



TOWN OF COMOX

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

REGULAR COUNCIL MEETING **AGENDA FOR WEDNESDAY SEPTEMBER 18, 2019**

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:

- (7) a. [Regular Council Meeting Minutes](#)
That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday September 4, 2019, be Approved.
- (11) b. [Special Council Meeting Minutes](#)
That the Minutes of the Special Meeting of Council, held in Council Chambers on Thursday September 5, 2019, be Approved.
- (12) c. [Committee of the Whole Meeting Minutes](#)
That the Minutes of the Committee of the Whole Meeting, held in Council Chambers on Wednesday September 11, 2019, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Comox Valley Sports Centre Commission - Low Income Regional Recreation All Access Pass Program](#)
That participation with the Comox Valley Regional District and other local municipalities, in developing a Low Income Regional Recreation All Access Pass Program, be referred to staff for a report.

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

- (14) a. [Management Report - September 18, 2019](#)
That the Management Report for September 18, 2019 be received and filed for information.

5. SPECIAL REPORTS: NIL

6. BYLAWS: NIL

7. NEW BUSINESS AND NOTICES OF MOTION:

(16) a. [Street Closure - Highridge Drive Block Party](#)

That the Town of Comox - Road Permit Application received September 9, 2019 from Paula Ives be received; and further,

That the request to close the cul-de-sac portion of Highridge Drive between 5:00 p.m. and 10:00 p.m. on Saturday September 21, 2019 be approved, subject to all emergency service providers being notified and the applicant meeting all other conditions of the Town of Comox Road Permit.

b. [Notice of Motion \(Councillor Minions\): Town Hall Meeting - Climate Crisis and Adaptation](#)

That a Town Hall meeting be held at the Comox Community Centre on the topic of Climate Crisis and Adaptation during one of Council's Committee of the Whole meetings in October, 2019.

8. CORRESPONDENCE:

(18) a. [Robert James \(Point Holmes Recreation Association\) Pavilion Celebration](#)

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:

a. [Exclude the Public](#)

That the Public be Excluded from the In-Camera Meeting of Council on Wednesday September 18, 2019, pursuant to the following sub-sections of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

ADJOURNMENT



Deputy Corporate Administrator

TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday September 4, 2019

Present: Mayor R. Arnott
Councillors A. Bissinger, K. Grant, S. McGowan,
P. McKenna, N. Minions, M. Swift
Staff R. Kanigan, Chief Administrative Officer
S. Russwurm, Deputy Corporate Administrator
C. Freundlich, Director of Finance
M. Kamenz, Municipal Planner
S. Ashfield, Municipal Engineer

Absent: Nil

Call to Order:

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

The Agenda was Adopted.

There were 26 visitors in attendance.

1. DELEGATIONS:

- a. **Robert (Bob) Martin (Concerned Group of 2300 Murrelet Place Property Owners) 695 Aspen Road**

695 Aspen Road

The delegation and accompanying August 23, 2019 letter from the Concerned Murrelet Place Property Owners, regarding the proposed development at 695 Aspen Road, were received for information. Mr. Martin advised that he is speaking on behalf of Murrelet Place property owners to ensure that Council is aware of their serious objections well before an application is submitted to the Town. He advised that the development should not be out of proportion with the neighbourhood; it is simply too big. Mr. Martin also advised that the influx of approximately 900 new residents will present traffic challenges to an already congested area. He also suggested that the proposed development will have a negative impact on existing property values, and asked if there will be a Town Hall meeting once an application is submitted and before a permit granted.

- b. **Scott Butler - President (Highstreet Ventures) - 695 Aspen Road Development Introduction**

695 Aspen Road

The delegation and accompanying August 29, 2019 email from Christina Wilson of Highstreet Ventures Ltd., regarding the proposed development at 695 Aspen Road, was received for information. Mr. Butler advised that 80% of the units in the proposed development will be rental units, and that their business objective is to build 1000 net zero homes by the end of 2020. He advised that this development will have dog runs, will have solar panels on the roof, and will be built to Built Green gold or platinum level.

2. MINUTES OF MEETINGS:

- a. **Regular Council Meeting Minutes**

RCM Meeting

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday August 7, 2019, be Approved as amended to include opposed votes to Item 8.k. (Bruce Gibbons correspondence).

(2019.261) -- CARRIED

b. Public Hearing Meeting Minutes

Public Hearing Minutes

That the Minutes of the Public Hearing, held in Council Chambers on Wednesday August 7, 2019, be Approved.

(2019.262) -- CARRIED

c. Special Council Meeting Minutes

Special Council Meeting Minutes

That the Minute of the Special Meeting of Council, held in Council Chambers on Wednesday August 21, 2019, be Approved.

(2019.263) -- CARRIED

3. COMMITTEE REPORTS: NIL

4. UNFINISHED BUSINESS:

a. Management Report - September 4, 2019

Management Report

That the Management Report for September 4, 2019 be received and filed for information.

(2019.264) -- CARRIED

5. SPECIAL REPORTS:

a. Comox Valley Regional District Meeting Minutes

CVRD Meeting Minutes

*That the following Comox Valley Regional District meeting minutes be received for information:
- Comox Valley Regional District Board held on Tuesday, July 30, 2019 and Tuesday, August 27, 2019.*

(2019.265) -- CARRIED

6. BYLAWS: NIL

7. NEW BUSINESS:

a. Letter to Support Funding Extension - FortisBC

Fortis BC Letter of Support

The August 28, 2019 report from the Acting Chief Administrative Officer, titled "Letter to Support Funding Extension - FortisBC", was received for information.

b. Planning Report PR 19-12: 274 Butchers Road

274 Butchers Road

That Council receive the PR 19-12 September 4, 2019 Planning Report for information.

(2019.266) -- CARRIED

c. Planning Report on REA 19-1 / Komox Grind Parklet Agreement Renewal for 2019

Parklet Beaufort Avenue

That the Road Encroachment Agreement for the existing parklet at Komox Grind be renewed for year 2020, subject to the conditions contained in Schedule 1 of the September 4, 2019 Planning Report on REA 19-1.

(2019.267) -- CARRIED

d. Fibre Optics Request For Quote Award

Fibre Optics Award

The August 30, 2019 report from the Director of Finance, titled "Fibre Optics RFQ Award", was received for information.

8. CORRESPONDENCE:

a. Mayor Richard Stewart (City of Coquitlam): Inquiring about Council's interest in signing a joint letter of support for ride-hailing services

Ride Hailing Services

That the August 9, 2019 email from Mayor Richard Stewart of the City of Coquitlam, inquiring about Council's interest in signing a joint letter of support for ride-hailing services, be received and filed for information.

(2019.268) -- CARRIED

b. Tara Faganello and Gary Maclsaac (Green Communities Committee) Congratulations

Green Communities Committee

That the August 15, 2019 letter from Tara Faganeel and Gary Maclsaac of the Green Communities Committee, congratulating Council on successfully achieving carbon neutrality for the year 2018, be received and filed for information.

(2019.269) -- CARRIED

c. Lori Oschefski (British Home Children Advocacy & Research Association) Beacons of Light tribute

Beacons of Light Tribute

That the letter received August 29, 2019 from Lori Oschefski of the British Home Children Advocacy & Research Association, requesting that Council participate in the Beacons of Light Tribute, be received and filed for information.

(2019.270) -- CARRIED

9. LATE ITEMS: NIL

10. DELEGATIONS: NIL

11. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Bissinger

Councillor Bissinger advised that she attended the Town barbeque at the Fire Hall.

b. Councillor Grant

Councillor Grant advised that he attended the Regional District board meeting and the Town barbeque at the Fire Hall.

c. Councillor Minions

Councillor Minions advised that she attended the Town barbeque at the Fire Hall and a Climate action conference call.

d. Councillor McGowan

Councillor McGowan advised that she attended:

- a Climate caucus meeting,
- the Comox Valley Exhibition, and
- a forum on building partnerships for smaller communities.

e. Councillor Swift

Councillor Swift advised that she attended the Town barbeque at the Fire Hall and the Regional District board meeting.

f. Councillor McKenna

Councillor McKenna advised that he attended a Nautical Days Committee debrief meeting and the opening of the Pickleball facility.

g. Mayor Arnott

Mayor Arnott advised that he attended:

- a Comox Valley Economic Development Society performance review,
- the Town barbeque at the Fire Hall, and
- the grand opening for New Traditions brewery.

Mayor Arnott also advised that he attended a meeting with Lee Everson regarding their Red Dress Campaign.

14. EXCLUDE THE PUBLIC:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera Meeting of Council on Wednesday September 4, 2019, pursuant to the following sub-section of the Community Charter:

90(1)(g) litigation or potential litigation affecting the municipality.

(2019.271) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:22 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 6:34 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:34 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 Thursday September 5, 2019

Present: Mayor R. Arnott
Councillors A. Bissinger, K. Grant, S. McGowan,
P. McKenna, N. Minions, M. Swift
Staff Nil

Absent: Nil

Call to Order:

The meeting was called to order at 9:00 p.m.

The Agenda was Adopted.

There were 0 visitors in attendance.

1. AGENDA ITEM:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera Meeting of Council on Thursday September 5, 2019, pursuant to the following sub-section of the Community Charter:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

(2019.272) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 9:01 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 9:50 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 9:50 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

TOWN OF COMOX
Minutes of the Committee of the Whole Meeting,
held in Council Chambers on Wednesday September 11, 2019

Present:

Mayor	R. Arnott
Councillors	K. Grant, S. McGowan, P. McKenna, N. Minions, M. Swift
Staff	R. Kanigan, Chief Administrative Officer S. Russwurm, Deputy Corporate Administrator C. Freundlich, Director of Finance S. Ashfield, Municipal Engineer A. Fraser, Parks Superintendent T. Hagmeier, Recreation Director M. Kamenz, Municipal Planner G. Schreiner, Fire Chief

Absent: A. Bissinger

Call to Order: The meeting was called to order at 4:15 p.m.

The Agenda was Adopted.

1. Delegations:

a. Draft Anderton Corridor Neighbourhood Concept Plan

Marvin Kamenz, Municipal Planner, and Regina Bozerocka, Planner, described grade breaks and ecological considerations in the Anderton Corridor Neighbourhood, and presented staff's current concept plan.

b. Kim A Stephens (Partnership for Water Sustainability in British Columbia)

Kim Stephens described the Town's Building Block Approach to implementing a water balance methodology and ecological accounting process within the Northeast Comox and the Brooklyn Creek Corridor areas. He also commended staff on the "Package of Ecological Services" concept, recently implemented in the Anderton Corridor Neighbourhood Concept Plan.

c. Geoff Crawford, Lara Greasley & John Watson (Comox Valley Economic Development) Provide and update on Innovate 2030 process and an update on their Q2

Geoff Crawford provided the 2019 Work Plan Update for the Committee of the Whole.

2. Minutes of Meetings: NIL

3. Department Reports: NIL

4. Staff Reports:

a. Wilcox Street Data Collection

The August 28, 2019 report from the Municipal Engineer, titled "Wilcox Street Data Collection", was received for information.

5. Correspondence:

a. Jesse Ketler (Comox Valley Sports Centre Commission) Low Income Regional Recreation All Access Pass Program

COMMITTEE RECOMMENDATION:

That the August 30, 2019 letter from Jesse Ketler, Chair of the Comox Valley Sports Centre Commission, requesting that Council direct staff to collaborate with the Comox Valley Regional District and other local municipalities in developing a Low Income Regional Recreation All Access Pass Program, be received and referred to staff for a report.

CARRIED

6. Exclude the Public: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 4:59 p.m.

CARRIED

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

CHAIR

TOWN OF COMOX – MANAGEMENT REPORT
September 18, 2019

Item	DATE ADDED	SUBJECT	COUNCIL DIRECTION	STATUS
1.	Mar 7, 2007	Organic Waste Collection Service	Investigate the provision of an Organic Waste Collection Service in Comox-Courtenay	Regional District continuing to investigate options. Organics collection fell slightly (by 8%) during the first half of 2019, most likely due to the dry weather. Staff report examining implications of altering garbage collection for upcoming Committee of the Whole. CAO of CVRD to be invited to present to Council on process/status.
2.	Aug 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.	Grant-in-aid to be provided to 19 Wing Comox for facility. Expected building completion by July 2019.
3.	Jan 18, 2017	Northeast Comox Storm Water Management Plan	Implementation of Northeast Comox Storm Water Management Plan	Financial consultants are working on different funding scenarios and Engineering consultants are preparing Class D cost estimates for pond construction options. Awaiting completion of legal review of regulatory bylaws.
4.	Jan 18, 2017	Mack Laing Trust	That staff be directed to begin the process to modify, if necessary, the terms of the Trust.	Facilitated Public Meeting and Workshop held March 27, 2019. Revised design for viewing platform approved by Council at May 15, 2019 Regular Meeting. Revised design presented to KFN Chief and Council on June 26, 2019.
5.	August 2, 2017	Wayfinding Signage	Implement wayfinding signage standards, prototypes and implement Phase 1 signage	Project substantially complete. One more sign to be installed in front of Comox Golf Club, after planting bed restoration complete.

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

STRATEGIC PRIORITIES CHART

Updated: August 2019

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **MACK LAING: Future**
2. **5-YEAR CAPITAL PLAN: Priorities**
3. **NE INDUSTRIAL LANDS STRATEGY: Terms of Reference**
4. **AFFORDABLE HOUSING: Current Town Actions**
5. **OFF LEASH DOG PARK: Public Consultation**

TIMELINE

May
June
July
March [number of steps underway]
March/April

NEXT

- CLIMATE CHANGE ADAPTATION: Project
- LONG TERM CAPITAL PLAN
- DOWNTOWN REVITALIZATION: Zone Expansion
- ORGANICS COLLECTION PROGRAM: Review
- WATERFRONT WALKWAY: Options
- CLIMATE CHANGE ADAPTATION STRATEGY
- MARINA PARK: Phase II
- SHORT TERM RENTAL: Policy Options
- SHELF/SHOVEL-READY GRANT PROJECT

ADVOCACY / PARTNERSHIPS

- *Regional Organics Facility: Decision (RD)*
- *NE Industrial Land Strategy (CVEDS)*
- *Coalition to end Homelessness: Support*
- *Climate Change Grant (FCM)*
- *Regional Transit Review (RD)*
- *Regional Connectivity System (RD)*

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

1. MACK LAING: Future – August
2. **NE INDUSTRIAL LAND STRATEGY: TOR** – Sept
3. CLIMATE CHANGE ADAPTATION: Project – July

PLANNING SERVICES

1. Subdivision Bylaw: Update - November
2. NE Comox SWMP: Implementation - September
3. Step Code - November
4. Anderton Corridor Land Use: – Preliminary/Density concept Plan to consulting eng. March 2019

FINANCE

1. Office Space: Relocations/renos - July/August
2. **CAPITAL PLAN: Priorities** – Sept-Dec.
 - Payroll Software (replacement) – Aug - Dec
 - Fiber Optics - September

CORPORATE

1. Policy Manual: October
2. Procedure Bylaw: October
3. Records Management - Administration: December

PARKS

1. **DOG PARK: Options** – Public Consultation
2. Wayfinding Project – April
 - Ellis Street Walkway: Replacement
 - Greenway Development: Detailed Design

PUBLIC WORKS & ENGINEERING

1. Anderton Servicing Plan – 75% complete [water/sanitary and storm]. Construction ready spring 2020
 - Foreshore Sanitary Replacement
 - Transportation Plan: Update

FIRE

1. POC / Volunteer Retention: Review – FT Assistant hired – July
2. Full Time Staff: Review - March
3. Service Level Review – September

RECREATION



1. Site Master Plan: 1st draft - June
2. Programmer Hours: Review – add 5 hrs. approved
 - Fitness Studio: Capital Equipment - ongoing
 - Regional Recreation Initiative – discussions in progress



TOWN OF COMOX
REGULAR COUNCIL MEETING

STAFF REPORT
Meeting Date: Sept 18, 2019

TO: Mayor and Council	FILE: 5400-04
FROM: Shelly Russwurm, Deputy Corporate Administrator	DATE: Sept 13, 2019
SUBJECT: Street Closure - Highridge Drive Block Party	

Prepared by:  Shelly Russwurm, DCA	Supervisor: _____	Financial Approved: _____	Report Approved:  Al Kenning, Acting CAO
		C. Freundlich, Fin. Director	

Recommendation from the Chief Administrative Officer:

That the Town of Comox – Road Permit Application received September 9, 2019 from Paula Ives of 1520 Highridge Drive be received; and further,

That the request to close the cul-de-sac portion of Highridge Drive between 5:00 p.m. and 10:00 p.m. on Saturday September 21, 2019 be approved, subject to all emergency service providers being notified and the applicant meeting all other conditions of the Town of Comox Road Permit.

Purpose:

To obtain Council permission for the temporary closure of a portion of Highridge Drive.

Strategic Plan Linkage:

Street closures fall under Council's Core Service related to Strong Governance and Administration.

Background:

Ms. Paula Ives is requesting permission to close a portion of Highridge Drive for the purpose of holding a block party. The requested closure is to occur between 5:00 p.m. and 10:00 p.m. on Saturday September 21, 2019. Ms. Ives has held a similar block party in her neighbourhood on two occasions previously, with no complaints received by the Town. It is expected that this event will similarly occur without any issues.

As a condition of the Road Permit, the applicant will be required to notify the Fire Department, BC Ambulance and the RCMP. Other conditions of the Permit will be noted on the Permit itself, which will be signed and issued by the Municipal Engineer.



TOWN OF COMOX - ROAD PERMIT

RECEIVED
SEP 09 2019
TOWN OF COMOX

FILE# 5400-02

APPLICANT INFORMATION:

Last Name: <u>Ives</u>		First Name: <u>Paula</u>	
Company Name: <u>Ø</u>			
Address: <u>1520 Highridge drive</u>			
City: <u>Comox</u>	Province: <u>BC</u>	Postal Code: <u>V9M 4H7</u>	
Phone: <u>250-339-9109</u>	Fax: <u>cell 250 847-2752</u>		
E-mail:			
Contact:	Work#	Home#	Cell#
Alternate Contact:	Work#	Home#	Cell#

I hereby apply for permission to close a road to traffic in accordance with the following:

Location of Road Closure: <u>end cul de sac Highridge drive</u>	
Purpose of Road Closure: <u>Blockparty</u>	
Date of Road Closure: From: <u>5pm</u>	To: <u>10pm Sept 21/19</u>
Time of Road Closure: From:	To:
Type of Closure: <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Complete	

Sept 9/19
Date of Application

Paula
Applicant (sign here)

FOR OFFICE USE ONLY:

Applicant will notify the following:					
<input type="checkbox"/> Fire	<input type="checkbox"/> RCMP	<input type="checkbox"/> Ambulance	<input type="checkbox"/> CV Transit	<input type="checkbox"/> Min of Transportation	
<input type="checkbox"/> BC Hydro	<input type="checkbox"/> Fortis BC	<input type="checkbox"/> Telus	<input type="checkbox"/> Shaw TV	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
Applicant to provide the following:					
Good Neighbour Letter	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Certificate of Insurance	<input type="checkbox"/> Provided	<input type="checkbox"/> On File			
Traffic Management Plan	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Subject to the conditions of this Permit, this Road Permit is approved.					
Date _____			Municipal Engineer _____		

Town of Comox, Public Works Department
1390 Guthrie Road, Comox, BC, V9M 0A5 / Phone: 250-339-5410 / Fax: 250-890-0698

Shelly Russwurm: Town of Comox

From: Robert.James@forces.gc.ca
Sent: Wednesday, September 11, 2019 7:48 AM
To: Russ Arnott; council
Subject: Point Holmes Pavilion Celebration

LOG: 19-459	REFER:	AGENDA: RCM
FILE: 0220-30	ACTION: file	Sept 18

Good Morning Mayor Arnott and Council,

The Point Holmes Recreation Association has completed the new pavilion at the waterfront on Lazo Road. Mr. Al Fraser was instrumental in getting this project approved and for helping us out along the way.

On Saturday 21 September, @ 3 pm the PHRA is hosting a BBQ to celebrate the construction of the pavilion. The project took us 2 1/2 years from start to completion, and was developed as a way to acknowledge our 50th anniversary, 1967-2017. The boat ramp was first constructed in 1967 as a Centennial Project and we are proud to see the PHRA continue to maintain and improve the ramp and surrounding foreshore park features.

Please join us for the BBQ and Grand Opening of the pavilion.

Respectfully,

Robert James

President
Point Holmes Recreation Association

Cell: 250-702-3896
Home email: rob.james@shaw.ca
Work email: robert.james@forces.gc.ca

www.pointholmesrecreation.ca

o-RCM Agenda
copies- Council
- AK
- AF
- LP