

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY MARCH 5, 2025

We respectfully acknowledge that the land on which we gather and work is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

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

3. DELEGATIONS:

- (5) a. [Tammi Hall, Board Member \(Comox Archives and Museum Society\): 2025 Grant-in-Aid Submission Request](#)
- (6) b. [Alex Jegier, Executive Director \(d'Esterre Seniors' Centre Association\): 2025 Grant-in-Aid Submission Request](#)
- (7) c. [Deborah Renz, General Manager \(Sid Williams Theatre Society\): 2025 Grant-in-Aid Submission Request](#)
- (8) d. [Glen Sanford, Executive Director \(Comox Valley Art Gallery\): 2025 Grant-in-Aid Submission Request](#)

4. ADOPTION OF MINUTES:

- (10) a. [Adoption of Minutes - February 19, 2025](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on February 19, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

1. *Miriam Piikkila: Happy with adoption of Accessibility Assessment and Action Plan*

- (16) a. [Consent Agenda](#)
2. Heather O'Hara and Wylie Bystedt (BC Association of Farmers' Markets): Request for a letter of support.
 3. Stephanie Korolyk (BC Chapter of the Coalition for Healthy School Food): Request for a letter of support and sharing of campaign.

7. UNFINISHED BUSINESS:

- a. [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.

- (22) b. [2025 Grant in Aid Applications](#)

THAT the March 5, 2025 report from the Chief Administrative Officer, titled "2025 Grant in Aid Applications", be received for discussion.

- (80) c. [2025 Special Projects Budget](#)

THAT the March 5, 2025 report from the Chief Administrative Officer, titled "2025 Special Projects Budget", be received for information.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (84) 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 Adopted.

- (87) b. [Comox Reserve Funds Amendment Bylaw No. 2025.01](#)

1. THAT Comox Reserve Funds Amendment Bylaw No. 2025.01 be Adopted.
2. THAT Council authorize Administration to transfer \$80,000 from the Town of Comox Reserve Fund to the City of Courtenay for the emergency shelter initiative.

10. NEW BUSINESS:

- (88) a. [PR 25-2 Liquor Licence Amendment \(215 Port Augusta Street\)](#)

THAT Council's comments on the request for a Manufacturers New Outdoor Patio for RAD Brewing Company at 215 Port Augusta Street be as follows:

- (88) a. [PR 25-2 Liquor Licence Amendment \(215 Port Augusta Street\)](#)
- a) *The location of the establishment:*
 - i) *The subject business is located within Comox Centre Mall at the corner of Comox Avenue, an arterial road, and Port Augusta Street in downtown Comox. Surrounding uses include Comox Golf Course to the west and northwest, multi-family residential to the north across Balmoral Avenue, adjacent multi-family (congregate care) to the east, and commercial development to the east and south.*
 - b) *The person capacity and hours of liquor service of the establishment:*
 - i) *The subject property is zoned C4.1 Core Commercial. Permitted uses include:*
 - a. *a maximum 175 seat brew pub; and*
 - b. *as an accessory use, retail sale of products brewed on site.*
 - ii) *The proposed new capacity of 165 is less than the Zoning Bylaw 175 seat maximum for brew pubs.*
 - iii) *The proposed daily hours of liquor service for the new patio from 12:00 noon and closing at 9:00 PM Monday-Friday are shorter and with an earlier closing time than other existing liquor licenses in Town.*
 - c) *The impact of noise on nearby residents:*
 - i) *The proposed patio is immediately adjacent to the location of the existing patio but is not directly connected. The closest residential building is approximately 50 metres away from the proposed patio and partially screened by an existing residential building.*
 - ii) *No concerns were raised by the RCMP regarding this new liquor licence application.*
 - d) *The impact on the community if the application is approved:*
 - i) *If the application is approved, the impact is expected to be generally positive in that it will support:*
 - a. *the growth in tourism and expand the capacity of an existing social venue in Downtown Comox; and*
 - b. *will support local beverage manufacturing.*
 - e) *The method the Town used to gather the views of the residents:*
 - i) *A notice, inviting members of the public to provide comments to Council, was:*
 - a. *posted on the Town's website and Town Hall notice board;*
 - b. *published in two consecutive editions of the Comox Valley Record newspaper (February 19, 2025 and February 26, 2025); and*
 - c. *mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.*
 - ii) *Two signs advertising the Liquor License application were installed adjacent to the proposed patio.*
 - iii) *Written submissions from the public were provided to Council, for Council's consideration of this application, copies of which will be forwarded to the Liquor and Cannabis Regulation Branch with this resolution.*

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY MARCH 5, 2025

f) The Town of Comox Council recommends that the manufacturers new outdoor patio license be issued for the RAD Brewing Company, located at 215 Port Augusta Street having a maximum person capacity of 165.

AND FURTHER,

THAT Council direct Administration to forward the comments to the Liquor and Cannabis Regulation Branch.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (112) a. [Val Wright, Race Chairman \(Snow to Surf Society\): Request for permission to use Marina Park for Snow to Surf event Finish](#)

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

15. MEDIA QUESTION PERIOD:

16. PUBLIC QUESTION PERIOD:

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT



CORPORATE OFFICER




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: Tammi Hall - Board Member Matt Vandervoort - Employee		RECEIVED February 11, 2025 TOWN OF COMOX		LOG: 25-029	REFER:	AGENDA: RCM 19-Feb-25
Organization you are representing: Comox Archives and Museum Society		File: 0360-20-02, 1850-30, 1850-22 Copies: Council JW/EH/SR/CD				
Primary purpose of Organization: To preserve and make accessible historical and cultural artifacts, documents, and records for public education and research.					Number of members: 25	
Mailing address of Organization: 1729 Comox Ave			Contact Name: Tammi Hall			
			Phone: [REDACTED]			
City: Comox	Postal Code: V9M 3M2	Email: comoxmuseum@shaw.ca				
Subject matter: Prosal to Town for continued funding of CAMS						
Specific request of Council, if any (i.e., letter of support, funding): To receive the same funding CAMS has received in prior years, will need a TV That can Mirror a Macbook Pro for a Powerpoint presentation.						
Requested meeting and date: February 19th, @5PM			AV equipment required: Smart TV			
Date of application: 2025-02-08	Signature of applicant: 			Print name: Tammi Hall		

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.




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Name(s) of person(s) speaking: Alex Jegier		RECEIVED February 12, 2025	LOG: 25-031	REFER:	AGENDA: RCM 19-Feb-25
Organization you are representing: d'Esterre Seniors' Centre Association			FILE: 0360-20-0	ACTION: MR	
Primary purpose of Organization: non-profit org. dedicated to enhancing the quality of life for seniors/older adults by providing recreation facilities, activities, and services		File: 0360-20-09, 1850-30, 1850-22 Copies: Council JW/EH/SR/CD			
Mailing address of Organization: 1801 Beaufort Ave		Contact Name: Alex Jegier		Number of members: 1300	
City: Comox		Postal Code: V9M 1R9	Phone: 250-339-5133		
Subject matter: Grant-in-Aid Application 2025		Email: [REDACTED]			
Specific request of Council, if any (i.e., letter of support, funding): Requesting continued financial assistance of \$40,000 for 2025.					
Requested meeting and date: February 19th, 2025		AV equipment required: HDMI (presentation)			
Date of application: February 12, 2025	Signature of applicant: 		Print name: Alex Jegier		Digitally signed by Alex Jegier Date: 2025.02.12 10:02:43 -08'00'

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Name(s) of person(s) speaking: Richard Clarke (SWTS President)		RECEIVED January 31, 2025		LOG: 25-021	REFER:	AGENDA: RCM 19-Feb-25
Organization you are representing: Sid Williams Theatre Society				FILE: 0230-20-1	ACTION: MR	
Primary purpose of Organization: Providing an accessible professional theatre and performance programming for the benefit of residents of the Comox Valley and visitors		Number of members: 785		File: 0230-20-10, 1850-30, 1850-22 Copies: Council JW/EH/SR/CD		
Mailing address of Organization: 442 Cliffe Ave,		Contact Name: Deborah Renz - SWT General Manager				
City: Courtenay, BC,		Postal Code: V9N 2J2		Phone: 250 338 2430 x 2		
Subject matter: To support (and answer questions) regarding a recent Grant in Aid request.		Email: [REDACTED]				
Specific request of Council, if any (i.e., letter of support, funding): We are requesting a \$35,000 Grant in Aid from the Town of Comox for 2025. An application package was submitted separately. SWTS President Richard Clarke will be accompanied by Eric Macdonald, Treasurer, and Deborah Renz, SWTS General Manager.						
Requested meeting and date: Feb. 19, 2025		AV equipment required: we may have a powerpoint				
Date of application: January 31, 2025	Signature of applicant: 			Print name: Deborah Renz		

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REQUEST TO APPEAR AS A DELEGATION

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 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: Jasmin Badrin, Glen Sanford		RECEIVED February 13, 2025	LOG: 25-039	REFER:	AGENDA: RCM 19-Feb-2
			FILE: 0230-20-1	ACTION: MR	
Organization you are representing: Comox Valley Art Gallery		TOWN OF COMOX		File: 0230-20-12, 1850-30, 1850-22 Copies: Council JW/EH/SR/CD	
Primary purpose of Organization: Art exhibitions and public engagement programming				Number of members: 300	
Mailing address of Organization: 580 Duncan Ave.		Contact Name: Glen Sanford			
		Phone: 250-334-7156			
City: Courtenay	Postal Code: V9N 2M7	Email: director@comoxvalleyartgallery.com			
Subject matter: Report on Gallery activities and request for grant in aid.					
Specific request of Council, if any (i.e., letter of support, funding): CVAG is requesting \$9,000 in operational funding to the Gallery, plus a special one-time request for \$2,000 to support an expanded Art Faire that will feature the work of multiple artists from the Town of Comox.					
Requested meeting and date: Feb. 19, 2019			AV equipment required:		
Date of application: Feb. 13, 2025	Signature of applicant:		Print name: Glen Sanford		

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Town of Comox – Administration

From: Glen Sanford <director@comoxvalleyartgallery.com>
Sent: February 13, 2025 4:02 PM
To: Town of Comox – Administration
Subject: Request to appear as a delegation - Comox Valley Art Gallery
Attachments: REQUEST TO APPEAR AS A DELEGATION.pdf

Hello,

Attached you find a request to appear as a delegation at the Feb. 19 meeting.

If there isn't space for a delegation on Feb. 19, we will gladly try for March 5.

Thanks!

-Glen

Glen Sanford
Executive Director, Comox Valley Art Gallery
www.comoxvalleyartgallery.com
250.334.7156

Grateful to operate on the unceded territory of the K'ómoks First Nation



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 19, 2025

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 12 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 19, 2025, Regular Council Meeting agenda be Adopted.

(2025.058) -- CARRIED

3. DELEGATIONS:

a. Eric Delorme (Highstreet Ventures): Development Permit 23-4, 941 Aspen Road

941 Aspen Road

Eric Delorme from Highstreet Ventures provided information on the proposed 941 Aspen Road development, highlighting its net-zero energy readiness, carbon-free design, solar panels, and a full amenity building with community spaces, outdoor areas, and trail access to the greenway. The development will offer a mix of one-bedroom, two-bedroom, and studio suites, adding 200 new dwellings to Comox, with the easternmost building elevation updated to include a public entrance.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

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

(2025.059) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

- 1. 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

(2025.060) -- CARRIED
- 2. THAT Items 1. (Shelley and Leon Bohmer: Comox Pump Station) and 2. (Colin and Sandra Eves: Comox Pump Station) be removed from the consent agenda for discussion.

(2025.061) -- CARRIED
- 3. THAT Item 4. (Vicky Trill, Community Relations Manager (Berwick Comox Valley): Tour & Lunch on March 11, 2025 - RSVP by March 1) be removed from the consent agenda for discussion.

(2025.062) -- CARRIED

7. UNFINISHED BUSINESS:

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

Emergency Shelter

The information summary regarding the City of Courtenay's request for emergency shelter funds was received for information.

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

Short Term Rental Policy

The information summary regarding Darcy Walter's request for the creation of a short-term rental policy was received for information.

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

Chamber of Commerce BRE Service

The information summary regarding the Chamber of Commerce's Business Retention & Expansion Service Report was received for information.

AT 5:31 P.M., COUNCILLOR SWIFT LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 7(d) AS SHE MANAGES A SHORT-TERM RENTAL IN HER RESIDENCE.

d. Short-term Rental Report

Short-term Rental Report

THAT Council direct Administration 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,

d. Short-term Rental Report

Short-term Rental Report

THAT Council direct Administration 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.

(2025.063) -- CARRIED

AT 5:33 P.M., COUNCILLOR SWIFT RETURNED TO COUNCIL CHAMBERS.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. RZ 24-13 Comox Planning Procedures Amendment Bylaw No. 1780.17 (Fence Height)

Bylaw No. 1780 - Fence Height

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

(2025.064) -- CARRIED

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

Bylaw No. 1850.50 - Fence Heights

THAT Comox Zoning Amendment Bylaw No. 1850.51 be Adopted.

(2025.065) -- CARRIED

c. 2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9, Post-Public Hearing Report

2077 Hector Road & 941 Aspen Road

- 1. THAT Comox Official Community Plan Amendment Bylaw 1685.11 be Adopted. (2025.066) -- CARRIED
- 2. THAT Comox Zoning Amendment Bylaw 1850.46 be Adopted. (2025.067) -- CARRIED
- 3. THAT Comox Phased Development Agreement Authorization Bylaw 2024: Aspen – Hector be Adopted. (2025.068) -- CARRIED
- 4. THAT Comox Subdivision and Development Servicing Amendment Bylaw 1261.18 be Adopted. (2025.069) -- CARRIED
- 5. 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:
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.
AND FURTHER, THAT Administration be directed to issue Development Permit DP 23-4. (2025.070) -- CARRIED

10. NEW BUSINESS:

a. Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02

2025 Marina Rates Bylaw

THAT the Comox Municipal Marina Fees and Regulations Amendment Bylaw No. 2010.02 be given First, Second and Third Readings.

(2025.071) -- CARRIED

b. Comox Park Ambassador Program

Comox Park Ambassador Program

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

(2025.072) -- CARRIED

2. THAT the Comox Park Ambassador Program be removed from the 2025 Special Projects budget.

(2025.073) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

c. Comox Reserve Funds Amendment Bylaw No. 2025.01

Reserve Funds Bylaw

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

(2025.074) -- CARRIED

AT 6:05 P.M., COUNCILLOR GRANT LEFT THE MEETING.

d. 2025 Operating, Capital, and Special Projects Budget

2025 Operating, Capital, Special Projects Budget

1. THAT the Bolt & Anderton crosswalk project be moved from the 2028 Capital Project budget to 2025.

(2025.075) -- CARRIED

2. THAT the Feasibility Study for the Marina Park to Ellis Street Ocean Front Walkway be removed from the Budget.

(2025.076) -- CARRIED

3. THAT a Special Projects list be provided for all departments.

(2025.077) -- CARRIED

4. THAT Administration explore options on the disposal of the McLaughlin car.

(2025.078) -- CARRIED

5. 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, as Amended be Approved.

(2025.079) -- CARRIED

AT 6:06 P.M., COUNCILLOR GRANT RETURNED TO COUNCIL CHAMBERS.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. **Melanie McCollum, Chair (Comox Valley Recreation Commission, CVRD): Draft Amenity Cost Contribution Program**

Draft Amenity Cost Contribution Program

THAT the February 3, 2025, correspondence from Melanie McCollum, Chair of the Comox Valley Recreation Commission, be received; AND FURTHER,

THAT Council support collaboration and defer to Administration to determine the appropriate level of collaboration.

(2025.080) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor Blacklock**

Councillor Blacklock reminded everyone of two upcoming events: a Substance Use Education and Awareness event on April 15th, and the Comox Valley Community Justice Centre's 'Moving Beyond Polarization' event tonight.

- b. **Councillor Swift**

Councillor Swift advised that she had nothing to report.

- c. **Councillor Haslett**

Councillor Haslett advised that he attended the CVRD Sewage Commission meeting.

- d. **Councillor Kerr**

Councillor Kerr advised that he attended a meeting with Col. Shapka from 19 Wing Comox regarding health care planning for service members and their families.

- e. **Councillor Grant**

Councillor Grant advised he attended budget meetings.

- f. **Councillor Meilleur**

Councillor Meilleur advised that she had nothing to report.

- g. **Mayor Minions**

Mayor Minions advised that she participated in a Federation of Canadian Municipalities (FCM) tariff call for the BC Region and reminded everyone about the Coldest Night of the Year fundraising event on Saturday, February 22, at the Native Sons Hall.

17. RESOLUTION TO GO IN-CAMERA:

- a. **Exclude the Public**

Exclude the Public

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

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

(2025.081) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 7:16 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 7:46 P.M.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 7:46 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Town of Comox – Administration

Subject: FW: Congratulations and Thank You

LOG: 25-048	REFER:	AGENDA: RCM 05MAR25
FILE: 0220-50 0	ACTION: MR	

From: Town of Comox – Administration <town@comox.ca>
Sent: February 19, 2025 12:46 PM
To: Shelly Russwurm: Town of Comox <srusswurm@comox.ca>; Cammy Dallamore <cdallamore@comox.ca>
Subject: Congratulations and Thank You

RECEIVED

Feb 19, 2025

TOWN OF COMOX

Shelly,

Miriam Piikkila [REDACTED]
90 year old born and raised in Comox Valley
Uses a walker

Is very happy and says Congratulations to the town for adopting the Accessibility Assessment and Action Plan.

She is hoping that the City of Courtenay and Village of Cumberland will also “get on board”



Suzanne Casanova

Casual Clerk | Administration Department,
Town of Comox

Town of Comox
250-339-2202 – Comox.ca
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

RECEIVED

February 13, 2025



LOG: 25-035	REFER:	AGENDA: RCM 05-Mar-25
FILE: 0400-03	ACTION: MR	

February 7, 2025 **TOWN OF COMOX**

Copies: Council
JW/SR/CD

Dear Mayor Nicole Minions and Council,

We're excited to share great news about **Comox** and the impact of the BC Farmers' Market Nutrition Coupon Program in 2024. This cherished initiative is making a meaningful difference in your community, just as it is in nearly 100 other communities across the province. Thanks to funding from the Province of British Columbia, the BC Association of Farmers' Markets has proudly delivered this program for over a decade.

In Comox

During the 2024 season, **Comox Valley Family Services Association, Cumberland Community Schools Society, Upper Island Women of Native Ancestry and MIKI'SIW Métis Association** played a vital role in providing lower-income pregnant people, families with children, and seniors/elders with nutrition coupons. With these coupons they purchased fresh, local foods — including fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey—directly from BC farmers at your local farmer's market.

These local residents redeemed **\$83,748** with local farmers at the **Comox Valley Farmers' Market**.

In **Comox** over **200** lower-income households benefited from better access to local, fresh foods while connecting to their community. This program is addressing nutrition needs, affordability and food security for those who participate.

At the same time, local farmers received an economic boost, helping them sustain and grow their farms, strengthening our local and regional food system, and contributing to a healthier, more connected community.

How You Can Help

We currently do not have funding secured for the 2025 program season and beyond. We are asking for your support to secure ongoing funding for this valuable program. A letter to the BC Minister of Health, The Honourable Josie Osborne, would go a long way in demonstrating the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program.

We are eager to continue this meaningful work with your community in 2025 and in the future.

With gratitude,

Heather O'Hara
BCAFM Executive Director

Wylie Bystedt
Chair, BCAFME Board of Directors

BC Association of Farmers' Markets

Town of Comox – Administration

From:

Sent:

To:

Subject:

February 20, 2025 11:07 AM

Letter-writing campaign: BC needs an agreement with the National School Food Program *Action Requested*

RECEIVED

February 20, 2025

LOG: 25-053	REFER:	AGENDA: RCM 5Mar25
FILE: 0400-04	ACTION: MR	

Copies: Council
JW/SR/CD

TOWN OF COMOX

Hi BC-CHSF endorsers,

I'm reaching out to you today with a call to action: There is an urgent need for the B.C. government to sign an agreement with the federal government under the National School Food Policy to ensure B.C. students are further supported within the 2024/25 school year. **If this agreement is not signed by March 31st, millions of dollars that could feed children and youth in B.C. will be left on the table.** B.C. could receive up to \$71.4 million over the next five years for the National School Food Program, including approximately \$7.4 million in 2024-25 fiscal year.

Here is what you can do:

- Use [this letter template for BC-CHSF members and endorsers](#) to write to Premier Eby and the Minister of Education and Child Care, the Honourable Lisa Beare, urging them to sign the agreement.
- Share this campaign within your networks. You can refer to [this written copy](#) provided for social media and newsletter content, and individuals may use [this template letter](#) to write to Premier Eby and Minister Beare.

For either of the templates, click '*File - Download*' to create your own copy and alter anything within the document to personalize the details and fill in the provided blanks.

Beyond signing an agreement for the National School Food Program, we want to ensure all school food programs in B.C. are moving towards a universal, cost-shared model that is in line with the [Guiding Principles of the CHSF](#). We will continue advocating for this through the BC-CHSF, but need your help to ensure the pressure is on and governments know how vitally important it is to ensure students are well-fed and ready to learn each day at school.

Let me know if you have any questions, or want to chat further about this campaign. Please feel free to share widely!

All the best,
Stephanie

Stephanie Korolyk (she/her)

Provincial Organizer

BC Chapter of the Coalition for Healthy School Food

Administered by the [Public Health Association of BC](#)

bcschoolfood@phabc.org

Stephanie.Korolyk@phabc.org





*I write in gratitude from the lands of the Qw'utsun people, the Cowichan Tribes, and Hul'qumi'num speaking people.
PHABC is a provincial organization and acknowledges that our work goes beyond the places we live and impacts the lives of nations across British Columbia and Turtle Island.*



[organizational header above, or contact info here]

[month] [day], 2025

ATTN: The Honourable David Eby, M.L.A.

Premier of British Columbia

Parliament Buildings

Victoria, BC V8V 1X4

Sent via email: premier@gov.bc.ca; cc: ecc.minister@gov.bc.ca

Re: The urgent need for a BC agreement with the National School Food Program funding

To the Honourable Premier David Eby,

As a *[member-endorser]* of the [BC Chapter of the Coalition for Healthy School Food](#) (CHSF), *[your organization and membership, if applicable]*, is writing to extend our heartfelt congratulations to you and the New Democratic Party on your success in the recent provincial election.

The BC-CHSF is a provincial chapter of the national CHSF and is administered by the [Public Health Association of BC](#). The BC Chapter provides a united voice for organizations across British Columbia to advocate and work collectively towards the development, expansion and enrichment of School Food Programs (SFPs) that address the diverse needs of the province's school communities.

***[Your organization]* is pleased the NDP were elected on a commitment of continuing to improve education and health outcomes for all B.C. students by sustaining SFPs through the Feeding Futures program in partnership with school districts.** Additionally, we are also pleased to see the integration of FeedBC and the intention to include locally grown food in these programs. We recognize that B.C. has been a leader in SFP advocacy in Canada, with the Feeding Futures program being the largest investment in SFPs in the province's history so far.

Now, we are further encouraged that the provincial and federal government are working together to sustain and expand SFPs in B.C. Signing an agreement with the federal government under the National School Food Policy solidifies Budget 2024's allocation of \$79 million, the first-year investment of the National School Food Program, and supports B.C. students within this school year through the existing Feeding Futures Program. **An agreement in place by the end of March will ensure millions of dollars are directly helping feed children and youth in B.C.**

In your election platform, you prioritized the creation of a universal SFP to ensure all students have access to healthy meals that meet comprehensive nutritional guidelines to support children's health and development. You also pledged to partner with schools, local farmers, and community organizations to promote sustainable food practices and increase food literacy by educating students about healthy eating. These are two essential tenets of a successful, beneficial SFP in B.C., and must be implemented in a holistic way where government, school districts, and civil society work together towards a common good.

We are concerned, however, about the omission of this priority from the cabinet mandate letters. SFPs are essential to the province's stated priorities:

-
- to grow the economy by supporting the agricultural sector and strengthening local food systems;
 - to ensure positive health outcomes for all by ensuring all students are nourished and ready to learn; and,
 - to help families with rising costs of living and groceries through providing meals in schools.

SFPs can provide significant value and take pressure off household budgets, with evidence showing a return of 2.5 to 7 times the investment through improved human health and economic benefits.

Effective learning is only possible when students are well-fed and free from food insecurity and poverty. These challenges, if left unaddressed, impact future employment opportunities, lead to lower educational outcomes and an increased risk of crime involvement and further marginalization for vulnerable students.

With 90% of Indigenous children and youth in B.C. attending public schools, expanding and sustaining SFPs is also essential for advancing reconciliation and improving the quality of life for Indigenous peoples. This aligns directly with the priorities outlined in Minister Boyle's mandate letter.

[Optional meeting request, for example: Building on your party's long-standing commitment to support children and families, and a shared belief that all children and youth in British Columbia should have daily, stigma-free access to healthy food at school, we kindly request a meeting with you at your earliest convenience to discuss these critical issues and how we can collaborate to help you achieve your mandate. [Organization] looks forward to working with you over the next four years.]

We deeply appreciate your commitment to ensuring the success of B.C. students by supporting their health and readiness to learn. Thank you for your time and dedication to this important cause.

Yours Sincerely,

[Signature and contact info]

Cc:

The Honourable Lisa Beare, Minister of Education and Child Care

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1850-22
FROM: Jordan Wall, Chief Administrative Officer	DATE: March 5 th 2025
SUBJECT: 2025 Grant in Aid Applications	

Report Approved:


Jordan Wall, Chief

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the March 5, 2025 report from the Chief Administrative Officer, titled "2025 Grant in Aid Applications", be received for discussion.

ALTERNATIVES TO THE RECOMMENDATION

That Council approves the grant in aid application from [organization name] in the amount of \$X

PURPOSE

Council adopted Grant in Aid Policy CCL-031.02 in July of 2024 with the intent of standardizing the grant approval process in the Town.

BACKGROUND

Below is a table of the grant in aid applications that have been received in 2025 along with the funding approved to that organization in 2024. All of the applications are attached to this report. \$2,500 is automatically approved in policy for KFN Indigenous Days. Council has \$148,500 in funding remaining to be granted to the following applications:

Organization Name	2024 Amount	2025 Request	Description
Coalition to End Homelessness	\$40,000	\$40,000	Project to be determined
CAMS	\$32,500	\$32,500	Continued operational funding
CV Art Gallery	\$5,000	\$11,000	Operational funding and 50/20 Art Faire
Sid Williams Theatre	\$30,000	\$35,000	Operational funding
D'Esterre	\$40,000	\$40,000	Operational funding
Total	\$147,500	\$158,500	

If Council wishes to spend above the \$151,000 total amount (including KFN grant) then it will need to do a one year tax bump to fund that amount. 1% tax increase= \$115,000 in revenue = \$16 per representative household

From: Deborah Renz [REDACTED]
Sent: January 28, 2025 4:29 PM
To: Cammy Dallamore [REDACTED]
Subject: Sid GIA application
Importance: High

RECEIVED

January 28, 2025

TOWN OF COMOX

LOG: 25-016	REFER:	AGENDA: RCM 05-Mar-25
FILE: 0230-20-1	ACTION: MR	

File: File: 0230-20-10, 1850-30, 1850-22

Hi Cammy, please find attached several items for our Grant in Aid Application: Copies: Council
JW/EH/SR/CD

- Cover Letter
- 5 Year Financial Plan
- Executive Summary
- Key Performance Indicators Chart
- Capital Improvements List

IF you need any additional information, or if you need a hard copy of this package, let me know please. I can drop them off tomorrow afternoon.

Also, our Board Executive would very much like to attend a Comox Council meeting if/when this is discussed, if possible, and make a presentation to Council, if that would be possible.

Thanks ... Deb Renz



DEBORAH RENZ *(she/her)*

General Manager

SID WILLIAMS THEATRE SOCIETY

E: [REDACTED]

P: [REDACTED]

442 Cliffe Avenue

Courtenay, BC V9N 2J2

sidwilliamstheatre.com

We are honoured and privileged to provide artistic programming and theatre services on the Unceded traditional territory of the K'ómoks First Nation.

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January 27, 2025



To: **Mayor Nicole Minions and Council, Town of Comox / Finance Team, Town of Comox**

Dear Mayor Minions, Comox Council and Finance Team,

Please find attached the Sid Williams Theatre Society's Grant in Aid Application for 2025. Included with our application are an Executive Summary, 5 Year Financial Plan (including our most recently completed fiscal year's results, at June 30, 2024), a chart of Key Performance Indicators, and a list of recent and upcoming building/equipment improvements supported by SWTS capital reserves and our newly launched *Share the Limelight* fundraising campaign.

We are requesting a grant of \$35,000 for 2025 and are projecting future requests for your information. The SWTS' ratio of earned vs funded revenue is nearly 70%; this means a \$35,000 grant-in-aid provides over \$100,000 of programs and services to our community. In terms of other funding sources, we have received an increase from the City of Courtenay and have requested an increase from the C.V. Regional District and are awaiting a reply. We plan to make a presentation for funding to Cumberland Village Council soon. The City of Courtenay also directly maintains building systems such as HVAC and fire suppression and supports infrastructure needs.

As one of the busiest professional venues on the Island, the Sid receives annual programming funding from the B.C. Arts Council (\$20,000) and Canadian Heritage (\$30,000). We receive project-based support for equipment purchases and building improvements from a variety of sources including the C.V. Community Foundation and Islands Coastal Economic Trust. The SWTS recently received a \$250,000 grant from the Province of BC for stage overhead upgrades including the engineering and installation of a motorized lighting and electrical grid completed in Summer 2024, which has improved the safety of the building and for performers and technicians. This recent capital project also maximizes theatre usage by reducing turnaround time between events.

Comox funding in 2025 will be used towards outreach and services we provide to many community-based non-profit organizations using the theatre, specifically to support rent discounts, which in turn keeps the theatre and theatre events affordable and accessible to area residents and visitors. Please see the detailed KPI chart for the number of theatre users and the percentage of users from Comox. Audience members benefit from theatre programming year-round, and performers benefit from access to professional theatre services as well as educational opportunities such as workshops. Outreach and community engagement programming at the Sid includes our free family film and documentary film series, as well as our Superstar (ticket donation) Program and Volunteer Program. These programs benefit all demographics from youth to elders, and include indigenous, 2LGBTQ, and multicultural content.

Support from all area municipalities provides a foundation for core staffing and services, through which the Sid offers career-directed opportunities such as work experience and internships for students. Our strategic objectives and seasonal programming such as the Blue Circle Series and Centrestage at the Sid align very closely with Town of Comox GIA goals such as promoting community identity and pride, Indoor recreation and volunteerism, arts and culture, quality of life and sustainability.

Thank you for your consideration,

Signed by:

1/27/2025

Richard Clarke

5F2BDCFF70E94FA...

Respectfully submitted – **Richard Clarke, President, SWTS Board of Directors**

www.sidwilliamstheatre.com

Sid Williams Theatre Soc. - 5 yr Financial Plan updated per Consolidated STMT of Operations	Pre Covid	ACTUALS		ACTUALS		BUDGET				
		June 30 2023	June 2024	June 2024	JUL 2024-JUN 2025	JUL 2025-JUN 2026	JUL 2026-JUN 2027	JUL 2027-JUN 2028	JUL 2028-JUN 2029	
	ACTUALS July 2018- June 2019	TOTAL @ FYE	TOTAL @ FYE	TOTAL @ FYE						
REVENUE										
1 City of Courtenay Cultural Grant	\$ 105,000	\$ 105,000	\$ 109,500	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	
2 Town of Comox Grant	\$ 15,000	\$ 25,000	\$ 25,830	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	
3 Village of Cumberland	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500	\$ 8,500	\$ 9,500	\$ 9,500	
4 C.V. Regional District Contribution	\$ 20,000	\$ 33,750	\$ 36,250	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 60,000	
5 Grants Other, CANADA (incl Cap Proj to 2023)	\$ 66,369	\$ 109,058	\$ -	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	
6 City Courtenay Management Fee	\$ 187,034	\$ 202,750	\$ 204,500	\$ 230,000	\$ 235,000	\$ 240,000	\$ 250,000	\$ 250,000	\$ 250,000	
7 Non Capital Grants for Projects (BC, Found)	\$ -	\$ 54,204	\$ 59,166	\$ 70,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	
8 Endowment and other interest	\$ 26,883	\$ 36,466	\$ 60,281	\$ 61,000	\$ 62,000	\$ 63,000	\$ 64,000	\$ 65,000	\$ 65,000	
9 Members, Sponsors, Fundraising, Donations	\$ 32,494	\$ 42,612	\$ 59,176	\$ 80,000	\$ 85,000	\$ 100,000	\$ 102,500	\$ 105,063	\$ 105,063	
10 Theatre Rentals - Non-Profit	\$ 108,242	\$ 99,293	\$ 142,559	\$ 150,000	\$ 155,000	\$ 160,000	\$ 165,000	\$ 170,000	\$ 170,000	
11 Theatre Rentals - Commercial	\$ 72,161	\$ 60,997	\$ 57,870	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 95,000	
12 Event Proceeds (Sid Artistic Presents)	\$ 199,484	\$ 94,393	\$ 189,090	\$ 192,500	\$ 195,000	\$ 197,500	\$ 200,000	\$ 205,000	\$ 205,000	
13 Concession and Bar	\$ 57,561	\$ 57,097	\$ 75,163	\$ 100,000	\$ 125,000	\$ 130,000	\$ 140,000	\$ 150,000	\$ 150,000	
14 Technical Custodial services recovery	\$ 71,957	\$ 114,089	\$ 137,720	\$ 140,000	\$ 142,500	\$ 145,000	\$ 147,500	\$ 150,000	\$ 150,000	
15 Event Services and other Recovery	\$ 46,969	\$ 47,000	\$ 43,153	\$ 52,000	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 58,526	
16 Ticket Handling (incl. bank chg recov)	\$ 152,950	\$ 144,630	\$ 210,883	\$ 215,000	\$ 218,000	\$ 220,000	\$ 222,500	\$ 225,000	\$ 225,000	
17 Surcharge Retained (CDF)	\$ 39,123	\$ 63,893	\$ 77,982	\$ 78,000	\$ 79,000	\$ 80,000	\$ 82,500	\$ 83,000	\$ 83,000	
TOTAL REVENUE	\$ 1,201,227	\$ 1,290,232	\$ 1,489,122	\$ 1,633,500	\$ 1,705,060	\$ 1,773,167	\$ 1,829,322	\$ 1,881,089		
EXPENSE										
18 Bursary awards and Outreach	\$ 3,500	\$ -	\$ 2,750	\$ 8,000	\$ 12,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
19 Artist Fees (Blue Circle Series ETC)	\$ 135,840	\$ 68,959	\$ 127,279	\$ 130,000	\$ 132,500	\$ 135,000	\$ 137,500	\$ 140,000	\$ 140,000	
20 Promotion, Advertising, Social Media	\$ 36,636	\$ 31,974	\$ 41,328	\$ 49,000	\$ 52,500	\$ 55,000	\$ 57,500	\$ 60,000	\$ 60,000	
21 Talent Meals , Accom, Travel	\$ 11,246	\$ 10,784	\$ 16,740	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,000	\$ 19,000	
22 SWT Production Costs incl. security, Livestr.	\$ 52,697	\$ 70,144	\$ 108,629	\$ 110,000	\$ 112,000	\$ 113,000	\$ 114,000	\$ 115,000	\$ 115,000	
23 Lounge Food and Bev/Alc (suppl) for resale	\$ 30,906	\$ 38,082	\$ 47,514	\$ 60,000	\$ 62,500	\$ 65,000	\$ 70,000	\$ 75,000	\$ 75,000	
24 Non cap Equipment: Leaae, Purchas/ Maintenance	\$ 58,149	\$ 51,881	\$ 37,310	\$ 54,000	\$ 57,500	\$ 58,000	\$ 58,500	\$ 59,000	\$ 59,000	
25 Wages & Salaries & Benefits (incl mercs)	\$ 657,730	\$ 726,063	\$ 850,902	\$ 905,000	\$ 950,250	\$ 997,762	\$ 1,027,694	\$ 1,058,525	\$ 1,058,525	
26 Accounting, Legal, Insurance	\$ 16,502	\$ 15,732	\$ 15,582	\$ 16,000	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,000	
27 Amortization (Capital Assets) cap loan repayment	\$ -	\$ 16,073	\$ 18,210	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
28 Fees, Licenses & Dues	\$ 37,819	\$ 31,719	\$ 41,875	\$ 44,000	\$ 45,000	\$ 47,500	\$ 48,688	\$ 49,905	\$ 49,905	
29 Courier, post, ofc supplies (copier maint contr)	\$ 17,998	\$ 7,863	\$ 10,885	\$ 11,000	\$ 11,500	\$ 12,000	\$ 12,500	\$ 13,000	\$ 13,000	
30 Interest & Bank Charges (surcharge remit)	\$ 26,667	\$ 56,512	\$ 73,423	\$ 74,000	\$ 75,000	\$ 76,000	\$ 77,000	\$ 78,000	\$ 78,000	
31 Rent - 6th street (Offsite Office, Storage)	\$ 12,600	\$ 2,760	\$ 2,949	\$ 3,500	\$ 3,750	\$ 3,750	\$ 4,000	\$ 4,000	\$ 4,000	
32 I.T./Telephone/Comm (incl. repairs)	\$ 20,360	\$ 72,494	\$ 65,195	\$ 67,500	\$ 68,000	\$ 68,500	\$ 69,000	\$ 69,500	\$ 69,500	
33 Board and Volunteers (Society Mtgs, AGM)	\$ 2,930	\$ 3,125	\$ 8,935	\$ 9,000	\$ 9,500	\$ 10,000	\$ 10,500	\$ 11,000	\$ 11,000	
34 Training , Development, Contractors, conferences	\$ 10,137	\$ 42,113	\$ 24,256	\$ 35,000	\$ 37,500	\$ 40,000	\$ 42,500	\$ 45,000	\$ 45,000	
TOTAL EXPENSE	\$ 1,131,717	\$ 1,246,278	\$ 1,493,762	\$ 1,633,000	\$ 1,703,500	\$ 1,771,512	\$ 1,820,382	\$ 1,869,930		
36 NET INCOME / LOSS	\$ 69,510	\$ 43,954	\$ (4,640)	\$ 500	\$ 1,560	\$ 1,655	\$ 8,940	\$ 11,159		
37 ACCUMULATED CASH RESERVES		\$ 380,194	\$ 373,003	\$ 250,000	\$ (512,000)					
38 unrestricted (incl. above NET)	172,451	\$ 195,276	\$ 189,036	\$ 100,000						
39 restricted capital reserve	139,153	\$ 184,918	\$ 183,967	\$ 162,000						
see projects list next page				\$ 211,003	<remaining reserves	<50% for capital projects				

KEY PERFORMANCE INDICATORS UPDATE

<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Venue Bookings	Venue Bookings	Venue Bookings (incl. holds as of Dec. 31, 2024)
231	230	238
Breakdown Bookings	Breakdown Bookings	Breakdown Bookings
144 performances	161 performances	163 performances
78 rehearsals/sim	69 rehearsals/sim	75 rehearsals & sim
9 mtgs auditorium ~56 bookable	Mtgs Incl. above ~ 50 bookable	~ 50 bookable
14% Sid presented	19% Sid presented	19% Sid presented
67% NPO	64% NPO	64% NPO
19% commercial	17% commercial	17% commercial
	commerc incl local biz	
Breakdown attendance by region:		
Courtenay 38%	37%	37.5%
Comox 29%	30%	30.5%
Cumberland 5%	9%	9.5%
Areas ABC 15%	16%	16%
CR/QB/Island 8%	5%	5%
BC Mainl. 4%	2.5%	1%
Can/USA/Intl. 1%	0.5%	0.5%
Attendance/Audience (Front Door)		
36,776 paid	44,197 paid	21556 (6 mos)
Attendance Performers/Crew (Stagedoor)		
6092	11,077	5755 (6 mos)
Special Access		
431 superstar tix	551 superstar tix	208 superstar tix (6 mos)
Val. \$14,700	Val. \$21,400	
Volunteer Hours		
4123	6305	3290 (6 mos)

Updated Five Year Financial Plan – Executive Summary 2024-2029

Contents:

- Review of past year's results
- Revenue Highlights
- Expenditure Highlights
- Highlights for the Next Fiscal Year

Attached:

- Consolidated Statement of Operations and Pro-Forma Budget 2025-2029
- Key Performance Indicators
- Theatre Improvements List

Additional Information on SWTS Website – Printed Copies Available upon Request

- 2014-2024 Annual Reports
<https://www.sidwilliamstheatre.com/about/publications/>
- 2023-2026 Strategic Plan
https://www.sidwilliamstheatre.com/site/assets/files/848843/strategicplan_2023to2026_11oct2023_web.pdf
- See also – City of Courtenay Cultural Strategic Plan
- <https://www.courtenay.ca/assets/City~Hall/Images/Draft%20SCP%20-%20FINAL%20DRAFT%2010.8.24.pdf>

REVIEW OF PAST YEAR'S RESULTS

The **financial plan summary** below is an analysis of financial highlights of the Sid Williams Theatre Society's operating budget for 2025-2029. A review of 2023-24 activity is included. A detailed five-year capital plan (for major equipment and theatre improvements) is being developed and is available upon request.

The SWTS fiscal year runs July 1- June 30.

REVENUE HIGHLIGHTS 2023-24

The theatre's **overall revenue for the 2023-24** fiscal year was higher than budgeted, and higher than the previous fiscal year. For reference, please see column A (actuals) versus column B (budget) on the attached consolidated Financial Plan spreadsheet.

Key areas for increased revenue were interest, memberships/sponsorships/donations, rentals, and event proceeds (lines 8-12 on the FP spreadsheet), ticket handling billable labour, and retained surcharges (lines 14-17) were also up. 2023-24 was a fairly strong year for the SWTS in terms of volume of theatre usage and attendances at SWTS presentations. The society also increased rental rates to keep pace with other Island venues and market factors.

However, some revenue areas were well below budgeted. These areas include government grants and the City of Courtenay management fee (lines 2-7).

The SWTS' goal for operations is to **earn 60% of revenue** (including via fundraising/donations) to balance **40% of the revenue needed to offset operating costs coming from grants**, primarily from government sources but also from private-sector and NGO funders such as foundations. 2023-24 revenue results show the SWTS earning 70% of its revenue with 30% coming from grants.

This would appear to be a positive trend, except when considering that most of the activity in the theatre **~70+ percent of theatre bookings – consists of events produced by Comox Valley based non-profit and charitable organizations**. Higher revenue for the SWTS from rentals, for example, means that costs have risen for theatre users. In an inflationary economy, event-producers do need to expect higher costs for using the facility; however, theatre board and management are hearing from our regional client base that they cannot sustain costs continuing to rise as steeply as they have. As evidence that groups are being negatively impacted by the cost of using the theatre is that there have been several event cancellations for this reason.

The SWTS mandate and a key deliverable in the organization's agreement with the City of Courtenay is to ensure that the **theatre is accessible and affordable for the public** and to the theatre community. Public funding is deployed primarily to cover core costs such as administration and a portion of services, to reduce economic barriers to participate and use the theatre.

The theatre's board and management strongly support the Sid's role as a community theatre. We are working hard to develop and expand revenue sources (see below) to offset the rising cost of operations. But we do need a sustainable level of grant support if the theatre is to remain affordable for our community.

EXPENDITURE HIGHLIGHTS / OPERATING COSTS 2023-24

Theatre operations can be segmented into administration, services and programming. **Overall operating costs were higher for 2023-24** in all 3 areas. Key drivers of higher costs were a combination of inflationary factors – such as the rising cost of labour and technology (FP lines 25 and 28), also the steeply rising cost of event production – such as artist fees including film licensing (line 19) – and the impact of safety and security necessities such as more guards needed at events for crowd management (line 22) and up-staffing for activities that would have

Labour costs in particular are up for several reasons: post-COVID catch-up after three years with minimal pay-rate increases; pressure from an increasingly unionized environment and new IATSE* collective agreements across the province; and the difficulty of replacing staff lost during COVID with qualified personnel. Responding to these factors pushed our wage and benefit spending well over budget for the first time in a decade.

Banking, amortization and insurance costs (lines 27-30) have also risen markedly. Most other expense areas have remained near or under budget; however, the areas of increase are substantial operational line items. The breakdown of operating categories percentage-wise is: programming 30%, administration 30%, services 40%.

The SWTS finished the 2023-24 fiscal year with a rare deficit. While small (-\$4640, less than 1/3 of a percent of our nearly 1.5 million budget), the deficit is worrisome in the context of worsening economic uncertainty. Compared with a multi-year trend of modest surpluses since 2016 (which are being re-invested into theatre improvement capital projects), the deficit in 2023-24 is the result of a juxtaposition: (1) inflation and other market factors driving higher operating costs, with (2) a concurrent reduction of government funding which has effectively shrunk the revenues needed to offset the cost of operations.

The resulting loss of purchasing power for the SWTS is something our 2024-2029 Financial Plan strives to address.

While a five-year capital plan is being submitted separately, it should be noted here that **reduced municipal investment in theatre improvements** since 2016 has impacted operational efficiency, especially considering how heavily used the SWTS is (see attached multi-venue attendance comparison). SWTS personnel (and City personnel) end up spending more time dealing with **aging equipment, infrastructure and services**; and the theatre falls behind other venues in terms of technology and general patron/client appeal.

The Sid Williams Theatre is an award-winning facility** that has been a source of community pride for decades. Our board and management are eager to work with our funding partners to ensure that the Sid continues to be a focal point of our vibrant downtown cultural district, serving our growing community and visitors alike for now and in the future.

BUDGET FOR 2024-25

REVENUE GROWTH MATCHING OPERATING COSTS

The Sid’s budget for the 2024-25 fiscal year (Financial Plan Column C) projects both expenditure and revenue growth in several areas.

For expense, the steepest rise is **payroll related costs due to the catch-up** mode the theatre is in compared with other professional venues on the Island and a strong Union impact on many venues. Board and Management consider the flexibility and volunteer involvement of a community-oriented theatre to be a high priority; therefore keeping our wages and benefits competitive in a non-union setting is critical.

The cost of replacing our **operational and artistic technology** has also spiked.

Revenue increases are projected for municipal and regional funding, event proceeds, rental rates and ticket handling, donations, and concession/bar sales. A significant change from pre-COVID years, when theatre operations netted an annual surplus for 10 consecutive years, our new projections for revenue vs expense is closer to break-even or showing small surpluses.

Another area for revenue growth will be **expanding our liquor service** to allow patrons at most events to consume their beverages in the theatre auditorium (except not children’s events). We expect this to increase our bar revenue by at least 30%. Patron survey results flag this as a very desirable new service.

We have launched a new fundraising campaign, **Share the Limelight**, to boost **donor contributions** for both artistic programming and building and equipment improvements.

Municipal and regional funding (FP lines 1-6) including the City of Courtenay Management Fee*, the requested increase from Comox, Courtenay and the Comox Valley Regional District is an average 10-12% increase. While this is clearly higher than the 3-5% trend for inflation since the pandemic, it reflects the actual market factors impacting theatre operations (as noted above in the analysis of 2023-24 financials). It also reflects catch-up, loss of purchasing power due to inflationary impacts since 2020, and competition, particularly in the areas of labour and artist-fees.

The SWTS has been discussing funding from the **Village of Cumberland** with the village council; especially reflecting the increased theatre usage of the from Cumberland and Cumberland’s rate of population growth.

The amounts requested from Courtenay, Comox, and the CVRD do not actually reflect the true ratio of patron visits and rental usage of the theatre from each region (see KIPs). The SWTS will continue its **advocacy with all area municipalities**.

Respectfully submitted,



Deborah Renz, General Manager SWTS & SWTS Finance Committee – October 15, 2024

AWARDS 2000-PRESENT – BC Touring Council Presenter of the Year, BC Parks and Rec Association Facility of the Year – Comox Valley Tourism “Top 10 Attractions of the Year”; Cultural Human Resources Council of Canada “40 Arts with Hearts Employers”; Comox Valley Record Readers’ Choice (4x).

SID WILLIAMS THEATRE RECENT AND UPCOMING THEATRE AND EQUIPMENT IMPROVEMENTS

- **2020**
 - Phase 5 Lighting System upgrade \$25,000 (LED & Moving Lights total \$125,000)
 - Purchase of 3 camera Data Video System \$30,000 Islands Coastal Economic Trust Grant
- **2021**
 - Construction Video Control Booth (improve Lighting Booth) \$40,000 BC Gaming Grant
 - Replacement Wireless Microphone System (CRTC compliance) \$30,000
 - Voicing work on Piano \$2,500
 - Purchased 12 HEPA air filter units for performer areas \$7,500 CCSF Federal Grant
 - Building Exterior Repainted (City budget item)
- **2022**
 - Improved in-house video (CCTV) system \$5,000 CCSF Federal Grant
 - Expanded Wheelchair Platform \$3,000 CV Community Foundation Grant
 - Website and Online Client/Patron Communication Improvements \$8,000
 - Refurbished Lobby Elevator (City budget item)
- **2023**
 - Purchase accessibility seating \$2,500 CV Community Foundation Grant
 - Additional security cameras \$2,000 CCSF Federal Grant
 - Sharps containers all bathrooms (City budget item)
 - Audio System upgrades (console, select mics, amps, cabling) \$30,000 s
 - Lobby Digital Video Screens \$15,000 CACRP Fed Grant
 - Water Fountain with bottle refill for Lower Sid (City Budget Item?)
- **2024**
 - Large Screens in Auditorium for Sponsor recognition, Safety Messaging, Subtitles-Closed Caption \$25,000
 - Replace backstage crossover carpet \$7,500
 - Motorized Lighting Grid System \$350,000+ \$250,000 in place from BC Arts Council
 - Costs for lighting grid upgrade may be as high as \$600,000 depending on Engineering report (City?)
 - Stage elevator compliance improvements (final cost TBC) City Budget Item
 - Share the Limelight Donation Program launched to support funding of building/equip. Improvements
- **2025**
 - Resurface Stage – more than 10 years since last done \$20,000 including labour if same surface type
 - Replace Main movie screen and projector (aging out) \$35,000 for both
 - Replace Main PA (aging out) – COST TBC
 - Replace/Update Hearing Assistance System \$15,000 (CVCF grant TBC)
 - Planning Report replace stage elevator \$10,000
 - Permanent retractable fencing for plaza area nearest Green Room/Lower Sid (Cost TBC)
 - Cupholders for seats \$10,000
 - Replace fixed letter marquee with digital marquee \$80,000 (TBC Gaming)
 - CITY BUDGET – ROOF and HVAC?? (or 2026)
- **2026**
 - Replace stage elevator (1971-unit overhauled 2005, 2024) \$650,000 (City, SWTS, BC, Can co-fund)
 - Architect concept rendering proposed theatre expansion - \$10,000 (studio theatre 200 seats/expanded lobby)
 - Replace lobby chairs \$5,000
 - New Dance Floor (Cost TBC) Sid ops or cost share with dance schools (under 10k)
- **2027**
 - Replace auditorium seating (all or partial) \$500,000 = all (City, SWTS, BC, Can co-fund)
 - Replace folding tables \$5,000

SWTS or Ticket Surcharge (Capital Development Fee) funded unless otherwise indicated

January 30th, 2025

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

RECEIVED

January 30, 2025

LOG: 25-019	REFER:	AGENDA: RCM 05-Mar-25
FILE: 0360-20-0	ACTION: MR	

TOWN OF COMOX

File: 0360-20-09, 1850-30, 1850-22

By email

Copies: Council
JW/EH/SR/CD

Subject: 2025 Grant in Aid Application for d’Esterre Seniors Centre

Dear Mayor and Council:

On behalf of the board, staff, and volunteers at d’Esterre Seniors Centre, thank you for your ongoing support and commitment to seniors’ wellness in Comox. We are writing to request continued financial assistance of **\$40,000** in 2025 for our **Executive Director** position. This critical role has allowed us to manage and expand essential programming, modernize our operations, and strengthen our community partnerships—all of which directly benefit Comox residents.

Our mission remains to provide seniors with vibrant, inclusive, and accessible opportunities that promote healthy aging, connection, and well-being. Your investment in d’Esterre Seniors Centre helps us serve a rapidly growing older adult population, thereby enhancing the quality of life in our community and reducing potential pressures on other municipal services.

Thank you for considering our request. We look forward to the opportunity to continue our successful partnership with the Town of Comox.

Sincerely,



Myrna Holman

Board President, d’Esterre Seniors’ Centre Association



Executive Summary

Since 1975, **d’Esterre Seniors Centre** has been a trusted hub for older adults in Comox, offering inclusive programs, social gatherings, and community support. Our **volunteer-driven model**, combined with in-kind contributions such as rent-free space, property tax exemptions, and utilities, ensures that Town funding directly benefits our members.

In **2024**, the Town’s **\$40,000 Grant in Aid** enabled us to **hire our first Executive Director**, modernize our IT platform for online membership registration, and elevate board governance toward a more strategic and sustainable focus. These initiatives strengthened our operational capacity, allowing us to serve **over 1,300 members**, including **846** Comox residents—**12%** of the Town’s 55+ population.

Looking ahead, **2025** presents both opportunities and challenges. While **membership renewals** in the first quarter will boost revenues, we anticipate a **seasonal dip** in the summer. To offset this, we are **piloting outdoor programming** (pending federal grant approval) that leverages Comox’s natural assets and promotes community wellness. Meanwhile, our **\$88,000 reserve fund** offers a starting point against unforeseen expenses—ensuring we can continue operating without compromising services for seniors on fixed incomes. By **balancing self-generated revenue**, modest fee adjustments, and government support, d’Esterre remains poised to deliver **high-value, volunteer-driven programs** that align with Comox’s commitment to **community connection, wellness, and fiscal responsibility**.

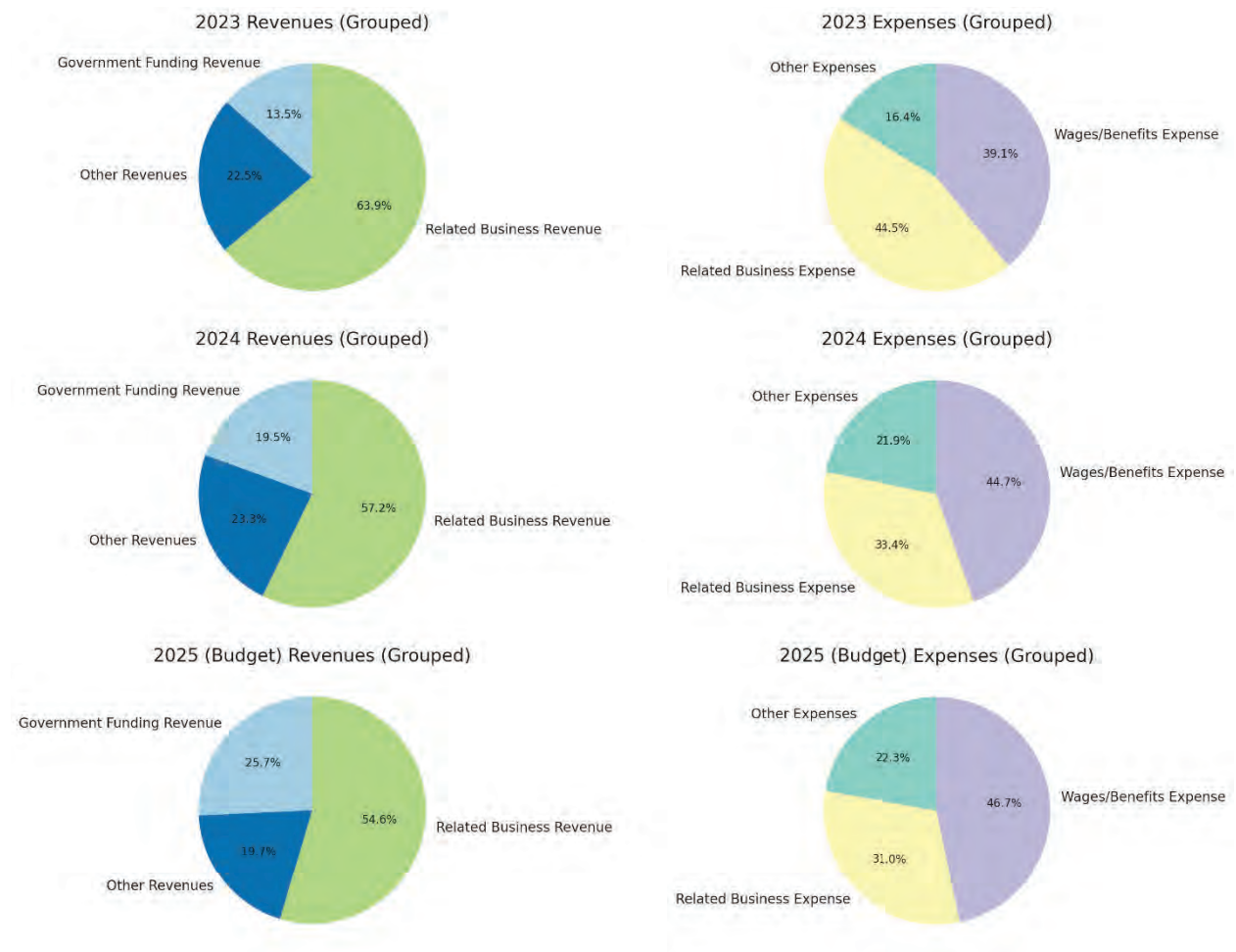
We respectfully request a **renewed \$40,000 Grant in Aid** for 2025 to sustain and build on these achievements. Your support will enable d’Esterre to maintain accessible services, foster healthy aging, and contribute meaningfully to Comox’s overall quality of life. We deeply appreciate the Town’s past investment and look forward to a **continued partnership** in serving our community’s growing senior population.

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Current Financial Situation

The below pie charts illustrate how **d’Esterre Seniors Centre** has maintained a **dual focus** on generating its own revenues while also **leveraging government and other external funding**. Between 2023 and 2025 (projected), our “**related business revenue**”—derived primarily from fitness/class fees, memberships, and food services—remains our largest income source, fluctuating from **nearly two-thirds** in 2023 to just over **half (54.6%)** in 2025. In parallel, our **government funding** portion has grown from **13.5%** in 2023 to **25.7%** in the 2025 budget, reflecting our continued success in securing grants and municipal partnerships (including the Town of Comox).



On the **expenses** side, the pie charts reveal that **wages and benefits** represent an increasing share—rising from **39.1%** of total expenses in 2023 to **46.7%** in 2025—aligned with hiring an **Executive Director** and other key roles necessary to manage and deliver our expanding seniors’ programs. Meanwhile, **program-related (or “related business”) costs** have consistently represented roughly one-third of total expenses, underscoring our commitment to reinvesting in the programs themselves.

However, **rising operating costs** and **general inflation** present a significant challenge. Many of our members live on **fixed incomes**, so we deliberately avoid passing all cost increases onto them in the form of higher fees or memberships. Instead, we aim to **balance self-generated income** with additional **government support**, including the Grant in Aid from the Town of Comox. This strategy lets us keep membership and program fees **affordable**, thereby ensuring we remain a **welcoming, inclusive** option for seniors of varying financial means.

Going forward, we plan to **periodically review our pricing** to align with market trends while maintaining our **cost-effective model**. We have already increased our membership fees and will be ensuring further appropriate and measured increases of membership and program fees. By carefully managing our revenue mix, we can continue offering high-quality, volunteer-driven programs—delivering significant value to the Town of Comox and positioning d’Esterre Seniors Centre as a **key community resource** for the region’s growing senior population.

Cash Flow Projections

Our 2025 cash flow forecasts are currently in development, but initial projections indicate positive net flows early in the year. Membership renewals—most of which occur in Quarter 1—will provide a strong starting inflow, helping us meet core operating obligations and maintain essential programming. Historically, activity levels tend to moderate during the summer months, which may temporarily reduce cash inflows.

To mitigate this seasonal dip, we are piloting outdoor programming (pending federal grant approvals) that would enable us to capitalize on Comox’s natural beauty and extend our offerings into the warmer seasons. By creating fresh opportunities for seniors to engage in health, wellness, and social activities outdoors, we hope to drive additional revenue and community interest. These pilot programs, if successful, will not only bolster our summer cash flows but also enrich the experience we provide to our members and the broader community.

Overall, we remain attentive to balancing our projected incoming and outgoing funds throughout the year, with a focus on ensuring stable cash flows to support d’Esterre Seniors Centre’s continued growth and fiscal responsibility.

Reserves

Our **equity position**, which functions as our reserve fund, currently stands at approximately **\$88,000**. While this may appear significant, it is **below** the commonly recommended **3-6 months of operating** expenses for a not-for-profit of our size. In practical terms, \$88,000 covers **about two months** of our core operating costs, falling short of the more robust cushion – \$106,000 to \$212,500 – that would better safeguard our organization against revenue fluctuations, emergencies, and unexpected capital needs.

Despite being under this benchmark, our reserve remains **vital** for maintaining **financial resilience** and **continuity of services** for older adults in Comox. The bulk of these funds is **allocated for contingencies** – such as urgent equipment failures or partial facility maintenance – and is spent only when truly necessary. This approach allows us to:

1. **Address Unforeseen Expenses** without jeopardizing day-to-day operations (e.g., a necessary kitchen equipment repair).
2. **Seize Growth Opportunities**, such as matching new grants or piloting strategic programs, whenever prudent to do so.

Strengthening our reserve fund **became a priority** following the COVID-19 pandemic, which underscored how quickly revenues can shift and how vulnerable programming can be if unforeseen circumstances arise. While \$88,000 is an important start, we ultimately aim for **a higher reserve target** to fully align with best practices for not-for-profit organization sustainability.

By maintaining and gradually building this reserve, we are demonstrating fiscal responsibility and ensuring that d’Esterre Seniors Centre remains prepared for both the challenges and opportunities that lie ahead. This aligns directly with the Town’s vision for community and wellness, allowing us to continue delivering high-quality, cost-effective services to Comox’s growing older adult population – even in times of uncertainty.

Purpose of Funding

The Executive Director oversees essential administrative tasks, strategic planning, volunteer coordination, and financial management. This professional leadership supports a more sustainable and growth-oriented approach to serving seniors, aligning with the Town's Sustainability objectives.

Management Capacity

By funding the Executive Director position, the Town of Comox enables the Centre to:

- **Oversee Programs and Volunteers:** The ED provides an oversight role for all operations (classes, activities, volunteer coordination) which ensures quality control and effective delivery of services.
- **Secure Additional Funding:** A dedicated ED can research, apply for, and manage grants and partnerships at provincial, federal, and community levels, further diversifying revenue and reducing reliance on municipal funding. For example, the ED has already applied for new federal funding for 2025 to support additional programming.
- **Uphold Health and Safety:** As membership grows, the ED ensures compliance with evolving health regulations, facility usage guidelines, and best practices to keep employees and members safe and engaged.

Transition to Online/Modernized Systems

We are in the process of **migrating memberships and class registrations** to a new IT platform. This transition aims to:

- **Increase Accessibility:** Over 90% of our members report they access our newsletter and other materials online or through email, enabling them to register online which will streamline administrative processes.

- **Include Everyone:** We will continue offering manual registration options for those who prefer or require paper-based methods, ensuring our services remain inclusive.
- **Enhance Data-Driven Decision Making:** The new platform will allow us to track participation, respond promptly to member feedback, and plan future programs more effectively.

Sustainability & Governance

Continued funding helps the d’Esterre board evolve from a **working board** to a **governing board**. This shift allows board members to focus on:

- **Long-term Strategy:** Defining the organization’s vision and setting priorities for maximum community impact.
- **Financial Oversight:** Ensuring that resources are used responsibly and effectively, in alignment with the Town’s commitment to fiscal responsibility.
- **Partnership Building:** Expanding relationships with key stakeholders and supporters.

In turn, this enhanced governance capability promotes organizational stability and expands the Centre’s capacity to respond to the needs of Comox seniors – now and in the future.

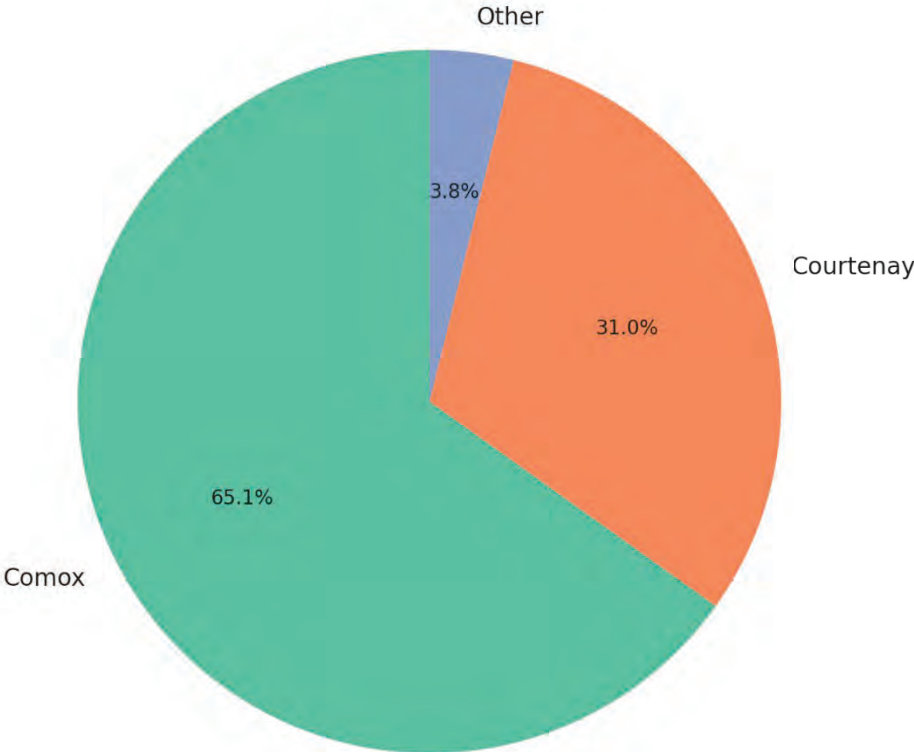
Benefits to Comox Residents

d’Esterre Seniors Centre is deeply committed to serving Comox and aligning with the Town’s **Grant in Aid Policy** and **Strategic Priorities**. The following points highlight the measurable ways in which our work benefits local residents and contributes to Comox’s overall **community identity, wellness, and sustainability**.

Serving Comox’s Senior Demographic

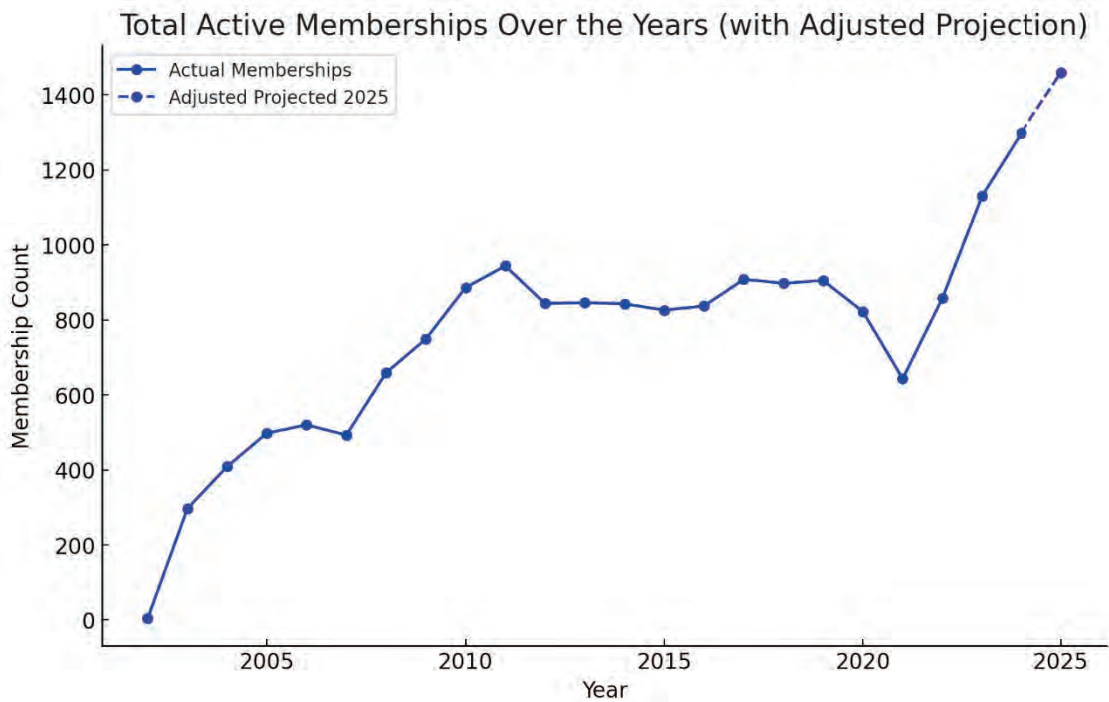
The Town of Comox has a median age of 52.4 years (2021 Census Data), with a total of 7,025 residents aged 55+. In line with this demographic, d’Esterre Seniors Centre focuses on serving members aged 55 and over, thereby providing a dedicated hub for a large – and growing – segment of the Comox population.

Member Distribution by City (2024) - Comox, Courtenay, and Other



Our 2024 membership data shows that **over 800 Comox residents are actively involved with the Centre, representing about 12% of the Town’s total 55+ demographic.** While this number reflects a strong existing connection to the community, it also highlights **room for growth** as we strive to ensure more of Comox’s older adults benefit from our programs and services. **With the Town of Comox’s continued support,** we aim to **promote membership further,** meeting the diverse needs of the local community through our recreational classes, social gatherings, and health-focused events.

We ended 2024 with more than **1,300 members,** reflecting a significant surge in participation over the past few years (see membership growth chart below). This robust membership base is a testament to the **inclusive, welcoming environment** at d’Esterre, which draws in seniors seeking recreation, community connections, and personal enrichment. While we currently lack precise volunteer-hour data, we know that **volunteers are integral** to many of our programs—from coordinating fitness classes to helping with administrative tasks—and represent a cornerstone of Comox’s strong tradition of **civic engagement.**



By providing an inclusive, community-based environment, d’Esterre supports active and independent lifestyles among older adults, thus reinforcing the **Town’s strategic priority** of enhancing **community connection and wellness**. As the senior population in Comox continues to rise, the Centre remains poised to scale its offerings, ensuring that residents over 55 have consistent access to **enriching and supportive programming** right in their own community.

Sustainability for the community (financial stability)

By maintaining a **volunteer-driven model** and combining program fees with strategic funding (including the Town of Comox Grant in Aid), we significantly **reduce the need** for the Town to expand municipal recreation staffing or duplicate specialized seniors’ programs. This approach yields **cost savings** for taxpayers while ensuring that high-quality services remain available. Our focus on **financial stability** also aligns with the Town’s objective to foster **sustainability** and responsible governance.

Enhancement of quality of life for residents

Research consistently affirms the importance of **social engagement, active lifestyles, and peer support** in enhancing seniors’ overall quality of life. d’Esterre Seniors Centre provides group fitness classes, social events, communal meals, and peer-led interest groups—each of which **combats isolation and fosters community connections**. As evidenced by our ever-growing membership numbers, these offerings help older adults stay active, form meaningful relationships, and enjoy a **healthy, active aging** experience right here in Comox.

Supporting Documents/Additional Attachments

Financial Statements

Note: 2024 Financial Statements are in draft and are awaiting board approval. 2023 Financial Statements are attached below, with 2022 as a comparison.

Statement of Operations, 2023

2:59 PM
29-01-25
Accrual Basis

d'Esterre Seniors Centre Assoc
Profit & Loss Summary, REPORT NO. 2
January through December 2023

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
Ordinary Income/Expense		
Income		
30100 · RELATED BUSINESS REVENUE	178,016.37	122,323.75
30110 · MEMBERSHIP DUES & ACTIVITY FEES	39,203.55	30,839.10
30120 · DONATION, SUBSIDY & GRANT REV	49,625.40	38,440.64
30130 · OFFICE, INTEREST & MISC REVENUE	3,893.13	172.58
30150 · SPECIAL EVENTS REVENUE	7,676.25	9,692.15
Total Income	<u>278,414.70</u>	<u>201,468.22</u>
Expense		
40100 · RELATED BUSINESS EXPENSE	115,770.39	75,977.49
40110 · OFFICE & MISC EXPENSE	19,349.79	14,354.42
40150 · FACILITY EXPENSE	4,890.91	3,427.42
40160 · WAGES & BENEFITS	105,604.76	73,495.90
40180 · SENIOR CENTRE EXPENSE	19,935.62	18,971.21
40185 · SPECIAL EVENTS EXPENSE	4,386.04	3,739.18
Total Expense	<u>269,937.51</u>	<u>189,965.62</u>
Net Ordinary Income	<u>8,477.19</u>	<u>11,502.60</u>
Net Income	<u><u>8,477.19</u></u>	<u><u>11,502.60</u></u>

Statement of Financial Position, 2023

2:54 PM

29-01-25

Accrual Basis

d'Esterre Seniors Centre Assoc Balance Sheet, REPORT NO. 1

As of 31 December 2023

	31 Dec 23	31 Dec 22
ASSETS		
Current Assets		
Chequing/Savings		
Cash Float - Gift Shop	100.00	100.00
Cash Float - Kitchen	50.00	0.00
Cash Float - Office	100.00	100.00
CCCU-Equity Shares-6317	5.00	5.00
CCCU - Gaming	778.00	504.95
CCCU - GIC 3yr Rate Climber	11,126.68	10,697.51
CCCU - GIC Cashable	16,950.77	16,594.00
CCCU - Savings	43,343.90	7.98
CCCU Operating Account	35,288.62	61,442.60
Petty Cash Account	100.00	0.00
Total Chequing/Savings	107,842.95	89,452.02
Other Current Assets		
Advances/Deposits	2,500.00	2,500.00
HST/GST		
Fed. portion HST/GST on purch.	972.66	904.82
Total HST/GST	972.66	904.82
12000 - Undeposited Funds	964.70	837.05
Total Other Current Assets	4,437.36	4,241.87
Total Current Assets	112,280.31	93,693.89
TOTAL ASSETS	112,280.31	93,693.89
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 - Accounts Payable	3,157.21	1,883.32
Total Accounts Payable	3,157.21	1,883.32
Other Current Liabilities		
Club Funds		
Bridge, Duplicate	92.50	0.00
Cue Sports	1,794.16	1,457.38
Pottery Club	3,091.12	950.00
Quilters, In Trust	400.00	300.00
Rock & Gem Club	4,314.16	60.00
Silversmiths	0.00	20.00
Woodshop	165.64	875.73
Total Club Funds	9,857.58	3,557.11
Deferred Revenue		
Deferred Revenue-New Horizons	2,976.47	6,647.15
Deferred Revenue - Other	34,297.50	29,280.50
Total Deferred Revenue	37,273.97	35,927.65
Other Liabilities		
Payroll Liabilities	805.00	200.00
PST Payable	1,967.15	1,598.59
PST Payable	808.19	599.20
Total Other Current Liabilities	50,711.89	41,876.56
Total Current Liabilities	53,869.10	43,760.87
Total Liabilities	53,869.10	43,760.87
Equity		
30000 - Unrestricted Net Assets	49,934.02	38,431.42
Net Income	8,477.19	11,502.60
Total Equity	58,411.21	49,934.02
TOTAL LIABILITIES & EQUITY	112,280.31	93,693.89

2025 Draft Budget

	2025 (Budget)
Related Business Revenue	\$ 226,630
Fundraising Revenue	\$ 23,900
Membership Dues/Activity Fees Revenue	\$ 40,000
Donations Revenue	\$ 17,000
Foundation/Charity Grants	\$ 9,418
Government Funding Revenue	\$ 106,869
Interest Revenue	\$ 1,000
Revenue Subtotal	\$ 424,817
Related Business Expense	\$ 133,678
Office Expense	\$ 16,175
Facility Expense	\$ 11,674
Wages/Benefits Expense	\$ 201,082
Senior Centre Expense	\$ 58,718
Expense Subtotal	\$ 421,327
Net	\$ 3,490

Note: Account restructuring to align to Canada Revenue Agency reporting requirements and operational needs is currently underway, altering future reporting structure.

- **Related Business Revenue (+15%):** Growth driven by expanded services with stable pricing. Further growth depends on operational support.
- **Fundraising Revenue (+152%):** Recovery from 2024's decline as key volunteers return. Town funding reduces over-reliance on community fundraising.
- **Membership Dues (Conservative Estimate):** Projected at \$40,000, but with expected growth to 1,400 members. Town support ensures stability regardless of member fluctuations.
- **Donations Revenue (-20%):** 2024's increase was driven by one-time memorial donations. Conservative estimates highlight the need for reliable funding.
- **Foundation and Charity Grants (+18%):** We are expanding grant applications, but most grants are project specific. Municipal funding supports core operations.

Testimonials

[d'Esterre] provides a homey atmosphere, a wide diversity of courses and activities, opportunities for socialization. The cafe, with its great food and affordable prices sets it apart from other rec. centres.

- 2024 Survey Respondent

Taking care of each other. Wonderful food always served with big smiles. Wonderful groups and activities for us to enjoy with other seniors... A lifeline for us over 70 especially when we do not have many family around.

- 2024 Survey Respondent

I am happy to have the connections that I have had over the years and will continue to appreciate the Centre and the volunteers' efforts to provide interesting activities and friendly feelings for everyone who comes to the Centre.

- 2023 Survey Respondent

The Centre is a huge asset to the community.

- 2023 Survey Respondent

perfect social hub for seniors

- 2024 Survey Respondent

Welcomes seniors to take part in activities, friendships, volunteering, and a sense of belonging to a community.

- 2024 Survey Respondent

RECEIVED

Comox Town Hall
1809 Beaufort Ave,
Comox, BC V9M 1R9

February 11, 2025



TOWN OF COMOX

LOG: 25-030	REFER:	AGENDA: RCM 05-Mar-25
FILE: 0360-20-0	ACTION: MR	

Letter for Continued Funding Support

Dear Members of the Town of Comox Council,

**File: 0360-20-02, 1850-30, 1850-22 Copies: Council
JW/EH/SR/CD**

We are writing, first and foremost, to express our heartfelt gratitude for the invaluable support you have extended to the Comox Archives and Museum Society (CAMS) over the years. Your continued commitment has been instrumental in helping us preserve and share the rich history of our community. We are also deeply appreciative of the Town of Comox for providing and maintaining our premises at 1729 Comox Avenue.

Grant Request

For the operating year 2025, the Comox Archives and Museum Society is requesting a financial grant of \$32,499 (\$2708.25 x 12 months). This amount is consistent with the funding provided in previous years. This grant, along with funding from B.C. Gaming and the Regional District, will allow us to continue the operation of the Comox Archives and Museum for another year, benefiting the Town, its residents, and visitors.

We recognize that these are challenging times, and the Town must be prudent with their expenditures. We hope this letter will demonstrate the value and potential of the Comox Archives and Museum. We are also seeking to increase our income sources by applying for additional grants and look at ways we can streamline our costs.

Comox Archives and Museum Background

Incorporated in 1998, the Comox Archives and Museum has been preserving and showcasing the collective history of the people of Comox for 27 continuous years. We currently are the caretakers of 11,500 accessioned documents and 3,000 physical items. We have one full time staff member, and this year we saw a renewed interest in the museum through the addition of several new volunteers. As a local museum we are proud to hold the collective memory and history of our town and preserve the personal history of its residents.

Volunteer Impact

This year, we have 11 active volunteers, including two new board members looking to help enhance the museum displays and improving visitor experience. We also have senior volunteers who find preserving Comox history rewarding and enriching. This summer, we also had 2 student volunteers, both from Highland School, choosing to complete their 32 hours of work to graduate. One of these students remains an active volunteer and hopes to study Museum and Library Studies at university.

Educational Impact

This year, we welcomed 200 student visitors, a significant increase from last year, from 7 youth organizations: Comox Rec Centre Summer Camps, Lewis Centre Day Camps, Highland School, Phil and Jennie Gagliardi Academy, École Au Oeur de l'île, Inglis Academy, Lake Trail Middle School. The impact of these visits varies by age group, with high school students showing a keen interest in Comox history through their many questions.

Genealogical Research / Archival Studies

The Museum's archives are a valuable resource and are well used by visitors. The museum has welcomed dozens of families seeking to explore their heritage, uncover personal details, and form an emotional connection to their past—something that online resources simply cannot replicate. We are always thrilled to share our resources and time with visitors to our community. Without the support of the Town of Comox, we risk losing this invaluable archive of history and this connection to the past.

Tourism and Economic Development

The museum shares space with the Pearl Ellis Gallery and together we hosted 5100+ visitors this year. This 33% growth from last year, highlights our increasing role as an attraction in Comox, bringing visitors who support local businesses and contribute to the economy.

Community Support & Community Value

The museum offers tours for residents at Casa Loma and Berwick, creating meaningful opportunities to reminisce and reconnect with personal and shared history—an experience that is especially valuable for those with memory challenges. Beyond these tours, we serve as a place for nearby residents to walk to, stop by an explore and engage. We take pride in our friendly staff and volunteers, who are always eager to share their knowledge and listen to their stories of Comox.

Local museums serve as cultural anchors, fostering community pride, preserving history, and creating connections across generations. We tell the story of our community and strengthen the sense of place, ensuring that those who shaped Comox are remembered, while also inspiring future generations to understand, appreciate, and contribute to our shared history. As time moves forward and new stories emerge, we remain the dedicated keepers of Comox's legacy, ensuring that history continues to inform and enrich the community for years to come.

Partnerships and Future Plans

We continue to collaborate with the K'ómoks First Nation (KFN) to honor and promote Indigenous history and culture, fostering a deeper understanding of our shared heritage.

We are expanding our partnership with the Pearl Ellis Gallery this year, beginning with a special collaboration to celebrate the 100th birthday of Pearl Ellis.

This year, we are embarking on a three-year strategic plan, starting with a workshop led by museum specialists Mighty Museum. Our priorities include enhancing exhibit design, strengthening historical storytelling, and deepening community engagement. Our staff member and dedicated volunteers bring a wealth of expertise to the museum — including local history expertise, document and photograph digital restoration, fund writing, and graphic design—all are eager to contribute to creating a more dynamic and engaging museum experience.

Please find attached our 2024 year-end financials, projected forecast, and employee report. Our AGM report offers a comprehensive look at how past funding has benefited the community.

With your continued support, we can preserve our past, enrich our present, and inspire future generations—ensuring the museum remains a vital cultural and historical hub for residents and visitors alike. We appreciate your time and consideration and look forward to discussing our ongoing role in the community at our meeting on February 19th.

Sincerely, on behalf of the board,



Tammi Hall, Secretary of the Board
Comox Museum and Archives Society
February 12, 2025

COMOX ARCHIVES & MUSEUM

**Minutes of Annual General Meeting
Saturday, December 14, 2024**

PRESENT: Board Chair Jim Whitehead (via phone); Town of Comox Rep. Jenn Meilleur (AGM chair); Employees Matt Vandervoort (manager) and Barb Franck (financial assistant)

REGRETS: Board members Stephanie McGowan; Harvey Piercy; and John Thornton

MEMBERS/VOLUNTEERS in attendance: Douglas Barr; Tom Gooden; Stephen Horne; Teresa Kachanaski; Lynne Kilpatrick; Phyliss Long; Betsy McKenzie; Kameron McLellan; Ernst Vegt; and Carol Walker.

Jenn called the meeting to order at 1:03pm and confirmed that we had a quorum.

1. Minutes from last AGM

Matt circulated the minutes from the last AGM in October 2023.

MOTION: To accept the minutes of the 2023 AGM; D. Barr/T. Gooden; **Carried**

2. Manager's Report

Matt summarized his written report of museum activities for 2024 (copy attached).

MOTION: To receive the manager's report; D. Barr/C Walker; **Carried**

3. Financial Reports

On Jim's behalf, Matt circulated two written financial reports: 1/ the Cloutier Matthews (CPA's) unaudited compilation of financial information at December 31, 2023; and, 2/ tentative financial statements to November 30, 2024 prepared by Harlow Bookkeeping.

Jim advised that CAMS may apply for the CVRD's Arts & Culture grant in 2025; Barb reported that the current combined credit union account balances is roughly \$35,000.

MOTION: To receive the financial reports; D. Barr/K. McLellan; **Carried**

4. Election of New Board

Jenn advised that the four current board members—J. Whitehead, S. McGowan, J. Thornton and H. Piercy—have agreed to serve another term.

MOTION: To elect these four members to the new board by acclamation; D. Barr/K. McLellan; **Carried**

Two new members, Doug Barr and Tammi Hall, stood for election. Doug, a recently retired social worker, summarized his background. Tammi, a self-employed digital design artist, was unable to attend the meeting but submitted a written summary of her background.

MOTION: To elect Doug Barr and Tammi Hall to the CAMS Board; B. Franck/T. Kachanaski; **Carried**

The meeting was adjourned at 1:25pm.

Minutes prepared by B. Franck (as a volunteer)

Hello Comox Archives & Museum Society Members,

Here is a brief update of the activities that have taken place over the past year.

- We have added an additional display tower that features the history of the Comox Firehall old and new.
- We have purchased new signage for the exterior of the building for added exposure for the Museum.
- Hired new employees and contract employees, Matthew Vandervoort; Manager to over see day to day operations, Barbara Franck to oversee financial operations, and have retained Tammi Hall in a free lance position as a graphic designer.
- Have shrunk our gift shop operations in lieu of more area for displays.
- Have created a myriad of new displays.
- Have increased foot traffic then previous years by inviting more schools and entering into programs through the Comox BIA including the Halloween Walk, Comox Summer fest and have added many youth organizations that participate in Scavenger Hunts in the Museum to increase our presence and awareness of Comox History, including Highland Secondary School, The French School, Gilgardi Academy, Comox Rec Centre, Puntledge Rec Centre, Lake Trail Middle School, Inglis Academy, and more to come.
- Have created more awareness through social media about the Museum in help with the Town of Comox, they have 3k followers on Facebook and they have been generous in sharing what the Museum has to offer, we have grown from 30 followers to almost 200.
- Facilitated Student Volunteers, the CV School District requires students to obtain 32 hours of volunteer time to graduate. Both Kameron and Caitlin have learned a great deal about Comox History.
- Worked with the KFN regarding future exhibits, spearheaded an initiative to share with the band all the information the Museum can provide.
- Town of Comox has installed the most energy efficient lighting that will not harm artifacts and we have also installed new window film, with the film we can let patrons view our beautiful glacier without the UV exposure slowly damage artifacts.
- Installed a safe, security cameras, and a back up Hard drive to ensure Museum property remain untouched.
- During 2024 Eby's was not able to retain us anymore for bookkeeping services so we have switched over to Harlow Bookkeeping and have been happy with there services, we still retain Cloutier Matthews for our Accounting.
- Please ask Jim or staff Member Matt for additional information as we have been very busy this year.

Report by employee Matthew Vandervoort, approved by Chair, Jim Whitehead.

Comox Archives and Museum Society

Balance Sheet

As of December 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
10000 Petty Cash Float	0.00
10100 Gift Shop Float	816.44
10110 CCCU Chequing (6486)	15,050.18
10120 CCCU Gaming (6664)	18,416.26
10130 CCCU Restricted (5395)	4.26
10140 CCCU Share Acct - Gaming/Cheq	78.88
10150 Square Clearing Account	18.80
CCCU chq 100009096486	-741.93
12100 Undeposited Funds	3,147.30
Total Cash and Cash Equivalent	\$36,790.19
Accounts Receivable (A/R)	
12000 Accounts Receivable	0.00
Total Accounts Receivable (A/R)	\$0.00
12300 Inventory Assets	173.73
12400 Uncategorized Asset	0.00
Total Current Assets	\$36,963.92
Non-current Assets	
Property, plant and equipment	
15080 Class 8 - Furniture & Fixtures	
15081 Class 8 - Costs	6,014.45
Total 15080 Class 8 - Furniture & Fixtures	6,014.45
15500 Class 50 - Computer(s)	
15501 Class 50 - Costs	4,885.32
Total 15500 Class 50 - Computer(s)	4,885.32
Total Property, plant and equipment	\$10,899.77
Total Non Current Assets	\$10,899.77
Total Assets	\$47,863.69
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	88.48
Receiver General payments	0.00
Total Accounts Payable (A/P)	\$88.48
Credit Card	
21000 Collabria MC (2355)	232.26
Total Credit Card	\$232.26
22000 GST Payable	-423.22
22100 PST Payable	68.09
22101 Minister of Finance Suspense	76.56

Comox Archives and Museum Society

Balance Sheet

As of December 31, 2024

	TOTAL
23000 Payroll Liabilities	540.86
23010 Federal Taxes	2,294.05
23020 Vacation Pay	0.00
23030 British Columbia WSBC	116.54
Total 23000 Payroll Liabilities	2,951.45
23100 Direct Deposit Payable	0.00
Total Current Liabilities	\$2,993.62
Total Liabilities	\$2,993.62
Equity	
30000 Opening Bal Equity	0.00
30100 Restricted Funds - Leasehold Imp.	6,112.84
30200 Investment in Capital Assets	6,396.24
30300 Fund Surplus	19,648.52
Retained Earnings	22,562.51
Profit for the year	-9,850.04
Total Equity	\$44,870.07
Total Liabilities and Equity	\$47,863.69

Comox Archives and Museum Society					
Draft 2025 Budget Version 1					
		Budget 2024		Draft Budget 2025	
INCOME					
40010	Provincial Grants (Gaming)	19,000.00		21,000.00	Will ask for this in new funding application
40020	Town of Comox	29,790.75		29,790.75	
	Other Grants to be worked on	0.00		7,000.00	New Board Member with Grant writing exp
40020	Regional Districts	5,100.00		5,100.00	
	Total Grants	\$53,890.75		\$62,890.75	
40110	Donations	1,200.00		1,250.00	
40120	Memberships	200.00		50.00	
40210	Gift Shop Sales	2,000.00		2,040.00	
40300	Other Income	70.00		75.00	
	Total Income	\$57,360.75		\$66,305.75	
COST OF GOODS SOLD					
50000	Purchases / Inventory	0.00		0.00	
	GROSS PROFIT	\$57,360.75		\$66,305.75	
EXPENSES					
50310	Gross Payroll	40,261.00		41,600.00	
50320	Employer CPP & EI	3,209.00		3,274.00	
50330	WorkSafe BC	128.00		142.00	
	Independent Contractor	3,800.00		3,800.00	Museum Upgrades (signs, pillars, etc)
	Bookkeeper & Audit	4,420.95		4,420.95	
50118	Honorarium Expense	1,000.00		1,000.00	
50100	Program / Event Costs	1,000.00		1,500.00	Visiting Workshops
60000	Administration Expenses	125.00		125.00	
60100	Advertising & Promotion	700.00		700.00	
60200	Interest & Bank Charges	80.00		80.00	
60400	Liability Insurance	765.00		800.00	
60500	Membership Dues	182.00		182.00	
60600	Museum Equipment & Supplies	1,500.00		1,500.00	
60700	Gift Shop Supplies	0.00		0.00	Sales of Existing Items
60800	Office Expenses & Supplies	2,000.00		2,000.00	
60900	Professional Fees	2,100.00		2,150.00	Website Services and IT Tech

61000	Rent (Storage Locker)	2,953.10		2,000.00	Hoping to Downsize
61100	Repairs & Maintenance	80.00		80.00	
61200	Security	150.00		300.00	
61300	Telephone & Communications	1,920.00		1,950.00	
61500	Professional Development	100.00		100.00	
61600	Delivery & Postage	100.00		100.00	
70103	Non-Claimable Penalties & Interest	0.00		0.00	
	TOTAL EXPENSES	\$66,574.05		\$67,803.95	
	PROFIT (LOSS)	-\$ 9,213		-\$ 1,498	



COMOX VALLEY ART GALLERY FUNDING REQUEST

RECEIVED

February 13, 2025

TOWN OF COMOX

LOG: 25-036	REFER:	AGENDA: RCM 05-Mar-25
FILE: 0230-20-1	ACTION: MR	

Copies: Council
JW/EH/SR/CD

File: 0230-20-12, 1850-30, 1850-22

Presented to the Town of Comox
February 2025



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LETTER FROM THE PRESIDENT+ EXECUTIVE DIRECTOR

Dear Mayor and Council,

Greetings from the Comox Valley Art Gallery!

This is a significant time in the Gallery's history. Last year we celebrated our 50th anniversary as an organization, and this year marks the 20th anniversary of moving into our current location. 50 | 20 is an ongoing program we will offer throughout the year to celebrate these milestones. We will hold public talks, create videos and publications, and host a major Art Faire that will feature the work of artists throughout the Comox Valley.

We are grateful for the ongoing support provided by the Town of Comox over the years. For almost two decades, the Town has provided an annual grant of \$5,000 to the Gallery. This support, combined with contributions from other local government sources, provides us with the foundation we need to apply for funding from provincial and federal sources. Based on this local support, we are able to bring in hundreds of thousands of dollars each year from funders such as Canada Council, the BC Arts Council, the BC Gaming Branch, Service Canada, and various foundations. This funding directly supports local artists and businesses, and none of it would be possible without a base level of support from local government.

We greatly appreciate the support we have received thus far from the Town of Comox, but we note that the annual contribution has not changed in nearly two decades. After inflation, this amounts to a significant decrease in real dollars.

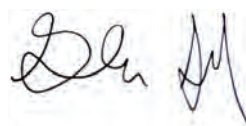
This year, we ask the Town of Comox to increase your annual operating support to \$9,000. In addition, we are seeking \$2,000 this year only as a contribution to our 50 | 20 celebrations. The 50 | 20 Art Faire will provide significant opportunities for artists living in the Town of Comox.

On the follow pages you will find more information about our request and how it will benefit the people of Comox.

Again, thank you for your ongoing support. Cheers!



Jasmin Badrin
CVAG President



Glen Sanford
CVAG Executive Director

ABOUT THE GALLERY

CVAG is a regional public art gallery recognized by Canada Council for the Arts. We are governed by a volunteer Board of Directors, and we serve the entire Comox Valley region.

CVAG presents contemporary art exhibitions, runs a gift shop that features the work of dozens of regional artists, and provides a wide variety of public education, outreach, and performance programs. Each year hundreds of school students attend Gallery tours and workshops.

BENEFITS TO THE RESIDENTS OF COMOX

In addition to the overall contribution a regional art gallery makes the health and wellbeing of the local community and economy, CVAG provides numerous specific benefits to the residents of Comox.

School Tours + Educational Programs:

CVAG regular provides tours, workshops and educational talks for students at Comox schools.

Seniors' Activities:

We regularly schedule tours and art activities for residents of Berwick and the Views.

Showcasing Comox Artists:

Dozens of artists living in the Town of Comox present and sell their work at the CVAG gift shop and/or annual Art Faire.

Public Education + Engagement Activities:

We host a variety of public events, including artist talks, performances, readings, and workshops. These events are well attended by Comox residents.

Youth Media Project:

Our Youth Media Project provides intensive training and hands-on work experience to underserved young people throughout the region. Many of the participants reside in the Town of Comox.

STREAM Program:

Led by a retired teacher, this program provides Comox Valley youth with training and skills development in Science, Technology, Robotics, Engineering, Arts and Mathematics. This program helps young people prepare for their ongoing education — often in the Robotics 71 program at Highland.

Employment:

Many employees of the Comox Valley Art Gallery reside in the Town of Comox. At present,

four of 10 staff are Comox residents. Our number of employees varies according to grants and special projects, but Comox residents are always well represented on the staff team.

Internships for Youth:

CVAG has earned a strong reputation for providing training, mentorship, and hands-on skills development for the next generation of artists and cultural professionals. Many of our interns come from the Town of Comox

Indigenous Reconciliation:

CVAG is deeply committed to using our role as cultural institution to foster Indigenous Reconciliation. In recent years we have collaborated with the K'ómoks First Nation to install Welcome Poles and artwork on the CVAG plaza, install artwork promoting Indigenous artwork at the new hospital, and present exhibitions created by Indigenous artists.

BENEFITS TO THE LOCAL ECONOMY

Investing in the arts not only enriches our cultural landscape but helps to drive economic growth. The creative economy is a significant contributor to the Town of Comox's vitality, reflecting overall trends in British Columbia. Since 1991, the number of professional artists in the province has more than doubled (Hill Strategies Research) and today one out of every five Canadian artists live in BC, according to the Government British Columbia. In 2021, the creative economy accounted for \$8.6 billion of the province's total GDP and 5.4% of all jobs.

By investing in CVAG, the Town of Comox stimulates local employment opportunities, and provides opportunities for young people to pursue careers as artists or cultural professionals. The investment from Comox also enables CVAG to attract hundreds of thousands of dollars each year from provincial and federal funding sources — money that directly supports the local economy.

By investing in CVAG, the Town helps to ensure that Comox residents and visitors alike have access to enriching cultural experiences, thereby enhancing the town's appeal and livability. The Creative City Network of Canada highlights that arts and culture help create unique and attractive communities, building a reputation as hubs of creative activity that draw skilled workers and visitors.

CVAG'S FINANCIAL SITUATION

We are prudent fiscal managers, but like all regional galleries in Canada we are struggling with the impact of inflation. Revenues from core funders has flattened while our costs increase dramatically. We are working hard to diversify our revenue sources, but we cannot function without the base foundation provided by local government.

In almost every year we acquire a small surplus (usually less than \$2,000). We experienced a deficit in 2022 as we undertook extensive renovations at a time of high inflation, but in every other year we have slowly grown our reserves. However, we are far from achieving a “nest egg” that is recommended by our accountant. At present, we have general reserves of \$26,335, and Internally Restricted Net Assets (specifically designated for digital upgrades) of \$73,704. The restricted funds will be spent over the next two years for badly needed technological upgrades.

The vast majority of our annual revenues — approximately \$700,000 — are for money-in/money-out projects such as the Youth Media Project, Walk With Me (an arts-based response to the toxic drug crisis), renovations, internships, and summer students.

PURPOSE OF THE FUNDING REQUEST

This year, we are requesting operational funding of \$9,000 and one-time funding of \$2,000 to support our 50 | 20 Art Faire. Total: \$11,000.

The operational funding will help us to maintain our core operations — exhibitions, public engagement, education, and operating a gift shop that features dozens of local artists. This core funding, combined with other core funding sources, will be used to:

- maintain a minimum staff level necessary to operate the Gallery;
- pay artist fees;
- acquire equipment and supplies for public exhibitions and events.

The special one-time funding will help us to present the 50 | 20 Art Faire as part of our celebrations of the Gallery’s 50th anniversary, and 20th year at our current location. We believe a one-time investment will enable to Faire to become an annual, self-sustaining event that supports local artists, including dozens of artists from the Town of Comox. The funds will be used to:

- acquire display equipment;
- provide hospitality at the opening event;
- promote the Art Faire; and
- contribute to salaries to organize the Faire.

Thank you for considering this request. Of course, we will continue to publicly acknowledge and thank the Town of Comox on all of our promotional materials.

Your support of the Comox Valley Art Gallery will contribute to our community’s cultural wellbeing and economic health.

CVAG BUDGET 2025

Income

91000 - EARNED REVENUE

Donations, membership, fundraising events	111,000.00
Bank interest - general fund	50.00
Film Series	40,000.00
Shop Sales	38,000.00

Total 91000 - EARNED REVENUE **189,050.00**

91300 - OPERATING GRANTS

City of Courtenay	112,000.00
Town of Comox	9,000.00
Comox Valley Regional District	17,000.00
BC Arts Council	33,000.00
BC Gaming	62,000.00
Canada Council	75,000.00

Total 91300 - EARNED REVENUE **308,000.00**

91400 - PROJECT GRANTS/SPONSORSHIPS

BC Gaming (Capital)	10,000.00
Youth Media Project (Service Canada)	300,000.00
Walk With Me (multiple agencies)	350,000.00
Internships/summer students	47,000.00
Grants/Sponsorships for 50/20 Art Faire*	12,000.00

Total 91400 - EARNED REVENUE **719,000.00**

TOTAL INCOME **1,216,050.00**

*Includes \$2,000 from the Town of Comox

CVAG BUDGET 2025 (CONTINUED)

Expense

101100 - STAFF SALARIES AND BENEFITS 272,250.00

101900 - SHOP EXPENSES

Artist commissions 23,000.00

Supplies / admin 2,800.00

Total 101100 25,800.00

101400 - PRODUCTION EXPENSES

Artist fees 30,000.00

Production supplies / contractors 30,000.00

Equipment purchase and maintenance 6,500.00

Total 101400 66,500.00

101500 - MARKETING AND COMMUNICATION 5,000.00

101610 - FILM SERIES 30,000.00

101700 - ADMINISTRATION EXPENSES 88,550.00

101800 - PROJECT EXPENSES

Capital (kitchen and lighting upgrades) 10,000.00

Youth Media Project 300,000.00

Walk With Me 350,000.00

Internships/summer students 55,000.00

50/20 Art Faire (installation, promotion, supplies) 12,000.00

727,000.00

TOTAL EXPENSE 1,215,100.00

Net Income 950.00



COMOX VALLEY ART GALLERY
Financial Statements
Year Ended December 31, 2023

COMOX VALLEY ART GALLERY

Index to Financial Statements

Year Ended December 31, 2023

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Comox Valley Art Gallery

I have reviewed the accompanying financial statements of Comox Valley Art Gallery (the organization) that comprise the statement of financial position as at December 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Comox Valley Art Gallery as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Courtenay, BC
May 16, 2024



Chartered Professional Accountant

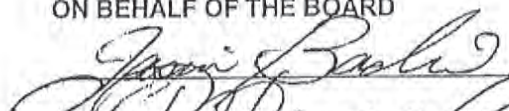
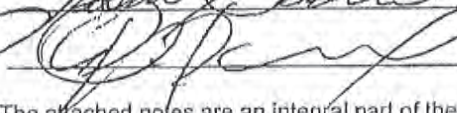
COMOX VALLEY ART GALLERY

Statement of Financial Position

December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 536,752	\$ 347,821
Accounts receivable	82,692	112,500
Inventory	4,236	6,083
Goods and services tax recoverable	8,014	12,661
Prepaid expenses	5,244	4,049
	<u>636,938</u>	<u>483,114</u>
TANGIBLE CAPITAL ASSETS (Note 5)	351,035	312,226
PERMANENT ART COLLECTION (Note 6)	48,567	48,567
	<u>\$ 1,036,540</u>	<u>\$ 843,907</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 14,535	\$ 12,390
Wages payable	-	683
Deferred income	472,365	301,821
	<u>486,900</u>	<u>314,894</u>
NET ASSETS		
General operating fund	26,334	25,017
Tangible capital asset fund	351,035	312,225
Internally restricted fund	123,704	143,204
Gallery collection restricted fund	48,567	48,567
	<u>549,640</u>	<u>529,013</u>
	<u>\$ 1,036,540</u>	<u>\$ 843,907</u>

ON BEHALF OF THE BOARD

 Director
 Director

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY
Statement of Revenues and Expenditures
Year Ended December 31, 2023

	2023	2022
REVENUES		
Federal government grants	\$ 671,624	\$ 261,350
Provincial grants	262,041	245,209
Regional grants	34,276	11,690
Municipal grants	141,725	113,825
Gaming grants	62,000	149,498
Foundation and Institutional grants	44,937	181,531
Donations	96,710	101,550
Membership dues	691	710
Film festival	29,395	7,721
Interest income	53	40
Production	8,400	5,286
Gift shop	25,061	30,751
	<u>1,376,913</u>	<u>1,109,161</u>
EXPENSES		
Advertising and promotion	3,586	3,050
Artists fees	45,265	44,457
Consulting fees	718	300
Contractors	1,087	4,213
Employee benefits	54,513	37,901
Festival and exhibit expenses	94,480	102,863
Gift Shop expenses	17,210	-
Insurance	7,216	4,368
Interest and bank charges	2,816	2,539
Memberships	744	677
Office	17,776	14,262
Professional fees	6,052	5,600
Project expenses	335,663	282,419
Rental	19,087	18,645
Repairs and maintenance	17,879	9,334
Salaries and wages	654,102	414,591
Supplies	-	388
Telephone	11,916	9,420
Utilities	3,398	3,103
	<u>1,293,508</u>	<u>958,130</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>83,405</u>	<u>151,031</u>
OTHER INCOME (EXPENSES)		
Amortization	(63,009)	(40,751)
PST commission	231	201
	<u>(62,778)</u>	<u>(40,550)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE NET ASSET CHANGE	<u>20,627</u>	<u>110,481</u>

(continues)

COMOX VALLEY ART GALLERY

Statement of Revenues and Expenditures *(continued)*

Year Ended December 31, 2023

	2023	2022
Investment in capital assets	(38,810)	(191,326)
Internally restricted	19,500	70,000
	(19,310)	(121,326)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,317	\$ (10,845)

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Statement of Changes in Net Assets

Year Ended December 31, 2023

	2022 Balance	Excess of revenues over expenses	Contributions	Withdrawals	2023 Balance
General operating fund	\$ 25,017	\$ 83,636	\$ 19,500	\$ (101,819)	\$ 26,334
Tangible capital asset fund	312,225	(63,009)	101,819	-	351,035
Internally restricted fund	143,204	-	-	(19,500)	123,704
Gallery collection restricted fund	48,567	-	-	-	48,567
	<u>\$ 529,013</u>	<u>\$ 20,627</u>	<u>\$ 121,319</u>	<u>\$ (121,319)</u>	<u>\$ 549,640</u>

	2021 Balance	Excess of revenues over expenses	Contributions	Withdrawals	2022 Balance
General operating fund	\$ 35,862	\$ 151,232	\$ 70,000	\$ (232,077)	\$ 25,017
Tangible capital asset fund	120,899	(40,751)	232,077	-	312,225
Internally restricted fund	213,204	-	-	(70,000)	143,204
Gallery collection restricted fund	48,567	-	-	-	48,567
	<u>\$ 418,532</u>	<u>\$ 110,481</u>	<u>\$ 302,077</u>	<u>\$ (302,077)</u>	<u>\$ 529,013</u>

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY**Statement of Cash Flows****Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 1,317	\$ (10,845)
Item not affecting cash:		
Amortization of tangible capital assets	<u>63,009</u>	40,751
	<u>64,326</u>	29,906
Changes in non-cash working capital:		
Accounts receivable	29,808	(58,950)
Inventory	1,847	(1,649)
Accounts payable	2,146	882
Deferred income	170,544	174,121
Prepaid expenses	(1,195)	(262)
Goods and services tax payable	4,647	(9,975)
Wages payable	<u>(683)</u>	<u>(6,107)</u>
	<u>207,114</u>	98,060
Cash flow from operating activities	<u>271,440</u>	127,966
INVESTING ACTIVITY		
Purchase of tangible capital assets	<u>(101,819)</u>	(232,077)
FINANCING ACTIVITIES		
Increase (decrease) in internally restricted net assets	(19,500)	(70,000)
Increase (decrease) in net capital assets	<u>38,810</u>	191,326
	<u>19,310</u>	121,326
INCREASE IN CASH FLOW	188,931	17,215
Cash - beginning of year	<u>347,821</u>	330,606
CASH - END OF YEAR	\$ 536,752	\$ 347,821
CASH CONSISTS OF:		
Cash	<u>\$ 536,752</u>	<u>\$ 347,821</u>

The attached notes are an integral part of these financial statements

COMOX VALLEY ART GALLERY

Notes to Financial Statements

Year Ended December 31, 2023

1. STATUS AND PURPOSE OF ORGANIZATION

The Comox Valley Art Gallery was incorporated in 1974 as a not-for-profit organization under the Societies Act of B.C. The Comox Valley Art Gallery is a regional public art gallery dedicated to fostering, exhibiting, interpreting and celebrating contemporary art practice. The Society is a registered charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Fund accounting

The Comox Valley Art Gallery follows the restricted fund method of accounting for contributions.

The General Fund accounts for the current operations, program delivery and general operational activities. This fund reports unrestricted resources (donations and grants) and restricted operating grants and contributions to be used for operations

The Gallery Collection restricted fund represents a permanent art collection held for educational and public display purposes

The Internally Restricted Fund represents funds that are intended for specified projects

Revenue recognition

Comox Valley Art Gallery follows the deferral method of accounting for contributions, under which restricted contributions related to expenses for future periods are deferred and recognized as revenue in the period in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government grants

Government grants are recorded when there is a reasonable assurance that the organization had complied with and will continue to comply with, all the necessary conditions to obtain the grants.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Inventory

Inventory, in relation to the gift shop is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

(continues)

COMOX VALLEY ART GALLERY

Notes to Financial Statements

Year Ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash, term deposits, trade and other receivables, and grant receivables.

Financial liabilities measured at amortized cost include accounts payable

Permanent Art Collection

The Comox Valley Art Gallery records purchased and donated works of art at their cost or, where cost can not be reasonably determined for one or more items, then such items are recorded at a nominal value. All preservative or restoration costs are expensed as incurred.

Donated goods

Donated goods are recorded at their fair market value at the time of the donation.

Goods and services tax

Goods and services tax paid on materials and services are recoverable at 50% as a rebate. The unrecoverable portion is recorded as an expense with the rebate treated as a receivable.

Net assets

- a) Net assets invested in property and equipment represents the organization's net investment in property and equipment which is comprised of the unamortized amount of property and equipment purchased.
- b) Internally restricted net assets are funds which have been designated for a specific purpose by the organization's Board of Directors..
- c) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, net of transfers, and are available for general purposes.

(continues)

COMOX VALLEY ART GALLERY

Notes to Financial Statements

Year Ended December 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

When preparing financial statements according to ASNPO, management may make estimates and assumptions relating to:

- reported amounts of revenues and expenses
- reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities.

Estimates are based on a number of factors including historical experience, current events and actions that the organization may undertake in the future and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, useful lives of capital assets and asset impairments.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods, except in the year of acquisition when one-half the annual rate is used:

Computer equipment	30%	declining balance method
Leasehold improvements	10%	straight-line method

3. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2023.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipts of funds from its fundraising and other related sources, bank indebtedness and accounts payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

4. INVENTORY

Inventory consists of various artwork and gifts available for sale in the gift shop.

COMOX VALLEY ART GALLERY

Notes to Financial Statements

Year Ended December 31, 2023

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Computer equipment	\$ 136,920	\$ 57,092	\$ 79,828	\$ 94,108
Leasehold improvements	365,847	94,639	271,208	218,118
	<u>\$ 502,767</u>	<u>\$ 151,731</u>	<u>\$ 351,036</u>	<u>\$ 312,226</u>

Tangible capital asset additions during the year, have a difference in amortization utilizing the half year rule and the method utilizing the in-service date of acquisition of \$6,741(prior year \$261)

6. PERMANENT ART COLLECTION

Artwork donated to the society for permanent collection purposes.

7. DEFERRED REVENUE

	2023	2022
Federal grant (Walk With Me project)	\$ 391,468	\$ -
Provincial grant	31,091	101,010
City of Courtenay	-	27,525
BC Gaming	18,618	1,218
Film revenue	653	7,645
Donations (Storey Sanctuary)	30,535	-
	<u>\$ 472,365</u>	<u>\$ 137,398</u>

8. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of the aggregate of amounts previously restricted by the directors for specific purposes or uses, less amounts expended for such uses to date. The directors used \$19,500 of internally restricted net assets for use in operations during the year. The balance of \$123,704 (2022 - \$143,204) represents the aggregate internally restricted funds received for Digital Pivot projects not completed in the fiscal year.

9. ECONOMIC DEPENDENCE

The Society received 85% of its funding from various levels of government.(2022 - 73%). While it is of the opinion that continued viable operations would be doubtful in the absence of this funding, management is confident that the funding will be ongoing and the going concern concept is not considered to be at risk.

The Society signed a new 5 year funding contract with the City of Courtenay in 2020.

10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform with the current year's presentation.



Town of Comox Mayor and Council

1809 Beaufort Avenue, Comox BC, V9M 1R9
250-339-2202

February 24th, 2025

Dear Town of Comox Mayor, Councillors, and Town of Comox Staff,

The Coalition has greatly appreciated your ongoing support and contributions to essential community projects over the years. We are honoured to be recognized as a network within your Grant-in-Aid policy, and we remain deeply grateful for the Town's partnership in our shared efforts to support the community.

Due to recent changes within the Coalition, including the transition of our coordinator and adjustments to the Homelessness Support Services funding process, a misunderstanding regarding the Grant-in-Aid process has occurred. As a result, the Coalition will unfortunately be unable to propose funding recommendations by the requested date.

We sincerely regret any confusion this may have caused. We would like to respectfully request that the Town of Comox consider setting aside the allotted \$40,000 to allow the Coalition additional time to accept and thoroughly review applications for this proposal.

The Coalition coordinator and leadership team would greatly appreciate the opportunity to present to the Town of Comox during a regular Council meeting in April.

We apologize again for any misunderstandings and deeply appreciate the continued support and collaboration from the Town of Comox.

Thank you for your understanding and consideration.

Kind regards,

Dayna Forsgren

Dayna Forsgren (She, Her)

Coordinator | Comox Valley Coalition to End Homelessness

Phone: 250-884-9433

Email: comoxvalleyhousing@gmail.com

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1705-20
FROM: Jordan Wall, Chief Administrative Officer	DATE: March 5 th 2025
SUBJECT: 2025 Special Projects Budget	

Report Approved:



*Jordan Wall, Chief
Administrative Officer*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the March 5, 2025 report from the Chief Administrative Officer, titled "2025 Special Projects Budget", be received for information.

ALTERNATIVES TO THE RECOMMENDATIONS

THAT Council reduces the yearly Special Projects Budget by \$X.

PURPOSE

At the February 19th Regular Council Meeting Council directed Administration to provide a consolidated 2025 Special Projects budget with the intent of determining if \$500,000 was an appropriate yearly budget for Special Projects.

STRATEGIC PLAN LINKAGE

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

BACKGROUND

Attached to this report is the projected Special Projects spend broken down into two different categories: projects funded from the \$500,000 Special Projects budget (RFFE General) and Special Projects funded from grants. It is important for Council to review both of these categories. Much of the Special Project grant funding that has been received through what is likely to be once in a generation grant funding from higher levels of government. This funding has been crucial to the Town's abilities to modernize its internal operations without significant tax increases or loans. However, much of the work being conducted and paid for from these

grants would have been required to be completed if grant funding had not been received. Council should examine and consider whether, when determining an appropriate Special Projects budget moving into the future, that the Town still has significant modernization to complete in other departments and will likely not be able to access grant funding to complete the work. The work required to modernize the organization into the future will likely struggle to be met even under a \$500,000.

Any change in the overall Special Projects Budget will become a 'permanent' change. Permanent in this sense means that changing it again in the future will require either a tax increase/decrease.

ANALYSIS/ISSUES/IMPLICATIONS

a. Financial

1% Tax change = \$115,000 in revenue = \$16.00 per representative household.

Any funds unspent in a year where the Special Projects budget is less than \$500,000 will be placed in the Town's reserve and likely put towards future capital budgets.

Department	Description	Additional Information	Source	2025	2026	2027	2028	2029	Totals
Admin	Election	Municipal election costs every 4 years includes rental of voting tabulators	RFFE - General		40,000				40,000
Fire	Community safety project	Distribution of community safety items such as; smoke alarms, sprinkler kits, etc.	RFFE General	0	10,000	0	10,000	0	20,000
Public Works	Orthophotos	Line up with Courtenay timeline every two	RFFE General	0	30,000	0	30,000	0	60,000
Public Works	DCC Update	Related to Sanitary expansion - Torrence/Anderton Corridor/Traffic Study/Pritchard/Knight	RFFE General	0	0	75,000	0	0	75,000
Public Works	Transportation Study Update		RFFE General	0	0	0	100,000	0	100,000
Public Works	Anderton Corridor Plan Update		RFFE General	0	0	0	0	20,000	20,000
Public Works	Boardroom update	Videoconferencing upgrade	RFFE General	15,000	0	0	0	0	15,000
Public Works	Cobalt Controller	Guthrie/McDonald - 50% share with	RFFE General	20,000	0	0	0	0	20,000
Public Works	Snow Angels program	Materials and other costs	RFFE General	2,000	2,000	0	0	0	4,000
Public Works	Torrence Servicing Plan	Study related to potential boundary	RFFE General	0	0	16,700	0	0	16,700
Public Works	Anderton Corridor Plan Update		RFFE General	0	0	0	0	20,000	20,000
Parks	Anderton Park Management Plan		RFFE General	0	30,000	0	0	0	30,000
Parks	Lancaster Park Management Plan		RFFE General	0	30,000	0	0	0	30,000
Parks	Marina Park Management Plan		RFFE General	0	0	50,000	0	0	50,000
Parks	Parks and Trails Master Plan	Final phase of plan	RFFE General	10,000	0	0	0	0	10,000
Parks	Urban Forest Management	Update to 2012 strategy	LGCAP Grant	95,000	0	0	0	0	95,000
Parks	Tree Management and Protection Bylaw	Update to 1994 bylaw	RFFE General	50,000	0	0	0	0	50,000
Parks	Tree Planting Master Plan		RFFE General	25,000	0	0	0	0	25,000
Parks	Picnic Tables	Kye Bay and Marina	RFFE General	15,000	15,000	10,000	10,000	10,000	60,000
Parks	Park Benches		RFFE General	10,000	10,000	10,000	10,000	10,000	50,000
Parks	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	100,000
Parks	Park Drainage Improvements	Lancaster Park (2025), Anderton Park, Salish Park (2026)	RFFE General	25,000	25,000	0	0	0	50,000
Parks	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	10,000
Culture	Pop Up Park	Village Park - Community Field	RFFE General	20,000	0	0	0	0	20,000
Culture	Pop Up Park	Downtown activation - Lorne Site	RFFE General	15,000	0	0	0	0	15,000
Recreation	Recreation Master Plan		RFFE General	40,000	0	0	0	0	40,000
Recreation	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	10,700
Recreation	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	2,550

Facilities	Administration Buildings Repair and Maintenance	Various major repairs and maintenance.	RFFE General	10,000	50,000	50,000	50,000	50,000	210,000
Facilities	Property Evaluations	5-year cycle of facility condition assessments and valuations for asset management and insurance	RFFE General	0	0	0	35,000	0	35,000
Facilities	EV Charger Review Public Works Yard	Hydro assessment for Public Works EV fleet charging stations	RFFE General	10,000	0	0	0	0	10,000
Facilities	Point Holmes Boat Launch	Install new boat launch	RFFE General	0	0	0	0	175,000	175,000
Facilities	Painting	Parks buildings	RFFE General	0	0	0	0	50,000	50,000
Facilities	Fitness Studio Expansion	Community consultation, concept drawings,	Loan	0	50,000	0	0	0	50,000
				400,250	317,000	231,700	265,000	355,000	1,568,950

Grant Funded Special Projects

Planning	Official Community Plan Update	Update to reflect 20-year housing needs.	LGHI Capacity Grant	4,716	0	0	0	0	4,716
Planning		Update to reflect 20-year housing needs.	HAF Grant	150,000	0	0	0	0	150,000
Planning	Complete Communities Assessment	Identify community needs and provide a wider range of employment opportunities, amenities and services within walking	Complete Communities Grant	25,000	0	0	0	0	25,000
Planning	Comprehensive Zoning Bylaw Review	Modernize bylaw and pre-zone lands to reflect 20-year housing needs.	HAF Grant	180,000	0	0	0	0	180,000
Planning	Home Suite Home Program	Development and promotion of program	HAF Grant	40,000	20,000	0	0	0	60,000
Planning	Home Suite Home Program	Incentive program reserve fund	HAF Grant	75,000	0	0	0	0	75,000
Planning	Anderton/Guthrie planning infrastructure assessment	Review servicing requirements related to growth	HAF Grant	125,000	0	0	0	0	125,000
Planning	Planning Procedure Bylaw Review	Implement new planning procedures to streamline planning applications.	HAF Grant	25,000	0	0	0	0	25,000
Planning	SSMUH Guide	Small scale multi-unit housing guide	HAF Grant	35,000	0	0	0	0	35,000
Planning	Downtown Master Plan	Implementation and infrastructure assessment	HAF Grant	200,000	0	0	0	0	200,000
Planning	DCC/ACC plan	continuing bylaw development work	HAF Grant	18,000	0	0	0	0	18,000
Planning	Online Permitting System	Planning and building permit software acquisition and support	HAF Grant	120,000	30,000	0	0	0	150,000
Planning	Permitting Digitization	External digitization of records	HAF Grant	100,000	100,000	0	0	0	200,000
Planning		Electronic document records management system (EDRMS) implementation clerk (2-year contract)	HAF Grant	100,000	0	0	0	0	100,000
Planning		Development Services Clerk (3-year contract)	HAF Grant	80,000	80,000	80,000	0	0	240,000
Planning		Additional GIS contractor support for records digitization	HAF Grant	50,000	50,000	0	0	0	100,000
Planning	Development Approvals Streamlining	Internal processing guides and simplified application forms.	DAPR Grant	76,000	0	0	0	0	76,000
Public Works	Stormwater Management Update	Update to reflect 20-year housing needs.	HAF Grant	150,000	0	0	0	0	150,000
Public Works	Stormwater Management Update	Incorporate new SSMUH regulations	HAF Grant	30,000	0	0	0	0	30,000
				1,583,716	280,000	80,000	0	0	

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 19th day of February, 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

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 9th day of February, 2025

(2) ADOPTED this day of , 2025

MAYOR

CORPORATE OFFICER

TO: Mayor and Council	FILE: PR 25-2
FROM: Elliot Turnbull, Planner II	DATE: March 5, 2025
SUBJECT: PR 25-2 Liquor Licence Amendment (215 Port Augusta Street)	

Prepared by:  Elliot Turnbull, Planner II	Supervisor:  Randy Houle, Director of Development Services	Report Approved:  Jordan Wall, CAO
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER

THAT Council comments on the request for a Manufacturers New Outdoor Patio for RAD Brewing Company at 215 Port Augusta Street be as follows:

- a) The location of the establishment:**
 - i) The subject business is located within Comox Centre Mall at the corner of Comox Avenue, an arterial road, and Port Augusta Street in downtown Comox. Surrounding uses include Comox Golf Course to the west and northwest, multi-family residential to the north across Balmoral Avenue, adjacent multi-family (congregate care) to the east, and commercial development to the east and south.
- b) The person capacity and hours of liquor service of the establishment:**
 - i) The subject property is zoned C4.1 Core Commercial. Permitted uses include:
 - a. a maximum 175 seat brew pub; and
 - b. as an accessory use, retail sale of products brewed on site.
 - ii) The proposed new capacity of 165 is less than the Zoning Bylaw 175 seat maximum for brew pubs.
 - iii) The proposed daily hours of liquor service for the new patio from 12:00 noon and closing at 9:00 PM Monday-Friday are shorter and with an earlier closing time than other existing liquor licenses in Town.

c) The impact of noise on nearby residents:

- i) The proposed patio is immediately adjacent to the location of the existing patio but is not directly connected. The closest residential building is approximately 50 metres away from the proposed patio and partially screened by an existing residential building.
- ii) No concerns were raised by the RCMP regarding this new liquor licence application.

d) The impact on the community if the application is approved:

- i) If the application is approved, the impact is expected to be generally positive in that it will support:
 - a. the growth in tourism and expand the capacity of an existing social venue in Downtown Comox; and
 - b. will support local beverage manufacturing.

e) The method the Town used to gather the views of the residents:

- i) A notice, inviting members of the public to provide comments to Council, was:
 - a. posted on the Town's website and Town Hall notice board;
 - b. published in two consecutive editions of the Comox Valley Record newspaper (February 19, 2025 and February 26, 2025); and
 - c. mailed or otherwise delivered to owners and tenants within 75 metres of the subject property.
- ii) Two signs advertising the Liquor License application were installed adjacent to the proposed patio.
- iii) Written submissions from the public were provided to Council, for Council's consideration of this application, copies of which will be forwarded to the Liquor and Cannabis Regulation Branch with this resolution.

- f) The Town of Comox Council** recommends that the manufacturers new outdoor patio license be issued for the RAD Brewing Company, located at 215 Port Augusta Street having a maximum person capacity of 165.

AND FURTHER,

THAT Council direct Staff to forward the comments to the Liquor and Cannabis Regulation Branch.

ALTERNATIVES TO THE RECOMMENDATION

That Council opts out of providing comments to the Liquor and Cannabis Regulation Branch.

PURPOSE

The applicant is proposing to expand the service area of the existing Liquor Manufacturing license at 215 Port Augusta Street (RAD Brewing) with a new 75-person capacity, 103 m² outdoor patio which will

increase the overall person capacity from 90 to 165, with the existing patio remaining. The applicant’s submission is contained in Attachment E and F. Increasing the person capacity of a liquor license requires approval by the Liquor and Cannabis Regulation Branch (LCRB) which includes a referral to the Town of Comox.

STRATEGIC PLAN LINKAGE

Strategic Priority	Areas of Focus
Economic Health	Downtown Vitality - We believe that a vibrant downtown is a key element of a proud connected community that creates connection, a sense of community and a sense of place.

BACKGROUND

Subject Property:

Legal Address: LOT A SECTION 56 COMOX DISTRICT PLAN VIP75741

Zoning Designation: C4.1 Core Commercial

OCP Designation: Downtown Comox

Property Size: 3.2 Ha

Property Contains: Comox Centre Mall and one detached commercial building

Surrounding Land Uses: Mix of commercial uses on all sides, with residential uses to the north, east, and south.

Application History: September 5th, 2018 Regular Council Meeting, RAD Brewing’s (formerly New Tradition Brewing) liquor license was endorsed by Council.

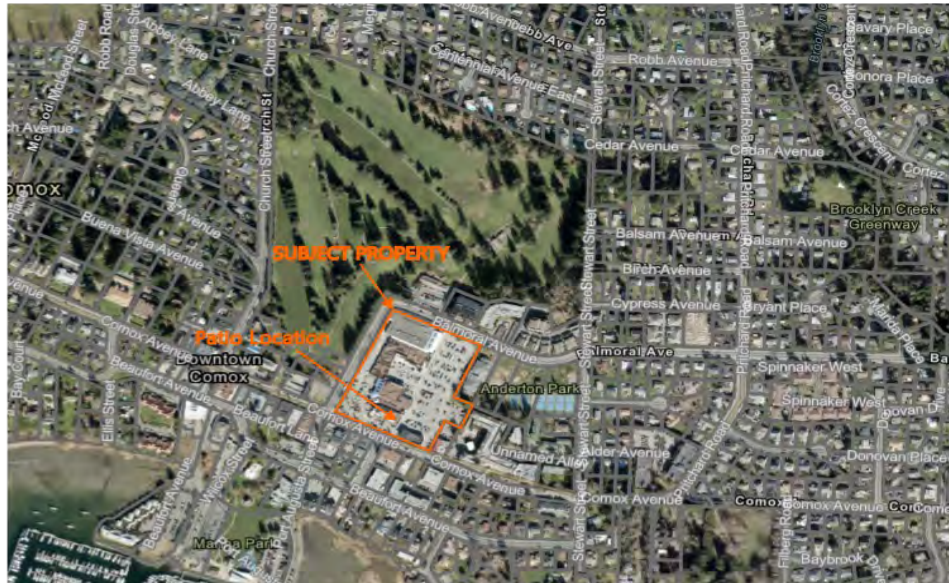


Figure 1: Subject Property Map

BACKGROUND

In accordance with the Province’s procedures, Council must gather the views of residents in respect of the application prior to providing comment and provide a Council resolution while considering the following regulatory criteria:

- a) The location of the establishment; and
- b) The capacity and hours of liquor service of the establishment.

And provide a resolution/comment with comments on:

- c) The impact of noise on the nearby residents;
- d) the impact on the community if the application is approved;
- e) the views of the residents and a description of the method used to gather views; and

- f) Council’s recommendations (including whether the application should be approved) and the reasons on which they the recommendations are based.

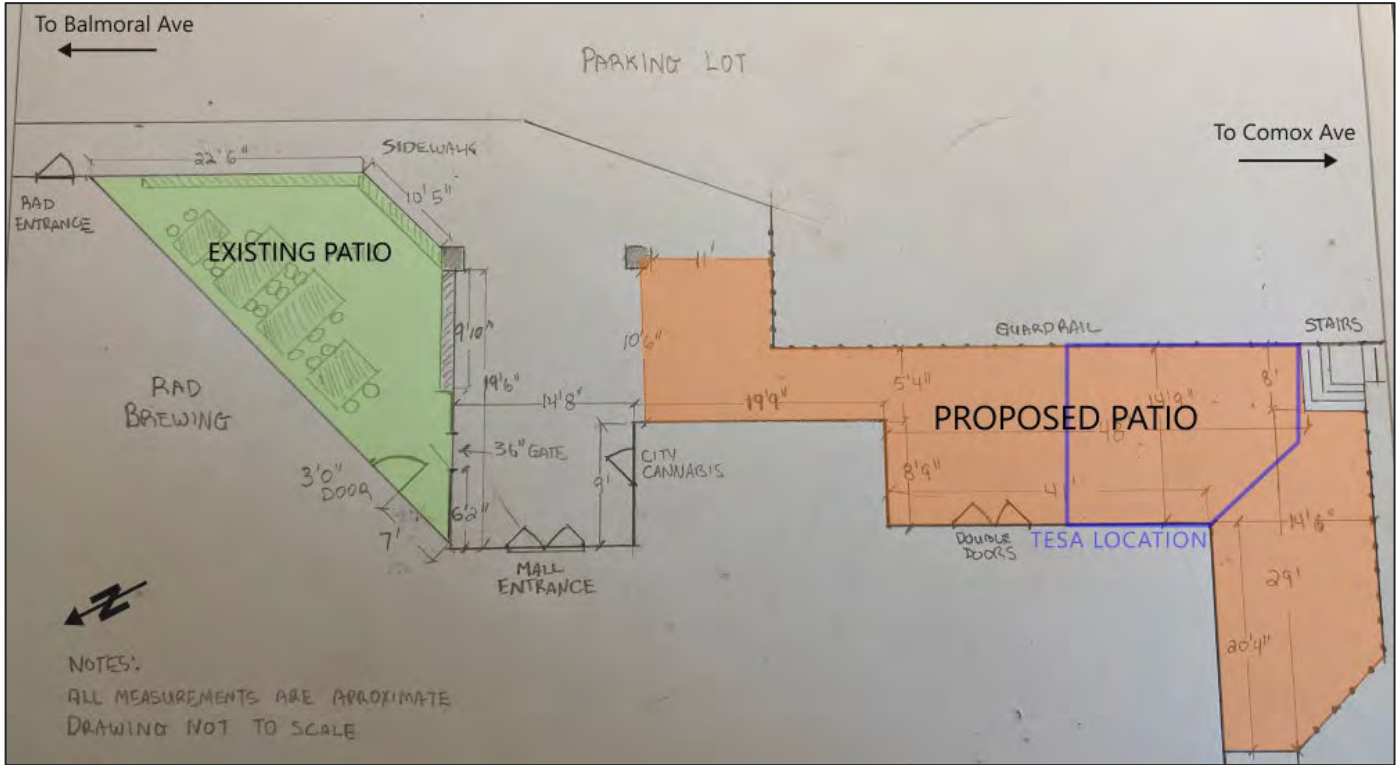


Figure 1: Patio Plan

ANALYSIS

RAD Brewing has an existing liquor license for 90 persons which includes one 39 m² outdoor patio immediately adjacent to the brewery. This license was endorsed by Council at the September 5th, 2018 Regular Council Meeting. At the time, the brewery was under different ownership and named New Tradition Brewing.

The proposed patio is approximately 102 m² and is located adjacent to but disconnected from the existing patio (Figure 2). The proposed patio location overlaps with a Temporary Expanded Service Area (TESA) patio, which was permitted under the provincial government’s program to allow food/liquor serving establishments to temporarily expand their liquor service areas as a response to COVID-19 social distancing measures. That program expired on December 31, 2024. The TESA area, according to information provided by the LCRB at the time, is shown outlined in blue above. Since opening, there

have been no complaints received by the Town regarding either the existing permanent patio or the TESA patio.

The proposed liquor service hours are noon to 9pm. This closing time is earlier than other liquor serving establishments downtown (e.g. The Black Fin and Church Street Taphouse's licenses permit service up until midnight/1am). Given the early closing time, noise complaints are not expected.

In addition, the proposed location is approximately 17 metres from the nearest property line and 50 metres from the nearest residential building with partial screening, which will further reduce noise impacts. Under Comox Zoning Bylaw 1850, a brew pub is permitted to have a capacity of up to 175. The proposed capacity of 165 is less than that.

In general, it is expected that the overall impact of the proposed patio will be positive as it provides additional space for socialization in the evening downtown, which will improve vibrancy.

REFERRALS

The application was referred to various internal and external agencies, including the RCMP, with no responses received.

PUBLIC PROCESS

The Town's past practice for other Liquor License Review applications has been:

1. Obtaining public comment on the application by:
 - a. placement of a notice of invitation to comment in two consecutive issues of a newspaper;
 - b. mail-out of an invitation to comment to owners and tenants within 75 metres of the subject property; and,
 - c. posting of a notice of the Town's bulletin board.

This process was utilized for this application. Public submissions received in response to the notice have been distributed to Council and will be attached to the official response to the LCRB regarding this proposal.

ATTACHMENTS:

Attachment A: Property Location Map

Attachment B: Official Community Plan Map

Attachment C: Zoning Map

Attachment D: Council's Comments

Attachment E: Photos of Patio Location

Attachment F: Drawings

Attachment G: Applicant's Letter of Rationale

ATTACHMENT A

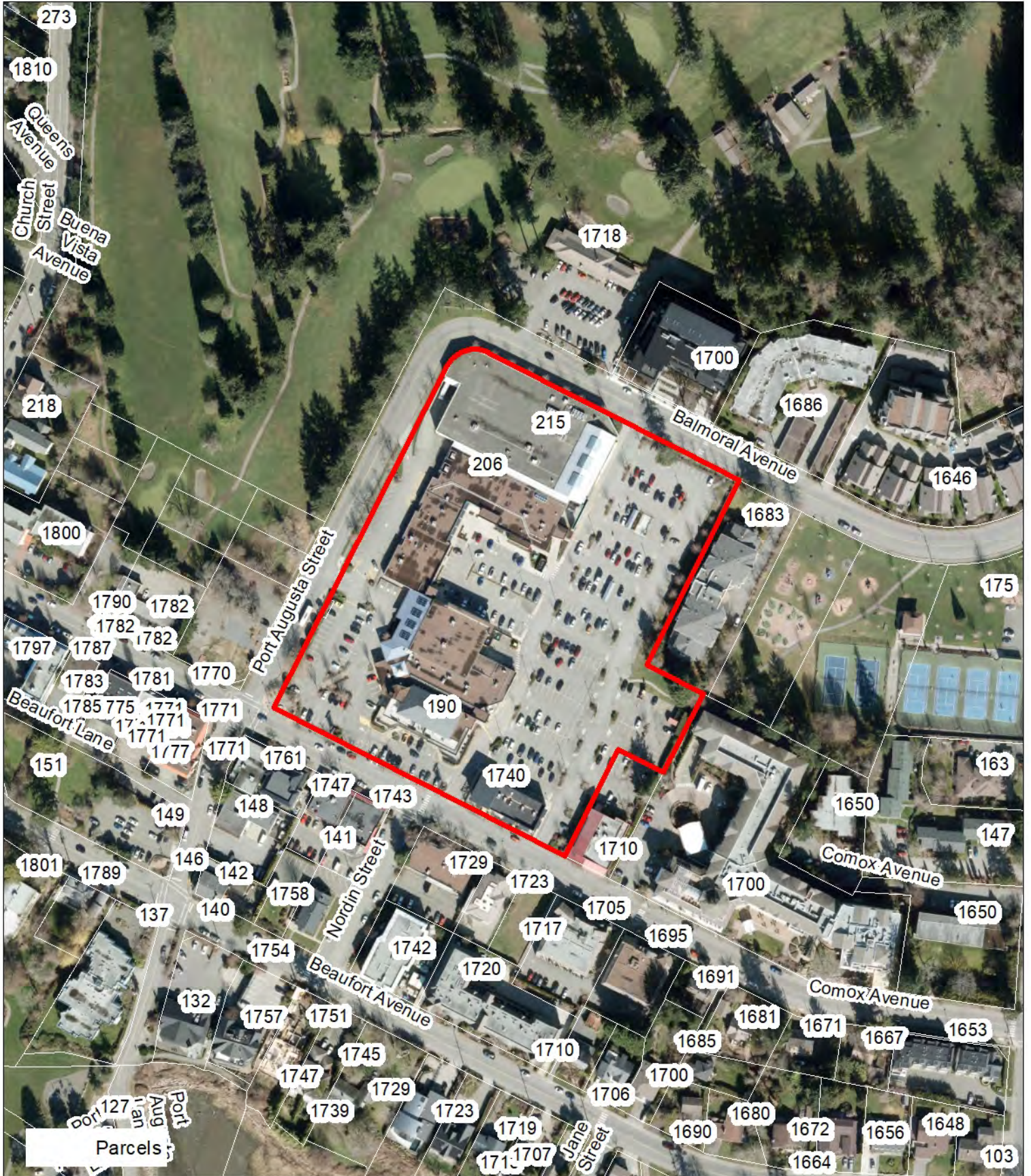
PROPERTY LOCATION MAP



TOWN OF COMOX

215 Port Augusta Street

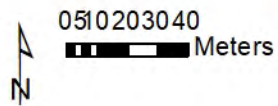
Property Location Map



Parcels



Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or other legal title. It is not a survey product.



ATTACHMENT B

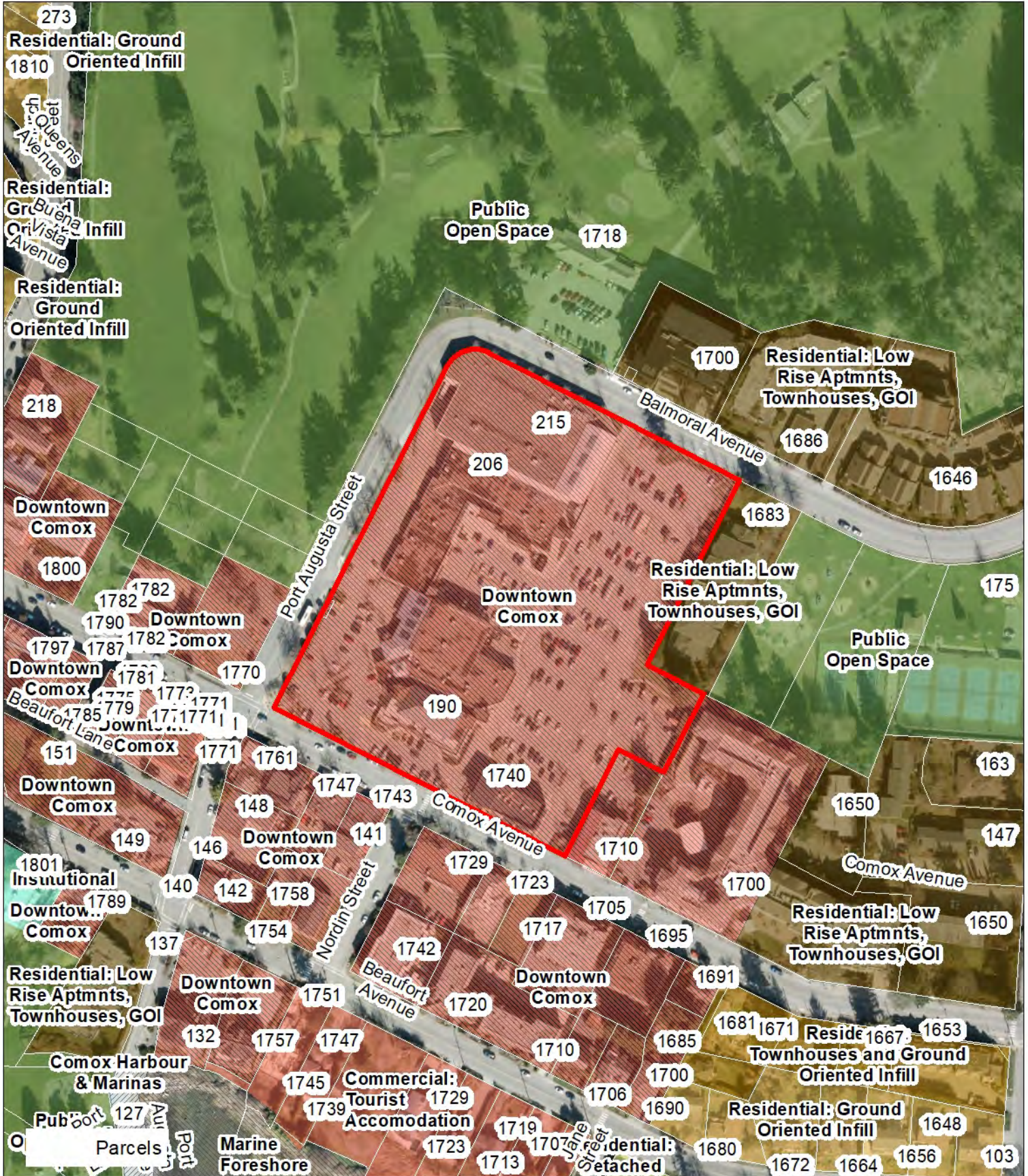
OFFICIAL COMMUNITY PLAN MAP



TOWN OF COMOX

215 Port Augusta Street

OCP Map



March 5, 2025 RCM Agenda

Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or other legal title. It is not a survey product.



0510203040
 Meters

ATTACHMENT C

ZONING MAP



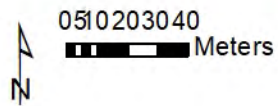
TOWN OF COMOX

215 Port Augusta Street

Zoning Map



Disclaimer: This map is for reference only. It is not intended to be used for description, conveyance, authoritative definition of legal boundary, or other legal purposes. It is not a survey product.



ATTACHMENT D

COUNCIL'S COMMENTS

a) The location of the establishment:

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b) The person capacity and hours of liquor service of the establishment:

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- f) The Town of Comox Council** recommends that the manufacturer's new outdoor patio license be issued for the RAD Brewing Company, located at 215 Port Augusta Street having a maximum person capacity of 165.

ATTACHMENT E

PHOTOS OF PATIO LOCATION



Existing Permanent Patio



Proposed Patio Location Infront of City Cannabis Co.



Proposed Patio Location



Proposed Patio Location

ATTACHMENT F

DRAWINGS

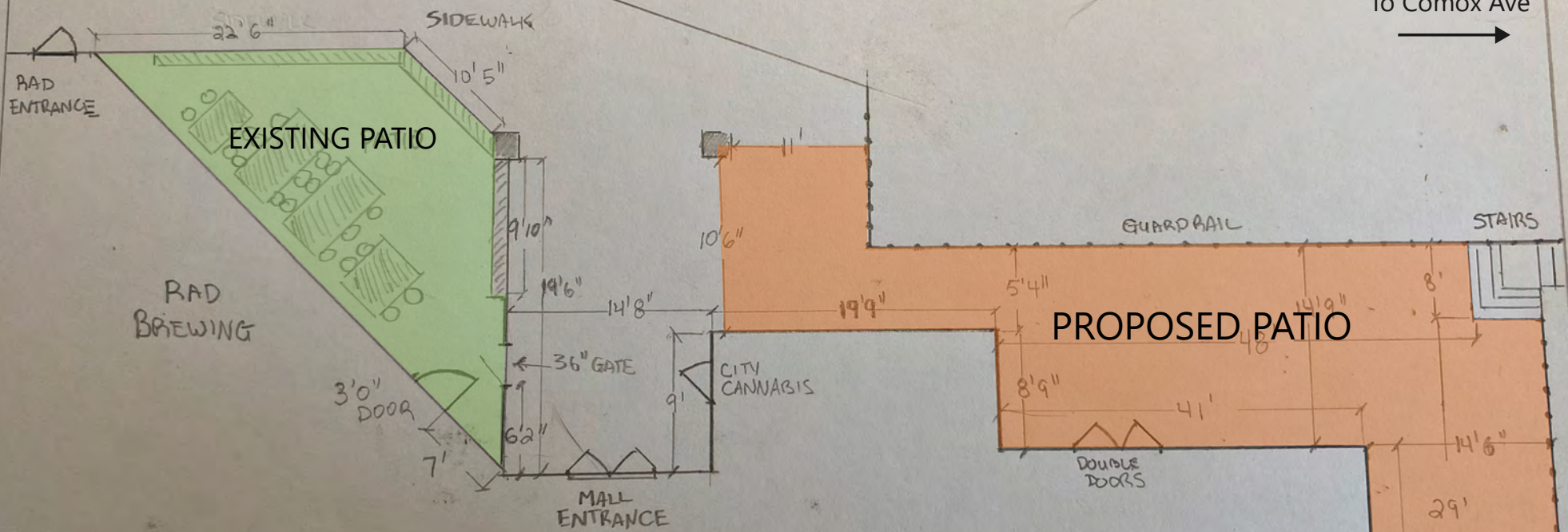


RAD BREWING	
PATIO EXPANSION	
DATE:	MAY 19 2024
DRAWN BY:	GARNER BERGERON

To Balmoral Ave
←

PARKING LOT

To Comox Ave
→



NOTES:
ALL MEASUREMENTS ARE APPROXIMATE
DRAWING NOT TO SCALE

- EXISTING PATIO SPACE APPROX 418 FT²
- PROPOSED PATIO SPACE APPROX 1106 FT²

ATTACHMENT G

APPLICANT'S LETTER OF RATIONALE



29 January 2025

Dear Town of Comox,

Subject: TESA conversion to permanent extension (RAD Brewing Co.)

We are writing to submit our proposal for the conversion of the "temporary extension of service area" [TESA] to a permanent extension. This is regarding the patio attached to RAD Brewing Company located at Unit 11, 215 Port Augusta Street, Comox, BC V9M 3M9. This proposal outlines the key details of the project, its necessity, and the benefits it will bring to our community.

Please note the patio extension is already in existence as per the Province of BC TESA agreement. This is not an application for a new extension.

Proposed Patio Extension

- **Size:** The proposed patio extension will add an additional 1106 square feet to the existing outdoor seating area, bringing the total patio size to 1400 square feet.
- **Capacity:** With the extension, we will increase our seating capacity by 75 seats which will better allow us to generate enough revenue to keep the business open and employ our staff.
- **Hours of Operation:** The patio will be open during our regular business hours, from 12:00 to 21:00, seven days a week.
- **Purpose:** The primary purpose of the patio extension is to provide a more comfortable and spacious outdoor experience for our customers, especially during the warmer months.

Necessity of the Patio Extension

- Increased Demand: Over the past year, we have experienced a significant increase in customer demand for outdoor seating, particularly due to health and safety preferences following the pandemic.
- Enhanced Customer Experience: The extension will allow us to offer a more enjoyable experience by reducing wait times, spacing patrons and accommodating larger groups.
- Business Growth: Expanding our seating capacity will enable us to serve more customers, thereby increasing our revenue - allowing us to contribute to the local economy, employ our staff and pay taxes.

Benefits to the Community

- Economic Impact: The increased seating capacity will lead to higher sales, enabling us to create additional job opportunities for local residents.
- Community Engagement: A larger patio will serve as a social hub where community members can gather, fostering a sense of community and belonging.
- Local Attraction: Enhancing our outdoor space will make our establishment a more attractive destination for both locals and tourists, promoting tourism and local business growth.

Proposed Physical Changes

- Signage: New signage will be added to guide customers to the patio area and inform them of liquor licence requirements.
- Landscaping: We may enhance the aesthetic appeal of the patio with additional landscaping, including planters and greenery, to create a welcoming atmosphere.
- Furniture: The extension will feature outdoor furniture designed for comfort and durability.

We believe this patio extension will not only enhance the experience for our patrons but also contribute positively to the local community. We appreciate your consideration of our proposal and look forward to your feedback.

Thank you for your time and attention.

Sincerely,



Ben Davies
Co-Owner
RAD Brewing Co.

250.792.5151
ben@radbrewco.com



RECEIVED

February 21, 2025

TOWN OF COMOX

Royal LePage Snow to Surf Society
121 - 750 Comox Road, Courtenay BC V9N 3P6

Val Wright, Race Chairman



February 19th, 2025

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

LOG: 25-056	REFER:	AGENDA: RCM 5Mar25
FILE: 8100-20	ACTION: MR	

Copies: Council
JW/TH/SA/RN/SR/CD/Marina Caretaker

Dear Council,

The members of the Comox Valley Snow to Surf Society formally **request permission to use Marina Park on Sunday April 27th, 2025 between the hours of 9:00am and 4:00pm** for the Finish of our 43rd Annual event.

In view of the ever increasing popularity of the even we feel it is essential for the smooth running of the race that the **boat launch facilities be closed to the public from the hours of 7:00am to 5:00pm on that day**. We also request the use of bleachers and traffic barricades for crowd control. The exact participant numbers can be determined closer to the event.

We have had serious parking issued in the past. To remedy this problem we only allow parking to designated volunteers and VIPs in the parking lot by the boat ramp. All over vehicles will be able to drive into to the Park to load and remove their canoe, but not park.

Our understanding is that the parking lot on the east side is reserved for those using the public wharf.

We would also like to extend you an invitation to attend the finish festivities and awards ceremonies following the 2024 event. The post race festivities commence on the lawns of the Comox Marina at Noon, with the first team expected to arrive after 12:30pm. The prize giving ceremonies will commence as soon after 3:00pm as possible.

With nine members per team, including Alpine skiing, Nordic skiing, Road running, Trail running, Mountain biking, Kayaking, Road biking and Canoeing from the top of Mt. Washington to Comox Marina Park, this ranks the largest annual community participation event in the Comox Valley and the largest Race of its kind in Canada and the Pacific Northwest. We anticipate a crowd of approximately 2500 people at Marina Park.

We would like to **Thank the Town of Comox** for its help and support in putting on this worthwhile Community Event and look forward to the success of the 2025 Royal LePage Snow to Surf Adventure Relay Race.

Your Sincerely,

Val Wright.
Race Chairman