

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY DECEMBER 4, 2024

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 December 4, 2024, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- a. [CVRD: Homeless and Affordable Housing supports and Regional Transportation](#)

4. ADOPTION OF MINUTES:

- (5) a. [Adoption of Minutes](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on November 20, 2024, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

THAT the Consent Agenda items as follows be received for information:

- (10) 1. *Doug Hillian, Chair (Comox Strathcona Regional Hospital District Board): Dec 5, 2024 Meeting Regarding the Co-location of Health Services*
- (12) 2. *Marie Racine: Request to Move Cenotaph - Crosswalk in Comox*
- (17) 3. *Michael Day, Chair (Building & Property Committee, Comox Valley Presbyterian Church): Request for adjustment to water bill.*

7. UNFINISHED BUSINESS: NIL

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (19) a. [Comox Parks Use Amendment Bylaw No. 1881.02 - Mobile Food Vendors](#)
THAT the Comox Parks Use Amendment Bylaw No. 1881.02 be Adopted.
- (21) b. [Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2039](#)
THAT the Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2039 be Adopted.
- (24) c. [Sewer and Water User Rates Bylaws](#)
- (24) 1. *THAT the Comox Water Rates and Regulations Amendment Bylaw No. 529.35 be Adopted.*
- (29) 2. *THAT the Comox Sewer User Rates Bylaw No. 2038 be Adopted.*

10. NEW BUSINESS:

- (31) a. [Continuation of the Comox Nautical Days Society](#)
THAT the February 7, 2024, decision to dissolve the Comox Nautical Days Society be Rescinded, and

THAT Administration be authorized to execute the necessary legal documents to maintain the Comox Nautical Days Society's active status.
- (34) b. [Housing Accelerator Program: Comox Home Suite Home Incentive Program](#)
THAT the Comox Home Suite Home Accessory and Dwelling Unit (ADU) Incentive Program be endorsed, including the issuance of \$3000 grants for the first 25 accessory dwelling units meeting the terms of the program for a maximum expenditure of \$75,000 of the Housing Accelerator Fund allocated to the Housing Accelerator Fund ADU incentive program.
- (38) c. [PR 24-13 Amendment to Zoning Bylaw No. 1850 - Fence Height Review \(SSMFH\)](#)
THAT Council direct Administration to prepare an amendment to Zoning Bylaw No. 1850 to increase the allowable fence height in the front or exterior yards of the R1.0 and R1.2 zones from 1.0 m to 1.2m.
- (43) d. [PR 24-14 Comox Zoning Amendment Bylaw No. 1850.49 - Downtown Parking Zoning Amendments](#)
THAT Comox Zoning Amendment Bylaw No. 1850.49 be given First, Second, and Third Readings.
- (52) e. [PR 24-16 Comox Building Bylaw Amendment Bylaw No. 1472.15 - Building Permit Fees](#)
THAT Comox Building Bylaw Amendment Bylaw No. 1472.15 be given First, Second and Third Readings.

- (60) f. [Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions](#)

THAT the regional application submitted to the Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions - Category 2 fund for up to \$100,000 be approved;

AND FURTHER THAT as the primary applicant, the Comox Valley Regional District will, apply for, receive, and manage the grant funding through Service 270 Comox Valley Emergency Management and on behalf of the Town of Comox.

- (63) g. [Union of BC Municipalities Community Resiliency Investment Funds – FireSmart Community Funding](#)

THAT the Town of Comox approves the Comox Valley Regional Districts' grant application to the Union of BC Municipalities Community Resiliency Investment Fund - FireSmart Community Funding and Supports for up to \$2,000,000 over 2025-2026;

AND FURTHER THAT as the primary applicant, the Comox Valley Regional District, will apply for, receive, and manage the grant funding, if successful, through Service 270 Comox Valley Emergency Management on behalf of the Town of Comox.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

- a. [Exclude the Public](#)

That the Public be Excluded from the In-Camera session of Council on Wednesday December 4, 2024 pursuant to the following sub-sections of section 90 of the Community Charter:

(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.

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday November 20, 2024

- Present:** Mayor N. Minions
 Councillors S. Blacklock, K. Grant, C. Haslett,
 J. Meilleur, M. Swift
- Absent:** J. Kerr
- 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
 T. Hagmeier, Recreation Director

Call to Order:

The meeting was called to order at 5:00 p.m. with 2 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 November 20, 2024, Regular Council Meeting agenda be Adopted.

(2024.401) -- CARRIED

3. DELEGATIONS:

a. Jemima Thomas, Interim Executive Director (Comox Valley Arts Council): Comox Valley Arts Council Update

Comox Valley Arts Council

Jemima Thomas from the Comox Valley Arts Council provided provided an update on its activities, highlighting its growth in programs, partnerships, and artist engagement. They outlined plans for the coming year, including expanding community outreach, diversifying audiences, and continuing key initiatives like the Art Wagon and reconciliation projects.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

Regular Council Meeting Minutes

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on November 6, 2024, be Adopted.

(2024.402) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

Strategic Planning
Committee Meeting Minutes

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, November 13, 2024, be Received.

(2024.403) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Parcel Area & Frontage Width in the R.1 (Small-Scale Multi-Family Zone)

THAT Council direct staff to explore options for reducing the minimum parcel area and frontage width for Small Scale Multi-Family zones as part of the 2025 OCP update.

(2024.404) -- CARRIED

- (2) Tree Management and Protection Bylaw Update

THAT Council forward \$50,000 to the special project budget consideration for an update to Comox Tree Management and Protection Bylaw No. 1125, 1994.

(2024.405) -- CARRIED

[Opposed: Councillor KGrant]

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

- 1. THAT the Consent Agenda items as follows be received for information:

1. Carol Finley: Request to Exchange Cart for Free - Same as City of Courtenay

2. Weston Buss: Cross Walk Proposal for Balsam Ave

(2024.406) -- CARRIED

- 2. THAT Item 2. (Weston Buss: Cross Walk Proposal for Balsam Ave) be removed from the consent agenda for discussion.

(2024.407) -- CARRIED

- 3. THAT Administration be directed to respond to Mr. Buss with a letter providing policy information, instead of referring his concern to the 2025 budget.

(2024.408) -- CARRIED

- 4. THAT Item 1. (Carol Finley: Request to Exchange Cart for Free - Same as City of Courtenay) be removed from the consent agenda for discussion.

(2024.409) -- CARRIED

7. UNFINISHED BUSINESS:

a. Lewis Bartholomew, Founder (The Alberni Project Society): Relocation of the HMCS ALBERNI Museum and Memorial (HAMM)

HMCS ALBERNI Museum
and Memorial

- 1. THAT the November 6, 2024, presentation from the Alberni Project Society regarding the relocation of the HMCS ALBERNI Museum and Memorial (HAMM) be received for information.

(2024.410) -- CARRIED

a. Lewis Bartholomew, Founder (The Alberni Project Society): Relocation of the HMCS ALBERNI Museum and Memorial (HAMM)

HMCS ALBERNI Museum and Memorial

2. THAT a response be sent to the Alberni Project Society advising that the Town does not have space at this time but suggesting collaboration with organizations such as the Comox Valley Arts Council, local Royal Canadian Legions, and local museums, with Council reviewing the 2025-26 budget to assess the potential for signage in Comox.

(2024.411) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Community Centre Infrared Sauna Replacement

Community Centre Infrared Saunas

THAT the Town survey the patrons of the Comox Community Centre over the next 10-14 days to determine the usage and feedback on the previous saunas.

(2024.412) -- CARRIED

b. Development Variance Permit Application 24-4 (1966 Guthrie Road)

1966 Guthrie Road

THAT Development Variance Permit 24-4 for Proposed Lot 2 of 1966 Guthrie Road be approved subject to adoption of Zoning Amendment Bylaw 1850.43; and

THAT Administration be directed to issue the permit.

(2024.413) -- CARRIED

c. Mobile Food Vendors

Mobile Food Vendors

1. THAT the Comox Parks Use Amendment Bylaw No. 1881.02 be given First, Second and Third Readings.

(2024.414) -- CARRIED

2. THAT the draft Marina Park Policy CCL-072.01 as detailed in the November 14, 2024, report from the Corporate Coordinator, titled "Mobile Food Vendors" be Approved.

(2024.415) -- CARRIED

d. Proposed 2025-2029 Water and Sewer Budget and Financial Plan

Water and Sewer Budget & Financial Plan

The Director of Finance presented the 2025-2029 Water and Sewer Budget, highlighting increasing capital replacement costs, challenges in funding projects, and the projected rise in user rates and parcel taxes. The presentation also addressed deferred projects, the need for additional funding sources like DCCs and grants, and plans for maintaining adequate reserves.

THAT Council approves Schedule A, attached to the November 20, 2024 report from the Director of Finance titled "2025 – 2029 Water and Sewer Budget and Financial Plan" including the recommended increases in the water and sewer user rates, the recommended increases in the water and sewer parcel taxes and the recommended projects.

(2024.416) -- CARRIED

e. Sewer and Water Parcel Taxes Bylaw

Sewer and Water Parcel Taxes

THAT the Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2039 be given First, Second and Third Readings.

(2024.417) -- CARRIED

f. Sewer and Water User Rates Bylaws

Sewer and Water User Rates Bylaws

1. *THAT the Comox Water Rates and Regulations Amendment Bylaw No. 529.35 be given First, Second and Third Readings.*

(2024.418) -- CARRIED

2. *THAT a staff report be provided on making the water user system more equitable, including detailed information on the three key categories of water users: those on a water meter who pay a flat rate, those not on a water meter who pay a flat rate, and those on a water meter who pay a metered rate, as outlined in the 2025-2029 Water and Sewer Budget presentation.*

(2024.419) -- CARRIED

3. *THAT the Comox Sewer User Rates Bylaw No. 2038 be given First, Second and Third Readings.*

(2024.420) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Pete Chambers, President (Comox BIA): Comox BIA Bylaw Renewal Request

Comox BIA Bylaw Renewal Request

THAT the November 4, 2024 letter from Pete Chambers, President of the Comox Business in Action, requesting that Council initiate the renewal of the business improvement area, be received and filed for information.

(2024.421) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Grant

Councillor Grant advised that he attended various Regional District of Comox Valley meetings, as well as a lunch event for the Phantom Aircraft.

b. Mayor Minions

Mayor Minions thanked those who attended the Government-to-Government engagement session with K'ómoks First Nation Chief and Council, which included updates on the history of the First Nation and the Treaty timeline, expected to be ratified in March 2025.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:47 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



November 19, 2024

RECEIVED

November 19, 2024

| | | |
|---------------------|---------------|----------------------------|
| LOG: 24-442 | REFER: | AGENDA: RCM 4-Dec-24 |
| FILE: 0220-30, C | ACTION: MR | |

File: H-G

File:0220-30, 0400-60

Copies: Council
JW/SR/CD

Sent via email only

TOWN OF COMOX

Comox Strathcona Regional Hospital District participants

| | | |
|------------------------|-----------------------|---------------------|
| City of Campbell River | Town of Comox | Village of Sayward |
| City of Courtenay | Village of Cumberland | Village of Tahsis |
| Kyuquot First Nation | Village of Gold River | Village of Zeballos |

Dear Elected Representatives:

Re: Invitation to December 5, 2024

On behalf of the Comox Strathcona Regional Hospital District (CSRHD) Board, you are invited to attend our December 5, 2024 board meeting for a presentation by Island Health on the co-location of health services.

Co-location generally refers to the provision of different health services within the same physical building or facility. By integrating services, individuals can access a number of different services, delivered by a range of professionals, based on the community needs. As examples, such services can include primary health care, home care/support services, mental health and substance use, public health (e.g. immunizations), rehabilitation, health promotion and chronic disease management and potentially other social services such as housing, employment supports, childcare or others. Benefits of co-location of health services and providers includes a patient centered approach to care, increased efficiencies and reduced inequities. A detailed presentation on this service model will be delivered by Dr. Charmaine Enns, Medical Health Officer and Max Jajszczok, Executive Director, Centre and North Island Community Hospitals and Rural Remote Operations and Strategy.

As many of you may be aware, the CSRHD and Island Health are jointly pursuing the development of a health services hub within the Comox Valley in which service co-location is envisioned. While this presentation has relevance to this project, it is not focused on this project and instead has more broad application to the facilities and services Island Health delivers in communities across their service area. In this regard, we invite your attendance to learn about this topic, ask questions and hear from other elected officials.

The Comox Strathcona Regional Hospital District service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchah-nulth territories.

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 • Fax: 250-334-4358 • Toll-free: 1-800-331-6007

The meeting will be held in the CVRD Civic Room, at 770 Harmston Avenue, Courtenay commencing at 9:30 am. Virtual attendance via Zoom is available and welcome given our large geographic region.

Please RSVP to administration@comoxvalleyrd.ca and a participation link will be provided.

Regards,



Doug Hillian
Chair

RECEIVED

November 22, 2024

TOWN OF COMOX

| | | |
|--------------------|---------------|----------------------------|
| LOG: 24-448 | REFER: | AGENDA: RCM 4-Dec-24 |
| FILE: 0890-20-C | ACTION: MR | |

File: 0890-20-Comox 1790

From: Marie Racine [REDACTED]
 Sent: November 22, 2024 12:18 AM
 To: Town of Comox – Administration <town@comox.ca>
 Subject: Crosswalk in Comox

Copies: Council
 JW/SA/SR/CD

(Please forward accordingly)

To whom it may concern,

My father is a 30 year veteran of the Canadian Armed Forces. He is one of the thousands of current and former service members living in the Comox Valley and surrounding areas. Recognizing our service men and women is something that is celebrated every day in multiple ways through services, social activities, Remembrance Day ceremonies, commemorative statues and so on.

Since 1942, thousands of military personnel have come to Comox and have appreciated what our town has had to offer. In the heart of downtown Comox, the Cenotaph is there, tucked between a couple of bushes and trees next to 1792 Comox Avenue. Don't blink because you'll miss it. The monument is small and barely visible. Many don't even know where it is, and that's an absolute shame. It's a dishonor to our veterans and out of respect, we need to attract more attention to it.

I would like to propose to the Town of Comox that the Cenotaph is moved to a more open location where it could be more visible to everyone. Alternately, I propose that you become one of the leading communities in Canada to paint the crosswalk that connects Comox Avenue from 1791 to 1792 in red and white, and continue it the additional 12 feet to the front of the Cenotaph.

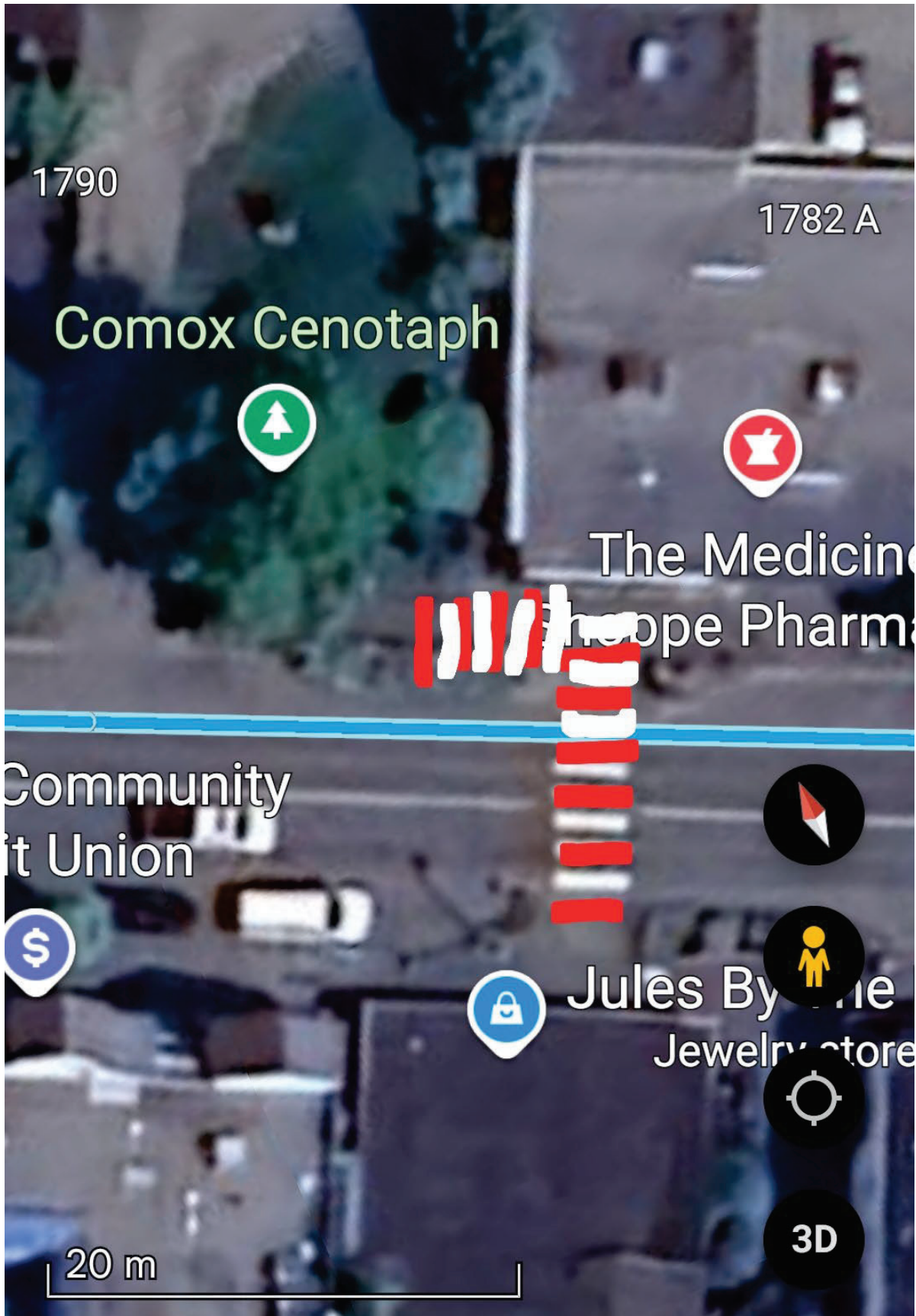
With the amount of military members that have fought for our country, the rights and the freedom that we have today is because of them. This is one way that Comox can honour our veterans in a way that says "thank you". Without a doubt, Comox wouldn't be what it is today without all the sacrifices our countrymen have fought for in the past and in the present.

For 82 long years, we've been a "military town" so it is without a doubt, long overdue that we have more pride in celebrating our military history and honour those who have made the ultimate sacrifice. I would like to see this proposal discussed amongst town council members and the mayor and that a budget be set aside to make at least one of these two proposals happen in the near future.

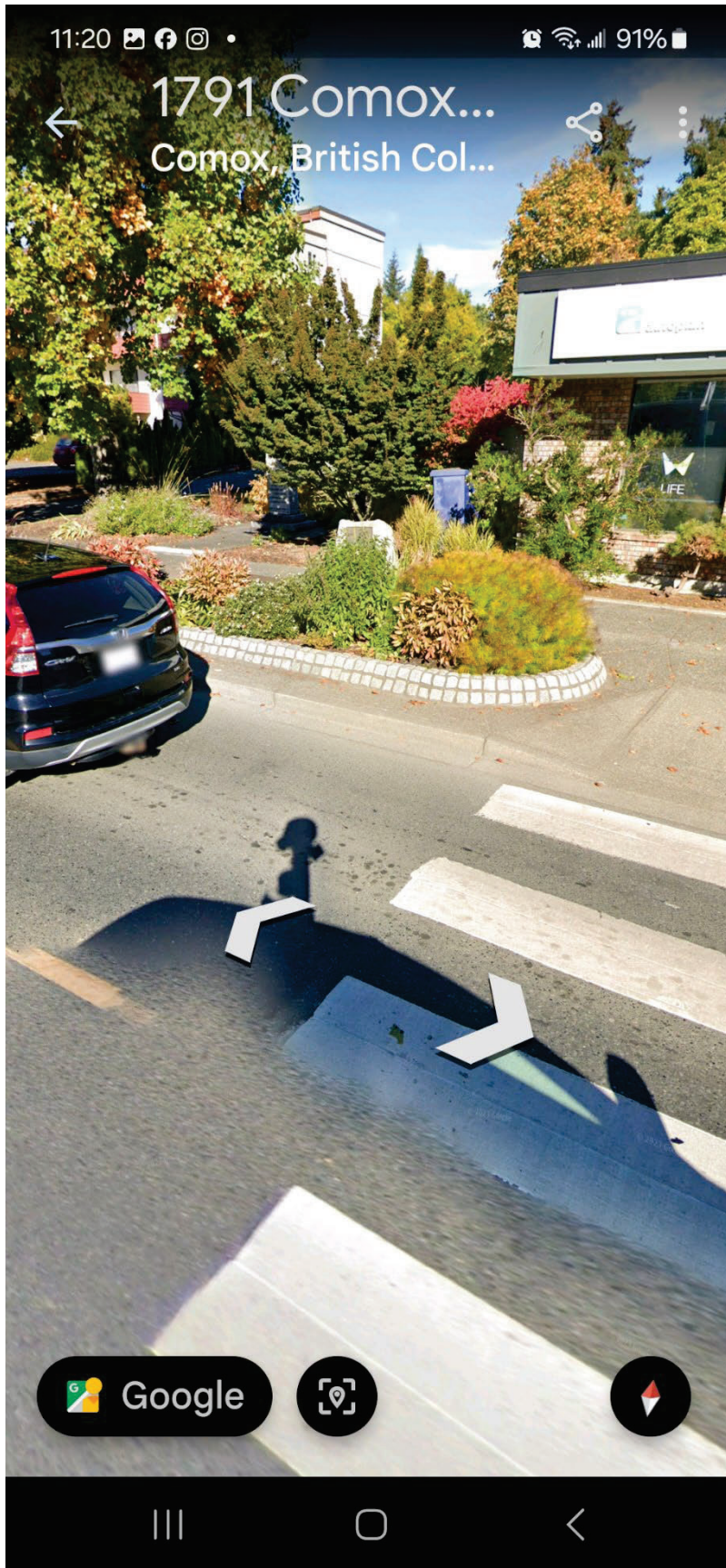
I am attaching a few pictures for your reference. Thank you kindly on the behalf of myself and my father for your consideration. If you would like to discuss this further, I can be contacted by phone at [REDACTED] or email me at [REDACTED]

Sincerely,
 Marie Racine

[REDACTED]









RECEIVED

November 28, 2024

Michael Day, Chair, Building & Property Committee
Comox Valley Presbyterian Church
725 Aspen Road,
Comox, BC V9M 4E9

TOWN OF COMOX

Mayor Nicole Minions and Town Councilors
1809 Beaufort Avenue,
Comox, BC V9M 1R9

| | | |
|---------------------|---------------|--------------------------------|
| LOG: 24-453 | REFER: | AGENDA: RCM 4-Dec-24 |
| FILE: 0220-40; 1 | ACTION: MR | |

November 28, 2024

File: 0220-40; 1820-20 Water

Dear Mayor Minions and Council Members,

Copies: Council
JW/EH/SR/CD

It was suggested by a member of the Town’s Utilities Department that a representative of our church, the Comox Valley Presbyterian Church, approach the Town Council to request a review of our most recent water bill issued by the Town.

I would like to state at the outset that over the past several months both myself and other members of our church’s property management committee have explored several possible causes for a significant spike in our water consumption, particularly during the months of July and August, 2024, when the building was almost complete unused for three weeks, we had no community user-group rentals for this period, and our landscaping irrigation was minimal and in compliance with the Town of Comox water restrictions. In consultation with both Town of Comox staff and our irrigation technician, Mike VanHolderbeke, all indications are that the source of, and remedy for an assumed leak (most likely with our irrigation system) will fall exclusively with the church. With this system now deactivated for the winter months, we anticipate that our bill for this period will be more representative of the water use that our building users actually generate, giving a more accurate snapshot of our water usage and, most importantly, our sewerage usage through the year, particularly as it represents our historically busiest building use period of the year.

As the Council may not be aware, the Town’s water billing charges for both the water into the building and the water, in the form of sewerage, flowing back out for processing and treatment. We believe that most of the water metered into our building during the months of July and August was not returned into the sanitary sewer system at all, but most likely into either the natural ground water of the area or into a storm sewer catch basin adjacent to where we suspect we will find compromised irrigation components.

In conclusion, we are requesting that your council direct the town’s Finance Department to adjust the water bill for the Comox Valley Presbyterian Church to reflect the water volume that was metered as it entered our plumbing (including that which appears have been lost to leakage), but that the billed amount for the assumed sewerage be reduced to reflect our

historical usage rather than the exaggerated volume which was the result of the leak which not generate any processing costs to the Town.

Should you have any questions, please do not hesitate to contact me, either by email [REDACTED], or cell phone [REDACTED], and I would me most happy to offer clarification.

Thank you for the Council's consideration in this matter.

Truly yours, Michael Day, chair
CVPC Building & Property Committee

TOWN OF COMOX

BYLAW NO. 1881.02

A BYLAW TO AMEND THE COMOX PARKS USE BYLAW NO. 1881, 2018

WHEREAS the Council of the Town of Comox wishes to amend the Parks Use Permit fees and permitted mobile vending locations;

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 Parks Use Bylaw Amendment No. 1881.02".

2. Amendment

The Comox Parks Use Bylaw No. 1881 is hereby amended by:

- (a) Replacing Schedule "A", Parks Use Permit Fees, attached to and forming part of this bylaw.

3. Adoption

- | | |
|-----------------------------|--|
| (1) READ A FIRST time this | 20 th day of November, 2024 |
| (2) READ A SECOND time this | 20 th day of November, 2024 |
| (3) READ A THIRD time this | 20 th day of November, 2024 |
| (4) ADOPTED this | day of , 2024 |

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Parks Use Permit Fees, effective 2025:

| | Permit Fee | Damage Deposit |
|-------------------------------------|---|--|
| Mobile Vendors – Marina Park | \$3,824 / year | \$500 for monthly and annual permits |
| Mobile Vendors – all other parks | \$66 / day \$655 / month \$3,277 / year | \$500 for monthly and annual permits |

Parks Use Permit Fees, effective 2026:

Parks Use Fees for the years 2026 and beyond shall be increased by a rate equivalent to the percentage change in the Consumer Price Index for British Columbia for the twelve-month period ending in August of the immediately preceding year.

TOWN OF COMOX

BYLAW NO. 2039

A BYLAW TO IMPOSE A SANITARY SEWER AND WATER PARCEL TAX

WHEREAS the *Community Charter* allows a Council, by bylaw, to impose a parcel tax to provide all or part of the funding for a service;

AND WHEREAS the Council of the Town of Comox wishes to recover a portion of the costs of the Town's sanitary sewer service and water service through a parcel tax;

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 Sanitary Sewer and Water Parcel Tax Bylaw No. 2039".

2. Definitions

In this Bylaw, unless the context otherwise requires

- (a) "Council" means the Council of the Town of Comox;
- (b) "Comox Sanitary Sewer Parcel Tax" means the parcel tax for the capital costs related to the sanitary sewer service.
- (c) "Comox Water Service Parcel Tax" means the parcel tax for the capital costs related to the water service.
- (d) "Town" means the Town of Comox.

3. Parcel Tax for the Comox Sanitary Sewer Service

- (1) Council hereby imposes a parcel tax for the Comox sanitary sewer service, for calendar years 2025, 2026, 2027, 2028, 2029 and all subsequent years.
- (2) The Comox Sanitary Sewer Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that is on the parcel tax roll for the year.
- (4) The amount of the Comox Sanitary Sewer Parcel Tax shall be the following:

- (1) 2025: Eighty dollars (\$80) per parcel per year,
- (2) 2026: Eighty dollars (\$80) per parcel per year,
- (3) 2027: Eighty-five dollars (\$85) per parcel per year,
- (4) 2028: Ninety dollars (\$90) per parcel per year,
- (5) 2029 and all subsequent years: Ninety-five dollars (\$95) per parcel per year.

4. Sanitary Sewer Service Exemption

- (1) Parcels that have no opportunity to connect to the Comox sanitary sewer service are exempt from the Comox Sanitary Sewer Parcel Tax.
- (2) Strata parcels used only for storage are exempt from the Comox Sanitary Sewer Parcel Tax.

5. Parcel Tax for the Comox Water Service

- (1) Council hereby imposes a parcel tax for the Comox water service, for calendar years 2025, 2026, 2027, 2028, 2029 and all subsequent years.
- (2) The Comox Water Parcel Tax Roll shall be used for imposition of this parcel tax.
- (3) This parcel tax shall be levied as a single amount for each parcel that is on the parcel tax roll for the year.
- (4) The amount of the Comox Water Service Parcel Tax shall be the following:
 - (1) 2025: Eighty-five dollars (\$85) per parcel per year,
 - (2) 2026: Ninety dollars (\$90) per parcel per year,
 - (3) 2027: One hundred and five dollars (\$105) per parcel per year,
 - (4) 2028: One hundred and ten dollars (\$110) per parcel per year,
 - (5) 2029 and all subsequent years: One hundred and fifteen dollars (\$115) per parcel per year.

6. Water Service Exemption

- (1) Parcels that have no opportunity to connect to the Comox water service are exempt from the Comox Water Service Parcel Tax.
- (2) Strata parcels used only for storage are exempt from the Comox Water Service Parcel Tax.

7. Repeal

(1) Bylaw No. 2029 "Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2029" is hereby repealed.

8. Adoption

READ A FIRST, SECOND AND THIRD time this 20th day of November, 2024.

ADOPTED this day of 2024.

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 529.35

A BYLAW TO INCREASE THE RATES CHARGED FOR WATER SUPPLY AND USE

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates for the supply and use of water, and to impose connection charges;

AND WHEREAS the Town's cost of supplying water service to its customers is projected to increase, which Council has decided shall be recovered through an increase to the Town's water rates;

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

1. TITLE

This Bylaw shall be cited as the "Comox Water Rates and Regulations Amendment Bylaw No. 529.35"

2. AMENDMENT

Bylaw No. 529 (Comox Water Rates and Regulations Bylaw, 1979) is hereby amended as follows:

- (a) By deleting Schedule "A" in its entirety and replacing with Schedule "A" attached to and forming part of this bylaw.

3. EFFECTIVE DATE

This bylaw shall become effective starting January 1, 2025.

4. ADOPTION

READ A FIRST, SECOND AND THIRD time this 20th day of November, 2024.

ADOPTED this day of 2024.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

PART I - SERVICE INSTALLATION FEES

| | | |
|----|---|--|
| 1. | <u>To Provide or Upgrade a Water Service Connection</u> | To upgrade an existing service that only has the pipe and a shut-off valve |
| | <u>To provide a new service connection</u> | |
| | <u>Connection Size</u> | |
| | Pipe Size 19 mm | \$ 750 |
| | Pipe Size 25 mm | \$ 1,050 |
| | Pipe Size 37 mm | at Town's full cost |
| | Pipe Size 50 mm | at Town's full cost |
| | Pipe Size over 50 mm | at Town's full cost |

These fees are per connection and include a meter box, lid, meter setter, meter & MXU.

2. Additional Costs

- (a) Where curb and gutter have been installed on the street an additional cost, over and above the connection fee, of \$300 per lineal meter is required to cover repairs thereto;
- (b) Where a concrete sidewalk exists an additional cost, over and above the connection fee, \$550 per lineal meter is required to cover repairs thereto; and
- (c) Where there is a requirement to cut existing road pavement, an additional cost, over and above the connection fee, of \$1,500 is required to cover repairs thereto.

3. Inspection Fee

An inspection fee of \$50 shall be charged when materials, labour or equipment are not required to be supplied from the Municipality to make the connection.

PART II – GENERAL CONSUMER RATES

1. General Residential Rates

- (a) The flat rate as shown below per calendar month shall be charged for each self-contained residential household, family or housekeeping units, including (for example): single-family homes, halves of residential duplexes, suites within residences, carriage houses, and dwellings above commercial businesses (except where the business is already charged for metered water consumption that includes the dwelling).

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------|---------|---------|---------|---------|---------|
| Monthly rate | \$42.49 | \$43.76 | \$45.07 | \$46.42 | \$48.28 |

- (b) The minimum fee for residential consumers, including strata corporations, who have directed that they pay an amount based on metered readings, shall be charged an amount as shown below per residential household, family or housekeeping unit per calendar month (including at no additional cost up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for water use over 15 cubic metres per calendar month as shown below.

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Minimum fee | \$18.88 | \$19.45 | \$20.03 | \$20.63 | \$21.46 |
| Rate over 15 cubic metres per month | \$1.44 | \$1.48 | \$1.52 | \$1.57 | \$1.63 |

- (c) In addition to the rates set out in (a) and (b), where metered water consumption for these customers equals or exceeds 450 cubic meters per calendar year, the customer shall be charged as follows:

- (i) for residential customers paying a flat rate fee, an additional amount per cubic metre as shown below for all consumption over 450 cubic metres per calendar year; and

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-------------|-------------|-------------|-------------|-------------|
| Rate per cubic metre over 450 cubic metres per year (flat rate user) | \$1.90 | \$1.96 | \$2.02 | \$2.08 | \$2.16 |

- (ii) for customers who have directed that they pay an amount based on metered readings, an additional amount per cubic metre for all consumption over 450 cubic metres per calendar year as shown below.

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-------------|-------------|-------------|-------------|-------------|
| Rate per cubic metre over 450 cubic metres per year (metered user) | \$0.45 | \$0.46 | \$0.47 | \$0.48 | \$0.50 |

- (d) In addition to the rates set out in (a), (b) and (c), fifty dollars (\$50.00) for the Town to obtain a meter reading and compute a pro-rated billing, between scheduled meter readings, at the request of a customer.

2. Metered Rates for Other Customers

- (a) Each and every commercial, industrial, or institutional water consumer, who receives metered water from the Town’s water mains, shall be charged an amount as shown below per commercial, industrial or institutional unit (including, at no additional cost, up to 15 cubic metres of water use per unit per calendar month) plus a rate per cubic metre for all water consumption as shown below, and

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|-------------------------------------|---------|---------|---------|---------|---------|
| Minimum fee | \$18.88 | \$19.45 | \$20.03 | \$20.63 | \$21.46 |
| Rate over 15 cubic metres per month | \$1.44 | \$1.48 | \$1.52 | \$1.57 | \$1.63 |

- (b) Where this metered consumption is for a strata-titled property, each strata unit is deemed to have consumed the amount calculated by dividing the total metered consumption by the total unit entitlement for the strata, multiplied by unit entitlement for the strata unit.

3. Discounted Rate for Leak Repairs

For consumers who detect and subsequently permanently repair a water leak on the buried portion of their service, a discounted rate equal to the Town’s bulk purchase rate per cubic meter shall be charged for the estimated volume of water leaked during either the billing period in which the leak was repaired or the one immediately prior. The Town’s Director of Finance is authorized to estimate the amount of water leaked for the purposes of this section, along with determining when the leak was repaired and deciding which one billing period is to be discounted.

If a property has a leak that carries over from one fiscal year billing period to the next and is repaired, The Town’s Director of Finance is authorized to provide relief for both billing periods.

If repairs are completed by the owner of the property and valid invoices are provided to the Town, the Director of Finance is authorized to provide leak relief equivalent to the cost of the repair which may result in a nil bill. No credit will be provided to the account for any repair costs that exceed the excess water bill.

4. General Un-metered Rates

The flat rate as shown below per calendar month shall be charged for each un-metered non-residential unit, including (for example): individual offices, businesses, and store fronts.

| Year | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------|-------------|-------------|-------------|-------------|-------------|
| Monthly rate | \$42.49 | \$43.76 | \$45.07 | \$46.42 | \$48.28 |

TOWN OF COMOX

BYLAW NO. 2038

A BYLAW TO LEVY SEWER USER RATES WITHIN THE TOWN OF COMOX

WHEREAS under authority of the Municipal Act, Council may impose a charge against the owner or occupier of real property for the use of the sewer system.

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 Sewer User Rates Bylaw No. 2038".

2. Required Payment of Rates

- (1) Every owner or occupier of real property within the Town of Comox having an improvement thereon and where sewer facilities are available, shall have such improvement connected to the sewer main and shall pay or cause to be paid to the Collector a sewer rental as set out in SCHEDULE "A" hereto attached and forming part of this Bylaw whether such facilities are used or not.
- (2) The account for sewer rates shall be rendered in the month of June each year for the twelve months, January to December, in the year of billing.
- (3) All sewer rates which remain unpaid, on December 31st in the year in which they were levied will become a charge upon the property and shall be entered in the real property tax roll as taxes in arrears.

3. Effective Date

This bylaw shall be effective starting January 1, 2025.

4. Repeal

Bylaw No. 2030 - Comox Sewer User Rates Bylaw No. 2030 is hereby repealed.

5. Adoption

READ A FIRST, SECOND AND THIRD time this 20th day of November, 2024.

ADOPTED this day of 2024.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

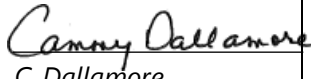


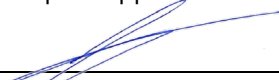
COMOX SANITARY SEWER RATES

1. All those who are connected to the Town of Comox sanitary sewer service shall pay at least the following monthly flat rates for the service:

| Monthly Rates | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|-------------|-------------|-------------|-------------|-------------|
| Single Family Residences | \$44.52 | \$46.75 | \$46.75 | \$48.15 | \$49.59 |
| Other self-contained residential household, family or housekeeping units including (for example): halves of residential duplexes, suites within residences, and carriage houses (per unit) | \$44.52 | \$46.75 | \$46.75 | \$48.15 | \$49.59 |
| Business and professional offices (per unit) | \$44.52 | \$46.75 | \$46.75 | \$48.15 | \$49.59 |
| Licensed residential apartments (per apartment) | \$22.09 | \$23.19 | \$23.19 | \$23.89 | \$24.61 |
| Hotels (per room) | \$22.09 | \$23.19 | \$23.19 | \$23.89 | \$24.61 |
| Motels and auto courts (per unit) | \$22.09 | \$23.19 | \$23.19 | \$23.89 | \$24.61 |
| Hospitals and long-term care facilities (per washroom) | \$28.40 | \$29.82 | \$29.82 | \$30.71 | \$31.63 |
| Schools (per classroom) | \$26.08 | \$27.38 | \$27.38 | \$28.20 | \$29.05 |
| Comox Valley Harbour Authority | \$86.96 | \$91.31 | \$91.31 | \$94.05 | \$96.87 |
| Cafes and restaurants | \$110.13 | \$115.64 | \$115.64 | \$119.11 | \$122.68 |
| Car washes (per wash bay) | \$159.39 | \$167.36 | \$167.36 | \$172.38 | \$177.55 |
| Gas stations (including convenience stores) | \$159.39 | \$167.36 | \$167.36 | \$172.38 | \$177.55 |
| Coin laundries | \$233.19 | \$244.85 | \$244.85 | \$252.20 | \$259.77 |
| Licensed clubs | \$233.19 | \$244.85 | \$244.85 | \$252.20 | \$259.77 |
| Seafood processing facilities | \$420.05 | \$441.05 | \$441.05 | \$454.28 | \$467.91 |
| Pubs, brewpubs and beverage rooms | \$376.64 | \$395.47 | \$395.47 | \$407.33 | \$419.55 |
| Any other customers, if not included above (per unit) | \$44.52 | \$46.75 | \$46.75 | \$48.15 | \$49.59 |

2. All customers, except residential, who are billed for Town water service on the basis of metered water consumption, and have a return connection to the Town of Comox sanitary sewer system, shall pay an amount equal to their water use fee also for their sanitary sewer service, when this amount exceeds the minimum flat rate fees listed above.
3. All customers, except residential, who are billed for Town water service on the basis of metered water consumption and have their water disconnected will not be charged for sanitary sewer services. Failure to have the Town disconnect the water and sewer will result in the monthly sewer charge continuing along with a \$1,000 fine for disconnecting the service without Town approval.

| | |
|---|-----------------------------|
| TO: Mayor and Council | FILE: 8100-20 / NAUT |
| FROM: Cammy Dallamore, Corporate Coordinator | DATE: Nov. 28, 2024 |
| SUBJECT: Continuation of the Nautical Days Society | |

| | | | |
|---|---|---|---|
| Prepared by:  C. Dallamore, Corporate Coordinator | Supervisor:  S. Russwurm, Director of Corporate Services | Report Approved:  E. Henley, Director of Finance | Report Approved:  J. Wall, Chief Administrative Officer |
|---|---|---|---|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the February 7, 2024, decision to dissolve the Comox Nautical Days Society be Rescinded, and

THAT Administration be authorized to execute the necessary legal documents to maintain the Comox Nautical Days Society's active status.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT Council refer this matter back to Administration for additional consideration.

PURPOSE

To provide Council with an update on the restructure and reorganization of the Comox Nautical Days Society, and to request that Council rescind the February 7, 2024, decision to dissolve the Society. This action would enable the Society to access external grant funding and continue its operations.

STRATEGIC PLAN LINKAGE

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

| Strategic Priority Lenses | |
|---|--|
| Each decision we make is considered through a range of 'lenses' to ensure that these factors inform each and every decision we make as a Council. | Fiscally Responsible - We will balance the short- and long-term financial impacts of our decisions. |

| Strategic Priority Areas of Focus | |
|--|--|
| Community Connection and Wellness | <p>Recreation - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.</p> <p>Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p> <p>Arts and Culture - Support the work of local non-profits and festivals to deepen the sense of community and belonging.</p> <p>Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.</p> |
| Economic Health | <p>Downtown Vitality - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place.</p> |

EXECUTIVE SUMMARY

This report is to update Council on the management restructure and reorganization of the Comox Nautical Days Society, emphasizing the importance of maintaining the Society to secure essential grant funding. The recommendation to rescind the previous decision to dissolve the Society aim to enhance the Festival's sustainability, improve logistical planning, and align future festivals with community interests, ultimately supporting the ongoing success and growth of this important community event.

BACKGROUND

During the February 7, 2024, Regular Council meeting, Council decided to dissolve the Comox Nautical Days Society. However, since then, Administration has learned that municipalities are ineligible for many provincial and federal grants. These funds could be jeopardized if the Festival were exclusively managed by the Town. This highlights the need to keep the Society in place to ensure continued access to these important funds.

| Source | 2023 Amount | 2024 Amount |
|----------------------------------|--------------------|--------------------|
| External Grants and Sponsorships | \$38,500.00 | \$40,035.00 |

ANALYSIS/ISSUES/IMPLICATIONS

The proposed change is essential, as many grants are available only to registered societies, enabling access to funds municipalities can't secure.

a. Applicable Policies and Legislation

1. CCL-076 Comox Nautical Days Policy
2. The *Societies Act* (the "Act")

b. Legal

If Council agrees, Administration will collaborate with Lidstone legal representatives to ensure all requirements for maintaining the Society's activity are met.

c. Financial

At the February 7, 2024, Regular Council meeting, Council approved an additional \$10,000 for the Comox Nautical Days Festival budget to fund the setup of a Festival Committee and dissolve the Festival Society.

If Council supports maintaining the Society, BC filing fees will be approximately \$130 to \$150, with some additional legal costs expected. Dissolution costs, which would no longer be required, were estimated at \$1,500.

| | |
|--|------------------------------|
| To: Mayor and Council | File: 1855-03; 6700-20-24.01 |
| From: Jordan Wall, CAO | Date: Nov 29, 2024 |
| Subject: Housing Accelerator Program: Comox Home Suite Home Incentive Program | |

Report Approved:



Jordan Wall, CAO

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Comox Home Suite Home ADU Incentive Program be endorsed, including the issuance of \$3000 grants for the first 25 accessory dwelling units meeting the terms of the program for a maximum expenditure of \$75,000 of the Housing Accelerator Fund allocated to the Housing Accelerator Fund ADU incentive program.

PURPOSE

In alignment with the funding requirements and upcoming Housing Accelerator Fund (HAF) reporting deadlines, this purpose of this report is to provide a status update on the key Accessory Dwelling Unit (ADU) Incentives Strategy milestones outlined in the HAF Action Plan as well as proposed Home Suite Home Program to incent the creation of BC Building Code compliant ADUs (secondary suites and coach houses) in Comox. The intent of the incentive program is to reduce financial barriers associated with:

1. constructing new coach houses;
2. renovating existing single detached or duplex dwellings to include a suite; or
3. upgrading existing unauthorized coach houses and suites to meet BC Building Code and zoning bylaw requirements.

The purpose of the program is to encourage homeowners to create additional affordable housing options in the Town while also meeting the housing targets outlined in the Town’s HAF applications.

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan identifies the following Projects that contribute to the Balanced Community Planning Strategic Priority:

- We will create the conditions for a diversity of housing options in our unique Seaside Town.
- Apply for and complete the CMHC Housing Accelerator grant program to accelerate the Town's modernization process and secure funding for other community benefits

BACKGROUND

In November 2023, the Provincial Government enacted Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023, to allow for greater residential infill through small-scale, multi-family housing (SSMFH) in land use zones otherwise restricted to low-density housing forms such as single-family dwellings or duplexes. The Zoning Amendment Bylaw for SSMFH was adopted by Council in June 2024 and supports greater ADU housing options in Comox. Examples of SSMFH include detached ADUs (e.g., coach houses) and attached ADUs (e.g. secondary suites).

In January 2024, the Town received approval of \$5.1 million in funding from the federal government's Housing Accelerator Fund (HAF) to rapidly scale up the supply of diverse, climate-resilient and affordable housing options by removing barriers to residential development.

One of the seven HAF actions includes creating an Accessory Dwelling Unit (ADU) Bylaw Amendments and Incentives Strategy to gently densify within the Town's low-density residential zones. As per the Provincial Policy Manual and Site Standards for Small Scale Multi-Unit Housing, an ADU is defined as a building, or part of a building, that:

- a) Is a self-contained residential accommodation unit; and
- b) Has cooking, sleeping and bathroom facilities; and
- c) Is secondary to a primary dwelling unit located on the same property.

The ADU Implementation Strategy contains several key milestones that the Town is required to fulfill to meet its target of incentivizing an increase of 28 additional ADUs over the three-year term of HAF. These include undertaking a community awareness campaign, developing promotional materials and implementing a financial incentive program.

ANALYSIS

To accelerate new ADU development and promote the legalization of unauthorized ADUs in the community it is recommended that Council support the creation of the Comox Home Suite Home Incentive Program. The program is proposed to provide a \$3000 grant to homeowners that meet the conditions of the terms of the program including obtaining an occupancy permit for a qualifying ADU. The cost of the program is fully funded by HAF and is intended to help facilitate the construction of an additional ADU units as indicated in the Town's HAF targets.

The Comox Home Suite Home Incentive Program would provide an incentive period for new ADUs and for property owners seeking to bring nonconforming ADU dwellings up to Town Zoning Bylaw and BC

Building Code standards. It also serves as a mechanism to ensure more units are meeting minimum health and safety provisions for its occupants.

Following the expenditure of the allocated HAF incentive program funds of \$75,000 or the termination of the Home Suite Home ADU Incentive Program on December 1, 2027, whichever comes first, the Home Suite Home Grant Program will be discontinued. The limited nature of the program will hopefully encourage homeowners to expedite making Building Permit applications so as not to miss out on the grant opportunity. The goal is to bring additional ADU units on stream to increase attainable housing options in the community as soon as possible, applicants will have 14 months from the time of building permit issuance to reach occupancy permit to qualify for the Home Suite Home ADU Grant.

Posters, social media posts and website content to explain the terms of the program are in draft stage including an outline of technical notes on secondary suite requirements. A detailed SSMFH implementation guide has been prepared and will be made available on the Town's website and promoted through a variety of communication methods as part of the HAF Community Awareness Initiative outlined in the Town's HAF Action Plan.

FINANCIAL CONSIDERATIONS

The recommendation is consistent with the Town's HAF commitments (Accessory Dwelling Unit Incentive Strategy) and eligible funding. A maximum of twenty-five \$3000 Home Suite Home ADU Grants and will be available to ADU applicants on a first-come basis with a complete, qualifying ADU Building Permit application and obtain an occupancy permit as per the terms of the program. The \$75,000 grant program and all associate costs of program development and the community awareness campaign are to be fully funded by HAF.

CONCLUSION

In alignment with the Housing Accelerator Fund (HAF) reporting deadline requirements, the Comox Home Suite Home Program proposes to encourage the creation of 25 additional legal accessory dwelling units over a three-year period (until December 2027), including:

- A limited ADU grant program to incent the creation and safety of accessory dwelling units.
- A public awareness program to inform the community of the new SSMFH opportunities and the ADU incentive program.

Attachments:

Attachment #1: Home Suite Home Program Awareness Poster

Attachment #1

HOME SUITE HOME

Accessory Dwelling Unit Incentive Program

- The Accessory Dwelling Unit Incentive Program will consider ways to incentivize the creation of new accessory dwelling units (ADU) and the legalization of unauthorized ADUs, based on Council's Housing Accelerator Fund commitment.



What are Accessory Dwelling Units?
Accessory Dwelling Units in Comox are secondary suites and coach houses. Coach houses are detached dwelling units typically located in the rear yard, and limited in size to be smaller than a single-family home.

Stay updated by checking in on the Town's Secondary Suites webpage



Scan here or go to comox.ca

Why provide incentives?

- A healthy rental market typically has a vacancy rate of 3-5%. The vacancy rate in Comox was 0.5% or lower from 2021-2023 and the average vacancy rate over the past 20 years has been 0.8%. Low vacancy rates typically lead to high rental price increases.
- ADUs benefit the community by adding much-needed rental housing. They can also reduce the cost of home ownership by functioning as "mortgage helpers".
- The BC Building Code has health and safety requirements for ADUs, and therefore, building permits are required for them.
- There are many unpermitted ADUs in Comox that are providing rental housing but may not meet health and safety requirements. The Town wants to ensure that new and existing ADUs are safe for renters and homeowners.

HOME SUITE HOME



Program Coming January 2025






Questions?

✉ planning@comox.ca

☎ 250.339.1118

| | |
|--|-------------------------------|
| TO: Mayor and Council | FILE: PR 24-13 |
| FROM: Pamela Nall, Planner I | DATE: December 4, 2024 |
| SUBJECT: Zoning Bylaw Fence Height Review | |

| | | |
|---|--|---|
| Prepared by:  <hr/> Pamela Nall, Planner I | Supervisor:  <hr/> Randy Houle, Director of Development Services | Report Approved:  <hr/> Jordan Wall, CAO |
|---|--|---|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) That Council direct staff to prepare an amendment to Zoning Bylaw 1850 to increase the allowable fence height in the front or exterior yards of the R1.0 and R1.2 zones from 1.0 m to 1.2m; and
- 2) That Council direct staff to prepare an amendment to Planning Procedure Bylaw 1780 to add fence height as a minor development variance permit application.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Council direct staff to prepare an amendment to Zoning Bylaw 1850 to increase the allowable fence height in the front or exterior yards of the R1.0 and R1.2 zones from 1.0 m to 1.8m.
- 2) That the fence heights in the R1.0 and R1.2 zones remain as is.

PURPOSE

The purpose of this report is to present a discussion on fence heights in the R1.0 and R2.0 zone and seek Council’s direction on whether Staff should proceed with an amendment to the zoning bylaw to

increase the allowable fence height in the front or exterior yards from 1.0m to 1.2 m or 1.8 m, or to keep the current height restriction at 1.0 m.

STRATEGIC PLAN LINKAGE

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

| Strategic Priority | Areas of Focus |
|------------------------------------|--|
| Balanced Community Planning | Strategic Growth - We will balance the benefits of growth with the livability of our seaside community. |

BACKGROUND

With the adoption of SSMFH in June 2024, the permitted front and exterior yard fence height was reduced from 2.3 m to 1.0 m in the SSMFH zones. The new SSMFH zoning will result in increased building coverage, with up to four units permitted on one parcel. To offset this densification, it is important to ensure outdoor space and landscaping are well designed to enhance the street and landscape. The intent of the 1.0 m height limit is to ensure the gardens and landscaping of private homes are partially visible to enhance the streetscape and pedestrian experience. A more open and vibrant streetscape also aids crime prevention with the ‘eyes on the street’ theory, by providing transparency and natural surveillance and creating safer public spaces. A high fence with no transparency facing a street creates a less enjoyable pedestrian experience and does not enhance public safety.

The Town has recently had several inquiries requesting an increased fence height for single family-built properties that are now zoned R1.0. The inquiries have indicated that an increased fence height would protect garden plants by keeping deer out of the yard and keep pets and children protected from busy roads while also increasing privacy. Rather than processing several variance requests, Staff are seeking Council’s feedback on the existing provisions and if any amendments should be considered.

OCP IMPLICATIONS

The current OCP Development Permit Area #2 Ground Oriented Infill, Section 3.2.5.5 Landscape Guidelines states that fences in a front yard should not exceed a maximum height of 1.0 m. The front yard fence height restriction in the R1.0 and R1.2 zones is in accordance with this guideline. The OCP will be revised by December 31, 2025, to accommodate 20-year housing demand as per Provincial requirements. Any change to fence height in the zoning should be aligned with the new OCP guidelines that will encompass SSMFH and Ground Oriented Infill.

ANALYSIS

Prior to SSMFH implementation, there were fence height restrictions of 1.0 m in the front or exterior yards of certain zones that had smaller lot sizes, reduced setbacks, higher density and/or greater parcel coverage. Several other zones did not permit a fence in a front or exterior side yard. Several properties that are now zoned R1.0 have existing fences up to 2.3 m in height which are considered non-conforming, meaning they can be repaired but not entirely reconstructed or extended without the issuance of a development variance permit. Staff consider that three options can be considered moving forward:

1) Increase fence height from 1.0 m to 1.2 m:

A recent owner inquiry stated that 1.0 m high fence panels are not easily sourced from suppliers in the area and the shortest height available was 1.2 m (4ft). A 1.0 m high fence panel would require custom work which would add to the expense. In the City of Vancouver, fences are limited to 1.2 m (4 ft) in a front yard, and in the City of Port Alberni fences, hedges or walls are limited to 1.25 m (4.1 ft) in a front yard. Matching the height restriction to the available materials and other municipalities could be an option for Council to consider, making it easier for Town residents to meet the zoning requirements while also being in accordance with Urban Design principles for street design. Examples of 1.2 m high fences can be seen in **Image 1** and **Image 2** below.

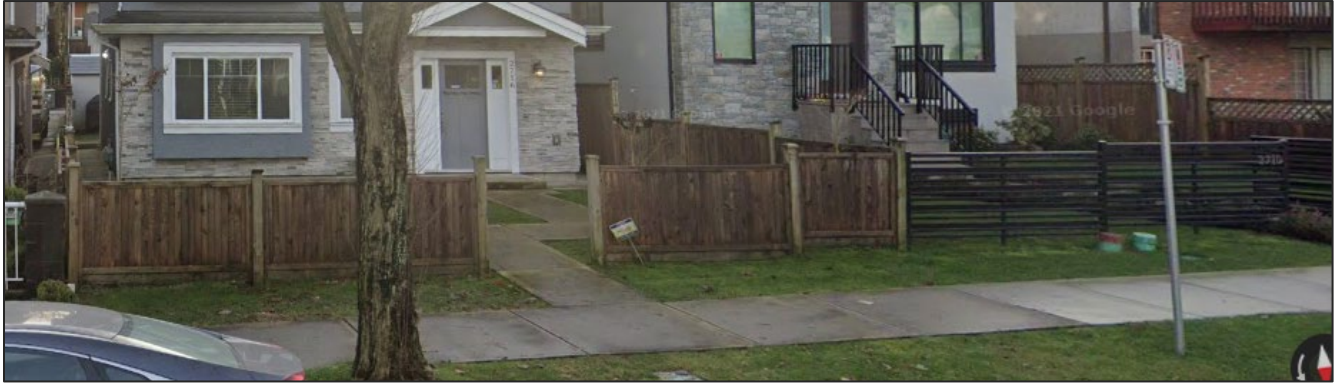


Image 1: Example of 1.2 m front yard fences in the City of Vancouver



Image 2: Example of 1.2 m front yard fences

2) Increase fence height to 1.8 m:

Council may wish to consider allowing a higher fence of up to 1.8 m (6 ft) to accommodate fences for front yard garden plots and those wishing for additional privacy. An example of one request for a property on Pritchard Road is for a 1.8 m (6 ft) high fence in the front yard to protect front yard plantings from deer, ensure their dog cannot jump over the fence and to provide a privacy screen. The proposed higher fence would be a custom design with horizontal cedar boards, with an inch gap between each board to provide some transparency. They intend to have vines and flowers growing on the fence. An example of a similar style can be seen in **Image 3** below.



Image 3: Example of a 1.8m fence with gaps between horizontal boards


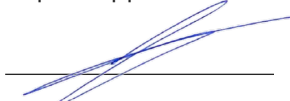
The Town could create design provisions within the Zoning Bylaw, such as requiring horizontal gaps in fences to soften the impact of higher fences and provide partial visibility, as in the example in **Image 3** above, and specify permitted materials to prevent chain link fences in front yards, but such requirements would be difficult for the Town to enforce.

3) Maintain status quo:

Council may consider that the existing bylaw provisions should remain as is, and to rather consider changes as part of the comprehensive zoning bylaw review slated for late 2025.

In summary, Staff recommend increasing the permitted fence height in the SSMFH zones from 1.0 m (3.28 ft) to 1.2 m (4 ft) to allow more flexibility for homeowners in sourcing materials and to be in line with other municipalities. This height will still allow for an enhanced streetscape and 'eyes on the street'. The new OCP could include the same height within its SSMFH policy guidelines. Council may also wish to consider amending Bylaw 1780 to include fence height variance as a minor variance application to be approved by the Director of Development Services in cases where a higher fence may be appropriate. The cost of a minor variance is \$520, and the process would allow review of fence design against the Town's design guidelines.

| | |
|--|-------------------------------|
| TO: Mayor and Council | FILE: PR 24-14 |
| FROM: Randy Houle, Director of Development Services | DATE: December 4, 2024 |
| SUBJECT: Downtown Parking Zoning Amendments | |

| | |
|---|--|
| Prepared by:  <i>Randy Houle, Director of Development Services</i> | Report Approved:  <i>Jordan Wall, CAO</i> |
|---|--|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Comox Zoning Amendment Bylaw No. 1850.49 be given first, second, and third reading.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Comox Zoning Amendment Bylaw No. 1850.49 be referred back to Staff for more information.

PURPOSE

The purpose of this report is to remove the requirement for off-street visitor parking spaces for dwelling units in the downtown to meet the Housing Accelerator Fund milestone of reducing off-street parking spaces in an effort to expedite housing. Other changes are also being proposed to remove certain uses from the downtown parking requirements table that are not permitted in any of the downtown zones.

STRATEGIC PLAN LINKAGE

Strategic Priority

Areas of Focus

| | |
|------------------------------------|--|
| Economic Health | Downtown Vitality - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place. |
| Balanced Community Planning | <p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> <p>Housing - We will create the conditions for a diversity of housing options in our unique seaside Town.</p> <p>Community Addition - We will ensure that each new major development adds positively to the community through appropriate amenity contributions and/or other community benefits.</p> |

ANALYSIS

Initiative 4 of the Housing Accelerator Fund requires the Town to conduct a parking regulation review and revision, including an analysis and amendments to the zoning bylaw for multi-family and downtown areas. As part of the implementation of Small-Scale Multi-Unit Housing, off-street parking spaces were reduced to 1 per dwelling unit. Eliminating the off-street visitor parking space requirements in the downtown is the final step in meeting this initiative. Reducing parking requirements is one way that the Town can meet its goal of encouraging more development by reducing costs. Currently, within the downtown, residential developments are required to provide visitor parking at a rate of 0.1 stalls per dwelling unit. Eliminating this requirement would be consistent with the Town’s incremental approach to reducing parking. Given that the downtown is well served with transit and on-street parking, it is expected that the impact of this reduction will be minimal. For example, a 30-unit mixed-use development will only see three visitor parking spaces eliminated with the bylaw amendment.

Bylaw 1850.49 also proposes to remove certain uses from the downtown parking requirements table as these uses are not permitted in any of the downtown zones. Townhouse developments are also proposed to be reduced to 1 space per unit in the downtown and visitor spaces removed. Attachment A contains the existing downtown parking table and shows the amendments proposed by Bylaw 1850.49. The parking table will be reviewed further when a new zoning bylaw is created after the implementation of a new Official Community Plan at the end of 2025.

ATTACHMENTS:

Attachment A: Parking Table Markup

Attachment B: Comox Zoning Amendment Bylaw No. 1850.49, 2024

Attachment A: Parking Table Markup

Red text = delete

| DOWNTOWN USE | MINIMUM REQUIRED PARKING SPACES |
|---|--|
| Abbeyfield housing | 0.5 per bedroom |
| Amusement centre, excluding pool or billiard tables | 0 |
| Animal shelter | 2 |
| Assembly centre (excluding schools), cultural centre (excluding film theatre and museum), library | 1 per 10 seats or 1 per 10 m ² intended for public use, whichever is greater |
| Bed and Breakfast accommodation | 1 |
| Billiard hall | 1 per table |
| Bottle depot | 1 per 90 m² |
| Bowling alley | 1 per bowling lane |
| Building supply and lumber outlet | 1 per 80m² of gross floor area up to 500m², and 1 per each additional 20 m² of gross floor area over 500 m² |
| Child Care facility | 1 per 10 children licensed by the Province |
| Community garden | 0 |
| Congregate care housing | 0.25 per unit |
| Dwelling unit above commercial use | 1 per dwelling unit, plus 0.1 per dwelling unit for visitors |
| Dwelling, apartment | 1 per dwelling unit, plus 0.1 per dwelling unit for visitors, |
| Dwelling, patio | 1 per dwelling unit, plus 0.1 per dwelling unit for visitors, |
| Dwelling, single-family | 1 per dwelling unit |
| Secondary Suite | 1 per Secondary Suite |
| Coach House | 1 per Coach House |
| Dwelling, townhouse | For townhouses with 4 units or less on a parcel, 1 per dwelling unit For townhouses with 4 units or more on a parcel, 1.5 per dwelling unit, plus 0.1 per dwelling unit for visitors |
| Dwelling, two-family | 1 per dwelling unit |
| Equipment or tool rental | 1 per 80m² |
| Film theatre | 1 per 10 seats |
| Financial institution | 1 per 80m ² |
| Fire station, ambulance station | 0 |
| Fish processing or packaging | 1 per 40 m ² |
| Funeral parlor | 1 per 10 seats |

| DOWNTOWN USE | MINIMUM REQUIRED PARKING SPACES |
|--|---|
| Garden Centre | 0 |
| Gas bar | 4 |
| Golf course | 0 |
| Home occupation | 0 |
| Hospital | 1 per 80 m ² |
| Hotel | 1 per sleeping unit |
| Intermediate care facility | 0.25 per bed |
| Manufacturing, processing or packaging, excluding fish processing or packaging | 1 per 90m ² |
| Marina | 1 per 2 berths |
| Marine fueling station | 1 |
| Marine grid for boat maintenance | 1 per grid |
| Medical clinic, dental clinic | 1 per 80 m ² |
| Motel | 1 per sleeping unit |
| Museum | 0 |
| Office | 1 per 80 m ² |
| Park, playground, sports field | 0 |
| Personal service establishment | 1 per 80 m ² |
| Produce stalls | 0 |
| Pub, neighbourhood pub, brew pub, marine pub | 0 |
| Recreation facility | 1 per 80 m ² |
| Recycling drop-off centre | 1 per 90 m ² |
| Repair, servicing or testing of appliances, machinery, equipment, tools or boats | 1 per 90 m ² |
| Research laboratory | 1 per 90 m² |
| Restaurant | 0 |
| Retail store | 1 per 80m ² of gross floor area up to 500m ² , and 1 per each additional 20 m ² of gross floor area over 500 m ² |
| School, adult education | 1 per 80 m ² of gross floor area up to 500m ² , and 1 per each additional 20 m ² of gross floor area over 500 m ² |
| School, primary, elementary, junior high | 1 per classroom |
| School, senior high | 4 per classroom |
| Unstaffed car wash, unstaffed industrial fueling installation | 0 |
| Unstaffed public utility building or facility, such as telephone exchanges or transformer stations | 1 |
| Vehicle repair | 3 per bay |
| Vehicle sales or rental showroom | 1 per 80 m² |

| DOWNTOWN USE | MINIMUM REQUIRED PARKING SPACES |
|--------------------|---------------------------------|
| Veterinary clinic | 1 per 80 m ² |
| Video rental store | 1 per 80 m ² |
| Warehousing | 1 per 180 m ² |

Attachment B: Comox Zoning Amendment Bylaw No. 1850.49

**TOWN OF COMOX
BYLAW 1850.49**

• **A BYLAW TO AMEND COMOX ZONING BYLAW 1850**

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. 1850.49”.

2. Amendments

1. Comox Zoning Bylaw 1850 Section 6 Off-Street Parking and Loading is hereby amended by:
 - a. Replacing section 6.14(3) with the following text:

(3) Required Parking Spaces Downtown

| DOWNTOWN USE | MINIMUM REQUIRED PARKING SPACES |
|---|---|
| Animal shelter | 2 |
| Assembly centre (excluding schools), cultural centre (excluding film theatre and museum), library | 1 per 10 seats or 1 per 10 m ² intended for public use, whichever is greater |
| Bed and Breakfast accommodation | 1 |
| Billiard hall | 1 per table |
| Bowling alley | 1 per bowling lane |
| Child Care facility | 1 per 10 children licensed by the Province |
| Community garden | 0 |
| Congregate care housing | 0.25 per unit |
| Dwelling unit above commercial use | 1 per dwelling unit |
| Dwelling, apartment | 1 per dwelling unit |
| Dwelling, patio | 1 per dwelling unit |
| Dwelling, single-family | 1 per dwelling unit |
| Secondary Suite | 1 per Secondary Suite |
| Coach House | 1 per Coach House |
| Dwelling, townhouse | 1 per dwelling unit |
| Dwelling, two-family | 1 per dwelling unit |
| Film theatre | 1 per 10 seats |

| DOWNTOWN USE | MINIMUM REQUIRED PARKING SPACES |
|--|---|
| Financial institution | 1 per 80m ² |
| Fire station, ambulance station | 0 |
| Fish processing or packaging | 1 per 40 m ² |
| Garden Centre | 0 |
| Golf course | 0 |
| Home occupation | 0 |
| Hospital | 1 per 80 m ² |
| Hotel | 1 per sleeping unit |
| Intermediate care facility | 0.25 per bed |
| Manufacturing, processing or packaging, excluding fish processing or packaging | 1 per 90m ² |
| Marina | 1 per 2 berths |
| Marine fueling station | 1 |
| Marine grid for boat maintenance | 1 per grid |
| Medical clinic, dental clinic | 1 per 80 m ² |
| Museum | 0 |
| Office | 1 per 80 m ² |
| Park, playground, sports field | 0 |
| Personal service establishment | 1 per 80 m ² |
| Produce stalls | 0 |
| Pub, neighbourhood pub, brew pub, marine pub | 0 |
| Recreation facility | 1 per 80 m ² |
| Recycling drop-off centre | 1 per 90 m ² |
| Repair, servicing or testing of appliances, machinery, equipment, tools or boats | 1 per 90 m ² |
| Restaurant | 0 |
| Retail store | 1 per 80m ² of gross floor area up to 500m ² , and 1 per each additional 20 m ² of gross floor area over 500 m ² |
| School, adult education | 1 per 80 m ² of gross floor area up to 500m ² , and 1 per each additional 20 m ² of gross floor area over 500 m ² |
| School, primary, elementary, junior high | 1 per classroom |
| School, senior high | 4 per classroom |
| Unstaffed public utility building or facility, such as telephone exchanges or transformer stations | 1 |
| Veterinary clinic | 1 per 80 m ² |
| Video rental store | 1 per 80 m ² |

2. Comox Zoning Bylaw 1850 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of the bylaw.

3. Adoption

- (1) READ A FIRST, SECOND, and THIRD time this ___ day of _____, 2024
- (2) ADOPTED this ___ day of _____, 2024

Mayor

Corporate Officer

| | |
|--|-------------------------------|
| TO: Mayor and Council | FILE: PR 24-16 |
| FROM: Randy Houle, Director of Development Services | DATE: December 4, 2024 |
| SUBJECT: Comox Building Bylaw Amendment Bylaw No. 1472.15 | |

| | | |
|---|--|--|
| Prepared by:  Randy Houle, Director of Development Services | Report Approved:  Edward Henley, Director of Finance | Report Approved:  Jordan Wall, CAO |
|---|--|--|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Comox Building Bylaw Amendment Bylaw No. 1472.15 be given first, second and third reading.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Comox Building Bylaw Amendment Bylaw No. 1472.15 be referred back to Staff.

PURPOSE

The purpose of this report is for Council to consider an increase in building permit fees based on a comparative analysis of neighbouring municipalities.

STRATEGIC PLAN LINKAGE

| Strategic Priority | Areas of Focus |
|--------------------|---|
| Good Governance | Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term. |

BACKGROUND

Building permit costs have not been updated since the adoption of the bylaw in 2006 and have not kept pace with neighbouring municipalities. As building permit revenue has been decreasing with the reduction in construction activity in recent years, it is fiscally responsible to review rates and adjust as deemed necessary.

ANALYSIS/ISSUES/IMPLICATIONS

Staff analysed the building permit fees in neighbouring communities, which are highlighted below:

| Community | Bylaw Date | BP Application Fee | Building Permit Cost |
|------------|------------|------------------------------------|--|
| Comox | 2006 | \$35 to \$150 Increase to \$150 | \$7.50 per 1,000 in construction value up to 100,000, \$5.50 above Increase to \$10 per 1,000 in construction value |
| Courtenay | 2024 | \$150 | \$150 + 1% of construction value (\$10 per 1,000) |
| Cumberland | 2020 | \$50-\$500 | 0.6% of construction value (\$6 per 1,000) |
| CVRD | 2024 | \$125-\$1,000 | \$75 + 1% of construction value (\$10 per 1,000) |

Both the City of Courtenay and the CVRD have implemented new building bylaws in 2004 and set rates at 1% of construction value which is equal to \$10 per 1,000 in construction value. To be consistent with neighbouring communities, Staff are recommending that the building permit application fee be increased to \$150 for all permits and the building permit costs be increased to \$10 per 1,000 in construction value. For a single-family dwelling renovation/addition with \$150,000 in construction value, the building permit fee would increase from \$1,025 to \$1,500 under the amended bylaw. For a new single-family dwelling with \$500,000 in construction value, the building permit fee would increase from \$2,950 to \$5,000. For a new townhouse building with \$1,500,000 in construction value, the building permit fee would increase from \$8,450 to \$15,000. For a new apartment building with \$15 million in construction value, the building permit fee would increase from \$82,700 to \$150,000.

Based on the most recent three-year annual average construction value of \$35 million, the increase in annual building permit fee revenue would be approximately \$150,000.

Both plumbing and sprinkler permit fees were also analysed and are highlighted below:

| Community | Bylaw Date | Plumbing Permit Cost | Sprinkler Permit Cost |
|------------------|-------------------|--|--|
| Comox | 2006 | \$50 + \$6 per fixture Increase to \$75 + \$10 per fixture | \$50 + \$0.75 per fixture Increase to \$75 + \$5 per fixture |
| Courtenay | 2024 | \$75-\$125 + \$10-\$15 per fixture | \$75-\$125 + 1% of construction value |
| Cumberland | 2020 | \$50-\$100 + \$5-\$10 per fixture | \$50-\$100 + \$5-\$10 per fixture |
| CVRD | 2024 | \$75-\$125 + \$10-\$15 per fixture | \$75-\$125 + 1% of construction value |

Staff are recommending that the plumbing permit cost be increased to \$75 + \$10 per fixture and the sprinkler permit cost be increased to \$75 + \$5 per fixture to align closer with neighbouring municipalities. Attachment A of this report shows several other recommend amendments in red text, including reducing the discount provided to modular buildings from 50% to 25% given that drawing review and inspections are still required, albeit minimal. It is recommended that the discount for new developments in the downtown area be removed, given that this provision was tied to previous revitalization tax exemption initiatives that have expired and planning application fee reductions that are set to expire soon.

Driven from the Development Approval Process Review, Staff are working diligently to both simplify and expedite the planning and building permit process with the goal of achieving predictable timelines for the development community and enhancing customer service. An increase in building permit fees will help the Town continue to employ the Staff to achieve these goals, while also providing the funding for an increase in the casual inspector’s hours if needed given the projected increasing in building permits next spring. Any increases to building permit fees for the creation of secondary suites and coach houses will be offset by the new financial program being introduced to Council to waive the building permit fees for accessory dwelling units as part of the Housing Accelerator Fund initiatives.

ATTACHMENTS:

Attachment A: Comox Building Bylaw No. 1472 with Track Changes

Attachment B: Comox Building Bylaw Amendment Bylaw No. 1472.15

SCHEDULE 1

Scale of Fees

A. Building, Moving, Demolition, Private Swimming Pool, Wood Burning Appliance Permit Fees

| | | |
|----|---|-----------------------------------|
| 1. | <u>Application Fee</u> | |
| | (a) accessory buildings < 10m ² and private swimming pools | \$ 35.00 <u>50.00</u> |
| | (b) construction value < \$25,000, excluding accessory buildings < 10m ² and private swimming pools | \$ 50.00 <u>150.00</u> |
| | (c) construction value > \$25,000 | \$150.00 |
| 2. | <u>Permit Fee</u> | |
| | (a) permit fee for accessory buildings <10 m ² | \$ 35.00 <u>50.00</u> |
| | (b) except for accessory buildings < 10m ² and private swimming pools the fee is | |
| | i) a minimum of | \$ 75.00 <u>100.00</u> |
| | ii) for each \$1,000 of value of construction, or fraction thereof, up to \$100,000 | \$ 7.50 <u>10.00</u> |
| | iii) for each additional \$1,000 of value of construction, or fraction thereof, over \$100,000 | \$ 5.50 <u>10.00</u> |
| | (c) In the case of a factory built building certified by Canadian Standards Association the fee shall be 50 <u>75</u> % of that specified in A.2(b). (#1786 Jun 18/14) | |
| | (d) In the case of buildings located within the area shown shaded in Schedule 3 of this Bylaw, excluding alteration, reconstruction, demolition, removal, relocation or change of occupancy: | |
| | i) 50% of that specified in Section A.2(b) for buildings of 4 stories or more; | |
| | ii) 80% of that specified in Section A.2(b) for buildings of 3 storeys. | |
| | (#1786 Jun 18/14) (#1952 Jun 17/20) | |
| 3. | Change of owner with respect to an existing permit | \$ 75.00 <u>100.00</u> |
| 4. | Renewal of permit | |
| | (a) where the value of the remaining construction is \$50,000.00 or less | \$ 50.00 <u>100.00</u> |
| | (b) for each subsequent \$1,000.00 of value or fraction thereof over \$50,000.00 | \$ 2.00 <u>5.00</u> |
| 5. | For the third or subsequent inspection of the same required stage of work | \$ 50.00 <u>100.00</u> |

SCHEDULE 1 - Continued

Scale of Fees

- | | | |
|----|---|-----------------------------------|
| 6. | Fee for required resubmissions based on monitoring of complex building permit applications, | |
| | (a) second resubmission | \$100.00 <u>150.00</u> |
| | (b) third and subsequent resubmissions | \$250.00 |

B. Plumbing Permit Fees

- | | | |
|----|--|---------------------------------|
| 1. | plumbing system | |
| | (a) fee for first plumbing fixture | \$50.00 <u>75.00</u> |
| | (b) fee for each additional plumbing fixture | \$6.00 <u>10.00</u> |
| 2. | irrigation backflow device | \$35.00 <u>50.00</u> |
| 3. | fire sprinkler system | |
| | (a) first head | \$50.00 <u>75.00</u> |
| | (b) each additional head | \$0.75 <u>5.00</u> |

C. Miscellaneous Fees

- | | | |
|----|--|----------------------------------|
| 1. | provision of a letter advising of the status of a property and the improvement thereon | \$100.00 |
| 2. | voluntary inspection | \$50.00 <u>100.00</u> |
| 3. | site disclosure form review | \$100.00 |

TOWN OF COMOX

BYLAW NO. 1472.15

A BYLAW TO AMEND TOWN OF COMOX BUILDING BYLAW No. 1472

WHEREAS Council has adopted a Building Bylaw and has the authority under the provisions of the *Community Charter* to amend the Building 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 “Comox Building Bylaw Amendment No. 1472.15”.

2. Amendments

“Comox Building Bylaw 1472” is amended as follows:

- (1) Schedule ‘1’ Scale of Fees is amended by replacing with Schedule ‘1’ Scale of Fees forming part of this Bylaw.
- (2) Schedule 3 is deleted.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this ___ day of _____, 2024

(2) ADOPTED this ___ day of _____, 2025

Mayor

Corporate Officer

SCHEDULE 1

Scale of Fees

A. Building, Moving, Demolition, Private Swimming Pool, Wood Burning Appliance Permit Fees

| | | |
|----|---|----------|
| 1. | <u>Application Fee</u> | |
| | (a) accessory buildings < 10m ² and private swimming pools | \$50.00 |
| | (b) construction value < \$25,000, excluding accessory buildings < 10m ² and private swimming pools | \$150.00 |
| | (c) construction value > \$25,000 | \$150.00 |
| 2. | <u>Permit Fee</u> | |
| | (a) permit fee for accessory buildings <10 m ² | \$50.00 |
| | (b) except for accessory buildings < 10m ² and private swimming pools the fee is | |
| | i) a minimum of | \$100.00 |
| | ii) for each \$1,000 of value of construction, or fraction thereof, up to \$100,000 | \$10.00 |
| | iii) for each additional \$1,000 of value of construction, or fraction thereof, over \$100,000 | \$10.00 |
| | (c) In the case of a factory-built building certified by Canadian Standards Association the fee shall be 75% of that specified in A.2(b). (#1786 Jun 18/14) | |
| 3. | Change of owner with respect to an existing permit | \$100.00 |
| 4. | Renewal of permit | |
| | (a) where the value of the remaining construction is \$50,000.00 or less | \$100.00 |
| | (b) for each subsequent \$1,000.00 of value or fraction thereof over \$50,000.00 | \$5.00 |
| 5. | For the third or subsequent inspection of the same required stage of work | \$100.00 |

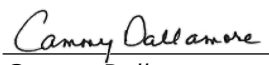


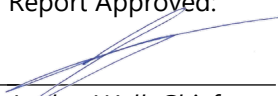
SCHEDULE 1 - continued

Scale of Fees

| | | |
|-----------|---|----------|
| 6. | Fee for required resubmissions based on monitoring of complex building permit applications, | |
| | (a) second resubmission | \$150.00 |
| | (b) third and subsequent resubmissions | \$250.00 |
| B. | <u>Plumbing Permit Fees</u> | |
| 1. | plumbing system | |
| | (a) fee for first plumbing fixture | \$75.00 |
| | (b) fee for each additional plumbing fixture | \$10.00 |
| 2. | irrigation backflow device | \$50.00 |
| 3. | fire sprinkler system | |
| | (a) first head | \$75.00 |
| | (b) each additional head | \$5.00 |
| C. | <u>Miscellaneous Fees</u> | |
| 1. | provision of a letter advising of the status of a property and the improvement thereon | \$100.00 |
| 2. | voluntary inspection | \$100.00 |
| 3. | site disclosure form review | \$100.00 |

REGULAR COUNCIL MEETING

| | |
|--|-------------------------------|
| TO: Mayor and Council | FILE: 0400-60; 1855-04 |
| FROM: Cammy Dallamore, Corporate Coordinator | DATE: Nov. 28, 2024 |
| SUBJECT: Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions | |

| | | | |
|--|---|--|---|
| Prepared by:  Cammy Dallamore, Corporate Coordinator | Supervisor:  Shelly Russwurm, Director of Corporate Services | Financial Approved:  Edward Henley, Director of Finance | Report Approved:  Jordan Wall, Chief Administrative Officer |
|--|---|--|---|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the regional application submitted to the Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions - Category 2 fund for up to \$100,000 be approved;

AND FURTHER THAT as the primary applicant, the Comox Valley Regional District will, apply for, receive, and manage the grant funding through Service 270 Comox Valley Emergency Management and on behalf of the Town of Comox.

PURPOSE

To seek Council support for a joint application for funding from a UBCM, Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions grant in partnership with the Town of Comox, K'ómoks First Nation, City of Courtenay, and Village of Cumberland.

STRATEGIC PLAN LINKAGE

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

| | |
|-----------------------------------|--|
| Community Connection and Wellness | <p>Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.</p> <p>Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.</p> |
| Economic Health | <p>Balancing Vibrancy & Stability - Create an environment for a robust and vibrant Comox economy by working with community organizations (BIA) to facilitate their success.</p> |

| | |
|-----------------------------|--|
| Good Governance | <p>Relationships – We develop connections and relationships both locally and regionally to leverage support for our goals.</p> <p>Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.</p> |
| Balanced Community Planning | <p>Strategic Growth - We will balance the benefits of growth with the livability of our seaside community.</p> |

BACKGROUND

The Comox Valley Regional District, in partnership with the Town of Comox, K’ómoks First Nation, City of Courtenay, and Village of Cumberland, is seeking approval for a regional application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund 2024, Disaster Risk Reduction/Climate Adaptation – Category 2 fund. The application requests up to \$100,000 to enhance the region's resilience to climate change and natural disasters.

As the primary applicant, the Comox Valley Regional District will apply for, receive, and manage the grant funding through Service 270 Comox Valley Emergency Management on behalf of the Town of Comox. This initiative will focus on strengthening emergency preparedness, improving flood mitigation, wildfire prevention, and increasing public education on climate resilience, ensuring the community is better equipped to face future climate challenges.

ANALYSIS/ISSUES/IMPLICATIONS

The UBCM funding application requires close teamwork between the Comox Valley Regional District (CVRD) and the Town of Comox to ensure our priorities are included in the regional project.

While CVRD will oversee the grant, it’s crucial that the Town’s initiatives receive proper funding and are carried out successfully. Key challenges include aligning timelines, sharing resources, and engaging the community.

Success will depend on strong collaboration, clear management, and active community involvement.

a. Applicable Policies and Legislation

1. UBCM CEPF Policies: Focus on disaster risk reduction, climate adaptation, and resilience; compliance with UBCM terms for reporting and financial accountability.
2. Local Government Act (LGA): Governs emergency management and disaster planning; projects must comply with zoning, land-use, and safety regulations.
3. Emergency Program Act (EPA): Outlines local government responsibilities for emergency preparedness and disaster response.

4. Climate Action Legislation: Projects must align with CleanBC and the Climate Change Accountability Act, focusing on reducing emissions and adapting to climate impacts.
5. Public Health Act: Relevant if projects impact public health, ensuring safety considerations are addressed.
6. Environmental Assessment: Projects may need an environmental assessment under the Environmental Assessment Act or local policies, especially for infrastructure projects.

b. Financial

The CVRD will be responsible for managing and overseeing the funds, ensuring proper allocation, reporting, and compliance with grant conditions, which may involve administrative and monitoring costs.

c. Intergovernmental

This collaboration between the CVRD, Comox, K'ómoks First Nation, Courtenay, and Cumberland will ensure a coordinated approach to managing the grant, fostering regional resilience, and implementing climate adaptation and disaster risk reduction projects that benefit the entire community.

d. Public Relations

The grant highlights collaboration between local governments and K'ómoks First Nation to improve community resilience. Regular updates and clear reporting will help build public trust and support for the projects.

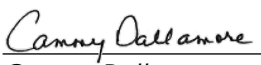
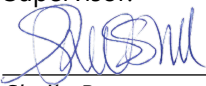

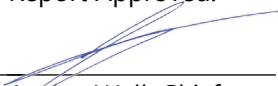
GOVERNANCE CONSIDERATIONS

1. What is the Town of Comox's role in the project?

The Town of Comox will collaborate with the CVRD, providing input on local priorities, ensuring alignment with community needs, and supporting the implementation of disaster risk reduction and climate adaptation projects.

REGULAR COUNCIL MEETING

| | |
|--|-------------------------------|
| TO: Mayor and Council | FILE: 0400-60; 1855-04 |
| FROM: Cammy Dallamore, Corporate Coordinator | DATE: Nov. 28, 2024 |
| SUBJECT: Union of BC Municipalities Community Resiliency Investment Funds – FireSmart Community Funding | |

| | | | |
|--|---|--|---|
| Prepared by:  Cammy Dallamore, Corporate Coordinator | Supervisor:  Shelly Russwurm, Director of Corporate Services | Financial Approved:  Edward Henley, Director of Finance | Report Approved:  Jordan Wall, Chief Administrative Officer |
|--|---|--|---|

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Town of Comox approves the Comox Valley Regional Districts’ grant application to the Union of BC Municipalities Community Resiliency Investment Fund - FireSmart Community Funding and Supports for up to \$2,000,000 over 2025-2026;

AND FURTHER THAT as the primary applicant, the Comox Valley Regional District, will apply for, receive, and manage the grant funding, if successful, through Service 270 Comox Valley Emergency Management on behalf of the Town of Comox.

PURPOSE

To seek Council support for a joint application for funding from a UBCM, Community Resiliency Investment Funds – FireSmart Community Funding in partnership with the Town of Comox, K’ómoks First Nation, City of Courtenay, and Village of Cumberland.

STRATEGIC PLAN LINKAGE

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

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|-----------------------------------|---|
| Community Connection and Wellness | Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens. |
| Good Governance | Relationships – We develop connections and relationships both locally and regionally to leverage support for our goals. |

BACKGROUND

The Community Resiliency Investment (CRI) program, administered by UBCM, supports local governments and First Nations in reducing wildfire risks through FireSmart initiatives. This funding helps communities mitigate wildfire threats to homes, infrastructure, and natural areas.

The Town of Comox, K'ómoks First Nation, City of Courtenay, and Village of Cumberland face shared wildfire risks due to proximity to forested lands and climate change. A joint application for CRI funding will enable coordinated actions like public education, wildfire mitigation planning, and fuel management, ensuring efficient use of resources across the region.

Council support for this application will strengthen regional collaboration, enhance public safety, and align with the Town's commitment to wildfire preparedness.

ANALYSIS/ISSUES/IMPLICATIONS

Wildfires are an increasing threat to the region due to climate change, urban expansion near forested areas, and rising fuel loads. A joint application for Community Resiliency Investment (CRI) funding enables the Town of Comox and its regional partners to address these risks more effectively through a coordinated approach that optimizes resource use, avoids duplication, and ensures consistent FireSmart practices.

Supporting this application allows the Town to enhance community safety by reducing wildfire risks, strengthen regional collaboration with partners like K'ómoks First Nation, Courtenay, and Cumberland, and access additional resources to implement larger-scale projects.

Participation also demonstrates leadership in public safety and environmental stewardship, reinforcing the Town's commitment to proactive and collaborative solutions.

a. Applicable Policies and Legislation

1. Town of Comox Strategic Plan: Supports public safety and enhances community wellness through wildfire risk reduction.
2. Community Charter (BC): Grants local governments authority to implement public safety and emergency preparedness measures.
3. Wildfire Act (BC): Outlines responsibilities for wildfire prevention and management, particularly in urban-forest areas.
4. Local Government Act (BC): Enables collaboration with other jurisdictions and First Nations on safety and environmental initiatives.
5. Emergency Program Act (BC): Defines municipal roles in emergency preparedness, including wildfires.
6. UBCM Community Resiliency Investment Program Guidelines: Sets criteria for FireSmart funding and encourages joint regional applications.

b. Financial

Staff time will be required to implement initiatives if funding is approved.

c. Intergovernmental

This collaboration between the CVRD, Comox, K'ómoks First Nation, Courtenay, and Cumberland strengthens wildfire preparedness across local governments.

d. Public Relations

Public education campaigns on FireSmart practices will be developed to engage residents, increase awareness, and encourage participation in reducing wildfire risks.

GOVERNANCE CONSIDERATIONS

1. Is this new?

The funding model has been in place for a few years and all communities in the Comox Valley are applying together to increase our chances of securing a grant.

2. What have we done in the past?

In the past, our fire department has carried out many of the actions listed in the grant requests. The key difference now is that we are seeking provincial funding to support these efforts.

3. Why a joint application?

We believe a joint application will improve our chances of receiving a substantial grant from UBCM. Additionally, wildfire risk reduction requires a coordinated effort, and all Comox Valley fire departments are part of a mutual aid agreement, allowing us to support one another during larger incidents, like wildfires. A unified approach to wildfire risk management in the Valley is beneficial for all.