

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY JANUARY 15, 2025

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 January 15, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (5) a. [Comox BIA: Business Retention and Expansion Program Proposal](#)
- (21) b. [Seth Wright \(BC Transit\) & Mike Zbarsky \(CVRD\): Update on the Design and Next Steps of the Downtown Comox Transit Exchange](#)

4. ADOPTION OF MINUTES:

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

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on December 4, 2024, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- (27) a. [Strategic Planning Committee Meeting Minutes](#)

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, December 11, 2024, be Received.

COMMITTEE RECOMMENDATIONS:

- (1) [Strategic Planning Committee Meeting Minutes](#)

THAT Council approve replacement of the Community Centre infrared saunas at a cost of \$86,000 with the work to be completed as soon as feasible.

6. CONSENT AGENDA:

(29) a. [Consent Agenda](#)

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

1. Michele Jones, Secretary/Treasurer (Comox Valley Citizens on Patrol): 30th AGM on January 26, 2025 at 1:00 PM.
2. Cathy Peters, Educator, Speaker, Advocate (Be Amazing Campaign): Tariffs, UNDRIP, Drugs & Sex Trafficking.
3. Trish Mandewo, President (UBCM): Canada Community-Building Fund: Second Community Works Fund Payment For 2024/2025.
4. Jacqueline Zweng, Director (Wounded Warriors Canada): Wounded Warrior Run BC 2025.
5. Thea Black, Teacher (Ecole Puntledge Park Elementary School): Reducing Homelessness - Letters from Students.
6. Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Invitation – Jan 23, 2025 (RSVP by Jan 18).
7. Chris Gardner, President and CEO (Independent Contractors and Businesses Association): Construction Procurement.
8. Greg Murray: Advanced Left Traffic Signals Along Guthrie and Anderton
9. Janet Livingstone: Recycling Bin Cart Change - Request to Waive Fee
10. Cynthia Shore: AED at Pickleball Courts
11. Brenda Cardinal: Balancing Act Budget Simulator

7. UNFINISHED BUSINESS:

(65) a. [James Warren, Comox Valley Regional District: Homeless and Affordable Housing supports and Regional Transportation](#)

ITEM SUMMARY: At the December 4, 2024, Regular Council Meeting, James Warren, CAO of the Comox Valley Regional District (CVRD), presented initiatives to address housing affordability, including creating a Housing Corporation and a Non-Market Housing Master Plan. He also proposed amending the Transit Service to a Regional Transportation Service to enhance multimodal transportation and regional connectivity, with next steps including an Alternative Approval Process for the proposed bylaw changes.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (83) a. [PR 24-14 Comox Zoning Amendment Bylaw No. 1850.49 - Downtown Parking Zoning Amendments](#)
THAT Comox Zoning Amendment Bylaw No. 1850.49 be Adopted.
- (86) b. [PR 24-16 Comox Building Amendment Bylaw No. 1472.15 - Building Permit Fees](#)
THAT Comox Building Bylaw Amendment Bylaw No. 1475.15 be Adopted.

10. NEW BUSINESS:

- (89) a. [RZ 24-5 Zoning Amendment Bylaw 1850.50 \(2147 Downey Avenue\)](#)
 1. *THAT Zoning Amendment Bylaw 1850.50, 2024 be given First, Second and Third Readings.*
 2. *THAT Zoning Amendment Bylaw 1850.50, 2024 be adopted.*
- (101) b. [Information Technology and Mobile Device Policies](#)
 1. *THAT Council Policy No. CCL-077.0, Information Technology Acceptable Use Policy, be Adopted.*
 2. *THAT Council Policy No. CCL-078.0, Mobile Device Policy, be Adopted.*
- (119) c. [New Kennel Contract with The Unleashed Dog Boutique](#)
 1. *THAT the agreement for the provision of kennel services between the Town of Comox and 1485272 BC LTD DBA The Unleashed Dog Boutique, for the one-year period between January 1 and December 31, 2025, be approved; and*
THAT the Mayor and the Corporate Officer be authorized to execute the agreement.
 2. *THAT the Dog Licence and Pound Amendment Bylaw No. 1322.02 be given First, Second and Third Readings.*
 3. *THAT the Fees and Charges Amendment Bylaw No. 2016.06 be given First, Second and Third Readings.*
 4. *THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.03 be given First, Second and Third Readings.*

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (139) a. [Peter Sinclair, Executive Director \(Loaves and Fishes Community Food Bank Society\): Letter of Support for Loaves and Fishes Food Recovery and Distribution Centre](#)
- (140) b. [Janette Martin-Lutzer, President \(Comox Valley Ukrainian Cultural Society\): Request for Continued Subsidized Access to Town Facilities](#)

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY JANUARY 15, 2025

- (142) c. [Steve Cowan, Branch President \(The Royal Canadian Naval Association, Comox Valley Branch\): Permission for Battle of the Atlantic Memorial Service - May 4, 2025](#)

THAT the January 2, 2025, letter from Steve Cowan of the Royal Canadian Naval Association, requesting permission to hold the annual memorial service to commemorate the Battle of the Atlantic at the Naval Memorial Cairn in Marina Park on Sunday May 4, 2025, be received and permission granted; and,

THAT Council approve of a low level fly past by a CP-140 Aurora Long Range Patrol aircraft, as low as 500 feet, at 1:25 pm during the two minutes of silence.

- (143) d. [Susan Sarada, Vice President \(Pearl Ellis Gallery\): Request for Improvements to the Pearl Ellis Gallery Entryway and Foyer](#)

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER

RECEIVED

December 18, 2024

TOWN OF COMOX

LOG: 24-469	REFER:	AGENDA: RCM 15JAN25
FILE: 0360-20	ACTION: MR	

File: 0360-20-01,6750-01
Copies: Council
JW/SR/CD

TOWN OF COMOX BUSINESS RETENTION AND EXPANSION PROGRAM 2025 – 2027

*Presented by the Comox Business in Action
(BIA)*



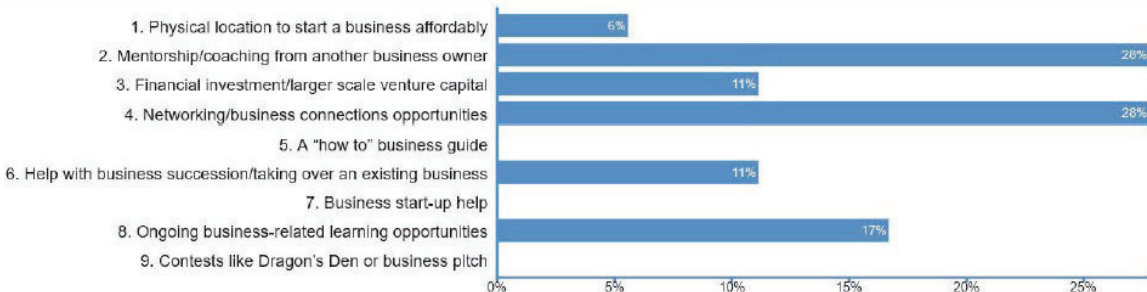
PROGRAM OVERVIEW & RATIONAL

Included within the new Town of Comox Economic Development Strategy is a recommendation that the Town consider implementing a Comox specific, locally driven Business Retention and Expansion (BR&E) program led by the Comox BIA (BIA). The BIA Board wishes to proceed with this opportunity and is providing this proposal to highlight several key advantages that the BIA offers in terms of local knowledge, cost-efficiency, community engagement, and long-term impact.

The recommendation proposed the BIA as the logical provider of BR&E services on a Town-wide basis, as the BIA is *already* undertaking related BR&E services for its BIA members as identified in the BIA's own 5 Year Strategic Plan to provide supports for Business Growth as a 'Core Service' after extensive business surveying undertaken in 2023 and 2024 (example below).

Further, the BIA's Board of Directors are entrepreneurial leaders in Comox, representing key Comox sectors including Food and Beverage, Professional Services, Marine Recreation, Health and Wellness and Retail.

Of the following, what kinds of programs do you feel would best support development of your business/all Comox businesses to nurture success? (choose two)



1. Deep Local Knowledge and Relationships

The BIA has a well-established presence and intimate knowledge of the local business community. They understand the unique challenges and opportunities specific to businesses in Comox, allowing them to tailor the BR&E program more effectively. Since the BIA already has strong relationships with local business owners and industry sectors, these trusted relationships can facilitate more open and honest feedback during business interviews and surveys, which are core components of a BR&E program. The BIA's established trust with businesses can lead to more engagement and a higher response rate during outreach initiatives like Business Walks or sector-specific interviews. This trust ensures that the data collected is more accurate and actionable.

2. Cost-Effectiveness

Contracting the BIA is likely to be more cost-effective than outsourcing to a larger, external organization that may require higher fees, travel expenses, or additional resources to familiarize themselves with the Town. The Comox BIA, being local, would not have these learning curves or logistical costs, allowing for a more focused use of funds on program delivery. The BIA already has the internal infrastructure, staff, and communication channels in place, reducing the need for additional administrative overhead. Any funding provided to the BIA stays within the Town, circulating back into the local economy.

3. Local Accountability and Stakeholder Engagement

The BIA has a vested interest in the success of the local businesses they represent. Unlike an external contractor, the BIA is embedded in the community and is directly accountable to the local businesses and the Town itself. This vested interest creates a greater sense of responsibility in ensuring the program's success, aligning with the long-term goals of both the BIA and the Town. The BIA's mission is closely aligned with the goals of the BR&E program—supporting local businesses and fostering economic growth within the Town. Having the BIA run the program means that there is a direct line of communication between businesses, the Town, and the BIA, to drive ongoing collaboration.

4. Sustainability and Long-Term Focus

Engaging the BIA means that the BR&E program has a long-term, sustainable focus. Since the BIA is locally based and its mission is ongoing, it is more likely to maintain continuity in following up with businesses and adapting the program to evolving needs. This contrasts with an external organization that might deliver a one-time service without the same long-term commitment. The Comox BIA can provide ongoing support and resources beyond the scope of the initial BR&E program. They can continue offering services like networking events, workshops, and collaborative marketing initiatives, extending the benefits of the program well into the future.

5. Customization and Flexibility

Local organizations like the BIA can more easily customize and adapt the BR&E program to meet the specific needs of Comox businesses. They are more attuned to the nuances of the local economy, seasonal business cycles, and industry-specific concerns (e.g., tourism, retail, development, or service sectors in Comox). This contrasts with an external provider, which might offer a more standardized approach that lacks the ability to pivot quickly based on local conditions and intel. If specific challenges arise during the program—such as workforce shortages in certain industries—the BIA can mobilize quickly to address those issues by coordinating local resources and offering timely solutions, such as training programs or partnerships with local educational institutions.

6. Community-Centric Economic Development

Contracting the BIA aligns with a community-first approach to economic development. Local organizations such as ours are able to quickly to involve other community stakeholders, such as, local government departments, educational and other institutions, and key enabling entities such as the Town's Harbour Authority, Harbor Air and the Comox Valley Airport to create a comprehensive support network for businesses. This helps foster a sense of ownership and shared responsibility for the economic health of Comox within the Town. The BIA can engage other local organizations in the process as needed, to see that a wide range of resources and expertise are tapped into (i.e. Provincial Ministry staff, BC Economic Development Assn, Destination BC, BC Restaurant Industry and the Provincial BIA network). This also strengthens the community's resilience and creates a more collaborative local business ecosystem.

Contracting the Comox BIA to deliver the Town of Comox's BR&E program presents numerous advantages over outsourcing the program to an external organization. The Comox BIA Board of Directors operate businesses within the Town and have deep local knowledge and connections. Also, the Comox BIA has demonstrated its strengths in cost-efficiency, accountability, flexibility, and long-term commitment to the Town of Comox. By choosing the BIA, the Town can ensure a more community-centered, responsive, and effective approach to business retention and expansion, which directly supports local economic development and growth and sustainability directly to the Town.

ABOUT BUSINESS RETENTION AND EXPANSION

BR&E encompasses anything and everything a local economic development organization does to ensure that local businesses stay in the community (retention) and grow over time (expansion). For example, working with a local education institution to arrange training for an existing business so that it can pursue a new product line is a retention and expansion strategy. It is generally agreed that BR&E activities should be the number one priority of a local economic development organization. There are several reasons for this:

1. In most communities, existing businesses account for the majority of available jobs and new investment;
2. Losing businesses to another community can make it even more difficult to attract new businesses;
3. It costs less time, money and energy to expand a local business than to attract a new one.

Local communities need to maintain an environment conducive to local businesses' long-term success. Specific purposes of BR&E include:

- Retaining and expanding the local employment base
- Maintaining a stable local tax base
- Maintaining a stable local economy

- Continually improving the local business environment through Government Relations
- Capturing and sharing data and other information that can support small business growth

In economic development circles it is widely recognized that 80% of new jobs and capital investment in a community come from businesses already operating there. Research also indicates approximately 80% of investment is local. ¹

SUPPORTING ENTREPRENEURSHIP ECOSYSTEMS THROUGH BR&E

A growing share of the workforce is “independent” (a catch-all to describe creators, digital nomads, tech, knowledge workers, hybrid workers, entrepreneurs, and professional services) out of intent and desire. Roughly 20% of the Comox workforce is self-employed and/or works from home – about BC average. “Growing our own” via BR&E related entrepreneurial enablement offers a KEY means to diversify the Town’s economy.

Key economic development enablers for a self-employed/home-based segment of economy are: advanced broadband, housing choice, affordability and flex form amenable to enterprise space, placemaking initiatives, downtown vibrancy, quality of life amenities (e.g. quality of experience in both recreation and entertainment), cultural diversity and openness, and enabling policy (e.g. home-based business).

Specific economic sectors like transportation, technology, creative industries, and professional, scientific, and technical services are more conducive to self-employment or work from home.

Key community benefits to nurturing self-employment and work from home include reduced commuter ratio and more local spending that grows retail and services opportunities, reduced crime via increased full-time population, stronger social and cultural connectivity, and environmental benefit (e.g. CO2 emissions) of reduced commuting.

Key Components for the Town’s Comox BR&E Program Strategy

1. Business Engagement

Surveys and Interviews: The Comox BIA regularly conducts outreach to local businesses through surveys, interviews, and roundtable discussions to identify their needs, challenges, and opportunities.

Business Visitation Programs: Throughout the year the BIA visits or consultants with business owners/managers as economic developers to gather firsthand information on business conditions.

¹ This data was first popularized by Dr. David Birch in his 1987 work "Job Creation in America."

2. Data Collection and Analysis

- **Identifying Trends:** Data from surveys and visits is analyzed to identify trends in business needs, local economic conditions, and the specific challenges businesses are facing.
- **Economic Indicators:** Ensuring that the program tracks key performance indicators such as employment levels, sales volumes, supply chain issues, and infrastructure needs helps guide future actions and supports knowledge transfer to the Town

3. Support and Resources

- **Customized Support Programs:** Based on the analysis, economic developers create or enhance support programs for workforce development, access to financing, market expansion, etc.
- **Networking Opportunities:** Local businesses are connected with industry experts, investors, or other businesses through networking events and partnerships.
- **Workforce Development:** Helping businesses find and train skilled employees is often a central focus, involving collaboration with educational institutions and workforce agencies.

4. Problem Solving

- **Quick Response to Issues:** When challenges are identified, economic development teams work quickly to address issues such as zoning problems, workforce shortages, or supply chain disruptions.
- **Policy Advocacy:** If businesses are facing regulatory or infrastructural obstacles, BR&E programs often advocate for policy changes or infrastructure improvements.

5. Long-Term Relationship Building

- **Continuous Engagement:** BR&E strategies focus on ongoing communication with businesses to track their progress and adapt support strategies over time.
- **Loyalty and Retention:** By showing ongoing support, local governments and economic development organizations can build strong relationships with local businesses, increasing loyalty to the community.

6. Collaborative Approach

- **Partnerships with Local Stakeholders:** Successful BR&E programs involve collaboration with chambers of commerce, business associations, utilities, workforce boards, and educational institutions.
- **Leveraging Regional, Provincial and Federal Resources:** Through its existing BR&E efforts, the Comox BIA links local businesses with programs on financial strategies, marketing and support services.

PROGRAM COMPONENTS

1) Comox Business Matters Series

A "Business Matters Series" within the context of a BR&E program, is a series of educational workshops, seminars, or presentations designed to address key topics that are relevant to local businesses. Launched by the BIA in 2023 and held again in 2024 (see attached), the goal is to support and empower existing businesses by providing them with critical information, tools, and resources that can help them overcome challenges, grow, and thrive in the local economy. By offering a series like this, the Comox BIA supports local businesses stay competitive, adapt to changes in the market, and contribute to the overall economic health of the region.

The BIA has structured their Business Matters Series, as an ongoing series, with regular events throughout the year that cover different topics as business needs evolve such as:

- **Business Development:** Information on growth strategies, market expansion, and customer retention.
- **Financial Management:** Guidance on accessing financing, managing cash flow, and investment opportunities.
- **Workforce Development:** Training and resources for hiring, retaining, and developing skilled employees.
- **Marketing and Branding:** Insights on digital marketing, branding, and reaching new customers.
- **Regulatory and Compliance Updates:** Keeping businesses informed of local, regional, and national regulations, including tax policies, labor laws, and environmental standards.

Series Format

- **Workshops or Webinars:** These can be in-person or virtual, offering businesses the flexibility to attend.
- **Expert Panels:** Featuring industry experts, business leaders, and government officials who can provide real-world insights.
- **Networking Sessions:** Opportunities for local businesses to connect with each other, form partnerships, and share best practices.
- **Industry Roundtables:** Enabling a sector specific focus for businesses within a given industry to come together, learn from speakers and have facilitated discussions to collectively identify and tackle challenges.

Support for Businesses

- **Resource Sharing:** Sessions may include sharing resources such as grant opportunities, financial aid programs, and information on new technologies.

- **Feedback Loop:** The series provides an opportunity for businesses to give feedback on their challenges, which can then inform the next steps for the local economic development teams.

2) Business Outreach and Interviewing via Business License Database

In BR&E programs, direct business outreach through interviewing and utilizing a municipal business license database, often sorted by NAICS (North American Industry Classification System) codes, is a powerful strategy for targeting specific sectors.

1. Direct Business Interviews

Direct interviews involve contacting local businesses throughout the Town to gather insights on their challenges, needs, and potential growth opportunities. These interviews are structured and can be conducted via surveys, face-to-face meetings, or virtual interviews. This approach helps build relationships with businesses and better understand the local economic climate.

Interviews typically include questions about business performance, workforce needs, regulatory challenges, and plans for expansion. They also help identify "red flags" (businesses at risk of leaving the area or closing) and "green flags" (businesses planning to expand). Interviews often lead to more tailored support from local governments.

2. Using the Municipal Business License Database

The Town maintains a database of local businesses through their business license records. This database can be segmented by NAICS codes to focus outreach on particular sectors, such as manufacturing, retail, or technology. NAICS codes classify businesses based on their industry, making it easier to identify and target specific industries for support. The BIA's BR&E programming would leverage the municipal business license database, to identify businesses in key industries and prioritize outreach efforts to sectors with high growth potential or those facing challenges. Further the Town's BR&E partnership with the Bia will help to segment businesses based on size, age, to tailor BR&E efforts more effectively. As an example, this may lead to findings that confirm a need for workforce development support and training.

3. Combining Direct Outreach with NAICS Targeting

When combined, these two strategies allow the Town's BR&E program to prioritize and efficiently allocate resources. For instance, often BR&E can uncover sectors at risk. If the NAICS data shows a downturn in a sector such as tourism or food or beverage the Town can focus on interviewing companies in these sectors to identify specific problems and provide solutions, such as infrastructure improvements, policy changes or other tools that would be required to solve address the challenges.

4. Actionable Outcomes from Targeted Business Outreach

After collecting data through interviews and targeting specific sectors, municipalities can develop tailored strategies for economic growth. For example, providing customized workforce training programs, offering financial assistance through local grants or external business support services such as Small Business BC and Community Futures, or identification of zoning laws that can be updated to better support business expansion.

5) Executive Pulse Software – BC Economic Development Association

As part of the proposal, the BIA is recommending that the Town support restart its Executive Pulse Software license with BC Economic Development Association (BCEDA).

Executive Pulse is a Customer Relationship Management (CRM) software platform used primarily by economic development and BIA organizations for managing BR&E efforts. It helps in organizing data, tracking outreach, and facilitating communication with businesses.

The BCEDA has been a long-time user of Executive Pulse, leveraging it through the BC Business Counts program. This initiative allows over 80 communities and regions across British Columbia to track data related to business retention, workforce development, and investment attraction.

Communities use this CRM platform for activities such as Business Walks—where local economic development teams visit businesses to gather feedback and identify needs. The data collected is essential for making informed decisions about supporting local industries ²

Key Features of Executive Pulse for BR&E

The software allows the organization track interactions with local businesses, maintain records of interviews, and store information related to each business' needs and challenges. The software comes with standardized reports and dashboards, providing real-time data on business conditions.

The platform integrates with NAICS codes, allowing users to segment businesses by industry. This makes it easier to target specific sectors during outreach efforts and tailor BR&E strategies to the needs of those industries. Executive Pulse offers tools for collaboration among different departments (for example the Town's communication department) or agencies and industry associations involved in economic development or Provincial Ministries.

It supports communication among teams working on business outreach, site visits, and other initiatives. The software can be customized to suit the specific needs of any community or economic development program. It allows for the integration of local business license databases and segmentation by industry, which is critical for targeted outreach. Municipalities can also use the software during times of crisis to track business losses and aid recovery efforts

² BCEDA

PROPOSED ORGANIZATION STRUCTURE

To effectively run BR&E programs, especially those utilizing platforms like Executive Pulse, the Comox BIA will provide the following structure and team:

1. BR&E Program Coordinator

Will oversee the overall BR&E strategy, ensuring the program aligns with the Town’s economic goals. This person will be responsible for coordinating outreach efforts, managing partnerships with local businesses, and ensuring data collection through tools like Executive Pulse. Key tasks include:

1. Set program objectives
2. Organize Business Walks, direct outreach and research
3. Analyze data from interviews and surveys
4. Ensure effective collaboration with stakeholders
(Chamber of Commerce, local governments)

2. Data Analyst/CRM Administration Support

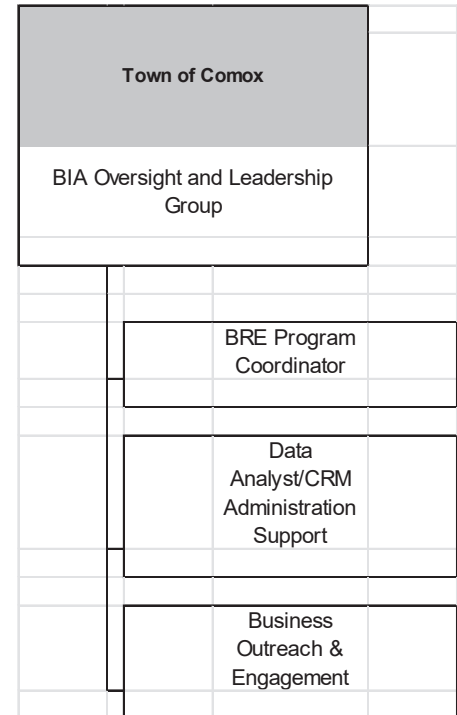
Responsible for the management of the Executive Pulse CRM system. This person will handle data entry, management, and analysis, ensuring the information collected from businesses is accurately stored and used to generate actionable insights. Key Tasks include:

1. Maintain and update the database.
2. Generate reports on business retention, sector growth, and issues identified during business interviews.
3. Identify trends and provide recommendations for supporting businesses.

3. Business Outreach & Engagement

Engages directly with local businesses through interviews, surveys, and site visits. They help establish and maintain relationships with business owners, identify their challenges, and relay important information to BIA and Town. Key Tasks include:

1. Conduct regular business interviews and outreach campaigns
2. Organize and participate in Business Walks and forums
3. Connect with community stakeholders, such as, educational institutions, workforce development agencies, sector organizations, and the Town
4. Relay key findings to the Town



4. Overall BIA Oversight and Leadership

Oversees the entire BR&E program, and acts as the connection between the BR&E program for the Town. Key Tasks:

1. Facilitate partnerships between businesses and resource providers (e.g., workforce development).
2. Organize community events and workshops to address common business challenges.
3. Relay business concerns to relevant authorities and agencies.
4. Ensures that the program aligns with broader economic goals of the Town.
5. Set strategic objectives for the BR&E program.
6. Oversee budget and resource allocation.
7. Liaise with government officials, funders, and high-level stakeholders.

PROPOSED THREE YEAR BUDGET

TOWN OF COMOX BUSINESS RETENTION AND EXPANSION METHODOLOGY & ANNUAL PROGRAM BUDGET				
		2025	2026	2027
BRE PROJECT COMPONENTS				
Task Description				
1	PROJECT INITIATION AND/OR MANAGEMENT			
	Project Initiation	\$500	\$0	\$0
	Project Management	\$500	\$1,000	\$1,000
2	YEAR ROUND BUSINESS MATTERS SERIES			
	Developing topics and schedule	\$500	\$500	\$500
	Registration launch and communications	\$1,000	\$1,000	\$1,000
	Session logistics, hosting and follow-up	\$3,500	\$3,500	\$3,500
	Final Reporting	\$350	\$350	\$350
3	BUSINESS OUTREACH & SECTOR INTERVIEWING - BUSINESS LICENCE			
	Direct Business Interviews	\$2,750	\$3,000	\$3,000
	Activating the Municipal Business License Database	\$400	\$250	\$250
	Combining Direct Outreach with NAICS Targeting	\$500	\$500	\$500
	Actionable Outcomes from Targeted Business Outreach	\$3,000	\$3,000	\$3,000
4	IMPLIMENT PARTNERHIP WITH BCEDA -EXECUTIVE PULSE SOFTWARE			
	Activate Town Licence and BCEDA Fees	\$1,200	\$1,300	\$1,400
	Onboarding and Training Executive Pulse	\$700	\$0	\$0
	Maintenance and Analysis	\$2,000	\$1,500	\$1,000
	Reporting on findings	\$500	\$500	\$300
5	PROJECT WRAP UP AND PRESENTATION			
	Prepare and Deliver Annual Project Report	\$350	\$350	\$300
	Annual Presentation to Town of Comox (x3)	\$250	\$250	\$200
	<i>Sub-Total Fees</i>	\$18,000	\$17,000	\$16,300
	<i>Less Comox BIA Business Matters Contribution</i>	-\$5,000	-\$5,000	-\$5,000
	Total Fees (not including GST)	\$13,000	\$12,000	\$11,300

Note: The BIA will pursue grants and special funding to enhance the annual program and/or potentially offset expenses.

IN CLOSING

Since 2000 the Comox BIA has been the lead agency and voice for downtown businesses in Comox, has collaborated extensively with numerous Comox Councils and senior staff on a range of initiatives and special projects, and has engaged with Comox / Comox Valley specific agencies and interested parties. The BIA has *skin in the game* relative to the economic well-being of Comox and its businesses and is excited to undertake a more fulsome, hyper-local BR&E program, bringing that established leadership and drive to all Comox businesses.

Comox Business Matters – Speaker & Mixer Series

BIA Members and their staff and Associate Members are invited to attend a series of exciting and dynamic business development workshops and mixers this fall to support enhancing your bottom-line and provide the opportunity to connect with your fellow BIA members!

Presented by:



Comox Business in Action

SEP

THU
21

[Planning for Business Growth](#)

THU
02

[Tips, Trends and Tackling Challenges for Food and Beverage Businesses](#)

OCTOBER

THU
05

[Leveraging Technology to Grow Your Bottomline](#)

NOVEMBER

TUE
07

[Comox BIA 2023 Annual General Meeting](#)

THU
12

[Get to Know Your BIA Neighbour Member Mixer](#)

THU
16

[Is Incorporation Right for You?](#)

THU
19

[Online Marketing: Thriving on a Budget](#)

TUE
21

[The Importance of Air Gateways to Downtown Comox Roundtable](#)

TUE
31

[Save the Date - Halloween Costume Parade](#)

FRI
24

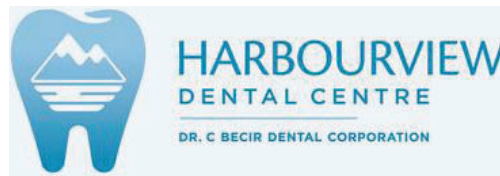
[Save the Date and Book Your Booth - Mayor Tree Lighting and Winter Market](#)

THU
30

[A Deep Dive into the Comox Marina and Harbour Roundtable](#)

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ROYAL CANADIAN LEGION, BRANCH 160 COMOX

RSVP for free!

January 15, 2025 Regular Council Meeting Agenda

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Session Details and Registration



Planning for Business Growth
Sept. 21, 7:30 AM - 9:30 AM
Shophe Kindred Boardroom
John Baxter, Regional Business
Advisor, Small Business BC



**Tips, Trends and Tackling Challenges
for Food and Beverage Businesses**

Nov. 2, 9 AM - 11 AM
Church St. Taphouse
Ian Tostenson, Executive Director, BC Restaurant
and Foodservices Association
Jeff Guignard, Executive Director, Alliance of
Beverage Licensees BC



**Leveraging Technology to
Grow Your Bottomline**
Oct. 5, 7:30 AM - 9:30 AM
Shophe Kindred Boardroom
Graham Truax, Executive Director,
Innovation Island Technology
Association



Comox BIA 2023 Annual General Meeting
Nov. 7, 6 PM
Comox Centre Mall



**Get to Know Your BIA
Neighbour Member Mixer**
Oct. 12, 4:30 PM - 6:30 PM
Comox Legion, Beaufort Avenue Pub



Is Incorporation Right for You?
Nov. 16, 5 PM - 6:30 PM
Comox Centre Mall
Jerad Langille, Owner, Langille and Company



**Online Marketing:
Thriving on a Budget**
Oct. 19, 8 AM - 9 AM
Virtual Workshop
Sasha Hull, Senior Digital Strategist,
Tuff Media



**The Importance of Air Gateways to
Downtown Comox Roundtable**
Nov. 21, 5 PM - 6:30 PM
Sail Building, 127 Port Augusta St.
Mike Atkins, CEO, Comox Valley Airport
Commission



Tom Rattray, Base Manager Vancouver,
Harbour Air
Kyle Gray, Business Development Specialist,
Harbour Air



**Save the Date - Halloween
Costume Parade**
Oct. 31
Downtown Comox



**Save the Date and Book Your Booth - Mayor
Tree Lighting and Winter Market**
Nov. 24, 3 PM - 7 PM
Downtown Comox



**A Deep Dive into the Comox Marina
and Harbour Roundtable**
Nov. 30, 5:30 PM - 7 PM
Schooner Sail Building, 127 Port Augusta St.

Comox Business Matters – Speaker & Mixer Series

BIA Members and their staff and Associate Members are invited to attend a series of exciting and dynamic business development workshops and mixers this fall to support enhancing your bottom-line and provide the opportunity to connect with your fellow BIA members!

2024

Presented by:



Comox Business in Action

OCTOBER

- THU 10** Comox Valley Sewer Conveyance Project and Beaufort Avenue Improvement Project Update for Downtown Comox Businesses
- THU 17** The Search for Truth & Gems - A critical step toward marketing your business
- THU 31** Save the Date - Halloween Costume Parade

NOVEMBER

- WED 6** Preparing to Sell Your Business Panel
- TUE 12** Taste & Tab Boosters - Comox Food and Beverage Product & Experience Development
- THU 14** Meet Your Neighbour Downtown Comox BIA Mixer
- FRI 22** Save the Date and Book Your Booth - Mayor Tree Lighting and Winter Market
- THU 28** Small Business Roundtable with Mayor Minions
- TBA** Comox Developers Forum - The changing face of development in Comox

www.downtowncomox.com/events



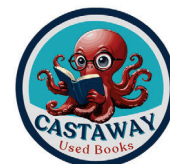
Sponsored / Supported by:



TOWN OF
COMOX



CHINOOK
BUSINESS ADVISORY LTD.



RSVP for free!

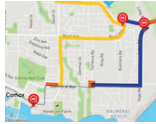
January 15, 2025 Regular Council Meeting Agenda

downtowncomox.com/events

Page 19

Session Details & Registration

2024



Comox Valley Sewer Conveyance Project and Beaufort Avenue Improvement Project Update for Downtown Comox Businesses

Oct. 10, 8:00 AM - 9:00 AM

Virtual session

Speakers:

Ingrid Sly, Communication & Engagement Specialist, Comox Valley Regional District

Craig Perry, Engineering Manager, Town of Comox

Cole Makinson, Manager of Capital Projects, Comox Valley Regional District



The Search for Truth & Gems - A critical step toward marketing your business for long term success

Oct. 17, 8:00 AM - 9:30 AM (doors open 7:30 AM)

Speaker: **Bill Downie**, Brand Strategist - Creative Director, Pear Agency Inc.



Save the Date - Halloween Costume Parade

Oct. 31, 3:30 PM - 5:30 PM

Location: Downtown Comox



Preparing to Sell Your Business Panel

Nov. 6, 4:30 PM - 6:00 PM

Speakers:

Ramon Ramirez, CBI, Partner, Business Intermediary, Chinook Business Advisory

Dylan Hughes, CPA, CA, Taxation Services Specialist, MNP Partner

Lyle D. Carlstrom, B.A., LL.B., Partner, CR Lawyers LLP



Taste & Tab Boosters - Comox Food and Beverage Product & Experience Development

Nov. 12, 9:30 AM - 11:00 AM



Meet Your Neighbour Downtown Comox BIA Mixer

Nov. 14, 5:00 PM - 6:30 PM



Save the Date and Book Your Booth - Mayor Tree Lighting and Winter Market

Nov. 22, 3:00 PM - 7:00 PM

Location: Downtown Comox



Small Business Roundtable with Mayor Minions

Nov. 28, 8:30 AM - 9:30 AM

Speaker: Mayor Nicole Minions, Town of Comox



Comox Developers Forum - The changing face of development in Comox

Date: TBA

www.downtowncomox.com/events





REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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

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

Name(s) of person(s) speaking: Seth Wright, Sr. Mgr. Gov't Relations, BC Transit Mike Zbarsky, Mgr of Transit & Facilities, CVRD		RECEIVED January 9, 2025	
Organization you are representing: BC Transit		TOWN OF COMOX	
Primary purpose of Organization: BC Transit is the provincial Crown agency charged with coordinating the delivery of public transportation across British Columbia.			Number of members: 2
Mailing address of Organization: 520 Gorge Road East		Contact Name: Seth Wright	
		Phone: [REDACTED]	
City: Victoria	Postal Code: V8T 2W6	Email: [REDACTED]	
Subject matter: Update on the design and next steps of the Downtown Comox Transit Exchange			
Specific request of Council, if any (i.e., letter of support, funding): Providing project update on Downtown Comox Transit Exchange.			
		LOG: 24-482	REFER: [REDACTED]
		FILE: 8500-05	ACTION: MR
		AGENDA: RCM 15-Jan-25	
Requested meeting and date: January 15, 2025		AV equipment required: PowerPoint Presentation	
Date of application: December 17, 2024	Signature of applicant: 		Print name: Seth Wright

Please Note:

- Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
- Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
- Presenters are to address Council or the Strategic Planning Committee, and not the audience.
- All presentation materials/handouts must be submitted no later than Thursday noon, the week prior to the meeting. If the Friday prior to the meeting is a statutory holiday, then presentation materials must be submitted by Wednesday noon.
- Please ensure that your cell phone is turned OFF during the meeting.

Council and Strategic Planning Committee Meetings are public except where permitted to be closed pursuant to the Community Charter. Presentations at Council meetings are video recorded and available on the Town's website. Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, and this form may be published in its entirety with public meeting agendas, which are also posted on the Town website.



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday December 4, 2024

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

Absent: Nil

Staff Present: J. Wall, Chief Administrative Officer
 S. Russwurm, Corporate Officer
 E. Henley, Director of Finance
 R. Houle, Director of Development Services
 G. Schreiner, Fire Chief

Call to Order:

The meeting was called to order at 5:00 p.m. with 7 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 December 4, 2024, Regular Council Meeting agenda be Adopted.

(2024.422) -- CARRIED

3. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

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

(2024.423) -- CARRIED

4. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

5. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. *Doug Hillian, Chair (Comox Strathcona Regional Hospital District Board): Dec 5, 2024 Meeting Regarding the Co-location of Health Services.*

a. Consent Agenda

Consent Agenda

- 2. Marie Racine: Request to Move Cenotaph - Crosswalk in Comox

(2024.424) -- CARRIED
- 3. Michael Day, Chair (Building & Property Committee, Comox Valley Presbyterian Church): Request for adjustment to water bill.

(2024.424) -- CARRIED
- 2. THAT Item 2 (Marie Racine: Request to Move Cenotaph - Crosswalk in Comox) be removed from the consent agenda for discussion.

(2024.425) -- CARRIED
- 3. THAT Item 3 (Michael Day, Chair (Building & Property Committee, Comox Valley Presbyterian Church): Request for adjustment to water bill) be removed from the consent agenda for discussion.

(2024.426) -- CARRIED

THE MEETING RECESSED AT 5:12 PM AND RECONVENED AT 5:14 PM

6. DELEGATIONS:

James Warren (Comox Valley Regional District): Homeless and Affordable Housing supports and Regional Transportation

Housing supports and Regional Transportation

James Warren, CAO of the Comox Valley Regional District (CVRD), presented initiatives to address housing affordability, including the creation of a Housing Corporation and a Non-Market Housing Master Plan. He also proposed amending the Transit Service to a Regional Transportation Service to improve multimodal transportation and regional connectivity, and outlined the next steps, including conducting an Alternative Approval Process to authorize the proposed bylaw changes.

a. James Warren (Comox Valley Regional District): Homeless and Affordable Housing supports and Regional Transportation

THAT future participation in service 450 be added to the December 4, 2024 Regular Council Meeting agenda for discussion.

(2024.427) -- DEFEATED

7. UNFINISHED BUSINESS: NIL

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Parks Use Amendment Bylaw No. 1881.02 - Mobile Food Vendors

Mobile Food Vendors

THAT the Comox Parks Use Amendment Bylaw No. 1881.02 be Adopted.

(2024.428) -- CARRIED

b. Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2039

Sewer and Water Parcel Taxes Bylaw

THAT the Comox Sanitary Sewer and Water Parcel Tax Bylaw No. 2039 be Adopted.

(2024.429) -- CARRIED

c. 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 Adopted. (2024.430) -- CARRIED
- 2. THAT the Comox Sewer User Rates Bylaw No. 2038 be Adopted. (2024.431) -- CARRIED

10. NEW BUSINESS:

a. Continuation of the Comox Nautical Days Society

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.

(2024.432) -- CARRIED

b. Housing Accelerator Program: Comox Home Suite Home Incentive Program

Comox Home Suite Home ADU 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.

(2024.433) -- CARRIED

c. PR 24-13 Amendment to Zoning Bylaw No. 1850 - Fence Height Review

Zoning Bylaw 1850 Fence Height Review

- 1. 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. (2024.434) -- CARRIED
- 2. That Council direct staff to prepare an amendment to Planning Procedure Bylaw No. 1780 to add fence height as a minor development variance permit application. (2024.435) -- CARRIED

d. PR 24-14 Comox Zoning Amendment Bylaw No. 1850.49 - Downtown Parking Zoning Amendments

Downtown Parking Zoning Amendments

THAT Comox Zoning Amendment Bylaw No. 1850.49 be given First, Second, and Third Readings. (2024.436) -- CARRIED

e. PR 24-16 Comox Building Amendment Bylaw No. 1472.15 - Building Permit Fees

Building Permit Fees

THAT Comox Building Amendment Bylaw No. 1472.15 be given First, Second and Third Readings. (2024.437) -- CARRIED

f. Union of BC Municipalities Community Emergency Preparedness Fund 2024 Disaster Risk Reduction/Climate Adaptions

UBCM Emergency Preparedness Funding

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.

(2024.438) -- CARRIED

g. Union of BC Municipalities Community Resiliency Investment Funds – FireSmart Community Funding

UBCM 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.

(2024.439) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Grant

Councillor Grant reported attending the following meetings:
-CVRD Recreation Commission, where discussions focused onC's.
-Comox Strathcona Waste Management Board, where topics included tipping fees, taxation to build reserves, and sorted versus non-sorted tipping.

b. Councillor Kerr

Councillor Kerr thanked SD71 for hosting the Ignite Youth Climate Forum in Courtenay.

c. Councillor Swift

Councillor Swift advised that there will be an event at the Filberg Lodge on December 7 featuring a visit with Santa.

d. Councillor Meilleur

Councillor Meilleur advised that the Regional Parks and Trails Final Plan has been adopted and is available for viewing on the Comox Valley Regional District website.

e. Councillor Blacklock

Councillor Blacklock advised of the following events:
-December 7: Hockey game in support of Wounded Warriors, featuring the CV First Responders the Home Town Glacier Kings,
-December 8: Seal Bay Park, CV Road Runners hosting the annual Jingle Bells Run/Walk fundraiser with Santa.

f. Mayor Minions

Mayor Minions thanked Chief Shreiner for the enjoyable Annual Awards night event and expressed gratitude to the Councillors who participated in the BIA Business Retention Walk to survey businesses on local issues.

17. RESOLUTION TO GO IN-CAMERA:

a. Exclude the Public

Exclude the Public

That the Public be Excluded from the In-Camera session of Council on Wednesday 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.

(2024.440) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 6:44 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 7:39 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:40 p.m. CARRIED
Certified correct pursuant to Section 97(1)(b) of the Community Charter.

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Strategic Planning Committee Meeting,
held in Council Chambers on Wednesday December 11, 2024

Present: Acting Mayor C. Haslett
Councillors N. Minions (Electronically), S. Blacklock, K. Grant, J. Kerr, J. Meilleur, M. Swift

Absent: Nil

Staff Present: S. Russwurm, Corporate Officer
R. Houle, Director of Development Services
G. Schreiner, Fire Chief
T. Hagmeier, Recreation Director

Call to Order: The meeting was called to order at 5:01 p.m.

The Agenda was Adopted.

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. APPOINTMENT OF CHAIR:

a. Appointment of Chair

THAT Acting Mayor Chris Haslett be designated to chair the December 11, 2024, Strategic Planning Committee Meeting, due to the Mayor's inability to attend in person, and in accordance with the Council Procedure Bylaw.

2. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

Council received the Strategic Priorities and Action Items report for December 11, 2024.

3. STAFF REPORTS:

a. Community Centre Infrared Sauna Replacement Survey Results

COMMITTEE RECOMMENDATION:

THAT Council approve replacement of the Community Centre infrared saunas at a cost of \$86,000 with the work to be completed as soon as feasible.

CARRIED

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:07 p.m.

CARRIED

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

CHAIR

RECEIVED

November 29, 2024

TOWN OF COMOX

LOG: 24-454	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0220-30	ACTION: MR	

From: [REDACTED]
Sent: November 29, 2024 5:20 PM
To: council <council@comox.ca>
Subject: CV Citizens on Patrol 30th AGM

Copies: Council
JW/SR/CD

Good afternoon,

The Comox Valley Citizens on Patrol Society is celebrating its 30th year of service this year.

We welcome you to join us in celebrating this milestone at our AGM on January 26, 2025 at 1:00 pm. Without your generous support over the years, we would not have the successful organization that we have today. If you would like to say a few words at the ceremony, we would welcome this.

We will be holding our celebration at the Courtenay White Spot on Cliffe Avenue. If you plan on attending, please let us know so that we can make sure there is sufficient seating and staff. All the best,

Michele Jones, CV COPS Secretary/Treasurer

[REDACTED]

RECEIVED

December 3, 2024

LOG: 24-457	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0400-03	ACTION: MR	

TOWN OF COMOX

Copies: Council
JW/SR/CD

From: [REDACTED]
 Sent: December 3, 2024 4:34 PM
 To: Town of Comox – Administration <town@comox.ca>
 Subject: Cathy Peters on Tariffs coming, UNDRIP impact, drugs/sex trafficking

Dear Mayor Minions and Town Council,
 Thank you to those that visited my booth at the UBCM Tradeshow this past September. I spoke with hundreds of civic leaders, the Premier and Governor General (attached photo).

3 concerns and **what you can do:**

1. Tariffs are coming from the USA unless the border is secure and drug flows addressed.

Alert the Prime Minister and Premier Eby that the border is porous, ports are unpoliced, criminal activity is undeterred (organized crime and international crime syndicates). These need to be addressed quickly.

2. UNDRIP will be applied to all acts pertaining to the access to lands: lands, forestry, agriculture, mines, mineral tenure, fishing, parks, ski resorts, recreational boating, etc.

Request the provincial government be transparent about the UNDRIP process allowing for ongoing input from all British Columbians.

3. Drugs and sex trafficking are dramatically increasing in every community in BC. **The full decriminalization of drugs policy in BC needs to be reversed.**

"Drug decriminalization is the most horrific failure of public policy in 30 years. Rather than reduce drug use, it has normalized the practice and acted as a catalyst for public disorder."

Shaun Wright, retired RCMP superintendent of Prince George, BC.

Note: The normalization of hard drug use has exacerbated human sex trafficking and are inextricably linked.

ASK: Please confirm this email has been shared with the Mayor and Council.
 Please contact me for more information as needed.

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

[REDACTED]
 Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work
 Author: **Child Sex Trafficking in Canada and How to Stop It**



RECEIVED

December 16, 2024



TOWN OF COMOX

December 16, 2024

LOG: 24-464	REFER:	AGENDA: RCM 15-Jan-25
FILE: 1855-03/C	ACTION: MR	

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

File: 1855-03/CWF
Copies: Council
JW/SR/EH/OM/KL/CD

Dear Mayor Nicole Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$368,793 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Trish Mandewo
UBCM President

PC: Edward Henley, Director of Finance

Wounded Warrior Run BC



RECEIVED

December 18, 2024



December 81, 2024

TOWN OF COMOX

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

LOG: 24-468	REFER:	AGENDA: RCM
FILE: 8100-01	ACTION: MR	15-Jan-25

RE: Wounded Warrior Run BC Copies: Council
JW/KG/SR/CD

Dear Mayor Minions & Council,

In 2025, we will be embarking on the 12th annual Wounded Warrior Run BC. This event has become the largest fund raiser for Wounded Warriors Canada in B.C., helping our Trauma Exposed Professionals (TExP) and their families. This year there are three events to draw your attention to:

Gala Dinner: Saturday, February 1, 2025 @ Delta Hotels Ocean Pointe Resort

Link: [Wounded Warriors Run BC](#)

One-Day Run: Sooke to Sidney, Sunday, February 2, 2025

Main Run Event: Port Hardy to Victoria, February 23 to March 2, 2025

Link: [BC Run |](#)

We would like to extend the invitation to Mayor Minions & Council to meet the team on Wednesday, February 26, 2025, at 888 Wing Air Force Association at 3:20 p.m., departing at 5:00 p.m.

To assist us in ensuring the event is safe and causes the least amount of disruption to residents, we would like to ask if the event be added to your community calendar and any other community pages.

Our Ask: Please consider a minimum \$2,500 donation and a line item added to your budget as a yearly contribution. Please also consider helping us promote the Gala Dinner and run events to share as widely as possible our efforts to bring the community together and raise funds for our TExPs right here on Vancouver Island (poster attached).

Wounded Warrior Canada (WWC) is a nationally-recognized mental health service provider dedicated to serving ill and injured Trauma Exposed Professionals (TExP) and their families. A TExP is an individual who, through the course of their regular job duties is continually exposed to traumatic events involving

actual or threatened: death, serious injury, and/or sexual violence (PTSD Criterion A, DSM-5, APA, 2013). TExPs include but are not limited to the following professions: Military, Police Officer, Fire Fighter, Paramedic, Corrections Officer, Security Officer, and Health Care.

Our range of clinically facilitated programs have been developed to support the unique needs of Veterans, First Responders and their families. Our programs support individuals, couples, spouses, surviving Family members, and children of those who serve or have served our country and communities. WWC recognizes that only through ongoing partnerships, multi-organizational collaboration, and sustained community involvement can TExP's and their families recover from their injuries and return to a state of well-being in community.

Thank you for your incredible support to Wounded Warriors Canada and for continuing to grow our partnership. Please contact the undersigned for any questions.

Much respect,



Jacqueline Zweng

Director

Wounded Warrior Run BC

250-661-4333

jacqueline@woundedwarriors.ca

8 days · 8 runners · 800kms



YOU'RE INVITED TO OUR

Gala Dinner

JOIN US FOR AN ELEGANT EVENING THAT BRINGS OUR COMMUNITY TOGETHER. THIS SPECIAL EVENT KICKS OFF OUR 2025 RUN SEASON FUNDRAISING CAMPAIGN, WITH ALL PROCEEDS SUPPORTING TRAUMA EXPOSED PROFESSIONALS AND THEIR FAMILIES ON VANCOUVER ISLAND.



FEBRUARY 1ST, 2025

LIVE MUSIC

THREE-COURSE
DINNER

COCKTAIL RECEPTION

PRIZES
& MORE

SILENT AUCTION

DELTA HOTELS VICTORIA
OCEAN POINTE RESORT

DR. TIM BLACK

RUN
BC



Thea Black, teacher
Ecole Puntledge Park Elementary
401 Willemar Ave,
Courtenay, BC V9N 3L3

RECEIVED

DEC 30 2024

TOWN OF COMOX

Monday, December 16, 2024.

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

LOG: 24-471	REFER:	AGENDA: RCM
FILE: 0400-03	ACTION: MR	15-Jan-25

Copies: Council
JW/SR/CD

Dear Mayor Minions,

My name is Thea Black, and I am a teacher at Ecole Puntledge Park Elementary School, in Courtenay, BC. Please find enclosed some letters from my grade 6 students. We have been studying statistics for people experiencing homelessness in the Comox Valley, using the Comox Valley Point-in-Time (PiT) - 2023 Homeless Count, published by BC Housing*.

After reviewing this document, we discussed various contributing factors to why so many people are experiencing homelessness. Each student then decided upon a plan of action that they thought could help reduce the occurrence of homelessness or better support people who are currently experiencing homelessness.

I have strongly encouraged the students to write to a government official of their choice to advocate for issues for which they feel strong, exercising their democratic right to have a voice. My hope is that this will encourage students to become more engaged in local politics, creating more engaged citizens in the future.

Thank you so much for taking the time to read these letters. Please forward any replies to Ecole Puntledge Park Elementary School c/o Thea Black. The students would love to hear back from you.

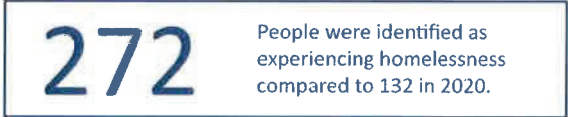
Sincerely,

Thea Black

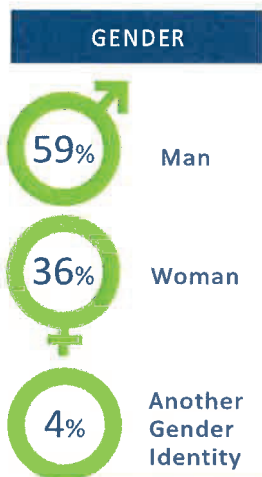
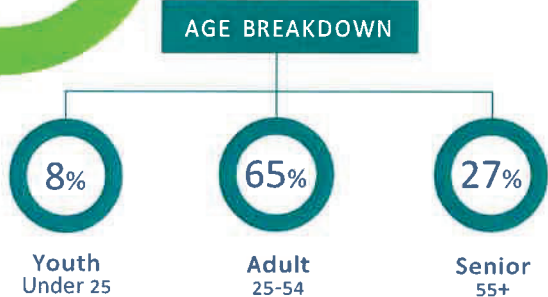
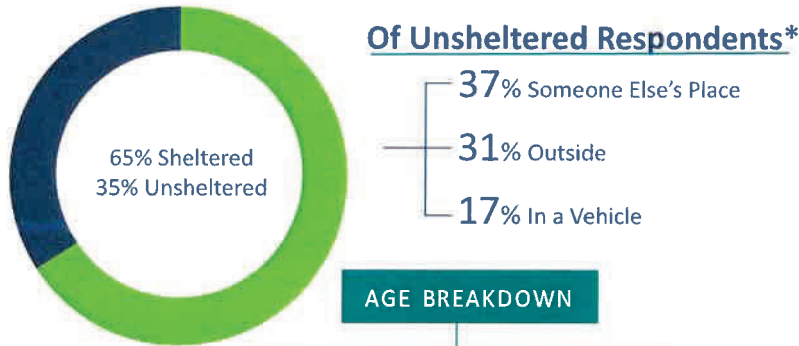
[*http://www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Comox-Valley-2023.pdf](http://www.bchousing.org/sites/default/files/media/documents/Homeless-Count-Comox-Valley-2023.pdf)

Comox Valley - 2023 Homeless Count

Point-in-Time (PiT) homeless counts provide a snapshot of people who are experiencing homelessness in a 24-hour period, their demographic characteristics, service use and other information.



Where did individuals stay the night of the count?



51% Experienced homelessness for the first time as a youth

12% of respondents identified as 2SLGBTQIA+

SEXUAL ORIENTATION

5% of respondents identified as having trans experience

TRANS EXPERIENCE

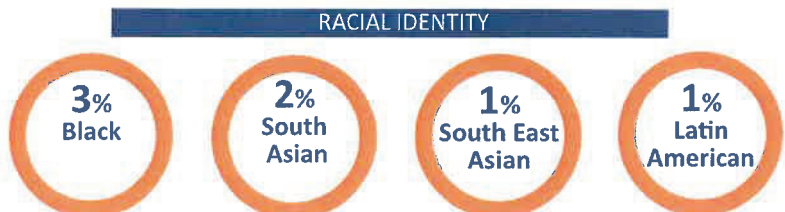
28% of respondents identified as Indigenous

Compared with 7% of the Census population

INDIGENOUS IDENTITY

67% of Indigenous-identifying respondents reported having lived or generational experience with residential school

RESIDENTIAL SCHOOL



For the purpose of this count, an individual was defined as experiencing homelessness if they did not have a place of their own where they paid rent and could expect to stay for at least 30 days. This included people who:

- Stayed overnight on the night of the count in homeless shelters, including transition houses for women fleeing violence and youth safe houses, people with no fixed address (NFA) staying temporarily in hospitals, jails or detox facilities (defined as "sheltered"); and,
- Stayed outside in alleys, doorways, parkades, parks and vehicles or were staying temporarily at someone else's place (couch surfing) and/or using homelessness services (defined as "unsheltered").

Since the PiT Count in 2020, several new shelter spaces had been made available during the COVID-19 pandemic, including the Cliffe Avenue Motel conversion. This can contribute to higher PiT numbers by making sure more people are counted in these spaces than if they were not sheltered.

The 2023 PiT Count took place in Cumberland, Courtenay, and Comox on the evening of March 13 and the daytime of March 14. It is important to consider that youth are one of several population groups often underreported in this methodology.

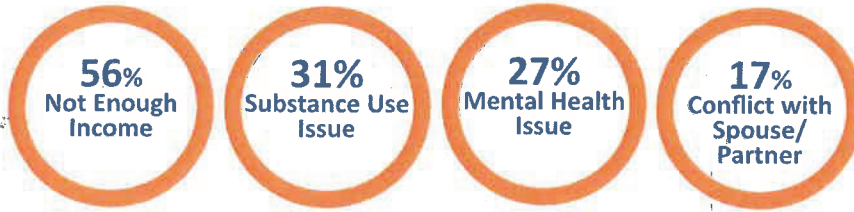
In the 2020 PiT Count, 20% of respondents identified as Indigenous.

This year, the PiT Survey asked respondents if they, a parent, or grandparent attended residential school. The Indigenous Homelessness Steering Committee and the Indian Residential School Survivors Society were instrumental in helping create this question and provide resources for respondents and interviewers to stay safe.

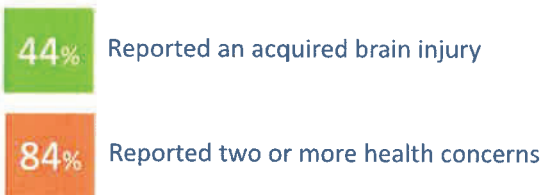


* Top responses highlighted

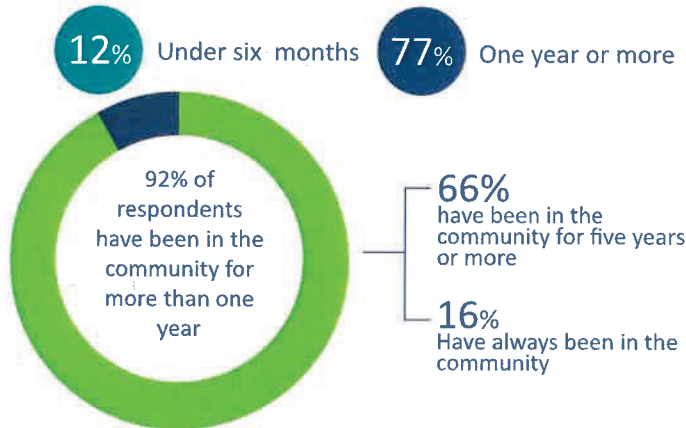
REASONS FOR HOUSING LOSS*



HEALTH CONCERNS



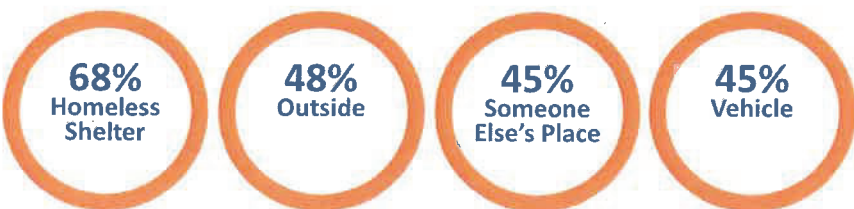
LENGTH OF TIME EXPERIENCING HOMELESSNESS



SERVICES ACCESSED*



OVERNIGHT LOCATIONS IN LAST YEAR*



* Top responses highlighted

PiT counts are an undercount and represent only those individuals identified during a 24-hour period.

- While PiT Counts are an accepted methodological tool, the numbers are understood to be the minimum number of people who are experiencing homelessness on a given day in that community.
- Percentages are based on the number of respondents to each question, not the total population experiencing homelessness.

The number of respondents indicating they are living with an acquired brain injury increased from 33% in 2020.

Responses for other health concerns all increased, as did the number of respondents reporting two or more health concerns, up from 68%.

In 2020, 33% of respondents had experienced homelessness for under six months.

Compared to 2020, fewer respondents have been in the community for less than six months, suggesting many people experiencing homelessness in the Comox Valley were in the Comox Valley the last time they were housed.

97% of respondents reported having an income source. The most common income sources were income assistance and disability benefit. Around 7% reported a full or part-time job.

New for the 2023 PiT Count, the survey asked respondents to check all the locations they had stayed in the past year from a list, rather than only asking if they had stayed in a shelter.

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

December 6 ,2024.

Comox Town Hall
1809 Beaufort Avenue Comox BC
V9M 1R9

Dear Mayor Nicole Minions

My name is Evelyn. In class we have been learning about people experiencing homelessness. I am concerned about free transport and making it on time for things like getting jobs and or eating meals at places.

In my opinion there have been lots of free meals and support, but most of the time people have not made it because they cannot get there.

How are homeless people supposed to get back up on their feet and get going? There were 272 homeless people in the 2023 homeless count. They need to access resource places that offer support like food, shelter and health care. Free transportation can do all of that.

In conclusion, we need to be proactive in reducing the number of people who are experiencing homelessness in the Comox Valley.

I look forward to hearing from you.

Sincerely,

Evelyn

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3
December 6, 2024

Dear Mayor Minions

I am Piper. In class we have been learning about people experiencing homelessness. I am overly concerned about how the homeless population have limited access to a bathroom or a shower. If they are clean, then maybe they can get a chance to apply for a job.

The 2023 survey stated that 272 people were experiencing homelessness. In that time, they did not have access to a washroom or a shower. And even now they still don't have that basic need.

I think you and your team should build around 5 or more facilities with showers and toilets near 5th street. This is a fundamental problem and should be act apon immediately. I look forward to hearing back from you.

Sincerely,

piper.

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

Friday, December 6, 2024

Dear Mayor Wells, Mayor Brown, and Mayor Minions:

My name is Hannah. In class we have been learning about people experiencing homelessness. I am concerned about homeless people who do not have warm and clean clothes that fit them.

In my opinion the homeless people in our community should have a place where they can get cleaned up and get some new clothes. In 2023 for the homeless count stated 272 people identified as homeless. This means that they did not have access to hygienic materials like showers and laundry machines. This is a serious problem and should be acted upon immediately.

I suggest that you use an unoccupied building and turn it into a place where people can drop off clothes that they do not need anymore. In this building there would be a laundry machine, showers and bathrooms. It would be a place where homeless people could clean up and get new clothes. It would be volunteer run and the people who volunteer there would not only accept clothing donations but would also collect clothing that is not selling and/or clothing that they were going to throw out, from local stores.

I am looking forward to hearing from you.

Sincerely,

HANNAH

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

December 6, 2024.

Dear Mayor Wells, Mayor Brown, and Mayor Minions,

My name is Xavi and in class we are learning about homelessness in the Comox Valley. I think that we need to offer support for people who cannot afford healthy/fresh food options. I feel strongly that everyone should be able to have healthy food options, whether they can afford it or not.

I have an idea that we could open a free buffet (it could be next to the homeless shelter or within walking distance) the buffet could offer breakfast to late lunch hours, and it could be open 2 to 3 times a week (depending on staff).

The buffet could get the food from local farmer's markets and from discounted areas in the grocery store. It could also get food from grocery stores that are throwing out their food that is not selling well, and instead of perfectly fine food getting wasted it could go to the buffet.

Thank you for listening, and I look forward to your reply.

Sincerely,
Xavi

Ecole Puntledge Park Elementary School

Courtenay, BC

V9N 3L3

Monday December 9th, 2024

Dear Mayor Brown, Mayor Wells, and Mayor Minions,

My name is Rain. We have been recently been learning about people experiencing homelessness and I would like to talk about my thoughts, I think one of the main issues is housing Prices.

Housing prices are crazy these days and in the statistics from the 2023 Comox Valley homeless count 56 percent of people are homeless because they just don't have the income for it.

This needs to be fixed sooner than later. My thoughts are that we can reduce the price of houses, and add more shelters in my opinion it is unreasonable for just having a house to be so expensive.

In conclusion, we need to be proactive in reducing the number of people experiencing homelessness in the Comox Valley, I look forward to hearing from you

Sincerely, *Rain*

École Puntledge Park Elementary School

Courtenay, BC

V9N 3L3

Monday, December 9th, 2024

Dear Mayor Brown, Mayor Wells and Mayor Minions

I am Isabelle. In class we have been learning about people experiencing homelessness. I am concerned about the food wastage that could be going towards the unhoused. I already know that there are soup kitchens, food banks and more but there is so much food being thrown out at restaurants, houses, bakeries and grocery stores.

Apparently, food and other organics account for about 30 per cent of waste landfilled at the Comox Valley Waste Management Centre. That is absolutely absurd.

My idea is for a truck (or van) to go around all the neighbourhoods in the Comox Valley. This truck will collect all unwanted foods instead of food and organics going to waste. This truck will come once a week and will bring all the food to the local food bank and maybe even people can give food in person to the homeless.

What are your ideas on the food wastage and just homeless people overall? I would love to hear all about it.

I look forward to your reply.

Sincerely,

Isabelle

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

Friday, December 6, 2024

Dear Mayor Bob Wells, Mayor Vicky Brown and Mayor Nicole B. Minions,

My name is Sophie. In class, we have been learning about people experiencing homelessness.

I am concerned about the amount of support people get when having a conflict with their spouse/partner.

In my opinion, we need this because 17% of homeless people cited "conflict with their spouse/partner" as their reason for housing loss. We need to offer more conflict resolution groups that all community members can access.

We can teach youths about this, so they learn about it at a younger age, so they will have those skills as adults and know what to do in the situation.

In conclusion, we need to be proactive in reducing the homeless population in the Comox Valley.

I look forward to hearing from you.

Sincerely,

Sophie

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

December 9, 2024

Dear Mayor Bob Wells, Mayor Vicky Brown, and Mayor Nicole Minions,

My name is Bria and in class we have been learning about homelessness. I am concerned about families with not enough income and becoming homeless and leaving their kids behind or the kids becoming homeless too.

In my opinion it is wrong that 51% of the current homeless population first experienced homelessness as a youth and 8% today are currently youth experiencing homelessness. My thoughts and ideas about it are that the government can make a safe place for poor kids (ages newborn to 18) to have their basic needs met. Maybe charge 2\$ a day maximum, so that they can access food, water, warmth, as well as clothing, games, bathrooms and showers. This safe place for them can also provide a food bank for the parents. Letting the kids go there will give the mom (or dad) a break. If so, a parent CAN NOT take care of their child/children, because of very little income, then this place can provide a safe place to sleep.

In conclusion, we need to have safer places for kids who aren't getting their most basic needs met, such as food, clothing and stimulating activities.

I look forward to a reply

Sincerely

Bria

École Puntledge Park Elementary School

Courtenay, BC

V9N 3L3

December 6 ,2024

Dear Mayor Brown, Mayor Wells, and Mayor Minions

My name is Tyler. In class we've been learning about people experiencing homelessness and I have an idea to fix this.

In my opinion we need to reduce the amount of people experiencing homelessness. It's not enjoyable seeing them on the streets. I don't feel this is right, having them get sold unmentionable substances. 31% of homeless have gone *homeless* because of substance issues. You need to make a difference to our society.

If we were to make like a camp for the homeless to have fresh air, to build skills in nature, have something to do, and possibly get paid a little for a way to earn money this might hopefully encourage them to start over. There could be some cabins with clothes inside, and they could sleep in the cabins. A place for the homeless to shower, and another place for them to eat.

In conclusion we need to fix and reduce the amount of homelessness.

Sincerely, Tyler

École Puntledge Park Elementary School

Courtenay, BC

V9N 3L3

Dec 6, 2024

Dear Mayor Wells, Mayor Minions, and Mayor Brown,

My name is Olive, We have been learning about the homeless this past month and thinking of ways to reduce the homeless population, I thought about therapy.

I think therapy would help with the homeless population because 27% of homeless people have problems with mental health of last years documented 272 homeless people.

Better mental health would help with the other top 4 reasons. Reasons include; Not enough income 56% Substance use issues 31% Mental health issues 27% and Conflict with spouse/partner 17%. Mental health could help with all of those.

Therapy could help resolve conflict with spouse/partner and therefore help with possible substance use issues and eventually help with getting better income.

Another thing I noticed was how expensive therapy was. At the moment its around 60-250 dollars per hour and I don't think Homeless people can afford that along with also paying for the cost of average living.

In conclusion, The cost of therapy is too much and mental health is important so I'm proposing therapy needs to be cheaper.

I know the Therapists need to be paid still so maybe we could do Fundraisers or Donations that kind of stuff.

I look forward to hearing your opinion on this situation,

Sincerely, Olive

École Puntledge Park Elementary School

Courtenay, BC

V9N 3L3

Friday December 6th, 2024

Dear: Mayor Wells, Mayor Brown, and Mayor Minions,

My name is Avery. In class we have been learning about people experiencing homelessness here in the Comox valley. I am concerned about children in schools whose families are experiencing homelessness.

We could offer school counseling, hygiene, food, and clean clothes. In my personal opinion there needs to be more recognition to make these kids feel welcome and that they matter at school and so they aren't treated differently by students and/or teachers.

51% of people experiencing homelessness first experienced this as youth. We need to help these children and get them on the right path in life. I really look forward to hearing back from you soon. I think this could make an incredible difference if we act quickly.

Sincerely,

Avery

École Puntledge Park Elementary School
Courtenay, BC
V9N 3L3

December 6th, 2024.

Dear Mayor Bob Wells, Mayor Nicole Minions and Mayor Vickey Brown,
My name is Lyric. In class, we have been learning about people experiencing homelessness. I am concerned about the mental health in our youth to adult community.

Mental health is a big deal for people in our community for several reasons. Among them are neurodivergent people, people with trauma, mental disorders, relationships problems, substance use disorders, life transitions, specific phobias, grief, confidence, coping with extreme life changes and stress. We can see from the Point in Time Homeless Count from 2023, that 31% of homeless people are struggling with substance abuse, 27% are struggling with mental health and 17% are struggling with conflict with spouse/partner. Access to counseling would really help in all these three areas.

So, what do I suggest we do about it? I think we should make therapy less expensive by doing a charity for helping the youth to adult community so they can get the help they need. While the Foundry does it exist, it is certainly not enough support for our community. We need more. Offering more support within the school system could have a significant impact. I look forward to hearing a reply.

Sincerely,

Lyric

Office of the Chair

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



RECEIVED

File: 0360.20

January 7, 2025

January 7, 2025

Sent via email only: jwall@comox.ca

Mayor and Council
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

TOWN OF COMOX

LOG: 24-476	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0220-30/21	ACTION: MR	

Copies: Council
JW/SR/CD/GS

File: 0220-30/2025, 0400-60/CVRD

Dear Mayor and Council:

Re: Elected Officials' Forum Invitation – January 23, 2025
Multi-Jurisdictional EOC Policy Group Collaborative Workshop

On behalf of the Comox Valley Regional District (CVRD), we formally invite elected officials and senior staff to an in-person elected officials' forum on Thursday, January 23, 2025, from 11:30 am to 4:30 pm at the CVRD Office, 770 Harmston Avenue, Courtenay. This forum is hosted by Comox Valley Emergency Management (CVEM)* in partnership with experienced facilitators and guest presenters.

The forum topics are intended to equip Comox Valley elected officials with the confidence and clarity to align organizational values and mandates whilst prioritizing public safety and confidentiality of the Emergency Operations Centre (EOC) during a declared [State of Local Emergency](#), by:

- Understanding roles and responsibilities of a multi-jurisdictional emergency management, regional EOC and Policy Group under the new *Emergency and Disaster Emergency Act* [[Presented by Calian Group Emergency Management Division](#)]
- Understand key theories and principles of effective communications in high stress, high concern situations and environments and how they are applicable to elected officials. [[Presented by the Centre for Crisis and Risk Communications.](#)]
- Modelling a Cultivating Safe Spaces™ approach that empower people to lead with purpose, resilience, and respect – even in an emergency [[Presented by Naqsmist Storytellers Inc.](#)]

The forum will not involve formal decision-making but will provide a valuable opportunity for elected officials to share insights and perspectives. Before the session, kindly complete the pre-workshop survey via the QR code provided on the attached flyer and include questions or information you would like addressed at the forum.

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Please confirm your attendance with Lisa Dennis, Manager of Legislative Services, via email at ldennis@comoxvalleyrd.ca; by phone at 250-334-6052; or by responding to the Outlook calendar invite that will be updated concurrent with this letter.

Lunch will be provided, so please note any dietary restrictions with your RSVP which is requested by January 18, 2025.

Sincerely,



Will Cole-Hamilton
Chair

Attachment: Workshop poster with QR Code for pre-workshop survey

cc: Shelly Russwurm, Corporate Officer, Town of Comox
Lisa Dennis, Manager of Legislative Services

*Comox Valley Emergency Management is a regional service administered by the Comox Valley Regional District in partnership with the City of Courtenay, Village of Cumberland, Town of Comox and K'ómoks First Nation to provide emergency management services and support to the region.

Comox Valley Emergency Management Presents:

Multi-Jurisdictional EOC Policy Group Collaborative Workshop

AUDIENCE: Elected Officials & CAOs

DATE: January 23, 2025

TIME: 11:30 am – 4:30 pm (Lunch Provided)

LOCATION: CVRD Civic Room
770 Harmston Avenue
Courtenay, BC

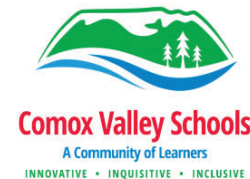
PRE-WORKSHOP SURVEY:

Scan the QR Code to complete the pre-workshop survey



Elected officials and senior staff are invited to engage at this in-person forum, hosted by Comox Valley Emergency Management. This interactive session aims to equip participants with the confidence and clarity to align organizational values and mandates, while prioritizing public safety and confidentiality of the Emergency Operations Centre (EOC) during a declared State of Local Emergency.

Topics will include roles and responsibilities in emergency management under new legislation; effective crisis communication strategies in high-stress/high-concern environments, and on Cultivating Safe Spaces for leadership and staff during emergencies. Presenters include Calian Group, the Centre for Crisis and Risk Communications, and Naqsmist Storytellers Inc.



January 7, 2025

January 7, 2025

TOWN OF COMOX

LOG: 24-478	REFER:	AGENDA: RCM 15-Jan-25
FILE: 1200-01	ACTION: File	

RE: Protecting Taxpayers from Overspending on Local Government Construction

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

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada’s largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA’s B.C. corporate members account for approximately 85% of the province’s construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the “Community Benefits Agreement” (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

The province’s CBA policy has the effect of restricting bidding on projects covered by the scheme. This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.¹ Cost over-runs and unexpected delays are a common theme with CBA projects.² The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.’s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at chris@icba.ca.

Sincerely,
INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



Chris Gardner
President and CEO, ICBA

¹ Brian Dijkema and Morley Gunderson, Restrictive Tendering: Protection for Whom? January 2017, CARDUS.
² Renze Nauta, “Benefits for Whom? Assessing British Columbia’s Community Benefits Agreements,” CARDUS September 2024.

From: Jordan Bateman [REDACTED]
Sent: January 7, 2025 3:30 PM
To: Jordan Bateman [REDACTED]
Subject: Letter to council regarding construction procurement

Please find attached a letter from ICBA President Chris Gardner regarding local government construction costs and procurement practices.

We request that you share this with your mayor and councillors for their review, preferably through the municipal correspondence section of their meetings (if such a section exists).

Thank you,

Jordan Bateman
VP-Communications and Advocacy
Independent Contractors and Businesses Association
[REDACTED]
[Association](#) | [Benefits](#) | [Training](#) | [Foundation](#)



RECEIVED

January 8, 2025

LOG: 24-479	REFER:	AGENDA: RCM 15-Jan-25
FILE: 5460-07	ACTION: MR	

TOWN OF COMOX

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

From: Gregory Murray [REDACTED]
Sent: January 8, 2025 4:52 PM
To: Shelley Ashfield <sashfield@comox.ca>; Craig Perry <cperry@comox.ca>; Nicole Minions <NMinions@comox.ca>; council <council@comox.ca>
Subject: Advanced Left Traffic Signals Along Guthrie and Anderton

Dear Mayor Minions, Town Council, and the Operations Department,

My name is Greg Murray and I live in the [REDACTED]
 [REDACTED] I grew up in Comox and have watched our lovely town grow and evolve since the late 1990s.

I am writing to inquire about advanced left turn signals at the intersections of Aspen Road and Guthrie Road, Guthrie Road and Anderton Road, and Anderton Road and Noel Avenue.

Over the past years, traffic has steadily increased along the Guthrie Road and Anderton Road corridors. This increase in traffic heading east and west along Guthrie and north and south along Anderton Road has made it difficult to make safe left turns through the intersections noted above. Drivers currently wait multiple light cycles in the left turn lanes at these intersections during the day and during peak morning and afternoon hours.

With the Comox Valley Sewer Conveyance Project set to change traffic patterns along Comox Road and Comox Avenue, it is clear that traffic volumes will increase significantly through the Guthrie and Anderton corridors. This sudden increase will inevitably create longer wait times for traffic making left hand turns.

I know that we all share a collective concern for safety in our community. With increased traffic, I worry that we will see even longer commutes between Comox and Courtenay and longer wait times for drivers making left hand turns. As a result, I also worry that driving behaviours will become more risky and that other drivers, cyclists and pedestrians will be at risk while drivers make left hand turns. Drivers are already making risky left hand turns through small gaps in traffic or while traffic signals transition from green to red.

While I believe that council and the Town of Comox have likely discussed installing advanced left turn arrow signals at the intersections noted above, I would like to assert my belief that these signals are needed both for the long term and while sewer construction traffic changes are in effect. Road space has already been allocated for dedicated turn lanes. Traffic activated advanced left turn signals would maximize these lanes while also making these key arteries safer for all road users. These improvements should be made in a timely manner to reduce the risk of accidents in these intersections.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions or additional information regarding this matter.

Sincerely,

Greg Murray

[REDACTED]

Comox, BC

[REDACTED]

RECEIVED

January 9, 2025

TOWN OF COMOX

LOG: 24-481	REFER:	AGENDA: RCM 15-Jan-25
FILE: 5350-01	ACTION: MR	

Copies: Council
JW/SA/SR/CD

From: Janet Livingstone [REDACTED]
Sent: January 9, 2025 2:59 PM
To: council <council@comox.ca>
Subject: Recycling bin [REDACTED]

Dear Council,

It was suggested at the town office that I get in touch with you.

I would like to reduce the size of my recycling bin as I live alone and it is huge at 360L. Even the 240 L is more than I need. I understand there is a charge to exchange my bin, even though I was never given the opportunity to choose the size in the first place.

Courtenay had a program for one bin exchange for free until the end of 2024. Will Comox do the same in 2025? If not, I would like to request that the fee be waived for my request. I am happy to deliver my 360L bin in exchange for a 240L bin or smaller.

Thank you for your consideration.

Janet Livingstone

Sent from my iPad

Town of Comox – Administration

From: Cynthia Shore [REDACTED]
Sent: January 5, 2025 2:04 PM
To: council
Cc: Teri Burgess
Subject: AED at pickleball courts

Follow Up Flag: Follow up
Flag Status:

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

Dear Mayor and Council Members,

There was recently a heart attack victim at the Highland Pickleball Courts who narrowly survived the incident. Please consider funding AED's at all outdoor pickleball courts so those of us who play outside have the same chance of surviving a heart attack as those who play inside at your facilities.

Thank you,
Cynthia

Cynthia Shore
[REDACTED]

RECEIVED

January 5, 2025

TOWN OF COMOX

LOG: 24-474	REFER:	AGENDA: RCM 15-Jan-25
FILE: 6130-01, 7	ACTION: MR	

File: 6130-01, 7100-01, 7200-01

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

From: Gord Schreiner
Sent: January 7, 2025 12:05 PM
To: [REDACTED]
Subject: FW: AED at pickleball courts

Ms. Shore (Cynthia)

I am responding to the letter you sent to Comox Mayor and Council regarding funding of an AED at the outdoor pickleballs courts in Comox.

Our Comox Firefighters Association have already done this. Two years ago, with partnered with the Comox Valley Pickleball Association with the placement of an AED at this location.

This AED is in the storage shed attached to the pickleball courts (photo attached). In fact, this AED was accessed (although with some difficulty) for the recent heart attack event you noted in your letter.

Our firefighters responded very quickly to this event and assisted BC Ambulance with treating the victim and taking him to the hospital.

After this event, our firefighters quickly replaced the used AED pads and had the AED back in service very quickly.

Over the years, our firefighters have assisted in placing over SIXTY AEDS in our community and have spent almost \$70,000.00 doing so. These funds are raised by our firefighters and do not include tax dollars.

We (Town of Comox) have one of the highest (if not the highest) ratios of AEDS per capita of any community in BC.

In the area of the outdoor pickleball courts there are also AEDs located at the Field House at Highland Field (next door to the pickleball courts) and another across the street in the Comox Public Works administration building.

Our fire department also provides free AED and CPR training to members of the public.

I have reached out to CV Pickleball Association to discuss improving access and signage to this important piece of equipment.

AEDS needs to be stored in secured areas as they are high value and subject to theft and in a dry area and they do not do well in wet, damp, and cold environments.

If you have any questions or need more information, please do not hesitate to contact me.

Sincerely

Gord Schreiner, ECFO, GIFireE
Fire Chief, Comox Fire Rescue



775 TORRENCE RD.
This Door to
be Closed
and Locked
at All Times

AED
with a red heart icon



Town of Comox – Administration

From: Brenda Cardinal [REDACTED]
Sent: January 9, 2025 10:57 AM
To: Town of Comox – Administration
Subject: Balancing Act Budget Simulator Courtenay
Attachments: IMG_6664.jpg

Follow Up Flag:
Flag Status:

RECEIVED

January 9, 2025

TOWN OF COMOX

LOG: 24-483	REFER:	AGENDA: RCM
FILE: 1700-01	ACTION: MR	15-Jan-25

Copies: Council
JW/EH/SR/CD

Good day Comox Town Council,

Courtenay has initiated a great idea about allowing residents to use a virtual tool that gives hands-on experience about financial planning.

The article is on Page A15 of the January 8th, 2025 Comox Valley Record.

Is this idea something the Town of Comox is looking at initiating as well? And if the discussion hasn't happened, I'd like the council to liaise with Courtenay staff and consider the virtual tool.

It would allow residents to gain a better understanding of the town's finances and see how their ideas would impact.

I've attached the article for your review.

Thanks very much.

Brenda Cardinal

[REDACTED]

City of Courtenay has launched a Balancing Act budget simulator.

City of Courtenay launches Balancing Act budget simulator

Black Press Submitted

What are your priorities for City spending? How would you weigh spending for these priorities, while delivering a balanced budget?

The City of Courtenay is launching a virtual tool that will give residents hands-on experience in shaping Courtenay's 2025 financial plan, and share their budget choices with the City.

The Balancing Act budget simulator is available at www.courtenay.ca/budget.

Courtenay Mayor Bob Wells said the simulator gives residents a way to see how their choices impact the budget, and provide feedback before the financial plan is considered by Council.

"This tool is a really helpful, easy way for people to share their thoughts with the City," said Wells.

"The simulator will walk you through various options and see how your choices impact the budget as a whole. In the process, we hope this helps people learn

more about the budget planning process in a fun and accessible way."

Survey respondents will provide input on revenue and expense service categories in the City's 2025 financial plan, increasing or decreasing revenue and expenditures to arrive at a balanced budget that reflects their priorities and values. Municipalities in B.C. are required by legislation to deliver a balanced budget every year.

The survey ends on Jan. 15.

Did you know pharmacists can prescribe for contraception and

RECEIVED

December 9, 2024

LOG: 24-463	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0400-60-C	ACTION: MR	

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

TOWN OF COMOX

File: 0400-60-CVRD, 3010-01, 5040-01, 6410-01, 6440-01, 8310-01

From: James Warren <jwarren@comoxvalleyrd.ca>
Sent: December 9, 2024 9:23 AM
To: Jordan Wall <jwall@comox.ca>
Cc: Teresa Warnes <twarnes@comoxvalleyrd.ca>; Matt Bell <mbell@comoxvalleyrd.ca>; Jake Martens <jmartens@comoxvalleyrd.ca>
Subject: Follow-up to Dec 4 Town of Comox Council presentation re housing and transportation

Hi Jordan,
 Thank you for your time last Wednesday evening to speak in front of Comox Council. I wanted to pass along the Direct Action Approaches Study that provides direction based on the Board’s strategic interest towards the creation of non-market rental housing. The ‘enhanced’ approach that has been directed ensures a balanced response through direct implementation actions, including a detailed business plan to outline the housing corporation direction.

Direct Action Approaches Study

Also, attached is the PowerPoint presentation from the meeting. Please let me know if you have any questions or follow-up.

James Warren (he/him)
 Chief Administrative Officer
 Comox Valley Regional District
 770 Harmston Ave
 Courtenay, B.C. V9N 0G8
 Tel: 250-334-6007; Fax: 250-334-4358
 Toll free: 1-800-331-6007

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K’ómoks First Nation, the traditional keepers of this land.

Housing and Transportation

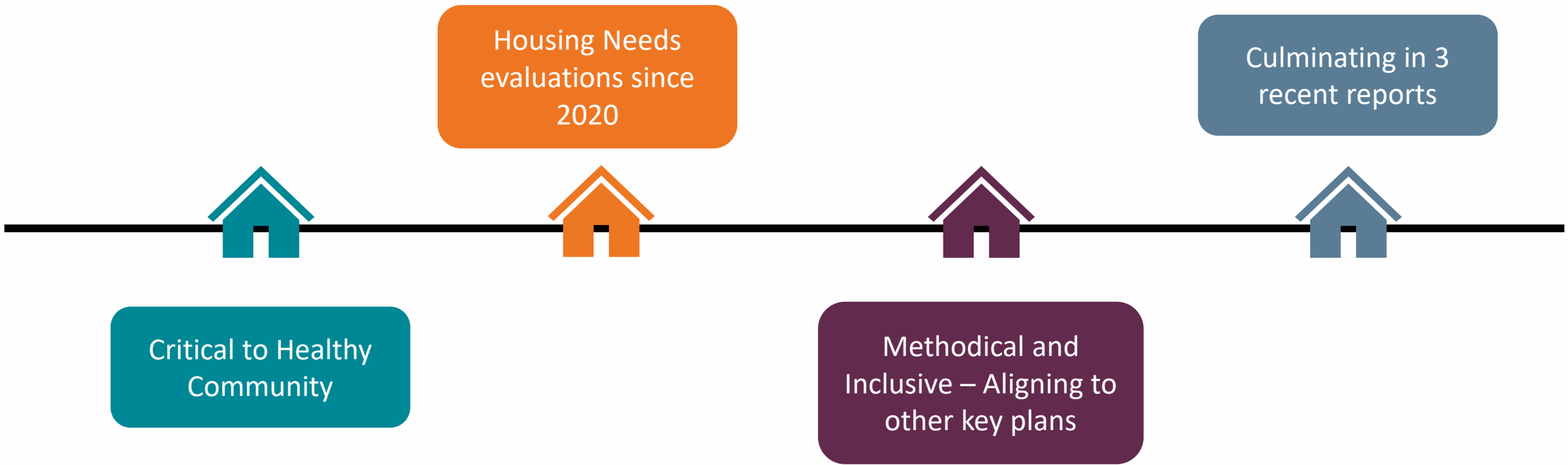
Unified AAP - Overview Presentation
December 2024



Housing



Transportation



Housing Needs evaluations since 2020

Culminating in 3 recent reports

Critical to Healthy Community

Methodical and Inclusive – Aligning to other key plans

64%



Median home price increase

36%



Median apartment rent increase

2019-2022

9%

Housing not suitable, adequate or affordable

19%

Spending 30 per cent of income on shelter

2,500

Deficit of affordable non-market units

320

New non-market units needed annually to meet need



“I love my town and my friends here, but if I cannot afford to stay, I will have to move to a place with lower rentals.”

“Housing prices and rentals are way too expensive for a single person. It is impossible to buy a home unless you have a second income and paying rent by yourself is astronomical.”

“We have been forced to sell our home and could not find affordable and suitable rental accommodations and DEFINITELY no affordable properties to purchase in the valley so we have to leave the community that has been home for a decade.”

*taken from Comox Valley Housing Needs Assessment

Housing crisis forcing employers to recruit employees by offering housing

Housing crisis: Canada's top economic threat

Business leaders pinpoint housing costs and supply as the economy's biggest risk, KPMG survey finds

'Shortage of workers': Housing crisis fuels labour scarcity

May 23, 2023

Type: Media Release

Lack of attainable housing a barrier for hiring and retention, employers say

Industry news

Why Canada's hot housing market is an issue for business owners

Housing News

Renting in the Comox Valley: Low vacancy, high rents, no ease to the squeeze in sight

Average prices in Courtenay, Comox, and surrounding areas rose 50% in just four years



Service 450

Emergency Shelter + Supportive
Housing Land Acquisition

- Created in 2009
- Fully regional service
- Interest in expanded focus
- Requisition in 2024: \$700,000



Service 451

Homelessness Supports

- Created in 2015
- Comox is not a participant: supports via grants to non-profit, purchase of affordable units
- Excludes Denman and Hornby Islands
- Requisition in 2024: \$421,000

Whole-of-Community Approach

BUILDING

Arm's length corporation to support development and operation of affordable non-market housing to complement work of non-profit and private sector

CAPACITY to NON-PROFITS

Help local organizations through grants and capacity building to plan, develop and manage affordable housing

LAND

Strategic tool to identify land for development of affordable non-market housing + inform options for development/planning

Alternative Approval
Process Jan-Feb
2025



Amend establishing bylaws

- 450: Revise purpose + requisition
- 451: Revise requisition

If approved: Develop scope and scale of Housing Corporation

- Business Plan
- Articles of incorporation
- Establish workplan
- Budget levels



Service 450

2024	2025
\$697,476	\$1,500,000



Service 451

2024	2025
\$413,500	\$550,000





RGS goal of efficient, affordable, multi-modal network



Active Transportation Network Plan, 2022 Mobility Primer, Transit Future Action Plan



No service for non-vehicle regional transportation

No 'home' for multi-modal initiatives

Municipal investments have no regional tie

Regional service can facilitate regional transportation network planning





Complement work by municipalities

Mode-shift programs reduce congestion



Connect core settlement areas with regional spines

Dedicated home for multi-modal projects



Thank you. Questions?



www.comoxvalleyrd.ca/AAP



250-334-6000



administration@comoxvalleyrd.ca

TOWN OF COMOX

BYLAW 1850.49, 2024

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, 2024"

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

DOWNTOWN USE	MINIMUM REQUIRED PARKING SPACES
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
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 4th day of December, 2024
- (2) ADOPTED this ___ day of _____, 2025

Mayor

Corporate Officer

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 4th day of December, 2024
- (2) ADOPTED this _____ day of _____, 2024

Mayor

Corporate Officer

SCHEDULE 1

Scale of Fees

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

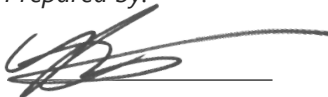

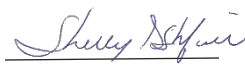
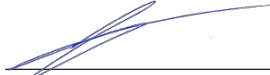
1.	<u>Application Fee</u>	
	(a) accessory buildings < 10m ² and private swimming pools	\$50.00
	(b) construction value < \$25,000, excluding accessory buildings < 10m ² and private swimming pools	\$150.00
	(c) construction value > \$25,000	\$150.00
2.	<u>Permit Fee</u>	
	(a) permit fee for accessory 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

TO: Mayor and Council	FILE: RZ 24-5
FROM: Robin Pallett, Planner II	DATE: January 15, 2025
SUBJECT: Zoning Amendment Bylaw 1850.50 (2147 Downey Avenue)	

Prepared by:  Robin Pallett, Planner II	Supervisor:  Randy Houle, Director of Development Services	Operations Approved:  Shelley Ashfield, Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Zoning Amendment Bylaw 1850.50, 2024 be given First, Second and Third Readings.
2. THAT Zoning Amendment Bylaw 1850.50, 2024 be adopted.

PURPOSE

The applicant is proposing to subdivide the subject property and construct a single-family dwelling on the new lot fronting onto Wallace Avenue (**Attachment A**). The existing house fronting onto Downey Avenue would be retained. Photographs of the subject site are provided in **Attachment B**.

The R1.0 Small Scale Multi-Family Housing zone requires a minimum lot size of 650 m². Each of the proposed new subdivided lots do not meet the minimum lot size, thus a site-specific amendment to Comox Zoning Bylaw 1850 (**Attachment C**) is proposed that would reduce the minimum lot area for subdivision.

STRATEGIC PLAN LINKAGE

Strategic Priority

Areas of Focus

<p>Balanced Community Planning</p>	<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>
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BACKGROUND

Subject Property:

Legal Address: LOT A (DD ED94874), SECTION 2, COMOX DISTRICT, PLAN 11938

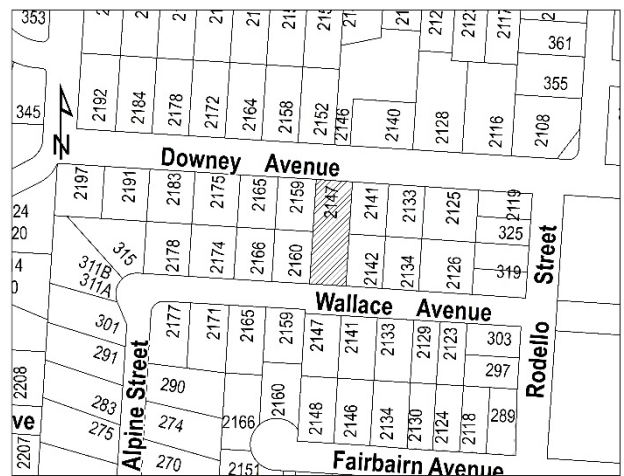
Zoning Designation: R1.0 Small-Scale Multi-Family Housing

OCP Designation: Residential: Detached

Property Size: 1290.6 m²

Property Contains: One existing single-family dwelling (proposed to be retained)

Surrounding Land Uses: Single-family development on all sides



Application History: In September 1990, the owner of 2147 Downey Avenue and the abutting lot to the south (2148 Wallace Avenue) consolidated both lots into a single, double-fronting lot (2147 Downey Avenue). Local government approval was not required for the lot consolidation. The site, which was previously wooded, has recently been cleared of trees (Comox Tree Management and Protection Bylaw No. 1125, 1994, does not apply to the subject property).

OCP IMPLICATIONS

The OCP supports the use of lands designated Residential: Detached identified in Map 1 (Land Use Designations) for single detached dwellings, secondary suites or coach houses. The OCP policies also prioritize residential growth and infill within the Town of Comox boundaries. The proposed zoning amendment is aligned with this designation.

ANALYSIS

The site is situated in an established low-density residential area that has recently been rezoned to accommodate small-scale multi-family infill development¹. The northerly lot (Lot 1), which would retain the civic address of 2147 Downey Avenue, is proposed to have a parcel area of 644.7 m², and the southerly lot (Lot 2), fronting onto Wallace Avenue, would have a parcel area of 596.7 m². Lot 2 would be smaller than Lot 1 because of the 2.32 m of road dedication required through Town of Comox Subdivision and Development Servicing Bylaw, 1261.

Staff consider that the zoning amendment to reduce the minimum lot areas for the two proposed lots represents an appropriate use of the land because the owner proposes the same lot configuration as previously existed (from 1957 to 1990), before being consolidated by a former owner decades later. As such, the subject lot would be subdivided in keeping with neighbouring lots and would return the subject block to a uniform cadastral pattern (Figure 1).

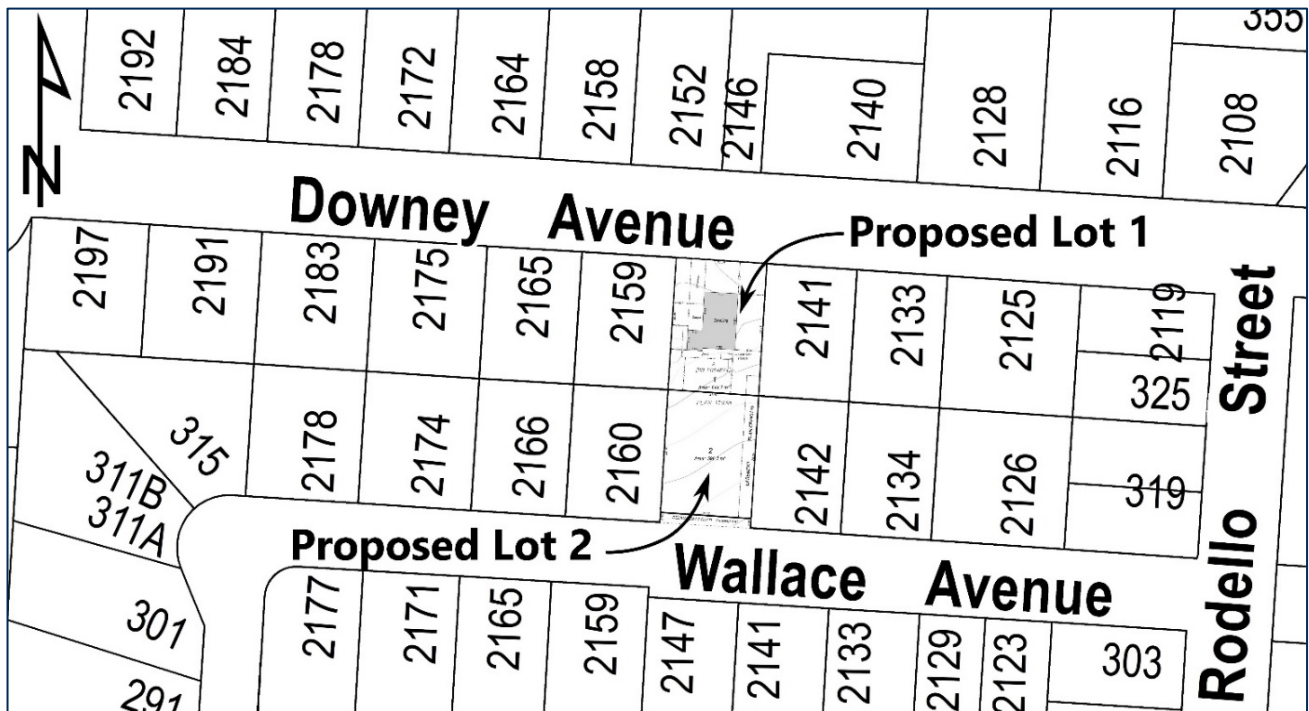


Figure 1: Proposed subdivision in the neighbourhood context.

¹ The R1.0 Small-Scale Multi-Family Housing zone accommodates infill residential development, in accordance with provincial legislation (Bill 44).

At the November 20, 2024, Regular Council Meeting (RCM), Council moved² to 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. This proposal is consistent with this direction.

Given those considerations, staff recommend that Council support Zoning Amendment Bylaw 1850.50, 2024.

FINANCIAL IMPLICATIONS

The Town will receive Development Cost Charges from the developer at a rate of \$5,992.07 for the additional single family dwelling on the new lot, in addition to servicing connection fees and building permit fees, based on the cost of construction.

REFERRALS

The application was referred to various internal departments and external agencies which have identified several servicing connections that are needed to service the lots. Curb replacement and road paving (of half of the road width) along both frontages is required, as well as replacement of the existing sidewalk along Downey Avenue. These upgrades would be taken as cash-in-lieu so that the improvements can be constructed with road works scheduled as part of the Town's Capital Plan. These items will be addressed during the subdivision stage.

PUBLIC PROCESS

A public hearing is prohibited from being held for the proposed rezoning, in accordance with section 464(3) of the *Local Government Act* as the proposal is consistent with the OCP and its sole purpose is to permit a residential development.

Adjacent property owners will have received notification of first reading of the zoning amendment application, and that a public hearing is prohibited from being held for this matter. Written comments regarding the proposal are accepted until 12:00pm on the same day that Council considers the application.

² Via Motion #2024.404.

ATTACHMENTS:

Attachment A: Applicant's Submission

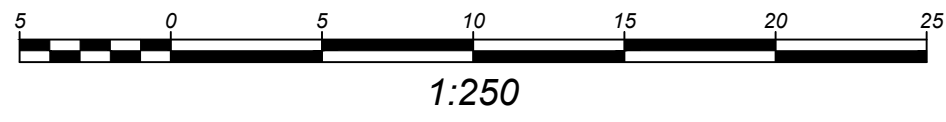
Attachment B: Photos of Subject Property

Attachment C: Zoning Amendment Bylaw 1850.50, 2024

ATTACHMENT A
APPLICANT'S SUBMISSION

**PROPOSED SUBDIVISION PLAN OF LOT A (DD ED94874),
SECTION 2, COMOX DISTRICT, PLAN 11938**

Parcel Identifier: 016-390-539

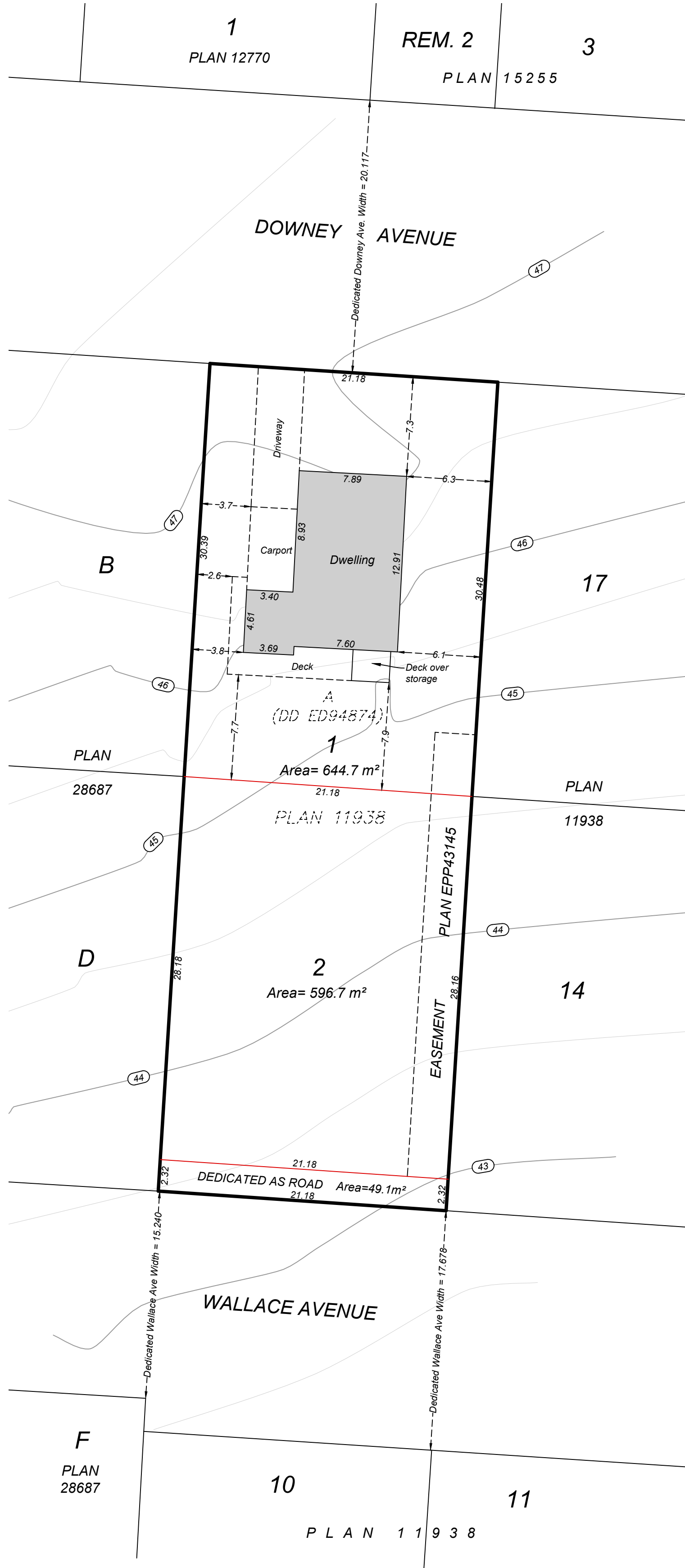


All dimensions are in metres and decimals thereof.

Contour interval = 0.5m

Elevations are geodetic and are based on Canadian Vertical Datum 2013. (1997)(CCG2013a)

Dimensions are approximate and subject to final survey.



Date of Survey:
Oct. 1, 2024

Civic Address
2147 Downey Ave.
Comox, BC

GRANT LAND SURVEYING INC.
580 10th STREET
COURTENAY, B.C. V9N 1P8
WWW.GRANTGEOMATICS.COM

20241114_723ProSub.dwg
20241114_C-250

GRANT LAND SURVEYING INC.
580 10th STREET
COURTENAY, B.C. V9N 1P8
WWW.GRANTGEOMATICS.COM

Application Rationale

We would like to subdivide this one larger property into two smaller properties. The lot line will be in line with the neighbors on both sides and will separate the property into one on Downey and one on Wallace. It will align with the look of the neighborhood.

The present and proposed land use is for a single family home on the property closest to Wallace and keeping the single family home currently at 2147 Downey. Benefit to the community will be increased density and new development of a vacant lot. Both properties will be owned by members in the same family which will allow for multigenerational living.

Patricia Leslie
P-Leslie.

ATTACHMENT B
PHOTOGRAPHS OF THE SITE

Proposed Lot 1 (northerly lot fronting onto Downey Ave):
photo taken from Downey Ave, looking south



Proposed Lot 2 (southerly lot fronting onto Wallace Ave) with Lot 1 in the background:
photo taken from Wallace Ave, looking north



Proposed Lot 2 (southerly lot fronting onto Wallace Ave):
photo taken from the proposed lot line, looking south



ATTACHMENT C
ZONING AMENDMENT BYLAW 1850.50

TOWN OF COMOX

BYLAW NO. 1850.50

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

WHEREAS the Council of the Town of Comox 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 1850.50".

2. AMENDMENTS

Comox Zoning Bylaw 1850 is hereby amended as follows:

(1) Section 100.12(6) is added, with the following text:

Despite Section 100.4, parcel area shall not be less than 595 m² for the parcel legally described as Lot A (DD ED94874), Section 2, Comox District, Plan 11938.

3. ADOPTION

(1) ADVERTISED this _____ day of _____, 2025

(2) READ A FIRST, SECOND AND THIRD time this _____ day of _____, 2025

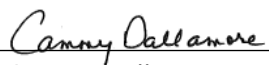


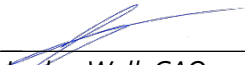
(3) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0340-50-10-01 & 1355-20
FROM: Edward Henley, Director of Finance	DATE: Jan 10, 2025
SUBJECT: Information Technology and Mobile Device Policies	

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

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council Policy No. CCL-077.0, Information Technology Acceptable Use Policy, be Adopted.
2. THAT Council Policy No. CCL-078.0, Mobile Device Policy, be Adopted.

PURPOSE:

To recommend that Council adopt two new policies:

1. *Information Technology Acceptable Use Policy* - which provides guidelines to ensure the safe and effective use of the Town’s internet, email, and network while managing risks like security issues and productivity impacts; and
2. *Mobile Device Policy* - which sets out rules for using mobile devices, including how Town devices are issued and how staff can be reimbursed for using personal devices for work.

STRATEGIC PLAN LINKAGE:

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

Organizational Excellence	<p>Staff Retention - Ensure our human resources are aligned with meeting Council’s and the community's expectations.</p> <p>Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.</p>
----------------------------------	--

	Customer Service - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.
Good Governance	Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND:

As part of the Town of Comox’s ongoing review and modernization of its policies, the need for two new policies has been identified: the *Information Technology Acceptable Use Policy* and the *Mobile Device Policy*. These policies are intended to ensure the safe, effective, and consistent use of the Town’s technology resources while addressing operational risks and challenges.

1. The *Information Technology Acceptable Use Policy* provides guidance on the proper use of the Town’s IT systems, including internet, email, and network resources. This policy aims to protect the Town’s technology infrastructure from unauthorized access, use, or disclosure. It outlines safe practices to minimize risks such as cybersecurity threats, unauthorized disclosure of personal or confidential information, service interruptions, financial losses, and potential legal actions.
2. The *Mobile Device Policy* establishes clear guidelines for issuing and managing Town-owned mobile devices and outlines a reimbursement process for staff who use personal devices for work purposes. This policy ensures fairness, accountability, and alignment with best practices in managing mobile technology resources.

In developing these policies, staff researched and drew from best practices adopted by other municipalities in British Columbia, including Kamloops, Kelowna, West Kelowna, Kimberley, and Mission. The proposed policies are tailored to the specific needs of the Town of Comox, ensuring they address local requirements while maintaining alignment with broader municipal standards.

Adopting these policies will strengthen the Town’s IT governance, enhance security, and provide clarity for staff, ensuring effective and responsible use of technology resources.

ANALYSIS/ISSUES/IMPLICATIONS:

The adoption of the *Information Technology Acceptable Use Policy* will enhance security by reducing risks of unauthorized access, data breaches, and other cybersecurity incidents. By clearly defining acceptable and prohibited uses of the Town's IT systems, this policy will provide staff with the necessary guidance to handle sensitive information appropriately, thereby protecting privacy, maintaining operations, and safeguarding public trust.

Both policies will enhance productivity and accountability by setting clear expectations for the use of IT and mobile resources. The *Mobile Device Policy*, in particular, ensures that staff have access to appropriate technology to perform their duties effectively while establishing

accountability for the use of Town-issued devices or reimbursement for personal devices. This structure promotes fairness and efficiency in technology usage.

Effective monitoring and enforcement mechanisms will be necessary to ensure compliance with these policies. This could involve updates to IT monitoring tools or the development of protocols to address any violations. While the adoption of these policies represents a proactive step toward improved technology management and resource protection, ongoing evaluation and updates will be essential to address evolving technology and municipal needs.

a. Applicable Policies and Legislation

These policies are in line with legislative requirements and best practices from other municipalities, ensuring the Town stays compliant with privacy laws, cybersecurity standards, and up-to-date operational practices.

- Comox Freedom of Information Bylaw, 1994
- Council Code of Conduct Policy CCL-060
- Information Technology Acceptable Use Policy CCL-077
- Personal Use of Town Assets Policy No. CCL-062
- Purchasing Policy No. CCL-017
- Respectful Workplace Policy No. ALL-007
- Freedom of Information and Protection of Privacy Act

b. Legal

Adopting these policies ensures compliance with privacy laws, data protection regulations, and cybersecurity standards, reducing the risk of legal issues such as data breaches or unauthorized access. The *Information Technology Acceptable Use Policy* safeguards sensitive data, while the *Mobile Device Policy* ensures appropriate use and reimbursement for personal devices, protecting the Town legally.

c. Financial

The *Mobile Device Policy* establishes a clear reimbursement process for staff using their personal devices for work, which may result in some additional costs. However, these costs may be offset by reducing the need to provide Town-owned devices in certain situations and by making expense claims more straightforward.

d. Interdepartmental

Formalizing these policies will promote consistency across all departments, enhance coordination between teams, and streamline administrative tasks. Successful implementation will require clear communication and training to ensure staff are fully informed of their responsibilities. This may involve dedicating resources for initial workshops, materials, and continued support.

e. Public Relations

These policies demonstrate the Town's commitment to responsible technology use, enhancing its reputation for professionalism and security, and can also build public trust by showcasing efforts to protect sensitive information.

GOVERNANCE CONSIDERATIONS:

Q: How do these policies align with the Town's overall governance framework?

A: These policies support the Town's commitment to transparency, accountability, and effective management of resources. They establish clear guidelines for technology use and mobile device management, ensuring consistency across departments and aligning with best practices in municipal governance.

Q: How will these policies be monitored for compliance?

A: Compliance will be monitored through regular reviews, IT audits, and staff reporting mechanisms. Departments will be responsible for implementing the policies, and staff will be trained on their roles and responsibilities to ensure adherence.

Q: What measures will be taken to ensure these policies are consistently enforced?


A: Enforcement measures include regular communication, staff training, and clear consequences for non-compliance. The Town may also implement monitoring tools and review procedures to ensure ongoing adherence to the policies.

Q: How do these policies affect decision-making and accountability at the staff level?

A: These policies empower staff by providing clear guidelines for the use of technology and mobile devices. They foster a culture of accountability by outlining expectations for responsible use and ensuring that staff understand their roles in maintaining security and efficiency.

Q: What are the long-term governance implications of implementing these policies?

A: In the long term, these policies will strengthen the Town's governance by improving operational consistency, reducing risks related to technology use, and enhancing transparency in staff reimbursements. They will also help maintain compliance with evolving legal and regulatory standards.

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY			
Section: COUNCIL	Number: CCL-077.0	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted:	Date Last Amended:	Date to be Reviewed:	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.01 The purpose of this policy is to balance the research, customer service, and information sharing benefits of information technology against the legal, security, and productivity risks associated with internet use, email use and access to the Town's network.

2 POLICY STATEMENT


- 2.01 Use of internet and email resources must be legal and ethical. It must acknowledge and adhere to all relevant rights and laws with respect to ownership of information, intellectual property, network system security mechanisms, along with the rights of individuals to privacy and freedom from harassment and intimidation. It must not misappropriate the Employer's time and resources.

3 DEFINITIONS

- 3.01 **Employee:** means all persons hired by the Town of Comox, including firefighters, , contractors, volunteers, students and persons currently completing probation.
- 3.02 **Technology Resources:** All devices, networks, systems, or data, owned leased or use by the Town and used or made available to authorized users
- 3.03 **Town of Comox:** The Employer

4 SCOPE

- 4.01 This policy applies to all Town of Comox (the "Employer") employees and contractors who have access to any Technology Resources or device maintained, owned, or leased

	INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	POLICY AND PROCEDURES MANUAL	
	<i>CORPORATE SERVICES</i>	<i>CCL-077.0</i>	<i>Page 2</i>

by the Town. It deals particularly, but not exclusively, with the subset of users who have access to internet and internal and/or external email resources directly or indirectly through equipment owned or leased by the Employer, or who use accounts in the name of the Town, regardless of whether that access is during normal working hours, or whether such access is from the Employer's premises or elsewhere.


5 POLICY

5.01 Monitoring and Privacy

- i. The Employer holds ownership rights over its intellectual property and a right to protect its confidential information. All data stored on Town equipment is the property of the Employer. All internet browsing is traceable, and email content is subject to monitoring.

The Employer retains the right to monitor and/or filter all electronic communications and internet use to ensure the integrity of its network and data, to ensure compliance with the law and this policy, and to maintain productivity and efficiency. The Employer reserves the right to view or scan any file, email, or software stored on its resources or transmitted over its networks and may do so periodically to ensure that software and hardware are working correctly to assess opportunities to optimize the use of data storage space, and to audit the use of Town resources.

- ii. The Employer does not, however, routinely monitor user data stored on its network. The Employer's right to monitor is to be balanced against any applicable common law, statutory and constitutional privacy rights. In particular, the Employer will not routinely scan and examine user email content. Access to user email will be limited to situations where required for bona fide business purposes such as the need to verify or retrieve a particular business communication when the user is on leave or otherwise unavailable, or where the Employer has reasonable grounds for suspecting internet or email use which is unlawful or otherwise contrary to this policy.
- iii. Employees and contractors designated as system administrators at any level of the organization shall respect the organizational hierarchy and shall obtain authority from the Department Head or Municipal Administrator prior to granting any person access to files and documents created by another employee or group of employees.
- iv. No employee or contractor shall, without authorization, modify or delete a file or document created by another employee without the consent of that employee, the Department Head or their designate, or the Municipal Administrator.

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5.02 Internet Access and Downloading

i. Sanctioned Users

Internet access to Technology Resources is limited to employees and contractors that the Employer may authorize.

ii. Employer Time

- a) The purpose of providing an employee with internet access is to broaden the information and research base available to the employee in carrying out their job duties. Any internet browsing which is unrelated to an employee's responsibilities as a Town employee must be limited to coffee break time, lunch hours, or reasonably short margins immediately before the start or after the end of a shift, provided that such use in the assessment of the Employer does not interfere with the work of others or reflect negatively upon the organization. All personal use is to be incidental and for information purposes only.
- b) Employees may not attend the Town's facilities after hours for the purpose of using the Employer's Technology Resources for personal reasons.

iii. Software

- a) No executable programs may be downloaded over the internet without authority from the department head or, if one has been designated, from the local network administrator for the Department.

iv. Content

- a) Sites featuring pornographic, gambling, racist, or hateful materials, or those which counsel or facilitate contraventions of the law, may not be accessed.

v. Copyright

- a) Users shall refrain from illegally obtaining or copying protected works. Users are responsible for observing copyright and licensing agreements that may apply to the downloading of documents, creative works, software, and files. Approval from the Employer must be obtained before downloading any material for which a registration or other fee is requested.

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	<i>CORPORATE SERVICES</i>	<i>CCL-077.0</i>	<i>Page 4</i>

5.03 Email

i. Sanctioned Users

- a) Access to email service through the Town network is limited to employees and contractors that the Employer may authorize.

ii. Employer Time


- a) The Town's Technology Resources not be used in a manner that constitutes a misappropriation of Employer time. Email use which is unrelated to an employee's responsibilities as a Town employee must be limited to coffee break time and lunch hours, or reasonably short margins immediately before the start or after the end of a shift, provided that such use in the assessment of the Employer does not interfere with the work of others or reflect negatively upon the organization. For pressing personal circumstances, email may be used for personal reasons outside of those times, provided it is of incidental, occasional and very short duration and does not interfere with employment responsibilities. An example of such permissible use would be an employee using email to advise their spouse that they will be late leaving work.
- b) The Town's email services may not be used for any business purpose outside of responsibilities as an employee of the Town.
- c) Employees may not attend the Town's facilities after hours for the purpose of using the Employer's email services for personal reasons.
- d) Municipal email addresses may not be used for signing up for as a log in for personal accounts.

iii. Duty of Loyalty

- a) Every employee owes the Employer a duty of loyalty, which involves a commitment to work faithfully on the Employer's behalf. The Town's email service, internal or external, may not be used for communications which speak openly and negatively of the Employer.

iv. Professionalism

- a) Email content reflects upon the Town and must conform to the same standards of professionalism as hard copy communications. It must remain in line with acceptable standards of business conversation.

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v. Prohibited Email Activities

- a) The following non-exhaustive list provides examples of unacceptable internal or external email use;
 - o distributing chain letters;
 - o unauthorized solicitation of funds;
 - o distributing jokes or cartoons;
 - o advertising personal goods or services for sale;
 - o ordering goods or services for personal use;
 - o disseminating harassing, abusive, malicious, sexually explicit, threatening or illegal information;
 - o commenting on religious or political affairs;
 - o political campaigning of any sort.

vi. Long Term Storage

- a) Data storage space is a Town resource that is not unlimited. Users must comply with Employer directives regarding long term storage of emails.
- b) Users are expected to exercise sound judgement in determining the distinction between emails that constitute incidental communications on the one hand, and those that constitute long term corporate records on the other. Emails in the latter category that can no longer be kept stored on the server used for that purpose must be preserved by an alternate and reliable method, such as printing a hard copy and filing.
- c) Incoming or outgoing personal emails are to be deleted promptly.
- d) Employees must not delete emails or file attachments for which retention may be required by the Freedom of Information and Protection of Privacy Act (FOIPPA) or other application legislation.

5.04 Network Security

Employees must comply with all network security measures set out by the Director of Finance or Corporate IT Services, either directly or through the departmental network administrator. Without limiting generality, the following rules apply:

- i. User passwords must comply with the following criteria when possible:
 - Minimum 12 characters
 - Cannot include parts of the user's username or full name
 - Must include characters from 3 of the following 4 categories
 - o Lower case
 - o Upper case

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- Numbers
 - Special characters
- Active Directory and Microsoft 365 passwords must not be the same or similar
- ii. Active Directory and Microsoft 365 passwords are to be memorized and not stored in written or electronic form other than a password manager approved by the Town of Comox. Under no circumstances should any employee's passwords be disclosed to any other person.
- iii. Employees must lock their workstations when physically leaving them (such as with the Windows key + L keystroke), so that password entry is required to resume usage. At the end of the workday, users should always sign out of their Active Directory profiles.
- iv. Employees who require a password manager will seek approval from their Department Head who will assign a password manager approved by the organization.
- v. All points of access to the network are covered by antimalware software which is updated automatically. Nonetheless, emails and attachments from suspicious sources or bearing suspicious characteristics are to be deleted unopened, as no antimalware suite is 100% effective.
- vi. Removable media, such as USB flash drives, represent a significant potential network security risk due to the possibility introducing malware. Accordingly, the use of these devices should be avoided, and the Town of Comox reserves the right to disable the use of such media via domain policy or other technical means. When sharing data is necessary, users should rely on the Town's file server or Microsoft 365 email, SharePoint, or OneDrive services.

5.05 Policy Breaches

- i. In logging on to any network or device maintained, owned, or leased by the Town, all employees and contractors thereby acknowledge that they understand, accept, and agree to be bound by this Information Technology Use Policy.
- ii. Failure to comply with this Policy may have serious legal and employment consequences and may result in disciplinary action up to and including dismissal in conformance with established principles governing discipline in the workplace.

6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE


- Comox Freedom of Information Bylaw, 1994
- Council Code of Conduct Policy CCL-060
- Respectful Workplace Policy No. ALL-007
- Personal Use of Town Assets Policy No. CCL-062
- Freedom of Information and Protection of Privacy Act

Amendment Date	Section Amended or Description of Amendment	Resolution Number
	CCL-077.0 Policy established	

Employee Acknowledgement

I agree to comply with the policies set out in this document and all subsequent amendments and understand that failure to do so may lead to loss of Municipal Internet service access, disciplinary action, or both.

Employee Signature:
Employee Name:
Date:

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
MOBILE DEVICE POLICY			
Section: COUNCIL	Number: CCL-078.0	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted:	Date Last Amended:	Date to be Reviewed:	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.01 This mobile device policy sets forth the Town of Comox’s rules about mobile device usage. It defines a protocol for the issuance and use of mobile devices and establishes a framework for reimbursement by employees using personal cell phones for Town of Comox business.

2 POLICY STATEMENT

- 2.01 The Town of Comox is committed to the secure and responsible use of municipal mobile devices to support communication and operational efficiency. This policy ensures proper use, management, and security of devices, protecting municipal resources and data while promoting accountability.

3 DEFINITIONS

- 3.01 **“Employee”** means all persons hired by the Town of Comox, including firefighters, contractors, volunteers, students and persons currently completing probation.
- 3.02 **“Mobile Device”** any handheld electronic device with the ability to wirelessly receive and/or transmit voice, text, or data messages (including but not limited to smartphones or tablets).
- 3.03 **“Technology Resources”** means all devices, networks, systems and data owned, leased or used by the Town and used or made available to authorized users.
- 3.04 **Town of Comox:** The Employer

4 SCOPE

- 4.01 This policy applies to all Town of Comox employees or independent contractors who are issued a Town of Comox-owned mobile device, or who are authorized to use a personal mobile device for Town of Comox business.

5 POLICY

5.01 Personal Mobile Devices

- i. The Town of Comox permits employees to bring personal mobile devices to work. Furthermore, personal mobile devices may be used for work purposes without the requirement for remuneration by the Town of Comox, subject to other Town policies.
- ii. While at work, employees are expected to exercise the same discretion using personal mobile devices as they would use with a Town of Comox-issued device. Excessive use of the device during the workday, regardless of whether the device is personal or Town-issued, can interfere with employee productivity and pose a distraction to other employees. Occasional, brief personal calls are acceptable, subject to other Town policies.
- iii. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled break or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure their friends and family members are aware of this policy.
- iv. To minimize distractions in the workplace, employees must set cell phones on vibrate while away from the cell phone.
- v. To ensure the effectiveness of meetings, employees are asked to set cell phones on vibrate for the duration of the meeting.
- vi. The Town of Comox is not liable for the loss of personal mobile devices brought into the workplace.
- vii. The Town of Comox prohibits employee use of mobile devices or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment.
- viii. Such work sites must be secured, or the device used only by an employee who is out of harm's way at such work environments.

5.02 Town of Comox-issued Mobile Devices

- i. Town of Comox may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.
- ii. Cell phones may be re-assigned, refurbished, or purchased new as determined by the Town of Comox's current device inventory. Management will ensure the device provided will meet the work requirements for which it is issued. Employees are not allowed to purchase new cell phones on behalf of the Town of Comox.
- iii. When a new mobile device purchase is deemed appropriate by Town of Comox management, the Town will purchase a device of the employees choosing.
 - a) In the event of termination of their employment with the Town of Comox, the employee may request to have the option to purchase the mobile device and/or phone number, approved by sole discretion of the Department Head or CAO, by reimbursing the Town of Comox based on the schedule below.

<u>Mobile Device Buyout</u> Length of Time of device's usage	Maximum Percent of purchase amount
< 1 year	100%
1 year and < 2 years	80%
2 years and < 3 years	50%
3 years and more	20%

- iv. Mobile Devices issued by the Town of Comox remain the property of the Town of Comox. All data contained within the cell phone account remains the property of the Town of Comox.
- v. The SIM card or e-sim from a Town of Comox-issued cellular device may not be removed and/or used in any other device.
- vi. A Mobile Device issued with a case must always remain in the case.
- vii. The service plan for the mobile device is to be selected and paid for by the Town of Comox. No additional features shall be used or added to a plan without prior approval from the Department Head.
- viii. Employees must comply with the Town of Comox's requests to make their Town of Comox-issued mobile device available for any reason, including upgrades, replacement, or inspection.

- ix. Employees whose employment with the Town of Comox is terminated for any reason must return their Town of Comox-issued mobile device unlocked and in full working condition before the last day of employment.
- x. If no suitable device is present in inventory, or if it is mutually agreeable to management and the employee, an employee may be offered the option of using a personal cell phone for the Town of Comox.

5.03 Personal Use of Town of Comox-issued Mobile Devices

- i. Rather than be required to carry two cell phones Employees who are issued a cell phone may use a Town of Comox issued mobile device for personal use.
- ii. A Town of Comox issued mobile phone may not be used in a manner that would result in additional costs to the Town.
- iii. Employees are responsible for applications and software that they install to ensure the safety of the Town's data, and which might compromise the Town's network and systems.

5.04 Use of Personal Cell Phone for Town of Comox Business

- i. An employee may be eligible for a mobile device reimbursement if at least one of the following criteria is met, as determined by the employee's Supervisor or Manager:
 - a) The job function of the employee requires considerable time outside of their assigned office, work area, or at irregular hours, or working alone, and the employee must be accessible during those times.
 - b) The job function of the employee requires them to have wireless data and internet access while working off-site.
 - c) The employee is designated as a "first responder" to emergencies.
- ii. Employees eligible and subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) may choose to receive a monthly mobile device reimbursement, at a monthly amount set by the manager or supervisor to a maximum amount of \$30, payable as an addition to their regular compensation, rather than be issued a Town phone.
- iii. Managers and Supervisors are responsible for determining employee eligibility for mobile device reimbursement. This includes an annual review to determine continued eligibility of their employees.

- iv. Employees receiving a mobile device reimbursement are expected to meet the following standards:
 - a) The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider.
 - b) The stipend provided will be processed for tax purposes as determined per current CRA guidelines.
 - c) If the employee terminates their cell phone service plan at any point, they must notify their manager or supervisor within 5 business days to terminate the stipend.
 - d) The Town of Comox does not accept any liability for damage to the phone, claims, charges or disputes between the cell phone service provider and the eligible employee.
 - e) The employee is bound by the same safety and security processes for care of Town of Comox data on the personal cell phone as outlined in this policy for Town of Comox-issued cell phones.
- v. Any stipend will immediately cease or be reduced if:
 - a) An employee's employment with the Town of Comox terminates.
 - b) An employee's Manager or Supervisor determines they are no longer eligible for the stipend.
 - c) The eligible employee no longer has a mobile device or service plan.
 - d) The Town of Comox decides to eliminate or reduce the stipend or determines to reduce the amount of the stipend.
 - e) The eligible employee uses the cell phone in any manner contrary to local, provincial, or federal laws or Town of Comox policy.

5.05 Mobile Device Cameras

- i. Employees may not use any cameras, video and audio recording devices, or video or recording features of mobile devices or other digital devices with such capability at work that could cause violations of privacy and breaches of confidentiality.

5.06 Mobile Device Security.

- i. Employees are responsible for the security of Town of Comox-issued mobile devices and the data they contain. This includes theft, damage, or loss of the mobile device, and may include responsibility for repair or replacement charges.
- ii. All mobile devices used for Town of Comox business must be protected by a passcode or biometric authentication features.
- iii. If lost, stolen, or damaged, the employee must immediately report it to their manager or supervisor.
- iv. A breach of security through inappropriate use or care of a Town of Comox-issued or authorized mobile device will result in discipline, up to and including termination.

5.07 Review of Monthly Charges

- i. A review of calling and data activity will be conducted monthly by the Town of Comox.

5.08 Policy Breaches

- i. Failure to comply with this Policy may have serious legal and employment consequences and may result in disciplinary action up to and including dismissal in conformance with established principles governing discipline in the workplace.

6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- Comox Freedom of Information Bylaw, 1994
- Council Code of Conduct Policy CCL-060
- Information Technology Acceptable Use Policy CCL-077
- Personal Use of Town Assets Policy No. CCL-062
- Purchasing Policy No. CCL-017
- Respectful Workplace Policy No. ALL-007
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Amendment Date	Section Amended or Description of Amendment	Resolution Number
	CCL-078.0 Policy established	

Employee Acknowledgement

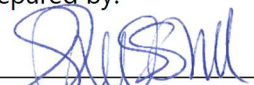

I agree to comply with the policies set out in this document and all subsequent amendments and understand that failure to do so may lead to the withdrawal of a Town of Comox-issued mobile device, the cessation of a mobile device reimbursement, disciplinary action, or a combination of these measures.

Employee Signature:
Employee Name:
Date:

DRAFT

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 2240-85
FROM: Shelly Russwurm, Director of Corporate Services	DATE: Jan 9, 2025
SUBJECT: New Kennel Contract with The Unleashed Dog Boutique	

Prepared by:  S. Russwurm, Dir. Corp. Services	Supervisor: _____	Financial Approved: _____ E. Henley, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT the agreement for the provision of kennel services between the Town of Comox and 1485272 BC LTD DBA The Unleashed Dog Boutique, for the one-year period between January 1 and December 31, 2025, be approved; and

THAT the Mayor and the Corporate Officer be authorized to execute the agreement.

2. THAT the Dog Licence and Pound Amendment Bylaw No. 1322.02 be given First, Second and Third Readings.
3. THAT the Fees and Charges Amendment Bylaw No. 2016.06 be given First, Second and Third Readings.
4. THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.03 be given First, Second and Third Readings.

PURPOSE

- To update Council on the termination of animal kennel services provided to the Town by the Society for the Prevention of Cruelty to Animals (the "SPCA"),
- To present a new kennel service contract negotiated with a private dog kennel, and
- To recommend that Council proceed with adoption of the new kennel service contract for a one-year period.

STRATEGIC PLAN LINKAGE

Ensuring that Town legal agreements are current is a Core Service. The provision of an animal

kennel for Dangerous, lost and found dogs is also related to Council's Organizational Excellence and Good Governance priorities.

BACKGROUND

In June of 2024, the SPCA advised that all contracts with all local governments in the Comox Valley would end on December 31, 2024. As stated by the SPCA, the discontinuation of service was due to the large numbers of animal intakes from cruelty investigations and emergency response departments.

In Comox, specific services that the SPCA has discontinued are:

1. no longer accepting stray dogs by animal control officers or members of the public,
2. no longer selling dog licences, and
3. no longer holding any Dangerous dogs that are awaiting court dates.

ANALYSIS/ISSUES/IMPLICATIONS

In response to the discontinuation of local government contracts, Comox Valley municipalities and the Regional District have negotiated with a private kennel provider to allow for the continuation of services that will no longer be provided by the SPCA.

The Unleashed Dog Boutique has dedicated some of its kennel space to accept all dogs delivered to the facility animal control officers and members of the community. The recommended one-year contract (attached) covers the following services:

- housing and caring for all dogs delivered by animal control officers and community members,
- attempting to locate owners of lost/stray dogs,
- collecting fees in accordance with the Dog Licence and Pound Bylaw,
- providing for emergency veterinary service if needed,
- offer unclaimed dogs up for adoption,
- selling dog licences, and
- providing monthly reports.

The kennel operator will comply with all privacy management (*Freedom of Information and Protection of Privacy Act*) and health and safety regulations (*Workers' Compensation Act / Occupational Health and Safety Regulation*) that the Town must comply with.

a. Applicable Policies and Legislation

Three bylaw updates are proposed in line with the change in kennel service:

1. Dog Licence and Pound Bylaw, 1999

The Dog Licence and Pound Bylaw is an old bylaw that is currently in the process of being rewritten. In the interim, some changes are recommended to facilitate the new contract with

the Unleashed Dog Boutique. Fees have been updated and moved to the Fees and Charges Bylaw. As well, a provision has been added requiring owners of neutered and spayed dogs to produce a certificate from a qualified veterinarian in order for the neutered or spayed dog licence fee to apply.

Due to the similarity in definitions and severity of actions between a “vicious dog” definition under the Town bylaw and a “dangerous dog” definition under the *Community Charter*, it is proposed that the bylaw instead contain provisions related to an “aggressive dog”. This is more in line with other communities, and helps to clarify the severity in actions and consequences between aggressive vs dangerous dogs. The bylaw consequences for dangerous dogs, as defined by the *Community Charter*, would be maintained, with less severe consequences imposed on aggressive dogs.

in addition, the word “vicious” throughout the bylaw has been replaced with either “aggressive” or “dangerous” as applicable.

2. Fees and Charges Bylaw No. 2016

An additional schedule has been added to the Fees and Charges Bylaw No. 2016 for impound, transport, food and shelter, and emergency medical fees. The movement of fees to the Fees and Charges Bylaw is part of a larger ongoing project to move all fees to a single bylaw for easier maintenance. In addition, fees have been updated since the last time a change was made was in 1999.

3. Bylaw Notice Enforcement Bylaw No. 2004

The Bylaw Notice Enforcement Bylaw allows the Town to issue an offence ticket via a bylaw notice rather than a municipal ticket information (MTIs) in relation to certain bylaw offences. Since changes were made to the wording and, in one case, the amount of some offences in the Dog Licence and Pound Bylaw, corresponding changes must be made in the Bylaw Notice Enforcement Bylaw in order to be able to issue bylaw notices.

b. Financial

The new contract with The Unleashed Dog Boutique will have little to no financial impact, as the fees are comparable to those that were paid to the SPCA.

c. Intergovernmental

The three Comox Valley municipalities the K’omoks First Nation and the regional district worked together in searching for a solution to the discontinuance of SPCA services. All local governments have entered into a similar service agreement with the The Unleashed Dog Boutique.

d. Public Relations

Information has been posted on the Town's website, indicating that the SPCA no longer provides certain services and that the Town will be contracting with a private kennel for the continuation of services. If Council authorizes the execution of the contract, the website will be updated with additional details, and a press release will be issued.

THIS AGREEMENT dated for reference the **1st day of January, 2025.**

BETWEEN: **TOWN OF COMOX**, having an office at:

1809 Beaufort Avenue
Comox BC V9M 1R9

(the "**Town**")

OF THE FIRST PART

AND: **1485272 BC LTD DBA THE UNLEASHED DOG BOUTIQUE**

having an office at:

1970 Anderton Road
Comox BC V9M 4B1

(the "**Contractor**")

OF THE SECOND PART

WHEREAS:

- A. The Town requires the services of the Contractor for the purpose of providing kenneling services;
- B. The Town wishes to enter into a contract with the Contractor for the provision of kenneling services; and
- C. The Town and the Contractor (the "**Parties**") hereby agree to the terms and conditions specified herein and those contained in the attached [APPENDIX A](#).

1.0 SERVICES

- 1.1 The Contractor agrees to provide the kenneling services as described in [APPENDIX A](#) – Scope of Work (the "**Services**").

2.0 TERM

- 2.1 The Contractor will provide the Services during the term of this agreement, commencing on January 1, 2025 and ending on December 31, 2025 (the "**Term**"), with an option to renew for an additional one-year term.

3.0 PAYMENT FOR SERVICES

- 3.1 The Town will pay to the Contractor \$500 per month during the term of this Agreement for the Services, payable on the first day of each month.
- 3.2 The Town will pay to the Contractor \$1000 for each dog defined as dangerous under section 49(1) of the *Community Charter* (a "**Dangerous Dog**") that is housed in the kennel longer than 72 hours.

4.0 INDEPENDENT CONTRACTOR

- 4.1 The Contractor is an independent contractor and is not a servant, employee or agent of the Town and is fully responsible for the planning, organization and delivery of all aspects of the Services.
- 4.2 The Town may, if necessary, give instructions to the Contractor in connection with the provision of the Services, in regard to the standards, policies and guidelines of the Town.
- 4.3 The Contractor is responsible to remit all statutory payments in relation to fees paid by the Town under this agreement, including Income Tax, Canada Pension contributions, Employment Insurance premiums, and Workers Compensation Board premiums, as applicable.
- 4.4 The Contractor will provide all equipment, material and supplies necessary for the provision of the Services unless otherwise agreed to in writing between the parties and forming part of this Agreement.
- 4.5 The Contractor will not, without the prior written approval of the Town, subcontract any obligation of the Contractor under this Agreement.

5.0 CODE OF CONDUCT

- 5.1 The Contractor agrees that it and its sub-contractors and employees will comply with the following code of conduct:

(a) Professionalism

Applicable to all employees, volunteers, agents, and contractors who are required to:

- i. carry out their responsibilities in a professional and competent manner;
- ii. continue to improve their knowledge, competence, skills, and professional ability;
- iii. be aware of and abide by the British Columbia Human Rights Code;
- iv. not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location;
- v. act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services;
- vi. not make any public comments that denigrate, disparage, or are disrespectful of the Town or Town employees and elected officials, and

- refrain from making negative comments about the credibility of the Town or Town employees, and elected officials;
- vii. conduct themselves in a friendly, courteous, and professional manner when dealing with the public; and
 - viii. refrain from engaging in any other practice that could unfavorably reflect upon the Town as identified solely by the Town.

6.0 CONFIDENTIALITY

- 6.1 In this Agreement "**Confidential Information**" means all confidential or proprietary information of the Town (whether before or after the date of this Agreement) supplied, or to which access is granted, to the Contractor or its employees relating to the business and affairs of Town, either in writing or orally or in electronic or any other form, directly or indirectly, and includes all documents, correspondence, computer records, financial records, reports, analyses and legal advice.
- 6.2 The Contractor shall keep and use, and shall cause its employees to keep and use, all Confidential Information disclosed to it under this Agreement in strict confidence and will not, without Town's prior written consent, disclose any Confidential Information or recollections thereof to any person.
- 6.3 The Contractor shall not use, copy, duplicate, reproduce, translate or adapt, either directly or indirectly, any Confidential Information for any purpose other than providing the Services, without Town's prior written consent. All copies, duplicates, reproductions, translations or adaptations of the Confidential Information shall be clearly labeled as confidential.
- 6.4 The Contractor shall use its best efforts and cause its employees to use their best efforts to prevent material in its possession or control that contains or refers to Confidential Information from being discovered, used or copied by third parties and shall protect and safeguard Confidential Information from all loss, theft or destruction.
- 6.5 All communications and information relating to the Services received from the Town prior to the date of this Agreement shall be deemed to have been received under an obligation of confidentiality from the time of its receipt on the terms set out in this agreement.
- 6.6 The Contractor shall hold all Confidential Information in trust for the Town and all right, title and interest in and to the Confidential Information shall be retained by the Town. The Contractor is not granted any licence or other rights to any of the Town's Confidential Information except as expressly set out in this agreement.
- 6.7 In this agreement Confidential Information shall also include any "Personal Information" as defined by the Freedom of Information and Protection of Privacy Act collected, recorded or provided to the Contractor. Should this agreement require collection of Personal Information, the Contractor will ensure all policies, procedures, and methods for collecting such information is to the satisfaction of the Town.

7.0 PRIVACY AND INFORMATION MANAGEMENT

7.1 The Contractor acknowledges the Town is subject to the Freedom of Information and Protection of Privacy Act (the "**FOIPPA**"), that the Town may be required to disclose information even where information is supplied in confidence by any individual organization to the Contractor as set out in section 21 of FOIPPA.

8.0 OWNERSHIP OF DOCUMENTS

8.1 All deliverables including, but not limited to: plans, models, designs, specifications, reports and other documents (the "**Work Product**") produced by the Contractor and any agent, member, employee, contractor or sub-contractor of the Contractor in connection with the provision of the Services and provided to the Town shall become the sole property of the Town. The Town shall have the right to utilize the Work Product for its benefit in connection with any future repair, modification or extension of the project for which the Services were provided.

8.2 If required by the Town, the Contractor will assign any copyright of the Work Product of the Contractor's services and will obtain similar assignments from the sub-contractors.

9.0 INDEMNITY

9.1 The Contractor hereby agrees to indemnify and save harmless the Town, its officers, employees, elected officials and agents against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related, occasioned by or attributable to the negligent acts, errors or omissions of, or breach of this Agreement by, the Contractor, its servants, agents, sub-contractors or suboperators, in providing the Services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Town.

10.0 INSURANCE

10.1 The Contractor, without limiting its obligations or liabilities and at its own expense, will provide and maintain throughout the Term of the Agreement, comprehensive commercial general liability insurance in an amount not less than \$5,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Agreement.

10.2 The Town is to be added as additional insured party and the policy shall contain a cross liability clause. The Contractor will provide the Town with evidence of the required insurance in the form of a certificate of insurance, upon execution and delivery of the Agreement.

10.3 The Contractor will provide evidence of automobile liability on all vehicles owned, operated or licensed in the name of the Contractor and used in the performance of the Services in an amount not less than \$5,000,000.

10.4 It is the sole responsibility of the Contractor to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its

obligations under this Agreement. Any such additional insurance shall be maintained and provided at the sole expense to the Contractor.

11.0 COMPLIANCE WITH HEALTH AND SAFETY REGULATIONS

11.1 In providing the Services, and at all times when the Contractor is on Town premises, the Contractor will comply with all applicable health and safety regulations, including the Occupational Health and Safety Regulation, B.C. Reg. 296/97 (as amended by Regulation 185/99).

12.0 WORKERS COMPENSATION ASSESSMENT REGISTRATION

12.1 The Contractor must be registered and in good standing with the Workers' Compensation Board of British Columbia Assessment Department. The Contractor's WCB registration number is 201537217.

12.2 The Contractor will comply generally with the Workers' Compensation Act and, in particular, will obtain and maintain during the term of this agreement the necessary coverage for the Contractor employees, and will, upon request by the Town, provide evidence as to such coverage.

13.0 TERMINATION AND SUSPENSION

13.1 Either party reserves the right to cancel all or any part of this Agreement for any reason by providing notice to the other, in writing, no less than thirty days prior to the proposed cancellation. Such notice shall not result in any penalty or other charges to the either party.

13.2 The Town reserves the right to cancel all or any part of this Agreement if the Services are not being performed to the satisfaction of the Town.

13.3 The Town may, at any time, suspend performance of the Services by giving notice in writing to the Contractor. Such suspension shall be effective in the manner as stated in the notice in writing and shall be without prejudice to any claims which either party may have against the other.

14.0 USE OF MATERIALS

14.1 The Contractor agrees that no information, materials or other products created as a result of this Contract are to be used for the Contractors promotional or marketing purposes without the prior written consent of the Town.

15.0 KEY PERSONNEL

15.1 If one or more individuals are specified as "Key Personnel" of the Contractor, the Contractor must cause those individuals to perform the Services on the Contractor's behalf, unless the Town otherwise approves in writing.

16.0 GENERAL

16.1 Neither party may assign its rights and/or obligations under this Agreement without the other party's prior written consent.

- 16.2 No amendments or modifications to this Agreement shall become effective unless agreed upon by both parties in writing.
- 16.3 This Agreement shall be construed in accordance with and governed by the laws and decisions of the Province of British Columbia.

IN WITNESS WHEREOF the authorized signatories of the parties have executed this Lease as of the day and year first above written.

TOWN OF COMOX, by its authorized signatories:)
)
)
)
)
 _____)
 Name:)
)
)
)
)
 _____)
 Name:)

1485272 BC LTD DBA THE UNLEASHED DOG BOUTIQUE, by its authorized signatories:)
)
)
)
)
 _____)
 Name:)
)
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)
)
 _____)
 Name:)

APPENDIX A - SCOPE OF WORK

The Contractor agrees to provide the following Services:

- (a) Provide a facility which can house and care for impounded dogs, including Dangerous Dogs, and accept all dogs delivered to the facility by a Town bylaw enforcement officer or his/her designate, or by a member of the public for stray dogs found within the boundaries of the Town.
- (b) Where a dog owner indicates a desire to dispute an impound, the Contractor will direct them to the Town's bylaw enforcement officer.
- (c) Furnish daily, to all such dogs accepted by the Contractor, good and sufficient water, shelter, food and attendance.
- (d) Make reasonable attempts to locate the owners of stray and/or found dogs through local notices.
- (e) Provide a monthly report, no later than seven days after the end of each month and in accordance with [APPENDIX B – SAMPLE MONTHLY REPORT](#), containing:
 - i. the number of dogs impounded for the Town or by a member of the public in accordance with (a),
 - ii. the number of dogs un-claimed,
 - iii. the number of dogs claimed,
 - iv. the number of dogs euthanized, and
 - v. for each dog impounded, the impound fees, licence fees and feeding charges.
- (f) Follow impound procedures on all dogs as per Town bylaw(s).
- (g) Provided the rightful owner claims his/her dog, collect from the owner, before returning to its owner, fees and fines as imposed by Comox Fees and Charges Bylaw No. 2016 (See [SCHEDULE C – FEE SCHEDULE](#)):
 - i. Impound Fees
 - ii. Transport Fee
 - iii. Daily Fee
 - iv. Service Fee, as applicable
 - v. Dog Licence Fee, as applicable

Where a dog has not been licensed, ensure the owner purchases a current year Town dog license before the dog is released.

- (h) Where a dog is not claimed after 72 hours of impoundment, notify the Town on availability to offer the dog for adoption.
- (i) Contact the Town for approval prior to any emergency veterinarian services being provided for any impounded dog. Emergency veterinarian services are to be at the cost of the dog's owner.
- (j) Sell dog licences to Town residents during regular business hours, and submit

completed dog licence applications to the Town along with each monthly report.

- (k) Hold in trust and remit the following fees, as applicable, on a monthly basis to the Town:
- Impound Fees
 - Transport Fees
 - 50 per cent of Dog Licence Fees
- (l) Retain the following fees, as applicable:
- Daily Fee
 - Service Fee
 - 50 per cent of Dog Licence Fees
- (m) Advise after the 72-hour impoundment period noted in clause (g) of any dogs deemed unadoptable due to age, disease, infirmity or vicious behaviour. The Town at their cost and discretion may administer, or cause to be administered, humane euthanasia after the 72-hour impoundment period.
- (n) Provide the Town with a key and pass code to the kennel in order to allow for the impound of dogs during hours that the kennel is closed.

**APPENDIX B – SAMPLE MONTHLY REPORT
DECEMBER 2024**

DATE	FOUND ADDRESS OR LOCATION	DOG BREED/COLOUR	DELIVERED BY	IMPOUND FEE*	TRANSP FEE*	DAILY FEE**	SERVICE FEE**	LICENCE FEE***	LICENCE NUMBER	DATE RECLAIMED	DATE ADOPTED	DATE EUTHANIZED
Dec 6, 2024	1809 Beaufort Ave	Golden Retriever	Town	\$30	\$50	\$60	NA	NA	12345	Dec 7, 2024		NA
Dec 15, 2024	Port Augusta Park	Husky	Public	\$40	NA	\$180	NA	\$10	67890		Dec 20, 2024	NA
Dec 20, 2024	NA	German Shepherd	NA	NA	NA	NA	NA	\$10	99999	NA	NA	NA
TOTALS:				\$70	\$50	\$240		\$20				

* Paid to Contractor and remitted to Town

** Paid to Contractor and retained by Contractor

*** Paid to Contractor and 50% remitted to Town / 50% retained by Contractor

APPENDIX C – FEE SCHEDULE

SCHEDULE "C"		<i>Effective February 5, 2025</i>	
ANIMAL CONTROL FEES			
Description	Effective Jan 2025	Effective Feb 2025	
POUND FEES:			
Impound Fee – First impound in a calendar year	\$30	\$50	
Impound Fee – Second impound in a calendar year	\$40	\$100	
Impound Fee – Third and subsequent impound in a calendar year	\$60	\$100	
Transport fee – capture and transfer of animal to pound	\$-	\$50	
Daily Fee – food/shelter/care for each day or part day	\$7.50	\$35	
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred	Actual costs incurred	
DANGEROUS DOG FEES:			
Dog Impound Fee – First impound of Dangerous Dog	\$300	\$300	
Dog Impound Fee – Second and subsequent impound of Dangerous Dog	\$300	\$500	
Dangerous Dog Daily Fee – food/shelter/care for each day or part day	\$-	\$50	
DOG LICENCE FEES:			
Neutered or Spayed dog licence fee	\$10	\$10	
Unneutered or Unspayed dog licence fee	\$30	\$30	
Replacement dog licence fee	\$1	\$2	

TOWN OF COMOX

BYLAW NO. 1322.02

A BYLAW TO AMEND THE COMOX DOG LICENCE AND POUND BYLAW 1999

WHEREAS the Council of the Town of Comox wishes to update the fees related to the impounding, care and licensing of dogs;

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 "Dog Licence and Pound Amendment Bylaw No. 1322.02".

2. Amendment

(1) Comox Dog Licence and Pound Bylaw 1999 is hereby amended as follows:

(a) By adding a definition as follows:

"AGGRESSIVE DOG" means a dog that has:

- (a) caused minor injuries to a person or animal;
- (b) aggressively pursued or harassed a person or animal; or
- (c) displayed aggressive behaviour including, but not limited to growling, snarling or lunging.

Notwithstanding the above, a dog shall not be deemed to be an Aggressive Dog if the bite, attack or threat of attack was sustained by a person who, at the time, was committing a willful trespass or other tort upon the premises occupied by the owner of the dog, or was teasing, tormenting, abusing, or assaulting the dog or has, in the past, been observed or reported to have teased, tormented, abused or assaulted the dog, or was committing or attempting to commit a crime.

(b) By deleting the definition for "VICIOUS DOG" in section 2 and replacing with:

"DANGEROUS DOG" has the same meaning as in the *Community Charter*.

(c) By deleting section 3.4 and replacing with:

"Subject to the provisions of this section the owner of an impounded dog may reclaim same on application to the Pound Keeper, upon providing proof of

ownership and on payment of the fees as set out in Schedule "C" of the Fees and Charges Bylaw No. 2016."

- (d) By deleting section 4.2(a) and replacing with:

"The licensing year and fee shall be as follows:

The licensing year is from January 1 to December 31 and the fees as set out in Schedule "C" of the Fees and Charges Bylaw No. 2016 are payable regardless of the date within the year which application is made for a licence:

- (e) By adding as section 4.2(a.1) the following:

"Owners of neutered and spayed dogs must produce a certificate from a qualified veterinarian in order for the neutered or spayed dog licence fee to apply."

- (f) By deleting section 4.5 and replacing with:

"A replacement tag for one misplaced or lost may be issued on payment of the fee as set out in Schedule "C" of the Fees and Charges Bylaw No. 2016."

- (g) By deleting section 4.5 and replacing with:

"Where the owner of a dog sells or otherwise ceases to be the owner of the dog, the licence shall be cancelled. However, if such owner acquires another dog, then a licence may be transferred for the remainder of the licence period upon surrender of the original tag and on payment of the fee as set out in Schedule "C" of the Fees and Charges Bylaw No. 2016."

- (h) By deleting section 5.5 and replacing with:

"5.5 No owner, possessor or harbourer of an Aggressive or Dangerous dog shall permit, suffer or allow the dog to be

- a) on school grounds, within 30 metres of any playground, or at any designated off-leash area or park; and
- b) on any street, or in any other public place, or in any other place that is not owned or controlled by that person, unless the dog is muzzled, on a non-retractable leash not exceeding two metres in length, and under the control of a competent individual over 18 years of age."

- (i) By deleting the term "vicious dog" in section 5.6, 5.10 and 5.12 and replacing with the phrase "Aggressive or Dangerous Dog".

- (j) By deleting the word "Any" in section 5.7 and replacing with the phrase "For a Dangerous Dog, any".
- (k) By deleting the term "vicious dog" in sections 5.8 and 5.9 and replacing with the term "Dangerous Dog".
- (l) By deleting the term "vicious dog" in section 7.3 and replacing with the terms "Aggressive Dog" or "Dangerous Dog" as applicable.
- (m) By replacing the Fine Amount for Bylaw Section 5.7 in subsection 7.3(b) with the amount "\$500.00".

3. Adoption

- (1) READ A FIRST, SECOND and THIRD time this day of , 2025
- (2) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

APPENDIX A – check consistency with DRAFT consolidated

SCHEDULE "C"		<i>Effective February 5, 2025</i>
ANIMAL CONTROL FEES		
Description	Fee or Charge	
POUND FEES:		
Impound Fee – First impound in a calendar year	\$50	
Impound Fee – Second and subsequent impound in a calendar year	\$100	
Transport fee – capture and transfer of animal to pound	\$50	
Daily Fee – food/care for each day or part day	\$35	
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred	
DANGEROUS DOG POUND FEES:		
Impound Fee – First impound of Dangerous Dog	\$300	
Impound Fee – Second and subsequent impound of Dangerous Dog	\$500	
Daily Fee – Dangerous Dog food/care for each day or part day	\$50	
Annual animal control service fee payable by owners of Dangerous Dogs	\$50	
Service Fee – vaccination, parasite control and medical costs	Actual costs incurred	
DOG LICENCE FEES:		
Neutered or Spayed dog licence fee	\$10	
Unneutered or Unspayed dog licence fee	\$30	
Dangerous Dog licence fee	\$100	
Replacement dog licence fee	\$2	

RECEIVED

December 9, 2024

LOG: 24-459	REFER:	AGENDA: RCM 15-Jan 25
FILE: 0400-04	ACTION: MR	

TOWN OF COMOX

File: 0400-04, 0400-40 Copies: Council
JW/SR/CD

From: Peter Sinclair [REDACTED]
 Sent: December 9, 2024 12:59 PM
 To: Nicole Minions <NMinions@comox.ca>; Steve Blacklock <sblacklock@comox.ca>; Ken Grant <kgrant@comox.ca>; Chris Haslett <chaslett@comox.ca>; Jonathan Kerr <jkerr@comox.ca>; Jenn Meilleur <jmeilleur@comox.ca>; Maureen Swift <mswift@comox.ca>
 Cc: Abby Sauchuk [REDACTED]
 Subject: Loaves and Fishes Food Recovery and Distribution Centre

Dear Mayor and Council,

Last week, we were thrilled to break ground and begin construction on our Food Recovery and Distribution Centre in Nanaimo, that will serve communities across Vancouver Island. This is a significant milestone, bringing us closer to the completion of a new facility that will provide vital support to people in need on Vancouver Island.

To ensure the success of this important project, we have requested \$7.2 million in funding from the Federal Government. While the project has garnered clear interest at the federal level, we are still awaiting formal confirmation of their financial commitment. Notably, the City of Nanaimo, the Regional District of Nanaimo, and the Province of British Columbia have already committed their support.

We have been advised that now is an opportune time for another round of support letters from municipal leaders across Vancouver Island. These letters will further reinforce the strong backing already expressed by private citizens and the Provincial Government.

As such, I am kindly requesting your council send a letter of support urging the Federal Government to provide the necessary \$7.2 million in funding for the completion of the Food Recovery and Distribution Centre. The letter should be addressed to:

- The Honorable Sean Fraser, Minister of Housing, Infrastructure and Communities
- The Honourable Lawrence MacAulay, Minister of Agriculture and Agri-Food
- The Prime Minister’s Office (PMO)

If you have any questions or need further information, please don’t hesitate to reach out.

Thank you for your consideration and support in helping us ensure people across Vancouver Island have abundant access to food.

With thanks,

Peter Sinclair
Executive Director
Loaves and Fishes Community Food Bank Society
236-362-3494
www.viloavesandfishes.org

RECEIVED

December 12, 2024

LOG: 24-461	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0230-20,1;	ACTION: MR	

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

TOWN OF COMOX File: 0230-20, 1850-30, 7710-01

From: CV Ukrainian Cultural Society <cvukrainianculturalsociety@gmail.com>

Sent: December 12, 2024 12:46 PM

To: Town of Comox – Administration <town@comox.ca>; council <council@comox.ca>

Subject: Fwd: Request for the Mayor and Council to consider our Society's request for continued subsidized access to Town facilities

Dear Mayor Nicole Minions and Town Councillors Maureen Swift, Ken Grant, Steve Blacklock, Dr. Jonathan Kerr, Jenn Meilleur and Chris Haslett:

Thank you Mayor and Councillors for your continued and generous support in subsidizing our use of the Sail buildings in Marina Park and available spaces in the Comox Community Centre for the past 2 years for our activities - as we welcome and support displaced Ukrainians in our community. We are also grateful for the support of Park staff in permitting use of the local parks for some of our outdoor gatherings (notably at Marina Park and at the Zaporizha Welcome Tree in McKenzie Park) and especially to the booking and custodial staff at the Comox Community Centre.

As you know, our organization is a non-profit registered Society in BC that is entirely run by a small group of volunteer members. Our activities these past 2 years have continued to be focused on identifying the needs of newly-arrived Ukrainians, and then providing practical and financial support to meet those needs where we can. We have formed partnerships and working relationships with many local organizations, community agencies, churches and businesses as the needs outweigh our ability and capacity to do this on our own. Our fundraising efforts have provided emergency financial assistance to Ukrainians, provided welcome baskets to new arrivals, subsidized a Food Share program, subsidized summer camps for Ukrainian children including programs at the Comox Community Centre, offered cultural workshops and gatherings, and more. Every dollar saved and not spent on rental of Town facilities has been used to support Ukrainian families in so many different ways. A survey of Ukrainians earlier this year highlighted the importance of the support the Ukrainians have received from all of us in the community!

Most of the Ukrainian families have now moved beyond crisis, and continue to settle in the Valley and develop permanent connections - they are working, renting their own apartments, their children are attending school and learning English, and families are participating in community life. We currently have over 80 Ukrainian households in the Valley, comprised of close to 240 adults and children - a significant increase just in the last year alone. With the federal CUAET visa program ending, and current visas expiring in the next year, many families are choosing to apply for permanent residency, which itself comes with many challenges.

In anticipation of our members and volunteers continuing to be very engaged in assisting Ukrainian families over the next year, I am writing to you today to again request your consideration to extend our use of Town facilities (Sail buildings, Community Centre spaces, any others such as the D'Esterre Centre) on a subsidized basis for the 2025 year. The Society does not have a space of it's own to rent (we wish we did!) and so we rely on community spaces for our meetings and gatherings.

Please do not hesitate to contact me if you have any questions or concerns.

Thank you in advance for considering our request.

Kind regards,
Janette Martin-Lutzer,
President





**Royal Canadian Naval Association
Comox Valley Branch
1566 Baillie Road
Comox BC V9M 4C6**

January 2, 2025

Mayor Nicole Minions
Town of Comox
Town Hall
1809 Beaufort Avenue
Comox BC V9M 1R9

RECEIVED

January 2, 2025

TOWN OF COMOX

LOG: 24-472	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0400-03	ACTION: MR	

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

Dear Mayor Minions,

The Comox Valley Branch of the Royal Canadian Naval Association is planning on holding the annual public memorial service to commemorate the Battle of the Atlantic on Sunday, May 4, 2025.

I am writing for permission, Your Worship, to hold this public gathering at the Naval Memorial Cairn in the Comox Marina Park at 1:00pm. This memorial service will be open to the public and will be attended by veterans, serving members from 19 Wing, sea cadets and air cadets.

I also request your approval to arrange with the Royal Canadian Air Force for a low level fly past by a CP-140 Aurora Long Range Patrol aircraft as part of the event. The single fly past, as low as 500 feet, is timed for 1:25pm during the two minutes of silence.

As a public event to commemorate the wartime services of local residents and Canadian service personnel, I also invite you and the Councillors to attend. 2025 commemorates the 80th anniversary of the end of the Battle of the Atlantic and the war in Europe in 1945.

The Association will hold the post service reception at the Comox premises of the 160 Branch of the Royal Canadian Legion.

Yours aye,

Steve Cowan, C.D.
President



RECEIVED

December 30, 2024

TOWN OF COMOX

LOG: 24-477	REFER:	AGENDA: RCM 15-Jan-25
FILE: 0400-03, C	ACTION: MR	

File: 0400-03, 0810-20-07

From: Susan Sarada [REDACTED]

Sent: December 30, 2024 7:18 PM

To: Nicole Minions <NMinions@comox.ca>

Subject: Request for Improvements to the Pearl Ellis Gallery Entryway and Foyer

Copies: Council
JW/SA/SR/CD

Dear Mayor Minions and Members of Council,

On behalf of the Pearl Ellis Gallery, I want to express our gratitude to the Town of Comox for generously providing our gallery space. Your support enables us to continue fostering art and culture in the community, and we are deeply appreciative.

I am writing to request the Town’s assistance with some much-needed improvements to the gallery’s entryway and foyer. The current linoleum flooring in the entryway, dating back to the 1990s, is worn and outdated. We believe replacing it would enhance the first impression for visitors, creating a more welcoming and professional atmosphere.

Additionally, the building's foyer could benefit from improvements as well. The carpet is old and stained, and the lighting is insufficient, often giving the impression that the building is closed, even when the lights are on. Upgrading both the flooring and the lighting would significantly improve the space, making it more inviting to the public and highlighting the gallery and museum as a vibrant community hub.

Thank you for considering these requests. I would be happy to meet with you or provide any additional information if needed. We greatly appreciate your continued support of the Pearl Ellis Gallery and the local arts community.

Sincerely,

Susan Sarada
Vice President, Pearl Ellis Gallery
[REDACTED]