipment required:							
Date of application: August 20, 2026	Signature of applicant: Stephen Slawuta Digitally signed by Stephen Slawuta Date: 2026.08.20 10:02:48 -07'00'		Print name: Steve Slawuta						

Please Note:

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday August 5, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 15 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the August 5, 2026 Regular Council agenda be Adopted.

(2026.258) -- CARRIED

3. DELEGATIONS:

a. Kim Holl (Indigenous Women's Sharing Society): Comox Valley Substance Use Strategy Collaboration & Funding Request

Delegation: Indigenous Women's Sharing Society

The delegation request from Kim Holl (Indigenous Women's Sharing Society) was deferred to the September 2, 2026 Regular Council Meeting.

b. Tom Hart: 721 Lazo Road

Delegation: 721 Lazo Road

The scheduled delegation from Tom Hart was cancelled at the applicant's request.

4. ADOPTION OF MINUTES:**a. Adoption of Minutes (July 8, 2026)****Regular Council Meeting
Minutes**

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, July 8, 2026, be Adopted.

(2026.259) -- CARRIED

b. Adoption of Minutes (July 12, 2026)**Special Council Meeting
Minutes**

THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, July 12, 2026, be Adopted.

(2026.260) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:**a. Nautical Days Festival Committee Meeting Minutes (June 24, 2026)****Nautical Days Committee
Minutes**

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, June 24, 2026, be Received.

(2026.261) -- CARRIED

b. Nautical Days Festival Committee Meeting Minutes (July 15, 2026)

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, July 15, 2026, be Received.

(2026.262) -- CARRIED

c. Nautical Days Festival Committee Meeting Minutes (July 22, 2026)

THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, July 22, 2026, be Received.

(2026.263) -- CARRIED

6. CONSENT AGENDA:**a. Consent Agenda****Consent Agenda**

1. *THAT the Consent Agenda items as follows be received:*
 1. *Peter Outridge and Glenn Lawson (Pritchard Road Neighbourhood Association): Road Safety Concerns*
 2. *William Crowder: Bike Lanes on Noel & Apsen*
 3. *Jim & Dianne Hentschel: Mack Laing Nature Park & Shakesides Concerns*
 4. *Glen Mollett: Mack Laing Nature Park*
 5. *Jane Adamson & Dianne Hentschel (Friends of Mack Laing Nature Park): Mack Laing Nature Park Viewpoint*
 6. *Komox First Nation: Appreciation for Support Throughout the Treaty Process*
 7. *Bev Sparks: Glacier View Dr Traffic Calming*
 8. *Julie Micksch: Access from Anderton to Hector Road*
 9. *Correspondence related to the Lazo Road Development*

(2026.264) -- CARRIED
2. *THAT Item 1 (Peter Outridge and Glenn Lawson (Pritchard Road Neighbourhood Association): Road Safety Concerns) be removed from the consent agenda for discussion.*

(2026.265) -- CARRIED
3. *THAT Items 3 (Jim & Dianne Hentschel: Mack Laing Nature Park & Shakesides Concerns), 4 (Glen Mollett: Mack Laing Nature Park), and 5 (Jane Adamson & Dianne Hentschel (Friends of Mack Laing Nature Park): Mack Laing Nature Park Viewpoint) be removed from the consent agenda for discussion.*

(2026.266) -- CARRIED
4. *THAT Item 8 (Julie Micksch: Access from Anderton to Hector Road) be removed from the consent agenda for discussion.*

(2026.267) -- CARRIED

7. UNFINISHED BUSINESS:**a. CAO Presentation: Four-Year Review and Highlights****CAO Presentation: Four-Year Review and Highlights**

CAO Jordan Wall presented a summary of Council's 2022–2026 term, highlighting major achievements in infrastructure renewal, community planning, environmental stewardship, and organizational modernization. Council was advised that approximately \$52 million in capital projects were completed and nearly \$30 million in grant funding was secured to support community initiatives. The presentation also outlined improvements to the Town's long-term financial sustainability and strategic planning framework.

AT 5:32 P.M., COUNCILLOR MAUREEN SWIFT LEFT THE MEETING DECLARING A CONFLICT OF INTEREST WITH ITEMS 7(b) AS SHE HAS A CLOSE FAMILY RELATIONSHIP WITH THE PROPONENT.

b. Zoning Amendment Bylaw 2056.01 (721 Lazo Road)

**721 Lazo Road - Bylaw
2056.01**

1. *THAT Zoning Amendment Bylaw 2056.01 be given Third Reading; and,*

THAT prior to adoption of Zoning Amendment Bylaw No. 2056.01, a restrictive covenant be registered on title identifying the provision of the following items to the satisfaction of Director of Development Services, prior to future development occurring on the property:

- *A minimum of 1.3 hectares of parkland dedication with strict tree protection clauses until such time as ownership is transferred to the Town;*
- *Statutory Right of Way and construction of public waterfront access from the parkland;*
- *Statutory Right of Way for public pedestrian access through the private strata road.*

AMENDING MOTION:

THAT the main motion be amended to require an independent environmental review prior to adoption of Zoning Amendment Bylaw No. 2056.01 confirming compliance of the proposed development with applicable provincial and federal environmental regulations, and to make final adoption of the Zoning Amendment Bylaw No. 2056.01 conditional upon approval of all required Development Permits.

(2026.268) -- CARRIED

2. **MAIN MOTION AS AMENDED:**

THAT Zoning Amendment Bylaw 2056.01 be given Third Reading; and,

THAT prior to adoption of Zoning Amendment Bylaw No. 2056.01, a restrictive covenant be registered on title identifying the provision of the following items to the satisfaction of Director of Development Services, prior to future development occurring on the property:

- *A minimum of 1.3 hectares of parkland dedication with strict tree protection clauses until such time as ownership is transferred to the Town;*
- *Statutory Right of Way and construction of public waterfront access from the parkland;*
- *Statutory Right of Way for public pedestrian access through the private strata road; and,*

THAT the Town retain an independent, qualified environmental professional to review the proposed development and confirm the development can proceed in compliance with applicable provincial and federal environmental regulations; and,

THAT final adoption of the Bylaw Zoning Amendment No. 2056.01 be conditional upon approval of all required Development Permits.

(2026.269) -- CARRIED

AT 5:56 P.M., COUNCILLOR MAUREEN SWIFT RETURNED TO COUNCIL CHAMBERS.

THE MEETING RECESSED AT 5:56 P.M. AND RECONVENED AT 5:59 P.M.

c. Subdivision and Development Servicing Bylaw

**Subdivision and
Development Servicing Bylaw**

THAT Subdivision and Development Servicing Bylaw No. 2065 be given First, Second and Third readings.

(2026.270) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Aspen-Hector Storm Pond 1 and Local Area Service Establishment Bylaw No. 2037

**Aspen-Hector Storm Pond 1
& LAS Establishment**

THAT Aspen-Hector Storm Pond 1 and Local Area Service Establishment Bylaw No. 2037 be Adopted.

(2026.271) -- CARRIED

10. NEW BUSINESS:

a. 2026 Audit Service Plan

2026 Audit Service Plan

THAT the August 5, 2026 report from the Director of Finance, titled 2026 Audit Service Plan be received for information.

(2026.272) -- CARRIED

b. 2026 Second Quarter Financial Update

**2026 Second Quarter
Financial Update**

THAT the August 5, 2026 report from the Director of Finance, titled 2026 Second Quarter Financial Update be received for information.

(2026.272) -- CARRIED

c. Addition to Permissive Tax Exemptions

**Addition to Permissive Tax
Exemptions**

THAT the Comox Bay Sailing Association's new structure at the Comox Municipal Marina be granted a permissive tax exemption for 100% of the assessed value of the improvement commencing in 2027 until and including 2034 subject to the Permissive Tax Exemption Policy.

(2026.273) -- CARRIED

d. Analysis of Changes in Property Tax Deferment Program Participation

**Property Tax Deferment
Program**

THAT the August 5th, 2026 report from the Revenue Manager titled Analysis of Changes in Property Tax Deferment Program Participation be received for information.

(2026.274) -- CARRIED

e. Aspen-Hector Storm Pond 2 and Local Area Service Establishment Bylaw No. 2068**Aspen-Hector Storm Pond 2
& LAS Establishment**

THAT the Aspen Hector Storm Pond 2 and Local Area Service Establishment Bylaw No. 2068 be given First, Second and Third Readings.

(2026.275) -- CARRIED

f. Comox Golf Club Liquor Licence Amendment - 1718 Balmoral Avenue**Comox Golf Club Liquor
Licence Amendment**

1. *THAT Council provide comments on the request for a Structural Change to the existing Comox Golf Club liquor licence at 1718 Balmoral Avenue as per Attachment D of the August 5th, 2026 Council Report on APPN 2026-0015; and,*

THAT Council direct Administration to forward the comments to the Liquor and Cannabis Regulation Branch.

AMENDING MOTION:

THAT the main motion be amended to to reduce the application fee from \$2,000 to \$500 to recover Town costs and to provide positive comments and indicate no concerns regarding the proposed liquor licence amendment.

(2026.276) -- CARRIED

2. *MAIN MOTION AS AMENDED:*

THAT Council provide comments on the request for a Structural Change to the existing Comox Golf Club liquor licence at 1718 Balmoral Avenue as per Attachment D of the August 5th, 2026 Council Report on APPN 2026-0015;

THAT Council direct Administration to forward the comments to the Liquor and Cannabis Regulation Branch;

THAT the application fee be reduced from \$2,000 to \$500 to recover the Town's costs associated with the application.

(2026.277) -- CARRIED

g. Fire Station Replacement Funding Update**Fire Station Replacement
Funding Update**

1. *THAT Council allocate an additional \$150,000 from the Affordable Housing Fund to the Fire Station Replacement project, in addition to the previously approved \$100,000.*

(2026.278) -- CARRIED

2. *THAT Council authorize an additional \$250,000 for the Fire Station Replacement project, funded through grant proceeds, to incorporate project enhancements and additional scope items.*

(2026.279) -- CARRIED

MAYOR MINIONS CONGRATULATED COMOX FIRE RESCUE ON SECURING \$5 MILLION IN GRANT FUNDING FOR THE FIRE STATION REPLACEMENT PROJECT AND THANKED MEMBERS FOR THEIR CONTINUED WILDFIRE RESPONSE EFFORTS ACROSS BRITISH COLUMBIA.

h. Noel Avenue Bike Lanes – On Street Parking Concerns

Noel Avenue Bike Lanes

THAT the Noel Avenue Bike Lanes – On-street Parking Concerns report from the Director of Operations, dated July 24, 2026 be received for information;

THAT Council direct Administration to retain the existing dedicated bicycle configuration on Noel Avenue and Aspen Road; and further,

THAT Council direct Administration to monitor future grant opportunities that may support additional parking improvements in the Noel Avenue area, where such improvements can be achieved without compromising the Town's active transportation network, road safety objectives, or adopted transportation planning policies.

(2026.280) -- CARRIED

I. Youth Recreation - Urban Climbing Boulder

Youth Recreation - Urban Climbing Boulder

THAT Council amend the 2026 budget to reallocate \$140,000, previously approved for the modular pump track project, toward the purchase and installation of an Urban Climbing Boulder at Marina Park.

(2026.281) -- DEFEATED

[Opposed: Mayor Minions, Councillors SBlacklock CHaslett KGrant]

11. NOTICES OF MOTION:

a. Notice of Motion from July 8, 2026 RCM: Mobile Integrated Crisis Response (MICR) Funding

Mobile Integrated Crisis Response (MICR) Funding

1. *THAT Council consider support of up to \$100,000 (34% funding based on population) from the Town of Comox's 2026 unspent Public Safety Budget to support the Mobile Integrated Crisis Response (MICR) pilot program, conditional upon the City of Courtenay participating and funding approximately 66% of the municipal contribution required to continue the pilot through 2027, while advocating for provincial funding.*

AMENDING MOTION:

THAT the main motion be amended to provide that funding for the Mobile Integrated Crisis Response (MICR) Pilot Program be limited to one year only, with no commitment to provide municipal funding beyond the 2027 pilot year.

(2026.282) -- CARRIED

- a. **Notice of Motion from July 8, 2026 RCM: Mobile Integrated Crisis Response (MICR) Funding**

Mobile Integrated Crisis Response (MICR) Funding

2. *MAIN MOTION AS AMENDED:*

THAT Council consider support of up to \$100,000 (34% funding based on population) from the Town of Comox's 2026 unspent Public Safety Budget to support the Mobile Integrated Crisis Response (MICR) pilot program, conditional upon the City of Courtenay participating and funding approximately 66% of the municipal contribution required to continue the pilot through 2027, while advocating for provincial funding; and,

THAT the main motion be amended to provide that funding for the Mobile Integrated Crisis Response (MICR) Pilot Program be limited to one year only, with no commitment to provide municipal funding beyond the 2027 pilot year.

(2026.283) -- CARRIED

12. CORRESPONDENCE:

- a. **Bob Mattice, Mayor (City of Cold Lake): Payment in Lieu of Taxes (PILT)**

Payment in Lieu of Taxes (PILT)

THAT the correspondence from the City of Cold Lake regarding Payments in Lieu of Taxes (PILT) be received.

(2026.284) -- CARRIED

- Tim McGonigle, Mayor (Town of Lake Cowichan): Request for Support -Elect Respect Pledge**

Elect Respect Pledge

THAT the correspondence from the Town of Lake Cowichan regarding the Elect Respect Pledge be received; and,

THAT Council support and adopt the Elect Respect Pledge.

(2026.285) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor Blacklock**

Councillor Blacklock reported no committee updates and highlighted the success of Nautical Days weekend. He reminded the public that Float Your Boat Fridays will continue for several more weeks in downtown Comox.

- b. **Councillor Swift**

Councillor Swift reported attending and enjoying the Nautical Days Festival, Filberg Festival, and Float Your Boat Fridays. She commented positively on the Town's appearance and community participation during the festival weekend.

- c. **Councillor Haslett**

Councillor Haslett provided an update from the d'Esterre Board, noting continued efforts to reduce future facility costs, pursue grant opportunities, and strengthen communication with the Town. He also thanked volunteers, sponsors, committee members, and staff for the success of Nautical Days and recognized the environmental initiatives implemented during the event.

d. Councillor Kerr

Councillor Kerr thanked the Nautical Days Committee, Filberg Heritage Society, volunteers, sponsors, and Town staff for their contributions to a successful festival weekend. He recognized Public Works and Parks staff for their work in maintaining the community and event venues.

e. Councillor Grant

Councillor Grant reported attending the Filberg Festival and noted his participation as a volunteer during the event.

f. Councillor Meilleur

Councillor Meilleur expressed appreciation to all volunteers and organizers involved in the Nautical Days and Filberg festivals and acknowledged the positive community response to the events.

g. Mayor Minions

Mayor Minions reported on the Comox Legion's 100th anniversary celebrations, d'Esterre's 50th anniversary event, the upcoming Sunset Cinema and Music in the Park events, and ongoing Float Your Boat Fridays programming. She noted positive feedback from local businesses regarding increased visitation and economic activity generated by the summer events.

17. RESOLUTION TO GO IN-CAMERA:**a. Exclude the Public****Excluded the Public**

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, August 5, 2026, pursuant to the following sub-sections of section 90 of the Community Charter:

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

(2026.286) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:04 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT P.M.

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

Regularly moved and seconded that the meeting adjourn at 7:34 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Friday August 7, 2026

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

Absent: N. Minions

Staff Present: J. Wall, Chief Administrative Officer

Call to Order:

The meeting was called to order at 12:00 p.m. with 0 members of the public in attendance.
Acting Mayor Grant acknowledged that the Town of Comox is standing on the unceded traditional territory of the K'omoks First Nation, the traditional keepers of this land.

1. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

That the Special Council Meeting agenda for Friday August 6, 2026 be Adopted.

2. AGENDA ITEMS:

a. Subdivision and Development Servicing Bylaw No. 2065

**Subdivision and
Development Servicing Bylaw**

THAT Subdivision and Development Servicing Bylaw No. 2065 be Adopted.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 12:05 p.m.

CARRIED

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

ACTING MAYOR

CORPORATE OFFICER

Town of Comox – Administration

From: [REDACTED]
Sent: August 7, 2026 12:47 PM
To: council; council@courtenay.ca; mayor.brown@cumberland.ca; W Cole-hamilton
Subject: Just one day please

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

RECEIVED

Hello:

LOG: 26-850	REFER:	AGENDA: RCM 02Sep26
FILE: 5600-10	ACTION: MR	

Aug. 7, 2026

TOWN OF COMOX

Could Valley residents please be permitted just one day, on a rotating basis of course, to wet down their properties?

With the tinder-dry conditions now in the Valley, I worry that a stray cigarette butt or spark could set entire neighbourhoods on fire. Some neighbourhoods and areas seem particularly vulnerable. It won't be enough to save the trees, but I'm asking on the chance that it could help prevent fires.

The Valley has been fortunate to have been spared the fire catastrophes which have been so widespread elsewhere in the province and country and hope that this will continue to be the case.

Please share this correspondence with the appropriate water authorities

Thank you,
Marie Jacobs

[REDACTED]
Courtenay, BC
[REDACTED]

Town of Comox – Administration

From: Hillian, Doug <dhillian@courtenay.ca>
Sent: August 11, 2026 3:38 PM
To: [REDACTED]
Cc: council; mayor.brown@cumberland.ca; Council; Richard Hardy; egrieve@comoxvalleyrd.ca; Daniel Arbour
Subject: RE: Just one day please

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

Hello Marie.

Thanks for your message. I am taking the liberty of responding and have copied members of the Regional District's Water Committee, having shared your request at their meeting today.

I certainly acknowledge your concern for fire safety during these very dry conditions, so consulted with Courtenay Fire Chief MacDonald. He indicated that a one day exemption from watering restrictions would not be recommended by the Fire Department for the following reasons:

- One day of residential watering would have very little impact on the current fire risk.
- The ground and vegetation are quite dry and a significant amount of water would be required to penetrate the soil enough.
- Normal residential watering would provide only a short-term surface benefit and not have the desired effect.

Of greater concern to the Chief would be the impact of community-wide watering on the available water supply. The combined demand from thousands of properties for even one day could result in a significant draw on our reservoirs. A considerable amount of stored water would be used for a very limited and temporary reduction in fire risk. "From a fire protection perspective," states the Fire Chief, "that water has much greater value remaining in the system and available for emergency firefighting operations should we experience a significant structure or vegetation fire".

In conclusion, Chief MacDonald is encouraging residents to remove dry grass, leaves, needles and other combustible materials from around their homes and to be particularly careful with cigarettes and anything that could create a spark.

In sharing Chief MacDonald's analysis with the Water Committee today, the Directors and staff supported his comments. It was also of note that there has been a very positive response from Valley residents to Stage 3 water restrictions, something we trust will continue as we manage our precious water supply through this hot dry period.

Thanks very much for your understanding.

Best regards,

Doug

Doug Hillian

Councillor, City of Courtenay

Director, Comox Valley Regional District

Chair, Comox Valley Sewage Commission

Chair, Comox-Strathcona Regional Hospital District Board

Town of Comox – Administration

From: [REDACTED]
Sent: August 6, 2026 8:36 AM
To: Town of Comox – Administration; Nicole Minions
Subject: UBCM Trade Booth 522- An Anti Human Trafficking Initiative- please visit

RECEIVED

August 06, 2026

TOWN OF COMOX

LOG: 26-852	REFER:	AGENDA: RCM 02Sept26
FILE: 0390-20-U	ACTION: MR	

File: 0390-20-UBCM-2026

Copies: Council
 JW/SR/CD

Dear Mayor Nicole Minions and Comox Town Council,
 My name is Cathy Peters with the Anti Human trafficking Initiative.

For the past 15 years, I have raised awareness about child sex trafficking and sexual exploitation to police, politicians, and the public.

I will be at the UBCM Trade Show for my 4th year at **Booth 522: "An Anti Human trafficking Initiative."**

Please visit my booth for more information, books, brochures, and booklets.

Human sex trafficking is one of the fastest-growing crimes in the world.

In British Columbia this crime is exacerbated by a faltering economy, struggling communities, limited law enforcement, an uneducated public, increased criminal and gang activity—including the presence of international crime syndicates—land claim issues and unaddressed social media and AI usage among youth.

Four strategies are needed in BC:

- A provincial educational campaign.
- Updating of provincial police policies in line with the current Federal Law (PCEPA)- the Protection of Communities and Exploited Persons Act.
- Education for crown counsel and the judiciary.
- School Education.

With civic elections in October, this is a critically important **public safety** and **public health issue** that must be addressed.

I have written 3 books on the topic. My most recent book, "Child Sex trafficking in the USA and How to Stop It," is a **global template on the issue** citing Canadian and USA strategies.

ASK: Please confirm this email has been received and delivered to city council members.

I look forward to meeting your teams at UBCM.

Sincerely, Cathy Peters
 BC anti human trafficking educator, speaker, author
beamazingcampaign.org

[REDACTED] North Vancouver, BC [REDACTED]

Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work
Author: Child Sex Trafficking in Canada and How to Stop It- second edition (2025)
Child Sex Trafficking in the USA and How to Stop It (2026)

Town of Comox – Administration

From: [REDACTED]
Sent: August 15, 2026 11:40 PM
To: Town of Comox – Administration
Subject: Traffic roundabout

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

Hello council

I am writing to address the current problem of our new traffic circles most especially on Comox Avenue and need of instruction for those who have no idea how to use them The driving authority clearly states everyone must signal when leaving the circle. Yet No one does.

Having witnessed several close calls when the driver continuing the circle. The driver ahead proceeded to join the circle presuming them turning off but didn't -causing a dangerous situation If you put signs stating that signage must be given to leave the circle  it would help potential accidents. This is clearly stated in the driver manual yet no one does it The only drivers signalling have been in Europe where they know what to do It's an accident waiting to happen This shouldn't cost much. It's scary to see Please return your comments to me directly and when it's likely to be brought up at a meeting Thankyou Mrs Barbara Dowse

[REDACTED]
Comox

RECEIVED

August 15, 2026

TOWN OF COMOX

Sent from my iPhone

LOG: 26-858	REFER:	AGENDA:
FILE: 5460-05	ACTION: MR	RCM 02Sept26

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

Town of Comox – Administration

From: Meghan Liddle [REDACTED]
Sent: August 19, 2026 10:00 AM
To: council
Subject: Fw: "Public Road" Sign Request: Browns Road off Hutton Road
Attachments: Outlook-Logo Desc

RECEIVED

August 19, 2026

Good Morning **TOWN OF COMOX**

LOG: 26-864	REFER:	AGENDA:
FILE: 5400-01, 5	ACTION: MR	RCM 02Sept26

File: 5400-01, 5810-01

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

I just wanted to update the Council on the Brown Road public beach access off of Hutton Road at Cape Lazo.

I started asking to have it cleaned up and marked properly in January 2025 so the community would be able to use it as it was intended. The latest I heard it was looked at for the first time in May and June of this year and that signage was ordered. To date, no clean up has started.

The public access is not only not marked, [REDACTED]

I just want to bring it to your attention in hopes you can have a look at why this is taking so long. [REDACTED]

Thanks for your time, I know you have bigger issues, I just don't know why it takes this long to clean up a dirt road.

Meghan Liddle & Terry Keith
[REDACTED]

From: Meghan Liddle [REDACTED]
Sent: July 17, 2026 8:35 AM
To: Robbie Nall <RNall@comox.ca>; Terry Keith [REDACTED]
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Morning Robbie

Thanks for the update and images. Just curious, as the access is not "restricted" it is clearly overgrown and not fully accessible with the berms on each side of the opening, and there are logs half way down the property.

Is any clean up/clearing going to be done to make the access actually more accessible?

I appreciate the effort you have put into this already, thanks.





From: Robbie Nall <RNall@comox.ca>

Sent: July 17, 2026 8:00 AM

To: Meghan Liddle [REDACTED] Terry Keith [REDACTED]

Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Good morning, Meghan, and Terry,

Thank you for following up, and I apologize that this issue has not been resolved yet.

To provide an update, a Bylaw officer attended the site in May to see if access had been restricted. The officer found that access was not impeded. I also attended the site yesterday and confirmed that the public access remains open.



Yellow area is open



We recognize that the access point is currently not clearly identified. The Town is in the process of updating beach access signage throughout the community, and new signs have been ordered. Once received, we will be installing signage at this location to better identify it as a public beach access. Any installation of sign posts will require coordination with K'ómoks First Nation, as the area falls within a

known archaeological zone, and we must ensure that any ground disturbance is undertaken appropriately.

Regarding marking property lines or installing barriers, the Town typically does not use barriers or fencing to delineate beach access corridors.

I understand your frustration regarding the length of time this has taken and appreciate your persistence in bringing the matter forward. While access is currently open to the public, improved signage is planned to make this more evident to residents and visitors.

Thank you again for reaching out. I will let you know when the work is completed.

Best,

Robbie



Robbie Nall

Parks Manager
Town of Comox
250-331-6318 – Comox.ca
[Facebook](#) | [Bluesky](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

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

From: Meghan Liddle [REDACTED]
Sent: Tuesday, July 14, 2026 6:15 PM
To: Robbie Nall <RNall@comox.ca>; Terry Keith [REDACTED]
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

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

Hi Robbie

I am just touching base again as it is mid-July to see where the Town is at with cleaning up the public beach access/Browns Rd off of Hutton Road.

Is there someone you might recommend I speak with to help get this public access cleaned up? Should I come to a Public Town of Comox meeting and bring it up there? I've been asking for over a year and a half and nothing has been done, not a sign or notice for the public that it is, in fact, public. No work to show where the property lines/public access boundaries are. It currently is, and has been for decades, [REDACTED]
[REDACTED]

Any direction or info on what is happening would be appreciated

Meghan & Terry Keith
[REDACTED]

From: Meghan Liddle [REDACTED]
Sent: May 15, 2026 10:46 AM
To: Robbie Nall <RNall@comox.ca>
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Hi Robbie

Thanks for the update. I appreciate you're taking it on after all these years of it being a forgotten little treasure for the community.

Cheers and have a great long weekend.

[REDACTED]

From: Robbie Nall <RNall@comox.ca>
Sent: May 15, 2026 9:00 AM
To: Meghan Liddle [REDACTED]
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Good morning, Meghan and Terry,

Apologies for the delay in getting back to you — we're in peak season right now, and I am behind with my responses.

Thank you for following up. We are currently working with our Bylaws team to resolve the issue at the Brown Road beach access and hope to have an update soon.

I'll be sure to pass along more information as it becomes available, particularly regarding any clean-up efforts or signage. We have project funding to improve beach access throughout the Town, and Cape Lazo is an area of interest.

Thanks again for checking in.

Best,
Robbie



Robbie Nall

Parks Manager

Town of Comox

250-331-6318 – Comox.ca

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

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From: Meghan Liddle [REDACTED]
Sent: Sunday, May 3, 2026 11:19 AM
To: Robbie Nall <RNall@comox.ca>
Subject: "Public Road" Sign Request: Browns Road off Hutton Road

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

Hi Robbie

If I already send the message below apologies for sending again, it shows as "draft" in my email folder so I thought better to send twice by mistake than not at all.

I'm just checking in on the Beach access at Brown Road off Hutton Road out at Cape Lazo.

Any new developments? My neighbour just asked me over the weekend if I had heard anything and I thought I would follow up and see what the scoop is. Any news to report on cleaning it up and/or signage?

Cheers

Meghan & Terry
 [REDACTED]

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From: Meghan Liddle [REDACTED]
Sent: Monday, April 27, 2026 10:29:58 AM
To: Robbie Nall <RNall@comox.ca>
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Hi Robbie

I'm just checking in on the Beach access at Brown Road off Hutton Road out at Cape Lazo.

Any new developments? My neighbour just asked me over the weekend if I had heard anything and I thought I would follow up and see what the scoop is. Any news to report on cleaning it up and/or signage?

Cheers

Meghan & Terry
 [REDACTED]

From: Robbie Nall <RNall@comox.ca>
Sent: June 27, 2025 3:55 PM
To: [REDACTED]
Subject: FW: "Public Road" Sign Request: Browns Road off Hutton Road

Hello, Meghan,

Thank you for your message, and my apologies for the delay in getting back to you.

I appreciate you taking the time to outline the situation and your concerns. I'll be reviewing this further with our Planning Department to confirm the legal history of the Browns Road right-of-way and ensure we have a clear understanding of its status. We do have it identified as a beach access on our maps. I understand the frustration around public access being obstructed, especially in a location with such limited parking and high seasonal demand. We'll explore what can be done to clarify the public nature of the site and assess options for cleanup and signage, as resources allow.

Thanks again for bringing this to our attention, and no worries at all about raising the issue. Public beach accesses are intended for the whole community to enjoy. I will keep you posted.

Best,
Robbie



Robbie Nall

Parks Manager
Town of Comox
250-331-6318 – Comox.ca
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

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

From: Meghan Liddle [REDACTED]
Sent: June 11, 2025 11:17 AM
To: Town of Comox - Public Works <publicworks@comox.ca>
Subject: Fw: "Public Road" Sign Request: Browns Road off Hutton Road

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

Hi

I'm just following up on the clean up of "Browns Road" off Hutton Road in Comox. (in Cape Lazo)

I only ask as the logs and debris that were there were being pushed aside by my husband last month (so we could use it for overflow parking as we were hosting a memorial gathering that weekend) [REDACTED]

There is a shortage of parking in the area in the summer months so having that space cleaned up and clearly marked as public for parking would be nice for the community that don't have the privilege of living on the water. It's a level spot with easy access to the walking path along Lazo and the beach accesses.

I look forward to seeing the Town clean up the area and mark it so the people in our community will have more access to the area this spring and summer.

Thanks for your time
Meghan & Terry

From: Meghan Liddle [REDACTED]
Sent: January 27, 2025 1:52 PM
To: Town of Comox - Public Works <publicworks@comox.ca>
Subject: Re: "Public Road" Sign Request: Browns Road off Hutton Road

Thank you so much for looking into this. I appreciate it, and so will the many folks looking for parking down here wanting to enjoy this beautiful spot.
Thanks again
Meghan and Terry.

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From: Town of Comox - Public Works <publicworks@comox.ca>
Sent: Monday, January 27, 2025 1:37:36 PM
To: [REDACTED]
Subject: RE: "Public Road" Sign Request: Browns Road off Hutton Road

Thank you Meghan,

As discussed, I have passed your request for sign install and road debris clearing along to our Public Works and Parks departments for review.

Thank you,



Kiley Graham

Clerk II, Public Works Department
Town of Comox
1390 Guthrie Road, Comox, BC V9N 0A5
P 250-339-5410
E publicworks@comox.ca
Comox.ca | [Facebook](#) | [X](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

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From: Meghan Liddle [REDACTED]
Sent: January 16, 2025 5:17 PM
To: Town of Comox – Administration <town@comox.ca>
Subject: Browns Road access

Hi

Happy 2025

I'm just wondering what is happening to Browns Road of Hutton Road. It's a tiny little "road" that goes off Hutton to the retaining wall at the water.

[REDACTED]
Is it no longer beach access? People used to be able to park there.
[REDACTED]

If it is still a public road, can it please be marked as such so people know they're allowed to access the beach and/or park there.

We are fortunate to live on this street, I hate to think the public can't also enjoy it here too.

Just a thought, as the road is the same width and depth as the other lots, Comox could turn it into a lot and sell it. You get no taxes off it just sitting vacant [REDACTED]

Thanks for your time.

Meghan Liddle
[REDACTED]

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Town of Comox – Administration

From: Roxy Reimer [REDACTED]
Sent: August 9, 2026 6:10 PM
To: Town of Comox – Administration
Subject: Nautical Days Sunday morning service

RECEIVED

August 09, 2026

TOWN OF COMOX

LOG: 26-853	REFER:	AGENDA:
FILE: 0540-30-2	ACTION: MR	RCM 02Sept26

File: 0540-30-2024.01-01, 8100-20-03-2026

Dear Mayor and Members of Council, Copies: Council
 JW/SR/CD

Thank you for all the work you do to promote and support the wonderful town and community of Comox. Nautical Days is a special event that brings residents and visitors together, and I appreciate the tremendous effort that goes into making it such a success each year.

I am writing to respectfully express my concerns regarding the Sunday morning programming at this year's Nautical Days and to request that the Town consider restoring the Sunday morning community church service that was held in previous years.

Up until recent years, Nautical Days featured a Sunday morning church service that was a collaborative effort involving several churches from the Comox community. These services brought together hundreds of residents and visitors and provided an opportunity for people of different churches and backgrounds to worship together as a community. The services included uplifting music, singing, dancing, and inspirational messages from a variety of local pastors. They were well attended and, in my view, represented an important and meaningful part of the Comox community.

I attended the Sunday morning 2026 event of Nautical Days celebration and was disappointed by the level of participation. The bleachers and surrounding booths appeared to have very few attendees, while the main participation seemed to be limited to a relatively small group gathered in a circle of chairs. I found this particularly concerning given the history of the Sunday morning service and the hundreds of people who previously participated.

I believe the former format demonstrated how a community-wide church service could bring together a broad cross-section of Comox residents and visitors. It provided a welcoming opportunity for the many Christian congregations in our community to come together and participate in Nautical Days as one community.

During the event, I spoke with Councillor Jenn Meilleur, who was officiating that morning, and shared my concerns about the current format. She encouraged me to write to the Town of Comox Council to express my dissatisfaction and provide my perspective.

With that encouragement, I respectfully ask Council to consider restoring the Sunday morning church service that was previously such a well-attended and inclusive part of Nautical Days. I would also encourage the Town to work collaboratively with the churches in the Comox community to organize a

service that reflects the broad participation and community spirit that characterized the previous events.

My intention is not to criticize the individuals involved in organizing or participating in this year's program. Rather, I hope Council will consider the difference in community participation and the value that the former service brought to Nautical Days.

Thank you for taking the time to consider my concerns and for all that you do for the Comox community. I sincerely hope Council will consider bringing back the Sunday morning church service and working with local churches to make it once again a meaningful and well-attended part of Nautical Days.

Respectfully,

Roxy Reimer 😊

Town of Comox – Administration

From: Roxy Reimer [REDACTED]
Sent: August 20, 2026 3:17 PM
To: Town of Comox – Administration
Subject: RE: Nautical Days Sunday morning service

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

Roxy Reimer
 [REDACTED] Courtenay, BC [REDACTED]

Thank you kindly. 😊

From: Town of Comox – Administration <town@comox.ca>
Sent: August 20, 2026 3:02 PM
To: Roxy Reimer [REDACTED]
Subject: RE: Nautical Days Sunday morning service

Good Afternoon Roxy,

I am following up on my email below.

Kind Regards,

David Somerville

Clerk II – Corporate Services



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

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Town of Comox – Administration

From: Erin Currie [REDACTED]
Sent: August 23, 2026 10:48 AM
To: Town of Comox – Administration
Subject: Conservation opportunity for LT 4 Pritchard Rd (MLS #1047452) – Expanding Northeast Woods

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

Dear Mayor, Council, and Planning Department,

I am writing to you as a local resident to draw your attention to the current sale of **LT 4 Pritchard Rd (Lot 4, Block A, Plan VIP442)**. This 4.8-acre fully treed parcel has recently been listed on the market for development. <https://oceanpacificrealty.com/officelistings.html/listing.1047480-lt-4-pritchard-rd-comox-v9m-3s8.109604010>

While this lot is currently zoned for multi-unit residential use, it directly borders the **Northeast Woods**. Developing this land would mean clear-cutting a significant patch of mature forest, fracturing local wildlife corridors, and putting added pressure on the surrounding trail network.

I would like to ask if the Town of Comox has evaluated this property for municipal acquisition to expand the Northeast Woods protection area. If a outright purchase by the town is not financially viable, could the town partner with local land trusts (such as the Comox Valley Land Trust) or consider adjusting zoning bylaws to ensure the natural canopy and border integrity of the Northeast Woods are preserved?

Thank you for your time, dedication to our town's green spaces, and consideration of this time-sensitive conservation opportunity.

Sincerely,

Erin Currie

[REDACTED]

Comox BC

[REDACTED]

Sent from my iPhone

RECEIVED

August 23, 2026

TOWN OF COMOX

LOG: 26-867	REFER:	AGENDA: RCM 02Sept26
FILE: 0400-03, C	ACTION: MR	

File: 0400-03, 0710-01

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

Town of Comox – Administration

From: Richard Clarke [REDACTED]
Sent: August 22, 2026 10:32 AM
To: council
Subject: Traffic concerns
Attachments: 1000010298.jpg; 1000010625.jpg

RECEIVED

August 22, 2026

TOWN OF COMOX

LOG: 26-868	REFER:	AGENDA: RCM 02Sept26
FILE: 5460-07	ACTION: MR	

Comox Council and Staff

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

I have a couple of traffic matters that I would like to bring to your attention.

With the new traffic circle at Rodello, I have changed my route to Courtenay and often take Beaufort rather than Comox Ave.

There has been an issue at the corner of Beaufort and Beach Rd for a long time. Going west on Beaufort, the property owner on the NE corner has a large round bush right at the corner. So to actually see if there is any traffic coming south on Beach which has the right of way, you actually have to drive into the pedestrian crosswalk which defeats the purpose of the crosswalk.

Not a busy intersection unless there is an event at Comox United, then you have both vehicular and pedestrian traffic as folks park on Beaufort. It has struck me that giving the Beaufort traffic the right of way by stopping the Beach Road traffic would lessen the risk without requiring cutting back the bush and it would ease traffic flow on Beaufort.

The other one is the crosswalk at Atkin. If you are driving east on Comox Rd having just negotiated the roundabout with all the distraction of watching to see when it is safe to proceed, given that many motorists don't bother to signal their intention you end up to the left turn lane to Aitkin. Which has always been there, But now there is a crosswalk right in front of it. And, if there are large vehicles waiting to make that left your sight line for the crosswalk is partially blocked. The crosswalk does not have pedestrian crossing lights. So someone can appear in the crosswalk unexpectedly.

I cannot recall if there was a crosswalk there before the installation of the traffic circle. I don't think so, And I can't see any apparent reason for anyone to need to cross there. Fortunately it is seldom used, but that may lull folks to be less aware of it. Anyway, it looks to me like an accident waiting to happen.

I have photos of both attached. Although the Beaufort & Beach corner is from my driver's seat, the Aitken one is from the curb - so it doesn't capture the view from a driver's perspective.

Richard Clarke (he/him)

Namwayut

I am privileged to live and volunteer on the traditional unceded territory of the K'omoks First Nation

Town of Comox – Administration

From: Richard Clarke [REDACTED]
Sent: August 26, 2026 12:09 PM
To: Town of Comox – Administration
Subject: Re: Traffic concerns

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

Okay thanks

[REDACTED]

Richard Clarke (he/him)

[Namwayut](#)

[I am privileged to live and volunteer on the traditional unceded territory of the K'omoks First Nation](#)

On Wed, Aug 26, 2026, 11:47 Town of Comox – Administration <town@comox.ca> wrote:

Good Morning Richard,

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

Once we have received the information requested above, please note that your correspondence will be circulated to all members of Council and will tentatively appear on the September 2, 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.

Kind Regards,

David Somerville

Clerk II – Corporate Services





Town of Comox – Administration

From: Colin Eves [REDACTED]
Sent: August 24, 2026 3:43 PM
To: council
Cc: Jordan Wall
Subject: Update on Comox sewer line location
Attachments: Public Update on Town Sewerline Location.docx

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

Hello

Please find a letter for the Mayor and council regarding the proposed location of the gravity-fed sewage line that runs into the Jane Place pumping station.

Thank you for your assistance.

Regards

Colin Eves

On behalf of the Comox Estuary Community Association

RECEIVED

August 24, 2026

TOWN OF COMOX

LOG: 26-869	REFER:	AGENDA:
FILE: 5330-20-2	ACTION: MR	RCM 02Sept26

File: 5330-20-2022-02

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

Request for Public Update — Town of Comox Gravity-Fed Sewer Line

Dear Mayor Minions and Council,

I am writing on behalf of the Comox Estuary Community Association (CECA), a BC society incorporated July 23, 2026, representing residents of Jane Place, Beaufort Avenue, and the broader Comox Estuary community.

We want to begin by acknowledging the responsiveness that Mayor Minions and Council have shown to Jane Place and Beaufort Ave. residents throughout the past few years of this Sewage project. That engagement has been genuinely appreciated, and we write in that same spirit of constructive dialogue.

The purpose of this letter is to respectfully request a public update on the Town of Comox's plans for the gravity-fed sewer line that currently runs along the foreshore to the Jane Place pump station.

As you are aware, this line runs in part on an easement through private residential property on our streets, feeds directly into the Comox Pump Station — the facility at which the May 26 sewage spill occurred — and has been identified as requiring upsizing or replacement to serve the significantly increased number of residences now feeding into it.

In a conversation with the Town Engineer in 2025, replacement or upsizing was described as planned for 2026. Earlier this year, we were advised that the Town was reconsidering the foreshore route in light of the environmental and geophysical risks now associated with it. When we subsequently raised this with Mayor Minions, we were advised the matter remains under review.

We understand that infrastructure decisions of this nature involve complex technical, financial, and environmental considerations, and we do not ask for a premature commitment. What we do ask — respectfully but clearly — is for transparency about where this decision stands, and a commitment to meaningful community consultation before it is finalized.

Residents of Jane Place and Beaufort Avenue have a direct and material interest in this decision. Whether the line is replaced in its current foreshore location or rerouted inland, our community will bear the consequences — in construction disruption, environmental risk, and property impact. CECA, as the formally constituted representative of this community, believes its members deserve to know the direction of this decision before the October 17 municipal election.

We therefore respectfully request that the Town of Comox:

1. Advise CECA of the current status of the gravity line decision — whether it remains under active consideration or a decision has been reached
2. If a decision has been made, disclose it publicly and explain the basis on which it was made
3. If still under consideration, advise CECA of the expected timeline and confirm that CECA will have an opportunity for meaningful input before the decision is finalized

We believe it is in everyone's interest — including the Town's — that this question be answered transparently before residents go to the polls. Residents who will be directly affected by this decision deserve to know where things stand before they vote

We look forward to your response and to continuing to work constructively with the Town on this and other matters affecting the Comox Estuary.

Respectfully,

Colin Eves

On behalf of the Comox Estuary Community Association

[REDACTED] Comox BC [REDACTED]

[REDACTED]

cc: Town Manager

CECA Membership

Town of Comox – Administration

From: [REDACTED]
Sent: August 18, 2026 4:57 PM
To: Nicole Minions; Town of Comox – Administration; Bylaw; Town of Comox - Public Works
Subject: Attn _ Comox Town Mayor _ Heavy and fast moving Comox traffic 2026

RECEIVED

August 18, 2026

TOWN OF COMOX

LOG: 26-871	REFER:	AGENDA: RCM 02Sept26
FILE: 5400-16, 5	ACTION: MR	

File: 5400-16, 5460-07 Copies: Council
 JW/SA/CP/SR/CD/BYLAW

Attention Please forward copies to

Town of Comox - Mayor

Town of Comox - Public Works

Town of Comox - By-Law

(Copy mailed to Comox Valley RCMP Detachment, 800 Ryan Rd Courtenay)

Children, seniors and cyclists are at grave risk of serious injury from commercial traffic on our town's side roads. Action needs to be taken to slow traffic on residential roads within the town of Comox and move the flow of traffic to the main feeder routes.

Since the recent, May 2023, the gas station fire at 648 Anderton Road in Comox, the flow of traffic down Aspen Road and Noel Avenue has become untenable. This tragic fire incident resulted in the temporary re-routing of Comox Avenue to Ryan Road traffic. Commuters were detoured to flow west on Noel avenue onto Aspen Road and then to Guthrie Road and back for reverse direction of traffic. However, after the reopening of Anderton Road, road users came to realize that this change of route was faster than utilizing the original route to the intersection of Anderton Road and Guthrie Road.

Commuters have realized that travelling between Comox Avenue to Courtenay via Noel Avenue and Aspen Road is faster as it avoids the rush hour vehicle congestion and traffic light at the Anderton/Guthrie intersection. Additionally, traffic moving in the reverse direction turning at Guthrie and Aspen removes two traffic lights en route to the Noel Avenue intersection, and presently heavy dump trucks.

Moreover, road works on Robb Road has seen commercially town contracted dump trucks utilizing Aspen Rd to avoid traffic lights en route to Anderton and Robb. By-Law has informed that this movement is in breach of their contract

Where is the concern?

a. Commercial dump trucks, delivery vans, heavy vehicles and trucks towing boats on trailer cars are now speeding through the 30 Kmp/h adjacent to the playgrounds,

- b. Now, the most direct route between Comox marina boat launch to Ryan road, mitigating sharp 90 degree turns and traffic lights, runs from the corner of Guthrie/Aspen to Church Street via Noel Avenue, speeding through the 30 Kmp/h adjacent to the playgrounds.
- c. Cyclist are at risk of serious injury due to trucks and cars making incursions into the cycle lane at the intersection of Noel Avenue and Aspen Rd.

Speaking with the RCMP indicated that the only traffic concern the police are focused on is speeding through the 30 km/h area of Aspen Rd which requires a constant barrage of complaints. Further, speaking with the Comox Town By-Law office, it was said the By-Law office has limited resources and authority to address this concern.

Possible solution, the town should reduce speed on all non-main feeder roads (read, residential/side roads) to 40 km/h and place speed bumps at pedestrian crosswalks. In conversation with one RCMP constable it was said that a speed bump at the 30 km/h zone would certainly be a good idea.

When the Comox mayor was previously asked about this issue she said use of speed bumps would inhibit emergency and snow removal vehicles. The city of Courtenay has placed raised pedestrian crossing and reduced speed limits to 40 km/h in problem areas. The Comox Valley Hospital utilizes raised crosswalks which are traversed by emergency vehicles and snow plows. When the roundabout road construction was taking place at the intersection of Glacierview and Comox Avenue, traffic flow through Tyee Park housing via Strathcone Crescent exponentially increased. The solution was to lay down temporary speed bumps.

Which is more expensive? The placement of temporary speed bumps or a child's life? Why can't we be proactive instead of reactive when it comes to injury and loss of life?

Patrick Penley

Comox

Town of Comox – Administration

From: [REDACTED]
Sent: August 24, 2026 4:31 PM
To: Nicole Minions; council; Jordan Wall; Shelley Ashfield; [REDACTED]
Cc: [REDACTED] Jess Nielsen; megan
Subject: cowling
 Brooklyn PAC Request for Evaluation and Safety Upgrades to Crosswalk at Guthrie Road & Noel Avenue, Comox
Attachments: Crosswalk Petition Letter.pdf

RECEIVED

August 24, 2026

LOG: 26-872	REFER:	AGENDA: RCM 02Sept26
FILE: 0400-05, 5	ACTION: MR	

Hello Everyone, **TOWN OF COMOX**

File: 0400-05, 5400-12 Copies: Council
JW/SA/CP/SR/CD

Thank you for your past work and collaboration with Brooklyn PAC to enhance the crosswalk at the Ridgemount pedestrian/cyclist access to Guthrie. We are once again asking for crosswalk improvements. Please see two attached letters on behalf of the Parents Advisory Committee and school community asking for an evaluation of the crosswalk at Guthrie and Noel with the hopeful intention of making the crosswalk safer for families as they travel to and from school. Hard copies of both letters have been delivered to the Comox Public Works office, School Board office, and the originals to the Town of Comox office for reference. Please kindly advise if you have any trouble with links or attachments.

Responses to the Brooklyn PAC email are monitored by a small group of parent volunteers, please feel free to reach out to either the Brooklyn PAC email [REDACTED] or to Jess or Megan directly (find contact information below).

Thank you for the many ways you each contribute to the quality of life in Comox.

Kindest regards,
 Jessica Nielsen & Megan Cowling
 (Current and Past Chair of Brooklyn Elementary PAC)
 Jessica Nielsen (Current Chair) Email: [REDACTED]
 Megan Cowling (Past Chair & Crosswalk Enthusiast) [REDACTED]

We respectfully acknowledge that we are learning, playing, and working on the unceded traditional territory of the Pentlatch, Ei'ksan, Sahtloot and Sasitla people of the K'omoks First Nation.



Mayor Nicole Minions & Town of Comox Council Members (Council@Comox.Ca)

Jordan Wall, CAO, Town of Comox

Shelley Ashfield, Director of Operations, Town of Comox

Comox Valley Cycling Coalition [REDACTED]

[REDACTED] Chair of the Comox Valley Schools Board of Education & Area B

[REDACTED] Town of Comox

[REDACTED] Comox Valley Schools

[REDACTED] Director of Operations, Comox Valley Schools

[REDACTED] Brooklyn Principal, Comox Valley Schools

Mayor & Council

Town of Comox

1809 Beaufort Avenue Comox,

BC V9M 1R9

August 20th, 2026

Request for Enhanced Pedestrian Safety Crossings for Students & Families

Mayor Minions & Council members,

On behalf of the Brooklyn Elementary school community, we write to you to acknowledge and express appreciation for the work of the Council in relation to the Town's Strategic Plan (2022-2026). As families raising our children in this community, we collectively note the commitment to increased walkability to experience and enjoy the many amenities that Comox offers. The investments in greenways and family-friendly spaces are more evident than ever, and thoroughly enjoyed and appreciated (especially in summer months). On behalf of Brooklyn PAC, thank you for your work and your commitments to making our community more liveable and enjoyable. We have special appreciation for the way that many of the walking paths are road-adjacent but raised or safely separate from the road, especially the new path along Lazo (by the newer subdivisions) with its many encouraging family-friendly amenities including park benches, water fountains, and the glow-in-the-dark compass feature. The accessible activity upgrades to the downtown parks and the Rec Centre fields have created more welcoming spaces for youth/families while contributing to engagement and conversation. The addition of the all-weather Adirondack chairs at the Marina, the Rec Centre, and downtown have been wonderful (as a comfortable and welcoming place to sit in a lovely park on a beautiful day is inspiration for many more good things in life). Thank you for actively contributing to the sense of welcoming and encouragement to be outdoors and enjoying Comox, on behalf of families of all ages and abilities.

We also note the successful safety upgrades to the crosswalk at the Ridgemount access to the Guthrie Road crossing to Brooklyn. The measures the Town has implemented have significantly increased the sense of safety for students crossing and the pedestrian traffic, with more students than ever actively travelling to school. Thank you for thoroughly and successfully

addressing the concerns raised in 2019 & 2020. Additional thanks to SD71 Comox Valley Schools for also working with the Town to address the safety concerns and also for innovatively collaborating to create and maintain the Outdoor Classroom space through the land-sharing agreement that has been deeply mutually beneficial for students, families, and dog-owners. Thank you for the work you have done proactively, responsively, and collaboratively in these past initiatives and community-focused measures. They are widely appreciated by families (even if recognition is not articulated consistently as the staff retire and families involved in the collaborative initiatives remain living in the community but age-out of the PAC school community with time).

We also write with the intention of (once again) asking for enhanced safety measures to address lived and firsthand unsafe experiences crossing Guthrie Rd, specifically at the Guthrie and Noel intersection. This intersection is a main route for families. The intersection requires a significant amount of driver awareness as it only has one stop sign. Drivers turning from Noel onto Guthrie must navigate pedestrians and cyclists crossing twice in front of them (from the righthand side of Noel to Guthrie, then from crosswalk on the lefthand side of Guthrie to the righthand side of Guthrie to continue upwards in the bike lane or path towards both Brooklyn & Highland). During a busy weekday morning, drivers turning from Noel onto Guthrie must navigate the crossing of pedestrians, cyclists (of varying speeds and abilities with the addition of e-bikes/scooters/e-scooters), strollers, dogwalkers and families with additional accessibility needs. For drivers seeking to turn from Noel onto Guthrie, firsthand experience requires that looking down the hill of Guthrie requires pulling out further than the stop line, which can contribute to the additional distraction of conflict between drivers then turning from Guthrie onto Noel and creating a visual barrier. This is further complicated by drivers travelling west on Guthrie and coming downhill, often increasing speed after losing commute time going through two school zones and the often complained about four-way stop at Pritchard and Guthrie. The increase in speed (or resumption to 50km zone) as drivers come down the hill is the most dangerous aspect to pedestrians crossing, as drivers tend to display a fatigue towards stopping again and are less proactive stopping in the context of a crosswalk that doesn't have the same safety measures as the lighted crosswalk at the cow field on Guthrie, the lighted crosswalk at the Public Works on Guthrie, or the crosswalk with pedestrian island feature at Ridgemount. Thus far the hypervigilance of drivers and pedestrians has prevented a serious accident at the intersection, but it feels like only a matter of time for the parents who use it every day before something truly terrible happens. We ask and implore that an evaluation of the intersection be swiftly undertaken, with the goal problem-solving with pedestrian-friendly measures that encourage and signal to drivers that they should proactively slow down while coming downhill on Guthrie, and be prepared to stop again (especially on school days).

We believe enhancing this crosswalk also ties directly to Strategic Priorities as this crossing is considered an greenspace and park access to the Northeast Woods (through the trail at the marked "Noel Entrance Route" and "School Entrance Route"). In addition to young children, this area of Comox is especially dense with seniors, multi-generational families, and adults with

accessibility needs. A crosswalk with additional safety features that centre the pedestrian in the driver's mind can help seniors or those who need extra time to cross feel less like they are taking chances or an inconvenience to drivers when crossing, and more as though this crossing and route is intended for them to use and access. Lastly, many dogwalkers walking in the evening and after dark (which can be 5pm-6pm for a good portion of the year) have noted that the trees shadow the crosswalk from the streetlight by the e-bike station. A crosswalk light would significantly assist with this specific problem without affecting the beauty of the boulevard trees.

We kindly request of Council:

1. Evaluate our request for enhanced safety measures on behalf of the Parents' Advisory Council and school community through observing the morning commutes of students and families this September;
2. Communicate the extent of evaluation and results to the PAC and school community;
3. Invest in additional safety features as advised by Town staff and experts within the context of the TAC's MUTCDC, or other relevant guidance (recognizing that a crosswalk may be requested and preferred by the community for consistency but not advisable under the MUTCDC recommendations).

Thank you again for the many ways as Mayor and Council that you actively work to help and safeguard our community and families while also planning and implementing strategies to make Comox more liveable and enjoyable.

Kindest regards,

[Redacted Signature]

Jessica Nielsen - current Brooklyn PAC Chair

[Redacted Signature]

Graham Douglas - past Brooklyn PAC Chair

[Redacted Signature]

Megan Cowling - past Brooklyn PAC Chair

On behalf of Brooklyn Elementary Parents Advisory Council
August 20, 2026

Brooklyn Elementary PAC
% Brooklyn Elementary
1290 Guthrie Road
Comox, BC
V9M 4G2
BY EMAIL AND LETTER

Dear Town of Comox, Comox Valley Schools, and Comox Valley Cycling Coalition,

We are writing to you to request additional safety enhancements at the crosswalk on Guthrie Road, where it intersects with Noel Rd. We are observing (as per the attached petition) the potential for a looming recipe for disaster as this intersection becomes busier and busier with increased pedestrian traffic, especially the students and families actively travelling to and from school in the mornings.

This was raised at a PAC meeting in April and a unanimous motion passed to write a letter seeking assistance with this safety matter. The Town of Comox was very proactively responsive when Brooklyn PAC highlighted similar issues in 2018 regarding the crosswalk at Ridgemount & Guthrie. We thank you wholeheartedly for the upgrades made to the crosswalk, as it is both safer and more well-travelled as a result. We are happy to anecdotally report a significant increase in student foot traffic and student cyclists, which we feel are directly attributable to the combined work of Active Travel initiatives within the context of safer routes to travel.

We are now kindly asking for additional and timely safety upgrades to the marked crosswalk at Noel & Guthrie.

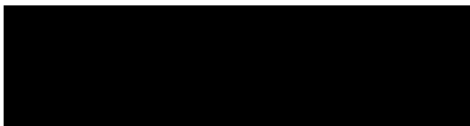
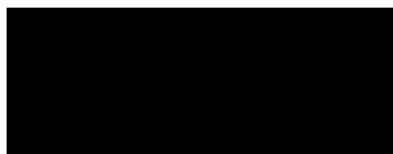
Some of the current issues with the crosswalk at Guthrie and Noel are:

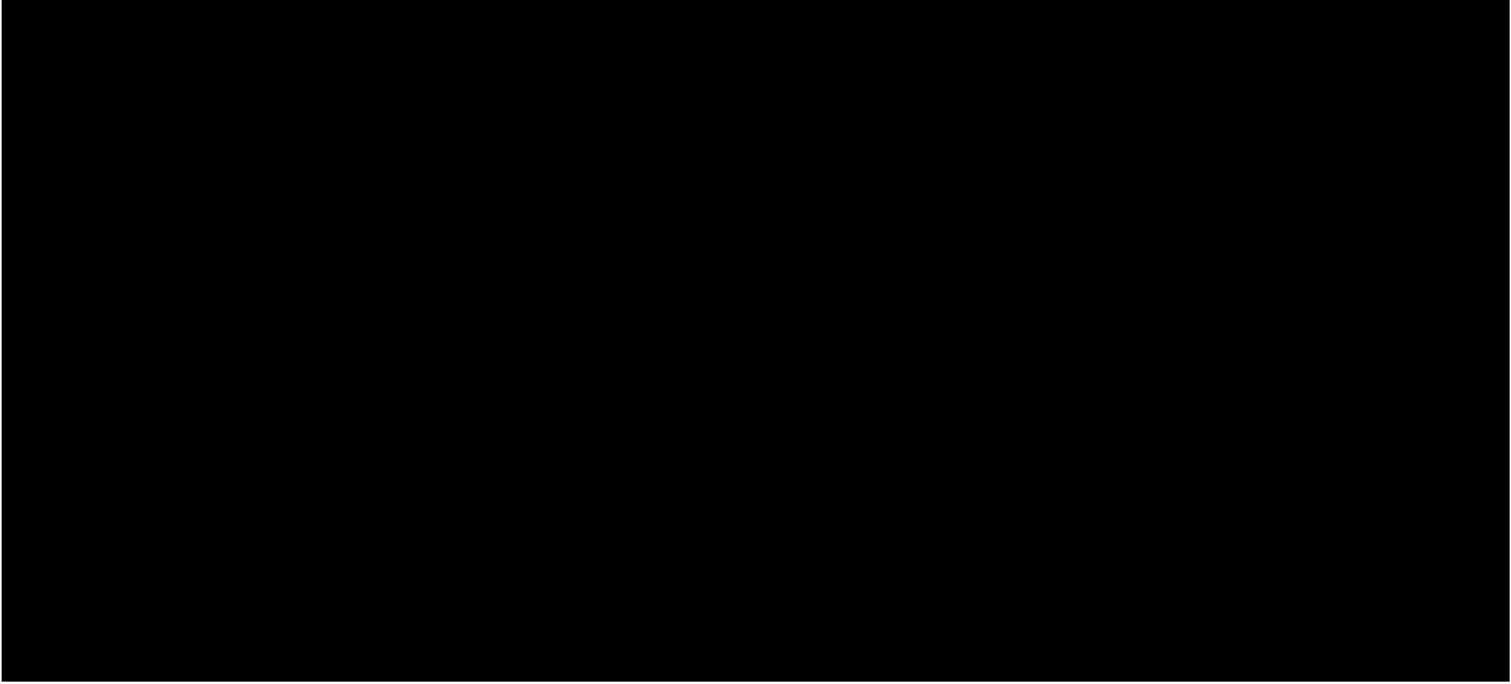
- Complex navigation (cars on Noel have to pull out fairly far to see down the hill) and they can do this while also navigating traffic turning left onto Noel from Guthrie, cars coming straight down Guthrie, and pedestrians, cyclists, and e-bikes all crossing simultaneously
- The speed of traffic coming down the hill with no safety measures at the curb for pedestrians to indicate a marked crosswalk

The PAC and school have already made some steps to address the problem within our scope of agency, such as:

- Announcements in class regarding safe crossing
- Parents walking their kids to the cross-walk and reminding kids to get off of bikes
- Encouraging drivers to slow down (the parents that we have communication access to)
- Creating a community/PAC Bike Bus to help kids ride more safely in a group (with the help of the Comox Valley Cycling Coalition)

We feel strongly that the addition of a pedestrian-activated crossing light would cause the traffic coming down the hill to effectively reduce their speed in the event the light was triggered, which would hopefully lessen the injuries to a pedestrian or cyclist if they were hit.





Petition for Enhanced Safety Measures at Noel & Guthrie Crosswalk

This petition asks for increased safety measures for students and pedestrians using the crosswalk to cross Guthrie at the corner of Guthrie and Noel (see photo below.) Guthrie Road is a posted 50km, but this section is both curved and sloped, prompting vehicles to either increase their acceleration up the hill or increase their speed coming down the hill. Drivers who are coming down the road towards the crosswalk in the morning are also looking directly into the sunrise during peak times when the students and families are crossing to school. New developments to the area have increased the number of children using this crosswalk as developments within its feeder zone increase (e.g., the neighbourhoods of Silverstone, Forester expansion, Weaver St.)

Many large trucks for trades and construction use Guthrie while towing trailers or hauling heavy loads, and recreational vehicle traffic to-and-from the campground and Point Holmes also frequent this section of Guthrie. These large and heavy vehicles struggle to stop quickly at the crosswalk, especially during the shoulder seasons when kids are in school and recreational vehicle traffic is high (May, June, and September.) It has been observed on multiple occasions that large and heavy vehicles descending the hill cannot stop in time when children and pedestrians are at the crosswalk, and so they do not stop.

There are pedestrian-controlled crossing lights in two other locations within 5km of this intersection on Guthrie to prompt traffic to stop (one near the Public Works Yard and the other at the base of the Cow Field Hill.) Enhanced safety measures in the form of a pedestrian-activated light would be the most consistent safety measure and would help signal to traffic that people (especially children) have the intention to cross and hopefully give them time to slow down. There is a greater likelihood that drivers will notice students and pedestrians when they are driving in an area with a pedestrian-controlled signal and specifically to be prepared to slow down in anticipation of activation of the crossing signal.

The increased residential population to the area, the increased pedestrian foot traffic, and the additional push for families and students to actively travel to school in alignment with the community goals and strategic plans expressed by the Town of Comox and Comox Valley Schools all support the need for enhanced safety measures at this crosswalk.

This petition asks for enhanced safety measures to be added promptly, such as but not limited to: solar-powered pedestrian-activated light, plastic road sign reminding drivers it is BC Law to stop, and signage for pedestrians reminding them to cross when safe (photos attached.)



View from Guthrie across to Noel



View from Noel across Guthrie crossing



Sample of solar flasher to indicate intention to cross.



RECEIVED

AUG 25 2026

LOG: 26-873	REFER:	AGENDA: RCM 02Sept26
FILE: 0710-01, 5	ACTION: MR	

TOWN OF COMOX File: 0710-01,5400-01

Comox, B.C.

To Comox Mayor and Councillors

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

I would like first to begin this letter by congratulating you on beginning a green canopy programme in the near future. It is a step forward in realizing that trees play such an important part in our climate and will provide shade for future generations to come.

We have to accept now that climate change is here. It can be frightening in its severity, emotionally devastating and economically will be costing countries hundreds of millions of dollars every year. The global community has so far not been able to agree on a general consensus of opinion.

So I feel the only way to get anything practical started is to start at the municipal level, like your canopy initiative. I have been giving this some thought and would like to pass along a very sensible message which I think we should be trying to remember to do.

It is about running our car engines. In the car park of my doctor's office, there is a large notice which says, "**NO IDLING PLEASE TURN OFF YOUR ENGINE**" I am sure you are aware, that since the advent of the smart phone, people get into their cars turn on the engine and then proceed to check their phones for messages. If this habit is multiplied many, many times a lot of emissions are going up into the atmosphere. Of course, it's not done deliberately, but people have other things on their minds so just don't think about the consequences of what they are doing. I have been wondering if it is at all possible for the Comox municipality to erect signs on municipally owned land and buildings reminding people to turn off their engines when checking their phones. A sign could be put down at the marina for example, in the Community Centre car park and anywhere where you have jurisdiction. Perhaps private businesses like supermarket car parks and other retail outlets could be encouraged to do the same.

Obviously, I know this is not enforceable, but it would give people a little reminder that what they are doing is not really acceptable any more. At least it would be a start in the right direction in changing people's habits

One other thought, can we somehow limit the amount of school traffic which is soon to descend upon us once more. Is it possible to get more school kids to use the buses provided and therefore eliminate parents shuttling their children back and forth. Their cars must number in the hundreds every day. It would be interesting to know how many do car sharing?

However, these are my two suggestions which I hope you may give some thought to. Our summer is nearly over and indeed our weather has been gorgeous, but we are in a drought and are not alone. What will next summer be like?

Yours sincerely

Kathryn Turner

Town of Comox – Administration

From: Brittany Filipetti [REDACTED]
Sent: July 24, 2026 10:33 AM
To: Nicole Minions; council; Finance; Town of Comox – Administration
Subject: Request for Review and Discussion Regarding Rising Commercial Property Taxes



LOG: 26-812	REFER:	AGENDA: RCM 02Sept26
FILE: 1980-01	ACTION: MR	

Copies: Council
JW/EH/SR/CD

Aug 17: Brittany confirms this is not a delegation request (DS)

Subject: Request for Review and Discussion Regarding Rising Commercial Property Taxes and Their Impact on Local Business

Dear Mayor & Council,

I am writing as a local business owner operating a commercial business in Comox. My business occupies two commercial units that are separately assessed and taxed. Over the past approximately five years, my property taxes have increased by nearly \$7,000, bringing the current cost to approximately \$1,333 per month (nearly \$16,000 annually). This is less than 2500 square feet.

I recognize the importance of property taxes in funding the services that make our community strong. However, the increase in commercial operating costs over the past several years has been staggering, and I believe it is important to understand the impact these rising fixed costs are having on small businesses in our community.

I would appreciate a clearer understanding of what has contributed to these increases, including:

- How much of the increase is due to changes in assessed property values versus changes in municipal tax rates and other levies;
- How Comox's commercial tax burden compares with similar communities;
- Whether my two commercial units being separately assessed and taxed contributes to my overall tax burden;
- Whether there would be any potential property tax benefit to legally combining my two commercial units into one assessment/folio, if possible;
- Whether combining the units could reduce my overall tax burden or whether the total taxation would remain the same based on the combined assessed value;
- What discussions are occurring around supporting local businesses facing rapidly increasing fixed operating costs.

On a personal level, this has been an especially challenging period. I am currently on maternity leave, and immediately prior to my pregnancy I was navigating recovery from a severe concussion and wrist surgery following a fall from a ladder. During this time, with the increasing cost of living and financial pressures facing my family and business, I made the difficult decision to temporarily relocate to

Northern BC because continuing to afford living in the Comox Valley while my income was reduced was no longer sustainable.

Although I am temporarily living outside the Valley, I remain committed to my business and the community. I continue to travel back and forth to Comox with my toddler in order to stay connected to and support my business operations. My hope is to return to the Comox Valley as a resident within the next few years, as it remains a community that I value and want to be part of. I also closed my second location in Campbell River just last year.

I share this not as an individual complaint, but as an example of the real pressures many small business owners are experiencing. Rising costs such as commercial property taxes, insurance, wages, and supplies create significant challenges for businesses trying to remain sustainable while continuing to provide local services and contribute to the local economy.

Small businesses are an important part of Comox's identity and economic strength. We want to continue investing in our community, creating employment, and providing valuable services. However, rapidly increasing fixed expenses can make long-term sustainability increasingly difficult.

I would appreciate the opportunity to discuss this matter further and better understand what options exist for businesses to navigate these increases. I would also appreciate any information regarding how commercial tax increases are evaluated and considered as part of future municipal planning. Thank you for your time and consideration. I appreciate the work you do on behalf of our community and look forward to your response.

Sincerely,

Brittany

DR. BRITTANY FILIPETTI, DC, ART®, BKin



ORIGIN
INTEGRATED HEALTH

(250) 941-2211
(250) 914-3344

2-1261 NOEL AVE. COMOX
850(A) 12TH AVE. CAMPBELL RIVER

Town of Comox – Administration

From: Brittany Filipetti [REDACTED]
Sent: August 17, 2026 5:19 PM
To: Town of Comox – Administration
Subject: Re: Request for Review and Discussion Regarding Rising Commercial Property Taxes

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

Hello there ,

Thank you so much for following up with me. Yes if it can be placed on the council agenda for consideration that would be helpful !

I am not in town as I am on mat leave and have relocated temporarily. I will be back in town in the fall to visit my business.

Thanks Britt

On Fri, Aug 14, 2026 at 2:16 PM Town of Comox – Administration <town@comox.ca> wrote:

Hello Brittany,

I am following up on my emails below. Please let me know whether you would like your submission from July 24th placed on a future Council agenda for consideration, or if you are requesting an opportunity to speak directly to Council as a Delegate?

If you wish to appear as a delegation at an upcoming meeting, please complete and return the attached Delegation Request Form to town@comox.ca. The next regular Council meeting is scheduled for September 2, 2026.

Kind Regards,

David Somerville
Clerk II – Corporate Services

Town of Comox – Administration

From: Douglas Darby [REDACTED]
Sent: August 26, 2026 12:01 PM
To: Town of Comox – Administration; [REDACTED]
Subject: Request for Consideration Regarding Late Property Tax Payment

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

Dear Mayor and Members of Council,

[REDACTED] Civic Address: [REDACTED]

I am writing to respectfully request consideration regarding a late payment of our property taxes this year.

My family and I have been residents of the community for the last 17 years, and throughout that time, we have consistently paid our property taxes on or before the due date. Unfortunately, this year's payment was submitted one day late due to exceptional and unforeseen circumstances.

Our father recently passed away, and during the period leading up to the tax deadline, we were busy with organizing his Celebration of Life and accommodating family and friends who had traveled from out of town to attend. Amid these responsibilities, we inadvertently missed the payment deadline by a single day.

We understand the importance of adhering to municipal payment deadlines and sincerely regret this oversight. Given our long history of timely payments and the circumstances I have outlined, we respectfully ask Council to consider waiving any penalties or interest associated with the one-day delay.

Thank you for taking the time to consider our request. We appreciate your understanding and look forward to your favorable consideration.

Sincerely,

Douglas [REDACTED] Darby
 [REDACTED]

RECEIVED

August 26, 2026

TOWN OF COMOX

LOG: 26-875	REFER:	AGENDA: RCM 02Sept26
FILE: 1940-04	ACTION: MR	

Copies: Council
 JW/EH/KL/SR/CD

Town of Comox – Administration

From: Cathy Mitchell [REDACTED]
Sent: August 26, 2026 2:05 PM
To: council
Subject: Property tax penalty

RECEIVED

August 26, 2026

LOG: 26-876	REFER:	AGENDA: RCM 02Sept26
FILE: 1970-04	ACTION: MR	

Hello council,

TOWN OF COMOX

Copies: Council
JW/EH/KL/SR/CD

I am quite distraught as I have received a bill from you charging me a \$356.30 penalty for late payment of my property taxes. However, I did not pay my property tax late.

On July 1st I transferred my taxes directly from my bank account to your bank account. Taxes were due on July 2nd. The computer showed me that the money definitely left on the 1st, and I assume it told your computer almost instantaneously that it was receiving my money. But apparently, your computer didn't take note of it until July 3rd.

\$356.30 is a huge portion of my monthly budget and it will make a large impact on my lifestyle for several months. So, I am being severely punished for my crime of ...? I'm not sure, but it must be grievous.

I phoned the number on the letter to inquire as to the nature of my felony. A woman told me that I had ignored a little note on the back of the tax bill that says: "Some banks take up to 5 business days to process your payment...".

Hmm, I understand needing time to clear a paper cheque, but *my* bank says that actual bank transactions are "generally recorded the same day or the next banking day" (which would have been either the 1st or the 2nd). My crime was therefore being overly optimistic about banking efficiency. I can imagine getting charged a few dollars interest. On the front of the tax bill it says a "a 10% penalty" would apply - I think surely that means per year, but no, for me it is per day.

The woman then told me that the province determined the rules and the city was powerless to exert any discretion. The city could not waive the fine. I offered to pay \$30, but again I was told they were powerless to act in any way.

So, I phoned the province. The woman at Service BC was very sympathetic. She told me they only dealt with *rural* municipal taxes, but she looked it up and said the city has discretion over whether to waive a penalty relating to municipal taxes.

I phoned the city back the next day. I realized I may be becoming a pest, but as I've already said, I was extremely distressed. I hate making mistakes; I am very conscientious. The reason I paid my taxes on the July 1st was that I needed to wait to receive my income on June 30th to top up the last bit owing. The woman I spoke to did manage to finally express some sympathy for my plight; however, she still maintained the province was wrong and there was nothing to be done.

So, why am I writing to you, you may ask?

Well, I first I'd like to plead for leniency. I have a hard time believing that the city has no latitude to alter this penalty, and I beseech you to cancel or drastically lower the amount of my fine.

Secondly, I'd like to offer some suggestions for you to consider in order to make the penalty fairer in the future:

1. Take into account the 5 days leeway the banks may require (it is out of everyone's control, so neither the city nor the citizen should bear the responsibility). To accomplish this I suggest:

Tell the public taxes are due on July 2, but don't start the penalty until July 7 (or if you need the money by the 2nd, make the due date June 27th).
2. Make a due date that is not so close to the end of the month when people receive pay/pension/rental income that they may need to amass the money necessary for the tax bill (i.e. maybe a week into the month).
3. Create a more reasonable late fine, i.e. perhaps a percentage?

In future, if I knew I was going to be a few *days* late paying, I wouldn't bother paying taxes until *months* later at the last possible moment because either way it will cost me \$356.30 flat rate.

4. Change the warning on the tax bill. Instead of saying:

"10% penalty if not *paid* by July 2, 2026 (including unclaimed Home Owner Grant" ,

say:

"\$356.30 penalty if not *received* by the city on July 2, 2026"

That is much clearer and literally more accurate.

Thank you for your attention.

Yours truly,

Catherine Mitchell

[REDACTED]

Comox

[REDACTED]

Town of Comox – Administration

From: Cathy Mitchell [REDACTED]
Sent: August 28, 2026 9:00 AM
To: council
Subject: Re: Property tax penalty - further thoughts after hearing from Edward Henley

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

Hello again,

Edward Henley, your Director of Finance, kindly phoned me yesterday. From what he shared, he and his team are frustrated about how constrained they are by the province's legislation regarding Comox's property taxes. He told me that he has been involved for 20 years and that every year they spend a good chunk of time fielding correspondence like mine regarding late penalties.

I see two problems with this situation. First, it is a colossal waste of time for the finance team; and second (perhaps more importantly) the uncomfortable encounters cause the finance team to become jaded and mechanical in their interactions with the citizens of Comox. I would hope that my city council was responsive to me as a constituent and willing to pursue issues that negatively impact my quality of life. I want a council who responds to my concerns in a way that acknowledges we are fellow human beings and Comox citizens. I believe it's possible to respond with empathy (i.e. make me feel heard), while also imparting the harsh facts about the legislation.

If I were your lawyer, I would not have been content to accept the unfair property tax penalties for so long. I would have tried to challenge the province. As far as I can see, and from what Mr. Henley asserted, BC is the only province that take such a severe stance. For example, in Ontario (where I currently reside with my elderly parents) the penalty is 1.25% on the first day (not 10%) and then 1.25% per month. Ontario will also accept a bank stamp (or recorded date) that shows the date of payment if the date of receipt is late.

If approaching the province for reform proved fruitless, I would then look for creative ways to address the problem so my finance team didn't have to waste so much time and energy on unpleasant transactions with the very public they're meant to be serving. For example:

- does the province dictate the exact wording on the tax bill? Can the legislation be interpreted to allow the city to communicate more clearly with the public?
- if there is exact wording required by the province, could additional instruction be added in bold print? For example, if the bill must state that the "due date for receipt of payment is July 2nd", could the next line say "so the **due date for payment without penalty is June 26th**?"
- if the wording of the legislation mandates that the 10% penalty be applied the due date, I would definitely look into the possibility of using June 26th on the bill sent to the public and but keeping July 2nd as an operating deadline.

Mr. Henley also pointed out that the province itself has imposed a different, much less severe penalty on rural Comox properties. As he described, this seems quite arbitrary given that a rural property in Comox would be situated only a few minutes away from those paying an exorbitant fine.

Well, that is the end of my "helpful" observations!

Again, thank you for your attention.

Yours truly,

Catherine Mitchell

P.S. if it would help my cause, I do have a copy of my bank payment dated July 1st that I could send along!

[REDACTED]



ASPEN-HECTOR STORM POND 2 AND LOCAL AREA SERVICE ESTABLISHMENT BYLAW NO. 2068

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR ASPEN-HECTOR STORM POND 2

WHEREAS pursuant to the provision of Section 212 of the Community Charter, the Council of the Town of Comox has received a petition from the owners of certain properties to establish a local area service for the purpose of operating, maintaining and replacing a stormwater detention pond to manage stormwater;

AND WHEREAS the Corporate Officer has determined the sufficiency of the petition under the provisions of Section 212 of the Community Charter;

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 "Aspen-Hector Storm Pond 2 and Local Area Service Establishment Bylaw No. 2068".

2. Definitions

In this Bylaw the following definitions apply:

"Annual Property Tax Bylaw"	means the Town's annual property tax bylaw pursuant to section 197 of the Community Charter;
"Community Charter"	means the Community Charter, SBC 2003, c 26, as amended or replaced from time to time;
"Cost of Service"	means the expected annual costs of providing the Service as adjusted for inflation over time and, for the year 2027, means \$39,490;
"Reserve Fund"	means the reserve fund established under Section 7 of this Bylaw;
"Service"	means the local area service established under Section 4 of this Bylaw;
"Service Area"	means the geographic area described in Section 5 of this Bylaw;
"Tax Rate"	means the rate calculated under Section 6(b);



3. Service

A local area service is hereby established for the purpose of the operation, repair, maintenance, amortization, and capital replacement of the stormwater infrastructure and all associated works required to collect, convey, detain, and manage stormwater within the Service Area, including capital expenditures related to the storm infrastructure and contributions to reserves for future capital upgrades, rehabilitation, replacement, or decommissioning of the Town owned storm infrastructure.

4. SERVICE AREA BOUNDARIES

The boundaries of the Service Area are shown in the plan attached as **Schedule "A"** to this Bylaw and for reference includes, as of the date of this Bylaw's adoption, all parcels legally described in **Schedule "B"** to this Bylaw.

For greater certainty, any lands within the Service Area will remain in the Service Area following the subdivision or consolidation of land.

5. LOCAL SERVICE TAXES

(a) The Town will recover all costs of the Service by imposing, in its Annual Property Tax Bylaw, a parcel tax charging a rate per square meter of all land within the local service area.

(b) The Town will determine the Tax Rate annually in accordance with this formula:

$$\text{Tax Rate} = \frac{\text{Cost of Services}}{\text{Total Square Meters of the Service Area}}$$

(c) For greater certainty, the Town will not impact the Tax rate under subsection 6 (a) on the value of land or improvements located within the Service Area.

(d) In each year after the first year this Bylaw is in force, the Town will, before adopting the Annual Property Tax Bylaw, adjust the Cost of Service in accordance with the '*Non-Residential Building Construction Price Index*' as published by Statistics Canada for the third quarter of the previous year. Initial costs established under this Bylaw shall be subject to periodic review and may be amended from time to time.

6. GENERAL

(a) Schedules – The following Schedules are attached to and form part of this bylaw:

Schedule "A" – Service Area Boundary Map

Schedule "B" – Service Area Parcels

(b) Severability – A declaration by a court of competent jurisdiction that a section, clause or provision of this Bylaw, including anything shown on Schedules to the Bylaw is invalid,



shall not affect the validity of the Bylaw or any part of the Bylaw other than the section, clause or provision, or part of the Schedule declared to be invalid.

7. Adoption

PETITION RECEIVED FROM THE OWNERS OF PROPERTIES IN THE LOCAL AREA SERVICE this

21st day of July, 2026

PETITION CERTIFIED AS SUFFICIENT this

31st day of July, 2026

READ A FIRST, SECOND and THIRD time this

5th day of August, 2026

ADOPTED this

day of , 2026

MAYOR

CORPORATE OFFICER



SCHEDULE A
Service Area Boundary Map





**SCHEDULE B
Service Area Parcels**

Street	Civic	Plan	Lot	Roll
Hector Road	2123	Comox District Plan VIP60685	Lot 4, District Lot 170	602030

* For certainty, any lands within the Service Area will remain in the Service Area following the subdivision or consolidation of land.

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

PETITION

TO ESTABLISH THE TOWN'S LOCAL AREA SERVICE FOR PROVIDING STORMWATER MANAGEMENT SERVICES ASPEN-HECTOR STORM POND 2

Petition Deadline: July 23, 2026

I/We do hereby petition the Town of Comox (the "Town") to establish a Local Area Service for the purpose of providing stormwater management to residential properties within the Service Area shown in Schedule "A". This petition is brought pursuant to section 212 of the *Community Charter*. A general description of the service is shown in the table below:

Service Description:	The Service will operate, maintain and replace a stormwater detention pond and associated works to collect and manage stormwater drainage in the Service Area (defined below).
Service Area Boundaries:	The boundaries of the service area are shown in the shaded area of attached Schedule "A" to this Petition (" Service Area ").
Cost Estimate:	The estimated annual cost of the Service is \$39,490
Municipal Borrowing:	N/A
Cost Recovery:	The Town will recover 100% of cost of service through the means of a parcel tax.
General Municipal Taxes:	The Town will recover 0% of Service costs through general municipal taxes.

1. The local area service will maintain and replace stormwater infrastructure within the Service Area.
2. The estimated costs of the Service represents the total amount required to maintain the storm infrastructure for the local service area and to support its ongoing operation, and its replacement. In each year after the first year of this petition, the Town will adjust the Cost Estimate in accordance with any changes in the '*Non-Residential Building Construction Price Index*' as published by Statistics Canada for the third quarter of the previous year. The Cost Estimate noted in this petition shall be subject to periodic review and may be amended from time to time.
3. The proposed method of cost recovery is to be recovered by way of a parcel tax adopted under section 200 of the *Community Charter*, imposed only within the Service Area based on the area of each parcel. The parcel tax shall apply to the Service Area until such time that the related parcel tax bylaw is repealed.

I/We am/are the Registered Owner(s) of the property noted below:

Legal description of property:

Lot 4 District Lot 170 Comox District Plan VIP60685

Mailing Address:

(s.)(22)

KRIS D. MAILMAN



21 JULY 2026

Name

Signature

Date

Please note:

- Where more than one person is the registered owner of a lot, the signatures of a MAJORITY (in terms of equity) of the owners are required.
- If the owner is an incorporated body (society, incorporated business, etc.) document(s) verifying signing authority for the corporation are required

**Schedule "A"
Service Area Boundaries**

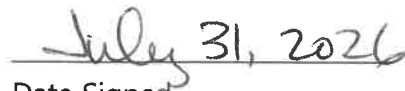


Certificate of Sufficiency of Petitions for Bylaw No. 2068**Aspen-Hector Storm Pond 2 and Local Area Service Establishment Bylaw**

The Town has received petitions in favour of creating a Local Area Service from all of the owners of the parcels within the proposed Local Area Service that is subject to the Local Service Tax.

Therefore, I hereby certify that the Town of Comox has received sufficient petitions in favour of creating a Local Area Service in accordance with Section 212 of the *Community Charter*.



Shelly Russwurm, Corporate Officer

Date Signed



LOAN AUTHORIZATION BYLAW NO. 2064 COMOX FIRE STATION REPLACEMENT

A BYLAW TO AUTHORIZE THE BORROWING OF THE ESTIMATED COST OF THE COMOX FIRE STATION REPLACEMENT

WHEREAS it is deemed desirable and expedient to improve the energy efficiency of facilities within the Municipality;

AND WHEREAS the estimated cost of the Comox Fire Station Replacement capital project including expenses incidental thereto is the sum of seven million dollars (\$7,000,000), of which the sum of seven million dollars (\$7,000,000) is the amount of debt intended to be borrowed by this 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 Loan Authorization Bylaw No. 2064, Comox Fire Station Replacement".

2. Borrowing

The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the Comox Fire Station Replacement capital project generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

- a. To borrow upon the credit of the Municipality a sum not exceeding seven million dollars (\$7,000,000).
- b. To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Comox Fire Station Replacement capital project.

3. Term

The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.



4. Adoption

READ a FIRST, SECOND, and THIRD time this 10TH day of June, 2026

RECEIVED the approval of the Inspector of Municipalities this 21st day of August, 2026

ASSENT of the electors of the Town of Comox is not required as per Section 7 of the Municipal Liabilities Regulation (approval-free liability zone).

RECONSIDERED and FINALLY PASSED and ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER



Statutory Approval

Under the provisions of section _____ 179 _____

of the _____ Community Charter _____

I hereby approve Bylaw No. _____ 2064 _____

of the _____ Town of Comox _____,

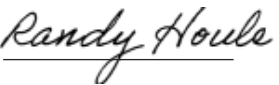
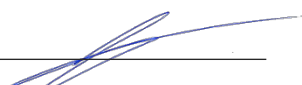
a copy of which is attached hereto.

Dated this Twenty first *day*

of August , 2026

Deputy Inspector of Municipalities

TO: Mayor and Council	FILE: N/A
FROM: Randy Houle, Director of Development Services	DATE: August 28, 2026
SUBJECT: Civic Addressing Policy CCL – 091	

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

- 1) That Civic Addressing Policy CCL – 091 be approved.

PURPOSE

The purpose of the Civic Addressing Policy is to establish a consistent framework for assigning and changing civic addresses within the Town of Comox, as well as for assigning street names. The policy will provide clear guidelines for Development Services when reviewing development and building permit applications and addressing related requests.

BACKGROUND

Currently, there is no formal Town procedure or guideline for assigning or changing civic addresses or assigning street names. Historically, addresses for new development have generally been established at the direction of the applicant. This has resulted in inconsistent addressing across the Town and, in some cases, a disconnect between Town departments. The Town has also received requests to change existing addresses without established policy language to guide the decision-making process.

The proposed policy has been reviewed across Town departments, including the Fire Department, to establish a consistent approach moving forward. It provides direction for a range of development types, including secondary suites, coach houses, duplexes, townhouses, apartments and non-residential development.

ANALYSIS/ISSUES/IMPLICATIONS

The proposed policy will provide staff with a clear and consistent framework for civic addressing, reducing the need to address requests on a case-by-case basis. It establishes standard approaches for assigning civic and unit addresses while allowing flexibility where site-specific circumstances warrant it.

The policy also provides clear criteria for when an existing address may be changed, including through subdivision or redevelopment, where an address may cause duplication or confusion, or where a building's principal entrance faces a different street.

For street naming, the policy establishes an approach that considers existing street names within the Comox Valley and seeks to avoid conflicts or duplication.

Any departure on street names from the name being similar of the general area must be done through Council motion.

Overall, the policy will improve consistency and coordination in how civic addresses are assigned and changed across the Town and provide staff, applicants and property owners with greater clarity about the addressing process.

ATTACHMENTS:

Attachment A: Civic Addressing Policy CCL – 091

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	Number: CCL-091	Office of Primary Responsibility: DEVELOPMENT SERVICES
CIVIC ADDRESSING POLICY		
Type: ☒ Policy ☒ Procedure	Authority: ☒ Council ☐ Administrative	Approved By: ☒ Council ☐ Chief Administrative Officer ☐ Department Head
Date Adopted:	Date Last Amended:	Date to be Reviewed:
Manner Issued: Website, Internal Memo, Upon request		

1 PURPOSE

1.01 This policy provides guidelines for the orderly assigning of civic addresses, to be used in the evaluation of development and building permit applications, as well as to provide guidelines for street naming and address changes.

2 SCOPE

2.01 This policy applies to property owners and developers regarding the assignment of civic and unit addresses in the Town of Comox.

3 DEFINITIONS

3.01 In this policy, the following definitions are defined:

"Civic Address Map" means the Town of Comox Civic Address Map, as updated from time to time.

"Director" means the Director of Development Services, Subdivision Approving Officer, or their delegate.

"Zoning Bylaw" means the Town of Comox Zoning Bylaw, as amended from time to time.

4 GENERAL PROCEDURES

4.01 New addressing, changes and street naming will be assigned by the Director.

4.02 Addressing will generally follow the Civic Address Map.

4.03 When assigning civic addresses, numbers will be spaced evenly in accordance with the block number assigned by the Civic Address Map, with a preferred spacing of four or more between the addresses.

5 PROCEDURES FOR ASSIGNING ADDRESSES FOR SPECIFIC BUILDING TYPES

5.01 General:

- (a) The definition of each building type in this section is as defined in the Zoning Bylaw.
- (b) For parcels with one building, the building address shall be the same as the civic address.
- (c) If a building is demolished, the vacant land will retain the civic address, and associated alias addresses will be inactivated.
- (d) Flexibility shall be given to assigning addresses in unique circumstances such as unit configuration, fronting streets, etc.

5.02 Corner Lots and Double Fronting Lots:

- (a) Buildings on a corner lot will be assigned a civic address which corresponds to the direction in which the principal entrance faces the street.
- (b) For corner lots or double fronting lots, where units/buildings face more than one street frontage, multiple civic addresses may be assigned rather than unit numbers.

5.03 Legal Secondary Suites, Coach Houses, and Small-Scale Multi-Unit Housing:

- (a) In the case where a single detached house has a legal secondary suite or a coach house, the single detached house shall keep the main civic address (ex: 123 Comox Ave), and the secondary suite or coach house will be assigned a B (ex: 123B Comox Ave).
- (b) In the case where a single detached house has a coach house in which the principal entrance faces a different street, the coach house shall be assigned a civic address that corresponds with the street it faces.
- (c) In the case where a single detached house has a secondary suite and a carriage house, the single detached house shall keep the main civic address (ex: 123 Comox Ave), with the secondary suite assigned a B (ex: 123B Comox Ave) and the coach house assigned a C (ex: 123C Comox Ave). This also applies to cases in which additional small-scale multi-unit housing units are constructed on a lot with an existing single detached house.

5.04 Duplexes:

- (a) In cases with a single duplex constructed on a lot, each dwelling unit shall keep the main civic address with an A and B assigned (ex: 123A and 123B Comox Ave).
- (b) In cases with multiple duplexes on a lot, the buildings will maintain the civic address. Unit 101 and 102 will be assigned to the units with a principal entrance fronting the street, from lowest to highest following the direction of the addressing along the street. The units behind will be assigned Unit 103, 104, etc., in numerical order, as necessary.

5.05 Townhomes:

- (a) The building(s) will maintain the civic address. Unit 101, 102, 103, etc. will be assigned from lowest to highest following either the direction of the street or from the units facing the street to the units behind, as necessary.

5.06 Apartments:

- (a) The Units will be addressed starting with 101, 102, 103, etc, on the ground floor, Units 201, 202, 203, etc. on the second floor and so forth. Any floors located below

grades shall be addressed starting with 99 and working backwards (99, 98, 97, etc.). Suite numbering shall be odd/even on opposite sides of the hallway.

- (b) Where more than one apartment building exists on a single lot, an independent civic address will be given to each building.
- (c) Amenity spaces shall be assigned a unit number.
- (d) Strata/rental offices located in apartment buildings shall be assigned a unit number.

5.07 Mobile Home Parks:

- (a) The building(s) will maintain the civic address. Unit 101, 102, 103, etc. will be assigned from lowest to highest following either the direction of the addressing along the street or from the units facing the street to the units behind, as applicable.

5.08 Bare Land Strata:

- (a) The building(s) will maintain the civic address. Units will be addressed starting with 101 through 199, with 101 being closest to the right side of the main entrance. Alternatively, an independent civic address may also be given to lots in which the principal entrance faces the primary street.

5.09 Non-Residential Developments:

- (a) Units will be addressed starting with 101, 102, 103 on the ground floor and 201, 202 and 203 on the second floor and so on. If more than one building exists on a single lot, the numbering will continue from building to building. Alternatively, an independent civic address may also be given to each building.

5.10 Campground, RV Parks, Motels and Hotels:

- (a) Only one civic address will be assigned for the property.
- (b) Individual campsites, RV pads, motel or hotel rooms will not be assigned civic addresses by the Town of Comox.
- (c) For associated uses, such as food and beverage establishments, or any other commercial business, an address or unit number may be issued.

6 STREET NAMING

- 6.01 Street names will be classified by areas.
- 6.02 Names that conflict with those already in use in the Comox Valley will not be used unless necessary.
- 6.03 Street name requests that depart from the above procedures must be approved through a motion by Council.

7 ADDRESS CHANGES

- 6.01 Address changes may occur in the following instances, as approved by the Director:
 - (a) Where a residential dwelling or other building is on a corner lot and faces a different street than what is currently addressed;
 - (b) in the case of a subdivision or redevelopment where there is a need to accommodate additional addresses;
 - (c) to avoid duplication or confusion with another similar civic address; or

(d) in another circumstance accepted by the Director.

Amendment Date	Section Amended or Description of Amendment	Resolution Number

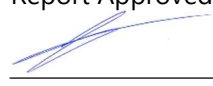


REGULAR COUNCIL MEETING

STAFF REPORT

Meeting: Sept. 2, 2026

TO:	Mayor and Council	FILE:	1850-25
FROM:	Edward Henley, Director of Finance	DATE:	August 26, 2026
SUBJECT:	Addition to Permissive Tax Exemptions – PEAK Montessori		

Prepared by:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the PEAK Montessori Society be granted a permissive tax exemption for 100% of the assessed value of the land and improvement of the unit that they lease commencing in 2027 until and including 2034 subject to the Permissive Tax Exemption Policy.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT the August 26, 2026 report from the Director of Finance, titled "Addition to Permissive Tax Exemptions – PEAK Montessori" be received for information.

PURPOSE

To present a new application for a permissive tax exemption from the PEAK Montessori Society for their operations occurring at unit 1-1829 Beaufort Avenue.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Lenses	Fiscally Responsible – We will balance the short- and long-term financial impacts of our decisions.
Community Connection and Wellness	Arts and Culture - Support the work of local non-profits and festivals to deepen the sense of community and belonging.
Core Services	Financial management and accountability

BACKGROUND

The PEAK Montessori Society, a not-for-profit society, provides Montessori education to children in the Town of Comox. The Town's permissive tax exemption policy permits permissive tax exemptions to be granted to non-profits and schools.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

Local governments have the [authority to exempt eligible properties](#) from property taxation for a specified period of time. Such exemptions must be provided by bylaw.

Eligible properties may include:

- Property owned or held by a charitable, philanthropic, and non-profit corporation and used for the purposes of the corporation

Permissive tax exemptions are governed by [Community Charter, Part 7, Division 7 – Permissive Exemptions](#) and by Town of Comox CCL-025 Permissive Tax Exemption Policy. (attached)

The application does not include a recent financial statement as it is a new business scheduled to open in the coming school year.

b. Financial

The estimated foregone tax revenue for the Town of Comox is estimated to be approximately \$5,677 for the 2027 tax year.

The granting of a permissive tax exemption is anticipated to decrease the existing property assessment base for the Town, as unit 1 -1829 Beaufort Avenue, is currently taxed as a Class 6 commercial property.



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

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

Applicant Organization: PEAK Montessori Society dba PEAK Montessori Academy	
Address: 1936 Bates Rd., Courtenay, BC V9J 1X4	
Contact #1	Siobhan McKay, President, board@peakmontessori.com , (s.)(22)
Contact #2	Melissa Schwartz, Head of School, admin@peakmontessori.com , (s.)(22)
Property Address: 1829 Beaufort Ave., Comox BC,	
Legal Description: Strata Lot 1 Section 56 Comox District Plan EPS1204 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V	
Folio (roll) #: 00403102	PID #: 029-043-794
<i>Staff notes on property (please leave this area blank)</i>	

Exemption Requested: (All of property, or part by %, \$ Value, or area)

100% of the leased premises: approximately 1,793 sq. ft. at 1829 Beaufort Avenue, Unit 130, Comox, BC.

Organization's Goals: Describe your organization's goals and how this property is used to meet those goals.

PEAK Montessori Society/Academy is a nonprofit organization established to provide high-quality Montessori education to children in the Comox community. Our goal is to deliver an authentic Montessori elementary education in a small, supportive environment that recognizes each child as an individual and fosters independence, curiosity, responsibility, respect, and a lifelong love of learning. The property is used exclusively as the premises for PEAK Montessori Academy, where children receive their daily educational programming; the lease identifies the permitted use as education services for approximately 25 children.

Benefit to Comox: Describe how the principal uses of this property benefits the general public in Comox, and/or special groups of the public.

PEAK provides an independent educational option for families in Comox and the surrounding community, and in doing so, supports the Town's own goals around keeping young families rooted locally. As a small nonprofit Montessori school, PEAK offers an alternative educational environment particularly suited to families seeking hands-on, community-oriented learning. This benefit runs in both directions: the Town's investment, including a permissive tax exemption, helps PEAK remain a viable, affordable local option, while PEAK in turn keeps local children and families engaged in Comox rather than seeking education elsewhere, sustains a small nonprofit employing local staff, and cultivates the next generation of civically-minded residents through a pedagogy built on responsibility, respect, and care for shared spaces. Central to Montessori pedagogy is the practice of stewardship where children learn to care for their classroom, their materials, and their shared environment as a daily, hands-on responsibility, laying the foundation for the kind of civic and environmental stewardship we hope they carry into the broader Comox community as they grow and through reciprocal initiatives and opportunities we will be seeking to develop (i.e. park clean ups). The school contributes to the community by providing local families with access to elementary education within Comox and by creating a welcoming educational community for children and families that strengthens the town's social fabric.



APPLICATION FOR PERMISSIVE TAX EXEMPTION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202

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Public Participation: Describe the approximate numbers of participants using this property, and the fees or charges to them for doing so.

The property is used primarily by the students enrolled at PEAK Montessori School, their families, and school staff. The school serves a small group of approximately 25 students, consistent with the permitted use identified in the lease. PEAK is a nonprofit independent school and receives provincial funding through BC Independent Schools for its educational operations. Families also contribute through school fees and fundraising; however, PEAK operates within a limited and carefully managed budget, with tuition fees subsidized and capped by the Ministry to support fairness and affordability for local families.

Volunteer Participation: Describe the approximate numbers of volunteers, and the hours they contribute annually to the activities on this property.

PEAK is supported by volunteers, including members of its nonprofit board and parent/community volunteers who contribute time to governance, administration, fundraising, community outreach, and school projects. We currently operate with 3 regular volunteers and 2 staff members. This volunteer governance model reflects PEAK's broader ethos: the school is not simply a service delivered to families, but a small community actively sustained and stewarded by the people it serves.

Third Party Use: Describe any significant third parties using this property, explaining who they are, any fees they are charged, and any conditions you impose upon their use of the property.

The property is primarily dedicated to PEAK Montessori Academy's educational use. There are no significant third-party commercial users of the property. Any occasional use by school-related community members or organizations would be incidental to the school's primary educational purpose and would be subject to the school's policies and the terms of its lease.

Commercial Activities: Please describe any commercial activities occurring on this property.

There are no commercial activities conducted on the property in the conventional sense. PEAK Montessori Society is a nonprofit organization operating an independent school, and the property is used for the delivery of educational programming rather than for commercial retail, business, or profit-making activities. Any tuition or other fees collected are used to support the operation of the school and the provision of educational services.

Use of Savings: How will your organization use the funds it saves if Council grants the requested exemption?

If Council grants the requested exemption, the savings will be directed entirely toward supporting PEAK Montessori Academy's educational mission and maintaining affordable, high-quality programming for local families. As a small nonprofit school operating on a fixed provincial funding allocation, property taxes represent a significant expense relative to our operating budget, approximately \$10,600 per year. The exemption would allow those funds to instead go directly toward educational materials, staffing and program support, deepening PEAK's ability to invest back into the Comox families and community it serves. In this sense, the exemption itself models the reciprocal relationship at the heart of this application: the Town's support is returned directly to Comox residents through education, opportunity, and community continuity, rather than absorbed as overhead.

Continued over...



APPLICATION FOR PERMISSIVE TAX EXEMPTION
TOWN OF COMOX

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

(a) Mandatory Attachments and Responses:

(Yes or No)

(b) Financial Statements: Have you attached Financial Statements showing the most recent two financial years, and do you agree that they can be released to the public upon request?	Financial Statements not attached as we have not yet completed a Fiscal Year. We DO AGREE that they can be released to the public upon request.
Site Drawing Have you attached a site drawing for your property?	Yes
Conditions Will your organization abide by the Town's Property Tax Exemption Policy, and any conditions Council may set in granting an exemption on this property?	Yes
Copy of certificate of society or non-profit registration Have you attached the certificate or registration for the organization?	Yes
Lease Agreement In the case of lease agreement for premises rather than ownership, documents are required which indicate that the applicant will benefit by the exemption.	Yes
Other information: Provide any other relevant information you feel Council should consider.	

Erin Higginbottom
Signature

Erin Higginbottom, Treasurer
Name & Position

August 22, 2026
Date

Submit Application to:

Town of Comox

Finance@Comox.ca
Attn: Revenue Manager
1809 Beaufort Avenue
Comox, B.C.
V9M 1R9

Deadline for applications is May 31st of every year,
with the exemption applicable to the next year's taxation.

This package contains:

Certified copy of the Incorporation Application



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

INCORPORATION APPLICATION

BC Society • Societies Act

NAME OF SOCIETY: **PEAK MONTESSORI SOCIETY**

Incorporation Number: S0081023

Business Number: 75114 5822 BC0001

Filed Date and Time: September 3, 2024 05:58 PM Pacific Time

Date Society was incorporated or otherwise formed: September 3, 2024 05:58 PM Pacific Time

NAME RESERVATION NUMBER

NR 9354991

PEAK MONTESSORI SOCIETY

APPLICANT INFORMATION

Last Name, First Name Middle Name:

HIGGINBOTTOM, KIMBERLY ERIN

Mailing Address:

1100 MANTLE DR
COURTENAY BC V9N 7A3

Last Name, First Name Middle Name:

SCHWARTZ, MELISSA ELIZABETH

Mailing Address:

1936 B BATES RD
COURTENAY BC V9J 1X4

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

1936 BATES RD
COURTENAY BC V9J 1X4

Mailing Address:

1936 BATES RD
COURTENAY BC V9J 1X4

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

EVANS, HEATHER

Delivery Address:

11 - 2030 WALLACE AVE
COMOX BC V9M 1X3



INCORPORATION APPLICATION

BC Society • Societies Act

Last Name, First Name Middle Name:

HIGGINBOTTOM, KIMBERLY ERIN

Delivery Address:

1100 MANTLE DR
COURTENAY BC V9N 7A3

Last Name, First Name Middle Name:

MCKAY, SIOBHAN

Delivery Address:

1840 KNIGHT RD
COMOX BC V9M 4A2





INCORPORATION APPLICATION

BC Society • Societies Act

CONSTITUTION

NAME OF SOCIETY

PEAK MONTESSORI SOCIETY

SOCIETY'S PURPOSES

1. **Mission Statement:**

PEAK Montessori Academy is committed to providing a Montessori-based education that nurtures each child's intellectual, emotional, and social development in a supportive and stimulating environment.

2. **Educational Philosophy:**

We embrace the Montessori philosophy, which emphasizes child-centred learning, respect for individual learning paces, and the importance of a prepared environment that promotes exploration and discovery.

3. **Governance Structure:**

PEAK Montessori will be governed by a Board of Directors responsible for strategic oversight, policy development, and ensuring that the school adheres to its mission and values.

4. **Academic Framework:**

The curriculum will be designed to align with Montessori principles and BC provincial curriculum, focusing on personalized learning, hands-on activities, and fostering a love for learning. We will offer programs that support the development of practical life skills, academic knowledge, and social, core competencies.

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.





INCORPORATION APPLICATION

BC Society • Societies Act

CERTIFICATION

I, Melissa Schwartz, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



BYLAWS OF PEAK MONTESSORI SOCIETY (THE “SOCIETY”)

PART 1 - DEFINITIONS

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the board of directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Directors**” means the Board of Directors of the Society for the time being;

“**family**” means, for voting purposes, the parents (or legal guardians, if applicable) of a particular student, considered as a single group;

“**member**” means a parent (or legal guardian, if applicable) of a student in good standing;

“**ordinary resolution**” means:

- a) a resolution passed at a general meeting by a simple majority of the votes cast by the voting members in good standing entitled to vote in person; or
- b) a resolution consented to in writing, after being sent to all of the voting members, by at least 2/3rds of the voting members in good standing;

“**special resolution**” means:

- (a) a resolution passed at a general meeting by at least 2/3rds of the votes cast by the voting members in good standing entitled to vote in person; or
- (b) a resolution consented to in writing by all of the voting members in good standing.

1.2 The definitions in the Act apply to these Bylaws.

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 - MEMBERS

Application for membership

2.1 The members of the Society are those persons who become members in accordance with these Bylaws and have not ceased to be members.

2.2 A person may apply to the Directors for membership in the Society, and the person becomes a member on the Directors’ acceptance of the application.

2.3 The Directors may, by resolution, postpone or refuse an application for membership for any reason which, in the Directors’ view, is necessary or prudent to protect the reputation and integrity of the Society.

Duties of members

2.4 Every member must at all times:

- a) uphold the constitution of the Society and comply with these Bylaws, and all rules, regulations, policies and procedures in effect from time to time;

- b) abide by such codes of conduct and ethics adopted by the Society; and
- c) further the purposes, aims and objectives of the Society.

Voting Rights attaching to each Class

- 2.5 The underlying principle of class voting rights is that a family may exercise one of the following voting rights, as applicable, for each student they have enrolled in the school. While every parent of a student enrolled in the school may become a member, voting rights are exercised as a family unit. As a result, there may not be multiple exercises of the same vote. Where a family has one student enrolled in the school, only one parent (i.e. member) may exercise the relevant voting right. Where a family has more than one student enrolled in the school, one parent may exercise each voting right or the family may split the votes between each parent.
- 2.6 Each family is entitled to exercise one (1) vote for each student in good standing registered in the programme.

Amount of membership dues

- 2.7 The amount of the annual membership dues, if any, must be determined by the Directors.

Member not in good standing

- 2.8 A member is not in good standing if the member fails to pay the member's current tuition, fees, dues, assessments or any other amount owed to the Society, and the member is not in good standing for so long as such amounts remain unpaid. All members of a student's family are deemed to be not in good standing for so long as any such amount remains unpaid.

Member not in good standing may not vote

- 2.9 A voting member who is not in good standing:
- a) may not vote at a general meeting; and
 - b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Suspension and Expulsion of Members

- 2.10 The members of the Society may by special resolution discipline or expel any member from membership for conduct contrary to the best interests of the Society. The member concerned shall be given proper written notice of the meeting (and the proposed discipline or expulsion, including reasons) at which the vote is to be taken, and shall be entitled to appear and address the meeting to make representations respecting the proposed discipline or expulsion but shall not be allowed to vote, or if such member being otherwise entitled to vote does vote, such vote shall not be counted.
- 2.11 Any member who shall not have paid within two (2) months of it becoming due and owing, any sum of money by way of dues or assessments or any other amount owed to the Society, may be suspended from membership in the Society by the Directors. Notice of such suspension shall be given to the member in writing. If a suspended member fails to pay any such sum within three (3) months after it became due and owing, the Directors may expel the suspended member.
- 2.12 A suspended member may not vote or exercise any rights of membership or otherwise participate in the affairs of the Society unless the Directors so direct.
- 2.13 A suspended member remains liable for all dues and assessments due on or accruing due to the date of his expulsion.

Ceasing to be a Member

- 2.14 A person shall cease to be a member of the Society:
- a) by delivering his or her resignation in writing to the Secretary of the Society or by email, mail or delivering it to the address of the Society;
 - b) upon having no child who is a student in the school;
 - c) terminated pursuant to the bylaws, or
 - d) upon being expelled.

Fees, Dues and Assessments

- 2.15 The Directors may from time to time determine the amount payable by each member as a membership fee and as annual dues. Any such determination shall only have force until the next annual general meeting of the members unless in the meantime sanctioned at a general meeting of members:
- 2.16 The Directors may from time to time determine the amount of money to be assessed against the members in addition to the tuition, fees and dues, and the total assessment so determined by the Directors shall be payable by the members but any such determination shall only have force until the next annual general meeting of the members unless in the meantime sanctioned at a general meeting of the members.
- 2.17 The Treasurer shall from time to time cause to be delivered by email, mail or courier to each member a statement of his or her indebtedness to the Society for fees, dues, assessments or otherwise and the amount thereof shall constitute a debt payable to the Society.

Termination of membership if member not in good standing

- 2.18 A person's membership in the Society may be terminated by the Directors if the person is not in good standing for six (6) consecutive months.

PART 3 - GENERAL MEETINGS OF MEMBERS**Time and place of general meeting**

- 3.1 Subject to the Act, the Directors must call an annual general meeting once in each calendar year, to be held at the time and place the Directors determines.

Ordinary business at general meeting

- 3.2 At a general meeting, the following business is ordinary business:
- a) adoption of rules of order;
 - b) consideration of any financial statements of the Society presented to the meeting;
 - c) consideration of the reports, if any, of the Directors or auditor;
 - d) election or appointment of Directors;
 - e) appointment of an auditor, if any; and
 - f) any business arising out of a report of the Directors not requiring the passing of a special resolution.

Meeting Notice

- 3.3 Written notice of the date, time and location of a general meeting must be sent to every member at least 14 days before the meeting but not more than 60 days before the meeting. "Written" means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, electronic mail, and fax. Notice delivered by e-mail will be sent to the e-mail address provided to the Society by the member.

Contents of Notice

- 3.4 Notice of a general meeting will specify the place, the day and the time of the meeting and will include the text of every ordinary resolution and special resolution to be proposed or considered at that meeting.

Notice of special business

- 3.5 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Omission of Notice

- 3.6 The accidental omission to give notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate proceedings at that meeting.

Calling a general meeting

- 3.7 The Directors may at any time call a general meeting.

Matters decided at general meeting by ordinary resolution

- 3.8 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Chair of general meeting

- 3.9 The following individual is entitled to preside as the chair of a general meeting:
- a) the individual, if any, appointed by the Board to preside as the chair;
 - b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - i) the president,
 - i) the vice-president, if the president is unable to preside as the chair, or
 - ii) one of the other Directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

- 3.10 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 30 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

- 3.11 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

- 3.12 The quorum for the transaction of business at a general meeting is 30% of the voting members.

Participation must be in person

- 3.13 A member who is entitled to participate in a general meeting may do so only by attending in person. Members are not entitled to participate in a meeting by telephone or other communications medium, unless otherwise directed by the Board.

Lack of quorum at commencement of meeting

- 3.14 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present shall constitute a quorum for that meeting.

If quorum ceases to be present

- 3.15 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

- 3.16 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

- 3.17 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

- 3.18 The order of business at a general meeting is as follows:
- a) elect an individual to chair the meeting, if necessary;
 - b) determine that there is a quorum;
 - c) approve the agenda;

- d) approve the minutes from the last general meeting;
- e) deal with unfinished business from the last general meeting;
- f) if the meeting is an annual general meeting;
 - i) receive the Directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements;
 - ii) receive any other reports of Directors' activities and decisions since the previous annual general meeting;
 - iii) elect or appoint Directors; and
 - iv) appoint an auditor, if any;
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting; and
- h) terminate the meeting.

Methods of voting

- 3.19 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, two (2) or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Proxy voting not permitted

- 3.20 Voting by proxy is not permitted.

Announcement of result

- 3.21 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Rules of Order

- 3.22 If not inconsistent with the provisions of these Bylaws, all meetings shall be conducted in accordance with Robert's Rules of Order

PART 4 - DIRECTORS

Number of Directors on Board

- 4.1 The Society must have no fewer than three (3) and no more than seven (7) Directors, at least one of whom must be ordinarily resident in British Columbia.

Qualifications

- 4.2 A Director shall not be required to be a member of the Society.
- 4.3 Pursuant to the Act, a person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:
- a) is less than eighteen (18) years of age;
 - b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;

- c) is an undischarged bankrupt; or
- d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

Election or appointment of Directors

- 4.4 At each annual general meeting, the voting members entitled to vote for the election or appointment of Directors must elect or appoint the Board.

Staggered Terms of Office

- 4.5 The term of office of the president, vice-president, secretary, treasurer; shall be two (2) years.
- 4.6 The president and treasurer shall stand for election in all odd years. The vice-president, secretary shall stand for election in all even years.
- 4.7 The term of office of a director-at-large will be one (1) year..

Limits of Terms of Office

- 4.8 A director can serve no more than three (3) consecutive terms.

Directors may fill casual vacancy on Board

- 4.9 The Directors may, at any time, appoint a member as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a Director during the Director's term of office.

Term of appointment of Director filling casual vacancy

- 4.10 A Director appointed by the Directors to fill a vacancy ceases to be a Director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Resignation

- 4.11 A Director may at any time resign by notice in writing delivered to the Secretary.

Removal

- 4.12 The members may by special resolution remove a Director before the expiration of their term of office, and may elect a successor by ordinary resolution to complete the term of office.

Conflicts of Interest

- 4.13 Where a Director is or may be in a position where their interests conflict with those of the Society, such as:
- a) a contract or transaction or a proposed contract or transaction of the Society, or
 - b) a matter that is or is to be the subject of consideration by the Directors, if that interest could result in the creation of a duty or interest that materially conflicts with the Director's duty or interest as a Director of the Society.
- A Director in such a conflict of interest situation must:
- c) disclose the conflict fully and promptly to the rest of the Board;

- d) be counted in the quorum at a meeting of Directors at which the contract, transaction or matter is considered
 - e) abstain from voting on the issue;
 - f) leave the Board meeting when the issue is discussed, unless asked by the other Directors to be present to provide information; and
 - g) refrain from any action or efforts intended to influence the Board's decision.
- 4.14 The Directors may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws

Authority of Directors

- 4.15 The management and administration of the affairs of the Society shall be vested in the Directors. In addition to the powers and authorities given by these By-laws, or otherwise expressly conferred upon them, the Directors may exercise all such powers of the Society and so all such acts and things on its behalf as are not by the Act, the Constitution or Bylaws of the Society required to be exercised or done by the Society at a general meeting, and the Directors shall have full power to make such rules, regulations, policies or procedures for the conduct of their business as they think fit, provided such rules and regulations are not inconsistent with the Act, the Constitution of the Society and these Bylaws.

Policies and Procedures

- 4.16 The Directors may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

Indemnification of Directors and Eligible Parties

- 4.17 To the extent permitted by the Act, each Director and eligible party (as defined by the Act) may be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that person by reason of their holding or having held authority within the Society:
- a) is or may be joined as a party to such legal proceeding or investigative action; or
 - b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

Purchase of Insurance

- 4.18 The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such person as a Director, officer, employee or agent.

PART 5 - DIRECTORS' MEETINGS

Calling a Directors' meeting

- 5.1 A Directors' meeting may be called by the president or vice-president, or by any two (2) other Directors.

Notice of Directors' meeting

- 5.2 At least seven (7) days' notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.
- 5.3 No formal notice of a Directors' meeting shall be necessary if all the Directors are present or if those absent have signified their consent to the meeting being held in their absence.

Proceedings valid despite omission to give notice

- 5.4 The accidental omission to give notice of a Directors' meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

Conduct of Directors' meetings

- 5.5 The Directors may regulate their meetings and proceedings as they reasonably think fit.

Quorum of Directors

- 5.6 The quorum for the transaction of business at a Directors' meeting is a majority of the Directors unless the Directors have, from time to time, fixed otherwise higher.

Chair of Meetings

- 5.7 The president (or, in the absence or inability of the president, the vice-president will, subject to a resolution of the Directors appointing another person, preside as chair at all meetings of the Directors.
- 5.8 If at any meeting of the Directors the president, the vice-president and such alternate person appointed by a resolution of the Directors, if any, are not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

Alternate Chair

- 5.9 If the person presiding as chair of a meeting of the Directors wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, the designated alternate may preside as chair.

Role of Chair

- 5.10 The person presiding as chair of a meeting of the Directors may, if the person is a Director, move, second and speak in debate on any motion or resolution at the meeting.
- 5.11 In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Directors, the person presiding as chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the Act and these Bylaws.

Voting

- 5.12 Questions arising at any meeting of the Directors, or a committee established by the Directors, shall be decided by a majority vote.
- 5.13 In case of an equality of votes the chair shall have a second or casting vote.

Meeting by Communications Facility

- 5.14 A Director may participate in a meeting (at which at least two (2) Directors are present in person) of the Directors by means of conference call or other communication facility by means of which all Directors participating in the meeting can hear each other and provided that all such Directors agree to such participation. A Director participating in a meeting in accordance with this section shall be deemed to be present at the meeting and shall be counted in the quorum and be entitled to speak and vote.

Resolution in Writing

- 5.15 The Directors may pass a Directors' resolution without a meeting if all of the Directors consent to the resolution in writing.

PART 6 - BOARD POSITIONS**Election or appointment to Board positions**

- 6.1 Directors must be elected or appointed to the following Board positions, and a Director, other than the president, may hold any two positions:
- a) president;
 - b) vice-president;
 - c) secretary;
 - d) treasurer; and

Directors at large

- 6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors-at-large.

Role of president

- 6.3 The president is the chair of the Board and is responsible for supervising the other Directors in the execution of their duties, and shall when in attendance, willing and able to do so, act as chair at all meetings of the members and of the Directors.

Role of vice-president

- 6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act. The vice-president shall assist the president at all times in any or all of his or her duties of office as the president shall decide, and act as the registrar for the school - such duties of which include: maintenance of all records pertaining to the student body, including applications for enrolment, registered students and correspondence between the Society and the families; and to head the admissions committee.

Role of treasurer

- 6.5 The treasurer is responsible for doing, or making the necessary arrangements for, the following:
- a) receiving and banking monies collected from the members or other sources;
 - b) keeping accounting records in respect of the Society's financial transactions;
 - c) preparing budgets and budget reports for presentation to the Directors;

- d) preparing the Society's financial statements; and
- e) making the Society's filings respecting taxes.

Role of secretary

- 6.6 The secretary is responsible for doing, or making the necessary arrangements for, the following:
- a) issuing notices of general meetings and Directors' meetings;
 - b) taking minutes of general meetings and Directors' meetings;
 - c) keeping the records of the Society other than the financial books and records, in accordance with the Act;
 - d) conducting the correspondence of the Board;
 - e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

- 6.7 In the absence of the secretary from a meeting, the Directors must appoint another individual to act as secretary at the meeting.

PART 7 - REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of Directors

- 7.1 These Bylaws do not permit the Society to pay remuneration to a Director for being a Director, but the Society may, subject to the Act, pay remuneration to a Director for services provided by the Director to the Society in another capacity.
- 7.2 A Director may be reimbursed for all expenses reasonably incurred by them while engaged in the affairs of the Society.

Signing authority

- 7.3 A contract or other record to be signed by the Society must be signed on behalf of the Society
- a) by the president, together with one other Director,
 - b) if the president is unable to provide a signature, by the vice-president together with one other Director,
 - c) if the president and vice-president are both unable to provide signatures, by any 2 other Directors, or
 - d) in any case, by one or more individuals authorized by the Directors to sign the record on behalf of the Society.

PART 8 - COMMITTEES

Executive Committee

- 8.1 The president, together with such Director or Directors as the Directors shall appoint, shall be and constitute, the Executive Committee which shall have full authority to act on behalf of the Directors in all matters, subject only to any express limitation of their authority made by the Directors. The

quorum at all meetings of the Executive Committee shall be a majority of the members of the Executive Committee.

Additional Committees

8.2 The Directors may by resolution appoint:

- a) committees consisting of such number of Directors as they think fit and may delegate to any such committee between meetings of the Directors such powers of the Directors (except the power to change the membership of or fill vacancies in any such committee and the power to appoint or remove officers appointed by the Directors) subject to such limitations as may be prescribed in such resolution; and
- b) such other committees consisting of such member or members of the Society, who need not be members of the Board, for such purposes as the Directors shall think fit, but may not delegate to any such committee any of the powers of the Directors.

Proceedings of Committees

8.3 All committees shall keep regular minutes of their transactions and shall cause them to be recorded in books kept for that purpose, and shall report the same to the Directors at such times as the Directors may from time to time require. The Directors shall also have power at any time to revoke or override any authority given to or acts to be done by any such committee except as to acts done before such revocation and to revoke membership in any such committee and to fill vacancies in it. Such committees may make rules for the conduct of their business and may appoint such assistants as they may deem necessary. Subject as aforesaid, a majority of the members of such a committee shall constitute a quorum thereof.

Meetings of Committees

8.4 All committees may meet and adjourn as they think proper. Questions arising at any meeting shall be determined by a majority of votes of the members of such committee present, and in the case of an equality of votes the chair shall not have a second or casting vote. A resolution approved in writing by all the members of a committee shall be valid and effective as if it had been passed at a meeting of such committee duly called and constituted. Such resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of the proceedings of the committee and shall be effective on the date stated thereon or on the latest date stated in any counterpart.

PART 9 - SENIOR MANAGER

Appointment

- 9.1 The Directors may appoint one or more senior managers of the Society to exercise the Directors' authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society.
- 9.2 A person who is not qualified under the Act to be a Director of a society is not qualified to be a senior manager of the Society.

PART 10 - BORROWING**General**

- 10.1 In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, the Directors may from time to time:
- a) borrow money on the credit of the Society
 - b) issue bonds, debentures, notes or other evidences of debt obligations.

Special Resolution

- 10.2 No mortgage shall be granted, and no debenture shall be issued without the sanction of a special resolution of the members.

Negotiation of Loans

- 10.3 From time to time the Directors may authorize the senior manager, any Director, officer or employee of the Society or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Society as the Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Society

PART 11 - INVESTMENT OF FUNDS**Investment**

- 11.1 The Directors may cause the Society to invest its funds only in an investment in which a prudent investor might invest, unless the Bylaws prohibit that investment.

PART 12 - ACCOUNTS**Accounting Records**

- 12.1 The Society will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

PART 13 - FINANCIAL STATEMENTS**Preparation and presentation**

- 13.1 The Directors shall lay before the members of the Society at each annual general meeting a financial statement of the Society prepared as of the last day of the last completed fiscal year, which statement shall include a balance sheet and statement of income and expenditure and such other statements, if any, required by the Act, and shall be audited and signed by the auditor of the Society or, if there is no auditor, by two (2) Directors.

PART 14 - AUDITORS**Appointment**

- 14.1 The members may appoint an auditor (not being a Director, officer, manager or employee of the Society or any person who is a partner of or in the employment of any of the aforesaid) to hold office for such period and at such remuneration as the Directors may determine.

Access to records

- 14.2 Any auditor of the Society shall have a right of access at all times to all records, documents, books, accounts and vouchers of the Society, and is entitled to require from the Directors and officers of the Society such information and explanation as may be necessary for the performance of the duties of the auditor.

Attendance at meetings

- 14.3 Any auditor of the Society is entitled to attend any meeting of members of the Society at which any accounts that have been examined or reported on by him are to be laid before the members for the purpose of making any statement or explanation he desires in respect to such accounts.

PART 15 - INSPECTION OF DOCUMENTS AND RECORDS**Directors**

- 15.1 The documents and records of the Society, including the financial and accounting records and the minutes of general meetings, committee meetings and meetings of the Directors, will be open to the inspection of any Director at reasonable times and on reasonable notice.

Members

- 15.2 A member in good standing is entitled, upon providing not less than seven (7) days' notice in writing to the Society, to examine any of the following documents and records of the Society at the registered address of the Society during the Society's normal business hours:
- a) the Constitution and these Bylaws, and any amendments thereto;
 - b) the statement of Directors and registered office of the Society;
 - c) minutes of any general meeting, including the text of each resolution passed at the meeting;
 - d) resolutions of the members in writing, if any;
 - e) annual financial statements relating to a past fiscal year that have been received by the members in a general meeting;
 - f) the register of Directors;
 - g) the register of members;
 - h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
 - i) copies of orders made by a court, tribunal or government body in respect of the Society;
 - j) the written consents of Directors to act as such and the written resignations of Directors; and
 - k) the disclosure of a Director regarding a conflict of interest.

- 15.3 Except as expressly provided by statute or at law, a member will not be entitled or have the right to examine or inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a member in good standing may request, in writing delivered to the address of the Society, to examine any other document or record of the Society and the Board may allow the Designated Representative of member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Restriction

- 15.4 The Directors may, by Directors' resolution, restrict the members' rights to inspect the Society's register of members if the Directors are of the opinion that the inspection would be harmful to the Society or to the interests of one or more of its members.
- 15.5 If the members' rights to inspect the Society's register of members are restricted under section 15.4, members may not inspect the register of members except in accordance with the Act.

Fees

- 15.6 Copies of documents to which a member is allowed to examine may be provided on request by such person for a fee to be determined by the Board.

PART 16 - NOTICES

Notices

- 16.1 Except as otherwise provided in these Bylaws, a notice may be given to a member or a Director either personally, by delivery, courier or by mail posted to such member or Director's registered address, or, where the member or Director has provided a fax number or electronic mail address, by fax or electronic mail, respectively.
- 16.2 A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

PART 17 - WINDING UP

Not for profit

- 17.1 The Society shall be carried on without purpose of gain from its members and any and all profits or other accretions to the Society shall be used for promoting its purposes.

Appointment of a Recordkeeper

- 17.2 Upon dissolution the Directors will pass and file an ordinary resolution appointing a record keeper.
- 17.3 If the society is dissolved by the registrar, the record keeper will be the person who was the keeper of the records before the dissolution.
- 17.4 The records will be kept in B.C., or, if the records are electronic, they must be available for inspection at a location in B.C.
- 17.5 The record keeper will keep the records in a complete state and avoid loss or damage.
- 17.6 The record keeper will be authorized to impose fees to be determined by Directors, a notice period, and reasonable restrictions on the times during which a person may access the records. They may send copies or provide them for pick up.

17.7 It will be an offense for a record keeper to deny access to records to a person who is entitled to access them.

Disposition of assets

17.2 In the event of the winding up of dissolution of the Society, the funds and assets of the Society remaining after satisfaction of its debts and liabilities shall be given or transferred to some other organization designated at that time provided that such organization shall be a charitable organization recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act (Canada), as from time to time amended.

PART 18 - BYLAWS

Entitlement

18.1 On being admitted to membership, a member is entitled to and the Society shall provide, on request and without charge, a copy of the Constitution and Bylaws and Rules and Regulations of the Society currently in force.

Amendment

18.2 These Bylaws shall not be altered or added to except by special resolution, as such term is defined in the Act.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED AUGUST, 31, 2024.

This package contains:

- Certified copy of the Applicants for Incorporation
- Certified copy of the Constitution
- Certified copy of the Bylaws
- Certified copy of the Statement of Directors and Registered Office
- Certificate



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

APPLICANTS FOR INCORPORATION

BC Society • Societies Act

NAME OF SOCIETY: **PEAK MONTESSORI SOCIETY**

Incorporation Number: S0081023

Business Number: 75114 5822 BC0001

Filed Date and Time: September 3, 2024 05:58 PM Pacific Time

APPLICANT INFORMATION

Last Name, First Name Middle Name:

HIGGINBOTTOM, KIMBERLY ERIN

Mailing Address:

1100 MANTLE DR
COURTENAY BC V9N 7A3

Last Name, First Name Middle Name:

SCHWARTZ, MELISSA ELIZABETH

Mailing Address:

1936 B BATES RD
COURTENAY BC V9J 1X4





CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **PEAK MONTESSORI SOCIETY**

Incorporation Number: S0081023

Business Number: 75114 5822 BC0001

Filed Date and Time: September 3, 2024 05:58 PM Pacific Time

The name of the Society is PEAK MONTESSORI SOCIETY

The purposes of the Society are:

1. ****Mission Statement:****

PEAK Montessori Academy is committed to providing a Montessori-based education that nurtures each child's intellectual, emotional, and social development in a supportive and stimulating environment.

2. ****Educational Philosophy:****

We embrace the Montessori philosophy, which emphasizes child-centred learning, respect for individual learning paces, and the importance of a prepared environment that promotes exploration and discovery.

3. ****Governance Structure:****

PEAK Montessori will be governed by a Board of Directors responsible for strategic oversight, policy development, and ensuring that the school adheres to its mission and values.

4. ****Academic Framework:****

The curriculum will be designed to align with Montessori principles and BC provincial curriculum, focusing on personalized learning, hands-on activities, and fostering a love for learning. We will offer programs that support the development of practical life skills, academic knowledge, and social, core competencies.

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.




T.K. SPARKS

**BYLAWS OF
PEAK MONTESSORI SOCIETY
(THE “SOCIETY”)**

PART 1 - DEFINITIONS

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the board of directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Directors**” means the Board of Directors of the Society for the time being;

“**family**” means, for voting purposes, the parents (or legal guardians, if applicable) of a particular student, considered as a single group;

“**member**” means a parent (or legal guardian, if applicable) of a student in good standing;

“**ordinary resolution**” means:

- a) a resolution passed at a general meeting by a simple majority of the votes cast by the voting members in good standing entitled to vote in person; or
- b) a resolution consented to in writing, after being sent to all of the voting members, by at least 2/3^{rds} of the voting members in good standing;

“**special resolution**” means:

- (a) a resolution passed at a general meeting by at least 2/3^{rds} of the votes cast by the voting members in good standing entitled to vote in person; or
- (b) a resolution consented to in writing by all of the voting members in good standing.

1.2 The definitions in the Act apply to these Bylaws.

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 - MEMBERS

Application for membership

2.1 The members of the Society are those persons who become members in accordance with these Bylaws and have not ceased to be members.

2.2 A person may apply to the Directors for membership in the Society, and the person becomes a member on the Directors’ acceptance of the application.

2.3 The Directors may, by resolution, postpone or refuse an application for membership for any reason which, in the Directors’ view, is necessary or prudent to protect the reputation and integrity of the Society.

Duties of members

2.4 Every member must at all times:

- a) uphold the constitution of the Society and comply with these Bylaws, and all rules, regulations, policies and procedures in effect from time to time;

- b) abide by such codes of conduct and ethics adopted by the Society; and
- c) further the purposes, aims and objectives of the Society.

Voting Rights attaching to each Class

- 2.5 The underlying principle of class voting rights is that a family may exercise one of the following voting rights, as applicable, for each student they have enrolled in the school. While every parent of a student enrolled in the school may become a member, voting rights are exercised as a family unit. As a result, there may not be multiple exercises of the same vote. Where a family has one student enrolled in the school, only one parent (i.e. member) may exercise the relevant voting right. Where a family has more than one student enrolled in the school, one parent may exercise each voting right or the family may split the votes between each parent.
- 2.6 Each family is entitled to exercise one (1) vote for each student in good standing registered in the programme.

Amount of membership dues

- 2.7 The amount of the annual membership dues, if any, must be determined by the Directors.

Member not in good standing

- 2.8 A member is not in good standing if the member fails to pay the member's current tuition, fees, dues, assessments or any other amount owed to the Society, and the member is not in good standing for so long as such amounts remain unpaid. All members of a student's family are deemed to be not in good standing for so long as any such amount remains unpaid.

Member not in good standing may not vote

- 2.9 A voting member who is not in good standing:
 - a) may not vote at a general meeting; and
 - b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Suspension and Expulsion of Members

- 2.10 The members of the Society may by special resolution discipline or expel any member from membership for conduct contrary to the best interests of the Society. The member concerned shall be given proper written notice of the meeting (and the proposed discipline or expulsion, including reasons) at which the vote is to be taken, and shall be entitled to appear and address the meeting to make representations respecting the proposed discipline or expulsion but shall not be allowed to vote, or if such member being otherwise entitled to vote does vote, such vote shall not be counted.
- 2.11 Any member who shall not have paid within two (2) months of it becoming due and owing, any sum of money by way of dues or assessments or any other amount owed to the Society, may be suspended from membership in the Society by the Directors. Notice of such suspension shall be given to the member in writing. If a suspended member fails to pay any such sum within three (3) months after it became due and owing, the Directors may expel the suspended member.
- 2.12 A suspended member may not vote or exercise any rights of membership or otherwise participate in the affairs of the Society unless the Directors so direct.
- 2.13 A suspended member remains liable for all dues and assessments due on or accruing due to the date of his expulsion.

Ceasing to be a Member

- 2.14 A person shall cease to be a member of the Society:
- a) by delivering his or her resignation in writing to the Secretary of the Society or by email, mail or delivering it to the address of the Society;
 - b) upon having no child who is a student in the school;
 - c) terminated pursuant to the bylaws, or
 - d) upon being expelled.

Fees, Dues and Assessments

- 2.15 The Directors may from time to time determine the amount payable by each member as a membership fee and as annual dues. Any such determination shall only have force until the next annual general meeting of the members unless in the meantime sanctioned at a general meeting of members:
- 2.16 The Directors may from time to time determine the amount of money to be assessed against the members in addition to the tuition, fees and dues, and the total assessment so determined by the Directors shall be payable by the members but any such determination shall only have force until the next annual general meeting of the members unless in the meantime sanctioned at a general meeting of the members.
- 2.17 The Treasurer shall from time to time cause to be delivered by email, mail or courier to each member a statement of his or her indebtedness to the Society for fees, dues, assessments or otherwise and the amount thereof shall constitute a debt payable to the Society.

Termination of membership if member not in good standing

- 2.18 A person's membership in the Society may be terminated by the Directors if the person is not in good standing for six (6) consecutive months.

PART 3 - GENERAL MEETINGS OF MEMBERS

Time and place of general meeting

- 3.1 Subject to the Act, the Directors must call an annual general meeting once in each calendar year, to be held at the time and place the Directors determines.

Ordinary business at general meeting

- 3.2 At a general meeting, the following business is ordinary business:
- a) adoption of rules of order;
 - b) consideration of any financial statements of the Society presented to the meeting;
 - c) consideration of the reports, if any, of the Directors or auditor;
 - d) election or appointment of Directors;
 - e) appointment of an auditor, if any; and
 - f) any business arising out of a report of the Directors not requiring the passing of a special resolution.

Meeting Notice

- 3.3 Written notice of the date, time and location of a general meeting must be sent to every member at least 14 days before the meeting but not more than 60 days before the meeting. "Written" means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, electronic mail, and fax. Notice delivered by e-mail will be sent to the e-mail address provided to the Society by the member.

Contents of Notice

- 3.4 Notice of a general meeting will specify the place, the day and the time of the meeting and will include the text of every ordinary resolution and special resolution to be proposed or considered at that meeting.

Notice of special business

- 3.5 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Omission of Notice

- 3.6 The accidental omission to give notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate proceedings at that meeting.

Calling a general meeting

- 3.7 The Directors may at any time call a general meeting.

Matters decided at general meeting by ordinary resolution

- 3.8 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Chair of general meeting

- 3.9 The following individual is entitled to preside as the chair of a general meeting:
- a) the individual, if any, appointed by the Board to preside as the chair;
 - b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - i) the president,
 - i) the vice-president, if the president is unable to preside as the chair, or
 - ii) one of the other Directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

- 3.10 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 30 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

- 3.11 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

- 3.12 The quorum for the transaction of business at a general meeting is 30% of the voting members.

Participation must be in person

- 3.13 A member who is entitled to participate in a general meeting may do so only by attending in person. Members are not entitled to participate in a meeting by telephone or other communications medium, unless otherwise directed by the Board.

Lack of quorum at commencement of meeting

- 3.14 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present shall constitute a quorum for that meeting.

If quorum ceases to be present

- 3.15 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

- 3.16 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

- 3.17 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

- 3.18 The order of business at a general meeting is as follows:
- a) elect an individual to chair the meeting, if necessary;
 - b) determine that there is a quorum;
 - c) approve the agenda;

- d) approve the minutes from the last general meeting;
- e) deal with unfinished business from the last general meeting;
- f) if the meeting is an annual general meeting;
 - i) receive the Directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements;
 - ii) receive any other reports of Directors' activities and decisions since the previous annual general meeting;
 - iii) elect or appoint Directors; and
 - iv) appoint an auditor, if any;
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting; and
- h) terminate the meeting.

Methods of voting

- 3.19 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, two (2) or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Proxy voting not permitted

- 3.20 Voting by proxy is not permitted.

Announcement of result

- 3.21 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Rules of Order

- 3.22 If not inconsistent with the provisions of these Bylaws, all meetings shall be conducted in accordance with Robert's Rules of Order

PART 4 - DIRECTORS

Number of Directors on Board

- 4.1 The Society must have no fewer than three (3) and no more than seven (7) Directors, at least one of whom must be ordinarily resident in British Columbia.

Qualifications

- 4.2 A Director shall not be required to be a member of the Society.
- 4.3 Pursuant to the Act, a person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:
- a) is less than eighteen (18) years of age;
 - b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;

- c) is an undischarged bankrupt; or
- d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

Election or appointment of Directors

- 4.4 At each annual general meeting, the voting members entitled to vote for the election or appointment of Directors must elect or appoint the Board.

Staggered Terms of Office

- 4.5 The term of office of the president, vice-president, secretary, treasurer; shall be two (2) years.
- 4.6 The president and treasurer shall stand for election in all odd years. The vice-president, secretary shall stand for election in all even years.
- 4.7 The term of office of a director-at-large will be one (1) year..

Limits of Terms of Office

- 4.8 A director can serve no more than three (3) consecutive terms.

Directors may fill casual vacancy on Board

- 4.9 The Directors may, at any time, appoint a member as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a Director during the Director's term of office.

Term of appointment of Director filling casual vacancy

- 4.10 A Director appointed by the Directors to fill a vacancy ceases to be a Director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Resignation

- 4.11 A Director may at any time resign by notice in writing delivered to the Secretary.

Removal

- 4.12 The members may by special resolution remove a Director before the expiration of their term of office, and may elect a successor by ordinary resolution to complete the term of office.

Conflicts of Interest

- 4.13 Where a Director is or may be in a position where their interests conflict with those of the Society, such as:
- a) a contract or transaction or a proposed contract or transaction of the Society, or
 - b) a matter that is or is to be the subject of consideration by the Directors, if that interest could result in the creation of a duty or interest that materially conflicts with the Director's duty or interest as a Director of the Society.
- A Director in such a conflict of interest situation must:
- c) disclose the conflict fully and promptly to the rest of the Board;

- d) be counted in the quorum at a meeting of Directors at which the contract, transaction or matter is considered
 - e) abstain from voting on the issue;
 - f) leave the Board meeting when the issue is discussed, unless asked by the other Directors to be present to provide information; and
 - g) refrain from any action or efforts intended to influence the Board's decision.
- 4.14 The Directors may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws

Authority of Directors

- 4.15 The management and administration of the affairs of the Society shall be vested in the Directors. In addition to the powers and authorities given by these By-laws, or otherwise expressly conferred upon them, the Directors may exercise all such powers of the Society and so all such acts and things on its behalf as are not by the Act, the Constitution or Bylaws of the Society required to be exercised or done by the Society at a general meeting, and the Directors shall have full power to make such rules, regulations, policies or procedures for the conduct of their business as they think fit, provided such rules and regulations are not inconsistent with the Act, the Constitution of the Society and these Bylaws.

Policies and Procedures

- 4.16 The Directors may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

Indemnification of Directors and Eligible Parties

- 4.17 To the extent permitted by the Act, each Director and eligible party (as defined by the Act) may be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that person by reason of their holding or having held authority within the Society:
- a) is or may be joined as a party to such legal proceeding or investigative action; or
 - b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

Purchase of Insurance

- 4.18 The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such person as a Director, officer, employee or agent.

PART 5 - DIRECTORS' MEETINGS

Calling a Directors' meeting

- 5.1 A Directors' meeting may be called by the president or vice-president, or by any two (2) other Directors.

Notice of Directors' meeting

- 5.2 At least seven (7) days' notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.
- 5.3 No formal notice of a Directors' meeting shall be necessary if all the Directors are present or if those absent have signified their consent to the meeting being held in their absence.

Proceedings valid despite omission to give notice

- 5.4 The accidental omission to give notice of a Directors' meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

Conduct of Directors' meetings

- 5.5 The Directors may regulate their meetings and proceedings as they reasonably think fit.

Quorum of Directors

- 5.6 The quorum for the transaction of business at a Directors' meeting is a majority of the Directors unless the Directors have, from time to time, fixed otherwise higher.

Chair of Meetings

- 5.7 The president (or, in the absence or inability of the president, the vice-president will, subject to a resolution of the Directors appointing another person, preside as chair at all meetings of the Directors.
- 5.8 If at any meeting of the Directors the president, the vice-president and such alternate person appointed by a resolution of the Directors, if any, are not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

Alternate Chair

- 5.9 If the person presiding as chair of a meeting of the Directors wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, the designated alternate may preside as chair.

Role of Chair

- 5.10 The person presiding as chair of a meeting of the Directors may, if the person is a Director, move, second and speak in debate on any motion or resolution at the meeting.
- 5.11 In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Directors, the person presiding as chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the Act and these Bylaws.

Voting

- 5.12 Questions arising at any meeting of the Directors, or a committee established by the Directors, shall be decided by a majority vote.
- 5.13 In case of an equality of votes the chair shall have a second or casting vote.

Meeting by Communications Facility

- 5.14 A Director may participate in a meeting (at which at least two (2) Directors are present in person) of the Directors by means of conference call or other communication facility by means of which all Directors participating in the meeting can hear each other and provided that all such Directors agree to such participation. A Director participating in a meeting in accordance with this section shall be deemed to be present at the meeting and shall be counted in the quorum and be entitled to speak and vote.

Resolution in Writing

- 5.15 The Directors may pass a Directors' resolution without a meeting if all of the Directors consent to the resolution in writing.

PART 6 - BOARD POSITIONS

Election or appointment to Board positions

- 6.1 Directors must be elected or appointed to the following Board positions, and a Director, other than the president, may hold any two positions:
- a) president;
 - b) vice-president;
 - c) secretary;
 - d) treasurer; and

Directors at large

- 6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors-at-large.

Role of president

- 6.3 The president is the chair of the Board and is responsible for supervising the other Directors in the execution of their duties, and shall when in attendance, willing and able to do so, act as chair at all meetings of the members and of the Directors.

Role of vice-president

- 6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act. The vice-president shall assist the president at all times in any or all of his or her duties of office as the president shall decide, and act as the registrar for the school - such duties of which include: maintenance of all records pertaining to the student body, including applications for enrolment, registered students and correspondence between the Society and the families; and to head the admissions committee.

Role of treasurer

- 6.5 The treasurer is responsible for doing, or making the necessary arrangements for, the following:
- a) receiving and banking monies collected from the members or other sources;
 - b) keeping accounting records in respect of the Society's financial transactions;
 - c) preparing budgets and budget reports for presentation to the Directors;

- d) preparing the Society's financial statements; and
- e) making the Society's filings respecting taxes.

Role of secretary

- 6.6 The secretary is responsible for doing, or making the necessary arrangements for, the following:
- a) issuing notices of general meetings and Directors' meetings;
 - b) taking minutes of general meetings and Directors' meetings;
 - c) keeping the records of the Society other than the financial books and records, in accordance with the Act;
 - d) conducting the correspondence of the Board;
 - e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

- 6.7 In the absence of the secretary from a meeting, the Directors must appoint another individual to act as secretary at the meeting.

PART 7 - REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of Directors

- 7.1 These Bylaws do not permit the Society to pay remuneration to a Director for being a Director, but the Society may, subject to the Act, pay remuneration to a Director for services provided by the Director to the Society in another capacity.
- 7.2 A Director may be reimbursed for all expenses reasonably incurred by them while engaged in the affairs of the Society.

Signing authority

- 7.3 A contract or other record to be signed by the Society must be signed on behalf of the Society
- a) by the president, together with one other Director,
 - b) if the president is unable to provide a signature, by the vice-president together with one other Director,
 - c) if the president and vice-president are both unable to provide signatures, by any 2 other Directors, or
 - d) in any case, by one or more individuals authorized by the Directors to sign the record on behalf of the Society.

PART 8 - COMMITTEES

Executive Committee

- 8.1 The president, together with such Director or Directors as the Directors shall appoint, shall be and constitute, the Executive Committee which shall have full authority to act on behalf of the Directors in all matters, subject only to any express limitation of their authority made by the Directors. The

quorum at all meetings of the Executive Committee shall be a majority of the members of the Executive Committee.

Additional Committees

8.2 The Directors may by resolution appoint:

- a) committees consisting of such number of Directors as they think fit and may delegate to any such committee between meetings of the Directors such powers of the Directors (except the power to change the membership of or fill vacancies in any such committee and the power to appoint or remove officers appointed by the Directors) subject to such limitations as may be prescribed in such resolution; and
- b) such other committees consisting of such member or members of the Society, who need not be members of the Board, for such purposes as the Directors shall think fit, but may not delegate to any such committee any of the powers of the Directors.

Proceedings of Committees

8.3 All committees shall keep regular minutes of their transactions and shall cause them to be recorded in books kept for that purpose, and shall report the same to the Directors at such times as the Directors may from time to time require. The Directors shall also have power at any time to revoke or override any authority given to or acts to be done by any such committee except as to acts done before such revocation and to revoke membership in any such committee and to fill vacancies in it. Such committees may make rules for the conduct of their business and may appoint such assistants as they may deem necessary. Subject as aforesaid, a majority of the members of such a committee shall constitute a quorum thereof.

Meetings of Committees

8.4 All committees may meet and adjourn as they think proper. Questions arising at any meeting shall be determined by a majority of votes of the members of such committee present, and in the case of an equality of votes the chair shall not have a second or casting vote. A resolution approved in writing by all the members of a committee shall be valid and effective as if it had been passed at a meeting of such committee duly called and constituted. Such resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of the proceedings of the committee and shall be effective on the date stated thereon or on the latest date stated in any counterpart.

PART 9 - SENIOR MANAGER

Appointment

- 9.1 The Directors may appoint one or more senior managers of the Society to exercise the Directors' authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society.
- 9.2 A person who is not qualified under the Act to be a Director of a society is not qualified to be a senior manager of the Society.

PART 10 - BORROWING

General

- 10.1 In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, the Directors may from time to time:
- a) borrow money on the credit of the Society
 - b) issue bonds, debentures, notes or other evidences of debt obligations.

Special Resolution

- 10.2 No mortgage shall be granted, and no debenture shall be issued without the sanction of a special resolution of the members.

Negotiation of Loans

- 10.3 From time to time the Directors may authorize the senior manager, any Director, officer or employee of the Society or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Society as the Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Society

PART 11 - INVESTMENT OF FUNDS

Investment

- 11.1 The Directors may cause the Society to invest its funds only in an investment in which a prudent investor might invest, unless the Bylaws prohibit that investment.

PART 12 - ACCOUNTS

Accounting Records

- 12.1 The Society will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

PART 13 - FINANCIAL STATEMENTS

Preparation and presentation

- 13.1 The Directors shall lay before the members of the Society at each annual general meeting a financial statement of the Society prepared as of the last day of the last completed fiscal year, which statement shall include a balance sheet and statement of income and expenditure and such other statements, if any, required by the Act, and shall be audited and signed by the auditor of the Society or, if there is no auditor, by two (2) Directors.

PART 14 - AUDITORS

Appointment

- 14.1 The members may appoint an auditor (not being a Director, officer, manager or employee of the Society or any person who is a partner of or in the employment of any of the aforesaid) to hold office for such period and at such remuneration as the Directors may determine.

Access to records

- 14.2 Any auditor of the Society shall have a right of access at all times to all records, documents, books, accounts and vouchers of the Society, and is entitled to require from the Directors and officers of the Society such information and explanation as may be necessary for the performance of the duties of the auditor.

Attendance at meetings

- 14.3 Any auditor of the Society is entitled to attend any meeting of members of the Society at which any accounts that have been examined or reported on by him are to be laid before the members for the purpose of making any statement or explanation he desires in respect to such accounts.

PART 15 - INSPECTION OF DOCUMENTS AND RECORDS

Directors

- 15.1 The documents and records of the Society, including the financial and accounting records and the minutes of general meetings, committee meetings and meetings of the Directors, will be open to the inspection of any Director at reasonable times and on reasonable notice.

Members

- 15.2 A member in good standing is entitled, upon providing not less than seven (7) days' notice in writing to the Society, to examine any of the following documents and records of the Society at the registered address of the Society during the Society's normal business hours:
- a) the Constitution and these Bylaws, and any amendments thereto;
 - b) the statement of Directors and registered office of the Society;
 - c) minutes of any general meeting, including the text of each resolution passed at the meeting;
 - d) resolutions of the members in writing, if any;
 - e) annual financial statements relating to a past fiscal year that have been received by the members in a general meeting;
 - f) the register of Directors;
 - g) the register of members;
 - h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
 - i) copies of orders made by a court, tribunal or government body in respect of the Society;
 - j) the written consents of Directors to act as such and the written resignations of Directors; and
 - k) the disclosure of a Director regarding a conflict of interest.

- 15.3 Except as expressly provided by statute or at law, a member will not be entitled or have the right to examine or inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a member in good standing may request, in writing delivered to the address of the Society, to examine any other document or record of the Society and the Board may allow the Designated Representative of member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Restriction

- 15.4 The Directors may, by Directors' resolution, restrict the members' rights to inspect the Society's register of members if the Directors are of the opinion that the inspection would be harmful to the Society or to the interests of one or more of its members.
- 15.5 If the members' rights to inspect the Society's register of members are restricted under section 15.4, members may not inspect the register of members except in accordance with the Act.

Fees

- 15.6 Copies of documents to which a member is allowed to examine may be provided on request by such person for a fee to be determined by the Board.

PART 16 - NOTICES

Notices

- 16.1 Except as otherwise provided in these Bylaws, a notice may be given to a member or a Director either personally, by delivery, courier or by mail posted to such member or Director's registered address, or, where the member or Director has provided a fax number or electronic mail address, by fax or electronic mail, respectively.
- 16.2 A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

PART 17 - WINDING UP

Not for profit

- 17.1 The Society shall be carried on without purpose of gain from its members and any and all profits or other accretions to the Society shall be used for promoting its purposes.

Appointment of a Recordkeeper

- 17.2 Upon dissolution the Directors will pass and file an ordinary resolution appointing a record keeper.
- 17.3 If the society is dissolved by the registrar, the record keeper will be the person who was the keeper of the records before the dissolution.
- 17.4 The records will be kept in B.C., or, if the records are electronic, they must be available for inspection at a location in B.C.
- 17.5 The record keeper will keep the records in a complete state and avoid loss or damage.
- 17.6 The record keeper will be authorized to impose fees to be determined by Directors, a notice period, and reasonable restrictions on the times during which a person may access the records. They may send copies or provide them for pick up.

17.7 It will be an offense for a record keeper to deny access to records to a person who is entitled to access them.

Disposition of assets

17.2 In the event of the winding up of dissolution of the Society, the funds and assets of the Society remaining after satisfaction of its debts and liabilities shall be given or transferred to some other organization designated at that time provided that such organization shall be a charitable organization recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act (Canada), as from time to time amended.

PART 18 - BYLAWS

Entitlement

18.1 On being admitted to membership, a member is entitled to and the Society shall provide, on request and without charge, a copy of the Constitution and Bylaws and Rules and Regulations of the Society currently in force.

Amendment

18.2 These Bylaws shall not be altered or added to except by special resolution, as such term is defined in the Act.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED AUGUST, 31, 2024.



CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

T.K. Sparks
T.K. SPARKS

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **PEAK MONTESSORI SOCIETY**

Incorporation Number: S0081023

Business Number: 75114 5822 BC0001

Filed Date and Time: September 3, 2024 05:58 PM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

1936 BATES RD
COURTENAY BC V9J 1X4

Mailing Address:

1936 BATES RD
COURTENAY BC V9J 1X4

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

EVANS, HEATHER

Delivery Address:

11 - 2030 WALLACE AVE
COMOX BC V9M 1X3

Last Name, First Name Middle Name:

HIGGINBOTTOM, KIMBERLY ERIN

Delivery Address:

1100 MANTLE DR
COURTENAY BC V9N 7A3

Last Name, First Name Middle Name:

MCKAY, SIOBHAN

Delivery Address:

1840 KNIGHT RD
COMOX BC V9M 4A2



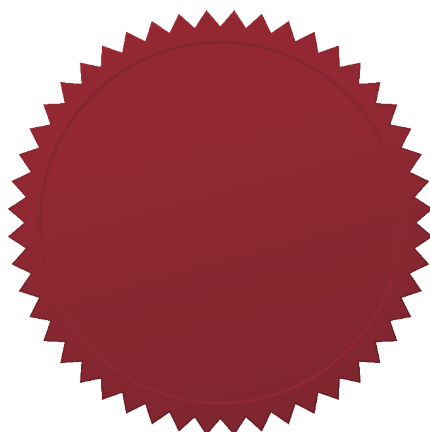
Number: S0081023

Societies Act
Certificate of Incorporation

PEAK MONTESSORI SOCIETY

I Hereby Certify that ~

PEAK MONTESSORI SOCIETY was incorporated under the *Societies Act* on September 3, 2024 at 05:58 PM Pacific Time.



Issued under my hand at
Victoria, British Columbia

A handwritten signature in black ink, reading 'T.K. Sparks'.

T.K. SPARKS

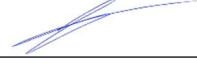


REGULAR COUNCIL MEETING

STAFF REPORT

Meeting: Sept. 2, 2026

TO:	Mayor and Council	FILE:	1850-25
FROM:	Edward Henley, Director of Finance	DATE:	August 25, 2026
SUBJECT:	Permissive Tax Exemption Bylaw - establishing 2027 - 2034 exemptions		

Prepared by:  Kate-Lynn Lautamus, Revenue Manager	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the Comox Permissive Tax Exemption Bylaw No. 2069, be given First, Second and Third Readings.

PURPOSE

To present the current properties requesting municipal property tax exemptions for the years 2027-2034.

STRATEGIC PLAN LINKAGE

Property tax exemptions (PTEs) meet the core services provided by the Town, such as arts & culture, economic development, recreation and public safety.

BACKGROUND

Council can grant permissive tax exemptions under Section 224 of the Community Charter, which requires passing by bylaw. Many of the permissive exemptions (like the land around churches) go hand in hand with statutory exemptions that already exempt the churches and hospitals and the land immediately underneath them.

Council may provide other exemptions for property owned by non-profit organizations or municipal property occupied by them that together benefit the general public. Occupiers of a crown or municipal property are assessed as if they owned the property freehold.

Whether the exemptions are new or unchanged, the granting of permissive tax exemptions has a cost in lost taxation revenue and an increased burden is placed upon the remaining property tax base.

The Town must submit its approved Bylaw to BC Assessment Authority no later than October 31, 2026, to be effective in 2027.

Amended Permissive Tax Exemption Policy CCL-025.01

Council amended its Permissive Tax Exemption Policy at the August 7, 2024 Council Meeting.

The major changes to the policy included:

- Any applicant that is approved for a PTE not be required to submit a new application for exemption until and including 2034 unless disqualified under section 6.03 or their operations change.
- A property that engages in behaviour which Council deems to be abhorrent, egregious, or criminal may be ineligible for future Permissive Tax Exemptions for a set period of time.

ANALYSIS/ISSUES/IMPLICATIONS

There are three properties on the 2027 Property Tax Exemption list that warrant attention:

1. Comox Bay Sailing Association – Comox Bay Sailing Association is expected to place a new float building in the Town of Comox Marina. The building is expected to be permanently moored alongside Berth A. The building is expected to be used for classroom space and storage. As there is currently no assessed value attributable, as building the structure is still in progress.
2. PEAK Montessori Society – PEAK Montessori Society is a non-profit organization established to provide Montessori education to children in the Comox Valley. PEAK Montessori Society is a new applicant for the 2027 tax year and currently operates at Unit 1-1829 Beaufort Avenue. Please see Appendix A for a copy of the applications to be considered for a permissive tax exemption provided by the PEAK Montessori Society.
3. Royal Canadian Legion Branch 160 – The Royal Canadian Legion Branch 160 has had changes to operations as the organization entered into a trusteeship in August 2025, and are no longer operating as a Pub and do not have paid employees. They continue to operate community programming.

a. Financial

The increased burden on remaining properties in 2027 is estimated at \$429,029 which is a \$10,215 increase from 2026. Note that this does not consider the potential impact of the Comox Bay Sailing Association as assessment figures are not yet available. This represents an additional approximately \$50 on each representative household.

The increase is due in part to:

- Addition of PEAK Montessori Society.

- General change in taxes due to changes in assessed values of existing exempted properties

The addition of the properties or portion of the properties to permissive tax exemption will result in a reduction to the new tax growth from new development in the 2027tax year.

b. Public Relations

The permissive tax exemptions, once approved need to be included in the Annual Report and will be posted on the municipal website.

c. Comparative Figures

Permissive Property Tax Exemptions Comox Town Council is considering granting these permissive tax exemptions:		
Description of Property	Expected Effect of Exemptions:	
	2027 (Estimate)	2026 (Granted)
Comox Golf Course	\$ 41,076	\$ 38,034
Filberg Lodge & Park	\$ 159,709	\$ 147,879
Comox Archives & Museum	\$ 5,788	\$ 5,359
Pearl Ellis Art Gallery	\$ 4,169	\$ 3,860
Comox Lions Club	\$ 9,417	\$ 8,719
Unity Comox Valley	\$ 2,377	\$ 2,201
Tigger Too Day Care	\$ 5,287	\$ 4,896
Marine Rescue Station	\$ 234	\$ 216
Pt. Holmes Boat Launch	\$ 17,058	\$ 15,794
United Church	\$ 16,883	\$ 15,633
Pentecostal Church	\$ 10,093	\$ 9,346
Anglican Church	\$ 8,176	\$ 8,174
Bay Community Church	\$ 10,216	\$ 9,459
Presbyterian Church	\$ 8,478	\$ 8,478
Providence Living Society & Thrift Store	\$ 251,318	\$ 232,702
d'Esterre Seniors Centre	\$ 36,941	\$ 34,205
Comox Legion	\$ 24,033	\$ 22,253
Nature Trust of BC	\$ 25,748	\$ 23,841
888 (Komox) RCAF Wing	\$ 6,166	\$ 5,709
Affordable Housing 1582 Balmoral	\$ 24,935	\$ 23,088
Tennis Clubhouse	\$ 22,700	\$ 21,018
Dawn to Dawn	\$ 3,726	\$ 3,450
Aspen Grove Children's Centre	\$ 12,016	\$ 11,126
North Nanaimo Rentals	\$ 16,092	\$ 14,900
Living Hope Church	\$ 13,195	\$ 12,217
Affordable Housing 1742 Beaufort	\$ 10,889	\$ 10,083
Joyful Journeys Children's Centre	\$ 2,539	\$ 2,351
N E Woods Land Corp	\$ 34,445	\$ 31,894
PEAK Montessori Society	\$ 11,462	NA, new applicant
Comox Bay Sailing Association	To be determined	NA, new applicant
Estimated total taxes exempted	\$ 795,165	\$ 726,885
Estimated Town share exempted	\$ 429,029	\$ 413,104

TOWN OF COMOX**BYLAW NO. 2069****A BYLAW TO AUTHORIZE PERMISSIVE TAX EXEMPTIONS FOR THE YEARS
2027 to 2034**

WHEREAS Section 224 (2) (a) of the Community Charter allows Council to grant permissive exemptions from taxation of land or improvements that are owned by a not-for-profit corporation and that Council considers is used for a purpose that is directly related to the purposes of the corporation;

AND WHEREAS Section 224 (2) (f) of the Community Charter allows Council to grant permissive exemptions from taxation of a hall and additional land related to an exempt building or hall set apart for public worship;

AND WHEREAS Section 224 (2) (h) of the Community Charter allows Council to grant permissive exemptions from taxation of additional land surrounding an exempt hospital or senior's home;

AND WHEREAS the Town of Comox wishes to grant certain permissive tax exemptions for the years 2027 – 2034 within the limitations of the Community Charter;

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

1. Title

- (1) This bylaw may be cited for all purposes as the "Comox Permissive Tax Exemption Bylaw No. 2069".

2. Permissive Tax Exemptions Authorized for the Years 2027 to 2034

- (1) The following described properties (shadowed in Schedule "A" which is attached to and forms part of this bylaw) owned by **Courtenay Golf Club Ltd.** and used for the purpose of a public golf course shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Lot 11, Plan 41761 in Section 56, Comox Land District.

Civic Address: 1718 Balmoral Avenue, Comox, BC, V9M 2N1

Folio: 00231.000

PID: 000-823-881

PID: 009-134-239

PID: 009-303-651

PID: 009-303-685

PID: 009-303-723

PID: 009-303-758

PID: 009-303-782

PID: 009-303-839

PID: 009-303-871

2. Permissive Tax Exemptions Authorized for 2027 - 2034 (continued)

- (2) The following described properties (shadowed in Schedule “B” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Filberg Heritage Lodge and Park Association** for the purpose of maintaining it as a heritage lodge and park, shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Lot A, Plan 32509 and Lot 1, Plan VIP71790, both in District Lot 87, Comox Land District.

Civic Address: 61 Filberg Road, Comox, BC V9M 2S7

Folio: 00470.001

Folio: 00470.004

PID: 000-156-990

PID: 024-929-701

- (3) The portions of the following described property (shadowed in Schedule “C” which is attached to and forms part of this bylaw) owned by the Town of Comox, and occupied by the **Comox Archives and Museum Society** (used as a public archives and museum), and by the **Pearl Ellis Gallery Association** (used as a public art gallery), and by the **Comox Valley Lions Club** (used as a meeting hall), and by **Unity Comox Valley** (used as a meeting place for public worship), shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Lot A, Plan 31594, Section 56, Comox Land District.

Civic Address: 1729 Comox Avenue, Comox, BC V9M 3M2

Folio: 00279.004

Folio: 00279.005

Folio: 00279.006

Folio: 00279.008

PID: 001-145-061

- (4) The following described property (shadowed in Schedule “D” which is attached to and forms part of this bylaw) owned by the **Comox Valley Children’s Day Care Society** (operating as Tigger Too) and used for the purpose of a day care facility and pre-school, shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Lot 1, Plan 22777, Section 70, Comox Land District.

Civic Address: 1800 Noel Avenue, Comox, BC V9M 2L1

Folio: 00492.001

PID: 003-166-228

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (5) The following described property (identified as “Marine Rescue Station” in Schedule “E” which is attached to and forms part of this bylaw) owned by the **Comox Valley Marine Rescue Society**, occupying a portion of the Town of Comox Municipal Marina, shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Float Building in District Lot 380, Nanaimo Land District (except Blocks A & B).

Folio: 00481.028

PID: 012-178-144

- (6) The following described property (outlined in bold on Schedule “F” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Point Holmes Recreation Association** for the purpose of providing and maintaining a public boat launch, shall be exempt from property value taxation for the year 2027 - 2034 on all land and improvements on:

Legal Address: District Lot 459, Nanaimo Land District.

- (7) The following described property (shadowed in Schedule “G” which is attached to and forms part of this bylaw) owned by the **United Church of Canada** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lots 75, 76, 77, and 78, Plan 18100, Section 1, Comox Land District.

Civic Address: 250 Beach Drive, Comox, BC V9M 19P

Folio: 00001.170

PID: 003-867-056

PID: 003-867-081

PID: 003-867-099

PID: 003-868-826

- (8) The following described property (shadowed in Schedule “H” which is attached to and forms part of this bylaw) owned by the **Pentecostal Assemblies of Canada** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot 1, Plan 34892, Section 70, Comox Land District.

Civic Address: 1919 Guthrie Road, Comox, BC V9M 3X7

Folio: 00507.004

PID: 000-307-823

2. Permissive Tax Exemptions Authorized for 2027 - 2034 (continued)

- (9) The following described property (shadowed in Schedule “I” which is attached to and forms part of this bylaw) owned by the **Anglican Synod of the Diocese of British Columbia** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027-2034 to the extent of all the value of land surrounding the building for public worship, and the value of the hall on:

Legal Address: Lot A, Plan 26068, Section 56, Comox Land District.

Civic Address: 218 Church Street, Comox, BC V9M 2B7

Folio: 00375.000

PID: 002-730-464

- (10) The following described property (shadowed in Schedule “J” which is attached to and forms part of this bylaw) owned by **Bay Community Church** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027 - 2034 on the all of the value of the land surrounding the place of public worship, and the value of any hall on:

Legal Address: Lot 2, Plan 45138, D.L. 205, Comox Land District.

Civic Address: 1105 Pritchard Road, Comox, BC V9M 3S8

Folio: 00802.052

PID: 007-702-817

- (11) The following described property (shadowed in Schedule “K” which is attached to and forms part of this bylaw) owned by the **Trustees of the Comox Valley Presbyterian Church** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027 - 2036 on all of the value of the land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot A, Plan VIP69225, Section 65, Comox Land District.

Civic Address: 725 Aspen Road, Comox, BC V9M 4E9

Folio: 00600.970

PID: 024-559-415

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (12) The following described property (shadowed in Schedule “L” which is attached to and forms part of this bylaw) owned by the **Providence Living Society** and used for the operation of a not-for-profit residential care facility shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of the care facility's land, including the Auxiliary Society for Comox Valley HealthCare (AKA **ThriftShop**), a tenant occupier.

Legal Address: Lot B, Plan EPP118693, Section 1, Comox Land District

Civic Address: 2137 Comox Avenue, Comox, BC V9M 1P2

Folio: 00001.024

PID: 031-738-168

Excluded from this property tax exemption are tenant occupiers not specifically named above, such as:

00001.016 – Telus Communication, Class 2

00001.017 – Rogers Wireless, Class 2

00001.018 – Inglis Professional Tutoring Inc, Class 6

- (13) The following described property (shadowed in Schedule “M” which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Comox Seniors Centre Association** and used for the operation of the d’Esterre Seniors Centre shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of all land and improvements for:

Legal Address: Lot 16, Plan 3923, Section 56, Comox Land District, except plans 13321&17061

Civic Address: 1801 Beaufort Avenue, Comox, BC V9M 1R9

Folio: 00398.000

PID: 006-127-037

- (14) The following described property (shadowed in Schedule “N” which is attached to and forms part of this bylaw) owned by the **Royal Canadian Legion Comox Branch 160** and used to serve veterans and their dependents, promote remembrance and act in the service of Canada and Comox, shall be exempt from property value taxation for the years 2027 - 2034 on all of the value on all land and improvements for:

Legal Address: Lots 6, 7, and 8, Plan 3923, Section 56, Comox Land District.

Civic Address: 1825 Comox Avenue, Comox, BC V9M 3M3

Folio: 00388.000

PID: 006-126-880

PID: 006-126-898

PID: 006-126-928

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (15) The following described property (darkened in Schedule "O" which is attached to and forms part of this bylaw) owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of all land for:

Legal Address: Lot 8, Plan 2657, District Lot 87, Comox Land District, except Plans 24797 and 29411.

Civic Address: Orchard Park Drive

Folio: 00701.000

PID: 006-308-333

- (16) The following described property (also darkened in Schedule "O" which is attached to and forms part of this bylaw) partially (3/8 interest) owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of all land and improvements for:

Legal Address: Closed Road 40 feet wide on the easterly boundary of Lot 9, Plan 2657, District Lot 87, Comox Land District

Civic Address: Orchard Park Drive

Folio: 00703.000

PID: 006-310-320

- (17) The following described property (darkened in Schedule "P" which is attached to and forms part of this bylaw) partially owned by the **Nature Trust of B.C.** and will be used for recreation, wildlife conservation and public open space purposes shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of all land for:

Legal Address: Lot 28, Plan VIP80065, District Lot 244, Comox Land District.

Civic Address: Colby Road

Folio: 01100.394

PID: 026-521-431

2. Permissive Tax Exemptions Authorized for 2027 - 2034 (continued)

- (18) The following described property (darkened in Schedule "Q" which is attached to and forms part of this bylaw) owned by the **888 (Komox) RCAF Wing of the Air Force Association**, and used for educational purposes in support of 386 (Komox) Squadron Royal Canadian Air Cadets, shall be exempt from property value taxation for the years 2027 - 2034 on all of the value of Class 8 (Recreation / Non-Profit) land and improvements for:

Legal Address: Lot A, Plan 50460, District Lot 217, Comox Land District.

Civic Address: 1298 Military Row, Comox, BC V0R 2K0

Folio: 00803.020

PID: 016-254-805

- (19) The following described property (darkened in Schedule "R" which is attached to and forms part of this bylaw) owned by the **Comox Valley Affordable Housing Society**, and used for low-income rental housing for seniors, shall be exempt from property value taxation on all land and improvements for the years 2027-2034 for:

Legal Address: Lot 1, Plan EP104662, District Lot 87, Comox Land District.

Civic Address: 1582 Balmoral Avenue, Comox, BC V9M 0C9

Folio: 00475.009

PID: 031-204-694

- (20) The following described property (darkened in Schedule "S" which is attached to and forms part of this bylaw) owned by the Town of Comox and occupied by the **Comox Valley Tennis Club** (used for recreation), shall be exempt from property value taxation for the years 2027-2034 on all land and improvements for:

Legal Address: Lot 9, Block 3, Plan 2696 and Lots 3, Plan 4215 of Section 56, Comox Land District.

Civic Address: 175 Stewart Street, Comox, BC V9M 2T5

Folio: 00229.006

Folio: 00229.005

PID: 006-056-750

PID: 006-056-784

PID: 006-321-534

2. Permissive Tax Exemptions Authorized for 2027 - 2034 (continued)

- (21) The following described property (darkened in Schedule "T" which is attached to and forms part of this bylaw) owned by **Dawn to Dawn Action on Homelessness** (transitional housing) shall be exempt from property value taxation for the years 2027 - 2034 on all land and improvements for:

Legal Address: Lot 7, Plan VIP20917, Section 56, Comox Land District,

Civic Address: 1727 Elm Avenue, Comox, BC V9M 2G9

Folio: 00305.035

PID: 003-483-231

- (22) The following described property (darkened in Schedule "U" which is attached to and forms part of this bylaw) leased and occupied by the **Town of Comox** (used for office space) from North Nanaimo Rentals Ltd., shall be exempt from property value taxation for the years 2027 - 2034 on all land and improvements for:

Legal Address: Strata Lot 3, 4, and 5; Plan VIS1074, Section 56, Comox Land District.

Civic Address: Suites 305, 304 and 303 of 1797 Comox Avenue, Comox, BC V9M 3L9

Folio: 00392.012

Folio: 00392.014

Folio: 00392.016

PID: 000-887-978

PID: 000-887-986

PID: 000-887-994

and, 50% on all land and improvement for:

Legal Address: Strata Lot 6; Plan VIS1074, Section 56, Comox Land District.

Civic Address: Suite 302 of 1797 Comox Avenue, Comox, BC V9M 3L9

Folio: 00392.018

PID: 000-888-028

2. Permissive Tax Exemptions Authorized for 2026 - 2034 (continued)

- (23) The following described property (shadowed in Schedule "V" which is attached to and forms part of this bylaw) owned by the **Town of Comox** with a long-term lease agreement with the **Comox Valley Children's Day Care Society** and used for the purpose of a daycare facility (operating as '**Aspen Grove Children's Centre**,' shall be exempt from property value taxation for the years 2027 - 2034 to the extent of all the land and improvements at:

Legal Address: Strata Lot 2, Plan EPS7342, Section 65, Comox Land District

Civic Address: 102 – 695 Aspen Road, Comox, BC V9M 3P5

Folio: 00601.442

PID: 031-592-929

- (24) The following described property (shadowed in Schedule "W" which is attached to and forms part of this bylaw) owned by the **Christian & Missionary Alliance – Canadian Pacific District** and used for the purpose of public worship, shall be exempt from property value taxation for the years 2027 - 2034 to the extent of all the value of land surrounding the building for public worship, and the value of any hall on:

Legal Address: Lot 6, Plan VIP26575, Section 2, Comox Land District

Civic Address: 2182 Comox Avenue, Comox, BC V9M 1P7

Folio: 00087.055

PID: 002-344-246

- (25) The following described property (shadowed in Schedule "X" which is attached to and forms part of this bylaw) owned by the **Comox Valley Affordable Housing Society** and used for low income rental housing for seniors, shall be exempt from property value taxation on all land and improvements for the years 2027-2034 for:

Legal Address: Lot B, Plan VIP31594, Section 56, Comox Land District

Civic Address: 1742 Beaufort Avenue, Comox, BC V9M 1R7

Folio: 00279.002

PID: 001-145-070

2. Permissive Tax Exemptions Authorized for 2027 - 2034 (continued)

- (26) The following described property (shadowed in Schedule "Y" which is attached to and forms part of this bylaw) leased and occupied by the **Comox Valley Children's Day Care Society** from the Providence Living Society, with a long-term lease agreement for the purpose of a daycare facility (operating as '**Joyful Journeys Children's Centre**,' shall be exempt from property value taxation for the years 2027 - 2034 on the value of both land and improvements at:

Legal Address: Lot A Sections 1 and 2 Comox District Plan EPP118693, Comox Land District

Civic Address: 211 Rodello Street, Comox, BC V9M 1P2

Folio: 00001.022

PID: 031-738-150

- (27) The following described property (shadowed in Schedule "Y" which is attached to and forms part of this bylaw) owned by the **Providence Living Society** used for the operation of a not-for-profit residential care facility shall be exempt from property value taxation for the years 2027 - 2034 to the extent of all of the value of both land and improvements at:

Legal Address: Lot A Sections 1 and 2 Comox District Plan EPP118693, Comox Land District

Civic Address: 211 Rodello Street, Comox, BC V9M 1P2

Folio: 00001.022

PID: 031-738-150

Excluded from this property tax exemption are any tenant occupiers not specifically named in this bylaw.

- (28) The following described property (shadowed in Schedule "Z" which is attached to and forms part of this bylaw) owned by the **N E Woods Land Corp.** used for the operation of a public park shall be exempt from property value taxation for the years 2027 – 2034 to the extent of all the value of both land and improvements at:

Legal Address: Lot 1, Plan EP31743, District Lot 194, Comox Land District

Civic Address: Cambridge Road

Folio: 00801.117

PID: 029-237-351

- (29) The following described property (shadowed in Schedule "**AA**" which is attached to and forms part of this bylaw) leased and occupied by the **PEAK Montessori Society** from the Mark Havin and Dianna Havin c/o 0694466 Alberta Ltd., with a long-term lease agreement for the purpose of a non-profit educational institution shall be exempt from property value taxation for the years 2027 - 2034 on the value of both land and improvements at:

Legal Address: Strata Lot 1, Plan EPS 1204, Section 56, Comox Land District,
Together with an Interest in the Common Property in Proportion to the Unit
Entitlement of the Strata Lot as shown on Form V

Civic Address: 1-1829 Beaufort Avenue, Comox, BC V9M 1R9

Folio: 00403.102

PID: 029-043-794

- (30) The following described property (shadowed in Schedule "**AB**" which is attached to and forms part of this bylaw) leased and occupied by Comox Bay Sailing Association with a long-term lease agreement with the Town of Comox for the purpose of providing non-profit marine based programming to Comox Valley residents shall be exempt from property value taxation for the years 2027 - 2034 on the value of improvements at:

Legal Address: To be determined

Civic Address: To be determined

Folio: To be determined

PID: To be determined

Schedule “A”

The map displays a grid of residential lots. The central area, shaded with diagonal lines, is labeled "SUBJECT PROPERTIES". This area is bounded by Church St to the west, East Central Ave to the north, George Ave to the east, and Palmway Dr to the south. To the west of Church St, lots are numbered 375, 369, 363, 351, 345, 337, 329, 319, 311, 303, 295, 285, 273, 1810, 1830, 1820, 1812, 1823, 817, 1809, 221, 215, 1822, 1812, 1800, 1811, 1801, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000. The area to the east of the shaded region is labeled "SUBJECT PROPERTIES" and contains lots numbered 1627, 1605, 1623, 1624, 1618, 1614, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000.

Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

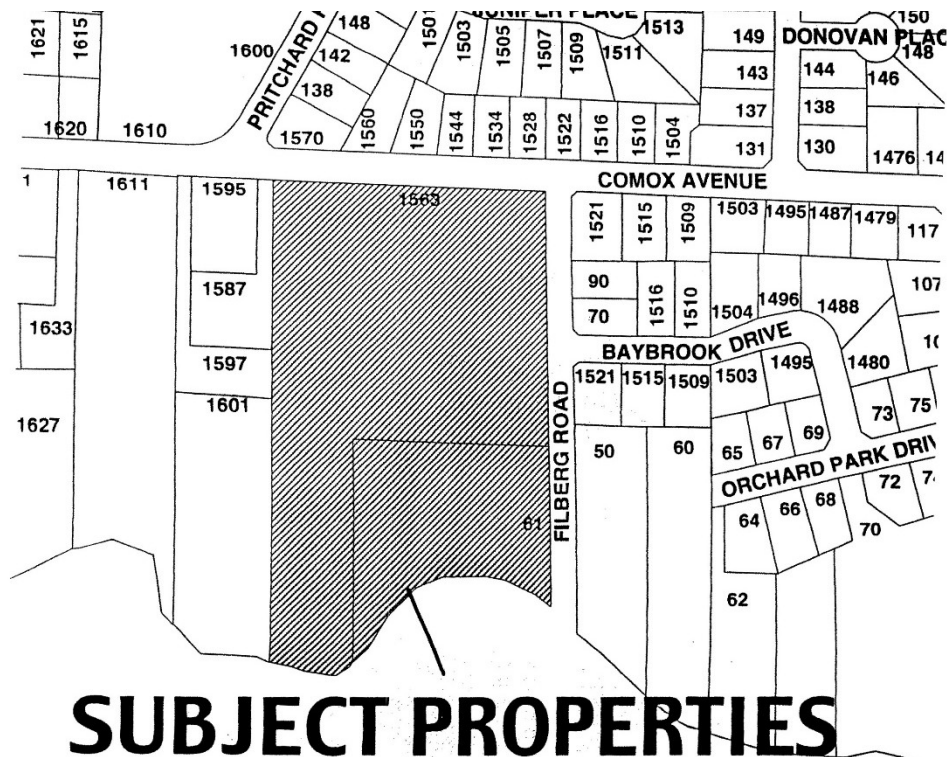
Schedule "B"

Filberg Heritage Lodge and Park

Civic Address: 61 Filberg Road

Roll # 470001

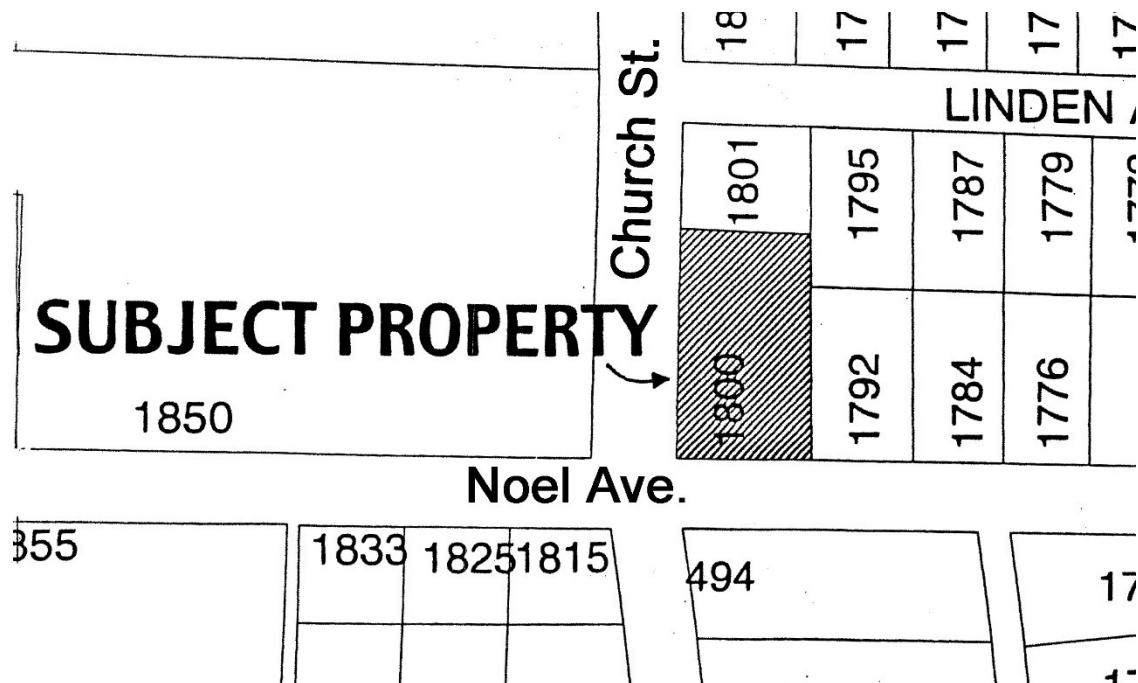
Roll #470004



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "D"

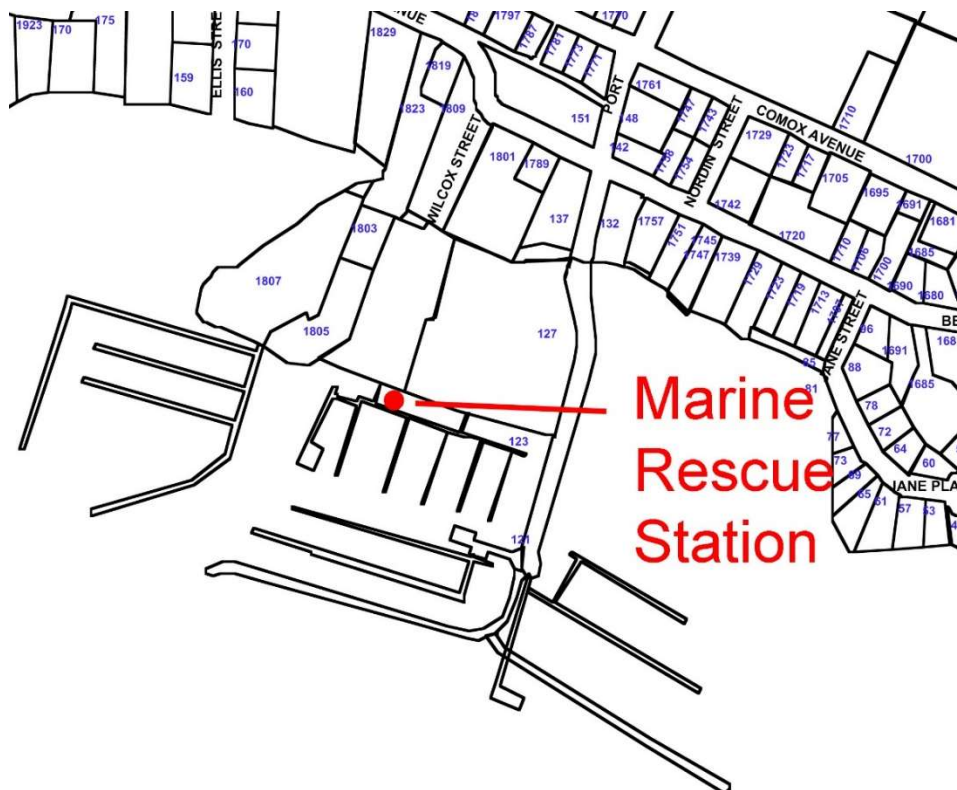
Comox Valley Children's Day Care Society (Tiger Too)
Civic Address: 1800 Noel Avenue
Roll # 492001



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "E"

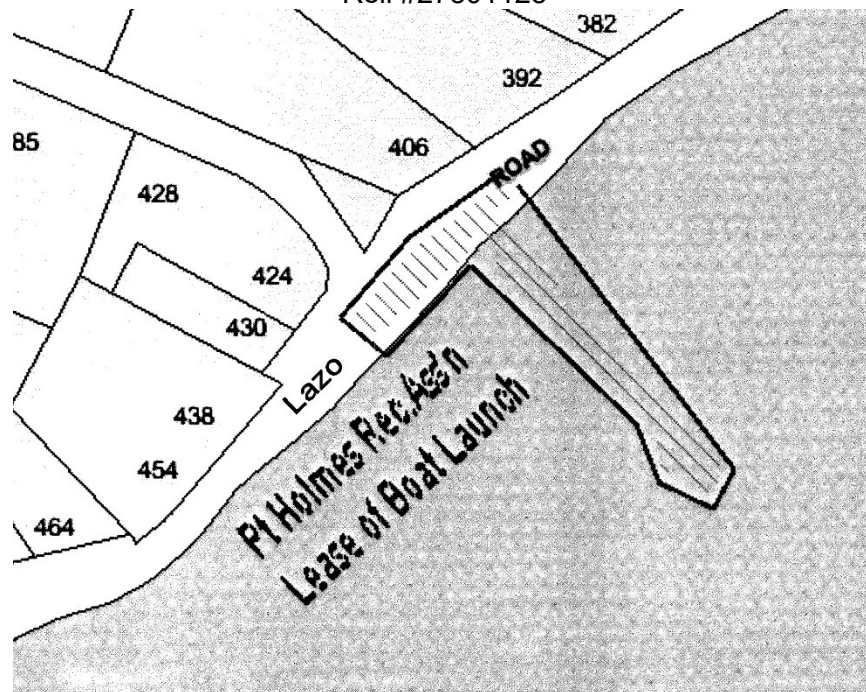
Comox Valley Marine Rescue Society
Roll # 481028



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "F"

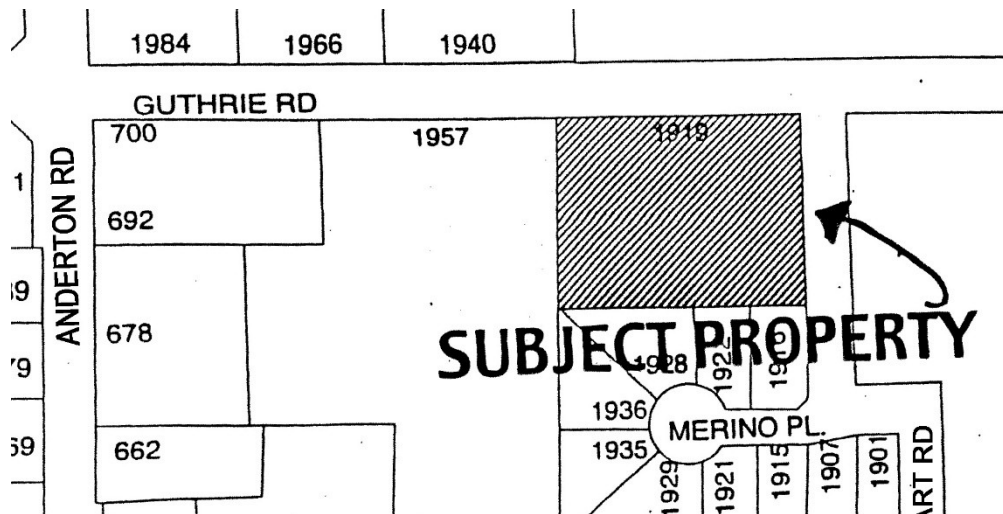
Point Holmes Recreation Association
Roll #27501125



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "H"

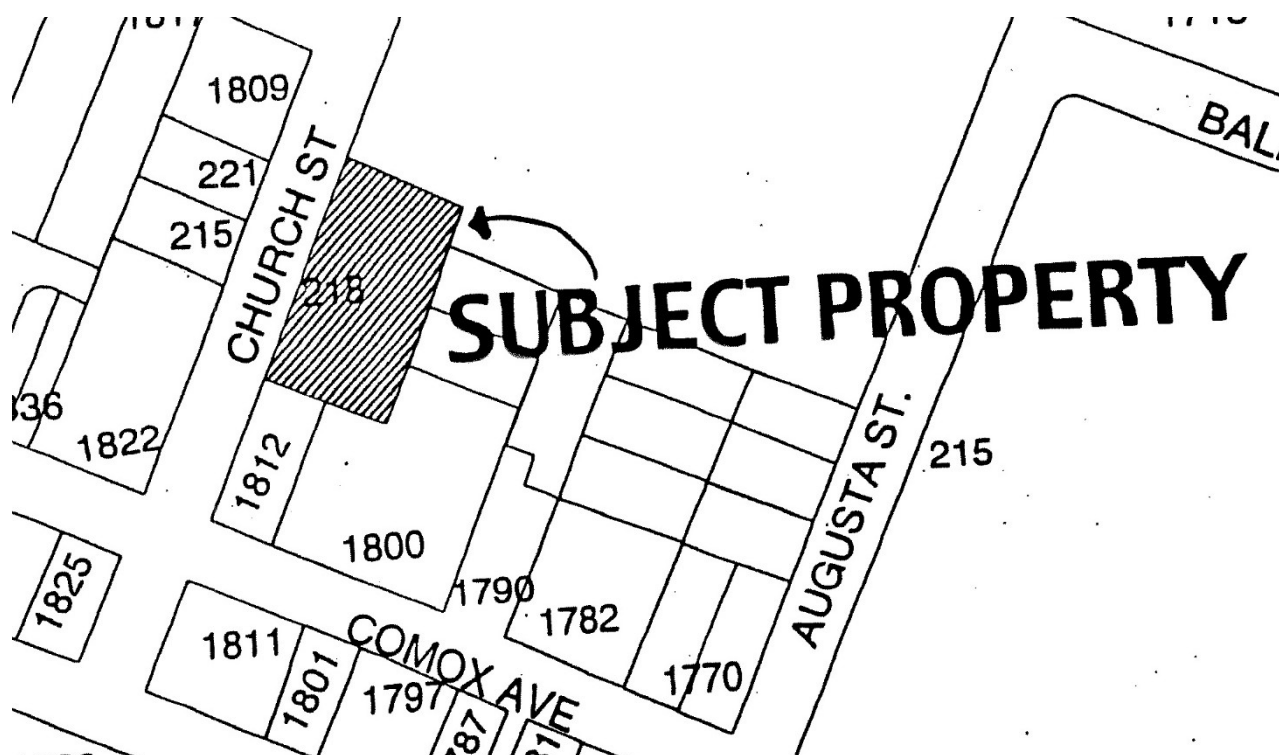
Comox Pentecostal Church
Civic Address: 1919 Guthrie Road
Roll # 507004



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "I"

Anglican Synod of the Diocese of British Columbia
Civic Address: 218 Church Street
Roll # 375000



Town of Comox

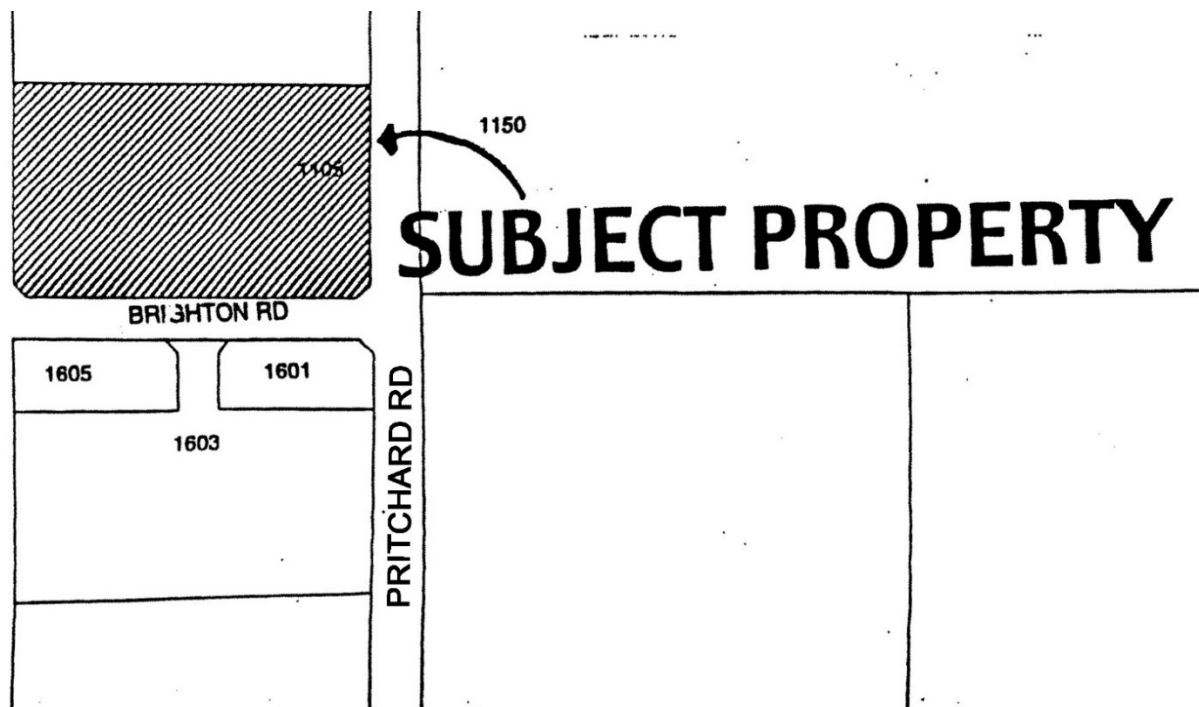
Comox Permissive Tax Exemption Authorized For the Years 2027 - 2034, Bylaw No. 2069

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Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "J"

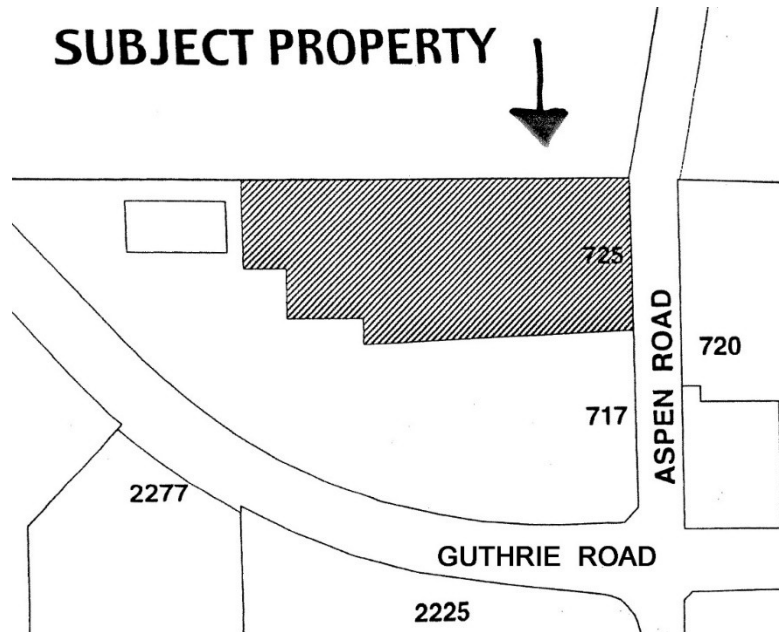
Bay Community Church
Civic Address: 1105 Pritchard Road
Roll # 802052



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "K"

Trustees of the Comox Valley Presbyterian Church
Civic Address: 728 Aspen Road
Roll # 600970



Town of Comox

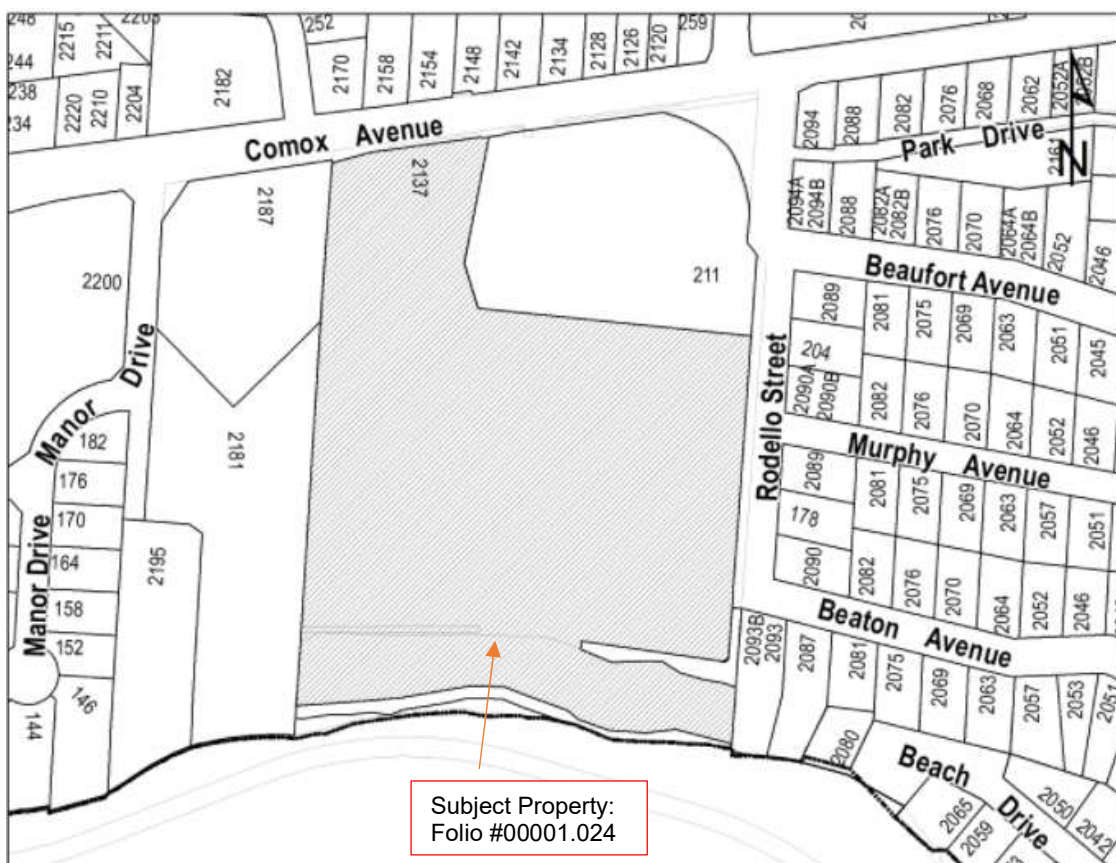
Comox Permissive Tax Exemption Authorized For the Years 2027 - 2034, Bylaw No. 2069

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Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "L"

Providence Living Society
Civic Address: 2137 Comox Avenue
Roll # 1024



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "M"

Comox Seniors Centre Association
Civic Address: 1801 Beaufort Avenue
Roll # 398000



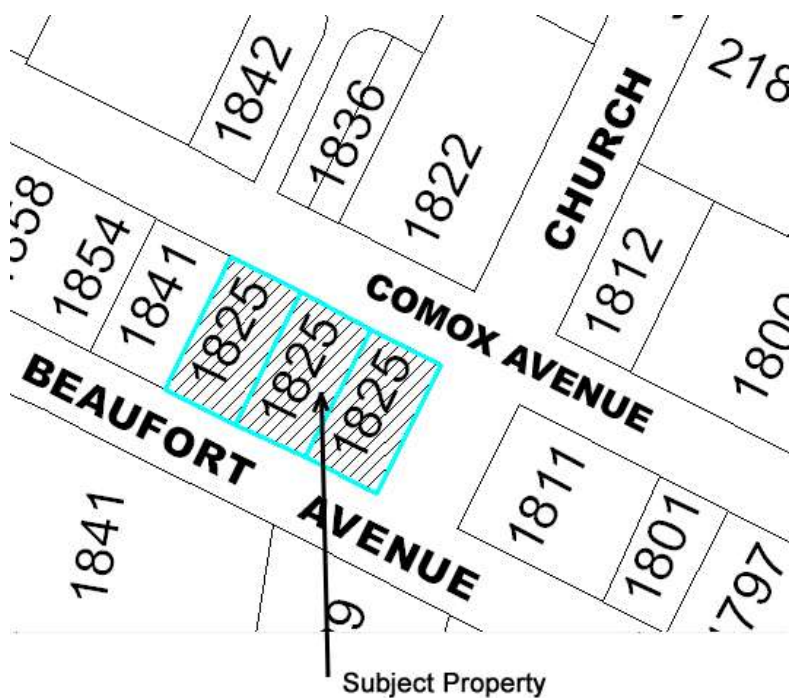
Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule “N”

Royal Canadian Legion Comox Branch

Civic Address: 1825 Comox Avenue

Roll # 388000



Schedule “O”

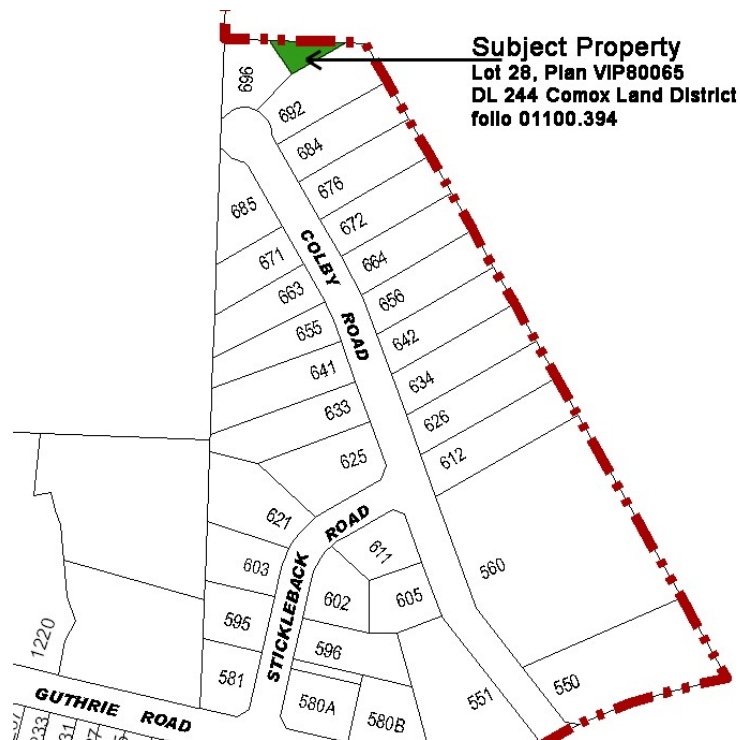
Subject Property
Lot 8, Pl.2657, DL 87
folio 701.000
The Nature Trust of BC

Subject Property is the
closed 40' road, east of
Lot 9, Pl.2657, DL87
folio 703.000 owned 3/8ths
by The Nature Trust of BC

Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "P"

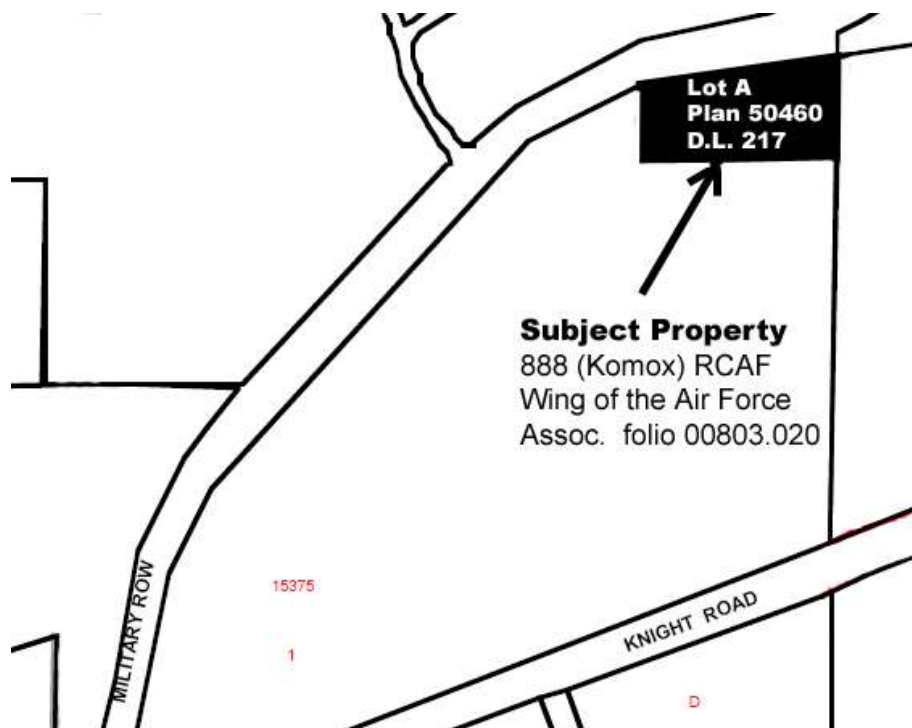
Nature Trust of BC
Civic Address: Colby Road
Roll # 1100394



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "Q"

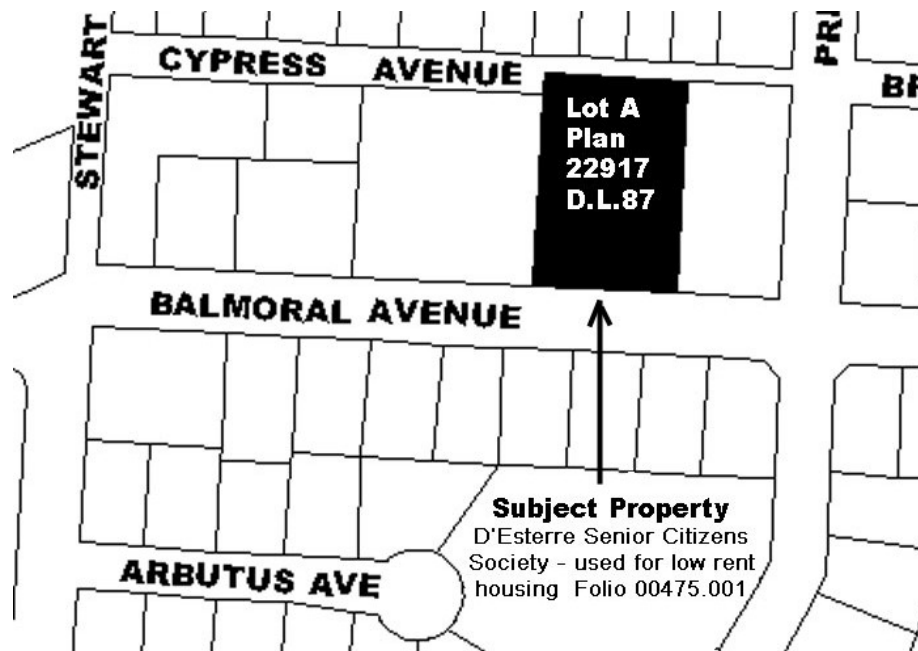
888 (Stocky Edwards) Wing Royal Canadian Air Force Association
Civic Address: 1298 Military Row
Roll # 803020



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "R"

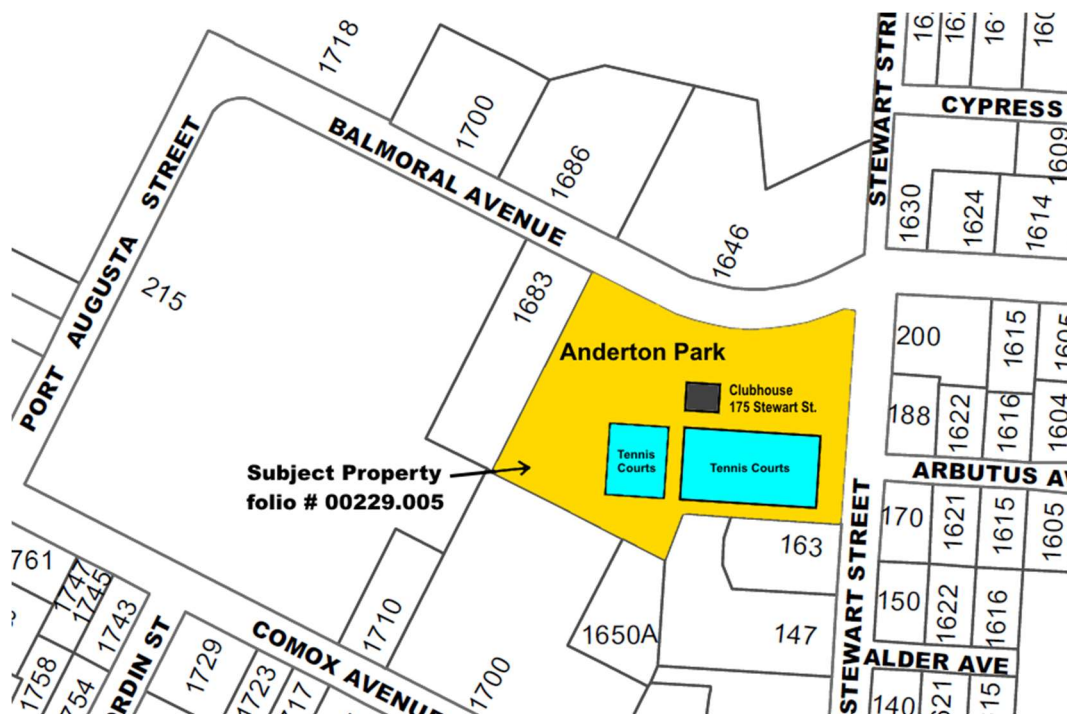
Comox Valley Affordable Housing
Civic Address: 1582 Balmoral Avenue
Roll # 475009



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "S"

Comox Valley Tennis Club
Civic Address: 175 Stewart Street
Roll # 229005
Roll # 229006



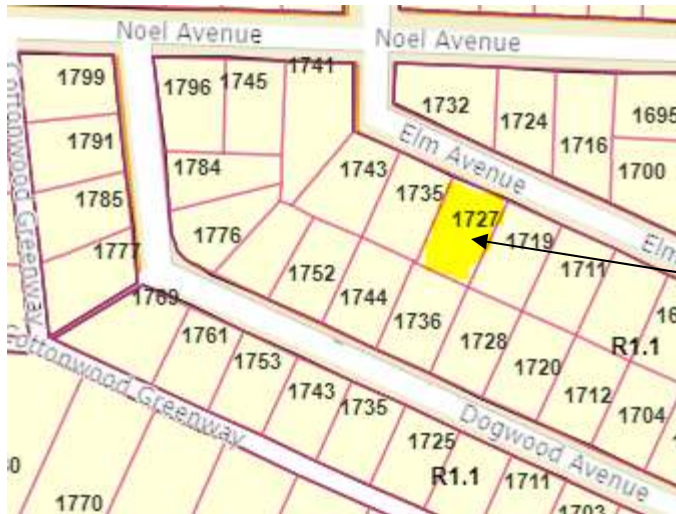
Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "T"

Dawn To Dawn Action on Homelessness

Civic Address: 1727 Elm Avenue

Roll # 305035



Subject Property
Folio # 00305.035

Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule “U”

North Nanaimo Rentals

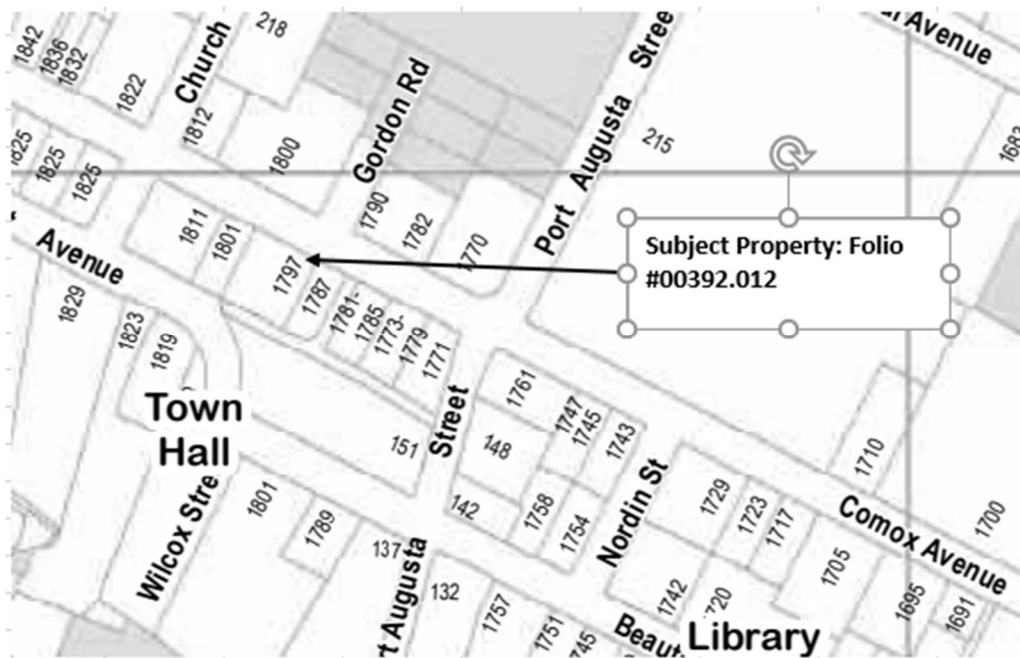
Civic Address: Suites 302 – 305 -1797 Comox Avenue

Roll # 392012

Roll # 392014

Roll # 392016

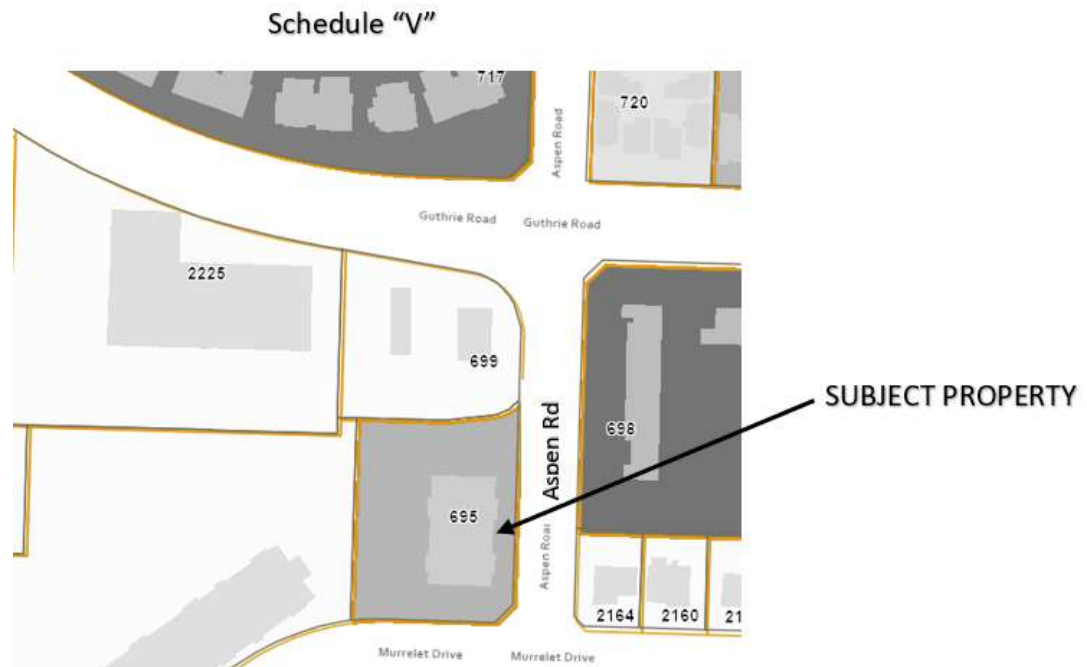
Roll # 392018



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "V"

Comox Valley Children's Day Care Society
Civic Address: 102 – 695 Aspen Road
Roll # 601442



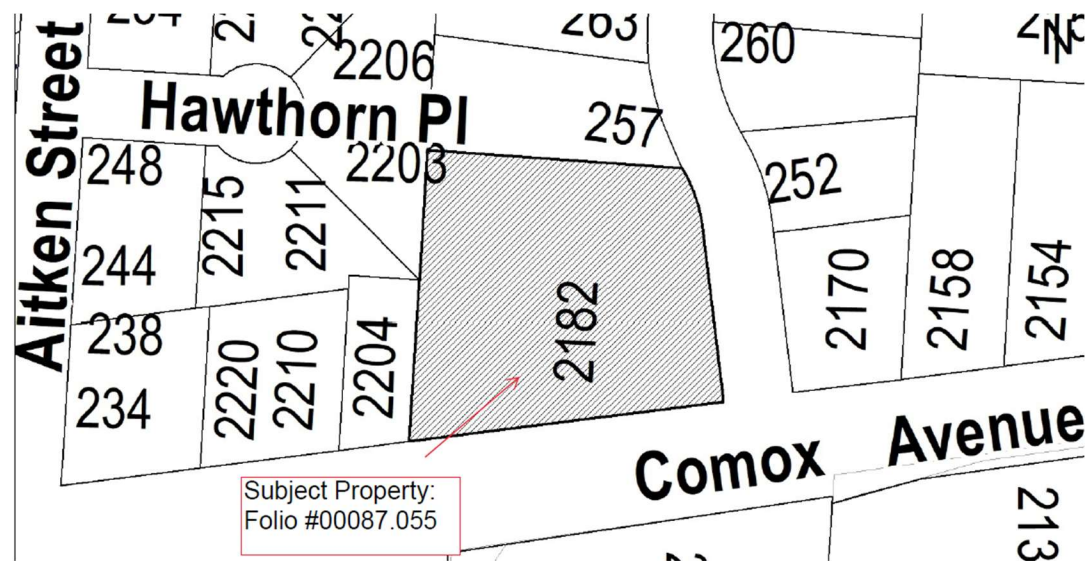
Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "W"

Christian and Missionary Alliance Canadian Pacific District

Civic Address: 2182 Comox Avenue

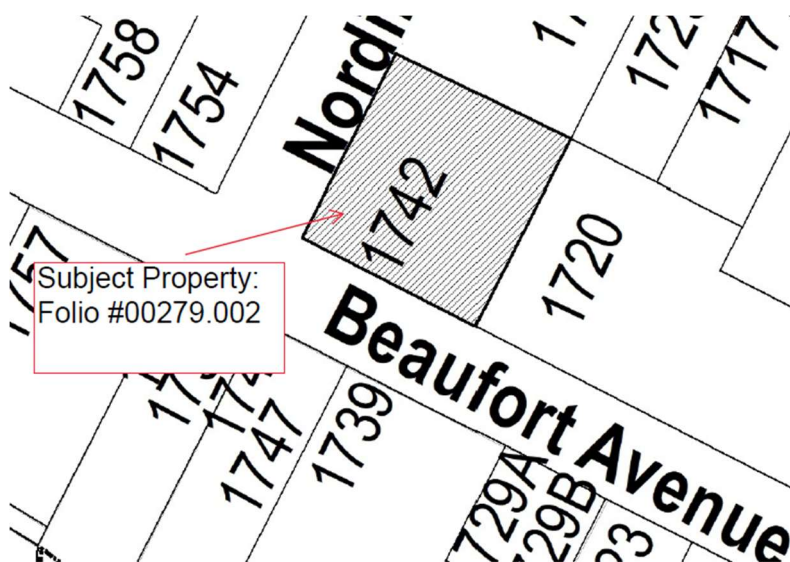
Roll # 87055



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "X"

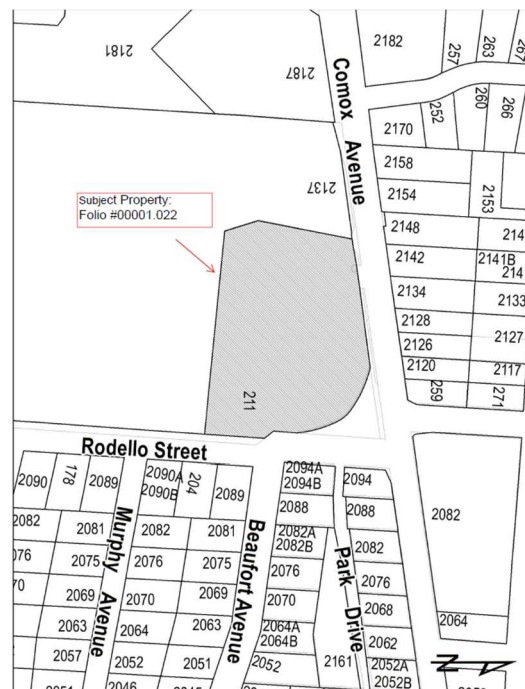
Comox Valley Affordable Housing
Civic Address: 1742 Beaufort Avenue
Roll # 279002



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule “Y”

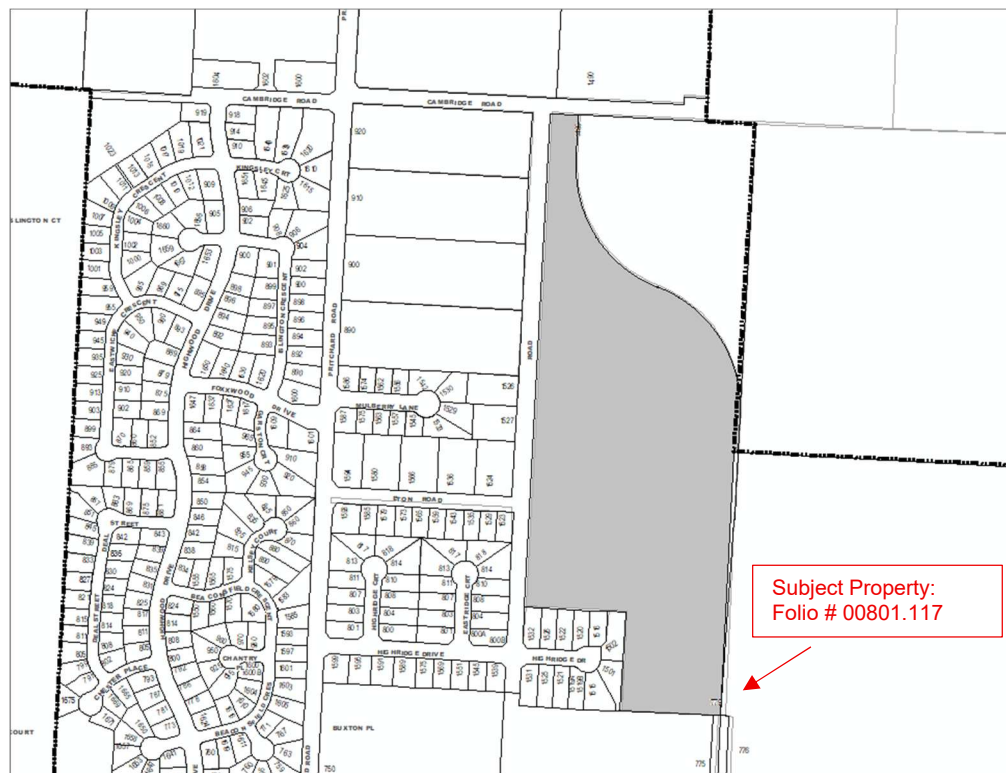
Providence Living Society
Comox Valley Children's Daycare Society
Civic Address: 211 Rodello Street
Roll # 1022



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "Z"

N E Woods Land Corp
Civic Address: Cambridge Road
Roll # 801117

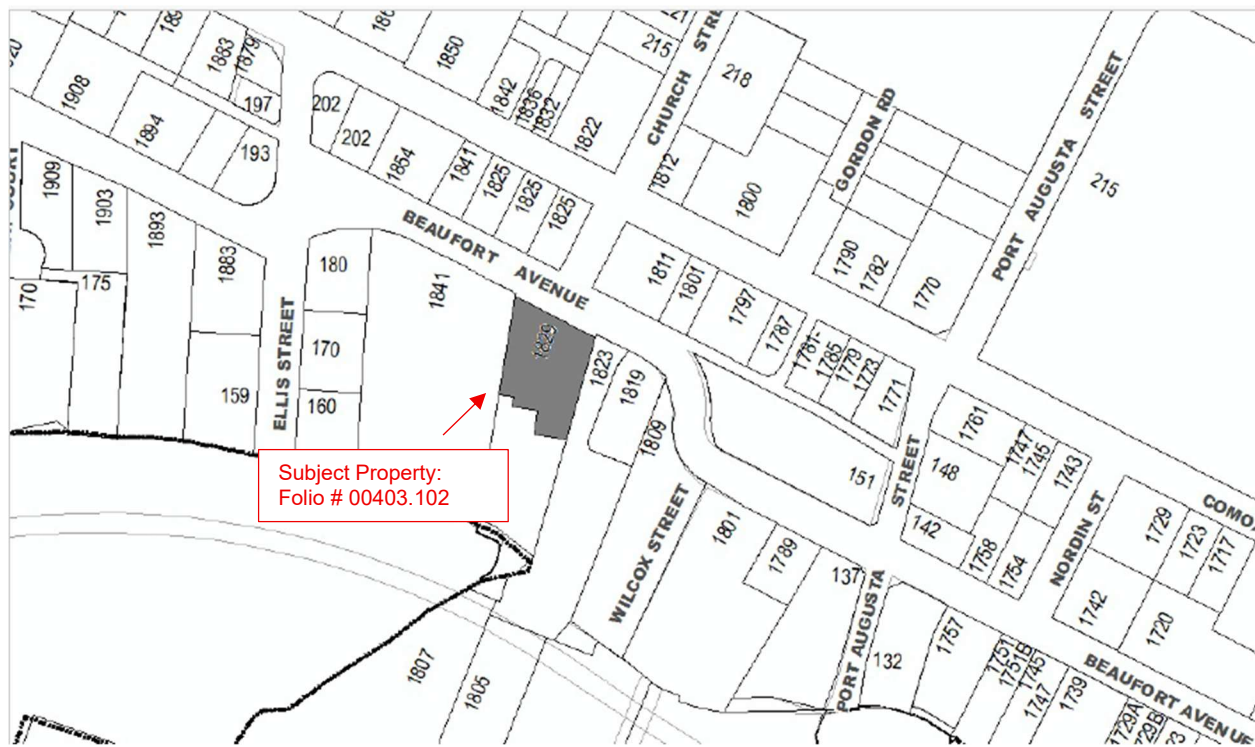


Subject Property:
Folio # 00801.117

Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "AA"

PEAK Montessori Society
Civic Address: 1-1829 Beaufort Avenue
Roll # 403102



Comox Permissive Tax Exemption Bylaw for The Years 2027-2034 - Bylaw No. 2069

Schedule "AB"

Comox Bay Sailing Club

Civic Address: To be determined

Roll # to be determined



Town of Comox – Administration

From: Proton, Adriana [REDACTED]
Sent: August 27, 2026 1:50 PM
To: Administration; Town of Comox – Administration
Cc: Garbutt, Geoff; Wells, Bob; O'Kane, Jessica; Janecek, Patricia; Jake Martens; Lisa Dennis; James Warren; Shelly Russwurm: Town of Comox
Subject: Temporary winter shelter - request for financial contribution
Attachments: 2026-08-27 Letter - Council Resolution - Temporary Winter Shelter - Request for Financial Contribution.pdf

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

Good afternoon,

Please find attached correspondence from Mayor Bob Wells regarding a request for financial contribution towards the 2026-27 winter shelter season.

Kind regards,

Adriana Proton | City of Courtenay
 Manager of Legislative Services

RECEIVED
 August 27, 2026
TOWN OF COMOX

LOG: 26-878	REFER:	AGENDA: RCM 02Sept26
FILE: 1850-30, 5	ACTION: MR	

File: 1850-30, 5040-20-01, 6480-20

Copies: Council
 JW/EH/RH/SR/CD



**City of
 Courtenay**

830 Cliffe Ave. , Courtenay, BC V9N 2J7
courtenay.ca | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

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

August 27, 2026

File No. 0540-07

Chair Cole-Hamilton
Comox Valley Regional District (CVRD)
770 Harmston Ave
Courtenay, BC

Sent via email only:
administration@comoxvalleyrd.ca

Mayor Nicole Minions
Town of Comox
1809 Beaufort Avenue
Comox, BC

Sent via email only:
town@comox.ca

Subject: Temporary Winter Shelter Season – Request for Financial Contribution

Please be advised that at its July 29, 2026 meeting, Courtenay Council adopted the following resolution:

“THAT Council receive the “Temporary Winter Shelter Season Review” staff report and direct staff to renew the Licence to Occupy to allow 24/7 use of the space for sheltering services with Lookout Health and Housing Society for the 2026/2027 Winter Sheltering season; and

THAT Council authorize the City Manager to execute the License to Occupy and any ancillary service agreements necessary;

AND THAT, recognizing the positive impact that additional supports for guests and the community had in the 2025/2026 winter season, the City approve funding to renew the Community Integration Table, Peer Program, and Shelter Outreach programs for the 2026/2027 season and directs staff to request financial contributions from the CVRD’s HSS and the Town of Comox for these programs.”

Enclosed for your information is a copy of the "Temporary Winter Shelter Review" report and accompanying "Stories from the Temporary Winter Shelter Program" that were presented to Council.

These initiatives were found to have a positive impact on both shelter guests and the surrounding community during the 2025/2026 winter shelter season.

In light of BC Housing's recent decision not to provide additional funding, the City respectfully requests financial contributions from the Comox Valley Regional District's Homelessness Supports Service and the Town of Comox totaling \$90,000 to support the Community Integration Table, Peer Program, and Shelter Outreach Program for the 2026/2027 winter shelter season.

If you have any questions or require further information regarding this resolution, please do not hesitate to contact the City Manager's office.

Sincerely,



Mayor Bob Wells
City of Courtenay

cc: Geoff Garbutt, City Manager, City of Courtenay



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 2380-20

From: City Manager (CAO)

Date: July 29, 2026

Subject: Temporary Winter Shelter Season Review

PURPOSE:

To update Council on the Temporary Winter Shelter Season at 971 Cumberland Road, which has now ended, share the key outcomes achieved over the course of the season, and request Council approval to renew the License of Occupation.

BACKGROUND:

The 2023 Point-in-Time (PiT) Count in the Comox Valley unveiled a worrying escalation in homelessness, with a recorded 272 individuals experiencing homelessness, more than doubling the 132 individuals identified in 2020. The 2025 PiT showed a slight decrease in the total number of people identified as experiencing homelessness, largely thanks to a number of temporary housing services transitioning to permanent supportive and transitional housing programs, and the opening of a new seniors housing site, but a significant jump in the number of people experiencing unsheltered homelessness – from 89 to 137, or from 35% of participants to 63%. There remains a critical shortage of indoor sheltering spaces for people experiencing homelessness, and the need is increasing.

The building on City-owned property at 971 Cumberland Road has been used to provide winter shelter services to the community since February 2025. The subject property was determined to be a suitable location for winter shelter services because:

- it was owned by the City and available for immediate activation;
- its use cost less than renting a privately owned property; and
- it was proximate to the core of town and other essential services.

To make the site usable for shelter purposes, capital improvements to meet building and fire code requirements have been undertaken, with costs shared by the City, the Town of Comox, and the Comox Valley Regional District (CVRD).

In December 2024, Council resolved to defer strict enforcement of the Zoning Bylaw at 971 Cumberland Road to allow the operation of winter shelter services up to April 30, 2025, enabling the subject property to be used as an Extreme Winter Response (EWR) shelter. The shelter, operated by Lookout Society and funded by BC Housing, ran from February 6 to April 15, open only at night from 8:30 pm to 7:00 am, and only when weather thresholds were met.

At the July 16, 2025, Council meeting, Courtenay City Council passed a resolution granting Lookout Housing and Health Society (Lookout Society) the authority to submit a Temporary Use Permit (TUP) application for winter shelter services at the City-owned property at 971 Cumberland Road. On August 15, 2025, Lookout Society submitted a Temporary Use Permit in accordance with the Council resolution.

At the regular meeting of Council on October 1, 2025, the Temporary User Permit was granted, and staff were directed to enter into a Licence to Occupy agreement with Lookout Housing and Health Services so that they may provide Temporary Winter Shelter Services at this site. The site was permitted to operate for 16 hours a day until water and electrical services to the building were upgraded to allow for adequate washrooms, heating, and the installation of a handwashing/coffee counter sink. Additionally, potential impacts on the neighbourhood were to be monitored to assess whether the shelter's nightly operations had any unintended effects on the community.

The impacts of the shelter were monitored through two means: community outreach and the creation of a Community Integration Table, where service providers, neighbours, and residents in the area, including representatives from Island Health, RCMP, and the City, could collaboratively and proactively address any issues that may arise.

In March 2026, after completing necessary renovations, Council approved extending the License to Occupy to 24 hours per day for the remainder of the season, and the shelter operated in this manner from mid-March to the end of April 2026.

DISCUSSION:

The 2025/2026 Winter season has now ended, and the 24/7 Temporary Winter Shelter services at 971 Cumberland Road have ceased.

This operational season saw the completion of the required building upgrades, which were the foundational requirements for obtaining a change to the License to Occupy to pilot the 24/7 model at this location. Upgrades to both water and electrical services resulted in one new washroom and a coffee counter/hand-washing station on site. This expansion improved the health and safety of guests and staff at the shelter.

For the winter operating period, the Courtenay Temporary Winter Shelter maintained steady, high-demand operations while supporting guests with safety, stability, and connection to essential services. The focus remained on consistent overnight support, capacity management, and coordinated daytime follow-up through outreach and peer-led site stewardship. The Service Delivery Snapshots below provide an overview of service contacts, guest continuity insights, capacity-related turnaways, and complex care support insights.

Temporary Winter Shelter Service Outcomes

The following tables are data reports from Lookout Health and Housing Services. The data is shared in a way that ensures guest confidentiality by providing only aggregated numbers, not the number of interactions per individual.

General Usage Statistics:

- 101 nights of operation from December 19 to March 30
- 1,983 recorded bed occupancies (number of times a bed was occupied)
- 2,193 service contacts/ entries recorded of service provided

December 2025 to January 2026

Nights of operation (overnight stays recorded)	33
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Service contacts/entries recorded	594
Guest continuity since opening	90% repeat access; 4% new access; the remaining reflects returns after released beds
Capacity-related turn-aways (non-guest)	32 individuals supported with alternative shelter referrals (7% successfully connected)
Complex care support	1 individual supported through hospital connection and partner coordination

February 2026 to March 2026

Nights of operation (overnight stays recorded)	31
Service contacts/entries recorded	558
Guest continuity since opening	78% repeat access; 8% new access; the remaining reflects returns after released beds
Capacity-related turn-aways (non-guest)	9 individuals supported with alternative shelter referrals (67% successfully connected)
Complex care support	2 individuals supported through hospital connection and partner coordination

March 2026 to April 2026

Nights of operation (overnight stays recorded)	35
Service contacts/entries recorded	589
Guest continuity since opening	82% repeat access; 4% new access; the remaining reflects returns after released beds
Capacity-related turn-aways (non-guest)	4 individuals supported with alternative shelter referrals (75% successfully connected)
Complex care support	1 individual supported through hospital connection and partner coordination

Operational Highlights

Operational highlights from the December 2025 to April 2026 operating season include:

- Maintained steady overnight operations with strong repeat guest access, indicating stability and routine.
- Maintained safety and structure through clear expectations, consistent staffing, and timely response to emerging concerns.
- Responded to capacity constraints by providing referrals and practical supports for individuals who could not be accommodated.
- Supported higher-needs situations through coordinated escalation to health services and follow-up with community partners.
- Community complaints remained low overall (approximately 1% of all contacts) and were followed up on and addressed; later reporting periods recorded no complaints directly to the shelter.

- Staff also observed improved guest wellbeing (reported after the transition to 24-hour operations), including calmer routines, increased satisfaction, and reduced stress; staff further noted decreased substance use among guests during this period.

An outreach position was created to support this site, funded by the City and HSS, to support off-site connection and engagement, as well as off-site client support. Outreach activities for the December 2025 to April 2026 operating season include:

Community-facing Outreach Activities

- Regular, proactive check-ins with identified local businesses.
- Responsive engagement in the Peer Program and community clean-up initiatives, with an emphasis on early involvement, positive connection, and ongoing participation.
- Ongoing relationship-building to reinforce expectations, reduce disruptions, and support a respectful shared environment.

Client Outreach Activities

- Connecting clients and guests with health and social services through referrals, introductions, and follow-up.
- Successfully supporting guests to access treatment and recovery services, including residential treatment programs.
- Completing housing applications and registrations with BC Housing with guests.
- Supporting the peer program participants.

Peer Program

Guest participation in the peer program remained high as the program continued to evolve. Activities included:

- Routine clean-up of the immediate property footprint (sidewalks, parking areas, and waste zones).
- Peer-to-peer support to help manage and organize personal belongings, reducing clutter and improving safety.
- Positive community clean-up initiatives, including garbage clean-up, leaf removal, and community “presents” to support neighbourhood pride and connection.
- Positive role-modelling and informal support that promote respectful conduct and community-minded behaviour.

Community Integration Table Outcomes

The Community Integration Table (CIT) was also in place for the 2026 winter season. Its purpose is to build relationships between members that support proactive problem solving, discuss and support shelter service outcomes (impact on guests, neighbours and the broader community), assist with the development of good neighbour policies, and create opportunities for neighbourhood connections (open houses, shared meals, community clean-ups, etc.).

The CIT met monthly from December 2025 until winter operations came to a close, with the following highlights noted from reporting related to the impact of the shelter:

- In December (within the first two weeks of operation), there were reports of increased garbage and debris in the neighbourhood. The peer program operated by Lookout at the shelter seems to be

having a positive impact on debris in the neighbourhood. The additional debris has not been reported again since Lookout got its street clean-up crew up and running.

- A person was seen outside the shelter in distress. Shelter staff responded, followed by the RCMP.
- There were some reports of people camping near or on Island Corridor Foundation property, although it cannot be confirmed that they are associated with 971 Cumberland. Lookout provided a prompt response and stated that they will follow up with shelter guests to remind them of their neighbourhood responsibilities.

General feedback gathered from the CIT and neighbourhood outreach is that the site has had minimal impact on the community. The shift to 24/7 has reportedly reduced many of the minor concerns raised. There have been a small number of reports about specific incidents, such as a guest requiring medical attention and RCMP intervention, or suspected shelter guests camping nearby, which have been responded to by Lookout staff as appropriate, and community members have been followed up with.

At meetings, residents and business owners in the area have stated that the impacts of 971 Cumberland have been minimal, but continue to raise concerns about encampments, debris, distress, and intoxicated persons in the neighbourhood and along the Island Corridor Foundation lands (E&N Railway).

Although efforts were made, this space ultimately did not become a space where shelter guests participated. Separate outreach and dialogue opportunities were created to ensure that their experiences were gathered.

The Community Integration Table successfully provided a forum for community members to share their observations and experiences. It acted as a community builder by dispelling myths and bridging the gap between neighbours, shelter operators, local businesses, and people experiencing homelessness. As the first of its kind in the Comox Valley, this pilot has shown that opening space for dialogue can help reduce anxiety and promote problem-solving when integrating a shelter into the community. The table faced challenges, including finding its place as a liaison.

Summary of Concerns and Mitigation Efforts From the 2025/2026 Season

Concerns identified through operational monitoring and neighbourhood outreach included early-season debris in the surrounding area, occasional incidents requiring coordinated response (e.g., an individual in distress requiring RCMP attendance), and community anxiety driven by misinformation (including confusion about the shelter's purpose and incorrect assumptions that it would replace the Connect Centre). Remedies implemented include continued peer-led and staff-led clean-ups with clear expectations for guest stewardship, consistent follow-up and documentation of reported issues through the Community Integration Table (including referral/escalation pathways with health services and RCMP when appropriate), and proactive communications with strata, residents, and businesses (e.g., direct contact information, "who to call" guidance, and plain-language information shared ahead of time) to reduce misunderstanding and support timely, appropriate reporting.

Monthly CIT reporting indicates the community issues raised were limited and episodic rather than persistent:

- increased debris was noted in the first two weeks and was not reported again after the peer clean-up crew was established;
- a single incident of a person in distress was met with staff response and RCMP attendance; and

- a report of nearby camping—unconfirmed as shelter-related—was met with prompt follow-up and reinforcement of neighbourhood responsibilities with guests.

Across the operating season, complaints remained low overall (approximately 1% of all contacts), and later reporting periods recorded no complaints directly to the shelter, aligning with the intended impact-mitigation outcomes of keeping guests supported on-site throughout the day.

It is recommended that proactive communication with neighbours, peer-led cleanup programs, and the Community Integration Table be retained in future years due to the positive impact they had on the relationship between the shelter and its neighbours.

24/7 Model Impacts

The transition from a 16-hour model to 24/7 operation occurred late in the season (mid-March to the end of April). Operational observations and neighbourhood feedback suggest the expanded hours supported a steadier community experience by reducing daytime displacement and repeat “exit/return” traffic to and from the site. The increased hours also increased staff coverage for early intervention and strengthened follow-up through the outreach and Peer programs. During the operating season, monthly reporting suggests community concerns remained limited and were primarily related to early-season debris and isolated incidents requiring coordinated response; complaints reported were low overall, and later reporting periods recorded no complaints directly to the shelter. Extending hours also enabled more consistent on-site routines and supervision (including peer-led stewardship and clean-ups), which may have contributed to reduced visible impacts in the surrounding area and a more timely response when neighbours or businesses raised issues.

Evidence from this season’s monitoring suggests that the anticipated benefits of 24/7 operations materialized in the neighbourhood during the pilot window.

FINANCIAL IMPLICATIONS:

While holding the site and foregoing lease revenue has an opportunity cost, the evidence from the 24/7 shelter operations is pointing to a broader net benefit to the community and municipal budget: providing a safe, staffed, indoor option reduces unsheltered street presence and the frequency of high-cost, reactive incidents (ex.: calls for service, disorder, property damage, and repeat crises), which in turn can ease pressures on policing, bylaw, fire/EMS response, and other frontline services. The ability to proactively manage issues through on-site staffing, coordinated outreach, and clear operating expectations can offset, and in some cases exceed, the lease revenue that would otherwise be generated. Seen through this lens, maintaining the site as a shelter is not simply a revenue deferral; it is a risk-reduction and cost-avoidance strategy that supports neighbourhood safety and stability while advancing the City’s broader social infrastructure priorities.

Costs related to the Temporary Winter Shelter amount to \$85,900. The Community Integration Table is expected to cost \$15,000 annually.

The City also provided a grant to Lookout Health and Housing Society to support the peer clean-up program, which has proved successful. The \$20,900 cost for the 2025/2026 season is expected to remain the same in the 2026/2027 operating season.

In addition to the above supports, the City provided a \$50,000 grant to Lookout Health and Housing Society to hire an Outreach staff person. This person supported off-site care for clients and the community, supporting with the following tasks that are above and beyond what regular program staff would do:

- Daily perimeter sweeps at regular intervals throughout the day – at a minimum at opening, closing, and every 4 hours during opening.
- On-site presence during daily closure – a staff person regularly attends the site to prevent loitering or congregation during closed hours.
- Community Outreach to neighbours – proactively initiating conversation and introducing themselves to Neighbours to provide a personal contact and increase trust in Lookout to resolve concerns that may arise.
- A dedicated staff person to respond to community concerns.
- Supervision of shelter volunteers and regular connection with the peer program operator.
- Attendance at Community Integration Table meetings.
- Address conflicts and concerns raised by neighbours in relation to shelter operations or guests' behaviour (within reason).
- Provide support to shelter guests to participate in Community Integration Table, including pre- and post-meeting check-ins, transportation (if needed), payment of honoraria for their time, and access to supplies as needed (printed materials, etc.).
- Participate in any community events arranged by the Community Integration Table.

In 2026, funding for these additional costs was provided by the HSS and a grant from the Town of Comox.

ADMINISTRATIVE IMPLICATIONS:

An external consultant is administering work related to homelessness response within the City of Courtenay. No dedicated internal staff resources are allocated for a service of this nature. Financial Services has supported the initiative by preparing the Licence of Occupation required to facilitate the service. The City's building repair and maintenance is conducted as it would for any other leased or rented City-owned building through Recreation, Culture and Community Services and the Civic Properties division.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Social Infrastructure - Identify roles for the City in the delivery of social infrastructure outlined in the OCP; Implementation plan for delivery of social infrastructure
- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.

PUBLIC ENGAGEMENT:

Community Integration Table Reports

The CIT was in place for the 2026 winter season. Its purpose is to build relationships between members that support proactive problem solving, discuss and support shelter service outcomes (impact on guests, neighbours and the broader community), assist with the development of good neighbour policies, and create opportunities for neighbourhood connections (open houses, shared meals, community clean-ups, etc.). In a

report to Council in February 2026, general feedback from the CIT and neighbourhood outreach indicated that the site had minimal impact on the community. At the beginning of the 2025/2026 winter season in December 2025, the CIT facilitator and Lookout Society site manager conducted several neighbourhood outreach activities to build connections with the community. They reported the following:

“Overall, we engaged with 33 individuals. The feedback was overwhelmingly positive:

- Approximately 90% of individuals reported they had *no concerns* regarding the Shelter. Many shared that the Shelter’s operations last year had no impact on their lives; they observed no issues, and they were welcoming of its return this year.
- 9% expressed *full support*, emphasizing that the Shelter is a needed service and that everyone deserves a safe place to go. They welcomed the program’s presence in Courtenay.
- One individual expressed *fear or uncertainty* about the Shelter and its potential guests. Through conversation, it became clear that this concern stemmed from a limited understanding of the Shelter’s purpose, services, and the population it supports. Once they learned that the Shelter operated last year without their awareness, some of their fear was reduced.

Overall, the outreach was a very positive experience. It confirmed our belief that misunderstandings between the City and local residents have been contributing factors in community concern. Many residents expressed appreciation for the opportunity to speak directly with Shelter representatives and to put a face to the program.”

POLICY ANALYSIS:

Official Community Plan - 2022

Affordable Housing

- AH 13: Identify undeveloped and underdeveloped municipal sites for future affordable housing projects with emphasis on providing a mix of tenures, including supportive housing.
- AH 18: Advocate for senior government funding for affordable housing projects and initiatives. Social Infrastructure

Social Infrastructure

Social Infrastructure Policy 26: Work regionally to identify sufficient and suitable locations for emergency shelters, including during weather-related events and evacuations.

- SI 6: Identify an appropriate role for the City in the delivery of social infrastructure in relation to other organizations, agencies, and jurisdictions that provide services for equity-priority groups.
- SI 8: Continue to support regional partners on program administration and delivery for homelessness, poverty prevention, mental health, addiction, and overdose prevention programs.
- SI 16: Provide sufficient, high-quality public spaces that promote social connectedness. Include amenities to support all ages and abilities, such as public washrooms, seating areas, and drinking fountains.
- SI 17: Develop a strategy to address the community's need for public washrooms, including hand washing stations and access to secure potable water.
- SI 21: Support volunteers, organizations, and other social assets to continue undertaking their work within the community

Zoning for this site is Industrial 2. This site has a Temporary Use Permit to provide shelter services until the fall of 2028.

OPTIONS:

1. THAT Council receive the “Temporary Winter Shelter Season Review” staff report and direct staff to renew the Licence to Occupy to allow 24/7 use of the space for sheltering services with Lookout Health and Housing Society for the 2026/2027 Winter Sheltering season;

AND THAT Council Authorize the City Manager to execute the License to Occupy and any ancillary service agreements necessary;

AND THAT, recognizing the positive impact that additional supports for guests and the community had in the 2025/2026 winter season, the City approve funding to renew the Community Integration Table, Peer Program, and Shelter Outreach programs for the 2026/2027 season and directs staff to request financial contributions from the CVRD’s HSS and the Town of Comox for these programs.
(Recommended)

2. THAT Council receive the “Temporary Winter Shelter Season Review” staff report and direct staff to renew the License to Occupy to allow 24/7 use of the space for sheltering services with Lookout Health and Housing Society for winter sheltering services for the 2026/2027 Winter Sheltering Season;

AND FURTHER THAT Council Authorize the City Manager to execute the License to Occupy and any ancillary service agreements necessary.

3. THAT Council receive the “Temporary Winter Shelter Season Review” staff report and direct staff to not renew the License to Occupy to allow 24/7 use of the space for sheltering services with Lookout Health and Housing Society for winter sheltering services for the 2026/2027 Winter Sheltering Season;

4. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Stories from the TWS Program

Prepared by: Isha Matous-Gibbs, Contracted Consultant, Urban Matters

Reviewed by: Scott Hainsworth, BCom, Manager of Procurement, Risk and Real Estate
Susie Saunders, Director of Recreation, Culture, and Community Services

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Stories from the TWS Program

Journeys Toward Treatment

Courtenay Temporary Winter Shelter

Stories of courage, connection, and the first steps toward recovery

Story One

After a serious car accident, one guest was left living with intense pain and part of his spine fused. What began as an attempt to cope with that pain slowly turned into substance use that only made life harder, eventually leading him to homelessness. Even through those struggles, he stayed clear about one thing: he wanted change. With support from shelter staff and a connection to ICMT, that goal became real when we received the call that he had been accepted into Miklat. The day before he left, he worked with the peer program to access funds so he could wash all of his clothing and arrive feeling prepared and dignified. He spent one final night with us full of gratitude and light, and the next morning, with transportation arranged, he left for the next stage of his journey. When we checked in afterward, he shared that he was doing well and, for the first time in years, felt hopeful and pain-free.

Story Two

With steady encouragement and coordinated support from the team, two guests were able to move from surviving day to day toward a real opportunity for healing. Both had spent time caught in the exhausting cycle of substance use, instability, and the constant barriers that can make treatment feel out of reach. Through patient relationship-building, practical help, and Outreach coordination, they were supported into a 10-day stabilization program with a planned transition into a 6-month substance use treatment program afterward. These departures did not happen all at once; they were built through trust, consistency, and many small steps that kept momentum moving forward. Watching them leave with a clearer pathway ahead was a powerful reminder that recovery often begins when someone feels seen, supported, and not alone.

Story Three

One guest came to us carrying the lasting effects of being badly beaten while living on the streets, an assault that resulted in a brain injury and left him facing both physical and emotional challenges on top of his substance use. For a long time, survival had come before healing, and the road forward felt impossible to see alone. Through steady support, the shelter staff and coordinator worked together to help connect him with the Brain Injury Society, making sure he had people in his corner who understood the complexity of what he was living with. From there, coordinated efforts, advocacy, and persistence helped open a pathway to treatment on the mainland. When that opportunity finally came through, it represented more than a bed in a program - it was a chance for safety, healing, and a fresh start after profound hardship. His departure was a meaningful reminder that even after deep trauma, recovery can begin when the right supports come together.

Story Four

One guest had spent a long time carrying shame alongside substance use, often feeling as though they had to hide parts of who they were just to get through each day. Beneath that weight was someone who wanted healing, honesty, and a life that felt truly their own. Through regular support from shelter staff, practical help with the steps toward treatment, and steady encouragement from Outreach, the guest began moving forward with courage. After leaving for treatment, the guest checked in with us while attending an appointment, and the difference was striking. They looked amazing - healthier, lighter, and more confident. Most importantly, they shared that they had learned to embrace their homosexual side and were no longer ashamed of who they are. Their journey became about more than sobriety alone; it was also about finding pride, self-acceptance, and the freedom to live more openly.

Town of Comox – Administration

From: Proton, Adriana [REDACTED]
Sent: August 27, 2026 10:05 AM
To: Administration; reception@komoks.ca; Town of Comox – Administration; mayor.brown@cumberland.ca; vanislandregion@bchousing.org
Cc: Garbutt, Geoff; Saunders, Susie; Chan, Joy; Janecek, Patricia; O'Kane, Jessica; Rachel Parker; Jake Martens; Shelly Russwurm; Town of Comox; Lisa Dennis
Subject: Winter shelter strategy
Attachments: 2026-08-27 Letter - Council Resolution - Winter Shelter Strategy.pdf

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

Good morning,

Please find attached correspondence from Mayor Wells regarding the Winter Shelter Strategy.

Kind regards,

Adriana Proton | City of Courtenay
 Manager of Legislative Services



830 Cliffe Ave. , Courtenay, BC V9N 2J7
courtenay.ca | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

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

August 27, 2026

File No. 0540-07

Chair Cole-Hamilton
Comox Valley Regional District (CVRD)

Sent via email only:
administration@comoxvalleyrd.ca

Chief Nicole Rempel
K'ómoks First Nation

Sent via email only:
reception@komoks.ca

Mayor Nicole Minions
Town of Comox

Sent via email only:
town@comox.ca

Mayor Vickey Brown
Village of Cumberland

Sent via email:
mayor.brown@cumberland.ca

Jennifer Fox
Regional Director, Vancouver Island Region, BC Housing

Sent via email:
vanislandregion@bchousing.org

Subject: Temporary Winter Shelter Season – Council Resolution

Please be advised that at its August 26, 2026 meeting, Courtenay Council adopted the following resolution:

“THAT Council endorse the Winter Shelter Strategy and send the report to the CVRD board, K'ómoks First Nation, Comox, Cumberland, and BC Housing for receipt and consideration for implementation.”

Enclosed for your information and consideration is a copy of the "Comox Valley City of Courtenay Winter Shelter Strategy" report.

Sincerely,



Mayor Bob Wells
City of Courtenay

cc: Geoff Garbutt, City Manager, City of Courtenay



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.:

From: Geoff Garbutt, M.P.I., MCIP, RPP, City Manager (CAO)

Date: August 26, 2026

Subject: Update on CoC Winter Shelter Strategy

PURPOSE:

To update Council of the completion of the 2026-2029 City of Courtenay Winter Shelter Strategy and summarize high-level findings/recommendations.

BACKGROUND:

For several years it has been clear that more shelter services are needed in the Comox Valley. The Comox Valley's sheltering system does not meet the needs of the region's population, particularly during the winter season when exposure to the elements increases risk to life and safety, and demand for shelter spikes. The 2025 Point in Time count revealed that there are over 137 people experiencing unsheltered homelessness in the Comox Valley, and of those 137 people, 107 were staying outside in parks, alleys, or vehicles.

The City of Courtenay, service providers, and other local governments have undertaken significant coordination efforts in recent years to establish winter shelter services to meet this need, including activating a Temporary Winter Shelter at 971 Cumberland Road for the last two winter seasons (2024 & 2025) operated by Lookout Housing & Health Society and funded by BC Housing.

At the July 29, 2026 Courtenay City Council Meeting, a report on the 2025/2026 971 Cumberland Road Temporary Winter Shelter Season Review and passed the following resolution:

THAT Council receive the "Temporary Winter Shelter Season Review" staff report and direct staff to renew the Licence to Occupy to allow 24/7 use of the space for sheltering services with Lookout Health and Housing Society for the 2026/2027 Winter Sheltering season;

AND THAT Council Authorize the City Manager to execute the License to Occupy and any ancillary service agreements necessary;

AND THAT, recognizing the positive impact that additional supports for guests and the community had in the 2025/2026 winter season, the City approve funding to renew the Community Integration Table, Peer Program, and Shelter Outreach programs for the 2026/2027 season and directs staff to request financial contributions from the CVRD's HSS and the Town of Comox for these programs.

While this program has been critical to meet sheltering needs during the winter season, City staff have also been working with an external consultant, Urban Matters, to develop recommendations for the Regional Comox Valley Winter Shelter Strategy (WSS) to:

- Assess the level of need for winter sheltering services in the Comox Valley, both currently and in the next 3-5 years.
- Identify ways to fill those needs.
- Understand potential barriers to filling those needs.

- Describe the roles and responsibilities for overcoming barriers and filling community needs for local governments, service providers, community organizations, and the broader community.

The discussion in this Staff Report outlines the high-level findings and proposed actions in the Strategy, to address the provision of winter shelter services in the short term (prior to the construction of the BC Housing Braidwood Shelter and Housing and longer term shelter actions following the construction of this purpose built facility. The WSS work was undertaken with funding support and input from the Comox Valley Regional District staff and the draft report has been finalized. As such, the WSS ready to be Council and considered for endorsement then sent to the CVRD Board for receipt.

DISCUSSION:

Winter Shelter Gap

There are currently two year-round shelter programs operating in the Comox Valley: Comox Valley Transition Society's Connect Temporary Shelter and Salvation Army's Pidcock House. Combined, these services provide 63 shelter beds to the community. The temporary use approval of 971 Cumberland Road for winter sheltering, first activated in the winter of 2024/25, adds another approximately 18 shelter beds during the winter season. The incoming Braidwood shelter site at Braidwood and Ryan Road will go a long way toward providing necessary housing and shelter services when it opens in 2027. It is noted however that, assuming that our levels of community members experiencing homelessness does not grow, it still leaves a gap in needed beds. When Braidwood officially opens, the Connect Temporary Shelter and 971 Cumberland Road will close, resulting in the closure of 51 shelter spaces currently available in winter.

Planning Implications

Based on these findings, as well as the findings from targeted community engagement and a detailed background analysis, the Winter Shelter Strategy identified several planning implications for attention:

- There is an urgent need for over 130 winter shelter spaces in the Comox Valley. In order to meet this need, creative solutions are needed. Leadership, decisive action, and collaboration need to be central to this strategy.
 - Issues that need immediate attention are:
 - Service gap: over 130 people left unsheltered
 - Geographic distribution: No winter shelter services available outside of Courtenay
- It is also important to continue to plan to establish future Winter Sheltering services. It is wise to plan for a potential shortage of at least 50 year-round and 20 winter spaces after Braidwood opens. It is also critical to establish a plan for the 2026/2027 and 2027/2028 winter seasons to accommodate the 137 (minimum) people unsheltered while Braidwood is under construction. While the site plans to open in 2027, recognizing the potential for construction delays a contingency plan for delays is important to address demonstrated need. Our community also needs to think about meeting needs of populations and people whose needs will not be met by the Braidwood facility, including youth, seniors, women, and people who want/ need to stay in their home community. Taking a proactive approach will only help to meet the true level of need in our community.
- In terms of a Winter Shelter Program, Temporary Winter Shelter is preferable to Emergency Weather Response Services given the number of unsheltered members of our Comox Valley Community. The EWR program provides only limited service and is open inconsistently. This adds to disruption for both people accessing the service and the surrounding area as people travel to the shelter site, find it closed, and seek shelter nearby. Temporary Winter Shelters offer more consistent and reliable service and also provide funding for additional supports and services that can improve both the

experience of guests and the integration of the program into the neighbourhood.

- Having multiple sites that tailor programming to different needs is important to create an inclusive and diverse service system. To create a robust ecosystem of services, low-barrier shelters are needed but cannot be the only services. There are a wide range of people who use shelter services and have different access needs. There need to be services for people who are living outdoors and need additional support in winter or need to connect to services. There also need to be services for people who live in their vehicles, who work, or who are not comfortable accessing low-barrier services.

Actions

The Winter Shelter Strategy organizes 14 proposed actions into three categories:

- Addressing immediate need
- Strengthening the system of services across the valley
- Lasting, systemic change

These categories correspond to suggested implementation timelines, starting with immediate or near-term actions ranging up to five years, making this a five-year plan.

Simplified Action Table

Addressing Immediate Need
Continue to provide 971 Cumberland for use as a shelter site for the term of the existing Temporary Use Permit.
Identify 2-3 Additional Temporary Winter Shelter sites to serve the more than 130 people currently left without any shelter, and the more than 80 will remain unsheltered after Braidwood opens.
Create a Community Plan for Extreme Weather Response Shelters.
Re-visit Winter Shelter Strategy once Braidwood opens and the 2028 PIT Count is complete. Update Actions to reflect changes.
Proactively identify pathways to land use approval for winter shelters within each municipality.
Identify a lead person or organization for coordinating land use approval processes.
Match engagement to the community needs, not procedural minimums.
Strengthening the System of Services Across the Valley
Create population-specific shelter sites (i.e., youth, seniors, Indigenous peoples, individuals in recovery, etc.)
Establish a strategy for communication and inclusion of PWLLE.
Outreach and engagement with people who are couch surfing and living in vehicles.
Reinstate and formalize the Weekly Conversation Circles.
Lasting, Systemic Change
Ensure that sheltering is a permitted land use in every community in appropriate locations.
Engage with the public to identify community preferences on shelter locations.
Continue Community Conversations meetings.
Create a space for community members to be engaged in solutions.

The Strategy recognizes that to implement these actions, key conditions must be met:

- Meaningful and ongoing interagency coordination including service providers, BC Housing, local governments, non-profit organizations, Comox Valley Emergency Management (CVEM), and the Comox Valley Regional District (CVRD).

- Inclusion of people with lived and living experience of homelessness in advising and leadership roles, recognizing that they bring invaluable knowledge, experience, and relationships to the implementation of this work.
- The engaging a year-round coordinator to support the coordination and communications required to implement this Strategy.

The fulsome Strategy includes greater detail and recommendations on:

- Who should lead each proposed action;
- Successful regional coordination;
- Consideration of diverse winter shelter needs;
- Policy and planning implications;
- Public participation and support;
- Lessons learned from work to date;
- Monitoring and evaluation;
- Strengthening the overall housing spectrum in the Comox Valley.

STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

Social Infrastructure - Identify roles for the City in the delivery of social infrastructure outlined in the OCP; Implementation plan for delivery of social infrastructure

Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.

POLICY IMPLICATIONS:

OFFICIAL COMMUNITY PLAN - 2022

Affordable Housing

- AH 13: Identify undeveloped and underdeveloped municipal sites for future affordable housing projects with emphasis on providing a mix of tenures, including supportive housing.
- AH 18: Advocate for senior government funding for affordable housing projects and initiatives.

Social Infrastructure Policy 26: Work regionally to identify sufficient and suitable locations for emergency shelters, including during weather-related events and evacuations.

- SI 6: Identify an appropriate role for the City in the delivery of social infrastructure in relation to other organizations, agencies, and jurisdictions that provide services for equity-priority groups.
- SI 8: Continue to support regional partners on program administration and delivery for homelessness, poverty prevention, mental health, addiction, and overdose prevention programs.
- SI 21: Support volunteers, organizations, and other social assets to continue undertaking their work within the community

FINANCIAL IMPLICATIONS:

As outlined in the strategy, it is recommended that a coordinator with responsibility for managing local government involvement in and approvals for winter shelter be engaged. Currently, the support needed to deliver winter shelter services is being being done with existing staff resources at the City of Courtenay with support for additional operational services and capital through financial contributions from the CVRD Homelessness Support Service and the Town of Comox.

As envisioned in this report, a coordinator will need to be engaged to deliver winter shelter services, and it is estimated in the range of \$65,000 to \$75,000 in funding support likely beginning for the winter shelter season of 2028. In consultation with CVRD staff it is expected that the funding for and delivery of this service will be considered during the upcoming HSS Function service review. For the 2026/27 and 2027/28 winter shelter season, the City of Courtenay will continue to organize the temporary winter shelter and request funding from the CVRD and Town of Comox to address the provision of this service until the completion of the Braidwood Centre.

ADMINISTRATIVE IMPLICATIONS:

Currently this work is being delivered through contracted services out of the City Manager Office and will transition to the Development Services Department in Fall of 2026. The City will administer the coordination of the Temporary Winter Shelter at 971 Cumberland Road until such time that the Braidwood facility begins operation. As outlined in the Comox Valley Winter Shelter Strategy, the region will need to address the ongoing provision of sheltering services for those needs not met by the Braidwood shelter and housing facility for communities in the Comox Valley who do not currently provide shelter for residents experiencing homelessness.

OPTIONS:

1. THAT Council endorse the Winter Shelter Strategy and send the report to CVRD board for receipt and consideration for implementation.
2. THAT Council direct staff to continue to coordinate the Temporary Winter Shelter for 2026/27 and 2027/28 at 971 Cumberland Road until such time that the Braidwood facility begins operation.

ATTACHMENTS:

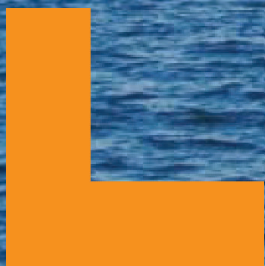
1. 2026-08-12 City of Courtenay Winter Shelter Strategy – Final.pdf

Prepared by: Anne Burrill, Contracted Consultant, Urban Matters
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

COMOX VALLEY

WINTER SHELTER STRATEGY

2026-2030



urban
matters

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EXECUTIVE SUMMARY

Winter shelter services have unique challenges in launching and operation that deserve special attention and their own strategy to address. This is that strategy.

The Comox Valley needs to act urgently to provide winter sheltering services in the Comox Valley. In the Comox Valley there are over 137 people experiencing unsheltered homelessness¹. Of those 137 people, 107 were staying outside in parks, alleys, or vehicles. Unsheltered people are at increased risk of illness and death due to exposure to the elements in winter.

With no permanent sites currently available for winter sheltering services to be provided, this strategy is intended to:

- Assess the level of need for winter sheltering services, both currently and in the next 3-5 years.
- Identify ways to fill those needs.
- Understand potential barriers to filling those needs.
- Describe the roles and responsibilities for overcoming barriers and filling community needs for municipalities, service providers, community organizations, and the broader community.

In this strategy, you will find information on:

- The current state of need for winter sheltering services.
- Projected future needs.
- Details on diverse types of services needed.
- An action plan that considers immediate needs, improving the system of care in the Valley, and creating lasting, systemic change.

Throughout the document, there are special sections that share lessons learned from the process of activating a Temporary Winter Shelter within the City of Courtenay from 2024-2026. The City took a leadership role in this work with funding from the CVRD and captured valuable learnings along the way. They are shared here to show how the actions came to be. They also give important nuance and context to the actions that can be used going forward.

The cornerstone of this action plan is the description of what coordination and leadership is needed to activate and oversee winter shelter services that meet the needs of our community in the Comox Valley. The biggest lesson learned has truly been how important local government initiative is in getting a new site activated. The intricacies of funding, land use approvals, cost for setting up a shelter, public and neighbourhood engagement, community safety, and ensuring that people with experience are leading requires skilled coordination and the cooperation and participation of local governments.

¹ 2025 Point in Time Count: [Comox Valley - 2025 Homeless Count](#)

COORDINATING EFFORTS ACROSS THE COMOX VALLEY

Coordination among the many organizations with a role in making winter shelters happen is necessary for this work to happen at all. Leadership of this action plan needs one assigned coordinator who has the authority and resources to take action, supported by a collaborative coordinating body that has representatives from each of the local governments, key service providers, and people with lived and living experience.

Key Roles in Shelter Provision

Funders	Operators and Providers	Approvals and Land Use	Oversight of Health and Safety
BC Housing, Private Donations/ Fundraising	Non-profit organizations, community groups, faith groups	Municipal Governments	Building Code, Health Authorities

Other tasks required to launch a shelter program include:

- time and effort spent identifying locations,
- applying for permits and land use,
- applying for funding,
- renovations and site improvements/ capital improvements,
- public engagement and communication, and
- ongoing coordination of services to respond to changing community needs.

Unless a coordinator is in place to convene partners and provide guidance and support to them to fulfill their roles, this action plan will struggle to be implemented. The first step of this work is to invest in this position being established.

ACTION PLAN SUMMARY

The following tables summarize the actions outlined in this plan. Details of how the actions came to be and information to help shape their implementation is in the Action Plan section of this document.

Addressing Immediate Need

The first priority is finding indoor sheltering space for the over 130 people who are currently unsheltered in the Comox Valley.

In the immediate future, services that provide protection from winter conditions, even if they are not ideal, are needed. The first set of actions in this plan is focused on a 'Bridge to Braidwood', or actions to protect people experiencing homelessness during the winter months between now and when Braidwood is opened.

Provide enough winter shelter to meet current needs.

Action	Description	Timeline
Continue to provide 971 Cumberland for use as a shelter site for the term of the existing Temporary Use Permit	971 Cumberland Road is currently providing the only Temporary Winter Shelter service in the Comox Valley.	Immediate
Identify 2-3 Additional Temporary Winter Shelter sites to serve the more than 130 people currently left without any shelter, and the more than 80 will remain unsheltered after Braidwood opens.	Secure sites in each community for Temporary Winter Shelters and/ or Extreme Weather Response Shelters (Courtenay, Comox, Cumberland).	Immediate

Create a Community Plan for Extreme Weather Response Shelters	Each year, communities must submit a plan to BC Housing in order to secure funding for Extreme Weather Response services. This strategy should be created by a working group or collaborative of service providers but owned by a single entity who has the funding and capacity to activate the plan as needed on an annual basis. Preparation should begin in spring/ summer each year.	Annually in Spring, completion by September
Re-visit Winter Shelter Strategy once Braidwood opens and the 2028 PIT Count is complete. Update Actions to reflect changes	The opening of Braidwood will mean a significant change in services for winter sheltering. A re-evaluation of service levels and needs in the community will need to be conducted at that time. Service gaps and strategies to fill them need to be addressed at that time.	2027/2028
Proactively identify pathways to land use approval for winter shelters within each municipality.	Each local government needs to examine their processes for land use related to shelters and create a pathway for approval within their current system.	Immediate
Identify a lead person or organization for coordinating land use approval processes.	The process of getting land use approvals requires specific knowledge of planning procedures, and time and resources for applications, fees, engagement, and other aspects of the process. A leading person should be identified to give direction and support landowners, non-profits, and local governments throughout the process.	Immediate
Match engagement to the community needs, not procedural minimums.	Land use approvals typically have a minimum requirement for engagement with the public. It is recommended to review each process to determine whether the minimum requirements meet the needs of the community and do more engagement than required as needed.	Ongoing

Strengthening the System of Services Across the Valley

Shelter services are not one-size-fits-all. One of the challenges to providing services is the diverse needs of shelter guests. The Comox Valley needs a variety of services so that people can access supports where they feel safe, welcomed, and stable. The needs of people experiencing homelessness or at risk of homelessness change as available services change. Ongoing engagement with people with lived experience is part of ensuring the right services are established.

Action	Description	Timeline
Create population specific shelter sites.	Two to three more sites for services, whether year-round or winter only, that can accommodate population specific needs are required. Geographic distribution of services across the Comox Valley also needs to be considered.	1-4 years
Establish a strategy for communication and inclusion of PWLLE.	Working with PWLLE, establish a living document that outlines how to communicate and involve people at all stages of the spectrum. This document should outline for each level who to communicate to, how to communicate to them (i.e. posters, meetings, location of posters, etc.), and what needs to be in place to support involvement.	1 year
Outreach and engagement with people who are couch surfing and living in vehicles	A current gap in data is information related to the experiences of people living in vehicles and 'couch surfing'. Special outreach and engagement are needed, with a key guiding question being whether they would use shelters if services were available, and if so, what services they need. Engagement for this plan has indicated that non-shelter support services may be preferred for this demographic – places to shower, do laundry, cook, and access supports may be more appropriate than sleeping accommodations.	1-2 years
Reinstate and formalize the Weekly Conversation Circles	Ensure continuity of Conversation Circles at the Library (or a similar way for people with lived and living experience to gather) and continue providing honoraria for participation for those with lived and living experience of homelessness.	1 year

Lasting, Systemic Change

Finally, work needs to be done to support lasting systemic change and to recognize emergency shelters as part of the housing wheelhouse. This includes proactive land use planning that considers sheltering sites as community infrastructure, which could remove barriers and give local governments the ability to establish parameters related to appropriate locations. It also means changing how shelters are supported within their neighbourhoods by addressing narratives that prevent our community from discussing the challenges and potential solutions in a pragmatic and compassionate way.

Action	Description	Timeline
Ensure that sheltering is a permitted land use in every community in appropriate locations.	Work collaboratively across the Valley to ensure consistency in policy and zoning approaches to temporary shelters (TWS and EWR). Identify conditions and siting criteria for shelter sites.	2-5 years
Engage with the public to identify community preferences on shelter locations.	Planning for the non-market portions of the housing wheel should be done to identify what the community wants to see in terms of diverse options that meet the needs of community now and in the future. Public engagement across the Comox Valley should be done to identify community preferences on form and location of sites. Open, transparent engagement can support a community-wide vision of how to locate these services as integrated parts of our housing systems. Preferences to consider may be distance from other types of services (for example schools), distance to other amenities, and transportation routes to and from sites.	2-5 years
Community Conversations	Community Conversations can be a way of bridging divides and awareness raising related to homelessness in the Comox Valley led by people with lived experience.	Ongoing
Create a space for community members to be engaged in solutions.	Community members are eager to find solutions to the issues facing our community. Community Dialogues, education, neighbourhood integration tables for specific sites, and other means of exploring practical, local solutions. The ultimate goal is to build more awareness of the crisis, as well as solutions that are available at all levels, from grass roots to federal policy, so that people can identify ways to be engaged and part of making positive change.	Ongoing

GLOSSARY

Homelessness

Homelessness is the situation of an individual, family, or community without stable, safe, permanent, and appropriate housing, or the immediate prospect, means, and ability of acquiring it. Homelessness exists along a spectrum that includes unsheltered homelessness, sheltered homelessness, temporary or provisional accommodation, and situations of housing precarity. [homelesshub.ca]

To help make this clearer, the definitions below explain different types of homelessness, along with examples of how they may show up in real life.

Term	Definition	Examples
Unsheltered	People who do not have a place to live and are not staying in an emergency shelter. Sometimes called absolute homelessness.	Outdoors, cars, empty buildings.
Emergency sheltered	People who are staying in a short-term shelter because they have nowhere safe to go.	Staying in emergency shelters, transition houses, temporary winter shelters, recovery housing, hospitals, detox facilities, women's shelters, or other temporary accommodation programs.
Temporarily Staying with Others	People who do not have their own place and are staying somewhere only for a short time.	Transitional housing, living with others temporarily ("couch surfing"), staying in medical institutions or treatment programs without housing.
At risk of Homelessness	People who currently have housing, but their situation is not stable, and they could lose it.	Housing is too expensive, risk of eviction, unsafe or overcrowded living conditions, going through a crisis (jobless, health issues, family violence).

Core Housing Need

A household is considered to be in **core housing need** if its housing is inadequate, unsuitable, and/or unaffordable, and the household would need to spend 30% or more of its before-tax income to access acceptable housing in its community. Acceptable housing is housing that meets standards for adequacy, suitability, and affordability. People in core housing need are at high risk of homelessness because only one unexpected life event (like an illness, unexpected large repair bill, etc.) could put them in a position of losing their housing.

Canada Mortgage and Housing Corporation (CMHC) is the standard source used across Canada for this definition. [cmhc-schl.gc.ca], [cmhc-schl.gc.ca]

Shelter

A shelter is a facility whose primary purpose is to provide temporary accommodation for people experiencing homelessness and to meet immediate needs such as safety, shelter, food, hygiene, and connections to housing and support services. [bchousing.org], [law.cornell.edu]

This strategy primarily addresses two specific shelter services funded by BC Housing: Temporary Winter Shelters and Emergency Weather Response Shelters.

EXTREME WEATHER RESPONSE (EWR)

Extreme Weather Response (EWR) is a provincially funded program that provides temporary emergency shelter spaces during periods of extreme winter weather that threaten the health and safety of people experiencing or at risk of homelessness. EWR shelters are activated in response to weather conditions and provide time-limited emergency protection when existing shelter capacity is insufficient. [bchousing.org], [hsa-bc.ca]

TEMPORARY WINTER SHELTER (TWS)

Temporary Winter Shelters are seasonal emergency shelters that operate during the winter months, typically from October through April, to provide overnight accommodation, basic nutrition, hygiene services, and other supports to individuals who are unhoused or at risk of homelessness. They operate regardless of daily weather conditions and are distinct from Extreme Weather Response shelters. [bchousing.org]

Point-in-Time (PiT) Count

A Point-in-Time (PiT) Count is a coordinated community effort that provides a snapshot of homelessness over a single 24-hour period. It estimates the number of people experiencing homelessness and collects information about where people are staying, demographic characteristics, pathways into homelessness, and service use.

Housing Wheelhouse

The Housing Wheelhouse is a housing systems framework developed by the City of Kelowna that recognizes housing as an interconnected system rather than a linear continuum. The model acknowledges that people move between different forms of housing throughout their lives, that homeownership is not the end goal for everyone, and that communities require a diverse mix of housing options to meet changing needs.

[kelowna.ca], [comoxvalleyrd.ca]

Housing needs are not the same for everyone. A healthy housing system includes different types of housing to meet the needs of different residents. Here is a list of types of housing:

	Emergency shelter	Temporary shelter and basic supports for people who do not have a safe place to stay.
	Short-term supportive housing	Stable housing with supports for people who need extra help for a period of time before moving to longer-term housing.
	Long-term supportive housing	Housing with ongoing supports for people who need long-term help to live safely and well. There are different levels of support: • Supportive: Low support needs • Assisted living: Minor support • Residential Care: Full support
	Subsidized rental housing	Rental housing with lower rent for people with low or moderate incomes. It is often provided by non-profit housing providers, BC housing, or housing co-ops.
	Rental housing	Housing that people rent from a private landlord or housing provider. This can include apartments, townhomes, carriage homes, and single-family homes.
	Ownership housing	Housing that people own, such as a house, apartment, townhouse, or mobile home.

1. WHY A WINTER SHELTER STRATEGY

The Comox Valley needs to act urgently to provide winter sheltering services in the Comox Valley. In the Comox Valley there are over 137 people experiencing unsheltered homelessness², meaning they are sleeping outdoors, in vehicles, or in other highly temporary situations like staying with a friend or at a hotel with no place to return to. Of those 137 people, 107 were staying outside in parks, alleys, or vehicles. Unsheltered people are at increased risk of illness and death due to exposure to the elements in winter.

With no permanent sites currently available for winter sheltering services to be provided, this strategy is intended to:

- Assess the level of need for winter sheltering services, both currently and in the next 3-5 years.
- Identify ways to fill those needs.
- Understand potential barriers to filling needs.
- Describe the roles and responsibilities for overcoming barriers and filling community needs for municipalities, service providers, community organizations, and the broader community.

A Comox Valley Community Homelessness Plan is also being created. The Winter Shelter Strategy seeks to align with this work but focuses on a specific area of need. Winter Shelter services have unique challenges to launching and operation that deserve special attention and their own strategy to address.

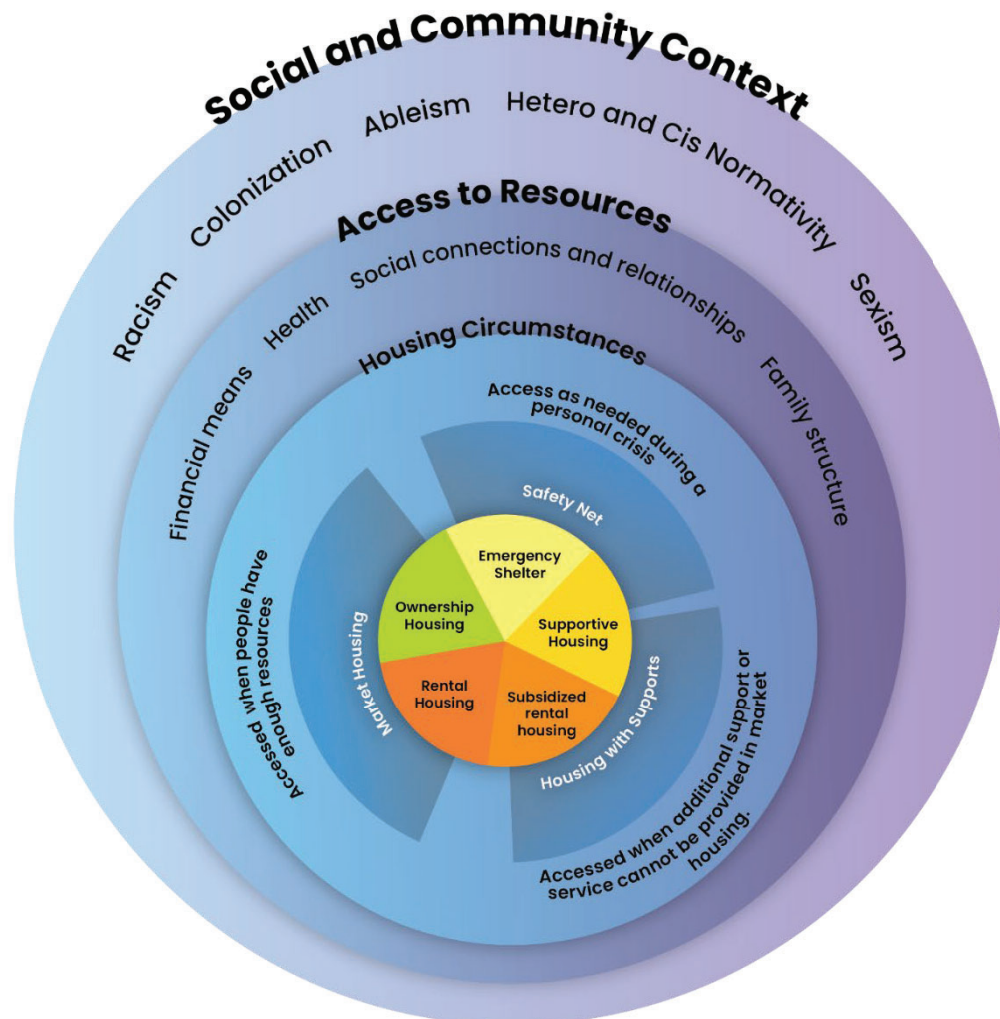
1.1 Strengthening the Housing Wheelhouse

While the Comox Valley Community Homelessness Plan oversees the broader system of care, **this action plan is focused on emergency shelter as a life-saving service during the coldest time of the year.** Ultimately, the goal is to establish services that can shorten or prevent the amount of time people spend experiencing homelessness in our community. Access to shelter, however temporary, can be a first step toward connecting a person to the care and consistency they need to transition to permanent shelter and/or housing. Shelters provide connections to social and health services that can assist people in finding and keeping housing.

² 2025 Point in Time Count: [Comox Valley - 2025 Homeless Count](#)

The Housing Wheelhouse

The Housing Wheelhouse illustrates a housing system that includes a variety of housing tenures and reflects the reality that people's housing needs change over time, influenced by changes across their lifetime, crises they may face, and access to resources such as financial means, health and wellness, and social capital. The changes over time a person may experience in their housing scenario are affected by the social and economic conditions around them, as well as the institutions that govern and provide service in our societies. The wheelhouse reflects the full spectrum of the types of housing a person may need access to throughout their lifetime.



Overall, the Wheelhouse contains 3 categories of different housing tenures and supports. These include:

Market Housing

Market housing includes rental or ownership residential units of any housing form for which prices are set by the private market. These include:

- Homes that are owned privately are not purchased or maintained with subsidies.
- Market rental housing can refer to any type of housing available on the market, including purpose-built apartments, duplexes, townhouses, single-detached dwellings, secondary suites, and accessory dwelling units, to name just some.
- Market rental housing includes market rate rentals that achieve tenant affordability through rental assistance programs (i.e. RAP and SAFER).

Housing with Supports

Long-term or permanent housing that has financial or other supports for residents to assist them with maintaining their housing while living independently. This can include:

- Subsidized housing where residents pay rent geared to their income (typically 30% of gross household income).
- Non-profit housing / social housing – rental housing that is owned and operated by community-based, non-profit societies or governments. The mandate is to provide safe, secure, affordable accommodation to households with low to moderate incomes.
- Supportive Housing³ that provides ongoing specialized assistance so residents can live independently. Examples are housing for people with mental illness, seniors who require services like meals, housekeeping, and social activities, etc. It does not include personal assistance services such as dressing, medication, or bathing.

Safety Net Services

Safety Net Housing includes temporary shelter and housing services that provide crisis response and/ or transitional housing programs. These housing types offer support services that help residents move towards independence and self-sufficiency. This can include:

- Emergency shelters for people experiencing homelessness (including Winter Shelters)
- Safe Houses and Transition Houses for women and children fleeing violence

³ Supportive housing is a term used in both the Housing with Supports and Safety Net housing types to recognize that the housing may be intended to be temporary (in the case of Safety Net housing category) or ongoing (in the case of Housing with Supports category).

- Housing for people who have been homeless or are at risk of homelessness and need temporary supports (typically less than three years) to work towards their independence
- Recovery homes for people receiving mental health or substance use treatment

The Focus of this Plan: Winter Sheltering Services

There are two types of winter shelter programs funded by BC Housing: Extreme Weather Response Shelters and Temporary Winter Shelters. A community may have one or more of each of the programs depending on the needs of the community and capacity to provide services.

Extreme Weather Response Shelters (EWRs)

EWRs serve as an emergency survival intervention, offering essential shelter during extreme conditions. They are overnight shelter services that operate in certain winter weather conditions, typically related to prolonged periods of rain or snow, cold temperatures below 0 degrees Celsius, or extreme weather such as high winds. Because they are only open during specific weather conditions, they lack the stability and wraparound supports many people need to move toward housing stability.

- Governed by BC Housing's EWR Program Framework and the Assistance to Shelter Act.
- Funded for minimal operations – includes food per diems, minimum required staffing, and basic supplies only.
- Does not include capital, lease, or site renovation costs.
- Services are inconsistent and reactive – activation is night-by-night based on weather and staffing availability.

Temporary Winter Shelters

These shelters offer individuals a stable overnight space for several months but typically do not provide daytime programming or intensive case management.

- Operate nightly or 24-hours from November 1 to April 30, regardless of weather.
- Offer sleeping spaces (beds or cots), meals (on-site or via partners), and limited on-site supports.
- Funded through BC Housing agreements with selected service providers. Funding includes lease and some capital expenses for initial renovations to make a site suitable.
- Provide more consistent service than EWRs but remain short-term and seasonal.

Warming Centers: Adjacent Services

Warming Centers are part of the ecosystem of services but are not shelters. Warming Centers are an emergency service provided for anyone in the community who is unable to stay warm enough to be safe during extreme cold.

- Operated locally by Comox Valley Emergency Management, funded through Emergency Management & Climate Readiness (EMCR) BC.
- Provides heated indoor spaces, basic refreshments, and access to bathrooms during extreme cold events.
- Do *not* offer sleeping spaces. Warming Centers are not a shelter.
- Activated at -4°C or “feels like” -4°C or during severe weather alerts.
- In the Comox Valley, each municipality identifies public buildings (e.g., recreation centers) to be used for this purpose.

Warming centers serve a public safety function, providing a place for individuals — including but not limited to those experiencing homelessness — to escape dangerous weather conditions temporarily. They do not meet overnight shelter needs and operate on an irregular, emergency basis.

In the absence of appropriate sheltering spaces, the Warming Center services in downtown Courtenay, Comox, Cumberland, and the islands have been frequently used by people experiencing homelessness to get refuge from extreme cold weather. This is an inadequate response, though, and appropriate shelter services

1.2 Current Situation

The 2025 PiT Count showed a slight decrease in the total number of people experiencing homelessness but a significant increase in the number of people who are unsheltered. It is important to understand that Point in Time counts are an imperfect methodology (see the limitations in the report) and are considered an under-count. This undercount means that the count found that *at least* 218 people are experiencing homelessness in the Comox Valley. Of those counted, *at least* 137 individuals were unsheltered, and over 100 of those were sleeping outdoors or in vehicles. Many others counted as “sheltered” were in hospitals, detox facilities, or transition housing for people fleeing violence, not in designated shelter beds. While overall numbers may be decreasing, the need for consistent, reliable shelters and safe indoor spaces to get people off the street/out of neighbourhoods and into care is increasing.

Current Services

There are currently two year-round shelter programs operating in the Comox Valley: Comox Valley Transition Society’s Connect Temporary Shelter and Salvation Army’s Pidcock House. Combined, these services provide 63 shelter beds to the community. The recent temporary use approval of 971 Cumberland Road for sheltering, first activated in the winter of 2024/25, adds another 18 shelter beds during the winter season.

Future Services: Braidwood Shelter

BC Housing has purchased land in Courtenay to develop a new purpose-built shelter and supportive housing site at Braidwood and Ryan Road. The Braidwood shelter site is expected to become active in Fall 2027, however delays are possible and need to be planned for. This site proposes to provide 70 year-round shelter beds and as many as 30 Extreme Weather Response beds (additional sleeping spaces open during extreme weather activations). The site will also include 77 new supportive housing units, expected Winter of 2027.

Service Gaps

The Comox Valley’s sheltering system does not meet the needs of the region’s population—particularly during the winter season - when exposure to the elements increases risk to life and safety, and demand for shelter spikes. At the time of writing (2026), the current system depends heavily on temporary programs that cannot reliably serve all who require shelter. There is a planned purpose-built shelter (Braidwood) expected to open in Courtenay in 2027, but this will not meet all of the needs in the Valley, especially in terms of number of beds, distribution of services, and meeting diverse needs.

Shortage of Beds

The Braidwood shelter site goes a long way toward providing necessary housing and shelter services; however, it still leaves a gap in needed beds (Table 1). When Braidwood officially opens, Connect Temporary Shelter and 971 Cumberland Road will close, resulting in the closure

of 51 shelter spaces currently available in winter. It is estimated that 100 people will remain unsheltered year-round, and 70 will remain unsheltered in winter.

Once the supportive housing units open, a significant number of people may be relocated to this housing, but service providers have noted that, given long waitlists for BC Housing supportive sites, it is not certain how many of these beds will be filled by people who are currently unsheltered and how many will be filled by people from waitlists who are currently living in temporary situations. If all the beds are filled by people who are currently unsheltered, the total number of people unsheltered year-round will be reduced to about 30. This is not a guarantee, however, and should be approached with caution when trying to determine future need.

Data	#	Notes
Total number of People experiencing homelessness in 2025 Point in Time Count	218	<i>This is a minimum; PiT acknowledges that this number is always an undercount.</i>
Sheltered	81	Connect Temporary Shelter – 33 Pidcock House – 30 971 Cumberland – 18 (winter only)
Unsheltered	137	<i>This is a minimum; PiT acknowledges that this number is always an undercount.</i>
Net new beds at Braidwood (year-round)	37	70 new beds at Braidwood – 33 beds due to closure of Connect = 37 new year-round beds
Gap Year round	100	137 people – 37 new year-round beds = 100 people remain unsheltered year-round
Net new winter beds at Braidwood (Extreme Weather Response)	12	30 Extreme Weather Response Beds – 18 Temporary Winter Shelter Beds due to closure of 971 Cumberland= 12 new Winter shelter beds during extreme weather. Total additional extreme weather beds = 30
Gap in Winter	70	100 people unsheltered year-round - 30 winter beds = 70 people remain unsheltered in Winter

Lack of Geographic Distribution

We know that people live in unsheltered and unsafe conditions throughout the Valley. However, shelter services are concentrated in Courtenay, with no shelter programs operating in Cumberland, Comox or the Electoral Areas in the Comox Valley. This concentration of services means that anyone who requires shelter services in the Comox Valley must relocate to

Courtenay, becoming geographically removed from their home community. It also means that people who may need services but are unable to travel or feel unsafe accessing centralized services (for a variety of reasons) are left unserved. It is also understood that many people live in vehicles, trailers or other situations that may not require a place to sleep but do need warm, indoor spaces and access to services. The majority of those experiencing homelessness outside of Courtenay are in this situation and have distinct needs for services.

Access to winter sheltering services is needed in all communities to support people living without adequate shelter, including people outdoors and people living in vehicles, trailers, or homes without adequate heat due to inability to afford heat or lack of proper heating. The type and level of service may differ by community, but concentrating service in Courtenay not only puts pressure on one municipality and its residents to respond, but also leaves people in other communities without service.

Lack of Diversity in Services

The Comox Valley has only a few shelters. Each shelter fits a certain need, but there are some specific population needs that remain unaddressed. Even when Braidwood opens and new beds are added, a single site and program will not address population-specific needs such as the unique needs of youth, seniors, women, and Indigenous people. These needs are described further below. There is also a gap in shelter services for people in recovery. A strong support system needs to consider diverse needs and help coordinate response for people without housing to find appropriate shelter for their needs. Work needs to continue to secure sites tailored to youth, seniors, women, and Indigenous people.

Population Specific Needs

Youth⁴

Appropriate youth services are a key part of preventing and reducing the impacts of homelessness in our communities. The Youth Homelessness Assessment (2025) notes a decrease in the average age of youth who are homeless (from 21 in 2023 to 18 in 2025). Approximately 1/3 of all people who experience homelessness were youth in care, with that rising to nearly half of Indigenous people who experience homelessness. For people under 25 experiencing homelessness in the Comox Valley, the average age of their first experience of homelessness was 14. The majority of youth homelessness in the Comox Valley is hidden, with 'couch surfing' a common theme.

About 1 in 5 of people surveyed in the 2025 Point in Time Count were youth (under the age of 25).

Youth require developmentally appropriate, safe, and accessible services. Most shelters in BC are designed for adults, meaning youth must be referred to separate programs. Youth shelters often have unique reporting obligations (e.g., to the Ministry for Children and Family Development). By nature of their age, there are different eligibility and safety considerations in place for services youth may be referred to, such as income assistance or employment programs. Youth also require space that fosters autonomy, dignity, and trust – often

through peer support and low-barrier engagement. Because youth are a vulnerable population, it is often not appropriate for them to be sheltered at adult-oriented facilities. Youth need their own services that can respond to the complexities they are experiencing and are specialized in assisting them to navigate services.

Seniors⁵

The rate of seniors experiencing core housing need and homelessness are increasing across Canada. Increasing cost of living, especially housing, and static retirement income is resulting in more and more seniors faced with the inability to cover monthly costs. Half of seniors in BC have an after-tax income below \$32,000. Seniors who experience homelessness have high rates of depression. They are also likely to have age-related health and mobility issues that require environmental adaptations to serve properly.

About 1 in 3 people experiencing homelessness in the Comox are seniors.

Older adults may face physical or cognitive challenges that require adapted spaces – such as raised beds, accessible bathrooms, and on-site health supports. Shelters must also support navigation of income supports (CPP, GIS) and healthcare systems, and be equipped to address chronic illness or mobility needs. Cold weather poses particular risks for this population, making

⁴ Youth Housing Needs Report 2025 Comox Valley. (2025) Prepared for the John Howard Society by Stephanie Hendrickson Consulting and Turner Drake and Partners, LTC.
⁵ Aging in Uncertainty: The Growing Housing Crisis for BC Seniors. (20323). Kadowaki, L., Bridgefoot, G., Cohen, M.

Prepared for the United Way of British Columbia.
<https://homelesshub.ca/resource/aging-uncertainty-growing-housing-crisis-bc-seniors/>

reliable winter shelter access a health imperative.

Women⁶

Women face unique vulnerabilities when experiencing homelessness. There are significantly higher rates of human trafficking and physical and sexual abuse for women experiencing homelessness. Additionally, intimate partner violence or family violence is a common pathway into homelessness for women and girls, making trauma-informed and secure shelter services critical for serving their needs.

Women who experience homelessness are more likely to be in 'transactional' housing situations, such as staying in or forming relationships with men (for youth this is sometimes with a significantly older man) in exchange for housing, or behaviours like survival sex or trading things for shelter.

About 1 in 3 people experiencing homelessness in the Comox Valley are women. It is estimated that 7% of women in Canada have experienced hidden homelessness at some point in their lives.

Without intentional design, women and gender-diverse individuals may be deterred from accessing services altogether, leaving them more vulnerable to hidden or precarious homelessness (e.g., couch surfing, abusive partnerships, or survival sex).

CVTS does provide shelter services for women and children leaving dangerous situations such as intimate partner violence,

but there are otherwise no services tailored to women in the Comox Valley.

Indigenous People

Indigenous individuals are significantly overrepresented among those experiencing homelessness due to the intergenerational impacts of colonization, displacement, and systemic racism. Culturally safe services — rooted in Indigenous knowledge, language, and practices — are shown to improve engagement, healing, and housing outcomes. Whenever possible, Indigenous-focused services should be Indigenous-led, and include options for ceremony, community connection, and land-based practices. Cultural safety is not just a feature of service — it is foundational to equity.

Intersectional Experiences

People experiencing homelessness often live at the intersection of multiple marginalized identities — such as being Indigenous, 2SLGBTQ+, living with a disability, experiencing mental illness, or having a history of incarceration or child welfare involvement. Intersectionality means that no single program model will meet all needs. Effective sheltering systems are flexible, inclusive, and equipped to offer differentiated supports, rather than one-size-fits-all solutions.

Programs should reflect the diversity of community members through staffing, governance, and design — including peer support, culturally-specific services, and inclusive policies that reduce systemic barriers.

⁶ Women & Girls' Homelessness in Canada. (2026). Women's National Housing and Homelessness Network.

<https://womenshomelessness.ca/women-girls-homelessness-in-canada/>

The diverse needs of individuals experiencing homelessness require consideration. For the safety and comfort of guests, it is best practice to have sheltering spaces that meet distinct needs separately from one another. For example, youth are often better served in a youth-specific service that can offer tailored supports and women can benefit from shelters with enhanced safety protocols. This is why multiple locations with differing services are preferable to one single service trying to meet all needs.

Diverse Living Situations

The housing crisis has increased the number of people living in vehicles, RVs, tents, or temporarily doubling up with friends or family. These groups may not be counted in traditional shelter metrics but still face acute winter vulnerability. Many are also disconnected from formal services, making outreach and shelter access more difficult.

Services that offer flexibility and provide access to hygiene, warmth, and outreach can help minimize risk to people who do not require sheltering services but are at risk of weather-related health impacts.



Planning Implications

There is an urgent need for over 130 winter shelter spaces in the Comox Valley. In order to meet this need, creative solutions are needed. Leadership, decisive action, and collaboration need to be central to this strategy.

Issues that need immediate attention are:

- Service gap: over 130 people left unsheltered
- Geographic distribution: No services available outside of Courtenay

It is also important to continue to plan to establish future Winter Sheltering services. It is wise to plan for a shortage of at least 50 year-round and 20 winter spaces after Braidwood opens. It is also critical to establish a plan for the 2026/2027 and 2027/2028 winter seasons to accommodate the 137 (minimum) people unsheltered while Braidwood is under construction. While the site plans to open in 2027, recognizing the potential for construction delays a contingency plan for delays is important to address demonstrated need. Our community also needs to think about meeting needs of populations and people whose needs will not be met by the Braidwood facility, including youth, seniors, women, and people who want/ need to stay in their home community. Taking a proactive approach will only help to meet the true level of need in our community.

In terms of a Winter Shelter Program, Temporary Winter Shelter is preferable to Emergency Weather Response Services given the number of unsheltered members of our Comox Valley Community. The EWR program provides only limited service and is open inconsistently. This adds to disruption for both people accessing the service and the surrounding area as people travel to the shelter site, find it closed, and seek shelter nearby. Temporary Winter Shelters offer more consistent and reliable service and also provide funding for additional supports and services that can improve both the experience of guests and the integration of the program into the neighbourhood.

Having multiple sites that tailor programming to different needs is important to create an inclusive and diverse service system. To create a robust ecosystem of services, low-barrier shelters are needed but cannot be the only services. There are a wide range of people who use shelter services and have different access needs. There need to be services for people who are living outdoors and need additional support in winter or need to connect to services. There also need to be services for people who live in their vehicles, who work, or who are not comfortable accessing low-barrier services.

The Need for Comprehensive Supports Beyond Emergency Shelters

While emergency and winter shelter programs provide vital short-term relief, they primarily address immediate survival needs: a place to sleep, protection from the elements, and sometimes a meal. On their own, they are not designed to address the underlying causes of homelessness or to support long-term housing stability.

Many individuals accessing winter shelter services have complex needs, including mental health challenges, substance use, physical disabilities, trauma, or chronic illness. Without integrated support, people often cycle through emergency responses without moving closer to permanent housing.

Comprehensive shelter models — especially those operating year-round or in purpose-built spaces — are better equipped to include wraparound supports, such as:

- Mental health and addiction services
- Income assistance and ID replacement support
- Housing navigation and tenancy readiness
- On-site or mobile health care
- Indigenous wellness and cultural supports
- Peer support and lived experience engagement
- Social work or case management staff

Even with this support in place, it's important to recognize that housing pathways are rarely linear. Progress may involve setbacks, transitions between services, and continued support long after shelter use ends.

Strengthening these supports — and ensuring they are adequately resourced and culturally appropriate — is essential if sheltering programs are to serve as more than temporary relief.

2. CREATING THIS PLAN

This strategy takes the learnings from the process to identify spaces appropriate for and capable of accommodating temporary winter shelter generally and the actual process to develop the temporary winter shelter program at 971 Cumberland Road. The plan applies this information with the needs of the community to create a Winter Shelter Strategy for municipalities, service providers, and community organizations to work from.

2.1 Engagement and Community Conversations

This work has been informed by:

- **Engagement with people with lived and living experience:** two sessions held at the Vancouver Island Public Library Courtenay branch, with over 30 people attending
- **The Winter Shelter Working Group:** a multi-sector working group including municipal staff, social service providers, health services, BC Housing, RCMP, Bylaw and SD71
- **Review of zoning, bylaws, and other critical municipal documents**
- **Ongoing conversations** with the Coalition to End Homelessness Coordinator, Shelter operators in the Comox Valley, CVRD Social Planning staff, and the City of Courtenay departments of Planning, Recreation Culture and Community Services, Corporate services, Procurement, Operations and more.
- **Experience of City of Courtenay staff** during the work of activating an Extreme Weather Response shelter and later the process of temporarily permitting a Temporary Winter Shelter at 971 Cumberland Road
- **Community feedback** gained through City funding and participation in the Community Integration Table, a collaborative table that brought together neighbors and supporting organizations (RCMP, Island Health, etc.) during the 2025/2026 winter season of the 971 Cumberland Temporary Winter Shelter. This table met regularly throughout the season to proactively support integration of the shelter into the neighbourhood.

2.2 Background Studies

A **comprehensive background document** has been written that summarizes learnings and describes regional context, efforts to date, scope of need, and technical considerations for the successful provision of winter shelter in the Comox Valley. It offers detailed descriptions of:

- the scope of need for services;

- an ecosystem model of sheltering services;
- conditions for success for establishing and providing Winter Shelter Services, including considerations for operators, municipal staff, site selection and facility needs, and more;
- land use considerations and approval processes;
- public engagement and involvement; and
- a case study of 971 Cumberland Road that describes the work needed to activate a Winter Shelter service.

The background analysis provided critical context and technical basis for this strategy.

Nesting Strategies

The Comox Valley Winter Shelter Strategy (WSS) is not a standalone initiative — it is nested within the broader strategic direction set out in the Comox Valley Homelessness Plan and other related municipal and regional housing efforts. The intent of the WSS is to connect to existing goals, principles, and evaluation frameworks to ensure alignment and continuity in the region's homelessness response.

3. COORDINATION

In order to implement this plan, decisive leadership is needed. Ad-hoc working groups without facilitation, authority, or financial means are not effective at navigating the complex and often very time-sensitive realities of activating sheltering services. Responsibility for actioning this plan must be clearly established. Based on lessons learned over the last few years of trying to activate Winter Shelter services, it is best to have this role assigned to an actor with the authority and capacity to write and execute the plan.

3.1 Roles in Establishing Shelters

Table 1- Overview of Key Roles in Shelter Provision

Funders	Operators and Providers	Approvals and Land Use	Oversight of Health and Safety
BC Housing, Private Donations/ Fundraising	Non-profit organizations, community groups, faith groups	Municipal Governments	Building Code, Health Authorities

Other tasks required to launch a shelter program include:

- time and effort spent identifying locations,
- applying for permits and land use,
- applying for funding,
- renovations and site improvements/ capital improvements,
- public engagement and communication, and
- ongoing coordination of services to respond to changing community needs.

These other roles are not clearly assigned to any one party and require leadership and clear coordination. Collaboration is critical, but without clear assignment of these tasks and a process to ensure they are completed, no shelter site can be identified or activated. A coordinator and/or working group needs to be established to facilitate these tasks.

3.2 Coordinating Efforts in the Comox Valley

There are five key players or groups in actioning this plan: CVRD, Local Government, Service Providers, Funders (especially BC Housing), and people with lived and living experience. Their core roles, as identified in the background review, are summarized in Table 2 - Key Players and their Current Roles below.

Table 2 - Key Players and their Current Roles in the Comox Valley

CVRD	The CVRD plays a key role in efforts to address homelessness as the providers of the Homeless Support Service (HSS). They manage this service on behalf of Courtenay, Cumberland and Electoral Areas A, B, and C. The HSS collects funds and allocates them to non-profits working to address homelessness in the Valley.
Local Governments (Town of Comox, City of Courtenay, Village of Cumberland and CVRD Electoral Areas)	Coordinate, Approvals, Regulation, Provide Land/ Buildings Local Governments, as land use regulators and authorities, are crucial to activation. Local Governments also play a critical role in <u>overall leadership</u> of efforts to activate shelters within their communities. Their role is in all stages of site activation, from identifying potential sites, negotiating or securing leases for temporary sites, assistance with navigating the approval process for temporary use permits or rezoning, and selecting operators through the leasing or license to occupy process. This role may be fulfilled in part by a coordinating role or body; however Local Governments are still necessary partners to navigate their land use bylaws and approvals processes. They can significantly <u>reduce barriers</u> to activating shelters by: - helping to identify locations and siting criteria for shelters, - Showing willingness of elected officials from councils and boards to approve shelters in their communities, and - efforts to expedite and facilitate the process of approvals.
Service Providers	Provide services to individuals Service providers are the front-line <u>organizations that operate shelter services</u>. Their primary role is to improve the circumstances of individuals experiencing homelessness. Their work is part of public safety, creating safe and welcoming spaces for individuals, providing reprieve from the streets. They also connect people with other services, such as health, housing, and income supports. Shelters are often a key entry point to other services in the community. As relationship builders, service providers connect people experiencing homelessness with opportunities to be involved in creating solutions.
BC Housing	Funding Service Providers BC Housing is the primary funder of Winter Shelter Services, specifically EWR and TWS programs.

People with Lived and Living Experience	Advice and Leadership PWLE bring knowledge, skills, and understanding to any work related to homelessness. Beyond being valuable knowledge holders, they are connected to the community of people experiencing homelessness and can act as a communication channel and bridge between communities within our Valley. People with lived and living experience are systemically marginalized and thus regularly excluded from decision making tables. Service providers can offer support, tools, and skill building to help individuals have positive experiences at these tables.
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Two services of the Comox Valley Regional District are directly related to this action plan: the Homelessness Supports Service (Bylaw No. 389) and the Comox Valley Housing Service (previously called the Emergency Shelter and Supportive Housing Land Acquisition Fund) (Bylaw No. 52).

The Homelessness Supports Service provides funds to one or more local non-government organizations based on a board approved five-year action plan to address homelessness in the Comox Valley. The fund is used to provide capital contributions and grants to organizations addressing homelessness in the Comox Valley.

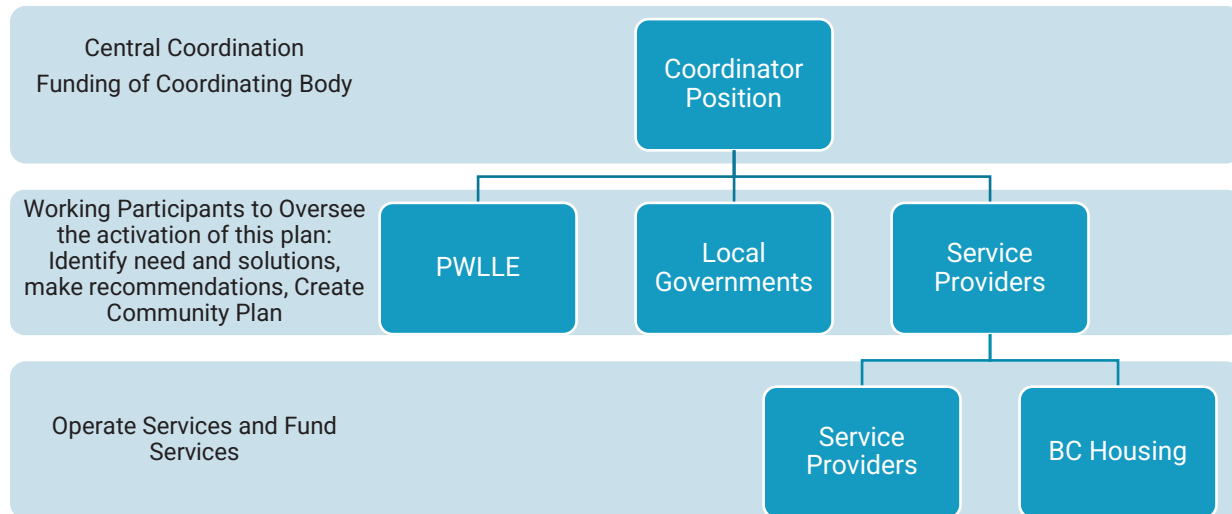
To-date the non-government organization that adjudicated applications for funds to address homelessness was the Comox Valley Coalition to End Homelessness.

Comox Valley Housing Service (Emergency Shelter and Supportive Housing Land Acquisition Fund) exists for the purpose of providing non-market rental housing within Comox Valley Regional District through investing in, developing, acquiring, holding and disposing of lands and buildings for the purposes of providing non-market rental housing.

The services serve the City of Courtenay, Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman/Hornby Islands) excluding Denman and Hornby Islands, Electoral Area 'B' (Lazo North) and Electoral Area 'C' (Puntledge – Black Creek).

The Town of Comox does not participate in these services but contributes to the aims of both through other mechanisms such as grants and regular funding contributions.

Leadership of this action plan needs one assigned coordinator who has the authority and resources to take action, supported by a collaborative coordinating body that has representatives from each of the Local Governments, key service providers, and people with lived and living experience. Based on the existing roles of key players, the following distribution of tasks is recommended.



Central Coordination

Funding and dedicated staff for coordination to activate Winter Shelter Strategy is needed. Resources are needed to:

1. Provide overall leadership,
2. Establish and maintain a coordinating body to deliver on the Winter Shelter Strategy as part of addressing Homelessness in the Comox Valley, and
3. Fund initiatives of the working group, such as fees for community engagement during Temporary Use Permits, honoraria for people with lived and living experience, or renovations and supplies needed to activate spaces.

Coordinating Body

A coordinating body should be established that is involved in activating this strategy, monitoring outcomes, and reporting. This working group should be funded for facilitation and an operating budget for costs related to engagement and research.

Service Delivery and Funding

A variety of organizations will be required to take action to make this plan work. Service providers, with funding from BC Housing, will be tasked with operating shelters.

3.3 Coordinating Body Structure

Effective leadership and collaboration require there to be mechanisms for action. Careful consideration into the structure of the Coordinating Body is needed. A first task of this group will be to establish a terms of reference or other governance arrangement to support their work. This terms of reference should be clear on who has authority to act, how decisions are made, who is involved at the table, and what resources are available for their work.

Participants

Core members should include PWLLE, Representatives from each Local Government, CVEM, shelter service providers, and homelessness support services like outreach and health programs. PWLLE should be empowered to take leadership roles on the coordinating body.

Responsibilities

- Continuous monitoring of community need for Winter Sheltering Services
- Advising and providing leadership towards the actions in this plan.
- Creation of annual Community Plan⁷

This working group may be a sub-committee to the broader Comox Valley Community Homelessness Plan Committee.

Decision Making

Balancing Collaboration with Decisive Action

Generally, consensus decision making is the preferred method of decision making for a collaborative group such as this. However, given the need to be opportunistic when activating shelters (i.e., swift action to respond to emerging opportunities), there may be times when engagement or consensus is not possible. To avoid any misconceptions that may result in disillusionment, any terms of reference should be clear about what decisions may be made unilaterally by service providers or municipalities, and which decisions will be brought to working groups and/or involve engagement. It is also critical for relationship and trust building to be done within the coordinating body so that members can know and understand who is making non-consensus decisions and why.

Leadership for the Coordinating Body must balance the need for decisive action when opportunities emerge with the relationship and trust building that is needed for a cohesive group. Clear communication and the authority to enter into agreements and make decisions will be critical.

⁷ The Community Plan is an annually created plan required for Emergency Weather Response Shelter funding from BC Housing. This plan includes definitions of extreme weather that would activate EWR programs, locations and operators of EWR sites, communications protocols for activation and deactivation of EWR services, and other relevant information. The Community Plan also identifies a lead person or organization that will be responsible for activation and communication related to EWR.

Local Government Leadership is Crucial to Success

Given the complexity of securing and activating a site, municipalities and the CVRD can play a significant role through leadership. Dedication of staff time and resources can help with site selection, managing lease agreements, making applications for use or major renovations, and other activities that can pose a risk or drain resources from service providers.

Given the challenging circumstances and timeline, the City of Courtenay Council direction and staff coordination was critical in securing and preparing a site for occupancy to support the 2024/2025 and subsequent 2026 winter season. The City was able to navigate the required processes with skilled staff familiar with building code, zoning and land use regulations, fire safety regulations and more. By bringing together a team of staff to proactively identify what was needed to activate the shelter, the City was able to coordinate in a way that non-profits and community groups are unable to. Regular multi-departmental meetings served as a space to discuss potential locations and the risks/rewards of various sites. Staff were then able to write reports to Council that spoke to the reality of potential sites and ways forward. This circumvented the need for an external party to first identify and negotiate the terms of using a site and then apply to the City without thorough knowledge of the requirements. Even where a community group or organization is aware of all of the intricacies, without inter-departmental collaboration the process is onerous and can take a significantly longer period of time.

Council direction to staff to act quickly and prioritize this work was also critical to ensuring that this work was done expeditiously. When local government staff is directly involved in identifying and negotiating sites, and determining the realities of what a site would take to be considered safe and usable. This changes the conversation from “is this site allowable” in response to the request of an outside party, to “is it possible to use this as a shelter site?” Changing this lens on the viability of a building generates a more realistic evaluation of suitability and creates opportunities that are often not considered.

It is essential to note that following site identification and selection, coordinated regional support from all local governments was sought. Direct financial contributions by the Town of Comox and the CVRD, through HSS Function participants, were critical to activation of the Winter Shelter. Without priority site selection, expedited land use approvals, and coordinated regional funding, the Winter Shelter activation would not have been possible.

Engagement and Inclusion of People with Lived and Living Experience

Ongoing inclusion in decision making and general engagement with PWLLE has been identified across engagements as critical to the success of this plan. PWLLE need to be involved in activities and conversations related to sheltering and supports in the Comox Valley.

Engagement should be ongoing, provided in a variety of means, and directly advise the coordinator and coordinating body on what is working and not working, and emerging needs.

From its inception, the Coordinating Body needs to include people with lived experience, including in the process of establishing a terms of reference and processes for working together. In addition to having PWLLE as coordinating body members, regular opportunities for formal and informal ongoing engagement should be provided for PWLLE.



Comox Valley Community Homelessness Plan Coordination

While still in formative stages, it is likely that the Comox Valley Community Homelessness Plan will also create a coordinating body. The coordination of the Winter Shelter Strategy may be best positioned as a working group of this body, however the work of this strategy needs to

begin immediately. It is not feasible to wait for the establishment of that body, and so a coordinating body may be started that is later moved to within the Comox Valley Winter Shelter Strategy.

Funding Coordination

The primary cost associated with activating this plan is funding the coordination work. A year-round coordinator position, with hours fluctuating seasonally, is needed to:

- Convene and facilitate a coordinating body for this plan
- Coordination between partners
- Respond to needs related to activating a shelter as needed, including gathering letters of support, searching for locations, activities related to securing a service provider, etc.
- Navigate local government processes such as TUP or Zoning change applications, leasing agreements, etc.
- Create the annual Extreme Weather Response community plan and confirm roles with partners.
- Be the primary contact for winter shelter and Extreme Weather Response programs in the Comox Valley.
- Reporting as needed, including on actions identified in this plan.

This position also requires an operating budget for the inclusion of people with lived and living experience in the work.

Estimated cost is \$65,000 to \$75,000 annually.



4. ACTIONS

4.1 Immediate Need: Bridging to Braidwood

The first priority is finding indoor sheltering space for the over 130 people who are currently unsheltered in the Comox Valley. In the immediate future, services that provide protection from winter conditions, even if they are not ideal, are needed. The first set of actions in this plan is focused on a 'Bridge to Braidwood', or actions to protect people experiencing homelessness during the winter months between now and when Braidwood is opened.

Increase the number of services available to fill critical service gaps.

Continue to provide 971 Cumberland for use as a shelter site for the term of the existing Temporary Use Permit

Lead: City of Courtenay

Timeline: Immediate

971 Cumberland Road is currently providing the only Temporary Winter Shelter service in the Comox Valley. A Temporary Use Permit issued by the City of Courtenay is in place to allow the continuation of this use until 2028. The City is leasing the property to Lookout Housing and Health Society to operate the shelter with BC Housing funding.

Identify 2-3 Additional Temporary Winter Shelter⁸ sites to serve the more than 130 people currently left without any shelter, and the more than 80 will remain unsheltered after Braidwood opens.

Lead: Coordinating Body

Timeline: Immediate

Secure sites in each community for Temporary Winter Shelters and/ or Extreme Weather Response Shelters (Courtenay, Comox, Cumberland).

Look for both additional permanent shelter sites and temporary ones to serve the next 2-3 years.

⁸ **Temporary Winter Shelter is preferable to Extreme Weather Response Services.**

The EWR program provides only limited service and is open inconsistently. Temporary Winter Shelters offer more consistent and reliable service and also provide funding for additional supports and services that can improve both the experience of guests and the integration of the program into the neighbourhood

Lessons Learned: Site Selection

Site selection has been an ongoing challenge. In 2024, for example, the community plan was created but the reality of activating the identified sites prevented its full implementation. Especially in the case of Extreme Weather Response services, site selection is largely determined by opportunity rather than ideal scenario. It is in the best interest of the community to work with the *most feasible and immediately available opportunities* for securing sites for both.

Site selection is largely determined by opportunity rather than ideal scenario. Site selection is a significant challenge. Because there is currently no location secured for winter sheltering, it is in the best interest of the community to work with the *most feasible and immediately available opportunities* for securing a site. Initiating a new search, unless new buildings not previously explored become available, will take significant time and effort that may prevent the region from seizing opportunities to secure funding for the upcoming season.

Establishing a shelter requires leadership and coordination. There are aspects of establishing a new shelter that are not the clear mandate or responsibility of established organizations. Naming these roles and assigning them in a coordinated way is critical to success. Without this coordination there are key tasks that go undone.

Recreation and Community facilities are not ideal and not often suitable for sheltering services.

Recreation and community facilities are already in regular use and to stop programming for 4-6 months a year and re-direct space to be used for sheltering creates a gap in community programming. Already community recreation facilities are at maximum capacity, and are not zoned or designed for the accommodation and services needed to provide shelter.

Churches and other community spaces can offer viable options for Sheltering if well located and can be accommodated through regulation.

They often have the space required and many have washrooms to accommodate large groups as well as cooking facilities.

Privately Owned Buildings

Leasing commercial space from private landlords may be possible but is challenging to achieve. Barriers include difficulty finding short term leases (i.e. winter-only) and finding suitable buildings to meet residential building code and fire alarm requirements. If those conditions can be met, the potential challenge of underlying zoning will have to be addressed. As funding is not available for leases for winter shelters, and definitely not available for leasing a space for a potential site, this means either finding funds to lease a space and then ask the landlord to apply for permits or asking the landlord to apply for permits and not require a fee for keeping the building vacant while they do so. Without local government investment in up front leasing costs and a landowner's willingness to go through the permitting process, securing commercial space is not feasible.

Land Use Planning and Approvals

Land use approval is a critical part of activating a shelter. Without land use approval, a site cannot be opened. Where zoning does not already allow sheltering as a use, the approval process is time-consuming and requires significant effort to engage, gain social licence, and build consent. Local governments can provide leadership and support through clarity on their processes and guidance on the approval process. Community concerns about safety around shelter sites add complexity to the conversation. Public discourse related to shelters needs to be managed with skill and compassion. It is therefore recommended that a lead person with the knowledge and skills to navigate the approval process and coordinate appropriate engagement activities be identified and resourced to lead the process.

Proactively identify pathways to land use approval within each municipality.

Lead: Each Local Government

Timeline: Immediate

Each local government needs to examine their processes for land use related to shelters and create a pathway for approval within their current system. The coordinator of this strategy needs to have clear guidance on what is required for approval so they can provide leadership to the process. This should include:

- The general locational/siting criteria and conditions under which a permit would be considered, or not considered – remember that OCP policy is very important when land use decisions are being made
- What permits and approvals are required
- Direction to the application forms with a list of required documents
- List of referrals staff are required to make
- Public notice and engagement requirements

Identify a lead person or organization for coordinating land use approval processes.

Lead: Coordinator

Timeline: Immediate

The process of getting land use approvals requires specific knowledge of planning procedures, and time and resources for applications, fees, engagement, and other aspects of the process. A leading person should be identified to give direction and support landowners, non-profits and local governments throughout the process. Each application will require the lead to work with a staff person tasked with navigating the process within the Local Government.

Match engagement to the community needs, not procedural minimums.

Lead: Coordinator, on the advice of People with Lived and Living Experience

Timeline: Immediate

Land use approvals typically have a minimum requirement for engagement with the public. It is recommended to review each process to determine whether the minimum requirements meet the needs of the community. In some cases, an expanded mail out may be appropriate in order to build public trust and transparency. In other cases, such as opening a women or youth shelter, it may be more important to be discrete about the possible site to protect anonymity and security of shelter users in the future. People with lived and living experience should be consulted about the level of discretion needed in these engagements. Where discretion is required, minimal engagement requirements should be met.

Mail outs and open houses are generally the engagement requirements during temporary use permits and zoning changes. These may not be the best forum for engagement. It is recommended that mail outs and open houses be carefully planned to ensure that

- a) the right audiences are reached,
- b) people are given enough information and clarity to meaningfully participate,
- c) potential concerns are addressed in advance,
- d) people have multiple ways to provide input, and d) that the conversations and dialogue are managed with compassion and respect.

Lessons learned

One of the biggest barriers to securing a location for sheltering is zoning. The requirement that there be amendments to zoning bylaws or a public process to provide a Temporary Use Permit is an added procedural step to acquiring a location. This has an impact on securing a site in a variety of ways:

- The process takes time, money, expertise, and resources that most non-profits do not have. Even where there is expertise, this is unpaid work with little to no chance for recouping costs. The process takes away from non-profits' ability to focus on providing the services they do best.
- This process delays securing a site. If a non-profit wishes to enter a lease for a site, this generally requires immediate commitment. To hold a site for sheltering use then requires the upfront payment and commitment to a lease, followed immediately by a request that the landowner submit a re-zoning or TUP application. There is no guarantee that this will be approved and non-profits face significant financial risk by putting out non-recoupable payments for a lease.
- Public concerns need to be adequately addressed through clear communication and good engagement.

Success of the process should include OCP or other policy analysis and also require clear direction from council regarding the conditions in which they would approve a shelter. The employment of a coordinator would take the pressure off service providers and provide the process management required to develop and activate shelter sites.

Lessons Learned: Public Engagement

Communications and engagement help with reducing concerns, clarifying shelter services and supports, and integrating shelters into neighbourhoods.

While public engagement on shelter locations is only legally required during local government approval processes related to land use regulations, it is best practice to ensure that the community is well informed of both the process of selecting and activating a shelter site and the ongoing operations of the site. Including the community can resolve concerns early and provides an opportunity for two-way communication that can improve neighbourhood integration and safety.

Providing Information

Providing information about sheltering programs and services can help alleviate concerns and quell misinformation. Providing clear information through letters to neighbours, information on websites, press releases, and/or social media may help address this early.

Additionally, providing as much information as possible about the process of site and operator selection and program/operational details before sites are finalized can help the community to understand why certain locations were selected or not.

Community Conversations

It is best practice to hold conversations with the community before, during, and after winter sheltering services season. Preference is to have the operator, funders, and organizations supporting the shelter (including municipalities) available to answer questions. As many community questions also related to law-enforcement, RCMP, and Bylaw presence is also recommended. This ensures that people with questions get answers directly and immediately as much as possible. It has also been demonstrated in other communities that having peers present at these events, either as hosts or presenters, can help humanize the need for shelter and support dialogue.

Providing Contact Information

It is important for the public to be able to report concerns throughout the season. Contact information sheets as well as easily searched contact information online can help provide a direct line of communication between the shelter operator and the public. Not all concerns are related to shelter operations, though, and additional contacts for RCMP, Bylaw, the municipality in which a shelter service is provided, and other relevant sources (such as PACT or other mental health services) should be provided along with information on when to call whom and what to expect.

Create an annual community plan

Using data from the Point in Time Count, enhanced by local knowledge of PWLLE and service providers, an annual community plan for winter sheltering needs to be created that includes a Community Plan for Extreme Weather Response sheltering, and preparation for any additional shelter spaces that are needed.

Create a Community Plan for Extreme Weather Response Shelters

Lead: Coordinating Body

Timeline: Annually in Spring, completion by September

In order to access funding for Extreme Weather Response shelters from BC Housing, a Community Plan needs to be created each year by a leading organization. Confirming site availability has been a core challenge to the activation of these plans in recent years. Creating Community Plans needs to be done well in advance to identify and confirm site availability.

Preparation for the winter season should start no later in the spring to ensure adequate time for these preparations. This strategy should be created by a working group or collaborative of service providers but owned by a single entity who has the funding and capacity to activate the plan as needed on an annual basis.

Lessons learned: Community Plans

In the past, the Coalition to End Homelessness and CVTS facilitator has created and activated the annual Community Plan, however as a non-entity with the ability to collaborate but not fund or resource the plan, it has been difficult for the Coalition to be the lead and to implement the plan under this structure. An added layer of complexity is the need

The Community Plan should be created collaboratively and then owned and implemented by an agency funded oversee its activation. Agreements and memorandums of understanding between partners, shelter providers, and BC Housing should be created to create clear understanding and confirmation of the actions in the plan in advance of the season.

Re-evaluate once Braidwood is Open

While Braidwood will add needed beds in our community, there will still be 30-80+ people left unsheltered. The Winter Shelter Strategy will need to be updated once Braidwood is open to identify ongoing needs and strategies to address them.

Re-visit Winter Shelter Strategy once Braidwood opens and the 2028 PIT Count is complete. Update Actions to reflect changes

Lead: Coordinating Body

Timeline: 2027/2028

Services at Connect and 971 Cumberland are to be moved to Braidwood when the facility is complete (planned to be open in 2027). This will mean a significant change in services for winter sheltering. A re-evaluation of service levels and needs in the community will need to be conducted. Service gaps and strategies to fill them need to be addressed in this update, including any EWR gaps and Temporary Winter Shelter service gaps.

4.2 Enhancing the Ecosystem of Care

As important as meeting the immediate needs of the community is ensuring that the right mix of services is available to meet diverse needs.

Increase Diversity in Services

Having multiple sites that tailor programming to different needs is important to create an inclusive and diverse service system.

Shelter services are not one-size-fits all. One of the challenges to providing services is the diverse needs of shelter guests. Conversations with people with lived experience and shelter providers emphasized the need for a variety of services so that people can access supports that they feel safe, welcomed, and stable while there.

Create population specific shelter sites.

Lead: Comox Valley Community Homelessness Plan Lead

Timeline: 1-4 years

While Braidwood will provide needed services, it does not provide services specific to youth, seniors, Indigenous peoples or groups who benefit from separate services. Two to three more sites for services, whether year-round or winter only, that can accommodate these needs are required. Geographic distribution of services across the Comox Valley also needs to be considered to ensure that supports are available in appropriate locations to serve people in Comox, Cumberland and the CVRD Electoral Areas. Denman and Hornby in particular need their own sites as ferry travel is a major barrier to people accessing services in Courtenay.

Lessons Learned: meeting diverse needs

Some particular needs identified by people with lived experience as being important to have special consideration are:

- **Cultural Safety** – Services should ensure that staff are trained in cultural safety and trauma-informed practices. There are currently no Indigenous-led organizations providing sheltering services in the Comox Valley. Opportunities to establish them should be explored.
- **Accessibility** for people living with disabilities and seniors who may have increased health and mobility challenges.
 - Examples: fully accessible buildings, raised beds instead of mats on the floor
- **Youth services** for people under the age of 25. Youth have specific needs and are more vulnerable than adults. Separate shelter services for youth are needed.
- **Low barrier** shelters are needed to care for those with the most complex situations, such as experiencing compounding mental health and/ or substance use challenges.
- **'Dry' facilities** for community members experiencing homelessness who are in recovery.
- **'Quiet' Shelters** are also needed. For people who work or have other obligations during the day, a 'sleeping' focused shelter is needed. This was requested to balance the needs of different groups. Like the rest of the population, there are 'early birds' and 'night owls'. In any other living situation people would have the power to schedule their own day. Having shelters with different hours and guidelines can provide this opportunity to people experiencing homelessness.
- **Couples** – Flexible sleeping arrangements that allow couples to stay together.
- **Pets** – Pets are family. Pet-friendly services allow families to stay together.

Engagement to Deepen Understanding

The needs of people experiencing homelessness or at risk of homelessness change as the ecosystem of services changes. Engagement with People with Lived and Living Experiences of homelessness and those at risk of homelessness needs to be ongoing. Specific attention should be paid to hearing about how new services or changes to services affect people's ability to stay safe during winter. There are also gaps in currently available information, both qualitative and quantitative. This area of work has been strongly emphasized by those engaged in the creation of this plan and the Comox Valley Community Homelessness Strategy engagement.

Establish a strategy for communication and inclusion of PWLLE.

Lead: Comox Valley Community
Homelessness Plan Lead

Timeline: 1-2 years

Working with PWLLE, establish a living document that outlines how to communicate and involve people at all stages of the spectrum. This document should outline for each level who to communicate to, how to communicate to them (i.e. posters, meetings, location of posters, etc.), and what needs to be in place to support involvement. This strategy can be created through a sub-committee of the working group, with input from the Friday Discussion Circles.

Outreach and engagement with people who are couch surfing and living in vehicles

Lead: Comox Valley Community
Homelessness Plan Lead

Timeline: 1-2 years

A current gap in data is information related to the experiences of people living in vehicles and 'couch surfing'. Special outreach and engagement are needed with people living in vehicles and couch surfing to identify what services are needed to support them. A guiding question is whether they would use shelters if services were available, and if so, what services they need. This engagement should also ask about what housing, financial or other barriers they are experiencing. Engagement for this plan has indicated that non-shelter support services may be preferred for this demographic – places to shower, do laundry, cook, and access supports may be more appropriate than sleeping accommodations.

Reinstate and formalize the Weekly Conversation Circles

Lead: Comox Valley Community
Homelessness Plan Lead

Timeline: 1-2 years

Ensure continuity of Conversation Circles at the Library (or a similar way for people with lived and living experience to gather) and continue providing a living wage honoraria for participation for those with lived and living experience of homelessness.

Lessons Learned: Ongoing Engagement

For the past several years, a weekly gathering was held for people with lived and living experience of homelessness to come together and share about topics they felt were relevant to them. These circles were facilitated by the Coalition to End Homelessness Coordinator and served as a connection between the Coalition members and people with lived experience. These conversations were highly valued as a place of connection and self-advocacy. While some concerns have been raised about the need for increased safety and structure around the meetings, their importance to the community is clear. Suggestions for improving safety were to have more than one facilitator, have separate circles for women and Indigenous people, have Elders present during circles, and re-develop the group guidelines.

4.3 Lasting, Systemic Change

Zoning and Land Use Regulation

One of the biggest barriers to securing a location for sheltering is zoning.

The requirement that there be amendments to zoning bylaws or an application for a Temporary Use Permit is a procedural step to acquiring a location that has an impact on securing sheltering services. Proactive land use planning that considers sheltering sites as community infrastructure could remove this barrier and give Local Governments' the ability to establish parameters related to appropriate locations.

Ensure that sheltering is a permitted land use in every community in appropriate locations.

Lead: Lead: Each Local Government to Review their OCP/ Regulatory Bylaws

Timeline: Timeline: 2-3 years

- Define sheltering within local government OCP and/or zoning regulations and identify conditions and siting criteria to support the development of shelters.
- Identify zones where shelters may be temporarily or permanently allowed. Update Zoning Bylaws as necessary and apply to properties that meet identified criteria
- Consider pre-zoning or including conditions where shelters are permitted without zoning amendments in general regulations of Zoning Bylaw
- Work collaboratively with all Comox Valley local governments to ensure consistency in policy and zoning approaches to temporary shelters (TWS and EWR).

Lessons Learned

Where there is no zoning to allow for sheltering, the process for securing a shelter site is complicated and often impossible for a non-profit organization to do alone.

The process takes time, money, expertise, and resources that most non-profits do not have. Even where there is expertise, this is unpaid work with little to no chance for recouping costs. The process takes away from non-profits' ability to focus on providing the services they do best.

This process delays securing a site. If a non-profit wishes to enter into a lease for a site, this generally requires immediate commitment. To hold a site for sheltering use then requires the upfront payment and commitment to a lease, followed immediately by a request that the landowner submit a re-zoning or TUP application. There is no guarantee that this will be approved and non-profits face significant financial risk by putting out non-recoupable payments for a lease on a site they are not guaranteed to be able to use for sheltering.

Best practice has identified that establishing siting criteria and enabling land use regulation is an important factor in ensuring both shelters are permitted and developed and that they are located so as to meet the needs of the community and are successful in providing housing.

Public Participation and Support

Homelessness in our community is an increasing concern, not only for people experiencing homelessness but for the broader community. Changing systems takes efforts from the whole community, and so the Comox Valley needs to build a sense of clarity on the issues and solutions. The actions in this section are intended to promote community-wide dialogue on solutions related to preventing and addressing homelessness in the Comox Valley. The goal is to get at the root causes and make lasting changes to move beyond the cycles of crisis and response that have resulted in the need for this strategy in the first place.

Engage with the public to identify community preferences on shelter locations.

Lead: Coordinating Body

Timeline: 2-5 years

The reality is that the need for shelter, as well as supportive housing, will remain after Braidwood is open. Winter shelter spaces, population-specific services, and additional year-round spaces still need to be planned as part of a robust ecosystem of care. Safety net and supportive housing are critical parts of the housing wheelhouse, but are rarely planned for as part of Official Community Planning and land use bylaws.

Much like planning for market housing, planning for the rest of the housing wheel should be done to identify what the community at large wants to see in terms of diverse options that meet the needs of community now and in the future. Public engagement across the Comox Valley should be done to identify community preferences on form and location of sites. Open, transparent engagement can support a community-side vision of how to locate these services as integrated parts of our housing systems. Preferences to consider may be distance from other types of services (for example schools), distance to other amenities, and transportation routes to and from sites.

Community Conversations

Lead: People with Lived and Living Experience in partnership with CHP lead, service providers, and other community partners (such as Walk With Me, Art Gallery, etc.)

Timeline: Ongoing

PWLLE have indicated a strong desire to work on anti-stigma and awareness raising projects related to homelessness in the Comox Valley. This work can assist with many aspects of this plan such as decreasing barriers to activating services, promoting the importance of this work, and advocating for the creation of a fulsome ecosystem of care. There are opportunities for partnership and collaboration in this work across multiple organizations, but this strategy can be a catalyst for those collaborations.

Create a space for community members to be engaged in solutions.

Lead: Community Justice Center, if funding and capacity allows

Timeline: Ongoing

Community members are eager to find solutions to the issues facing our community. We heard repeatedly that the current state is distressing to people for a variety of reasons. Bringing the public along in creating solutions can help ease fears and tensions about the current gaps in service and break down barriers related to perceived risks and challenges related to supportive housing and shelters.

Methods of engagement could include Community Dialogues, education, neighbourhood integration tables for specific sites, and more.

The ultimate goal is to build more awareness of the exact nature of the crisis, as well as solutions that are available at all levels, from grass roots to federal policy, so that people can identify ways to be engaged and part of making positive change.

Lessons Learned: Community Conversations

Community Integration Table

The Community Integration Table is a pilot project by the City of Courtenay to provide broader community support and connection around the shelter at 971 Cumberland Road. This table is a mix of neighbors, RCMP, Bylaw, service provider, residents, City representatives, and ideally PWLLE.

Residents have a vital role at this table, acting as hubs for communication between the organizations at the table and residents surrounding shelter services. This table seeks to provide a direct method of communication where residents can be heard and receive communication about issues important to them.

The table is in early days of establishment and while it has set aside funding and resources for including PWLLE that has not happened yet (their first meetings happened before the winter shelter opened). Learnings from the pilot should be recorded and future tables learn from them.

Ultimately, the success of this table will be defined by how well all members feel heard and whether or not they believe that action was taken to address their needs for safety, inclusion, and belonging.

Community Conversations

As part of creating this strategy, community conversations were held with select community members. People who have lived nearby shelter sites, operated shelter sites, and/or lived in shelter sites were invited to participate in 1.5-hour long focus group style conversations to share about what helps integrate shelters into neighborhoods for the benefit of everyone.

What emerged at these sessions was a sense of deep concern and anger regarding the situation of increasing homelessness in the Comox Valley. What the community members shared was a sense of anger and frustration that our society had failed people and that they had nowhere to go. There was recognition that our systems of care are not working, and people are left with few options for recovery when they experience crisis. Solutions suggested included increasing options for treatment of mental health, addiction, and brain injury, improving overall housing opportunities, diversifying work options so more people can do work suited to their aptitudes, and better support for youth leaving care.

The hopelessness and anger were exacerbated by the feeling that residents and business owners in Courtenay, especially in the downtown area and the areas between Fitzgerald and Cliffe Avenue, as well as the McPhee and Piercy Corridor adjacent to the E&N Railway Lands / ICF, are left without resources to deal with the disproportionate impact of substance use, specifically “drug houses,” and homelessness on their neighbourhoods. Lack of diversity and geographic distribution of services across the spectrum of prevention to recovery was an often-repeated concern. Community members want to see more services that contribute to well-being

and bring hope to what seems to be a crisis-based system of care that doesn't offer people good solutions.

The takeaway here is that the community cares and wants to see action. While people who don't have experience may not know the answers, they do want to see change and can be part of solutions if shown how.



5. MONITORING AND EVALUATION

Monitoring Strategies

- Publish this plan, and share information on the Working Group/ Committee publicly
- Use the Point in Time Count to understand changing levels of need in community.
- Collect and share information on usage of winter shelters (% occupancy by month)
- Do pre-season preparation sessions with service providers, local governments, and people with lived and living experience to give information on seasonally available services, referral pathways, and opportunities for collaboration.
- Do post-season debriefs with service providers, local governments, outreach providers, people with lived and living experience to discuss learnings from each season and apply lessons to future seasons.

Evaluation Metrics

The number of people who are unsheltered during winter season.

- Successful implementation of this plan, in conjunction with the Comox Valley Community Homelessness Plan, can be measured by a decrease in the number of individuals who are unsheltered during the winter season.
- This requires the addition of new shelter spaces, but housing people currently experiencing homelessness *and* prevention of new individuals entering homelessness. This recovery and prevention is outside the scope of the Winter Shelter Strategy but will have direct influence on this metric of success. Given no material change in the number of people experiencing homelessness in the Comox Valley, providing additional winter shelter space should result in a reduction in unsheltered people during winter.

The number of people who experience weather-related harm in winter months.

- Providing adequate shelter is intended to reduce harm due to exposure. Success can be measured by a reduction in the number of medical interventions (ambulance, emergency room, urgent care, nurse and doctor visits) required each winter.
- Tracking this metric requires Island Health to provide data.

Satisfaction of people experiencing homelessness with shelter services.

- People accessing shelter services may report satisfaction levels with service during special engagements or during Conversation Circles.

- If this action plan is successful, it would be expected that satisfaction with services would increase. This would be related to addressing current concerns regarding the availability of beds, variety of services, and feelings of safety accessing services.

Experience of Community Members who are adjacent to and interact with shelter services.

- Community Members and Business may report satisfaction levels with delivery of shelter service during special engagements or during Conversation Circles or at regular engagement events designed to solicit feedback and support service delivery.
- If this action plan is successful, it would be expected that satisfaction with the delivery of shelter services would increase. This would be related to addressing current concerns regarding impact of the service delivery in the area and feelings of safety accessing services.



DRAFT

Dear Town of Comox Accommodation Partners,

We are reaching out to all Town of Comox accommodation providers to invite you to a dedicated, small-roundtable meeting with Mayor Minions and the Comox BIA (Business in Action) Board President Pete Chambers on **DAY, October, Time, Location (*RSVP required)**.

The purpose of the meeting is to listen to the accommodation sector in the Town, to discuss challenges, opportunities and develop increased marketing of the accommodation with the aim to increase tourism and overnight stays in the community.

Over the past year, Comox Council and the BIA has taken major steps forward in strengthening our destination identity, elevating our marketing presence, and building the foundation for a more coordinated, more competitive tourism future. From new seasonal campaigns and enhanced event programming, to the direction of Council to establish a Tourism Commission and drive stronger collaboration with our marine and cultural partners, the momentum is real, and your role in shaping what comes next is essential.

As we look ahead, the Town of Comox and the BIA are developing a Five-Year Strategic Business Plan and Municipal Regional District Tax (MRDT) with Destination BC to guide how we market Comox, support visitor experiences, and grow the economic impact of tourism. With the implementation of a Comox-specific MRDT, we will have the opportunity to invest in long-term destination development and marketing strategies that directly benefit Comox accommodations and the broader visitor economy.

The session is to:

- Share highlights of the past year's marketing and activation work
- Gather your insights and priorities for the Five-Year Strategic Business Plan
- Discuss MRDT implementation and how funds can best support Comox accommodations
- Explore tactics and initiatives to drive year-round visitation and strengthen occupancy
- Identify opportunities for collaboration, packaging, and business-led activation

Your perspective is vital. As frontline hosts, you understand visitor needs, seasonal patterns, and emerging opportunities better than anyone. This meeting is designed to ensure your voice directly shapes the strategies, investments, and actions that will define Comox's tourism future.

Thank you for your continued leadership and commitment to making Comox a welcoming, vibrant, and memorable destination. To RSVP for the session and if you have any questions, contact the Comox BIA e: comoxbia@gmail.com or 250-702-1298.

Warm regards,

Signature

Mayor of Comox

President – BIA