



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday May 7, 2025

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
C. Dallamore, Corporate Coordinator
E. Henley, Director of Finance
R. Houle, Director of Development Services
G. Schreiner, Fire Chief
T. Hagmeier, Recreation Director
S. Ashfield, Director of Operations

Call to Order:

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

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the May 7, 2025, Regular Council Meeting agenda be Adopted.

(2025.172) -- CARRIED

3. DELEGATIONS:

a. Dayna Forsgren (Coalitions to End Homelessness) Grant-in-Aid Funding

**Delegation - Coalitions to
End Homelessness**

The Comox Valley Coalition to End Homelessness, representing over 40 organizations, provided an update on recent work and funding. Support will go toward projects like Rainbow House, with youth involvement through Dawn to Dawn. The last homelessness count was 273, with updated data expected in the fall. Progress on housing and seniors' needs is slow but ongoing, requiring collective effort.

b. Jenny Steel (Comox Golf Club) - To seek support of an extension of the Lease

**Comox Golf Club - Lease
Extension**

The Comox Golf Club delegation outlined challenges with the compact course layout, which prevents safe multipurpose use such as trails, and proposed limited community use in three designated "safe zones." They also requested support for a new 30+5 year lease to meet grant and financing requirements for irrigation upgrades and clubhouse renovations.

- c. Michael Zbarsky (CVRD), David Holzer (BCAA): Update on Regional Electric Bike Share Program**

Update on Regional Electric Bike Share Program

Evolve presented a proposal to expand its shared mobility program by introducing e-scooters alongside e-bikes, including three new parking zones in Comox and a broader regional rollout. The plan emphasizes safety, education, and responsible riding, with enforcement policies, community engagement, and launch targeted for summer 2025. They are requesting support from the Town of Comox to include electric scooters as part of the regional electric bike share program.

- d. Ted & Laurie Winstone, 400 Davis Street - Notice on Title Recommendation**

400 Davis Street

The delegation shared background leading to staff's recommendation for a notice on title for their property, raising concerns about the handling of a Stop Work Order for their portable shelter, including incorrect details and the lack of follow-up to their formal complaint.

- e. Deb & Nels Nielson, 867 Labrador Drive - Notice on Title Recommendation**

867 Labrador Drive

The delegation shared background leading to staff's recommendation for a notice on title for their property, expressing frustration with unclear documentation requirements. They noted that their letter to the Town, which outlined efforts to resolve the issues and proposed a discussion toward a fair resolution, received no response.

- f. Jenny & Aric Nevalainen, 1638 Robb Avenue - Notice on Title Recommendation**

1638 Robb Avenue

The delegation shared background leading to staff's recommendation for a notice on title for their property, noting that their engineer passed away near the end of the project and that other engineers were reluctant to take over the work. They indicated the project would have been completed by now under normal circumstances and requested that Council not proceed with placing a notice on title.

- g. Daniel Parker, 444 Stewart Street - Notice on Title Recommendation**

444 Stewart Street

That the Agenda for the May 7, 2025 Regular Council Meeting be amended to include a delegation from Daniel Parker.

(2025.173) -- CARRIED UNANIMOUSLY

The delegation shared background leading to staff's recommendation for a notice on title, explaining they rebuilt an older structure for safety and were unaware permits were needed. They submitted a permit application but were later told it was incomplete. They expressed frustration with unclear requirements, limited access to staff due to work schedules and office hours, and felt the process was unhelpful. They believe the lack of clear guidance has led to ongoing issues and feel they are being unfairly treated.

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, April 16, 2025, be Adopted.

(2025.174) -- CARRIED

b. Public Hearing Meeting Minutes

**Public Hearing Meeting
Minutes**

THAT the Minutes of the Public Hearing Meeting, held in Council Chambers on Wednesday, April 16, 2025, be Adopted.

(2025.175) -- 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:*

1. *Courtenay and District Fish & Game Protective Association: Open House/Range Day on June 1, 2025*
2. *Drew M. Ratcliffe, President (Arpeg Group of Companies): Land Use Planning for 2181 Comox Ave*
3. *Will Cole-Hamilton, Chair (CVRD): Comox Valley Housing Entity Engagement*
4. *Judy Morrison: Widening of Lazo Road, Knight Road South to Cape Lazo RV Park*
5. *Rick Fisher: Zoning of 1890 Comox Avenue*
6. *Janet Brydon: Lazo Greenway Multi-Use Path*
7. *Karen Hildred: Noel Avenue and Church Street electronic crosswalk*
8. *Peter Palme: Request for update on bike park*
9. *Gail & Ray Challoner: Requesting restriction for height of trees*

(2025.176) -- CARRIED

2. *THAT Item 7. (Karen Hildred: Noel Avenue and Church Street electronic crosswalk) be removed from the consent agenda for discussion.*

(2025.177) -- CARRIED

3. *THAT Item 5. (Rick Fisher: Zoning of 1890 Comox Avenue) be removed from the consent agenda for discussion.*

(2025.178) -- CARRIED

7. UNFINISHED BUSINESS:

a. Councillor Meilleur - Identifying Potential Sites for Affordable Housing Development in Comox

Notice of Motion from April 16, 2025 RCM

1. *WHEREAS the Town of Comox has provided notice to withdraw from the CVRD's Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450) due to concerns regarding its expanded scope and governance;*

AND WHEREAS the 2024 Town of Comox Housing Needs Report identifies a projected requirement of 3,358 new housing units by 2041 (~210 units per year), including at least 806 units (~50 units per year) of below-market or deeply affordable housing to address the needs of vulnerable populations ;

AND WHEREAS the Town of Comox recognizes the importance of proactively addressing affordable housing needs within its jurisdiction;

THEREFORE BE IT RESOLVED THAT Council directs Administration to:

1. *Identify and evaluate municipally owned lands and other potential sites within the Town of Comox suitable for the development of affordable and supportive housing;*
2. *Collaborate with local non-profit housing providers and other stakeholders to assess the feasibility of developing affordable housing projects on identified sites;*
3. *Explore funding opportunities from senior levels of government and other sources to support the development of affordable housing on these sites;*
4. *Report back to Council with findings, including a prioritized list of potential sites, partnership opportunities, and recommended next steps, by September 30, 2025.*

(2025.179) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett KGrant MSwift]

a. Councillor Meilleur - Identifying Potential Sites for Affordable Housing Development in Comox

Notice of Motion from April 16, 2025 RCM

2. *WHEREAS the Town of Comox has provided notice to withdraw from the CVRD's Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450) due to concerns regarding its expanded scope and governance;*

AND WHEREAS the 2024 Town of Comox Housing Needs Report identifies a projected requirement of 3,358 new housing units by 2041 (~210 units per year), including at least 806 units (~50 units per year) of below-market or deeply affordable housing to address the needs of vulnerable populations ;

AND WHEREAS the Town of Comox recognizes the importance of proactively addressing affordable housing needs within its jurisdiction;

THEREFORE IT BE RESOLVED THAT Administration be directed to identify and evaluate municipally owned lands and other potential sites within the Town of Comox suitable for the development of affordable and supportive housing.

AMENDING MOTION

THAT the main motion be amended to clarify that Administration be directed to identify and evaluate municipally owned lands and other potential sites within the Town of Comox suitable for the development of affordable and supportive housing, excluding lands designated as park.

(2025.180) -- CARRIED

3. **MAIN MOTION AS AMENDED**

WHEREAS the Town of Comox has provided notice to withdraw from the CVRD's Emergency Shelter and Supportive Housing Land Acquisition Service (Service 450) due to concerns regarding its expanded scope and governance;

AND WHEREAS the 2024 Town of Comox Housing Needs Report identifies a projected requirement of 3,358 new housing units by 2041 (~210 units per year), including at least 806 units (~50 units per year) of below-market or deeply affordable housing to address the needs of vulnerable populations ;

AND WHEREAS the Town of Comox recognizes the importance of proactively addressing affordable housing needs within its jurisdiction;

THEREFORE IT BE RESOLVED THAT Administration be directed to identify and evaluate municipally owned lands and other potential sites within the Town of Comox suitable for the development of affordable and supportive housing, excluding lands designated as park.

(2025.181) -- CARRIED

b. Parks and Trails Master Plan

Parks and Trails Master Plan

THAT Council accept the Parks and Trails Master Plan, as included in the May 7, 2025 Staff Report from the Parks Manager titled "Parks and Trails Master Plan", and forward the report to the May 14, 2025 Strategic Planning meeting for discussion on parks priority levels and the Parks DCC and ACC list.

(2025.182) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. Advertising in Parks

Advertising in Parks

1. *THAT the Sale of Advertising Policy amendment (No. CCL-074.01), as attached to the May 7, 2025 Staff Report from the Parks Manager titled "Advertising in Parks", be adopted, allowing advertising in select park sites for the financial benefit of local non-profit youth sports groups.*

(2025.183) -- CARRIED

2. *THAT the Fees and Charges Amendment Bylaw No. 2016.07 be given First, Second and Third Readings.*

(2025.184) -- CARRIED

b. 2024 Development Cost Charge Annual Report

DCC Annual Report

THAT the May 7, 2025 report from the Director of Finance, titled 2024 Development Cost Charge Annual Report be received for information.

(2025.185) -- CARRIED

c. 2024 - 2028 Financial Plan Bylaw Amendment

**2024 - 2028 Financial Plan
Bylaw Amendment**

1. *THAT the 2024-2028 Financial Plan Bylaw No. 2031, 2024 be amended to add the projects and initiatives as set out in Appendix A, as attached to the May 1, 2025, report from the Director of Finance, titled 2024 - 2028 Financial Plan Bylaw Amendment.*

(2025.186) -- CARRIED

2. *THAT the Comox Financial Plan Amendment Bylaw No. 2031.01 be given First, Second and Third Readings.*

(2025.187) -- CARRIED

d. 2025 - 2029 Financial Plan Bylaw

**2025 - 2029 Financial Plan
Bylaw**

1. *THAT the 2025-2029 Budget be updated to include the budget carry forwards and additions listed in Appendices A and B, as attached to the May 1, 2025, report from the Director of Finance, titled 2025 - 2029 Financial Plan Bylaw.*

(2025.188) -- CARRIED

2. *THAT the Comox Financial Plan Bylaw No. 2046 be given First, Second and Third Readings.*

(2025.189) -- CARRIED

e. 2025 Tax Rates Bylaw

2025 Tax Rates Bylaw

THAT the Comox Tax Rates Bylaw No. 2047 be given First, Second and Third Readings.

(2025.190) -- CARRIED

f. Flag Raisings & Flag Protocol Policy

Flag Raisings & Flag Protocol Policy

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.04 as detailed in the April 25, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

(2025.191) -- CARRIED

g. Recommendations for Filing Section 57 Notices on Title for Multiple Properties

Notices on Title for Multiple Properties

1. *THAT the May 7, 2025, report titled "Recommendations for Filing Section 57 Notices on Title for Multiple Properties" be received; AND FURTHER*

THAT Administration provide a presentation at an upcoming meeting in June to support Council's understanding of Section 57 notices.

(2025.192) -- CARRIED

h. Road Standards

Road Standards

THAT the Road Standards Report dated May 2, 2025, from the Engineering Manager, be amended to remove the requirement for a sidewalk on Knight Road between Anderton Road and Hudson Road.

(2025.193) -- CARRIED

2. *THAT Council forward the road cross section maps, as attached to the Road Standards Report dated May 2, 2025, from the Engineering Manager, for inclusion in the Subdivision and Development Servicing Bylaw.*

(2025.194) -- CARRIED

i. SPARC BC Grant Application for Accessibility Action Plan

SPARC BC Grant Application

THAT Council direct Administration to submit an application to the SPARC BC Local Community Accessibility Grant program to support accessibility upgrades to the Town of Comox's website and mapping systems, ensuring improved digital access to municipal services and information; AND FURTHER,

THAT Council authorize the Mayor and Corporate Officer to execute any necessary documents to complete the application process.

(2025.195) -- CARRIED

j. Update on Amenity Cost Charges (ACC) and Development Cost Charges (DCC)

ACC's & DCC's

THAT Council forward this report to the May 14, 2025, Comox Strategic Planning Committee meeting for consideration.

(2025.196) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. Request for Financial Contribution to Public Substance Use Education and Awareness Event (Community Conversations: Understanding the Toxic Drug Crisis)**

**Public Substance Use
Education and Awareness
Event**

THAT Council approve the request from the Comox Valley Community Action Team for a financial contribution of \$2500.00 to the Public Substance Use Education and Awareness Event 'Community Conversations: Understanding the Toxic Drug Crisis'.

(2025.197) -- DEFEATED

[Opposed: Councillors CHaslett KGrant MSwift]

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor Blacklock**

Councillor Blacklock reported attending the following meetings:

- Red Dress Day 2025 Awareness Event
- Comox Valley Substance Use Collaborative

- b. Councillor Swift**

Councillor Swift reported that the Easter event at the Filberg was a great success, with over 1,700 people in attendance. The activities organized by Recreation Centre staff were well-received and greatly appreciated.

- c. Councillor Haslett**

Councillor Haslett advised that he had nothing to report.

- d. Councillor Grant**

Councillor Grant advised that he had nothing to report.

- e. Councillor Meilleur**

Councillor Meilleur advised that she had nothing to report.

- f. Mayor Minions**

Mayor Minions reported attending the following meetings:

- Comox Valley Chamber of Commerce AGM
- Red Dress Day 2025 Awareness Event
- A meeting with Minister of Agriculture, Lana Popham, who provided updates on water licensing and support for regional farmers.

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, May 7, 2025 pursuant to the following sub-section of section 90 of the Community Charter:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(2025.198) -- CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 8:54 P.M.

THE REGULAR COUNCIL MEETING RECONVENED AT 9:22 P.M.

18. RISE AND REPORT FROM IN-CAMERA:

a. Rise and Report - In Camera meeting of May 7, 2025 (Comox Golf Club Lease Extension)

Rise and Report: Comox Golf Club Lease Extension

THAT the Town of Comox provides notification to the Courtenay Golf Club Ltd. that it supports providing the Comox Golf Club a 7-year lease extension to 2040; AND,

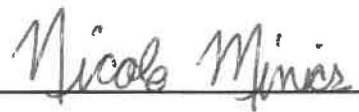
THAT the Town of Comox commits to guaranteeing a loan of up to \$300,000 for the Comox Golf Club for improvements to its irrigation system.

Adjournment:


Regularly moved and seconded that the meeting adjourn at 9:22 p.m.

CARRIED

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



MAYOR



CORPORATE OFFICER