



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY JANUARY 7, 2015**

We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'

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

Call to Order: 5:30 p.m.

Adoption of the Agenda

1. DELEGATIONS: NIL

2. MINUTES OF MEETINGS:

(5) **a. Regular Council Meeting Minutes**

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 17, 2014, be Approved.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

(9) **a. Management Report - January 7, 2015**

(11) **b. Rezoning Application RZ 14-1: Expanding Permitted Uses Within I1.1 Light Industrial Zone**

1. *That Comox Zoning Amendment Bylaw No. 1794 be given First and Second Readings.*

2. *That a Public Hearing, located in Council Chambers at 1801B Beaufort Avenue, be scheduled for Bylaw No. 1794.*

5. SPECIAL REPORTS:

(31) **a. Comox Valley Regional District Meeting Minutes**

That the Comox Valley Regional District Board meeting minutes for Thursday December 11, 2014 be received for information.

6. BYLAWS:

(35) **a. Comox Planning Procedures Bylaw Amendment No. 1795**

That Comox Planning Procedures Bylaw Amendment No. 1795 be Adopted.

(37) **b. Comox Building Bylaw Amendment No. 1796**

That Comox Building Bylaw Amendment No. 1796 be Adopted.

7. NEW BUSINESS:

(39) **a. Joint Request for Proposal for Recreation Software**

That Council receive the staff report titled "Joint Request for Proposal for Recreation Software" and that staff be authorized to continue participating in the joint Request for Proposal for recreation software being headed by the City of Campbell River.

8. CORRESPONDENCE: NIL

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

12. MEDIA QUESTION PERIOD:

13. PUBLIC QUESTION PERIOD:

14. EXCLUDE THE PUBLIC:

Adjournment



Deputy Corporate Administrator

**Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 17, 2014**

Present: Mayor P. Ives
Councillors R. Arnott, K. Grant, M. Grant
H. MacKinnon, B. Price, M. Swift

Absent: Nil

Call to Order:

The meeting was called to order at 5:30 p.m.

The Agenda was Adopted.

There were 3 visitors in attendance.

1. DELEGATIONS:

a. Matthew McDonagh DP 14-18/DVP 14-8 (1301 Knight Road)

1301 Knight Road

Mr. McDonagh explained that they are proposing to install a telecommunications tower in order to improve high speed wireless communications. He explained that they are aware that a number of calls are dropped in the area, and that there is an increased demand for service. He explained that the tower at St. Joseph's Hospital is at capacity and the existing tower at the site is not high enough. Mr. McDonagh stated that they will install a 43 metre fence along the east border of the property. He also stated that the tower replicates the Telus tower design.

2. MINUTES OF MEETINGS:

a. 2014 Inaugural Council Meeting

Inaugural Council Meeting

That the Minutes of the Special Meeting of Council, held in Council Chambers on Monday December 1, 2014, be Approved.

(14.287) -- CARRIED

b. Regular Council Meeting Minutes

RCM Meeting

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday December 3, 2014, be Approved.

(14.288) -- CARRIED

c. Committee of the Whole Meeting Minutes

COW Minutes

That the Minutes of the Committee of the Whole meeting, held in Council Chambers on Wednesday December 10, 2014, be Received.

(14.289) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Carry Forward Unexpended Project Budgets to 2015

Unexpended Project Budgets

That staff be authorized to continue to spend 2014 project budgets in 2015 in order to complete the acquisitions, studies, designs and projects that Council approved in its 2014 Financial Plan.

(14.290) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - December 17, 2014

Management Report

That the Management Report for December 17, 2014 be received and filed for information.

(14.291) -- CARRIED

AT THIS POINT IN THE MEETING, MAYOR IVES LEFT COUNCIL CHAMBERS CITING A CONFLICT OF INTEREST WITH THE NEXT ITEM ON THE AGENDA, AND COUNCILLOR ARNOTT ASSUMED THE CHAIR.

b. Rezoning Application RZ 14-11 / Development Permit Application DP 14-14 (1770 Comox Avenue)

1770 Comox Avenue

The Municipal Planner gave a presentation outlining suggested changes to the proposed application. He summarized the application and the written comments submitted to Council. He also summarized the proposed building design changes as well as other aspects of the proposed development, that were to be added to the Schedule of Outstanding Items.

1. *That Council receive Planning Report RZ 14-11 / DP 14-14, dated December 17, 2014, for information.*

(14.292) -- CARRIED

2. *That Comox Phased Development Agreement Authorization Bylaw No. 1792: 1770 Comox Avenue be amended as shown in Attachment 3 to the Planning Report RZ 14-11 / DP 14-14 dated December 17, 2014.*

(14.293) -- CARRIED

3. *That Comox Phased Development Agreement Authorization Bylaw No. 1792: 1770 Comox Avenue, as amended, be given Second Reading.*

(14.294) -- CARRIED

4. *That upon submission of revised drawings in accordance with Schedule 1, Outstanding Items, of Planning Report RZ 14-11 / DP 14-14, dated December 17, 2014, a Public Hearing located at the Comox Community Centre, 1855 Noel Avenue, be scheduled for Comox Zoning Bylaw Amendment No. 1791 and Comox Phased Development Agreement Authorization Bylaw No. 1792: 1770 Comox Avenue.*

(14.295) -- CARRIED

AT THIS POINT IN THE MEETING, MAYOR IVES RETURNED TO COUNCIL CHAMBERS

5. SPECIAL REPORTS: NIL

6. BYLAWS:

a. Planning Report PR 14-12: Comox Downtown Revitalization Program (Comox Downtown Revitalization Tax Exemption Bylaw Amendment)

Downtown Revitalization Tax Exemption

That Comox Downtown Revitalization Tax Exemption Amendment Bylaw No. 1793 be Adopted.

(14.296) -- CARRIED

b. LATE ITEM: Planning Report PR 14-15 - Building Bylaw Climatic Values

Building Bylaw Amendment

That Comox Building Bylaw Amendment No. 1796 be given First, Second and Third Readings.

(14.297) -- CARRIED

7. NEW BUSINESS:

a. Associate MIABC Membership for Fire Protection District

MIABC

That council receive the October 29th letter from the Municipal Insurance Association of BC (MIABC) and that the Town ask the MIABC to provide Associate Membership for the Comox Fire Protection Improvement District, which jointly provides fire protection services with the Town under an existing contractual agreement that expires December 31, 2016.

(14.298) -- CARRIED

b. Downtown Revitalization Debt Refinancing

Downtown Revitalization Debt Refinancing

That the staff report on Downtown Revitalization Debt Refinancing be received.

(14.299) -- CARRIED

c. Planning Report PR 14-14 (Comox Planning Procedures Bylaw Amendment No. 1795)

Planning Procedures Amendment

That Comox Planning Procedures Bylaw Amendment No. 1795 be given First, Second and Third Readings.

(14.300) -- CARRIED

d. Development Permit Application DP 14-18 / Development Variance Permit Application DVP 14-8 (1301 Knight Road)

1301 Knight Road

1. *That Development Permit Condition No. 10 in Schedule 1 of the December 17, 2014 Planning Report on DP 14-18 / DVP 14-8 be amended by replacing the the colour of the tower from 'white' to 'sky gray'.*

(14.301) -- CARRIED

2. *That Development Permit 14-18 be issued, subject to the Development Permit Conditions listed in Schedule 1 of the December 17, 2014 Planning Report.*

(14.302) -- CARRIED

3. *That Development Variance Permit 14-8 be issued, subject to the Development Variance Permit Conditions listed in Schedule 2 of the December 17, 2014 Planning Report.*

(14.303) -- CARRIED

8. CORRESPONDENCE: NIL

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Arnott

Councillor Arnott mentioned that he attended a Community Justice Centre meeting, attended the Wing Commander's Open House and passed on his regards to Captain Rob Stevens and his family.

b. Councillor MacKinnon

Councillor MacKinnon mentioned that he attended the Council orientation and found it to be very helpful. He also expressed his sympathy towards the families affected by the recent bike accidents.

c. Mayor Ives

Mayor Ives mentioned that he

- attended a useful session on legal issues by Colin Stewart at the CVRD,
- had a discussion with Minister McRae regarding the Town's challenges with Multi-Material BC,
- had a discussion with the Area B director and the CAO regarding storm drainage issues, and
- paid special tribute to Beth Burt on her retirement after 32 years with the Armed Forces.

14. EXCLUDE THE PUBLIC: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:32 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

**TOWN OF COMOX
MANAGEMENT REPORT
January 7, 2015**

Item	DATE	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Mar 7, 2007	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Pilot project has been extended until a regional program can be established. Residential garbage collection (Jan-Jun) down 5.1% compared to same period in 2013. Organics collection (Jan-Jun) up 12.7% compared to same period in 2013.
2.	October 2, 2013	Marina Boardwalk Development	Prepare a conceptual plan for new community and commercial space along boardwalk area	Application will be revised to remove some hard/soft landscaping and will be considered at the February 20 board meeting.
3.	August 20, 2014	Fixed Wing Search and Rescue Training Facility	Investigate the feasibility of financial and other incentives that would support the selection of 19 Wing Comox.	In progress.
4.	August 20, 2014	Baybrook property (70 Orchard Park Drive)	Investigate the feasibility of the Baybrook house being restored as a heritage house and possibly wildlife centre / nature school.	Property currently zoned R1.1 with OCP designation Public Open Space. Staff to investigate feasibility/timing of building code, land use and related issues. Report to Council/COW in January.

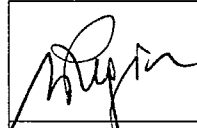
Note: Shaded items will be removed from the Management Report unless otherwise directed by Council.

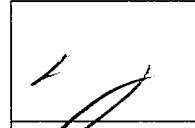
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TOWN OF COMOX PLANNING REPORT

TO:	RICHARD KANIGAN, CHIEF ADMINISTRATIVE OFFICER
FROM:	MARVIN KAMENZ, MUNICIPAL PLANNER REGINA BOZEROCKA, PLANNER I
SUBJECT:	REZONING APPLICATION: RZ 14-1 EXPANDING PERMITTED USES WITHIN LIGHT INDUSTRIAL ZONING FIRST AND SECOND READING REPORT
DATE:	RCM, JANUARY 7, 2015


 Submitted by


 Concurrence


 Approval

Planner's recommendation:

1. That Comox Zoning Amendment Bylaw No. 1794 be given First and Second Reading (**Attachment 2**); and
2. That a Public Hearing located in Council Chambers, at 1801B Beaufort Avenue, be scheduled for Bylaw No. 1794 (**Attachment 2**).

Proposal:

The proposal is a zoning review of I1.1 Light Industrial zoned properties designated in the Official Community Plan for transition to Commercial: Neighbourhood use and introduction of a new C3.2 Commercial – Industrial Zone.

Background:

In response to a letter from the owners of 821 Shamrock Place requesting an expansion of the list of permitted uses in the I 1.1 zone, the Town initiated a zoning review of light industrial properties designated in the Official Community Plan (OCP) for transition to Commercial: Neighbourhood use. This proposal has been the subject of two public meetings and three Planning Reports to date. Copies of previous reports are available in the Planning Department.

At December 3rd, 2014 Regular Council Meeting (RCM) it was resolved to:

- advise the owners of 2040 & 2060 Guthrie Road, and 800 & 821 Shamrock Place that the submission of a rezoning application and applicable fees is required for Council consideration of rezoning the subject properties to a new commercial/industrial zone;
- amend the I1.1 Light Industrial Zone to remove industrial fueling installations as a permitted use;
- amend the definition of personal service establishment to include pet grooming; and

- rezoning for 425 Anderton Road property to a new Comprehensive Development Zone, where only public utility and accessory uses are permitted.

Discussion:

Application summary and maps illustrating the affected properties are contained in **Attachments 1A, 1B** and **1C**. The proposed Bylaw No. 1794 (**Attachment 2**) would implement the December 3rd RCM resolutions listed above.

Since December 3rd, a rezoning application has been received from the interested owners of three properties, 2040 & 2060 Guthrie Road and 821 Shamrock Place (shown shaded in **Attachment 1A**). The proposed C3.2 Commercial – Industrial Zone will be applicable to only the three subject properties at this time, as no rezoning application has been received from the owners of 820 Shamrock Place property.

The proposed amendments to the permitted uses within the existing Light Industrial zone will affect properties shown shaded in **Attachment 1B**: Light Industrial zoned properties where industrial fueling stations would not be permitted and **Attachment 1C**: 425 Anderton Road property, proposed to be rezoned to a new CD 21: Public Utility Buildings zone.

The application processing procedures are outlined in **Attachment 3**.

MK/ RB

Attachments:

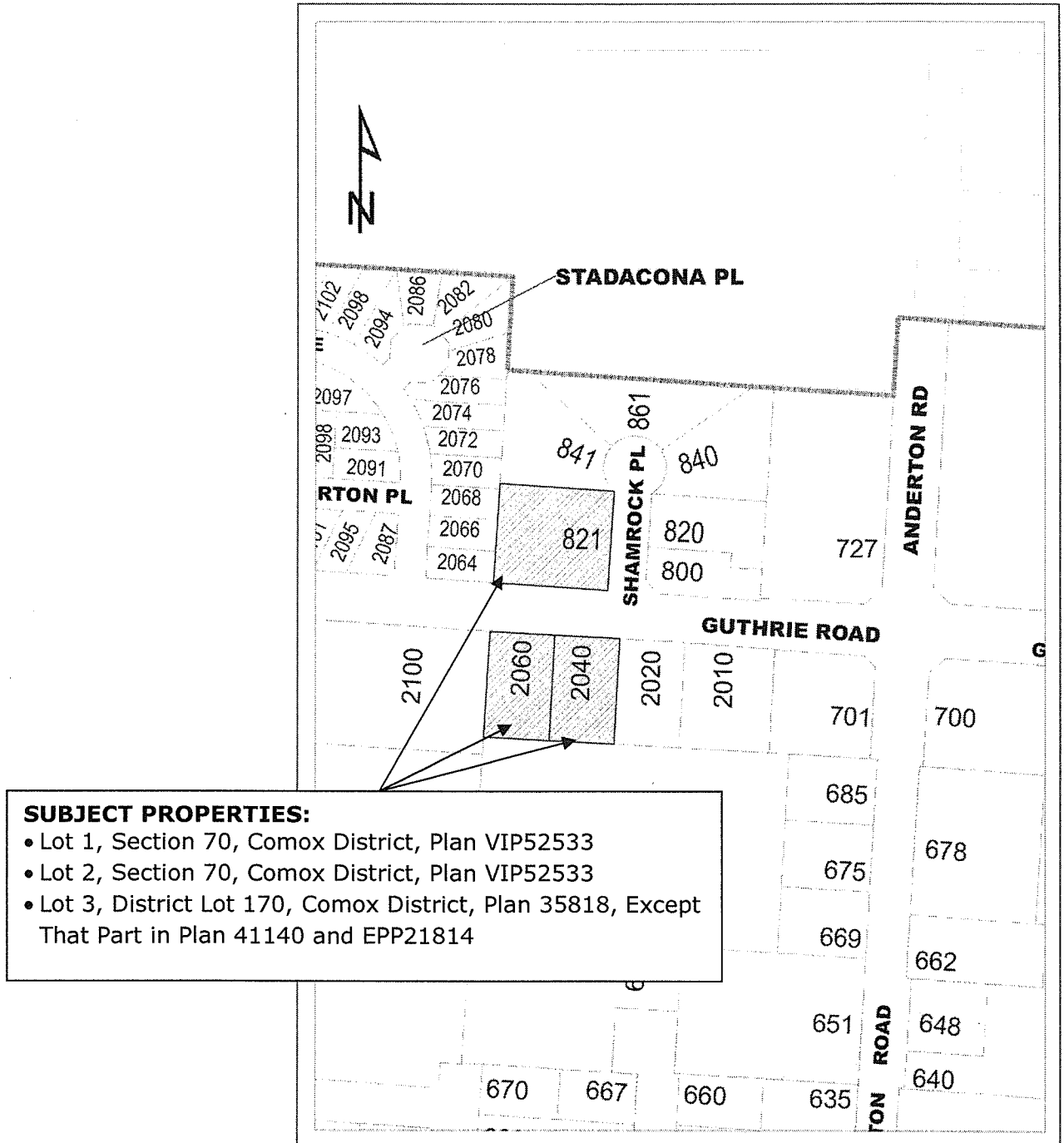
1. Application Summary and maps:
 - 1A. Properties to be rezoned to new C3.2 Commercial-Industrial zone;
 - 1B. I1.1 Light Industrial zoned properties where industrial fueling stations would not be permitted; and
 - 1C. 425 Anderton Road property, to be rezoned to new DC21: Public Utility Buildings zone.
2. Proposed Comox Zoning Amendment Bylaw No. 1794
3. Processing Procedures

Cc:

Cindy Lou Anderson, 2040 Guthrie Road;
Brian John Lees, 2060 Guthrie Road;
Tom Frederick Grant, Noel Sylvain Chaboteaux, Albert Robert Cronk, 821 Shamrock Place

ATTACHMENT 1A

**2040 & 2060 GUTHRIE ROAD, 821 SHAMROCK PLACE
PROPOSED TO BE REZONED TO NEW C3.2 COMMERCIAL-INDUSTRIAL ZONE**



SUBJECT PROPERTIES:

- Lot 1, Section 70, Comox District, Plan VIP52533
- Lot 2, Section 70, Comox District, Plan VIP52533
- Lot 3, District Lot 170, Comox District, Plan 35818, Except That Part in Plan 41140 and EPP21814

APPLICATION SUMMARY FOR PROPOSED NEW C3.2 ZONE

Proposal: The proposal is a zoning review of I1.1 Light Industrial zoned properties designated in the Official Community Plan for transition to Commercial: Neighbourhood use and introduction of a new C3.2 Commercial – Industrial Zone.

Applicants: Cindy Lou Anderson
Brian John Lees
Tom Frederick Grant, Noel Sylvain Chaboteaux, Albert Robert Cronk

Legal Description: Lot 1, Section 70, Comox District, Plan 52533
Lot 2, Section 70, Comox District, Plan 52533
Lot 3, District Lot 170, Comox District, Plan 35818, Except That Part in Plan 41140 and EPP21814

Civic Address: 2040 Guthrie Road
2060 Guthrie Road
821 Shamrock Place

OCP Land Use Designation: **Commercial: Neighbourhood**

Zoning: **Existing: I1.1 Light Industrial**
Proposed: New C3.2 Commercial- Industrial

For comparison purposes, commercial uses added to the industrial zone are in **bold text**, and commercial uses permitted in C3.1 zone, but not appropriate in the transition zone, are shown in ~~strikeout text~~. Industrial uses not appropriate in the transition zone are also shown in ~~strikeout text~~. New uses' definitions are shown *in italics*.

Permitted uses: Accessory structures and uses, excluding buildings **and outside storage**
~~Animal shelters~~
Adult fitness studios, *a building or part thereof used for the gathering or congregating of persons over the age of 16, for physical fitness or dance purposes*
Amusement centres
Artist studios
~~Assembly centres~~
Billiard halls
~~Bottle depots~~
~~Building supply and lumber outlets~~
Bowling alleys
Brew pubs
Car washes
~~Childcare facilities~~
Dental clinics
Denturist labs
Dwelling units as an accessory use
~~Film theaters~~
~~Financial institutions~~
~~Funeral parlours~~
Garden Centres
Gas bars
Home occupations
~~Hotels~~
~~Industrial fuelling installations~~
Laundry or dry-cleaning
~~Libraries~~
Locksmiths
Mail sorting and distribution

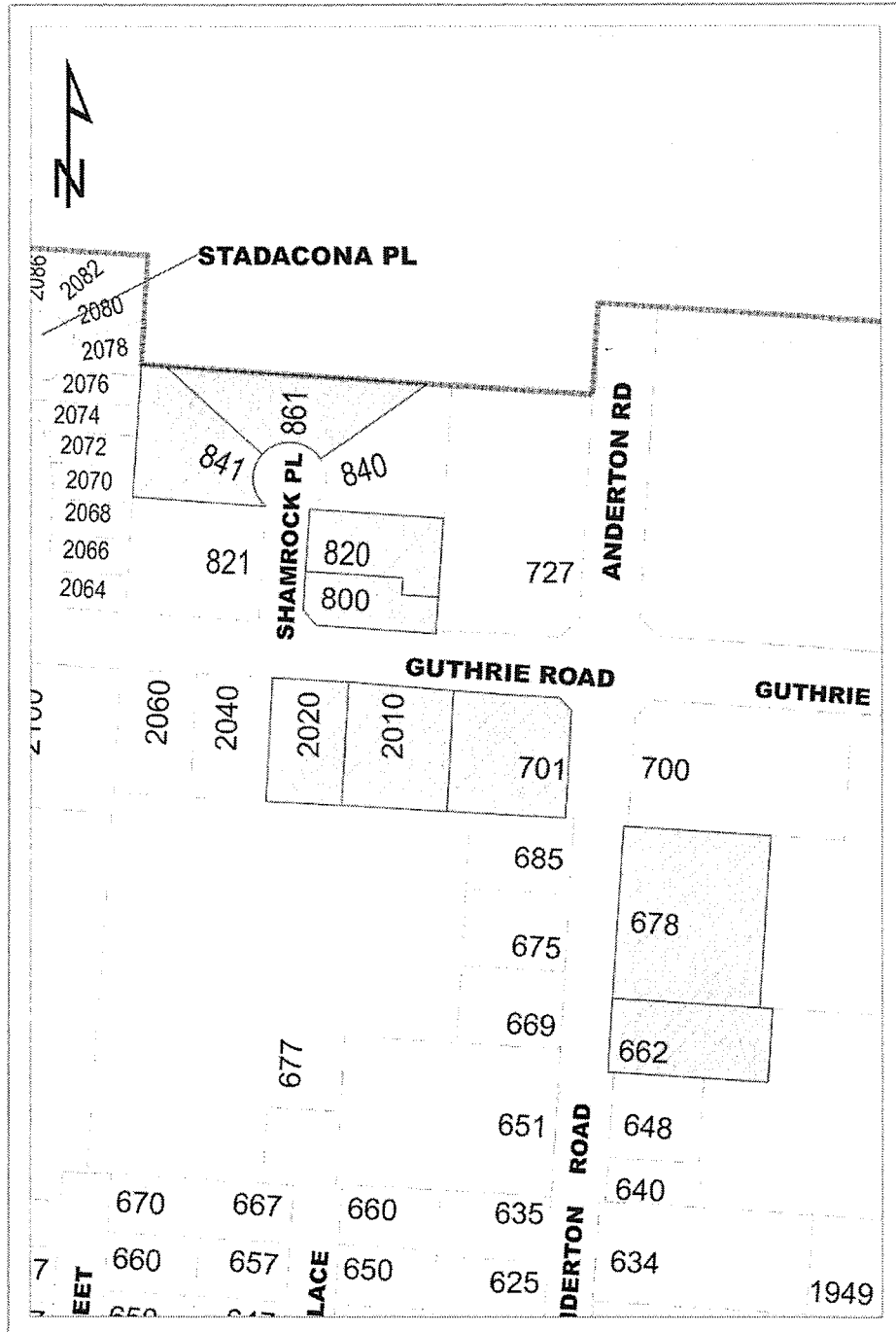
~~Major vehicle repair~~
Minor vehicle repair
 Manufacturing
Medical clinics
 Motels
Music studios, a building or part thereof used by persons over the age of 16
 for musical rehearsal or recording purposes
~~Offices for an industrial or construction business~~
Offices
 Parkades
 Parking lots
Personal service establishments, including pet grooming
 Plant nurseries
 Printers or publishers
 Processing or packaging of food or beverage products
Pubs
~~Public utility buildings and facilities such as telephone exchanges, transformer
 stations, and public works yards~~
Recycling drop-off centres
Restaurants
Restaurant-lounges
 Research laboratory
 Retail stores
 Sale or rental of machinery, equipment, tools, or boats
 Service stations
 Taxi dispatch centres
 Testing, repair or servicing of goods, machinery, equipment, tools, or boats
 Truck terminals
~~Vehicle sales or rental~~
 Veterinary clinics
~~Video rental stores~~
 Warehousing
 Wholesale outlets

Density:	n/a	n/a
Minimum parcel area	900 m ²	900 sm ²
Minimum parcel frontage:	Varies: 30.0m – 35.0m	Varies: 30.0m – 35.0m
Minimum parcel depth:	n/a	n/a
Maximum parcel coverage:	n/a	n/a
Maximum Height and storey's:	10.0m	10.0m
Minimum setbacks: front:	Varies for different uses: 2.0m – 7.5m – 12.0m	2.5 m
rear:	Varies for different uses: 2.0m – 3.0m – 7.5m	Varies: 3.0m or 7.5m where parcel abuts Residential or Multi-Family Residential zoned parcel
side (interior and exterior):	Varies for different uses: 2.0m – 3.0m – 6.0m	Varies: n/a or 6.0m where the parcel abuts a Residential or Multi-Family Residential zoned parcel
Accessory Buildings:	n/a	n/a
Off-Street Parking:	In accordance with Section 6 Off-Street Parking and Loading and Section 7 Class I and Class II Bicycle Parking Spaces	
Screening:	In accordance with Section 8 Screening	

Surrounding Land Uses: Residential, industrial and commercial developments

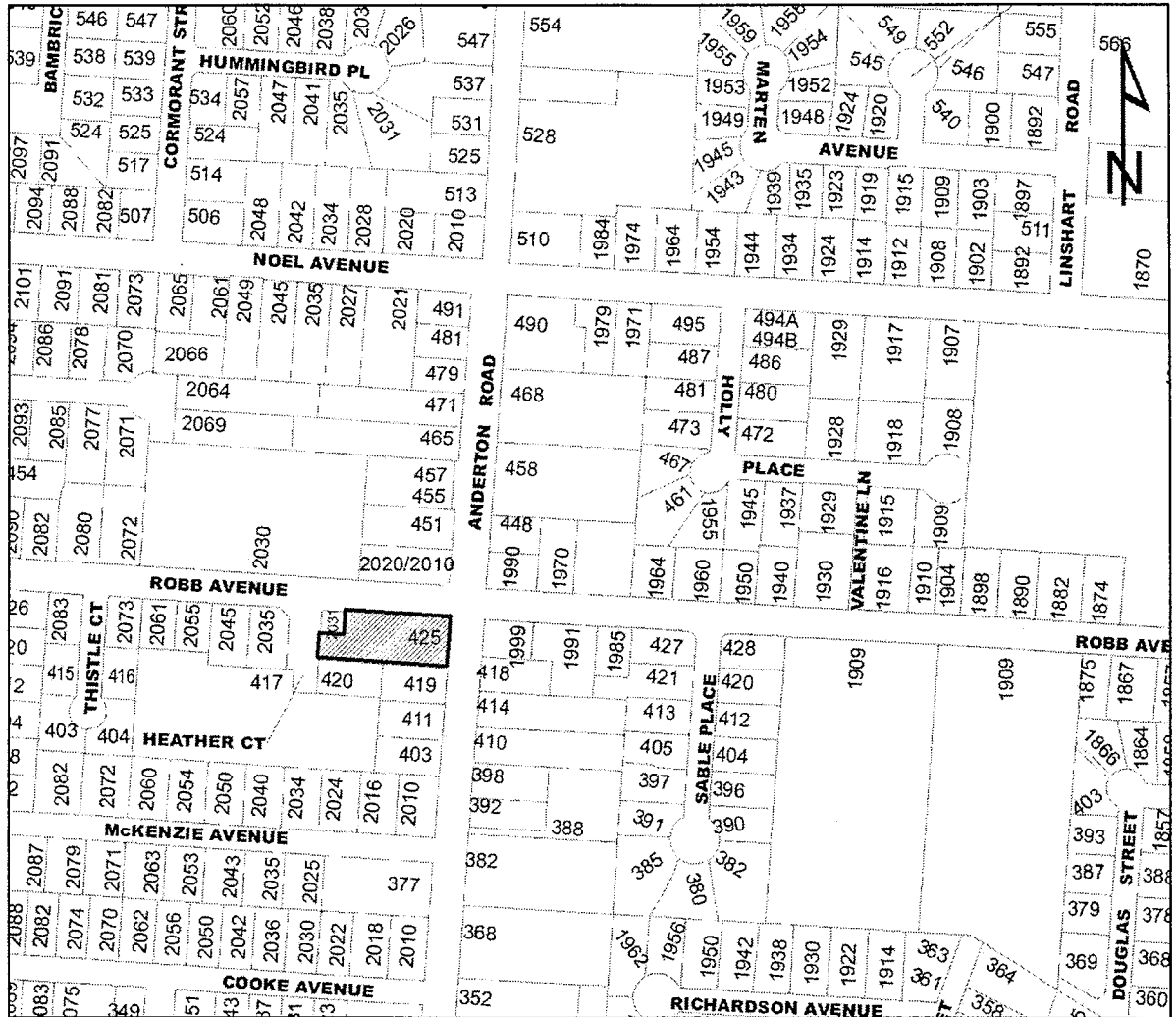
ATTACHMENT 1B

**11.1 LIGHT INDUSTRIAL ZONED PROPERTIES (SHOWN SHADED)
PROPOSED TO REMOVE INDUSTRIAL FUELING INSTALLATIONS AS A PERMITTED USE**



ATTACHMENT 1C

425 ANDERTON ROAD (SHOWN SHADED)
PROPOSED TO LIMIT PERMITTED USES TO PUBLIC UTILITY USE



ATTACHMENT 2

PROPOSED COMOX ZONING AMENDMENT BYLAW NO. 1794

TOWN OF COMOX

BYLAW NO. 1794

A BYLAW TO AMEND TOWN OF COMOX ZONING BYLAW 1377

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

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

1. Title

This bylaw may be cited for all purposes as the "Comox Zoning Amendment Bylaw No. 1794".

2. Amendments

(1) Town of Comox Zoning Bylaw 1377 is hereby amended as follows:

(a) Section 3.2 Definitions by:

(i) deleting the following text in its entirety:

Personal service establishment

A business which is associated with the grooming of persons, or the maintenance, or repair of personal wardrobe articles, or accessories

(ii) adding the following definitions alphabetically:

Adult fitness studio

A building or part thereof used for the gathering or congregating of persons over the age of 16, for physical fitness or dance purposes

Music studio

A building or part thereof used by persons over the age of 16 for musical rehearsal or recording purposes

Personal service establishment

A business which is associated with the grooming of persons, or the maintenance and repair of personal wardrobe articles and accessories; may also include the grooming of pets, or the maintenance and repair of pet accessories

(b) Section 4.1 Classification of Zones by:

- (i) adding the following text under the heading Commercial Zones and after C3.1 Arterial Commercial:

C3.2: Commercial – Industrial

- (ii) adding the following text under the heading Industrial Zones and after I2.1 Aeronautical Industrial:

CD21 Public Utility Buildings

(c) Section 6 Off-Street Parking and Loading by:

- (i) deleting subsection 6.11(5)(a) in its entirety;

- (ii) adding the following text as subsection 6.11(3)(a):

In the C1.1, C2.2, C2.3, C3.1 and C3.2 zones, parking and loading areas shall not be located within 1.5 metres of any lot line

and

- (iii) adding the following text as subsection 6.11(8)(i):

In the CD21 zone, parking and loading areas shall not be located within 3.0 metres of any lot line.

(2) Schedule "A" is hereby amended by:

- (a) Adding Section 306, C3.2: Commercial – Industrial, as shown on **SCHEDULE "1"**, which is attached to and forms part of this Bylaw, and renumbering accordingly;

- (b) Deleting the following text in Section 501.1 and renumbering accordingly:

Industrial fuelling installations

and

- (c) Adding Section 822, CD21: Public Utility Buildings, as shown on **SCHEDULE "2"**, which is attached to and forms part of this Bylaw, and renumbering accordingly;

(3) Schedule "B" (the Zoning Map) is hereby amended as follows:

- (i) by rezoning the following properties:

Lot 1, Section 70, Comox District, Plan VIP52533;

**Lot 2, Section 70, Comox District, Plan VIP52533; and
Lot 3, District Lot 170, Comox District, Plan 35818, Except That
Part in Plan 41140 and EPP21814,**

shown shaded on **SCHEDULE "3"** which is attached to and forms part of this Bylaw, from I1.1 Light Industrial to C3.2: Commercial – Industrial.

- (ii) by rezoning **Lot A, Section 1, Comox District, Plan 14453** shown shaded on **SCHEDULE "4"** which is attached to and forms part of this Bylaw, from I1.1 Light Industrial to CD21: Public Utility Buildings.

3. Adoption

- | | |
|-----------------------------------|-----------------|
| (1) READ A FIRST time this | th day of, 2015 |
| (2) READ A SECOND time this | th day of, 2015 |
| (3) ADVERTISED A FIRST time this | th day of, 2015 |
| (4) ADVERTISED A SECOND time this | th day of, 2015 |
| (5) PUBLIC HEARING HELD this | th day of, 2015 |
| (6) READ A THIRD time this | day of, 2015 |
| (7) ADOPTED this | day of, 2015 |

Paul Ives,
Mayor

Richard Kanigan,
Corporate Officer

I HEREBY CERTIFY that this is a true copy of
"Comox Zoning Amendment Bylaw No. 1794"

Shelly Russwurm,
Deputy Corporate Administrator

SCHEDULE 1

306. C3.2: COMMERCIAL – INDUSTRIAL

306.1 Permitted Uses:

In the C3.2 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses, excluding buildings and outside storage
- (2) Adult fitness studios
- (3) Amusement centres
- (4) Artist studios
- (5) Billiard halls
- (6) Bowling alleys
- (7) Brew pubs
- (8) Car washes
- (9) Dental clinics
- (10) Denturist labs
- (11) Dwelling units as an accessory use
- (12) Garden Centres
- (13) Gas bars
- (14) Home occupations
- (15) Laundry or dry-cleaning
- (16) Locksmiths
- (17) Mail sorting and distribution
- (18) Minor vehicle repair
- (19) Manufacturing
- (20) Medical clinics
- (21) Music studios
- (22) Offices
- (23) Personal service establishments
- (24) Plant nurseries
- (25) Printers or publishers
- (26) Processing or packaging of food or beverage products
- (27) Pubs
- (28) Recycling drop-off centres
- (29) Restaurants
- (30) Restaurant-lounges
- (31) Research laboratory
- (32) Retail stores
- (33) Sale or rental of machinery, equipment, tools, or boats
- (34) Service stations
- (35) Taxi dispatch centres
- (36) Testing, repair or servicing of goods, machinery, equipment, tools, or boats
- (37) Truck terminals
- (38) Veterinary clinics
- (39) Warehousing
- (40) Wholesale outlets

306.2 Conditions of Use:

- (1) Dwelling unit as an accessory use shall be limited to one on a parcel.
- (2) All permitted uses shall be located within a portion of a building, completely enclosed by exterior walls, except for restaurants, gas bars, brew pubs, pubs, service stations, recycling drop-off centres, garden centres, accessory structures and landscape material.
- (3) Nothing shall be permitted which is an annoyance or nuisance to surrounding areas by reason of unsightliness, odour, emission, liquid effluents, dust, noise, fumes, smoke, glare or vibration.
- (4) A parcel on which a service station or gas bar is located shall be flanked on at least two sides, including front or rear lot lines, by streets.

306.3 Density:

n/a

306.4 Parcel Area:

Parcel area shall not be less than 900 square metres.

306.5 Parcel Frontage:

- (1) Service stations and gas bars – Parcel frontage shall not be less than 35.0 metres.
- (2) All other uses – Parcel frontage shall not be less than 30.0 metres.

306.6 Parcel Depth:

n/a

306.7 Parcel Coverage:

n/a

306.8 Height and Storeys:

Height shall not exceed 10.0 metres.

306.9 Required Setbacks:

- (1) Front
Front setback shall not be less than 2.5 metres.
- (2) Rear
Rear setback shall not be less than 3.0 metres, except where the parcel abuts a Residential or Multi-Family Residential zoned property, in which case the rear setback shall not be less than 7.5 metres.
- (3) Side - interior
n/a, except where the parcel abuts a Residential or Multi-Family Residential zoned property, in which case the interior side setback shall not be less than 6.0 metres.
- (4) Side - exterior
Exterior side setback shall not be less than 2.5 metres.

306.10 Accessory Buildings

n/a

306.11 Screening

The following shall be screened in accordance with Section 8:

- (1) Garbage compounds
- (2) Off-street parking and loading areas
- (3) Utility kiosks
- (4) C3.2 zoned parcels from abutting Residential or Multi-Family Residential zoned parcels

306.12 Off-Street Parking and Loading

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

306.13 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground.
- (2) Unoccupied open spaces shall be fully and suitably landscaped with landscape material; this does not include environmentally sensitive areas, including watercourse setbacks as specified in Section 5.17.
- (3) All buildings shall conform to Section 5.17, Watercourse Regulations.

SCHEDULE 2

822. CD21: PUBLIC UTILITY BUILDINGS

822.1 Permitted Uses:

In the CD21 zone, the following uses are permitted and all other uses are prohibited:

- (1) Accessory structures and uses, excluding buildings
- (2) Public utility buildings and facilities such as telephone exchanges, transformer stations, and public works yards

822.2 Conditions of Use:

- (1) Outside storage shall
 - (a) not include used, partially completed, damaged, or obviously unserviceable products, goods, machinery, equipment, tools, boats, vehicles, or articles;
 - (b) not be located in a front yard; and
 - (c) be excluded from required rear and side setbacks provided that no outside storage is located closer than 3.0 metres to a lot line.
- (2) Manufacturing, processing, packaging, testing, repair, servicing, research laboratories and warehousing shall be located within a portion of a building completely enclosed by exterior walls; and
- (3) Nothing shall be permitted which is an annoyance or nuisance to surrounding areas by reason of unsightliness, odour, emission, liquid effluents, dust, noise, fumes, smoke, glare, or vibration.

822.3 Density:

n/a

822.4 Parcel Area:

Parcel area shall not be less than 900 square metres.

822.5 Parcel Frontage:

Parcel frontage shall not be less than 30.0 metres.

822.6 Parcel Depth:

n/a

822.7 Parcel Coverage:

Parcel coverage shall not exceed 50%.

822.8 Height and Storeys:

Height shall not exceed 10.0 metres.

822.9 Required Setbacks:

- (1) Front
Front setback shall not be less than 7.5 metres.
- (2) Rear

Rear setback shall not be less than 3.0 metres, except where the parcel abuts a Residential or Multi-Family Residential zoned property, in which case the rear setback shall not be less than 7.5 metres.

(3) Side - interior

Interior side setback shall not be less than 3.0 metres, except where the parcel abuts a Residential or Multi-Family Residential zoned property, in which case the interior side setback shall not be less than 6.0 metres.

(4) Side - exterior

Exterior side setback shall not be less than 3.0 metres.

822.10 Accessory Buildings

n/a

822.11 Screening

The following shall be screened in accordance with Section 8:

- (1) Outside storage areas
- (2) Garbage compounds
- (3) Off-street parking and loading areas
- (4) Utility kiosks
- (5) DC21 zoned parcels from abutting Residential or Multi-Family Residential zoned parcels

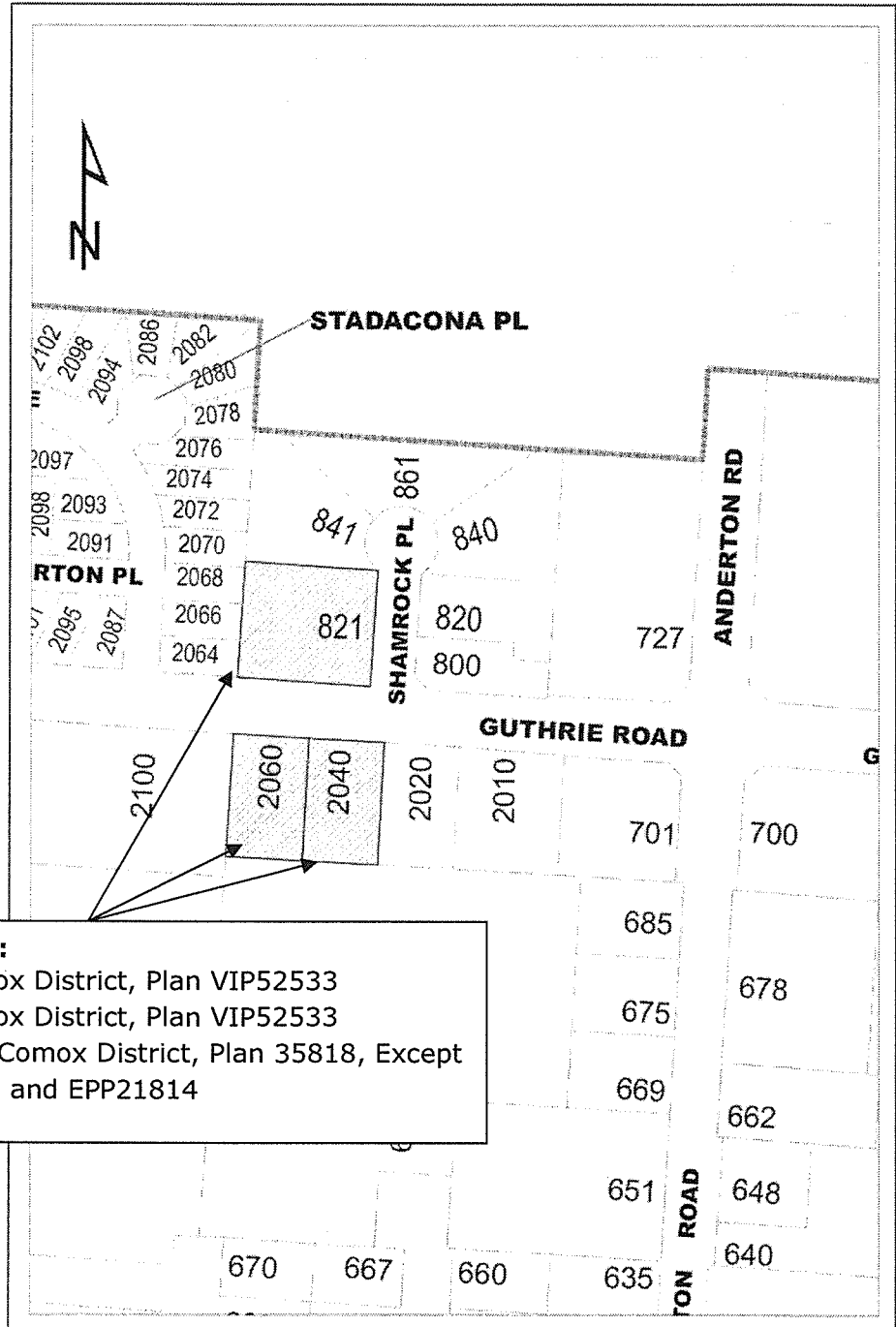
822.12 Off-Street Parking and Loading

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

822.13 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground.
- (2) Unoccupied open spaces shall be fully and suitably landscaped with landscape material; this does not include environmentally sensitive areas, including watercourse setbacks as specified in Section 5.17.
- (3) All buildings shall conform to Section 5.17, Watercourse Regulations.

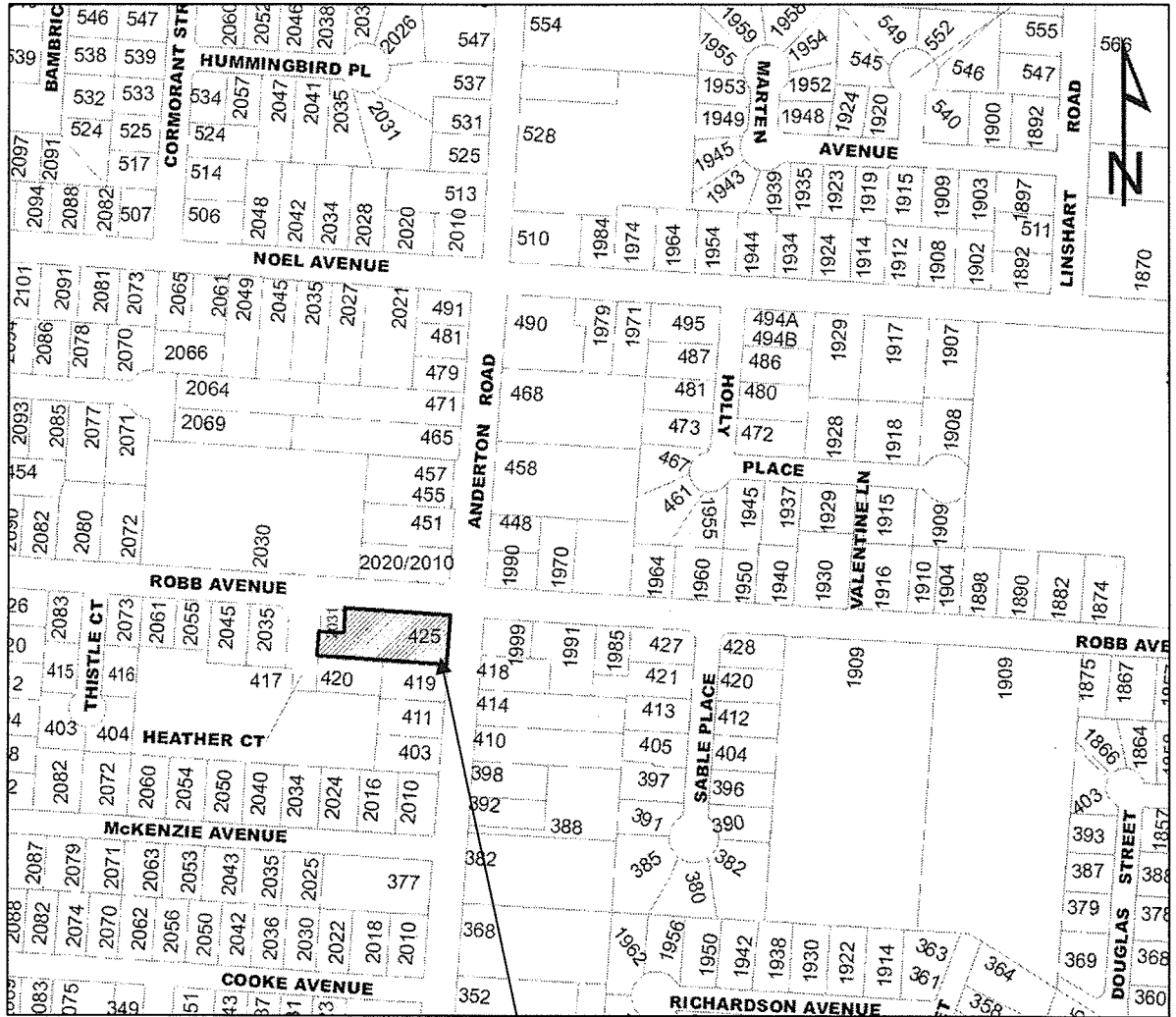
SCHEDULE 3



SUBJECT PROPERTIES:

- Lot 1, Section 70, Comox District, Plan VIP52533
- Lot 2, Section 70, Comox District, Plan VIP52533
- Lot 3, District Lot 170, Comox District, Plan 35818, Except That Part in Plan 41140 and EPP21814

SCHEDULE 4



SUBJECT PROPERTY:
 Lot A, Section 1, Comox District, Plan 14453

ATTACHMENT 3
PROCESSING PROCEDURES

1. First and Second Reading of proposed Zoning Amendment Bylaw No. 1794;
2. Public notification of proposed Zoning Amendment Bylaw;
3. Public Hearing located in Council Chambers, at 1801B Beaufort Avenue;
4. Third Reading of the proposed Zoning Amendment Bylaw; and
5. Adoption of the proposed Zoning Amendment Bylaw.

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Thursday, December 11, 2014

Minutes of the meeting of the Comox Valley Regional District board of directors held on Thursday, December 11, 2014 in the Beaufort Room in the Best Western Westerly at 1590 Cliffe Avenue in Courtenay, BC commencing at 1:00 p.m.

MINUTES

Present:

Chair:	B. Jolliffe	Baynes Sound-Denman/Hornby Islands (Area 'A')
Vice-Chair:	M. Theos	City of Courtenay
Directors:	E. Eriksson	City of Courtenay
	K. Grant	Town of Comox
	E. Grieve	Puntledge/Black Creek (Area 'C')
	L. Jangula	City of Courtenay
	R. Nichol	Lazo North (Area 'B')
	B. Price	Town of Comox
	G. Sproule	Village of Cumberland
	B. Wells	City of Courtenay
Staff:	B. Dunlop	Corporate Financial Officer
	D. Oakman	Chief Administrative Officer
	I. Smith	General Manager of Community Services
	J. Warren	Corporate Legislative Officer
	W. Byrne	Manager of Financial Planning
	J. Bradley	Executive Manager of Human Resources

CALL TO ORDER:

James Warren, corporate legislative officer and acting presiding member, called the meeting to order at 1:00 p.m.

OATHS OF OFFICE

Ms. Anne Graboski, government agent, conducted oaths of office for the board of directors:

- Erik Eriksson
- Ken Grant
- Edwin Grieve
- Larry Jangula
- Bruce Jolliffe
- Rod Nichol
- Barbara Price
- Gwyn Sproule
- Manno Theos
- Bob Wells

ELECTION OF THE COMOX VALLEY REGIONAL DISTRICT CHAIR:

Pursuant to the procedure bylaw, nominations were called for the position of board chair, and Directors Jolliffe and Theos were nominated. Voting took place by secret ballot; after the ballot counting by Debra Oakman, James Warren and Sundance Topham, Village of Cumberland chief administrative officer, Director Jolliffe was elected chair of the board.

ELECTION OF THE COMOX VALLEY REGIONAL DISTRICT VICE-CHAIR:

Pursuant to the procedure bylaw, nominations were called for the position of vice-chair of the board. At the close of nominations, Directors Grant, Theos and Grieve were nominated. Director Grieve declined to let his name stand. Voting took place by secret ballot; after the ballot counting by Debra Oakman, James Warren and Sundance Topham, Village of Cumberland chief administrative officer, the result was a tie. The vote was conducted a second time and Director Theos was elected vice-chair of the board.

E. Grieve/G. Sproule: THAT ballots used in the selection for chair and vice-chair be destroyed.
791(2) Carried

ADJOURN AND RECONVENE:

The meeting adjourned at 1:34 p.m. and reconvened at 1:46 p.m.

REMARKS FROM THE COMOX VALLEY REGIONAL DISTRICT CHAIR OF THE BOARD:

Chair Jolliffe assumed the role of presiding member at 1:46 p.m. and delivered his opening remarks.

NEW BUSINESS:**APPOINTMENT OF AUDITORS**

E. Grieve/B. Price: THAT the report dated November 27, 2014 regarding the appointment of an auditor for 2015 be received.

791(2) Carried

G. Sproule/M. Theos: THAT BDO Canada LLP be appointed auditors for the Comox Valley Regional District for 2015.

791(2) Carried

VANCOUVER ISLAND REGIONAL LIBRARY - BOARD APPOINTMENT

L. Jangula/E. Grieve: THAT the correspondence dated November 17, 2014 regarding a Comox Valley Regional District appointment to the Vancouver Island Regional Library board of directors be received.

791(2) Carried

E. Grieve/G. Sproule: THAT the following appointments be made to the 2015 Vancouver Island Regional Library board:

- Member: Director Jolliffe and
- Alternate member: Director Nichol.

791(2) Carried

NORTH ISLAND 9-1-1 CORPORATION - BOARD APPOINTMENT

K. Grant/E. Grieve: THAT the correspondence dated October 20, 2014 regarding a Comox Valley Regional District appointment to the North Island 9-1-1 Corporation board of directors be received.

791(4) Carried

L. Jangula/E. Grieve: THAT the following appointments be made to the North Island 9-1-1 Corporation board of directors:

- Member: Director Wells; and
- Alternate member: Director Nichol.

791(4) Carried

PARCEL TAX ROLL REVIEW PANEL

K. Grant/E. Grieve: THAT the report dated December 4, 2014 regarding the 2015 parcel tax roll review panel be received.

791(2) Carried

E. Grieve/B. Price: THAT a parcel tax roll review panel be held at 9:30 a.m. on the 25th day of February 2015 to authenticate the 2015 parcel and frontage tax roll and that Directors Jolliffe, Nichol and Grieve, Comox Valley Regional District directors representing areas A, B and C, and Director Leigh, Strathcona Regional District director representing area D for the Black Creek/Oyster Bay water service area, be appointed to the panel.

791(2) Carried

2014 COMOX VALLEY REGIONAL DISTRICT LOCAL GOVERNMENT ELECTION RESULTS

K. Grant/G. Sproule: THAT the report dated November 18, 2014 regarding the 2014 Comox Valley Regional District local government election official results be received.

791(2) Carried

HMCS QUADRA FORCEMAIN REPLACEMENT

B. Wells/R. Nichol: THAT the report dated December 4, 2014 regarding a capital assistance agreement and contract award for design and construction management services for the HMCS Quadra forcemain replacement project be received.

791(4) Carried

D. Leitch, senior manager of water/wastewater services, provided an overview of the staff report regarding a capital assistance agreement and contract award for design and construction management services for the HMCS Quadra forcemain replacement project.

E. Grieve/K. Grant: THAT as a result of a competitive process, the contract for the design and construction management services for HMCS Quadra forcemain replacement be awarded to McElhanney Engineering in the amount of \$131,431.30 exclusive of GST;
AND FURTHER THAT the chair and corporate legislative officer be authorized to execute the contract;
AND FINALLY THAT the chair and corporate legislative officer be authorized to execute the capital assistance agreement.
791(6) Carried

ADJOURN AND RECONVENE:

The meeting adjourned at 2:00 p.m. and reconvened at 2:24 p.m.

COMOX VALLEY ELECTED OFFICIALS LEADERSHIP AND ORIENTATION:

Mr. Colin Stewart, Stewart McDannold Stuart LLP, conducted a session on legal obligations and elected official requirements.

Director Eriksson left the meeting at 3:37 p.m.

Dierctor Sproule left the meeting at 3:48 p.m.

TERMINATION

B. Wells/R. Nichol: THAT the meeting terminate.
791(2) Carried

Time: 3:50 p.m.

Confirmed this _____ day of _____ 20__:

Edwin Grieve
Chair

Certified Correct and Recorded By:

James Warren
Corporate Legislative Officer

These minutes were received by the Comox Valley Regional District board on the _____ day of _____, 20__.

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TOWN OF COMOX

BYLAW NO. 1795

A BYLAW TO AMEND COMOX PLANNING PROCEDURES BYLAW No. 1780

WHEREAS Council has adopted a Planning Procedures Bylaw; and

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

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

1. Title

This bylaw may be cited as "Comox Planning Procedures Bylaw Amendment No. 1795".

2. Interpretation

- (1) A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time; and
- (2) A reference in this bylaw to any bylaw, policy or form of the Town of Comox is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

3. Amendments

Comox Planning Procedures Bylaw 1780 is hereby amended by

- (1) deleting Section 6(2)(a) in its entirety, and
- (2) adding as Section 6(2)(a) the following text:

at the Applicant's expense and prior to making an Application, to consult with residents or commercial or industrial occupiers within a minimum 75 m radius of the development property for the purpose of identifying neighbourhood impacts and determining if any impacts can be eliminated or mitigated, such consultation shall be open to and include notification of the general public; and

4. Adoption

GIVEN FIRST, SECOND AND THIRD readings this 17th day of December , 2014.

ADOPTED by the Council this day of , 2015.

Paul Ives,
Mayor

Richard Kanigan,
Corporate Officer

I HEREBY CERTIFY that this is a true
copy of "Comox Planning Procedures
Bylaw Amendment No. 1785"

Shelly Russwurm,
Deputy Corporate Administrator

TOWN OF COMOX

BYLAW NO. 1796

A BYLAW TO AMEND COMOX BUILDING BYLAW NO. 1472

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

NOW THEREFORE the Council of 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 Building Bylaw Amendment No. 1796".

2. Definitions:

- (1) "Council" means the Council of the Town of Comox;
- (2) "Town" means the Town of Comox.

3. Amendments:

(1) Comox Building Bylaw No. 1472 is amended by adding the following text as section **11. Climatic Data** and renumbering accordingly:

The following Degree-Days below 18°C datum applies to the design and construction of buildings and structures in the Town of Comox in place of the corresponding datum in Appendix C of Division B of the **Building Code**: 2978.7

4. Adoption:

READ A FIRST time this	17 th	day	December	, 2014
READ A SECOND time this	17 th	day	December	, 2014
READ A THIRD time this	17 th	day	December	, 2014
ADOPTED this		day		, 2015

MAYOR

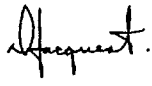
CORPORATE OFFICER


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TOWN OF COMOX REPORT TO COUNCIL

FROM:	Donald Jacquest, Director of Finance
SUBJECT:	Joint Request For Proposal for Recreation Software
MEETING DATE:	January 7, 2015
REPORT DATE:	December 18, 2014


Submitted by


Concurrence


Approval

RECOMMENDATION:

That Council receive the staff report titled “Joint Request for Proposal for Recreation Software” and that staff be authorized to continue participating in the joint Request for Proposal for recreation software being headed by the City of Campbell River.

BACKGROUND:

The Recreation department is dependent upon software used for booking customers into recreation programs and facilities, billing them and processing their payments. Our current software is Active Network’s “CLASS” software – or at least certain modules of it, purchased in stages over the past decade. We pay an annual licensing and support fee of roughly \$9,000 per year, plus a little over 3% of our credit card payments processed by Active (\$28,490 on 7,788 transactions totaling \$891,713.21 over the past 12 months). The software in question has evolved somewhat with computer technology, but a year ago Active announced that they would jump into the future and take their product into the cloud. We would access the new system via a web browser (to set up programs, make customer bookings and accept payments), and our clients could use the same system to book programs themselves. However, to make the conversion Active proposed charging a conversion fee (\$36,260 – some of which might be waived for current customers), and a transaction based service fee estimated at over \$50,000 per year (which would include the services we are currently paying \$37,000 per year for). The new fee structure represented a 35% fee increase for us, but for other municipal recreation departments (particularly those with swimming pools and skating rinks that rely on a high number of low-cost drop-in transactions) their increase was even more because the new Active fee structure included a fixed fee per transaction/sale. Active really gave us no choice about making the jump because they will stop supporting their current software within 2 or 3 years.

As a result, the City of Campbell River and the two Regional Districts (Comox Valley & Strathcona) began to discuss alternatives, since Active wasn’t really giving us a choice other than when to book the conversion. We (Jim Stevenson, Mandy Johns & myself) joined that group and expressed the Town’s desire to participate in a joint request for proposals (RFP) to evaluate alternatives. We felt that if we agreed to Active’s proposal for conversion without testing the marketplace for less expensive (or perhaps more functional) alternatives, we would effectively be sole-sourcing our future recreation software from ACTIVE, at a total cost far in excess of the \$25,000 limit Council has authorized for staff purchases.



Through 2014 the group, which now also includes the City of Courtenay, City of Port Alberni, and even Black Creek Recreation, has worked with the City of Campbell River to formulate our needs, and draft a joint RFP that would actually be issued by the City of Campbell River. The City's Recreation staff hope to do that in late January or early February, so I am now asking Council to confirm that we can continue to participate in the RFP process with the group.

As is standard for RFPs, the draft RFP says that nothing in it shall obligate the group to enter into a contract with any proponent. It also provides that any vendor responding does so at their own cost and that the group is not required to reimburse those costs, even for a vendor who may be chosen at the end of the process. By jointly proceeding through the RFP, we share knowledge and experience that other municipalities are providing (the City for instance has staff that specialize in purchasing and several municipalities have Information Technology staff participating to provide us with that expertise). Participating with the group makes it feasible for Comox to go through a proper software acquisition process, that by ourselves would be demanding (in terms of staff time) to achieve.

We also (hopefully) bring to the table economies of scale that should be reflected in the pricing and service levels that the proponents present to us. Practical examples of cost savings could include sharing travel and training costs for the new software given that the vendor will be coming to service several clients in the same area, rather than each of us having to pay these costs fully on our own.

At the end of the day it may be possible that Active's software is the optimal solution for our joint needs (although at their current pricing I would think that unlikely). Either way, we will have tested the marketplace and will be comfortable making a recommendation for new software.

At this point in time, we are asking for Council's approval to participate in the joint RFP. Once that process concludes we would still come back to you for further authorization to purchase the recommended software.