



**TOWN OF COMOX**  
**Minutes of the Regular Council Meeting,**  
**held in Council Chambers on Wednesday August 7, 2024**

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**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  
G. Schreiner, Fire Chief  
S. Ashfield, Director of Operations

**Call to Order:**

The meeting was called to order at 5:00 p.m. with 17 members of the public in attendance.

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

Mayor Minions thanked everyone involved in the 40th Annual Filberg Festival and the 66th Annual Nautical Days Festival celebrations over the BC Day long weekend.

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**1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL**

**2. ADOPTION OF AGENDA:**

**a. Adoption of Agenda**

**Adoption of Agenda**

*THAT the August 7, 2024, Regular Council Meeting agenda be Adopted.*

*(2024.276) -- CARRIED*

**3. DELEGATIONS:**

**a. Inspector Scott Mercer, OIC (Comox Valley RCMP): 2024 1st Quarter Report**

**Delegation - RCMP 2024 1st  
Quarter Report**

Inspector Scott Mercer from the Comox Valley RCMP introduced his background in law enforcement, expressed his commitment to community policing, and reviewed the previous quarter's service calls.

**b. Norman Laube, OCP/RZ 23-4 (1966 Guthrie Road): Overview of proposed 6-storey rental apartment and retail project at Highland Village.**

**Delegation-1966 Guthrie  
Road**

Norman Laube, Owner/Developer, introduced his proposal for a five-floor rental apartment building above retail spaces. Set near farmland, the project aims to provide diverse housing options, with an expected completion by mid-2027 and plans aligned with upcoming BC Building Code changes.

**c. Chris Fields (Rynic): Economic Development and Downtown Action Plan**

**Delegation - Downtown  
Economic Enhancement Plan**

Chris Fields from Rynic presented the Downtown Economic Enhancement Plan, which complements the Economic Development Strategy and aligns with the Strategic Plan. It emphasizes a clear vision and goals for decision-making and includes four quadrants with eight projects.

**4. ADOPTION OF MINUTES:**

**a. Regular Council Meeting Minutes**

**Regular Council Meeting  
Minutes**

*THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, July 10, 2024, be Adopted.*

(2024.277) -- CARRIED

**b. Public Hearing Meeting Minutes**

**Public Hearing Meeting  
Minutes**

*THAT the Minutes of the Public Hearing Meeting, held in d'Esterre Seniors' Centre on Wednesday, July 10, 2024, be Adopted.*

(2024.278) -- CARRIED

**5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL**

**6. CONSENT AGENDA:**

**a. Consent Agenda**

**Consent Agenda**

*THAT the Consent Agenda items as follows be received:*

- 1. Laura Gilbert and William Hall Letter: Traffic Calming on Noel Avenue between the Intersections of Noel and Torrence Road and Noel and Guthrie Road*
- 2. Marina and (James) Michael Fraser: Parking Complaint - Neptune Way*
- 3. Tom Stauffer: Requesting a Bylaw Regarding Cats in Comox*
- 4. Joyce and Jim Sparks: Solid Waste Cart Changes*
- 5. Craig Freeman, Director (Merville Community Association): Relocation Request: Shakesides - Mack Laing Property*
- 6. Sue Campbell: Request for Bylaw Amendment Regarding Noise*
- 7. Bob Wells, Mayor (City of Courtenay): Strengthening Communities Grant*
- 8. Lisa Domae, President and CEO (North Island College): Strategic Plan Year 3 Dashboard Report*

**a. Consent Agenda**

**Consent Agenda**

- 9. *Tiffany Trownson, Director of Public Affairs (BC Care Providers Association/EngAge BC): Intermunicipal Mobile Business Licence for Home Health Care*
- 10. *Laura Donovan: Letter Request - Suicide Prevention Support for Indigenous Children*
- 11. *Darrell Tomkins: Vandalism and Security in Marina Park*
- 12. *Debbi Topp: Digital Screen at Marina Park*
- 13. *Trish Johnson: Aggressive Dog and Pig Complaint*
- 14. *Nattanya Birkhaven: Parking Issues* (2024.279) -- CARRIED
- 2. *THAT Item 11. (Darrell Tomkins: Vandalism and Security in Marina Park) be removed from the consent agenda for discussion.* (2024.280) -- CARRIED
- 3. *THAT Item 6. (Sue Campbell: Request for Bylaw Amendment Regarding Noise) be removed from the consent agenda for discussion.* (2024.281) -- CARRIED
- 4. *THAT Item 13. (Trish Johnson: Aggressive Dog and Pig Complaint) be removed from the consent agenda for discussion.* (2024.282) -- CARRIED
- 5. *THAT Item 5. (Craig Freeman, Director (Merville Community Association): Relocation Request: Shakesides - Mack Laing Property) be removed from the consent agenda for discussion.* (2024.283) -- CARRIED
- 6. *THAT Item 14. (Nattanya Birkhaven: Parking Issues) be removed from the consent agenda for discussion.* (2024.284) -- CARRIED

**7. UNFINISHED BUSINESS:**

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

**2077 Hector Road and 941 Aspen Road**

- 1. *That Comox Official Community Plan Amendment Bylaw 1685.11 be amended at Second Reading by:*
  - a) deleting section 2(1) regarding Schedule "A" Part 2: Objectives and Policies, Section 2.1.1.3 Residential Policies;*
  - b) deleting the text, "and a new east-west neighbourhood trail" from section 2(2)(d);*

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

2077 Hector Road and 941 Aspen Road

- 1. c) replacing "Schedule 4" in section 2(2)(e) with "Schedule 3";
- d) replacing "Schedule 5" in section 2(2)(f) with "Schedule 4";
- e) replacing Schedule 2 with a new "Schedule 2, as included in Attachment 5 of the August 7, 2024 Staff Report from the Planner II, titled "2077 Hector Road and 941 Aspen Road: RZ OCP 23-2, PR 24-9"; and,
- f) renumbering accordingly.

(2024.285) -- CARRIED

2. THAT Comox Zoning Amendment Bylaw 1850.46 be amended at Second Reading by:

- a) deleting the text, "or required storey differential" from section 2Ea);
- b) deleting the text, "or required storey differential" from section 2Ec);
- c) deleting from Schedule 1A:
  - i) subsections (1) and (2) from section 211.8, and
  - ii) section 211.10;
- d) deleting from Schedule 1B;
  - i) subsections (a) and (b) from subsection 211.9(1), and
  - ii) section 212.11;
- e) deleting from Schedule 1C;
  - i) subsections (a) and (b) from subsection 310.8(1), and
  - ii) section 310.10; and,
- f) renumbering accordingly.

(2024.286) -- CARRIED

3. THAT Comox Subdivision and Development Servicing Amendment Bylaw 1261.18 be amended at Second Reading by:

- a) deleting subsection 2(1)(f) and figure C-4.; and,
- b) renumbering accordingly.

(2024.287) -- CARRIED

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

2077 Hector Road and 941 Aspen Road

- 4. THAT Schedule 1, Outstanding Item 3c of Planning Report RZ OCP 23-2, PR 24-9 dated August 7th, 2024 be replaced with the following :

Long term protection of the environmental areas and provision of a 15.0 metres natural buffer for a wetland, in accordance with RPBio report including a Wetland Management Plan (WMP) by an RPBio specifying measures for the protection of the wetland during land clearing and construction on 2077 Hector which includes oversight and monitoring requirements by a Qualified Environmental Professional during land clearing and construction. The WMP should also include reporting requirements to the Town during and after land clearing and construction is complete, as well as any other measures specified by the RPBio which includes measures already outlined in the Environmental Impact Assessment by Roe Environmental Ltd dated March 13, 2023, and the Environmental Memo by Roe Environmental Ltd dated May 7th 2024.

(2024.288) -- CARRIED

- 5. THAT Administration provide a report comparing a 15m and a 30m buffer for the wetland, taking into account the potential impacts on the project and the findings of an independent Registered Professional Biologist (RPBio).

(2024.289) -- CARRIED

[Opposed: Councillor SBlacklock]

b. Permissive Tax Exemption Policy CCL-025.01

Permissive Tax Exemption Policy CCL-025.01

THAT Permissive Tax Exemption Policy CCL-025 be adopted as amended to include section 6.05, which states, "Any property that engages in behaviour which Council deems to be abhorrent, egregious, or criminal may be ineligible for future Permissive Tax Exemptions for a set period of time."

(2024.290) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. 1966 Guthrie Road (Phase 3): First and Second Reading, Comox OCP Amendment Bylaw 1685.10 & Comox Zoning Amendment Bylaw 1850.43

1966 Guthrie Road (Phase 3)

Robin Pallett, Town of Comox Planner, outlined a proposed 6-storey, mixed-use rental development at 1966 Guthrie Road. The existing site currently includes a shopping center and a 1.0 ha vacant area for development. The project includes commercial space on the ground floor and 205 residential units above, with a projected net tax revenue of \$194,997 per year.

- 1. THAT Comox OCP Amendment Bylaw 1685.10 be given First Reading.

(2024.291) -- CARRIED

a. **1966 Guthrie Road (Phase 3): First and Second Reading, Comox OCP Amendment Bylaw 1685.10 & Comox Zoning Amendment Bylaw 1850.43**

**1966 Guthrie Road (Phase 3)**

- 2. *THAT, having considered the Town of Comox May 2020 Housing Needs Report and Summary Form, the Comox Strathcona Waste Management 2012 Solid Waste Management Plan and the impact on the current Financial Plan, Comox Official Community Plan Amendment Bylaw 1685.10 be given Second Reading.*  
(2024.292) -- CARRIED
- 3. *THAT Comox Zoning Amendment Bylaw 1850.43 be given First and Second Readings.*  
(2024.293) -- CARRIED
- 4. *THAT a Public Hearing in respect of Comox OCP Amendment Bylaw 1685.10 and Comox Zoning Amendment Bylaw 1850.43 be scheduled for September 4, 2024, 6:00 pm at d'Esterre House 1801 Beaufort Avenue, that it include online participation via Zoom, and that the Town publish the requisite notices as required by the Local Government Act.*  
(2024.294) -- CARRIED

c. **Planning Report PR 24-10: Amend Building Bylaw**

**Planning Report PR 24-10**

*That Comox Building Bylaw Amendment No. 1472.14 be given First, Second, and Third Readings.*  
(2024.295) -- CARRIED

d. **2023 Statement of Financial Information**

**SOFI Report**

*THAT the 2023 Statement of Financial Information report as attached to the August 1, 2024, report from the Directory of Finance, titled "2023 Statement of Financial Information (SOFI)", be approved.*  
(2024.296) -- CARRIED

e. **Flag Protocol and Community Events Recognition Policies**

**Community Events Recognition Policies**

- 1. *THAT the Flag Protocol Policy CCL-058 be adopted as amended to incorporate the flag-raising procedures from the Community Events Recognition Policy CCL-059, and to add September 30th, National Day for Truth and Reconciliation, to the protocol for flags flown at half-mast.*  
(2024.297) -- CARRIED
- 2. *THAT the discontinuation of the Community Events Recognition Policy CCL-059 be Approved.*  
(2024.298) -- DEFEATED
- 3. *THAT the Community Events Recognition Policy CCL-059 be referred to Regular Council Meeting in September or October, 2024.*  
(2024.299) -- CARRIED

f. **Economic Development and Downtown Action Plan**

**Economic Development and Downtown Action Plan**

*THAT the Comox Economic Development Strategy, July 31, 2024, draft as included in the August 7, 2024, Regular Council Meeting Agenda be received.*  
(2024.300) -- CARRIED

**11. NOTICES OF MOTION: NIL**

**12. CORRESPONDENCE:**

- a. Valerie Greenlaw (Royal Canadian Legion): 2024 Remembrance Day Parade and Flyby Request**

**Correspondence - Royal Canadian Legion**

*That the July 18, 2024 letter from Valerie Greenlaw of the Royal Canadian Legion Branch 160 Comox, requesting the Town's support for the annual Remembrance Day Ceremony and associated events be received and that permission be granted to:*

*(a) Block off Comox Ave from Ellis to Nordin, 1 0:00am to 11 :30am for the Remembrance Day Parade and Ceremonies, for which we require the road permit.*

*(b) Use of the two (2) reviewing stands and barricades*

*(c) Permission to put up no marking signs on both sides of Comox Ave between Church and Port Augusta from 7:00am to 11 :30am, and*

*(d) Provide a letter to the Branch approving a flyby by the RCAF with the following working to be included:*

*"The municipality of Comox, British Columbia, Canada is supportive of a flyby by RCAF Aircraft as low as 500 feet for the planned Remembrance Day Ceremony being held in Comox, BC Canada, for transit, practice and shows on November 11 , 2024".*

(2024.301) -- CARRIED

- b. Nicole Darling, Director of Corporate Services (Simba Investments): One Pond Solution OPS Letter from Shawn Vincent: Pritchard 1000**

**Correspondence - Simba Investments**

*That the letter from Simba Investments regarding a one pond solution at 1000 Pritchard Road be Received, and*

*THAT Administration provide a staff report on the issues identified in the letter.*

(2024.302) -- CARRIED

**13. LATE ITEMS: NIL**

**14. REPORTS FROM MEMBERS OF COUNCIL:**

- a. Councillor Blacklock**

Councillor Blacklock advised that he attended a Comox Valley Hospice Society meeting and participated in several events at the Comox Nautical Days Festival including flipping pancakes.

- b. Councillor Swift**

Councillor Swift advised that she attended a Filberg Heritage Lodge & Park Association Board meeting and noted that the Filberg Festival was a success.

- c. Councillor Haslett**

Councillor Haslett reported changes at the d'Esterre Seniors Centre, with Raymond Morin stepping down as President and Myrna Holman now Acting President.

**d. Councillor Kerr**

Councillor Kerr acknowledged the volunteers who ensured the success of the Filberg Festival and Nautical Days Festival, with special thanks to the First Responders for their excellent work. He also advised that he attended a "Make Back Road Safe" meeting and reminded everyone to contact the CVRD with any questions about the sewer conveyance project.

**e. Councillor Grant**

Councillor Grant advised that he flipped pancakes at the Nautical Days Festival and attended a CVRD Board Meeting.

**f. Councillor Meilleur**

Councillor Meilleur advised that the Comox Archives and Museum is looking for more Board members.

**g. Mayor Minions**

Mayor Minions advised that she attended the following meetings:

- K'ómoks First Nation treaty signing event
- B.C. Premier David Eby announced a new Urgent Primary Care Centre for the Comox Valley and recognized Councillor Kerr for his efforts in bringing over 45 doctors to the area
- 19 Wing Comox Change of Command Ceremony
- Emterra Environmental EV Launch event, announcing that eight new Mack LR Electric refuse trucks have been added to the fleet, which began service in August.

**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 August 7, 2024 pursuant to the following sub-sections of section 90 of the Community Charter:*

*(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

(2024.303) -- CARRIED

**THE MEETING WAS CLOSED TO THE PUBLIC AT 8:03 P.M.**

**THE REGULAR COUNCIL MEETING RECONVENED AT 8:15 P.M.**

**18. RISE AND REPORT FROM IN-CAMERA: NIL**

**Adjournment:**

Regularly moved and seconded that the meeting adjourn at 8:15 p.m.

CARRIED

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

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MAYOR

*Nicole Minions*

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CORPORATE OFFICER

*[Signature]*