

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY FEBRUARY 19, 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 19, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (5) a. [Eric Delorme \(Highstreet Ventures\): Development Permit 23-4, 941 Aspen Road](#)

4. ADOPTION OF MINUTES:

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

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on February 5, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

THAT the Consent Agenda items as follows be received:

1. Shelley and Leon Bohmer: Comox Pump Station
2. Colin and Sandra Eves: Comox Pump Station
3. Julie Micksch, RBTech: One Hour Webinars on Development Pressures
4. Vicky Trill, Community Relations Manager (Berwick Comox Valley): Tour & Lunch on March 11, 2025 - RSVP by March 1

7. UNFINISHED BUSINESS:

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

ITEM SUMMARY: *At the February 5, 2025, Regular Council Meeting, Council adopted a motion to receive correspondence dated January 29, 2025, from Mayor Bob Wells and requested that Comox Reserve Funds Bylaw No. 2025, 2023, be amended to allow affordable housing funding to be used within the Comox Valley rather than just the Town of Comox. Proposed changes to the Comox Reserve Funds Bylaw are included in Item 10(a).*

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

ITEM SUMMARY: *At the February 5, 2025, Regular Council meeting, Darcy Walters spoke about the benefits of short-term rentals (STRs) in Comox and the challenges hosts face without a business licence process. He asked the Town to update the Bed and Breakfast bylaw or create a new STR bylaw and to consider issuing temporary business licenses until a bylaw is in place. The Director of Development Services has prepared a report for Council's consideration, included in Item 7(d) below.*

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

ITEM SUMMARY: *At the February 5, 2025, Regular Council meeting, Tracey Clarke, Executive Director of the Comox Valley Chamber of Commerce, provided an update on the Business Retention and Expansion (BRE) program, highlighting challenges local businesses face, such as high costs, zoning regulations, and workforce shortages. They requested the Town's support in reducing regulatory barriers, improving collaboration with local governments, and contributing \$12,635 in 2025 and \$12,810 in 2026 to regional economic development efforts.*

- (18) d. [Short-term Rental Report](#)

THAT Council direct staff to prepare an amendment to Zoning Bylaw 1850 to permit short-term rentals in residential zones, excluding multi-family medium and higher-density zones; and further,

THAT Council direct staff to prepare an amendment to Business Regulation Bylaw 1882 to include short-term rentals as an eligible business licence type with an annual cost of \$300.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (23) a. [RZ 24-13 Comox Planning Procedures Amendment Bylaw No. 1780.17 \(Fence Height\)](#)

THAT Comox Planning Procedure Bylaw Amendment No. 1780.17 be Adopted.

- (25) b. [RZ 24-13 Comox Zoning Amendment Bylaw 1850.51 \(Fence Heights\)](#)

THAT Comox Zoning Amendment Bylaw No. 1850.51 be Adopted.

- (27) c. [2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9, Post-Public Hearing Report](#)
1. *THAT Comox Official Community Plan Amendment Bylaw 1685.11 be Adopted.*
 2. *THAT Comox Zoning Amendment Bylaw 1850.46 be Adopted.*
 3. *THAT Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector be Adopted.*
 4. *THAT Comox Subdivision and Development Servicing Amendment Bylaw 1261.18 be Adopted.*
 5. *THAT Development Permit DP 23-4 be approved for the Phase 1 of proposed development (Aspen-West), subject to the Development Permit Conditions listed in Schedule 1 of the February 19, 2025 Planning Report on 2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9, DP 23-4; and further,*

THAT staff be directed to issue Development Permit DP 23-4.

10. NEW BUSINESS:

- (120) a. [Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02](#)

THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02 be given First, Second and Third Readings.
- (127) b. [Comox Park Ambassador Program](#)

THAT the February 19, 2025, report from the Recreation Director, titled "Comox Park Ambassador Program", be received for information.
- (130) c. [Comox Reserve Funds Amendment Bylaw No. 2025.01](#)

THAT Comox Reserve Funds Amendment Bylaw No. 2025.01 be given First, Second and Third readings.
- (138) d. [2025 Operating, Capital, and Special Projects Budget](#)

THAT the 2025 Operating, Capital, and Special Projects Budget, as outlined in Appendix A of the February 10, 2025, report titled 2025 Operating, Capital, and Special Projects Budget, be Approved.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (239) a. [Melanie McCollum, Chair \(Comox Valley Recreation Commission, CVRD\): Draft Amenity Cost Contribution Program](#)

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA:

- a. [Exclude the Public](#)

THAT the Public be Excluded from the In-Camera session of Council on Wednesday, February 19, 2025 pursuant to the following sub-sections of section 90 of the Community Charter:

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

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER



TOWN OF COMOX

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: Eric Delorme		RECEIVED February 12, 2025	LOG: 25-037	REFER:	AGENDA: RCM 19-Feb-25	
Organization you are representing: Highstreet Ventures			FILE: 3060-01	ACTION: MR		
Primary purpose of Organization: Residential Development		Copies: Council JW/RH/RB/SR/CD				Number of members:
Mailing address of Organization: 602-1708 Dolphin Ave.		Contact Name: Eric Delorme				
City: Kelowna		Phone: [REDACTED]				
Postal Code: V1Y9S4		Email: [REDACTED]				
Subject matter: 941 Aspen Road, DP 23-4						
Specific request of Council, if any (i.e., letter of support, funding): N/A						
Requested meeting and date: February 19, 2025			AV equipment required:			
Date of application: 2025.02.12	Signature of applicant: Eric Delorme		Digitally signed by Eric Delorme Date: 2025.02.12 17:23:26 -08'00'		Print name: Eric Delorme	

Please Note:

1. Regular Council and Strategic Planning Committee Meetings start at 5:00 p.m. Delegations are dealt with at the beginning of each meeting.
2. Maximum presentation time is 10 minutes including questions, unless previously approved by the Chair.
3. Presenters are to address Council or the Strategic Planning Committee, and not the audience.
4. 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.
5. Please ensure that your cell phone is turned OFF during the meeting.

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



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 5, 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
 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. with 23 members of the public in attendance.

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the February 5, 2025, Regular Council Meeting agenda be Adopted.

(2025.031) -- CARRIED

3. DELEGATIONS:

a. Mark Harrison (Comox Valley Regional District): Regional Parks and Trails Final Plan

CVRD Regional Parks and Trails Final Plan

Mark Harrison from the Comox Valley Regional District presented the Regional Parks and Trails Strategic Plan, providing an overview of its history, key goals, and objectives. The plan highlights priorities such as collaboration with the K'omoks First Nation, land acquisition, and balancing conservation with recreation. The next steps focus on implementing the plan and developing a land acquisition strategy

b. Tracey Clarke, Comox Valley Chamber of Commerce - Business Retention and Expansion Service Report

Chamber of Commerce BRE Service

Tracey Clarke, Executive Director of the Comox Valley Chamber of Commerce, provided an update on the Business Retention and Expansion (BRE) program, highlighting challenges local businesses face, such as high costs, zoning regulations, and workforce shortages. They requested the Town’s support in reducing regulatory barriers, improving collaboration with local governments, and contributing \$12,635 in 2025 and \$12,810 in 2026 to regional economic development efforts.

c. Alex Jegier, Executive Director (d'Esterre Seniors' Centre Association): Thank You and Annual Report Presentation

d'Esterre Annual Report

Susan Toresdahl, Vice President, and Myrna Holman, President of the d'Esterre Seniors Centre Association, presented their annual report and thanked Council for its support in providing their building, granting tax exemptions, and approving a grant to support the hiring of Alex Jegier as their new Executive Director. They highlighted the benefits of the seniors centre and the variety of programming options available to members.

d. Darcy Walters (Short Term Rental Hosts): Creation of Short Term Rental Policy for Comox

Short Term Rental Policy

Darcy Walters spoke about the benefits of short-term rentals (STRs) in Comox and the challenges hosts face without a business licence process. He asked the Town to update the Bed and Breakfast bylaw or create a new STR bylaw and to consider issuing temporary business licenses until a bylaw is in place.

4. ADOPTION OF MINUTES:

a. Adoption of Regular Council Meeting Minutes

Adoption of Minutes

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

(2025.032) -- CARRIED

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.

(2025.033) -- 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, January 22, 2025, be Received.

(2025.034) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

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
- 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.

(2025.035) -- CARRIED

THAT Item 9. (Kari Pratt: Anderton/Bolt Pedestrian Crossing and No Passing on Anderton Rd.) be removed from the consent agenda for discussion.

(2025.036) -- CARRIED

a. Consent Agenda

Consent Agenda

THAT all correspondence related to the Comox Pump Station Retrofit (Items 10. to 19.) be removed from the consent agenda for discussion.

(2025.037) -- CARRIED

THAT Item 7. (Nancy Owen (Comox Valley Lions Club): Parking for Renters of the Lions Club) be removed from the agenda for discussion.

(2025.038) -- CARRIED

THAT Item 5. (Wendy Johnson: Traffic on Glacier View Drive at Comox Ave) be removed from the consent agenda for discussion.

(2025.039) -- CARRIED

7. UNFINISHED BUSINESS:

a. Comox BIA: Business Retention and Expansion Program Proposal

Comox Business in Action

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

(2025.040) -- CARRIED

AT 6:35 P.M. COUNCILLOR KERR LEFT THE MEETING.

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

Merville Community Association

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

(2025.041) -- CARRIED

AT 6:39 COUNCILLOR KERR RETURNED TO THE MEETING.

c. Downtown Comox Business Improvement Area Renewal

Comox BIA 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).

(2025.042) -- CARRIED

2. THAT Downtown Comox Business Improvement Area Bylaw No. 2032 be given First, Second and Third Readings.

(2025.043) -- CARRIED

d. RZ 24-13 Zoning Amendment Bylaw 1850.51 (Fence Heights)

Fence Heights

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

(2025.044) -- CARRIED

2. THAT Comox Planning Procedure Amendment Bylaw 1780.17 be given First, Second, and Third Reading.

(2025.045) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Bylaw Notice Enforcement Amendment Bylaw No. 2004.03

Bylaw Notice Enforcement Bylaw

THAT the Bylaw Notice Enforcement Amendment Bylaw No. 2004.03 be Adopted.

(2025.046) -- CARRIED

b. Dog Licence and Pound Amendment Bylaw No. 1322.02

Dog Licence and Pound Bylaw

THAT the Dog Licence and Pound Amendment Bylaw No. 1322.02 be Adopted.

(2025.047) -- CARRIED

c. Fees and Charges Amendment Bylaw No 2016.06

Fees and Charges Bylaw

THAT the Fees and Charges Amendment Bylaw No 2016.06 be Adopted.

(2025.048) -- CARRIED

10. NEW BUSINESS:

a. Accessibility Assessment and Action Plan

Accessibility 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.

(2025.049) -- CARRIED

b. Employee Standards of Conduct Policy

Employee Standards of Conduct Policy

1. THAT Council Policy No. CCL-079, Employee Standards of Conduct Policy, be Adopted.

(2025.050) -- CARRIED

2. THAT Council Policy No. CCL-062, Personal Use of Town Assets Policy, be Discontinued.

(2025.051) -- CARRIED

c. Federal Active Transportation Fund

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.

(2025.052) -- CARRIED

d. Festival Producer Service Agreement – 2025 Nautical Days Festival

Nautical Days Producer Agreement

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.

(2025.053) -- CARRIED

e. New speculation and property tax declaration

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.

(2025.054) -- CARRIED

f. Regional Sport Field Allocation Policy, Fees, and Booking Project Update

Regional Sport Field Allocation

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

(2025.055) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Bob Wells, Mayor (City of Courtenay): Request for Emergency Shelter Funds

Emergency Shelter

THAT the correspondence dated January 29, 2025, from the Mayor Bob Wells be received; and

THAT the Comox Reserve Funds Bylaw No. 2025, 2023 be amended to allow affordable housing funding outside of the Town of Comox.

(2025.056) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Swift

Councillor Swift advised that she had nothing to report.

b. Councillor Haslett

Councillor Haslett advised that he had nothing to report.

c. Councillor Blacklock

Council Blacklock reminded everyone about the upcoming public discussion, Moving Beyond Polarization, at the Stan Hagen Theatre on February 19, 2025, encouraging participation and noting that while tickets are sold out, some may be available at the door.

d. Councillor Kerr

Councillor Kerr provided information about the following upcoming events:
-K'ómoks First Nation Treaty Ratification Voting Day is on March 8 and they are looking for volunteers to help with the celebration of this historic event.
-The Doctor Recruitment Task Force Zoom meeting on February 28 will include local governments, the Chamber of Commerce, the hospital, and the hospital foundation, with updates on four doctors who have recently retired or relocated and four more arriving soon to support those seeking a doctor.
-The Vancouver Island Biathlon Club is proud to host the Odlum Brown Biathlon BC Championships & BC Cup #3 from February 21st to 23rd, 2025, inviting everyone to attend, cheer, and encouraging others to consider volunteering.

e. Councillor Grant

Councillor Grant advised that he attended various Comox Valley Regional District meetings as well as the inaugural 911 meeting, where he was voted in as president.

f. Councillor Meilleur

Councillor Meilleur advised that she had nothing to report.

g. Mayor Minions

Mayor Minions advised of the following:
-Congratulations to Rebecca from the Finance Department on earning the Payroll Compliance Professional designation from the National Payroll Institute and expressed Council's appreciation for her hard work and well-deserved achievement.
-Congratulations to Hanna and the Comox Youth Council for receiving the UROCK Award from the Comox Valley Chamber of Commerce.
-The 10th anniversary of the Coldest Night of the Year walk will take place on Saturday, February 22, and the Mayor had encouraged everyone to join a team and participate in the event.
-Met with Comox Legion Branch 160 to discuss the cenotaph, gaming funds, future plans, and to welcome their new manager, Lauren.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:13 p.m. *CARRIED*

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

MAYOR

CORPORATE OFFICER

RECEIVED

February 4, 2025

TOWN OF COMOX

From: Shelley Bohmer [REDACTED]
Sent: February 4, 2025 9:18 AM
To: council <council@comox.ca>
Subject: Comox Pump Station

LOG: 25-024	REFER:	AGENDA: RCM 19-Feb-25
FILE: 5330-20-2	ACTION: MR	

File: 5330-20-2022-02

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

Dear Mayor and Council,

As you would be aware the neighbourhood around the Comox Pump House have concerns regarding break down in communication with the CVRD, and building site constraints and budget restraint issues that are severely impacting the design plans.

I'll forward the letter we sent yesterday to Colin Eves, who is organizing communication and "in put" with the neighbourhood, just to keep you informed of our concerns:

Hi Colin,

We agree that individual design plans might be less effective and therefore sticking with a final design plan from Arianne would be best. Also we agree that the Town of Comox and council need to take on the responsibility of overseeing a far more thoughtful approach to the final design and the commitment to the ongoing landscape maintenance required when adequate landscaping to blend the property with that of the neighbourhood is provided. The constraint issues of the building site should have been realised when the decision to proceed with this refit of the pump station, in a building they state has a 40 year maximum life expectancy, was made. Using budget restraints as an excuse to cut back on exterior building and landscaping design that will successfully camouflage the extremely industrial look of this facility, is not acceptable.

The letter from the CVRD, last week, asked for in put to be submitted by February 5th—this feels a bit abrupt considering the admission and apology from the CVRD for the matter of "involving the community", which was promised in May 2022, having slipped through the cracks until a couple of weeks ago.

Thank you for your time on this matter.

Shelley and Leon Bohmer
[REDACTED]
Comox, BC

Sent from my iPhone

Sent from my iPhone

RECEIVED

February 4, 2025

TOWN OF COMOX

Mayor and Council, Town of Comox

LOG: 25-025	REFER:	AGENDA: RCM 19-Feb-25
FILE: 5330-20-2	ACTION: MR	

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

We would like to once again voice our concerns about the process and communications around the Comox Valley Sewer Conveyance Project, and to clarify the Town of Comox' role in this project.

Originally, our principal concerns were about the physical appearance of the retro-fitted facility on the Jane Place streetscape. However, considering the shortcomings of the CVRD's communications and engagement process, we now have serious concerns about what the final impact of this project might be.

The Project proponents seem to have made serious compromises in the integrity of the project in order to support their decision to retrofit the Jane Place station, instead of selecting a more suitable site.

These compromises include:

- Failure to adequately protect against sea level rise
- Failure to adhere to foreshore and floodplain regulations and recommendations in choosing to keep this building on the water
- Abandoning the bio-filter air cleaning system in favour of a carbon air scrubber, due to space constraints (our limited research indicates that bio-filters do a better job of mitigating sewage odour)
- Placing pumps inside the existing building that presumably have MUCH greater volume capacities, without any further noise-mitigation efforts

Additionally, we have now been made aware that the Town of Comox plans on doubling the size of the sewer line here in the harbour (between the pumping station and Port Augusta Street). We were told at the open house in 2022 that there would be no increased volume of sewage through the Comox facility, and that the existing lines along the shore between here and the head of the bay were to be decommissioned.

We understand that there are limitations to what can be modified now, but we have concerns that we will be living with a smelly, ugly, and noisy facility at the end of this process if we don't speak up now.

The neighbouring residents of Jane Place and Beaufort Ave. will be submitting a landscape design to the CVRD to address our concerns about the appearance of the facility. **However, we would like to know if the Variance application process, required for the building permit of the retrofit, will provide us with any certainty that we haven't been sold a packet of broken commitments? Or are you able to provide any assurances that the facility will be no louder, and no noisier, than the existing station?**

We hope that as our elected local representatives, you will ensure that the retro-fitted facility will not only conform to all regulatory requirements, but also adhere to the commitments made at the outset of this process, and protect the interests of the neighbouring community.

Thank you very much for your consideration of this matter.

Yours truly,

Colin and Sandra Eves



Town of Comox – Administration

From: Julie Micksch [REDACTED]
Sent: February 12, 2025 2:01 PM
To: Town of Comox – Administration; council; Nicole Minions; Regina Bozerocka
Subject: Re: Please consider watching these short 1 hr Webinars on Development Pressures - MWLRS

RECEIVED

February 12, 2025

TOWN OF COMOX

LOG: 25-034	REFER:	AGENDA: RCM 19-Feb-25
FILE: 6410-01	ACTION: MR	

Copies: Council
JW/RH/SR/CD

Dear Town of Comox Councillors, Planners and Staff,

I hope to interest you in the attached 1 hr webinars by the Thompson -Nicola Conservation Group in collaboration with the Ministry of Water, Land and Resource Stewardship that I think you will find very interesting and informative. It includes, as the second speaker, local planner Nancy Gothard, Environmental Planner with the City of Courtenay. The webinar is called Planning for Nature in Growing Communities. You can view it following this link. <https://www.youtube.com/watch?v=yolowNX9h5o&t=4s>

The webinar called Planning for Nature in Growing Communities is part of a large series called Balancing Biodiversity Conservation with Development Pressure in Urban Landscapes. <https://tnccollaborative.org/balancing-biodiversity-conservation-with-development-pressure-webinar-series>

I watched the webinar today with speakers Jen Miles, Planner Specialist with the City of Kelowna, and Nancy Gothard, Environmental Planner City of Courtenay.

It brings up many ideas that would likely be of interest to all of you. The first webinar was also very interesting, Biodiversity and Local Government Action: Green Bylaws Post Bill 44, and it can also be viewed online at:

<https://www.youtube.com/watch?v=EGesloSWfeQ&t=8s>

Sincerely,

Julie Micksch, RBTech, BSc
Comox, BC

RECEIVED

February 13, 2025

TOWN OF COMOX

LOG: 25-038	REFER:	AGENDA: RCM 19-Feb-25
FILE: 0220-30/2:	ACTION: MR	

From: Vicky Trill (BCV) [REDACTED]
 Sent: February 13, 2025 2:47 PM
 To: council <council@comox.ca>
 Subject: Berwick tour & lunch Invitation - Pls RSVP

File: 0220-30/2025
 Copies: Council
 JW/SR/CD

Hello, Mayor Minions and Councillors: Blacklock, Grant, Haslett, Kerr, Swift, and Meilleur.

I am pleased to invite you to Berwick, Comox Valley for a tour and lunch on Tuesday, March 11th at 11 am. Please see invitation below.



Exclusively for Comox Town Council

Learn about Berwick & the thriving community here!

BERWICK TOUR & LUNCH

MARCH 11

🕒 11:00 am 📍 1700 Comox Ave., Comox, BC

Please RSVP to Vicky at 250-890-2346 or email: [REDACTED]

I hope you can join me and a few Berwick Ambassadors for a small group tour and lunch. Please let us know by March 1, if you can attend.

Sincerely,

Vicky Trill
 Community Relations Manager
 Berwick Comox Valley

[REDACTED]
1700 Comox Avenue, Comox, BC V9M 4H4

BERWICKRETIREMENT.COM



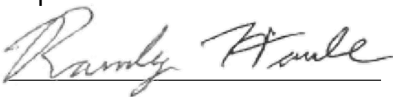
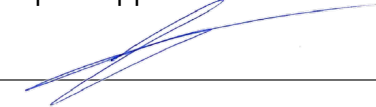
BERWICK | EMPOWERED LIVING

Berwick | Simply more room to thrive
Empowered living since 1989.

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TO: Mayor and Council	FILE: PR 25-1
FROM: Randy Houle, Director of Development Services	DATE: February 19, 2025
SUBJECT: Short-term Rental Discussion	

<p>Supervisor:</p>  <p><i>Randy Houle, Director of Development Services</i></p>	<p>Report Approved:</p>  <p><i>Jordan Wall, Chief Administrative Officer</i></p>
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council direct staff to prepare an amendment to Zoning Bylaw 1850 to permit short-term rentals in residential zones, excluding multi-family medium and higher-density zones; and

That Council direct staff to prepare an amendment to Business Regulation Bylaw 1882 to include short-term rentals as an eligible business licence type with an annual cost of \$300.

ALTERNATIVES TO THE RECOMMENDATIONS

- 1) That Council direct staff to prepare an amendment to Zoning Bylaw 1850 to permit short-term rentals in all residential zones; and
That Council direct staff to prepare an amendment to Business Regulation Bylaw 1882 to include short-term rentals as an eligible business licence type with an annual cost of \$300.
- 2) That no amendments be considered at this time.

PURPOSE

The purpose of this report is to present a discussion on recent Provincial short-term rental legislation and options for permitting short-term rentals within the Town of Comox.

BACKGROUND

At its Regular Meeting of February 5, 2025, Council received a delegation from Mr. Darcy Walters, who spoke about the benefits of short-term rentals, and asked the Town to update bylaws that would allow short-term rentals in Comox.

The Provincial *Short-Term Rental Accommodations Act* defines short-term rentals "the service of accommodation in the property of a property host, in exchange for a fee, that is provided to members of the public for a period of time of less than 90 consecutive days or another prescribed period, if any, but does not include a prescribed accommodation service." The *Act* applies to short term rentals being offered on platforms such as Airbnb, Vrbo, Kijiji, as well as advertisements in the newspaper but does not apply to hotels or motels. The principal residence requirement limits short-term rentals to the home where the host lives for a longer period of time in a year than any other place, plus one secondary suite or accessory dwelling unit such as a coach house for a total of two per property. The Province's principal residence requirement is the minimum requirement, or a "floor" and local governments may prefer to have more restrictive short-term rental bylaws depending on local needs.

As of May 1, 2024, hosts were required to display a valid business licence number on their listing, however the various platforms were not required to enforce this unless requested by the local government. On May 1, 2025, all short-term rental hosts and platforms must be registered with the Provincial short-term rental registry. Hosts will be required to include a provincial registration number on their listing as well a business licence number and short-term rental platforms are required to validate registration numbers on host listings against Provincial registry data. A new Provincial compliance and enforcement unit will monitor compliance, issue compliance orders and administer penalties for violations. The costs for hosts to register for the Provincial platform is \$100 for a dwelling unit the host lives in and \$450 for a dwelling unit that the host does not live in (secondary suite or coach house).

Short-term rentals can typically be broken into two classes: 1) a vacation rental, which encompasses the entirety of a dwelling unit, such as a single-family dwelling, legal secondary suite, coach house or duplex unit; or 2) a bed and breakfast accommodation, which is simply bedrooms within a dwelling unit without separate cooking facilities. Bed and breakfast accommodations are currently permitted in the majority of low-density zones within the Town of Comox.

As per the 2024 Housing Needs Report completed for the Town of Comox, data on short-term rentals was sourced from AirDNA, a company that compiles monthly information on the short-term rental market. The data is displayed in the table below which indicates that there were approximately 132 short-term rentals listed in Comox in 2024, with 14 being B&B's (ie bedrooms within a dwelling unit).

	2016	2017	2018	2019	2020	2021	2022	2023	2024 ytd
Total unique STR	40	82	112	131	116	111	127	136	132
Entire home / apartment	28	59	88	107	96	92	102	112	118
Hotel room	0	0	0	0	0	0	0	0	0
Private room	12	23	24	24	20	19	25	24	14
Shared room	0	0	0	0	0	0	0	0	0
Average annual revenue	\$1,997	\$8,520	\$9,759	\$7,496	\$8,519	\$11,107	\$12,188	\$11,371	\$6,796
Total annual revenue (all STRs)	\$79,893	\$698,608	\$1,092,982	\$981,939	\$988,181	\$1,232,843	\$1,547,929	\$1,546,429	\$897,044

Many of the neighbouring communities permit short term rentals in the forms of B&B's but have not made amendments to permit short-term rentals within secondary suites or coach houses. The exception is the Village of Cumberland, which allows short-term rentals within a principal dwelling unit, secondary suite or accessory dwelling unit. Staff have recently received inquiries and business licence applications from hosts that are trying to meet the May 1, 2025 business licence deadline.

ANALYSIS

Short term rentals can have an impact on long-term rental housing availability but also offer an important tourism service in an area with limited motels or hotels. Several of the short-term rentals are currently operating as B&B's and are not separate dwelling units that would necessarily be offered for long term rental. Existing short-term rentals that do not presently fall into the principal residence category will return to the long-term rental market or sit vacant and be taxed by the Province if they are not permitted to continue operating as a short-term rental.

Given the above, Staff consider that there are three options that Council could consider in terms of addressing the needs of existing short-term rentals within the Town of Comox, which are discussed in detail below:

1) Permit short-term rentals in residential zones, excluding multi-family medium and higher-density zones:

Staff recommend striking a balance between the tourism benefit and long-term rental impacts by only permitting short-term rentals in the residential zones listed below, which exclude multi-family medium and higher-density zones.

Residential Zones: R1.1; R1.3; R3.3; R3.4; R3.5; R3.6; R3.7; CD5; CD9; CD15; CD18
Residential Small-Scale Multi-Family Housing Zones: R1.0; R1.2

Staff also recommend permitting short term rentals only within a single-family dwelling, legal secondary suite, two-family dwelling or coach house, excluding a three or four-plex unit. Provisions could also be added to limit the number of short-term rentals to one per property and limit the number of guests per bedroom.

2) Permit short-term rentals in all residential zones:

Council may wish to permit short-term rentals in all residential zones, including multi-family medium and higher density zones. Hosts would then be required to live in the unit for at least 6 months of the year and could rent it when vacant. Many strata bylaws prohibit short-term rentals which could create conflict if the Town were to issue business licenses.

If Council wishes to proceed with either option 1 or 2, then the next steps would be as follows with approximate timelines:

- 1) Preparation of draft zoning and business regulation amendment bylaws. **(March)**
- 2) Bylaw readings, Public Hearing and adoption. **(April/May)**
- 3) Individual business licence review and issuance (including a health and safety inspection). **(June/July)**

The above timelines will not be able to be completed by May 1, 2025 and means that hosts will not be able to operate until later in the 2025 season. There will be a significant number of licences to process and inspect and Staff anticipate needing to work with several of the hosts to legalise their

secondary suite prior to issuance of a business licence. To help expedite the process, Staff could begin processing business licence applications, conducting health and safety inspections and working with residents to legalise secondary suites in advance of the bylaw amendments being finalized. Staff recommend setting a business licence fee of \$300 to help cover the costs of review and inspection, while also increasing the existing bed and breakfast accommodation licence fee from \$100 to \$300.

3) No amendments be considered at this time:

Council may consider that no amendments be considered at this time and continue to prohibit short-term rentals, with the exception being bed and breakfast accommodations.

4) Seek to limit short term rentals through other means:

Council can direct staff to produce amendments that limit short term rentals through other means such as geographical limitations, increased business licenses fees, or a restricted number of licenses to be issued.

Zoning Map can be viewed at this link: [ZONING MAP All COMOX 2024 10 02.pdf](#)

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 Amendment 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:

2)

- 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
 2. proximity and visibility of fence from the street.
- 3) Comox Planning Procedures Bylaw 1780 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering, and order of the sections of the bylaw.

4. ADOPTION

(1) READ A FIRST, SECOND and THIRD time this 5th day of February, 2025

(2) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

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 No. 1850.51”.

2. AMENDMENTS

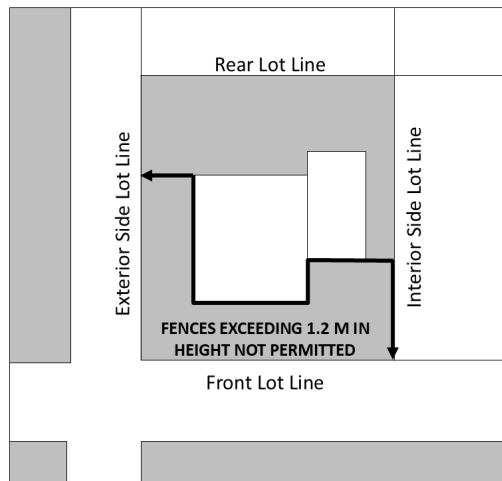
- (1) Comox Zoning Bylaw 1850 is hereby amended as follows:

- (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:



3. ADOPTION

(1) READ A FIRST, SECOND and THIRD time this 5th day February , 2025

(2) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

To: Mayor and Council	File: RZ OCP 23-2, PR 24-9, DP 23-4
From: Regina Bozerocka, Planner II	Date: February 19, 2025
Subject: 2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9 Adoption Report: Comox Official Community Plan Amendment Bylaw 1685.11 Comox Zoning Amendment Bylaw 1850.46 Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector Comox Subdivision and Development Servicing Bylaw, Amendment Bylaw 1261.18 Development Permit DP 23-4: Phase 1 (Aspen – West)	

Prepared by:  Regina Bozerocka, Planner II	Supervisor:  Randy Houle Director of Development Services	Municipal Engineer:  Shelley Ashfield Director of Operations	Report Approved:  Jordan Wall, CAO
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RECOMMENDATIONS FROM THE CHIEF ADMINISTRATIVE OFFICER:

1. That Comox Official Community Plan Amendment Bylaw 1685.11 (**Attachment 2**) be Adopted;
2. That Comox Zoning Amendment Bylaw 1850.46 (**Attachment 3**) be Adopted;
3. That Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector (**Attachment 4**) be Adopted;
4. That Comox Subdivision and Development Servicing Amendment Bylaw 1261.18 (**Attachment 5**) be Adopted;
5. That Development Permit DP 23-4 be approved¹ for the Phase 1 of proposed development (Aspen-West), subject to the Development Permit Conditions listed in Schedule 1 of the February 19, 2025 Planning Report on 2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9, DP 23-4; and
6. That staff be directed to issue Development Permit DP 23-4.

¹ In accordance with Town of Comox Planning Procedures Bylaw 1780, Council delegates to the Director of Development Services the authority to exercise all powers, duties and functions in respect of the issuance of development permits. Also, per section 12(4) *the Director of Development Services may decide, in their sole discretion, not to exercise any delegated authority pursuant to this bylaw where the Director of Development Services considers that, for reasons of complexity, visibility or any other circumstance, the decision ought to be made by Council and where the Director of Development Services makes that determination, the Council shall consider the issue. This decision by the Director of Development Services is not subject to reconsideration by Council.*

ALTERNATIVES TO THE RECOMMENDATION TO APPROVE DP 23-4

That Development Permit DP 23-4 be approved and issued for the Phase 1 of proposed development (Aspen-West), subject to the AMENDED Development Permit Conditions, as follows:

- (i) Replace Schedule 1, item 1 (a) and (b) with:
Provision of a revised street elevation of Building East with a prominent main entrance to the building while keeping individual paths to the ground floor patios and revising the landscaping plan accordingly;
or
- (ii) Delete conditions 1(a) and (b), to not require any revisions to the street elevation of Building East and to not require the removal of the individual paths to the ground floor patios.

PROPOSAL

Official Community Plan Amendment, Zoning Bylaw Amendment, Phased Development Agreement Authorization (PDA) and Subdivision and Development Servicing Amendment bylaws are proposed, to facilitate a multi-family residential and mixed-use development at 941 Aspen and 2077 Hector Roads. The development would create approximately 750 apartment and townhouse units, 600 m² commercial space, potentially including a daycare space.

Bylaws 1685.11, 1850.46, 2024, and 1261.18 were given Third Reading on September 4, 2024. All outstanding items required prior to the adoption of proposed bylaws have been completed: amenity contributions of \$728,000 for Affordable Housing Fund and \$100,000 for a playground within Hector Greenway; the registration of covenants, including the covenant for the protection of wetland and its 15m buffer at 2077 Hector Rd, in accordance with Biologist's recommendations.²

The applicant has committed to retaining 142 existing mature trees over 20cm diameter and replanting at least 400 new trees on the subject properties, which would exceed the total number of surveyed mature trees by over 30, i.e. more than 100% trees will be retained or replanted. Together with the boulevard tree planting, the proposed development will maintain urban tree canopy in the neighbourhood.

The application for the form & character of multi-family development and wildlife corridor was submitted concurrently with OCP and RZ applications in 2023, with conceptual drawings for all phases of the development. The complete detailed development permit package for the Phase 1 at Aspen-West site is included in **Attachment 1**.

² Links to full background information available in the previous Council reports are provided on the last page of this report.

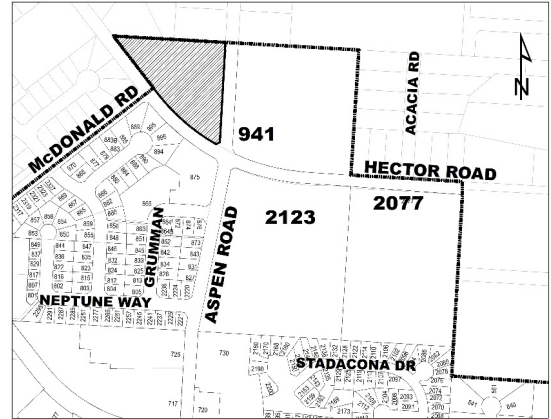
REPORT SUMMARY

Subject Properties

Phase 1

941 Aspen Road (Aspen-West)

approx. 15,800 m² (1.6 ha)
 PID 023-020-113
 Lot 1 DL 170 Comox District
 Plan VIP60685 Except Plan
 EPP118279



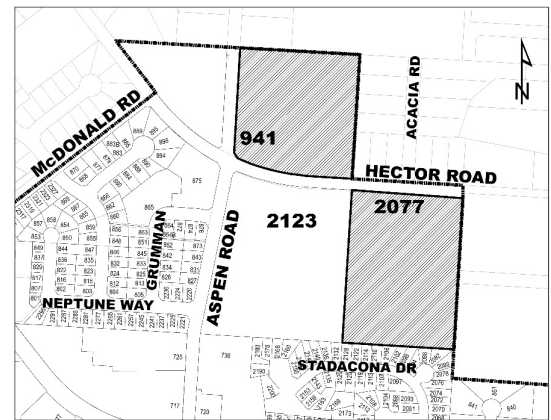
Future Phases

2077 Hector Road

approx. 40,900 m² (4.0 ha)
 PID 003-856-704
 Lot A, DL 170, Comox
 District,
 Plan 18002

941 Aspen Road (Aspen-East)

approx. 34,800 m² (3.5 ha)
 PID 023-020-113
 Lot 1 DL 170 Comox District
 Plan VIP60685 Except Plan
 EPP118279



Applicant:

Eric Delorme, Highstreet Ventures

Owner:

Highstreet Hector Road Developments Ltd. Inc. No. BC1367778

Subject properties contain

Currently the subject properties are vacant and not serviced

Surrounding Land Uses

Rural residential lots within Comox Valley Regional District to the north and east; Townhouses and single-family developments to the south and west; and City of Courtenay to the west.

Current land use

Current zone

The subject properties have the Comox Valley Regional District land use designation: Settlement Expansion Area; and CR-1 Country Residential – 1 zoning from the time of incorporation into the Town boundaries in 2016.

Development proposal

Over several phases, development of approximately 750 multi-family apartments and townhouse units and a neighbourhood commercial node.

REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
 1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

Council Decision Options

Council consideration of Adoption of the proposed bylaws and approval of DP 23-4 for Phase 1

Decision options

Implications

Recommended:

Consider Adoption of the proposed bylaws and issuance of development permit for Phase 1

→ Adoption of proposed bylaws would allow concurrent issuance of the Development Permit for Phase 1 (Aspen-West), subject to the DP conditions listed in Schedule 1.

Staff consider that the street elevation of the building facing Aspen Road (labelled Building East on the drawings) does not meet the DPA#3 guidelines requiring the provision of a primary focus and strongly articulated primary pedestrian entrance. Schedule 1 requires revisions to this elevation as well as removal of the individual paths to the ground floor patios.

Any revisions to the DP drawings will not delay the next steps: an application for subdivision has been received, and will be processed immediately after the proposed bylaws are adopted.

Alternative:
Amend development permit conditions

→ Should Council decide that the street elevation of Building East meets the intent of DPA#3 guidelines and the landscaping design provides a sufficient pedestrian friendly streetscape, the condition to revised drawings may be modified or deleted.

Alternative:
Deny the application

→ Council may decide to not adopt the bylaws and not issue the development permit.

ANALYSIS

OFFICIAL COMMUNITY PLAN IMPLICATIONS

The proposed Comox Official Community Plan Amendment Bylaw 1685.11 will, upon adoption, designate Town land uses for the subject properties, update the adjacent roads classification and include them in the development permit areas: DPA#3 General Multi-Family, DPA#4 Mixed Use: Commercial-Residential, DPA#7 Riparian Areas³, and DPA#11 Wildlife Corridor.

Development Permit Implications

Given the size of the development, the applicant first submitted concept site layouts and building designs concurrently with OCP and rezoning applications. In accordance with Town processing standards, a complete development permit submission for Phase 1 is required prior to adoption of OCP and zoning amendment bylaws (included in **Attachment 1**). The applicant intention is that future phases of the development will be of compatible form and character with Aspen-West site.

The current DPA guidelines will likely be revised by the end of 2025 and will become applicable to the remaining phases of the subject. Staff do not anticipate fundamental changes to the guidelines that could result in Phase 1 incompatible with the neighbourhood in the future. Regardless of the specific language of development guidelines, the public interest is achieved where projects align with community values and result in high-quality built environments. The form & character DPA guidelines aim for well designed, street-oriented buildings, preservation of mature tree cover, or replanting, reduction of surface parking and provision of onsite amenities for the residents. On a neighbourhood scale, the new developments are expected to support (or expand) urban infrastructure, pedestrian and road networks, improve access to employment, daily services and recreation.

The purpose of the General Multi-Family DPA is to establish objectives for the form & character of multi-family and intensive residential development located mainly along arterial or collector roads. Given their prominent location and higher density, these developments should provide a strong street and pedestrian orientation and support multi-modal forms of transportation. They should be located either within close proximity to existing services or in the case of greenfield development, include a neighbourhood commercial and services node to support the residential density and eliminate some of the vehicle trips, which is proposed for the subject properties. By processing the Phase 1, Aspen-West development permit concurrently with the proposed bylaws, Council has an opportunity to consider the "larger picture" of the Aspen-Hector neighbourhood.

³ DPA#7 would only apply to a small portion of 2077 Hector Road site in the north-east corner.

Subject to **Schedule 1**, Conditions of DP 23-4, staff is of the opinion that as proposed, the Aspen-West development meets the guidelines of the applicable Development Permit Areas with the exemption being the front façade of Building East and the individual paths to the ground floor patios. The detailed analysis of how specific guidelines are addressed is provided immediately below.

General Multi-Family DPA#3 Guidelines

3.3.5.1 Site Services, frontage improvements and storm water

The development will provide full urban services along Aspen Road in accordance with amended Bylaw 1261 with all on-site services being provided underground. Mitigation measures will be provided so that post-development storm water runoff and infiltration meets pre-development – as part of the Phase 1 works, a storm pond at 2077 Hector Rd site and infiltration facilities within road dedications will be constructed.

3.3.5.2 Building guidelines: residential scale, pedestrian orientation, main entrance on the street

Comox introduces new standard multi-family zones in this neighbourhood featuring minimal front setback and no tapering requirements for 4 storey buildings⁴, and must rely on OCP form & character guidelines to address the pedestrian orientation, neighbourhood compatibility, and minimize building massing impacts on the street.

The applicant response to DPA guidelines to reduce appearance of height for buildings over 1 storey and incorporate breaks in the building form at least every 15 metres is the articulation with both horizontal and vertical forms; stacking balconies; dark colour defining lower storeys and white colour dominating the 3-4 storeys. The elevated canopies of the roof line were designed to break the horizontal massing as well as create visual interest in the building, as seen from a distance. The fibre cement lap siding at ground and second level are textured with wood grains. All windows in those areas will be detailed with 2" trims all around including head flashing and windowsill.

DPA guideline 3.3.5.2(7) requires that where a building is adjacent to a street (Aspen Road), it's principal elevation should be orientated to the street with a primary visual focal point, and a strongly articulated, primary pedestrian entrance accentuated by door design, a porch and a direct pathway. For the building

⁴ The proposed RM6.1, RM7.1 and C6.1 standard zones do not have regulations to control the massing of the buildings except the maximum length, and indirectly, the parcel coverage and option to reduce rear or side setbacks for shorter elevations. The front setback is only 3.0 metres, and at this distance the level of the ground floor is regulated in relation to the public sidewalk to avoid excessive vertical separation from pedestrians. Currently, landscaping requirements are not part of zoning regulations for multi-family developments.

adjacent to Aspen Road (labelled Building East on the drawings, illustrated in Figures 1, 2 and 3 below), the main entrance is on the west side of the building facing the internal parking lot with a secondary entrance on the east side of the building facing towards Aspen Road. The main entrance on the west side of the building is strongly articulated, approximately 7.0 metres wide with a 2.0m deep canopy, and with architectural features reaching the second storey. The secondary entrance on the east side of the building is not strongly articulated, and it is approximately 2.5m wide with a 1.0 m deep canopy. The front yard landscaping along Aspen Road features individual pathways from the public sidewalk to several ground floor patios.

The building is slightly elevated above the sidewalk and multiple stairs and pathways to the ground floor patios does not provide a sufficient focus on the secondary building entrance. The individual pathways also reduce the amount of front yard landscaping and are not necessary in an apartment form of development in comparison to a townhouse form where they would be principal entries connecting to the public sidewalk.

Schedule 1, DP 23-4 conditions 1(a) and 1(b) include revision of Building East Aspen Road elevation to provide a prominent main entrance to the building, remove individual paths to the ground floor patios and update the landscaping drawing of the area within front setback directly adjacent to Aspen Road. The applicant's rationale to not provide additional revisions to the entrance or pathways is included in the DP submission, **Attachment 1**.

Figure 1. Internal elevation facing west

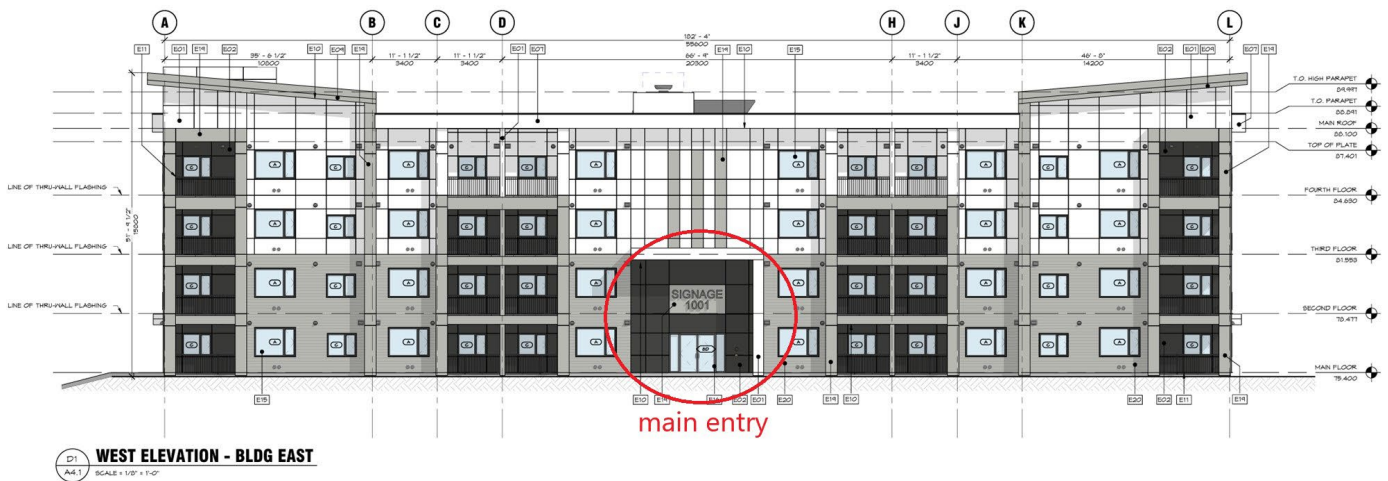


Figure 2. Aspen Road elevation

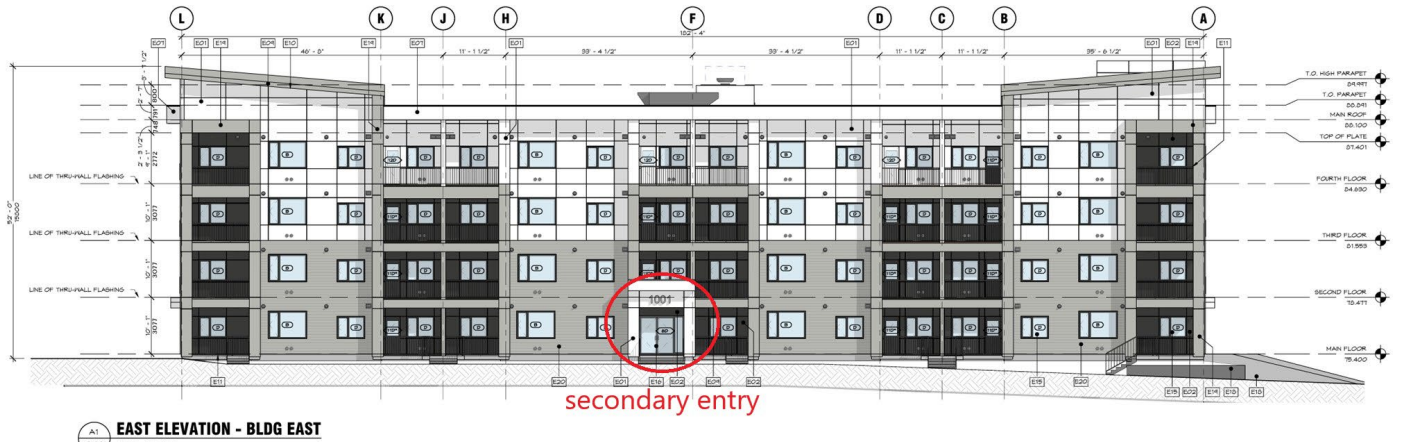
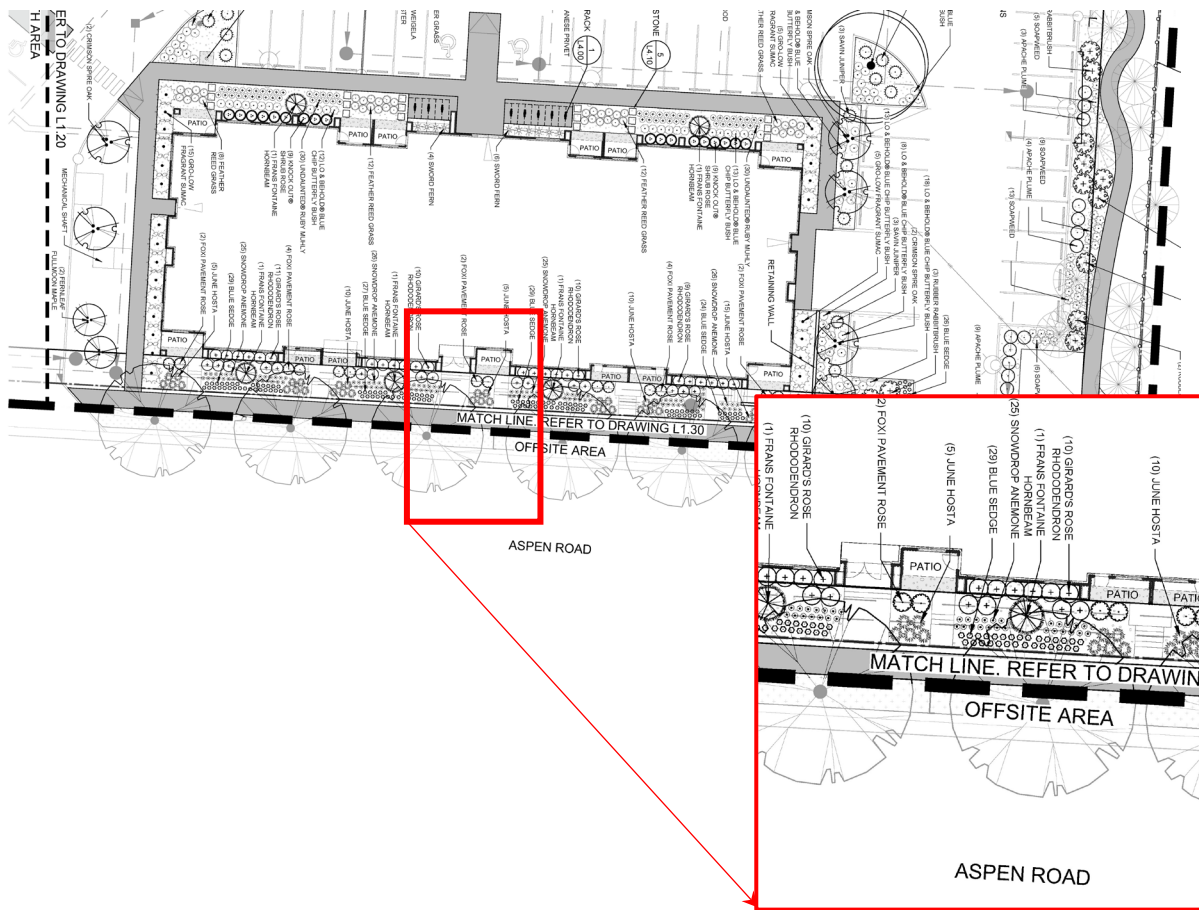


Figure 3. Aspen Road front yard landscaping at the entrance from the street



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Within a development, other building elevations should be treated similarly, excluding the main pedestrian entrance requirement. Building South, which shorter elevation is also facing Aspen Road but is located at a greater setback and almost 1.5m above the level of sidewalk. This elevation has corner balconies, and several windows oriented to the street, as well as vertical and horizontal breaks in materials and colours of the façade to provide interest.

3.3.5.3 Integration with the Existing Development

The Aspen-West phase of the development is adjacent to the large residential lots outside of the Town boundary on the north and west, and along this lot line the largest setbacks are proposed with extensive landscaping and retention of existing mature trees. Site design avoids light poles placement near residential properties to the north. The applicant confirmed photometric analysis of the site lighting plan indicates no light will trespass to the neighbouring properties.

Across from Hector Greenway on the south of the subject property, there are several recently developed single-family lots and a proposed townhouse development, for which DP has been issued, but construction hasn't yet started. The 20.0 metres wide greenway and 5.0 metres setback with a row of large deciduous trees (at maturity) will provide separation, and being on the north side, the 4-storey buildings will not block the sun. The Aspen-West site design includes passive crime prevention elements, such as windows, patios and balconies oriented to the street and greenway. The extensively landscaped "gateway" plaza between two buildings will integrate public open space and future playground of the greenway with semi-private interior of the site.

3.3.5.4 Energy, Water Conservation, Greenhouse Gas Reduction

The proposed development will be constructed to meet Energy Step Code, Level 4; including roof-top solar panels, low-flow plumbing fixtures, drought resistant landscaping, and deciduous trees on the southern elevations for passive heat in winter and shade in the summer.

3.3.5.5 Landscape, Mature Trees Retention, Screening

Throughout the entire development, over 100% of the surveyed mature trees will be retained and replanted. On the Aspen-West site, 23 out of the 54 existing mature trees will be retained and protected (over 40%) and a mix of 143 deciduous, coniferous and fruit trees planted. Screening for the large residential lots to the north will be provided as a combination of 1.8m high sectional timber fencing and existing vegetation with no chain-link fences.

3.3.5.6 Open Space for Residents

The parcel coverage of buildings, surface parking and other hardscape areas is 63% of the site and the remaining 37% is dedicated for soft landscaping: community garden, picnic areas and benches, dog run and fruit orchard, creating a variety of communal outdoor spaces for the residents. Private balconies and patios are provided for every residential unit, ranging from 3.3m² to 10m² depending on the size of a unit.

3.3.5.7 Pedestrian Circulation, On-Site and Public Space

Convenient sidewalks and paths, separated from vehicle manoeuvring and parking areas are planned for the interior of the site to connect the three residential buildings, amenity building, the “gateway” plaza and other outdoor areas to Hector Greenway with a playground and Aspen Road sidewalk.

3.3.5.8 Parking

No loading, parking or drop-off areas will be located within front yards on the subject properties. The Aspen-West site provides 53% of total parking spaces underground, i.e. exceed zoning regulation of minimum 40%. All parking spaces have accessible, convenient access to building entrances via sidewalks and to residential units by elevators.

Wildlife Corridor DPA #11

The purpose of DPA#11 is the provision of wildlife corridors sufficient for resting and movement to key habitat areas. A development permit is required for developments proposing the removal of trees above 10cm in diameter. The existing mature trees have been surveyed and a covenant registered with tree clearing scheduled prior to 2025 birds nesting season.

No fences are proposed on Aspen-West site, except sectional timber fences and existing vegetation as screening for the large residential lots to the north, so that the site is still permeable to wildlife. The existing trees grove and open green space on the north portion of the site may provide some resting opportunities for deer (at night).

Riparian Areas DPA #7

A shallow section of the Hector Road ditch is adjacent to north-east portion of 2077 Hector site, which will be dedicated as road for the storm pond and other servicing infrastructure. Until the property is added to the Town OCP, DPA#7, the ditch is subject to the CVRD bylaws, however, works within roads and municipal infrastructure upgrades are exempt from permitting requirements under Riparian Areas Protection Regulation and BC Water Sustainability Act. The Qualified Environmental Professional memo with further detail is included in **Attachment 1 (follow the link)**.

ZONING IMPLICATIONS

The proposed Phase 1, Aspen-West development meets the regulations of the RM6.1 Apartments zone.

FINANCIAL IMPLICATIONS

Amenity contributions, \$728,000 for Affordable Housing Fund for Phase 1 and \$100,000 for a playground within Hector Greenway have been provided. The Phased Development Agreement (enabled by the authorization Bylaw 2024) stipulates that the affordable contribution for the remaining phases will be calculated and paid in accordance with Town policy CCL-069.03 at the time of building permit issuance.⁵

Development Cost Charges

- There are 63 bachelor units under 29 square metres in area proposed in Phase 1 that are not subject to DCCs, per section 561(7) of the *Local Government Act*.
- The Town portion for road and sanitary DCCs at current rate is \$2,360.25 per dwelling unit, estimated total of \$384,720 for 136 units.
- The construction of the Hector Greenway is identified as a DCC project and thus a reduction in Park Development Cost Charges equal to the cost of the completed works would be applied at the time of subdivision up to the total required Park DCCs. The total for the Phase 1 of the development is estimated at \$223,010.

The developer is also responsible for the construction of new storm pond and infiltration facilities, and sections of Aspen and Hector roads that will be Town infrastructure assets. These costs and charges are in addition to building permit and service connection fees.

PREVIOUS REPORTS TO COUNCIL

- June 7, 2023 Introductory Report to Council
https://www.comox.ca/sites/default/files/2023-06/1_RCM_7%20June%202023_RZ%20OCP%2023-2_941%20Aspen_2077%20Hector_INTRO.pdf
- June 5, 2024 Report to Council, page 80

⁵ PDA specifies that at the time of building permits issuance, any differences due to change in tenure or floor area discrepancies will be calculated and payments adjusted. Also, if the Town adopts an amenity cost charge bylaw, no affordable contribution will be payable for any buildings on the subject properties but instead, the developer will pay applicable amenity cost charge.

https://www.comox.ca/sites/default/files/2024-06/2024_06June_05_Regular%20Council%20Meeting%20Agenda.pdf

- July 4, 2024 Special Council Meeting
<https://www.comox.ca/sites/default/files/2024-07/2024-07Jul-04%20Special%20Council%20Agenda.pdf>
- August 7th, 2024 Report to Council, page 69
https://www.comox.ca/sites/default/files/2024-08/2024_08Aug_07_Regular%20Council%20Meeting%20Agenda.pdf
- September 4, 2024, page 31
https://www.comox.ca/sites/default/files/2024-08/2024-09Sep_04_Regular%20Council%20Meeting%20Agenda.pdf

RB

Schedule 1 : Development Permit DP 23-4 conditions

Attachments

1. Phase 1, Aspen-West, DP 23-4 applicant's submission
2. Comox Official Community Plan Amendment Bylaw 1685.11
3. Comox Zoning Amendment Bylaw 1850.46
4. Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector
5. Comox Subdivision and Development Servicing Bylaw, Amendment Bylaw 1261.18

REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

U:\Dev App\2023\OCP RZ\RZ 23-2 OCP 2077 Hector and 941 Aspen\Reports\5_RCM_Feb 19 2025_RZ OCP 23-2_941 Aspen_2077 Hector_Adoption.docx

Conditions of Development Permit DP 23-4

1. Prior to issuance of the DP 23-4, provision of the following revisions to the architectural and landscaping drawings, to the satisfaction of the Director of Development Services:
 - a. Updated Building East, Aspen Road elevation (i.e. eastern elevation) drawing, to provide a prominent main entrance to the building, remove individual paths to the ground floor patios, and landscaping or architectural treatment of any exposed foundation, parkade or retaining walls, i.e. no exposed concrete;
 - b. Updated Landscaping drawing of the front yard of Building East, directly adjacent to Aspen Road to reflect the revisions to the main entrance and patios;
 - c. Updated landscaping drawings to ensure no conflict with underground infrastructure and parkade ramps; replacement of any Red Maples (*Acer Rubrum* October Glory) located close to hardscape or infrastructure with different tree species or relocation into other suitable areas; and relocation of four Ponderosa Pines (*Pinus Ponderosa*) away from underground infrastructure and parkade retaining walls further to the south corner of the site where a 9x9 metres area free of infrastructure is available.
2. The Development Permit DP 23-4 is for the construction of a Multi-Family Residential development, in compliance with the revised drawings and landscape plans, per item 1.0 above, and the following conditions:
 - a. At time of Building Permit Issuance provision of a landscape security of \$812,066.25 (based on 125% of cost estimate of \$649,653.00 for landscaping, planting and irrigation installation).
 - b. Except for cedar, all wooden landscape components shall be treated with paint, stain, or other preservative.
 - c. No perimeter fences shall be permitted, except sectional timber fences and existing vegetation provided as screening for the large residential lots to the north. Fencing must be robust and minimum commercial grade and meet DPA#11 guidelines. Wood fencing must have minimum 15 x 15 cm in posts and 5 x 10 cm in horizontal supports at the top and bottom of fence panels.

ATTACHMENT 1

Phase 1, Aspen – West DP 23-4

Complete Development Permit Submission is available online:

<https://www.comox.ca/attachment1>

REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

S:\00 Council Agenda Development\00 Council Agenda Development - Open Meetings\2025\2025_02Feb_19_RCM\00 Reports for SS
Review\RZ OCP 23-2 Adoption report 941 Aspen and 2077 Hector\5_RCM_Feb 19 2025_RZ OCP 23-2_941 Aspen_2077
Hector_Adoption.docx

HIGHSTREET

Aspen West – East Building DP Guidelines Rationale

Highstreet Ventures has submitted a revised elevation for the east building of the proposed multi-family development at 941 Aspen Road. This redesign responds to City feedback and aims to better align with the Development Permit Area #3 Design Guidelines.

Below is a rationale explaining how the proposed form and character of the street-facing elevation meet the requirements outlined in Section 3.3.5.2, Guidelines 7(a) and 7(d):

Development Context

The site layout has been carefully designed to balance both internal and external parameters. The main entrances of the three proposed residential buildings are carefully scaled and proportioned to create a strong, modern character that visually connects the buildings to the internal courtyard. This design approach strengthens the visual and functional relationship between the entrances and the internal site, enhancing the aesthetic cohesion of the development and supporting ease of wayfinding throughout the site.

7(a) Articulated, Pedestrian-Oriented Entrance:

The proposed building's street facing elevation has been thoughtfully designed to align with the intent of Section 7, which emphasizes a lively, pedestrian-oriented streetscape. The design incorporates the following elements to meet the specific requirements of subsection 7(a):

1. Strongly Articulated Pedestrian Entrance

The east building includes a prominent and easily identifiable public entrance providing access from Aspen Road. This entrance is designed to enhance both functionality and aesthetic appeal to create a visual focal point for residents and visitors.

2. Direct Hard-Surfaced Pedestrian Pathways to the Street

The design incorporates a smooth, hard-surfaced pedestrian pathway that provides a direct connection between the public building entrance and Aspen Road. In addition to its functional purpose, the pathway enhances the pedestrian experience by fostering an active and engaging streetscape, reinforcing the building's integration with the surrounding community.

In addition to the primary entryway connection, each main-floor, street-facing patio is designed with its own direct pathway leading to the public street. These private entryways enhance connection and promote a seamless integration between private outdoor spaces and the surrounding streetscape, contributing to a lively and pedestrian-friendly environment.

7(d) Visual Focal Points:

HIGHSTREET VENTURES INC.

 602 - 1708 DOLPHIN AVE, KELOWNA, BC, V1Y 9S4  GOHIGHSTREET.CA

 INFO@GOHIGHSTREET.CA  778.946.6250  778.946.6251

HIGHSTREET

The centrally located main entrance off Aspen Road is visually emphasized through contrasting architectural detailing, and a canopy structure that highlights the entrance while creating a welcoming gesture for pedestrians. Landscaping features, such as planter beds and trees, are strategically placed to frame the building and complement its design. These elements work together to create an attractive, pedestrian-friendly streetscape that integrates seamlessly with the surrounding area.

Ultimately, the building's entrances, pathways, and visual elements have successfully created a welcoming, pedestrian-friendly environment as envisioned by the OCP. The design of the East building's street facing entrance connects the building to the surrounding area and enhances the overall experience for both residents and the community while meeting the intent of the OCP Guidelines.

HIGHSTREET VENTURES INC.

 602 - 1708 DOLPHIN AVE, KELOWNA, BC, V1Y 9S4  GOHIGHSTREET.CA

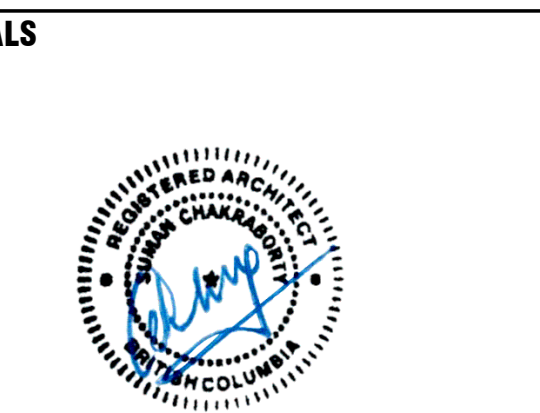
 INFO@GOHIGHSTREET.CA  778.946.6250  778.946.6251



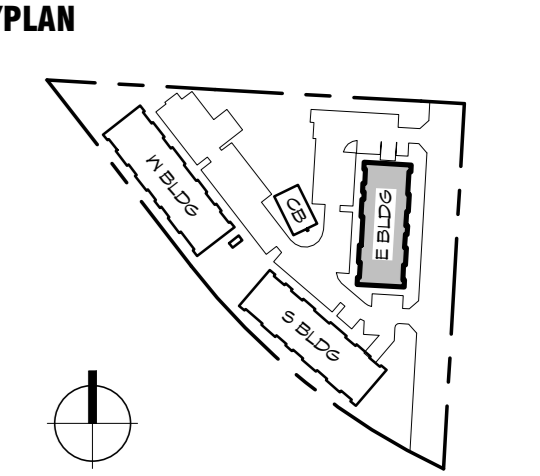
Exterior Perspective

Highstreet - Comox

2025 02 12



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REVISIONS & ISSUES

NO.	DATE	ISSUED FOR
1	AUG/23/24	DP - 50% REVIEW
2	OCT/23/24	DP - 10% REVIEW
3	OCT/23/24	DP - REVISED 10% REVIEW
4	OCT/23/24	DEVELOPMENT PERMIT
5	NOV/23/24	DP - 50% REVIEW
6	DEC/23/24	DP - TOWN OF COMOX REVISIONS
7	JAN/24/24	DP - TOWN OF COMOX REVISIONS
8	JAN/24/24	DP - TOWN OF COMOX REVISIONS
9	FEB/24/24	DP - 10% REVIEW
10	FEB/24/24	DP - TOWN OF COMOX REVISIONS

NOT FOR CONSTRUCTION

PROJECT TITLE
**Comox Phase 1
High Street
Aspen West
Comox, BC**

DRAWING TITLE
**BLDG EAST EXTERIOR
BUILDING ELEVATIONS**

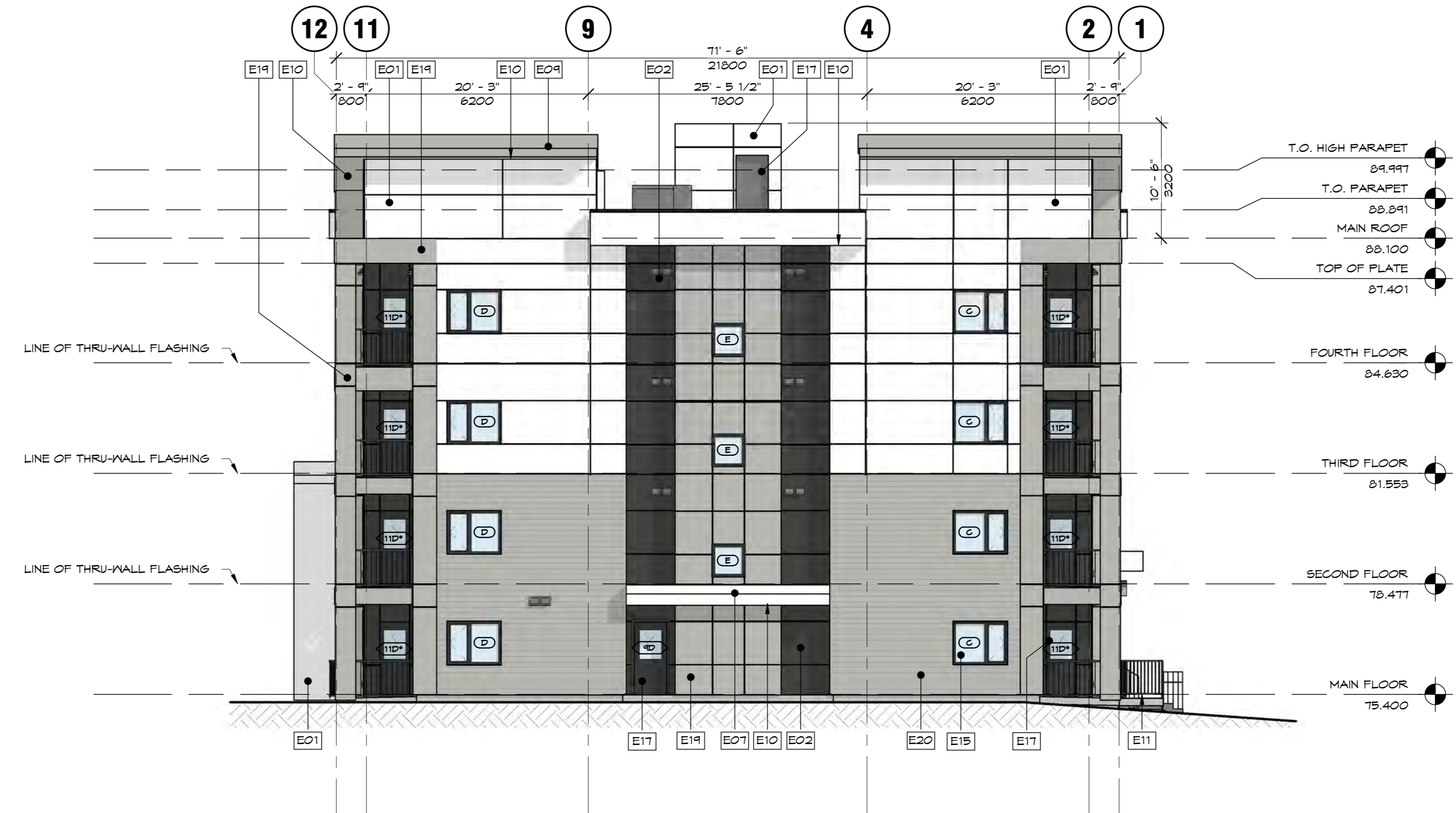
SCALE: As Indicated
DRAWN: BS / AM
CHECKER: SC / GGR
AUG '24
24-046
A4.1
© BERRY ARCHITECTURE + ASSOCIATES LTD.

KEYNOTE LEGEND

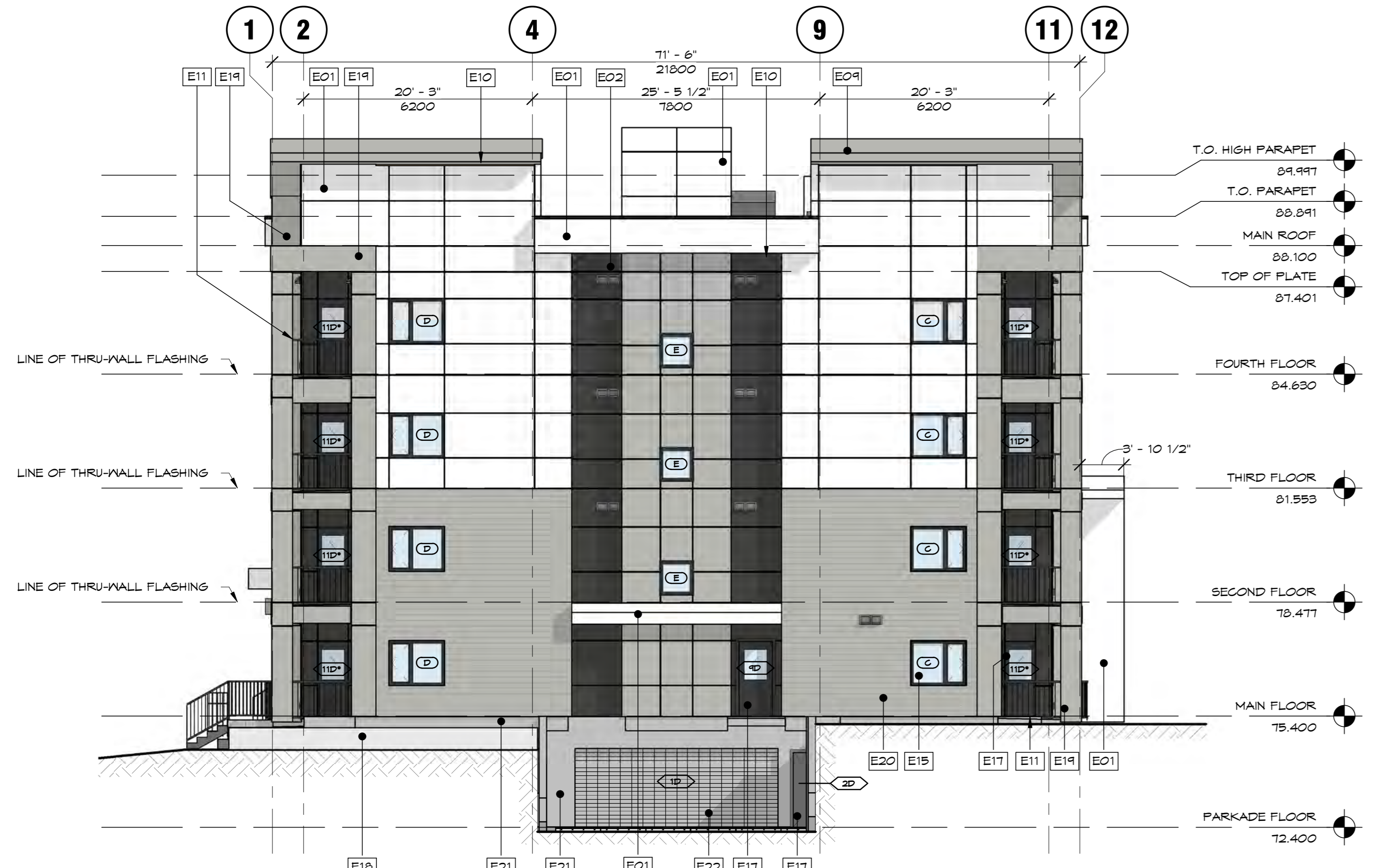
E01	FIBER CEMENT PANEL - FINISH: SKY005 PURE WHITE
E02	FIBER CEMENT PANEL - FINISH: SKY004 RICH GREY
E03	FIBER CEMENT FASCIA BOARD - FINISH: SKY005 PURE WHITE
E04	FIBER CEMENT FASCIA BOARD - FINISH: SKY005 GREY CLOUD
E10	PERFORATED METAL SOFFIT - FINISH: GREY
E11	FASCIA MOUNTED METAL RAILINGS - FINISH: BLACK
E15	GLAZING - TRIM FINISH: BLACK
E16	STOREFRONT - FINISH: BLACK
E17	DOOR - FINISH: BLACK
E18	CONCRETE FOUNDATION - FINISH: PARGED COLOUR TBD
E19	FIBER CEMENT PANEL - FINISH: SKY005 GREY CLOUD
E20	FIBER CEMENT HORIZONTAL PLANK - FINISH: SKY005 GREY CLOUD
E21	PARGED CONCRETE - FINISH: LIGHT GREY
E22	GARAGE DOOR - FINISH: GREY



D1 WEST ELEVATION - BLDG EAST
A4.1 SCALE: 1/8" = 1'-0"



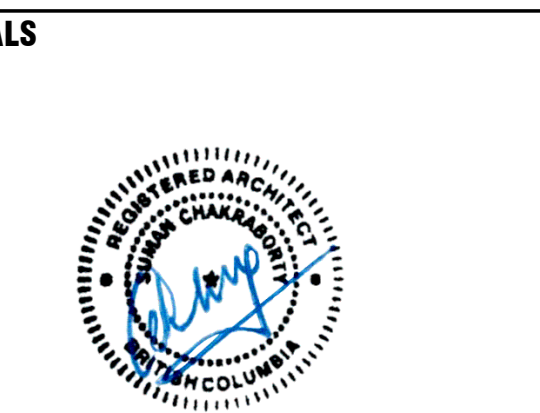
B4 SOUTH ELEVATION - BLDG EAST
A4.1 SCALE: 1/8" = 1'-0"



B1 NORTH ELEVATION - BLDG EAST
A4.1 SCALE: 1/8" = 1'-0"



A1 EAST ELEVATION - BLDG EAST
A4.1 SCALE: 1/8" = 1'-0"



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KEYPLAN

REVISIONS & ISSUES

NO.	DATE	ISSUED FOR
1	NOV/20/17	ISSUED FOR
2	AUG/23/24	DP - 50% REVIEW
3	SEP/16/24	SITE PLAN REVIEW
4	OCT/03/24	DP - 40% REVIEW
5	OCT/17/24	DP - REVISED 40% REVIEW
6	NOV/29/24	DEVELOPMENT PERMIT
7	NOV/29/24	DP - 50% REVIEW
8	DEC/04/24	DP - TOWN OF COMOX REVISIONS
9	DEC/16/24	DP - TOWN OF COMOX REVISIONS
10	DEC/23/24	DP - TOWN OF COMOX REVISIONS
11	JAN/17/25	DP - TOWN OF COMOX REVISIONS
12	FEB/05/25	DP - 40% REVIEW
13	FEB/11/25	DP - TOWN OF COMOX REVISIONS

NOT FOR CONSTRUCTION

PROJECT TITLE
Comox Phase 1
Highstreet
Aspen West
Comox, BC

DRAWING TITLE
SITE - PARKING + SIGNAGE + LANDSCAPE PLANS

SCALE: As Indicated	A2.1
DRAWN: TE	
CHECKED: SC / CGR	
AUG '24 24-046	



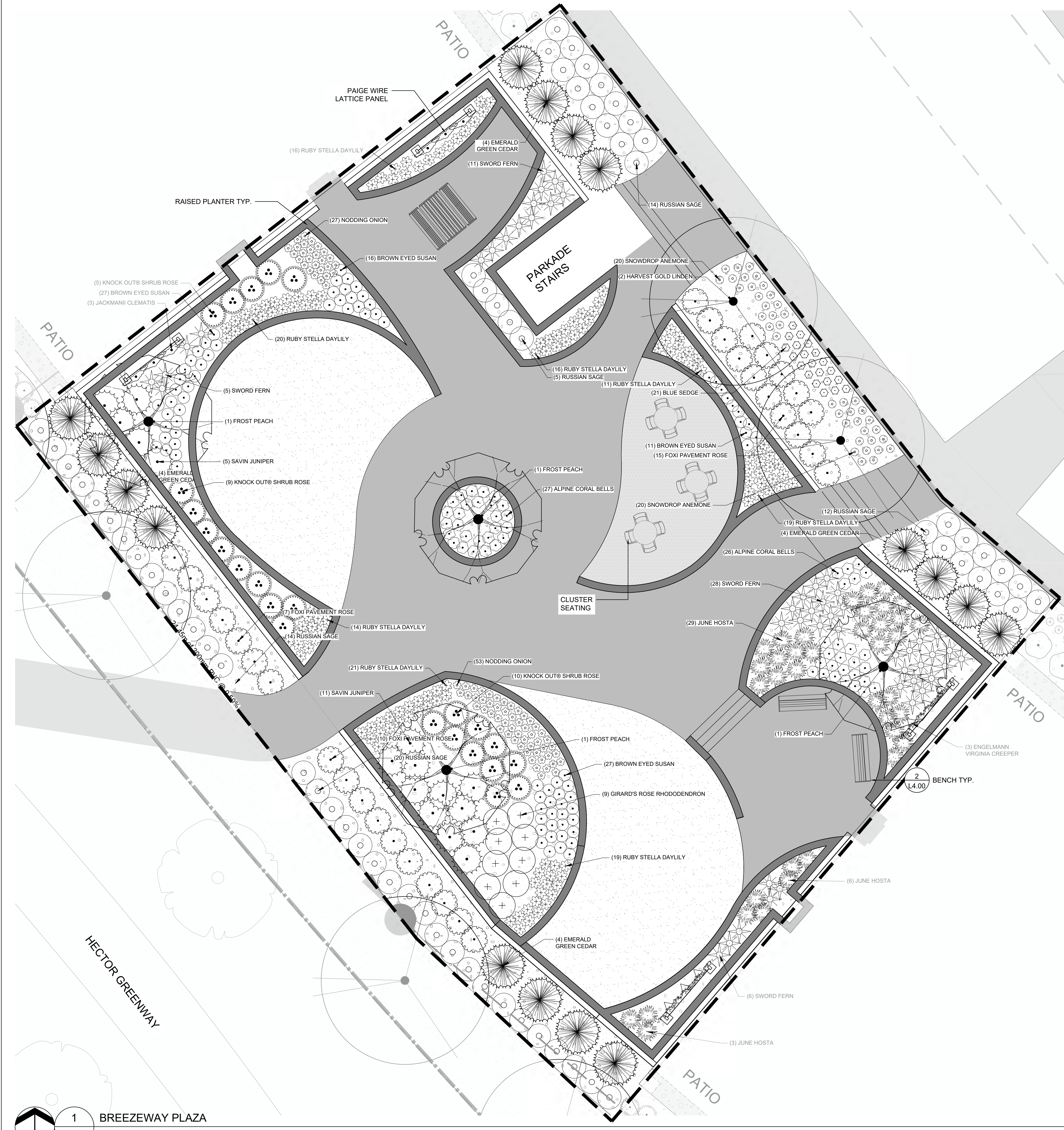
KEYNOTE LEGEND

B02	DOUBLE ARROW RESERVED PARKING SIGN ON LIGHT POST
B03	DOUBLE ARROW RESERVED PARKING SIGN ON POST
B10	BRACKLE ARROW RESERVED PARKING SIGN ON POST
B11	BRACKLE ARROW VISITOR PARKING SIGN ON POST
B12	DOUBLE ARROW VISITOR PARKING SIGN ON LIGHT POST
B13	STOP SIGN ON POST
B14	ROUND WHEELS WAY SIGN ON POST

SITE LEGEND

CATCH BASIN	CB	PROPERTY LINE	---
ACCESSIBLE PARKING		SETBACK LINE	- - - - -
VISITOR PARKING	V	PROPOSED SIDEWALK	
GARBAGE BIN	G	PROPOSED LANDSCAPING	
MIXED RECYCLING BIN	R	PROPOSED RETAINING WALL	
DUAL PORT EV CHARGER	EV	PROPOSED BUILDINGS	
FUTURE DUAL PORT EV CHARGER	FEV	FIRETRUCK ROUTE	
FIRE HYDRANT		NO PARKING ZONES	
PROPOSED GRADE			
ELECTRICAL LIGHT STANDARDS			

A3
A2.1 **SITE PLAN - PARKING + SIGNAGE + LANDSCAPE**
SCALE: 3/64" = 1'-0"

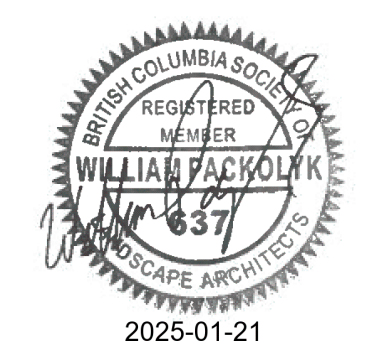


LEGEND

- STORM MANHOLE
- SEWER MANHOLE
- MANHOLE
- CATCH BASIN
- WATER VALVE
- WATER HYDRANT
- TRANSFORMER
- GARDEN FENCE
- 1.8m HIGH WOOD SCREEN FENCE
- 1.2m HIGH OMEGA FENCE
- 1.08m DECORATIVE METAL GUARDRAIL
- FREE STANDING SIGN WITH DISPLAY LIGHT
- SINGLE PEDESTAL PICNIC TABLE
- CLUSTER SEATING
- PICNIC TABLE
- BENCH
- BIKE RACK
- LIT BOLLARD
- ASH RECEPTACLE
- DOGGY HYDRANT
- COMMUNITY GARDEN SHED
- BREEZEWAY PLAZA PRIVACY SCREEN
- SEED MIX ON TOPSOIL
- SOD ON TOPSOIL
- 100mm DEPTH DECORATIVE ROCK ON 5.2oz FILTER FABRIC 300mm DEPTH PLANTING SOIL MIX
- 100mm DEPTH DECORATIVE ROCK
- 100mm DEPTH 10mm Ø MINUS LIMESTONE ON FILTER FABRIC
- 25mm WASHED ROCK - DOG RUN
- 120mm DEPTH BROOM FINISH SAWCUT CONCRETE PAVING - PLAZA
- 120mm DEPTH SANDBLASTED SAWCUT CONCRETE PAVING - PLAZA
- 120mm DEPTH BROOM FINISH SAWCUT CONCRETE PAVING - COMMUNITY BUILDING



SEALS



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KEYPLAN

REVISIONS & ISSUES

MON/DD/YY	ISSUED FOR
AUG/19/24	SITE PLAN COORD.
AUG/23/24	50% INTERNAL REVIEW
SEP/03/24	90% INTERNAL REVIEW
OCT/02/24	90% INTERNAL REVIEW
OCT/28/24	100% DP SUBMISSION
DEC/23/24	100% DP RESUBMISSION
JAN/17/25	100% DP RESUBMISSION
JAN/17/25	100% BP SUBMISSION

NOT FOR CONSTRUCTION

COMOX PHASE 1
HIGH STREET
ASPEN WEST
COMOX, BC

PROJECT TITLE

BREEZEWAY
PLAZA

DRAWING TITLE


SCALE: AS NOTED
DRAWN: JV/NS/AC
CHECKED: WP

2025-1-20
619-016

L3.10



Comox Official Community Plan Amendment Bylaw 1685.11

 REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

U:\Dev App\2023\OCP RZ\RZ 23-2 OCP 2077 Hector and 941 Aspen\Reports\5_RCM_Feb 19 2025_RZ OCP 23-2_941 Aspen_2077 Hector_Adoption.docx

TOWN OF COMOX

BYLAW 1685.11

A BYLAW TO AMEND COMOX OFFICIAL COMMUNITY PLAN BYLAW 1685

WHEREAS Council has the authority under the provisions of the Local Government Act to amend the Official Community Plan Bylaw;

AND WHEREAS Council has considered the amendments in conjunction with its financial plan, any waste management plan that is applicable in the municipality or regional district and Town of Comox May 2020 Housing Needs Report Data Results including Summary Form;

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

1. Title

This Bylaw may be cited for all purposes as "Comox Official Community Plan Amendment Bylaw 1685. 11".

2. Amendments

Comox Official Community Plan Bylaw 1685 is hereby amended as follows:

(1) Schedule "A" Part 5: Maps is hereby amended by:

- (a) Designating Western portion of the parcel legally described **Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279** (941 Aspen West), shown shaded in Schedule "1A", which is attached to and forms part of this bylaw, as within the following:
 - (i) Map 1 – Land Use Designations, as Residential: Low Rise Apartments, Townhouses and Ground Oriented Infill;
and
 - (ii) Development Permit Areas (DPAs), as shown in their respective maps:
 - # 3 General Multi-Family
 - # 11 Wildlife Corridor
- (b) Designating Eastern portion of the parcel legally described

Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279 (941 Aspen East), shown shaded in Schedule "1B", which is attached to and forms part of this bylaw, as within the following:

- (i) Map 1 – Land Use Designations, as Mixed Use: Commercial – Residential;
and
- (ii) Development Permit Areas (DPAs), as shown in their respective maps:
 - #4 Mixed Use: Commercial - Residential
 - # 11 Wildlife Corridor

(c) Designating parcel legally described

Lot A, District Lot 170, Comox District Plan 18002 (2077 Hector), shown shaded in Schedule "1C", which is attached to and forms part of this bylaw, as within the following:

- (j) Map 1 – Land Use Designations, as Residential: Low Rise Apartments, Townhouses and Ground Oriented Infill;
and
- (ii) Development Permit Areas (DPAs), as shown in their respective maps:
 - # 3 General Multi-Family
 - # 7 Riparian Areas
 - # 11 Wildlife Corridor

(d) Adding to Map 3, Parks, Trails and Open Space, an extension of Hector Greenway shown in red line in Schedule "2", which is attached to and forms part of this bylaw, as "Off-Street Trails (existing and proposed)"

(e) Adding to Map 5, Road Network, an extension of Hector Road shown in bright blue line in Schedule "3", which is attached to and forms part of this bylaw, as "Minor Collector"

(f) Adding to Map 7, Bicycle Network, an extension of Hector Road shown in bright green line in Schedule "4", which is attached to and forms part of this bylaw, as "Proposed Major Bike Route"

- (2) Comox Official Community Plan Bylaw 1685 is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

3. Repeal Comox Valley Regional District OCP Bylaw

- (1) Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 (as at September 19, 2016), is hereby amended by replacing section 1(3) in its entirety with the following text:

This bylaw applies to all lands as noted in section 1(1) except in relation to those properties legally described as:

- (a) PID 023-020-113, Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279; and
 - (b) PID 003-856-704, Lot A, District Lot 170, Comox District Plan 18002
- (2) Rural Comox Valley Official Community Plan Bylaw No. 337, 2014 (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

4. Adoption

- | | |
|--|--|
| (1) READ A FIRST time this | 5 th day of June, 2024 |
| (2) READ A SECOND time this | 5 th day of June, 2024 |
| (3) ADVERTISED A FIRST time this | 26 th day of June, 2024 |
| (4) ADVERTISED A SECOND time this | 3 rd day of July, 2024 |
| (5) PUBLIC HEARING HELD this | 10 th day of July, 2024 |
| (6) READ A SECOND TIME as amended this | 7 th day of August, 2024 |
| (7) READ A THIRD time this | 4 th day of September, 2024 |
| (8) ADOPTED this | day of , 2024 |

Mayor

Chief Administrative Officer

BYLAW 1685.11

SCHEDULE "1A"

941 Aspen Road (Aspen-West)

PID 023-020-113

Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279



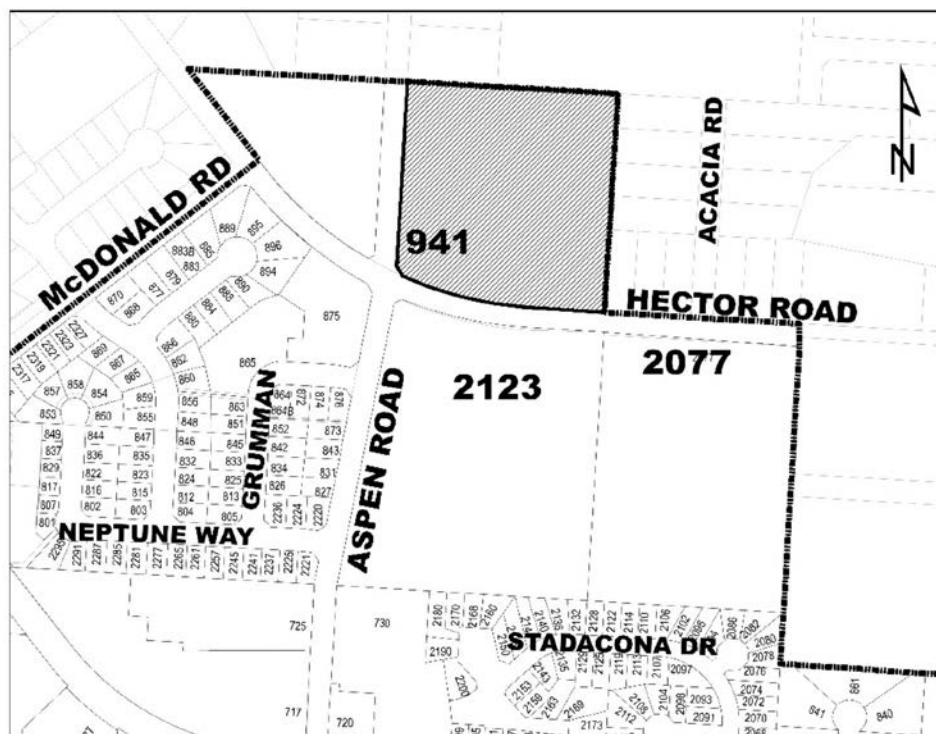
BYLAW 1685.11

SCHEDULE "1B"

941 Aspen Road (Aspen-East)

PID 023-020-113

Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279



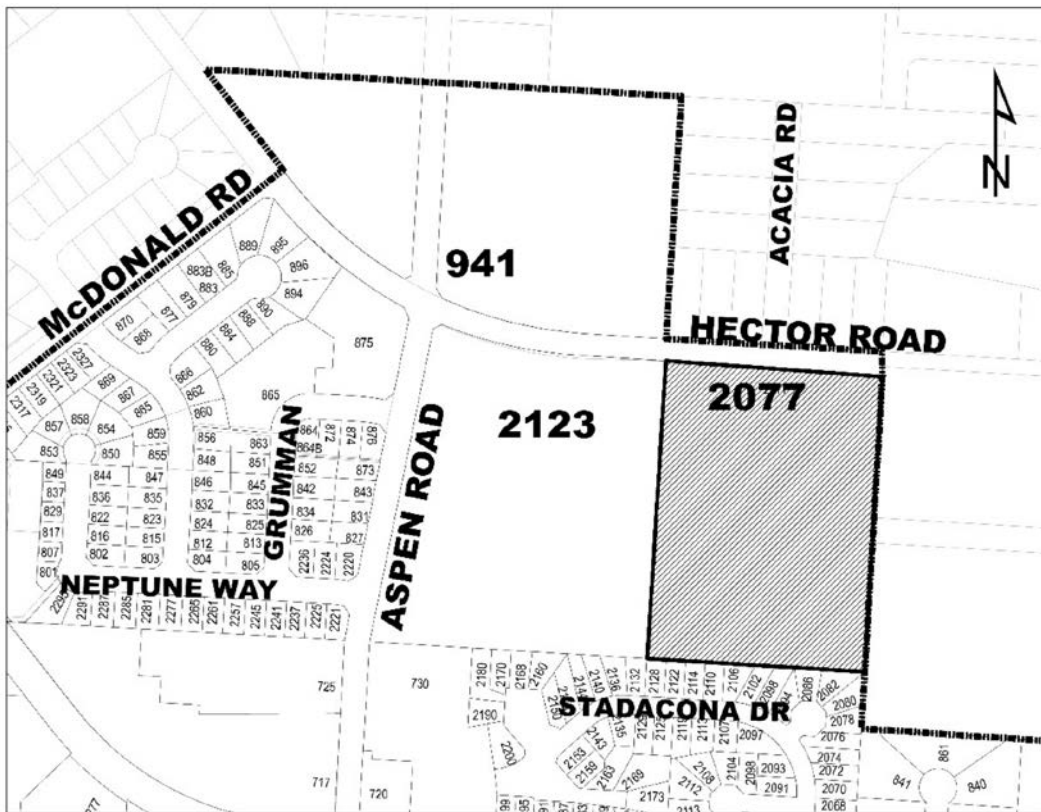
BYLAW 1685.11

SCHEDULE "1C"

2077 Hector Road

PID 003-856-704

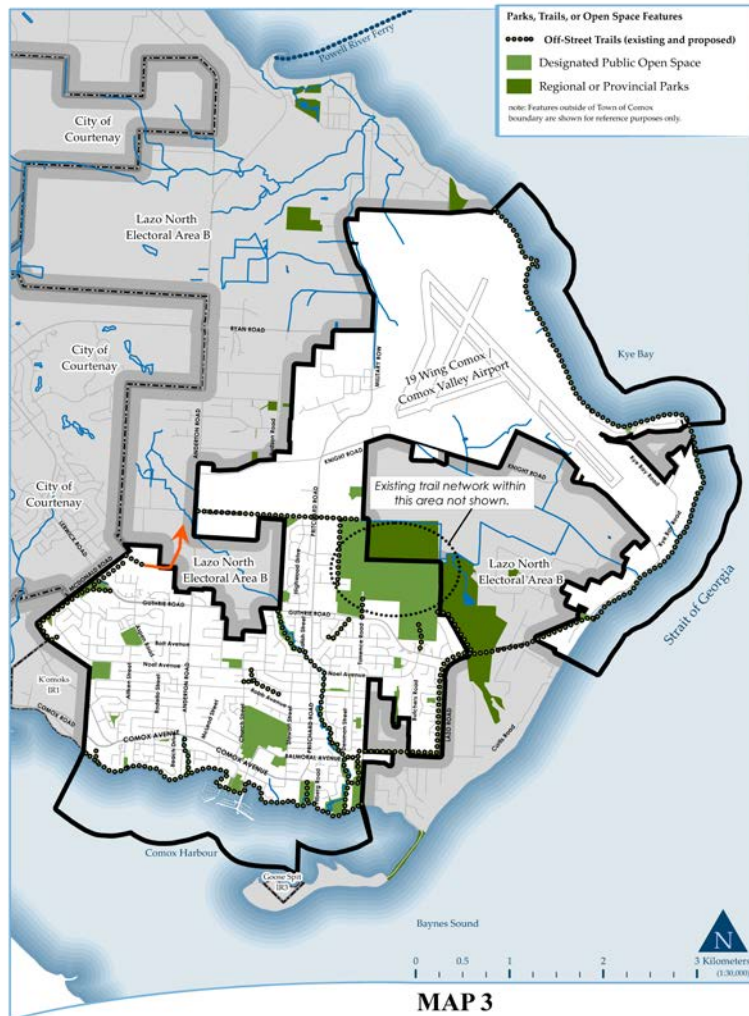
Lot A, DL 170, Comox District, Plan 18002



BYLAW 1685.11

SCHEDULE "2"

OFF-STREET TRAILS (EXISTING AND PROPOSED)



MAP 3
Parks, Trails, and Open Space

June 2011,
Bylaw #1771, May 7, 2014
Bylaw #1954, February 17, 2021

map created by the Arlington Group for the Town of Comox
data provided by:
Town of Comox, Comox Valley Regional District, Province of British Columbia,
Department of Natural Resources Canada © All rights reserved
WITS (Wildlife Free Sewardship Program) 2009,
BC Nature and Community Mapping Network.

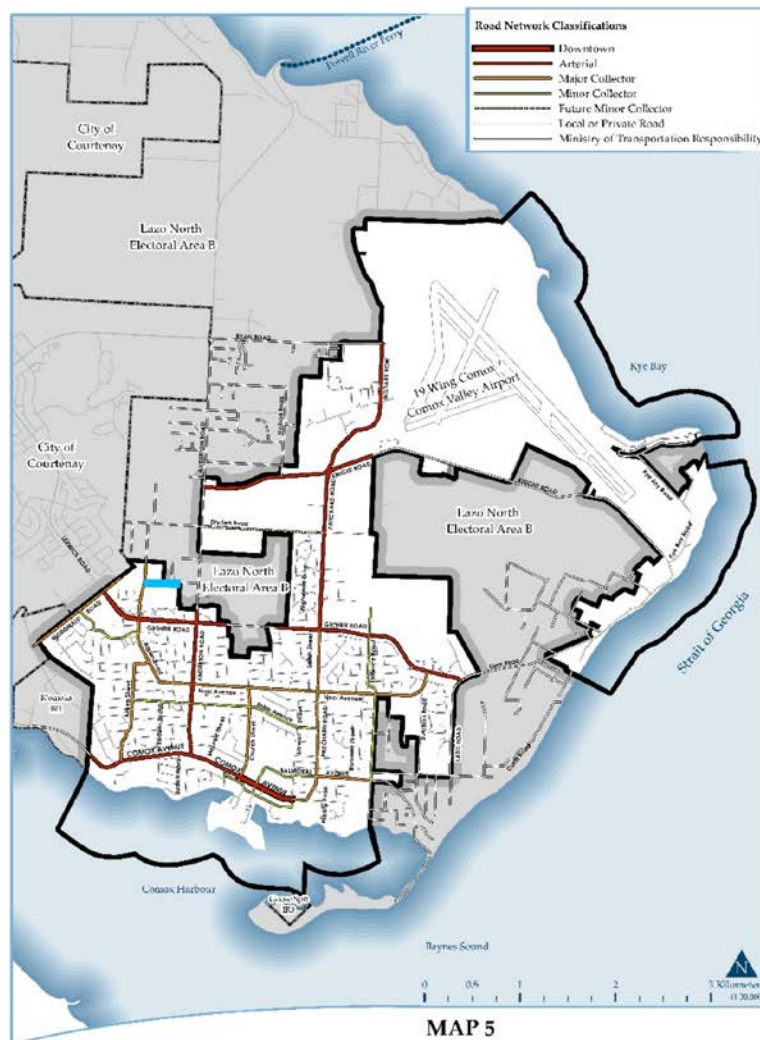
MAP 3: PARKS, TRAILS, AND OPEN SPACE



BYLAW 1685.11

SCHEDULE "3"

MINOR COLLECTOR



MAP 5
Road Network

July, 2011
Bylaw # 1954, February 17, 2021

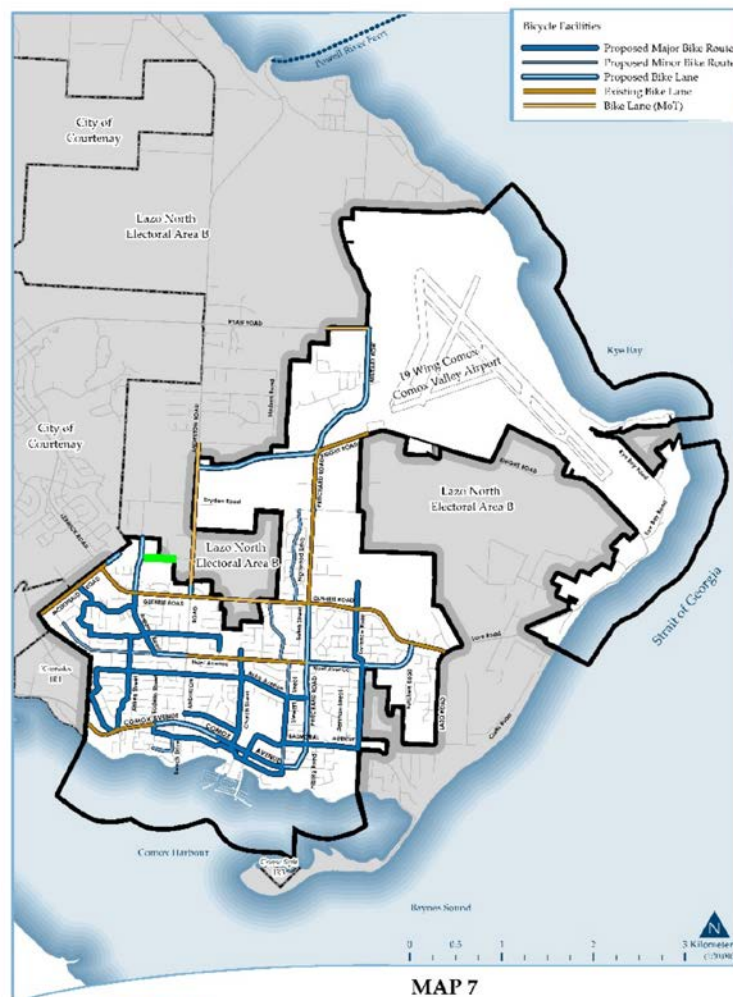
map created by the Arlington Group and Town of Comox
data provided by:
Town of Comox, Comox Valley Regional District, Province of British Columbia,
Department of Natural Resources Canada © All rights reserved.

MAP 5: ROAD NETWORK

BYLAW 1685.11

SCHEDULE "4"

PROPOSED MAJOR BIKE ROUTE



MAP 7
Bicycle Network


July, 2011
Bylaw # 1954, February 17, 2021

map created by the AECOM Group and Town of Comox.

data provided by:
Town of Comox, Comox Valley Regional District, Province of British Columbia,
Department of Natural Resources Canada © All rights reserved

MAP 7 - BICYCLE NETWORK

Comox Zoning Amendment Bylaw 1850.46

 REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

U:\Dev App\2023\OCP RZ\RZ 23-2 OCP 2077 Hector and 941 Aspen\Reports\5_RCM_Feb 19 2025_RZ OCP 23-2_941 Aspen_2077 Hector_Adoption.docx

**TOWN OF COMOX
BYLAW 1850.46**

A BYLAW TO AMEND COMOX ZONING BYLAW 1850

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

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

1. Title

This bylaw may be cited for all purposes as the “Comox Zoning Amendment Bylaw 1850.46”

2. Amendments

Comox Zoning Bylaw 1850 is hereby amended as follows:

A. Section 2.7(2) Penalties is amended by adding the following:

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine Amount
Unlawful use – RM6.1 zone	211.1	\$250.00
Failure to comply with conditions – RM6.1 zone	211.2	\$250.00
Unlawful projection into setback – RM6.1 zone	211.9	\$250.00
Unlawful accessory buildings – RM6.1 zone	211.11	\$250.00
Unlawful use – RM6.2 zone	212.1	\$250.00
Failure to comply with conditions – RM6.2 zone	212.2	\$250.00
Unlawful projection into setback – RM6.2 zone	212.9	\$250.00
Unlawful accessory buildings – RM6.2 zone	212.12	\$250.00
Unlawful use – C7.1 zone	310.1	\$250.00
Failure to comply with conditions – C7.1 zone	310.2	\$250.00
Unlawful projection into setback – C7.1 zone	310.9	\$250.00
Unlawful accessory buildings – C7.1 zone	310.12	\$250.00

B. Section 3.2, Definitions, is amended by

(1) Adding alphabetically the following text:

Greenway

A street or portion thereof that is:

- (a) 6.0 metres or more in width, restricted to pedestrian or bicycle use, or
- (b) used for stormwater retention or detention pond maintenance access.

(2) Replacing the following text:

i. **Exterior Side Lot line**

A lot line other than a front or rear lot line, which abuts a street; does not include a lot line which abuts a lane.

with

Exterior Side Lot line

A lot line other than a front or rear lot line, which abuts a street; does not include a lot line which abuts a lane or greenway.

ii. **Exterior Side Yard**

A side yard which abuts a street other than a lane

With

Exterior Side Yard

A side yard which abuts a street other than a lane or greenway.

iii. **Front Lot Line**

A lot line common to a parcel and a street other than a lane. Where a parcel abuts two or more streets, only the street with the shortest length along the parcel shall be used to determine front lot lines. Where a parcel does not abut a street, lot lines from which common vehicle access is provided shall be deemed to be common to a street. Notwithstanding the above, for parcels next to the sea, *front lot line* is defined as a lot line next to the sea.

With

Front Lot Line

A lot line common to a parcel and a street other than a lane or greenway. Where a parcel abuts two or more streets, only the street with the shortest length along the parcel shall be used to determine front lot lines. Where a parcel does not abut a street, lot lines from which common vehicle access is provided shall be deemed to be common to a street. Notwithstanding the above, for parcels next to the sea, *front lot line* is defined as a lot line next to the sea.

C. Section 4.1 Classification of Zones is amended by:

(1) adding the following text under the Multi-Family Residential Zones heading:

RM 6.1 Apartment;
RM 6.2 Apartment and Townhouse

(2) adding the following text under the Commercial Zones heading:

C 7.1 Commercial – Residential

D. Section 5 General regulations is amended by:

Adding as Section 5.3(5) the following text:

In RM6.1; RM6.2 and C7.1 zones, no fences are permitted within a front and exterior side yard, as shown in Figure 5-2.

E. Section 5.12 Projections into Required Setbacks is amended by adding as subsection 5(14) the following text:

In the RM6.1; RM6.2 and C7.1 zones,

- a) awnings, canopies, cornices, eaves, gutters, leaders, ornamental features, pilasters, sills, or sunshades may project up to 0.6 m into a required setback;
- b) decks, patios, stairs, and landings less than 0.6 m above immediately adjacent finished grade, may project up to 1.5 metres into a required setback; and
- c) balconies may project up to 1.0 metre into a required setback.

- F. Section 7, Class I and Class II Bicycle Parking Spaces is amended by replacing Section 7.3 with the following text:

Required Bicycle Parking Spaces for Downtown and RM6.1; RM6.2 and C7.1 zones

The following applies to all lands shown shaded in Appendix "S" and all lands zoned RM6.1; RM6.2 and C7.1:

- (1) Class I and Class II bicycle parking spaces shall be provided in accordance with the requirements in Sections 7.6(1) and 7.8(1). In the case of a use not specifically mentioned, the required Class I and Class II bicycle parking spaces shall be the same as for the most comparable use.
- (2) At the option of the owner or occupier of a parcel, structure, or part thereof, rather than provide the Class I bicycle parking spaces in accordance with Section 7.3(1), the owner or occupier may pay to the Town the sum of \$2,000.00 for each bicycle parking space not provided.
- (3) The monies referred to in Section 7.3(2) are payable in accordance with the provisions of the *Local Government Act* of British Columbia, for the purpose of providing transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
- (4) Transportation infrastructure provided under Section 7.3(3) shall not be available on a reserved or dedicated basis.

- G. Schedule "A" is amended by

- i. adding as Section 211 the RM 6.1 Apartment zone, as shown in Schedule "1A", which is attached to and forms part of this Bylaw;
- ii. adding as Section 212 the RM 6.2 Apartment and Townhouse zone, as shown in Schedule "1B", which is attached to and forms part of this Bylaw;
- iii. adding as Section 310 the C 7.1 Commercial – residential zone, as shown in Schedule "1C", which is attached to and forms part of this Bylaw;

- H. Schedule "B" (the Zoning Map) is amended by rezoning:

- i. The Western portion of the property legally described as **Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279** (941 Aspen West), shown shaded on **Schedule "2A"** which is attached to and forms part of this Bylaw, from Country Residential CR-1 to RM 6.1 Apartment zone
- ii. The Eastern portion of the property legally described as **Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279** (941 Aspen East),

shown shaded on **Schedule “2B”** which is attached to and forms part of this Bylaw,

from Country Residential CR-1
to C 7.1 Commercial - Residential; and

- iii. That property legally described **Lot A, District Lot 170, Comox District Plan 18002** (2077 Hector), shown shaded on **Schedule “2C”** which is attached to and forms part of this Bylaw,

from Country Residential CR-1
to RM 6.2 Apartment and Townhouse zone

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

3. Repeal CVRD Zoning Bylaw

- (1) Section Two, subsection (1) of Comox Valley Zoning Bylaw, 2005 (as at September 19, 2016) is hereby amended by inserting, immediately after the text "This bylaw shall be applicable to Electoral Areas 'A', 'B' and 'C' (Comox Valley) of the Regional District of Comox-Strathcona" the following text:

with the exception of the properties legally described as
Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279;
Lot A, District Lot 170, Comox District Plan 18002

- (2) Comox Valley Zoning Bylaw, 2005 (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw.

4. Repeal CVRD Floodplain Management Bylaw

- (1) Part B, Section 1, Bylaw No. 2782, being the "Floodplain Management Bylaw, 2005" (as at September 19, 2016), is hereby amended by inserting, immediately after the text "this bylaw shall be applicable to all electoral areas within the Regional District of Comox Strathcona with the exception of":

the properties legally described as
Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279;
Lot A, District Lot 170, Comox District Plan 18002

- (2) Bylaw No. 2782, being the “Floodplain Management Bylaw, 2005” (as at September 19, 2016) is further amended by making such consequential changes as are required to reflect the foregoing amendments, including, without limitation, changes in the numbering and order of the sections of the bylaw

3. Adoption

- (1) READ A FIRST time this 5th day of June, 2024
- (2) READ A SECOND time as amended this 4th day of July, 2024
- (3) ADVERTISED A FIRST time this 26th day of June, 2024
- (4) ADVERTISED A SECOND time this 3rd day of July, 2024
- (5) PUBLIC HEARING HELD this 10th day of July, 2024
- (6) READ A SECOND time as amended this 7th day of August, 2024
- (7) READ A THIRD time this 4th day of September, 2024
- (8) ADOPTED this ___ day of _____, 2024

Mayor

Corporate Officer

BYLAW 1850.46

SCHEDULE "1A"

211. RM 6.1 APARTMENT

211.1 Permitted Uses:

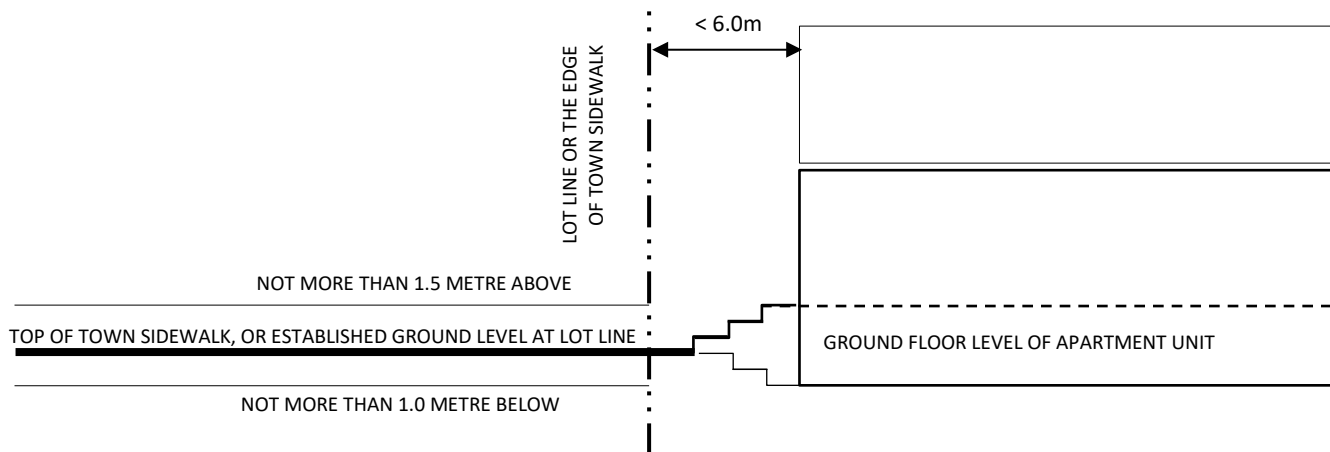
In the RM 6.1 zone, the following uses are permitted, and all other uses are prohibited:

- (1) Accessory structures and uses, excluding:
 - (i) Buildings other than those used for dwelling unit accessory or child care facility uses; and
 - (ii) Outside storage
- (2) Apartment dwellings
- (3) Child care facilities
- (4) Home occupations
- (5) Townhouse dwellings

211.2 Conditions of Use:

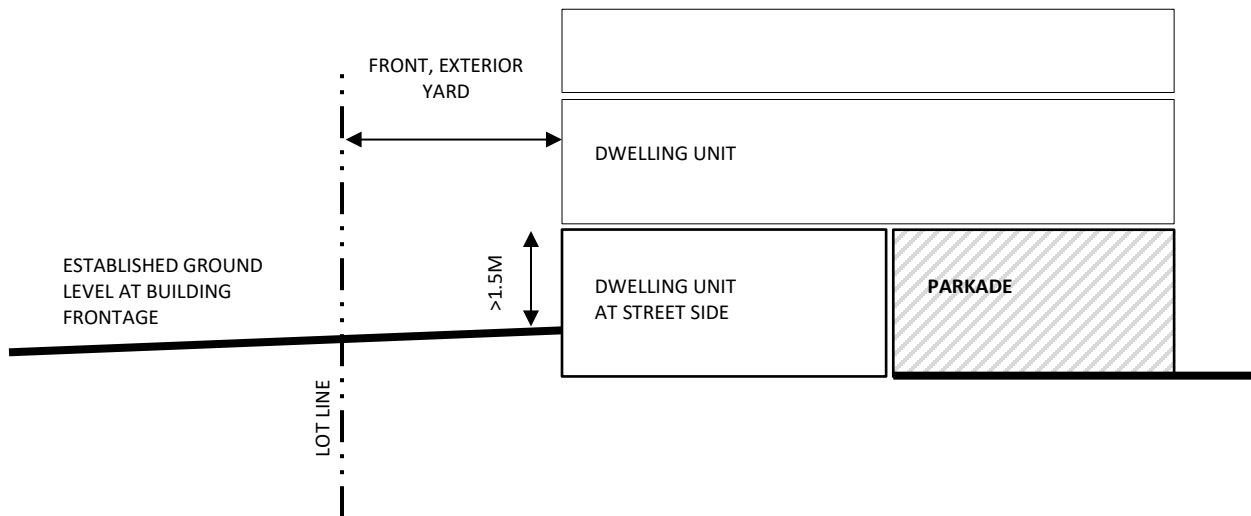
- (1) All permitted uses shall be located within a portion of a building, completely enclosed by exterior walls, except for landscape material, childcare facilities, accessory structures and accessory uses.
- (2) Child care facilities shall be located on the ground floor of an apartment building or accessory building.
- (3) Townhouse dwelling units shall:
 - (a) only be located within an apartment building;
 - (b) not be located above or below another townhouse dwelling unit; and
 - (c) not be located above a second storey of an apartment building.
- (4) Not less than 25% of all dwellings units on a parcel shall include 2 or more bedrooms. Where the calculation of 25% of dwelling units results in a fractional number, the nearest whole number shall be used.
- (5) Apartment and townhouse dwelling units shall:
 - (a) have a ground floor located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk in accordance with Figure 211-1 when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from established ground level at the front or exterior side lot line; and
 - (b) section 211.2(5)(a) does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

Figure 211-1.



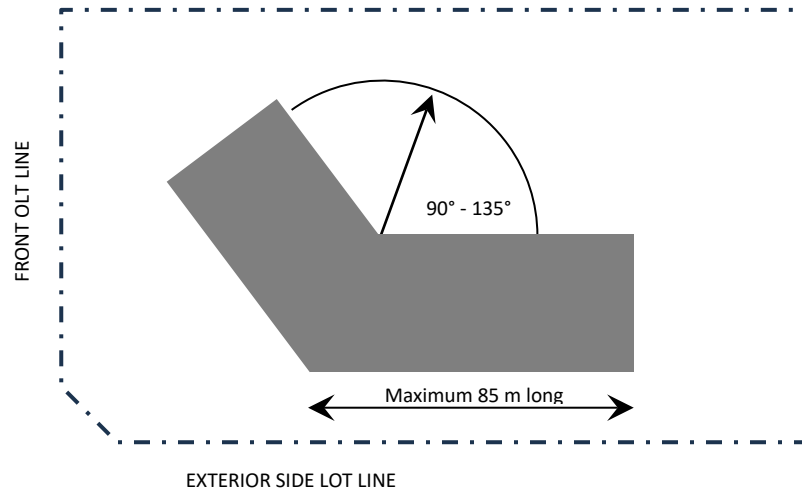
- (6) Along a front or exterior side yard, parking located within a building at or more than 1.50 metres above the established ground level shall be screened from the street by dwelling units in accordance with Figure 211-2.

Figure 211-2.



- (7) Residential building length shall:
 - (a) not exceed 85 metres in length, including projections; and
 - (b) where a directional turn of 90⁰ to 135⁰ degrees is provided; no section of a residential building shall exceed 85 metres in length, as shown in Figure 211-3.

Figure 211-3.



- (8) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within front or exterior side yard.

211.3 Density:

- (1) Density shall not be less than 55 units per hectare;
- (2) Density shall not exceed 80 units per hectare;
- (3) Notwithstanding 211.3(2), where not less than 40 % of total on-site parking is provided underground or within a residential building footprint, density shall not exceed 150 units per hectare; and
- (4) Notwithstanding 211.3(2), where in excess of 80 % of total on-site parking is underground parking or provided within a building footprint – density N/A.

211.4 Parcel Area:

Parcel area shall not be less than 3,500 square metres.

211.5 Parcel Frontage:

Parcel frontage shall not be less than 50.0 metres.

211.6 Parcel Depth:

Parcel depth shall not be less than 50.0 metres.

211.7 Parcel Coverage:

- (1) Parcel coverage shall not exceed 40%; and

- (2) Parcel coverage including parking areas, loading areas and driveways that are open sided and roofless shall not exceed 75%.

211.8 Height and Storeys:

Height shall not exceed:

- (1) 16.0 m for buildings up to 4 storeys; and
- (2) 12.0 m for buildings up to 3 storeys.

211.9 Required Setbacks

(1) Front

- (a) For 9.0 metres as measured parallel to and at the front setback – Front setback shall not be less than 9.0 metres in accordance with Figure 211- 4;
- (b) Additional 211.9(1)(a) setback area shall be provided for every 100 metres of front lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
- (c) All other situations – Front setback shall not be less than 3.0 metres.

(2) Rear

- (a) Rear setback shall not be less than 9.0 metres; and
- (b) Notwithstanding 211.9(2)(a), for building elevations measuring 25.0 metres or less in width along the rear yard – Rear setback shall not be less than 5.0 metres, in accordance with Figure 211- 5.

(3) Side -interior

- (a) Interior side setback shall not be less than 9.0 metres; and
- (b) Notwithstanding 211.9(3)(a), for building elevations measuring 25.0 metres or less in width along the interior side yard – Interior side setback shall not be less than 5.0 metres, in accordance with Figure 211- 5.

(4) Side - exterior

- (a) For 9.0 metres as measured parallel to and at the exterior side setback – Exterior side setback shall not be less than 9.0 metres in accordance with Figure 211- 4;
- (b) Additional 211.9(4)(a) setback area shall be provided for every 100 metres of exterior side lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
- (c) All other situations – Exterior side setback shall not be less than 3.0 metres.

Figure 211-4.

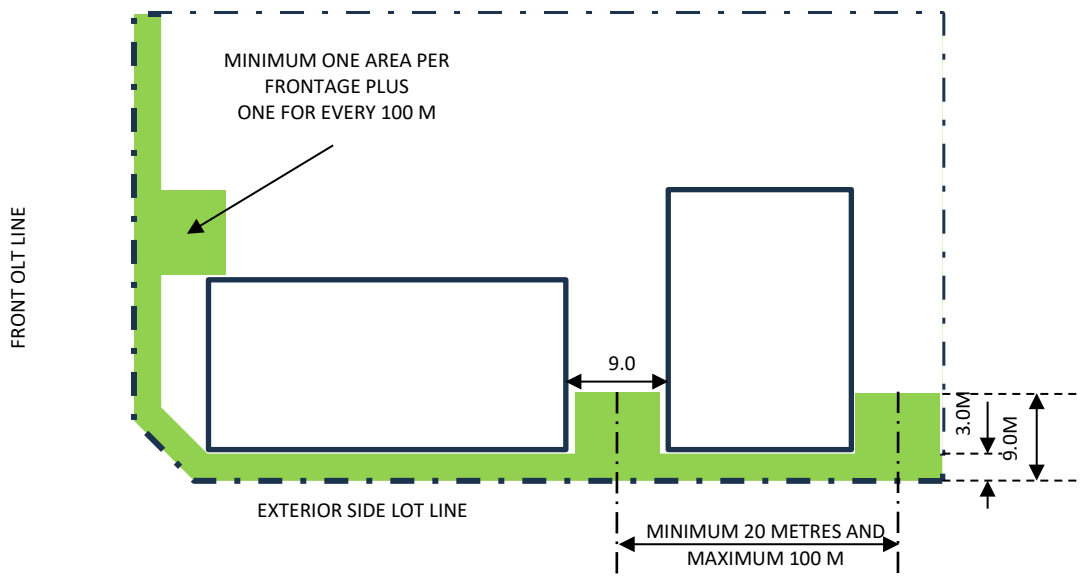
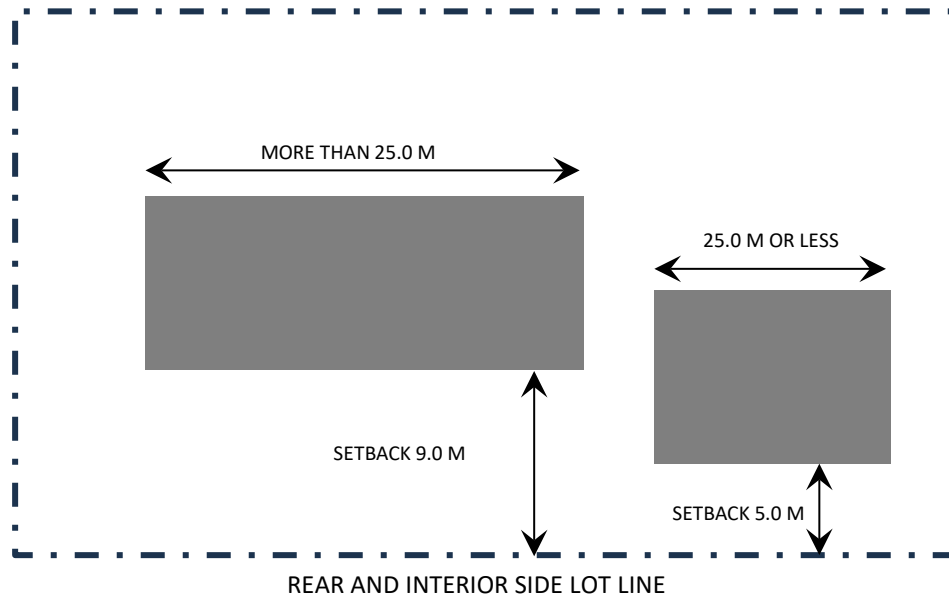


Figure 211-5



- (5) Notwithstanding sections 211.9 (1) to (4), where a parcel abuts a greenway that is not less than 10.0 metres in width, the setback from a lot line abutting a greenway shall be not less than 5.0 metres.

- (6) Notwithstanding section 211.9, building setback from any lot lines shared with the Agricultural Land Reserve shall be not less than 15.0 metres.

211.10 Accessory Buildings and Structures

Accessory Buildings shall:

- (1) Not be located within front or exterior side yard;
- (2) have a parcel coverage not exceeding 5%;
- (3) Not exceed 9.0 metres and 2 storeys in height, for accessory buildings used for multi-family amenity and recreation; and
- (4) Not exceed 4.5 metres in height, for other accessory buildings.

211.11 Screening

- (1) Along a front or exterior side yard, parking located within a building more than 0.6 metres but less than 1.50 metres above finished grade at building frontage shall be screened from streets by vegetation and landscaping.
- (2) The following shall be screened in accordance with Section 8:
 - (a) Off-street parking and loading areas;
 - (b) Above ground utility boxes and utility transformers;
 - (c) Garbage or recycling compounds and collection areas, unless enclosed in a building;
 - (d) RM6.1 zoned parcels from abutting Residential zoned parcels; and
 - (e) Parcels abutting land within the Agricultural Land Reserve, in accordance with specifications in Appendix B1.

211.12 Off-Street Vehicle Parking and Loading

- (1) Off-street vehicles parking and loading shall be provided in accordance with Section 6;
- (2) No more than one driveway per street frontage shall be permitted on a parcel;
- (3) Internal driveways shall not exceed 6.0 metres in width.

211.13 Off-Street Bicycle Parking

- (1) Off-street parking for bicycles shall be provided in accordance with Section 7; and
- (2) Notwithstanding Section 7, Class II bicycle rooms may be provided within individual storage units located on either the ground level or underground parkade level of an apartment building with direct access to the outdoors.

211.14 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground.

- (2) Unoccupied open spaces shall be fully and suitably landscaped with landscape material; this does not include environmentally sensitive areas and required buffers where native planting is to be left undisturbed, including watercourse setbacks as specified in Section 5.19.
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1850.46

SCHEDULE "1B"

212. RM 6.2 APARTMENT AND TOWNHOUSE

212.1 Permitted Uses:

In the RM 6.2 zone, the following uses are permitted, and all other uses are prohibited:

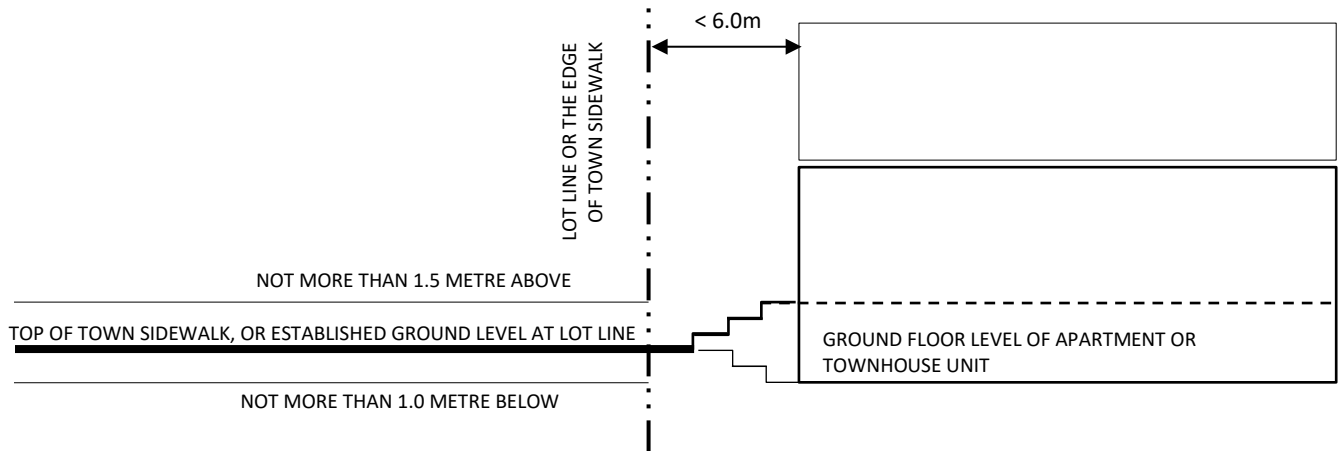
- (1) Accessory structures and uses, excluding:
 - (i) Buildings other than those used for dwelling unit accessory or child care facility uses; and
 - (ii) Outside storage
- (2) Apartment dwellings
- (3) Child care facilities
- (4) Home occupations
- (5) Townhouse dwellings
- (6) Two-family dwellings

212.2 Conditions of Use:

- (1) All permitted uses shall be located within a portion of a building, completely enclosed by exterior walls, except for landscape material, childcare facilities, accessory structures and accessory uses.
- (2) Child care facilities shall be located on the ground floor of an apartment building or accessory building.
- (3) The combined number of two-family and townhouse dwelling units on a parcel shall not exceed 20% of all dwelling units on the parcel. Where the calculation of 20% dwelling units results in a fractional number, the nearest whole number shall be used.
- (4) Not less than 25% of all dwellings units on a parcel shall include 2 or more bedrooms. Where the calculation of 25% of dwelling units results in a fractional number, the nearest whole number shall be used.
- (5) Townhouse dwelling units may be located within an apartment building;
- (6) Townhouse dwelling units located within an apartment building shall:
 - (a) not be located above or below another townhouse dwelling unit; and
 - (b) not be located above a second storey of an apartment building.
- (7) Apartment, townhouse and two-family dwelling units shall:
 - (a) have a ground floor located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk in accordance with Figure 212-1 when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from established ground level at the front or exterior side lot line; and

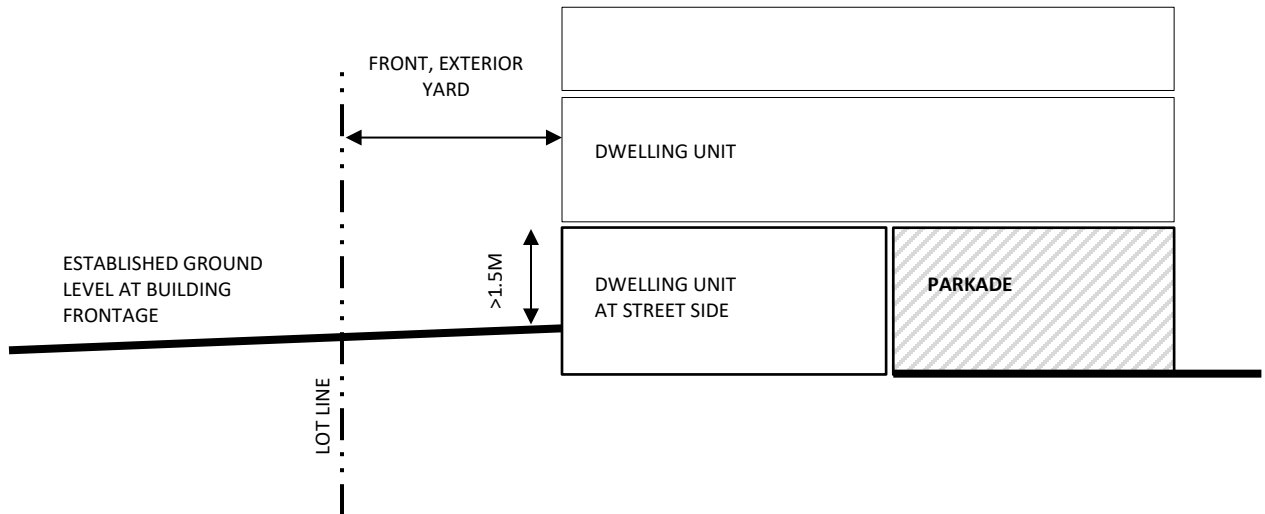
- (b) section 212.2(7)(a) does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

Figure 212-1.



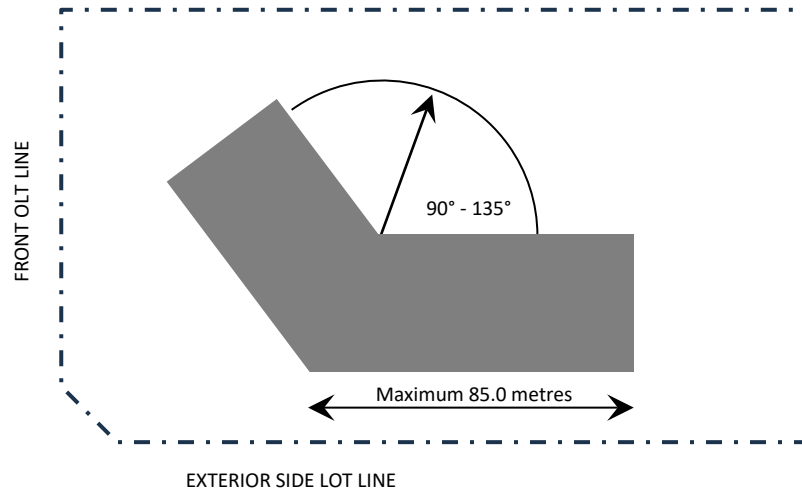
- (8) Along a front or exterior side yard, parking located within a building at or more than 1.50 metres above the established ground level shall be screened from the street by dwelling units in accordance with Figure 212-2.

Figure 212-2.



- (9) Residential building length shall:
- (a) not exceed 85.0 metres in length, including projections; and
 - (b) where a directional turn of 90° to 135° degrees is provided; no section of a residential building shall exceed 85.0 metres in length, as shown in Figure 212-3.

Figure 212-3.



- (10) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within front or exterior side yard.

212.3 Density:

- (1) Density shall not be less than 55 units per hectare;
- (2) Density shall not exceed 80 units per hectare;
- (3) Notwithstanding 212.3(2), where not less than 40 % of total on-site parking is provided underground or within a residential building footprint, density shall not exceed 150 units per hectare; and
- (4) Notwithstanding 212.3(2), where in excess of 80 % of total on-site parking is underground parking or provided within a building footprint – density N/A.

212.4 Parcel Area:

Parcel area shall not be less than 3,500 square metres.

212.5 Parcel Frontage:

Parcel frontage shall not be less than 50.0 metres.

212.6 Parcel Depth:

Parcel depth shall not be less than 50.0 metres.

212.7 Parcel Coverage:

- (1) Parcel coverage shall not exceed 40%; and
- (2) Parcel coverage including parking areas, loading areas and driveways that are open sided and roofless shall not exceed 75%.

212.8 Height and Storeys:

- (1) Apartment building height shall not exceed:
 - (a) 16.0 m for buildings up to 4 storeys; and
 - (b) 12.0 m for buildings up to 3 storeys.
- (2) Townhouse and two-family dwelling building height shall not exceed 12.0 metres and 3 storeys.

212.9 Required Setbacks

- (1) Front
 - (a) For 9.0 metres as measured parallel to and at the front setback – Front setback shall not be less than 9.0 metres in accordance with Figure 212- 4;
 - (b) Additional 212.9(1)(a) setback area shall be provided for every 100 metres of front lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
 - (c) All other situations – Front setback shall not be less than 3.0 metres.
- (2) Rear
 - (a) Rear setback shall not be less than 9.0 metres; and
 - (b) Notwithstanding 212.9(2)(a), for buildings under 3 storeys high containing only two-family and townhouse dwellings; and for apartments buildings' elevations measuring 25.0 metres or less in width along the rear yard – Rear setback shall not be less than 5.0 metres, in accordance with Figure 212- 5.
- (3) Side-interior
 - (a) Interior side setback shall not be less than 9.0 metres; and
 - (b) Notwithstanding 212.9(3)(a), for buildings under 3 storeys high containing only two-family and townhouse dwellings; and for apartments buildings' elevations measuring 25.0 metres or less in width along the interior side yard – Interior side setback shall not be less than 5.0 metres, in accordance with Figure 212- 5.
- (4) Side- exterior
 - (a) For 9.0 metres as measured parallel to and at the exterior side setback – Exterior side setback shall not be less than 9.0 metres in accordance with Figure 212- 4;
 - (b) Additional 212.9(4)(a) setback area shall be provided for every 100 metres of exterior side lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and

- minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
- (c) All other situations – Exterior side setback shall not be less than 3.0 metres.

Figure 212-4.

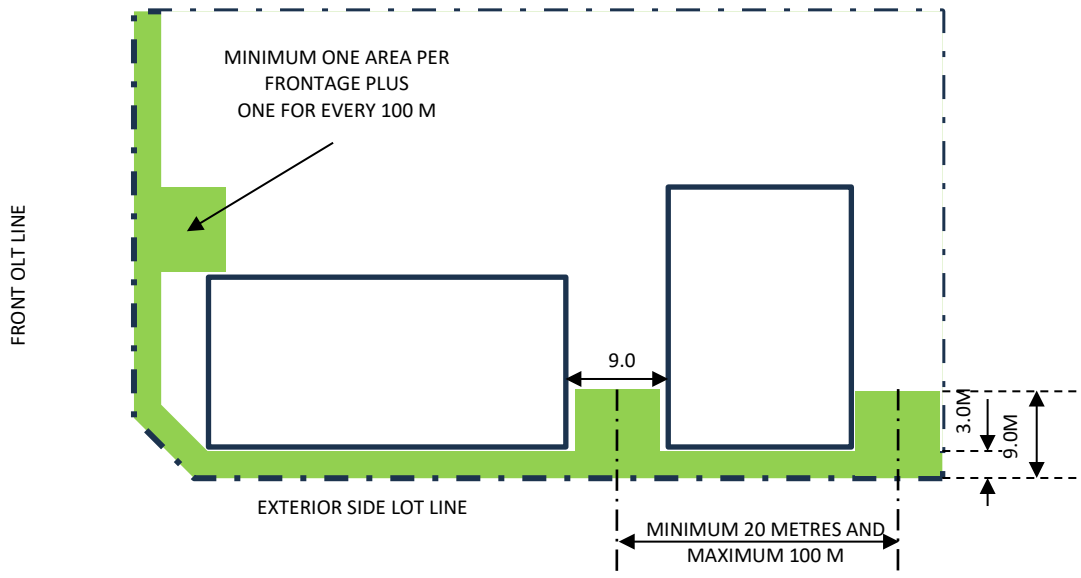
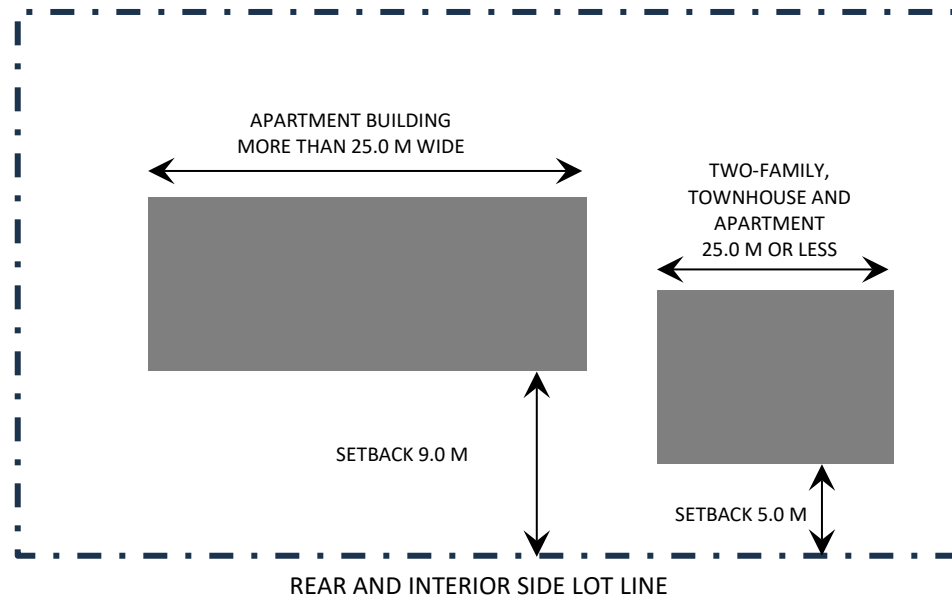


Figure 212-5



- (5) Notwithstanding sections 212.9 (1) to (4), where a parcel abuts a greenway that is not less than 10.0 metres in width, the setback from a lot line abutting a greenway shall be not less than 5.0 metres; and
- (6) Notwithstanding sections 212.9, building setback from any lot lines shared with the Agricultural Land Reserve shall be not less than 15.0 metres.

212.10 Accessory Buildings and Structures

Accessory Buildings shall:

- (1) Not be located within front or exterior side yard;
- (2) Have a parcel coverage not exceeding 5%;
- (3) Not exceed 9.0 metres and 2 storeys in height, for accessory buildings used for multi-family amenity and recreation;
- (4) Not exceed 4.5 metres in height, for other accessory buildings;
- (5) Notwithstanding section 212.10(4) accessory buildings intended for exclusive use of individual two-family or townhouse dwelling unit: not exceed 6.5 m² in gross floor area per dwelling unit and not exceed 2.5 metres in height; and
- (6) Accessory buildings intended for exclusive use of individual two-family or townhouse dwelling unit be excluded from required rear and interior side setbacks, provided that no accessory building is located closer than 2.0 metres to a rear or interior side lot line;

212.11 Screening

- (1) Along a front or exterior side yard, parking located within an apartment building more than 0.6 metres but less than 1.50 metres above finished grade at building frontage shall be screened from streets by vegetation and landscaping.
- (2) The following shall be screened in accordance with Section 8:
 - (a) Off-street parking and loading areas;
 - (b) Above ground utility boxes and utility transformers;
 - (c) Garbage or recycling compounds and collection areas, unless enclosed in a building;
 - (d) RM6.2 zoned parcels from abutting Residential zoned parcels; and
 - (e) Parcels abutting land within the Agricultural Land Reserve, in accordance with specifications in Appendix B1.

212.12 Off-Street Vehicle Parking and Loading

- (1) Off-street vehicles parking and loading shall be provided in accordance with Section 6;
- (2) No more than one driveway per street frontage shall be permitted on a parcel;
- (3) Internal driveways shall not exceed 6.0 metres in width.

212.13 Off-Street Bicycle Parking

- (1) Off-street parking for bicycles shall be provided in accordance with Section 7; and
- (2) Notwithstanding Section 7, Class II bicycle rooms may be provided within individual storage units located on either the ground level or underground parkade level of an apartment building with direct access to the outdoors.

212.14 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground.
- (2) Unoccupied open spaces shall be fully and suitably landscaped with landscape material; this does not include environmentally sensitive areas and required buffers where native planting is to be left undisturbed, including watercourse setbacks as specified in Section 5.19.
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

BYLAW 1850.46

SCHEDULE "1C"

310. C 7.1 COMMERCIAL RESIDENTIAL

310.1 Permitted Uses:

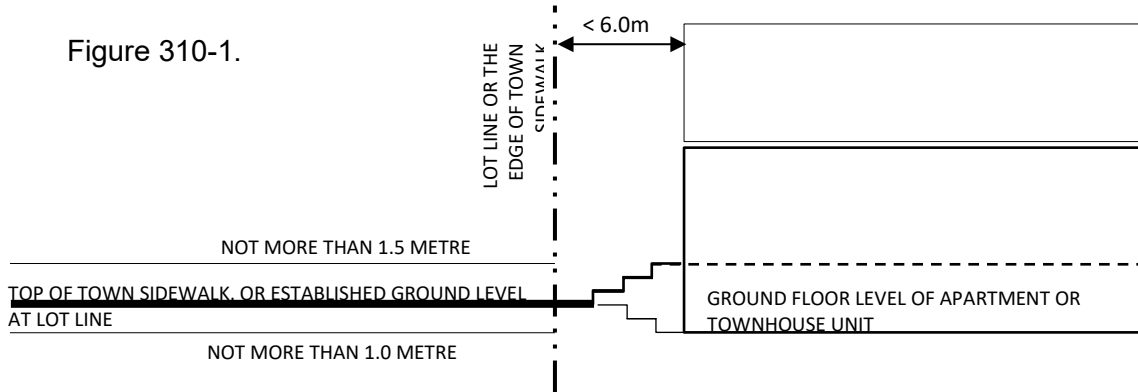
In the C 7.1 zone, the following uses are permitted, and all other uses are prohibited:

- (1) Accessory structures and uses, excluding:
 - (i) Buildings other than those used for dwelling unit accessory or child care facility uses; and
 - (ii) Outside storage
- (2) Apartment dwellings
- (3) Townhouse dwellings
- (4) Two-family dwellings
- (5) Following Commercial Uses
 - (a) Artist studios
 - (b) Art galleries
 - (c) Child care facilities
 - (d) Dental clinics
 - (e) Denturist labs
 - (f) Home occupations
 - (g) Libraries
 - (h) Locksmiths
 - (i) Medical clinics
 - (j) Offices
 - (k) Personal service establishments
 - (l) Pet grooming
 - (m) Restaurants
 - (n) Restaurants – coffee shops
 - (o) Retail stores, which have a gross floor area not in excess of 120 square metres
 - (p) Small appliance repair shops, processing or packaging of food or beverage products, or establishments that repair or assemble electronic equipment which:
 - (i) have a total non-retail floor area not in excess of 120 square metres,
 - (ii) retail directly from the premises, and
 - (iii) have the retail area extending the full width of the premises and located adjacent to the primary pedestrian entrance.
 - (q) Tailor shops, which:
 - (i) have a gross floor area not in excess of 120 square metres,
 - (ii) retail directly from the premises, and
 - (iii) have the retail area extending the full width of the width of the premises and located adjacent to the primary pedestrian entrance
 - (r) Veterinary Clinic – Small Animal Practice, excluding the boarding or kenneling of animals.

310.2 Conditions of Use:

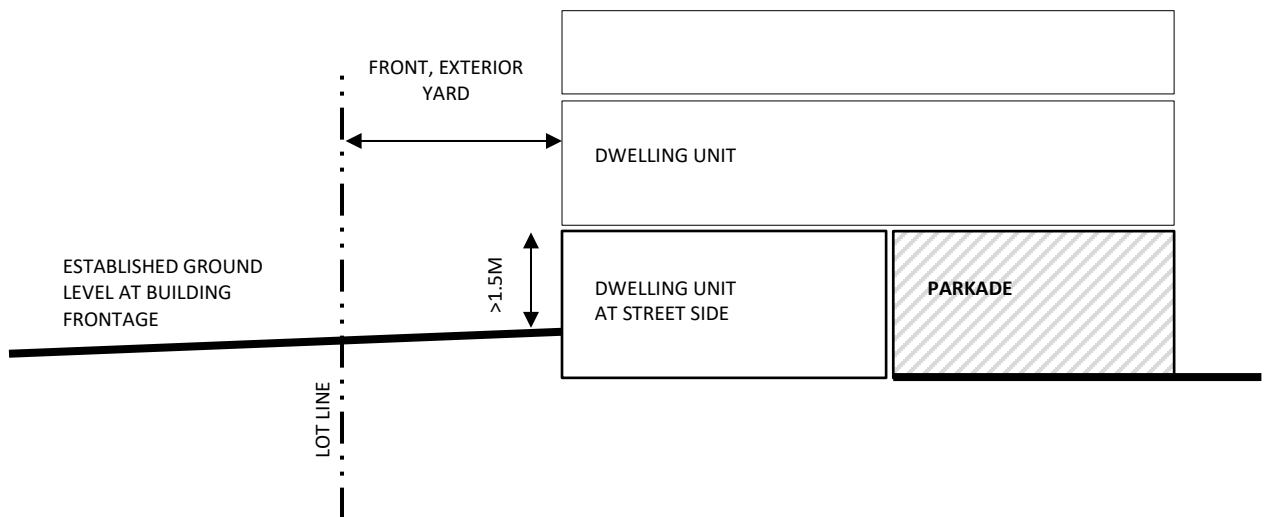
- (1) All permitted uses shall be located within a portion of a building, completely enclosed by exterior walls, except for landscape material, child care facilities, restaurants, accessory structures and accessory uses.
- (2) Child care facilities shall be located on the ground floor of an apartment building or accessory building.
- (3) Permitted uses other than dwelling units, dwelling unit accessory uses, and child care facilities shall
 - (a) be located within an apartment building, and
 - (b) not be located above the ground floor.
- (4) For a distance of not less than 60.0 m measured parallel to a road listed in section 310.2(4)(a), permitted use shall be limited to apartment buildings with ground floor commercial use for a depth of not less than 7.5 m, measured perpendicularly from the exterior of the building elevation facing the road:
 - (a) Aspen Road.
- (5) Permitted uses other than dwelling units and child care facilities shall:
 - (a) Have a ground floor located not more than 0.50 metres above and not more than 0.50 metres below the top of adjacent Town sidewalk; and
 - (b) Section 310.2(5)(a) does not apply to commercial units located not less than 6.0 metres from a front and exterior side lot line.
- (6) Townhouse dwelling units may be located within an apartment building;
- (7) Townhouse dwelling units located within an apartment building shall:
 - (a) not be located above or below another townhouse dwelling unit; and
 - (b) not be located above a second storey of an apartment building.
- (8) The combined number of two-family and townhouse dwelling units on a parcel shall not exceed 20% of all dwelling units on the parcel. Where the calculation of 20% dwelling units results in a fractional number, the nearest whole number shall be used.
- (8) Not less than 25% of all dwellings units on a parcel shall include 2 or more bedrooms. Where the calculation of 25% of dwelling units results in a fractional number, the nearest whole number shall be used.
- (9) Apartment, townhouse and two-family dwelling units shall:
 - (a) Have a ground floor located not more than 1.5 metres above or 1.0 metre below the top of an adjacent Town sidewalk in accordance with Figure 310-1 when located along a front or exterior side yard, and in the absence of a Town sidewalk, as measured from established ground level at the front or exterior side lot line; and
 - (b) Section 310.2(9)(a) does not apply to dwelling units located 6.0 metres or more from an edge of a Town sidewalk, and in the absence of a Town sidewalk, from a front or exterior side lot line.

Figure 310-1.



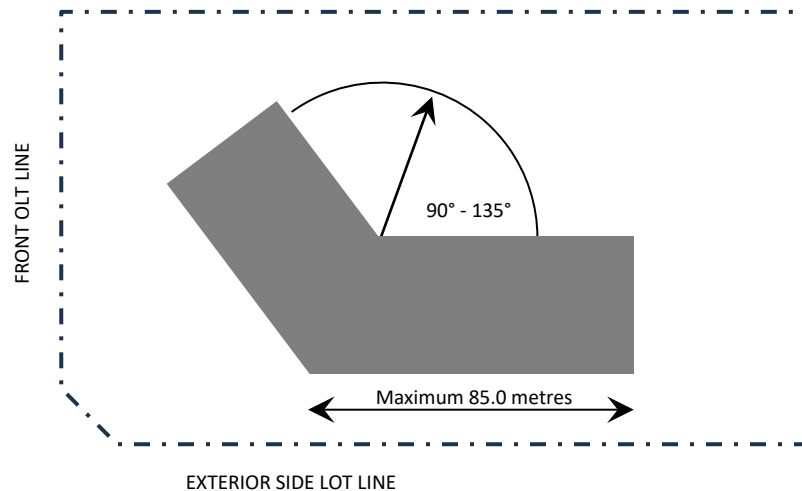
- (10) Along a front or exterior side yard, parking located within an apartment building at or more than 1.50 metres above the established ground level shall be screened from the street by dwelling units in accordance with Figure 310-2.

Figure 310-2.



- (11) Residential building length shall:
 - (a) not exceed 85.0 metres in length, including projections; and
 - (b) where a directional turn of 900 to 1350 degrees is provided; no section of a residential building shall exceed 85.0 metres in length, as shown in Figure 310-3.

Figure 310-3.



- (12) Garbage and recycling storage, and accessory uses such as dog runs and community gardens shall not be located within front or exterior side yard.

310.3 Density:

- (1) Density shall not be less than 55 units per hectare;
- (2) Density shall not exceed 80 units per hectare;
- (3) Notwithstanding 310.3(2), where not less than 40 % of total on-site parking is provided underground or within a residential building footprint, density shall not exceed 150 units per hectare; and
- (4) Notwithstanding 310.3(2), where in excess of 80 % of total on-site parking is underground parking or provided within a building footprint – density N/A.

310.4 Parcel Area:

Parcel area shall not be less than 3,500 square metres.

310.5 Parcel Frontage:

Parcel frontage shall not be less than 50.0 metres.

310.6 Parcel Depth:

Parcel depth shall not be less than 50.0 metres.

310.7 Parcel Coverage:

- (1) Parcel coverage shall not exceed 40%; and

- (2) Parcel coverage including parking areas, loading areas and driveways that are open sided and roofless shall not exceed 75%.

310.8 Height and Storeys:

- (1) Apartment building height shall not exceed:
 - (a) 16.0 m for buildings up to 4 storeys; and
 - (b) 12.0 m for buildings up to 3 storeys.
- (2) Townhouse and two-family dwelling building height shall not exceed 12.0 metres and 3 storeys.

310.9 Required Setbacks

- (1) Front
 - (a) For 9.0 metres as measured parallel to and at the front setback – Front setback shall not be less than 9.0 metres in accordance with Figure 310- 4;
 - (b) Additional 310.9(1)(a) setback area shall be provided for every 100 metres of front lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
 - (c) All other situations – Front setback shall not be less than 3.0 metres.
- (2) Rear
 - (a) Rear setback shall not be less than 9.0 metres; and
 - (b) Notwithstanding 310.9(2)(a), for buildings under 3 storeys high containing only two-family and townhouse dwellings; and for apartments buildings' elevations measuring 25.0 metres or less in width along the rear yard – Rear setback shall not be less than 5.0 metres, in accordance with Figure 310- 5.
- (3) Side-interior
 - (a) Interior side setback shall not be less than 9.0 metres; and
 - (b) Notwithstanding 310.9(3)(a), for buildings under 3 storeys high containing only two-family and townhouse dwellings; and for apartments buildings' elevations measuring 25.0 metres or less in width along the interior side yard – Interior side setback shall not be less than 5.0 metres, in accordance with Figure 310- 5.
- (4) Side- exterior
 - (a) For 9.0 metres as measured parallel to and at the exterior side setback – Exterior side setback shall not be less than 9.0 metres in accordance with Figure 310- 4;
 - (b) Additional 310.9(4)(a) setback area shall be provided for every 100 metres of exterior side lot line length, excluding lot lines that form a corner cut-off or are within 6.0 metres of the intersection of two streets, other than a lane; and minimum spacing between the multiple 9.0 metres setback areas shall be 20.0 metres;
 - (c) All other situations – Exterior side setback shall not be less than 3.0 metres.

Figure 310-4.

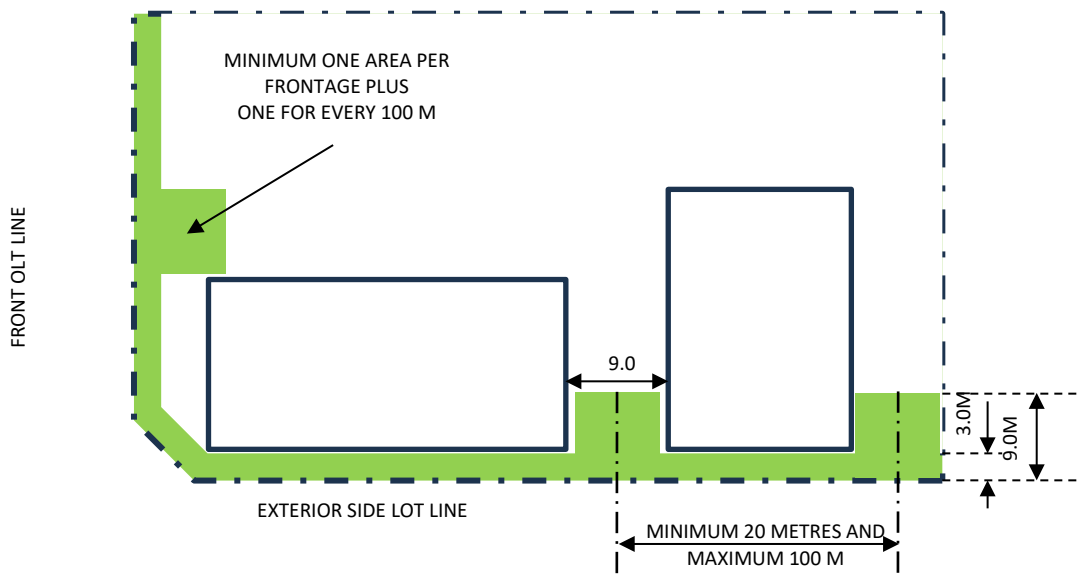
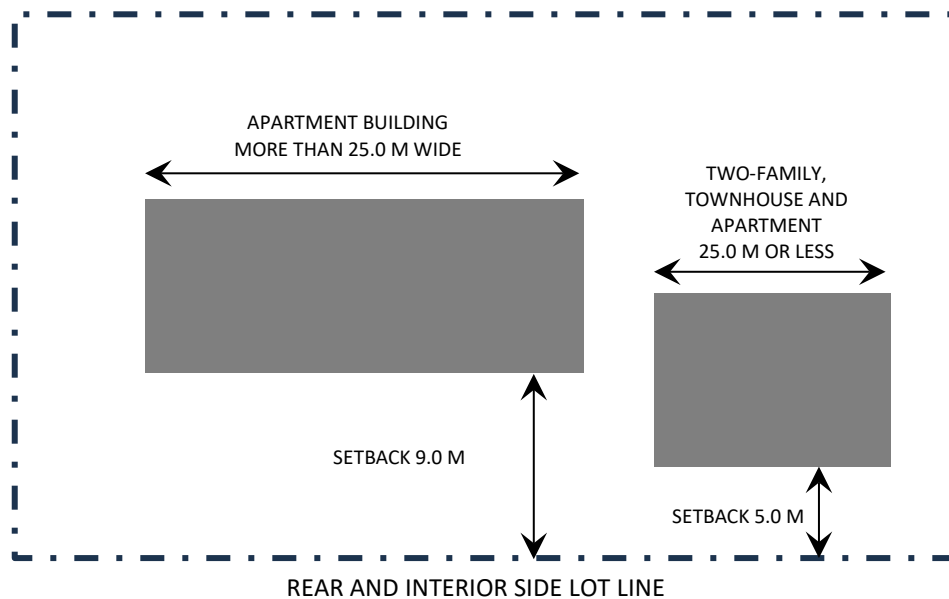


Figure 310-5



- (5) Notwithstanding sections 310.9 (1) to (4), where parcel abuts a greenway that is not less than 10.0 metres in width, the setback from a lot line abutting a greenway shall be not less than 5.0 metres; and
- (6) Notwithstanding sections 310.9, building setback from any lot lines shared with the Agricultural Land Reserve shall be not less than 15.0 metres.

310.10 Accessory Buildings and Structures

Accessory Buildings shall:

- (1) Not be located within front or exterior side yard;
- (2) Have a parcel coverage not exceeding 5%;
- (3) Not exceed 9.0 metres and 2 storeys in height, for accessory buildings used for multi-family amenity and recreation;
- (4) Not exceed 4.5 metres in height, for other accessory buildings;
- (5) Notwithstanding section 310.10(4) accessory buildings intended for exclusive use of individual two-family or townhouse dwelling unit: not exceed 6.5 m² in gross floor area per dwelling unit and not exceed 2.5 metres in height; and
- (6) Accessory buildings intended for exclusive use of individual two-family or townhouse dwelling unit be excluded from required rear and interior side setbacks, provided that no accessory building is located closer than 2.0 metres to a rear or interior side lot line;

310.11 Screening

- (1) Along a front or exterior side yard, parking located within an apartment building more than 0.6 metres but less than 1.50 metres above finished grade at building frontage shall be screened from streets by vegetation and landscaping.
- (2) The following shall be screened in accordance with Section 8:
 - (f) Off-street parking and loading areas;
 - (g) Above ground utility boxes and utility transformers;
 - (h) Garbage or recycling compounds and collection areas, unless enclosed in a building;
 - (i) C 7.1 zoned parcels from abutting Residential zoned parcels; and
 - (j) Parcels abutting land within the Agricultural Land Reserve, in accordance with specifications in Appendix B1.

310.12 Off-Street Vehicle Parking and Loading

- (1) Off-street vehicles parking and loading shall be provided in accordance with Section 6;
- (2) No more than one driveway per street frontage shall be permitted on a parcel;
- (3) Internal driveways shall not exceed 6.0 metres in width.

310.13 Off-Street Bicycle Parking

- (1) Off-street parking for bicycles shall be provided in accordance with Section 7; and
- (2) Notwithstanding Section 7, Class II bicycle rooms may be provided within individual storage units located on either the ground level or underground parkade level of an apartment building with direct access to the outdoors.

310.14 Other Requirements:

- (1) Overhead wiring shall not be permitted on a parcel. All new services on a parcel shall be placed underground.
- (2) Unoccupied open spaces shall be fully and suitably landscaped with landscape material; this does not include environmentally sensitive areas and required buffers where native planting is to be left undisturbed, including watercourse setbacks as specified in Section 5.19.
- (3) All buildings shall conform to Section 5.19, Watercourse Regulations.

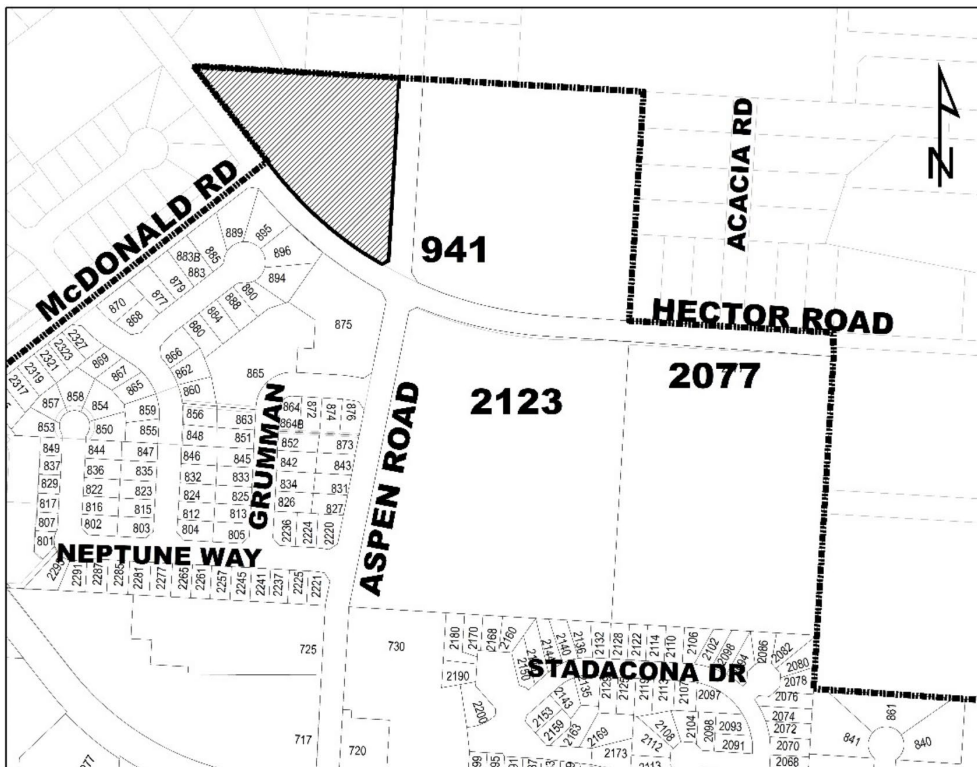
BYLAW 1850.46

SCHEDULE "2A"

941 Aspen Road (Aspen-West)

PID 023-020-113

Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279



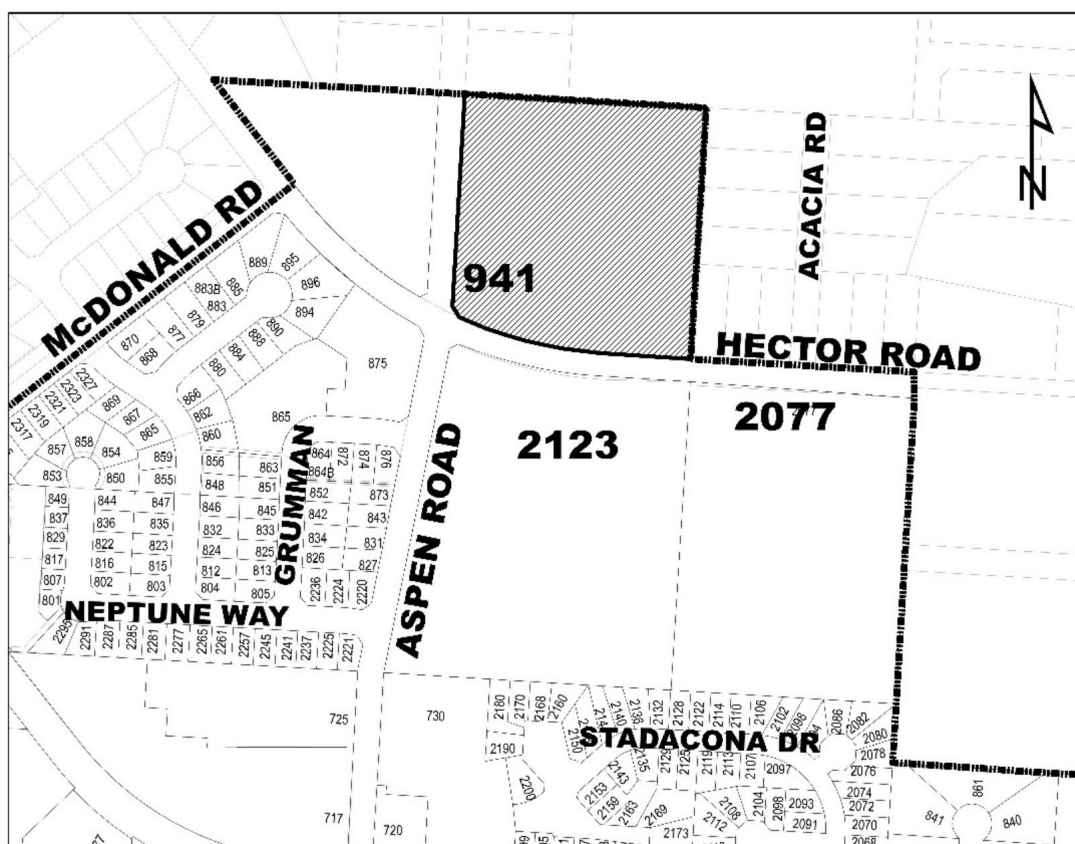
BYLAW 1850.46

SCHEDULE "2B"

941 Aspen Road (Aspen-East)

PID 023-020-113

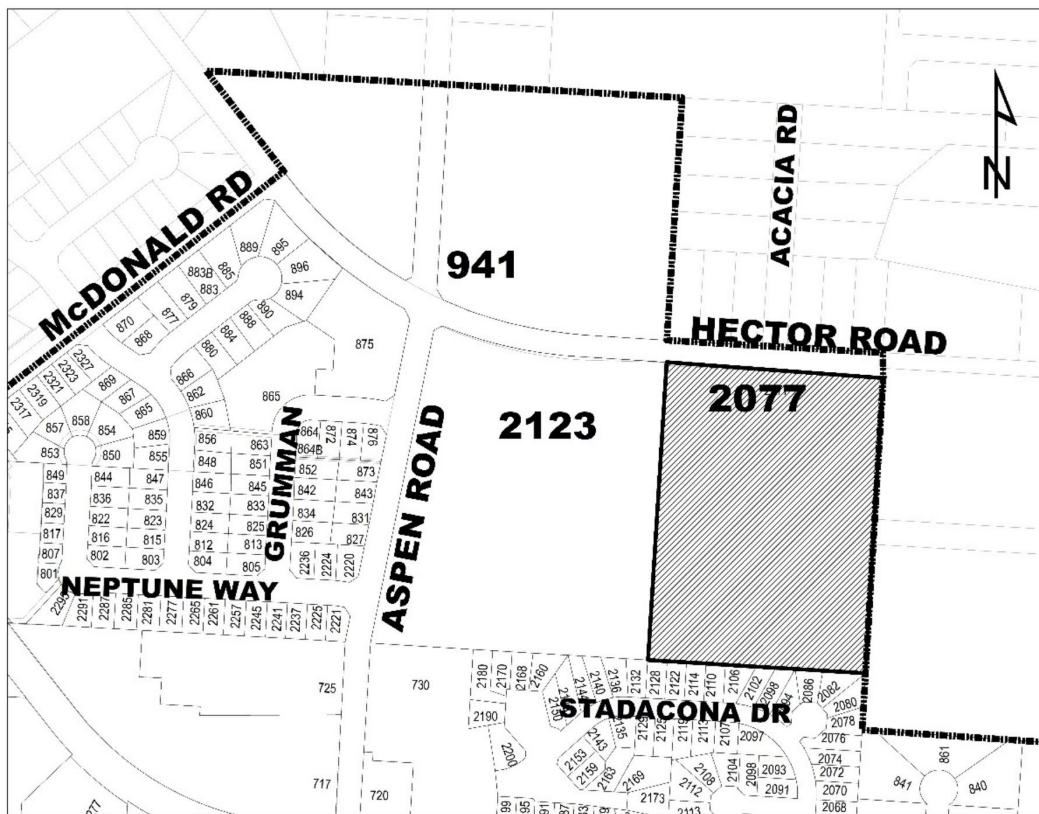
Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279




BYLAW 1850.46

SCHEDULE "2C"

2077 Hector Road
PID 003-856-704
Lot A, DL 170, Comox District, Plan 18002



Comox Subdivision and Development Servicing Bylaw, Amendment Bylaw 1261.18

 REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

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TOWN OF COMOX

BYLAW 2024

A BYLAW TO ENTER INTO A PHASED DEVELOPMENT AGREEMENT

WHEREAS: The Town may by bylaw enter into a phased development agreement pursuant to s. 516 of the *Local Government Act*;

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, having given notice and held a public hearing, enacts as follows:

1. Title

This bylaw may be cited for all purposes as the "Comox Phased Development Agreement Authorization Bylaw 2024: Aspen Hector".

2. Authorization

Council hereby authorizes the Town of Comox to enter into a phased development agreement under s. 516 of the *Local Government Act*, in the form attached as Schedule "1" to this bylaw.

The Mayor and the Corporate Officer may execute and deliver an agreement with Highstreet Hector Road Developments LTD., Inc. No. BC13677778, in the form attached as Schedule "A" to this bylaw.

3. Adoption

- | | |
|-----------------------------------|------------------------------------|
| (1) READ A FIRST time this | 5 th day of June, 2024 |
| (2) READ A SECOND time this | 5 th day of June, 2024 |
| (3) ADVERTISED A FIRST time this | 26 th day of June, 2024 |
| (4) ADVERTISED A SECOND time this | 3 rd day of July, 2024 |
| (5) PUBLIC HEARING HELD this | 10 th day of July, 2024 |

(6) READ A THIRD time this 4th day of September, 2024

(7) ADOPTED this th day of , 2024

Mayor

Corporate Officer

BYLAW 2024

SCHEDULE "1"

PHASED DEVELOPMENT AGREEMENT 2024: ASPEN HECTOR

PHASED DEVELOPMENT AGREEMENT: ASPEN HECTOR

This Agreement dated for reference the ____ day of _____, 2024 is

BETWEEN:

TOWN OF COMOX, a municipal corporation, having an address of
1809 Beaufort Avenue, Comox B.C. V9M 1R9

(the “Town”)

AND:

HIGHSTREET HECTOR ROAD DEVELOPMENTS LTD., INC. NO. BC13677778
602 - 1708 Dolphin Avenue, Kelowna, BC V1Y 9S4

(the “Developer”)

BACKGROUND:

A. The Developer is the registered owner of lands legally described as:

PID: 023-020-113
Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan
EPP118279

and

PID: 003-856-704
Lot A, District Lot 170, Comox District, Plan 18002

(collectively, the “Lands”);

B. The Developer has applied to the Town for an amendment to Comox Zoning Bylaw 1850 (“**Zoning Bylaw**”) as it applies to the Lands, by way of Comox Zoning Amendment Bylaw 1850.46 (the “**Amendment Bylaw**” and, together with the Zoning Bylaw the “**Amended Zoning Bylaw**”) to permit the development on the Lands of certain residential and commercial uses;

C. Pursuant to Part 14, Division 12 of the *Local Government Act*, the Town may enter into a phased development agreement with an owner of lands to specify provisions of a

zoning bylaw that will continue to apply to the owner's lands if those provisions are amended or repealed during the term of the agreement, which agreement may also include terms and conditions respecting, among other things, the provision of amenities, the phasing and timing of development and the registration of covenants under section 219 of the *Land Title Act*.

- D. The Developer and the Town now wish to enter into a phased development agreement on the terms and conditions of this Agreement.
- E. The Town has adopted a bylaw authorizing the Town to enter into this Agreement with the Developer.

TERMS OF PHASED DEVELOPMENT AGREEMENT:

In consideration of the mutual promises expressed in this Agreement, and for One (\$1.00) Dollar and other good and valuable consideration paid by the Town to the Developer and by the Developer to the Town, the receipt and sufficiency of which the Town and Developer each acknowledge, the Town and the Developer agree, pursuant to section 516 of the *Local Government Act*, as follows:

1. **Definitions** – In this Agreement, in addition to the terms defined above and elsewhere in this Agreement:
 - (a) **“Development”** means the development of the Lands as permitted by the Specified Zoning Provisions.
 - (b) **“Specified Zoning Provisions”** means all those provisions of the Amended Zoning Bylaw applicable to the Lands (including the provisions of the Amendment Bylaw), as of the date of this Agreement.
2. **Term** – The term of this Agreement shall commence on the date of execution of this Agreement by the parties and expire on the date that is ten (10) years after the date of Town council adoption of the Amendment Bylaw (the **“Term”**).
3. **Amenities** – The Developer shall satisfy the following requirements (the **“Amenity Requirements”**) by the deadlines herein specified:
 - (a) **Affordable Housing:** The Developer shall pay to the Town the following amounts at the specified times, which amounts the Town intends to use for affordable housing purposes, and the Developer agrees to the land use restrictions noted below:

- (i) Phase 1 Lands as shown on **Schedule A** (the “**Phase 1 Lands**”): \$728,000 based on a Rental Development (as defined in the Affordable Housing Amenity Contribution Policy) comprising approximately 14,586 square metres, concurrently with the Developer’s execution of this Agreement, provided that if the Developer at a later date proceeds with a Multifamily Development (as defined in the Affordable Housing Amenity Contribution Policy), then the Developer shall pay the difference to the Town before commencing, or obtaining a building permit for, such development.

- (ii) Remaining Lands as shown on **Schedule A** (the “**Remaining Lands**”): No building shall be constructed on the Remaining Lands until and unless the Developer has, with respect to a proposed building, paid to the Town such amounts as calculated in accordance with the Town’s Affordable Housing Amenity Contribution Policy attached as **Schedule C** (as such policy may be amended from time to time) and, without limiting the foregoing, the Developer shall pay that amount to the Town before commencing, or obtaining a building permit for, construction of the proposed building on the Remaining Lands. For clarity, the restriction under this paragraph shall apply separately to each building that the Developer wishes to construct on the Remaining Lands, such that if a payment is made under this paragraph in respect of a building, that building may be constructed but no other buildings may be constructed on the Remaining Lands except for such buildings in respect of which the Developer has made payment under this paragraph. Despite the foregoing, if the Town adopts an amenity cost charge bylaw under Division 19.1 of Part 14 of the *Local Government Act* that imposes an amenity cost charge in respect of the construction of a building on all or any part of the Remaining Lands, no amounts shall be payable under this paragraph after such adoption for any building to be constructed on any part of the Remaining Lands that is subject to such amenity cost charge and, instead, the Developer shall pay the applicable amenity cost charge to the Town when due.

The Developer agrees that (A) the Town may use some or all of the monies paid to it under this paragraph (a) to fund the payment of the purchase price payable by the Town for the Amenity Space under the Amenity Space Agreement (each as defined below); and (B) the land use restrictions under subparagraph (ii) of this paragraph (a) will be included in the Development Covenant (as defined below).

- (b) **Playground Contribution:** The Developer shall pay to the Town as a contribution to the Town’s Park Reserve Fund the sum of \$100,000.00 concurrently with the Developer’s execution of this Agreement.

- (c) **Commercial Space Amenity:** Concurrently with the execution of this Agreement by the Town and the Developer, the Developer shall grant to the Town a covenant under section 219 of the *Land Title Act* (the “**Development Covenant**”), and cause the Development Covenant to be registered in the applicable land title office with priority over all financial liens, charges and encumbrances, providing that no building may be built on the Remaining Lands (other than the 400 dwelling units that are not restricted by section 4(a), but subject to section 4(b)), and the Remaining Lands shall not be subdivided by any means including by deposit of a strata plan of any kind under the *Strata Property Act*, (other than for the sole purposes of dedicating highway, lands for stormwater management or park to be owned by the Town and to accommodate\ the 400 dwelling units that are not restricted by section 4(a) or section 4(b)), until the Developer has entered into an agreement with the Town, in the form attached to the Development Covenant, (the “**Amenity Space Agreement**”) for the Developer to construct, and grant to the Town an option to purchase, certain commercial space (the “**Amenity Space**”) in a mixed-use commercial-residential building to be constructed in the location shown shaded and outlined in bold on **Schedule B**, on substantially the following terms:
 - (i) The area of the Amenity Space will be approximately 250 square metres but not less than 230 square metres, with walls dry-walled, concrete slab floors, plumbing rough-ins for 3 bathrooms and one kitchen, ready for daycare tenant improvements, with dedicated (as limited common property within strata): outdoor usable space of approximately 220 square metres but not less than 200 square metres, and minimum 6 dedicated parking stalls per off-street parking requirement under Specified Zoning Provisions for daycare staff use. The Amenity Space will otherwise be suitable for a 28 children space daycare fit-up, and comply with applicable government regulations and requirements, provided that there will be no plumbing fixtures or life safety fixtures (e.g. smoke detectors).

 - (ii) The purchase price payable by the Town for the Amenity Space will be equal to the estimated cost to construct the Amenity Space and, for clarity, the Developer nor any person or corporation related to or affiliated with the Developer shall earn any profit on the transfer of the Amenity Space to the Town, all as more specifically set out in the Development Covenant and Amenity Space Agreement.

- (iii) On or before the date that is six (6) months following the date of execution of the Amenity Space Agreement, the Developer shall submit to the Town a complete application for a building permit for the building that will include the Amenity Space, including all building permit fees, charges, taxes, plans, professional certifications and other things required by the Town to enable the issuance of the building permit and, within six (6) months following the issuance of such building permit, shall have completed the excavation for that building.
- (iv) The Developer shall use commercially reasonable efforts to achieve completion of the Amenity Space on or before the date that is eighteen (18) months following issuance of the building permit and, in any event, subject to force majeure, shall cause the building containing the Amenity Space to be completed and obtain an occupancy permit from the Town for the Amenity Space on or before the date that is twenty-four (24) months following the date of issuance of the building permit.
- (v) The option for the Town to purchase the Amenity Space, as more specifically set out in the Amenity Space Agreement, will provide that not later than 90 days from the date the Developer applies for a development permit for a phase that includes the Amenity Space, the Town shall elect in writing whether to purchase the Amenity Space from the Developer (for clarity, the Developer may request that the Town not issue the development permit until the Town has elected whether to exercise its option so that the Developer may modify or resubmit their development application if the Town does not exercise such option). If the Town so elects, a binding agreement of purchase and sale, in accordance with the Amenity Space Agreement, shall be formed between the parties. If the Town does not so elect, the Developer may sell the Amenity Space to a Third Party on such terms and conditions as the Developer may be prepared to accept, and the Developer may vary the Amenity Space specifications from what is set out above.

4. Additional Development Restrictions:

- (a) No more than 400 dwelling units, of which no more than 20% may be contained in townhouse dwellings, shall be constructed on the Lands, nor shall the Developer commence construction of, or be entitled to building permits for, more than 400 dwelling units on the Lands, until and unless the Town has issued a building permit for construction of a mixed use commercial-residential building that contains the

Amenity Space that meets the requirements outlined above in the location shown shaded and outlined in bold on **Schedule B**.

- (b) No dwelling units shall be constructed along the Aspen Road frontage shown shaded and outlined in bold on Schedule B, nor shall the Developer commence construction of, or be entitled to building permits for, any such dwelling units, until and unless the Town has issued a building permit for construction of a mixed-use commercial residential building (with or without the Amenity Space) in the location shown shaded and outlined in bold on **Schedule B** and the Developer has commenced construction of such building by completing all required excavations.
- (c) For clarity, nothing in this section will prohibit the construction of roads and servicing on the Lands.
- (d) The land use restrictions under this section will be included in the Development Covenant.

In this section, “dwelling unit” and “townhouse dwelling” shall have the same meaning as under the Specified Zoning Provisions.

- 5. **Zoning Amendments** – Subject to section 516(6) of the *Local Government Act*, if during the Term the Specified Zoning Provisions are amended or repealed, those changes do not apply to the Development, unless the Developer agrees in writing that one or more changes should apply.
- 6. **Notice of Phased Development Agreement** – The Developer acknowledges and agrees that pursuant to sections 521 of the *Local Government Act*, the Town is required to file a notice with the registrar of titles indicating that the Lands is subject to this Agreement and that in accordance with sections 503 and 521 of that Act, upon such filing, this Agreement is binding on all persons who acquire an interest in the Lands.
- 7. **Developer Acknowledgement Respecting Amenity Requirements** – The Developer acknowledges and agrees that:
 - (a) the requirements of sections 3 and 4 are also required by the Town as a condition of adoption of the Amendment Bylaw; and
 - (b) the restrictions contained in the Development Covenant, and the Town’s rights under the Development Covenant, shall not be affected by the expiry of the Term or earlier termination of this Agreement or in the event that a court sets aside all or any part of this Agreement for any reason whatsoever, nor in any such

circumstances shall the Developer be entitled to a refund or return of the any payments made by the Developer to the Town pursuant to this Agreement.

- 8. **Town Termination** – The Town may, upon written notice to the Developer, terminate this Agreement if:
 - (a) the Town terminates the Amenity Space Agreement due to any default of the Developer under that agreement or if the Developer defaults in its obligation to complete the transaction contemplated by that agreement; or
 - (b) the Developer does not pay when due under this Agreement any amounts the Developer is required to pay to the Town under this Agreement.

- 9. **Development Covenant Requirement** – For clarity:
 - (a) concurrently with the preparation of this Agreement the Town and the Developer have prepared and agreed upon the form of the Development Covenant, including the Amenity Space Agreement; and
 - (b) the Developer will be considered to have satisfied the requirements of this Agreement relating to the granting and registration of the Development Covenant if it has granted and registered the foregoing covenant prior to the execution of this Agreement.

- 10. **No Effect on Powers** – Except as expressly set out in this Agreement, nothing in this Agreement shall:
 - (a) affect or limit the discretion, rights or powers of the Town or the Town’s Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Lands;
 - (b) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
 - (c) relieve the Developer from complying with any enactment, including in relation to the use, development or subdivision of the Lands.

- 11. **Waiver** – No waiver by the Town of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.

- 12. **Remedies** – No reference to or exercise of any specific right or remedy by the Town shall prejudice or preclude the Town from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the Town may from time to time exercise any one or more of such remedies independently or in combination.

- 13. **Modification** – This Agreement may not be modified except in accordance with section 519 of the *Local Government Act* and pursuant to an agreement in writing, signed by the Developer and the Town. The Developer and the Town further agree that, unless expressly listed section 519(3) of the *Local Government Act*, any such amendment to this Agreement will be a minor amendment which can be authorized by resolution of the Town’s council rather than by way of a bylaw.

- 14. **Termination** – The Town and the Developer may terminate this Agreement at any time by written agreement.

- 15. **Further Assurances** – The Developer shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.

- 16. **Developer’ Expense** – The Developer shall perform its obligations under this Agreement at its own expense and without compensation from the Town.

- 17. **Interpretation** – In this Agreement:
 - (a) Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
 - (b) Article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement.
 - (c) The term “enactment” has the meaning given under the *Interpretation Act* (British Columbia) on the reference date of this Agreement.
 - (d) Reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment.
 - (e) Reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted, or replaced from time to time, unless otherwise expressly provided.

- (f) Reference to a numbered paragraph, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered paragraph or lettered schedule of this Agreement.
 - (g) All Schedules to this Agreement form an integral part of this Agreement.
 - (h) Time is of the essence.
 - (i) Where the word “including” is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding the word “including”.
18. **Schedules** – The following Schedules are attached to and form an integral part of this Agreement:
- Schedule A – Phase 1 Lands
 - Schedule B – Commercial (Amenity) Space Location
 - Schedule C – Affordable Housing Amenity Contribution Policy
19. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
20. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns.
21. **Assignment** – The Developer may, on written notice to the Town, assign this Agreement to that class of persons being any subsequent registered owner of all of the Lands but only if the assignee first enters into an agreement with the Town, in a form determined by the Town, wherein the assignee agrees to be bound by, and to assume all of the Developer’s obligations under, this Agreement and the Amenity Space Agreement.
22. **Entire Agreement** – This Agreement, the Schedules to this Agreement, and every agreement or instrument required to be executed or delivered by the Developer pursuant to this Agreement together are the entire agreement between the parties regarding its subject.
23. **Required payments** - In this Agreement any required payment shall be in cash, certified cheque or bank draft. Certified cheques and bank drafts shall be issued by a Canadian Chartered Bank or other financial institution satisfactory to the Director of Finance.

24. **Execution in Counterparts & Electronic Delivery** - This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

(signature page follows)

AS EVIDENCE OF THEIR AGREEMENT, the Town and the Developer have executed signed this Agreement below.

HIGHSTREET HECTOR ROAD DEVELOPMENTS LTD.

by its authorized signatory(ies):

TOWN OF COMOX

by its authorized signatories:

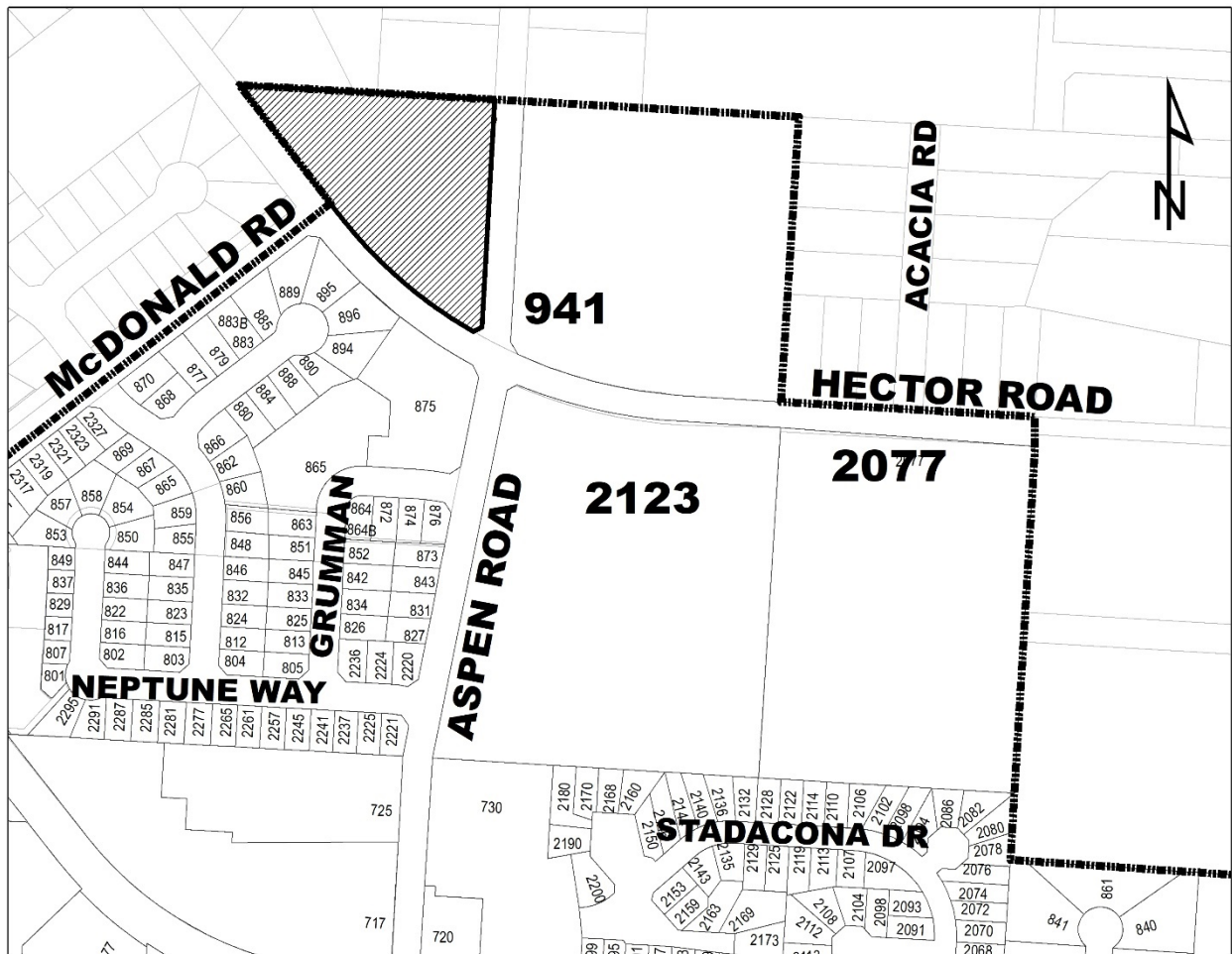
SCHEDULE "A"

PHASE 1 LANDS

941 Aspen Road (Aspen-West) portion shown shaded on map below

PID 023-020-113

Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279



SCHEDULE "B"

COMMERCIAL (AMENITY) SPACE LOCATION

941 Aspen Road (Aspen-East) portion shown shaded on map below


PID 023-020-113

Lot 1 DL 170 Comox District Plan VIP60685 Except Plan EPP118279



SCHEDULE "C"

AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY

 TOWN OF COMOX		POLICY AND PROCEDURE MANUAL	
AFFORDABLE HOUSING AMENITY CONTRIBUTION POLICY			
Section: COUNCIL	Number: CCL-069.03	Office of Primary Responsibility: CORPORATE SERVICES	
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Date Adopted: August 11, 2021	Date Last Amended: December 6, 2023	Date to be Reviewed: December 2024	
Manner Issued: Website, Internal Memo, Upon request			

1 PURPOSE

- 1.01 The purpose of this policy is to seek developer contributions for Affordable Housing as an amenity in relation to zoning amendments.
- 1.02 The purpose of this policy is to direct developer contributions collected under this policy towards either the acquisition of units owned by the Town and managed by a non-profit housing provider or to provide funds to non-profit housing providers in a partnership for the provision of affordable housing.

2 POLICY STATEMENT

- 2.01 Affordable Housing remains a challenge for many residents within the Town of Comox.
- 2.02 The number of households in core housing need is increasing within the Town.
- 2.03 The construction of non-market units helps meet the need for Affordable Housing.
- 2.04 The Town may work through non-profit housing providers to facilitate the management of Affordable Housing.
- 2.05 The Town may seek an Affordable Housing amenity for rezoning applications for four or more principal residential dwellings.

3 DEFINITIONS

- 3.01 "Affordable Housing" means housing where the cost of accommodation does not exceed 30% of a household's gross income.
- 3.02 "Affordable Housing Operator" means a non-profit housing development corporation whose primary function is the provision and/or management of Affordable Housing units.
- 3.03 "Cellar" means that portion of a building situated between the top of any floor and the top of the floor next above it, having no more than 0.6 metres of its height above grade, and a height from floor to ceiling of less than 2.1 metres.
- 3.04 "Multi-Family Development" means development consisting of more than one unit on a parcel excluding secondary suites and coach houses.
- 3.05 "Rental Development" means development where units are limited to residential rental tenure in accordance with section 481.1(1) of the *Local Government Act*
- 3.06 "Single-Family Development" means development consisting of one dwelling unit on fee simple or bare land strata lots with or without a secondary suite or coach house.

4 SCOPE

- 4.01 This policy applies to all applications for rezoning where rezoning yields 4 or more additional dwelling units excluding secondary suites and coach houses.
- 4.02 As of the date this policy is adopted by Council, this policy only applies to applications which have not submitted a complete rezoning application.
- 4.03 Any amendments to this policy will apply to applications which have not submitted a complete rezoning application as of the amendment adoption date, unless otherwise directed by Council.

5 POLICY

- 5.01 As part of an amenity negotiation for rezoning, the Town will seek a developer contribution rate of:
 - (a) \$73 per square metre for Multi-Family Development,
 - (b) \$50 per square metre for Rental Development, and
 - (c) \$7,300 per lot for Single-Family Development.

The per square metre contribution will be based on the floor area of each residential building, excluding common use areas such as: lobby, interior corridors, recreation rooms, storage rooms, communal laundry facilities, stairwells and elevator shafts, accessory buildings, enclosed vehicle parking and loading areas, Class II bicycle parking spaces and Cellars.

- 5.02 The developer contribution rate may be adjusted in consideration of the following factors:
 - (a) The impact of the proposed development on the community, and
 - (b) The size of the proposed units.
- 5.03 The developer amenity contribution will be secured by a phased development agreement and payable at the time of rezoning.
- 5.04 Notwithstanding 5.03, for developments resulting in creation of over 300 units in total, the developer amenity contributions will be secured by a phased development agreement with registration of a “no build” covenant on title, and paid in 150 unit instalments:
 - (a) First instalment at the time of rezoning;
 - (b) Subsequent instalments prior to a building permit issuance;
 - (c) Where an instalment includes units for which a building permit has yet to be issued, the payment shall be based on a 80sqm unit size;
 - (d) The calculation of the second and subsequent instalment amounts shall include adjustment for any over or underpayment in the previous instalment; and
 - (e) Any subsequent instalment provided after rezoning will be adjusted (increased or decreased) on December 31 of each year, commencing on December 31 of the following calendar year after rezoning adoption date, by a percentage determined as follows:

$$\text{Current Year's June CPI Index} - \text{Previous Year's June CPI Index} \times 100 = \% \text{ Previous Year's June CPI Index}$$

Where CPI means all-items Consumer Price Index published by Statistics Canada, or its successor in function, for Vancouver, British Columbia.

5.05 The Town will seek to expend contributions collected under this policy either through the purchase or acquisition of units in new developments or through project partnerships with non-profit affordable housing providers. Purchase or acquisition will be at market rate excluding real estate fees.

6 PROCEDURES

6.01 Purchase or acquisition of Affordable Housing units: the Town will seek units which meet the following criteria:


- (a) One bedroom units shall have a floor area of 58 square metres or alternative as accepted by the Town;
- (b) Two bedroom units shall have a floor area of 75 square metres or alternative as accepted by the Town;
- (c) All units shall meet the Town’s Adaptable Housing Standards in section 5.20 of the Comox Zoning Bylaw 1850.

6.02 Units purchased under section 5.03 will be owned by the Town and offered for lease to an Affordable Housing Operator selected at Council’s discretion.

Amendment Date	Amendment No.	Section Amended or Description of Amendment	Resolution Number
August 11, 2021	.00	Policy adopted.	2024.334
April 6, 2022	.01	.01 Amended to contain a hybrid long-term acquisition and non-profit provision method (1.02 and 5.07 added).	2022.133
June 1, 2022	.02	Convert multifamily contribution rate to per square meter, add rental development contribution rate and increase single-family contribution rate.	2022.207- 2022.209
December 6, 2023	.03	1.1 Purpose; 4.2/4.3 clarify scope; 5.1 clarify basis for per metre contribution; addition of 5.3 and 5.4 allowance for contribution to be paid in installments for developments over 300 units.	2023.426- 2023.428

ATTACHMENT 4

Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector

 REGULAR COUNCIL MEETING – February 19, 2025, 941 Aspen 2077 Hector
1809 Beaufort Avenue, Comox, B.C. V9M 1R9 email: town@comox.ca

U:\Dev App\2023\OCP RZ\RZ 23-2 OCP 2077 Hector and 941 Aspen\Reports\5_RCM_Feb 19 2025_RZ OCP 23-2_941 Aspen_2077 Hector_Adoption.docx

TOWN OF COMOX

BYLAW 1261.18

A BYLAW TO AMEND TOWN OF COMOX SUBDIVISION AND DEVELOPMENT SERVICING BYLAW, 1261

WHEREAS Council has adopted a Subdivision And Servicing Bylaw and has the authority under the provisions of the *Community Charter* to amend the Subdivision And Development Servicing Bylaw, 1261;

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

1. TITLE

This Bylaw may be cited for all purposes as "Comox Subdivision And Development Servicing Amendment Bylaw 1261.18".

2. AMENDMENTS

(1) Town of Comox Subdivision And Development Servicing Bylaw, 1261 is amended as follows:

(a) By adding as Schedule C.1, Appendix C, Specifications for Highways, Classification And Width, Section 1.4, the following text:

Notwithstanding Section 1.1 above, for sections of Aspen Road abutting parcels legally described: Lot 1 District Lot 170 Comox District Plan VIP60685 Except Plan EPP118279 (941 Aspen) and Lot 4 District Lot 170 Comox District Plan VIP60685 (2123 Hector) the minimum widths of rights-of-way and pavement and the requirements for sidewalks and curbs shall be those shown in Standard Drawing SC-17.

(b) By adding as Schedule C.1, Appendix C, Specifications for Highways, Classification And Width, Section 1.5, the following text:

Notwithstanding Section 1.1 above, for sections of Hector Road abutting parcels legally described: Lot A, District Lot 170, Comox District Plan 18002 (2077 Hector) and Lot 4 District Lot 170 Comox District Plan VIP60685 (2123 Hector) the minimum widths of rights-of-way and pavement and the requirements for sidewalks and curbs shall be those shown in Standard Drawing SC-18.

- (c) By adding to Schedule C.1, Appendix C, Specifications for Highways, Classification And Width, as Standard Drawing SC-17 figure in Schedule "1", which is attached to and forms part of this bylaw.

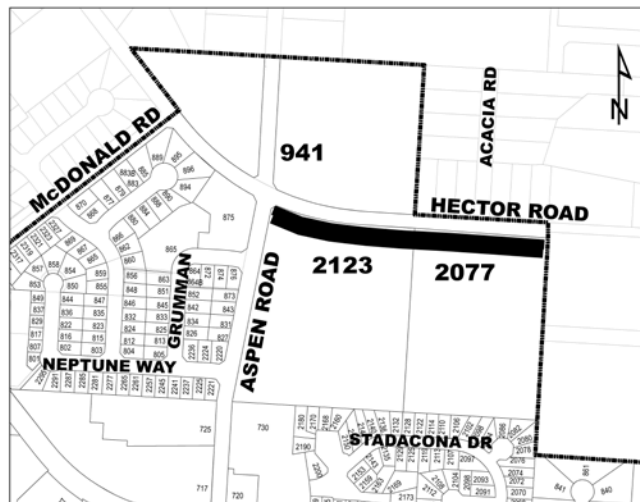
- (d) By adding to Schedule C.1, Appendix C, Specifications for Highways, Classification And Width, as Standard Drawing SC-18 figure in Schedule "2", which is attached to and forms part of this bylaw .

- (e) By adding as Schedule C.1, Appendix C, Specifications for Highways, Classification And Width, Section 8.3, the following text and figure:

Hector Greenway section shown in black bold line in Figure C-3 below shall:

- (i) Be not less than 10.0 metres wide;
- (ii) Align with south side of Hector road dedication and connect to 3.0 metres wide stormwater facility maintenance roads;
- (iii) Be constructed to the following specifications:
 - minimum 3.0 metres wide multi-use asphalt path aligned so as to not be in conflict with significant trees;
 - minimum 10 significant trees for every 50 metres of greenway length, retained existing or replanted in groups to create groves;
 - irrigation 1.5" water meter on Town property with separate zones for turf and tree drip.

Figure C-3



(2) "Town of Comox Subdivision And Development Servicing Bylaw, 1261" is hereby further amended by making such consequential changes as are required to reflect the foregoing amendments, including without limitation changes in the numbering and order of the sections of this bylaw.

3. DEFINITIONS

(1) In this Bylaw, unless the context otherwise requires

(a) "Council" means the Council of the Town of Comox;

4. Adoption

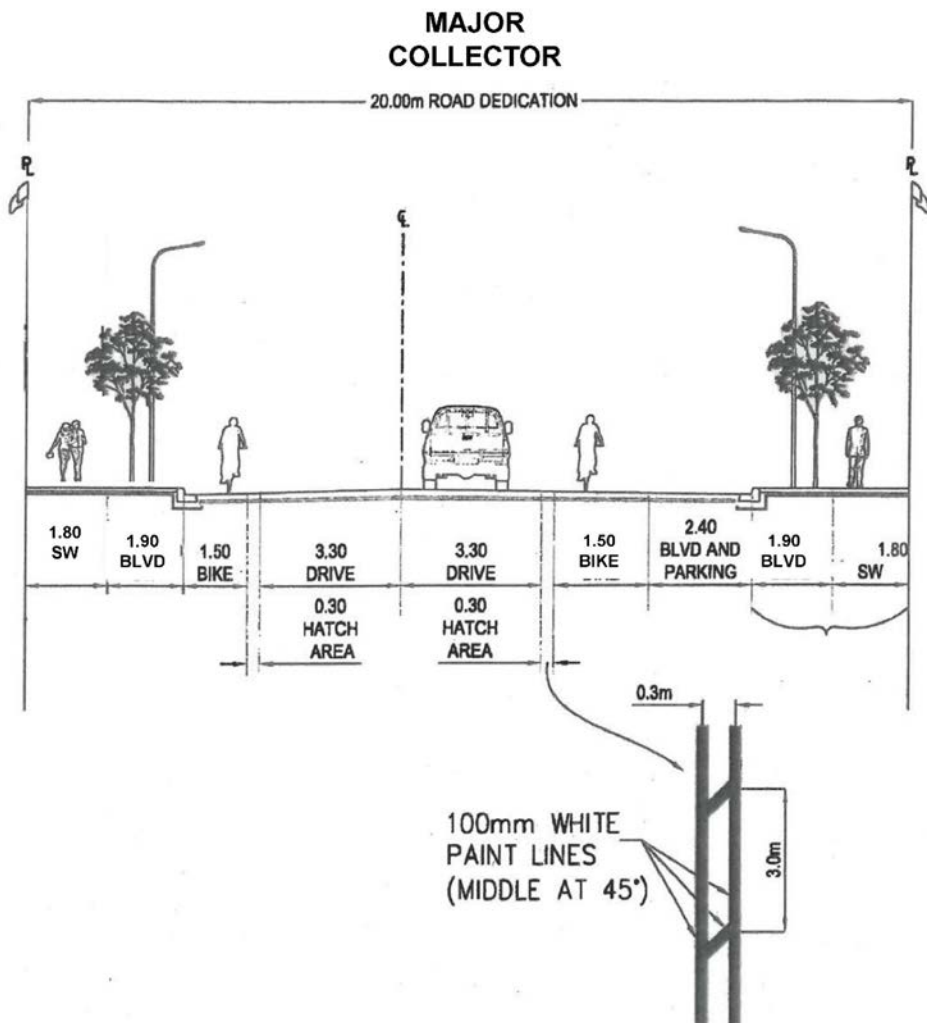
- | | |
|--|--|
| (1) READ A FIRST and SECOND time this | 5 th day of June, 2024 |
| (2) READ A SECOND time as amended this | 7 th day of August, 2024 |
| (3) READ A THIRD time this | 4 th day of September, 2024 |
| (4) ADOPTED this | ___ day of _____, 2024 |

Mayor

Corporate Officer

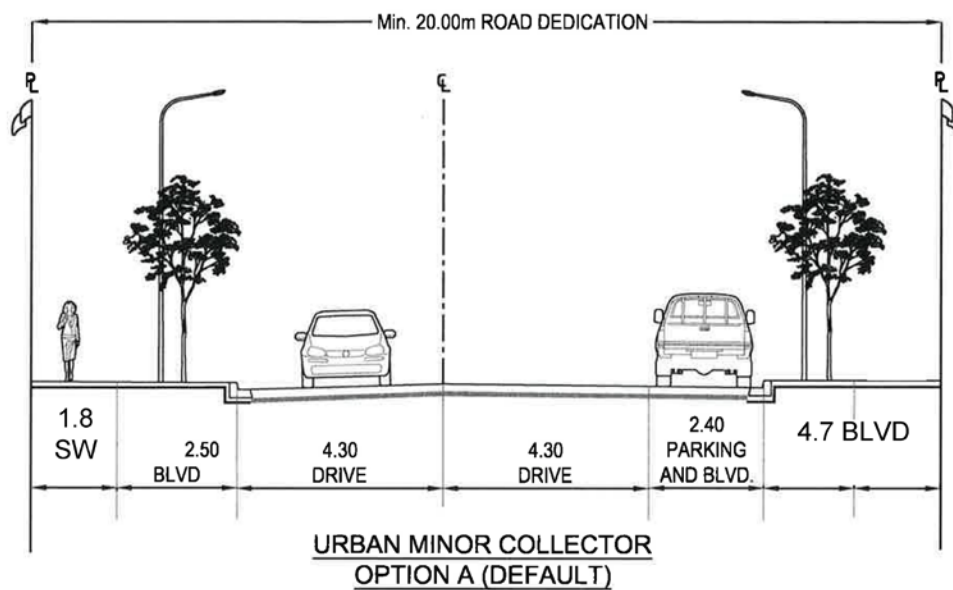
BYLAW 1261.18

SCHEDULE "1"




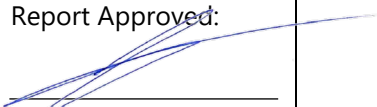
BYLAW 1261.18

SCHEDULE "2"



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1810-20
FROM: Edward Henley, Director of Finance	DATE: Feb 19, 2025
SUBJECT: 2025 Marina Rates Bylaw	

Prepared by:  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 Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02 be given First, Second and Third Readings.

PURPOSE

To adjust the Marina moorage rates for 2025 through to 2029 to build the Marina reserve to enable long-term infrastructure rehabilitation and replacement through user fees rather than property taxes.

STRATEGIC PLAN LINKAGE

Organizational Excellence

- Asset Management - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal.

Economic Health

- Comox Marina - The Comox Marina offers a unique opportunity for the growth of the marine tourism industry.

Financial management and accountability

BACKGROUND

The Comox municipal marina is one of four local marinas that provide moorage for boaters in Comox. The other three marinas are; Comox Valley Marina, Gas’N’Go Marina and Comox Harbour Authority.

Prior reports to Council on February 1, 2023 and December 6, 2023 discussed that the Comox marina serves a wide variety of users. The marina also provides some services that the other marinas may not offer such as a boat launch, which comes with added costs and risks.

The Comox Municipal Marina moorage rates are approximately 40% less than those of the other local Comox Valley Marinas.

Table 1: 2024 Annual Moorage Rates Comparison

Boat Length	Comox Municipal Marina	Comox Valley Marina (CVM)	Comox rate as a % of CVM rate
20'	1,718.40	2933.7	59%
24'	2,062.08	3352.8	62%
25'	2,301.00	3641.28	63%
26'	2,393.04	3786.93	63%
27'	2,592.00	4090.88	63%
28'	2,688.00	4380.07	61%
29'	2,784.00	4536.5	61%
30'	3,074.40	5332.8	58%
31'	3,176.88	5510.36	58%
32'	3,279.36	5688.32	58%
33'	3,381.84	5866.08	58%
34'	3,484.32	6043.84	58%
35'	3,662.40	6221.6	59%
36'	3,767.04	6399.36	59%
37'	4,018.20	6933.25	58%
38'	4,126.80	7120.63	58%
39'	4,403.88	7308.02	60%
40'	4,516.80	7555.24	60%
41'	4,629.72	7744.12	60%

Staff noted in 2024 that the marina was in need of costly repairs and rehabilitation to be able to continue to maintain service levels. At present \$200,000 in dock upgrades is in the 2025-2029 budget with the intention to do a more fulsome review in 2025. The asset management plan study in 2023 determined the need to increase funding to the marina reserve in order to fund these current and future infrastructure repair and replacement costs in order to reduce the likelihood of having to borrow funds.

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

The Community Charter allows a Council, by bylaw, to set rates for services provided by the municipality.

b. Financial

With the need to increase current spending on repairs and maintenance and increase transfers to the marina reserve for future replacement costs, and with the fees being significantly lower than other local marinas, staff has recommended in prior reports to increase the moorage rates. Increasing the moorage rates permits the marina costs to be borne by the users and reduces the need to increase general property taxes for the funding.

To increase the funding for capital replacement needs, it is proposed to have a 5.5% annual increase consisting of a 2.5% annual increase for reserve funding in addition to regular annual 3% increase for inflation.

The 2025-2029 proposed budget recommends the following increases. Please note that the budget package shows 3% annual increases, whereas it should be 5.5% annual increases.

Table 2: Proposed multi-year rate increases

Fee	2025	2026	2027	2028	2029
Moorage	5.5%	5.5%	5.5%	5.5%	5.5%
Electricity	10.0%	10.0%	10.0%	10.0%	10.0%
Temporary berthage	0.0%	0.0%	0.0%	0.0%	0.0%
Launching pass	10.0%	10.0%	10.0%	10.0%	10.0%
Launch ticket	10.0%	10.0%	10.0%	10.0%	10.0%
Grid rental	10.0%	10.0%	10.0%	10.0%	10.0%

The multi-year rate structure is recommended so that annual billing rates are known in advance to improve timing of billing to marina users. Council still retains the ability to amend rates anytime during the 5-year period of 2025 to 2029 should they desire. Staff are considering timing the next rate update with the next asset management plan update.

The increased moorage rates will increase revenues by \$12,000 annually. After five years, Comox Municipal Marina rates will still be significantly less than the other Comox Valley Marinas, even if they hold their current rates steady for five years.

The marina electricity costs have not been covered by the electricity fee revenue for years, although it should be noted that some electrical costs are recouped from the lease revenues.

Table 3: Annual Marina Electricity costs versus User Fees

	2021	2022	2023
Electricity Expense	\$38,298	\$39,257	\$41,819
Less Electricity User Fees	<u>\$19,542</u>	<u>\$25,581</u>	<u>\$26,303</u>
Net Cost	\$18,755	\$13,676	\$15,515

The Marina could benefit from a business plan review in the future to determine if the long-term strategy is to manage it as a taxpayer-subsidized service, a user-fee funded service or a profit centre that could fund not just its own costs but also offset costs for other municipal services.

c. Public Relations

Updating rates in advance permits a longer runway for communication with the users and the public and allows more timely billing for the long-term users.

The updated rates will be posted online and staff will consider other methods of communication including social media and if a pamphlet with rate information is warranted.

TOWN OF COMOX

BYLAW NO. 2010.02

A BYLAW TO AMEND MOORAGE RATES FOR USING THE COMOX MUNICIPAL MARINA

WHEREAS the Community Charter empowers the Town, by bylaw, to set rates and regulations for services that it provides;

AND WHEREAS the Town’s cost of providing services in its municipal marina has increased, which Council has decided shall be recovered through an increase in the Town’s municipal moorage rates;

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 “Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02.”

2. AMENDMENT

Comox Municipal Marina Fees and Regulations Bylaw No. 2010, 2023 is hereby amended as follows:

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

3. EFFECTIVE

This bylaw shall be effective starting April 1, 2025.

4. ADOPTION

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

(2) ADOPTED this day of, 2025

MAYOR

CORPORATE OFFICER

SCHEDULE "A" – BYLAW 2010.02 Effective: April 1, 2025

Permanent Moorage Rates: charged on the length of the vessel or the slip, whichever is greater. Plus taxes, if applicable.

Boat Length	2025		2026		2027		2028		2029	
	annual rate/foot	total annual	annual rate/foot	total annual	annual rate/foot	total annual	annual rate/foot	total annual	annual rate/foot	total annual
20'	90.60	1,812.00	95.64	1,912.80	100.92	2,018.40	106.44	2,128.80	112.32	2,246.40
24'	90.60	2,174.40	95.64	2,295.36	100.92	2,422.08	106.44	2,554.56	112.32	2,695.68
25'	97.08	2,427.00	102.36	2,559.00	108.00	2,700.00	114.00	2,850.00	120.24	3,006.00
26'	97.08	2,524.08	102.36	2,661.36	108.00	2,808.00	114.00	2,964.00	120.24	3,126.24
27'	101.28	2,734.56	106.80	2,883.60	112.68	3,042.36	118.92	3,210.84	125.52	3,389.04
28'	101.28	2,835.84	106.80	2,990.40	112.68	3,155.04	118.92	3,329.76	125.52	3,514.56
29'	101.28	2,937.12	106.80	3,097.20	112.68	3,267.72	118.92	3,448.68	125.52	3,640.08
30'	108.12	3,243.60	114.12	3,423.60	120.36	3,610.80	126.96	3,808.80	133.92	4,017.60
31'	108.12	3,351.72	114.12	3,537.72	120.36	3,731.16	126.96	3,935.76	133.92	4,151.52
32'	108.12	3,459.84	114.12	3,651.84	120.36	3,851.52	126.96	4,062.72	133.92	4,285.44
33'	108.12	3,567.96	114.12	3,765.96	120.36	3,971.88	126.96	4,189.68	133.92	4,419.36
34'	108.12	3,676.08	114.12	3,880.08	120.36	4,092.24	126.96	4,316.64	133.92	4,553.28
35'	110.40	3,864.00	116.52	4,078.20	122.88	4,300.80	129.60	4,536.00	136.68	4,783.80
36'	110.40	3,974.40	116.52	4,194.72	122.88	4,423.68	129.60	4,665.60	136.68	4,920.48
37'	114.60	4,240.20	120.96	4,475.52	127.56	4,719.72	134.52	4,977.24	141.96	5,252.52
38'	114.60	4,354.80	120.96	4,596.48	127.56	4,847.28	134.52	5,111.76	141.96	5,394.48
39'	119.16	4,647.24	125.76	4,904.64	132.72	5,176.08	140.04	5,461.56	147.72	5,761.08
40'	119.16	4,766.40	125.76	5,030.40	132.72	5,308.80	140.04	5,601.60	147.72	5,908.80
41'	119.16	4,885.56	125.76	5,156.16	132.72	5,441.52	140.04	5,741.64	147.72	6,056.52

Notes to Appendix A:

- All rates shown in Appendix A are before tax.
- All rates are payable in full before use of facilities.
- Any amounts not paid in advance shall be subject to a 10% penalty.
- Permanent moorage, hydro, dinghy storage and tidal grid rental fees may be refunded (prorated for the balance of the unused time remaining) net of a charge of \$75 for permanent moorage refunds and \$for the other refunds. Other marina fees are not refundable.

Temporary Moorage: Charged on the length of the vessel or the slip, whichever is greater.

	2025	2026	2027	2028	2029
# of continuous nights	per foot per night	per foot per night	per foot per night	per foot per night	per foot per night
1 to 13	\$ 2.10	\$ 2.10	\$ 2.10	\$ 2.10	\$ 2.10
14 to 29	\$ 1.58	\$ 1.58	\$ 1.58	\$ 1.58	\$ 1.58
30 or more	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79

Temporary Moorage: Charged on the length of the vessel or the slip, whichever is greater.

	2025	2026	2027	2028	2029
# of continuous nights	per foot per night	per foot per night	per foot per night	per foot per night	per foot per night
1 to 13	\$ 1.64	\$ 1.64	\$ 1.64	\$ 1.64	\$ 1.64
14 to 29	\$ 1.09	\$ 1.09	\$ 1.09	\$ 1.09	\$ 1.09
30 or more	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55

Use of Marina Hydro

	2025	2026	2027	2028	2029
	per vessel	per vessel	per vessel	per vessel	per vessel
Per day	\$ 9.42	\$ 10.36	\$ 11.40	\$ 12.54	\$ 13.79
Per month	\$ 80.87	\$ 88.96	\$ 97.86	\$ 107.65	\$ 118.42
Per year	\$ 516.64	\$ 568.30	\$ 625.13	\$ 687.64	\$ 756.40

Tidal Grid Rental

	2025	2026	2027	2028	2029
Vessel	per grid use	per grid use	per grid use	per grid use	per grid use
Recreational	\$ 107.65	\$ 118.42	\$ 130.26	\$ 143.29	\$ 157.62
Commercial	\$ 215.55	\$ 237.11	\$ 260.82	\$ 286.90	\$ 315.59


Boat Launch Use

	2025	2026	2027	2028	2029
	per vessel	per vessel	per vessel	per vessel	per vessel
Daily personal use	\$ 17.81	\$ 19.59	\$ 21.55	\$ 23.71	\$ 26.08
overnight personal parking (vehicle + trailer)	\$ 3.93	\$ 4.32	\$ 4.75	\$ 5.23	\$ 5.75
Daily commercial use	\$ 107.91	\$ 118.70	\$ 130.57	\$ 143.63	\$ 157.99
Annual personal use	\$ 267.15	\$ 293.87	\$ 323.26	\$ 355.59	\$ 391.15
Annual commercial use	\$ 533.24	\$ 586.56	\$ 645.22	\$ 709.74	\$ 780.71

Dinghy Storage

	2025	2026	2027	2028	2029
	per dinghy	per dinghy	per dinghy	per dinghy	per dinghy
In dinghy compound	\$ 242.86	\$ 242.86	\$ 242.86	\$ 242.86	\$ 242.86
On pull-up floats	\$ 432.66	\$ 475.93	\$ 523.52	\$ 575.87	\$ 633.46

TO: Mayor and Council	FILE: 2510, 8000-01
FROM: Ted Hagmeier, Recreation Director	DATE: Feb 19, 2025
SUBJECT: Comox Park Ambassador Program	

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

THAT the February 19, 2025, report from the Recreation Director, titled "Comox Park Ambassador Program", be received for information.

PURPOSE

To provide Council with information on the purpose and cost of the program.

STRATEGIC PLAN LINKAGE

Vision Statement: The Town of Comox is committed to maintaining and enhancing the quality of life for all residents, businesses, and visitors through investment n active transportation, infrastructure, parks, reaction, arts, and culture.

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.

BACKGROUND

Most Recreation Department programs run on a cost recovery formula. Minimum registration is calculated such that the program fee will cover the costs to offer the program. There are two general exceptions:

- Childminding: offered as a service to customers regardless of revenue. Parents use this service to participate in fitness programs or in the Fitness Studio.
- Hands on Farm: offered as a service to the community. Farm Club is a summer day camp located at the Farm and there are Filberg Park summer camps that use the farm as part of their programming.

The proposed free, drop-in Park Ambassador Program will not generate any revenue so should be considered as a service, similar to the above examples.

The basic program outline is:

- Two employees will be hired with the same competencies as our summer day camp leaders.
- Their approximate term of employment will be the last week of June to end of August. This will overlap summer day camp leaders: one week of training and nine weeks of program delivery.
- Employees will work Monday to Friday, eight hours per day.
- Each day park ambassadors will go to a scheduled location, some order of: Anderton, Marina, Village, McKenzie, and Brooklyn Parks.
- Employees will take various sports and game equipment, tables, tent, crafts, etc. to the scheduled park and organise games and activities.
- All park activities in this program will be free to the public.
- The Town and the Park Ambassador Program will be responsible for the safe operation of the activities, etc. but will not assume any care of the children who participate. Children who attend these park events will be free to come and go as they please. Parent supervision and participation will be encouraged but not required.
- The Recreation Department will promote the program in the recreation guide, on the Town website, across its social media channels and through local community organizations that have direct links to family programming.
- Employees may be reassigned to work as summer day camp leaders in case of necessity or when the park ambassador program might be cancelled because of extreme weather.

Administration proposes a one-year trial of the Park Ambassador Program to determine its suitability and effectiveness and will present a report to Council after summer 2025 to recommend its continuation or cessation.

FINANCIAL IMPACTS

Administration project the Park Ambassador Program cost for two staff and supplies as:

- Staff: \$21,000
- Program Supplies: \$2000

As noted above, attendance at this program will be at no cost. Expenses will not be offset by ambassador program revenue.

In 2025 this has been submitted as a one-time new project under the Special Projects budget. If Council desire this program permanently it will require a future a tax increase of 0.2% or \$3.20.

GOVERNANCE CONSIDERATIONS

Q: Why do Administration propose a one-year trial of the Park Ambassador Program?

A: The one-year trial will allow staff to answer certain questions before committing to the program.

- Is there enough community demand to justify the program?
- Should the schedule be biased to well used parks like Anderton or focused on smaller, more peripheral parks?
- Are Administration correct to propose a Monday to Friday schedule anticipating families will use weekends for out trip and family events?

Q: What happens on rainy days or if administration need to change the schedule?

A: Administration will use the Town's and Community Centre's social media channels to alert the public of last-minute changes.

Q: Why did Administration choose such a boring name for such a fun program?

A: The Park Ambassador Program is a duly named in this report to explain its purpose. Administration will devise a more exciting name prior to launching the program.

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: PR 25-4
FROM: Randy Houle, Director of Development Services	DATE: Feb 6, 2025
SUBJECT: Comox Reserve Funds Amendment Bylaw No. 2025.01	

Prepared by:  Randy Houle, Director of Development Services	Financial Approved:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
--	--	---

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Comox Reserve Funds Amendment Bylaw No. 2025.01 be given First, Second and Third readings.

ALTERNATIVES TO THE RECOMMENDATIONS

That Comox Reserve Funds Amendment Bylaw No. 2025.01 be denied first, second and third readings.

PURPOSE

The purpose of the report is to introduce an amendment to the Comox Reserve Funds Bylaw No. 2025, 2023 to allow funds in the Affordable Housing Reserve to be spent in the Comox Valley area rather than just the Town of Comox.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Good Governance	<p>Community Participation – We enhance two-way communication with our community.</p> <p>Relationships – We develop connections and relationships both locally and regionally to leverage support for our goals.</p> <p>Decision Making - We make evidence-based decisions focused on the best interests of the Town over the long term.</p>

BACKGROUND

At the February 5th, 2025 Regular Council Meeting, a correspondence letter from Mayor Bob Wells of the City of Courtenay was received by Council, which indicated that there are over 270 people experiencing homelessness in the Comox Valley and the colder weather is expediting the need for additional sleeping spaces for people who are unsheltered to stay safe and protect their life and health. The City of Courtenay has recently secured a building at 971 Cumberland Road to be used as a temporary shelter, however several health and safety renovations are required to bring the building into code compliance. The estimated cost of modifying the building is \$250,000, with BC Housing providing funding for the operation, cleaning, supplies and a nightly lease rate. This funding does not cover the full leasing costs, tenant improvements or building modifications. Other local agencies have stepped up but there is still a shortfall of \$80,000 in which the Town of Comox is being requested to contribute this amount.

At the February 5, 2025 Regular Council Meeting, Council resolved to provide the \$80,000 to the City of Courtenay to fund the shortfall.

ANALYSIS/ISSUES/IMPLICATIONS

a. Financial

Council determined that the best course of action is to provide the entire \$80,000 funding amount from the Affordable Housing Reserve Fund. To do so, the Comox Reserve Funds Bylaw No. 2025, 2023 must be amended as it currently only allows for funds to be utilised in the Town of Comox and not other jurisdictions in the Comox Valley.

The current amount of funding in the Affordable Housing Reserve Fund is approximately \$197,000 therefore, utilizing \$80,000 in funding from the Reserve Fund will not impact property taxes rates.

b. Intergovernmental

The \$80,000 contribution will help to meet Council's Strategic Plan goal of building relations and coordination with other local governments.

c. Public Relations

The eventual opening of the emergency shelter should be commuted to the public in a joint message with the other participating jurisdictions.

ATTACHMENTS

Attachment A: Mayor Bob Wells Request Letter

Attachment B: Comox Reserve Funds Bylaw 2025

Attachment C: Comox Reserve Funds Amendment Bylaw No. 2025.01



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

TOWN OF COMOX

BYLAW NO. 2025

A BYLAW TO ESTABLISH RESERVE FUNDS

WHEREAS section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes and direct that money be placed to the credit of the reserve funds;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Reserve Funds Bylaw No. 2025, 2023".

2. Reserve Funds

Monies deposited into each Reserve Fund, together with interest thereon, shall only be expended for the purposes listed under each fund.

(a) MACHINERY AND EQUIPMENT RESERVE FUND

- (i) The purchase of machinery and equipment to maintain municipal property and to protect persons and property.
- (ii) Depreciation and obsolescence of any machinery and equipment.

(b) PUBLIC OPEN SPACE RESERVE FUND

- (i) A capital or debt payment, including engineering and legal costs for providing public open space.
- (ii) The interest earned on money deposited in this reserve fund may also be used to provide fencing, landscaping, drainage and irrigation, restrooms and changing rooms, playground and playing field equipment on parkland owned by the Municipality or parkland owned by the Crown and managed by the Municipality.

(c) MUNICIPAL MARINA RESERVE FUND

- (i) Capital expenditures for the Municipal Marina
- (ii) Redemption of debentures issued for the Municipal Marina

(d) CAPITAL WORKS RESERVE FUND

- (i) Capital projects and land acquisition
- (ii) Extension and renewal of existing capital works
- (iii) Machinery and equipment necessary for (i) or (ii) above

- (e) SEWER UTILITY RESERVE FUND
 - (i) Capital expenditure for the sewer utility
 - (ii) Repayment of long-term debt issued for the sewer utility
- (f) WATER UTILITY RESERVE FUND
 - (i) Capital expenditure for the water utility
 - (ii) Repayment of long term debt issued for the water utility
- (g) WATERFRONT WALKWAY CAPITAL RESERVE FUND
 - (i) Acquisition of land and rights-of-way for a waterfront walkway, including survey and legal costs
 - (ii) Design, construction and improvement of waterfront walkways
- (h) FIRE DEPARTMENT CAPITAL RESERVE FUND
 - (i) Capital expenditures for the Comox Fire Department
 - (ii) Repayment of long-term debt (including leases) for property used by the Comox Fire Department
- (i) OFF-STREET PARKING RESERVE FUND
 - (i) Costs for providing off-street parking spaces
- (j) AFFORDABLE HOUSING RESERVE FUND
 - (i) Expenditures for the acquisition of land, or for the construction of, or acquisition of residential housing units that will be used to provide affordable housing in Comox
- (k) ALTERNATIVE TRANSPORTATION RESERVE FUND
 - (i) Costs for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
- (l) LANCASTER HEIGHTS SEWER LIFT STATION CAPITAL RESERVE FUND
 - (i) Capital expenditures for the upgrade, replacement and decommissioning of the Lancaster Heights sanitary sewer lift station.
- (m) POINT HOLMES SEWER LIFT STATION CAPITAL RESERVE FUND
 - (i) Capital expenditures for the upgrade, replacement and decommissioning of the Point Holmes sanitary sewer lift station
- (n) PUBLIC SAFETY RESERVE FUND
 - (i) Expenditures for public safety, policing, response to emergencies and disasters, and recovery from emergencies and disasters
- (o) MACK LAING RESERVE FUND
 - (i) Capital expenditures for a replacement structure for Shakesides
 - (ii) Expenditures for the maintenance and repair of the replacement structure

3. REPEAL OF BYLAW

Comox Reserve Funds Bylaw, 2015 is repealed.

4. Adoption

- (1) READ A FIRST time this 14th day of June , 2023
- (2) READ A SECOND time this 14th day of June , 2023
- (3) READ A THIRD time this 14th day of June , 2023
- (4) ADOPTED this 5th day of July , 2023

MAYOR

CORPORATE OFFICER

TOWN OF COMOX

BYLAW NO. 2025.01

A BYLAW TO AMEND COMOX RESERVE FUNDS BYLAW NO. 2025

WHEREAS section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes and direct that money be placed to the credit of the reserve funds;

AND WHEREAS Council wishes to amend the purpose for which the Affordable Housing Reserve Funds can be used;

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

1. Title

This bylaw may be cited for all purposes as the "Comox Reserve Funds Amendment Bylaw No. 2025.01".

2. Amendments

The Comox Reserve Funds Bylaw No. 2025, 2023 is amended by deleting and replacing Section 2 (j)(i) AFFORDABLE HOUSING RESERVE FUND with the following:

- (i) Expenditures for the acquisition of land, or for the construction of, or acquisition of residential housing units that will be used to provide affordable housing in the Comox Valley.

3. Adoption

(1) READ A FIRST, SECOND and THIRD time this _____ day of _____, 2025

(2) ADOPTED this _____ day of _____, 2025

MAYOR

CORPORATE OFFICER

TO: Mayor and Council	FILE: 1705-20
FROM: Jordan Wall, Chief Administrative Officer	DATE: Feb 10/25
SUBJECT: 2025 Operating, Capital, and Special Projects Budget	

Report Approved:


*Jordan Wall, Chief
Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council approves the Operational, Capital, and Special projects Budget as attached in Appendix A.

ALTERNATIVES TO THE RECOMMENDATIONS

Council can provide changes to services levels in any department to increase or decrease the budget.

BACKGROUND

The 2025-2029 proposed core operating budget contains no service level changes and instead represents the cost required for the provision of the same level of services and the same staff compliments as in 2024. However, there does exist significant upwards pressure on spending. This is largely due to inflationary increases that the Town will need to account for in 2025 in the following categories:

IT Costs and Services (1.3% or \$21.19): The Town has made significant capital investments to modernize the IT systems within the organization. These investments include updating the computers and laptops used by staff, preparing to migrate most servers to the cloud, and new licence fees for required departmental software.

Salary and Benefits (4.14% or \$67.48): The Collective Agreement for all local governments in the Comox Valley will be expiring in 2025. Due to the past Collective Agreement being a 3 year agreement that solidified salary increase just prior to the large increase in inflation, it is expected that Union Salary negotiations will lead to higher per year increase than previously seen. Further, due to an again workforce the Town has in previous years used more benefits than paid to the benefits provider and a higher than normal increase in benefits cost is being seen in 2025.

RCMP (1.75% or \$28.53): The per unit cost of RCMP officers in BC has increase from \$166,257 to \$178,584 (7.4%) along with increases in Police materials and equipment.

	2023	2024	2025	2026
Cost Per Officer	\$207,937	\$226,390	\$243,678	\$257,321

General Increase in contracted and Materials costs (1.15% or \$18.75): Inflationary increases to contracted services and regularly used materials.

Fire Department (0.62% or \$5.86): Increase in the pay per hour of stand by to bring Comox more in line with regional comparisons and an increase paid on call hourly rate to help Comox remain competitive

Further information can be found in the budget schedule attached



Town of Comox 2025 – 2029 Draft Proposed Corporate Budget Package

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Community Profile – Comox at a Glance

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.

Comox (English: /'koumoks/)^[4] is a town on the southern coast of the Comox Peninsula in the [Strait of Georgia](#) on the eastern coast of [Vancouver Island, British Columbia](#).^[1] Thousands of years ago, the warm dry summers, mild winters, fertile soil, and abundant sea life attracted [First Nations](#), who called the area *kw'umuxws* ([Kwak'wala](#), the adopted language of the [K'ómoks](#), for *plentiful*).

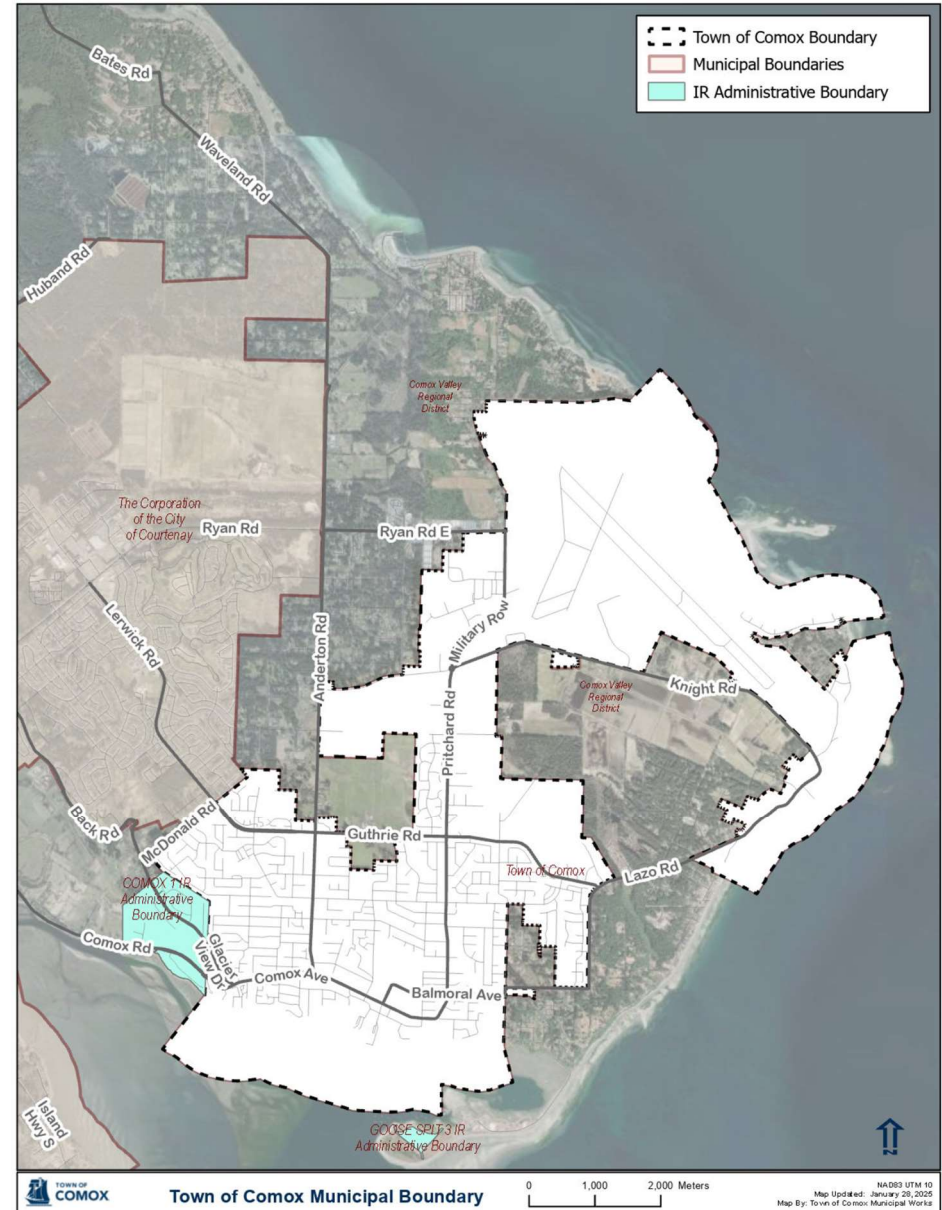
The Town of Comox is the government body providing services to almost 15,000 residents. Comox (white) borders on the City of Courtenay (light shaded), Comox Valley Regional District (dark shaded) and the K'ómoks First Nation (light blue).

The major employers in Comox include Canadian Forces Base (CFB) Comox, Comox Valley School District 71, Comox Valley Airport, Town of Comox and Providence Living.

Year	Comox	Population Increase	% of Comox Valley Population	Comox Valley
2021	14,806	5.5%	20.4%	72,445
2016	14,028	2.9%	21.1%	66,527
2011	13,627	12.3%	21.4%	63,538
2006	12,136	6.5%	21.4%	56,655
2001	11,391	2.9%	21.6%	52,653

Median Age (source: Statistics Canada)

Year	Comox	Courtenay	Cumberland	Comox Valley	BC
2021	52.4	48.8	39.2	50.8	42.8
2016	51.8	50.4	39.2	50.8	43.0
2011	49.1	46.5	38.2	n/a	41.9
2006	46.2	43.0	40.6	n/a	40.8



Town of Comox Council Members

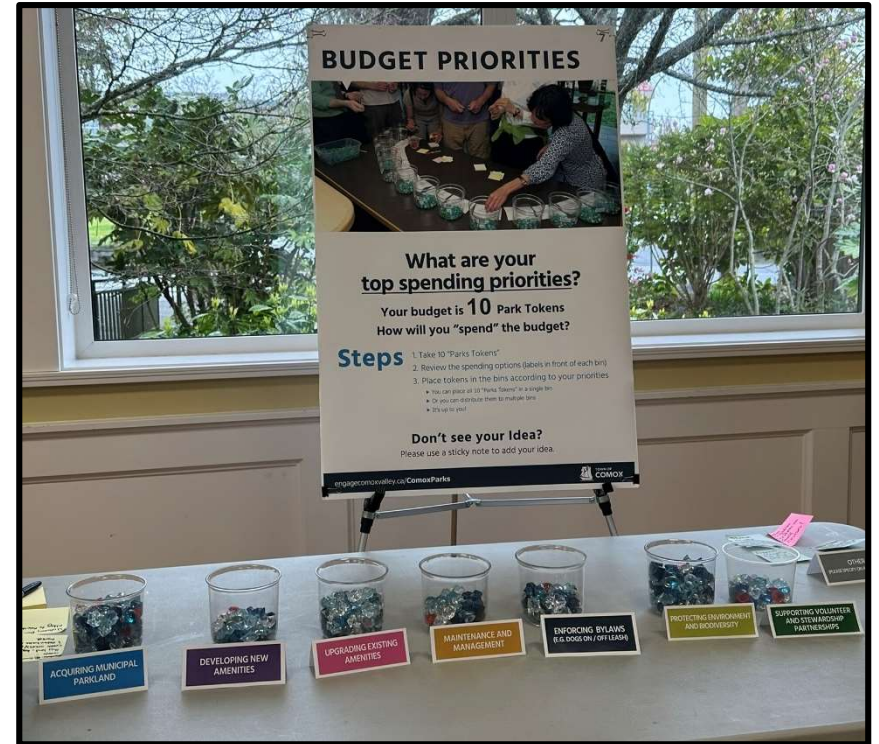


Figure 1(l-r) C. Haslett, C. Kerr, C. Swift, Mayor Minions, C. Grant, C. Meilleur, C. Blacklock

Her Worship, Mayor Nicole Minions	(250) 339-2202	nminions@comox.ca
Councillor Steve Blacklock	(250) 702-7323	sblacklock@comox.ca
Councillor Ken Grant	(250) 792-0007	kgrant@comox.ca
Councillor Chris Haslett	(250) 218-8208	chaslett@comox.ca
Councillor Dr. Jonathan Kerr	(250) 702-5547	jkerr@comox.ca
Councillor Jenn Meilleur	(604) 562-8769	jmeilleur@comox.ca
Councillor Maureen Swift	(250) 339-1211	mswift@comox.ca

How can I get More Involved in the Budget Process?

- Learn about each of the municipal Departments and their budgets. This information is available online at <https://www.comox.ca/budget> or in our Town Hall at 109 Beaufort Street.
- Meet with your member of Council to discuss your concerns or suggestions. Their contact information is in the front of this booklet.
- Send your ideas to the appropriate Department Head to explore the feasibility of your suggestions.
- Attend the Budget presentations. Dates can be found online at <https://www.comox.ca/budget> or by contacting the Town Hall.
- Attend the Council Meetings discussing the budget. Dates can be found online at <https://www.comox.ca/councilmeetings> or by contacting the Town Hall.
- Keep in mind that budget preparation for the next fiscal year, which begins January 1, generally starts in the summer of the prior year.
- Use these resources for more information:
- Town of Comox website: www.comox.ca
- Information on Public Display at the Town Hall
- Contact the Town’s Director of Finance
 - Edward Henley ehenley@comox.ca
 - 250-331-6418



2025 Budget Summary

Property Taxes

The 2025 draft proposed Corporate Budget includes an estimated net residential property tax increase of 8.96% which would be an approximate \$146 increase to taxes for the average home from \$1629.37 (2024) to \$1775.36 (2025). The actual amount will vary based on assessed property value and property tax multiplier adjustments within the property tax base.

This staff proposed increase is subject to review and deliberation by Council.

The total 2025 draft proposed Corporate Budget is \$41.4 million, assuming the draft proposed budget including the proposed property tax increase of \$1,044,019 is approved. This budget is composed of \$35.9 million in the Operating Budget plus \$5.5 million in the Capital Budget.

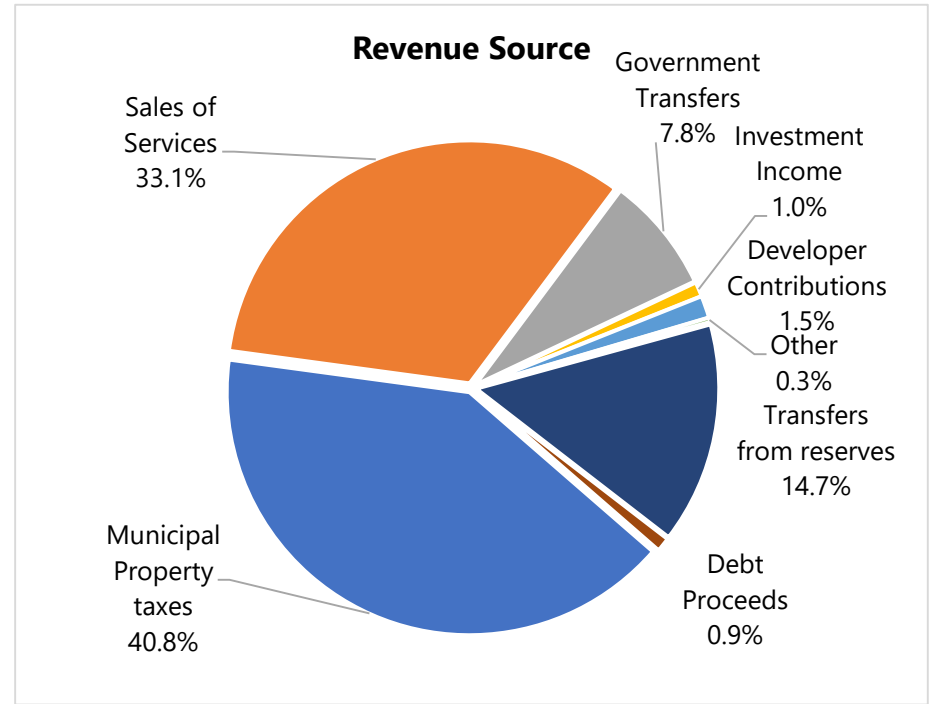
Property tax is the primary source of revenue to delivery municipal services including; fire and policing, roads maintenance and repair, parks and recreation services, legislative and corporate services, planning and zoning and bylaw enforcement, among others. User fees, grants and internal reserves (consisting of previously saved money) are among additional sources of revenue.

Water and sewer services receive targeted water and sewer parcel taxes however they do not receive funding from general municipal property taxes

Policing services are provided by the Comox Valley detachment of the RCMP. The costs are included in the municipal budget.

Library services are provided by the Vancouver Island Regional Library. The costs are not included in the municipal budget but are included in the municipal levy on the property tax bill as required by provincial law.

Full details of the 2025 - 2029 Budget and meeting resources are available online at www.comox.ca/budget. Information for budgets from prior years are also available.



Infrastructure Renewal Fund Levy

The infrastructure renewal fund levy will be in year 2 of the 10-year plan with an increase from approximately \$52 (2024) to \$104 (2025) for the average residential property. These funds will assist in funding the major repairs and replacements of Comox’s infrastructure. This 10-year initiative was approved by Council on February 7, 2024. Refer to the infrastructure renewal fund section of the budget package for more information.

Water and Sewer Parcel Taxes

On December 4, 2024, the water parcel tax was approved to increase from \$75 (2024) to \$85 (2025) and the sewer parcel tax was approved to increase from \$75 (2024) to \$80 (2025). Refer to the water and sewer sections of the budget package for more information on the parcel taxes.

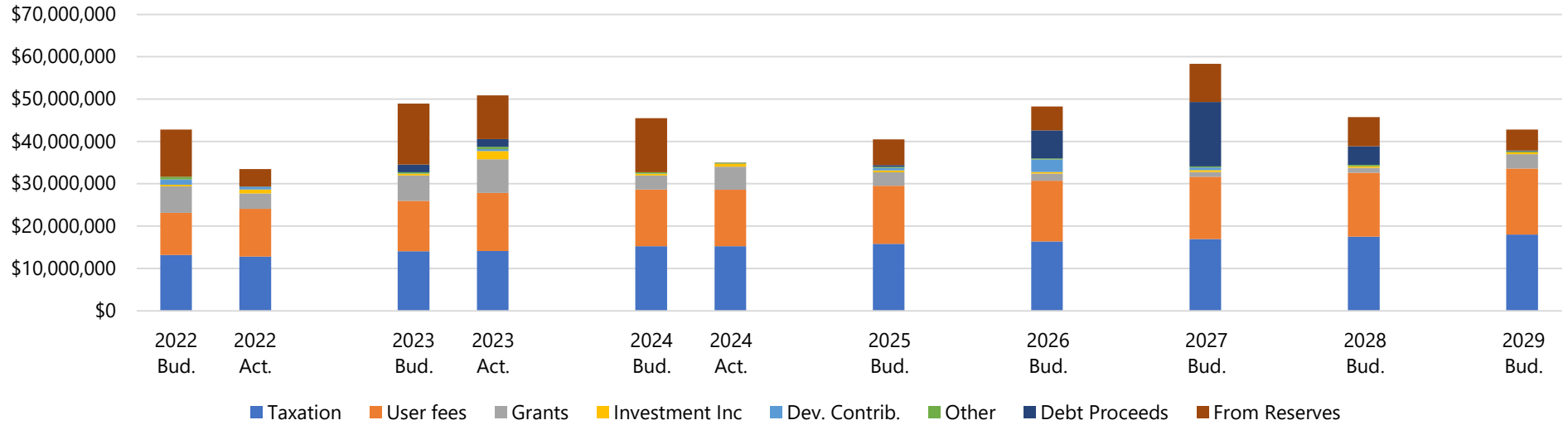
Total Revenues and Expenses by Type

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Revenues									
Taxation	12,813,373	14,125,882	15,222,234	15,278,104	15,824,081	16,387,175	16,967,338	17,491,825	18,019,890
User fees	11,262,304	13,686,804	13,409,905	13,312,936	13,684,095	14,295,305	14,699,749	15,103,103	15,567,200
Grants	3,650,756	7,993,292	3,312,782	5,418,365	3,216,358	1,710,098	1,135,689	1,164,089	3,409,089
Investment Inc	925,021	1,916,700	400,000	732,394	400,000	400,000	400,000	408,000	416,160
Dev. Contrib.	685,908	427,543	75,000	0	607,250	2,910,000	631,250	12,500	0
Other	24,761	603,582	290,300	206,379	261,430	265,065	270,165	275,663	281,270
Debt Proceeds	0	1,804,024	0	0	386,000	6,660,000	15,175,000	4,410,000	150,000
From Reserves	4,078,946	10,324,289	12,800,191	18,200	6,098,500	5,608,930	9,020,283	6,853,523	4,954,354
Total Revenues	33,441,069	50,882,117	45,510,412	34,966,379	40,477,714	48,236,573	58,299,474	45,718,703	42,797,963
Expenses									
Salaries & Benefits	8,270,011	8,826,208	10,084,973	9,078,617	11,099,514	12,193,122	13,131,563	13,632,121	14,159,106
Material	816,942	1,309,740	1,474,411	1,142,622	1,571,186	1,583,930	1,613,456	1,646,423	1,684,544
Contract Services	6,109,038	6,602,374	7,017,774	7,750,338	7,706,119	7,850,839	8,505,563	9,576,995	9,935,082
Debts	46,507	190,327	467,051	135,837	693,523	1,213,690	2,195,195	2,518,716	2,316,197
Other	6,191,590	6,960,877	7,567,828	7,120,213	7,921,753	8,154,930	8,407,479	8,578,294	9,136,829
Projects	45,217	0	2,450,001	6,832	2,552,966	946,000	563,000	468,000	578,000
To Reserves	5,283,352	14,842,475	3,952,184	5,382,900	4,437,172	4,729,545	4,963,609	5,157,302	5,800,288
Amortization	3,278,188	3,542,400	0	0	0	0	0	0	0
Capital	6,176,450	12,600,175	12,496,190	6,371,133	5,539,500	14,427,930	24,280,133	10,853,023	6,816,354
Total Expenses	36,217,297	54,874,576	45,510,412	36,988,491	41,521,733	51,099,986	63,659,998	52,430,874	50,426,400
Net Difference	-2,776,228	-3,992,459	0	-2,022,113	-1,044,019	-2,863,413	-5,360,524	-6,712,171	-7,628,437

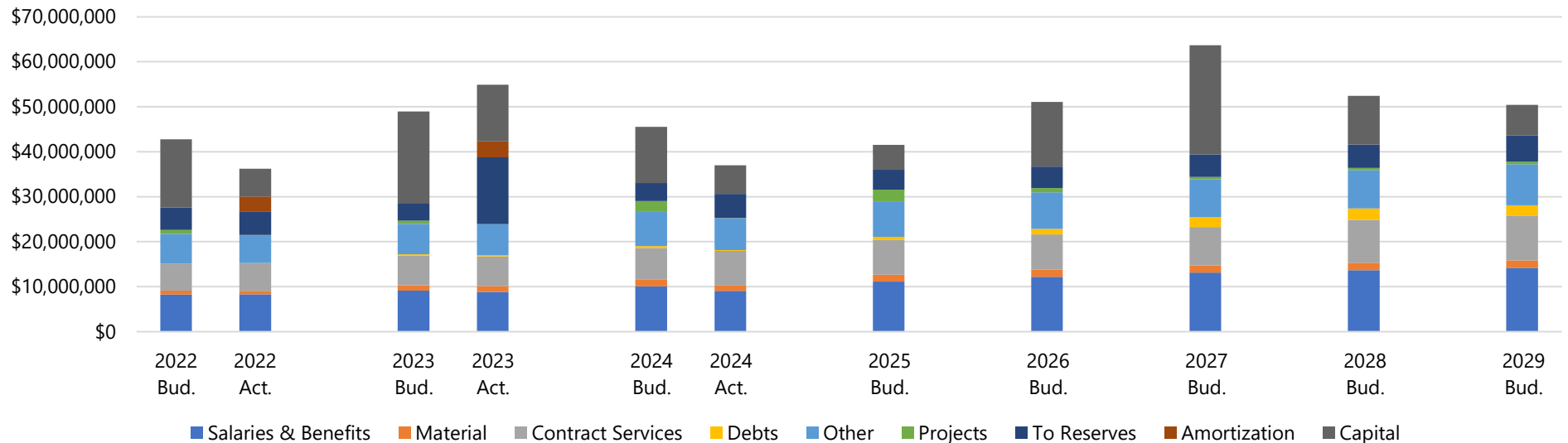
	2025	2026	2027	2028	2029
Estimated tax increase required *	8.96%	15.62%	21.43%	11.60%	7.86%

Note: The projected required tax increase include staff positions and major capital projects which have not been approved by Council. As such this should serve only as a general guide for understanding future needs.

Total Revenues by Type



Total Expenses by Type



Total Revenues and Expenses by Type as %

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Revenues											
Taxation	30.8%	38.3%	28.7%	27.8%	33.4%	43.7%	39.1%	34.0%	29.1%	38.3%	42.1%
User fees	23.3%	33.7%	24.4%	26.9%	29.5%	38.1%	33.8%	29.6%	25.2%	33.0%	36.4%
Grants	14.6%	10.9%	12.2%	15.7%	7.3%	15.5%	7.9%	3.5%	1.9%	2.5%	8.0%
Investment Inc	0.9%	2.8%	0.8%	3.8%	0.9%	2.1%	1.0%	0.8%	0.7%	0.9%	1.0%
Dev. Contrib.	2.9%	2.1%	0.2%	0.8%	0.2%	0.0%	1.5%	6.0%	1.1%	0.0%	0.0%
Other	1.5%	0.1%	0.6%	1.2%	0.6%	0.6%	0.6%	0.5%	0.5%	0.6%	0.7%
Debt Proceeds	0.0%	0.0%	3.7%	3.5%	0.0%	0.0%	1.0%	13.8%	26.0%	9.6%	0.4%
From Reserves	25.9%	12.2%	29.5%	20.3%	28.1%	0.1%	15.1%	11.6%	15.5%	15.0%	11.6%
Total Revenues	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Expenses											
Salaries & Benefits	19.2%	22.8%	18.6%	16.1%	22.2%	24.5%	26.7%	23.9%	20.6%	26.0%	28.1%
Material	2.1%	2.3%	2.4%	2.4%	3.2%	3.1%	3.8%	3.1%	2.5%	3.1%	3.3%
Contract Services	13.8%	16.9%	13.6%	12.0%	15.4%	21.0%	18.6%	15.4%	13.4%	18.3%	19.7%
Debts	0.1%	0.1%	0.6%	0.3%	1.0%	0.4%	1.7%	2.4%	3.4%	4.8%	4.6%
Other	15.6%	17.1%	13.8%	12.7%	16.6%	19.2%	19.1%	16.0%	13.2%	16.4%	18.1%
Projects	2.1%	0.1%	1.4%	0.0%	5.4%	0.0%	6.1%	1.9%	0.9%	0.9%	1.1%
To Reserves	11.7%	14.6%	7.8%	27.0%	8.7%	14.6%	10.7%	9.3%	7.8%	9.8%	11.5%
Amortization	0.0%	9.1%	0.0%	6.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Capital	35.4%	17.1%	41.9%	23.0%	27.5%	17.2%	13.3%	28.2%	38.1%	20.7%	13.5%
Total Expenses	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Total Revenues and Expenses by Department

	2022 Actual	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Revenue									
Municipal Property taxes	12,813,373	14,125,882	15,222,234	15,284,192	15,824,081	16,387,175	16,967,338	17,491,825	18,019,890
Sales of Services	11,262,304	13,637,020	13,409,905	13,151,593	13,684,095	14,295,305	14,699,749	15,103,103	15,567,200
Government Transfers	3,650,756	7,993,292	3,312,782	5,389,665	3,216,358	1,710,098	1,135,689	1,164,089	3,409,089
Investment Income	925,021	1,916,700	400,000	732,394	400,000	400,000	400,000	408,000	416,160
Other Corporations	0	0	0	0	0	0	0	0	0
Developer Contributions	685,908	427,543	75,000	0	607,250	2,910,000	631,250	12,500	0
Other	126,063	148,744	153,000	133,105	122,900	125,350	127,850	130,410	133,020
Total Revenues	29,353,823	38,704,020	32,572,921	34,753,899	33,854,684	35,827,928	33,961,876	34,309,927	37,545,359
Operating Expenses									
General Government	3,230,042	3,568,945	3,442,300	3,675,111	3,809,294	4,547,650	4,750,679	4,894,048	5,401,140
Protective Services	3,968,889	4,522,623	5,085,832	4,274,414	5,257,611	5,405,612	6,451,912	7,616,003	8,000,882
Solid Waste Management	1,591,868	1,863,581	2,143,083	2,202,099	2,605,704	2,642,731	2,684,374	2,730,888	2,783,003
Housing/Health	0	0	0	0	0	0	0	0	0
Development Services	763,927	687,202	2,351,403	1,081,678	2,216,306	1,122,090	950,880	901,565	935,226
Transportation	2,249,232	2,289,950	2,210,484	2,066,364	2,648,749	2,427,586	2,560,368	2,659,490	2,811,495
Parks, Rec, Culture	4,779,784	5,079,743	6,067,799	5,206,260	6,732,806	6,801,109	6,947,182	7,096,598	7,373,005
Water Services	2,273,792	2,936,716	3,473,379	2,719,178	3,460,431	3,658,859	3,564,372	3,593,120	3,659,981
Sewer Services	2,426,131	2,657,559	3,559,437	2,923,304	3,794,107	3,805,469	3,990,979	4,086,368	4,201,569
Total Operating Expenses	21,283,666	23,606,320	28,333,717	24,148,409	30,525,008	30,411,106	31,900,746	33,578,080	35,166,301
Net Operating Revenue(Deficit)	8,070,157	15,097,700	4,239,204	10,605,490	3,329,676	5,416,822	2,061,130	731,847	2,379,058
Add									
Amortization	3,278,188	3,542,400	3,300,000	0	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Transfers from reserves	4,078,946	10,324,289	12,800,191	18,200	6,098,500	5,608,930	9,020,283	6,853,523	4,954,354
Proceeds of debt (loans/leases)	0	1,804,024	0	0	386,000	6,660,000	15,175,000	4,410,000	150,000
Proceeds on sale of TCA	0	0	0	8,984	0	0	0	0	0
Total Additions	7,357,134	15,670,713	16,100,191	27,184	9,784,500	15,568,930	27,495,283	14,563,523	8,404,354

Deduct									
Amortization expense	3,278,188	3,542,400	3,300,000	0	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Transfers to reserves	5,283,352	14,842,475	3,952,184	5,382,900	4,437,172	4,729,545	4,963,609	5,157,302	5,800,288
Principal repayment on debt	25,153	112,941	354,401	0	593,063	823,850	1,082,778	1,223,472	1,036,865
Interest payments on debt	7,493	35,291	87,650	86,596	100,460	389,840	1,112,417	1,295,244	1,279,332
Grants to Other Organizations	154,451	136,857	148,970	196,116	188,000	178,000	178,000	178,500	179,010
Capital, General Municipal	6,112,421	10,948,511	11,550,190	3,508,105	5,218,500	10,624,930	21,451,433	8,437,323	2,938,554
Capital, Water Fund	63,258	634,158	55,000	6,181	180,000	1,058,000	2,298,500	1,985,000	1,020,800
Capital, Sewer Fund	771	595,020	891,000	2,824,646	141,000	2,745,000	530,200	430,700	2,857,000
Total Deductions	14,925,088	30,847,653	20,339,395	12,004,544	14,158,195	23,849,165	34,916,937	22,007,541	18,411,849
Financial Plan Balance	502,203	-79,240	0	1,371,870	1,044,019	-2,863,413	-5,360,524	-6,712,171	-7,628,437

	2025	2026	2027	2028	2029
Estimated tax increase required *	8.96%	15.62%	21.43%	11.60%	7.86%

Note: The projected required tax increase include staff positions and major capital projects which have not been approved by Council. As such this should serve only as a general guide for understanding future needs.

What is the Operating Budget and the Capital Budget?

Comox budgets using a modified accrual basis and does not budget for amortization although amortization is calculated and included in the year-end financial statements. Comox’s total Fiscal 2025 budget is \$41,521,733. The [Community Charter \(2003\)](#) S.165(5) requires a balanced budget. The budget is divided into two major categories: Operating and Capital.

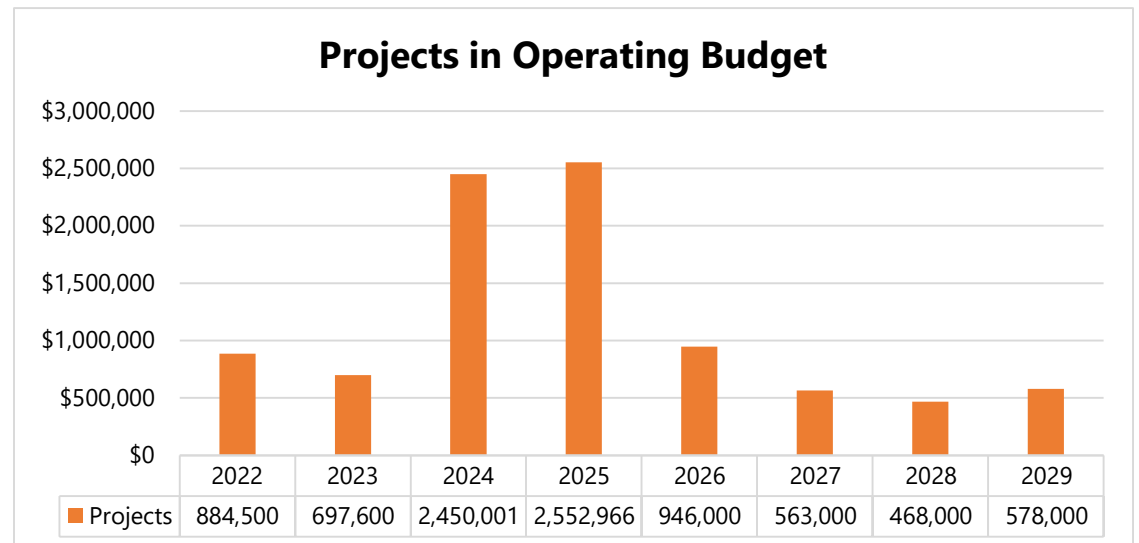
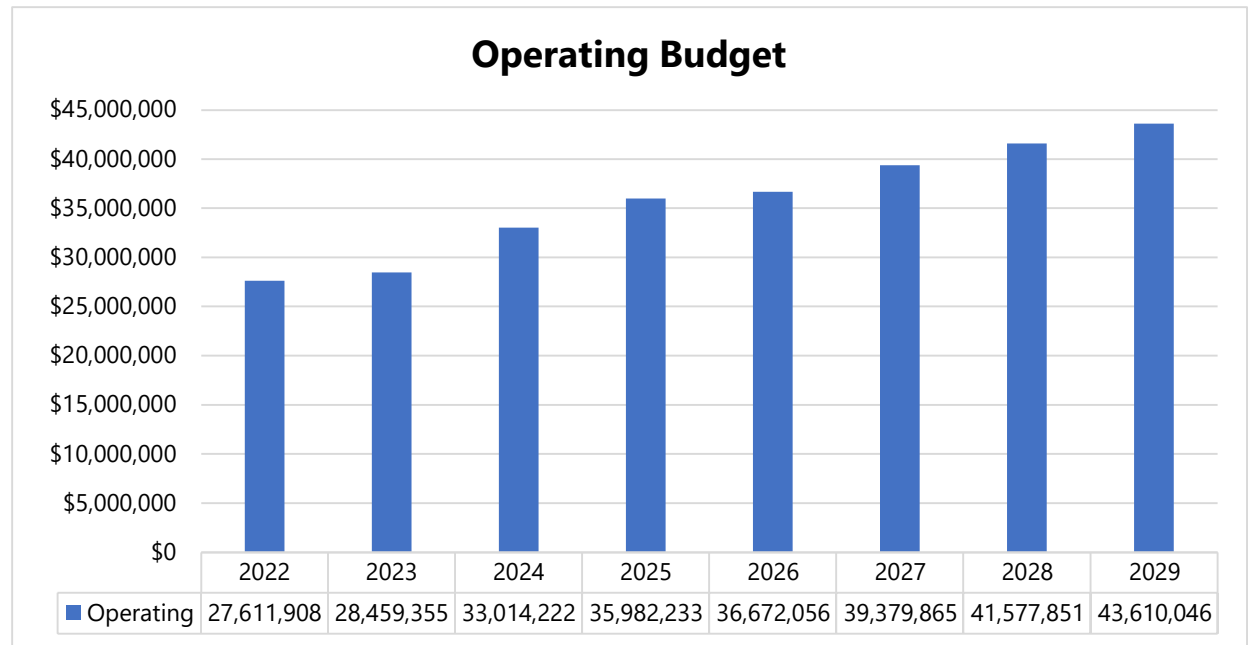
Operating Budget

The operating budget is a proposed plan of revenue and expenditures for a given year. The operating budget funds Comox’s day-to-day expenses, including salaries and benefits of Comox employees, rent and utilities, materials and supplies, and equipment needed to provide public safety, recreation, water, sewer, roads, and other services to Comox residents. The operating budget is \$35,982,233 (2025) which represents 87% of the total municipal budget. Within the operating budget is the Projects category which has been broken out separately.

History and Variance Analysis

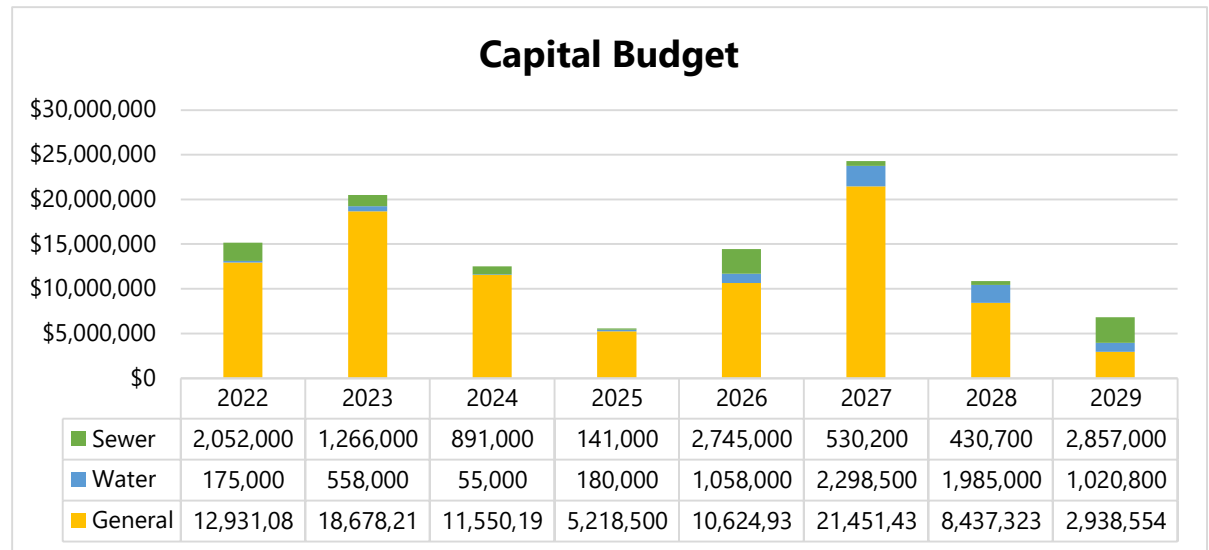
The operating budget, excluding the Projects category, has regular increases, often reflecting the increasing costs due to inflation or fee changes by providers. Some providers have increased their fees higher than inflation.

Most expenses are recurring while projects are often one-time only. The one-time projects are a small amount of the overall operating budget.



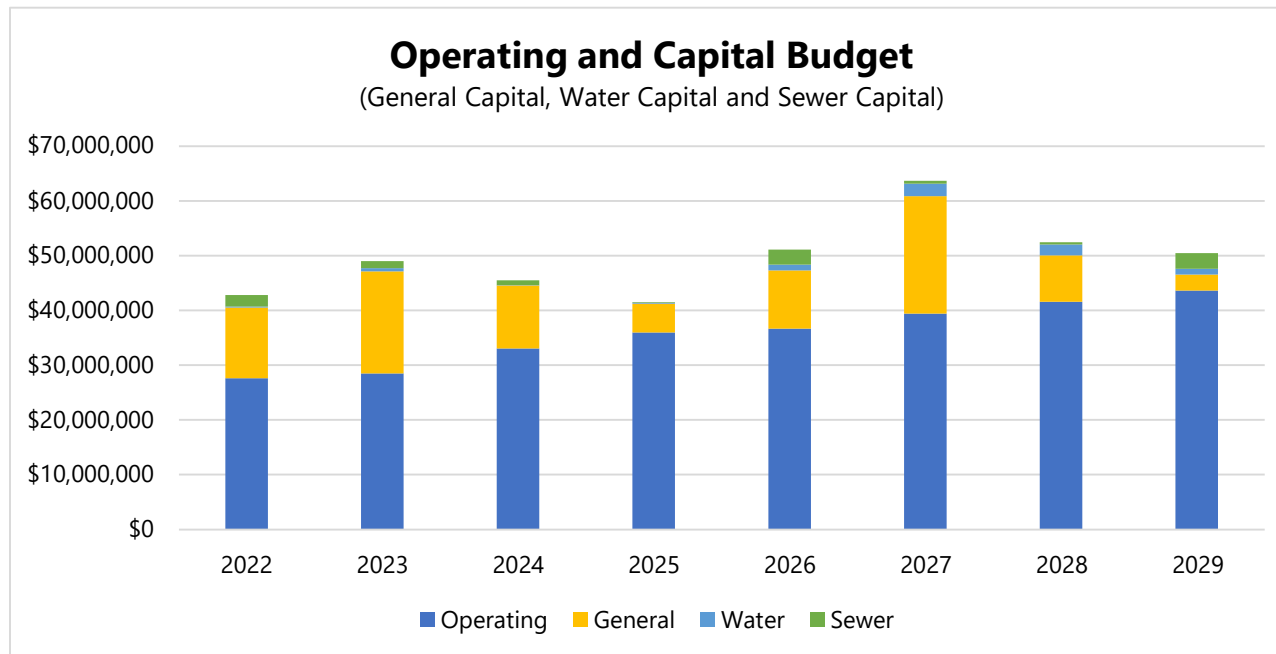
Capital Budget

Capital projects are individual physical assets that cost more than \$10,000 or pooled assets that collectively cost more than \$10,000 and are recorded as Tangible Capital Assets. The capital budget is \$5,539,500 (2025) which represents 13% of the total Comox budget and is funded through a combination of taxation, user fees, borrowing, developer contributions and development charges, and other sources. Proposed capital projects that are contingent on grant funding are included as the municipality cannot apply for grants if the project in its entirety is not already included in the capital budget, even if the spending is anticipated to occur in a future budget year that has not yet been approved by Council. The municipality also includes anticipated developer contributions of new infrastructure in the capital budget.



History and Variance Analysis

The capital budget has deferred a number of large projects in 2024, 2025 and 2026 due to the CVRD’s Conveyance Project which involves construction work on a number of roads in Comox. Three large facility construction projects have been proposed over the next 5 years.



Administration including Council

The General Administration Department is responsible for the implementation and management of new and existing government policies and programs under the direction of the elected Comox Council.

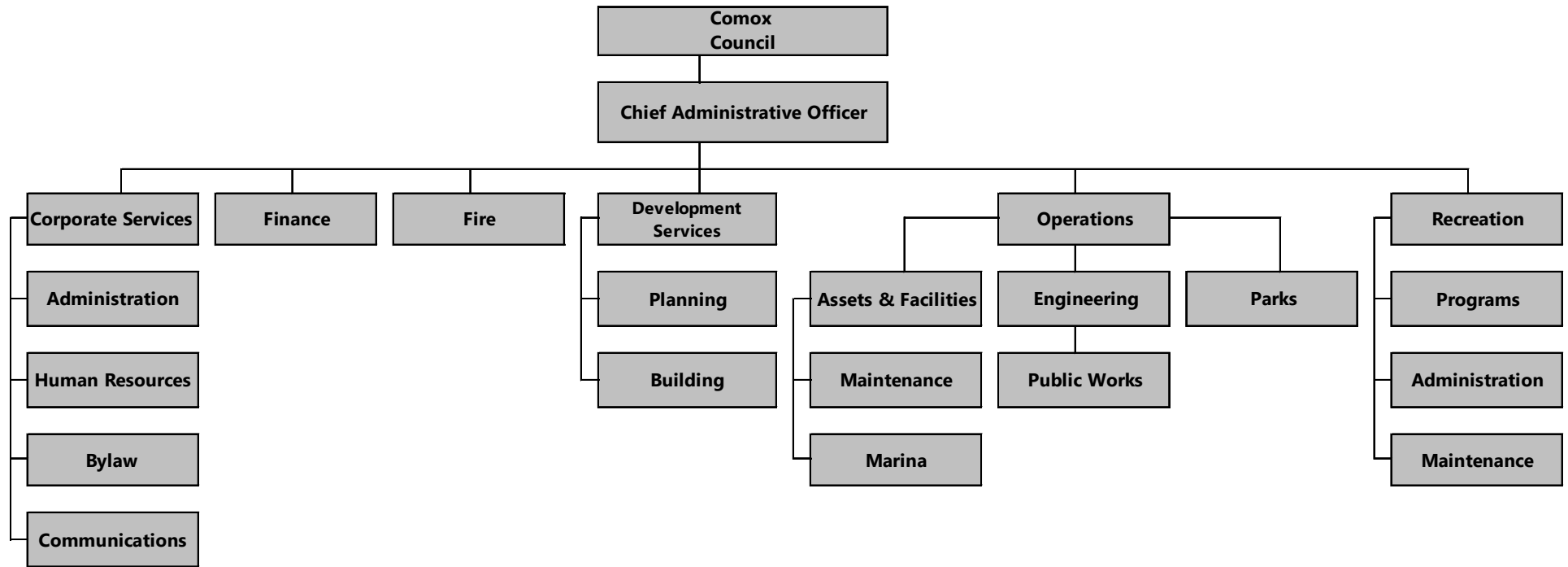
This broadly defined department includes many individual departments in the budget framework including; Council, the CAO's office, Legislative Services Department, Human Resources, and economic development.

Human Resources supports the achievement of the Town's goals by providing strategic solutions. HR ensures the Town is able to attract the best talent at an effective cost. HR also oversees Health and Safety, Accessibility, and manages employment related risk management and compliance. HR regularly completes the recruitment of upwards of 50 hires each year.

Council, CAO's Office and Corporate Services Department

These departments provide governance and support for the governance of the municipality. This includes overseeing the management of the municipality's records and coordinating meetings of Council and administering the municipality's elections. The Corporate Services Department also manages Freedom of Information requests, municipal bylaw enforcement, and communications, among others.

Organizational Chart



2025-2029 Administration Projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
	Election	Municipal election costs every 4 years includes rental of voting tabulators	RFFE - General		40,000			
Total				0	40,000	0	0	0

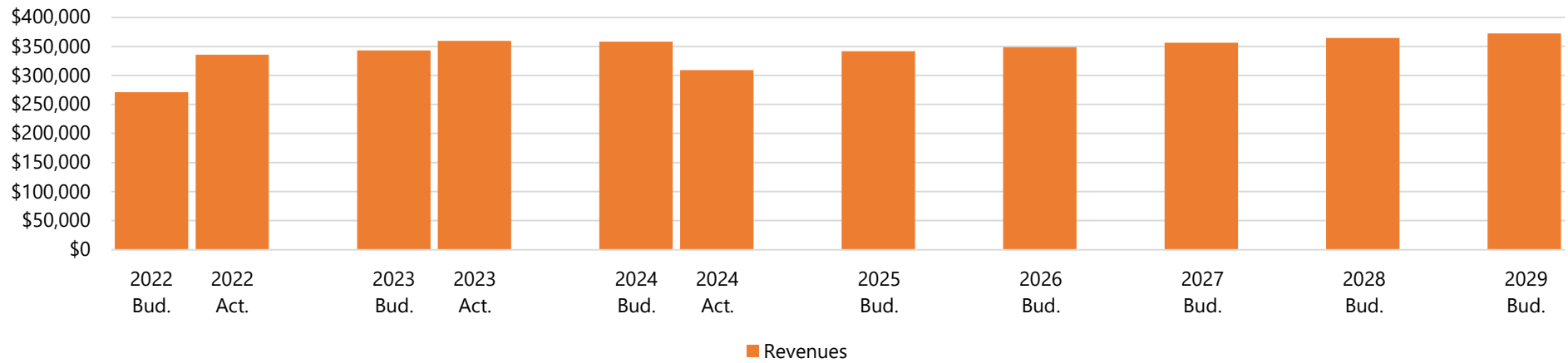
CAPITAL PROJECTS

None.

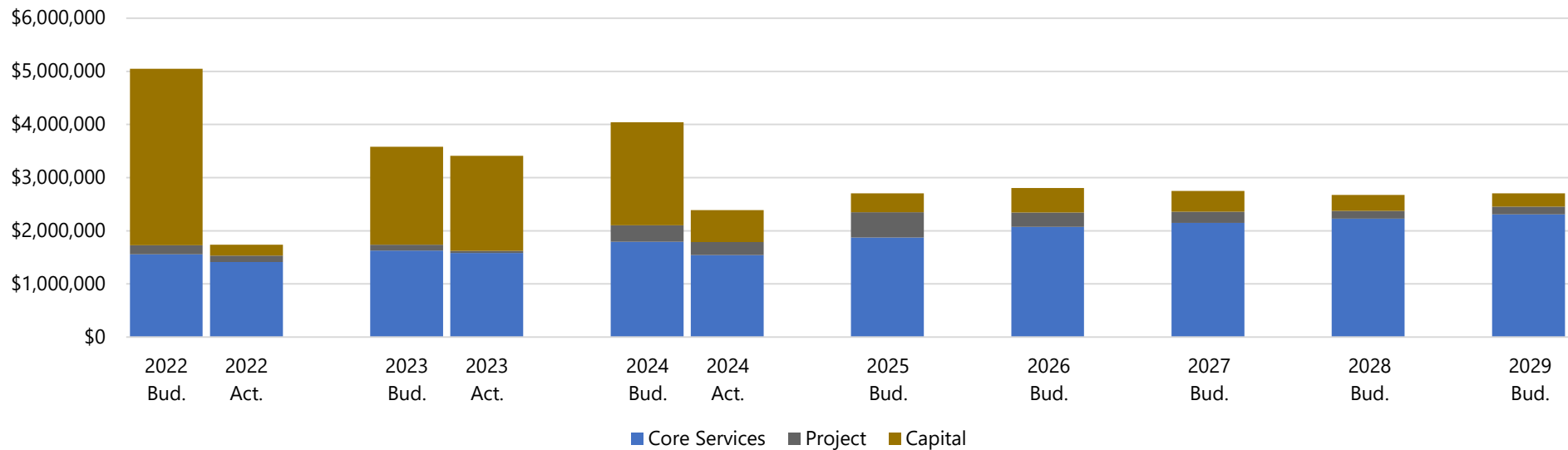
2025-2029 Administration Budget Analysis

ADMINISTRATION SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
TOTAL REVENUE	270,892	335,800	343,088	359,471	358,062	309,096	341,491	348,621	356,198	364,237	372,425
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	1,615,657	1,625,330	1,733,411	1,720,345	1,896,514	1,782,828	1,958,303	2,384,518	2,482,259	2,551,077	3,041,143
<u>Special Projects</u>											
3.Project	103,500	32,182	133,000	32,386	20,000	3,623	0	40,000	0	0	0
Total Oper. Exp.	1,719,157	1,657,512	1,866,411	1,752,732	1,916,514	1,786,452	1,958,303	2,424,518	2,482,259	2,551,077	3,041,143
Capital Expenses											
4.Capital	0	0	0	0	0	59,089	0	0	0	0	0
Total Capital	0	0	0	0	0	59,089	0	0	0	0	0
TOTAL EXP.	1,719,157	1,657,512	1,866,411	1,752,732	1,916,514	1,845,541	1,958,303	2,424,518	2,482,259	2,551,077	3,041,143
NET	-1,448,265	-1,321,713	-1,523,323	-1,393,260	-1,558,452	-1,536,445	-1,616,812	-2,075,897	-2,126,061	-2,186,840	-2,668,718

Administrations Revenue by Section



Parks Expenses by Section



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Finance including IT and Policing

The Finance Department is responsible for the financial integrity of the Town, and as such, is viewed as the financial steward of the municipality. The Finance Department delivers high quality financial services through four sections:

- Accounting
- Taxation
- Financial Planning and Budgeting
- Information Technology

Finance staff provide tax billing and collection services, accounting and payroll services, budgeting and financial planning and provides leadership and oversees the Town’s IT contractor in a prompt, courteous and cost effective manner.

In carrying out this responsibility, the Finance Division:

- Provides financial reporting and internal controls
- Upholds the fiduciary responsibility to manage the assets of the District
- Provides guidance for the overall financial stability of the District

Financial flow through the Finance Department

The Comox budgeting methodology is designed to flow Departmental funding including taxation, borrowing and grants through the Finance Department budget. Also included within the Finance Department budget is the IT budget and the Policing budget. As such, these revenues and expenses that may be attributable to other Departments will show here. Using the construction of the Town Hall as an example, the capital expense for the construction of a building will appear in Facilities Department while the matching revenue from the loan will appear in Finance Department.



2025-2029 Finance projects

OPERATING PROJECTS

None

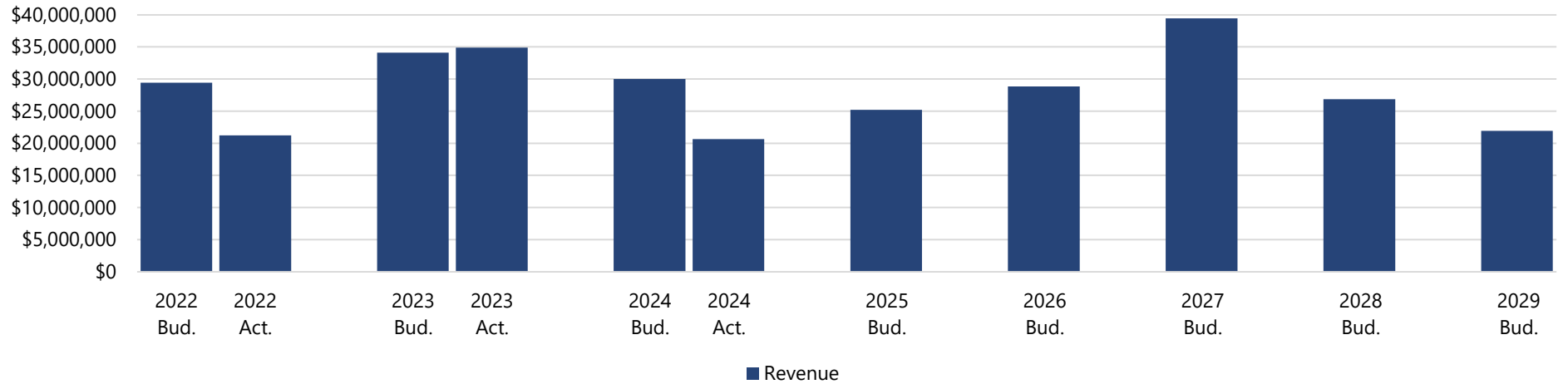
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
535008	Replace Budgeting Software	Replace Municipal 360 (2017) to something more robust, flexible and compatible with updated enterprise resource planning software (ERP)	Gen Cap Works Res	80,000	0	0	0	0
535006	Implement Asset Management Software	Reconstitute and update asset management information to become compliant with updated accounting standards and compatible with updated enterprise resource planning software (ERP)	CWF Grant	100,000	0	0	0	0
	Modernize Accounting Software	Replace Mais (2009) to something more robust, flexible and compatible with updated enterprise resource planning software (ERP)	Gen Cap Works Res	0	0	95,000	0	0
Total				180,000	0	95,000	0	0

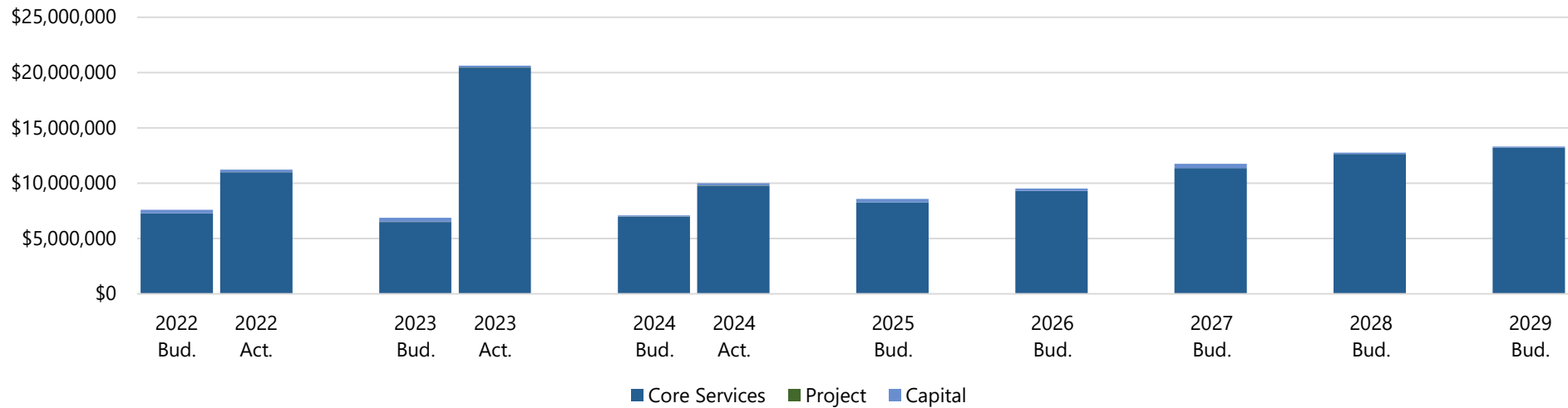
2025-2029 Finance Budget Analysis

FINANCE SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
TOTAL REVENUE	29,432,588	21,223,950	34,105,739	34,876,175	29,988,802	20,644,924	25,204,309	28,838,088	39,462,650	26,861,240	21,931,003
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	7,264,521	10,983,017	6,474,694	20,448,512	6,954,589	9,735,935	8,266,168	9,299,505	11,367,246	12,643,362	13,205,522
<u>Special Projects</u>											
3.Project	0	190	40,000	31,000	34,000	45,747	0	0	0	0	0
Total Oper. Exp.	7,264,521	10,983,207	6,514,694	20,479,512	6,988,589	9,781,683	8,266,168	9,299,505	11,367,246	12,643,362	13,205,522
Capital Expenses											
4.Capital	324,421	225,506	346,300	131,591	87,600	219,714	295,000	214,500	370,000	121,473	98,674
Total Capital	324,421	225,506	346,300	131,591	87,600	219,714	295,000	214,500	370,000	121,473	98,674
TOTAL EXP.	7,588,942	11,208,713	6,860,994	20,611,103	7,076,189	10,001,397	8,561,168	9,514,005	11,737,246	12,764,835	13,304,196
NET	21,843,646	10,015,236	27,244,745	14,265,072	22,912,613	10,643,528	16,643,141	19,324,083	27,725,404	14,096,405	8,626,807

Finance Revenue by Section



Finance Expenses by Section



Information Technology

The IT Department provides services to other Town departments including enterprise-wide municipal applications support, technology infrastructure and integration, IT security among other support.

The Town develops strategic direction and IT planning and outsources the operational management of its IT needs in order to receive a higher level of service, functionality and implementation at an economical cost.

space, where the public relies on the continuity of a diverse array of vital services.

The Town of Comox has developed an Implementation Roadmap of several IT projects to establish or bolster BCDR capabilities for certain key systems.

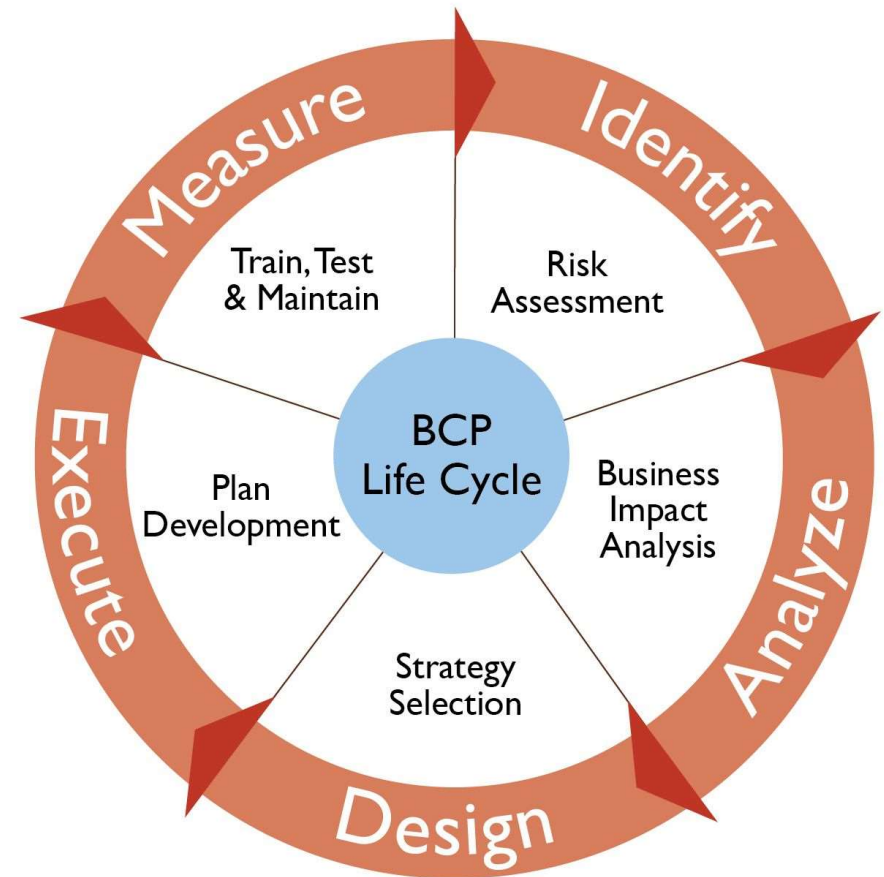
The Implementation Roadmap, approved by Council in Fall 2023, distills this diverse set of recommendations into a set of coherent strategies that integrate with the overarching strategic decisions the Town will be facing as to its general IT infrastructure. The Town has completed the first year of this multi-year project that will continue through 2025 and into 2026.

The bulk of the projects and initiatives are budgeted within the operating budget and include new ongoing applications and services to be included in current and ongoing budgeting.



Business Continuity and Disaster Recovery (BCDR)

Business Continuity and Disaster Recovery (BCDR) are fundamental factors in the development of a comprehensive IT strategy for virtually any modern institution. These considerations are especially important in the government



2025-2029 IT projects

OPERATING PROJECTS

None

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
530001	Laptop Conversion and Future Replacements	Conversion from older desktops that cannot upgrade from expiring Windows 10. Improved flexibility and power to run current programs – 5-year lifespan	RFFE - General	115,000				85,977
530001	Replace Switches	Regular replacement of switches and access points - 7 to 10-year lifespan	RFFE - General				21,473	12,697
530001	Replace Copier	Finance office	RFFE - General		14,000			
530001	Replace Server	Primary on-premises server	RFFE - General			75,000		
530001	Replace Backup Firewall	Regular replacement	RFFE - General		10,000			
	Emergency Operations Simulations	BCDR 04 simulations - review cloud migration in 2025 for potential project removal	RFFE - General		64,000			
	Full Data Centre Replication	BCDR 05 - review cloud migration in 2025 for potential project removal	RFFE - General		50,000	150,000	100,000	
	Cloud Migration Contingency	BCDR 04 simulations - review cloud migration in 2025 for potential project removal	RFFE - General		40,000	50,000		
530001	Council Devices	Issue IT devices for new Council	RFFE - General		8,500			
530001	Replace Copier	Town Hall upstairs main copier	RFFE - General		12,000			
530001	Replace Copier	Public Works main copier	RFFE - General		8,000			
530001	Replace Copier	Recreation main copier	RFFE - General		8,000			
Total				115,000	214,500	275,000	121,473	98,674

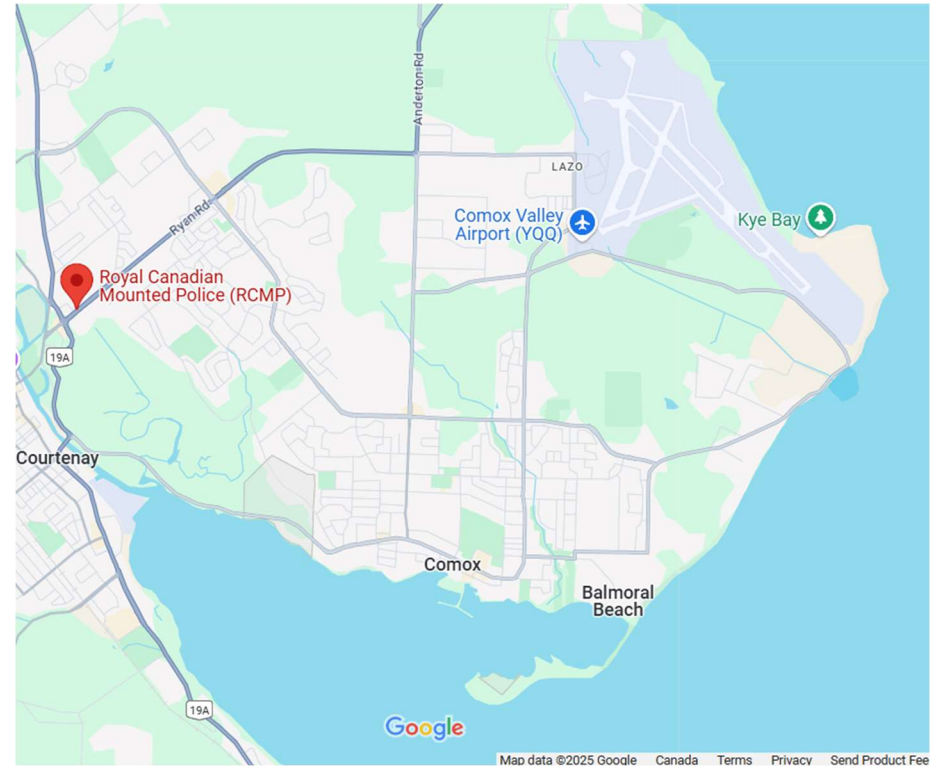
RCMP Policing



The Comox Valley detachment of the RCMP serves: Courtenay, Comox, Cumberland, Comox Valley Regional District, K'omoks First Nation, Denman Island and Hornby Island.

The services available include:

- Criminal records check
- Fingerprints
- General information
- Non-emergency complaints
- Online crime reporting
- Outside detachment emergency phone
- Police certificate
- Report a crime
- Victim services
- Vulnerable sector check



2025-2029 Policing projects

The RCMP has conducted the Modernization Strategy for Police and Public Safety Intervention Equipment. This will impact the policing levy to Comox. Some equipment decisions are yet to be determined and the financial impact will be known in future levy requests. These costs are not separately broken out in the budget presented to the Town and their costs are spread out amongst the participating communities in the funding level that Comox takes part in.

Transfer of Administration Staff

The RCMP are gradually shifting the costs of the administration staff from their budget to the municipal budget. This typically occurs when a staff member departs the RCMP and a new person is hired.

Cadet Recruitment Allowance (CRA)

In order to address recruitment challenges, remain competitive, and attract high caliber applicants, the RCMP is considering increasing the CRA as of September 1, 2024 from \$525 per week to \$1,215 per week and benchmark the CRA to 90% of a Step 1 Constable's weekly rate of pay to prevent erosion in the future.

Regular Member Pay Raises

A non-contractual estimate of 3.5% has been put forward.

Modernization of Intervention Equipment

Equipment replacements are scheduled over multiple years in the 2025-2029 budget with the costs often included as part of the Per Capita calculation.

Portable Ballistic Shields

Research has identified a need for the PBS in a general duty capacity. Costs are expected to be upwards of \$10,000 per item, multiplied by a recommended two PBS per the number of detachments. The anticipated costs for PBS is \$5,914.00 in 2025/26 and \$7,392.00 in 2026/27.

Breaching Equipment (Breaching Tools)

General Duty officers do not currently have access to a standardized breaching tool to gain entrance to a locked or barricaded door during an

active threat or unfolding event. A standard breaching tool for every frontline patrol vehicle in the country will provide the first officer(s) arriving on scene (active threat, domestic violence, person in crisis, Feeney warrant, etc.) with a breaching capability if urgently required. The anticipated costs for Breaching Tools is \$461.00 in 2025/26 and \$599.00 in 2026/27.

Hard Body Armour (HBA)

HBA is currently assigned per operational police vehicle which does not provide immediate access to all officers and does not optimally fit everyone. Total cost for Town of Comox is estimated to be \$11,671. Extended Range Impact Weapons 40mm (ERIW) Front line officers currently do not have a less lethal intervention option that allows them to maintain an increased distance from the subject. The anticipated costs for ERIW is \$2,913.00 in 2025/26 and \$3,640.00 in 2026/27.

Pistol Modernization

The RCMP has concluded that the in-service 9mm Smith and Wesson (S&W) 5946 and 3953 general duty pistols must be replaced. The anticipated costs for Pistol Modernisation is one per member in fiscal year 2025/26. Total cost for Town of Comox is estimated to be \$32,318.

TASER 7 Conducted Energy Weapon (CEW)

As part of the Modernization Strategy for Police and Public Safety Intervention Equipment, there is an opportunity to modernize the current CEW X26P model to a newer and upgraded version. The anticipated costs for CEW is one per front line member for fiscal years 2025/26 to 2029/30. Total cost for each fiscal year for Town of Comox is estimated as follows:

Fiscal Year	2025/26	2026/27	2027/28	2028/29	2029/30
Estimated Cost	\$9,682	\$12,270	\$14,861	\$17,450	\$17,454

General Duty (GD) Hand Held Thermal Device

Currently in the research and development stage the RCMP is examining various options and associated costs which currently range from \$2,500 to \$5,000 per device with a recommended minimum of two devices per detachment.

Chemical, Biological, Radiological and Nuclear (CBRN) Tactical Gas Mask Carry Bag

There is a requirement to replace the current CBRN tactical gas mask carry bag with an improved custom design that incorporates the needs of all RCMP CBRN First Responders (FR) and to be more inclusive with considerations for tactical, anthropometric, and operational needs. The anticipated costs for CBRN is 5% of contract strength for fiscal years 2025/26 through to 2029/30 multiplied by the per unit cost.

Fiscal Year	2025/26	2026/27	2027/28	2028/29	2029/30
Estimated Cost	\$71	\$90	\$109	\$128	\$128

Blue Force Tracking (BFT) formerly Android Team Awareness Kit (ATAK)

The RCMP commenced a COP (Common Operating Picture) project to explore options to address among other things, an incident response and management system capable of providing all users with a secure shared picture of unfolding incidents. An element of COP being tested by the RCMP is called ATAK which is an important part of this system, contributing to all four recommendations. The anticipated costs for BFT for fiscal years 2025/26 to 2029/30 is contract strength multiplied by the per member cost.

Digital Collaboration and Information Management (DCIM)

The RCMP does not have an enterprise solution for the management of electronic administrative and employee information. This has an impact on both operational effectiveness and ability to meet GC directives and legislated requirements. The next steps for DCIM will be to refine cost estimates, determine the source of funds, develop the project charter and move the initiative through RCMP governance bodies for Project and Expenditure Authority approvals.

RCMP Network Modernization

Many RCMP Divisions are requiring increases to their network capacity to enable modern applications across their sites ensuring continued availability and access to RCMP's operational systems and supporting ongoing police operations and administrative services.

Next Gen 9-1-1

As mandated by the Canadian Radio-Telecommunications Commission (CRTC), all Enhanced 9-1-1 (E9-1-1) infrastructure throughout Canada must be updated to support the additional features supported by Next-Generation 9-1-1 (NG9-1-1) technologies, which will require new or upgraded equipment in RCMP primary and secondary Public Safety Answer Points (PSAP) and Operational Communications Centres (OCC). NG9-1-1 phase II costs have been included for those municipalities with OCCs from 2025/26 to 2029/30 adjusted by ECOMM for the Provincial grant which covers up to 2026. On going costs are effective from January 2027.

Police Vehicles - General Duty

Police vehicles are subject to an evergreen cycle requiring regular replacement. Replacement criteria is 160,000 km or 10-years in service.

Fiscal Year	2025/26	2026/27	2027/28	2028/29	2029/30
Average Cost	\$72,000	\$75,000	\$78,000	\$81,000	\$87,000

In addition, average cost of vehicle fit-up is \$14,000 per vehicle increasing with inflation each year.

Body Worn Cameras (BWC)

In the Government of Canada's Fall Economic Statement (November 30, 2020) funding was provided to implement a National BWC and DEMS program for frontline RCMP officers to improve transparency and accountability and respond to concerns about policing from racialized and Indigenous communities. The anticipated costs for BWC is one per front line member for fiscal years 2025/26 to 2029/30. Total cost for each fiscal year for Town of Comox is estimated as follows:

Fiscal Year	2025/26	2026/27	2027/28	2028/29	2029/30
Estimated Cost	\$16,638	\$22,743	\$27,233	\$31,760	\$31,696

Cybercrime

The National Integrated Operations Council (NIOC) Sub-Committee on cyber is exploring methods that Contract Partners may use in order to increase RCMP capacity to investigate cybercrime. More information about the cost of this initiative will be provided to Contract Partners via CMC once this project is developed further.

Corporate & Human Resources Enterprise Resource Planning (ERP) Modernization (2022-26)

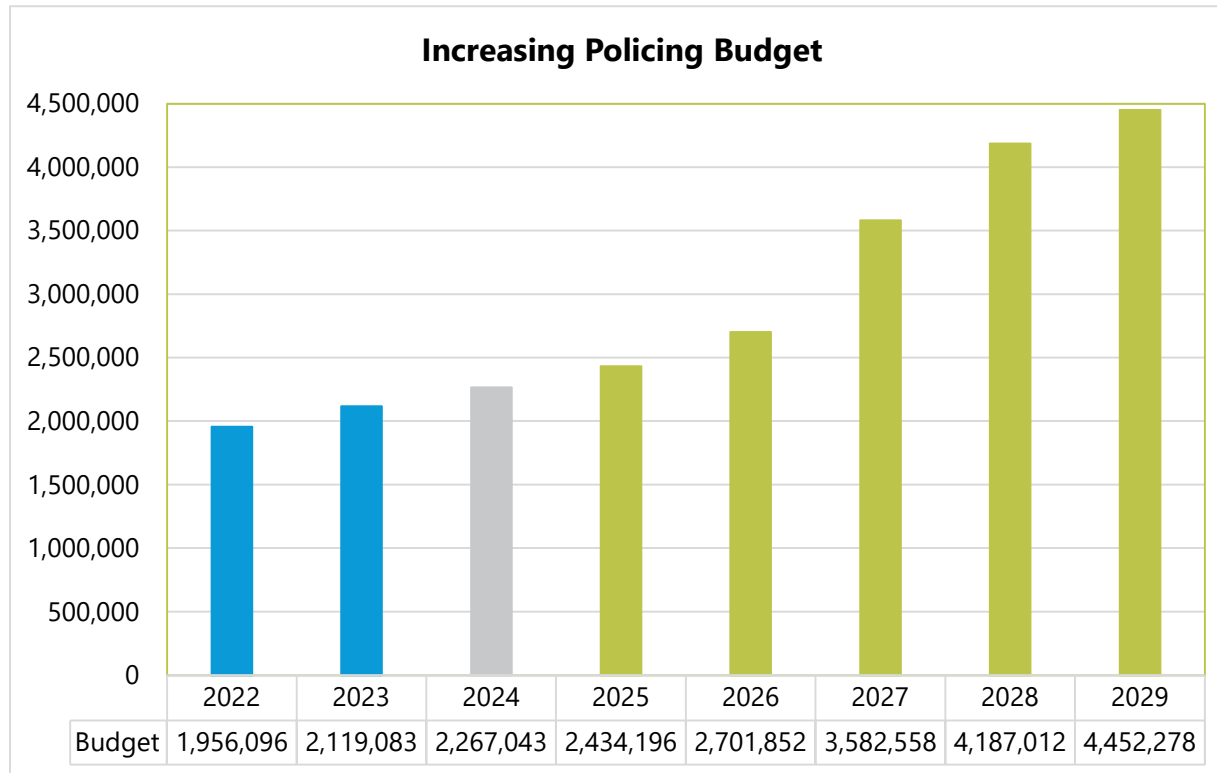
Providing effective and efficient police services requires a robust Enterprise Resource Planning (ERP) system to sustain Corporate and Human Resource management functions such as Finance, Property Management, Procurement via CMC once this project is developed further.

Services, Training, Staffing, Recruitment, etc. In order for Corporate and HR support functions to remain relevant and effective today and into the future, the RCMP plans to make significant investments over a multi-year period

Crypto Currency

Cryptocurrency, as a criminal enabler, is a serious threat to Canadian infrastructure and the economy, and its use is prevalent in operational investigations across the RCMP. RCMP is exploring methods that Contract Partners may use in order to increase RCMP capacity to investigate cryptocurrency-enabled crime. More information about the cost of this initiative will be provided to Contract Partners v

2025-2029 Policing Budget Analysis



Increasing Policing Budget

The policing budget follows an April to March fiscal year. Several factors are affecting the major projected increases in policing.

- 1) The local detachment has proposed a new uniformed member for 2026, 2027 and 2028.
 - a. On October 17, 2024, Council advised the RCMP that the Town of Comox will fund 1.3 officers until the end of 2027, with further review at a future date.
 - b. The budget will reflect the proposed staffing increase until the RCMP provides a revised budget.

- 2) Shift from paying 70% of costs to paying 90% of costs
 - a. Communities under 15,000 persons only pay 70% of RCMP’s policing costs. Communities over 15,000 persons pay 90%.
 - b. Comox expected to exceed 15,000 in 2026 census with the increase estimated to impact starting in 2027.

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Uniformed Police Officers FTE	11.3	11.3	11.3	11.3	11.3	11.3	12.3	13.3	14.3	14.3
% of Uniformed Police cost paid by Comox	70%	70%	70%	70%	70%	70%	70%	90%	90%	90%
Comox Tax Levy Increase required (est.)						1.8%	2.2%	6.9%	4.5%	1.9%

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Comox Fire Rescue

Our fire department (Comox Fire Rescue) is uniquely owned and operated by the Town of Comox (roughly 2/3rds) and the Comox Fire Protection District (most of area B of Comox Valley Regional District). This unique arrangement allows for both partners to receive above average service at below average costs.

Comox Fire Rescue is also contracted to provide services to K'ómoks First Nations and Bates/Huband service area. We have mutual aid agreements with all other Comox Valley Fire departments including 19 Wing Fire Department at CFB Comox.

With a staff of eight full-time and fifty paid on call, highly trained employees the fire department delivers a full range of emergency services to approximately 23,000 citizens.

Over the past few years, we have placed a strong emphasis on wildfire prevention and response.

Our fire station is older (47 years) and in need of a major upgrade. Our equipment is modern and in excellent shape.

Comox Fire Rescue is well positioned to continue to provide excellent services to our growing community.



External Fire Protection Services

The Town of Comox provides fire services to three areas outside of the Town. These external fire protection areas are formalized through agreements.

Bates/Huband Road Fire Protection Local Service Area

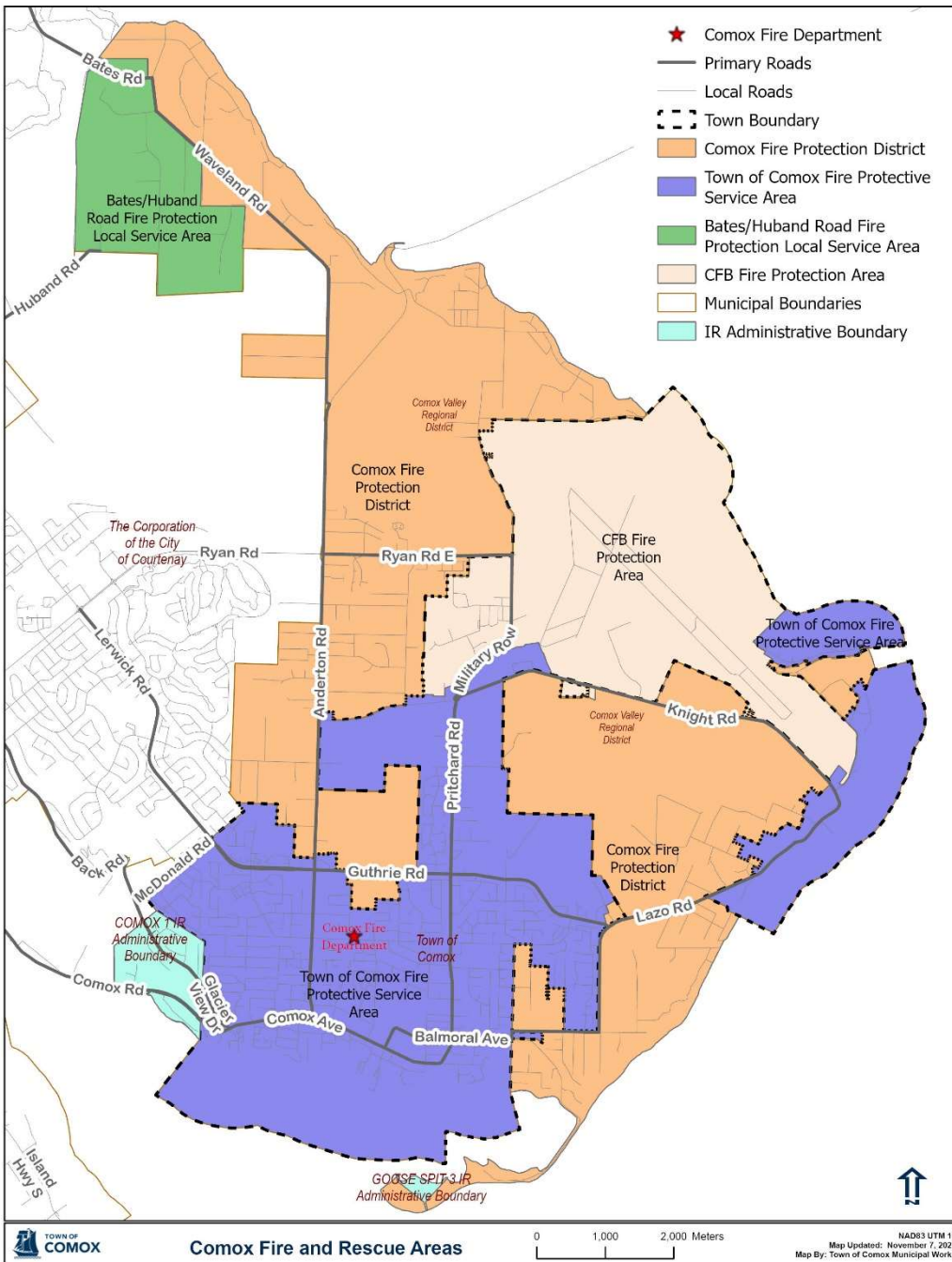
The Bates/Huband Road Fire Protection Local Service Area was established on October 27, 1997, with the CVRD. The most recent renewal was effective January 1, 2024, with an expiry date of December 31, 2026. The annual cost to the CVRD is calculated by apportioning the net operating costs less extraordinary fire suppression and scene security costs based on the net taxable value of land and improvements for general taxation purposes.

K'ómoks First Nation

The K'ómoks First Nation's most recent renewal was effective January 1, 2020, with an expiry date of December 31, 2025. The annual cost to the KFN is calculated by a fee for service model based on the number of buildings protected, calculated annually, with additional buildings prorated during their year of addition,

Comox Fire Protection Improvement District

The Comox Fire Protection Improvement District's most recent renewal was effective January 1, 2017, with an expiry date of December 31, 2021. The annual operating costs are apportioned based on the ratio each party bears to the total assessment for hospital taxation purposes. The annual capital expenditures are apportioned based on two-thirds by the Town of Comox and one-third by the Comox Fire Protection Improvement District. It is noted that the agreement stipulates that the Comox Fire Protection Improvement District retains an ownership of one-third of the equity in all Comox Fire Rescue assets and that upon cessation of the partnership that this share must be repaid.



2025-2029 Comox Fire Rescue projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190099	Fire Hall Expansion	Consultation and preliminary concepts.	Loan	150,000	0	0	0	0
190017	Community safety project	Distribution of community safety items such as; smoke alarms, sprinkler kits, etc.	RFFE General	0	10,000	0	10,000	0
Total				100,000	10,000	0	10,000	0

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
310034	Fire Station	Fire Hall Expansion-drawings, construction	Loan	100,000	6,000,000	0	0	0
512039	Replace Vehicle	Staff pickup/tow vehicle (2015)	Fire Dept Cap Res	0	0	86,400	0	0
			CFPID Cap Res	0	0	33,600	0	0
512039	Replace Vehicle	Fire Prevention #30 with an EV	Fire Dept Cap Res	0	0	0	64,800	0
			CFPID Cap Res	0	0	0	25,200	0
512039	Replace Vehicle	Duty Officer Vehicle #37 (2015)	Fire Dept Cap Res	0	0	0	0	93,600
			CFPID Cap Res	0	0	0	0	36,400
571001	Fire Equipment	Various Fire Equipment	Fire Dept Cap Res	18,000	14,400	21,600	25,200	0
			CFPID Cap Res	7,000	5,600	8,400	9,800	0
Total				125,000	6,020,000	150,000	125,000	130,000

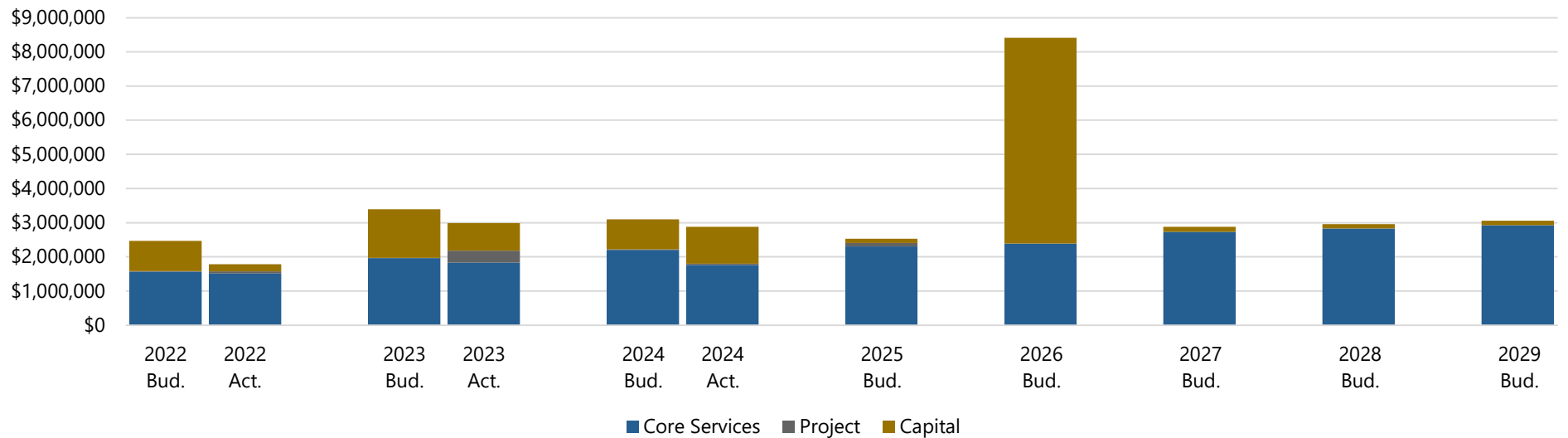
2025-2029 Comox Fire Rescue Budget Analysis

FIRE SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD Actual	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.Revenue	671,376	453,696	855,988	1,456,772	883,146	888,664	768,200	957,433	1,097,830	1,124,057	1,155,786
TOTAL REVENUE	671,376	453,696	855,988	1,456,772	883,146	888,664	768,200	957,433	1,097,830	1,124,057	1,155,786
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	1,565,380	1,513,229	1,961,536	1,828,769	2,203,296	1,763,806	2,303,890	2,383,764	2,730,190	2,823,534	2,925,238
<u>Special Projects</u>											
3.Project	20,000	64,182	10,000	348,674	20,000	39,176	100,000	10,000	0	10,000	0
Total Oper. Exp.	1,585,380	1,577,411	1,971,536	2,177,444	2,223,296	1,802,982	2,403,890	2,393,764	2,730,190	2,833,534	2,925,238
Capital Expenses											
4.Capital	880,000	210,920	1,423,000	811,336	875,000	1,074,501	125,000	6,020,000	150,000	125,000	130,000
Total Capital	880,000	210,920	1,423,000	811,336	875,000	1,074,501	125,000	6,020,000	150,000	125,000	130,000
TOTAL EXP.	2,465,380	1,788,331	3,394,536	2,988,780	3,098,296	2,877,483	2,528,890	8,413,764	2,880,190	2,958,534	3,055,238
NET	-1,794,004	-1,334,635	-2,538,548	-1,532,007	-2,215,150	-1,988,819	-1,760,690	-7,456,331	-1,782,360	-1,834,477	-1,899,452

Fire Rescue Revenue by Section



Fire Rescue Expenses by Section



Emergency Management

The Town of Comox contracts out its emergency management to the Comox Valley Regional District.

The Comox Valley Emergency Management Service is a regional service administered by the Comox Valley Regional District (CVRD) in partnership with K'ómoks First Nation, Town of Comox, City of Courtenay, and Village of Cumberland to support and coordinate emergency management to the Comox Valley. This regional collaboration and coordinated approach is vital for advance planning, preparedness, mitigation, and addressing response and recovery for the Comox Valley and its respective communities.

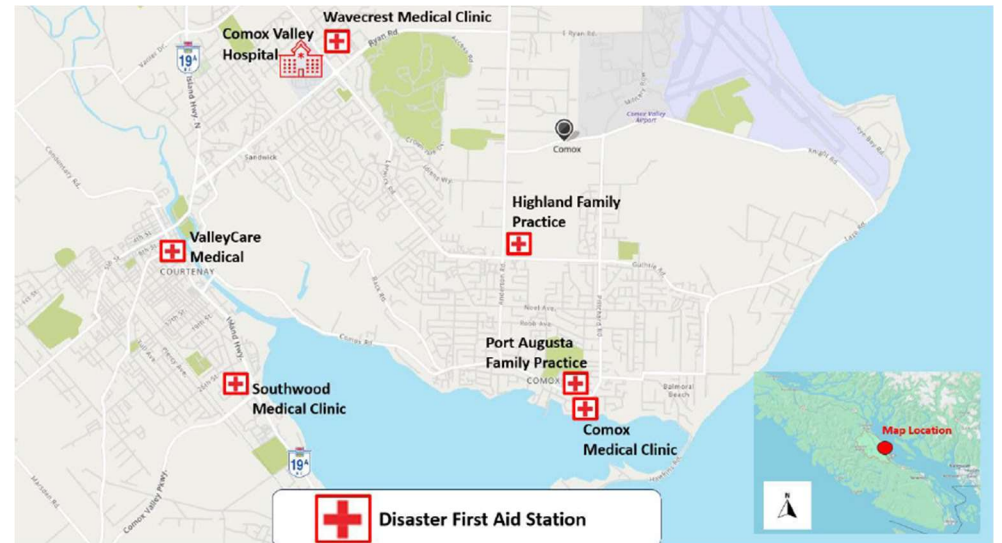
In addition to government planning for emergencies, it's also essential that we plan – as individuals – for our own safety and disaster recovery. Comox Valley Emergency Management regional delivery offers personal, family, business and Neighbourhood Emergency Preparedness Program (NEPP) workshops. NEPP focuses on educating a neighbourhood/community to care for themselves under the concept of 'In it Together' and can be arranged throughout the year. For more information and to arrange a community briefing, contact our office at 250-334-6000.

The CVRD provides the community with access to emergency [fire services](#) and oversees the administration for the [Comox Strathcona Regional Hospital District](#) and the [North Island 911 Corporation](#).

Disaster First Aid Stations (DFAS)

A Disaster First Aid Station (DFAS) is a medical clinic in the Comox Valley that has agreed to provide first aid and basic medical care to the public in the event of a major disaster.

When a disaster strikes, look for this sign:



Comox Valley DFAS Clinic Locations

Solid Waste



Comox Strathcona Waste Management

Solid waste includes garbage, recycling and organic waste collected via bins, along with hazardous waste and certain other materials that are accepted at the Comox Valley Waste Management Centre at 3699 Bevan road in Cumberland.

Residential properties pay for solid waste pick-up annually on their tax notice as a separate line item. Non-residential properties arrange their pick-up and payment through Emterra, the solid waste collection contractor. Solid waste pick up is done by Emterra's newly acquired fleet of electric vehicles.



The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuuchahnulth territories.

The Comox Strathcona Waste Management (CSWM) service is a function of the [Comox Valley Regional District](#) (CVRD). The CSWM service manages over 65,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the CVRD and the Strathcona Regional District (SRD).

We are responsible for two regional [waste management centres](#) that serve the Comox Valley and Campbell River, as well as a range of [transfer stations](#) that handle waste and recycling for the electoral areas of the Comox Valley Regional District and the Strathcona Regional District.

CSWM oversees a [multi-material recycling](#) program and has active re-use and re-purposing programs (diversion) in place at each of our landfills. At present, it is estimated that close to half of the solid waste generated in the districts we serve is diverted through these programs.

The CSWM service also provides a wide range of [educational programs](#) that encourage region-wide waste reduction efforts through "[The Power of R](#)" and organics composting.

Governance

The Comox Valley Regional District (CVRD) operates the Comox Strathcona Waste Management (CSWM) service under letters patent.

Comox Strathcona Waste Management is governed by a [Board of Directors](#) that includes elected officials from member municipalities and rural areas of the Comox Valley and Strathcona Regional Districts. The CSWM Board meets in the City of Campbell River or City of Courtenay on a regular basis and as required.

The CSWM service and programs are supported by the [Regional Solid Waste Management Plan](#) which is mandated by the British Columbia Ministry of Environment and Climate Change Strategy (MoE) *Environmental Management Act*.

The Board encourages you to participate in open discussions about regional solid waste. Requests to appear as a delegation before the Board must be made in writing to the Corporate Legislative Officer. You can find our [Request To Appear As a Delegation Form](#) here.

2025-2029 Solid Waste projects

Comox Strathcona Waste Management Financial Plan

Each year, the Comox Valley Regional District updates the financial plan for Comox Strathcona Waste Management Service. The plan includes the five-year operational budgets and ten-year capital requirements. The plan is reviewed and budgets are created based on the board's core service strategic priorities, approved work plans, and sound financial practices.

The proposed Financial Plan and Capital Expenditure Program is developed by staff and presented to the Board on January 30, 2025. Between February 3 and February 12, 2025, individual service budgets are presented to their respective boards, committees and commissions for review and feedback.

The Board is required to adopt a five-year Financial Plan annually by March 31, 2025, as per [Section 374 of the Local Government Act \(RSBC 2015 c.1\)](#).

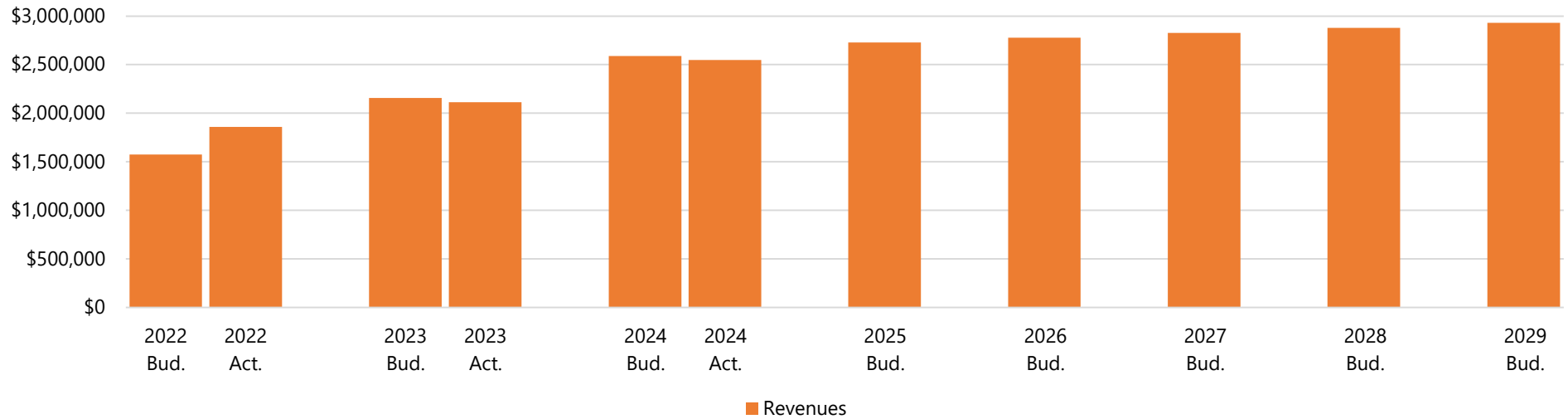
More information about their budget is available here:

<https://www.cswm.ca/about/financial-plan>

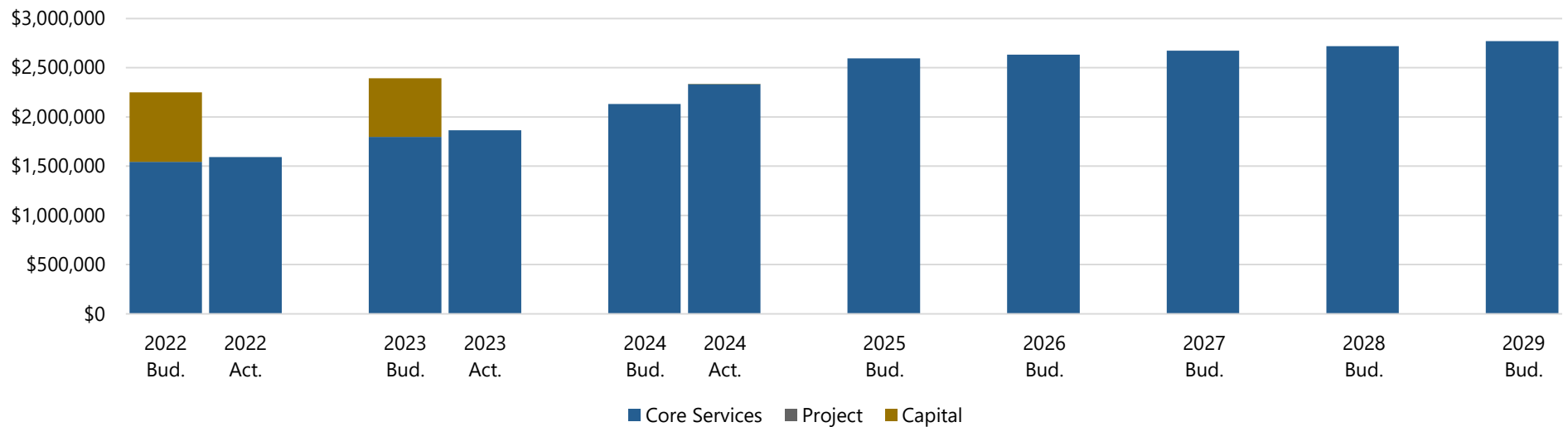
2025-2029 Solid Waste Budget Analysis

SOLID WASTE SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.Revenue	1,572,262	1,857,250	2,155,504	2,111,323	2,587,813	2,548,407	2,726,645	2,776,359	2,827,067	2,878,789	2,931,546
TOTAL REVENUE	1,572,262	1,857,250	2,155,504	2,111,323	2,587,813	2,548,407	2,726,645	2,776,359	2,827,067	2,878,789	2,931,546
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	1,544,390	1,591,868	1,796,425	1,863,581	2,132,303	2,334,355	2,594,684	2,631,481	2,672,894	2,719,178	2,771,051
<u>Special Projects</u>											
3.Project	0	0	0	0	0	0	0	0	0	0	0
Total Oper. Exp.	1,544,390	1,591,868	1,796,425	1,863,581	2,132,303	2,334,355	2,594,684	2,631,481	2,672,894	2,719,178	2,771,051
Capital Expenses											
4.Capital	704,954	0	595,376	0	0	102	0	0	0	0	0
Total Capital	704,954	0	595,376	0	0	102	0	0	0	0	0
TOTAL EXP.	2,249,344	1,591,868	2,391,801	1,863,581	2,132,303	2,334,457	2,594,684	2,631,481	2,672,894	2,719,178	2,771,051
NET	-677,082	265,382	-236,297	247,742	455,510	213,951	131,961	144,878	154,173	159,611	160,495

Solid Waste Revenue by Section



Solid Waste Expenses by Section



Development Services

Planning Department

The responsibility of the Planning department is to ensure that municipal goals are reflected in planning policy documents and ultimately in new development that occurs within the municipality. Planning has an important role in providing Council with professional and technical advice on current and future land uses, and a wide range of issues including housing, heritage, agriculture, and transportation..

The principle functions of the Planning Department are:

Community Planning

- To provide long range community planning through the Official Community Plan and other policy documents;
- To undertake focused planning studies on a variety of subjects;

Current Planning

- To manage rezoning, subdivision and development permit applications;

Collaboration

- To provide liaison to various municipal committees and community groups.



Building Department

The Building Department is responsible for overseeing the construction, alteration, repair or demolition of buildings by ensuring the construction is in compliance with the BC Building Code with respect to the health, safety, fire and structural integrity of buildings and structures.

Our Building Officials confirm that the work carried out meets the requirements of the BC Building Code, Comox Building bylaws, Comox Zoning bylaws, the *Local Government Act* and all other relevant bylaws and regulations.

Inspections will be conducted by our Building Officials at various stages of construction and records are kept on file for future reference.

If you plan to make changes to your property or buildings, please contact the Building Department before you start. We will answer your questions to help avoid potential conflicts with our regulations.



2025-2029 Development Services projects

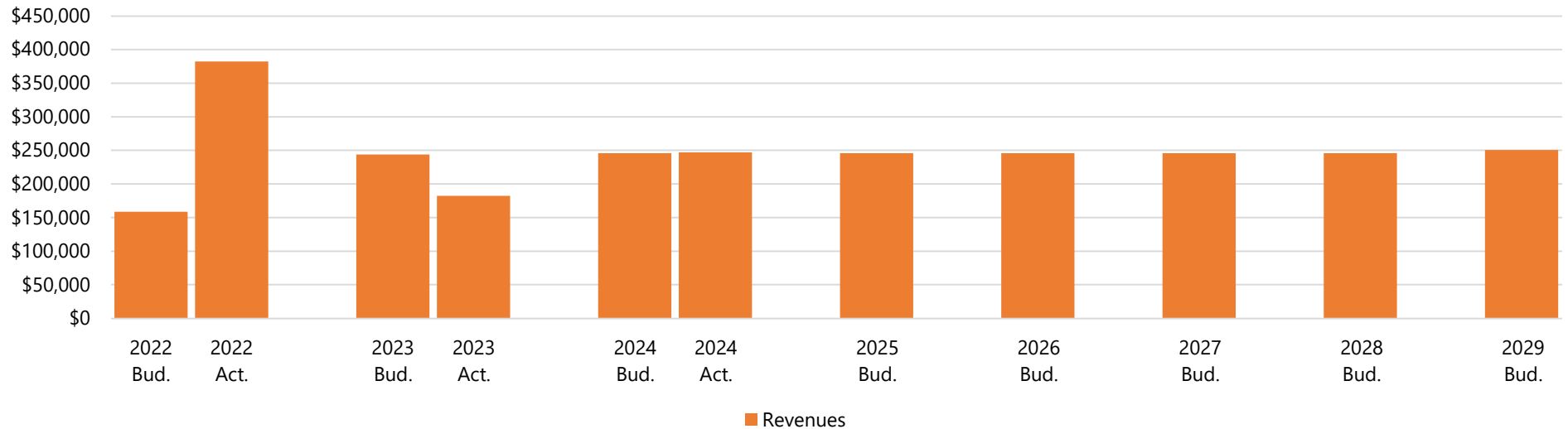
OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190003	Official Community Plan Update	Update to reflect 20-year housing needs.	LGHI Capacity Grant	4,716	0	0	0	0
			HAF Grant	150,000	0	0	0	0
190082	Complete Communities Assessment	Identify community needs and provide a wider range of employment opportunities, amenities and services within walking distance.	Complete Communities Grant	25,000	0	0	0	0
190100	Comprehensive Zoning Bylaw Review	Modernize bylaw and pre-zone lands to reflect 20-year housing needs.	HAF Grant	180,000	0	0	0	0
190101	Home Suite Home Program	Development and promotion of program	HAF Grant	40,000	20,000	0	0	0
190109	Home Suite Home Program	Incentive program reserve fund	HAF Grant	200,000	0	0	0	0
190102	Planning Procedure Bylaw Review	Implement new planning procedures to streamline planning applications.	HAF Grant	25,000	0	0	0	0
190111	SSMUH Guide	Small scale multi-unit housing guide	HAF Grant	35,000	0	0	0	0
190112	Downtown Master Plan	Implementation and infrastructure assessment	HAF Grant	200,000	0	0	0	0
190095	DCC/ACC plan	continuing bylaw development work	HAF Grant	18,000	0	0	0	0
190088	Online Permitting System	Planning and building permit software acquisition and support	HAF Grant	120,000	30,000	0	0	0
190116	Permitting Digitization	External digitization of records	HAF Grant	100,000	100,000	0	0	0
190117		Electronic document records management system (EDRMS) implementation clerk (2-year contract)	HAF Grant	100,000	0	0	0	0
190115		Development Services Clerk (3-year contract)	HAF Grant	80,000	80,000	80,000	0	0
190118		Additional GIS contractor support for records digitization	HAF Grant	50,000	50,000	0	0	0
190103	Development Approvals Streamlining	Internal processing guides and simplified application forms.	DAPR Grant	76,000	0	0	0	0
Total				1,403,716	280,000	80,000	0	0

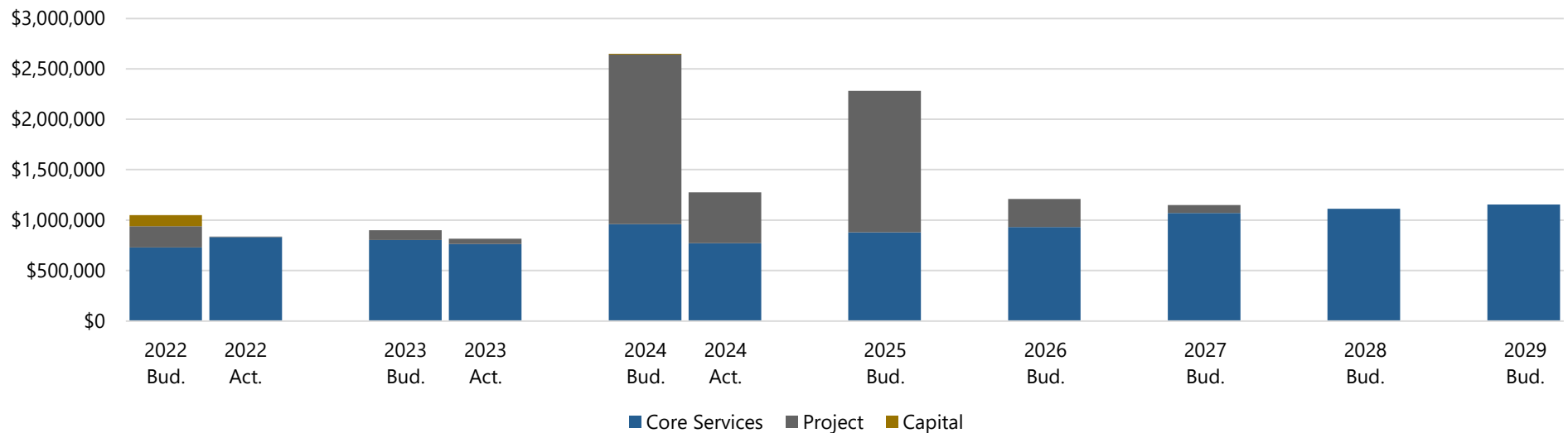
2025-2029 Development Services Budget Analysis

DEVELOPMENT SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.Revenue	158,700	382,149	243,700	182,270	245,700	246,983	245,700	245,700	245,700	245,700	250,610
TOTAL REVENUE	158,700	382,149	243,700	182,270	245,700	246,983	245,700	245,700	245,700	245,700	250,610
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	729,615	831,103	802,772	761,342	959,522	771,656	879,122	929,608	1,069,186	1,111,174	1,155,288
<u>Special Projects</u>											
3.Project	210,000	4,230	97,500	52,747	1,681,000	504,596	1,403,716	280,000	80,000	0	0
Total Oper. Exp.	939,615	835,332	900,272	814,089	2,640,522	1,276,253	2,282,838	1,209,608	1,149,186	1,111,174	1,155,288
Capital Expenses											
4.Capital	110,000	0	0	0	8,000	0	0	0	0	0	0
Total Capital	110,000	0	0	0	8,000	0	0	0	0	0	0
TOTAL EXP.	1,049,615	835,332	900,272	814,089	2,648,522	1,276,253	2,282,838	1,209,608	1,149,186	1,111,174	1,155,288
NET	-890,915	-453,183	-656,572	-631,819	-2,402,822	-1,029,270	-2,037,138	-963,908	-903,486	-865,474	-904,678

Development Revenue by Section



Development Expenses by Section



Transportation

Public Works and Engineering are responsible for managing and maintaining local transportation infrastructure to ensure safe, efficient, and accessible movement for residents and visitors. This includes roads, sidewalks, bike lanes, signage, transit, and parking. Additionally, the department oversees critical services such as snow clearing, street sweeping, and general maintenance to ensure infrastructure remains safe and operational in all seasons. These efforts play a vital role in supporting the day-to-day lives of residents and fostering a well-connected community.

Beyond maintenance, the department is also responsible for long-term planning to accommodate growth, support sustainability, and reduce environmental impacts such as emissions and congestion. This involves designing and implementing infrastructure projects that promote active transportation, improve traffic flow, and enhance public transit systems.



2025-2029 Transportation projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190104	Subdivision and Development Servicing Bylaw Update	Update to reflect 20-year housing needs.	HAF Grant	20,000	0	0	0	0
190019	Orthophotos	Line up with Courtenay timeline every two years	RFFE General	0	30,000	0	30,000	0
	DCC Update	Related to Sanitary expansion - Torrence/Anderton Corridor/Traffic Study/Pritchard/Knight	RFFE General	0	0	75,000	0	0
	Transportation Study Update		RFFE General	0	0	0	100,000	0
190021	Anderton Corridor Plan Update		RFFE General	0	0	0	0	20,000
190105	Boardroom update	Videoconferencing upgrade	RFFE General	15,000	0	0	0	0
190107	Cobalt Controller	Guthrie/McDonald - 50% share with Courtenay	RFFE General	20,000	0	0	0	0
190106	Snow Angels program	Materials and other costs	RFFE General	17,000	17,000	0	0	0
190053	Stormwater Management Update	Update to reflect 20-year housing needs.	HAF Grant	150,000	0	0	0	0
	Stormwater Management Update	Incorporate new SSMUH regulations	HAF Grant	30,000	0	0	0	0
	Torrence Servicing Plan	Study related to potential boundary expansion	RFFE General	0	0	16,700	0	0
	Anderton Corridor Plan Update		RFFE General	0	0	0	0	20,000
Total				252,000	47,000	91,700	130,000	40,000

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
512017	Replace Unit 17	2012 Mack Tandem Axle Dump truck	Lease	0	250,000	0	0	0
512010	Replace Unit 10	2016 Tractor/Backhoe	Equip Repl Res	0	0	0	200,000	0
	Replace Unit 5	2017 Ford 350 XL Service Truck	Lease	0	120,000	0	0	0
512021	Replace Unit 21	2019 Crew Cab Pick-up	Lease	0	0	0	60,000	0
512011	Replace Unit 11	2014 Ford F150 Admin Truck	Lease	60,000	0	0	0	0
533003	Fibre Optics Network Sewer Conveyance Project	CVRD to pay 50% of conduit. Comox to pay for 100% of additional junction boxes.	CWF Grant	133,500	0	0	0	0
			Gen Cap CVRD	98,000	0	0	0	0
652001	Transit Bus Shelter Project	Bus stop upgrades and additions 2 per year	Gen Cap Works Res	0	45,000	0	45,000	0
			CWF Grant	0	45,000	0	45,000	0
620066	Aitken St	Repaving due to watermain replacement	Gen Cap Works Res	0	33,500	335,000	0	0
			CWF Grant	0	33,500	335,000	0	0
620064	Alpine St	Road resurfacing	Gen Cap Works Res	0	0	110,000	0	0
			CWF Grant	0	0	110,000	0	0
620005	Baybrook Dr	Resurfacing	CWF Grant	0	0	0	185,000	0
610012	Beaufort Ave	Reconstruction, land acquisitions, fibre optics	CWF Grant	431,000	0	0	0	0
	Beaufort Ave		Gen Cap CVRD res	1,069,000	0	0	0	0
	Beaufort Ave		Roadworks Grant	500,000	0	0	0	0
640001	Bolt Ave. Sidewalk	Sidewalk Jubilee to Murrelett	Roads Grant		0	0	0	330,000
			CWF Grant	30,000	0	0	0	
	Bolt & Anderton Crosswalk	Installation of pedestrian crosswalk lights	CWF Grant	0	0	0	30,000	0
	Cedar Ave	Resurfacing due to watermain replace	CWF Grant	0	0	42,000	423,000	0
620041	Centennial Ave	Resurfacing west of Church	Gen Cap Works Res	0	0	200,000	0	0
620001	Church St Noel to Robb	Resurfacing road sidewalk and bike lane	CWF Grant	0	0	396,133	0	0
	Church St Noel to Robb	Bike lanes	Gen Cap Works Res	0	0	71,200	0	0
	Church St Noel to Robb	Replace sidewalk	Gen Cap Works Res	0	0	183,200	0	0

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
	Church St Noel to Robb	New sidewalk	Gen Cap Works Res	0	0	112,800	0	0
600003	Church St Robb to Comox	Design and drawings	Gen Cap Works Res	0	150,000	0	0	0
620050	Church St Robb to Comox	Resurfacing	Gen Cap Works Res	0	0	1,400,000	0	0
640024	Church St Robb to Comox	Sidewalks	Gen Cap Works Res	0	0	500,000	0	0
620044	Comox Roundabout - Rodello	Intersection upgrade	DCC Roads	0	1,100,000	0	0	0
620004	Donovan Dr	Resurfacing	Gen Cap Works Res	0	0	0	300,000	0
620006	Donovan Pl	Resurfacing	Gen Cap Works Res	0	0	0	72,000	0
620040	Douglas St	Resurfacing	Gen Cap Works Res	0	0	145,000	0	0
620051	Downey Ave	Resurfacing	Gen Cap Works Res	0	0	0	0	337,480
620003	Ellis St South of Beaufort	Re	Gen Cap Works Res	0	0	0	45,000	0
620067	Filberg Rd	Resurfacing	Gen Cap Works Res	0	0	0	200,250	0
620035	Glacier Roundabout - Comox	Construction	DCC Roads	500,000	0	0	0	0
			Gen Cap CVRD res	500,000	0	0	0	0
220002	Glacier Roundabout - Comox	Landscaping	DCC Roads	50,000	0	0	0	0
620032	Guthrie Rd, E	Overlay	Gen Cap Works Res	0	0	0	330,000	0
620031	Heather Crt	Resurfacing	Gen Cap Works Res	0	52,000	0	0	0
620045	Lazo Rd	Maintenance and outstanding work related to resurfacing	CFW Grant	20,000	0	0	0	0
620068	Mack Laing Crt	Resurfacing	Gen Cap Works Res	0	0	0	130,000	0
	Maquinna Ave	Sidewalks W of Pritchard	Gen Cap Works Res	0	0	25,000		0
			CFW Grant	0	0		88,750	0
620037	Maquinna Ave	Resurfacing	Gen Cap Works Res	0	0	0	150,000	0
			CFW Grant	0	0	0	100,000	0
620052	Mcculloch Ave	Asphalt replacement	Gen Cap Works Res	0	0	0	57,000	0
620053	Mcleod St	Asphalt replacement	Gen Cap Works Res	0	0	0	0	156,000

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
640025	Noel Ave, W	New sidewalks Spitfire to Aitken	Gen Cap Works Res	0	0	65,000	0	0
			CFW Grant	0	0	0	343,650	0
620002	Noel Ave, W	Road resurfacing Spitfire to Aitken	Gen Cap Works Res	0	0	0	266,200	0
620007	Orca Pl	Resurfacing	Gen Cap Works Res	0	0	0	0	78,000
620054	Orchard Park Dr	Resurfacing	Gen Cap Works Res	0	0	0	250,000	0
620056	Richardson Ave	Asphalt replacement	Gen Cap Works Res	0	0	0	0	157,000
620033	Robb Ave, W (Aitken to Anderton)	Design, major construction, widening and shared bike lanes.	Growing Communities Fund	140,000	974,780	0	0	0
640029	Robb Ave, W	Sidewalks	Growing Communities Fund		436,650	0	0	0
620057	Rodello St	Asphalt replacement	Growing Communities Fund	0	0	0	0	390,400
620058	Skeena Dr	Asphalt replacement	Growing Communities Fund	0	0	0	0	405,000
620059	Thistle Crt	Asphalt replacement	Growing Communities Fund	0	95,000	0	0	0
620060	Totem Crt	Asphalt replacement	Growing Communities Fund	0	0	0	0	82,000
640027	Totem Crt	Sidewalk replacement	Growing Communities Fund	0	0	0	0	24,000
620061	Totem Cres	Asphalt replacement	CFW Grant	0	0	0	0	243,000
620069	Vine St	Resurfacing	Gen Cap Works Res	0	0	34,100	0	0
620062	Wallace Ave	Asphalt replacement	Growing Communities Fund	0	0	218,000	0	0
620063	Woodland Dr	Asphalt replacement - Totem to west side of west Skeena Ave	CFW Grant	0	0	0	0	142,000
720018	Aitken St Storm	Replacement	Gen Cap Works Res	0	0	0	53,000	0
	Beaufort Storm	Upgrades Church to Nordin	Gen Cap Works Res	171,000	0	0	0	0
720019	Cedar Ave Storm	Replacement	Gen Cap Works Res	0	0	2,000	11,000	0
720002	Church Storm	Upgrade Robb to Noel	CFW Grant	0	0	250,000	0	0
	Church Storm	Upgrade Robb to Comox	CFW Grant	0	45,000	225,000	0	0
			DCC Drainage	0	0	225,000	0	0
720020	Comox Storm	Rodello Roundabout	DCC Drainage	0	91,000	0	0	0

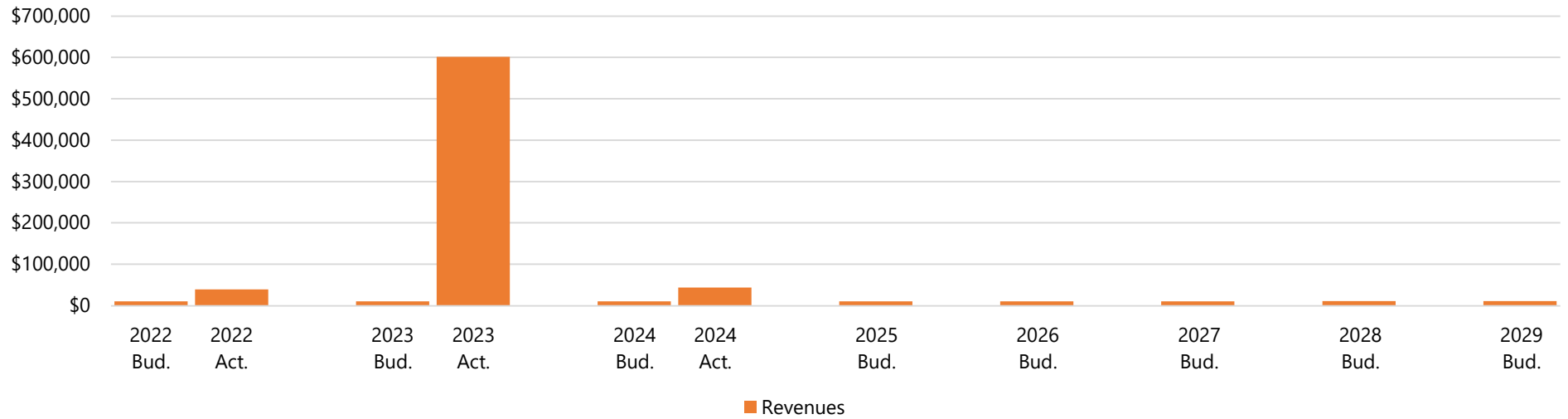
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
720022	Douglas St Storm	Fix storm issue in pathway from Douglas to Robb Rd	Gen Cap Works Res	0	0	25,000	0	0
720023	Mcculloch Storm		Gen Cap Works Res	0	0	0	0	18,000
720005	Noel Ave W Storm	Replacement Aitken to Totem as part of Noel roadwork	Gen Cap Works Res	0	0	21,000	220,000	0
720007	Robb Storm	Replacement west of Anderton	CWF Grant	9,000	85,500	0	0	0
			DCC Drainage	1,000	9,500	0	0	0
Total				3,712,500	3,566,430	5,030,433	3,604,850	2,362,880

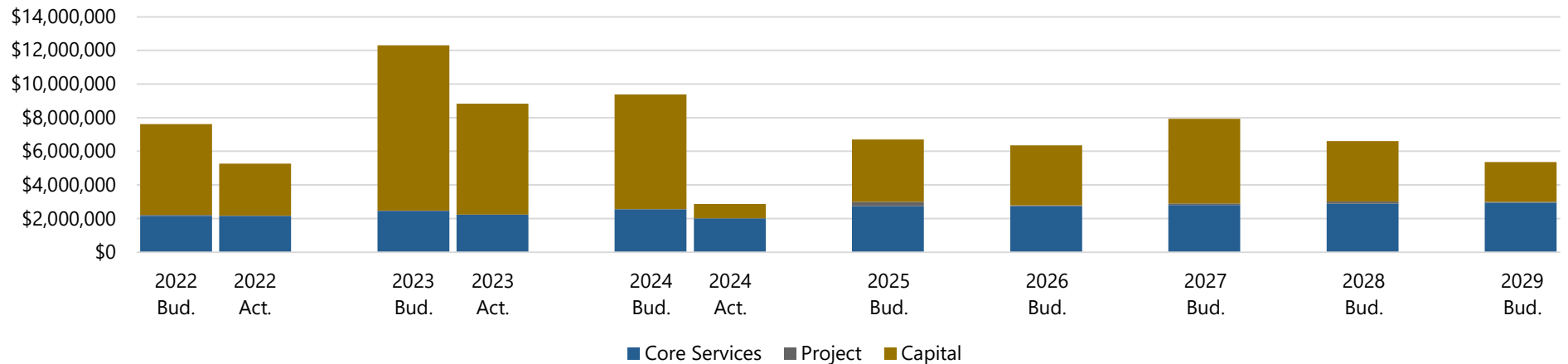
2025-2029 Transportation Budget Analysis

TRANSPORTATION SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.Revenue	10,000	39,317	10,000	601,529	10,200	43,857	10,200	10,400	10,610	10,820	11,040
TOTAL REVENUE	10,000	39,317	10,000	601,529	10,200	43,857	10,200	10,400	10,610	10,820	11,040
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	2,158,633	2,161,517	2,447,986	2,230,397	2,555,954	2,008,463	2,734,319	2,734,886	2,807,986	2,875,610	2,949,524
<u>Special Projects</u>											
3.Project	57,300	11,400	30,600	0	17,000	0	252,000	47,000	91,700	130,000	40,000
Total Oper. Exp.	2,215,933	2,172,917	2,478,586	2,230,397	2,572,954	2,008,463	2,986,319	2,781,886	2,899,686	3,005,610	2,989,524
Capital Expenses											
4.Capital	5,401,000	3,099,892	9,828,583	6,597,118	6,815,090	853,521	3,712,500	3,566,430	5,030,433	3,604,850	2,362,880
Total Capital	5,401,000	3,099,892	9,828,583	6,597,118	6,815,090	853,521	3,712,500	3,566,430	5,030,433	3,604,850	2,362,880
TOTAL EXP.	7,616,933	5,272,809	12,307,169	8,827,515	9,388,044	2,861,984	6,698,819	6,348,316	7,930,119	6,610,460	5,352,404
NET	-7,606,933	-5,233,492	-12,297,169	-8,225,986	-9,377,844	-2,818,127	-6,688,619	-6,337,916	-7,919,509	-6,599,640	-5,341,364

Transportation Revenue by Section



Transportation Expenses by Section



Parks

The Parks Department provides services that support the protection of the natural environment and public enjoyment of over 129 hectares of parks and green spaces. The Parks Department is responsible for strategic parks planning, capital construction projects, and maintenance work in town parks, greenways, walkways, trails and playing fields.

Parks are critical social, health, and environmental infrastructure. Municipal parks are lifelines in extreme heat waves, promote community wellness, provide inclusive social connection space, protect biodiversity and promote community spirit.

Some of Comox’s greatest assets are its public outdoor spaces.

- 32 Parks and Greenways
- 5 active baseball fields and 4 soccer fields
- 2.82 Hectares of garden beds
- 46 kms of trails
- 58.2 acres of grass areas
- 107 garbage cans
- 82 hanging baskets
- 15 Sports Courts (Tennis, Pickleball, Lacrosse)
- 11 Playgrounds



2025-2029 Parks projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190121	Marina Park to Ellis Street Ocean Front Walkway	Feasibility Study	RFFE General	50,000	0	0	0	0
	Anderton Park Management Plan		RFFE General	0	30,000	0	0	0
	Lancaster Park Management Plan		RFFE General	0	30,000	0	0	0
	Marina Park Management Plan		RFFE General	0	0	50,000	0	0
190076	Parks and Trails Master Plan	Final phase of plan	RFFE General	10,000	0	0	0	0
190049	Urban Forest Management Strategy	Update to 2012 strategy	LGCAP Grant	95,000	0	0	0	0
190122	Tree Management and Protection Bylaw	Update to 1994 bylaw	RFFE General	50,000	0	0	0	0
190123	Tree Planting Master Plan		RFFE General	25,000	0	0	0	0
190077	Garbage Can Replacement	Downtown core, parks can replacement	RFFE General	24,000	24,000	18,000	18,000	18,000
190077	Picnic Tables	Kye Bay and Marina	RFFE General	15,000	15,000	10,000	10,000	10,000
190077	Park Benches		RFFE General	10,000	10,000	10,000	10,000	10,000
190077	Park Signage Replacement	Salish Park, Harbourwood Park, Marina Park, Highwood Park wayfinding Brooklyn creek	RFFE General	10,000	10,000	0	0	0
190078	Pathway Improvements	McKenzie Park - connect to Torrence, Village Park Tot Lot - Accessibility Plan implementation	RFFE General	30,000	30,000	30,000	30,000	30,000
190079	Fencing Improvements and Repairs	Aspen Park baseball Fencing, Split Rail at Brooklyn Creek Continued from 2024	RFFE General	25,000	25,000	25,000	25,000	25,000
190091	Playground Equipment Replacement/Repairs	Regular replacement as required	RFFE General	15,000	15,000	15,000	15,000	15,000
190094	Irrigation Improvements	Highland Park redesign, irrigation system upgrades	RFFE General	15,000	15,000	15,000	15,000	15,000

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190092	Environmental Restoration Projects	Baybrook Park, Mack Wood, Salish Park etc.	RFFE General	15,000	15,000	15,000	0	0
190093	Tree Replacement	Replanting trees that have been removed due to failure, climate change, on Town Lands	RFFE General	20,000	20,000	20,000	20,000	20,000
190097	Park Drainage Improvements	Lancaster Park (2025), Anderton Park, Salish Park (2026)	RFFE General	25,000	25,000	0	0	0
190098	Replace Christmas Decorations	Upgrade Christmas decorations for Filberg Park with Filberg Heritage Lodge and Park Association	RFFE General	5,000	5,000	0	0	0
190008	Painting	Parks buildings	RFFE General	0	0	0	0	50,000
190124	Pop Up Park	Village Park - Community Field	RFFE General	20,000	0	0	0	0
190125	Pop Up Park	Downtown activation - Lorne Site	RFFE General	15,000	0	0	0	0
Total				474,000	269,000	208,000	143,000	193,000

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
221002	Anderton Park	Fountain and misting pole	RFFE General	20,000	0	0	0	0
221004	Anderton Park	Walkway lighting	RFFE General	75,000	0	0	0	0
290005	Highland Playfield	Pickleball plaza	RFFE General	12,000	0	0	0	0
220001	Dog Park	Pea gravel surfacing due to drainage issue	RFFE General	0	15,000	0	0	0
	Dog Park	Shade structure	RFFE General	0	0	60,000	0	0
210005	Marina Park	Food truck concrete pads	Gen Cap Works Res	20,000	0	0	0	0
	Marina Park	Splash pad shade structure	Gen Cap Works Res	0	60,000	0	0	0
254003	Marina Park	Playground replacement	Gen Cap Works Res	0	0	0	150,000	0
	Marina Park	Splash pad expansion	Gen Cap Works Res	0	0	0	0	100,000
254012	Aspen Playground	Playground replacement	RFFE General	75,000	0	0	0	0
254002	Elks (Kye Bay) Playground	Outdoor shower	RFFE General	0	0	15,000	0	0
254001	McKenzie Playground	Water fountain and misting pole	Equip Repl Res	0	20,000	0	0	0

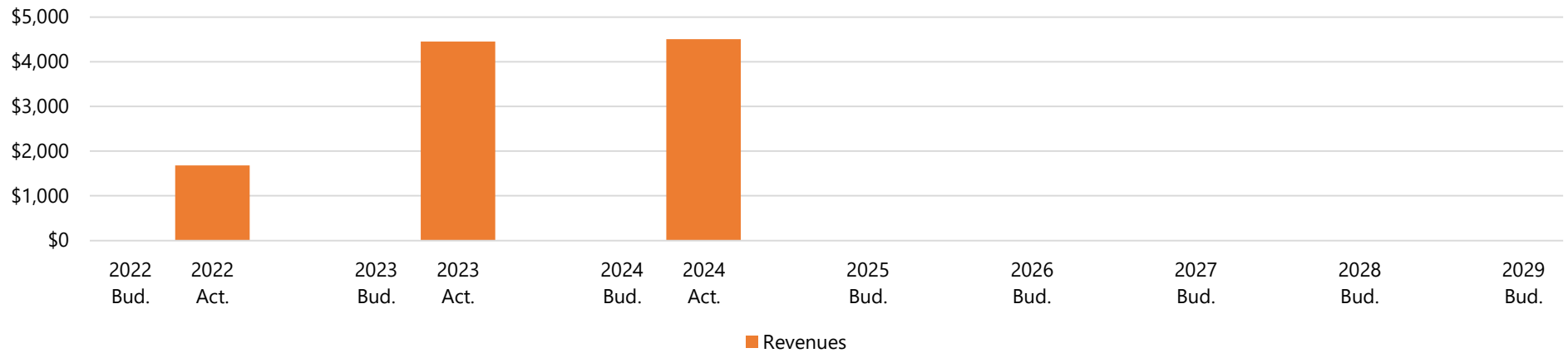
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
	Salish Playground, Budget	Tot playground replacement	Equip Repl Res	0	0	60,000	0	0
254003	Village Playground	Replace village playground play structure	Equip Repl Res	0	150,000	0	0	0
	Village Playground	Village Park tot lot replacement	Equip Repl Res	0	0	140,000	0	0
	Water Spray Park improvements	Lancaster Park water play	RFFE General	0	60,000	0	0	0
290002	Court Land Improvements	Harbourwood Park	RFFE General	0	60,000	0	0	0
	Court Land Improvements	Highland Park basketball courts	RFFE General	0	0	100,000	0	0
512067	Replace Unit 67	2016 F550 Dump Truck	Lease	0	0	0	150,000	0
TBD	New vehicle	EV - Might-E Truck	Lease	62,000	0	0	0	0
512060	Replace Unit 60	2013 Chevrolet Silverado	Lease	64,000	0	0	0	0
512064	Replace Unit 64	2015 F250	Lease	0	70,000	0	0	0
	Replace Unit 80	John Deere Gator - split 50/50 with Filberg Society	Equip Repl Res	0	13,000	0	0	0
	Replace Unit 75	2016 Toro 4010 Mower	Equip Repl Res	0	0	0	0	150,000
	New Trailer	Trailer for ATV	Lease	7,000	0	0	0	0
540001	New Table Tennis table		Equip Repl Res	6,000	0	0	0	0
540001	Bleacher replacement	2 units replaced per year	Equip Repl Res	15,000	15,000	15,000	0	0
Total				356,000	463,000	390,000	300,000	250,000

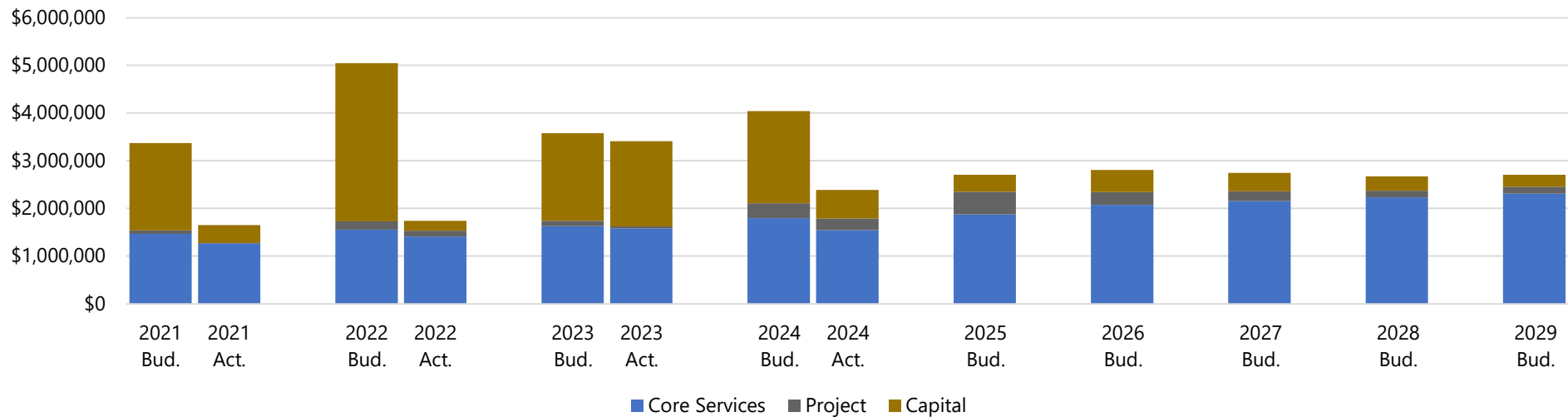
2025-2029 Parks Budget Analysis

PARKS SUMMARY	2022	2022	2023	2023	2024	2024	2025	2026	2027	2028	2029
	Budget	Actual	Budget	Actual	Budget	YTD	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE											
1.Revenue	0	1,681	0	4,450	0	4,500	0	0	0	0	0
TOTAL REVENUE	0	1,681	0	4,450	0	4,500	0	0	0	0	0
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	1,556,880	1,409,864	1,627,664	1,583,226	1,792,155	1,543,041	1,873,463	2,073,432	2,149,408	2,228,477	2,310,035
<u>Special Projects</u>											
3.Project	170,000	124,022	110,000	38,809	313,000	243,935	474,000	269,000	208,000	143,000	143,000
Total Oper. Exp.	170,000	124,022	110,000	38,809	313,000	243,935	474,000	269,000	208,000	143,000	143,000
Capital Expenses											
4.Capital	3,320,000	202,287	1,842,024	1,789,236	1,933,500	601,776	356,000	463,000	390,000	300,000	250,000
Total Capital	3,320,000	202,287	1,842,024	1,789,236	1,933,500	601,776	356,000	463,000	390,000	300,000	250,000
TOTAL EXP.	5,046,880	1,736,173	3,579,688	3,411,270	4,038,655	2,388,752	2,703,463	2,805,432	2,747,408	2,671,477	2,703,035
NET	-5,046,880	-1,734,492	-3,579,688	-3,406,820	-4,038,655	-2,384,252	-2,703,463	-2,805,432	-2,747,408	-2,671,477	-2,703,035

Parks Revenue by Section



Parks Expenses by Section



Recreation

The Recreation Department operates the Comox Community Centre, the heart of the community, providing a range of recreation programs, services and special events. It includes the multi-award winning 5,000 sq. ft. Fitness Studio with fitness equipment for all fitness levels and abilities. It offers a range of programs for children, youth, adults, summer, seniors and families promoted in a recreation guide produced three times annually. The Department also offers racquet sport facilities and programs, manages hourly and daily facility rentals for the Community Centre, Sail Buildings, parks and fields, operates the seasonal Hands on Farm at Filberg Park, develops and executes its own recreation marketing plan, works collaboratively with the Parks Department on youth recreation amenities, and so much more.



2025-2029 Recreation projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190012	Recreation Master Plan	Development and consultation.	RFFE General	40,000	0	0	0	0
190126	Equipment replacement	Change faucets in changerooms to hands-free, replace vacuum, replace garbage and recycling bins, replace paper towel dispensers with hand dryers	RFFE General	10,700	0	0	0	0
190126	New upgrades	Add toddler change tables to washrooms, add new spin room privacy film to glass walls	RFFE General	2,550	0	0	0	0
Total				53,250	0	0	0	0

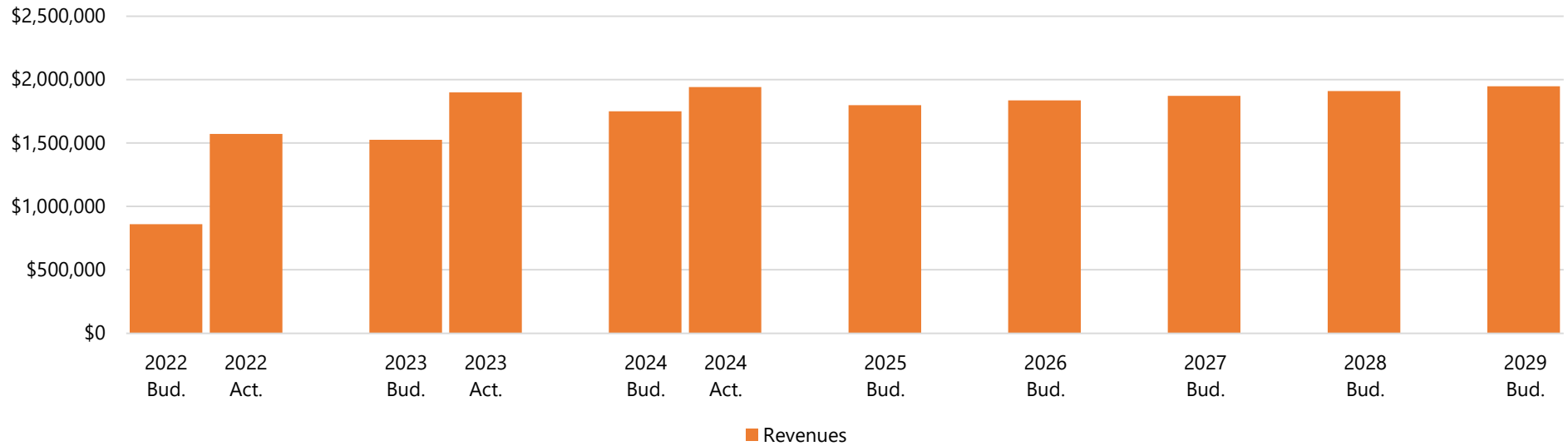
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
312014	Sauna replacement		RFFE General	86,000	0	0	0	0
	Climbing Wall	For either gym A or gym B	RFFE General	0	15,000	0	0	0
310009	CC Geothermal system	Replace obsolete front-end HVAC monitoring (software near end of life)	Equip Repl Res	0	40,000	0	0	0
573001	Fitness Equipment	Regular replacement of fitness room equipment	Equip Repl Res	34,000	36,000	36,000	36,000	37,000
Total				120,000	91,000	36,000	36,000	37,000

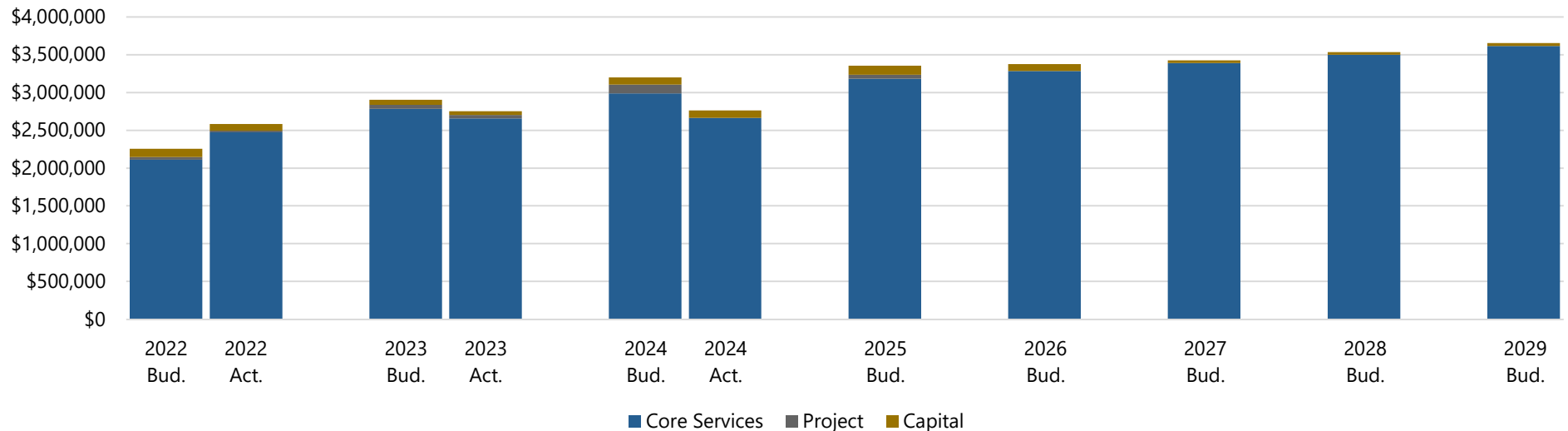
2025-2029 Recreation Budget Analysis

RECREATION SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.Revenue	859,655	1,570,297	1,525,077	1,899,071	1,750,109	1,940,689	1,796,808	1,834,815	1,871,457	1,908,870	1,947,036
TOTAL REVENUE	859,655	1,570,297	1,525,077	1,899,071	1,750,109	1,940,689	1,796,808	1,834,815	1,871,457	1,908,870	1,947,036
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	2,110,524	2,472,550	2,784,155	2,656,008	2,989,340	2,664,998	3,180,922	3,283,404	3,389,451	3,498,084	3,616,100
<u>Special Projects</u>											
3.Project	34,000	23,443	51,000	47,695	115,001	0	53,250	0	0	0	0
Total Oper. Exp.	2,144,524	2,495,993	2,835,155	2,703,703	3,104,341	2,664,998	3,234,172	3,283,404	3,389,451	3,498,084	3,616,100
Capital Expenses											
4.Capital	109,500	86,013	70,010	50,000	96,000	95,967	120,000	91,000	36,000	36,000	37,000
Total Capital	109,500	86,013	70,010	50,000	96,000	95,967	120,000	91,000	36,000	36,000	37,000
TOTAL EXP.	2,254,024	2,582,006	2,905,165	2,753,703	3,200,341	2,760,966	3,354,172	3,374,404	3,425,451	3,534,084	3,653,100
NET	-1,394,369	-1,011,709	-1,380,088	-854,632	-1,450,232	-820,277	-1,557,364	-1,539,589	-1,553,994	-1,625,214	-1,706,064

Recreation Revenue by Section



Recreation Expenses by Section



Facilities

Facilities Department delivers maintenance and operations for all Town of Comox facilities and leased spaces. Facilities Department is committed to efficiently and effectively maintaining facilities, while providing a safe, comfortable and functional environment for the facility users in a sustainable way.

Comox has 8 main occupied facilities and numerous structures located in parks and other areas. Comox also owns 3 commercial units leased out to the Vancouver Island Regional Library and leases space for staff.

The Facilities Department also manages the Comox Municipal Marina which has 164 berths and also offers a boat launch and tidal grids.



Maintenance planning

Effective maintenance planning helps extend the life span of Institute facilities. Our department addresses three major types of maintenance—on-demand, scheduled and life-cycle evaluation—within the context of a wider annual plan.



2025-2029 Facilities projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
	Administration Buildings Repair and Maintenance	Various major repairs and maintenance.	RFFE General	10,000	50,000	50,000	50,000	50,000
190064	Property Evaluations	5-year cycle of facility condition assessments and valuations for asset management and insurance	RFFE General	0	0	0	35,000	0
	EV Charger Review Public Works Yard	Hydro assessment for Public Works EV fleet charging stations	RFFE General	10,000	0	0	0	0
	Point Holmes Boat Launch	Install new boat launch	RFFE General	0	0	0	0	175,000
190008	Painting	Parks buildings	RFFE General	0	0	0	0	50,000
	Community Centre	Paint Chimo interior	RFFE General	20,000	0	0	0	0
190068	Community Centre	Exterior Rehabilitation	RFFE General	50,000	0	0	0	0
	Community Centre	General maintenance - to be identified	RFFE General	30,000	50,000	100,000	100,000	100,000
	Fitness Studio Expansion	Community consultation, concept drawings, etc.	Loan	0	50,000	0	0	0
Total				120,000	150,000	150,000	185,000	375,000

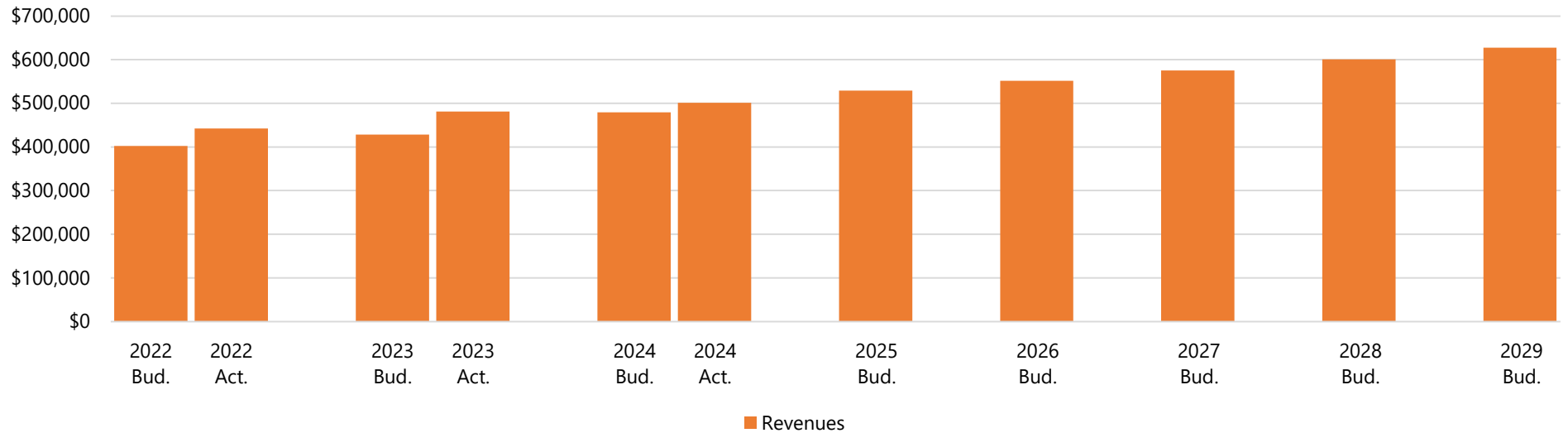
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
310026	New Town Hall	Town Hall has exceeded life expectancy. Issues with mold, high energy costs and cannot fit required staff members resulting in multiple external locations. Design and Construction.	Loan	0	220,000	15,000,000	0	0
310032	Mack Laing Pavilion	Construct new pavilion	RFFE General	260,000	0	0	0	0
310032	Mack Laing Nature Park	Demolish Mack Laing House	RFFE General	50,000	0	0	0	0
	Community Centre Fitness Studio Expansion	Drawings, review, construction	Loan	0	0	175,000	4,000,000	0
523001	Community Centre Generator	Install back-up generator as part of Climate Action Plan 2027-2029	Equip Repl Res	150,000	0	0	0	0
	Community Centre Gym	Replace gym floor	Growing Communities Fund	0	0	0	150,000	0
	Community Centre Gym	Replace existing retractable wall	Growing Communities Fund	0	0	250,000	0	0
	Community Centre - add new sidewalks	West side (2028), east side (2029)	Growing Communities Fund	0	0	0	50,000	60,000
TBD	Filberg Park	Renovate storage unit for old fire car	Growing Communities Fund	100,000	0	0	0	0
671001	Marina	Dock upgrades	Marina Capital Res	50,000	50,000	50,000	50,000	0
Total				610,000	270,000	15,475,000	4,250,000	60,000

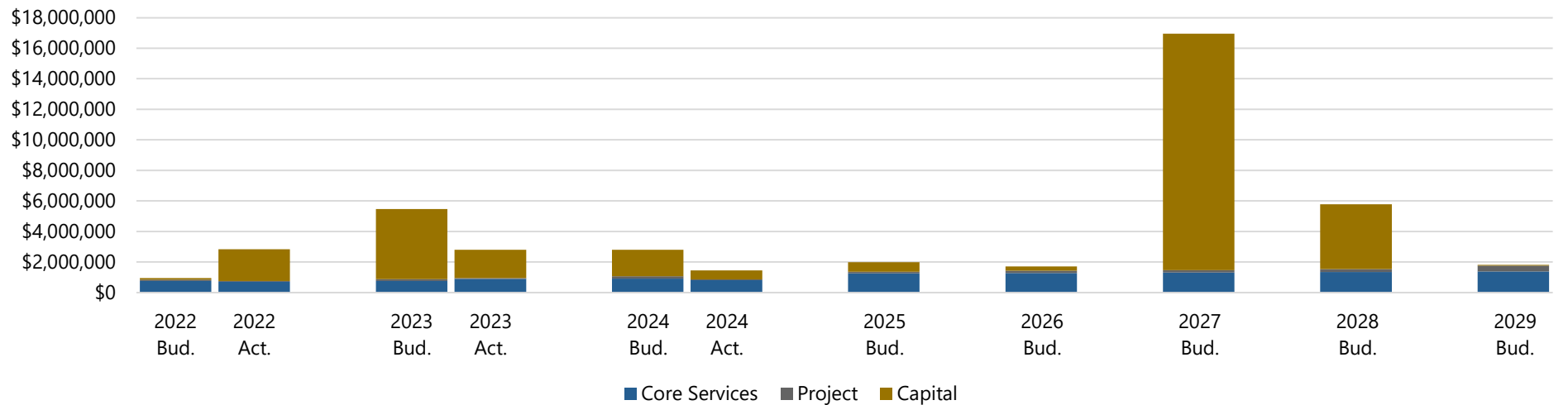
2025-2029 Facilities Budget Analysis

FACILITIES SUMMARY	2022	2022	2023	2023	2024	2024	2025	2026	2027	2028	2029
	Budget	Actual	Budget	Actual	Budget	YTD	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE											
1.Revenue	402,200	442,186	428,520	481,107	479,236	501,193	529,286	551,707	575,471	600,697	627,492
TOTAL REVENUE	402,200	442,186	428,520	481,107	479,236	501,193	529,286	551,707	575,471	600,697	627,492
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	752,288	703,311	763,159	900,527	918,954	806,505	1,254,321	1,285,008	1,316,933	1,350,762	1,384,920
<u>Special Projects</u>											
3.Project	88,000	52,677	125,500	49,017	150,000	53,261	120,000	150,000	150,000	185,000	375,000
Total Oper. Exp.	840,288	755,988	888,659	949,545	1,068,954	859,765	1,374,321	1,435,008	1,466,933	1,535,762	1,759,920
Capital Expenses											
4.Capital	109,500	2,081,210	4,572,921	1,856,605	1,735,000	601,873	610,000	270,000	15,475,000	4,250,000	60,000
Total Capital	109,500	2,081,210	4,572,921	1,856,605	1,735,000	601,873	610,000	270,000	15,475,000	4,250,000	60,000
TOTAL EXP.	949,788	2,837,198	5,461,580	2,806,149	2,803,954	1,461,638	1,984,321	1,705,008	16,941,933	5,785,762	1,819,920
NET	-547,588	-2,395,012	-5,033,060	-2,325,043	-2,324,718	-960,445	-1,455,035	-1,153,301	-16,366,462	-5,185,065	-1,192,428

Facilities Revenue by Section



Facilities Expenses by Section



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Marina

The Comox Marina, operated by the Town of Comox, offers a boat launch and is located right next to Marina Park with plenty of parking, washroom and changeroom facilities, and a splash park/play area for children. The marina is protected by a rock breakwater, providing one of the safest year-round harbours on Vancouver Island.

The Marina has 144 berths with electrical services that are leased annually. which have access to electricity. which are currently rented annually. Many of which have electric

The Marina offers offleases office spaceand berthage to a number of businesses and societies, including the local search and rescue and the Comox Fire and Rescue Fire Boat.

Proposed Fee Increase

The marina fees are proposed to increase over the next 5 years in order to move closer to the rates charged by other local marinas. Ensuring a competitive rate will provide additional revenues to the Town which will be used to fund future major maintenance and improvements to the facility. This ensures that the Marina does not become a burden on taxpayers and moves towards a full cost-recovery facility.

Fee	2025	2026	2027	2028	2029
Berthage	3%	3%	3%	3%	3%
Electricity	10%	10%	10%	10%	10%
Temporary berthage	0%	0%	0%	0%	0%
Launching pass	10%	10%	10%	10%	10%
Launch ticket	10%	10%	10%	10%	10%
Grid rental	10%	10%	10%	10%	10%



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Water



Lake Comox

The Town of Comox purchases water from the Comox Valley Regional District and distributes this water to consumers (residents and businesses) within Town boundaries. Consumer rates for water are governed by the Comox Water Rates and Regulations Bylaw 529, and depend on whether or not a water meter is installed on their service connection.

For most properties, the *Municipal Utility Service Fees* are included in the annual Property Tax Notice.

Consumer rates for water are governed by the [Comox Water Rates and Regulations Bylaw 529](#), and depend on whether or not a water meter is installed on their service connection.

If a residential property has a water meter installed - view the [Water Metering](#) webpage.

The Town of Comox buys its water from the Comox Valley Regional District as part of the Comox Valley Water Service.

Water Meters

In 2010, Town Council implemented a water metering project to help identify water leaks and reduce the cost of water for all Town of Comox residents. The metering project also makes it possible to meter and invoice commercial and residential properties for actual use.

Properties that receive a meter may continue paying the flat rate water fee or they may volunteer to be billed by the meter - view the [Water Metering](#) webpage.

2025-2029 Water projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190023	Water model study update	Regular update to include condition assessment spot checks	HAF Grant	0	150,000		0	0
190023	Torrence Servicing Plan	Boundary expansion - split between water, sewer and drainage	RFFE Water	0	0	16,700	0	0
	Anderton Study	Split between water, sewer and drainage.	RFFE Water	0	0	0	0	20,000
Total				0	150,000	16,700	0	20,000

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
881001	Water Meters	Water services are brought up to current standards with water meters when roads upgraded. Water meters installed at homes with water issues. Long-term savings with reduced CVRD water requisitions.	Water Cap. Res.	30,000	30,000	30,000	30,000	30,000
882002	Hydrants	Average 2 hydrants replaced annually.	Water Cap. Res.	20,000	20,000	20,000	20,000	20,000
840017	Aitken St	Watermain replacement	Water Cap. Res.	0	0	40,000	416,000	0
840006	Beaufort	Watermain replacement Nordin to Church	Water Cap. Res.	50,000	0	0	0	0
840011	Cambridge	Pressure reducing valve Cambridge-Pritchard in conjunction with work on Dryden	Water Cap. Res.	0	0	25,000	0	0
840014	Cedar Ave. Watermain	Watermain replacement Pritchard to Stewart	Water Cap. Res.	0	0	25,000	273,000	0
	Church St.	Watermain replacement Noel to Robb	Water Cap. Res.	0	28,000	283,500	0	0
	Church St.	Watermain replacement Robb to Comox	Water Cap. Res.	0	81,000	810,000	0	0
840015	Comox Ave Roundabout -Rodello	Watermain work associated with roundabout installation	Water Cap. Res.	0	11,000	0	0	0
	Douglas St.	Watermain replacement Centennial to Pathway	Water Cap. Res.	0	15,000	156,000	0	0

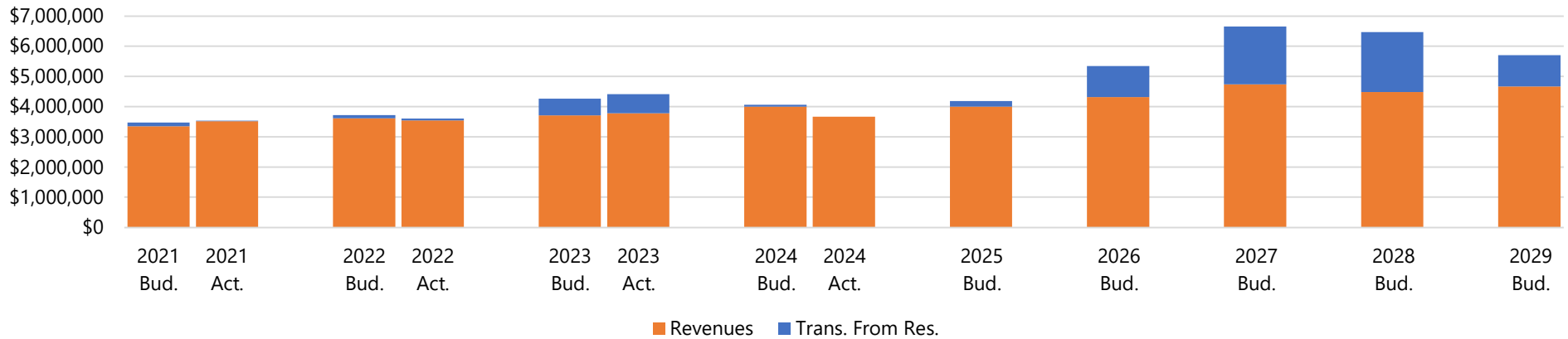
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
840001	Dryden Rd	Watermain installation Anderton to Pritchard - loops water system in north Comox and will increase water quality and improved pressure.	Water Cap. Res.	0	25,000	400,000	0	0
			Water DCC	0	25,000	400,000	0	0
840018	Ellis St	Watermain replacement associated with Ellis St. repaving	Water Cap. Res.	0	0	9,000	90,000	0
	Filberg Rd.	Watermain replacement Comox to Chamber	Water Cap. Res.	0	0	20,000	222,000	0
	McCulloch Ave	Watermain replacement	Water Cap. Res.	0	0	0	12,000	112,800
	McLeod	Watermain replacement Richardson to Buena Vista	Water Cap. Res.	0	0	0	25,000	252,000
840005	Noel Ave W	Replace old 6" main	Water Cap. Res.	0	0	45,000	492,000	0
	Orchard Park Dr.	Watermain replacement Comox to end	Water Cap. Res.	0	0	35,000	348,000	0
	Richardson Ave.	Watermain replacement McLeod to end	Water Cap. Res.	0	0	0	22,000	222,000
840020	Robb Ave.	Watermain replacement Aitken to Anderton	Water Cap. Res.	80,000	823,000	0	0	0
	Rodello St.	Watermain replacement Downey to Robb	Water Cap. Res.	0	0	0	35,000	384,000
Total				180,000	1,058,000	2,298,500	1,985,000	1,020,800

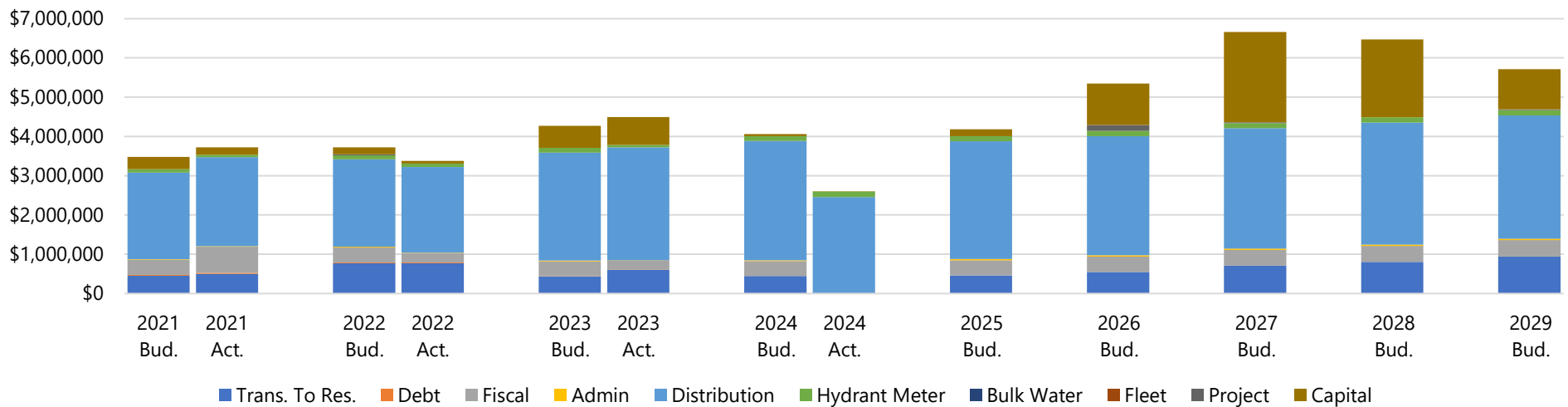
2025-2029 Water Budget Analysis

WATER SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD Actual	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.NR	102,850	62,224	558,000	634,158	55,000	0	180,000	1,033,000	1,915,200	1,985,000	1,040,800
1.Revenue	3,615,340	3,546,162	3,708,380	3,780,468	4,004,075	3,669,707	4,002,645	4,313,970	4,740,211	4,483,334	4,667,795
TOTAL REVENUE	3,718,190	3,608,386	4,266,380	4,414,626	4,059,075	3,669,707	4,182,645	5,346,970	6,655,411	6,468,334	5,708,59
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	3,516,490	3,309,717	3,708,380	3,783,615	4,004,075	2,594,950	4,002,645	4,138,970	4,340,211	4,483,334	4,667,795
<u>Special Projects</u>											
3.Project	26,700	0	0	0	0	0	0	150,000	16,700	0	20,000
Total Oper. Exp.	3,543,190	3,309,717	3,708,380	3,783,615	4,004,075	2,594,950	4,002,645	4,288,970	4,356,911	4,483,334	4,687,795
Capital Expenses											
4.Capital	175,000	63,258	558,000	708,736	55,000	6,181	180,000	1,058,000	2,298,500	1,985,000	1,020,800
Total Capital	175,000	63,258	558,000	708,736	55,000	6,181	180,000	1,058,000	2,298,500	1,985,000	1,020,800
TOTAL EXP.	3,718,190	3,372,976	4,266,380	4,492,351	4,059,075	2,601,131	4,182,645	5,346,970	6,655,411	6,468,334	5,708,59
NET	0	235,410	0	-77,725	0	1,068,576	0	0	0	0	0

Water Revenue by Section



Water Expenses by Section



Water Reserves

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Water RFFE		200,000	200,000	195,000	236,700	236,700	220,000	220,000	200,000
Water Capital Works Reserve	2,100,798	2,847,972	2,966,780	2,916,780	3,154,294	2,668,405	1,478,044	297,168	216,372
Total	2,100,798	3,047,972	3,166,780	3,111,780	3,390,994	2,905,105	1,698,044	517,168	416,372

Water Rates and Parcel Taxes

The Water system is managed as a self-funding department where the user fees and parcel taxes collected pay for the short-term and long-term operating and capital expenses.

The Comox water system has a regional and a municipal component and each plays a vital role in providing water services to the residents of Comox.

The CVRD operates the water sources and purifies the water and is the primary distributor to Comox. Comox then distributes the water to the water users and bills for the usage.

The operating costs are primarily paid for through the water user rates, both flat and metered. The capital costs are paid through a combination of the user rates, parcel taxes, grants, and Development Cost Charges (DCCs). Developers will occasionally provide water infrastructure that they have built in their developments and are referred to as developer contributions. The reserves are funded through a combination of the revenue sources along with any surplus or deficit generated within the water budget at year-end.

The Town will budget so that \$200,000 is available in an operating reserve to offset any annual fluctuations in net operating and capital costs which have varied between a \$183,000 deficit and a \$235,000 surplus since 2021. The Town will also budget so that \$300,000 is available in a capital reserve to offset any unplanned and unbudgeted emergency repair costs.

The DCC and Amenity Cost Charge (ACC) studies to be conducted in 2025 will provide an opportunity to review new-growth related capital forecasting and funding that may affect future budgeting.

User Rates Increase Forecast

Year	2025	2026	2027	2028	2029
Increase	3.00%	3.00%	3.00%	3.00%	4.00%

The CVRD has currently planned for a 1% annual increase in water distribution fees that they charge to Comox. It is important to note that these budgets are subject to change.

The 2024 - 2028 Comox budget had identified an impending shortfall of almost \$2,000,000 for capital replacement commencing in 2027 and resulted in a number of repair and replacement projects being deferred to a future year. As a result, Comox is planning a 3% or 4% annual increase in user rates to provide sufficient funds for planned capital and develop the aforementioned minimum operating and capital reserves.

Parcel Taxes Forecast

Year	2024	2025	2026	2027	2028	2029
Charge	\$75	\$85	\$90	\$105	\$110	\$115

Comox charges parcel taxes to properties with water service to assist in funding capital repair and replacement. The parcel taxes are single rates charged to properties on the basis of access to the water system. The rate is per property regardless of property size, assessed value or water usage. The parcel tax may be exempted through the imposition of a Permissive Tax Exemption.

As mentioned above, the increases reflect the need to increase the funding for capital repair and replacement to address an identified depletion of reserves by 2027.

Sewer

The Town of Comox collects sanitary sewage and conveys it to lift stations operated by the Comox Valley Regional District (CVRD). These stations further convey the sewage to the Comox Valley Water Pollution Control Centre in Cape Lazo.

This treatment facility serves the Town of Comox, the City of Courtenay, K'ómoks First Nation, and Canadian Forces Base (19 Wing Comox).

Comox Valley Sewer Conveyance Project

The Comox Valley Sewer Conveyance Project is a multi-year construction project that will replace the pipes and upgrade the pump stations that move more than 14,000 cubic metres of raw sewage each day to the sewage treatment plant on Brent Road.

This new system will route sewer pipes further inland where they will no longer be vulnerable to damage by waves, rocks and logs and, thereby, will protect the beaches and waters throughout the Comox Estuary and Point Holmes and Goose Spit coastlines, as well as Baynes Sound.

About the Project

This is a significant and complex Project that starts at the Courtenay Pump Station and moves through K'ómoks land, downtown Comox and the Lazo Road area to the Comox Valley Water Pollution Control Centre (Sewage Treatment Plant) on Brent Road. There are construction impacts, traffic impacts and archaeological considerations. The CVRD is working with many jurisdictions and partners to deliver this project smoothly and efficiently and minimize impacts where we can.



For a detailed view of the construction route planned for 2024, visit the project website for an interactive map. For ideal viewing, click on Sewer Conveyance Project Map to access the route details in a separate window.

If you want to get more information on the project, contact the CVRD:

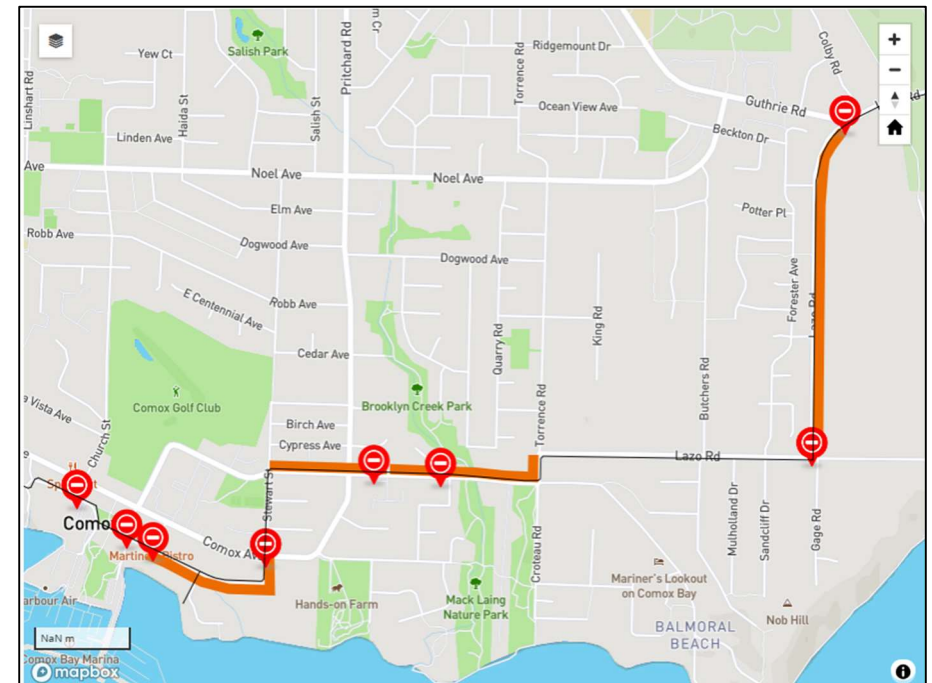
Phone: 250-334-6000

Email: communications@comoxvalleyrd.ca

To learn more about the project or to sign up to receive the project updates, visit

engagecomoxvalley.ca/conveyanceproject

Construction Zones



2025-2029 Sewer projects

OPERATING PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
190054	Sanitary Sewer Study	Regular update to include condition assessment spot checks	HAF Grant	150,000	0	0	0	0
190055	Torrence Servicing Plan	Boundary expansion - split between water, sewer and drainage	HAF Grant	0	0	16,600	0	0
Total				150,000	0	16,600	0	0

CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
940006	Central Foreshore main	Port Augusta to Jane	Sewer Cap. Res.	18,750	550,000	0	0	0
940010	Central Foreshore main	Port Augusta to Jane	Sewer DCC	56,250	1,650,000	0	0	0
	Foreshore main	Carthew to Ellis with increased length	Sewer Cap. Res.	0	0	18,750	37,500	540,000
	Foreshore main	Carthew to Ellis with increased length	Sewer DCC	0	0	6,250	12,500	0
	Foreshore main	Carthew to Ellis with increased length	HAF Grant	0	0	0	0	1,960,000
932002	Simon Cres Sanitary lift stn-kiosk	Electrical kiosk	Sewer Cap. Res.	30,000	0	0	0	0
940003	Alpine St.	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	13,500	135,000	0	0
	Cedar Ave	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	0	14,000	140,000	0
	Centennial Ave	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	14,000	140,000	0	0
	Comox main (Rodello-Anderton)	Sewer main replacement - area through roundabout	Sewer DCC	0	34,500	0	0	0
	Comox main (Rodello-Anderton)	Sewer main replacement - area through roundabout	Sewer Cap. Res.	0	103,500	0	0	0
	Douglas St	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	6,500	65,700	0	0
	Downey Avenue	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	0	0	0	105,000
	McCulloch Ave	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	0	0	5,200	52,000

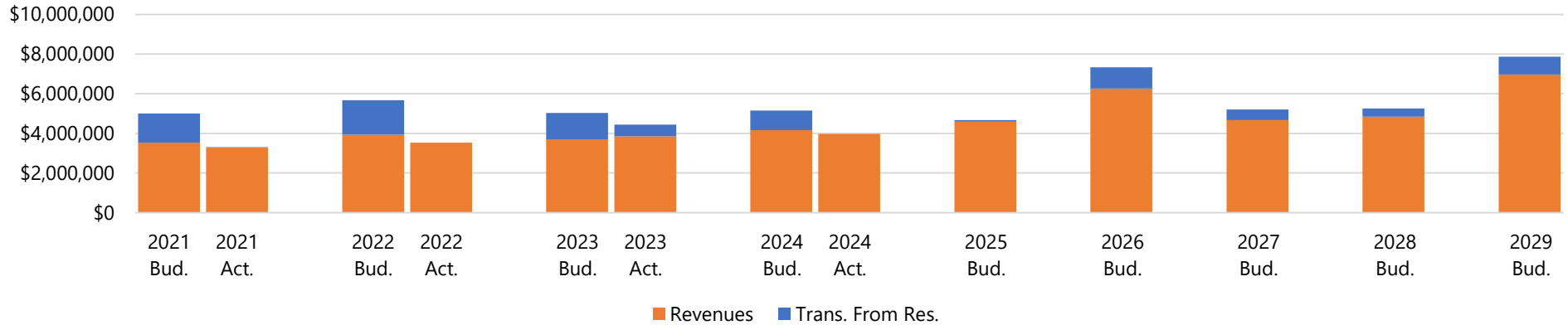
CAPITAL PROJECTS

WO#	Description	Additional Information	Source	2025	2026	2027	2028	2029
	McLeod St	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	0	0	9,000	90,000
	Noel Ave. W.	Sewer main replacement as part of road resurfacing Aitken to Spitfire	Sewer Cap. Res.	0	0	21,000	215,500	0
	Richardson Ave.	Sewer main replacement as part of road resurfacing	Sewer Cap. Res.	0	0	0	11,000	110,000
940005	Robb main	Sewer main replacement Anderton to Aitken	Sewer Cap. Res.	36,000	360,000	0	0	0
	Wallace Ave.	Sewer main replacement as part of road resurfacing Rodello to Alpine	Sewer Cap. Res.	0	13,000	129,500	0	0
Total				141,000	2,745,000	530,200	430,700	2,857,000

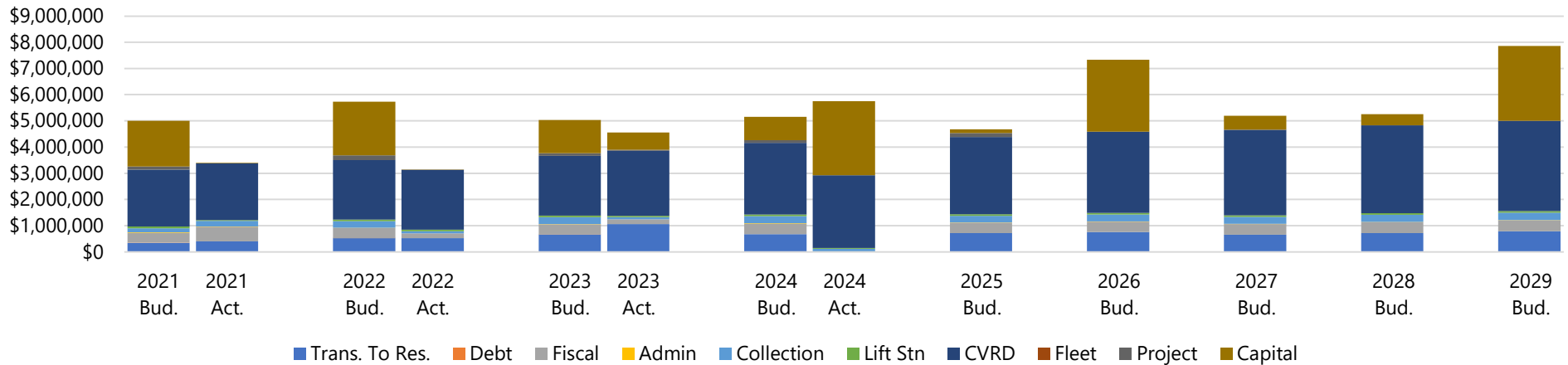
2025-2029 Sewer Budget Analysis

SEWER SUMMARY	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 YTD Actual	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
REVENUE											
1.NR	1,742,000	0	1,353,500	595,020	991,000	0	84,750	1,060,500	523,950	418,200	897,000
1.Revenue	3,932,130	3,526,358	3,674,073	3,850,520	4,157,519	3,971,175	4,587,680	6,265,980	4,673,130	4,837,759	6,965,430
TOTAL REVENUE	5,674,130	3,526,358	5,027,573	4,445,540	5,148,519	3,971,175	4,672,430	7,326,480	5,197,080	5,255,959	7,862,430
EXPENSES											
Operating Exp.											
<u>Core Services</u>											
Total Core Serv.	3,505,830	3,124,315	3,661,573	3,853,667	4,157,519	2,927,357	4,381,430	4,581,480	4,650,280	4,825,259	5,005,430
<u>Special Projects</u>											
3.Project	175,000	2,700	100,000	44,082	100,000	0	150,000	0	16,600	0	0
Total Oper. Exp.	3,680,830	3,127,015	3,761,573	3,897,750	4,257,519	2,927,357	4,531,430	4,581,480	4,666,880	4,825,259	5,005,430
Capital Expenses											
4.Capital	2,052,000	771	1,266,000	655,554	891,000	2,825,932	141,000	2,745,000	530,200	430,700	2,857,000
Total Capital	2,052,000	771	1,266,000	655,554	891,000	2,825,932	141,000	2,745,000	530,200	430,700	2,857,000
TOTAL EXP.	5,732,830	3,127,786	5,027,573	4,553,304	5,148,519	5,753,288	4,672,430	7,326,480	5,197,080	5,255,959	7,862,430
NET	-58,700	398,572	0	-107,764	0	-1,782,113	0	0	0	0	0

Sewer Revenue by Section



Sewer Expenses by Section Operating Expenses



Sewer Reserves

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Sewer RFFE		360,000	560,000	560,000	560,000	560,000	560,000	560,000	560,000
Sewer Capital Works Reserve	4,961,449	5,480,297	6,223,635	5,542,737	6,177,540	5,874,931	6,008,402	6,310,243	6,197,874
Lancaster Lift Stn Cap Reserve	81,236	82,808	86,995	86,995	86,995	86,995	86,995	86,995	86,995
Pt Holmes Lift Stn Cap Reserve	53,574	54,611	57,373	57,373	57,373	57,373	57,373	57,373	57,373
Total	5,096,259	5,977,716	6,928,003	6,247,105	6,881,908	6,579,299	6,712,770	7,014,611	6,902,242

Sewer Rates and Parcel Taxes

The Sanitary Sewer system is managed as a self-funding department where the user fees and parcel taxes collected pay for the short-term and long-term operating and capital expenses.

The Comox sewer system has a regional and a municipal component and each plays a vital role in providing water services to the residents of Comox.

Comox does the initial collection of wastewater and directs it towards the CVRD’s sewer mains. The mains then funnel the wastewater to the wastewater treatment plants operated by the CVRD.

The operating costs are primarily paid for through the sewer user rates. The capital costs are paid through a combination of the user rates, parcel taxes, grants, and Development Cost Charges (DCCs). Developers will occasionally provide sewer infrastructure that they have built in their developments and are referred to as developer contributions. The reserves are funded through a combination of the revenue sources along with any surplus or deficit generated within the sewer budget at year-end.

The Town will budget so that \$200,000 is available in an operating reserve to offset any annual fluctuations in net operating and capital costs which have varied between a \$108,000 deficit and a \$398,000 surplus since 2021. The Town will also budget so that \$300,000 is available in a capital reserve to offset any unplanned and unbudgeted emergency repair costs.

The DCC and Amenity Cost Charge (ACC) studies to be conducted in 2025 will provide an opportunity to review new-growth related capital forecasting and funding that may affect future budgeting.

User Rates Increase Forecast

Year	2025	2026	2027	2028	2029
Increase	6.00%	5.00%	0.00%	3.00%	3.00%

The CVRD has currently planned for annual increases that they charge Comox in the amounts of 6% (2025), 5% (2026), 0% (2027), 3% (2028) and 3% (2029). It is important to note that these budgets are subject to change. Comox plans to raise rates in tandem with the CVRD to ensure budget stability.

A potential shortfall in DCCs of several million to fund major sewer projects in 2026 and 2029 project has been identified. Staff will review options during the DCC and ACC study development in 2025 for future budgetary options.

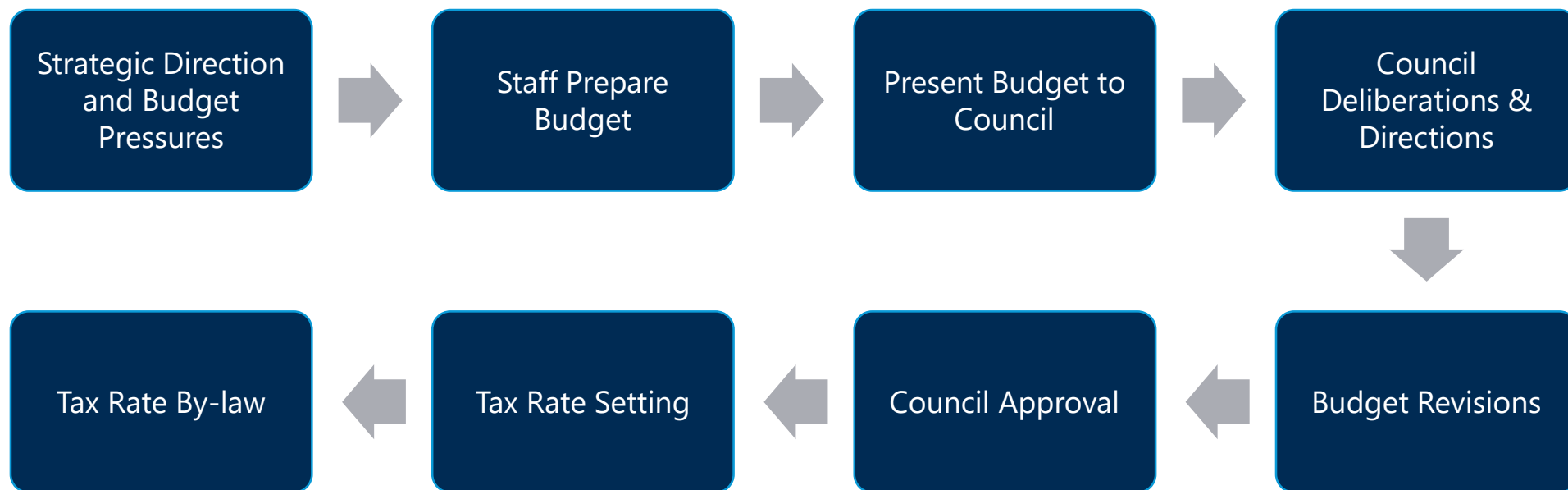
Parcel Taxes Forecast

Year	2024	2025	2026	2027	2028	2029
Charge	\$75	\$80	\$80	\$85	\$90	\$95

Comox charges parcel taxes to properties with sewer service to assist in funding capital repair and replacement. The parcel taxes are single rates charged to properties on the basis of access to the sewer system. The rate is per property regardless of property size, assessed value or water usage. The parcel tax may be exempted through the imposition of a Permissive Tax Exemption.

As mentioned above, the increases reflect the need to increase the funding for future capital repair and replacement.

Budget Planning Cycle Chart and Details



Asset Management Plan Policies

CCL-049 Asset Management Policy

CCL-043 Municipal Assets Policy

Amending the Budget

A budget is considered a 'living document', also known as an evergreen document or dynamic document, is a document that is continually edited and updated. Changes to the municipal financial plan occur throughout the year and they need to be recorded in an amended financial plan in order to enact the financial changes.

An example would be the need to spend additional funds that come from a grant. The additional expenditures need to be added to the budget, along with their purposes, along with the offsetting revenue to fund these new expenditures.

Amendments to the budget, or financial plan, should be regulated by a municipal financial plan amendment bylaw or policy so that minor or regularly anticipated amendments do not require formal amendment.

An example of a minor change could be the addition of a smaller grant and its additional expenditures under \$10,000.

An example of a regularly anticipated amendments would be the carrying forward of projects with committed funding from a prior approved financial plan that is ongoing to the following year. Often the exact amount of the amounts to carry forward are not known until after the year-end reconciliation which is often months into the new fiscal year and typically after the financial plan for the new fiscal year is prepared and/or approved.

Budgeting Principles

Financial budgeting is a planning tool that enhances local government accountability and service delivery, and sets out their legal expenditure authority. Legislation establishes requirements and deadlines for adoption of financial plans, and a local government may amend its plan during the year for unexpected expenditures.

Legislated requirements

Local governments must annually adopt a financial plan in accordance with the *Local Government Act* and the *Community Charter*. The planning period for the financial plan must include the current fiscal year and the next four fiscal years (five-year plan). At a minimum, the plan must include:

- Proposed expenditures (operating, capital, interest and principal payment on debt), funding sources (for example, taxes, fees, grants, new borrowing and debenture debt), and transfers to and from reserve funds and surplus
- Objectives and polices for the fiscal year regarding distribution of funding sources, the distribution of property taxes amongst various property classes, and the use of any permissive tax exemptions

A local government must not budget for a deficit (planned expenditures and transfers to funds cannot exceed planned revenues, transfers from funds, and other cash contributions). However, if actual expenditures and net transfers from the previous year exceed that year's revenues and contributions, the resulting deficiency must be carried forward to the current year's financial plan as an expenditure.

Municipalities must adopt their financial plans before they adopt their annual tax rate bylaws (which must be adopted before May 15 each year). Regional districts must show their accounting for each service separately and must adopt their financial plans by March 31 of each year. The earlier date for regional districts is to provide them time to prepare their annual tax requisitions for their member municipalities and the Provincial Surveyor of Taxes.

Proposed finances

Proposed expenditures for a local government may include the amounts required:

- To pay interest and pay principal on debt
- For capital purposes
- To cover a prior year deficiency
- For other purposes (all other expenditures that do not fall into one of the prescribed categories)

Proposed revenue sources may include:

- [Property value taxes](#)
- [Parcel taxes](#)
- [Fees and charges](#)
- [Grants and transfers](#)



- [Development cost charges](#)
- [Borrowing and liabilities](#)

- [Interest earned on investments](#)

Proposed transfers between funds may include the:

- Amount to be transferred to and from each reserve fund
- Aggregate amount to be transferred to and from accumulated surplus

Limit on expenditures

The financial plan establishes a local government's expense authority. Thus, a local government cannot make an expenditure that is not included in the financial plan. If an unexpected expenditure arises in the year, the financial plan must be amended prior to the expenditure taking place. This amendment requires the local government to undergo public consultation prior to adopting the amendments.



Emergency expenditures

If an emergency expenditure arises that was not contemplated in the financial plan, a local government may make an expenditure for the emergency but must, as soon as practicable, amend the financial plan to include the expenditure and the funding source for the expenditure. A local government should have established procedures to authorize emergency expenditure and provide a report for such an expenditure to the municipal council or regional district board at a regular meeting.

Legislation

- [Local Government Act, s. 374 - Annual Financial Plan](#)
- [Local Government Act, s.377 - Financial management: application of Community Charter](#)
- [Community Charter, s. 165 - Annual Financial Plan](#)
- [Community Charter, s. 173 - Limit on Expenditures](#)

Related Links

- [Development Financing](#)
- [Fees & Charges](#)
- [Grants & Transfers](#)
- [Local Government Borrowing & Liabilities](#)
- [Local Government Finance](#)
- [Local Government Taxation](#)

Reserves and Surpluses

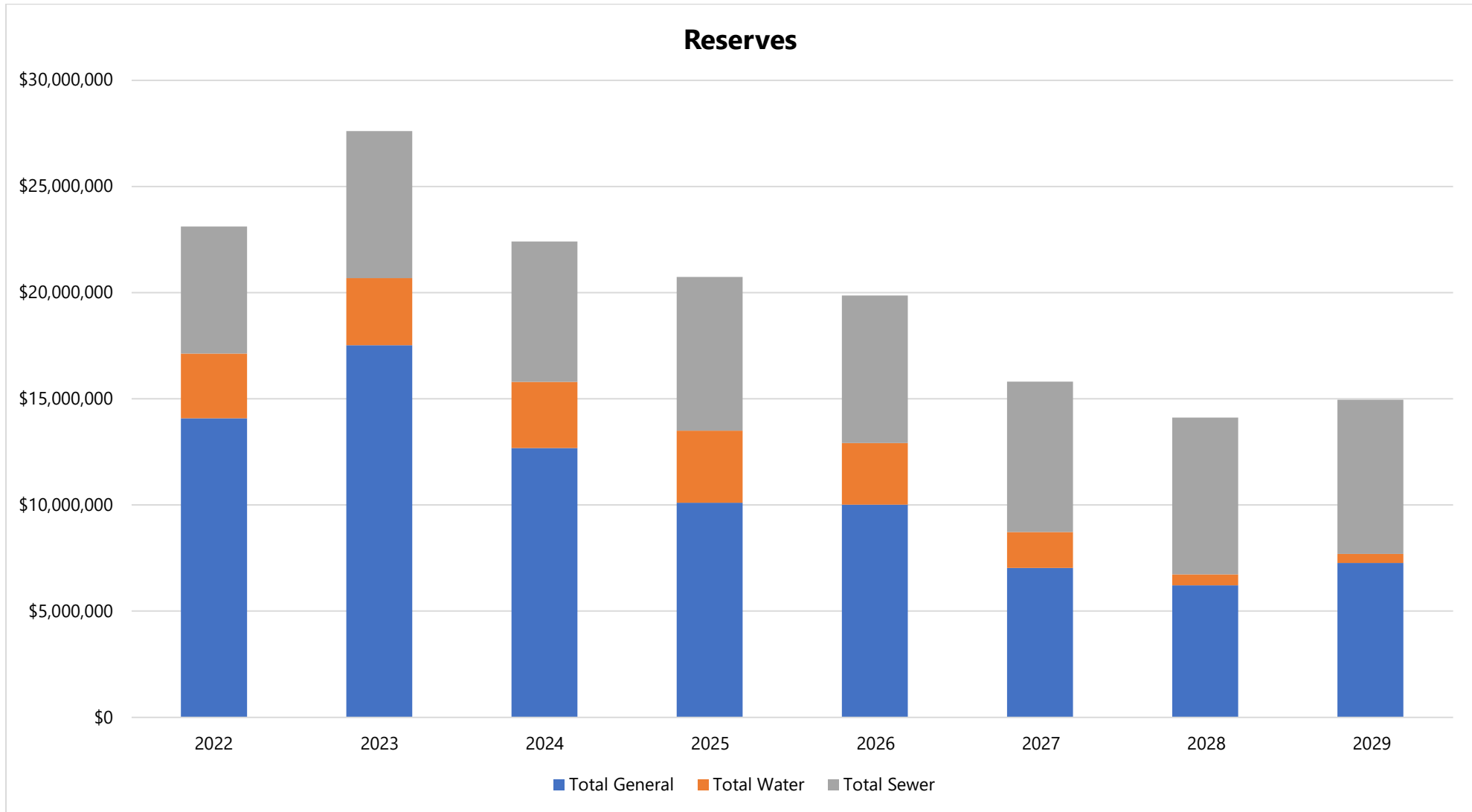
RFFEs	2022	2023	2024	2025	transfer to	trans from	2026	2027	2028	2029
RFFE - General	1,579,464	1,320,141	1,127,434	468,082	870,500	870,500	468,082	468,082	468,082	468,082
RFFE - Water	200,000	200,000	195,000	236,700	0	0	236,700	220,000	220,000	200,000
RFFE - Sewer	360,000	560,000	560,000	560,000	0	0	560,000	560,000	560,000	560,000
Total	2,139,464	2,080,141	1,882,434	1,264,782	870,500	870,500	1,264,782	1,248,082	1,248,082	1,228,082

General Fund	2022	2023	2024	2025	trans to	trans from	2026	2027	2028	2029
Infra Renewal Fund	0	0	369,258	1,109,888	1,110,945	0	2,220,833	0	0	0
Growing Comm Fund	0	0	3,464,495	3,224,495	0	1,506,430	1,718,065	1,250,065	1,050,065	88,665
Housing Accelerator Fund	0	0	66,432	-65,512	425,512	280,000	80,000	0	0	0
Fire Dept. Capital	1,043,239	836,937	217,204	253,204	21,600	21,600	253,204	289,204	325,204	361,204
CFPID Fire Dept. Capital	485,422	411,770	365,103	379,103	8,400	8,400	379,103	393,103	407,103	421,103
Public Safety	219,132	330,212	330,212	430,212	100,000	0	530,212	630,212	730,212	830,212
Affordable housing	187,845	197,343	197,343	197,343	0	0	197,343	197,343	197,343	197,343
General Capital Works	3,848,110	7,237,424	1,333,299	752,299	0	295,500	456,799	834,592	451,717	1,827,127
Equipment repl.	858,150	2,367,765	1,086,765	886,000	100,000	274,000	712,000	561,000	625,000	688,000
Capital Works Fund	5,329,402	4,156,558	1,743,020	1,757,106	737,586	209,000	2,285,692	1,694,648	1,246,337	1,628,426
Gen Cap CVRD	0	0	1,667,000	0	0	0	0	0	0	0
Marina Capital	531,238	658,099	708,099	708,099	50,000	50,000	708,099	708,099	708,099	758,099
Waterfront Walkway	348	366	366	366	0	0	366	366	366	366
Recreation Capital	6,009	6,312	6,312	6,312	0	0	6,312	6,312	6,312	6,312
Total	12,508,896	16,202,786	11,554,908	9,638,915	2,554,043	2,644,930	9,548,028	6,564,944	5,747,758	6,806,857

Water Fund	2022	2023	2024	2025	trans to	trans from	2026	2027	2028	2029
Water Capital Works	2,847,972	2,966,780	2,916,780	3,154,294	547,111	1,033,000	2,668,405	1,478,044	297,168	216,372
Total	2,847,972	2,966,780	2,916,780	3,154,294	547,111	1,033,000	2,668,405	1,478,044	297,168	216,372

Sewer Fund	2022	2023	2024	2025	trans to	trans from	2026	2027	2028	2029
Sewer Capital Works	5,480,297	6,223,635	5,909,987	6,544,790	757,891	1,060,500	6,242,181	6,375,652	6,677,493	6,565,124
Lancaster Lift Stn Cap	82,809	86,995	86,995	86,995	0	0	86,995	86,995	86,995	86,995
Pt Holmes Lift Stn Cap	54,611	57,373	57,373	57,373	0	0	57,373	57,373	57,373	57,373
Total	5,617,717	6,368,003	6,054,355	6,689,158	757,891	1,060,500	6,386,549	6,520,020	6,821,861	6,709,492

Total Funds	2022	2023	2024	2025	trans to	trans from	2026	2027	2028	2029
Total General	14,088,360	17,522,927	12,682,342	10,106,997	3,424,543	3,515,430	10,016,110	7,033,026	6,215,840	7,274,939
Total Water	3,047,972	3,166,780	3,111,780	3,390,994	547,111	1,033,000	2,905,105	1,698,044	517,168	416,372
Total Sewer	5,977,717	6,928,003	6,614,355	7,249,158	757,891	1,060,500	6,946,549	7,080,020	7,381,861	7,269,492
Total	23,114,049	27,617,710	22,408,477	20,747,149	4,729,545	5,608,930	19,867,764	15,811,090	14,114,869	14,960,803



Debt Requirements

OPERATING DEBT

Bank Account Overdraft Facility

Comox does not have any debt related to the Operating Budget. Beginning in 2024 Comox has passed a Revenue Anticipation Bylaw. This bylaw permits Comox to utilize an overdraft facility of up to 75% of the annual property taxes (\$14.1 million collected in 2023) however the bylaw limits this to a maximum of \$10,000,000.

There are currently no plans to use this overdraft and is viewed primarily as for short-term purposes such as, but not limited to, an emergency or until an investment matures.

The overdraft is on the main bank account only. All other related bank accounts including those utilized by Comox controlled societies are not permitted to go into overdraft.

Comox previously had an overdraft facility in place in 2020.

Credit Cards and Purchasing Cards

Comox utilizes purchasing cards, specifically credit cards, for purchasing or reserving various goods and services. The credit facilities are arranged through a Canadian bank and the balances are paid in full on a monthly basis. Usage of the credit cards is governed by municipal policy. Credit cards are only issued to members of the Senior Management Team or persons authorized by the Senior Management Team.

Credit facilities with vendors

Comox has credit facilities in place with a number of vendors who will provide goods or services in advance of payment. This includes utility providers, construction contractors, retail stores, consultants and their like. These vendors rely on signed orders or the reputation of the Town of Comox to ensure their credit is paid. The overwhelmingly vast majority of these are paid on time with no additional interest or cost.

CAPITAL DEBT

Vehicle Lease Financing

Beginning in 2023 the Town of Comox shifted from purchasing vehicles for its fleet to financing some of them using lease financing.

Vehicle leasing is budgeted at 5% for a 5 year amortization.

The first round of lease financing was not finalized in 2024 and is expected to be formalized in 2025 through the Municipal Finance Authority (MFA).

Construction Financing

There are several proposed projects to construct new or expand existing municipal facilities. The municipality has not previously set aside funds in advance to pay for these facilities and it would take many years to save the funds. As a result, there is a need to fund these projects. Using financing will permit the cost of the facilities to be spread out over a number of years and to be paid for by the then residents of the municipality who have the opportunity to benefit from the facilities at that time. This is the matching principle wherein the cost of something is borne while the assets exist, rather than being paid for before they exist.

These projects include preliminary consultation costs along with architectural drawings and engineering review costs which need to occur before construction begins. It is proposed that the borrowing be initiated at the start of the project to provide interim financing and then be finalized once the final costs are determined. The entire financing process could take several years.

Construction debts are initially proposed to have 25 year amortizations and are shown assuming a 5% interest rate. The amounts shown are for budget purposes only and some projects may have lower borrowing amounts if other sources of funds are determined to reduce the borrowed amount or can offset proposed payment amounts.

Examples of reduced borrowed amount could be the sale of existing properties or grants from other levels of government. Examples of reduced payment amounts could be the ability to use DCCs or ACCs, especially in the case expansion of fire and recreation services due to new population growth.

Municipalities in BC benefit from a lower borrowing rate than typical consumers due to the credit worthiness of the Provincial government and its agencies, including the MFA.

The borrowing numbers provided here are based on projections for projects which have not been approved by Council and timelines are not set. This information is meant to provide an understanding of the financial implications of potential future projects.

The loan requirements for 2025 to 2029 capital projects consist of:

Project	Year	Amount
Fire Hall Expansion	2026	\$5,250,000
Replace Town Hall	2027	\$15,200,000
Community Centre Fitness Studio Expansion	2028	\$4,250,000
		\$24,700,000

Project	Source of Loan Payments						Total	%
	General Taxation	Water User Fees	Sewer User Fees	DCCs	ACCs	Other Revenue		
Vehicle Leasing	\$280,913						\$280,913	12.8%
Fire Hall Expansion	\$469,179						\$469,179	21.3%
Replace Town Hall	\$1,135,111						\$1,135,111	51.5%
Community Centre Fitness Studio Expansion	\$317,831						\$317,831	14.4%
Total	\$2,203,034	\$0	\$0	\$0	\$0	\$0	\$2,203,034	100.0%
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		

Loan payment amounts shown are based on blended payments assuming the entire amount is borrowed during the full initial year. The actual amount borrowed will vary initially as required and will not be finalized until the final costs are known. The full loan payment will not be realized until the borrowing is finalized. Annual payments increase due to annual increasing actuarial repayments as per the standard financing methodology of the MFA.

The municipality is undergoing an update of their Development Cost Charges (DCCs) and is studying the collection of Amenity Cost Charges (ACCs) so that the new growth in the municipality will fund the cost of expanding existing services. It is likely that the funding from taxation for some or all of the proposed construction projects will be offset by DCCs and/or ACCs thus reducing the burden on taxpayers.

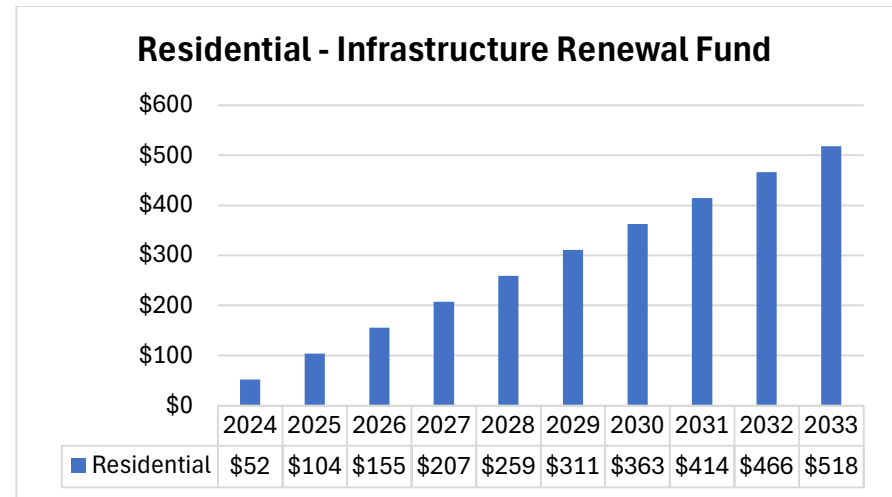
Infrastructure Renewal Fund

The Infrastructure Renewal Fund came about from the 2023 Asset Management Study which determined that the Town of Comox was not setting aside sufficient funds to replace their existing infrastructure assets. Infrastructure assets include roads, sidewalks, storm drains, water and sewer pipes, facilities such as the fire hall, recreation centre, properties leased out to community groups such as the museum and seniors centre, and administration facilities. The amount is approximately \$52 for the average residential property and varies by the assessed value.

The study recommended that an infrastructure renewal fund be established and to be funded by annual levies on property owners. The Province requires the funds to be collected from the general tax base based on assessed value. Due to this, the levy is collected similar to general municipal property taxes and is subject to the property tax multiplier. This means that different classes of properties pay higher multiples of the infrastructure Renewal Fund levy in the same proportion as different classes of properties pay higher multiples of the general property taxation amount.

The levy was set to collect approximately \$370,000 in the first year (2024) and that amount would increase by approximately \$370,000 each year for the following 9 years until the amount collected annually is approximately

\$3,700,000 in 2033. The chart below shows this increased amount and the approximate cost per property in each property tax class based on the number of properties in each class in 2024. This amount or the total amount can vary annually as the number of properties changes due to growth or redevelopment. Over time there will be updates to the Asset Management Plan which will determine if adjustments need to be made to the required amount of funds based on changes in cost of construction, growth pattern changes, and changes to service levels.



Forecasted Infrastructure Renewal Levy for average property

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Residential	\$52	\$104	\$155	\$207	\$259	\$311	\$363	\$414	\$466	\$518
Utilities	\$233	\$465	\$698	\$930	\$1,163	\$1,396	\$1,628	\$1,861	\$2,093	\$2,326
Light Industrial	\$356	\$712	\$1,068	\$1,423	\$1,779	\$2,135	\$2,491	\$2,847	\$3,203	\$3,559
Business	\$189	\$379	\$568	\$758	\$947	\$1,137	\$1,326	\$1,516	\$1,705	\$1,895
Recreation	\$310	\$620	\$930	\$1,241	\$1,551	\$1,861	\$2,171	\$2,481	\$2,791	\$3,101
Farm	\$4	\$7	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$36
Total Annual Collected	\$370,315	\$740,630	\$1,110,945	\$1,481,260	\$1,851,575	\$2,221,890	\$2,592,205	\$2,962,520	\$3,332,835	\$3,703,150

Other Targeted Tax Levies

Downtown Comox Business Improvement Area

A Business Improvement Area (BIA) is an association of businesses and commercial property owners within a specified commercial area who join together to promote the economic development of the district through various marketing, beautification, safety and advocacy initiatives. With the support of the municipality, BIAs are enacted through special legislation and, once formed, are governed by a volunteer Board of Directors, comprised of area business tenants and commercial property owners, and funded through a member-based property tax levy.

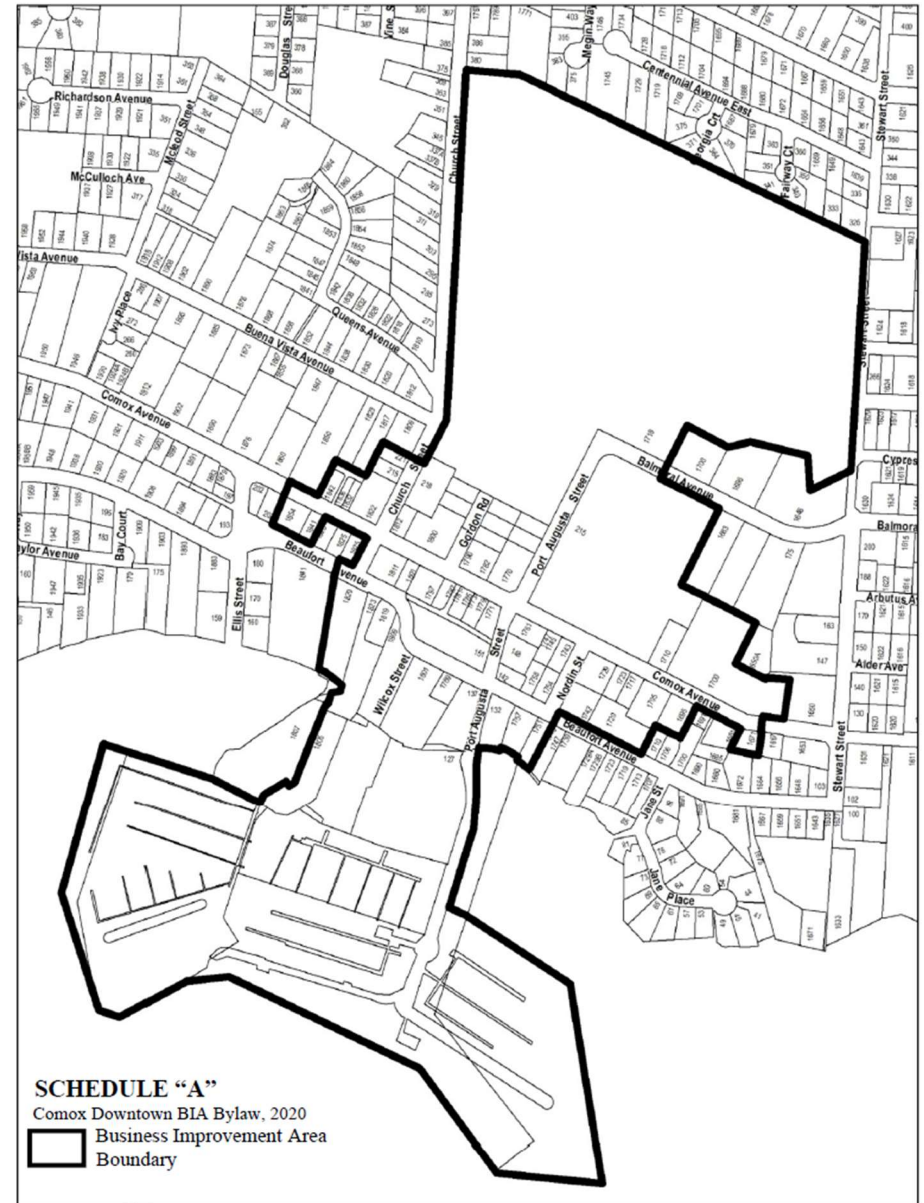
The improvements to the Improvement Area help to promote the districts and their members, bring customers, stimulate the economy, and support the community. Promotional activities may include special events and ongoing advertising programs which aim to keep the BIA area foremost in the public's mind as an attractive, pleasant place to shop, to be entertained, to work and to live.

For many BIAs the social wellbeing of the community is very important. Many BIAs have programs that deal specifically with homelessness, graffiti, crime prevention, safety, transportation, accessibility, density, green spaces and other issues. In addition, BIAs have expanded their roles to include business recruitment to their list of goals.

BIAs help to create stronger communities by supporting member participation through the Board of Directors and the committees of the BIA. The formal BIA designation allows for a planned program to be developed with an annual budget contributed to by all its members. The cumulative effect of BIA activities attract customers and new business to the Improvement Area. BIAs respond to and reflect the needs of individual areas. They can act as merchant associations, initiators of revitalization projects, coordinators of civic planning processes, a key spoke in economic development teams, and a positive voice when addressing street issues.

The [Downtown Comox BIA](#) was governed by Bylaw 1928 which expired December 31, 2024. A new bylaw has been proposed for the 5-year period 2025-2029.

The BIA had levied its members \$72,900 for each of the 5 years 2020 – 2024. The non-vacant commercial assessed values are the ones used for calculating the levy per participating property.



Key Budgetary and Financial Policies and Procedures

CCL-066.01 Budget Timeline Policy

To provide a regular schedule for the annual adoption the Financial Plan. Further to ensure that Administration has Council approval for Capital and Special projects at a pre-determined time, early in each year, to allow for increased planning, tendering, and execution time.

CCL-032 Contribution of Goods and Services to Non-Profit Societies

To track all goods and services over \$2,000 provided by Town resources to non-profit societies.

CCL-020 Financial Plan – Policy and Procedures

Outlines the process of preparing and adopting the Financial Plan.

CCL-018 Financial Reports Policy

Sets out the format and timing of financial reports to Council.

CCL-041 Project Cost Overruns Policy

Sets out the requirement to notify Council of cost overruns and management of them.

CCL-017 Purchasing Policy

Sets out the process and procedures for purchasing.

Glossary of Terms

Accrual Accounting

Comox's sources of financing and expenditures are recorded using the accrual basis of accounting. This basis recognizes revenues as they become available and measurable and expenditures as they are incurred and measurable as the result of receipt of goods or services and the creation of a legal obligation to pay. This is also the basis for developing Comox's budget.

Administration

A category of expenses representing administrative costs and other costs that do not fit into any of the other categories of expenses.

Amortization

The reduction of the value of an asset by prorating its cost over a period of years. The period of time that a debt would be paid off over. A category of expenses representing the reduction of the value of an asset.

Appropriation

A sum of money or total of assets devoted to a special purpose.

Assessment

A value established by the Municipal Property Assessment Corporation (MPAC) for real property for use as a basis of levying property taxes for municipal purposes.

Asset Management Plan

A plan that determines how a municipality can become sustainable with regards to the replacement of their tangible capital assets by determining the current amount of funding and the deficit that is required to be funded in the future.

Balanced Budget

A balanced budget refers to a budget in which revenues are equal to expenditures. Municipalities are required to pass a balanced budget and are not permitted to run a deficit or a surplus.

Base Budget

Budget resources that are required to maintain service at the level provided in the previous year's budget.

Bond

A debt investment in which an investor loans money to an entity that borrows the funds for a defined period of time at a fixed interest rate. which is then used to calculate the additional debt that can be borrowed using estimated interest rates and amortization periods.

Comox borrows, in part, through Infrastructure Ontario, an Ontario crown corporation which issues bonds in the name of the Government of Ontario.

Budget

An estimation of the revenues and expenses over a specified future period of time. Comox prepares an annual budget which is for the fiscal year of January 1 to December 31.

Business Improvement Area

A Business Improvement Area (BIA) is a "made-in-Ontario" innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district.

Capital Budget

A plan of proposed capital expenditures to be incurred in the current year and over a period of subsequent future years identifying each capital project and the method of financing.

Capital Expenditure (Project)

Expenditures to purchase or construct capital assets. Typically a capital expenditure consists of purchasing land or equipment, improving land, and/or the construction of a building or infrastructure. Sometimes capital assets are purchased or constructed by third parties and turned over to the municipality for future operation, maintenance and repair.

Collective Agreement

A legally binding agreement between an employer and a union detailing the terms and conditions of employment.

Comox Valley RCMP Detachment

The police force that has responsibility for policing Comox. The policing is governed under BC Agreement and Comox costs are collectivized and shared

with similar municipalities with a population between 5,000 and 15,000 persons along with 30 percent subsidy from the Province.

Contracted Services

A category of expenses representing services performed by contractors

Council Proposed Budget

The budget proposed by Council to the Public typically after reviewing and amending the Staff Proposed Budget.

Debenture Debt

The repayment of principal and payment of interest to holders of the municipality's debt instruments which were used to finance capital projects.

Debt Limit

The total debt that a municipality can incur. Additional debt capacity is based on a percentage of eligible revenue less existing debt obligations which is then used to calculate the additional debt that can be borrowed using estimated interest rates and amortization periods.

Department

A basic organizational unit of the Town of Comox which is functionally unique in its delivery of services.

Depreciation

Similar to amortization it is a method of allocating the cost of a tangible capital asset (TCA) over its useful life.

Development Charge (DC)

A fee assessed against certain land development projects in order to help fund the cost of specified capital infrastructure needed to service growth.

Developer Contributions

Capital works and infrastructure paid for and constructed by Developers often consisting of sidewalks, roads, water infrastructure, sewer infrastructure and storm drainage infrastructure.

Facility Maintenance

A category of expenses representing the cost of maintaining facilities including costs for repair and maintenance but not including utility costs or insurance.

Facility Utilities

A category of expenses representing the cost of utilities including gas and hydro.

Fiscal Year

The twelve month accounting period for recording financial transactions. Comox's fiscal year is January 1 to December 31.

Full Time Equivalent (FTE)

A measure to account for all staffing dollars in terms of their value as a staffing unit. For example, two (2) half-time positions would equate to one (1) FTE.

Fund

A supply of money or pecuniary resources for some purpose.

Grant

A monetary contribution by one governmental unit or other organization to another. Typically these contributions are made to local governments by the Provincial and Federal Governments or the upper-tier government (County or Region). It is also a category of revenue consisting of grant funds.

Insurance

A category of expenses representing the cost of acquiring insurance for the assets or activities of Comox.

Living Document

A living document is a document that is continually edited and updated.

Local Government Data Entry (LGDE)

The local government data entry (LGDE) forms provide a standardized financial measure of local government activities over the previous fiscal year. The LGDE is the main data collection tool used by the Government of BC to collect financial and statistical information on Municipalities.

Local Improvement Charges

A financial tool used by municipalities for neighbourhood capital improvements such as but not limited to roads, sidewalks, water or sewer services. These charges are added to the property tax bills for the properties that benefit from the improvements over a specified period of time in order to spread out the cost of the improvements to the property owners.

Non-market Change

Non-market Change is a change in value on the assessment roll that is not market related. NMC is a potential source of new taxing authority revenue without having to increase a jurisdiction's property tax rates.

Official Community Plan

The Official Plan establishes goals, objectives and land use, transportation and servicing policies to direct the physical growth of Comox within the context of relevant social, economic and environmental constraints, in order to obtain the most desirable living environment for present and future residents.

Operating Budget

The budget containing allocations for such expenditures as salaries and benefits, materials and supplies, utilities, and insurance in order to provide basic government programs and services.

Operating Project

Projects that do not purchase or construct capital assets and are accounted for in the operating budget.

Other Income

A category of revenues representing funds that do not fit into any of the other categories of revenues.

Payments in Lieu of Taxes (PIL or PILT)

Payments in lieu of taxes received from other governments which are exempt from the payment of property taxes.

Property Tax Exemption

A method of reducing the property taxes owing on a property by reducing the taxable assessed value. A tax exemption could be statutory by provincial law or permissive by local Council bylaw.

Provincial Growth Plan

Places to Grow is the Ontario government's program to plan for growth and development in a way that supports economic prosperity, protects the environment and helps communities achieve a high quality of life across the province. Regional growth plans are developed to guide government investments and policies.

Public Sector Accounting Board (PSAB)

The subcommittee of the Canadian Institute of Chartered Accountants which provides recommendations and issues pronouncement to enhance the financial reporting information of public sector bodies.

Reserve

An allocation of accumulated net revenue. It has no reference to any specific asset and does not require the physical segregation of money or assets.

Reserve Fund

Assets segregated and restricted to meet the purpose of the reserve fund. They may be:

- • Obligatory – created whenever a statute require revenues received for special purpose to be segregated
- • Discretionary – created whenever a municipal council wishes to designate revenues to finance a future project for which it has authority to spend money.

Reserve For Future Expenditure (RFFE)

A discretionary reserve used to fund projects, currently also representing the accumulated operating surplus. There are three for each of the main budgeting segments; operating, water, and sewer.

Salaries, Wages & Benefits

A category of expenses representing the salaries, wages and benefits of employees. This also includes adjustments to vacation accruals.

Segmentation

The organizing of the financial information of the municipality into parts that are determined to be meaningful to the expected financial statement users. Comox's segmentation is determined by Finance Procedure 2010-004 "Financial Statement Segmentation".

Single Dwelling Unit

This is a measure used for measurements of growth and typically refers to a single detached home.

Source Water Protection

The Provincial methods, legislation and regulations applied to the lakes, rivers and aquifers from which we get the water we drink and use is made safe.

Staff Proposed Budget

The budget first proposed by Staff to Council for Council to review and amend prior to presentation to the Public.

Surplus

The excess that exists when expenditures at fiscal year-end are lower than had been budgeted for or revenue are higher. Surpluses are required to be applied fully in the following year's operating budget to reduce amounts raised through taxation, unless allocated to a reserve by Council.

Tangible Capital Assets (TCA)

An asset that is designated to be part of the capital budget due to it meeting the definition of a tangible capital asset as set out by PSAB regulations and as determined by Comox's TCA policy.

Tax Levy

The total amount to be raised by property taxes for operating and debt service purposes specified in the annual Tax Levy By-Law.

Tax Rate

The rate levied on each real property according to assessed property value and property class.

Tax Ratio

The amount greater or lesser than the base rate and is applied to properties to increase or decrease their assessed value in order to produce the taxable value which is used to calculate the property taxes. Residential properties are used as the base rate.

Taxation

A category of revenues representing funds raised from property owners based upon a tax rate and their assessed value.

Transfer from Reserves

A category of revenues representing funds withdrawn from reserves or reserve funds.

Transfer to Capital

A category of expenses representing funds transferred from the operating portion of the budget to the capital portion of the budget in order to provide funds to pay for the capital items.

Transfer to Reserves

A category of expenses representing funds placed or saved in reserves or reserve funds.

Useful Life

The period during which an asset or property is expected to be usable for the purpose it was acquired. It may or may not correspond with the item's actual physical life or economic life.

User Fee

A fee levied for services or use of municipal property on an individual or groups of individuals benefitting from service.

Vehicles and Equipment

A category of expenses representing the cost of vehicles and equipment including but not exclusive to fuel, repairs and maintenance.

Acronyms

AMP Asset Management Plan	PSAB Public Sector Accounting Board
BCAA British Columbia Assessment Authority	PTE Permissive Tax Exemption
BIA Business Improvement Area	PTE Part Time Equivalent Employees
CAO Chief Administrative Officer	PW Public Works
CCBF Canada Community Building Fund	RCMP Royal Canadian Mounted Police
CICA Canadian Institute of Chartered Accountants	RFFE Reserve for Future Expenditure
CFB Canadian Forces Base	SCBA Self-Contained Breathing Apparatus
CSWM Comox Strathcona Waste Management	SDU Single Dwelling Unit
CVRD Comox Valley Regional District	SSMUH Small-scale, multi-unit housing
DCC Development Cost Charge	STP Sewage Treatment Plant
FTE Full Time Equivalent Employees	TCA Tangible Capital Asset
GAAP Generally Accepted Accounting Principles	TNT Vehicle Extrication Tools
GASB Governmental Accounting Standards Board	UBCM Union of BC Municipalities
GFOABC Government Finance Officers Association of BC	WHMIS Workplace Hazardous Materials Information System
GIS Geographic Information System	
HAF Housing Accelerator Fund grant	
HR Human Resources	
HRIS Human Resources Information System	
HVAC Heating, Ventilation and Air Conditioning	
KFN K'ómoks First Nation	
LGCAP Local Government Climate Action Plan	
LGHI Local Government Housing Initiatives	
NMC Non-market Change	
OCP Official Community Plan	
PIL Payments in Lieu	
PS Pumping Station	

RECEIVED

File: 1700-02

February 3, 2025

February 3, 2025

TOWN OF COMOX

Sent via email only: russwurm@comox.ca

Mayor and Council
Town of Comox

LOG: 25-023	REFER:	AGENDA: RCM 19-Feb-25
FILE: 0400-60/C	ACTION: MR	

Dear Mayor and Council:

File: 0400-60/CVRD Copies: Council
JW/EH/RH/SR/CD

Re: Draft Amenity Cost Contributions Program

The Comox Valley Regional District (CVRD) Recreation Commission is working to develop an Amenity Cost Contributions (ACC) program for recreation-specific infrastructure. The commission approved a motion at their November 26, 2024 meeting directing staff to create a draft ACC program based on an outlined methodology and project list included in the staff report dated November 19, 2024 (attached). CVRD staff will undertake background work for a draft ACC program for consideration by the Recreation Commission based on Appendix B of the staff report.

CVRD staff are seeking regional collaboration and support from municipal councils, as well as the CVRD's Electoral Areas Services Committee (EASC) to have their staff participate in this initiative.

Staff participation will likely involve:

- Up to four meetings before October 2025.
- Assisting with gathering and organizing Development Cost Charge (DCC) data and potential ACC calculations.
- Possible interviews with a consultant.

The goal is to ensure equitable contributions across the region while balancing the need to avoid overburdening development opportunities. Councils and the EASC are asked to confirm if their staff may participate in this analysis and program development.

Questions or presentation requests may be directed to Doug DeMarzo, General Manager of Community Services at [REDACTED]

We look forward to hearing from you by February 28th, 2025.

Sincerely,

M. McCollum

Melanie McCollum
Chair, Comox Valley Recreation Commission

Enclosure: Staff report dated November 19, 2024.

cc: J. Wall, Chief Administrative Officer, Town of Comox
J. Warren, Chief Administrative Officer, CVRD

DATE: November 19, 2024**FILE:** 1700-02**TO:** Chair and Members
Comox Valley Recreation Commission**FROM:** James Warren
Chief Administrative OfficerSupported by James Warren
Chief Administrative Officer***J. Warren*****RE: Amenity Cost Charges – Recreation Infrastructure****Purpose**

This report provides information regarding the new development finance tool, Amenity Cost Charges (ACC).

Recommendation from the Chief Administrative Officer:

THAT staff be directed to undertake the background work for a draft Amenity Cost Charges Program for consideration by the Comox Valley Recreation Commission based on Appendix B to the staff report dated November 19, 2024 Amenity Cost Charge methodology and project list;

AND FINALLY THAT municipal Council support be requested to have their staff participate in coordinating an equitable approach to an ACC program.

Executive Summary

As local governments shift to more upfront planning and zoning through Bills 44 and 47, changes under Bill 46 provide local governments with new and improved development finance tools to help fund infrastructure and amenities to support increased housing supply and growth. One such tool is ACCs which allow local governments to collect funds for amenities like community centres, recreation centres, daycares, and libraries from new development that results in increased population. One such tool is the ACC which allows local governments to collect funds for amenities like community centres, recreation centres, daycares, and libraries from new development that results in increased population.

Collection of ACCs from development can help:

- Provide long-term funding for the Recreation Strategic Plan;
- Provide a source of regional funding, in addition to property taxes and user fees and grants, which are not readily available for regional recreation infrastructure;

- Ensure recreational facilities and amenities grow with the community and are accessible to support new growth;
- Support livable and complete communities in areas of growth;
- Keep the development of major recreation infrastructure more affordable by ensuring that development throughout the region contributes funds towards the growth of this key infrastructure;
- Enable developers and newcomers to the community to contribute to growth costs alongside existing taxpayers.

The foundation of ACCs lies in its calculations based on future growth, which could fundamentally support the principle that growth should help pay for growth. Especially related to recreation infrastructure as the population increases the desire for amenities increases hence the connection between the population projection used in the calculations and the ACC rate estimates. The balance of not discouraging growth and ensuring equity between Development Cost Charges (DCCs) across the region requires consideration to help ensure the cumulative impacts of all such charges do not overburden development when finalizing the ACC amounts.

Prepared by:

D. DeMarzo

Doug DeMarzo
General Manager of
Community Services

Background/Current Situation

Division 19.1 of the Local Government Act (LGA) authorizes local governments to impose ACCs and outlines the legislated requirements.

Local governments can collect ACCs on subdivision approval or before the issuance of a building permit from any new development that increases the population of residents or workers (i.e., if a development adds new residential units or new workplaces to the community) in areas where a local government is planning for growth. Similar to DCCs, ACCs must be enacted by bylaw and in accordance with the process and requirements set out in the legislation.

Local governments can choose whether to use the new ACC tool and can adopt an ACC bylaw at any time. Unlike DCCs, ACC bylaws do not require approval from the Inspector of Municipalities. They do need to assess the impact of charges on development viability, be transparent and undertake public consultation.

Developments of any size can contribute to these community assets to help finance their growth. In this way, development helps to fund the impact of development on regional recreational infrastructure. Each year of delaying program development represents a missed opportunity to help fund much-needed community amenities.

Demographics and Projected Growth

Population and Household Growth projections from the Comox Valley Regional District (CVRD) Housing Needs Assessment.

- The estimated regional population in 2023 (excluding Island Trust Areas) is 74,540, reflecting a five percent increase from 2021
- The City of Courtenay and the Village of Cumberland historically experienced the highest growth rates between 2016 and 2021 at 10 per cent and 20 percent, respectively, and are expected to lead regional growth (in percentage terms) over the next two decades
- The total population may grow 36 per cent from 2023 to 2043, reaching about 101,460, meaning about 26,920 more people potentially residing in the CVRD by 2043 The total population may grow 36 per cent from 2023 to 2043, reaching about 101,460, meaning about 26,920 more people potentially residing in the CVRD by 2043
- There were an estimated 32,065 households in 2023, a five per cent increase from 2021 • Greatest population growth was among senior age cohorts, which is expected to continue

The housing landscape in the CVRD is evolving, driven by a surge in both population and households from 2016 to 2021 across all municipalities and electoral areas. This growth trend is expected to continue through the next two decades to 2043, indicating a sustained rise in housing demand.

The CVRD and Islands Trust have undertaken comprehensive Housing Needs Assessments that can be used as foundational documents for ACC calculations. Appendix B outlines the methodology to determine that 13,701 new units may be needed to meet demand in the next 20 years.

Project Eligibility

Legislation under section 570.1 of the LGA, an “amenity” is broadly defined as a facility or feature that provides social, cultural, heritage, recreational or environmental benefits to a community. Amenities need to directly or indirectly benefit the new development itself and the increased population of residents or workers that result from the development. Currently, staff are of the opinion that growth throughout the CVRD would benefit from major recreation facilities.

Local government revenue collected through ACCs can only be used to help fund the capital costs of amenities. ACCs can be used to fund the capital costs of constructing new amenities or to alter or expand existing amenities, such as an addition to a recreation centre.

Staff will work with a consultant to develop a background document based on the following framework outlined below.

1) Background Research:

- i. Coordination in the region to understand growth projections relative to anticipated recreational facility use/demand;
- ii. Coordination in the region to understand other development cost charges and amenity cost charges already in place relative to the potential impact of a CVRD ACC.
- iii. Communications Plan with developers to help ascertain the viability of ACCs.

2) Imposing ACCs bylaw process: A local government must pass a bylaw that identifies:

- i. Area or areas in which the charge(s) apply;
- ii. Amenity projects for which a charge will be imposed; and,
- iii. Amount of the charges that will be imposed, which must be set as a flat rate per unit and/or per square metre of floor space.

3) ACCs key factors calculations:

- i. Capital cost of project.
- ii. Statutory exemptions.

Options

1. Staff report back with an ACC program background document to support a new draft ACC bylaw based on Appendix B methodology and project list with consultant expertise.
2. Cost of future growth would be applied to existing residents
3. Staff report back with an ACC program document, reevaluate the project list, and report back to the recreation commission if additional projects are to be included based on known community growth demands based on consultant expertise.

Given the significant realized and projected growth of the community increasing demand for recreational facility capacity; and significant costs of new and

upgraded recreational facilities, collecting ACC from development will be a crucial funding source for capital projects moving forward. Staff are recommending option 1.

Financial Factors

The backgrounder study will address financial objectives. Any future additional funding source will assist with the successful implementation of recreational community amenities associated with new growth.

A key component of the ACC is to consider all other municipal and regional development cost charges when setting the final rate. The backgrounder will explore this in-depth and if potential changes are being explored with the recent change in legislation that limits the ability to obtain community amenities at the rezoning stage. Through internal staff relations, staff are aware many DCCs are undergoing review both in the CVRD and municipalities. Below is the table of known DCCs for sample only as charges can change depending on land use type exemptions, and buildings within specific bylaws but the table is generally in line with single residential.

Table 1- Sampling of current DCCs

Jurisdiction	Current DCCs	Amount
CVRD	Water	3,389
	Sewer	6,941
	Electoral Area only Parks	1,417
City of Courtenay	Water	456
	Sewer	1,427
	Transportation	2,744
	Drainage	1,439
	Park Acquisition and Development	875
Town of Comox	Comox highway	2,748
	Sanitary	1,072
	Parkland	2,171
Village of Cumberland	Transport	8,007
	Water	3,725
	Sanitary Sewer	1,075
	Sanitary Sewer (area specific)	4,263
	Storm drainage	2,178
	Parks	1,032

Appendix B outlines an example of a methodology that could be used to determine a recreation ACC.

Strategic Considerations - Strategic Drivers						
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	Community Partnerships	Indigenous Relations	Accessibility, Diversity, Equity and Inclusion	

The Board’s four key drivers are as follows:

- Fiscal Responsibility: Careful management of services and assets is essential to providing affordable and reliable services to citizens and businesses in the CVRD. With continued growth projections in the region, it is prudent that new growth should help support the amenities needed to serve the community.

Strategic Considerations - Regional Growth Strategy Goals						
Housing	✓	Ecosystems, Natural Areas and Parks	Local economic development	✓	Transportation	
Infrastructure		Food Systems	Public Health and Safety	✓	Climate Change	

The strategy identifies eight policy areas:

- Housing: Adding ACCs to new units will increase the capital cost of housing however in the long term may reduce the ongoing tax impact on existing housing stock.
- Local economic development: Achieve a sustainable, resilient and dynamic economy that supports businesses and entrepreneurship; Adequate facilities to accommodate the population are essential and supporting local businesses that supply the operations of the facility as well as the needs of participants promotes economic development. This can range from skate-sharpening to hosting major events.
- Public health and safety: Support a high quality of life through the protection and enhancement of community health, safety and well-being by offering facilities that support a healthy lifestyle and align with the population's needs.

Intergovernmental Factors

The background study for ACCs will be conducted through a review of other DCC charges in the region. The review will confirm population projections, discuss any potential changes to partners DCC or ACC creation, and determining the collection method of ACCs on the CVRD’s behalf.

Preparation of this report included a preliminary discussion with neighbouring recreation municipal staff to discuss the CVRD intentions of ACCs and understand

municipal plans for their current ACCs. To date no municipality in the CVRD has completed ACCs bylaws.

Citizen/Public Relations

The background study and bylaw preparation will inform the next steps of the public process. Helping developers understand the benefits of recreation facilities to provide the new residents with a high quality of life will ultimately lead to more edge in competition compared to surrounding communities to attract more residents. Broad consultation will also need to be defined and implemented during the process.

Attachments: Appendix A – Interim Guidance Development Finance Tools
 Update - DCCs and Amenity Cost Charges
 Appendix B – Calculation of Potential ACCs



Interim Guidance

Development Finance Tools Update: Development Cost Charges/Levies and Amenity Cost Charges

Ministry of Housing
Published: March 2024
Updated: June 2024

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Contents of this document are not intended to be provided as legal advice and should not be relied upon as legal advice.

Introduction

Local governments have a range of development financing tools that can be used to help fund the costs of infrastructure and amenities that are needed to support new development, including Development Cost Charges (DCCs)/Development Cost Levies (DCLs), subdivision servicing bylaws, excess or extended services, latecomer agreements, development works agreements, and density bonusing.

In the fall of 2023 [Bill 46 – 2023: Housing Statutes \(Development Financing\) Amendment Act](#) (Bill 46) made amendments to the *Local Government Act* (LGA) and the *Vancouver Charter* to provide local governments (municipalities and regional districts) with new and expanded development finance tools.¹

These changes include:

- Updating the scope of infrastructure eligible to be funded through DCCs and DCLs to include new categories of infrastructure - fire protection, police, and solid waste and recycling facilities.
- Introducing Amenity Cost Charges (ACCs), a new development finance tool that allows local governments to collect funds for amenities, such as community centres, recreation centres, daycares, and libraries from new development that results in increased population.

In addition, Bill 46 made amendments to enable municipalities to collect and use DCCs/DCLs to finance their portion of highway facilities that are cost-shared between the province and the municipality, like interchanges and highway exits. Any questions on this topic should be directed to the Ministry of Municipal Affairs at LGIF@gov.bc.ca.

This interim guidance will help local governments update or adopt DCC/DCL bylaws to begin collecting for the new categories of eligible infrastructure and to implement an ACC bylaw, if they choose to use the new tools.

The Province will develop more comprehensive guidance in consultation with the Development Finance Review Committee (DFRC)², local governments, and the development industry, for release in late 2024.

Background

The Province of BC passed legislation in the fall of 2023 to facilitate increased housing supply as part of the Province's *Homes for People Action Plan*. Through [Bill 44 – 2023: Housing Statutes \(Residential Development\) Amendment Act](#) and [Bill 47 – Housing Statutes \(Transit-Oriented Areas\) Amendment Act](#)

¹ The amendments came into effect on November 30, 2023.

² The DFRC was formed as an advisory committee in 1995 to advise the Ministry of Municipal Affairs about the development of best practices, policy, and potential legislative changes in relation to development finance. The DFRC includes representation from the Union of BC Municipalities, Planning Institute of BC, local governments, and the development industry.

the Province made changes to the land use planning frameworks under the LGA and the *Vancouver Charter*, including:

- Requiring local governments to update zoning bylaws to allow for small-scale, multi-unit housing (e.g., secondary suites/accessory dwelling units, triplexes, townhomes, and houseplexes) in land use zones that are otherwise restricted to single-family dwellings or duplexes.
- Requiring local governments to shift to a more pro-active, long-term approach to planning where they must identify their housing needs and then zone for what housing is needed.
- Removing public hearings on rezonings for housing projects that are consistent with a local government’s official community plan (OCP).
- Requiring some municipalities to designate Transit-Oriented Areas (TOAs) near transit hubs. In TOAs, municipalities may not use zoning powers to prohibit or restrict prescribed minimum levels of density, size, and may not impose off-street parking requirements other than for disabled persons, and must consider a provincial policy manual when planning or amending zoning bylaws.

As local governments shift to more upfront planning and zoning through Bills 44 and 47, changes under Bill 46 provide local governments with new and improved development finance tools to help fund infrastructure and amenities to support increased housing supply and growth.

More information on local government housing initiatives is available on the Ministry of Housing website located at: <https://www.gov.bc.ca/housingInitiatives>

Legislation Overview

Development Cost Charges/Development Cost Levies³

Overview

Under section 559 of the LGA, municipalities and regional districts can choose to collect DCCs from new development to help pay for the capital costs of off-site infrastructure services that are needed to accommodate growth.

DCCs can be collected for defined categories of infrastructure as specified in legislation: sewage, water, drainage, highway facilities, and the acquisition and improvement of parkland.⁴ Per amendments under Bill 46, local governments can collect DCCs for the following new categories: fire protection, police, and solid waste and recycling facilities.

³ DCCs are known as DCLs in the City of Vancouver, where they are authorized under the *Vancouver Charter*. For the purposes of this interim guidance, any reference to DCCs include DCLs. While there are differences between the DCC and DCL frameworks (e.g., the Inspector of Municipalities approves DCC bylaws but not DCL bylaws), the recent amendments to expand the scope of eligible infrastructure are the same under both frameworks. Thus, the information provided in this interim guidance can apply to both.

⁴ Additionally, the City of Vancouver can collect DCLs for day care facilities and replacement housing.

The [Development Cost Charges Best Practices Guide](#) (Best Practices Guide) provides general DCC policy direction that also applies to the new DCC categories. For guidance on existing DCC policies when establishing or amending a DCC bylaw, please refer to the Best Practices Guide. Project Eligibility for New DCC Categories

Consistent with existing DCC categories, capital projects under the new DCC categories must directly or indirectly service new development (LGA section 559(2)). Provincial policy establishes that charges are only eligible for capital assets owned or controlled by the local government. Project cost estimates under the new DCC categories that are included in a new or amended DCC bylaw must be consistent with the local government's OCP, financial plan, service plans, and long-term capital plans. Under section 560 of the LGA the Inspector of Municipalities (Inspector) may refuse to grant approval of a DCC bylaw if the Inspector determines that the DCCs are not related to capital costs attributable to projects included in a local government's financial plan.

The definition of capital costs under section 558 of the LGA includes planning, engineering and legal costs directly related to the work for which a capital cost may be incurred. Costs that are not eligible under existing and new DCC categories include:

- Operating and staffing costs, personal equipment, and mobile equipment, including vehicles and other rolling stock such as fire and garbage trucks.
- Leased facilities, except for the costs of construction or leasing an asset that will be controlled by the local government under a capital lease.
- Projects related to maintenance or replacement of existing assets.

Fire Protection Facilities

A fire protection DCC program should be based on the long-term strategy and priorities provided in a fire protection/department master plan (or equivalent).

For DCC programs, infrastructure considered "fire protection facilities" includes projects such as:

- firehalls;
- training facilities;
- staff quarters;
- apparatus bays;
- maintenance facilities
- dispatches; and,
- fire department administration buildings.

Fire service costs that are not considered "facilities" include:

- all vehicles related to the service; and,
- any gear or equipment that is conveyed to the site of a fire or other service activity.

Police Facilities

A police facilities DCC program should support a municipality with a facility for a police force of sufficient size. For DCC calculations, a key consideration is ownership or control of the capital infrastructure located within a municipality. A single facility may accommodate multiple detachments that provide services to more than one jurisdiction. Only the portion of a facility that serves a municipality should be used in DCC calculations for that municipality.

For DCC programs, infrastructure considered “police facilities” includes projects such as:

- detachment buildings;
- municipal jails, cells, and holding facilities;
- training facilities;
- community policing centres;
- dispatches; and,
- police administration buildings.

Policing costs that are not considered “facilities” include:

- all vehicles related to the service; and,
- any gear or equipment related to the service.

Solid Waste and Recycling Facilities

A solid waste and recycling DCC program should be based on an approved solid waste management plan and align with the financial and long-term capital plan.

Solid waste and recycling facilities may be included in a municipal DCC program if they are not part of the separate service of a regional district. Where the authority for a solid waste service lies outside a municipality (e.g., within a regional district), a separate DCC can be imposed by that jurisdiction. In that case, the municipality will be governed by the regional DCC bylaw and the municipality will collect and remit solid waste and recycling DCCs to the regional district.

For DCC programs, infrastructure considered “solid waste and recycling facilities” includes projects such as:

- solid waste master planning;
- landfills;
- transfer stations;
- recycling depots and processing facilities; and,
- compost facilities.

Solid waste and recycling costs that are not considered “facilities” include:

- curbside collection costs including garbage trucks;
- vehicles that are on-site at a landfill or other facility;

- asset management; and,
- environmental monitoring.

Bylaw Process for New Categories

During the development of a DCC bylaw, local governments must ensure that all bylaws and processes conform to all legal requirements. Local governments must properly consider whether the proposed DCCs will:

- be excessive in relation to the capital cost of prevailing standards of service;
- deter development; or,
- discourage the development of reasonably priced housing or reasonably priced serviced land.

When incorporating a new category into a DCC program, local governments are advised to follow the existing methodologies in the [Best Practices Guide](#). Each new DCC category (fire protection facilities, police facilities, solid waste and recycling facilities) will need to be calculated individually and included as a separate charge in the bylaw. The addition of a new category in a DCC bylaw is considered a major update to the bylaw and will require a local government to conduct a full review of the DCC methodologies and underlying assumptions used.

Bylaws establishing or amending a DCC bylaw require approval by the Inspector of Municipalities before adoption. To assist in the approval review of a proposed DCC Bylaw, a copy of the [Development Cost Charge Submission Summary Checklist](#) (updated March 2024) should be completed by the local government and attached to the bylaw approval package being sent to the Inspector of Municipalities.

Please contact the Financial Analyst for your local government at the Ministry of Municipal Affairs to discuss or review the addition of new categories to a DCC program. This is particularly important if the local government intends to request the inclusion of interest in charges for the new categories. Discussing this well in advance may save a local government significant time. Staff contacts can be found on the [Local Government Division Staff Finder](#).

Once levied and collected, the DCCs must be deposited into separate fire protection, police, and solid waste and recycling DCC reserve funds, as established by bylaw. One bylaw may be used to establish all the reserve funds. A reserve fund should be established by bylaw for each of the current DCC categories (water, sewer, etc.). These reserve funds may only be used for capital costs relating to the projects used in the calculations of an approved DCC bylaw. Any interest earned from investments in these reserve funds must be used for eligible DCC projects.

Allocating Benefits

Fairness and equitable distribution of capital costs among those parties receiving a benefit is a guiding principle of DCCs and suggests that certain DCC projects may benefit the existing population as well as new development. For example, existing users may receive some benefit from the construction of a new fire hall, if the facilities are upgraded in response to the need for replacement or pent-up demand, as well as new development. In turn, the allocation of capital costs that benefit existing users should be deducted from the difference between the total capital cost estimate and funds from other sources.

If a grant for a project in a DCC program has been received, that grant should be deducted from the capital cost of the project and the remainder allocated between the existing population and new development. This approach enables both existing and new contributors to the capital cost to benefit from the grant.

Fire Protection and Police Facilities

Fire protection and policing services benefit the entire community, as emergency services are not fixed or limited to a specific geographic region. Because the services benefit the population at large, capital costs related to fire protection and police facilities should be apportioned to existing users as well as the new development. In addition, any aspect of a fire protection or police facilities DCC program that involves replacing existing facilities has a higher benefit to existing users and should be allocated accordingly. Only the portion of the project that services growth should be allocated to new development.

Solid Waste and Recycling Facilities

As part of a solid waste management plan, a local government should assess the current solid waste management system and determine any existing deficiencies and areas for improvement. Any projects that are required to address existing deficiencies or to improve solid waste processes should be assigned higher benefit to existing users.

Assigning Costs to Land Use Types

Each type of development creates different demands on off-site infrastructure services. The impact of each type, relative to that of others, needs to be considered when assigning the portion of total infrastructure costs attributable to growth. Local governments usually express relative impacts in terms of “equivalent units,” which express the impact of each type of development on a service relative to that of a single-family house. The relative impacts of the different development types will vary by type of service.

Police facilities DCCs, for example, may be based on the premise that expansion of and/or building police facilities is required due to population growth and can therefore be based on occupancy rates for residential land use and equivalent population density for non-residential land use. The calculation involved would be similar to the sanitary DCC method in the [Best Practices Guide](#). Local governments are encouraged to work with professional planners and engineers to determine appropriate equivalent units for the new categories so that the best possible method of assigning cost to types of development is used.

Considerations with Other Housing Legislation

In addition to establishing whether to collect DCCs to help pay capital costs of fire protection, police, or solid waste and recycling facilities, local governments will also need to determine how their DCC program is affected by other new housing legislation amendments, particularly small-scale multi-unit housing (SSMUH) requirements (as established in Bill 44).

For example, the LGA establishes that DCCs are not payable on building permits authorizing the construction, alteration or extension of fewer than four self-contained dwelling units unless the DCC bylaw specifies that DCCs are payable. In light of amendments under Bill 44, which enables multiple dwelling units on a single-family lot, if a local government wishes to impose DCCs on fewer than four dwelling units and does not have this authority provided for within the current DCC bylaw, an amendment to the DCC bylaw would be required.

To provide an incentive for affordable housing, a local government may define affordable rental housing and then provide waivers and reductions of DCCs to developments that are eligible under these definitions. Local governments should consider waivers and exemptions for affordable rental housing so that there is an incentive for this much needed type of development.

Amendments to a DCC bylaw may also be required if assumptions used to calculate DCCs, such as the number of residential units, housing stock mix, or occupancy rates, are affected by SSMUH requirements. Please refer to the SSMUH [Provincial Policy Manual & Site Standards](#) for more information.

Another consideration is regarding the timing of collecting DCCs. Typically, single family DCCs are charged at subdivision approval, but with the new legislation allowing additional dwelling units on one lot, a local government may want to provide that single family dwelling DCCs may, in the alternative, also be charged prior to issuing a building permit.

Amenity Cost Charges

Amenity Cost Charges (ACC) is a new development finance tool that allows local governments to collect funds for amenities, such as community centres, libraries, daycares from new development that results in increased demand for services. These amenities support liveable and complete communities in areas of growth.

The new Division 19.1 of the LGA authorizes local governments to impose ACCs and outlines the legislated requirements. The equivalent authority is provided to the City of Vancouver through Part XXIV-B of the *Vancouver Charter*.

This interim guidance provides local governments with an introduction to ACCs and the legislative requirements and key considerations for developing an ACC program and bylaw.

While the ACC tool is distinct, local governments are encouraged to borrow many of the principles and practices that apply to DCCs as outlined in the [Development Cost Charges Best Practices Guide](#) and use those practices when developing an ACC program. These well-established DCC practices will help stakeholders understand the rationale for ACCs and can help guide the process of developing an ACC program. The design approach to the ACC framework was also based on the foundational principles set out in the DCC Best Practices Guide.

Overview

Local governments can collect ACCs on subdivision approval or prior to the issuance of a building permit from any new development that results in an increase in the population of residents or workers (i.e., if a development adds new residential units or new workplaces to the community) in areas where a local government is planning for growth. Similar to DCCs, ACCs must be imposed by bylaw and in accordance with the process and requirements set out in the legislation. Local governments can choose whether or not to use the new ACC tool and can adopt an ACC bylaw at any time. Unlike DCCs, ACC bylaws do not require approval from the Inspector of Municipalities.

Project Eligibility

Under section 570.1 of the LGA and section 523E of the *Vancouver Charter*, an “amenity” is broadly defined as a facility or feature that provides social, cultural, heritage, recreational or environmental benefits to a community. Amenities need to directly or indirectly benefit the new development itself and the increased population of residents or workers that result from the development.

While the legislation sets out a list of the types of amenities that a local government can fund with ACCs, the list is not exhaustive. Examples of amenities include (but are not limited to), a:

- community, youth, or seniors’ centre;
- recreational or athletic facility;
- library; and,
- public square.

ACCs can only help fund the capital costs of amenities. ACCs can be used to fund the capital costs of constructing new amenities or to alter or expand existing amenities, such as creating a new day care space within an existing community centre or adding a new wing to a community centre. Under s. 570.2(3) of the LGA and s. 523G(3) of the *Vancouver Charter*, local governments can also use ACCs for amenities where a local government has a partnering agreement with a person (e.g. not-for-profit organization, corporation, etc.) or public authority (e.g., another local government).

Exemptions

Sections 570.4 of the LGA and 523I of the *Vancouver Charter* establish the following circumstances when development is exempt from ACCs:

- Developments where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely used for public worship, such as a church.
- Developments that do not result in an increase in population of residents or workers.
 - For example, an ACC cannot be imposed on a triplex if it replaces another triplex because no additional units were added to the community. If a triplex replaces a single-family home, then an ACC can be imposed on the two additional units.

- Developments that have already been charged for a particular amenity, unless further development results in an increase in population of residents or workers (i.e., adds additional units).
 - For example, if a development has already paid an ACC for amenities included in an ACC bylaw but then adds additional units through a renovation, an additional ACC can be imposed on that development to help pay for the amenities in the ACC bylaw.
- Affordable and special needs housing units that are required under an affordable special needs housing zoning bylaw, as defined in section 478.1 in the LGA or 564B of the *Vancouver Charter*.⁵
- Developments that fall under a class of affordable housing prescribed by regulation.

On June 19th, 2024, the [Prescribed Classes of Affordable Housing \(Local Government Act\)](#) and [Prescribed Classes of Affordable Housing \(Vancouver Charter\)](#) regulations came into effect. The regulations exempt the following types of affordable housing from paying ACCs:

- Rental units that will be owned or leased and operated by:
 - government entities, including the Federal and Provincial governments, local governments, local government-owned non-profit housing corporations, and First Nations; and/or,
 - non-profit housing providers, including societies incorporated under the *Societies Act*, regional health authorities under the *Health Authorities Act*, registered charities under the *Income Tax Act (Canada)*, and not-for-profit corporations under the *Canada Not-for-Profit Corporations Act*, that have received funding from a government entity, entered into a housing agreement with a local government, or have a section 219 covenant securing affordability conditions with a local government.
- Supportive housing rental units that will be owned or leased and operated by government entities or non-profit housing providers, which are units provided to seniors, persons with disabilities, persons experiencing or at risk of experiencing homelessness, or other individuals who, based on criteria set by the operator, will benefit from on-site supports and services.
- Non-profit cooperative housing under the *Cooperative Association Act*⁶, as well as federal non-profit cooperatives as defined in the *Canada Cooperatives Act*.
- Transitional housing, which is publicly funded living accommodation provided on a temporary basis to people as part of a program intended to assist them to become better able to live

⁵ In spring of 2024, the Province passed *Bill 16 – Housing Statutes Amendment Act, 2024* (Bill 16), which provides a new tool to allow local governments to secure affordable housing through the adoption of an affordable and special needs housing zoning bylaw (i.e., inclusionary zoning). Bill 16 amended the ACC legislation to establish an exemption for affordable and special needs housing units from ACCs.

⁶ While “non-profit housing cooperative housing” is not specifically defined in the *Cooperative Association Act*, it is understood to be a housing cooperative to which section 173 of that Act applies. This section requires that the property of a non-profit housing cooperative is given to another non-profit housing cooperative or a charitable organization if it dissolves, they cannot sell any part of its property to its members, and shares in the co-op must be at par value. They also cannot issue investment shares.

independently.

- Emergency shelters, which are publicly funded temporary living accommodations that are provided without charge to people who need them.

To the best of their ability, local governments should consider projected exempted affordable housing units when determining the amenities needed to support projected increases of population in the area/areas in which ACCs will be imposed. However, local governments will need to use other revenue sources to make up for the loss of ACC revenue from exempted units. Charges cannot be increased on other forms of development to offset the exemptions. Exempted units can be considered when setting charge amounts and estimating projected revenue from ACCs to predict how much the local government will need to cover through their other revenue sources.

Considerations with Other Tools

The legislation includes rules to prevent “double-charging” for amenities. For example, there is a general rule that a charge for an amenity can only be recovered once (see s. 570.95 of the LGA and s. 523R of the *Vancouver Charter*). This clarifies the relationship between the ACC bylaw and other authorities that local governments can use to obtain amenities (e.g., through phased development agreements, density bonus), and ensures that a development will not be double charged for an amenity under an ACC bylaw through other authorities.

The legislation also clarifies the relationship between the ACC and other tools, specifically in relation to DCCs and density bonus authorities. For example:

- **DCCs:** ACCs cannot be used to pay for the capital costs of infrastructure for which DCCs can be imposed. For example, ACCs cannot be used to fund sewer or water infrastructure (section 570.4(4) of the LGA and section 523(2) of the *Vancouver Charter*).
- **Density bonus authorities:** Under density bonus provisions, local governments can establish different density rules for a zone – one that is generally applicable for the zone (i.e., a “base density”), and other(s) that will entitle a developer to higher density (“bonus density”), if certain conditions are met either in relation to the conservation or provision of amenities or the provision of affordable and special needs housing. Local governments can continue to use density bonus to collect for amenities and can apply both density bonus conditions and ACCs on the same development (or use the tools separately on different developments or in different areas). However, local governments cannot use density bonusing to collect for an amenity for which an ACC is being collected. For example, if an amenity project is included in the local government’s ACC bylaw, the local government cannot use density bonusing to secure that amenity (section 482(2.1) of the LGA and section 565.1(2.1) of the *Vancouver Charter*).
 - By virtue of the requirements detailed below around how a local government determines the areas ACCs will be imposed, the amenities that will receive funding, and the charge amounts, it is intended that local governments take only the base density into consideration when developing their ACC program.

Developing an ACC Program and Bylaw

To impose ACCs, a local government must pass a bylaw that identifies the:

- area or areas in which the charge(s) apply;
- amenity projects for which a charge will be imposed; and,
- amount of the charges that will be imposed, which must be set as a flat rate per unit and/or per square metre of floorspace.

The ACC rates for the various areas are presented in a series of schedules that accompany the bylaw, which should summarize the charges for the applicable land uses, based on the representative unit of development.

Local governments may consider compiling supporting documents for the ACC bylaw, which include information that captures the data, assumptions, and rationale used to develop the bylaw, to help fulfill the requirements around developing an ACC program. These supporting documents may contribute to overall transparency and allow for local governments to monitor the assumptions made in formulating the proposed ACCs over time. These may also make it easier to later update the ACC program. Information in these documents should include a summary of capital cost and revenue assumptions, as well as an outline of the various methodologies used to derive the charges.

Under section 570.7(7) of the LGA and section 523K(7) of *the Vancouver Charter*, local governments must make available to the public on request, the considerations, information, and calculations used to determine the ACCs. Information respecting the contemplated acquisition costs of specific properties is not required to be provided to the public.

Determine an Appropriate ACC Program Timeframe

The ACC legislation requires a close connection between projected population growth and the planning of amenities to support that new population. A defined time period for the ACC program is needed for estimating new development and the amenities required to support that new development.

Timeframes for an initial ACC program:

ACCs can be used to help fund amenities needed to support the growth that is anticipated to result from the small-scale multi-unit housing (SSMUH) and transit-oriented (TOA) requirements. Local governments must comply with new requirements under SSMUH and TOA legislation, if applicable, by June 30, 2024.

If local governments want to collect ACCs on SSMUH and TOA developments, then it is recommended they develop their initial ACC bylaw as soon as possible. This would likely entail developing a program with a shorter timeframe, largely based on information from a local governments' current planning documents, growth projections, and financial planning.

The provincial policy manuals for [SSMUH](#) and [TOA](#) provide additional considerations for the application of ACCs in these areas.

Timeframes for subsequent program updates:

Over the long-term, local governments could consider timing their ACC program updates with the newly required timeframes for updating Housing Needs Reports (HNR) and OCPs established in Bill 44 and in

alignment with their DCC program updates, if applicable, to achieve greater efficiencies and alignment between land use planning and financial planning.

Determine Area(s) and Amenities

Under section 570.7(4) of the LGA, local governments are required to consider:

- the applicable OCP(s) and other relevant planning documents (e.g., HNRs, local area plans, public benefits strategies);
- expected increases in population growth of residents and workers; and,
- the financial plan

The ACC bylaw must identify each area where ACCs will be imposed on new development and the amenities in each area that will receive funding.

Under section 523K(4) of the *Vancouver Charter*, the City of Vancouver are required to consider:

- an applicable development plan as defined in section 559;
- an applicable official development plan as defined in section 559;
- other relevant planning documents;
- future land use patterns in the city;
- expected increases in the population of residents and workers; and,
- reports submitted by the Director of Finance.

Determine Charge Amounts

Overall considerations:

Under section 570.7(2) of the LGA and section 523K(2) of the *Vancouver Charter*, ACCs must be set as a flat rate per unit/lot or per square metre of floorspace in a development. As part of determining the charge amounts, local governments must consider the following (as per s.570.7(5) of the LGA and s.523K(5) of the *Vancouver Charter*):

- the capital costs of the amenities in each area;
- the phasing of amenity projects (e.g., the different stages/timelines of the construction of an amenity project)
- whether the charges are excessive in relation to existing standards of services; and,
- whether charges would deter development or discourage construction of reasonably priced housing.

These requirements necessitate that local governments undertake analyses to understand the impact of charges on development viability. Local governments are encouraged to use the same principles and best practices found in the DCC Best Practices Guide when undertaking an analysis on the impact of charges on development viability.

Deductions from the capital costs of amenities:

ACCs are meant to assist local governments with the capital costs of amenities required to support population growth. When determining the specific charge amounts, local governments must make the following deductions from the capital costs of amenities (as per section 570.7(6) of the LGA and section 523K(6) of the *Vancouver Charter*):

- Any grants or other sources of funding (e.g., grants from the provincial or federal government) that are being used to finance an amenity.
- The portion of costs allocated to the existing population. This is determined through a benefit allocation exercise that determines how much the amenities would benefit the new population and how much they would benefit the existing population. As amenities often benefit the existing population, local governments will need to fairly distribute the costs of amenities between future population (i.e., the development) and existing population (i.e., the existing tax base).
- The portion of costs attributed to new development that will be funded by the local government—this is known as the “assist factor.” Similar to DCCs, ACCs are intended to “assist” with paying the capital costs of amenities. Therefore, local governments are expected to provide some financial assistance to ensure that new development does not shoulder the entire costs of amenities.

Varying charges:

Local governments could also consider the varying impacts of different types of developments (e.g., residential vs. employment-related developments, such as commercial or industrial developments, or between different types of residential development) on demand for and use of amenities. To address any differences, under section 570.7(2) of the LGA and section 523K(2) of the *Vancouver Charter*, local governments are enabled to vary charges for different zones, uses, and sizes or different numbers of lots or units in a development, with the requirement that charges must be similar for all developments that are expected to result in a similar increase in the population of residents or workers.

Charges can also vary by different geographic areas. As charges are set based on the cost of the amenities (minus the required deductions for external grants, benefit allocation, and the assist factor) needed in an area to support the anticipated growth within that area, charges will naturally vary between different areas because amenity and growth needs will vary.

Waivers or reductions:

Under section 570.6 (2) of the LGA and section 523J (2) of the *Vancouver Charter*, local governments may waive or reduce charges by bylaw for not-for-profit rental housing (LGA only), for-profit affordable rental housing, and market rate units within a development that is subject to requirements under an affordable and special needs housing zoning bylaw⁷. If a local government chooses to provide waivers or reductions, as is the case with exempted units, they should account for the potential loss of revenue for amenities and prepare for a source other than ACCs with which to make up the loss. Charges cannot be

⁷ Bill 16 made amendments to the ACC legislation to provide local governments with this authority. Local governments can waive or reduce ACCs where it is needed to protect development viability. The financial feasibility analysis will inform the level of waiver or reduction for ACCs.

increased on other forms of development – instead, the local government must use their other revenue sources to make up for this loss.

Consultation During the Development of an ACC Bylaw

To ensure transparency, accountability, and accuracy in determining amenities and resulting charges imposed on new development, the ACC legislation requires a local government to consult with the public and with affected persons, public authorities, and organizations (e.g., the development community, neighbouring municipalities or regional districts, First Nations) during the development of an ACC bylaw. Consultation is required during the development of the bylaw to provide the public and affected parties with the opportunity to provide feedback and for local government staff to consider and incorporate any feedback before the bylaw is considered by a council or board.

These consultation requirements are similar to those required by the Inspector of Municipalities when considering a DCC bylaw for approval. The recommended best practices for public process in the [Development Cost Charges Best Practice Guide](#) can be used as guidance to provide a meaningful public process for developing an ACC bylaw.

Adopting the Bylaw

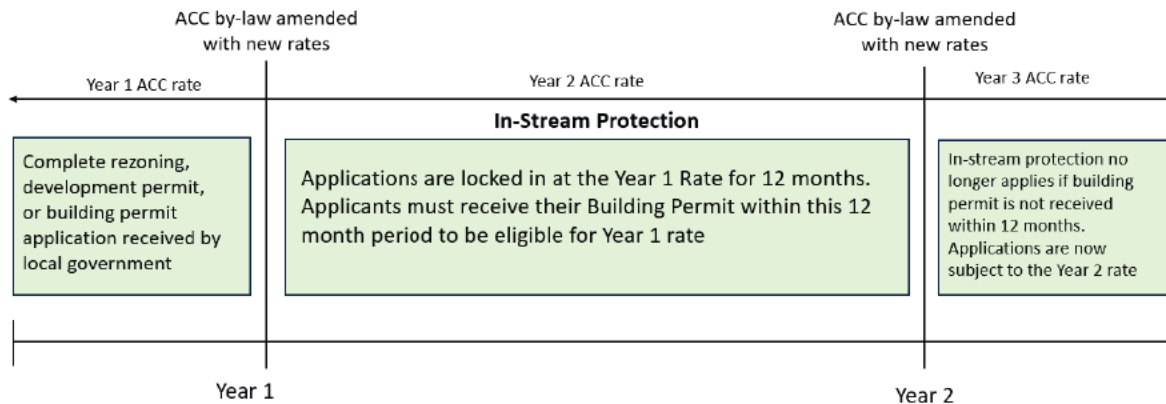
The ACC bylaw must be considered by a local government’s council or board in an open meeting and the bylaw comes into effect once adopted.

Collecting and Reporting ACCs

Imposing and Collecting Charges

Once an ACC bylaw is in effect, all applicants for developments in areas where ACCs are imposed (except for developments upon which local governments cannot impose ACCs or has waived them) must pay the applicable ACC as set out in the ACC bylaw upon subdivision approval or issuance of the building permit. The [Development Cost Charge and Amenity Cost Charge \(Instalments\)](#) regulation provides developers with the option to pay ACCs in instalments beyond the building permit stage. The regulation outlines specific details of the timing of ACC payments by a developer based on three equal instalments on the same schedule that is included for how developers may pay DCCs in instalments.

Section 570.91 of the LGA and section 523N of the *Vancouver Charter* include rules to protect development applications that are in progress (e.g., “in-stream”) from being subject to a new or updated charge. When a local government passes their first ACC bylaw, charges cannot apply to a development if the local government has received a complete application for a building permit, a development permit, or an amendment to a zoning bylaw before the date the ACC bylaw was adopted. When a local government amends their ACC bylaw and changes the charge amounts, applicants that have submitted complete building permit, development permit, or zoning bylaw amendment applications are given a 12-month exemption from a new ACC rate, as long as they receive their building permit within that time period.



To enhance transparency and accountability, under section 570.8 in the LGA and section 523L of the *Vancouver Charter*, local governments are required to deposit ACCs in reserve funds established by bylaw for each area in which ACCs are imposed. ACCs collected must be deposited in reserve funds established for each area in which an ACC is imposed. ACC reserve funds, together with interest, can only be used to pay:

- the capital costs of providing, constructing, altering, or expanding amenities as outlined in the ACC bylaw;
- principal and interest on a debt incurred as a result of an expenditure; and,
- a person subject to an ACC for some or all of the capital costs a person has incurred in completing a project if it was completed under a partnering agreement.

A council/board resolution must authorize the use of any funds in an ACC reserve.

In-kind Amenities

Under section 570.9 of the LGA and section 523M of the *Vancouver Charter*, the legislation also allows applicants to provide an amenity in-kind or land for an amenity in-lieu of paying the monetary ACC amount. In-kind contributions allow for situations where it may be more efficient, economical, and mutually beneficial to both a developer and a local government for an amenity to be provided as part of a particular development. For example, a developer and a local government may agree upon building a youth centre within the base of a new, large multi-residential development, rather than paying a monetary charge to be used by the local government at a later date to build a youth centre.

If an applicant is providing an amenity or land instead of paying a monetary ACC amount, a local government is required to enter into an agreement with the developer that outlines certain matters, including details about when the amenity will be provided, who will provide it, the value of the amenity, and any payment or credit to the developer if the value of amenity or land exceeds what the monetary charge would have been otherwise.

Reporting Requirements

Under section 570.92 of the LGA and section 523O of the *Vancouver Charter*, local governments are required to prepare and consider a report regarding the collection and use of ACC funds each year. The LGA further requires that these reports must be prepared and considered before June 30.

A report must include the following:

- the amount of ACCs received;
- expenditures from the ACC reserve fund(s), including any expenditures made to a person or public authority under a partnering agreement;
- the balance in the ACC reserve fund(s) at the start and at the end of the applicable year;
- any waivers or reductions made; and,
- any in-kind amenity contributions.

These reports must be made available to the public.

Monitoring and Updating an ACC Program

Local governments can update their ACC bylaw as needed. For greater efficiency and alignment with land use and financial planning cycles, local governments may consider reviewing and updating ACC bylaws in line with new and updated financial plans, OCPs, HNRs, and zoning bylaws.

Local governments may consider regularly monitoring land economic conditions within the community to ensure charges are not too onerous on development and make adjustments to charges accordingly. Along with regular monitoring and reviews of the ACC bylaw, local governments are recommended to regularly review charges and adjust them as needed to keep up with the changing costs of amenities, the introduction of new amenities or the removal of completed amenities when the predicted amount of charges for them has been collected. Regular reviews and updates can prevent against sudden, significant increases in charges, which can negatively affect development viability.

Local governments will need to follow the same legislated process and considerations, including consultation requirements, for any amendment to the ACC bylaw.

Regulations

The legislation includes various regulation-making authorities for the Province to prescribe additional requirements or address any issues that may arise as local governments begin to impose ACCs.

Regulation-making authorities include:

- defining what cannot be considered an “amenity”;
- authorizing payment of ACCs in instalments;
- setting specific requirements for consultation on the ACC bylaw (e.g., notice and process requirements, who must be consulted, when consultation is not required);
- exempting classes of affordable housing from paying ACCs;

- establishing criteria for what constitutes an eligible development for a waiver or reduction of ACCs;
- prescribing other bases by which local governments can vary charges;
- prescribing additional information that local governments must consider when developing their amenity cost charge bylaws;
- adjusting or limiting charges and setting specific requirements for how local governments set their charges (e.g., establishing a methodology for how local governments allocate benefit of amenities to existing population, which they are required to deduct from charges; requiring that the methodology be applied by an individual with a specific professional designation; setting a minimum assist factor);
- prescribing that additional information is required to be included in agreements between developers and local governments when an in-kind amenity is provided in-lieu of a monetary charge;
- prescribing a period longer than 12 months for in-stream rate protection of precursor development applications (e.g., building permits, development permits, and zoning bylaw amendments); and,
- prescribing that additional information is required in the annual ACC report.

Key Differences between DCCs and ACCs

For reference, key differences between the DCC and ACC tools include:

Development Cost Charges (DCCs)	Amenity Cost Charges (ACCs)
Existing tool: Introduced in the 1970s	New tool: Introduced in 2023
What funds can be used for: Specified types of infrastructure that service a new development: sewer, water, drainage, roads, parkland and park improvements, fire protection facilities (new), police facilities (new), and solid waste and recycling facilities (new)	What funds can be used for: Amenities that provide social, cultural, heritage, recreational, or environmental <u>benefits</u> to a community (e.g., community centre, library, daycare)
Consultation: No legislated requirement to consult; expectations for consultation are set out by policy. The Inspector of Municipalities looks at evidence of consultation when considering approval of DCC bylaws.	Consultation: Legislation requires local governments to consult with the public and affected persons, public authorities, and organizations during the development of the bylaw
When charges cannot be imposed: <ul style="list-style-type: none"> • If a development does not pose capital costs burdens • If a DCC had been previously paid by a development unless there is further development • If a development contains fewer than 4 units (unless authorized by LG bylaw) 	When charges cannot be imposed: <ul style="list-style-type: none"> • If a development does not result in an increase in population of residents or workers • If an ACC had been previously paid by a development for a particular amenity unless there is further development • For costs that can be funded through DCCs

Development Cost Charges (DCCs)	Amenity Cost Charges (ACCs)
<ul style="list-style-type: none"> • If a unit is smaller than 29 square metres • If a value of work is less than \$50,000 (unless a greater amount is established by LG bylaw) 	<ul style="list-style-type: none"> • On types of affordable housing prescribed by regulation
<p>Waivers or reductions: LG may waive or reduce a DCC for the following eligible development:</p> <ul style="list-style-type: none"> • Not-for profit rental housing, including supportive living housing • For-profit affordable rental housing • A submission of small lots that is designed to result in low greenhouse gas emissions • A development that is designed to result in a low environmental impact 	<p>Waivers or reductions: LG may waive or reduce an ACC for the following eligible development:</p> <ul style="list-style-type: none"> • Not-for-profit rental housing, including supportive living housing • For-profit affordable rental housing • Housing that is subject to requirements under an affordable and special needs housing zoning bylaw
<p>Bylaw content: Amount of charges must be specified in a schedule or schedules of DCCs</p>	<p>Bylaw content: Area(s), amenities, and amount of charges set per lot/unit or per square metre of floor space in a development must be set out in bylaw</p>
<p>Consideration requirements:</p> <ul style="list-style-type: none"> • Future land use patterns and development • Phasing of works and services • Provision of park land described in an OCP • How development designed to result in a low environmental impact may affect capital costs • Whether the charges are excessive in relation to the capital cost of prevailing standards of service in the municipality or regional district • Whether the charges will, in the municipality or regional district, <ul style="list-style-type: none"> ○ deter development, ○ discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land, or ○ discourage development designed to result in a low environmental impact 	<p>Consideration requirements:</p> <ul style="list-style-type: none"> • Applicable Official Community Plan(s) • Expected increases in population of residents and workers • Financial Plan • The capital costs of amenities, with deductions made for: <ul style="list-style-type: none"> ○ The portion of costs to be funded through grants ○ The portion of costs allocated to the existing population, and therefore funded by them (i.e., through property taxes) ○ The portion of costs to be funded by the local government as assistance (i.e., the assist factor)
<p>Approval by Inspector of Municipalities: Required</p>	<p>Approval by Inspector of Municipalities: Not required. In place of inspector approval, legislation includes other measures, including:</p> <ul style="list-style-type: none"> • Consultation requirement • Regulation-making authorities that allow the Province to prescribe additional requirements and/or limitations on the use of ACCs (e.g., limit charges, require a

Development Cost Charges (DCCs)	Amenity Cost Charges (ACCs)
	minimum assist factor, exempt affordable housing from paying ACCs) <ul style="list-style-type: none"> Inspector can request any information from local governments respecting their ACCs
<i>In-stream protection:</i> protection from new DCC charges if building permit is issued within 12 months of initial DCC bylaw or amending DCC bylaw subject to a precursor application being submitted	<i>In-stream protection:</i> protection from new charges for building permits issued after initial adoption of an ACC bylaw and protection for 12 months after amending ACC bylaw subject to a precursor application being submitted
<i>Rules against “double-charging”:</i> <ul style="list-style-type: none"> Development cannot be charged a DCC if previously paid on same development unless there is further development 	<i>Rules against “double-charging”:</i> <ul style="list-style-type: none"> Development cannot be charged an ACC twice for a particular amenity unless it results in an increase in population of residents or workers ACCs cannot be used to help fund infrastructure for which DCCs can be used Capital costs of any amenity funded by an ACC must be recovered only once (i.e., local governments cannot use density bonusing to collect for an amenity for which an ACC is being collected)

Monitoring

The Province will monitor the adoption and use of the new development finance tools to ensure that the tools are being used as intended, to inform the need for and use of any regulation-making authority, and/or development of additional guidance or information materials.

More Information

Comprehensive guidance on the new development finance tools will be published in late 2024.

Please direct technical questions about Development Cost Charges (DCCs) or Amenity Cost Charges (ACCs) to:

Ministry of Municipal Affairs, Local Government Infrastructure and Finance Branch
 Telephone: 250 387-4060
 Email: LGIF@gov.bc.ca

Questions about local government housing initiatives can be sent to:

Ministry of Housing, Planning and Land Use Management Branch
 Telephone: 250-387-3394
 Email: PLUM@gov.bc.ca

Full text of Bill 46: <https://www.bclaws.gov.bc.ca/civix/document/id/bills/billscurrent/4th42nd:gov46-1>

More information about local government housing initiatives:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>

Sample Methodology of Amenity Cost Charges

Below are some of the key considerations to be used as an example when creating an Amenity Cost Charge (ACC) bylaw and determining the proposed amount.

Methodology Key Considerations

Allocating Benefits and Project Eligibility

As summarized in provincial guidelines each land use type and amenity type may vary in its approach to cost recovery. For recreation infrastructure each new unit added across the region increases demand on our regional facilities. Therefore, our new regional facilities to accommodate growth are defined as:

- Artificial turf fields.
- Ice surfaces.
- Aquatic infrastructure.

Community halls or Recreation Centers such Lewis Centre which serve a more defined growth area can be considered through alternative ACC bylaw processes.

Dry floor space and community gathering spaces could be purposely excluded from calculations based on the assumption they serve and are the responsibility of municipalities or Electoral Areas.

Collection point of Amenity Cost Charges

A logical recommendation in alignment with current practice would be to collect ACCs at the building permit stage however this presents a challenge on the islands as there are no building permits so more research is required.

Exemptions

Affordable housing units - could be exempt from ACCs to compliment other regional incentives in support of housing. This could be expanded to include all variety of non-market housing.

Demolition of units – where a lot has demolished a home the number of new additional units would be subject to the ACCs. A system would need to be established to track this.

Determining Growth

There are multiple approaches to determining growth and traditionally regional growth strategies, local land use plans and municipal official community plans would be the starting point backed by census data.

Recently, the Comox Valley Regional District commissioned a Housing Needs Report, was adopted by the board in September. The report outlines growth projections in all areas apart from Denman and Hornby Island. Table 6.6 Anticipated demand disaggregated by price model and required number of bedrooms proves most useful and recently relevant to support ACC calculations.

Table 6-6: Anticipated demand* disaggregated by price model and required number of bedrooms

	Market		Affordable / below-market		Deeply affordable		Total	
	5-year	20-year	5-year	20-year	5-year	20-year	5-year	20-year
0- / 1-bed	790	4,245	793	2,731	211	519	1,794	5,892
2-bed	1,286	4,245	160	579	42	110	1,488	4,934
3-bed	1,047	3,451	98	380	26	72	1,171	3,904
4+ bed	787	2,733	62	244	16	46	865	3,024
Total	3,910	13,071	1,113	3,934	295	747	5,320	17,750

* total results may not be perfectly equal to their parts due to rounding.

Source – Housing Needs Report Comox Valley Regional District prepared by Turner Drake and Partners Ltd August 2024.

As such for the purpose of this example 13,701 new units will be used for the 20-year growth calculations from a region wide perspective, excluding Denman and Hornby Island.

In the next 25 years the Islands Trust Northern Region Housing Needs Assessment developed in 2018 identified the need for 165 units on Denman Island with 48 per cent of them being affordable and Hornby Island 158 with 41 per cent which should be affordable housing in the next 25 years. As such market housing on Denman would be 86 units and market housing on Hornby would be 93. Adjusted for 20-year ACC horizon the number would be:

- Denman Market housing – 69 units
- Hornby Housing - 74 units

Market housing needs based on the above data for the CVRD is 13,844 units in the next 20 years.

Determining Charge Amounts

This portion of the analysis is perhaps the most discretionary to understand the impact on development viability especially in the context of anticipated changes in current municipal and regional DCCs while these jurisdictions adjust to new zoning legislation. This section will be a major focus of the background work and coordination needed when creating the ACC bylaw.

The recreation commission has the benefit of recent studies of new infrastructure costs developed during their strategic planning to estimate future costs and future growth needs. From the recent projections from the 20-year capital planning for new infrastructure the following capital costs benchmarks have been set.

Facility	Year Planned	Cost
Artificial Turf Field	2025	6 million
Community Rink	2026	47 million
Aquatic Centre Pool addition	2030	35 million
	Total	88 million

Assumptions on infrastructure:

- ice sheet only with minimal spectator seating,
- no land costs,
- Pool expansion on existing facility only,
- Other community needs identified in previous study findings such as indoor racket sports courts, outdoor pool needs, large flexible dry floor space, wellness expansion needs, agriculture specific indoor venues, were not considered.

The assumptions on growth infrastructure of not including other findings could be viewed as short-sighted and could be added to the calculation with a focus on adjusting the viability to development instead in the background report. If so a proper spectator arena and some other larger needs could easily add an additional 100 to 150 million to the benchmarking data.