



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday February 21, 2024

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

Absent: J. Kerr

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 19 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.

1. INTRODUCTION AND APPROVAL OF LATE ITEMS:

a. Approval of Late items

Approval of Late Items

THAT the February 21, 2024, Regular Council Meeting agenda be amended by:

- a. Removing item 10d. Notice on Title, 1638 Robb Avenue;*
- b. Renaming Comox Zoning Bylaw Amendment No. 1850.39 in item 10k. as Comox Zoning Bylaw Amendment No. 1850.41; and*
- c. Removing item 17a. Resolution to Exclude the Public.*

(2024.066) -- CARRIED UNANIMOUSLY

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the February 21, 2024 Regular Council Meeting agenda be Adopted as Amended.

(2024.067) -- CARRIED

3. DELEGATIONS:

a. Julia Tait - Increasing accessibility within the Town of Comox

Delegation - Accessibility

Julia Tait shared concerns about the dangers of changes in elevation without visual cues for people with visual impairments. The delegate urged the Town to update its bylaws to ensure safe access to businesses and homes for those with visual impairments.

a. Julia Tait - Increasing accessibility within the Town of Comox

Delegation - Accessibility

THAT concerns about the dangers of changes in elevation without visual cues for people with visual impairments be sent to the Accessibility Committee, the business community and the downtown BIA.

(2024.068) -- CARRIED

b. Cole Makinson, CVRD - Sewer Conveyance Project Update - Construction schedule and traffic impacts in 2024

Delegation - CVRD Sewer Conveyance Project Update

Cole Makinson from CVRD presented an update on the Sewer Conveyance Project, outlining the anticipated timeline for various phases. Advanced notifications will be issued, and the www.engagecomoxvalley.ca/conveyanceproject website will be consistently updated to keep everyone informed.

c. Michael Huska & Hal Martyn - Zoning Amendment - 468 Pritchard Road

468 Pritchard Road

Hal Martyn, representative for the owner of 468 Pritchard Road, provided comments regarding the zoning amendment. The property's ideal location for infill development to create three single-family lots was discussed, although the existing house will require relocation. Concerns were raised about the impact of a mature conifer tree and skepticism regarding the practicality of reducing paved surfaces with parking bulbouts.

d. Ron Davis - Zoning Amendment - 692 Anderton Road

692 Anderton Road

Ron Davis, the owner of 492 Anderton Road, outlined his proposal for a new liquor store at the intersection of Guthrie and Anderton, intending to replace the current Leeward Liquor store. As a co-owner of Concordia Homes, he intends to develop a multifamily housing project on the site currently occupied by the Leeward Liquor store.

THE MEETING RECESSED AT 5:59 P.M. AND WAS CALLED BACK TO ORDER AT 6:05 P.M.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

Regular Council Meeting Minutes

THAT the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, February 7, 2024, be Adopted.

(2024.069) -- 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 for information:*

a. Kelly Burns, Canadian Association for Porphyria, February 12, 2024, building lighting request.

(2024.070) -- CARRIED

a. Consent Agenda

Consent Agenda

2. *THAT Item A. (Kelly Burns, Canadian Association for Porphyria, February 12, 2024, building lighting request) be removed from the Consent Agenda for discussion.*

(2024.071) -- CARRIED

7. UNFINISHED BUSINESS:

a. December 6, 2023 Delegation - CVRD & BCAA Evolve E-Bike Program

Regional E-bike Program

THAT Council support the CVRD and BCAA Evolve E-Bike Program.

(2024.072) -- CARRIED

b. February 7, 2024 Delegation - Comox Valley Chamber of Commerce, Business Recruitment and Retention

Business Recruitment and Retention

1. *THAT Council endorse the Comox Valley Chamber of Commerce Business Recruitment and Retention program for a duration of three years, with Comox contributing 35% of the costs.*

AMENDING MOTION:

THAT a stipulation be included allowing Comox the option to terminate the agreement if it proves unfavourable within one year.

(2024.073) -- CARRIED

2. *MOTION AS AMENDED:*

THAT Council endorse the Comox Valley Chamber of Commerce Business Recruitment and Retention program for a duration of three years, with Comox contributing 35% of the costs; and,

THAT a stipulation be included allowing Comox the option to terminate the agreement if it proves unfavourable within one year.

(2024.074) -- CARRIED

c. February 7, 2024 Delegation - Downtown Business Enhancement

Downtown Business Enhancement

Council discussed the delegation's presentation as well as the document titled "Save BC Restaurants."

d. February 7, 2024 Delegation - Make Back Road Safe

Make Back Road Safe

THAT a staff report be presented to Council in March 2024, outlining the direction being pursued by the Comox Valley Regional District, City of Courtenay, and K'ómoks First Nation.

(2024.075) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Fees and Charges Amendment Bylaw No. 2016.02

Fees and Charges Bylaw

THAT the Fees and Charges Amendment Bylaw No. 2016.02 be Adopted.

(2024.076) -- CARRIED

10. NEW BUSINESS:

a. Council Conference and Travel Policy CCL-003.02

**Council Conference and
Travel Policy CCL-003.02**

THAT Council Policy No. CCL-003.02, Council Conference and Travel Policy, be approved as amended to provide clarity on the types of conferences Council members may attend each year, and consistency in the administration and management of travel funds.

(2024.077) -- CARRIED

b. Development Variance Permit Application: DVP 23-1 - Variances to facilitate subdivision of the industrial property at 1200 Military Row

**Development Variance
Permit Application: DVP 23-1**

1. *THAT Development Variance Permit DVP 23-1 for 1200 Military Row be issued subject to the Development Variance Permit Conditions listed in Schedule 1 of the February 21, 2024 Planning Report on DVP 23-1.*

(2024.078) -- CARRIED

2. *THAT Council Motion #2022.230, which approved Development Variance Permit DVP 21-7 for 1200 Military Row, be rescinded.*

(2024.079) -- CARRIED

3. *THAT Council Motion #2022.268, which approved Development Variance Permit DVP 22-5 for 1200 Military Row, be rescinded.*

(2024.080) -- CARRIED

c. Financial Officer Appointment and Signing Authority

**Financial Officer
Appointment & Signing
Authority**

1. *THAT Edward Henley be appointed as Financial Officer for the Town of Comox.*

(2024.081) -- CARRIED

2. *THAT Edward Henley be designated as having signing authority for the Town of Comox.*

(2024.082) -- CARRIED

d. Planning Report PR 24-3 - Application to UBCM Active Transportation Planning Program 2024

**2024 Active Transportation
Program**

1. *THAT Council endorse submission of a \$20,000 grant application to the Union of B.C. Municipalities for the Active Transportation Planning Program.*

(2024.083) -- CARRIED

2. *THAT Council support the Town of Comox utilizing the Grant and providing overall Grant management, if the funding application is successful.*

(2024.084) -- CARRIED

e. Planning Report PR 23-29 - Delegation of Minor DVPs to Staff

Delegation of Minor DVPs to Staff

1. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given First Reading.*
(2024.085) -- CARRIED
2. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given Second Reading.*
(2024.086) -- CARRIED
3. *THAT the Comox Planning Procedure Amendment Bylaw No. 1780.15 be given Third Reading.*
(2024.087) -- CARRIED
4. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given First Reading.*
(2024.088) -- CARRIED
5. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given Second Reading.*
(2024.089) -- CARRIED
6. *THAT the Comox Zoning Amendment Bylaw No. 1850.40 be given Third Reading.*
(2024.090) -- CARRIED

f. Planning Report PR 23-30 - Home Energy Navigator Program

Home Energy Navigator Program

1. *THAT Council not contribute to the Home Energy Navigators Program at this time.*

AMENDING MOTION:

THAT Council liaise with the Comox Valley Regional District after one year to assess whether the process has benefited other communities in the Comox Valley.

(2024.091) -- CARRIED
[Opposed: Councillor JMeilleur]

2. *MOTION AS AMENDED:*

THAT Council not contribute to the Home Energy Navigators Program at this time; and

THAT Council liaise with the Comox Valley Regional District after one year to assess whether the program has benefited other communities in the Comox Valley.

(2024.092) -- CARRIED
[Opposed: Councillor JMeilleur]

g. Planning Report PR 24-2 - Application to UBCM Development Approvals Program 2024

Planning Report PR 24-2

1. *THAT Council endorse submission of a grant application to the Union of B.C. Municipalities Local Government Development Approvals Program for up to \$150,000 in grant funding.*
(2024.093) -- CARRIED
2. *THAT Council support the Town of Comox utilizing the Grant and providing overall Grant management, if the funding application is successful.*
(2024.094) -- CARRIED

h. Planning Report BE 23-1 - Boundary Extension Application – Torrence Road Properties

Boundary Extension

THAT Town of Comox staff be authorized to refer to internal and external departments/agencies for comment and submission to the Province of a boundary extension application in the Noel Ave, Torrence Road and King Road area for the following properties:

- 1. The North ½ of Lot 20, District Lot 186, Comox District, Plan 449 Except That Part in Plan 24247 (PID 001-095-544, no civic address)*
- 2. Lot A, District Lot 186, Comox District, Plan 24247 (PID 002-992-647, 480 Torrence Rd)*
- 3. The North ½ of the South ½ of Lot 20, District Lot 186, Comox District, Plan 449 (PID 009-047-671, 456 Torrence Rd)*

(2024.095) -- CARRIED

i. Rezoning application RZ 23-1, Development Variance Permit application DVP 23-5 - 468 Pritchard Road (corner Elm Place)

468 Pritchard Road

THAT in accordance with section 467 of the Local Government Act, notices be issued of Council concurrent consideration of proposed Comox Zoning Amendment Bylaw 2021 and Development Variance Permit 23-5.

(2024.096) -- CARRIED

j. Rezoning Application: RZ 23-5 - Zoning amendment to permit a liquor store at 692 Anderton Road

692 Anderton Road

- 1. THAT Comox Zoning Amendment Bylaw No.1850.41 be given First Reading.*
- 2. THAT Comox Zoning Amendment Bylaw No.1850.41 be given Second Reading.*
- 3. THAT a Public Hearing in respect of Comox Zoning Amendment No. 1850.41 be scheduled for 6:00 pm on March 20, 2024, at d'Esterre House, 1801 Beaufort Avenue, and the Town publish requisite notices as required by the Local Government Act.*

(2024.099) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Robert Johnson, Comox Bay Sailing Association - Moorage Rate Request 2024-2025

Correspondence - Comox Bay Sailing Association

- 1. THAT the January 31, 2024, correspondence from Robert Johnson, Comox Bay Sailing Association, Moorage Rate Request 2024-2025 be received and the request granted.*

(2024.100) -- DEFEATED

*[Opposed: Mayor Minions, Councillors SBlacklock CHaslett
KGrant JMeilleur MSwift]*

- 2. THAT the January 31, 2024, correspondence from Robert Johnson, Comox Bay Sailing Association, Moorage Rate Request 2024-2025 be received and the request be deferred to the Regular Council Meeting on March 6, 2024.*

(2024.101) -- CARRIED

- b. Steve Cowan, C.D., President (Royal Canadian Naval Association): Battle of the Atlantic and Flyby Permission**

Correspondence - Royal Canadian Naval Association

THAT the February 6, 2024 letter from Steve Cowan of the Royal Canadian Naval Association, requesting permission to hold the annual Battle of the Atlantic ceremony at the Naval Memorial Cairn in Marina Park on Sunday May 5, 2024, be received and permission granted; and,

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

(2024.102) -- CARRIED

- c. Karen Love - Boys and Girls Club of Central Vancouver Island - Building Light Up Request**

Event Recognition Request - Boys and Girls Club

THAT the request for community event recognition from Karen Love of BGC Central Vancouver Island be received, and approval be granted for building lighting on Friday, June 7, 2024.

(2024.103) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor Blacklock**

Councillor Blacklock advised that he had nothing to report.

- b. Councillor Swift**

Councillor Swift advised that she attended the Cadet Open House and confirmed the Cadet Camp is scheduled for this year.

- c. Councillor Haslett**

Councillor Haslett advised that he met with d'Esterre regarding their request to Council.

- d. Councillor Grant**

Councillor Grant advised that he attended the following:

- Comox Valley Recreation Commission meeting;
- Comox Valley Water Committee meeting;
- Comox Valley Sewage Commission meeting;
- Regional Parks and Trails Committee meeting.

- e. Councillor Meilleur**

Councillor Meilleur advised that she attended the following:

- Regional Parks and Trails Committee meeting;
- Virtual UBCM & Provincial Housing Workshop.

- f. Mayor Minions**

Mayor Minions advised that she attended the announcement of the Federal Housing Accelerator Fund in Victoria highlighting that Comox was one of three successful recipients of the funding. Mayor Minions added that she met with Chief Shreiner at the Fire Hall and reminded everyone that the Coldest Night of the Year Walk is on February 24th.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

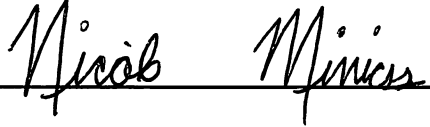
TOWN OF COMOX - REGULAR COUNCIL MEETING MINUTES

Adjournment:


Regularly moved and seconded that the meeting adjourn at 7:12 p.m.

CARRIED

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



MAYOR



CORPORATE OFFICER