

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY FEBRUARY 5, 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 February 5, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (6) a. [Mark Harrison \(Comox Valley Regional District\): Regional Parks and Trails Final Plan](#)

- (7) b. [Tracey Clarke, Comox Valley Chamber of Commerce - Business Retention and Expansion Service Report](#)

- (8) c. [Alex Jegier, Executive Director \(d'Esterre Seniors' Centre Association\): Thank You and Annual Report Presentation](#)

- (10) d. [Darcy Walters \(Short Term Rental Hosts\): Creation of Short Term Rental Policy for Comox](#)

4. ADOPTION OF MINUTES:

- (11) a. [Adoption of Regular Council Meeting Minutes](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on January 15, 2025, be Adopted.

- (18) b. [Adoption of Special Council Meeting Minutes](#)

THAT the Minutes of the Special Council Meeting, held in Council Chambers on January 22, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

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

THAT the Minutes of the Strategic Planning Committee Meeting, held in Council Chambers on Wednesday, January 22, 2025, be Received.

6. CONSENT AGENDA:

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

THAT the Consent Agenda items as follows be received:

- 1. Landon Kimmel: Letter of Support request for Ski Bus*
- 2. Gary Airton & Teresa Warnes: Tax Increases*
- 3. Gail Jernberg & Mike Copp: Development of CVRD Housing Corporation*
- 4. Daniel Greene: Appreciation for Solid Waste program*
- 5. Wendy Johnson: Traffic on Glacier View Drive at Comox Ave*
- 6. Bethany Robson, President (Society for the Advancement of Young Scientists): Invitation to the 2025 Vancouver Island Regional Science Fair: Apr 6 & 7, 2025*
- 7. Nancy Owen (Comox Valley Lions Club): Parking for Renters of the Lions Club*
- 8. Jan Simpson, National President (Canadian Union of Postal Workers): Letter Request: Industrial Inquiry Commission Reviewing Canada Post*
- 9. Kari Pratt: Anderton/Bolt Pedestrian Crossing and No Passing on Anderton Rd.*

Correspondence related to the Comox Pump Station Retrofit:

- 10. Hubert & Belinda Migue: Comox Pump Station Re-fit*
- 11. Colin & Sandra Eves: Comox Pump Station Re-fit*
- 12. Henrietta & Malcolm McMillan: Comox Pump Station Re-fit*
- 13. Sylvia & Tom Mitchell: Comox Pump Station Re-fit*
- 14. Graeme Bock: Comox Pump Station Re-fit*
- 15. Peter Manson & Mary Ashton: Comox Pump Station Re-fit*

- (20) a. [Consent Agenda](#)
- 16. Colin Eves: Letter to the CVRD-Comox Pump Station
 - 17. Darcy Walters: Jane Place Station Retrofit
 - 18. Gary and Laura Cooper: Jane Place Pump Station
 - 19. Carol Walters: Comox Pump Station

7. UNFINISHED BUSINESS:

- a. [Comox BIA: Business Retention and Expansion Program Proposal](#)

ITEM SUMMARY: *At the January 15, 2025, Regular Council Meeting, Barbara Hansen, Vice President of the Comox BIA and General Manager of the Blackfin Pub and Dockside, highlighted the collaboration between the Town and the BIA on business retention and expansion (BRE) initiatives. She noted the BIA's shift from event hosting to advocacy, prioritizing member needs through surveys and allocating funds to local BIA initiatives alongside anticipated Town partnership in economic development.*

RECOMMENDATION(S):

THAT the January 15, 2025, presentation from the Comox BIA, requesting the Town of Comox's partnership and investment in economic development, be Received.

- b. [Craig Freeman and Edwin Grieve, Directors \(Merville Community Association\): Shakesides Building on the Mack Laing Property](#)

ITEM SUMMARY: *At the January 15, 2025, Regular Council Meeting, Craig Freeman and Edwin Grieve from the Merville Community Association presented on the Mack Laing property, Shakesides, slated for demolition. They asked Council to consider relocating the structure to their Merville site, suggesting it could be a more cost-effective alternative to demolition.*

RECOMMENDATION(S):

THAT the January 15, 2025, presentation from the Merville Community Association, requesting Council consider relocating the Mack Laing Shakesides structure to their Merville site, be Received.

- (63) c. [Comox Downtown Comox Business Improvement Area Renewal](#)

- 1. *THAT Council proceed with the renewal of the Downtown Comox Business Improvement Area on its own initiative (in accordance with Section 213 of the Community Charter).*
- 2. *THAT Downtown Comox Business Improvement Area Bylaw No. 2032 be given First, Second and Third Readings.*

- (74) d. [RZ 24-13 Zoning Amendment Bylaw 1850.51 \(Fence Heights\)](#)

- 1. *THAT Comox Zoning Amendment Bylaw 1850.51 be given First, Second, and Third Reading.*

- (74) d. [RZ 24-13 Zoning Amendment Bylaw 1850.51 \(Fence Heights\)](#)
2. *THAT Comox Planning Procedure Bylaw 1780.17 be given First, Second, and Third Reading.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (86) a. [Bylaw Notice Enforcement Amendment Bylaw No. 2004.03](#)
- THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.03 be Adopted.*
- (87) b. [Dog Licence and Pound Amendment Bylaw No. 1322.02](#)
- THAT the Dog Licence and Pound Amendment Bylaw No. 1322.02 be Adopted.*
- (90) c. [Fees and Charges Amendment Bylaw No 2016.06](#)
- THAT the Fees and Charges Amendment Bylaw No 2016.06 be Adopted.*

10. NEW BUSINESS:

- (92) a. [Accessibility Assessment and Action Plan](#)
- THAT the Accessibility Assessment and Action Plan specific to the Town of Comox, in alignment with the Comox Valley Local Governments Accessibility Framework, as detailed in the January 30, 2025 report from the Corporate Coordinator, titled "Town of Comox Accessibility Assessment and Action Plan", be Adopted.*
- (110) b. [Employee Standards of Conduct Policy](#)
1. *THAT Council Policy No. CCL-079, Employee Standards of Conduct Policy, be Adopted.*
2. *THAT Council Policy No. CCL-062, Personal Use of Town Assets Policy, be Discontinued.*
- (126) c. [Federal Active Transportation Fund](#)
- THAT Council formally authorizes Staff to proceed with an application for the Federal Active Transportation Fund to upgrade active transportation infrastructure for:*
- a) Guthrie Road (Town Boundary to 1966 Guthrie), and*
- THAT the Town secure \$293,640 to cover costs for the Town's portion of the project which are ineligible for reimbursement.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY FEBRUARY 5, 2025

- (132) d. [Festival Producer Service Agreement – 2025 Nautical Days Festival](#)

THAT the draft Service Contract with Mr. Mark Berge for the production of the 2025 Comox Nautical Days' Festival, as attached to the January 31, 2025, report titled Festival Producer Service Agreement – 2025 Nautical Days' Festival, be approved; and

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

- (149) e. [New speculation and property tax declaration](#)

THAT the January 31, 2025 report from the Director of Finance titled New speculation and property tax declaration be Received.

- (155) f. [Regional Sport Field Allocation Policy, Fees, and Booking Project Update](#)

THAT the January 30, 2025 report from the Director of Recreation titled Regional Sport Field Allocation Policy, Fees, and Booking Project Update be Received.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (234) a. [Bob Wells, Mayor \(City of Courtenay\): Request for Emergency Shelter Funds](#)

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



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: Mark Harrison		RECEIVED December 4, 2024		LOG: 24-458	REFER:	AGENDA: RCM 05-Feb-25
Organization you are representing: Comox Valley Regional District TOWN OF COMOX				FILE: 0400-60-C	ACTION: File	File: 0400-60-CVRD, 6120-02 Copies: Council
Primary purpose of Organization: Local Government		JW/RN/SA/SR/CD			Number of members:	
Mailing address of Organization: 770 Harmston Avenue		Contact Name: Mark Harrison				
		Phone: 250-334-6067				
City: Courtenay	Postal Code: V9N0G8	Email: mharrison@comoxvalleyrd.ca				
Subject matter: Regional Parks and Trails Final Plan						
Specific request of Council, if any (i.e., letter of support, funding): No specific request. This is to inform the council, answer any questions they may have, and outline next steps for the service.						
Requested meeting and date: Feb 5, 2025			AV equipment required: PPT			
Date of application: Dec 4, 2024	Signature of applicant: Mark Harrison			Print name: Mark Harrison		
<small>Digitally signed by Mark Harrison Date: 2024.12.04 11:30:53 -08'00'</small>						

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.

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RECEIVED

LOG: 24-466	REFER:	AGENDA: RCM 05-Feb-25
FILE: 0230-20/B	ACTION: MR	

December 18, 2024

Name(s) of person(s) speaking: TRACEY CLARKE

Organization you are representing: TOWN OF COMOX File: 0230-20/BRE Copies: N/A
comox valley chamber of commerce

Primary purpose of Organization: Support Business Community Number of members: 400

Mailing address of Organization: #103 576 England Ave Contact Name: Tracey Clarke
 Phone: (250) 465-0019

City: Courtenay Postal Code: V9N2N3 Email: comoxvalley executive director@chamber.com

Subject matter: Business Retention + Expansion Service Agreement Update

Specific request of Council, if any (i.e., letter of support, funding):
Continue funding project as per agreement.

Requested meeting and date: February 5 council meeting AV equipment required: I will supply a powerpoint

Date of application: Dec 18/2024 Signature of applicant: J. Clarke Print name: Tracey Clarke

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REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

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Name(s) of person(s) speaking:		RECEIVED		LOG:	REFER:	AGENDA:
Susan Toresdahl Myrna Holman (Updated Jan 30, 2025)				24-460		RCM 05-Feb-25
Organization you are representing:		TOWN OF COMOX		FILE:	ACTION:	
d'Esterre Seniors' Centre Association				0360-20/d'	MR	
Primary purpose of Organization:		File: 0360-20/d'Esterre				Copies: Council JW/SR/CD
non-profit org. dedicated to enhancing the quality of life for seniors/older adults by providing recreation facilities, activities, and services						Number of members: 1300
Mailing address of Organization:		Contact Name:				
1801 Beaufort Ave		Alex Jegier				
		Phone:				
		250-339-5133				
City:		Postal Code:		Email:		
Comox		V9M 1R9		[REDACTED]		
Subject matter:						
Thank You and Annual Report Presentation						
Specific request of Council, if any (i.e., letter of support, funding):						
N/A						
Requested meeting and date:				AV equipment required:		
February 5th, 2025				No (Updated Jan 30, 2025)		
Date of application:		Signature of applicant:			Print name:	
December 12, 2024		  Digitally signed by Alex Jegier Date: 2024.12.12 16:25:30 -08'00'			Alex Jegier	

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d'Esterre Seniors' Centre Association AT A GLANCE

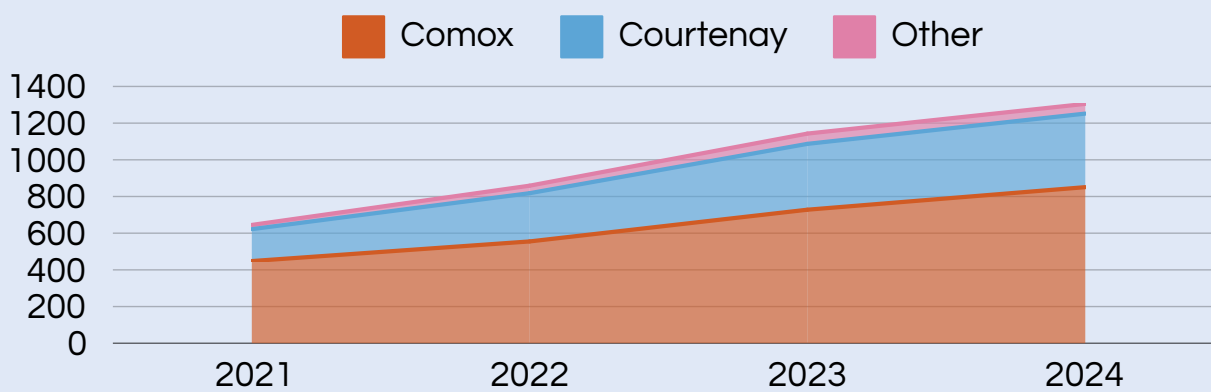


Message from Myrna Holman, Board President

Thank you for your continued support in providing quality connections and community for Comox older adults. Here are some quick stats.



Membership Growth, by City of Residence



Key Data Points



\$40K

Requested Town of Comox contribution through Grant in Aid Policy

9.4%

Town of Comox's contribution makes up 9.4% of d'Esterre's 2025 Budget



Testimonials



"The Centre is a huge asset to the community."
– 2023 Survey Respondent

"...A lifeline for us over 70 especially when we do not have many family around."
- 2024 Survey Respondent



REQUEST TO APPEAR AS A DELEGATION

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

RECEIVED

JAN 23 2025

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TOWN OF COMOX

Copies: Council
JW/RH/SR/CD

Name(s) of person(s) speaking: <i>Darcy Walters</i>		LOG: 25-009	REFER:	AGENDA: RCM
Organization you are representing: <i>Short term rental hosts</i>		FILE: 6520-20-0	ACTION: MR	05-Feb-25
Primary purpose of Organization: <i>To establish language + policy regarding short term rentals in Comox</i>		Number of members: <i>6-8?</i>		
Mailing address of Organization: [REDACTED]		Contact Name: <i>Darcy Walters</i>		
City: <i>Comox</i>		Phone: [REDACTED]		
Postal Code: [REDACTED]		Email: [REDACTED]		
Subject matter: <i>Creation of short term rental policy for Comox.</i>				
Specific request of Council, if any (i.e., letter of support, funding): <i>This is a time sensitive request. Without language in place, short term hosts are blocked from registering with the province of British Columbia</i>				
Requested meeting and date: <i>February 5, 2025</i>		AV equipment required: <i>Ø</i>		
Date of application: <i>Jan. 23/25</i>	Signature of applicant: <i>D. Walters</i>	Print name: <i>Darcy Walters</i>		

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday January 15, 2025

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

Absent: Nil

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

Call to Order:

The meeting was called to order at 5:01 p.m. with 15 members of the public in attendance.

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

Mayor Minions congratulated newly elected Chief Councillor Nicole Rempel of the K'ómoks First Nation Council and thanked outgoing Chief Councillor Ken Price for the privilege of working with him over the past two years.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

- a. **Craig Freeman (Merville Community Association): Shakesides Building on the Mack Laing Property**

Late Item - Merville Community Association

THAT the January 15, 2025, Regular Council Meeting Agenda be amended by adding Item c. (Craig Freeman (Merville Community Association): Shakesides Building on the Mack Liang Property) to section 3. Delegations.

(2024.443) -- CARRIED

2. ADOPTION OF AGENDA:

- a. **Adoption of Agenda**

Adoption of Agenda

THAT the January 15, 2025, Regular Council Meeting agenda be Adopted as Amended.

(2024.444) -- CARRIED

3. DELEGATIONS:

a. Comox BIA: Business Retention and Expansion Program Proposal

Comox Business in Action (BIA)

Barbara Hansen, Vice President of the Comox BIA and General Manager of the Blackfin Pub and Dockside, highlighted the collaboration between the Town and the BIA on business retention and expansion (BRE) initiatives. She noted the BIA’s shift from event hosting to advocacy, prioritizing member needs through surveys and allocating funds to local BIA initiatives alongside anticipated Town partnership in economic development.

b. Seth Wright (BC Transit) & Mike Zbarsky (CVRD): Update on the Design and Next Steps of the Downtown Comox Transit Exchange

BC Transit and CVRD

Seth Wright from BC Transit and Mike Zbarsky from the CVRD updated Council on the Downtown Comox Transit Exchange project, covering its purpose, revised layout, planned amenities, timeline, engagement efforts, and next steps, including finalizing designs, construction, and project completion.

c. Craig Freeman and Edwin Grieve, Directors (Merville Community Association): Shakesides Building on the Mack Laing Property

Merville Community Association

Craig Freeman and Edwin Grieve from the Merville Community Association presented on the Mack Laing property, Shakesides, slated for demolition. They asked Council to consider relocating the structure to their Merville site, suggesting it could be a more cost-effective alternative to demolition.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

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

(2024.445) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

Strategic Planning Committee Meeting Minutes

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

(2024.446) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Strategic Planning Committee Meeting Minutes

Community Centre Infrared Saunas

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.

(2024.447) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

- 1. 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 Campiagn): 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
(2024.448) -- CARRIED
- 2. THAT Item 8. (Greg Murray: Advanced Left Traffic Signals Along Guthrie and Anderton) be removed from the consent agenda for discussion.
(2024.449) -- CARRIED
- 3. THAT Item 11. (Brenda Cardinal: Balancing Act Budget Simulator) be removed from the consent agenda for discussion.
(2024.450) -- CARRIED
- 4. THAT Item 6. (Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Invitation – Jan 23, 2025 (RSVP by Jan 18) be removed from the consent agenda for discussion.
(2024.451) -- CARRIED
- 5. THAT Item 10. (Cynthia Shore: AED at Pickleball Courts) be removed from the consent agenda for discussion.
(2024.452) -- CARRIED

7. UNFINISHED BUSINESS:

- a. James Warren, Comox Valley Regional District: Homeless and Affordable Housing supports and Regional Transportation

Housing Supports and Regional Transportaton

- 1. THAT the December 4, 2025, presentation from the Comox Valley Regional District regarding Homeless and Affordable Housing supports and Regional Transportation and the Alternative Approval Process for the proposed bylaw changes be received for information. (2024.453) -- CARRIED
- 2. THAT, given the changes in scope of Service 450 (Emergency Shelter and Supportive Housing Land Acquisition), Comox initiate a service review with the intention to withdraw from the service.

AMENDING MOTION:

THAT the motion be amended to add the text "or explore alternative governance models" after the word "withdraw".

(2024.454) -- DEFEATED
[Opposed: Councillors SBlacklock CHaslett KGrant MSwift]

- 3. That, given the changes in scope of Service 450 (Emergency Shelter and Supportive Housing Land Acquisition), Comox initiate a service review with the intention to withdraw from the service. (2024.455) -- CARRIED
[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- a. 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 Adopted. (2024.456) -- CARRIED

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

Building Permit Fees

THAT Comox Building Bylaw Amendment Bylaw No. 1475.15 be Adopted. (2024.457) -- CARRIED

10. NEW BUSINESS:

- a. RZ 24-5 Zoning Amendment Bylaw 1850.50 (2147 Downey Avenue)

2147 Downey Avenue

- 1. THAT Zoning Amendment Bylaw 1850.50, 2024 be given First, Second and Third Readings. (2024.458) -- CARRIED
- 2. THAT Zoning Amendment Bylaw 1850.50, 2024 be Adopted. (2024.459) -- CARRIED

b. Information Technology and Mobile Device Policies

Information Technology and Mobile Device Policies

- 1. THAT Council Policy No. CCL-077.0, Information Technology Acceptable Use Policy, be Adopted. (2024.460) -- CARRIED
- 2. THAT Council Policy No. CCL-078.0, Mobile Device Policy, be Adopted. (2024.461) -- CARRIED

c. New Kennel Contract with The Unleashed Dog Boutique

Kennel Services

- 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. (2024.462) -- CARRIED
- 2. THAT the Dog Licence and Pound Amendment Bylaw No. 1322.02 be given First, Second and Third Readings. (2024.463) -- CARRIED
- 3. THAT the Fees and Charges Amendment Bylaw No. 2016.06 be given First, Second and Third Readings. (2024.464) -- CARRIED
- 4. THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.03 be given First, Second and Third Readings. (2024.465) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Peter Sinclair, Executive Director (Loaves and Fishes Community Food Bank Society): Letter of Support for Loaves and Fishes Food Recovery and Distribution Centre

Loaves and Fishes Community Food Bank Society

THAT the December 10, 2024, letter from the Loaves and Fishes Community Food Bank Society be received and the request for a letter of support be granted. (2024.466) -- CARRIED

b. Janette Martin-Lutzer, President (Comox Valley Ukrainian Cultural Society): Request for Continued Subsidized Access to Town Facilities

Comox Valley Ukrainian Cultural Society

THAT the December 12, 2024, correspondence from Janette Martin-Lutzer of the Comox Valley Ukrainian Cultural Society requesting their subsidized use of the Sail Buildings and Community Centre, be received and the request granted to the end of 2025. (2024.467) -- CARRIED

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

Battle of the Atlantic Memorial Service

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.

(2024.468) -- CARRIED

d. **Susan Sarada, Vice President (Pearl Ellis Gallery): Request for Improvements to the Pearl Ellis Gallery Entryway and Foyer**

Pearl Ellis Gallery Improvements

THAT the December 30, 2024, correspondence from Susan Sarada, Vice President (Pearl Ellis Gallery) requesting assistance from the Town of Comox for improvements to the gallery's entryway and foyer, be received, and

THAT cost estimates for the requested improvements be obtained.

(2024.469) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. **Councillor Swift**

Councillor Swift attended the CVRD Sewage Commission meeting and reported that the unidirectional traffic plan will be implemented in March to October.

b. **Councillor Haslett**

Councillor Haslett advised that he had nothing to report.

c. **Councillor Kerr**

Councillor Kerr expressed thanks to the Comox BIA and Town staff for organizing the Developer Forum meeting.

d. **Councillor Grant**

Councillor Grant advised that he had nothing to report.

e. **Councillor Meilleur**

Councillor Meilleur advised that she had nothing to report.

Councillor Blacklock

Councillor Blacklock announced an upcoming speaker presentation by the Community Justice Board on February 19, titled Moving Beyond Polarization: The Courage to Dialogue in Divided Times, at the Stan Hagen Theatre.

g. **Mayor Minions**

Mayor Minions thanked the Comox Fire Department for their tree-chipping event, which raised over \$7000 for YANA.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 6:49 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



TOWN OF COMOX
Minutes of the Special Council Meeting,
held in Council Chambers on Wednesday January 22, 2025

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

Absent: Nil

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

Call to Order:

The meeting was called to order at 5:56 p.m. with 0 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. 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, January 22, 2025 pursuant to the following sub-sections of section 90 of the Community Charter:

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

(2024.470) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 5:56 P.M.

THE SPECIAL COUNCIL MEETING RECONVENED AT 7:55 P.M.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:55 a.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 January 22, 2025

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

Call to Order: The meeting was called to order at 5:00 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. STRATEGIC PRIORITIES REPORT:

a. Strategic Plan Scorecard

Council reviewed and discussed items on the Strategic Plan Scorecard.

Adjournment:

Regularly moved and seconded that the meeting adjourn at 5:56 p.m.

CARRIED

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

CHAIR

RECEIVED

November 25, 2024

TOWN OF COMOX

LOG: 24-451	REFER:	AGENDA: RCM 4-Dec-24
FILE: 0400-04	ACTION: MR	

From: Town of Comox <no-reply@web-response.com> Copies: Council
Sent: November 24, 2024 11:11 AM JW/SR/CD
To: Town of Comox – Administration <town@comox.ca>
Subject: Webform submission from: Contact Us > Content rows

Submitted on Sun, 11/24/2024 - 11:11

Submitted values are:

First name:

Landon

Last name:

Kimmel

Phone:

[REDACTED]

Email:

[REDACTED]

Feel free to ask us a question or provide feedback:

Hi,

We are looking an affordable ski bus to Mount Washington and Mount Cain this winter. We need emails/letters of support from you in order for the province to authorize the service.

The service would be over the winter break and Fri-Sun during the regular ski season. We would be offering a service to the general public as well as a supervised service for minors signed up for ski lessons on the Mountains. The goal of the service is to provide accessible access (for those with limited financial means or access to a vehicle) to skiing and winter fitness to a wider demographic than can currently afford this.

We would be offering the following services:

1. Greater Victoria, Oak Bay Rec, Uvic, Saanich near the Mackenzie interchange, Westhills, Duncan, Nanaimo, Parksville/Qualicum, Comox Valley (Fridays) to Mount Washington and return.
2. Comox Valley to Mount Washington and return on Sat/Sun to not overwhelm MW ski bus with the additional people we are bringing as their service is normally full.

3. Greater Victoria, Oak Bay Rec, Uvic, Saanich near the Mackenzie interchange, Westhills, Duncan, Nanaimo, Parksville/Qualicum, Comox Valley (Fridays), Campbell River, Woss to Mount Cain on Fri and return on Sunday.
4. Campbell River, Sayward, Woss to Mount Cain and return Sat/Sun for day trips.

We need the following information from you (the organization/municipality) in the form of a letter or email:

- Why does the organization believe the proposed service is needed in the area or areas to be served?
- Does the organization use any other similar services now and, if so, how often and how long do they wait for a vehicle?
- Why would the organization use or recommend the proposed service over those that are available (if any)?
- What is the organization's name and contact information?

Thanks,

Landon Kimmel



[Your Address]

[City, Province, Postal Code]

[Date]

To Whom It May Concern,

Subject: Strong Endorsement of Western Educational Adventures' Ski Shuttle Service

To whom it may concern at the Passenger Transportation Board of BC,

I am excited to express my enthusiastic support for Western Educational Adventures Incorporated (WEA) and their proposal to introduce a ski shuttle service for South Vancouver Island. This thoughtfully designed service has the potential to significantly enhance transportation access to Mount Washington and Mount Cain, offering safe, reliable, and family-friendly options that meet the diverse needs of our community.

What makes WEA's ski shuttle service so special is its ability to broaden access to winter recreation in ways that directly benefit our region. By offering affordable transportation to these premier ski destinations, this service will make it easier for families, youth, and outdoor enthusiasts to enjoy the Island's natural beauty and recreational opportunities. In addition, the convenience and inclusivity of WEA's service, including features like supervised travel for children and routes to remote locations, will attract more users and create new opportunities for residents to connect with these incredible spaces.

Beyond serving the community's transportation needs, this service is poised to bring substantial economic benefits to Vancouver Island. By increasing accessibility to ski resorts, WEA's shuttle will encourage greater participation in winter sports and activities, drawing more visitors to our region. This influx of recreation enthusiasts will directly contribute to the local economy by boosting tourism dollars spent on lodging, dining, equipment rentals, and other services. The economic ripple effects will support local businesses and further establish our area as a hub for outdoor recreation.

WEA's expertise and commitment to quality further underscore their capacity to deliver an exceptional service. Their well-maintained fleet, rigorous safety protocols, and team of skilled professionals provide passengers with peace of mind and an enjoyable experience. This service not only meets an existing need but also offers a fresh, accessible way to experience Vancouver Island's world-class ski destinations.

For further information, WEA can be reached at:

Organization Name: Western Educational Adventures Incorporated (WEA)

Address: Victoria RPO, PO Box 27057, Westshore BC, V9B 5S4

Email: [REDACTED]

Phone: 250-888-1622

Thank you for considering this remarkable initiative. I am confident that WEA's ski shuttle service will make a meaningful difference in our community, fostering greater access to recreation while driving economic growth.

Sincerely,
Landon Kimmel
Director – Western Educational Adventures Inc.

Town of Comox – Administration

From: Teresa Warnes [REDACTED]
Sent: December 20, 2024 10:08 AM
To: council
Subject: Town of Comox Tax increases

We are concerned about the Comox Valley Regional District’s proposal to develop a Housing Corporation, which will directly impact Town of Comox taxpayers. It’s important for the Town of Comox to share how this and all other potential tax increases affect your constituents and their families, especially given the current economic challenges.

While we understand the need for local governments to balance budgets and maintain essential services, we are concerned about the burden additional taxes will place on residents, as we are all struggling with rising living costs. With the Town’s budget being considered following the regional district’s budget, it’s not yet known what the Town’s proposed tax increases may be.

Transparency regarding the reasons for any proposed increases, including how funds will be allocated and whether they are necessary for maintaining services or linked to new programs is needed.

We hope these concerns are considered as discussions on potential tax increases continue at Town Council meetings. The Town needs to explore ways to minimize financial impact while meeting community needs.

Thank you for your time.

Gary Airton and Teresa Warnes
[REDACTED]

RECEIVED

December 20, 2024

TOWN OF COMOX

LOG: 24-485	REFER:	AGENDA: RCM 05-Feb-25
FILE: 1700-01	ACTION: MR	

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

Town of Comox – Administration

From: Gail Jernberg [REDACTED]
Sent: January 14, 2025 10:29 AM
To: council
Subject: Development of CVRD Housing Corporation

LOG: 24-492	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5040-20-0	ACTION: MR	

RECEIVED

January 14, 2025

File: 5040-20-04

Copies: Council
JW/RH/SR/CD

TOWN OF COMOX

Speaking to friends and neighbours, we note that many of us are concerned about the creation of a standalone Housing Corporation through the CVRD and the AAP that they have initiated. This seems to be a duplication of services that should be provided at the provincial and federal levels and will result in extra taxation to residents of the Valley. If these higher levels of government are not providing adequate non-market housing, then let's investigate that and see if there are remedies, perhaps through the UBCM.

We hope that Council will review our participation in Services such as 450 and 451 and consider what options we have going forward. We are already raising money through taxation that goes toward (or could go toward) housing and shelter costs, so we do support these efforts. Some of these amounts have already been increased in various ways and we will have other property tax increases to bear, so we are not sure that it is appropriate for the Regional District to force any more increases. And Housing Corporations can grow very large and cost a great deal of money and it is a creature that will continue to demand funding for maintenance, repairs, overhead and management as well as land purchase and construction costs.

There are alternatives. Campbell River has recently initiated some downtown rental housing development in partnership with private sector and no additional cost is expected to be charged to taxpayers. There are incentives that can be offered to developers by towns and cities.

We realize that we have the option of voting against this AAP but of course the nature of the process and the timing works in favour of those who wish to push this through with minimal citizen participation. At the very least, we think the creation of something potentially as big and expensive as a Housing Corporation should be subject to referendum and the opportunity for taxpayers to view a business plan and ask questions.

We hope that Comox Town Council will consider the necessity of participating in this CVRD Service and any alternatives at the January 15 meeting.

Thank you!

Gail Jernberg & Mike Copp

[REDACTED]

Town of Comox – Administration

Subject: FW: Webform submission from: Contact Us > Content rows

RECEIVED

Jan. 17, 2025

TOWN OF COMOX

Submitted on Fri, 01/17/2025 - 10:46

LOG: 25-003	REFER:	AGENDA: RCM 05FEB25
FILE: 0220-50	ACTION: File	

Submitted by: Anonymous

Submitted values are:

First name:

Daniel

Last name:

Greene

Phone:

[REDACTED]

Email:

[REDACTED]

Feel free to ask us a question or provide feedback:

Automated Garbage, recycle, organic pickup is great improvement!!!

Thank you

Town of Comox – Administration

From: Wendy Johnson [REDACTED]
Sent: January 23, 2025 12:35 PM
To: Town of Comox – Administration
Subject: Traffic accident January 23

RECEIVED

January 23, 2025

TOWN OF COMOX

LOG: 25-008	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5400-16	ACTION: MR	

Copies: JW/SR/CP/CD/SA

The Mayor and Council,
Town of Comox. BC.

Good morning,
Half an hour ago, and before a crowd appeared, I was riding my mobility scooter along Comox Road where it meets Back Road. My dog was sniffing around a hydro pole to my left as I sat and waited for him to be ready to start moving toward Emerald Shores and a place to turn around to head home.
As I waited, there was a loud bang. A car had slammed into another vehicle, shoving it into the kerb about three feet behind where I was.
And while the outcome matters a great deal, reinforces the perception that the intersection of Comox Road and Back Road is dangerous, a known hazard.
One accident is bad, two at the same spot within five years smacks of inattention. There are actions that could, and should, be taken to mitigate the problem. These may range from a flashing board that announces on-coming vehicle speed, to traffic lights, to a round-about.
The residential area from Rodello along the south side of Comox Road, is largely high-density housing (I count seven complexes within that very small area), resulting in traffic pressure.
In addition, the top of Comox hill is a well-travelled route used by deer. Just one more accident- causing hazard.
While a possible round-about at the intersection of Comox Road and Rodello would slow traffic in that area, I cannot believe it would improve the situation further west.
Above all, I am writing this to say that I am extremely lucky today that the accident on Comox Road did not result in the SUV mounting the kerb at a point beside me. I was lucky. But we should not be relying on luck. Inattention is not good enough.

Respectfully,
Wendy Johnson,
[REDACTED]
Comox, BC.

RECEIVED

January 27, 2025

From: Bethany Robson [REDACTED]

Sent: January 27, 2025 9:51 AM

To: Bethany Robson [REDACTED]

TOWN OF COMOX

Subject: Invitation to the 2025 Vancouver Island Regional Science Fair

LOG: 25-010	REFER:	AGENDA: RCM 5-Feb-25
FILE: 0220-30/21	ACTION: MR	

Copies: Council
JW/SR/CD

File: 0220-30/2025

Dear Mayor and Council,

I am contacting you on behalf of the Society for the Advancement of Young Scientists (SAYS), which has been registered under the Societies Act of BC since 1975 as a non-profit society. The objective of SAYS is to foster scientific inquiry among young people by running the Vancouver Island Regional Science Fair (VIRSF).

I would like to cordially invite you and your council to visit the fair this year and to help us recognize today's youth from grades 4 to 12, the efforts that they have put into their projects, and the interest they have shown in education and the exploration of science and engineering topics.

VIRSF is being hosted at the University of Victoria in the Elliot Lecture Wing. The fair is on April 6 and 7, 2025. Public viewing will take place on April 6th from 1:00pm-4:00pm and April 7th from 10:00am-12:30pm.

VIRSF provides a platform for young scientists to showcase their hard work, research, and inquiry projects while connecting with experts, professionals, and community members. Our catchment area includes the lower Vancouver Island (south of Campbell River) and the Gulf Islands. It would be an honour to have representatives of the mayor and council from districts within our catchment area to come and show support for our local young scientists.

Thank you very much for your consideration!

Kind regards,

Bethany
President of the Society for the Advancement of Young Scientists

[REDACTED]

<https://www.virsf.ca/>

--

Bethany
President, Society for the Advancement of Young Scientists
www.virsf.ca

RECEIVED

January 27, 2025

TOWN OF COMOX

LOG: 25-011	REFER:	AGENDA: RCM 05-Feb-25
FILE: 0220-40	ACTION: MR	

Copies: Council
JW/SR/CD

From: NANCY OWEN [REDACTED]

Sent: January 27, 2025 10:38 AM

To: council <council@comox.ca>

Cc: Bob Scales [REDACTED] mulhallbrad [REDACTED]

Subject: Parking

I am asking for help in resolving this problem. At the lion's den when renters arrive in the morning, there is basically no parking for them. Some of these people cannot walk a far distance.

In the past, all of the parking at the den was for the Lions Club and Pearl Ellis Gallery. This was changed when there was construction at Quadra Gardens, now it seems they have taken over the entire parking area. I also believe that the construction workers are parking there. Can these vehicles be given notice that they will be ticketed and/or towed? There is a sign there which states parking for Pearl Gallery and Comox Valley Lions Club which everyone ignores. We would like the entire parking lot back

Sent: Nancy Owen
Comox Valley Lions Club
[REDACTED]



377, rue Bank Street
 Ottawa, Ontario K2P 1Y3
 tel./tél. 613 236 7238
 fax/télé. 613 563 7861
 www.cupw-sttp.org

CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

January 16, 2025

Nicole B. Minions, Mayor
 Town of Comox
 1809 Beaufort Ave
 Comox, BC V9M 1R9

RECEIVED

JAN 28 2025

LOG: 25-014	REFER:	AGENDA: RCM 05-Feb-25
FILE: 0400-03	ACTION: MR	

TOWN OF COMOX

Copies: Council
 JW/SR/CD

Dear Nicole B. Minions:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at [REDACTED]

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, [REDACTED]
- Rebecca Bligh, President, Federation of Canadian Municipalities, [REDACTED]

/cope 225

Town of Comox – Administration

From: Kari Pratt [REDACTED]
Sent: January 28, 2025 5:02 PM
To: Town of Comox – Administration; council
Cc: [REDACTED]
Subject: Re: FW Inquiry 10499 - Anderton/Bolt Pedestrian Crossing

RECEIVED

January 28, 2025

LOG: 25-015	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5400-12	ACTION: MR	

Hello, **TOWN OF COMOX** Copies: Council
JW/SA/CP/JR/RN/SR/CD

I would like to again, raise an urgent matter that requires immediate attention regarding the intersection of Bolt Ave. and Anderton Rd, as written below in previous emails. This afternoon, Tuesday January 28th, around 3:15pm I witnessed a young boy on the east side on Bolt Ave attempt to cross Anderton Rd. A man walking stopped to help him cross since the north bound traffic would not stop. Seconds later a young biker was attempting to follow the road rules but with the heavy traffic ended up walking her bike across the cross walk as this intersection is treacherous. On a separate occurrence I witnessed a senior woman have to step back as a vehicle turning from the west side of Bolt headed northbound did not see or stop for her.

Many children and adults are crossing, either to attend various schools, a place of employment or daily activities at this intersection. With the growth of Aspen Elementary, additional foot and vehicle traffic will be added to the already busy roadways an implementation of a safety plan with flashing lights, a roundabout, speed humps or multiple other options at this intersection is critical. With the growth of townhouses, apartments and commercial buildings in the area this needs to be addressed. Many local people also use this cross walk to attend classes at the community centre and everyone deserves to have access to safe and accessible roads and walkways.

The second item is the no passing signs on Anderton Road, they are not followed which again, causes hazards for pedestrians and vehicles. Many people when turning left on Anderton Rd. will try to stay to the right of the road so vehicles will not pass but it is not successful and people speed right by.

This is a daily occurrence and requires immediate attention. The 2029 plan needs to be reassessed and allow our growing community to feel safe.

Cc'd are some PACs for situational awareness.

Thank you,
Kari Pratt
[REDACTED]

On May 30, 2024, at 11:57 AM, Kari Pratt [REDACTED] wrote:

Hello All,

I would like to bring the below email back to the attention to Town and Council members and staff.

The crossings at Anderton and Bolt and Anderton and Noel are not safe.

Last week on May 22 I was attempting to turn south from Bolt onto Anderton road, while waiting for traffic to clear there was a student coming from École Au coeur de l'île with his bike, this child stood on the east side of Bolt waiting for vehicles to stop. There were seven cars heading south on Anderton who failed to stop, at this point I started honking to get their attention then laying on my horn, finally a south headed vehicle stopped to allow the pedestrian to cross. With many children and students crossing this intersection to access the bus stops on Anderton to go to Isfeld and North Island College as well as three local elementary schools, the 2029 implementation is too far away. There has been a massive growth in residences along Anderton as well as on MacDonald which use this main road. There are beacons across from Brooklyn school which service one school, this same beacon must be implemented at Anderton and Bolt ASAP to keep our children and community safe.

The second intersection that requires attention is Anderton and Noel, thankfully there is a light at this intersection but a delay with pedestrians having a head start may help as there have been many close calls with parents pulling their children back as people speed through the light and vehicles turning south without stopping from Noel as people are preparing to cross Anderton.

Please advise on what the plans are for safe crossings for our community.

CC'd are PACs for Ecole Robb Road, Aspen Elementary, Isfeld Secondary and Comox Valley Schools for visibility and FYSA.

Thank you,
Kari Pratt
[Redacted]

On Dec 1, 2020, at 1:59 PM, wells@comox.ca wrote:

Kari,

Thank you for your inquiry, as part of the Town 2021 Master Transportation Plan update the pedestrian crossing at Anderton Road and Bolt Avenue were reviewed. Based on existing and future traffic volumes on Anderton Road, as well as average hourly pedestrian volume the traffic engineer has

recommend the implementation of a rapid flashing beacon by 2029. The Town plans to follow this recommendation and has included the installation in 2029 Budget.

We will continue to monitor this crosswalk and if you view any unsafe traffic violations please contact the RCMP.

If you have any further questions, please contact me.

Regards,

Patti Wells, P.Eng.
Engineering Technologist, Public Works
A 1390 Guthrie Road Comox, BC V9M 0A5
T 250 339-5410 E wells@comox.ca
W www.comox.ca

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

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It is intended only for the personal use of the designated recipient(s). If you have received this message in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. If you have received this email in error please reply to this email or call us directly at 250 339-2202.

-----Original Message-----

From: Kari Pratt [REDACTED]
Sent: November 19, 2020 8:50 AM
To: Town of Comox – Administration <town@comox.ca>
Subject: Flashing lights On Anderton

Hello Town of Comox Staff and Council,

I want to thank you for the installation of the flashing lights on Anderton and Robb Avenue. It is extremely helpful for the drivers and pedestrians, especially the students that use that crossing during the week. Would one be able to be installed on Anderton and Bolt next? This is a high traffic area that sees students crossing to two schools and there have been many close calls there.

On another note the light in front of 656 murrelet drive is out, would that be able to be replaced?

Thank you,

Kari Pratt

RECEIVED

January 12, 2025

TOWN OF COMOX

LOG: 24-486	REFER:	AGENDA: RCM
FILE: 5330-20-2	ACTION: MR	05-Feb-25

File: 5330-20-2022-02

From: Hubert Migue [REDACTED]

Sent: January 12, 2025 8:05 PM

To: council <council@comox.ca>

Subject: Jane Place Station Retrofit

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

Dear Mayor and Council, We were handed a letter from the CVRD on Monday regarding the recent proposal for the Jane Place pump station retrofit which we are adjacent to. We were more than a little shocked at the variance and the floodplain exemption that they are asking for after we were told that everything would fit within the existing structure. Jane Place asked for the upgrade (which did not include expanding the structure) to blend in with major landscaping, pavers, etc. which was agreed upon and the image we were given is the exact opposite. We have a very unhappy street after this. I am requesting a meeting to address these sensitive issues before the CVRD submit their applications. Thank you.
Hubert and Belinda Migue [REDACTED]

RECEIVED

January 13, 2025

TOWN OF COMOX

From: Colin Eves [REDACTED]
Sent: January 13, 2025 9:42 AM
To: council <council@comox.ca>
Cc: Town of Comox – Administration <town@comox.ca>
Subject: Proposed Comox Pump Station Retrofit

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

January 12, 2025

The Mayor and Councillors of the Town of Comox

LOG: 24-487	REFER:	AGENDA: RCM
FILE: 5330-20-2	ACTION: MR	05-Feb-25

File: 5330-20-2022-02

Last week, all the residents of Jane Place received letters from the CVRD with an update on the Comox Pump Station Re-fit. Included in the letter was a digital rendering of the proposed Retrofit. We have attached a copy of the letter for your reference.

Early in the planning process for this Sewer Conveyance Project, the residents of Jane Place were invited to a special meeting with the CVRD Project Managers, in order to ask questions and voice any concerns we had about the project, particularly the impact on our street. At that meeting, and in subsequent meetings and discussions with the Project Managers, there were near-unanimous declarations, *from all parties*, that any new construction at the Pump Station had to do a better job of fitting in with the residential nature of the street.

The Pump Station at present is prominently an *industrial* building, with minimal or no physical elements to make it less conspicuously so. At that original meeting, we shared numerous images (freely available on the Internet) of utility buildings where municipalities had done a great job of “disguising” service facilities in residential settings. We were assured that efforts would be made to have the building exterior and appurtenant landscaping “blend in” with the neighbourhood, which is comprised solely of single-family dwellings on good-sized lots, most of them valued in the \$1-\$2million range in the latest BC Assessments.

You will see from the digital rendering that the proposed retrofit, rather than concealing the nature of the facility, makes the station **much more obviously a sewage plant**. External control panels, electrical conduit, air handling units, and an elevated steel catwalk will all be completely visible to anyone as soon as they turn onto Jane Place from Beaufort Ave. The proposed “black metal panel fence” (which is commonly used to conceal scrap yards at minimal cost), and **the complete lack of landscaping**, will do nothing to obscure the view of this strictly-utilitarian structure. The contractors, in this design, have completely failed to consider the building’s setting, and the viewscape of their neighbours.

Also, the proposed additions are pushed right to the East and Southern lot-lines, and would require variances in order to conform to the PA1.1 zoning of the site. Further, it

appears that the installation would be in contravention of the lot coverage and impervious coverage limits for that zoning.

We feel that the CVRD project planners have completely ignored our ample and clearly-stated input *which they solicited*, and that the “consultation process” was merely paying lip service to our concerns so that they could manufacture consent to proceed with the project. Instead of using a negligible fraction of their \$100 million budget to make even a nominal effort on the aesthetics of this building, they propose to leave this permanent (or at least 40-year) blight on one of the most attractive and desirable residential streets in the entire Comox Valley. This installation will greatly reduce our residential property values that the Town collects taxes on.

We respectfully ask that the CVRD’s building application for the station is treated with the same rigorous standards as would any other landowner’s application who sought permission to build such an eyesore. Please send it back to the proponents, and advise them that they need to do a better job.

We thank you for your urgent consideration of this request.

Sincerely,

The Residents of Jane Place, Comox

Colin and Sandra Eves

A solid black rectangular redaction box covering the signature area.

File: 5330-20/SSCP

January 8, 2025

Dear Jane Place Resident:

Re: Update on Sewer Conveyance Project and Comox Pump Station Retrofit

We are writing to provide you with an update on the ongoing Comox Valley Sewer Conveyance Project, specifically regarding the retrofit of the Comox Pump Station located in your neighbourhood.

We are pleased to inform you that the design for the pump station retrofit is finalized. The detailed design plans outline the proposed modifications to the station, to increase its capacity, functionality and discharge orientation (up Jane Place to Beaufort rather than out into the harbour).

The height of the current brick building will remain unchanged. Incorporating the feedback we heard from the community, the new generator will be situated inside, in an extension to the existing building to the east [Figure 1]. The extension has been designed to have the same height and exterior finish to minimize visual impact. External air management equipment will be installed to the west of the building, furthest from neighbouring residences. The old chain link fence will be replaced with a new black metal panel fence, to help situate the facility in its residential setting and screen external equipment from the street. In addition, vegetation will be used as screening on the east side of the building extension.

The building extension and new external equipment fit within the existing rights-of-way for the current sewage infrastructure. We are applying for a Development Permit Variance and Floodplain Exemption from the Town of Comox for the retrofit. The building and equipment meet the height requirements of the Flood Plain Bylaw (Town of Comox Bylaw 1474 – Flood Plain Designation), the variance is required due to the proximity of the new building to the ocean and lot line.

Looking ahead, construction of the retrofit is scheduled to start in spring 2025 and extend until the end of the year. We understand that community involvement is vital throughout this process, and we are committed to keeping you informed every step of the way. Our website is the best way to stay informed on the project. Signing up for project updates to receive emails about the project, including construction schedules and

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.

its traffic impacts in your neighbourhood visit, EngageComoxValley.ca/SewerConveyance. Hit the **+Follow** button.

In the meantime, if you have any questions or concerns regarding the sewer conveyance project or the Comox Pump Station retrofit, please do not hesitate to contact the CVRD at 250-334-6000 or via email at communications@comoxvalleyrd.ca.

Thank you for your continued cooperation and support as we work towards enhancing our community's infrastructure for the benefit of all residents.

Sincerely,

Sewer Conveyance Project Team

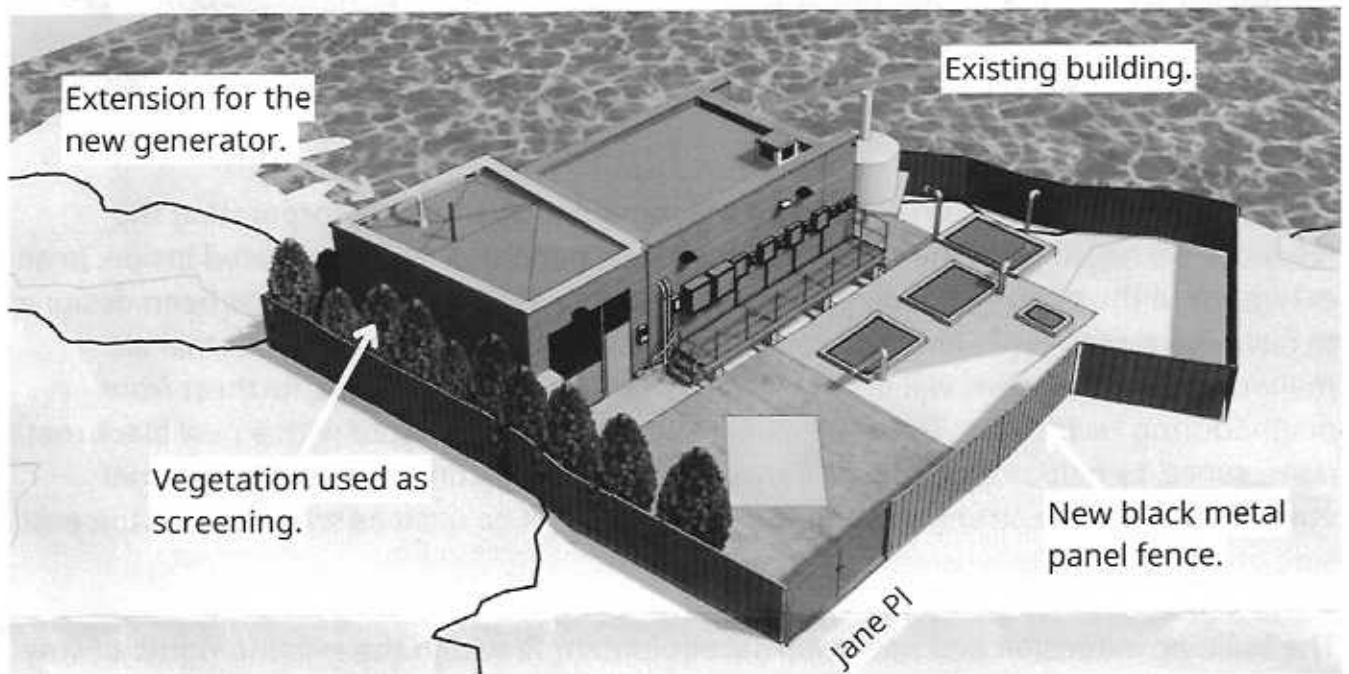


Figure 1 Rendering of Comox Pump Station Retrofit

PA.1.1 Allowed
Lot coverage 35%
Impervious coverage 70%

Comox Valley Regional District

RECEIVED

January 13, 2025

TOWN OF COMOX

From: HM McMillan [redacted]
Sent: January 13, 2025 10:52 AM
To: council <council@comox.ca>
Subject: Comox Pump Station Re-fit

LOG: 24-488	REFER:	AGENDA: RCM
FILE: 5330-20-2	ACTION: MR	05-Feb-25

File: 5330-20-2022-02

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

The Mayor and Councillors of the Town of Comox

Last week, all the residents of Jane Place received letters from the CVRD with an update on the Comox Pump Station Re-fit. Included in the letter was a digital rendering of the proposed Retrofit. We have attached a copy of the letter for your reference.

Early in the planning process for this Sewer Conveyance Project, the residents of Jane Place were invited to a special meeting with the CVRD Project Managers, in order to ask questions and voice any concerns we had about the project, particularly the impact on our street. At that meeting, and in subsequent meetings and discussions with the Project Managers, there were near-unanimous declarations, *from all parties*, that any new construction at the Pump Station had to do a better job of fitting in with the residential nature of the street.

The Pump Station at present is prominently an *industrial* building, with minimal or no physical elements to make it less conspicuously so. At that original meeting, we shared numerous images (freely available on the Internet) of utility buildings where municipalities had done a great job of “disguising” service facilities in residential settings. We were assured that efforts would be made to have the building exterior and appurtenant landscaping “blend in” with the neighbourhood, which is comprised solely of single-family dwellings on good-sized lots, most of them valued in the \$1-\$2million range in the latest BC Assessments.

You will see from the digital rendering that the proposed retrofit, rather than concealing the nature of the facility, makes the station **much more obviously a sewage plant**. External control panels, electrical conduit, air handling units, and an elevated steel catwalk will all be completely visible to anyone as soon as they turn onto Jane Place from Beaufort Ave. The proposed “black metal panel fence” (which is commonly used to conceal scrap yards at minimal cost), and **the complete lack of landscaping**, will do nothing to obscure the view of this strictly-utilitarian structure. The contractors, in this design, have completely failed to consider the building’s setting, and the viewscape of their neighbours.

Also, the proposed additions are pushed right to the East and Southern lot-lines, and would require variances in order to conform to the PA1.1 zoning of the site. Further, it *appears* that the installation would be in contravention of the lot coverage and impervious coverage limits for that zoning.

We feel that the CVRD project planners have completely ignored our ample and clearly-stated input *which they solicited*, and that the “consultation process” was merely paying lip service to our concerns so that they could manufacture consent to proceed with the project. Instead of using a negligible fraction of their \$100 million budget to make even a nominal effort on the aesthetics of this building, they propose to leave this permanent (or at least 40-year) blight on one of the most attractive and desirable residential streets in the entire Comox Valley. This installation will greatly reduce our residential property values that the Town collects taxes on.

We respectfully ask that the CVRD’s building application for the station is treated with the same rigorous standards as would any other landowner’s application who sought permission to build such an eyesore. Please send it back to the proponents, and advise them that they need to do a better job.

We thank you for your urgent consideration of this request.

Sincerely,

Henrietta and Malcolm McMillan

[redacted]
Comox

January 8, 2025

Dear Jane Place Resident:

Re: Update on Sewer Conveyance Project and Comox Pump Station Retrofit

We are writing to provide you with an update on the ongoing Comox Valley Sewer Conveyance Project, specifically regarding the retrofit of the Comox Pump Station located in your neighbourhood.

We are pleased to inform you that the design for the pump station retrofit is finalized. The detailed design plans outline the proposed modifications to the station, to increase its capacity, functionality and discharge orientation (up Jane Place to Beaufort rather than out into the harbour).

The height of the current brick building will remain unchanged. Incorporating the feedback we heard from the community, the new generator will be situated inside, in an extension to the existing building to the east [Figure 1]. The extension has been designed to have the same height and exterior finish to minimize visual impact. External air management equipment will be installed to the west of the building, furthest from neighbouring residences. The old chain link fence will be replaced with a new black metal panel fence, to help situate the facility in its residential setting and screen external equipment from the street. In addition, vegetation will be used as screening on the east side of the building extension.

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Looking ahead, construction of the retrofit is scheduled to start in spring 2025 and extend until the end of the year. We understand that community involvement is vital throughout this process, and we are committed to keeping you informed every step of the way. Our website is the best way to stay informed on the project. Signing up for project updates to receive emails about the project, including construction schedules and

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Thank you for your continued cooperation and support as we work towards enhancing our community's infrastructure for the benefit of all residents.

Sincerely,

Sewer Conveyance Project Team

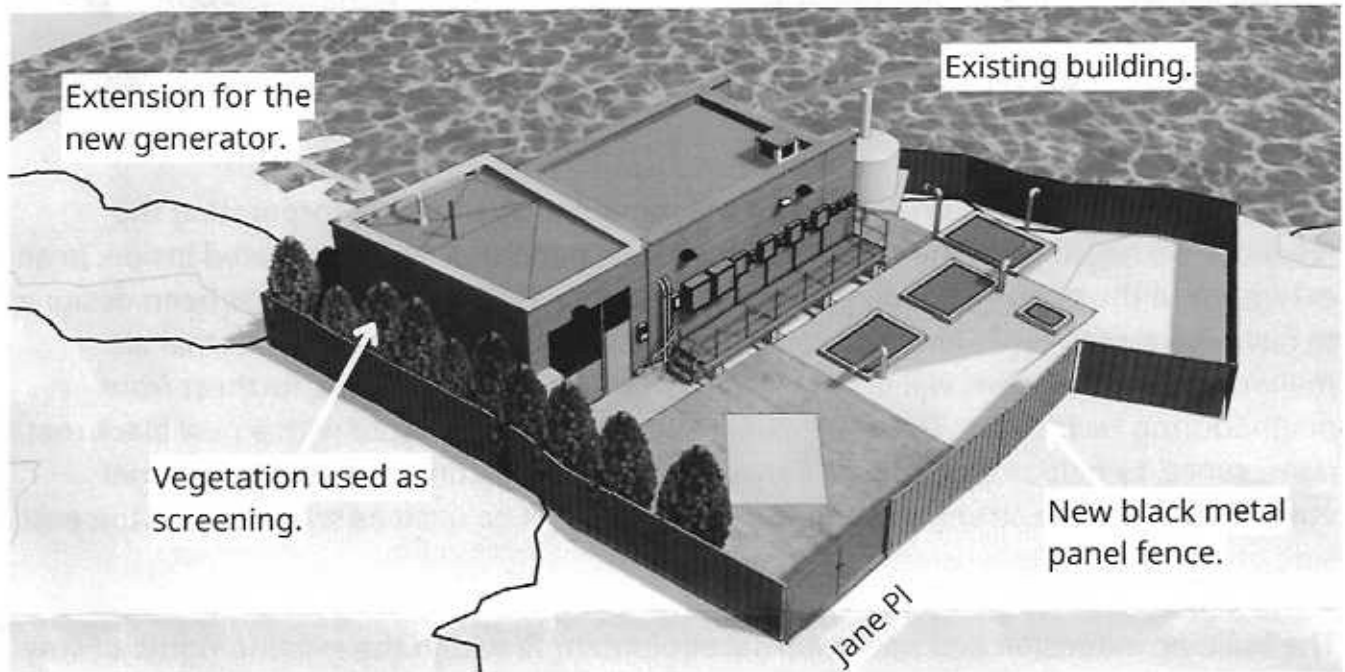


Figure 1 Rendering of Comox Pump Station Retrofit

PA.1.1 Allowed
 Lot coverage 35%
 Impervious coverage 70%

Comox Valley Regional District

RECEIVED

January 13, 2025

TOWN OF COMOX

LOG: 24-489	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5330-20-2	ACTION: MR	

From: Sylvia [REDACTED]
 Sent: January 13, 2025 11:49 AM
 To: council <council@comox.ca>
 Subject: CVRD PLAN FOR JANE PLACE PUMP STATION

File: 5330-20-2022-02
 Copies: Council
 JW/SA/CP/RH/SR/CD

Dear Mayor and Council

The residents of Jane Place received a letter last week about the changes to the pump station. We were all very frustrated by the design as in the last meeting we were told no changes to the structure would occur and just the mechanics on the interior would be updated. In addition the landscaping would be improved and a attractive fence would be built.

We were now faced with a completely different design and additions to the building with absolutely no thought given to its appearance. To say we are very disappointed and yes angry would be putting it mildly.

Our neighbours property will be greatly impacted , which is just not in any way fair or reasonable.

Sylvia and Tom Mitchell

[REDACTED]

Sent from my iPad

RECEIVED

January 13, 2025

LOG: 24-490	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5330-20-2	ACTION: MR	

TOWN OF COMOX

File: 5330-20-2022-02

From: Graeme Bock [REDACTED] Copies: Council
Sent: January 13, 2025 1:59 PM JW/SA/CP/RH/SR/CD
To: Nicole Minions <NMinions@comox.ca>; council <council@comox.ca>
Subject: Jane pl pump station

Hey Nicole and friends,

Hope you are having a good start to 2025 at Council. I'm sure you've heard from other folks on Jane Place by now about this pump station business. I won't go on and on but I'll just add my voice of support in saying that the CVRD needs to be held to a higher standard than what they have proposed. Forget that Jane Place is full of fancy houses, I wouldn't want that station the way it is proposed in any Comox neighbourhood.

Downtown Comox DPA ends for some reason at that lot line; can you guys consider at least holding them to the spirit of DPA 1 so we can have something landscape/architecturally interesting instead of a steel-fenced sewage bunker?

Thanks for your consideration,

Graeme Bock
[REDACTED]

MD, CCFP-EM
[REDACTED]

Town of Comox – Administration

From: Peter Manson [REDACTED]
Sent: January 13, 2025 5:37 PM
To: council
Subject: Comox pump station Re-fit

LOG: 24-491	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

RECEIVED

January 13, 2025

Councillors of the Town of Comox **TOWN OF COMOX**

Last week, all the residents of Jane Place received letters from the CVRD with an update on the Comox Pump Station Re-fit. Included in the letter was a digital rendering of the proposed Retrofit. We

have attached a copy of the letter for your reference. Early in the planning process for this Sewer Conveyance

Project, the residents of Jane Place were invited to a special meeting with the CVRD Project Managers, in order to ask questions and voice any concerns we had about the project, particularly the impact on our street. At that meeting, and in subsequent meetings and discussions with the Project Managers, there were near-unanimous declarations, from all parties, that any new construction at the Pump Station had to do a better job of fitting in with the residential nature of the street. The Pump Station at present is prominently an industrial building, with minimal or no physical elements to make it less conspicuously so.

At that original meeting, we shared numerous images (freely available on the Internet) of utility buildings where municipalities had done a great job of “disguising” service facilities in residential settings. We were assured that efforts would be made to have the building exterior and appurtenant landscaping “blend in” with the neighbourhood, which is comprised solely of single-family dwellings on good-sized lots, most of them valued in the \$1-\$2million range in the latest BC Assessments. You will see from the digital rendering that the proposed retrofit, rather than concealing the nature of the facility, makes the station much more obviously a sewage plant.

External control panels, electrical conduit, air handling units, and an elevated steel catwalk will all be completely visible to anyone as soon as they turn onto Jane Place from Beaufort Ave. The proposed “black metal panel fence” (which is commonly used to conceal scrap yards at minimal cost), and the complete lack of landscaping, will do nothing to obscure the view of this strictly-utilitarian structure. The contractors, in this

design, have completely failed to consider the building’s setting, and the viewscape of their neighbours. Also, the proposed additions are pushed right to the East and Southern lot-lines, and would require variances in order to conform to the PA1.1 zoning of the site. Further, it appears that the installation would be in contravention of the lot coverage and impervious coverage limits for that zoning. We feel that the CVRD project planners have completely ignored

our ample and clearly-stated input which they solicited, and that the “consultation

process” was merely paying lip service to our concerns so that they could manufacture consent to proceed with the project. Instead of using a negligible fraction of their \$100 million budget to make even a nominal effort on the aesthetics of this building, they propose to leave this permanent (or at least 40-year) blight on one of the most attractive and desirable residential streets in the entire Comox Valley. This installation will greatly reduce our residential property values that the Town collects taxes on. We respectfully ask that the CVRD’s building application for the station is treated with the same rigorous standards as would any other landowner’s application who sought permission to build such an eyesore. Please send it back to the proponents, and advise them that they need to do a better job. We thank you for your urgent consideration of this request. Sincerely, The Residents of Jane Place, Comox.

Peter Manson and Mary Ashton

[REDACTED]

[REDACTED]

Town of Comox – Administration

From: Colin Eves [REDACTED]
Sent: January 15, 2025 12:48 PM
To: administration@comoxvalleyrd.ca
Cc: council
Subject: Comox Pump Station retrofit
Attachments: Letter to the CVRD-Comox Pump Station.docx; CVRD Letter 4.pdf

Hello

We would be grateful if you could please forward this letter and list of signatures to the Chair and Directors of the CVRD. We have also copied the Town of Comox for distribution to the Mayor and Councillors.

Thank you for your assistance.

Yours truly,

Colin Eves

For the residents of Jane Place, Comox

[REDACTED]

RECEIVED

January 15, 2025

TOWN OF COMOX

LOG: 24-494	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

Chair, CVRD and Directors:

As Jane Place and Beaufort Avenue residents, we are writing to declare our disappointment with and opposition to the design delivered to us with a rendering of the proposed Comox Pump Station.

Following an information meeting in the spring of 2022, we were told: *"... you are correct there will be a new building and this exterior can be made to look like a house, a boat shed etc. this is what we are looking for input from residents in the area on the what the replaced station should look like."* (From Zoe Berkey, Project Engineer, email May 10, 2022). Further, at a meeting with the CVRD project representatives we were shown examples of designs that could be considered and each of them more effectively disguised the purpose of the building than the ill-conceived design you have proposed.

Again, a later communication from the CVRD stated *"Three options for the architectural requirements of the facility will still be developed and presented to residents for selection of a preferred option; however, no modifications to the existing building structure will be made"* and *"Our architect is working on developing the guiding language that will be incorporated within the contract documents and we are still committed to providing to residents once complete. The language will still provide a focus on carefully considering noise and odours, keeping the theme natural/residential and looking to use pavers instead of asphalt where possible."* (From Kris La Rose, Senior Manager of Water/Wastewater Services, email July 11, 2022). We never received a copy of the "guiding language", nor were we presented with any "options for the architectural requirements...".

The rendering sent us in the letter on January 8 of this year shows a building that has no mitigation of the fact that it is a pumping station! This is not what we were led to believe the final design would be like. Surely, our wishes and those expressed by the Project Team should be incorporated into the design. Being immediately presented with the proposed building as one drives down Jane Place reduces the attractiveness of one of the best established small neighbourhoods in Comox, and devalues the residences on our cul-de-sac. But, perhaps more than that, in people's minds it immediately links Jane Place with the sewer pumping station.

It should be straightforward to devise a more residential-looking exterior with better landscape screening, and we ask you instruct your designers to present what we were assured would be the case. This rendering deviates so badly from that which we were promised, it necessitates a review and redrawing of the plan for the exterior and landscaping.

We wish to work with you to find something we all can live with. If not, as it stands presently, we will be directing all our efforts to oppose the design.

Respectfully,
Residents of Jane Place, Comox

cc: Comox Mayor and Council

LOG: 25-002	REFER:	AGENDA: RCM 05FEB25
FILE: 5330-20-2	ACTION: MR	

RECEIVED

Town of Comox – Administration

Subject: FW: Jane Place Pump Station Refit

Jan. 17, 2025

TOWN OF COMOX

From: Darcy Walters [REDACTED]

Sent: January 16, 2025 7:25 PM

To: communications@comoxvalleyrd.ca

Cc: Darcy Walters [REDACTED]; council <council@comox.ca>; Colin Eves [REDACTED]; Carol Walters [REDACTED]

Subject: Jane Place Pump Station Refit

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

January 15, 2025

To CVRD Directors and Comox Council

Last week, all the residents of Jane Place received letters from the CVRD with an update on the Comox Pump Station Re-fit including an addition to the pump station.

Early in the planning process for this Sewer Conveyance Project, the residents of Jane Place were invited to a special meeting with the CVRD Project Managers in order to ask questions and voice any concerns we had about the project, particularly the impact on our street. At that meeting, and in subsequent meetings and discussions with the Project Managers, there were near-unanimous declarations, *from all parties*, that any new construction at the Pump Station had to do a better job of fitting in with the residential nature of the street.

The re-fit of the Comox pump station as illustrated in the letter of January 8, does little to fit into the neighbourhood.

The Pump Station at present is prominently an *industrial* building, with minimal or no physical elements to make it less conspicuous. At that original meeting, we shared numerous images (freely available on the Internet) of utility buildings where municipalities had done a great job of “disguising” service facilities in residential settings. We were assured that efforts would be made to have the building exterior and appurtenant landscaping “blend in” with the neighbourhood, which is comprised solely of single-family dwellings on good-sized lots.

The proposed retrofit, rather than concealing the nature of the facility, makes the station much more obviously a sewer plant. External control panels, electrical conduit, air handling units, and an elevated steel catwalk will all be visible to anyone as they come down Jane Place from Beaufort Ave and to residents bedside the facility and across the street. The proposed “black metal panel fence” (which is commonly used to conceal scrap yards at minimal cost), and the lack of landscaping, will do nothing to obscure the view of this strictly-utilitarian structure. The contractors, in this design, have completely failed to consider the building’s setting, and the view scape of their neighbours.

Also, there are serious considerations regarding its flood plain location, set back variances and potential archaeological findings which need to be properly addressed. These variances have a long lasting impact and dramatic ramifications on neighbours and a sensitive foreshore environment and should conform with current regulations.

We feel that the CVRD project planners have completely ignored our ample and clearly-stated input *which they solicited*, and that the “consultation process” was merely paying lip service to our concerns so that they could manufacture consent to proceed with the project. Instead of using a negligible fraction of their \$100 million budget to make even a nominal effort on the aesthetics of this building, they propose to leave this permanent (or at least 40-year) blight on one of the most attractive and desirable residential streets in the entire Comox Valley.

We respectfully ask that the CVRD have another look at the appearance of the Jane Place Pump Station. The residents of Jane Place would be happy to meet with the CVRD to come up with a design that would meet all our needs and expectations.

We thank you for your urgent consideration of this matter.

Darcy and Carol Walters

██████████

Sent from my iPhone

Town of Comox – Administration

From: Gary Cooper [REDACTED]
Sent: January 13, 2025 10:18 AM
To: council
Subject: Jane place pump station

RECEIVED

January 13, 2025

TOWN OF COMOX

LOG: 25-012	REFER:	AGENDA: RCM 05-Feb-25
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

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

The Mayor and Councillors of the Town of Comox

Last week, all the residents of Jane Place received letters from the CVRD with an update on the Comox Pump Station Re-fit. Included in the letter was a digital rendering of the proposed Retrofit. We have attached a copy of the letter for your reference.

Early in the planning process for this Sewer Conveyance Project, the residents of Jane Place were invited to a special meeting with the CVRD Project Managers, in order to ask questions and voice any concerns we had about the project, particularly the impact on our street. At that meeting, and in subsequent meetings and discussions with the Project Managers, there were near-unanimous declarations, *from all parties*, that any new construction at the Pump Station had to do a better job of fitting in with the residential nature of the street.

The Pump Station at present is prominently an *industrial* building, with minimal or no physical elements to make it less conspicuously so. At that original meeting, we shared numerous images (freely available on the Internet) of utility buildings where municipalities had done a great job of “disguising” service facilities in residential settings. We were assured that efforts would be made to have the building exterior and appurtenant landscaping “blend in” with the neighbourhood, which is comprised solely of single-family dwellings on good-sized lots, most of them valued in the \$1-\$2million range in the latest BC Assessments.

You will see from the digital rendering that the proposed retrofit, rather than concealing the nature of the facility, makes the station **much more obviously a sewage plant**. External control panels, electrical conduit, air handling units, and an elevated steel catwalk will all be completely visible to anyone as soon as they turn onto Jane Place from Beaufort Ave. The proposed “black metal panel fence” (which is commonly used to conceal scrap yards at minimal cost), and **the complete lack of landscaping**, will do nothing to obscure the view of this strictly-utilitarian structure. The contractors, in this design, have completely failed to consider the building’s setting, and the viewscape of their neighbours.

Also, the proposed additions are pushed right to the East and Southern lot-lines, and would require variances in order to conform to the PA1.1 zoning of the site. Further, it *appears* that the installation would be in contravention of the lot coverage and impervious coverage limits for that zoning.

We feel that the CVRD project planners have completely ignored our ample and clearly-stated input *which they solicited*, and that the “consultation process” was merely paying lip service to our concerns so that they could manufacture consent to proceed with the project. Instead of using a negligible fraction of their \$100 million budget to make even a nominal effort on the aesthetics of this building, they propose to leave this permanent (or at least 40-year) blight on one of the most attractive and desirable residential streets in the entire Comox Valley. This installation will greatly reduce our residential property values that the Town collects taxes on.

We respectfully ask that the CVRD’s building application for the station is treated with the same rigorous standards as would any other landowner’s application who sought permission to build such an eyesore. Please send it back to the proponents, and advise them that they need to do a better job.

We thank you for your urgent consideration of this request.

Sincerely,

Gary and Laura Cooper

A solid black rectangular redaction box covering the signature area.

LOG: 25-004	REFER:	AGENDA: 05FEB25
FILE: 5330-20-2	ACTION: MR	

RECEIVED**Town of Comox – Administration****Subject:** FW: Comox Pump Station

Jan. 17, 2025

TOWN OF COMOX**From:** carol walters <[REDACTED]>**Sent:** January 17, 2025 11:32 AM**To:** administration@comoxvalleyrd.ca**Cc:** council <council@comox.ca>**Subject:** Comox Pump Station

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

Like others on Jane Place, I am very concerned about the aesthetics resulting from the changes being made to the pump station and the lack of follow through after initial consultation with those living on this street. I trust these concerns will be addressed in final designs.

Beyond this, I am deeply concerned about the safety of a sewage pump station in a floodplain area which can lead to significant risks to infrastructure, public health, and the environment. Proper planning, design, and maintenance are essential to ensure this pump station remains functional and safe during flood events.

In doing some research, the following are key considerations to ensure the safety of sewage pump stations in flood-prone areas. Has this waterfront location been given the scrutiny it needs or is the present location the easiest path forward? Has the flow of potential water and sewage been thoroughly researched in the event of a flood? Have sewage flow increases been calculated within this context? Who pays for damage to these neighbouring households if an event occurs? Variances should not be issued solely for cost-saving purposes at the expense of Jane Place neighbours, our homes and this sensitive environment. If variances have already been issued, have the questions above and statements below been thoroughly researched with preventative measures put in place?

1. Flood Risk Assessment

- **Floodplain Mapping:** Prior to construction, conduct a thorough flood risk assessment to identify potential flood levels and the likelihood of inundation. This includes analyzing historical flood data and modeling future flood scenarios.
- **Hydraulic and Hydrologic Analysis:** Evaluate the flow dynamics of floodwaters in relation to the location of the pump station. Understanding how water behaves during a flood helps determine the potential risks to the station.

2. Elevating the Pump Station

- **Above Flood Level:** To prevent direct floodwater contact with critical electrical components and machinery, pump stations should be designed and constructed above the 100-year flood level or the highest expected flood level.

- **Flood-Proofing:** In areas where elevation isn't feasible, the pump station can be flood-proofed using barriers, walls, or waterproof materials. This helps protect the facility's structural integrity during flood events.

3. Redundant Systems

- **Backup Power Supply:** Power outages are common during flooding, so sewage pump stations must have **redundant power systems**, such as backup generators, to ensure continuous operation during power failures.

- **Multiple Pumps:** Consider installing multiple pumps, with at least one designed for emergency use. This ensures that if one pump fails due to flooding or other issues, others can take over.

4. Flood-Resistant Equipment

- **Waterproofing:** Key components of the pump station, such as electrical panels, control systems, and communication equipment, should be waterproof or elevated above the potential flood level.

- **Corrosion-Resistant Materials:** Floodwaters often carry corrosive elements (e.g., salt or chemicals), so using materials that can withstand corrosion is important for long-term reliability.

5. Proper Maintenance and Monitoring

- **Routine Inspections:** Regular inspections of pumps, backup power systems, and flood defenses are essential to ensure everything is functioning properly, especially before flood season.

- **Flood Monitoring:** Install flood detection systems to provide real-time data on water levels and allow for timely action, such as activating backup systems or closing flood gates.

6. Emergency Protocols and Training

- **Preparedness Plans:** Have a well-defined emergency response plan in place that includes actions to take in the event of a flood. This plan should be regularly updated and practiced through drills.

- **Staff Training:** Ensure staff are trained to operate emergency systems and can safely intervene during a flood, including managing temporary overflows or bypass systems.

7. Environmental Considerations

- **Preventing Contamination:** Flooding can overwhelm a pump station, leading to untreated sewage discharges into the environment. To mitigate this, design systems to divert sewage safely, or incorporate overflow mechanisms that can handle high volumes without contaminating nearby water sources.

- **Monitoring Impact:** Implement environmental monitoring systems to track potential spills or overflows and ensure the health and safety of nearby ecosystems and communities.

8. Regulatory Compliance

- Ensure that the design and operation of sewage pump stations in floodplain areas comply with **local, regional, and national regulations** governing flood protection, wastewater management, and

environmental safety. This can include **Environmental Impact Assessments (EIAs)** and other permitting requirements.

Conclusion

In floodplain areas, sewage pump stations must be designed with a comprehensive understanding of flood risks, incorporating protective measures such as elevation, floodproofing, backup systems, and regular maintenance. A combination of thoughtful design, proper infrastructure, and proactive management is crucial to ensuring the safety of the sewage pump station, minimizing disruption during floods, and protecting public health and the environment.

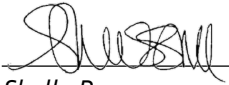

Sincerely,

Carol Walters



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 6980-20 / 2025
FROM: Shelly Russwurm, Director of Corporate Services	DATE: January 30, 2025
SUBJECT: Downtown Comox Business Improvement Area Renewal	

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

1. THAT Council proceed with the renewal of the Downtown Comox Business Improvement Area on its own initiative (in accordance with Section 213 of the Community Charter).
2. THAT Downtown Comox Business Improvement Area Bylaw No. 2032 be given First, Second and Third Readings.

PURPOSE

To advise Council that the current term for the Downtown Comox Business Improvement Area (a local area service established to collect and provide funding to the Comox Business in Action Business and Professionals by the Sea Association) expired at the end of 2024, and

To recommend that the renewal of the local area service be initiated.

STRATEGIC PLAN LINKAGE

Economic Health, including the support of a strong and vibrant business community, is one of Council’s strategic priorities. The Comox Business in Action Business and Professionals by the Sea Association (Comox BIA) is also heavily focused on economic development activities, such as business promotion schemes, and supporting the implementation of the Town’s Economic Development Strategy and Downtown Enhancement Action Plan.

PRIORITY	AREAS OF FOCUS
We support a strong and vibrant business community to provide stability to our local economy.	Balancing Vibrancy & Stability - Create an environment for a robust and vibrant Comox economy by working with community organizations (BIA) to facilitate their success.

BACKGROUND:

Under Division 5 of the Community Charter, Council has the authority to establish, by bylaw, a local area service that provides a particular benefit to a part of a municipality. A special type of local area service, under section 215 of the Community Charter, is a business improvement area in which Council may “grant money to a corporation or other organization that has, as one of its aims, functions or purposes, the planning and implementation of a business promotion scheme”.

Since 2000, Council has continuously maintained a Business Improvement Area in order to grant money to the Comox BIA for the purpose of promoting business and economic development activities in downtown Comox. Each has had a term of five years, as established by bylaw, with the most recent term expired on December 31, 2024. In order to continue the provision of funding to the Comox BIA, a new business improvement area must be established, and Council has received a request from the Comox BIA to initiate this process (attached).

DISCUSSION, OPTIONS AND IMPLICATIONS

The Comox BIA has been working over the past several months on clarifying their mandate and developing a new strategic plan. Their renewed vision includes a downtown neighbourhood master plan, downtown infill and redevelopment, a new retail attraction strategy, a downtown parking strategy and infrastructure and services expansion to the Comox marina. With their renewed vision, they are keen to get to work on goals shared by the Town.

The Community Charter outlines two ways in which Council can proceed with the establishment of a business improvement area: the first is in response to a petition from owners of parcels that would like to be included in the business improvement area, and the second is by initiating the process itself. Each option requires that Council approve a bylaw establishing the service *before* its annual budget and tax rates bylaws are adopted, as the grants collected and transferred to the Comox BIA are an additional property tax levied within the business improvement area.

Each of the two options is discussed separately in the following sections, along with the option to do nothing.

1. Petition from Owners (Section 212 of the Community Charter)

Owners of parcels wishing to create a local area service (in this case, recreate or renew the previous Business Improvement Area), and who would be subject to the local service tax, can petition Council to establish the service. Petitions must include,

- (a) a description of the service,
- (b) the boundary of the service,
- (c) an estimate of the cost of the service,
- (d) the proposed method of cost recovery for the service, and
- (e) other information that Council requires.

Council must receive petitions from at least 50% of the owners in the proposed business improvement area who, in total, represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.

Once Council receives a sufficient number of petitions from owners, as certified by the corporate officer, it can adopt the bylaw establishing/renewing the service.

2. Council Initiative (Section 213 of the Community Charter) – Recommended Option

Alternatively, Council can begin the process of establishing/renewing the Business Improvement Area (the Area) on its own initiative. In this case, Council has received a request from the Comox BIA, stating that they are confident that a majority of the property owners are supportive of the renewal. The Comox BIA has asked that the Area boundary be unchanged, and for the current levy increase each year by a set amount, starting at \$80,190.

If Council wishes to initiate the establishment/renewal of the Area under its own initiative, it must,

- (a) advertise its intention in the local paper, including the information outlined in Option 1 above;
- (b) advise the owners of all parcels within the proposed Area of its intentions, including the information outlined in Option 1 above; and
- (c) advise the owners that Council may proceed with establishing/renewing the service unless a petition against the service is presented within 30 days following the notice given in (a).

If, after 30 days following the notice given in (a) above, Council does not receive a valid petition against the service, it can adopt the bylaw establishing/renewing the service. In order for a petition to be valid, it must be signed by at least 50% of the owners in the proposed business improvement area who, in total, represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax (BIA levy).

It is recommended that Council proceed with the establishment of the local area service on its own initiative, as outlined above. This option means a slightly longer process due to the advertising requirement and the 30 day petition period. It is also slightly more expensive due to the advertising requirement. However, the Comox BIA prefers to use this approach, and as their work supports Council's objectives of downtown vitalization and economic development, it is felt that this option is reasonable.

3. Do nothing

Council could choose not to renew the local area service. Staff do not recommend this approach as the Comox BIA and Council share the objectives of downtown vitalization and economic development. The Comox BIA has done much to improve the business and community environment in the downtown area, and it is felt that with their renewed vision and objectives, they will continue with their positive impacts.

TOWN OF COMOX

BYLAW NO. 2032

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE PURPOSE OF ANNUALLY FUNDING A BUSINESS IMPROVEMENT AREA

WHEREAS the Council of the Town of Comox may, by majority vote, grant money to an applicant in accordance with the Community Charter for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS an application for a grant of monies has been received from the Comox Business in Action and Professionals by the Sea Association, herein after called the "Applicant";

AND WHEREAS the Applicant is registered pursuant to the Society Act and intends to use the monies for the planning and implementation of a Business Promotion Scheme within the Business Improvement Area;

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 "Downtown Comox Business Improvement Area Bylaw No. 2032".

2. DEFINITIONS:

In this Bylaw, unless the context otherwise requires:

"Applicant" means the Comox Business in Action Business and Professionals by the Sea Association.

"Business Improvement Area" means the area of the Town of Comox designated by Section 3 of this Bylaw as set out in SCHEDULE "A", which is attached to and forms a part of this Bylaw.

"Business Promotion Scheme" means:

- (a) supporting/leading or engaging in the implementation of the Strategic Plan, the Economic Development Strategy and the Downtown Enhancement Action Plan;
- (b) improving, beautifying or maintaining streets, sidewalks, or municipally owned land, buildings or other structures;
- (c) supporting businesses with retention and expansion services; and
- (d) marketing, research, staffing and administration.

"COUNCIL" means the Council of the Town of Comox.

3. BUSINESS IMPROVEMENT AREA BOUNDARIES:

For the purposes of this Bylaw, the Business Improvement Area to which this Bylaw is applicable shall be comprised of those parcels of land outlined in bold on SCHEDULE "A", which is attached to and forms part of this Bylaw,

4. TERM AND ANNUAL PAYMENT:

This Bylaw shall be in effect for a term of five years. Council is hereby empowered to grant to the Applicant a maximum amount of money, as follows:

- (a) In the calendar year 2025 - \$80,190
- (b) In the calendar year 2026 - \$88,209
- (c) In the calendar year 2027 - \$97,030
- (d) In the calendar year 2028 - \$106,733
- (e) In the calendar year 2029 - \$117,406

5. TERMS AND CONDITIONS:

- (a) Subject to the terms and conditions of this Bylaw, Council may direct payment of a sum of money to the Applicant in each calendar year for the duration of this Bylaw.
- (b) The money granted pursuant to the Community Charter and this Bylaw shall be expended only:
 - (i) by the Applicant;
 - (ii) in accordance with the conditions and limitations set out in this Bylaw; and
 - (iii) for the purpose of carrying out the Business Promotion Scheme.
- (c) All of the money granted to the Applicant pursuant to Section 4 of this Bylaw shall be recovered from the owners of improved land or real property within the Business Improvement Area classified as Class 6 (Business and other).
- (d) For the purpose of recovering the monies granted to the Applicant under this Bylaw, the Town of Comox shall levy annually a property value tax on land and improvements.
- (e) The Applicant shall submit annually to Council for approval, on or before October 1st, a budget for the next calendar year in accordance with the Business Promotion Scheme.

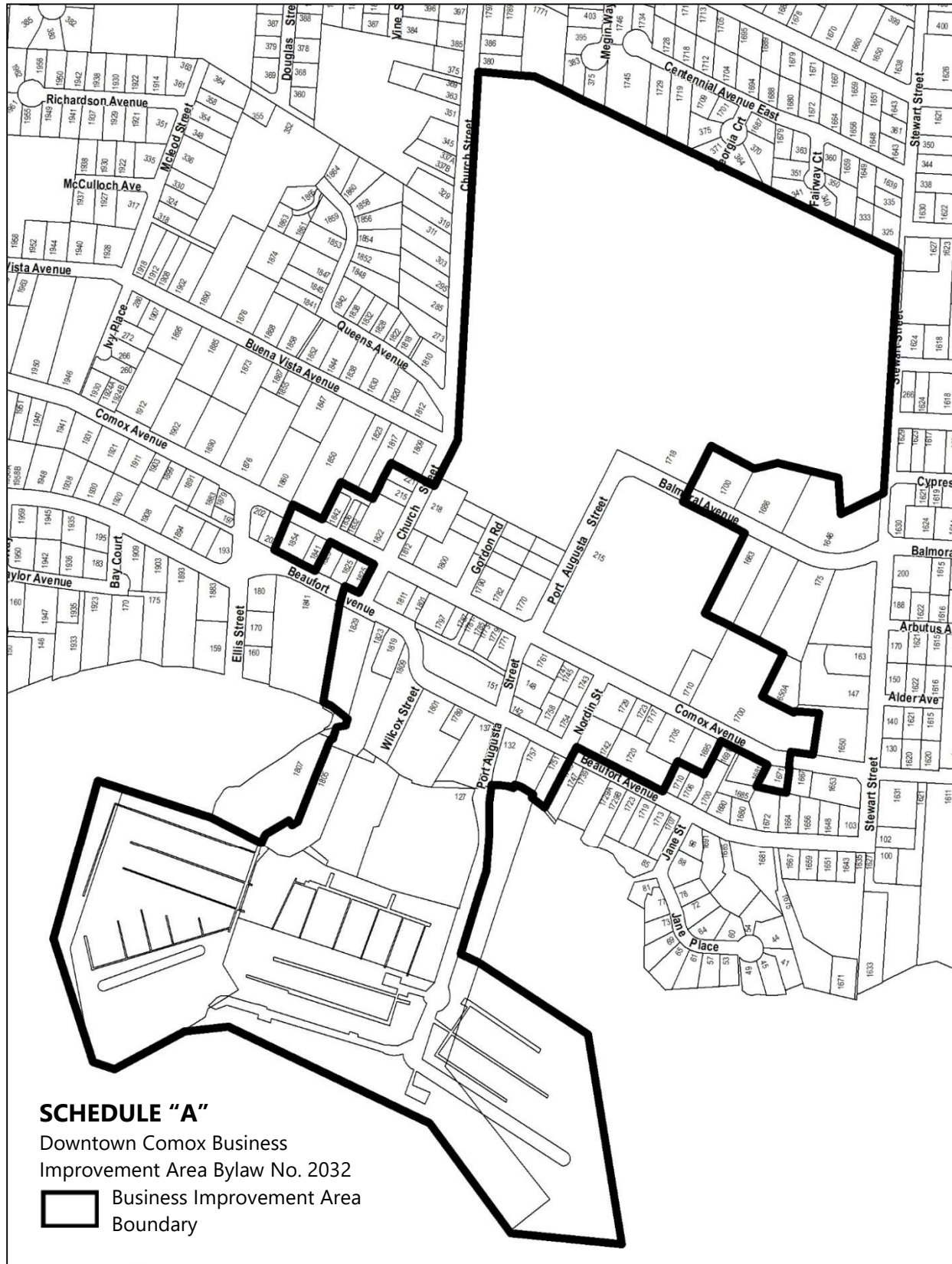
- (f) Money granted pursuant to Section 4 of this Bylaw shall be paid on or before July 2nd of each year.
- (g) Money granted pursuant to Section 4 of this Bylaw shall be expended only for projects provided for in the annual budget submitted by the Applicant and approved by Council.
- (h) No payments shall be made by the Applicant unless the payments are within the amounts set out in the budget approved by Council.
- (i) The Applicant shall account for the money granted and approved by Council for the previous year by submitting to the Town of Comox on or before October 1st, in each year, an annual financial statement which shall be prepared in accordance with generally accepted accounting principles.
- (j) The Applicant shall not incur any indebtedness or other obligations beyond each budget year.
- (k) The Applicant shall provide to the Town of Comox copies of insurance policies insuring the Applicant in accordance with the specifications set out in Section 6. Such insurance shall be maintained by the Applicant.

6. INSURANCE SPECIFICATIONS:

- (a) The Applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the Municipality and subject to limits of not less than FIVE MILLION (\$5,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the Applicant as well as any contractor or subcontractors hired by the Applicant.
- (b) The Town of Comox shall be added as an additional insured under the Comprehensive General Liability policy.
- (c) The Applicant shall provide the Town of Comox with a copy of its Comprehensive General Liability insurance policy prior to Council providing funding under Section 4 of this Bylaw.
- (d) The Applicant's Comprehensive General Liability policy shall contain an endorsement to provide the Town of Comox with 30 days written notice of change or cancellation.

7. TERMINATION:

This Bylaw shall cease to have effect on the 1st day of January 2030.



TOWN OF COMOX
Certificate of Sufficiency

Downtown Comox Business Improvement Area Bylaw No. 2032

In accordance with Section 216 of the Community Charter, I hereby certify that the Town of Comox has not received a sufficient petition against the adoption of the Downtown Comox Business Improvement Area Bylaw No. 2032.

Corporate Officer

Date Signed



LIFE *by the* SEA

November 4, 2024

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

RECEIVED

November 5, 2024

TOWN OF COMOX

LOG: 24-431	REFER:	AGENDA: RCM 20-Nov-24
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-01/6980-20/2025

Copies: Council
JW/EH/SR/CD

RE: Comox BIA Bylaw Renewal Request

Dear Mayor and Council,

I am writing on behalf of the Comox BIA (BIA) Board of Directors to ask that Council initiate the renewal process for the Comox Business in Action Association Bylaw in 2025. We respectfully submit the following framework for consideration:

Renewal Process: Subject to petition against in accordance with section 213 of the Community Charter;
Boundary: Remains the same;
Mandate Timeframe: 5 Year mandate;
Levy: \$80,190 (2025), \$88,209 (2026), \$97,030 (2027), \$106,733 (2028), \$117,406 (2029).

Our Society and Board objectives will focus on business promotion schemes included in the Comox BIA’s 5-year Strategic Plan and the Town of Comox’s new Economic Development Strategy and Downtown Enhancement Action Plan developed together with the Town over the last several months. Focus will be place on supporting/leading or engaging in the implementation of these reports which include tactics around downtown beatification, supporting businesses with via Business Retention and Expansion services, research, marketing and ongoing Society administration.

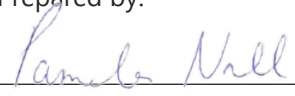
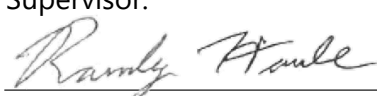

Through meetings with staff, we understand the renewal timelines and are planning to partake in opportunities to support communications to the property owners and the wider BIA members in collaboration with the Town. We are confident that the majority of the property owners in the current service area support a renewal, and we thank you and your staff for their efforts in assisting us through this process.

We look forward to working with the Mayor, Council and staff going forward, as well as being a proactive voice and resource for our members and other interested parties.

Thank you for your consideration,

Pete Chambers
President, Comox BIA Board of Directors

TO: Mayor and Council	FILE: PR 24-13
FROM: Pamela Nall, Planner I	DATE: January 31, 2025
SUBJECT: Zoning Amendment Bylaw 1850.51 (Fence Heights)	

Prepared by:  <hr/> Pamela Nall, Planner I	Supervisor:  <hr/> Randy Houle, Director of Development Services	Report Approved:  <hr/> Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

- 1) THAT Comox Zoning Amendment Bylaw 1850.51 be given First, Second, and Third Reading.
- 2) THAT Comox Planning Procedure Bylaw 1780.17 be given First, Second, and Third Reading.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Comox Zoning Amendment Bylaw 1850.51 and Comox Planning Procedure Bylaw 1780.17 be denied.

PURPOSE

The purpose of this report is to amend Zoning Bylaw 1850 to increase the allowable fence height in the front or exterior yards of the R1.0 and R1.2 zones from 1.0 m to 1.2 m and to amend Planning Procedures Bylaw 1780 to include fence height as a minor variance to be approved by the Director of Development Services.

BACKGROUND

At the December 4, 2024 RCM, Council adopted the following resolutions:

- 1) to direct staff to prepare an amendment to the Zoning Bylaw No. 1850 to increase the allowable fence height in the front or exterior yards of the R1.0 and R1.2 Small-Scale Multi-Family Housing (SSMFH) zones from 1.0 m to 1.2 m (under Section 5.3 Fences), and,
- 2) to direct staff to prepare an amendment to the Planning Procedure Bylaw No. 1780 to add fence height as a minor development variance permit application (under Section 2 Definitions).

ANALYSIS

Increasing the allowable fence height from 1.0 m to 1.2 m in front and exterior yards in the Small-Scale Multi-Family Housing zones will allow more flexibility for homeowners in sourcing fence materials and be in line with front and exterior yard fence height restrictions in other municipalities. This height will still allow for an enhanced streetscape and 'eyes on the street' to enhance safety.

Adding fence height as a minor variance application to be approved by the Director of Development Services will allow homeowners the option to apply for a variance in circumstances where a higher fence may be appropriate, for a reduced fee and reduced processing times. For example, a homeowner requiring a higher fence to enclose a front yard garden to keep out deer would be considered a minor variance.

The factors to be considered by the Planning Staff and Director when processing and approving a minor variance shall only include fence material and transparency and proximity and visibility of the fence from the street. For example, an application for a solid 2 m steel or aluminum fence placed on the front property line with no transparency would not be considered for approval, but a 2 m wood and transparent mesh fence placed away from the property line to screen a garden plot may be considered. A higher fence that is not visible from the street would also be considered by the Director as a minor variance.

See **Attachment 3** Zoning Bylaw Fence Height Review RCM Report from December 4, 2024, for a full discussion on fence heights in the R1.0 and R1.2 zones.

OCP IMPLICATIONS

The current OCP Development Permit Area #2 Ground Oriented Infill, Section 3.2.5.5 Landscape Guidelines states that fences in a front yard should not exceed a maximum height of 1.0 m. In the upcoming updated OCP, due by December 2025, the new OCP guidelines that will encompass SSMFH and Ground Oriented Infill should be aligned with the maximum height of 1.2 m as contained in Bylaw 1850.51.

Attachments:

1. Proposed Bylaw 1850.51
2. Proposed Bylaw 1780.17
3. Copy of RCM Report dated December 4, 2024

TOWN OF COMOX

BYLAW NO. 1850.51

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

- (1) This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw, 1850.51”.

2. AMENDMENTS

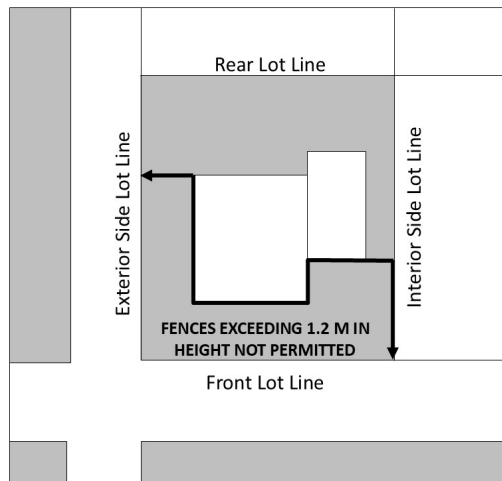
- (1) Comox Zoning Bylaw 1850 is hereby amended as follows:

- (a) General Regulations Section 5.3 Fences is amended by:

- (i) Replacing subsection (4) with the following text:

In the R1.0 and R1.2 zones, fences shall not exceed 1.2 metres in height within a front yard or exterior side yard, as shown in Figure 5.2.

- (ii) Replacing Figure 5-2 with the following figure:



TOWN OF COMOX

BYLAW NO. 1780.17

A BYLAW TO AMEND PLANNING PROCEDURES BYLAW 1780

WHEREAS the Council of the Town of Comox has adopted a Planning Procedures Bylaw;

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

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

1. TITLE

- (1) This bylaw may be cited for all purposes as "Comox Planning Procedures Bylaw No. 1780.17".




2. INTERPRETATION

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

3. AMENDMENTS

- 1) Comox Planning Procedures Bylaw 1780 is hereby amended by:
- a. Adding as section 2(10) g. the following text:
 - g. fence height
 - b. Adding as section 12(3) a. viii. the following text
 - viii. for a proposed increase in fence height, the following factors shall only be considered:
 - 1. fence material and transparency

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

Prepared by:  <hr/> Pamela Nall, Planner I	Supervisor:  <hr/> Randy Houle, Director of Development Services	Report Approved:  <hr/> Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

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

ALTERNATIVES TO THE RECOMMENDATIONS

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

PURPOSE

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

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

STRATEGIC PLAN LINKAGE

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

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

BACKGROUND

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

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

OCP IMPLICATIONS

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

ANALYSIS

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

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

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

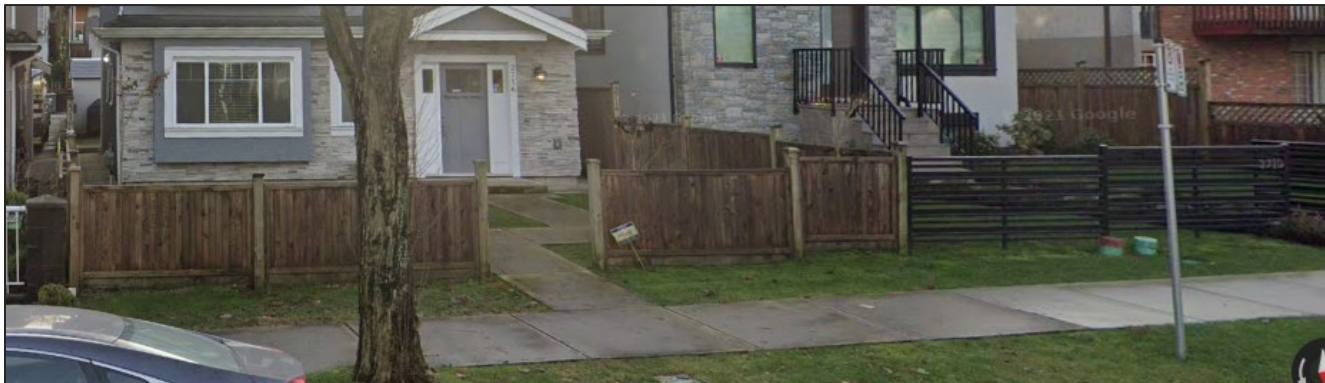


Image 1: Example of 1.2 m front yard fences in the City of Vancouver



Image 2: Example of 1.2 m front yard fences

2) Increase fence height to 1.8 m:

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



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

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

3) Maintain status quo:

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

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

TOWN OF COMOX

BYLAW NO. 2004.03

A BYLAW TO AMEND THE FEES AND CHARGES BYLAW NO. 2016

WHEREAS the Council of the Town of Comox wishes to update the penalties 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 "Bylaw Notice Enforcement Amendment Bylaw No. 2004.03".

2. Amendment

(1) The Bylaw Notice Enforcement Bylaw No. 2004 is hereby amended as follows:

(a) By replacing the penalties associated with Bylaw Sections 5.5, 5.6 and 5.7 of the Comox Dog Licence and Pound Bylaw, 1999 with the following:

Unleashed or un-muzzled Aggressive or Dangerous Dog	5.5	250	300	N/A
Unconfined Aggressive or Dangerous Dog	5.6	250	300	N/A
Insufficient enclosure for Dangerous Dog	5.7	N/A	500	N/A

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this 15th day of January, 2025

(2) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

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 19 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 15th day of January, 2025

(2) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 2016.06

A BYLAW TO AMEND THE FEES AND CHARGES BYLAW NO. 2016

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 "Fees and Charges Amendment Bylaw No. 2016.06".

2. Amendment

(1) The Fees and Charges Bylaw No. 2016 is hereby amended as follows:

(a) By adding as SCHEDULE "C" – ANIMAL CONTROL FEES, the amounts as included in APPENDIX A, attached to and forming part of this Bylaw.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this 15th day of January, 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	



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0720-20
FROM: Cammy Dallamore, Corporate Coordinator	DATE: January 30, 2025
SUBJECT: Accessibility Assessment and Action Plan	

Prepared by: <i>Cammy Dallamore</i> Cammy Dallamore, Corporate Coordinator	Supervisor: <i>Shelly Russwurm</i> Shelly Russwurm, Director of Corporate Services	Report Approved: <i>Jordan Wall</i> Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the Accessibility Assessment and Action Plan specific to the Town of Comox, in alignment with the Comox Valley Local Governments Accessibility Framework, as detailed in the January 30, 2025 report from the Corporate Coordinator, titled "Town of Comox Accessibility Assessment and Action Plan", be Adopted.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT Council provide further direction.

PURPOSE

The purpose of this report is to seek Council's authorization to adopt the Town of Comox Accessibility Assessment and Action Plan (Attachment "A").

STRATEGIC PLAN LINKAGE

The 2022-2026 Strategic Plan prioritizes the maintenance of a sustainable and inclusive community while considering the long-term financial, environmental, and cultural impacts of decisions. To achieve this, each decision by Council is carefully examined through various 'lenses,' including a strong commitment to Accessibility, aiming to support and embrace diversity and to make our community and services accessible and inclusive for everyone, regardless of ability or background.

Strategic Priority Linkage and Areas of Focus	
Lenses	Accessibility - We will support and embrace diversity and strive to make our community and services accessible and inclusive for everyone regardless of ability or background.
Values	Embracing Diversity – We support diversity and strive to make our community and services accessible and inclusive.
Organizational Excellence – Areas of Focus	Customer Service - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.
Community Connection and Wellness – Areas of Focus	Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all.
Community Connection and Wellness – Areas of Focus	Recreation - We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.

BACKGROUND

The Province of British Columbia passed the *Accessible BC Act* in 2021. Following this, in 2022, the *Accessible British Columbia Regulation* came into effect. This legislation requires local governments to establish an accessibility committee, develop an accessibility plan and provide a process for obtaining public feedback on accessibility. To meet the requirements, the Comox Valley Social Planning Society, the Comox Valley local governments and the Comox Valley Accessibility Committee established a formal relationship and structure.

On November 1, 2023, Council adopted the Comox Valley Local Governments Accessibility Framework in partnership with the Comox Valley Accessibility Committee (CVAC), Comox Valley Regional District (CVRD), Town of Comox, City of Courtenay, and Village of Cumberland.

Within 18 to 24 months following the completion of the framework, local governments are expected to initiate assessments and draft action plans in collaboration with the CVAC. These action plans will undergo review and updates every three years following thorough monitoring and evaluation.

ANALYSIS/ISSUES/IMPLICATIONS

The Town of Comox Accessibility Assessment and Action Plan was developed with the advice of the CVAC. The Comox Valley Local Governments Accessibility Framework principles of inclusion, adaptability, diversity, collaboration, intersectionality, and respect were considered as part of the plan development.

As this is the Town's first formal accessibility plan, it is expected that it will evolve over time. The plan will undergo review and updates at least once every three years in accordance with the *Accessible BC Act*, with progress reported annually.

The plan contains 34 recommendations spanning four standard areas – education and awareness, built environment, information and communication technologies, and governance and services. Recommendations are grouped as short term, long term or ongoing, and are monitored and tracked. Implementation of the recommendations will require support from across the organization, and in some cases, financial resources.

a. Applicable Policies and Legislation

The Accessible British Columbia Act received Royal Assent on June 17, 2021. The Accessible BC Regulation (BC Reg 105/2022) came into effect on September 1, 2022, identifying local governments as prescribed organizations to which the Act applies.

b. Legal

The implications of not passing the recommended motions could have legal and financial consequences, as well as incur negative community impacts.

c. Financial

Many tasks outlined in the Plan can be executed without extra funding; however, staff time is required to manage implementation. Some recommendations may need to be addressed through the City's budgeting process. The implementation will be staggered according to the availability of resources. We will explore and pursue grant opportunities whenever suitable.

d. Public Relations

The Act mandates that organizations must create a way for the public to give feedback on their accessibility plans and any obstacles that might hinder people from interacting with the organization.

CVRD, Comox, Cumberland, and Courtenay will continue to collaborate to set up consistent feedback systems across the area. The Accessibility Committee will help with ideas for engaging the community. Communication regarding specific projects will continue, and input from CVAC will be sought through staff or Council.

GOVERNANCE CONSIDERATIONS

1. What happens if Council chooses not to adopt an Accessibility Plan?

There are no specific fines, but several negative consequences could occur. The Town might face public criticism and potential legal issues from discrimination complaints. It

could also lose government funding or support. Additionally, the provincial government can investigate and mandate improvements.

Attachment A: DRAFT Town of Comox Accessibility Assessment and Action Plan, August 2024



TOWN OF
COMOX

Town of Comox Accessibility Assessment and Action Plan

February 2025

Table of Contents

INTRODUCTION.....	3
KEY ACHIEVEMENTS TO DATE	6
BACKGROUND	8
PLANNING METHODOLOGY	9
THREE YEAR ACTION PLAN – Recommendations	10
IMPLEMENTATION AND REVIEW PROCESS.....	13
NEXT STEPS.....	13
PROVIDING FEEDBACK.....	14
RESOURCES.....	14

INTRODUCTION

The *Accessible BC Act*, passed by the Province of British Columbia in 2021, requires local governments to establish an accessibility committee, create an accessibility plan, and obtain public input on accessibility.

The Town of Comox Accessibility Assessment and Action Plan serves as a roadmap for identifying, eliminating, and preventing barriers within the Town. It aims to align with the requirements of the *Accessible BC Act*.

The Comox Valley Local Government Accessibility Framework (the Framework) was created in collaboration with local government staff, the Comox Valley Social Planning Society, and the Comox Valley Accessibility Committee. It outlines common principles, guides local government plans, and designates the Comox Valley Accessibility Committee as the official regional committee. This Committee is run by the Comox Valley Social Planning Society and funded through the CVRD's general administration service, in which the Town is a participant.

The Town of Comox plan was crafted in consultation with the Comox Valley Accessibility Committee. Feedback on this initial plan will be used to update or amend the plan and assist with prioritizing items. Throughout its development, the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design, as outlined in the *Accessible BC Act*, were carefully considered. Recognizing that the plan will evolve, regular reviews will be conducted, guided by input from individuals with lived experience and/or expertise in accessibility issues.

The Town encourages continuous engagement and feedback regarding the plan and accessibility concerns in general.

Territorial Acknowledgement

The Town of Comox respectfully acknowledges 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.

About the Town of Comox

Comox, a coastal town on Vancouver Island, BC, Canada, is known for its vibrant community, stunning scenery, and diverse amenities. With a population of around 15,000, it offers an active, bustling downtown, beautiful marina, green spaces, and beaches. Situated in an area rich in agriculture and seafood, Comox enjoys a mild climate and provides ample recreational and

culinary opportunities, enhancing its reputation as a desirable place to live and visit. As part of the Comox Valley regional district, it is home to Canadian Forces Base 19 Wing Comox and the Comox Valley Airport (YQQ), adding to its appeal as a central hub in the region.

Demographics and Accessibility

The average age in Comox, according to the 2021 Census, is 48.9, with 31.9% of residents aged 65 and over, and 5% aged 85 and over. Statistics Canada's 2017 Survey on Disability revealed that 22.3% of Canadians aged 15 and over reported having a disability, with rates increasing significantly among older age groups. Specifically, the disability rate rose to 37.8% for those aged 65 and older, and 47.4% for those aged 75 and older. Given the correlation between age and disability prevalence, ensuring accessibility is vital to meet the needs of Comox's aging population and community demands.

Commitment to Accessibility

Comox is committed to fostering inclusivity by identifying, and striving to remove and prevent, accessibility barriers. The Town will do this through community engagement, working with the Accessibility Committee and implementing customized accessibility plans, which will demonstrate its dedication to creating an inclusive environment for all residents, visitors and workers.

This Accessibility Assessment and Action Plan builds on the foundation set by [Council's Strategic Plan](#), which states:

"Accessibility - We will support and embrace diversity and strive to make our community and services accessible and inclusive for everyone regardless of ability or background."

"Embracing Diversity – We support diversity and strive to make our community and services accessible and inclusive."

"Customer Service - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff."

"Parks - Our parks and greenspace connectivity enhances livability and walkability in the town and ensures seaside access for all."

"Recreation"

- *"We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages."*

- *“Focus on providing equitable access to community recreation through the LEAP and TRIP programs.”*
- *“Deliver youth recreation opportunities and continue to support the Comox Youth Council.”*
- *“Further enhance youth recreation opportunities through the construction of a pump track and development of skate park plans.”*

Definitions

Accessibility is the degree to which a product, service, program or environment is available to all.

The aim of accessibility is to consider whether a program, service or environment can be used by everyone however they may encounter it. (move up with accessibility)

A **barrier** is anything that prevents the full and equal participation in society of people living with disabilities. Barriers come in many forms, but some of them might be physical, architectural, attitudinal, technological.

Equity is the policy or practice of treating everyone fairly by; acknowledging each unique situation and person, accounting for the differences in each person’s starting point, ensuring equal opportunity, allocating the exact resources or support based on the need of the person that is required to reach an equal outcome.

The aim of equity is to ensure that every person has equal access to benefits or outcomes based on the specific needs of that person.

Inclusion is the practice or policy of involving and integrating all groups, especially those who have been historically excluded, who suffer discrimination or who live with disabilities. Inclusion is the extent to which a person feels a sense of belonging and value within their community. Inclusion is a universal human right.

The aim of inclusion is to create, foster and sustain conditions that allow every person to be fully themselves, feel accepted and be treated equally.

Belonging is a feeling of being happy and comfortable as part of a group. Belonging is a positive relationship with other members of a group because they welcome you and accommodate you. Belonging is one of the most basic human needs and is crucial for good mental health.

The aim of belonging is to create space for people to be safe, seen, accepted, valued and connected.

KEY ACHIEVEMENTS TO DATE

Even though this is the Town's first formal accessibility plan, significant steps have already been taken in recent years to create and support a community where everyone is included. Notable initiatives include seeking funding through programs like the Measuring Up Program, supporting grant applications for projects such as those proposed by the Filberg Heritage Lodge and Park Association, and incorporating age-friendly community planning into the Official Community Plan (OCP). Efforts have also focused on specific areas like Kye Bay Park, where requests for improved accessibility have been acknowledged.

Recent developments include participation in programs like the Leisure for Everyone Accessibility Program (LEAP), which provides subsidized recreation access for youth and adults from low-income families. Additionally, there is an ongoing commitment to address accessibility concerns in various aspects of municipal operations, such as snow plowing policies and the creation of sidewalk snow-clearing assistance plans.

Policies:

- CCL-025 Property Tax Exemption Policy
- CCL-038 Town of Comox Wood Burning Policy
- CCL-042 Municipal Snow Plowing Policy
- CCL-048 Municipal Idling Control Policy
- CCL-050 Employee Wellness Policy
- CCL-051 Traffic Calming Policy
- CCL-056 Community Centre Visitor Code of Conduct Policy
- CCL-060 Council Meeting Video Recording Policy
- CCL-069.03 Affordable Housing Policy
- CCL-075 Warming and Cooling Centre Procedures Policy

Plans:

- Transportation Master Plan
- Official Community Plan
- Comox Building Bylaw 1472 (Age Friendly Planning & Resources)
- Comox Zoning Bylaw 1850 (Age Friendly Planning & Resources)
- Housing Affordability Strategy

Past and Ongoing Initiatives and Projects:

2007	Advisory Design Panel Representation	Comox applied for funding through the Measuring Up Program and collaborated with other local governments in the Comox Valley on accessibility matters. Additionally, development permit applications were forwarded to the Comox Valley Accessibility Committee for feedback on accessibility concerns.
2011	Filberg Heritage Lodge and Park Association: Support necessary to complete grant application process.	Assistance in finalizing a grant application to the federal government's Enabling Accessibility Fund, and a letter of support was provided to bolster the application.
2011	Official Community Plan	Age-Friendly Community Planning
2019	Recreation Building Assessment for Accessibility	In 2019, the Recreation Department secured a grant for a free Rick Hansen Foundation accessibility assessment. The building qualified for Accessibility Certification. Not listed in the registry due to associated fees.
2021	Recreation Access Program for Comox Valley Youth	One-year pilot of the regional Leisure for Everyone Accessibility Program (LEAP) to provide subsidized recreation access to youth (18 years and younger) from low-income families, in accordance with the program's guidelines.
2021	Downtown Vitalization Program	One goal of the Downtown Vitalization Program is to promote the development of high-quality residential spaces that are conducive to citizens "aging in place."
2022	Leisure for Everyone Accessibility Program Adults	One-year trial of the regional Leisure for Everyone Accessibility Program (LEAP) for adults, commencing January 1, 2023.
2023	Regional Recreation Assistance Program: LEAP – Youth	Council formalized the establishment of the regional Leisure for Everyone Accessibility Program (LEAP) to offer subsidized recreation for youth (18 years and younger) in low-income families subsidized, based on the one-year pilot program.
2024	Regional Recreation Assistance Program: LEAP-Adult	

2023	Solid Waste Assistance	Provisions to allow additional waste and assisted set-out service.
2023	Municipal Snow Plowing, Sanding, and De-icing Policy	Creation of Snow Angels Program, a sidewalk snow clearing assistance plan taking into account community connections and accessibility issues.
2023	Marine Services Building	
2023	Comox Valley Accessibility Framework	
2024	Website updates	Interactive map, links to commonly accessed documents to establish a centralized location for all accessibility information on the Town's website.
2024	Delegation - Increasing accessibility within the Town of Comox	Concerns about elevation changes without visual cues for individuals with visual impairments will be sent to the Accessibility Committee, the business community, and the downtown Business Improvement Association (BIA).
2024	Parks and Trails Master Plan	Update in progress
2024	Official Community Plan	Update in progress

BACKGROUND

Legislative Framework

In 2021, the *Accessible B.C. Act* was passed in the province to enhance accessibility throughout the region, requiring local governments to establish an accessibility committee, develop an accessibility plan, and create a mechanism for gathering public feedback on accessibility matters. In developing and updating the accessibility plan, the local governments must consult with its accessibility committee and consider the following principles: inclusion, adaptability, diversity, collaboration, self-determination and universal design.

Comox Valley Local Governments Accessibility Framework

On November 1, 2023, the Town of Comox Council adopted the Comox Valley Local Governments Accessibility Framework, developed in partnership with the Comox Valley Accessibility Committee, the Comox Valley Regional District, the City of Courtenay, and the Village of Cumberland. The framework aims to help local governments collect community

feedback to enhance fairness and accessibility in policies, bylaws, and infrastructure. It focuses on identifying and removing barriers to ensure that all programs, services, and infrastructure are inclusive for everyone, regardless of ability. The framework outlines common principles, guides local government plans, and designates the Comox Valley Accessibility Committee as the official regional committee.

Each local government will use the framework to create tailored accessibility plans and assessments, with the Accessibility Committee offering advice on identifying challenges and suggesting solutions.

About our Committee

To meet the requirements of the Accessible British Columbia Act and through collaboration with the Comox Valley Social Planning Society, the Comox Valley local governments and the Comox Valley Accessibility Committee have established a formal relationship and structure. Under this arrangement, the Comox Valley Accessibility Committee will serve as the Town's accessibility committee and advise and help the Town develop and update action plans and assessments based on the framework.

PLANNING METHODOLOGY

According to the 2021 Survey on Accessibility in Federal Sector Organizations, 75% of British Columbians with disabilities, difficulties or long-term conditions encountered at least one barrier related to accessibility (Statistics Canada, 2021). Although data from local governments is not available, Town of Comox residents with disabilities, difficulties or long-term conditions likely experience similar barriers in accessing Town facilities, services and information.

Disability Alliance BC identifies that barriers prevent a person from participating fully in their community. Disability type and severity can also impact a person's experience of barriers (Government of Canada, 2022). BC's Accessibility Plan identifies the following barriers (Disability Alliance BC, 2020):

Attitudinal – when people think and act based on false ideas, such as:

- making decisions about people with disabilities without including them
- not believing that a person with a disability can contribute to the workforce

Physical – when obstacles make access difficult, such as:

- a washroom with an accessible stall but no automatic door opener
- a meeting or public event in a space with no wheelchair access

Information or communication – when communication methods do not reach people with disabilities, such as:

- using small print or not providing large-print versions of materials
- videos, events, or meetings that do not have captions

Systemic – when an organization’s policies or procedures aren’t inclusive, such as:

- not providing an America Sign Language interpreter or captioning
- requiring a driver’s license for a position when another form of transportation could be used

Technology – when technology can’t be accessed by people with disabilities, such as:

- websites, documents, or databases that are not accessible for screen readers
- website graphs and charts that do not have text to explain them

Sensory – when lights, sounds or smells prevent participation in the environment, such as:

- co-workers wearing perfume in the workplace
- fluorescent lighting in public event spaces

THREE YEAR ACTION PLAN – Recommendations

Education and Awareness	
No.	Action
1	<i>Increase Town of Comox staff awareness about local disability support organizations.</i>
2	<i>Develop / implement educational materials on accessibility for staff training.</i>
Built Environment	
Built Environment - Facilities	
No.	Action
2	<i>Support agencies, organizations, businesses, and residents to promote accessibility for businesses.</i>
3	<i>Pursue funding for accessibility improvements.</i>
4	<i>Assess the accessibility of town buildings, including features such as automatic doors and public restrooms, and implement upgrades as resources allow.</i>

Built Environment - Parking	
No.	Action
5	<i>Review Accessible Parking spaces for Town facilities and downtown businesses. Develop accessible parking requirements and ensure parking spaces meet legislative requirements where practicable and feasible.</i>
Built Environment - Sidewalks / Crosswalks	
No.	Action
6	<i>Develop barrier-free sidewalk and crosswalk standards, ensuring new sidewalks and crosswalks meet these standards, and improve existing sidewalks and crosswalks to comply with these requirements.</i>
7	<i>Sidewalk on both sides of Beaufort Avenue, formalized parking areas and a shared bike/vehicle lane (CV Sewer Conveyance Project).</i>
8	<i>A new sidewalk on the south side of Balmoral Avenue from Stewart Street to Pritchard Street (CV Sewer Conveyance Project).</i>
Built Environment - Signage	
No.	Action
9	<i>Improve community signage to meet accessibility standards as resources allow (tactile surface indicators, indoor/outdoor, accessible paths of travel, wayfinding cues, lighting, audible beacons, large fonts & symbols).</i>
Built Environment - Parks	
No.	Action
10	<i>Assess & improve surfacing at high use nature parks (McDonald Park, Brooklyn Creek Greenway).</i>
11	<i>Assess and improve pathways within Parks for access from the street to the playground.</i>
12	<i>Provide pathway improvements at Highland Park Pickleball Courts.</i>
13	<i>Continue to install accessible picnic tables, benches and seating areas with ample space for wheelchairs.</i>

14	<i>Compile information about accessible infrastructure in parks, at pedestrian crossings, and at public facilities and integrate the information into the Town of Comox Interactive GIS map layer on the website.</i>
Built Environment - Transit	
No.	Action
15	<i>Coordinate with BC Transit to provide barrier-free bus stops on all accessible routes.</i>
Built Environment - Transportation	
No.	Action
16	<i>Incorporate accessibility in the next Transportation Master Plan review.</i>
17	<i>Upgrade, improve, and modify accessibility routes based on use, demand and proximity to common destinations for people with disabilities.</i>
18	<i>Continue to provide notice where feasible for operations that impact movement so others can plan their routes, and account for alternate routes for mobility during operations.</i>
Information and Communication Technologies	
No.	Action
19	<i>Establish a centralized list of accessible Town of Comox services and programs to be included on the Town's website.</i>
20	<i>Provide status updates on the progress of the 2024 Town of Comox Accessibility Assessment and Action Plan on an annual basis and ensure updates are posted on the Town's website.</i>
21	<i>Investigate and implement new and updated website content that complies with Web Content Accessibility Guidelines (WCAG).</i>
Governance and Services	
No.	Action
22	<i>Encourage and consider accessibility feedback when developing, delivering, seeking input on, or promoting Town services.</i>

23	<i>Continue to explore support options for residents, such as the existing Medical Waste Exemption and Assisted Cart Set-Out Service, alongside the Town's Automated Curbside service.</i>
24	<i>Apply an accessibility lens to updates and renewals of major public documents, policies and communications.</i>
25	<i>Continue to promote neighbours helping neighbours through initiatives and programs such as the existing Snow Angels program.</i>
26	<i>Collaborate with the Comox Valley Accessibility Committee to promote their material during AccessAbility Week.</i>
27	<i>Seek to understand the demographics of the users of Town services to promote greater participation and inclusion.</i>

IMPLEMENTATION AND REVIEW PROCESS

The Comox Accessibility Assessment and Action Plan 2024 will be reviewed annually and updated at least once every three years in accordance with the *Accessible British Columbia Act*. Updates will be guided by barrier-free design standards and input from the Comox Valley Accessibility Committee and the public.

The Town will provide updates on the Plan through its website and Council reports. Feedback from the public and Council will be shared with the Accessibility Committee as appropriate.

Recommendations from the Plan will be integrated into the Town's budgeting process, with implementation phased based on resource availability and alignment with scheduled maintenance or construction. The Plan will remain dynamic, reflecting community priorities through regular reviews.

NEXT STEPS

Looking ahead, the municipality is actively involved in initiatives like the Parks and Recreation Master Plan and the ongoing development of the Official Community Plan. These initiatives offer an opportunity for continued improvement to accessibility within the Town of Comox.

Grant funding is available from SPARC BC for implementing identified projects aimed at reducing barriers for individuals with disabilities. The Town will be applying for this funding after Council adoption of this Accessibility and Action Plan.

PROVIDING FEEDBACK

How to Provide Feedback

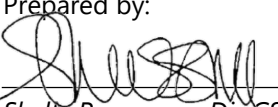
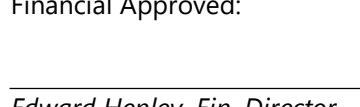
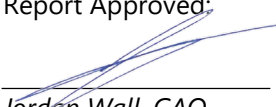
Feedback on the plan is welcome and can be submitted as follows:

- Online engagement Platform - <https://www.comox.ca/town-hall/corporate-services/accessibility>
- Email to Town@comox.ca
- Website comment forms on comox.ca
- Telephone 250 339 2202

RESOURCES

- [Comox Valley Local Governments Accessibility Framework](#)
- [Comox Valley Accessibility Committee & SPARC BC Accessibility Review \(March, 2024 draft\)](#)
- [Accessible British Columbia Act](#)
- [Accessible British Columbia Regulation](#)
- [Accessible Canada Act](#)
- [United Nations Convention on the Rights of Persons with Disabilities](#)

TO: Mayor and Council	FILE: 6430-04 / 2023
FROM: Shelly Russwurm, Director of Corporate Services	DATE: January 31, 2025
SUBJECT: Employee Standards of Conduct Policy	

Prepared by:  Shelly Russwurm, Dir CS	Financial Approved:  Edward Henley, Fin. Director	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. THAT Council Policy No. CCL-079, Employee Standards of Conduct Policy, be Adopted.
2. THAT Council Policy No. CCL-062, Personal Use of Town Assets Policy, be Discontinued.

PURPOSE:

To recommend that Council adopt a new Standards of Conduct Policy for employees that outlines expectations related to the performance of duties, that helps to ensure employees are comfortable in their working environment and that instills confidence and trust in the Town of Comox.

STRATEGIC PLAN LINKAGE:

The development of a Standards of Conduct policy is directly related to Council's *Staff Retention* area of focus under its *Organizational Excellence* priority:

Area of Focus:	Projects and Initiatives:
Staff Retention - Ensure our human resources are aligned with meeting Council's and the community's expectations.	- Develop a standard of conduct to promote a positive and respectful workplace.

BACKGROUND:

Standards of conduct provide employees with clear, written guidelines on expectations related to the performance of their duties. Standards of conduct ensure performance expectations are clear, ensure impartiality of employees in the conduct of their duties and ensure the public's confidence and trust in the Town of Comox.

Standards of conduct help to ensure employees' duty of loyalty to the Town, and outline expectations that lead to fairness and impartiality in the conduct of their duties. In general, they reflect an organization's culture, values and priorities.

ANALYSIS/ISSUES/IMPLICATIONS:

The Town currently has a number of policies that outline the standards and expectations of employees while in the performance of their duties, such as:

- Complaint Resolution Policy
- Conference and Travel Policy
- Criminal Record Check Policy
- Departmental Procedures and Compliance Policy
- ICBC Information Protection Policy
- Occupational Health and Safety Policy
- Personal Use of Town Assets Policy
- Purchasing Policy
- Respectful Workplace Policy
- Whistleblowing Policy

Two additional policies, an Information Technology Policy and a Mobile Device Policy, were included on the January 15, RCM Council agenda and adopted by Council.

The recommended Standards of Conduct Policy is meant to complement and, in some cases, incorporate/replace these existing policies. A future review will be conducted to determine if additional existing policies can be incorporated into the Standards of Conduct Policy, if adopted by Council.

A standards of conduct policy is a common instrument to help employees navigate ethical dilemmas, avoid conflicts of interest, and maintain public trust. Once adopted, adherence to the standards is critical for ensuring that the reputation of the organization and its employees is upheld. As such, if adopted by Council, compliance with the Policy by employees will become a condition of employment with the Town.

The Policy aligns with the Council's values of *Respectful Dialogue*, *Embracing Diversity* and *Disciplined Decision Making*, as well as with its Strategic Priorities of *Organizational Excellence* and *Good Governance*. These values and priorities reflect Council's commitment to fostering a positive culture and promoting respect, inclusiveness and good governance.

The recommended Policy focuses on the following general key principles:

- professionalism, ethics and courtesy in service to the public,
- confidentiality in the care and control of personal and sensitive information,
- conduct while on- and off-duty
- compliance with laws, regulations and policies
- fostering a safe and healthy workplace,
- responsible and appropriate use of municipal resources

As a condition of employment, Employees will be required to complete an acknowledgment annually, certifying that they have read, understood, and will continue to comply with the Standards.

a. Applicable Policies and Legislation

Respectful Workplace Policy No. ALL-007

Complaint Resolution Policy No. ALL-008

Purchasing Policy No. CCL-017

Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052

Employee Criminal Record Check Policy No. CCL-055

Personal Use of Town Assets Policy No. CCL-062

Information Technology Acceptable Use Policy No. CCL-077

Mobile Device Policy No. CCL-078

Freedom of Information and Protection of Privacy Act

b. Legal

Not applicable.

c. Financial

Not applicable.

d. Interdepartmental

The recommended Policy has been reviewed by the Labour Management Committee, and feedback has been considered. To ensure employees have a clear understanding of the new policy, training sessions will be provided for each department.


e. Public Relations

Not applicable.

GOVERNANCE CONSIDERATIONS:

Q: Why is a Standards of Conduct Policy necessary?

A: A Standards of Conduct Policy outlines leadership's expectations for behaviour across an organization in the areas of integrity, objectivity, confidentiality, professional behaviour and professional competence. It helps to ensure employees are comfortable in their working environment.

 TOWN OF COMOX		POLICY AND PROCEDURES MANUAL
Category: HUMAN RESOURCES	Number: CCL-079	Office of Primary Responsibility: CORPORATE SERVICES
EMPLOYEE STANDARDS OF CONDUCT POLICY		
Type: <input checked="" type="checkbox"/> Policy <input 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: Internal Memo from CAO and posted on departmental notice boards		

1 PURPOSE

- 1.01 To outline the values, requirements and expected behaviours that guide [Employees](#) of the Town of Comox in the fulfilment of their employment roles and responsibilities.
- 1.02 To guide Employees in identifying and resolving issues of ethical conduct and [Conflict of Interest](#) that may arise during the course of their employment.

2 POLICY STATEMENT

- 2.01 The Town of Comox is committed to maintaining the highest standards of conduct for all [Employees](#) that:
 - (a) ensure performance expectations are clear,
 - (b) ensure impartiality of Employees in the conduct of their duties, and
 - (c) ensure confidence and trust in the Town of Comox.
- 2.02 The Town of Comox values
 - (a) organizational excellence,
 - (b) staff retention, and
 - (c) a positive and respectful workplace.
- 2.03 Compliance with this Policy is a condition of employment with the Town of Comox.
- 2.04 This Policy works in conjunction with the *Respectful Workplace Policy No. ALL-007* and the *Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*.

3 DEFINITIONS

- 3.01 “Confidential Information” includes, but is not limited to,
 - (a) information in the possession of the Town that the Town is either prohibited from disclosing, or may disclose, under the *Freedom of Information and Protection of Privacy Act* or other legislation; and

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 2

- (b) information concerning matters that are considered in a closed meeting under section 90 of the *Community Charter*.
- 3.02 Conflict of Interest means a conflict between the private interests of an [Employee](#) and the official responsibilities of that Employee in a position of trust, that could improperly influence the performance of his or her official duties and responsibilities. This includes items of a direct or indirect financial interest in a matter. A *real* conflict of interest exists at the present time, an *apparent* or *perceived* conflict of interest could be perceived by a reasonable observer to exist, and a *potential* conflict of interest could reasonably be foreseen to exist in the future. Perceived or potential conflicts of interest can be as damaging as real conflicts of interest.
- 3.03 Council means the duly elected officials of the Town, those being the Mayor and Councillors.
- 3.04 "Employee(s)" means all persons hired by the Town of Comox, including firefighters, volunteers, students and persons currently completing probation.
- 3.05 "Information Technology Device" or "IT Device" means any computing or communications hardware with information storage capability, including computers, servers, cellular telephones, tablets, smart phones, fax machines, printers and copiers.
- 3.06 "Misconduct" has the same meaning as in the *Whistleblowing – Reporting, Investigation and Protection Policy No. CCL-052*.
- 3.07 "Network Services" means
 - (a) computer software, accounts and services owned, leased or subscribed to by the Town, such as email, network file services, and any Town-managed social media accounts or cloud services; and
 - (b) transmission methods and services employed by the Town, including wired, wireless and cellular networks, whether accessed from within the Town's premises or elsewhere.
- 3.08 "Policy" means this *Employee Standards of Conduct Policy No. CCL-079*.
- 3.09 "Town" means the Town of Comox, either in the sense of the geographic area of the municipality or in the sense of the identity of the municipal corporation, as the context requires.
- 3.10 "Town Facility" includes all Town owned lands, sites, buildings and places, as the case requires.
- 3.11 "Town Property" includes, but is not restricted to,
 - (a) [IT Devices](#);
 - (b) [Network Services](#);
 - (c) credit cards;
 - (d) mobile electronic devices;

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 3

- (e) electronic and paper files, documents and data;
- (f) office equipment and supplies;
- (g) tools and equipment;
- (h) identification;
- (i) vehicles; and
- (j) [Town Facilities](#).

3.12 "Violence" means the use of physical force on an individual that causes or could cause injury, and includes an attempted or threatened use of force. Violence also includes "bullying and harassment", as defined in the *Respectful Workplace Policy No. ALL-007*.

3.13 "Workplace" means any place where an [Employee](#) is, or is likely to be, engaged in any work and includes any vessel, vehicle or mobile equipment used by an Employee in the performance of their duties.

4 POLICY PRINCIPLES

4.01 Confidence and trust in the Town of Comox relies on Employees fulfilling their roles and responsibilities with the highest standards of conduct.

5 SCOPE

5.01 This policy applies to all [Employees](#) of the Town of Comox.

6 POLICY

6.01 Compliance with the Law

- (a) [Employees](#) must act in full compliance with all Town bylaws and policies, and all applicable federal and provincial laws and regulations, when fulfilling their employment obligations.
- (b) Employees must submit criminal record checks to the Town in accordance with the *Employee Criminal Record Check Policy No. CCL-055*.
- (c) Employees must report to their immediate supervisor as soon as possible if they are arrested or detained in or outside of Canada, or charged with a violation of laws (*including the Criminal Code of Canada*), statutes or regulations of Canada or another country.
- (d) Employees must report all charges received under traffic or highway codes to their supervisor, if received during the operation of a Town vehicle.

6.02 Oath of Employment

[Employees](#) must, annually, sign and commit to the Oath of Employment ([Appendix A](#)) as a condition of employment with the Town.

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 4

6.03 Loyalty

[Employees](#) have a duty of loyalty to the Town as their employer. Employees must act honestly and in good faith and place the interests of the Town ahead of their own private interests when fulfilling their employment obligations. The duty committed to in the Oath of Employment ([Appendix A](#)) requires Town Employees to serve the Council and the Town to the best of their ability.

6.04 Safe and Respectful Workplace

- (a) The Town is committed to ensuring that all [Employees](#) contribute to a civil and respectful [Workplace](#) free from discrimination, harassment and bullying, and respecting human rights and personal dignity. Employees must:
 - i. treat all individuals with respect and dignity,
 - ii. refrain from discriminatory conduct,
 - iii. report all incidents of [Violence](#) immediately,
 - iv. report safety hazards and unsafe conditions, and
 - v. act professionally and without impairment.
- (b) The Town supports the maintenance of a respectful [Workplace](#) and supports Employees in managing Workplace differences by providing:
 - i. education about human rights, appropriate behaviour in the Workplace, harassment, bullying and dispute resolution;
 - ii. a process for informal resolution of respectful workplace complaints;
 - iii. a process for the reporting and investigation of respectful workplace complaints, including discrimination and discriminatory harassment; and
 - iv. interventions to strengthen workplace relationships.
- (c) Employees' conduct and use of language must meet acceptable social standards and must contribute to a positive work environment.
- (d) Employees must avoid engaging in disorderly or indecent conduct, including any behaviour that compromises the integrity of the Town.
- (e) Employees must contribute to a safe [Workplace](#), free from [Violence](#), bullying, harassment and any other inappropriate conduct, and must follow the *Respectful Workplace Policy No. ALL-007* when fulfilling their employment obligations.
- (f) Employees must treat each other, Council and members of the public with respect and dignity and must not engage in discriminatory conduct prohibited by the *Human Rights Code*.
- (g) [Employees](#) must report all incidents of [Violence](#). Any Employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of Violence in the [Workplace](#) must be addressed immediately.

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 5

- (h) Employees must report all safety hazards and unsafe conditions, and act in accordance with the provisions of the *WorkSafeBC Occupational Health and Safety Regulations*.
- (i) Employees must conduct themselves professionally, be fit for duty, and be free from impairment (such as alcohol, cannabis or drugs).

6.05 Confidentiality

- (a) [Employees](#) must not disclose, release or transmit [Confidential Information](#) that they receive in any form through their employment to anyone other than persons who are authorized to receive the information.
- (b) Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.
- (c) The proper handling and protection of Confidential Information is applicable both within and outside the Town, and continues to apply after the employment relationship ends.
- (d) Employees must not use Confidential Information that they receive through their employment for the purpose of furthering any private interest, or as a means of making personal gains. (See [Conflict of Interest](#) for details.)

6.06 Public Comments

- (a) [Employees](#) may comment on public issues but must not engage in any activity or speak publicly on public issues where they could be perceived as an official act or representation of the Town (unless authorized to do so).
- (b) Employees must not use their position at the Town to lend weight to the public expression of their personal opinions. Employees shall use caution when giving their personal opinion on public issues to ensure that they are not perceived to be using or referencing information obtained during the course of employment with the Town or which calls their impartiality into question.

6.07 Political Activity

- (a) [Employees](#) may participate in political activities; however, must use discretion and judgement while doing so. Participation in political activities may include membership in a political party, supporting a candidate for elected office, or seeking elected office.
- (b) Employees' political activities must be clearly separated from activities related to their employment, so as to not jeopardize Employee impartiality and the political neutrality of the Town. Employees must not engage in political activities during working hours or use [Town Property](#), equipment or resources in support of these activities.

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 6

- (c) Partisan politics are not to be introduced into the [Workplace](#); however, informal private discussions among co-workers are acceptable.

6.08 Service to the Public

[Employees](#) must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective. Employees must be sensitive and responsive to the changing needs, expectations and rights of a diverse public in the proper performance of their duties.

6.09 Conflicts of Interest

- (a) A [Conflict of Interest](#) occurs when an [Employees](#)'s private affairs or financial interests are in conflict, or could result in a perception of conflict, with the Employee's duties or responsibilities in such a way that:
 - i. the Employee's ability to act in the public interest could be impaired, or
 - ii. the Employee's actions or conduct could undermine or compromise
 - (A) the public's confidence in the Employee's ability to discharge work responsibilities, or
 - (B) the trust that the public places in the Town.
- (b) While the Town recognizes the right of Employees to be involved in activities as citizens of the community, conflict must not exist between Employees' private interests and the fulfillment of their employment obligations.
- (c) Employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.
- (d) Examples of conflicts of interest include, but are not limited to, the following:
 - i. Employees using [Town Property](#) or the Employee's position, office, or Town affiliation to pursue personal interests or the interests of another organization;
 - ii. Employees in situations where they are under an obligation to a person who might benefit from or seek to gain special consideration or favour;
 - iii. Accepting any alcoholic or cannabis product as a gift;
 - iv. Employees, in the performance of their employment obligations, giving preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the Employee, or a relative or friend of the employee, has a financial or other interest;
 - v. Employees participating in staffing actions involving direct relatives or persons living in the same household;
 - vi. Employees benefiting from, or reasonably perceived by the public to benefit from, the use of information acquired solely by reason of the Employee's employment;

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 7

- vii. Employees benefiting from, or reasonably perceived by the public to benefit from, a municipal transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments); or
- viii. Employees accepting from an individual, corporation, or organization, directly or indirectly, a personal gift, or meal, or benefit that arises out of their employment, other than:
 - (A) the exchange of hospitality between persons doing business together,
 - (B) the exchange of tokens as part of protocol,
 - (C) the normal presentation of gifts to persons participating in public functions, or
 - (D) the normal exchange of gifts between friends.
 - (E) working lunches provided at Town or business locations, meals provided at conferences, tours, training, galas, speaking event, or other work related events .
 - (F) Holiday gift baskets, baked goods, or general community gifts to departments for general appreciation that are reasonable in nature.
- (e) [Employees](#) must not solicit a gift, benefit, or service on behalf of themselves or other Employees. The following four criteria, when taken together, are intended to guide the judgment of Employees who are considering the acceptance of a gift:
 - i. the benefit is of nominal value,
 - ii. the exchange creates no obligation,
 - iii. reciprocation is easy, and
 - iv. the benefit occurs infrequently.
- (f) Employees who find themselves in an actual, perceived or potential [Conflict of Interest](#) must disclose the matter to their exempt manager and Human Resources using the form in [Appendix B](#) of this Policy.
- (g) Employees who become aware of an actual, perceived or potential [Conflict of Interest](#) involving other Employees must disclose the matter to their exempt manager or Human Resources, following the procedure for Reporting of Suspected Misconduct, under section 7.01 of the *Whistleblowing – Reporting, Investigation and Protection Policy No. CCL-052*.

6.10 Allegations of Misconduct

- (a) In accordance with the *Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*, Employees report any situation relevant to the Town that they believe

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 8

contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment.

- (b) Employees can expect such matters to be treated confidentially, unless disclosure of information is authorized or required by law (for example, the *Freedom of Information and Protection of Privacy Act*).
- (c) Employees will not be subject to discipline or reprisal for bringing forward allegations of suspected [Misconduct](#) in accordance with this Policy or the *Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*.
- (d) In accordance with subsection (a), Employees may also report suspected Misconduct using the Alert Hotline, a safe, convenient and anonymous place for reporting information, as outlined in the *Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*.
- (e) Employees can find information about what types of wrongdoing may be reported and the process for reporting in the *Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*.
- (f) [Employees](#) who are unsure about whether their concerns could be considered Misconduct can seek advice from their exempt manager or Human Resources.

6.11 Legal Proceedings

- (a) [Employees](#) must not sign affidavits, relating to facts that have come to their knowledge in the course of their duties, for use in court proceedings unless the affidavit has been prepared by a lawyer acting for the Town. In the case of affidavits required for use in arbitrations or other proceedings related to Employee relations, Human Resources or the local CUPE Unit may provide necessary approvals.
- (b) Employees must cooperate with lawyers defending the Town’s interests during legal proceedings, by being truthful and forthcoming about the event or issue raised.
- (c) A written opinion prepared on behalf of the Town by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Corporate Officer or the Chief Administrative Officer.

6.12 Working Relationships

- (a) [Employees](#) involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, Employees who are direct relatives or who permanently reside together may not be employed in situations where:
 - i. A reporting relationship exists where one Employee has influence, input, or decision-making power over the other Employee’s performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 9

- ii. The working relationship affords an opportunity for collusion between the two Employees that would have a detrimental effect on the Town's interest.
- (b) The above restriction on working relationships may be waived provided that the Chief Administrative Officer is satisfied that sufficient safeguards are in place to ensure that the Town's interests are not compromised.

6.13 Outside Remunerative and Volunteer Work

- (a) Employees may hold jobs outside the Town, carry on a business, receive remuneration from public funds for activities outside their position or engage in volunteer activities provided they do not:
 - i. interfere with the performance of their duties as a Town Employee;
 - ii. bring the Town into disrepute;
 - iii. represent a [Conflict of Interest](#) or create the reasonable perception of a Conflict of Interest
 - iv. appear to be an official act or to represent Town opinion or policy,
 - v. involve the unauthorized use of work time or Town premises, services, equipment, or supplies; or
 - vi. gain an advantage that is derived from their employment with the Town.
- (b) [Employees](#) wishing to engage in activities outlined in subsection (a), who are appointed as directors or officers the Town, may require the prior written authorization from the Chief Administrative Officer, which will not be unreasonably withheld.

6.14 Procurement

[Employees](#) must adhere to the *Purchasing Policy No. CCL-017* and exercise the strictest confidentiality regarding information pertaining to a procurement process. Examples of [Confidential Information](#) include commercially useful information about the Town that is not publicly available, as well as procurement bids and proposals, plans to evaluate responses, and results of evaluations.

6.15 Care and Use of Town and Public Property

- (a) Identification: [Employees](#) must not use job titles or official identification to influence or obtain any privilege or favours to the Employee or others, or to do anything that is illegal, improper or against the best interests of the Town. Identification may be used for standard corporate discounts offered to Town or government employees; however, Employees must never represent themselves as being on official business when on personal business.
- (b) Credit Cards: Credit cards must only be used for authorized Town business purposes, and all receipts must be retained and forwarded to Accounts Payable.

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 10

- (c) Town Vehicles: vehicles must only be used for authorized Town business and travel, and Employees must only transport authorized passengers. Employees using Town vehicles must provide a copy of their driving abstract to Human Resources annually.
- (d) Intellectual Property: Anything created, designed, developed or produced for the Town and by Employees is the full property of the Town. This includes, but is not limited to, software, computer devices, work methods, procedures, forms and evaluation systems.
- (e) Personal Use: Except as permitted in section 6.17, Employees must not use [Town Property](#) for personal use.
- (f) Return of Town Property: All Town Property issued to Employees must be returned when employment with the Town is terminated or when so requested by a proper authority.
- (g) Lost, Stolen or Damaged Town Property: Employees must report all lost, stolen or damaged Town Property to their immediate supervisor as soon as they become aware of its loss, theft or damage.
- (h) Personal Public Property: Employees must deliver to their immediate supervisor all found personal property belonging to members of the public.

6.16 Consumption of Intoxicants and Smoking

- (a) Alcohol, cannabis, illegal drugs or other intoxicants must not be consumed on, at or in Town Facilities or while in the performance of their duties as a Town Employee, unless authorized by their supervisor. Limited, controlled consumption of alcohol may be authorized during special events in areas not open to the public. At such events, [Employees](#) must maintain professionalism and act in a manner that does not discredit the Town.
- (b) Employees must not report to work while under the influence of alcohol, cannabis, illegal drugs or other intoxicants, where a reasonable person would consider their effectiveness impaired to the extent that it could pose a hazard or embarrassment to the Employee or Town, or duties cannot be performed properly.
- (c) Employees must not smoke or vape on, at or in any [Town Facility](#), or on, at or in any place prohibited by law.

6.17 Information Technology Devices and Town Network

- (a) [Employees](#) must use Town-provided accounts (e.g., email) when conducting Town business.
- (b) Employees must use a secure portal when accessing information on the Town's [Network Services](#).
- (c) While computer systems and mobile devices are for authorized Town use, limited personal use of the internet and email is acceptable if it is after hours or during an authorized break, and its use complies with all related legislation, policies and guidelines.

- (d) Employees who use Town [IT Devices](#) and access the Town’s network must comply with requirements outlined in the *Information Technology Acceptable Use Policy No. CCL-077*.
- (e) Employees who are issued Town mobile IT Devices, or who are authorized to use personal mobile electronic devices for Town business, must comply with all requirements outlined in the *Mobile Device Policy No. CCL-078*.
- (f) Employees must inform their immediate supervisor of any breach of computer security, policies or standards.
- (g) All information obtained, stored, sent or received using Town IT Devices and the Town network is subject to routine monitoring and will be reviewed when there are reasonable grounds to do so.

6.18 Off-Duty Conduct

- (a) [Employees](#) must ensure that their off-duty conduct does not affect the image of the Town or their performance as a Town Employee.
- (b) Employees must refrain from engaging in off-duty conduct that:
 - i. is harmful to the Town’s reputation,
 - ii. leads other Employees to refuse, be reluctant or be unable to work with the Employee.

6.19 Compliance with Policy

Failure to follow the provisions of this Policy will be considered to be breaches of an Employee’s employment duties with the Town and may be subject to disciplinary action up to and including termination of employment.

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

- Respectful Workplace Policy No. ALL-007*
- Complaint Resolution Policy No. ALL-008*
- Purchasing Policy No. CCL-017*
- Whistleblowing – Reporting, Investigating and Protection Policy No. CCL-052*
- Employee Criminal Record Check Policy No. CCL-055*
- Personal Use of Town Assets Policy No. CCL-062*
- Information Technology Acceptable Use Policy No. CCL-077*
- Mobile Device Policy No. CCL-078*
- Freedom of Information and Protection of Privacy Act*

Amendment Date	Section Amended or Description of Amendment	Resolution Number

	EMPLOYEE STANDARDS OF CONDUCT POLICY	POLICY AND PROCEDURES MANUAL	
	HUMAN RESOURCES	CCL-079	Page 12

**APPENDIX A –
OATH OF EMPLOYMENT**

As a Town of Comox municipal Employee, I, _____,
PRINT YOUR FIRST AND LAST NAME LEGIBLY

do swear / solemnly affirm [circle one] that:

1. I have received, read and been informed about the content, requirements and expectations of *Employee Standards of Conduct Policy No. CCL-079*;
2. I will honour and faithfully abide by *Employee Standards of Conduct Policy No. CCL-079* and, to the best of my ability, will
 - a. act with integrity;
 - b. while in the performance of my duties, put the interests of the public and the Town of Comox above my own personal interest;
 - c. avoid all conflicts of interest, whether real or perceived;
 - d. safeguard [Confidential Information](#), not divulging it unless I am either authorized to do so or required to do so by law;
 - e. base my advice, recommendations and decisions on the objective evidence that is available to me;
 - f. serve the Town of Comox impartially; and
 - g. conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Town of Comox.
3. I am aware that violations of this Policy may result in disciplinary action up to and including termination of my employment, restitution, civil action, criminal prosecution or any combination thereof; and
4. I will consult with my immediate supervisor or Human Resources if I have questions at any time regarding this Policy.

Please read *Employee Standards of Conduct Policy No. CCL-079* carefully to ensure that you fully understand it before signing this Oath of Employment.

Employee Signature

Employee Printed Name

Sworn/Affirmed before me at Comox, BC
 this ____ day of _____, 202__

 Shelly Russwurm, Corporate Officer
*A Commissioner for Taking Affidavits
 for British Columbia*

APPENDIX B – CONFLICT OF INTEREST DISCLOSURE FORM

See the Employee Standards of Conduct Policy (CCL-079) for more information. This form should be completed by Employees who find themselves in an actual, perceived or potential Conflict of Interest.

Used for (check one only):

- Reporting an actual Conflict of Interest. Form must be submitted to your exempt manager or to Human Resources.
- Documenting concerns about perceived or potential Conflict of Interest. Form may be submitted to your exempt manager or to Human Resources for confidential record keeping. Disclosures may not be assessed or investigated until sufficient evidence is provided, and you will be notified if this happens.

EMPLOYEE INFORMATION	
FULL NAME:	POSITION:
EXEMPT MANAGER OR HUMAN RESOURCES NAME:	DATE:
DETAILS OF OUTSIDE ACTIVITIES AND/OR INTERESTS	
CHECK ALL THAT APPLY: <ul style="list-style-type: none"> <input type="checkbox"/> Business interest <input type="checkbox"/> Personal relationship <input type="checkbox"/> Volunteer activity <input type="checkbox"/> Family ownership of asset or business <input type="checkbox"/> Other: _____ 	CHECK ALL THAT APPLY: <ul style="list-style-type: none"> <input type="checkbox"/> Outside activity done during normal work hours <input type="checkbox"/> Outside activity uses Town Property <input type="checkbox"/> Individual, corporation or organization with friend or family member <input type="checkbox"/> Staffing decision involving family or other <input type="checkbox"/> Use of information acquired through employment <input type="checkbox"/> Potential benefit from municipal transaction <input type="checkbox"/> Acceptance of personal gift or benefit
DETAILS OF THE CONFLICT IDENTIFIED ABOVE:	
HOW OR WHY DOES THIS CREATE A CONFLICT?	
DECLARATION	
I hereby declare that I am raising this concern in good faith and believe the information above is accurate and true.	
SIGNATURE:	DATE:

The above information is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purposes of increasing transparency and ensuring professional ethics and accountability. If you have any questions, please call 250 339-2202.



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0400-40; 1855-04; 8640-20
FROM: Shelley Ashfield, Director of Operations	DATE: January 30, 2025
SUBJECT: Federal Active Transportation Fund	

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

THAT Council formally authorizes Staff to proceed with an application for the Federal Active Transportation Fund to upgrade active transportation infrastructure for:

- a) Guthrie Road (Town Boundary to 1966 Guthrie) AND that the Town secure \$293,640 to cover costs for the Town’s portion of the project which are ineligible for reimbursement.

ALTERNATIVES TO THE RECOMMENDATIONS

- a) Pritchard Road (Comox Avenue to Guthrie) AND that the Town secure \$1,004,940 to cover costs for the Town’s portion of the project which are ineligible for reimbursement;
- b) **Both projects** Pritchard Road (Comox Avenue to Guthrie) AND Guthrie Road (Town Boundary to 1966 Guthrie) and that the Town secure \$1,298,580 to cover costs for the Town’s portion of the project which are ineligible for reimbursement.

PURPOSE

To obtain authority from Council to submit a grant application for the construction of improved pedestrian and cycling infrastructure at:

- a) Guthrie Road - approximately 800m of pedestrian and cycling infrastructure on the north side of Guthrie from Nootka Street to 1966 Guthrie Commercial Site
- b) Pritchard Road - approximately 1800m of pedestrian and cycling infrastructure on Guthrie Road from Comox Avenue to Guthrie Road;
- c) Both projects a) and b) - approximately 2600m of pedestrian and cycling infrastructure on both Guthrie Road and Pritchard Road.

STRATEGIC PLAN LINKAGE

These projects support “Community Connection and Wellness”.

EXECUTIVE SUMMARY

The funding intake for the above grant is open from December 12, 2024, to February 26, 2025, providing an opportunity to secure financial support for critical community infrastructure and safety improvements.

Under this grant program, 60% of eligible project costs are covered, with a maximum funding amount of \$50 million per project. To take full advantage of this funding opportunity, the Town will need to secure the remaining 40% of project costs through alternative funding sources. Currently, the Town’s financial plan does not allocate funding for these proposed projects. As a result, the Town will need to explore various funding options to cover its portion of the project costs, as outlined in Table 1 below.

BACKGROUND

Administration conducted a thorough review of potential projects that align with the grant criteria and would provide significant benefits to residents. The proposed projects aim to enhance the level of service and safety of pedestrian and cycling infrastructure, promoting active transportation and improving overall connectivity within the community. These improvements will support safer routes for students, commuters, and recreational users while aligning with the Town’s long-term vision for sustainable transportation.

The eligible projects identified include the following:

- a) Guthrie Road - approximately 800m of pedestrian and cycling infrastructure on the north side of Guthrie from Town Boundary to 1966 Guthrie Commercial Site.

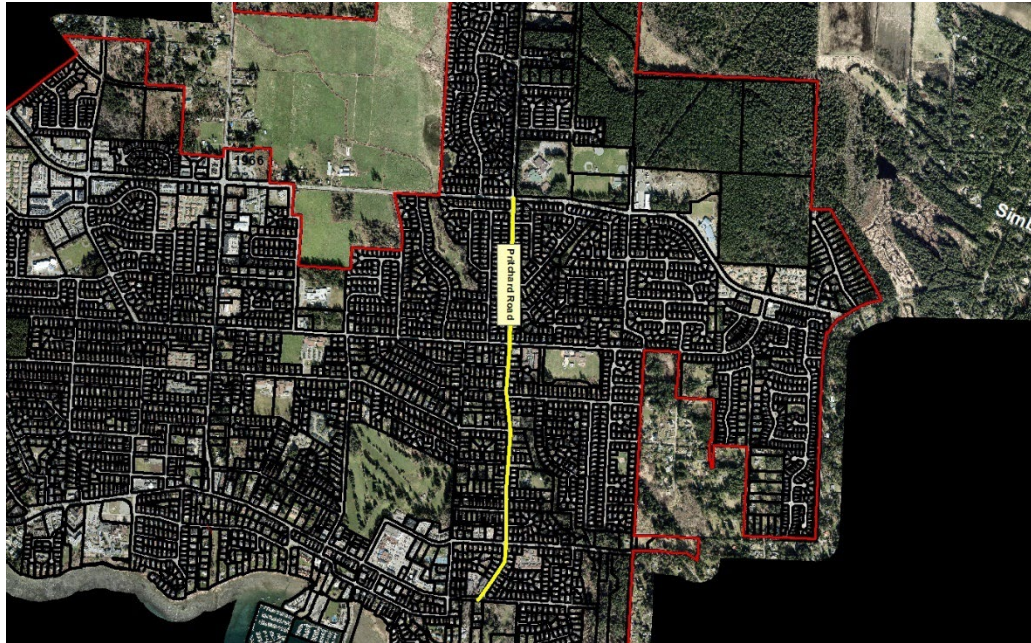
These improvements are being proposed as the Town recognizes this section of road as a community public safety priority. While this portion falls within the CVRD, its direct connection to the Town, increased local density, and heavy use by Highland School students make it a vital

link for Comox residents. The Town acknowledges the need to enhance traffic flow, pedestrian safety, and overall community well-being as the Town continues to grow.



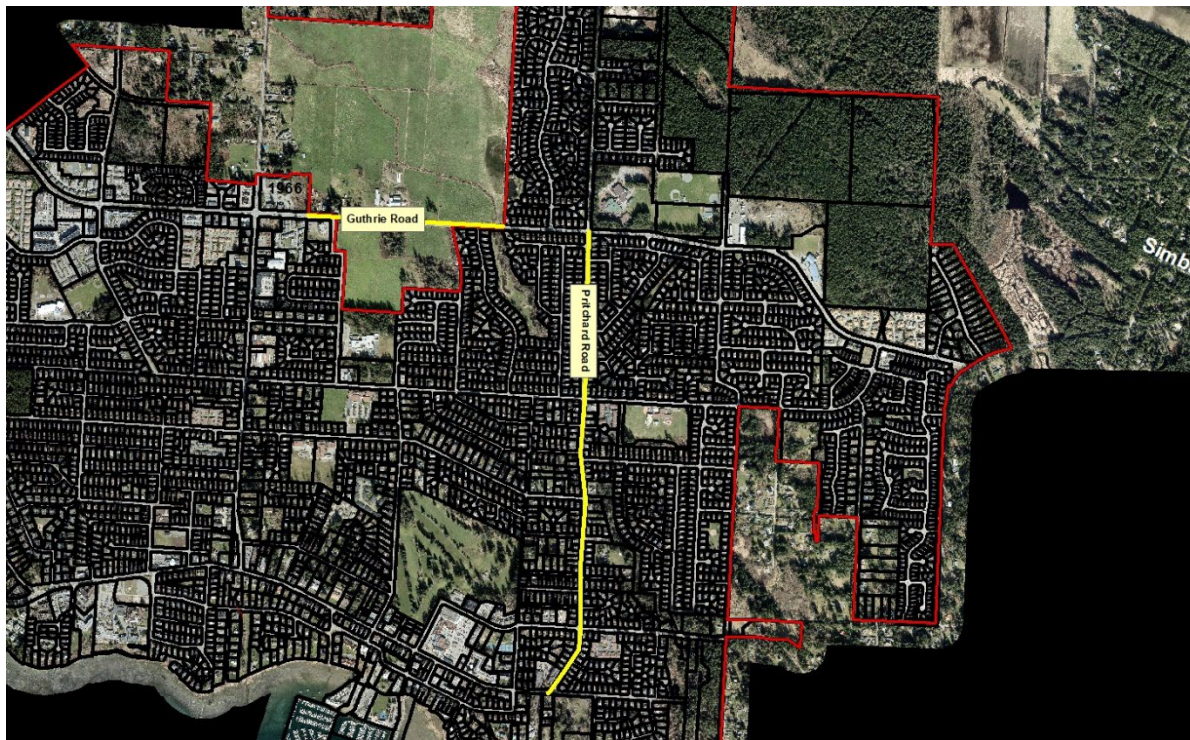
- b) Pritchard Road - approximately 1800m of pedestrian and cycling infrastructure on Guthrie Road from Comox Avenue to Guthrie Road.

While these improvements are not currently included as a capital project in the Town's proposed financial plan, they have been identified in the most recent Traffic Study for completion between 2029 and 2039. Although not classified as an immediate priority, these upgrades would play a crucial role in strengthening connectivity between several schools, downtown, and CFB Comox, enhancing safety and accessibility for the growing community.



c) Both projects a) and b) - approximately 2600m of pedestrian and cycling infrastructure on both Guthrie Road and Pritchard Road.

d)



Project	Location	Total Project Costs (Class D Estimate)	Funding Portion (60%)	Town Portion (40%)	Tax increase to fund replacement
a)	Guthrie Road	\$734,100	\$440,460	\$293,640	\$2.47 (.15%)

b)	Pritchard Road	\$2,512,350	\$1,507,410	\$1,004,940	\$8.47 (.55%)
c)	Guthrie Road and Pritchard Road	\$3,246,450	\$1,947,870	\$1,298,580	\$10.94 (.70%)

Table 1 – project summary

Active Transportation Fund at a Glance

The Active Transportation Fund (ATF) aims to advance the objectives of the [Canada Public Transit Fund](#), and those embedded within [Canada’s National Active Transportation Strategy](#), and [Canada’s Strengthened Climate Plan](#). As such, the ATF will aim to support projects that:

- Increase the use of active transportation relative to car travel and increase the use of public transit by supporting first and last kilometer connections to existing and planned infrastructure;
- Increase affordability by providing economic value to communities and providing cheaper travel options over vehicular travel;
- Support efforts to mitigate climate change and improve climate resilience by reducing road congestion and cutting air and noise pollution; and
- Improve active transportation options for all, especially Indigenous People and equity-deserving groups to ensure people of all ages and abilities can access jobs and services.

Active Transportation Fund Component	Maximum Program Contribution (up to)	Maximum Federal Contributions from all sources (up to)	Total Canadian (i.e. federal, provincial, territorial, and municipal) Government stacking (up to)
Municipal activities located in Provinces	60%	60%	100%

Eligible Projects

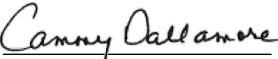


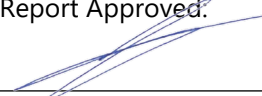
- Building or enhancing infrastructure for active transportation, such as multi-use paths, sidewalks, footbridges, separated bicycle lanes, and connections to other roadways (this could include recreation trails provided they can also be used for transportation, i.e. connecting to destinations, services, or amenities);
- Enhancing active transportation infrastructure, including design considerations in which there may be no net gain in kilometers of infrastructure, but include quality improvements that support greater usage;

- Building or enhancing design features and facilities which promote active transportation, such as storage facilities, lighting, greenery, shade, and benches;
- Building or enhancing safety features which promote active transportation, such as crosswalks, speed bumps, fences, and wayfinding signage.

FINANCIAL IMPLICATIONS

The Town is exploring alternate funding options to cover our capital contribution amount for the projects such as DDD's. A DCC/ACC renewal report is expected to come to Council in April of this year so it is not possible to say at this time whether there will be room available to fund the Town's contribution for these projects in this manner. While the Guthrie project is modest enough to be funded through the Town's capital reserves the Pritchard project will increase the likelihood and timing required to borrow.

TO: Mayor & Council	FILE: 8100-20 / NAUT
FROM: Cammy Dallamore, Corporate Coordinator	DATE: January 31, 2025
SUBJECT: Festival Production Services Agreement – 2025 Nautical Days Festival	

Prepared by:  Cammy Dallamore, Corporate Coordinator	Supervisor:  Shelly Russwurm, Director of Corporate Services	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the draft Festival Production Services Agreement with Mr. Mark Berge, for the preparation and execution of the 2025 Comox Nautical Days’ Festival, as attached to the January 31, 2025, report titled Festival Production Service Agreement – 2025 Nautical Days’ Festival, be approved; and

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

BACKGROUND

The Comox Nautical Days Festival, the longest-running outdoor festival in the Comox Valley, celebrated its 65th anniversary in 2023. Established by the Town in 1958, this longstanding event serves as a fundamental celebration of community, uniting over two dozen community groups. Despite cancellations in 2020 and 2021 due to COVID, the festival successfully returned in 2022.

The Town has supported the administration and planning of the Nautical Days Festival through financial contributions and by contracting a festival producer to manage its production. In February of 2024, Council established an advisory Nautical Days Festival Committee, responsible for providing high-level oversight and strategic direction for the annual Festival. In October of 2024, Councillors Kerr and Haslett, as well as three community members, were appointed to the Committee.

On February 7, 2024, Council passed the following resolution:

- THAT the production and oversight of the Comox Nautical Days Festival continue to be provided through the use of an external service contractor.

To implement this direction, a Comox Nautical Days Festival Producer Expression of Interest (EOI) was advertised on the Town website and the BC Bid Portal on November 27, 2024.

Following the closing date of January 10, 2025, five submissions were received and carefully reviewed by Administration. Based on the evaluation criteria, Mr. Mark Berge was selected as the successful applicant.

An updated Festival Production Services Agreement has been developed, as attached.

ANALYSIS/ISSUES/IMPLICATIONS

a. Financial

In 2024, Council allocated \$28,000 to the Nautical Days' Society for festival production.

Additionally, the Expression of Interest for the Nautical Days Festival Producer has identified \$22,000 as compensation for the 2025 Festival Producer position.

Attached: 2025 Nautical Days Festival Production Services Agreement

FESTIVAL PRODUCTION SERVICES AGREEMENT

THIS AGREEMENT dated for reference the 3rd day of February, 2025.

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

1809 Beaufort Avenue
Comox BC V9M 1R9

(the "**Town**")

OF THE FIRST PART

AND: **MARK BERGE**
having an office at:

255 Panorama Place,
Courtenay, BC, V9N 5S4

(the "**Producer**")

OF THE SECOND PART

WHEREAS:

- A. The Town wishes to engage the services of the Producer as an independent contractor to prepare for and execute the Comox Nautical Days Festival (the **Festival**);
- B. The Producer agrees to provide the services on the terms, and subject to the conditions, set out in this Agreement;

NOW THEREFORE, in consideration of the promises and the mutual covenants and agreements contained herein, the Town and the Producer (the "**Parties**") covenant and agree as follows:

1.0 SERVICES

- 1.1 The Producer agrees to provide services related to the production of the Comox Nautical Days Festival as described in [APPENDIX A](#) – Scope of Work (the "**Services**").

2.0 TOWN OVERSIGHT

- 2.1 The Town's Corporate Coordinator is responsible for administering this Agreement.
- 2.2 The Parties agree to communicate regularly and effectively with each other regarding all aspects of the Festival production.

3.0 TERM

3.1 The Producer will provide the Services during the term of this agreement, commencing on February 3, 2025 and ending on December 31, 2025 (the “**Term**”), with an option to renew for an additional term of up to two years.

4.0 LIABILITY AND PERSONAL INJURY

4.1 The Producer must secure personal injury coverage through WorkSafe BC at their expense.

4.2 The Producer, 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.

4.3 The Town is to be added as additional insured party and the policy shall contain a cross liability clause. The Producer 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.

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

4.5 It is the sole responsibility of the Producer 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 Producer.

5.0 SUB-CONTRACTORS

5.1 The Producer may use the services of sub-contractors if necessary. The Producer acknowledges that any sub-contractors that the Producer hires will be held to the same terms and conditions as that of the Producer in application of this Agreement.

5.2 The Producer will require every sub-contractor to observe the terms of this Agreement so far as they apply to that portion of the Services to be performed directly or indirectly by that sub-contractor, and require that the terms of this Agreement that are applicable to the portion of the Services to be performed by a sub-contractor will form part of the Producer’s sub-contract with the sub-contractor.

5.3 Nothing contained in this Agreement will create any contractual relationship between the Town and any sub-contractors or their officers, agents, employees or workers.

6.0 PAYMENT FOR SERVICES

6.1 The Producer will be compensated in installments upon receipt of an invoice throughout the term of this Agreement, to a maximum total amount of \$22,000 CDN. Payments will be made according to the schedule outlined in [APPENDIX B](#) – Fees and Payment Schedule.

6.2 The Town will contribute an additional \$28,000 CDN in installments to assist with the programming costs associated with producing the Festival, upon receipt of invoices.

6.3 Invoices must be forwarded to the Town Accounts Payable department via email to payables@comox.ca.

6.4 All expenses associated with the Producer's duties (gas, computer, cell phone, travel expenses, personal disbursements, etc.) are the responsibility of the Producer.

7.0 BUDGET CONSIDERATIONS

7.1 There are no cash reserves in place to ensure the solvency of the Festival and no guarantees from any of the funding sources. Should there be a shortfall in funding for any reason – reduced vendor registration, sponsorship withdrawal, for instance – it could have an impact on the size, scope and production values of the Festival.

7.2 While every reasonable effort must be made by the Producer, including consultation with the Town, the over-arching responsibility of ensuring adequate funding for the festival does not rest with the Producer. Given these funding conditions, the Producer, in consultation with the Town or its designates, is authorized to make changes to the Festival scope and content as necessary based on reasonable ongoing funding forecasts throughout the term of this contract.

7.3 the Producer is authorized to approach past and potential sponsors for the Festival. the Producer will exercise care in approaching potential sponsors who would, in the view of the Town, compromise the intent of the Festival.

7.4 Expenses are to be billed in an itemized statement and must include original receipts.

7.5 In addition to the preparation of the event budget, the Producer will manage total expenditure commitments within the approved budget, with the following exceptions:

- (a) Additional, exceptional or unforeseen expenditures for which advance approval from The Town will be sought.
- (b) Additional, exceptional or unforeseen expenditures that The Town may incur without the direct involvement of the Producer.

8.0 FESTIVAL CANCELLATION AND COMPENSATION

8.1 In the event the Festival is cancelled by the Town for any reason at any point in time following the signing of this Agreement, compensation will be paid to the Producer on a pro-rated basis calculated from the date of signing of this Agreement to the date of withdrawal.

9.0 CODE OF CONDUCT

9.1 The Producer 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 Producers 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.

10.0 CONFIDENTIALITY

- 10.1 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 Producer 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.
- 10.2 The Producer 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.
- 10.3 The Producer 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.
- 10.4 The Producer 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.
- 10.5 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.
- 10.6 The Producer 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 Producer is not granted any licence or other rights to any of the Town's Confidential Information except as expressly set out in this agreement.
- 10.7 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 Producer. Should this agreement require collection of Personal Information, the Producer will ensure all policies, procedures, and methods for collecting such information is to the satisfaction of the Town.

11.0 PRIVACY AND INFORMATION MANAGEMENT

11.1 The Contractor acknowledges that the Town is subject to the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended ("**FOIPPA**"), and accordingly, any documents, information and data submitted to the Town by the Producer under this Agreement may be disclosed under FOIPPA. The Producer will provide the services as described in [APPENDIX C – Privacy Protection](#)] and will not do or omit to do anything that causes the Town to not be in compliance with FOIPPA.

12.0 OWNERSHIP OF DOCUMENTS

12.1 All deliverables including, but not limited to: plans, models, designs, specifications, reports and other documents (the "**Work Product**") produced by the Producer and any agent, member, employee, Producer or sub-contractor of the Producer 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.

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

13.0 INDEMNITY

13.1 The Producer agrees to indemnify and hold harmless the Town, its officers, employees, elected officials, and agents from any claims, demands, losses, costs, damages, actions, suits, or proceedings arising from or related to the negligent acts, errors, omissions, or breach of this Agreement by the Producer, its employees, agents, subcontractors, or sub-operators in providing the Services. This indemnity does not apply to claims resulting solely from the negligent acts or omissions of the Town, its employees, agents, or authorized representatives.

13.2 The Town indemnifies the Producer, from and against any loss, claim, damage, costs, expense (including actual legal fees and disbursements), action, and any cause of action, that they may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, that arises out of errors, omissions, negligent acts or other actionable wrongs of the Town, or its servants, agents or employees under this agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or negligent acts of the Producer.

13.3 The indemnities above survive the completion of all services under this agreement and the expiration or termination of this agreement.

14.0 WORKERS COMPENSATION ASSESSMENT REGISTRATION

14.1 The Producer must be registered and in good standing with the Workers' Compensation Board of British Columbia Assessment Department.

- 14.2 The Producer will obtain and maintain during the term of this agreement the necessary coverage for the Producer employees and volunteers, and will, upon request by the Town, provide evidence as to such coverage.
- 14.3 In providing the Services, and at all times when the Producer is on Town premises, the Producer 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).

15.0 TERMINATION AND SUSPENSION

- 15.1 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.
- 15.2 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.
- 15.3 The Town may, at any time, suspend performance of the Services by giving notice in writing to the Producer. 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.

16.0 USE OF MATERIALS

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

17.0 GENERAL

- 17.1 Neither party may assign its rights and/or obligations under this Agreement without the other party's prior written consent.
- 17.2 No amendments or modifications to this Agreement shall become effective unless agreed upon by both parties in writing.
- 17.3 This Agreement shall be construed in accordance with and governed by the laws and decisions of the Province of British Columbia.

18.0 ADDITIONAL CONTRACT STIPULATIONS

- 18.1 The Producer shall not be deemed to be in default in respect of the performance of any of the services in this agreement if any failure or delay in such performance is due to interruption in or delay of transportation services, emergencies, inclement weather, or any similar cause beyond the control of the festival producer and their designated support personnel.

This agreement contains all the items and conditions agreed upon by the parties hereto, and no other agreements, oral, or otherwise implied regarding the subject matter will be considered part of this agreement, nor bind any of the parties unless agreed to in writing by both parties.

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:)

)
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Name:)

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Name:)

MARK BERGE, by its authorized signatories:)

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Name:)

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Name:)

APPENDIX A - SCOPE OF WORK

The Producer will provide the following services for The Town of Comox Nautical Days Festival for the 2025 calendar year as follows:

1.0 FESTIVAL MANAGEMENT

- 1.1 Build on the creative vision for the Festival.
- 1.2 Collaborate with designated representatives of the Town to refine the Festival's design and concept, as outlined in the Comox Nautical Days Production Manual.
- 1.3 Liaise with sponsors, both monetary and in-kind, to refine and document deliverables, ensuring mutual satisfaction.
- 1.4 Develop and execute a timeline for the management of the Festival.
- 1.5 Provide a budget of anticipated expenses as well as revenue from external sources (grants, sponsorships, ticket sales).
- 1.6 Ensure the Festival Program can be executed within the approved budget.
- 1.7 Foster relationships with business associations and the Filberg Festival to strengthen community partnerships.
- 1.8 Oversee on-site management, including layout, tenting, staging, audio-visual needs, infrastructure coordination, and security planning.
- 1.9 Develop a Risk Management plan.
- 1.10 Attend Nautical Days Festival Committee meetings.
- 1.11 Ensure the Festival operates smoothly, and deadlines are met.
- 1.12 Communicate regularly and effectively with the Corporate Coordinator regarding Festival programming and scheduling.

2.0 FESTIVAL ADMINISTRATION

- 2.1 The Producer is responsible for all aspects of administration, preparation and execution of the Festival, including, but not limited to:
 - (a) developing all applicable correspondence and required service/performer agreements with staff/crew, artists, performers, vendors, venues, partners, sponsors, funders and suppliers;
 - (b) ensuring adequate staffing as needed;
 - (c) assessing all volunteer requirements, and recruiting and retaining volunteers as necessary;
 - (d) procuring all vendors and suppliers;
 - (e) management ticketing for any paid events;
 - (f) executing financial transactions such as invoicing, payments and wages;

- (g) sub-contracting and compensating personnel and services as may be required to deliver the Festival;
- (h) ensuring that all personnel are qualified and, if required, certified to perform their duties; and
- (i) arranging and paying for general liability insurance (naming the Town as additional insured) in an amount no less than \$5,000,000 for any one occurrence.

3.0 PROGRAMMING

3.1 The Producer is responsible for all programming activities, including:

- (a) attending all Nautical Days Festival Committee meetings to support high-level oversight and strategic direction'
- (b) creating and setting a Festival Program (schedule, vendors and entertainment line-up), in collaboration with Festival Committee;
- (c) selecting and securing vendors, artists and performers for all days of the Festival; and
- (d) collaborating and liaising with associated Nautical Days events, such as 4-Mile Foot Race, Vintage Wheels Car Show.

4.0 BUDGET, GRANTS AND FUNDRAISING

4.1 By March 1 of each year, the Producer will prepare and submit for review and approval, a budget and plan for the year's Festival including details of all anticipated expenses and revenue from external sources.

4.2 Coordinate the strategic solicitation of sponsors and donors for both cash and in-kind contributions to defray the costs of the Festival.

4.3 Apply for applicable grants from funding bodies such as Heritage Canada, BC Arts Council, RBC Foundation, Comox Valley Community Foundation, BC Fairs, Festival and Events Fund, Federal Building Communities through Arts and Heritage, Comox Valley Events and Experiences Fund, etc.

5.0 MARKETING

5.1 The Producer is responsible for all aspects of marketing the Festival, with final design approval by the Communications Coordinator, including:

- (a) creating a Festival Marketing Plan, which includes:
 - i. designing, creating and disseminating all marketing materials in both digital and print formats;
 - ii. developing content for the Nautical Days Festival website (<https://www.comox.ca/nauticaldays>) and social media pages;
 - iii. drafting and submitting news releases to media outlets; and
 - iv. developing a proposed schedule of marketing release dates;
- (b) conducting outreach and engagement with residents to encourage attendance and participation in the Festival; and

- (c) conducting a post Festival survey with audiences and artists.

6.0 ARTIST AND PERFORMER SERVICES

6.1 The producer will:

- (a) negotiate, draft, and execute all contracts with artists and performers;
- (b) manage and pay for all artists and performers, including performer fees and, as necessary, rehearsal time and green room services;
- (c) coordinate any travel and accommodation arrangements;
- (d) coordinate hospitality requirements (meals, dressing rooms etc.); and
- (e) coordinate any technical requirements.

7.0 SITE LOGISTICS, PRODUCTION AND TECHNICAL SERVICES

- 7.1 Set the Production Schedule for all Festival dates, including set-up and strike.
- 7.2 Hire and manage all site and technical crew required for Festival load-in, build, strike and load-out.
- 7.3 Arrange and pay for all site and production equipment that may be required.
- 7.4 On-site management of load in and load out of all site logistics and equipment that may be required.
- 7.5 Oversee risk-management and on-site safety.

8.0 USE OF TOWN PARKS, FACILITIES, and EQUIPMENT

- 8.1 The Producer may use Town-owned parks and facilities, at no expense to the Producer, for the purpose of planning, programming, and staging the Festival.
- 8.2 The Producer may use Town-owned tents, tables, chairs, portable art walls, traffic cones, garbage receptacles etc. at no expense to the Producer, for programming and events of the Festival.

9.0 EVALUATION AND PRODUCTION MANUAL

- 9.1 By September 30, the Producer will coordinate and host a final wrap-up meeting with the Nautical Days Festival Committee and the Corporate Coordinator.
- 9.2 By November 30, the Producer will provide to the Town, in a form acceptable to staff, a final report which:
 - (a) provides reliable measurement of public attendance and participation in the Festival;
 - (b) provides reliable measurement of artist/performer presentation in the programs and events.
 - (c) captures feedback, both positive and critical, from artists, the public and sponsors/partners regarding the programming and production of the Festival;
 - (d) documents the successes and achievements of the Festival;

- (e) demonstrates a critical and realistic self-assessment, including identification of areas where improvements can be made; and
- (f) accurately documents both budgeted and actual revenues and expenditures for the Festival.

9.3 By December 31, the Producer will update the Comox Nautical Days Production Manual as necessary to ensure that it remains current.

APPENDIX B – FEES AND PAYMENTS SCHEDULE

Total Compensation Package: 2025 - \$22,000.00 plus applicable taxes

Payment Schedule – 2025:

- \$2,150.00 + 5% GST = \$2,257.50 February 29
- \$2,150.00 + 5% GST = \$2,257.50 March 31
- \$2,150.00 + 5% GST = \$2,257.50 April 30
- \$2,150.00 + 5% GST = \$2,257.50 May 31
- \$3,250.00 + 5% GST = \$3,412.50 June 30
- \$3,250.00 + 5% GST = \$3,412.50 July 31
- \$3,250.00 + 5% GST = \$3,412.50 August 31
- \$1,150.00 + 5% GST = \$1,207.50 September 30
- \$1,000.00 + 5% GST = \$1,050.00 October 31
- \$500.00 + 5% GST = \$525.00 November 30
- \$500.00 + 5% GST = \$525.00 December 30

APPENDIX C – PRIVACY PROTECTION

1.0 DEFINITIONS

In this Schedule,

- (a) “Contact Information” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
- (b) “FOIPPA” means the *Freedom of Information and Protection of Privacy Act* of BC, including any regulation made under it;
- (c) “Personal Information” means recorded information about an identifiable individual, other than Contact Information, collected or created by the Contractor as a result of the Contract or any previous contract between the Town and the Contractor dealing with the same subject matter as the Contract;

2.0 PURPOSE

The purpose of this Schedule is to:

- (a) enable the Town to comply with the statutory obligations under FOIPPA with respect to Personal Information; and
- (b) ensure that the Producer is aware of and complies with the Producer’s statutory obligations under FOIPPA with respect to Personal Information.

3.0 ACKNOWLEDGEMENTS

The Producer acknowledges and agrees that

- (a) the requirements and restrictions established by Part 3 of FOIPPA [Protection of Privacy] apply to the Producer in respect of Personal Information;
- (b) unless the Producer otherwise specifies, all Personal Information in the custody of the Producer is and remains under the control of the Town; and
- (c) unless the Agreement otherwise specifies or the Town otherwise directs in writing, the Producer may only collect, create, use, disclose or store Personal Information that relates directly to and is necessary for the performance of the Producer’s obligations, or the exercise of the Producer’s rights, under the Agreement.

4.0 COLLECTION OF PERSONAL INFORMATION

4.1 The Producer must collect Personal Information directly from the individual the information is about unless:

- (a) the Town provides Personal Information to the Producer;
- (b) the Agreement otherwise specifies; or
- (c) the Town otherwise directs in writing.

- 4.2 Where the Producer collects Personal Information directly from the individual the information is about, the Producer must tell that individual:
- (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the Contact Information of the Town representative to answer questions about the Producer's collection of Personal Information.

5.0 ACCURACY OF PERSONAL INFORMATION

The Producer must make every reasonable effort to ensure the accuracy and completeness of any Personal Information to be used by the Producer or the Town to make a decision that directly affects the individual the information is about.

6.0 REQUESTS FOR ACCESS TO INFORMATION

If the Producer receives a request for access to information from a person other than the Town, the Producer must promptly advise the person to make the request to the Town. The Producer must also promptly provide the name, title and Contact Information of the Town representative to the person making the request.

7.0 PROTECTION OF PERSONAL INFORMATION

Without limiting any other provision of the Agreement, the Producer must protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including without limitation by ensuring that the integrity of the Personal Information is preserved.

8.0 STORAGE OF AND ACCESS TO PERSONAL INFORMATION

- 8.1 The Producer must comply with the requirements under FOIPPA concerning storage of Personal Information outside of Canada.
- 8.2 The Producer must not change the location where Personal Information is stored without receiving the prior authorization of the Town in writing.
- 8.3 Without limiting any other provision of the Agreement, the Producer will implement and maintain an access log documenting all access to Personal Information, including a list of all persons that access any Personal Information. The Producer will provide a copy of the access log to the Town upon request.

9.0 RETENTION OF PERSONAL INFORMATION

Unless the Agreement otherwise specifies, the Producer must retain Personal Information until directed by the Town in writing to dispose of it or deliver it as specified in the direction.

10.0 USE OF PERSONAL INFORMATION

Unless the Town otherwise directs in writing, the Producer may only use Personal Information if that use is for the performance of the Producer's obligations, or the exercise of the Producer's

rights, under the Agreement. For clarity, unless the Agreement otherwise specifies or the Town otherwise directs in writing, the Producer must not anonymize, aggregate or otherwise alter or modify Personal Information.

11.0 DISCLOSURE OF PERSONAL INFORMATION

The Producer must not disclose Personal Information to any person other than the Town without the prior written consent of the Town

12.0 NOTICE OF UNAUTHORIZED DISCLOSURE

If the Producer knows that there has been an unauthorized disclosure of Personal Information, the Producer must immediately notify the Town.

13.0 COMPLIANCE WITH THE ACT AND DIRECTIONS

The Producer must, in relation to Personal Information, comply with:

- (a) the requirements of FOIPPA applicable to the Producer, including any regulation made under FOIPPA and the terms of this Schedule; and
- (b) any direction given by the Town under this Schedule.

The Producer acknowledges that it is familiar with the requirements of FOIPPA governing Personal Information that are applicable to it.

14.0 NOTICE OF NON-COMPLIANCE

If for any reason the Producer does not comply, or anticipates that it will be unable to comply in any respect, with any provision in this Schedule, the Producer must promptly notify the Town of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

15.0 TERMINATION OF AGREEMENT



In addition to any other rights of termination which the Town may have under the Agreement or otherwise at law, the Town may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Producer, terminate the Agreement by giving written notice of such termination to the Producer, upon any failure of the Producer to comply with this Schedule in a material respect.

16.0 INTERPRETATION

- 16.1 Any reference to "Producer" in this Schedule includes any subcontractor or agent retained by the Producer to perform obligations under the Agreement and the Producer must ensure that any such subcontractors and agents comply with the requirements of FOIPPA applicable to them.
- 16.2 The obligations of the Producer in this Schedule will survive the termination of the Agreement.

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1970-01
FROM: Edward Henley, Director of Finance	DATE: January 31, 2025
SUBJECT: New speculation and property tax declaration	

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

THAT the January 31, 2025 report from the Director of Finance, titled New speculation and property tax declaration be received for information.

ALTERNATIVES TO THE RECOMMENDATIONS

If alternatives/options are presented in the Background and Analysis sections of the report, list the Council resolutions necessary to implement them here.

PURPOSE

To inform Council of an expansion of the speculation and vacancy tax program to the Town of Comox in 2025.

STRATEGIC PLAN LINKAGE

Not applicable. Provincial initiative.

BACKGROUND

The Province is taking action to fight real estate speculation and turn more empty units into homes for people by expanding the speculation and vacancy tax to 13 new municipalities, including the Town of Comox, City of Courtenay, and the Village of Cumberland. The legislation for the tax was originally given assent in November 2018.

Residential property owners in these communities will need to declare for the first time in January 2025 based on how they used their property in 2024. The deadline for the declaration is March 31 each year.

The speculation and vacancy tax rate is 2% for people who don't pay the majority of their taxes in Canada, or 0.5% for Canadian citizens or permanent residents who pay the majority of their taxes in Canada.

Exemptions include primary residences, properties with a long-term tenant and life events, such as separation or divorce. More than 99% of people living in B.C. are exempt from paying the tax.

It is important for all residential property owners to submit their declaration by March 31 each year as a failure to report will be deemed to be required to pay the speculation and vacancy tax.

Additional information about the tax, exemptions and declaration process at:

www.gov.bc.ca/spectax

Quick Facts:

- The speculation and vacancy tax was initially expanded to six new communities in 2022 for the 2023 tax year.
- With the addition of these 13 communities (for 2025 property tax year including the Town of Comox and City of Courtenay), the tax will apply to a total of 59 communities.
- Since 2018, more than \$313 million was raised through the tax to go back into affordable housing in regional districts where the speculation and vacancy tax is applied.
- During the same period, the B.C. government invested \$3.9 billion in housing initiatives in the regional districts where the speculation-tax communities are located.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The new speculation and vacancy tax was implemented when the [Speculation and Vacancy Tax Act](#) was assented on November 27, 2018. The Town of Comox, along with 12 other municipalities, was added when the [Province expanded the tax effective January 1, 2024](#) to allow residents 1 year advance notice to make arrangements for the declaration starting January 1, 2025.

The Province provided an info sheet for municipalities in January 2025 and is attached to this report.

b. Legal

There are no legal implications for the Town as this program is implemented and managed by the Province. The Provincial website states that any unpaid amounts will be sent for collection and can be added as a lien on the property.

c. Financial

Staff will follow-up with the Province and the Regional District to determine how much was collected from property owners in Comox and how much was sent to the Regional District for use in building affordable housing. As the declarations are just being mailed now it could be many months before the collection process is completed for the first year.

d. Intergovernmental

Funds raised from this new tax is collected by the Province and a portion of the funds collected from Comox residential property owners is sent to the Comox Valley Regional District for use in affordable housing.

The [Province announced](#) that in 2023 tax year that more than \$75 million was collected to be used to fund affordable housing projects where the tax was applied. 82% of the revenue comes from foreign owners, untaxed worldwide earners, Canadians living outside B.C. and "other" non-B.C. resident owners

e. Public Relations

Staff have created a [webpage](#) for the Town's website that provides additional information on the new tax and contacts for more information.

Staff will review feedback from the public to gauge if additional outreach is warranted.

Speculation and vacancy tax declaration

When residents contact your municipality about the speculation and vacancy tax, please direct them to the speculation and vacancy tax website:

gov.bc.ca/spectax

Quick Facts:

People can find **information** about the tax, exemptions and declaration process at:

- gov.bc.ca/spectax

Anyone having difficulty declaring, or requiring help in other languages, can access help or complete their declaration over the phone **with a call centre agent** at:

- 1-833-554-2323

The **tax rate** is:

- 2% for foreign owners and untaxed worldwide earners
- 0.5% for Canadian citizens or permanent residents of Canada who are not untaxed worldwide earners

QUESTION AND ANSWER:

1. How can people determine if their residential property is in a taxable area?

- We have an interactive map that helps people determine if their property is in an area where the SVT applies.
- Go to [Speculation and Vacancy Tax \(SVT\) Location Map](#) to access the map.

2. How and when can residential property owners claim their speculation and vacancy tax exemption?

- In January and February, residential property owners living in areas where the tax applies will receive a declaration letter in the mail.

- Once they receive the declaration letter, they will then be asked to complete the declaration and exemption process online.

This letter includes unique identifying numbers. If an owner has lost their declaration letter, they request a new one by calling 1-833-554-2323.

- Non-English speaking and reading property owners can receive assistance in multiple languages and declare over the phone at 1-833-554-2323.

3. Who must complete the declaration process, and claim the exemption?

- All individuals listed on a land title, as well as corporations, partnerships and trusts that may be listed on a title, must declare. Individuals such as a life tenant or a registered occupier of a residential property must also declare.
- If someone is a leaseholder of a residential property in a speculation and vacancy tax area and the lease is registered on title at the Land Title Office, for the purposes of the speculation and vacancy tax they will be considered the owner of the property. That means in early 2025 they will receive a declaration letter in the mail and must complete a declaration regarding their residency status and use of the property for 2024 tax year.

4. What is the deadline to declare?

- The deadline to declare is March 31 each year.

5. What is the deadline to pay any SVT owing?



- If people owe the SVT, the deadline to pay without penalty is the first working day in July.
- In 2025, the deadline to pay is July 2, 2025

These areas of B.C. are where the speculation and vacancy tax applies:

2025: New areas declaring for the first time.

- Municipalities within the Capital Regional District. This excludes Salt Spring Island, Juan de Fuca Electoral Area, and the Southern Gulf Islands
- Municipalities within the Metro Vancouver Regional District (). This excludes Bowen Island and Electoral Area A, but includes UBC and the University Endowment Lands
- Abbotsford
- Chilliwack
- **Coldstream**
- **Comox**
- **Courtenay**
- **Cumberland**
- Duncan
- **Kamloops**
- Kelowna
- Ladysmith
- **Lake Country**
- Lake Cowichan
- Lantzville
- Mission
- Nanaimo
- **Parksville**
- **Peachland**
- **Penticton**
- **Qualicum Beach**
- **Salmon Arm**
- Squamish
- **Summerland**
- **Vernon**
- West Kelowna

TO: Mayor and Council	FILE: 8160-20
FROM: Ted Hagmeier, Recreation Director	DATE: January 30, 2025
SUBJECT: Regional Sport Field Allocation Policy, Fees, and Booking Project Update	

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

THAT the January 30, 2025 report from the Director of Recreation titled Regional Sport Field Allocation Policy, Fees, and Booking Project Update be Received.

PURPOSE

To provide information for Council.

STRATEGIC PLAN LINKAGE

Community Connection and Wellness: We believe in fostering community connection and enhancing individual and collective wellness.	
Recreation	We believe recreation is critical to community vibrancy, belonging, connection and health (safety) at all ages.
Parks	Our parks and greenspaces connectivity enhances liveability and walkability in the Town and ensures seaside access for all.
Good Governance: We believe that good organizational governance provides stable decision making and management of our community	
Decision Making	We make evidence-based decisions focused on the best interests of the Town over the long term.

BACKGROUND

The Comox Valley Regional District commissioned the Sport Field Strategy (see attached report), responding to local sport group requests to regional governments to increase the natural and artificial turf field inventory. The report, created in partnership with Town of Comox, City of Courtenay, Village of Cumberland, and the School District 71, was to:

1. Assess the current state of sport fields within the Comox Valley.
2. Identify focus areas and priorities for capital investment.
3. Identify opportunities to optimize how the sport field inventory is managed.

The contractor presented six report recommendations:

1. Enhance and standardize data collection methods.
2. Utilize the refreshed sport field classifications as a guideline for operational and capital investment in the sport field facility inventory.
3. Target capital investment in sport field infrastructure towards a focus in maximizing the quality of sport field infrastructure and adding functional capacity.
4. Develop a new approach for sport field bookings and allocations based around clear standards of play.
5. Advance efforts to actively promote spontaneous and unstructured sport field play.
6. Create a more streamlined and cohesive sport field system in the region through aligning planning and policy, shifting bookings responsibility to a single entity, and inviting the Village of Cumberland into the sport field service.

At RCM November 1, 2023, Council received administration's Regional Sport Field Strategy and Allocation report, with attached Sport Field Strategy, and passed the recommendation:

THAT Council direct administration to initiate work with the City of Courtenay to develop a new sports field allocation policy and centralized booking function for the Comox Valley and to report back with recommendations.

Cumberland and CVRD Recreation Commission passed similar resolutions in support for Courtenay to initiate work on the development of a new sports field allocation policy, including fees and charges, and to examine the needed to assume responsibilities of centralised regional field bookings. The CVRD Recreation Commission approved \$35,000 in funding to Courtenay for the purposes of procuring a consultant to lead the project in 2025.

Next Steps: The \$35,000 of approved funding will assist in the development of a regional field allocation policy, fees, and booking process and will advance two recommendations specifically related to allocation and administration:

- Recommendation #4: Develop a new approach for sport field bookings and allocations based around clear standards of play; and
- Recommendation #6: Create a more streamlined and cohesive sport field system in the region.

This project will be based on standards of play reflected in Canada Sport for Life's Long-Term Development Model that each National Sport Organization in Canada is required to follow at

provincial and local levels. This approach will enable allocation to occur based on need, not historical access, and will help to advance equity in sport development as well as make best use of sport infrastructure.

Additionally, the study will review fees and charges across the Comox Valley and seek to develop a consistent approach to the development and application of fees in an equitably and transparently.

The project will require user group engagement through various feedback and communication strategies and include local governments and School District 71.

ANALYSIS/ISSUES/IMPLICATIONS

Financial

Informal discussions at regional recreation meetings have touched on the added staff costs that Courtenay will assume to take over a central booking service and the possible ways to offset them. One solution to this is for Courtenay to keep some or all the field booking revenue that they book.

Recreation Department field and park booking 2024 revenue was \$8077. New fees for youth sports would add only a margin amount of revenue to the department's annual total. Losing a portion or all field revenue will not make any noticeable difference to the recreation budget.

Intergovernmental

Recreation and Parks administration are aware of potential operating impacts that off site field booking may create. Administration will work with their Courtenay counterparts to ensure that this creates no unnecessary operational problems, and that communication and schedule sharing is maintained with relevant Town departments.

GOVERNANCE CONSIDERATIONS

Q: Will Comox cede authority over its parks and fields with centralized bookings in Courtenay?

A: No. Comox will grant authority to Courtenay to book its field with a written agreement that will allow either party to exit if outcomes are not met. Within that agreement, it will outline the agreed upon terms and permissions for bookings. The Town will have first access to field bookings for its own programs and continue its responsibilities for booking Marina Park, Sail Buildings, etc.

Q: Will Council have input before Comox implements the proposed changes?


A: Yes. Fee changes require Council's assent, and the project as a whole will be brought to Council for their review.

Comox Valley Regional District

Sports Field Strategy

Final - April 2023





We respectfully acknowledge that the land we gather on is on the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Executive Summary

Study Purpose

The Comox Valley Regional District (CVRD) has developed a new Sports Field Strategy in collaboration with its partners - the City of Courtney, Town of Comox, the Village of the Cumberland and School District 71. The Strategy was undertaken to:

- Assess the current state of sports fields within the CVRD;
- Identify key focus areas and priorities for capital investment; and
- Identify opportunities to optimize how the sport field inventory is managed.



Research and Engagement Overview and Key Findings

The project team undertook a program of research to identify trends, gaps, opportunities and desired future priorities. Key research inputs included:

- Discussion sessions with stakeholders
- A public field user survey
- Analysis of available sport field utilization data
- Review of regional, provincial and national trends and leading practices
- Identification of key population and growth characteristics
- Spatial analysis of the sport field inventory

Summarized as follows are key findings from the project research:

- User satisfaction levels with the sport field inventory and associated amenities differ significantly between the summer (“dry”) and winter (“wet”) months.
- Utilization analysis suggests that sufficient overall capacity exists within the sport field inventory, however a relatively small number of fields accommodate the majority of program based bookings.
- User groups have specific desires for enhanced fields and support amenities. Overall, there is a strong support focusing on improvements that can enhance field functionality, increase useability (especially during winter months), and improve user experiences.
- Opportunities exist to improve data collection, management, and analysis capabilities. Having this information available in a more consistent manner can help better inform future capital and operational planning.
- Trends and population growth forecasts suggest that participation numbers will continue to increase.

Strategy Outcomes

Summarized as follows are the Strategy Outcomes provided in Section 8 of the Strategy. These Strategy Outcomes address the opportunities, gaps and needs identified through the project research as well as provide guidance on the key sport field topics identified in the Strategy project terms of reference.

- Enhance and standardize data collection methods (Strategy Outcome #1).
- Utilize the refreshed sport field classifications as guideline for operational and capital investment in the sport field inventory (Strategy Outcome #2).
- Target capital investment in sport field infrastructure towards a focus on maximizing the quality of sport field infrastructure and adding functional capacity (Strategy Outcome #3).
Included under this Strategy Outcome are the following identified projects:
 - » Consider adding a second artificial turf surface (3 candidate sites have been identified and guidance is provided on suggested next steps).
 - » Develop a new baseball hub site (test fits have been developed for 2 potential candidate sites).
 - » Add lighting and washrooms / changerooms at 2-4 sites over the next 10 years if capacity benefits can be sufficiently demonstrated.
 - » To meet potential long-term needs, begin planning for a new multi-field site.
- Develop a new approach for sport field bookings and allocations based around clear standards of play (Strategy Outcome #4).
- Advance efforts to actively promote spontaneous and unstructured sport field play (Strategy Outcome #5).
- Create a more streamlined and cohesive sport field system in the region through aligning planning and policy, shifting bookings responsibility to a single entity, and inviting the Village of Cumberland into the sport field service (Strategy Outcome #6).



Table of Contents

1	Introduction	1
2	Inventory and Assessment.	3
	Overview of the Sport Field Inventory	3
3	Engagement Findings	14
	Stakeholder Discussions	14
	Field Use Survey	16
4	Utilization Data Analysis	18
	Context on the Utilization Analysis	18
	Utilization of Available Capacity	21
5	Key Population Characteristics and Growth Indicators	26
	Key Population Characteristics and Attributes	26
	Projecting the Impacts of Growth	32
6	Trends and Leading Practices.	34
7	Benchmarking	35
8	Strategy Outcomes	37
	Strategy Outcome #1	37
	Strategy Outcome #2.	38
	Strategy Outcome #3	39
	Strategy Outcome #4.	51
	Strategy Outcome #5.	56
	Strategy Outcome #6.	57
9	Implementation Summary	58
	Appendices	60
	Appendix A: Field Use Survey Summary Report	61

Section 1.0

Introduction

Included in this section:

- Strategy purpose and objectives.
- Strategy process overview.

The Comox Valley Regional District (CVRD) undertook the development of this document, the Sports Field Strategy, in collaboration with its partners - the City of Courteney, Town of Comox, the Village of the Cumberland and School District 71. The Strategy provides the CVRD and its partners with an important point of reference that will inform future decision making and resource allocation. More specifically, the Strategy will:

- Guide Council and staff decision making (e.g. project priorities, budgeting and resource allocation, etc.);
- Identify opportunities to enhance the sport field inventory; and
- Provide guidance on key topics and issues (future artificial turf needs, allocations, user fees, etc.).

The Strategy was initiated in the Spring of 2022 and completed in early 2023. The following graphic illustrates the overall process used to develop the Strategy.



Important questions explored during the research and engagement included:

- How well are the available sport fields being utilized?
- What is the functional condition of the sport field inventory relative to best practice?
- Are there enough sport fields?
- Do all residents living within the CVRD have equitable and sufficient access to sport field opportunities?
- What opportunities exist to enhance how the sport field inventory is managed?
- What are the best approaches to addressing future sport field needs?

Findings from the research, engagement and analysis are contained in Sections 2 – 7 of this Strategy document. Section 8 provides recommendations (Strategy Outcomes) aimed at optimizing future investment and actions related to sport field provision in the CVRD.

Overview of the Research and Engagement Inputs



Section 2.0

Inventory and Assessment

Overview of the Sport Field Inventory

The following table summarizes the current sport field inventory in the CVRD. **The inventory reflected in the table includes school fields within the bookable inventory.*

Table 1: Sport Field Inventory Overview

Location	Rectangular Field - Natural Surface	Rectangular Field – Artificial Surface	Ball Diamonds
Courtenay	22	1	18
Comox	11	0	13
Cumberland	3	0	1
CVRD Electoral Areas	7	0	5
Total	43	1	37

The maps on the following pages reflect additional spatial and service level characteristics of the current sport field inventory in the CVRD.

Included in this section:

- Overview of the current sport field inventory and key spatial characteristics.
- Findings from the assessments of the sport field inventory.

Rectangular Sports Fields – Overview



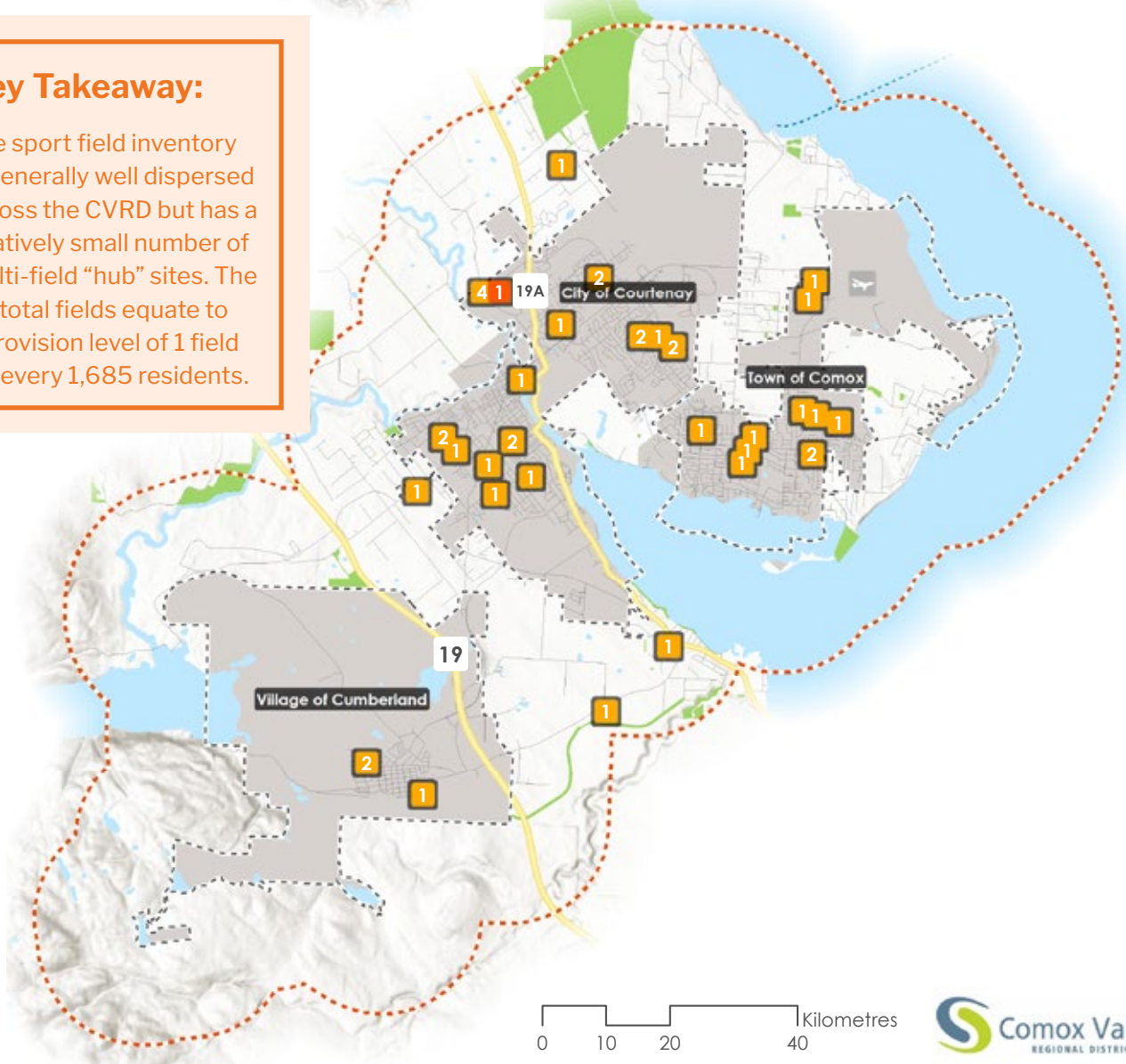
CVRD INSET
Not to Scale

LEGEND

- CVRD Boundary
- Electoral Area
- CVRD Core Area
- Courtenay | Comox | Cumberland
- Regional Parks
- Waterbody
- Highway
- Local Road
- Ferry Route
- Comox Valley Airport
- Sports Field with Artificial Turf
- Sports Field

Notes:
 1. Data based on "Sports Field Assessment"
 2. Sports Field Map icons numerical labels indicate field count
 3. Sports Field Map icons may have been adjusted for visualization purposes

Key Takeaway:
 The sport field inventory is generally well dispersed across the CVRD but has a relatively small number of multi-field "hub" sites. The 43 total fields equate to a provision level of 1 field for every 1,685 residents.



Ball Diamonds – Overview



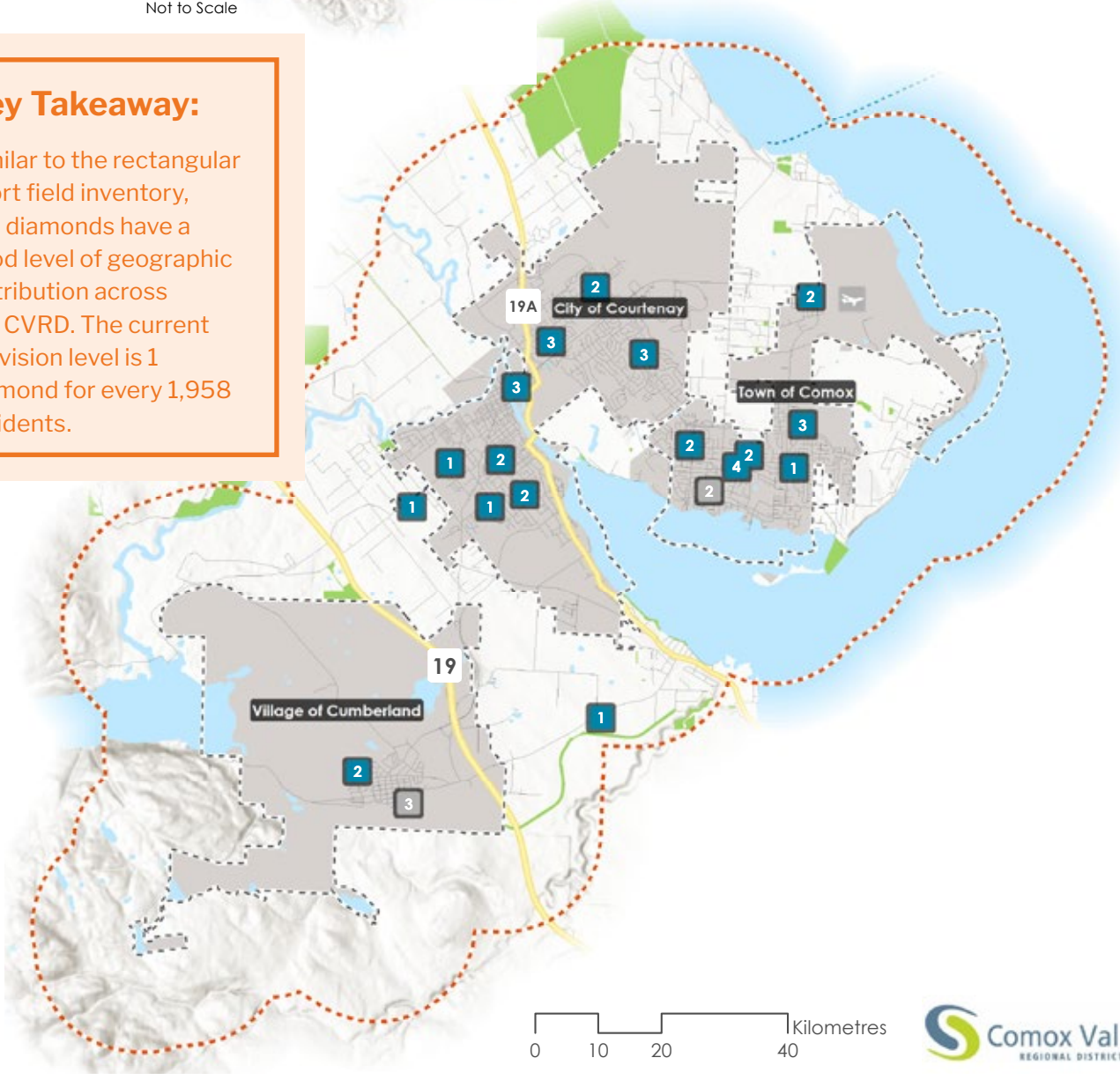
LEGEND

- CVRD Boundary
- Electoral Area
- CVRD Core Area
- Courtenay | Comox | Cumberland
- Regional Parks
- Waterbody
- Highway
- Local Road
- Ferry Route
- Comox Valley Airport
- Active Ball Diamond
- Closed Ball Diamond

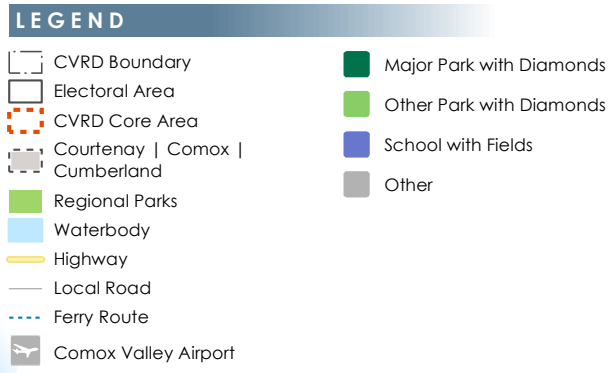


Notes:
 1. Data based on "Ball Diamond Individual Fields"
 2. Ball Diamond Map icons numerical labels indicate field count
 3. Ball Diamond Map icons may have been adjusted for visualization purposes

Key Takeaway:
 Similar to the rectangular sport field inventory, ball diamonds have a good level of geographic distribution across the CVRD. The current provision level is 1 diamond for every 1,958 residents.

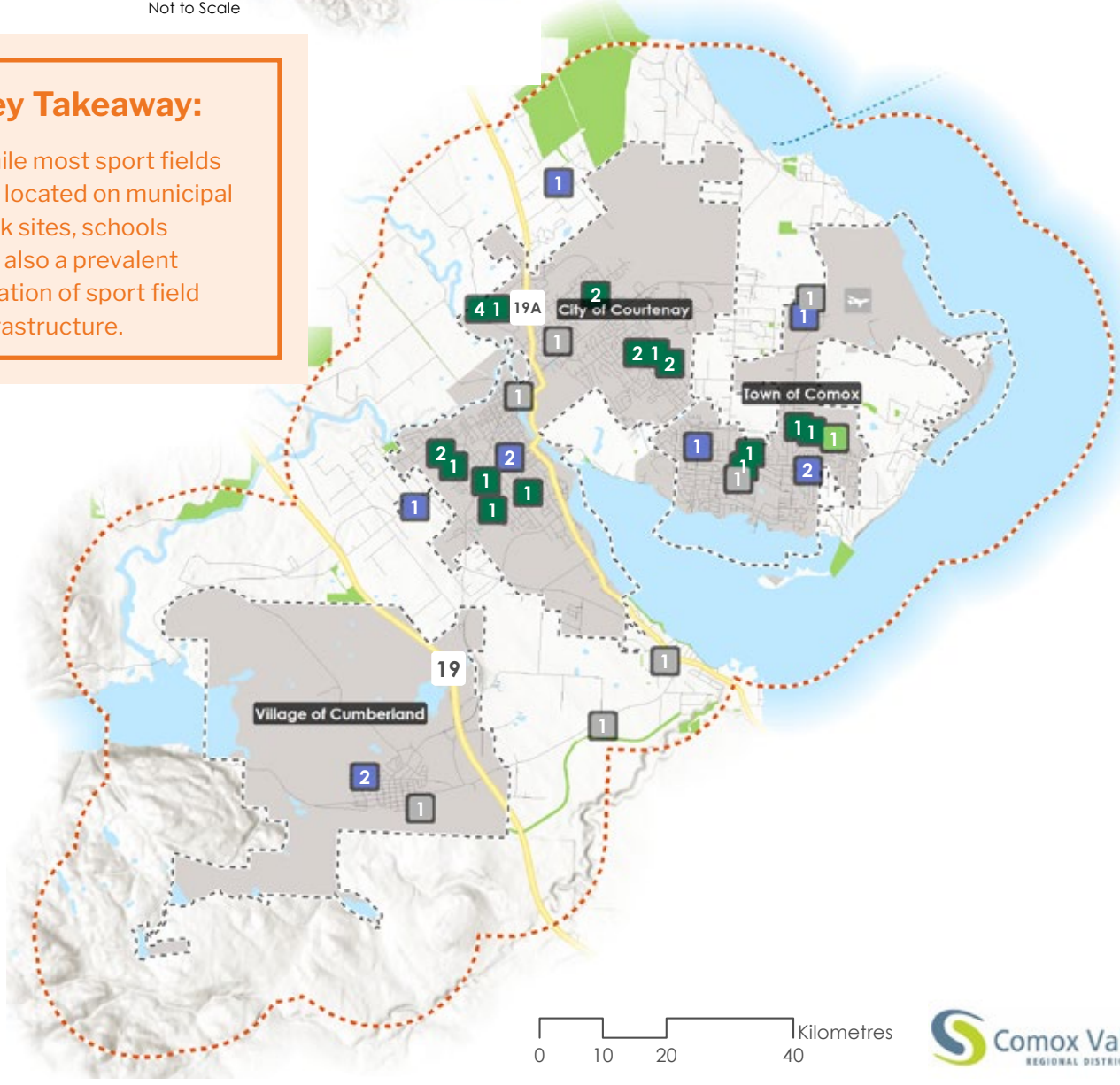


Rectangular Sports Fields by Location Type

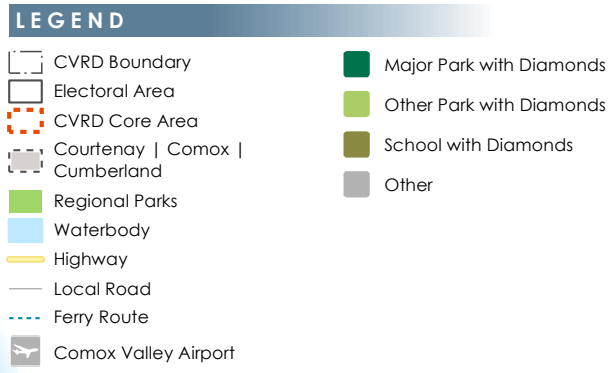


Notes:
 1. Data based on "Sports Field Assessment"
 2. Sports Field Map icons numerical labels indicate field count
 3. Sports Field Map icons may have been adjusted for visualization purposes

Key Takeaway:
 While most sport fields are located on municipal park sites, schools are also a prevalent location of sport field infrastructure.

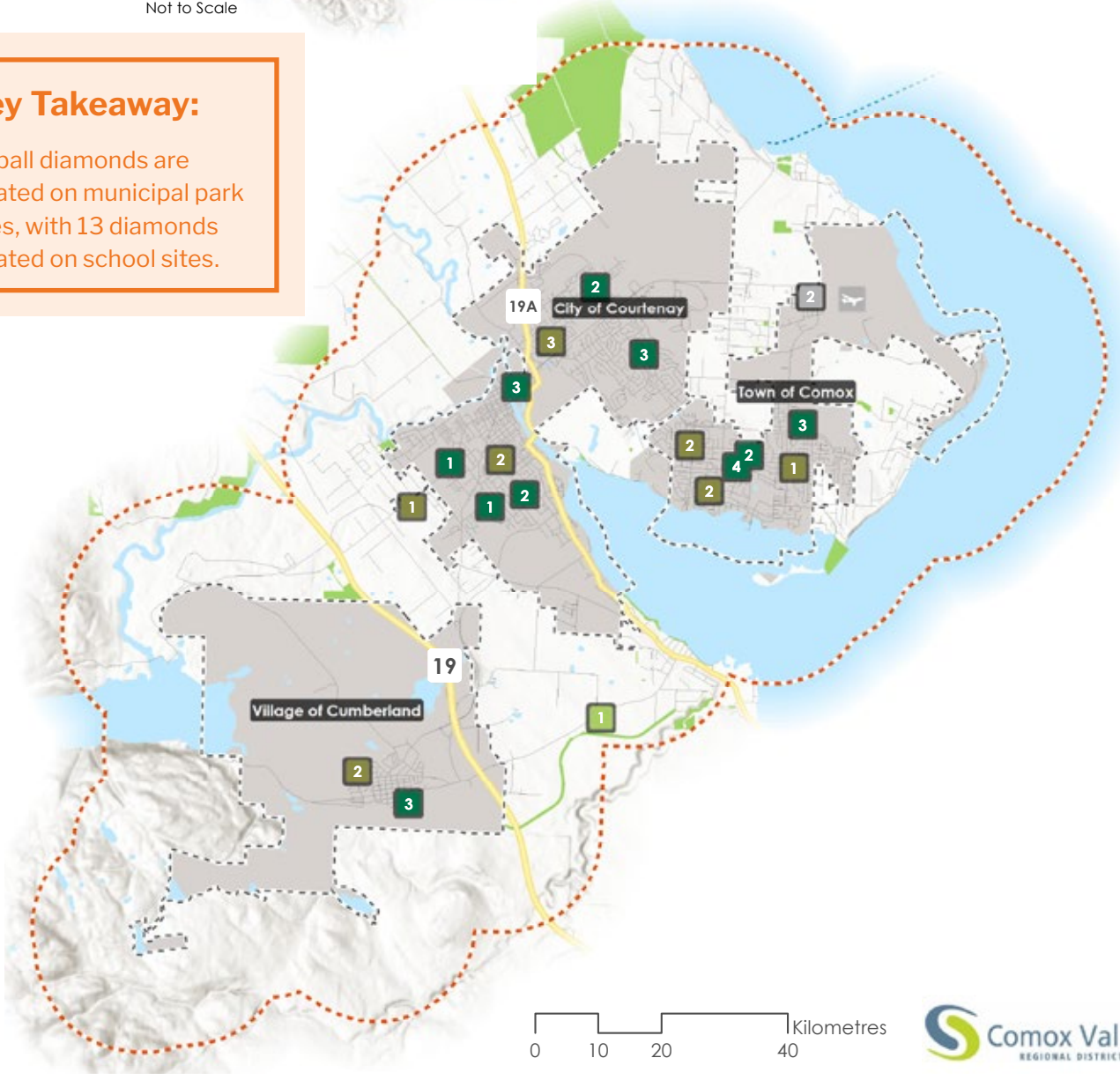


Ball Diamonds by Location Type

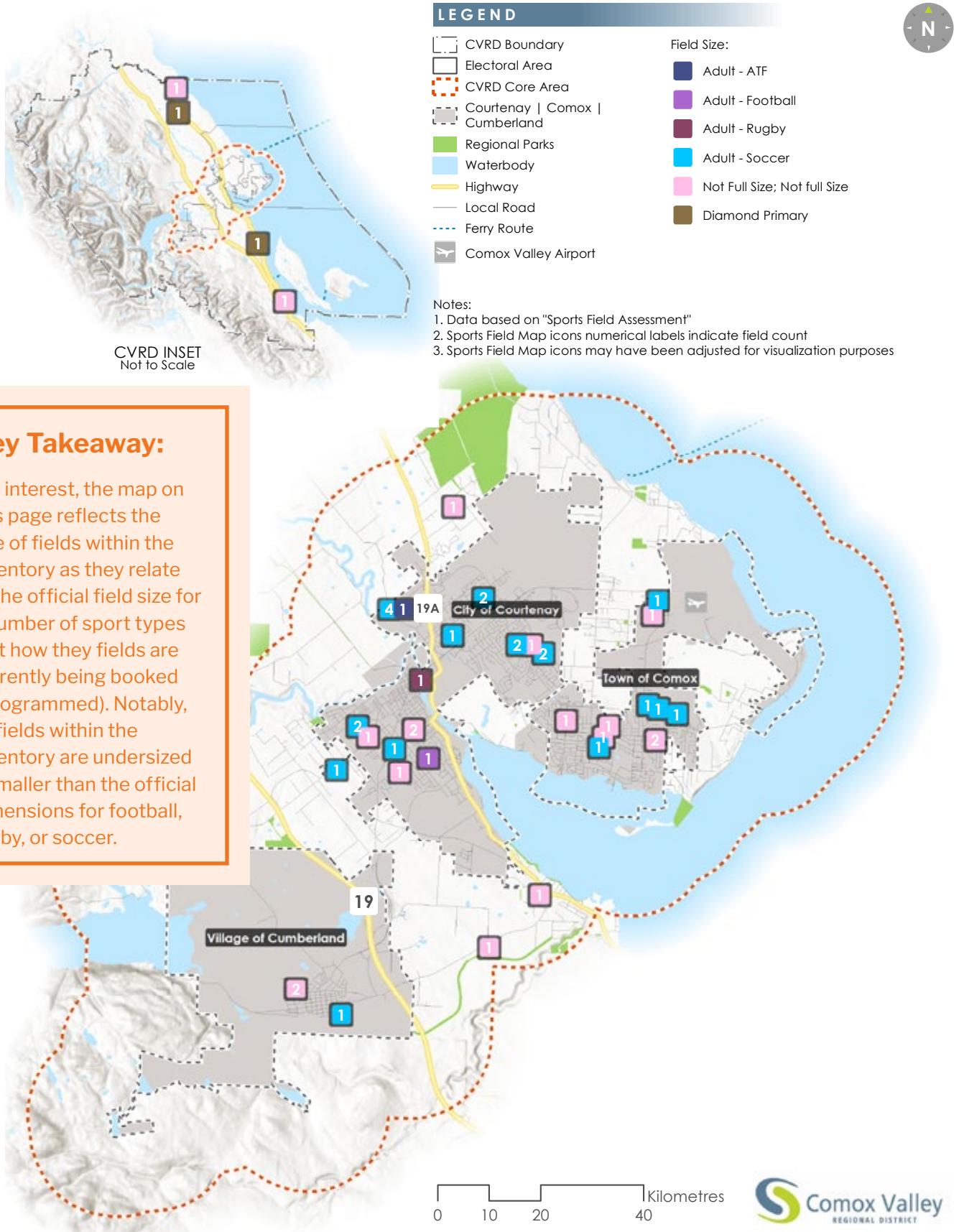


Notes:
 1. Data based on "Ball Diamond Individual Fields"
 2. Ball Diamond Map icons numerical labels indicate field count
 3. Ball Diamond Map icons may have been adjusted for visualization purposes

Key Takeaway:
 24 ball diamonds are located on municipal park sites, with 13 diamonds located on school sites.



Rectangular Sports Fields by Dimension Opportunity



Sports Field Catchments and Access



LEGEND

- CVRD Boundary
 - Electoral Area
 - CVRD Core Area
 - Courtenay | Comox | Cumberland
 - Regional Parks
 - Waterbody
 - Highway
 - Local Road
 - Ferry Route
 - Comox Valley Airport
 - Sports Field with Artificial Turf
 - Sports Field
- Service Catchment Analysis:
- 800 m (±10 minute walk)
 - 1.5 km (±10 minute bike)
 - 6 km (±10 minute drive)

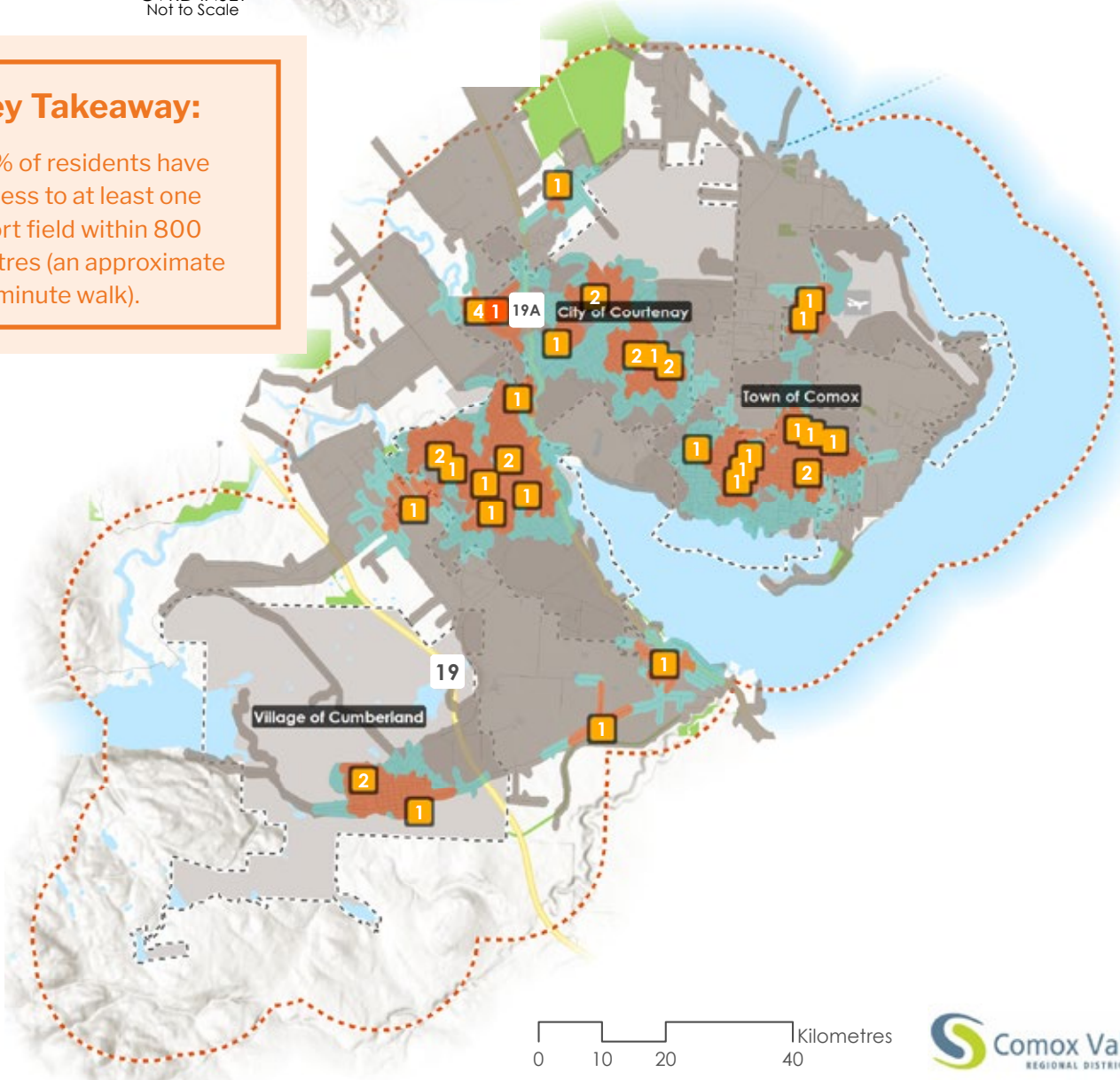


Notes:

1. Data based on "Sports Field Assessment"
2. Sports Field Map icons numerical labels indicate field count
3. Sports Field Map icons may have been adjusted for visualization purposes

Key Takeaway:

82% of residents have access to at least one sport field within 800 metres (an approximate 10 minute walk).



Ball Diamonds Catchment and Access



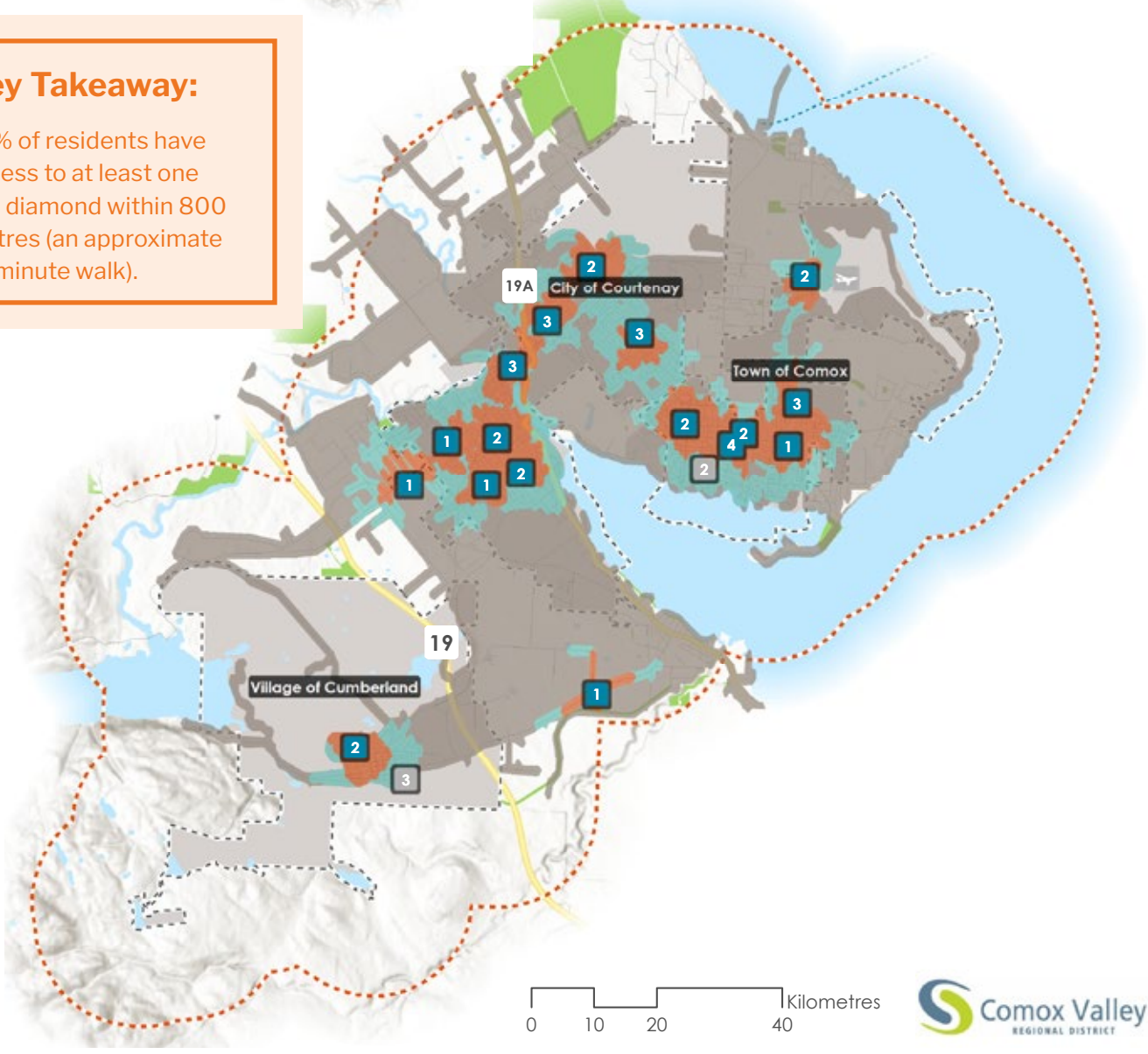
LEGEND

CVRD Boundary	Active Ball Diamond	
Electoral Area	Closed Ball Diamond	
CVRD Core Area	Service Catchment Analysis:	
Courtenay Comox Cumberland	800 m (±10 minute walk)	1.5 km (±10 minute bike)
Regional Parks	6 km (±10 minute drive)	
Waterbody		
Highway		
Local Road		
Ferry Route		
Comox Valley Airport		



Notes:
 1. Data based on "Ball Diamond Individual Fields"
 2. Ball Diamond Map icons numerical labels indicate field count
 3. Ball Diamond Map icons may have been adjusted for visualization purposes

Key Takeaway:
 73% of residents have access to at least one ball diamond within 800 metres (an approximate 10 minute walk).



Sport Field Assessments Summary

Technical experts from the consulting team conducted on-site assessments on the sport field inventory within the CVRD. The objectives of this assessment were to:

- Analyze and update the previous (2008) classification of fields.
- Identify system wide opportunities for enhancement.
- Assess sites that may be good candidates for capital investment (e.g. artificial turf field development).
- Confirm key attributes and characteristics of the inventory (e.g. on-site support amenities).

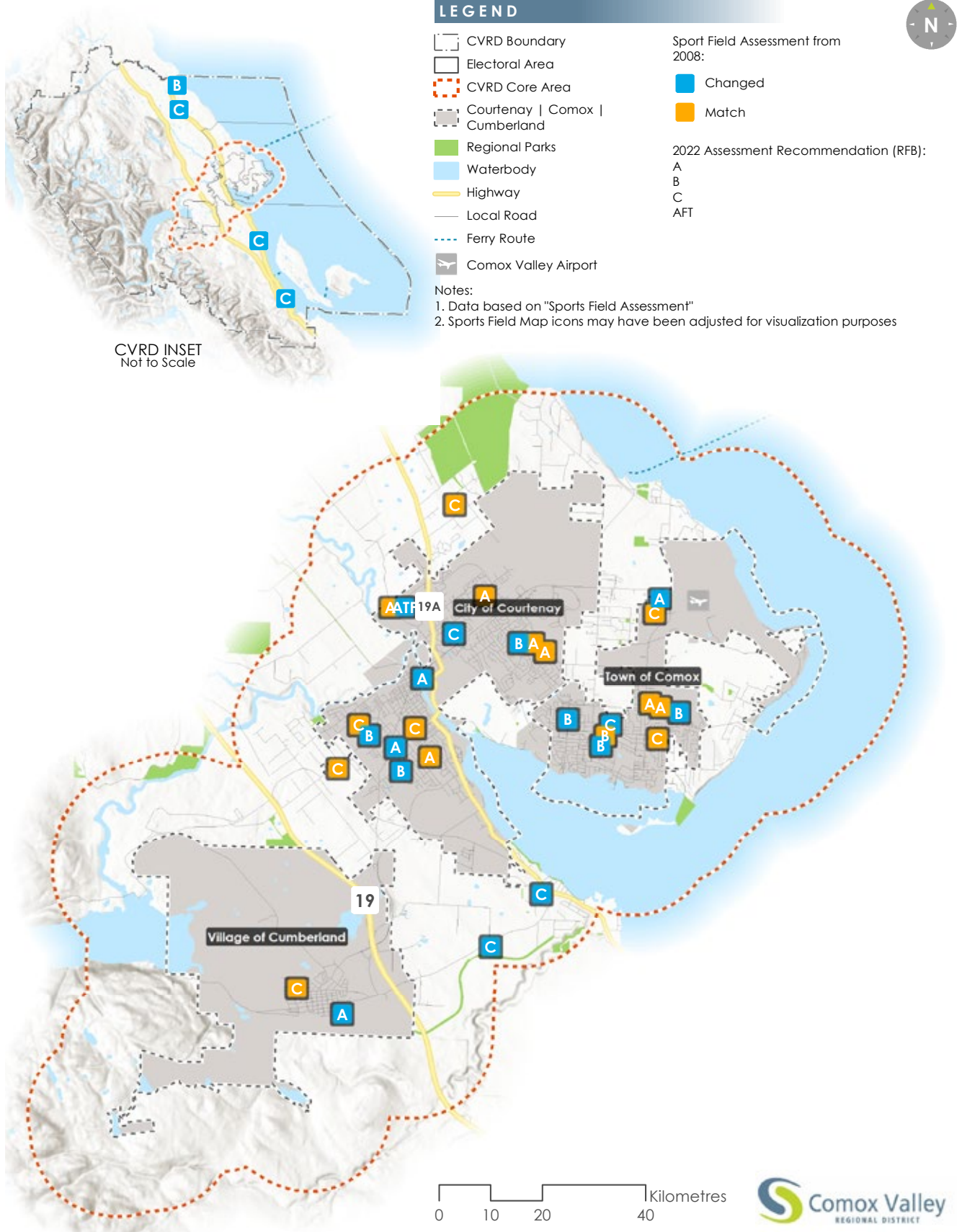
The review of field classifications used Sports Turf Canada guidelines – a best practice used across the recreation and sport sector. The following table summarizes how the current sport field inventory, as assessed during the summer of 2022, aligns with the previous 2008 assessment and classification.

**Note: ball diamonds were visited to get a general sense of condition and characteristics are not included in this table.*

Table 2: Classification and Condition Summary

Class	2008 Assessed Inventory Count	2022 Assessed Inventory Count	Change (+/-)	Average Condition Score
ATF	0	1	+1	N/A
A	12	16	+4	12.56
B	6	9	+3	11.89
C	13	18	+5	7.94
C+	3	0	-3	N/A
No Rating 2008	2	N/A	N/A	N/A

Summary Map: Comparison to 2008 Inventory and Assessment



Recommended actions pertaining to specific fields (where applicable) are provided in Section 8 and the detailed scoring values for each field are provided in the Appendices.

Provided are general, system wide observations from the on-site inventory and assessments.

General Maintenance and Field Grading

- Municipal parks were generally well maintained. Most are at an “A” level field, providing a good surface for most typical activities.
- School fields were often in worse shape than adjacent parks. There is also appears to be a wider variance in the maintenance levels and quality of fields at school sites.
- Irrigation was consistent throughout the sport field inventory (estimated that 60% of fields have irrigation). This characteristic will help the inventory be resilient through climate change.
- Drainage characteristics impact the ability of some fields to provide winter usability. For example, Lewis Park is located in a flood catchment area which retains water during the rainy months.

Amenities & Experiential Features

- Available washrooms are not commonly found at sport field sites (only 10 sites had dedicated washrooms; 9 including Black Creek Community Hall is not included) and, when in existence, often requires groups to request them to be opened. This finding is not in alignment with trends and leading practices.
- Dedicated parking is rare at sport field sites and, perceptually, fields can be located a fair distance from parking. This factor likely results in significant parking challenges and frustrations during peak times and seasons of use.
- Signage or mapping could be improved at many sport field sites. Courtenay has schematic maps available at most sites, which are very helpful.
- A relatively small number of field sites (4) have lighting. This characteristics limits capacity during spring, fall and winter months.



Section 3.0

Engagement Findings

Included in this section:

- Key findings and themes from the stakeholder and rights holder discussions.
- Key findings from the Field Use Survey.

Stakeholder Discussions

Seven discussion sessions were convened with sport field user groups in order to better understand their perspectives on the current inventory, future needs, and opportunities to optimize the sport field situation in the CVRD. The following table summarizes the groups that participated in each session.

Table 3: Participating User Groups

Session	Participating Groups
Session #1	• Comox Valley Minor Baseball
Session #2	• Comox Valley Raider Football • Comox Valley Kickers Rugby
Session #3	• Comox Valley United Soccer
Session #4	• Comox Valley Sports & Social Club
Session #5	• Komox Men's Real Baseball League • Parksville Royal Baseball
Session #6	• Comox Valley Field Hockey
Session #7	• Comox Valley Road Runners • Cougars Track Club • Comox Valley Pickleball Club

While wide ranging viewpoints were shared during the discussions, a number of consistent themes and points of interest emerged and are summarized as follows.

Overall Perspectives on Field Quality and Needs

- Groups indicated that there is a shortage of field space and this situation impacts groups' ability to grow. In general, there is a belief that more fields and diamonds are needed.
- For groups interested in having more access to artificial turf field surfaces, uniform condition (always available with the same surface condition), and not weather concerns were the primary driver of this demand.
- Condition and maintenance of fields / diamonds is not uniform throughout the CVRD – different entities manage the field inventory and there is a need for greater consistency and quality.
- Some fields have poor drainage which limits their use for large portions of the year.
- Groups reflected a clear preference for sport field “hubs” (multiple fields/diamonds on the same site). The benefits of these hubs expressed by groups include a better ability to facilitate tournament play, atmosphere, and minimizing driving for parents, participants and volunteers.
- Several groups mentioned a willingness to contribute resources (financial and non) to help realize the development of a second artificial turf surface if their organization could be guaranteed sufficient and suitable time access.

Perspectives on Allocations and Bookings

- Some groups expressed challenges dealing with separate entities for bookings and allocations, noting that there are multiple contacts and different processes.
- Concerns about the enforcement of rules / processes were expressed.
- There is a perspective among some stakeholders that large groups dominate sport field discussions and receive priority allocations over smaller groups.
- It was suggested that the CVRD and its partners re-examine or develop a model based around standards of play – these may limit use (e.g. how much field time should younger children really have?).
- Differing thoughts exist about whether larger financial contributions to facility development should align with greater allocation (quantity and priority).

Desired Amenity Improvements

- There is a desire for greater access to washroom facilities at outdoor fields / diamonds.
- Additional group storage is also strongly desired.
- The benefits of added lighting to more sites to extend play and add capacity to the system was expressed by some stakeholders.

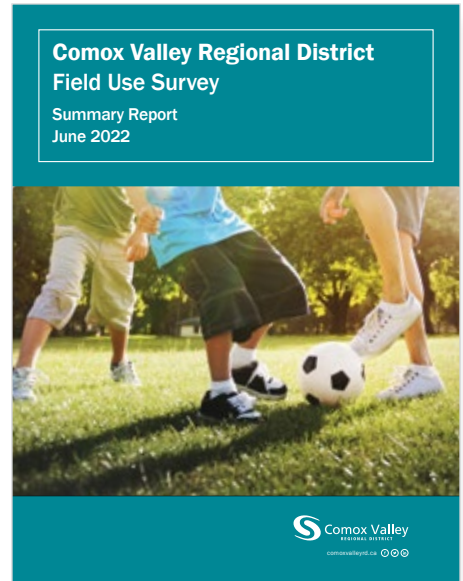
Field Use Survey

At the outset of the Strategy, the CVRD conducted a Field Use Survey in order to gauge broader perspective from the public on their use of sport fields and desired future improvements to the inventory.

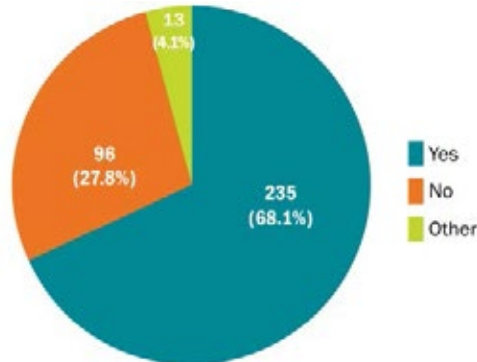
The survey garnered 486 responses from residents across the CVRD.

Key findings from the survey Summary Report are presented as follows. Please refer to Appendix A for the complete Summary Report document.

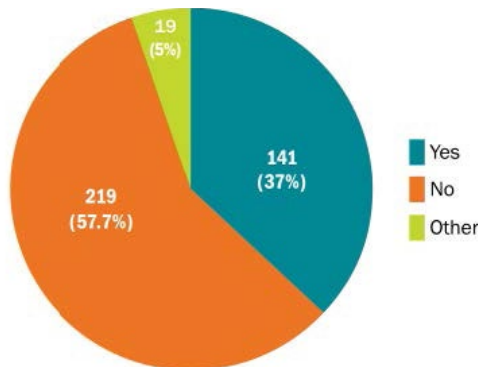
Key Finding: The majority of respondents generally felt that the sport field inventory meets their summer needs, but not their winter season needs. Commonly identified reasons why the sport field inventory is perceived as lacking during the winter months were field conditions and amenities (don't have enough artificial turf or lighted fields), a general lack of field time, and deficient support amenities (e.g. washrooms).



Meeting Summer Needs



Meeting Winter Needs



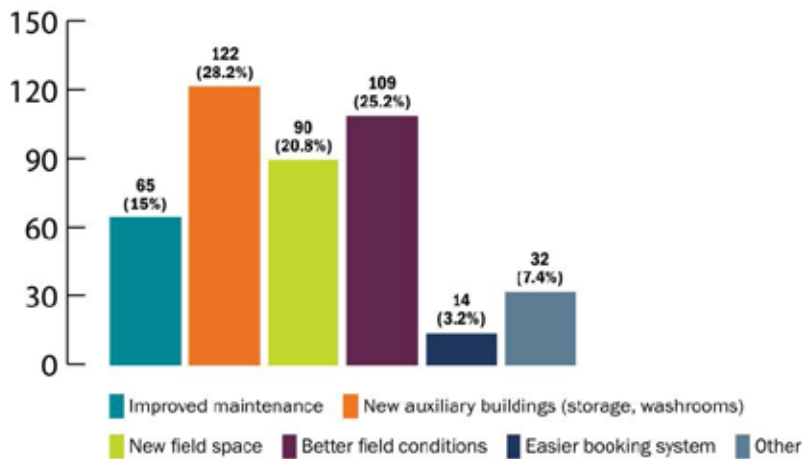
Overview of the Survey Respondents

- 63% directed to the survey by social media.
- 47% indicated that children in their households use sports fields.
- 45% indicated that adults in their household use sports fields.
- Responses by location of residency generally aligned with the population distribution of the CVRD.

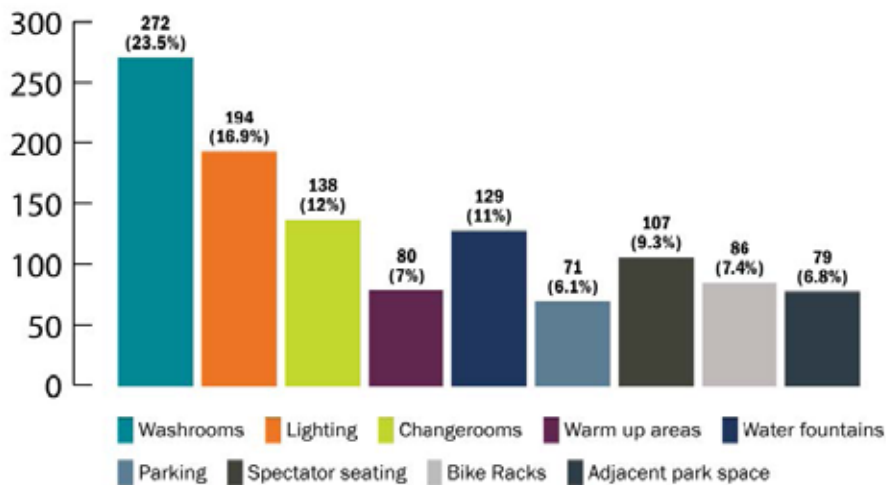
Key Finding: Most sport field sites in the CVRD are accessed by personal motor vehicle. Over two-thirds (67%) access sport field sites by car / motorized vehicle, followed by walking (17%) and cycling / scooter (14%).

Key Finding: Reflecting the previous finding, there is a strong demand for improved support amenities at sport field sites.

Desired improvements to the sport field inventory...



Would like these offered in greater supply...



Section 4.0

Utilization Data Analysis

Included in this section:

- Analysis of available utilization data.

Context on the Utilization Analysis

Sport field booking data was provided by City of Courtney, Village of Cumberland and the Town of Comox. While the data provides valuable insights into utilization of the available sport field inventory, some limitations and challenges exist which are important to note.

- Courtenay, Comox and Cumberland have different bookings and data management practices which impacts the ability to analyze the data in a completely uniform manner.
- Changes in bookings systems and the COVID-19 pandemic required some different years to be used when analyzing the data. (e.g. the City of Courtney provided booking data from 2021, while the Village of Cumberland and Town of Comox provided data from 2022.

For the purposes of this analysis, the term “sports fields” describes both rectangular fields (fields used for soccer, rugby, etc.) and ball diamonds (used for softball, slow-pitch and baseball).

Sport Field User Groups

The table below depicts the number of user groups, and the total hours booked in each community.

Table 4: Overview of User Groups and Hours Booked

Jurisdiction	# of User Groups in Each Community	Total Hours Booked
City of Courtney	18	5,625
Town of Comox	20	1,431
Village of Cumberland	3	146
Grand Total:	41*	7,202

**This is a total of the user groups in each community, but it does not mean unique groups to the area.*

Some of the user groups book sport fields in more than one community, therefore the grand total of user groups in the table above does not represent unique user groups to the area. There are 36 unique user groups in the area, which means that 5 user groups book fields in more than one community. The table below describes these user groups as Cross Community User Groups. The Cross Community User Group table indicates that those 5 user groups account for 60% of the booked hours across the three communities.

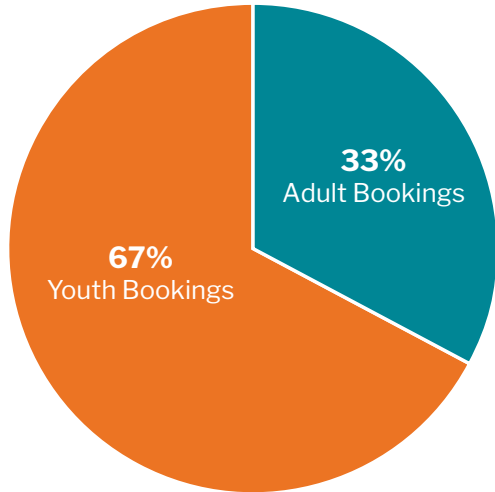
Table 5: Cross Community User Groups (groups that book fields across multiple jurisdictions within the CVRD)

Cross Community User Groups	
Total Number of User Groups	36
Number of Cross Community User Groups	5
Hours Booked by Cross Community User Groups	4,350
% of Bookings made by Cross Community User Groups	60%

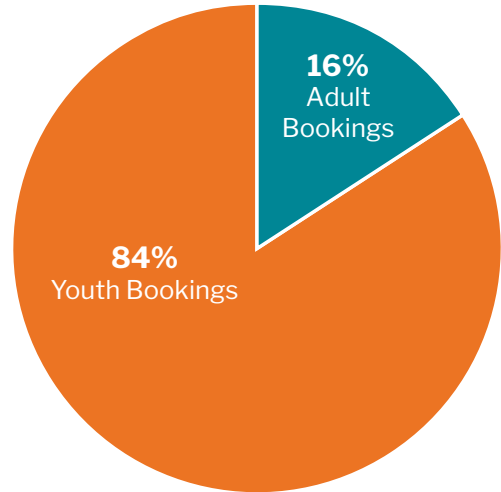
Sport Fields User Groups Age Demographics

Across all three community's user groups that typically use rectangular fields (84%) and ball diamonds (67%) are most prevalent youth serving groups.

Ball Diamonds Bookings



Rectangular Field Bookings



Utilization of Available Capacity

When trying to project forward sport field needs, it is important to estimate total use of available capacity. The table below describes the annual capacity assumption for use on each field type.

Table 6: Field Capacity Assumptions

Field Type	Annual Capacity (hrs)	Assumption
Artificial Turf	2,024	Unlike natural surface fields, capacity for artificial turf is not limited by field condition. The total annual capacity was calculated by estimating the annual weeks that play could occur on the field (46 weeks) by the number of prime hours available each week (44 hours). <i>*Prime time hours are 4:00 PM – 8:00 PM on weekdays and 8:00 AM - 8:00 PM on weekends.</i>
Natural Surface Rectangular Field	600	600 hours of capacity represents an industry standard for the intensity of use a natural surface field can typically accommodate before field surface deterioration and damage is likely. <i>*Note: a number of other factors may impact this assumption (+ of -), including the field specs (e.g. sand based fields can typically accommodate a higher level of use, drainage, level of maintenance input, etc.).</i>
Ball Diamond	600	600 hours of capacity represents an industry standard for the intensity of use a natural surface field can typically accommodate before field surface deterioration and damage is likely. <i>*Note: a number of other factors may impact this assumption (+ of -), including the field specs (e.g. sand based fields can typically accommodate a higher level of use, drainage, level of maintenance input, etc.).</i>
Cross Over Field	900	Approximate capacity could be 1.5 x the capacity of a natural surface sport field or diamond.

The assumptions used in Table 6 were applied to the utilization data provided by the three communities. As reflected in the following tables, there generally appears to be sufficient supply within the current available inventory. **However, it is important to note that there is a large discrepancy in the intensity of bookings on a field-by-field basis and time of year. Booked hours reflected in the table do not include daytime school use of the fields (e.g. physical education programming, recess play, etc.).**

Table 7: Hours Booked at Courtney Fields in 2022 by Field Type and Month

Type of Field	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Trend Line
Artificial Turf Field	83	172	140	140	158	140	12	68	144	133	130	134	
Natural Grass Field	18	47	53	383	532	395	254	201	373	357	202	25	
Ball Diamond	0	0	13	262	446	556	743	512	263	0	0	0	
Grand Total	101	219	206	784	1,135	1,090	1,009	781	779	490	332	159	

Table 7.1: Courtney Utilization of Capacity by Quarter

	Artificial Turf Fields				Natural Grass Fields				Ball Diamonds			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Booked Hours	394	437	224	397	118	1,309	827	585	13	1,263	1,517	0
Number of Fields	1	1	1	1	22	22	22	22	9	9	9	9
Hours Available	506	506	506	506	3,300	3,300	3,300	3,300	1,350	1,350	1,350	1,350
% Booked of Available Hours	78%	86%	44%	78%	4%	40%	25%	18%	1%	94%	112%	0%

*The booked hours represent the total hours booked, the available hours for artificial turf represents the amount of hours that are available at the times that are preferred and necessary for most user groups (e.g. youth sport organizations can't play late into the evening or during school hours).

A small number of fields and diamonds during relatively small windows of time make up the majority of bookings, below are two tables that reflect the natural grass use of each field in each quarter and the use of each ball diamond in each quarter.

7.2: Courtney Utilization of Individual Fields Capacity: Natural Grass

Field Name	Q1	Q2	Q3	Q4	Grand Total	% Booked of Annual Utilization
Arden Elementary - Soccer Field 1	0	2	0	0	2	0%
Arden Elementary - Soccer Field 2	0	2	0	0	2	0%
Arden Elementary - Soccer Fields	0	0	35	2	37	6%
Bill Moore Park - Full Field	0	0	208	282	490	82%
Courtenay Elementary - Soccer Field 1	0	2	0	0	2	0%
Courtenay Elementary - Soccer Field 2	0	2	0	0	2	0%
Courtenay Elementary - Soccer Fields	0	0	0	2	2	0%
Huband Park Elementary - Soccer Field	0	2	0	0	2	0%
Isfeld Secondary - Soccer Field Lower 2	0	158	44	4	206	34%
Isfeld Secondary - Soccer Field Upper 1	0	163	51	19	233	39%
Lake Trail Middle - Soccer Field Lower 2	0	4	0	0	4	1%
Lake Trail Middle - Soccer Field Lower 3	0	4	0	0	4	1%
Lake Trail Middle - Soccer Field Upper 1	0	0	0	2	2	0%
Lewis Park - Soccer Field 1	12	44	43	43	142	24%
Lewis Park - Soccer Field 2	4	19	15	37	75	13%
Martin Park - Soccer Field	43	30	12	4	88	15%
Puntledge Elementary - Soccer Field 1	0	4	0	2	6	1%
Puntledge Elementary - Soccer Field 2	0	4	0	2	6	1%
Queneesh Elementary - Soccer Field 1	0	106	141	0	247	41%
Queneesh Elementary - Soccer Field 2	0	104	57	0	161	27%
Valley View - Soccer Field 1	12	65	19	45	140	23%
Valley View - Soccer Field 2	12	108	42	77	238	40%
Valley View - Soccer Field 3	0	103	6	6	115	19%
Vanier - Rugby Field	4	0	15	2	21	4%
Vanier - Soccer Field 1	6	70	36	12	123	20%
Vanier - Soccer Field 2	16	46	36	12	110	18%
Woodcote Park - Full Field	10	272	69	35	386	64%
Grand Total	118	1,309	827	585	2,838	22%

7.2: Courtney Utilization of Individual Fields Capacity: Natural Grass

Ball Diamonds	Q1	Q2	Q3	Grand Total	% Booked of Annual Utilization
Bill Moore Park - Ball Diamond 1	4	237	105	346	58%
Bill Moore Park - Ball Diamond 2	0	397	116	513	86%
Lewis Park - Ball Diamond 1	2	107	317	425	71%
Lewis Park - Ball Diamond 2	5	188	300	492	82%
Lewis Park - Ball Diamond 3	0	46	241	287	48%
Martin Park - Baseball Diamond	0	112	188	300	50%
Valley View - Ball Diamond 1	0	28	73	101	17%
Valley View - Ball Diamond 2	0	78	85	162	27%
Valley View - Ball Diamond 3	2	72	94	168	28%
Grand Total	13	1,263	1,517	2,794	52%



Overall field utilization indicators for Comox and Cumberland are summarized by the following tables.

Table 8: Comox Utilization of Capacity

2022	Natural Grass Rectangular Fields	Ball Diamonds
Hours Booked	412	1,018
Number of Fields	9	5
Hours Available	5,400	3,000
% Booked of Available Hours	8%	34%

Table 9: Cumberland Utilization of Capacity

2022	Natural Grass Rectangular Fields	Ball Diamonds
Total Hours Booked	403	32
Number of Fields	1	1
Total Hours Available	600	600
% Booked of Available Hours	67%	5%

Table 10 summarizes overall field utilization across the three communities.

Table 10: Summary of Overall Utilization of Available Capacity

Field Type	Total Hours Booked	Percentage Booked of Capacity
Natural Grass Rectangular Field	3,340	21%
Artificial Turf Field (Rectangular)	1,085	54%
Ball Diamonds	2,280	27%

**An assumption was made that the City of Courtney Sport Field 2021 bookings are similar enough to their 2022 bookings to be compiled for a cross community analysis.*

Key Take-Away's – Utilization Analysis

- The user groups that are consuming the most total hours are booking fields across multiple communities.
- While field time may be limited during some very specific peak times and seasons, available data indicates that a fair amount of capacity exists within the overall inventory.
- A relatively small number of fields within the inventory receive the concentration of bookings.
- Opportunities exist to enhance utilization data collection, management, and consistency across the three communities.



Section 5.0

Key Population Characteristics and Growth Indicators

Included in this section:

- Overview of key population and demographics indicators.
- Potential impacts of future growth on sport field needs.

Key Population Characteristics and Attributes

Provided as follows are pertinent population characteristics and attributes that are important to consider when planning for future sport and recreation infrastructure – including sports fields and related amenities.

Overview

In 2022, the total population of the Comox Valley is estimated to be about 73,000. The most recent census results, summarized in Table 11, show that the three urban areas and the K’ómoks First Nation reserve constitute about 66% of the total regional population, while the three Electoral Areas make up the remaining 34%.

Table 11: Population Summary in 2021 Census

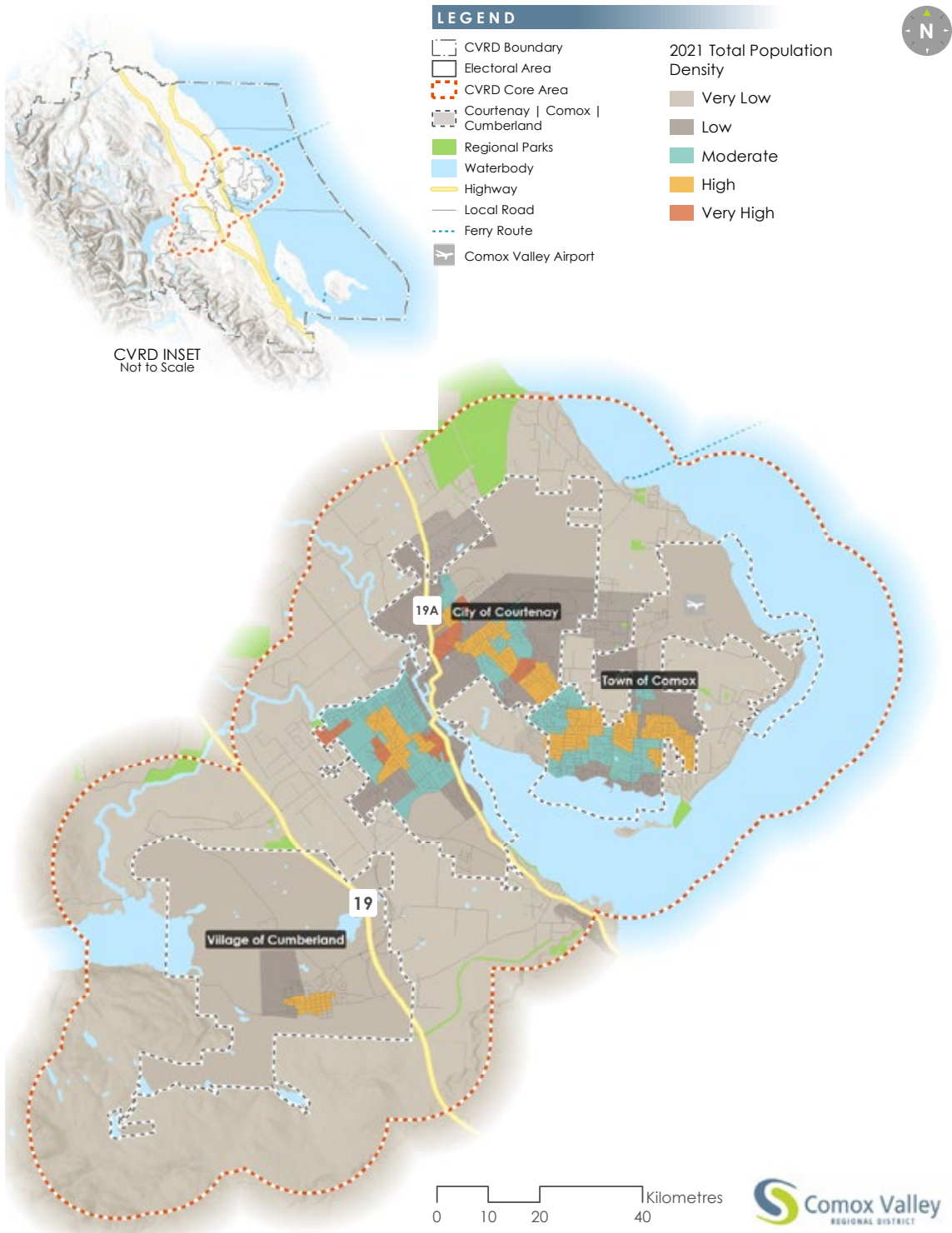
Jurisdiction	Population in 2016	Population in 2021	Increase
Courtenay	25,639	28,420	10.8%
Comox	14,028	14,806	5.5%
Cumberland	3753	4447	18.5%
K’ómoks First Nation	222	291	31.1%
Electoral Area A	7,213	7,926	9.9%
Electoral Area B	7,095	7,392	4.2%
Electoral Area C	8,617	9,158	6.8%
Totals	66,567	72,440	8.9%

As reflected in Table 11, the Courtenay, K’ómoks First Nation and Electoral Area A are growing faster than the average while Electoral Areas B and C and Comox are growing more slowly.

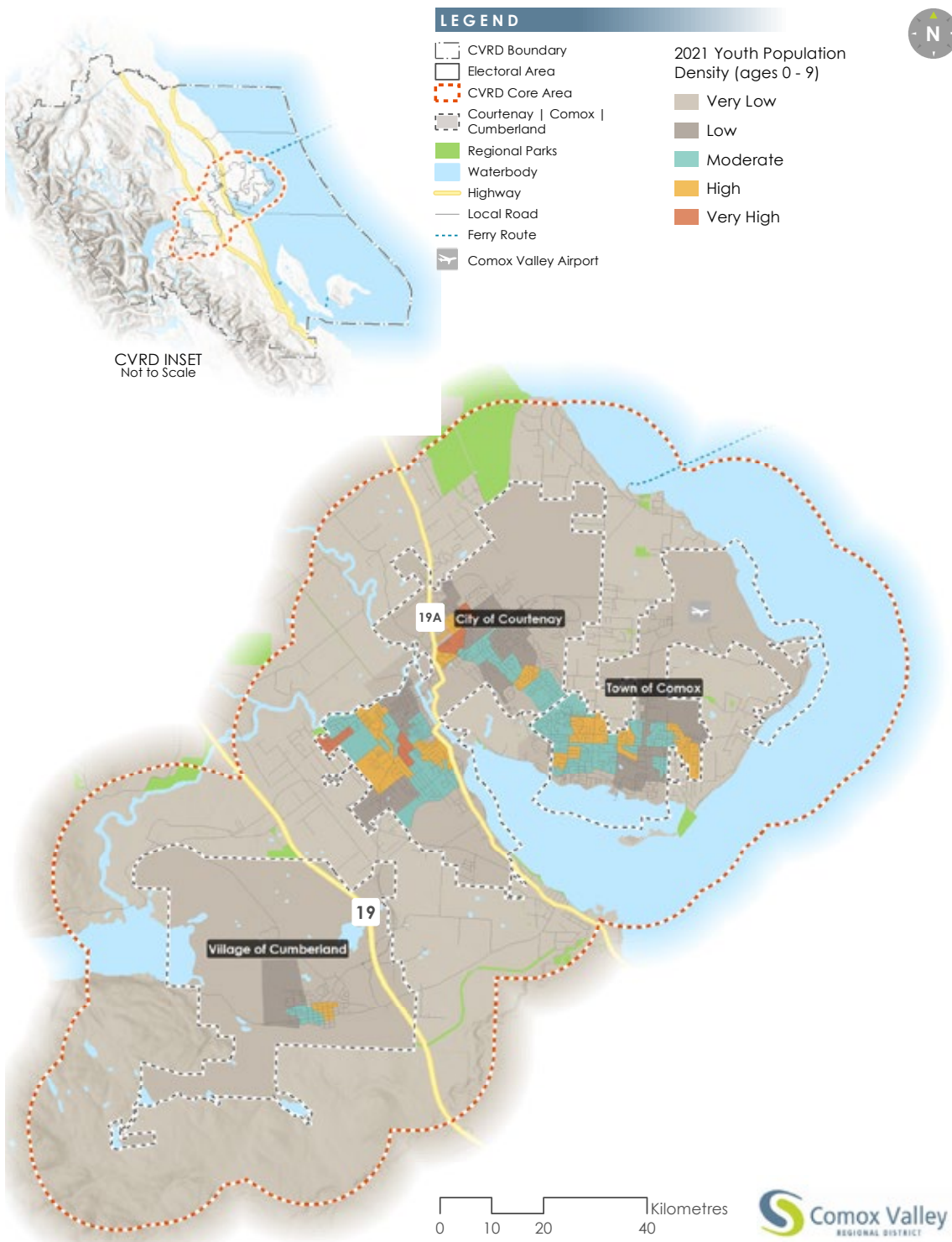


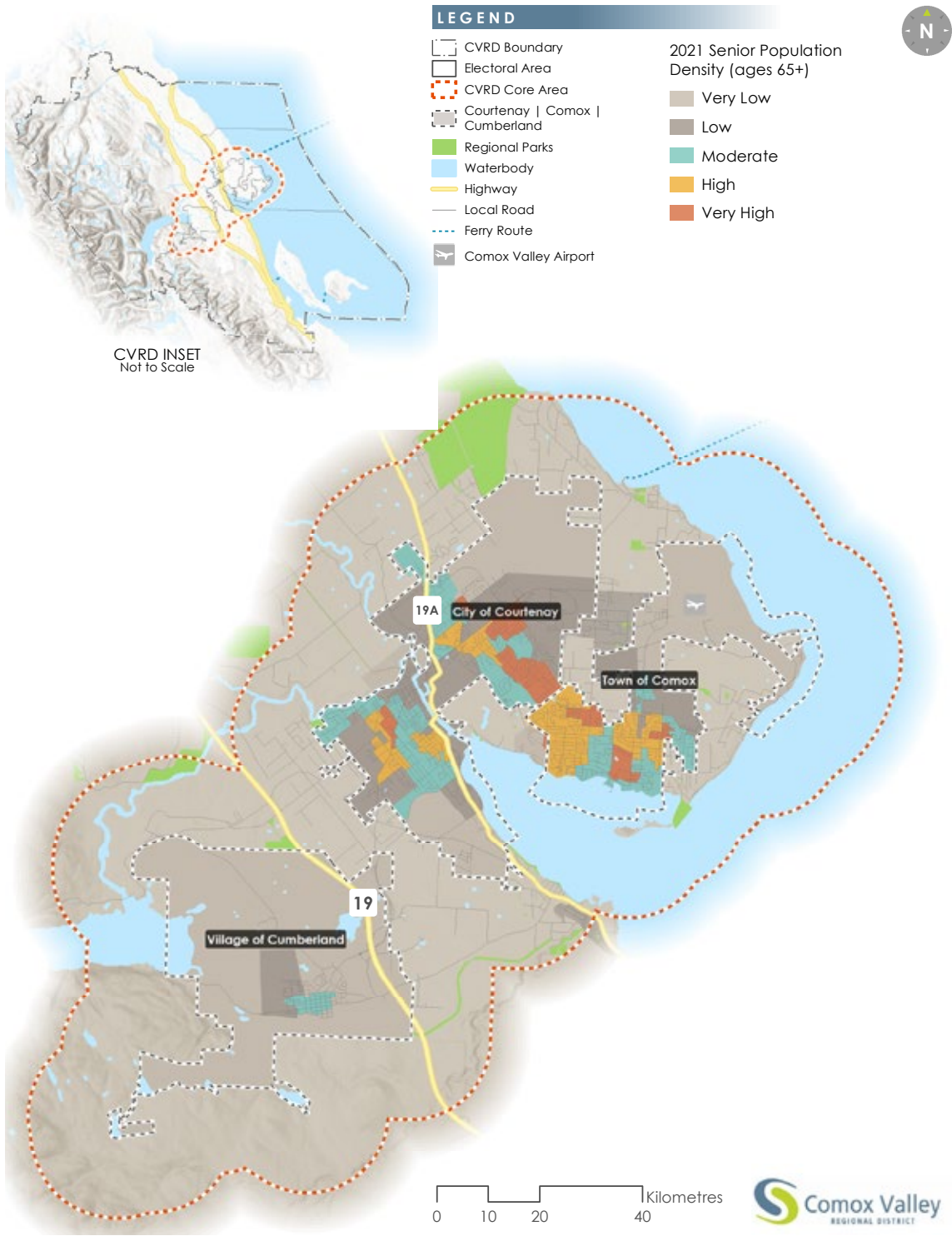
Key Characteristics

As with most regional districts on Vancouver Island, population density varies significantly with some emerging higher density development, suburban residential areas, and rural or “country residential” style development. As previously noted, the current sport field inventory is generally well dispersed throughout the CVRD.

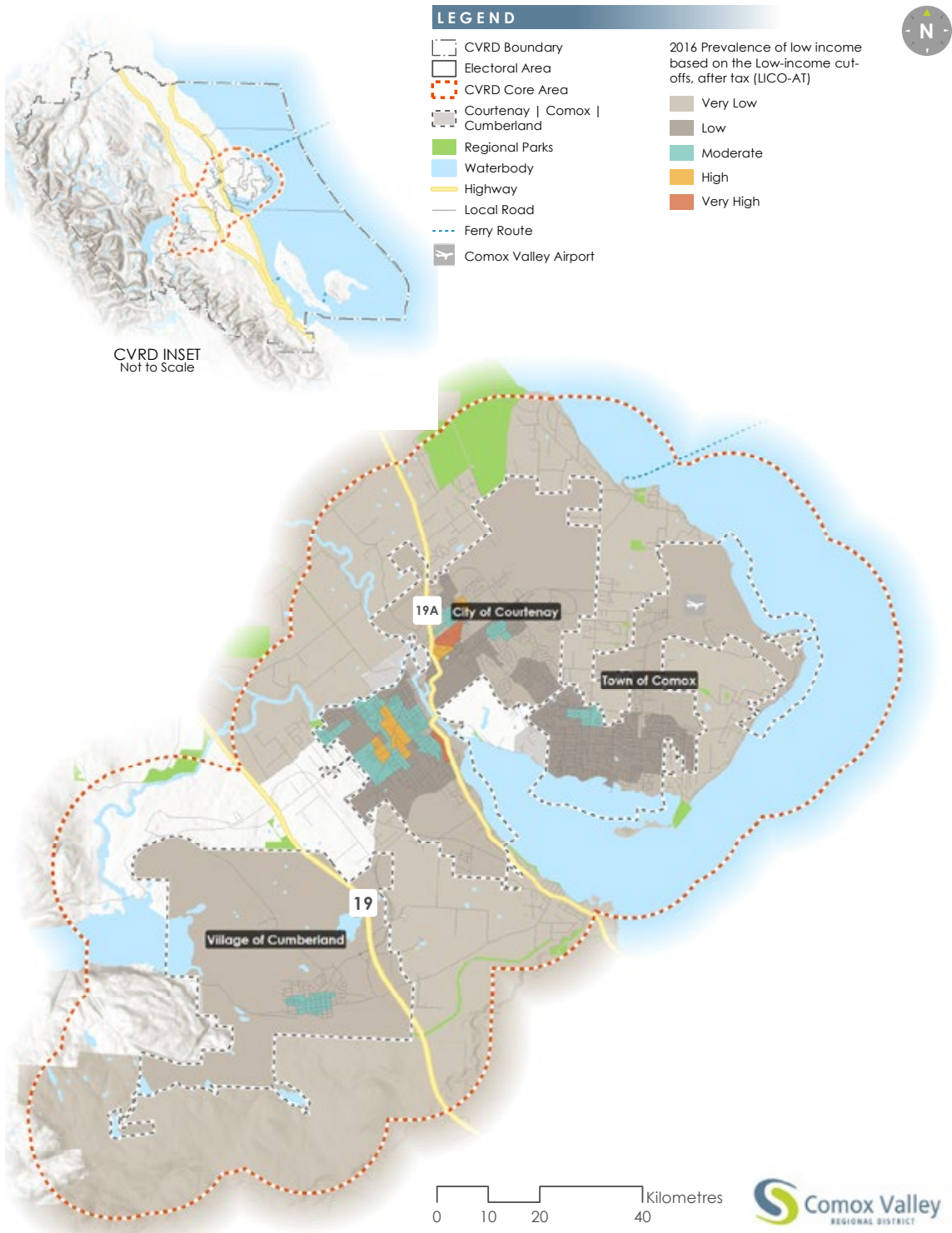


As reflected by the following two maps, youth population density is concentrated in a handful of neighbourhoods while older adults populations tend to be more dispersed throughout the study area.





The following map reflects areas within the CVRD that have a higher prevalence of residents that meet the Low Income Cut-Offs After Tax (LICO - AT) – a Statistics Canada designation for individuals living in very low income conditions. Notably, there is some overlap between areas with high concentrations of youth and a higher prevalence of residents that meet LICO-AT.



Projecting the Impacts of Growth

As reflected by Table 12, the population of the CVRD is anticipated to grow to between 85,000 – 90,000 residents over the next decade and exceed 95,000 residents by 2040.

Table 12: Population Projections

Source	Project Population Growth
Comox Valley Regional Growth Strategy (2010)	88,500 (by 2030)
Province of British Columbia - BC Stats, Population Estimates & Projections (2022)	85,404 (by 2030) 95,748 (by 2040)

Based on the current and projected population, it is reasonable to assume that the CVRD and its partners will need to provide sport field infrastructure for up to approximately 15,000 additional residents over the next 10-15 years. The most logical way to project the future field infrastructure needs of organized user groups is to extrapolate growth into the number of teams that will need to be accommodated by the sport field inventory. It is important to note that this methodology assumes that while specific sport field interests may change, overall participation levels will stay relatively similar (a reasonable assumption based on historical data). The following table reflects some basic assumptions that are used to undertake this calculation.

Table 13: Future Field Need Assumptions

Participation rate in organized field sport activities	10%*
Number of new residents participating in organized field sports <i>*Based on 15,000 new residents and the above noted participation rate</i>	1,500
Average number of participants per team <i>*Not all program participants attend every practice or game</i>	15
Number of new teams based on population growth	125
Hours required per team, per week <i>*Reflects 1.5 hour for practice unique to the team, and 2 hours minus a 50% reduction for game time shared with another team</i>	2.5
Average weeks in a season per program (2.5 months)	10

**Provincial and national data on participation rates in organized field sports vary significantly. 10% is used as a conservative assumption that reflects a general middle point between the various sources of participation data.*

Based on the assumption in Table 13, the sport field inventory in the CVRD may need to accommodate up to 2,500 incremental hours within the next 10-15 years. It is important to reiterate that this analysis is high level and may require revisiting once better local and regional participation rates data is available. For additional context, 2,500 hours is generally equivalent to 1 artificial turf field or 4 natural surface fields.

Table 14: Potential Sport Field Supply Needs to Accommodate Growth

Current Hours Booked (based on available data)	6,705 hrs
Estimated Incremental Hours Required (based on assumptions)	2,500 hrs
Total Estimated Hours Required to Accommodate 15,000 Population Growth	9,205 hrs

It is important to note that the previous calculations do not account for spontaneous / unstructured participation or programs during school hours. Section 8 provides additional guidance on how the sport field inventory in the CVRD can accommodate future growth.

Future, long-term participation trends are challenging to predict and may also impact future capacity needs. Unlike other programs, sport field activity participation at a provincial and national level has remained relatively consistent in lockstep with population growth, possibly due to factors like relative affordability and the diversity of field sports that can use rectangular sport field infrastructure.



Section 6.0

Trends and Leading Practices



Included in this section:

- Summary of key trends and leading practices.

Recreation and sport activities, preferences and community needs are dynamic and require public service providers of these opportunities to remain current on trends and leading practices. Summarized in the following table are key sport field trends and leading practices.

Table 15: Trends and Leading Practices Summary

Trend / Leading Practices	
Shifting allocations away from historically based practices to those that consider equity and development best practices (e.g. Sport for Life and Long Term Development).	<ul style="list-style-type: none"> • Recognition that historical allocations and bookings practices embed inequality. • Requirement for sport groups to align with their National Sport Organization's (NSO) Long Term Development model. • Movement in sport towards physical literacy and fundamental skill development.
Increasing provision of artificial turf.	<ul style="list-style-type: none"> • Need to make efficient use of scarce land supply (artificial turf fields can accommodate 3-5 times the level of use intensity as natural surfaces). • Increasing user and user group expectations for surface quality. • Climate change considerations (preserving water supply, variable weather patterns, etc.).
Emergence and growth of activities like cricket, ultimate, and Kabaddi in communities of all sizes.	<ul style="list-style-type: none"> • Increasing diversification and transient nature of society. • Diversifying sport and recreation interests. • Increased societal willingness to try new activities.
Spontaneous and unstructured recreation and sport demand.	<ul style="list-style-type: none"> • Increasing desire for low commitment activity options. • Cost of organized sport.
Demand for multi-field sites and preference for this infrastructure over stand-alone fields.	<ul style="list-style-type: none"> • User expectations for support amenities like washrooms, seating areas, and concessions. • Perceptions over enhanced convenience and user experience. • Effective use of limited land resources.



Section 7.0

Benchmarking

Included in this section:

- Comparative analysis of sport field provision in the CVRD with other jurisdictions.

Table 14 provides an overview of sport field provision within the CVRD relative to other comparator communities. The comparator communities were selected to reflect a range of different jurisdictions, including regional districts and small to medium sized urban centres. This benchmarking comparison suggests that the provision of rectangular natural surface sports fields and ball diamonds in the CVRD is better than the comparators, while the provision of artificial surface sports fields is lower.

The Importance of Considering the Benchmarking Data in the Right Context

While infrastructure provision benchmarking provides interesting insights that are worthwhile to consider along with the other research and engagement inputs, it is also important to note a number of limitations with benchmarking:

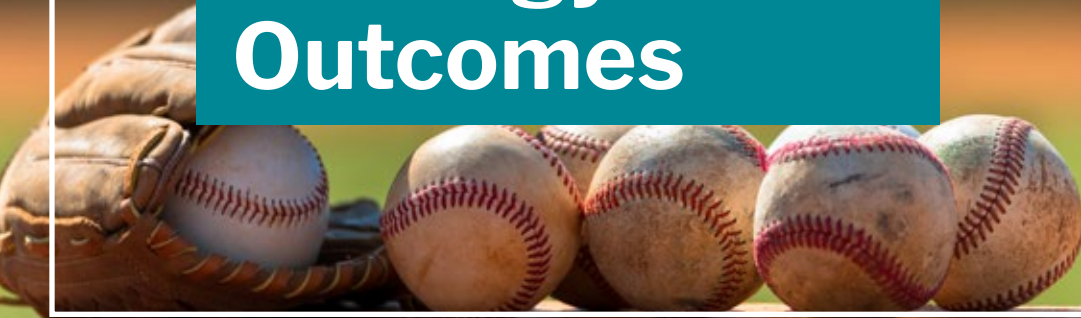
- The benchmarking data is simply a count of the infrastructure unit and does not take into account the quality and functionality of the inventory in the various comparator communities.
- Municipalities and regional districts count their inventory in different ways. The inventory reflected in the table for the comparator communities are those fields that are considered within the booking system for each jurisdiction. ****In some of the jurisdictions this includes all school fields, while in others it does not.***
- Further to the above bullet, the collection of benchmarking data is a secondary research exercise that relies on municipal and regional district websites, master plan and study documents, and use of the consulting team's files and contacts. While the communities selected for the benchmarking reflect those for which relatively accurate data is available, some margin of error likely exists (especially for a high volume amenity type like sport fields).

Table 16: Benchmarking Summary

Community / Region	Rectangular Sports Field - Natural Surface	Artificial Surface Sports Fields	Ball Diamonds
Chilliwack	1: 4,660 (20 fields)	1: 31,068 (3 fields)	1: 2,589 (36 diamonds)
Cowichan Valley Regional District	1: 7,418 (12 fields)	1: 29,671 (3 fields)	1: 2,782 (32 diamonds)
Langley (Township)	1: 2,174 (61 fields)	1: 18,943 (7 fields)	1: 1,768 (75 diamonds)
Mission	1: 2,966 (14 fields)	1: 41,519 (1 field)	1: 3,194 (13 diamonds)
Nanaimo	1: 4,755 (21 fields)	1: 33,288 (3 fields)	1: 3,329 (30 diamonds)
Port Coquitlam	1: 3,844 (16 fields)	1: 30,749 (2 fields)	1: 2,674 (23 diamonds)
Port Moody	1: 3,726 (9 fields)	1: 16,768 (2 fields)	1: 2,395 (14 diamonds)
Prince George	1: 3,653 (21 fields)	1: 25,569 (3 fields)	1: 4,794 (16 diamonds)
Regional District of Nanaimo	1: 8,113 (21 fields)	-	1: 8,518 (20 diamonds)
AVERAGE	1: 4,590 (22 fields)	1: 28,447 (3 fields)	1: 3,560 (29 diamonds)
<i>CVRD Total</i>	<i>1: 1,685 (43 fields)</i>	<i>1: 72,445 (1 field)</i>	<i>1: 1,958 (37 diamonds)</i>

Section 8.0

Strategy Outcomes



Recommended future guidance is provided in this section under six overarching Strategy Outcomes. The strategic guidance provided under each Strategy Outcome is intended to optimize the sport field system, guide future projects, and help plan for projected growth.

Strategy Outcome #1: Enhance and Standardize Data Collection.

Rationale for this Direction:

- The partners involved in sport field bookings have differing practices for bookings and data management, which presents a challenge when trying to comprehensively understand regional use, participation levels, trends, and long-term needs.
- Having comprehensive and consistent utilization data can help inform future decision capital planning and operational decision making.
- A number of groups use fields across the multiple jurisdictions. Collaborative tracking of utilization will help ensure these groups are using appropriate volumes of field time.

Recognizing that sport fields are just one of a number of amenity types that have some level of multi-jurisdictional provision in the CVRD, it may be prudent for the CVRD and its partners to establish a working group that can discuss more broadly how utilization data can be collaboratively tracked and managed. This suggested action may could also be paired up with a collaborative approach to allocations (as further discussed in Strategy Outcome #4).

Strategy Outcome #2: Utilize the Refreshed Sport Field Classifications as Guideline for Operational and Capital Investment in the Sport Field Inventory.

As summarized in Section 2, the project team undertook an inventory and assessment of the sport field inventory that included a refreshed classification of the inventory using the previous 2008 assessments – *please refer to the Appendices for the detailed assessment findings.*

Based on the field assessments and evaluation of the inventory versus the previous classification, it was suggested that the development of a refreshed classification system would be helpful to provide a point of reference for both capital planning and ongoing operations. The refreshed classification system outlined in Table 17 identifies suggested, high-level field and amenity standards, maintenance input levels, and targeted use characteristics. Use of this classification system by all sport field partners in the CVRD will also help ensure consistency across the inventory and guide field enhancement and new development projects.

Table 17: Recommended Classification System

Class	Maintenance Input	Field Type and Characteristics	Amenities	Maximum Level of Permitted Use	Target Uses
Artificial Turf	As required	<ul style="list-style-type: none"> • Drainage system required 	<ul style="list-style-type: none"> • Washrooms • On-site change areas • Lighting • Storage • Spectator seating 	N/A (no limits to use potential)	All
A	High	<ul style="list-style-type: none"> • Sand based, natural surface field • Drainage and irrigation required • Full sized regulation surface 	<ul style="list-style-type: none"> • Washrooms • On-site change areas • Lighting optional if rationalized by type of use and characteristics • Storage • Spectator seating • Diamonds are fenced 	600 hours	Game play
B	Moderate	<ul style="list-style-type: none"> • Sand or soil based • Drainage and irrigation optimal 	<ul style="list-style-type: none"> • <i>Selected Class A amenities where deemed appropriate.</i> 	300 hours	Practices and recreational sport game play
C	Low	<ul style="list-style-type: none"> • Soil based • Drainage and irrigation optional 	<ul style="list-style-type: none"> • Not required 	300 hours	Practices and spontaneous / unstructured use

Strategy Outcome #3: Target Capital Investment in Sport Field Infrastructure Towards a Focus on Maximizing the Quality of Sport Field Infrastructure and Adding Functional Capacity.

As per the analysis in Section 5, it is reasonable to anticipate based on expected population growth that the CVRD and its partners may need to accommodate approximately 2,500 incremental hours of sport field demand over the next 10-15 years. While sport field user groups and public survey respondents expressed concerns over a lack of available capacity, the analysis of utilization data suggests that there is sufficient capacity within the system to accommodate growth. **These divergent findings from the research and analysis suggest that available resources should be focused primarily on improving the quality, functionality and experiential aspects of current sport field sites.**

Provided as follows are suggested priorities for sport field investment over the next 10-15 years. **It is important to note that the majority of sites identified for future investment are owned by School District 71 and future capital works on these sites would require District input, approval and potential partnership.**



Focus Area: Artificial Turf

Providing a second artificial turf surface through the retrofit of an existing natural surface field is the most efficient and effective approach to addressing user group needs, meeting future growth, and optimizing use of available sport field land resources. While the current artificial turf field is not being used to capacity, benchmarking and trends provide additional justification for developing a second artificial turf surface based on the following rationale:

- Multi-use capability / functionality
- Ability to provide increased shoulder and winter season capacity
- Maintenance and operational efficiencies

Site assessments were conducted on existing sport field sites across the CVRD to determine artificial turf suitability. This analysis aimed at identifying sites that are most suitable based on a number of key attributes, including:

- Existing site infrastructure (e.g. lighting infrastructure, support amenities and complementary indoor spaces / facilities)
- Site adjacencies (e.g. surrounding neighbourhood characteristics)
- Access and parking
- Other observed characteristics (e.g. drainage and surfacing)

Three sites were identified as being most suitable with each site having advantages and disadvantages. Table 18 provides a high level overview of the key characteristics and future considerations for the three sites.

Table 18: Summary of Potential Artificial Turf Sites

Site	Considerations
Bill Moore Park	<ul style="list-style-type: none"> • The site has a large footprint to work with which will support amenity provision and provide flexibility. • Lighting infrastructure exists, however it is configured for ball and would need to be adapted. • Observed site conditions suggest this option may incur additional costs to improve drainage and grading.
G.P. Vanier Secondary School	<ul style="list-style-type: none"> • 2 fields on the site are deemed viable – Field #1 (NE field) and Field #2 (field with the existing track) • Field #1 (NE field) is the suggested option as retrofitting Field #2 would impact the track and require relocation of the athletics amenities. • Developing a second artificial turf surface on the site presents the opportunity to create a multi-synthetic field hub that will support tournament and event hosting. • Pre-existing amenities provide an opportunity for some cost savings.
Highland Park	<ul style="list-style-type: none"> • Opportunity to provide a synthetic turf field in a different geographic area. • There is not currently lighting on the site. • Additional site improvements for parking/drop off may be required because the field site is relatively far from the school lot and Torrence Road.

Mark R. Isfeld Secondary has previously been identified as a desired location for a second artificial turf surface. While this site and a number of other sites in the community could technically be retrofitted to artificial turf, a number of challenges were noted that resulted in it not being identified as a highly suitable location.

- The location of field has numerous access point and flow challenges.
- The field is tucked away behind the school with minimal viewing and vantage points, presenting a high level of amenity vandalism risks.
- Lighting infrastructure does not exist and would need to be added.

Potential Capital Cost Impacts

\$4,000,000 - \$5,000,000 is a typical cost range for an artificial turf retrofit project, which generally includes:

- A regulation field size
- Standard field shockpad, surface, and infill
- Lighting
- Basic complement of support infrastructure (washrooms)

Before proceeding with the development of any site, further technical analysis should be undertaken as a number of factors can significantly impact cost, including:

- Geotechnical condition
- Atypical lighting requirements (e.g. location of existing power source, upgrades required, site limitations, mitigation of light pollution, etc.).
- Water run-off mitigation requirement



Conceptual Test Fit: Highland Park



Conceptual Test Fit: Bill Moore Park (Option 1)



Conceptual Test Fit: Bill Moore Park (Option 2)



Conceptual Test Fit: G.P. Vanier Park



Recommended Next Steps

The CVRD and its partners should undertake feasibility analysis to further explore:

- Technical condition of the suggested candidate site(s)
- Detailed capital cost analysis on a preferred site(s)
- Partnership and operating approaches
- Site program options – including the type of field surface required and support amenity requirements

It is also suggested that any future investment in a synthetic turf field be undertaken with access equity as a primary consideration. While large user groups may have fundraising and resource capacity to contribute, these considerations should not be deemed more important than providing an artificial turf surface that can provide broad based community benefits.

Feasibility analysis should also explore potential reasons why utilization of the existing artificial turf field has not been maximized and whether this factor is due to how time is currently allocated or other factors (e.g. market characteristics, user group barriers to use, etc.).

Other Capital Projects to Optimize the Current Inventory

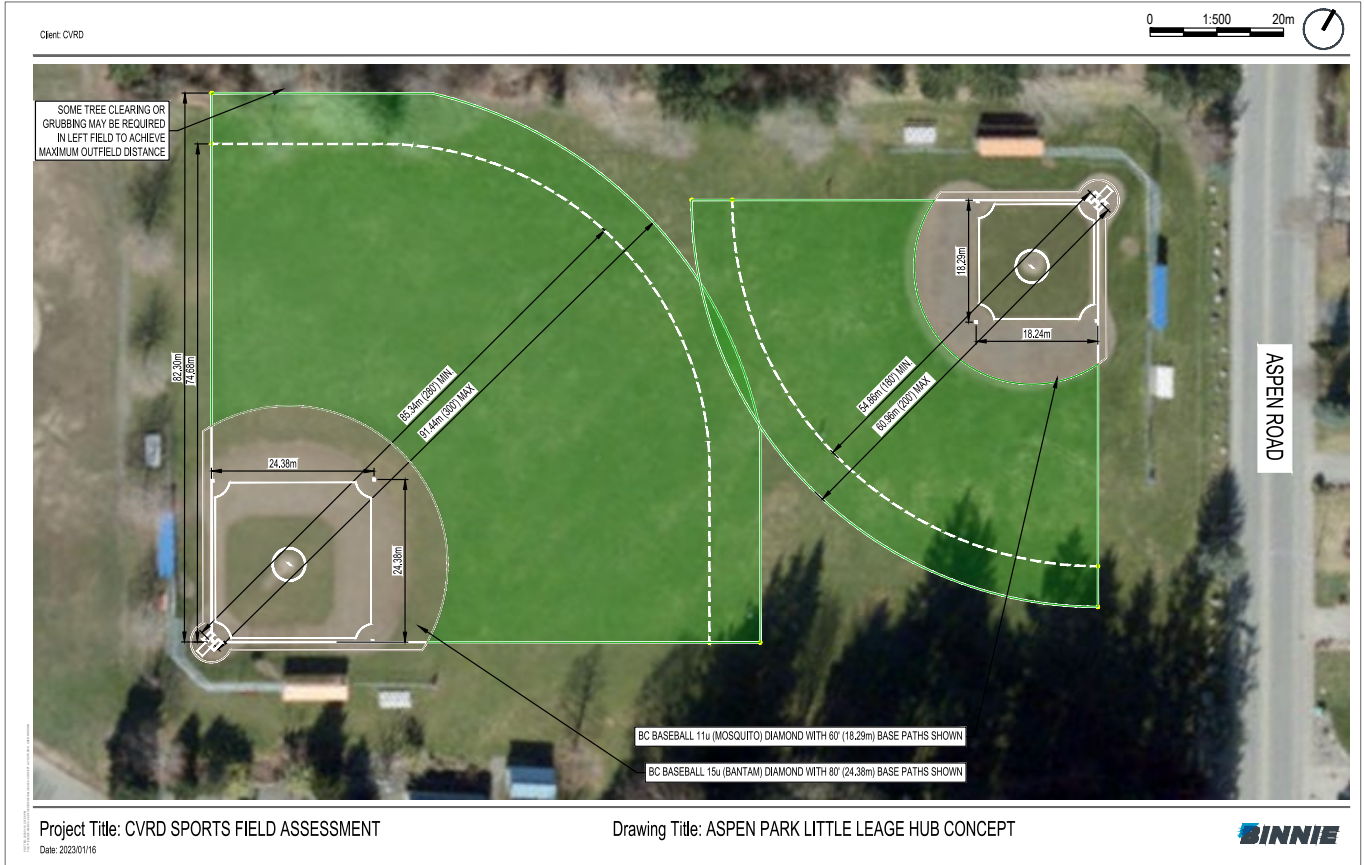
Based on the research and engagement, a number of other priorities for capital investment have been identified. These projects advance the overarching recommendation goal of optimizing the current sport field inventory through focused investment where it can be most beneficial.

Table 19: Summary of Other Recommended Capital Investment Focus Areas

Project	Rationale and Benefits	Next Steps	Potential Capital Cost Impacts*
Add washroom and/or changeroom structures to 2 – 4 field sites over the next 10 years	<ul style="list-style-type: none"> Improves user experience. Responds to key needs identified through the engagement. 	<ul style="list-style-type: none"> Identify project sites based on use (current use and opportunities to increase use). Undertake the necessary design and cost analysis. 	\$150,000 - \$750,000
Add lighting to 2 – 4 field sites over the next 10 years if capacity benefits can be sufficiently demonstrated.	<ul style="list-style-type: none"> Increases evening capacity, making better use of existing assets. <p><i>*Before proceeding with the addition of lighting to a site, further analysis should be conducted to ensure that the capacity benefits warrant the capital expenditure, and, that additional capacity will not result in overuse of a grass surface field.</i></p>	<ul style="list-style-type: none"> Identify project sites based on use (current use and opportunities to increase use). Undertake the necessary design and cost analysis. 	\$60,000 - \$80,000 per pole, plus servicing (\$100,000 - \$200,000)
Develop a baseball hub site	<ul style="list-style-type: none"> Responds to a potential field type gap. Provides baseball with enhanced infrastructure that can support growth and tournament hosting. 	<ul style="list-style-type: none"> Further evaluate the suitability of Aspen Park and Queenesh Park (these two sites have been preliminarily identified as potential locations for a baseball hub). 	\$500,000 (field only; not including amenities)

*High level cost estimates. These amenities have a high degree of variability.

Conceptual Test Fit: Aspen Park



Conceptual Test Fit: Queenesh Elementary School



Initiate Planning for a Multi-Field Hub

The CVRD and its partners should begin the process of massing land for a major multi-sport hub site. While the development of this site is likely not needed for at least 10-15 years based on current demand and the need to focus available resources on enhancing existing sport field sites, initiating planning now is prudent and will help position the region to accommodate future growth.

The advantages of initiating planning in the near term for a future site are numerous and include:

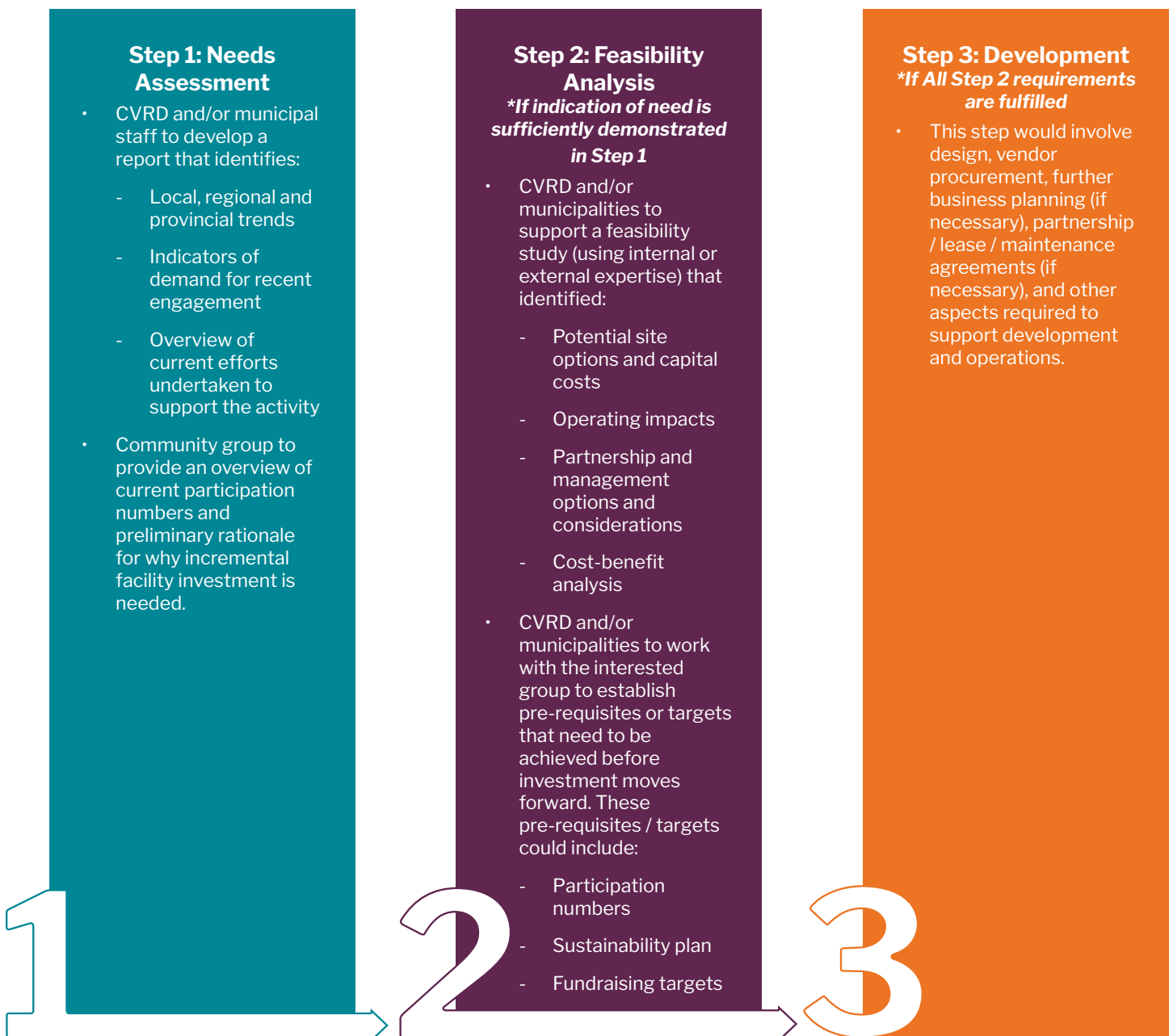
- The potential to address potential tournaments hosting gaps.
- Aligning with identified user needs and preferences for multi-field venues with a high provision of support amenities.
- The flexibility to potentially consolidate the sport field inventory (e.g. repurposing underutilized, stand-alone fields for higher value recreation and leisure uses).
- The flexibility to meet future, unknown (or unclear) needs for new and emerging types of sport field activities that may be challenging to accommodate at existing sites.

While amassing land for this site through the development process and/or purchase should begin in the short term, feasibility analysis and business planning is not required for at least 5-10 years.



Establish a Clear Process and Pre-Requisites for Investment in New Types of Field Infrastructure

Providing infrastructure to support emerging activities is important and reflects a commitment towards providing diverse and inclusive infrastructure. However, investment in infrastructure to support these activities needs to be rationalized and make prudent use of public resources. Outlined as follows is a recommended process for the CVRD and its partners to follow when community demand comes forward for investment in new types of sport field infrastructure.



Strategy Outcome #4: Develop a New Approach for Sport Field Bookings and Allocations Based Around Clear Standards of Play.

Allocating based on need and achieving public benefit reflects a commitment to equity and making the best use of available recreation infrastructure. Best practice guidance from Sport for Life recommends that publicly provided recreation assets be allocated based on clear rationale that supports physical literacy and Long Term Development (LTD) principles.

As a next step emanating from the Strategy, the CVRD and project partners should establish standards of play that are based around the following core principles.

1. Alignment with Sport for Life's Long Term Development Model (LTD). *Every sanctioned National Sport Organization in Canada is required to have an LTD plan that is followed at the provincial and local levels.
2. Commitment to appropriate and efficient use of field time (e.g. booking only the time that is needed, sharing time with other groups, etc.).
3. Using the right fields at the right times (aligning programs with the appropriate class of field).

It is also important to note that currently not all sport field user groups pay to access field time for practices and games. The refreshed allocation approach should also look at user fees and consider the following:

- Having a clear, transparent and equitable rationale for what groups pay to access field time.
- The impacts of fees on "field hoarding".
- The cost to provide fields and support amenities (including capital reserve and lifecycle needs for specialty and high value fields).

Example Standards of Play

National Sport Organizations (NSO's) in Canada are required to have Long Term Development (LTD) plans that provide provincial and local organizations with guidance on appropriate sport development. While the various NSO's have differing levels of detail within their LTD plans as it pertains to practice and game duration, these important documents can be used to develop local standards of play that can guide allocations

Example: Soccer Canada Grassroots LTD Standards

CRITERIA	ACTIVE START	FUNDAMENTALS		LEARN TO TRAIN	
	U5-U6	U7	U8-U9	U10-U11	U12-U13
Match format (maximum)	No formal matches	3v3	4v4 (no GK) or 5v5 (with GK)	7v7	9v9 [U12] 9v9 or 11v11 [U13]
Coaching qualification	Active Start + MED + RiS + Making Headway + EAP	Fundamentals + MED + RiS + Making Headway + EAP	Fundamentals + MED + RiS + Making Headway + EAP	Learn to Train + MED + RiS + Making Headway + EAP	Learn to Train + MED + RiS + Making Headway + EAP
Maximum match duration	Informal play	30 minutes	40 minutes	50 minutes	70 minutes [U12] 80 minutes [U13]
Maximum match time per player per day	N/A	60 minutes	60 minutes	80 minutes	100 minutes
Minimum rest time between matches	N/A	Duration of one (1) match	Duration of one (1) match	Duration of one (1) match	Duration of one (1) match
Maximum goal size	Pop-up goals 3ft (0.91m) x 5ft (1.52m)	Pop-up goals 3ft (0.91m) x 5ft (1.52m)	5ft (1.52m) x 8ft (2.44m)	6ft (1.83m) x 16ft (4.88m)	6ft (1.83m) x 18ft (5.49m)
Field size	N/A	Width: 18-22m Length: 25-30m	Width: 25-30m Length: 30-36m	Width: 30-36m Length: 40-55m	9v9 Width: 42-55m Length: 60-75m 11v11 Width: 45-90m Length: 90-120m
Ball size	3	3	3 or 4 (or 4 super light)	4 (or 5 light)	9v9: 4 (or 5 light) 11v11: 5 (or 5 light)
Number of memorable events (maximum)	N/A	N/A	Two (2) per year	Two (2) per year	Four (4) per year <i>*One (1) event may be overseas</i>
Referee or Game Leader	N/A	Game Leader	Game Leader or Referee	Game Leader or Referee	Referee
Restarts from Sidelines	N/A	Pass in or dribble in	Pass in or dribble in	Pass in or dribble in	Throw-in



CANADA SOCCER GRASSROOTS STANDARDS

CRITERIA	ACTIVE START	FUNDAMENTALS		LEARN TO TRAIN	
	U5-U6	U7	U8-U9	U10-U11	U12-U13
Offside	N/A	N/A	No	No	Yes
Retreat line	N/A	Yes (halfway line)	Yes (halfway line)	Yes (one third)	Optional (one third)
Substitutions	N/A	Unlimited (any stoppage or on the fly)	Unlimited (any stoppage or on the fly)	Unlimited (any stoppage)	Unlimited (any stoppage)
Season or block length (indoor/outdoor)	6-16 weeks	6-16 weeks	6-22 weeks	10-22 weeks	10-22 weeks
Team travel time	Within organization	Under 60 minutes each way	Under 60 minutes each way	Under 60 minutes each way	Under 60 minutes each way
Playing time (players encouraged to try all positions)	Players all play	Fair playing time for all players	Fair playing time for all players	Fair playing time for all players	Fair playing time for all players
Player-to-coach ratio	Ideal: 4:1 Maximum: 8:1	Ideal: 6:1 Maximum: 8:1	Ideal: 8:1 Maximum: 10:1 (5v5)	Ideal: 10:1 Maximum: 12:1	9v9 Ideal: 12:1 Maximum: 16:1 11v11 Ideal: 16:1 Maximum: 18:1
Practice-to-match ratio	N/A	1:1	1:1 or 2:1	2:1 or 3:1	2:1 or 3:1
Structured practice duration	30-45 minutes	30-45 minutes	45-60 minutes	60-75 minutes	60-75 minutes
Match day roster guidelines (game day only)	N/A	Ideal: 6 players	Ideal: 8 players	Ideal: 10 players	9v9 Ideal: 14 players 11v11 Ideal: 16 players
Match day format	N/A	Festival format	Festival format	Festival format	Festival or league format
Number of match days (Festival or league play) per week	N/A	One (1)	One (1)	One (1)	One (1)

The following tables further reflect an example of how NSO standards of play can be translated into local standards of play for the purposes of field allocations. This example uses the Canada Soccer’s Grassroots Standards as a guideline, however it is important to note that a significant amount of flexibility exists within these guidelines and therefore some assumptions need to be made for this example model (e.g. Canada Soccer’s guidelines reflects duration ranges for the season of play, practice and game times and other key elements). It is recommended that the CVRD and its municipal partners work collaboratively with the sport groups to refine and test the various standard of play assumptions.

Potential Standards of Play Model Example – Grassroots Level Soccer

Table 20: Initial Calculation of Sport Field Time Needs by Age Groups

**This table utilizes Canada Soccer’s LTD guidelines to generally identify hours of field time required on a per participant or per group/team basis.*

Age Group	Weeks in a Season	Average Practices per Week	Duration of Practice (minutes)	Matches per Week	Maximum Match Time per Player per Week (Minutes)	Minutes of Field Time Required per Participant (or grouping/ team of participants) per Week During the Season of Play	Minutes of Field Time Required per Participant (or grouping/ team of participants) per Season of Play	Hours of Field Time Required per Participant (or grouping/ team of participants) per Season of Play
U5-U6	10	1	45	0	0	45	450	8
U7	10	1	45	1	60	105	1,050	18
U8-U9	12	1.5	60	1	60	150	1,800	30
U10-U11	14	2	75	1	80	230	3,220	54
U12-U13	16	3	75	1.5	100	375	6,000	100

Table 21: Example Allocation Model

*This table reflects how field time needs can be extrapolated into how allocations can be determined.

Age Group	Hours of Field Time Required per Participant (or grouping/team of participants) per Season of Play	# of Teams/ Program Groupings <i>*Examples Purposes Only (not real #'s)</i>	Total Hours of Field Time Required per Age Group	Space Needs (Portion of a full size field required to meet programming needs)	Relative Allocation (hours of full size field time equivalent needed)
U5-U6	8	20	150	0.25	38
U7	18	10	175	0.25	44
U8-U9	30	10	300	0.5	150
U10-U11	54	5	268	0.5	134
U12-U13	100	5	500	1	500



Strategy Outcome #5: Advance Efforts to Actively Promote Spontaneous and Unstructured Sport Field Play.

While much attention is often given to organized, program based field use, it is important to remember that a significant proportion of sport field activity occurs in unstructured and spontaneous ways through pick-up games, individual practice, and informal small group play. The following strategies are recommended to support spontaneous and unstructured use.

- **Consider designating a handful of sport fields for non-bookable use.** These fields should be removed from the bookable inventory and promoted as always available for spontaneous use.
- **Develop messaging that encourages spontaneous play.** The CVRD and its partners can use their social media platforms and other communications channels to encourage non-program based activity on sports fields.
- **Ensure clarity around when fields are booked.** Post field bookings on municipal websites so individuals know when they can access fields.
- **Work with groups to reduce “blanket bookings”.** When groups do not need field time, they should be clearly promoted and communicated as available for spontaneous use. While groups may be concerned with field quality and feel a sense of ownership of the facility, spontaneous use can be managed and in most cases is likely to have minimal impact on the field surface and amenities.



Strategy Outcome #6: Create a More Streamlined and Cohesive Sport Field System in the Region.

The CVRD, City of Courtenay, Town of Comox, Village of Cumberland and School District 71 have successfully collaborated in various ways, informally and formally, across a number of service areas. Future opportunities exist to increase and optimize collaborations in order to provide the best possible user experiences and maximize efficiency across the sport field system.

Identified as follows are suggested actions to increase collaboration and enhance overall management practices.

Suggested Action	Rationale and Benefits
Bring the Village of Cumberland in the sport field service.	<ul style="list-style-type: none"> • Creates a more cohesive system and better overall consistency across. • Recognizes that many groups are using fields across jurisdictional boundaries.
Shift all field bookings towards a single point of contact.	<ul style="list-style-type: none"> • Improves user experience and convenience. • Enables more efficient and effective data collection, management and analysis.
Wherever possible, align policy and practices pertaining to key elements of sport field service delivery like allocations and user fees.	<ul style="list-style-type: none"> • Creates consistent practices. • Recognizes that many groups are using fields across jurisdictional boundaries.
Encourage and support school system partners with enhancing field maintenance practices at sites that receive (or have the potential to accommodate) higher intensities of bookings.	<ul style="list-style-type: none"> • Makes optimal use of existing infrastructure. • Opportunity to address identified needs for higher quality playing surfaces. • Improves user experiences.

As new or enhanced sport field infrastructure is developed in the future, it will also be important for the various partners in sport field provision to clearly understand and consider the impacts of capital investment. These future discussions should not only consider up front capital investment but also capital reserve and lifecycle. The lifespan of an artificial turf surface is approximately 10 – 12 years, requiring ongoing lifecycle budgeting to be undertaken. Other higher value sport field infrastructure (e.g. Class A fields with bleachers and permanent structures) will also require re-investment to ensure safe and functional use.

Making optimal use of existing infrastructure should continue to be a primary focus for all partners in the region. Using the recommended new classification system (as outlined in Strategy Outcome #2) across all jurisdictions will help create a level of sport field service that is consistent. In particular, increasing the level of maintenance input into selected school fields presents a significant opportunity to improve the function capacity of fields within the CVRD and provide better experiences to user groups and spontaneous users.

Section 9.0

Implementation Summary

The following table summarizes the six Strategy Outcomes and identifies the potential capital and operational resource requirements associated with each.

Strategy Outcome	Capital Resource Requirements	Operational Resource Requirements
1. Enhance and Standardize Data Collection.	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• Incremental staff time and potential systems investment.
2. Utilize the Refreshed Sport Field Classifications as Guideline for Operational and Capital Investment in the Sport Field Inventory.	<ul style="list-style-type: none">• Use by staff on an ongoing basis to guide field improvement projects.	<ul style="list-style-type: none">• Use by staff on an ongoing basis to guide operational planning and resource allocation.
3. Target Capital Investment in Sport Field Infrastructure Towards a Focus on Maximizing the Quality of Sport Field Infrastructure and Adding Functional Capacity.	<ul style="list-style-type: none">• Further technical and feasibility analysis required for a second artificial turf field (\$75,000 - \$10,000)• Cost of developing a second artificial turf surface: \$4 – 5 M (pending detailed site analysis)• Addition of washrooms and lighting to 2-4 field sites. Additional cost analysis required after sites have been identified.• Recommended baseball hub requires further site and cost analysis (\$500,000 is a typical cost for a Class A level diamond).• Land cost for the recommended long-term new multi-sport field hub.	<ul style="list-style-type: none">• Staff time to support further analysis.

Strategy Outcome	Capital Resource Requirements	Operational Resource Requirements
4. Develop a New Approach for Sport Field Bookings and Allocations Based Around Clear Standards of Play.	• N/A	• Staff time to support refining the standards of play and implementation.
5. Advance Efforts to Actively Promote Spontaneous and Unstructured Sport Field Play.	• N/A	• N/A
6. Create a More Streamlined and Cohesive Sport Field System in the Region.	• N/A	• Staff time to support the recommended focus areas / initiatives and sport field management changes.



Appendices



Appendix A: Field Use Survey Summary Report

Comox Valley Regional District Field Use Survey

Summary Report
June 2022



TABLE OF CONTENTS

1.0 Executive Summary 2

2.0 Introduction 2

2.1 Project Brief & Consultation Overview..... 2

2.2 Engagement Objectives..... 3

2.3 Engagement Tools and promotion 3

3.0 Consultation Results..... 3

3.1 Overview Results 3

3.2 Current Use..... 4

4.0 Conclusion 7

APPENDICES 7

APPENDICES

APPENDIX 1 – General Public Survey (Hard Copy)

APPENDIX 2 – Public Survey Summary Results

1.0 Executive Summary

The Comox Valley Regional District's recreation team undertook a review of their sports fields in order to plan ahead for the community's growing needs. As part of the overall assessment, the CVRD invited the public's input on how they currently use fields, any challenges/barriers they face, and what they would like to see for field programming and what would improve their experiences.

To collect this input from the general public, a survey was created and promoted widely. Over 415 completed submissions were returned, providing insight for the CVRD team into how the community currently uses fields in the community.

Among the highlights were:



Of those who responded, fields are being used almost equally by children (under 18) and adults (19-64), with half saying they use the fields both formally and informally.



The majority felt that fields were meeting their needs in the summer time, while the majority felt their needs were not being met in the winter.



Over 50% said the programming is currently meeting their needs but that improvements to amenities/conditions would improve their overall experience: including new auxiliary buildings and improved field conditions.

This summary will be provided to the CVRD for consideration alongside a field assessment, underway now. Combined, they will support the recreation team's planning for future improvements and priorities.

2.0 Introduction

In order to plan for the future, the Comox Valley Regional District is reviewing the current conditions of fields in the community, and collecting information about how they are currently used by residents. In early 2022, the recreation staff undertook an engagement process to collect feedback from those using fields in the community.

2.1 PROJECT BRIEF & CONSULTATION OVERVIEW

The CVRD is working to update their 2008 Playing Fields Study, with assessment now underway to update inventory, identify field expansion locations and provide best management practices for allocation of fields based on current use, research and trends. In order to supplement that work, the CVRD wanted to collect information from the general public that includes how they use the fields, and what they would like to see moving forward.

In order to collect that feedback, a survey was created and distributed/promoted using a range of tools. The results of that survey are summarized in this report.

2.2 ENGAGEMENT OBJECTIVES

The objectives for this stage of engagement were laid out in a Public Engagement Plan created by the CVRD. These included:

- Increase awareness regarding the current needs, uses and trends regarding sports field requirements within the CVRD.
- Ensure that all residents have an opportunity to provide feedback.
- Find out current needs/uses within region. (CVRD Communications/Zinc)

2.3 ENGAGEMENT TOOLS AND PROMOTION

To achieve these objectives, a range of tools and materials were used to encourage as wide participation as possible, and generate constructive feedback from participants with a range of understanding and engagement in recreation.



- **SURVEY:** A (15 question) survey was drafted asking about current use, what fields are used and how fields are currently meeting community needs. The survey was live May 17 – June 3, 2022.
- **PRESS RELEASE:** A news release promoting the survey was distributed on May 17, 2022.
- **PRINT ADS:** Print ads were published in local papers during the survey window.
- **EMAIL:** An email invitation was distributed to the community via Perfect Mind.
- **SOCIAL MEDIA POSTS:** Three posts for Facebook and Twitter were posted and shared.

3.0 Consultation Results

CVRD staff hear regularly from the organizations that manage structured programming in the Comox Valley. In order to better understand their needs, and the community's wider needs while gauging interest in new programs and/or amenities, the survey was shared with the general public. Below is a summary of the results.

3.1 OVERVIEW RESULTS



WHERE DO YOU LIVE?

Courtenay: 41.7%
Comox: 33%
Cumberland: 3.6%
Electoral Area A: 5.8%
Electoral Area B: 5.5%
Electoral Area C: 7%
Campbell River/SRD: 1.7%

WHO USES FIELDS IN YOUR HOUSEHOLD?

Children (under 18): 46.6%
Adults (19-64): 45%
Seniors (65+): 6.1%
No one: 2.3%

Overall, there is an average or moderate degree of satisfaction with the current sport field programs available in the Comox Valley, and a moderate degree of satisfaction in the current sports field conditions/amenities.



Average rating for programming



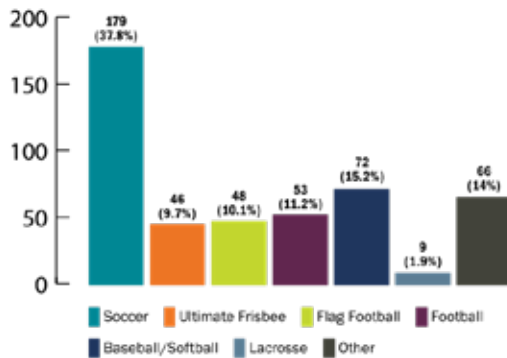
Average rating for conditions/amenities

3.2 CURRENT USE

HOW FIELDS ARE USED

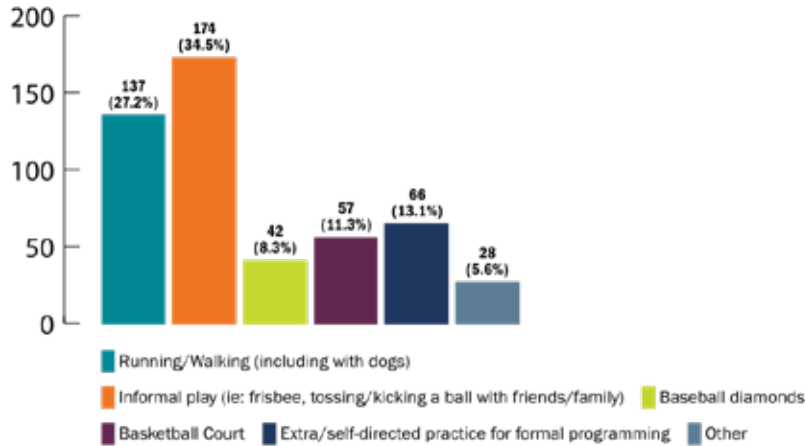
When asked to describe their current sports field usage, the **largest percentage indicated they use fields both formally and informally (47.2%)**. Nearly 36% said they use fields only for formal programming and 13.3% said it was only for informal use.

A) Top formal activities included:



Responses for 'other' included significant representation for rugby, disc golf, volleyball, cricket, basketball and tennis.

B) Top Informal activities included:



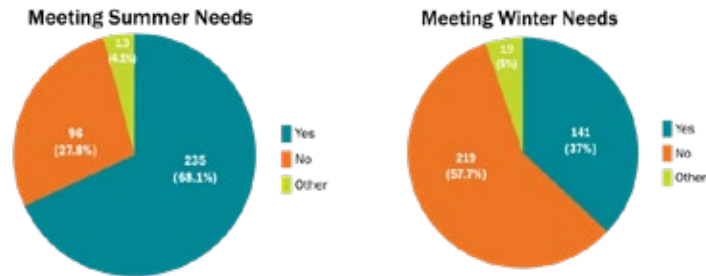
C) Field Use seemed to land in three general categories of usage, outlined in the table below:

Tier 1 (10-12%)	<ul style="list-style-type: none"> Vanier School grass fields Vanier School turf fields Valley View School grass fields (including ball diamonds) Mark R. Isfeld School grass fields Highland School grass fields (including ball diamonds)
Tier 2 (4-9%)	<ul style="list-style-type: none"> Lewis Park Grass fields (includes ball diamonds) Woodcote Park grass field Vanier all weather turf field Bill Moore grass field (includes ball diamonds) Queenesh School grass fields
Tier 3 (0.5-4 %)	<ul style="list-style-type: none"> Village Park grass field Martin Park field (includes lacrosse box) School fields in Electoral Area C Standard Park (volleyball/pickleball courts) School fields in Electoral Area A School fields in Electoral Area B CFB fields (includes ball diamonds)

D) Cars/motorized vehicles are the most common transportation method (67%), followed by walking (17%), cycling/scooter (14%)

MEETING COMMUNITY NEEDS

Survey respondents were asked whether the fields meet their needs during the summer, during longer daylight hours, and during the winter when days are shorter.



The primary reasons given that fields did not meet summer needs were:

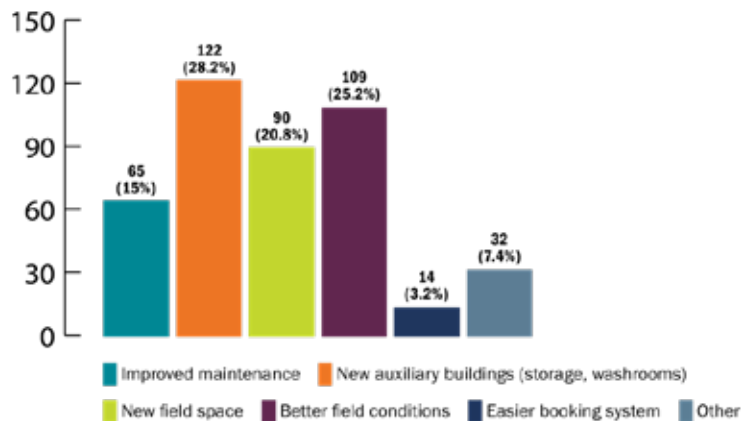
- Fields don't have conditions required (ie: turf for all weather play).
- Would like more field time.
- Field doesn't have facilities required.

The main reasons given that fields did not meet winter requirements were;

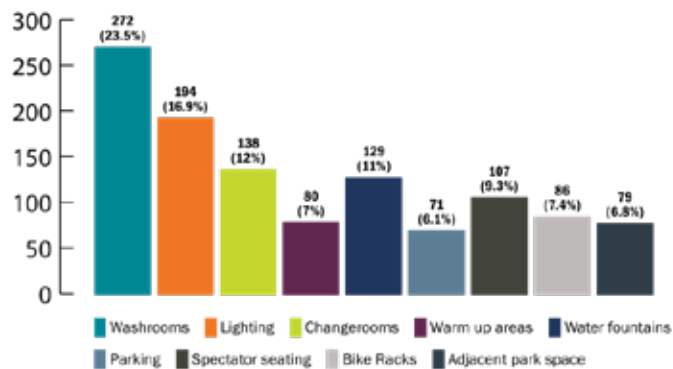
- Fields don't have conditions required (ie: lights)
- Field doesn't have facilities required
- More field time required

Overall, when asked how current field use meets their needs, 52.8% of respondents said existing programming/scheduling meets their needs, but changes to field conditions/amenities would improve their experience. About 17% said neither condition/amenities or programming/scheduling meets their needs.

Those who indicated conditions/amenities changes would improve their experience indicated these as the priorities. The top ranking for new field space, and better field conditions, were echoed in the results of those who said nether conditions/amenities or programming were sufficient.



When asked what amenities residents would like to see offered in greater supply at sports fields, residents indicated:



Most respondents indicated they were not sure what formal programming they would like to see that isn't currently an option (46%). Of the options given, frisbee golf, cricket and bocce were selected the most.

4.0 Conclusion

The CVRD's fields are used for a wide swath of activities that include both formal and informal programming by adults and children. They are well-used and in general the programming and services are meeting the needs of the community. There are recommendations for improvement that could offer opportunities for increased use and improved experiences.

Among the takeaways from these results are:



Fields are meeting the community's summer needs better than their winter needs. Satisfaction with field conditions is moderate with an average score of 5.5.



The majority indicated they were satisfied with programming but indicated improved amenities/conditions would improve their experience.



The top recommended improvements to amenities/conditions were new auxiliary buildings (washrooms/storage) and better field conditions.

The feedback from the community will supplement the in-depth work underway to update the 2008 Playing Fields Study, providing insight into the interests and priorities of those in the general public.

APPENDICES

APPENDIX 1 – General Public Survey (Hard Copy)

APPENDIX 2 – Public Survey Summary Results









January 29, 2025

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

RECEIVED
January 29, 2025
TOWN OF COMOX

LOG: 25-018	REFER:	AGENDA: RCM 05-Feb-25
FILE: 0400-60	ACTION: MR	

Copies: Council
JW/SR/CD

Sent via email only:

town@comox.ca

To Mayor Minions and Council,

RE: Request for Emergency Shelter Funds

The winter season has started in the Comox Valley and the activation of a winter shelter or emergency winter response program has not yet begun. There are over 270 people experiencing homelessness in the Comox Valley and all Elected Officials are aware of the emergency demand for sheltering. With the weather getting colder and wetter, the Comox Valley has significant need for additional sleeping spaces for people who are unsheltered to stay safe and protect their life and health.

In July 2024, the City of Courtenay, with the support of the CVRD Function 451, has stepped forward to lead the development of a Winter Shelter Strategy, and to work to activate winter shelter services in the Comox Valley for the current winter season (2024/2025). This work builds on the long-time work of the Winter Shelter Task Force, as well as the advocacy and work of the Coalition to End Homelessness, service providers, peers, and others in the Comox Valley.

The first task of this work has been to ensure that winter sheltering options are available for the 2024/2025 winter season. Once services for the current winter season are secured, learnings from the process of activation will be applied to creating a complete plan for future years. Having a complete plan for the community will help avoid our current situation (still looking for a shelter site well into the season of most need) in the future.

Securing a location to provide this service has proven to be a significant barrier. Last year, the Emergency Winter Shelter Task Force identified over 60 properties but were unable to activate for a variety of reasons. Activating a site requires a coordinated effort with local government due to lease lengths and funding constraints, permitted uses, building codes, etc. After continuing the search well into November, the City of Courtenay has decided to make a newly acquired building available for this necessary service. The building, located at 971 Cumberland Road that was recently acquired for city operations has been selected to provide this shelter. This was an emergency decision to address the needs of the community and to temporarily allow the building to be used as an Emergency Weather Shelter.

To use this building for emergency sheltering, modifications need to be made for meeting life safety requirements. The following renovations are required to activate the emergency shelter service:

- Installation of a fire alarm system
- Complete renovation of existing washrooms and addition of a new washroom
- Installation of sinks for handwashing and counter for coffee service
- Installation of new doors with push bars for emergency exiting
- Installation of emergency lighting
- Fencing of property for security and guest safety

- Framing in and insulation of garage doors and some internal spaces for heat retention
- Purchase and installation of heaters
- Painting of interior

The estimated cost of building modifications is \$250,000.

BC Housing is providing funding to an operator for staffing, cleaning, supplies, and a nightly lease rate. BC Housing funding for this program does not cover full leasing costs, tenant improvements or building modifications, or the full cost of supplies such as cots, etc. Community partners such as the Wachiay Friendship Center and other members of the Coalition to End Homelessness have provided financial and in-kind support to ensure that the EWR program has the necessary supplies and resources to open.

There is still a gap of approximately \$80,000 to cover the cost of renovations and start up supplies. In light of this, some renovation aspects are being put on hold, affecting the number of community members which may be accommodated at the site. Without additional funding, it is extremely challenging to complete the works required to support the operation of this facility.

Following up on conversations about how the Town of Comox can consider supports for this initiative, the City is seeking a financial contribution from the Town of Comox to meet the funding shortfall to complete the building modification required to deliver the shelter service. It is our hope that Council would consider a contribution of \$80,000 and City staff are available to meet to discuss the project, work being undertaken and funding support.

We sincerely appreciate your consideration of this funding request and continued support for services geared to support those community members experiencing housing challenges in the Comox Valley.

Yours truly,



Mayor Wells
City of Courtenay

CC: Jordan Wall, CAO, Town of Comox
Council Members, City of Courtenay
Geoff Garbutt, City Manager (CAO), City of Courtenay