

REGULAR COUNCIL MEETING

AGENDA FOR WEDNESDAY SEPTEMBER 3, 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 September 3, 2025, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (4) a. [Maddie Turenne \(Youth Climate Corps BC\): Update on the Successes of our Program and Impact on the Community](#)
- (5) b. [Tanya Massa, Tourism Development Specialist \(Experience Comox Valley\): Revised CV Tourism Strategic Framework](#)
- (6) c. [Rosemary Abram: Town Infill / Building Height \(concrete, #2 cause of emissions\)](#)

4. ADOPTION OF MINUTES:

- (7) a. [Regular Council Meeting Minutes](#)

THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, August 13, 2025, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

1. Brandy Fuchs: Request for Rat Bylaw
2. Marc Rutten, Acting Chief Administrative Officer (Comox Valley Regional District): Solid Waste Management Plan

(15)

a. [Consent Agenda](#)

3. Sherwin Christian: Motion to uphold tanker ban

4. Dave Durrant (Walk of Achievement Program): Induction of Honourable Senator Kim Pate, C.M.

7. UNFINISHED BUSINESS:

a. [Jeff West, Executive Director \(Habitat for Humanity, Vancouver Island North\): 2161 Park Drive Affordable Housing](#)

ITEM SUMMARY: *The delegate from Habitat for Humanity Vancouver Island North outlined their work building affordable, energy-efficient homes funded through ReStores in Campbell River and Courtenay. Since 2004, they have built 51 homes and served 56 families in the region. They requested Council's support for the title transfer of 2161 Park Drive for an 8-unit small-scale housing development, approval for zero lot line construction, 10 parking spaces, no sidewalk requirement, reduced Development and Amenity Cost Charges, and no additional off-site work requirements.*

b. [Kim Holl \(Indigenous Women's Sharing Society\): Comox Valley Substance Use Strategy Collaboration](#)

ITEM SUMMARY: *The delegate from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, spoke about efforts to address substance use in the community. She highlighted local overdose statistics, youth education programs, harm reduction work, and advocacy for more detox beds and supportive housing. She asked the Town to consider a multi-year contribution of \$10,000 to help carry out the group's 21 recommendations and improve community health and safety.*

c. [Dayna Forsgren, Coordinator \(CV Coalition to End Homelessness\): Amend Zoning Bylaw for Extreme Weather Response](#)

ITEM SUMMARY: *The delegate from the Coalition to End Homelessness asked Council to amend zoning to permit Extreme Weather Response Shelters in institutional zones, explaining that this would allow faster activation during severe weather, improve access to funding, and better protect vulnerable residents. She noted that current delays can leave people without shelter for months, putting them at serious risk.*

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

(33)

a. [Allocating 2025 Wildfire Deployment Revenue](#)

THAT Council allocate the following amounts from revenue received through 2025 wildfire deployments to the fire department's 2025 operating budget:

- \$10,000 to the Community Safety Program.
- \$15,000 for the repair, replacement, and enhancement of wildfire equipment.
- \$100,000 for the design and construction drawings related to the fire station replacement.

TOWN OF COMOX

REGULAR COUNCIL MEETING AGENDA OF WEDNESDAY SEPTEMBER 3, 2025

- (37) b. [Fire Services - 2025-2027 Capital Budget Adjustment](#)

THAT Council approve an adjustment to the Fire Department's Five-Year Capital Plan to advance the replacement of Duty Officer Truck #37 (2015 model) from 2027 to 2025.

- (40) c. [Flag Raisings and Flag Protocol Policy](#)

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.05 as detailed in the July 28, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (47) a. [Lisa Dennis, Manager of Legislative Services \(Comox Valley Regional District\): Consent for Bylaw No. 883 - Comox Valley Sports Track and Fields Service Conversion](#)

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" under section 349 of the Local Government Act.

- (63) b. [Isha Matous-Gibbs \(Urban Matters\): Winter shelter strategy](#)

- (66) c. [Christopher Bate \(Senior Support North Vancouver Island\): Request for letter of support](#)

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
Comox BC V9M 1R9

Ph: (250) 339-2202
Fx: (250) 339-7110

Email: town@comox.ca

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: Maddie Turenne, Mya Johnson, Jesse Seifert		RECEIVED July 30, 2025	
Organization you are representing: Youth Climate Corps BC		TOWN OF COMOX	
Primary purpose of Organization: To build community capacity by developing a local youth labour force focused on climate action.		Number of members: 4	
Mailing address of Organization: [REDACTED]		Contact Name: Maddie Turenne	
		Phone: [REDACTED]	
City: Nelson, BC	Postal Code: [REDACTED]	Email: [REDACTED]	
Subject matter: To provide an update to council on the successes of our program and impact its had on the community			
Specific request of Council, if any (i.e., letter of support, funding):		LOG: 25-325	REFER: [REDACTED]
		FILE: 5280-14	ACTION: MR
		AGENDA: RCM 03Sep25	
		Copies: Council JW/SR/SA/CD	
Requested meeting and date: 03/09/25		AV equipment required:	
Date of application: 30/07/25	Signature of applicant: 		Print name: Maddie Turenne

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.



REQUEST TO APPEAR AS A DELEGATION

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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: Calum Matthews & Tanya Massa		RECEIVED August 5, 2025		LOG: 25-334	REFER:	AGENDA: RCM 03Sep25
Organization you are representing: Experience Comox Valley		Copies: Council JW/SR/CD		FILE: 0400-03	ACTION: MR	
Primary purpose of Organization: Experience Comox Valley is the Comox Valley Regional District's regional tourism service.						Number of members:
Mailing address of Organization: 3607 Small Rd				Contact Name: Tanya Massa		
				Phone: 604-785-6474		
City: Cumberland	Postal Code: V9N 3Z8	Email: Tanya@experiencecomoxvalley.ca				
Subject matter: Comox Valley Tourism Strategy - Draft Strategic Framework						
Specific request of Council, if any (i.e., letter of support, funding): Requesting 20-30 minutes to present the draft strategic framework and for Council to ask questions.						
Requested meeting and date: Sept 3, 2025 Council				AV equipment required: Presentation		
Date of application: August 5, 2025	Signature of applicant: Tanya Massa Digitally signed by Tanya Massa Date: 2025.08.05 11:54:11 -07'00'				Print name: Tanya Massa	

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Town of Comox – Administration

Subject:

FW: Delegation request

RECEIVED



TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202
Comox BC V9M 1R9 Fx: (250) 339-7110

Email: town@comox.ca

Aug. 27, 2025

TOWN OF COMOX

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: ROSEMARY ABRAM		LOG: 25-356	REFER:	AGENDA: RCM 03SEP25
Organization you are representing: 86 % COMOX HOME-OWNERS - CONCERNED		FILE: 0400-01	ACTION: MR	
Primary purpose of Organization: Keeping Comox Environmentally, Socially Culturally vibrant - not degraded			Number of members: 173/201	
Mailing address of Organization: 901300 Anderton Road		Contact Name: Rosemary Abram		
		Phone: [REDACTED]		
City: COMOX	Postal Code: V9M 3Z2	Email: [REDACTED]		
Subject matter: Town infill, building height Concrete #2 cause of emissions (Not 1946-1950 Comox Ave)				
Specific request of Council, if any (i.e., letter of support, funding): • To opt for low-rise infill - environmental impact-moderate. To note specifics of Provincial order for housing in the • Comox Valley without a grandisement of Comox staffing infrastructure or FTEs.				
Requested meeting and date: Sept 3 2025		AV equipment required: Photos		
Date of application: Aug 27 2025	Signature of applicant: [Signature]		Print name: ROSEMARY ABRAM	

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TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday August 13, 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
S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 18 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 August 13, 2025, Regular Council Meeting agenda be Adopted.

(2025.306) -- CARRIED

Mayor Minions acknowledged the Comox Fire Department and Chief Schreiner for recent deployments to multiple incidents across Vancouver Island, thanked them for their service, and recognized the demands placed on both personnel and equipment.

3. DELEGATIONS:

a. Rob Everson, Hereditary Chief (Kumugwe Cultural Society): Indian Act and Cultural Erasure

**Delegation - Rob Everson,
Hereditary Chief**

Chief Rob Everson presented on The Indian Act and Cultural Erasure – The Impact of Colonization: Past, Present, and Future, co-authored with his daughter. The presentation outlined the history and continuing impacts of colonization and the Indian Act on Indigenous peoples, including cultural erasure, systemic barriers, and opportunities for reconciliation. He noted that 2026 will mark 100 years since the enactment of the Indian Act.

- b. Jeff West, Executive Director (Habitat for Humanity, Vancouver Island North): 2161 Park Drive Affordable Housing**

Delegate - Jeff West, Habitat for Humanity

The delegate from Habitat for Humanity Vancouver Island North outlined their work building affordable, energy-efficient homes funded through ReStores in Campbell River and Courtenay. Since 2004, they have built 51 homes and served 56 families in the region. They requested Council's support for the title transfer of 2161 Park Drive for an 8-unit small-scale housing development, approval for zero lot line construction, 10 parking spaces, no sidewalk requirement, reduced Development and Amenity Cost Charges, and no additional off-site work requirements.

- c. Kim Holl (Indigenous Women's Sharing Society): Comox Valley Substance Use Strategy Collaboration**

Delegate - Kim Holl

The delegate, representing the Comox Valley Substance Use Strategy Collaborative led by the Indigenous Women's Sharing Society, spoke about efforts to address substance use in the community. She highlighted local overdose statistics, youth education programs, harm reduction work, and advocacy for more detox beds and supportive housing. She asked the Town to consider a multi-year contribution of \$10,000 to help carry out the group's 21 recommendations and improve community health and safety.

- d. Dayna Forsgren, Coordinator (Comox Valley Coalition to End Homelessness): Amend Zoning Bylaw for Extreme Weather Response**

Delegate - Dayna Forsgren

The delegate, with the Comox Valley Coalition to End Homelessness, asked Council to amend zoning to permit Extreme Weather Response Shelters in institutional zones, explaining that this would allow faster activation during severe weather, improve access to funding, and better protect vulnerable residents. She noted that current delays can leave people without shelter for months, putting them at serious risk.

- e. Cale Lacasse, Owner (Lacasse Construction): DP 25-6 and DVP 25-4 - 1967 Beaufort**

1967 Beaufort

The delegate outlined plans to build a two-storey structure on their property with a suite and garage. He said the project would have little impact on the community and would protect the heritage features and existing trees. He also noted that the design was intended to fit with the character of the area and asked Council to consider approving his application for a development permit and variance permit.

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 16, 2025, be Adopted.

(2025.307) -- CARRIED

b. Special Council Meeting Meeting Minutes

**Special Council Meeting
Minutes**

THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday July 30, 2025, be Adopted.

(2025.308) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Nautical Days Festival Committee Meeting Minutes

**Nautical Days Festival
Committee Meeting Minutes**

1. *THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, May 28, 2025, be Received.*

(2025.309) -- CARRIED

2. *THAT the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday, June 18, 2025, be Received.*

(2025.310) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

1. *THAT the Consent Agenda items as follows be received for information:*
 1. *Andrea Roach & Steve Sheldon: Enforcement of Noise Bylaws for Vehicle Noise*
 2. *Gloria and Les Herauf: Cypress Gardens Patios Inquiry*
 3. *Dale Harrison: Nautical Days Christian Service*
 4. *Sydney Johnson: Reducing speed limit on Highwood Drive*
 5. *James Nairne: Cycling Safety on Noel Ave*
 6. *Amy Yakimyshyn: D'Esterre Surveys - Transit Use*
 7. *Deborah Renz, General Manager (Sid Williams Theatre): Thank You Letter*
 8. *Sharon MacDonald: Pioneer Park - Maintain in Perpetuity as a Memorial Cemetery*
 9. *Tish and Tim Morrow: Concerns Regarding Bright Lights Near the Marina*
 10. *Fil Bohac: Eton Road Parking Issue*
 11. *Jack Shapka: Eton Road Parking Issue*
 12. *Naomi Radawiec: Request for Crosswalk with Flashing Lights on Pritchard*
 13. *Cheryl Murtland, Gaming Grant Program Coordinator (Immigrant Welcome Centre): Open House Sept 18th*

(2025.311) -- CARRIED

a. Consent Agenda

Consent Agenda

2. *THAT Item 6. (Amy Yakimyshyn: D'Esterre Surveys - Transit Use) be removed from the agenda for discussion.*
(2025.312) -- CARRIED
3. *THAT Item 12. (Naomi Radawiec: Request for Crosswalk with Flashing Lights on Pritchard) be removed from the agenda for discussion.*
(2025.313) -- CARRIED
4. *THAT Items 10. (Fil Bohac: Eton Road Parking Issue) and 11. (Jack Shapka: Eton Road Parking Issue) be removed from the agenda for discussion.*
(2025.314) -- CARRIED
5. *THAT Item 5. (James Nairne: Cycling Safety on Noel Ave) be removed from the agenda for discussion.*
(2025.315) -- CARRIED

7. UNFINISHED BUSINESS:

a. July 16, 2025 Delegation, Save Comox's Urban Forests: OCP & Tree Bylaws

July 16, 2025 Delegation

Council discussed setting the level of tree and urban canopy protection as development proceeds. The draft development permit guidelines and the upcoming tree protection bylaw will be reviewed to ensure the desired level of protection.

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

Notices on Title for Multiple Properties

1. *THAT the Corporate Officer file a notice in the Land Title Office, pursuant to Section 57 of the Community Charter, against the property located at 400 Davis Street, legally described as Lot 6, Section 3, Comox District, Plan 20979, P.I.D. 003-465-578, for failure to comply with Comox Building Bylaw 1472.*
(2025.316) -- CARRIED
2. *THAT the Corporate Officer file a notice in the Land Title Office pursuant to Section 57 of the Community Charter, against the property located at 444 Stewart Street, legally described as Lot 2, Section 76, Comox District Plan 177772, P.I.D. 001-833-251, for failure to comply with Comox Building Bylaw 1472.*
(2025.317) -- CARRIED
3. *THAT the Corporate Officer file a notice in the Land Title Office pursuant to Section 57 of the Community Charter, against the property located at 1638 Robb Avenue, legally described as Lot C, Section 56, Comox District Plan 32304, P.I.D. 001-077-180, for failure to comply with Comox Building Bylaw 1472.*
(2025.318) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Comox Recreation and Parks Fees Bylaw No. 2035

**Comox Recreation and Parks
Fees Bylaw No. 2035**

THAT the Comox Recreation and Parks Fees Bylaw No. 2035 be Adopted.

(2025.319) -- CARRIED

b. Subdivision and Development Servicing Amendment

**Subdivision and
Development Servicing
Amendment**

1. *THAT Subdivision and Development Servicing Bylaw No. 2048 be Adopted.*

(2025.320) -- CARRIED

2. *THAT CCL-083, Excess or Extended Service (Latecomer Agreements) Policy, be Adopted.*

(2025.321) -- CARRIED

3. *THAT CCL-084, SSMUH Frontage Works Cash in Lieu Policy, be Adopted.*

(2025.322) -- CARRIED

10. NEW BUSINESS:

THE MEETING RECESSED AT 6:56 PM AND RECONVENED AT 7:01 PM

a. Comprehensive Zoning Bylaw Review Update

Zoning Bylaw Review Update

1. *THAT Council endorse the sites selected for ground-oriented multi-unit residential pre-zoning as shown in Attachment A of the August 13, 2025, report from Randy Houle, Director of Development Services, titled "Comprehensive Zoning Bylaw Review Update".*

(2025.323) -- CARRIED

2. *THAT an additional report be created to undertake an analysis on how minimum densities can be applied to support ground-oriented multi-unit residential pre-zoning.*

(2025.324) -- DEFEATED

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

3. **MAIN MOTION:**

THAT an updated analysis recommending additional multi-family units be produced, targeting 200-300 units in the Downtown area, including minimum density requirements.

AMENDING MOTION:

THAT the main motion be amended to expand the analysis to be conducted across the entire Town of Comox.

(2025.325) -- DEFEATED

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

4. **MAIN MOTION:**

THAT an updated analysis recommending additional multi-family units be produced, targeting 200-300 units in the Downtown area, including minimum density requirements.

(2025.326) -- DEFEATED

*[Opposed: Councillors SBlacklock CHaslett KGrant JMeilleur
MSwift]*

a. Comprehensive Zoning Bylaw Review Update

Zoning Bylaw Review Update

5. *THAT an updated analysis recommending additional multi-family units be produced, targeting 400-600 units in the Downtown, Anderton corridor and upper Pritchard areas.*
(2025.327) -- CARRIED
6. *THAT Administration provide a report on pre-zoning 1890 Comox Avenue to Mid-Rise Residential.*
(2025.328) -- CARRIED
[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

b. 2025 Audit Service Plan

2025 Audit Service Plan

That the August 7, 2025 report from the Director of Finance, titled 2025 Audit Service Plan be received for information.
(2025.329) -- CARRIED

c. Development Variance Permit 25-4: 1967 Beaufort Avenue

1967 Beaufort Ave

THAT Development Variance Permit DVP 25-4 be approved; and further,
THAT Staff be directed to issue the permit.
(2025.330) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. Mike Atkins, CEO, Comox Valley Airport Commission: Request for Letter of Support-Enhanced CBSA Services at the Comox Valley Airport

Correspondence - Comox Valley Airport Commission

THAT the correspondence dated July 16, 2025, from the Comox Valley Airport Commission regarding its request to the Canada Border Services Agency to change the Airport of Entry designation from AOE 160 to AOE 220 for winter charter operations be received;
AND FURTHER THAT the request for a letter of support be granted.
(2025.331) -- CARRIED
[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

b. Dayna Forsgren, Coordinator (Comox Valley Coalition to End Homelessness): Amend Zoning Bylaw for Extreme Weather Response

Correspondence - Coalition to End Homelessness

THAT the correspondence dated August 5, 2025, from the Comox Valley Coalition to End Homelessness requesting an amendment to the Town of Comox Zoning Bylaw to Permit Extreme Weather Response (EWR) Facilities be received.
(2025.332) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised of an upcoming event being held by the Comox Valley Chamber of Commerce to celebrate Comox Valley agriculture and tourism on August 28 in Merville.

b. Councillor Swift

Councillor Swift attended a Comox Valley Sewage Commission meeting and reported:

-The roundabouts on Comox Road are expected to be completed, with roads open to two-way traffic, in November.

-A contract has been made with the Village of Cumberland to receive their biosolids at our facility.

c. Councillor Haslett

Councillor Haslett attended the Nautical Days Festival and thanked everyone who participated. He praised the new producer, Councillor Kerr, the outgoing producer, and Bob Bowen, expressing appreciation for their efforts.

d. Councillor Kerr

Councillor Kerr thanked the Royal Canadian Marine Search and Rescue Station 60 for providing a tour of their facilities and boats. He noted that the operation is entirely run by volunteers who contribute thousands of hours. He also thanked all the volunteers who made Nautical Days a success, as well as everyone who attended the festival.

e. Councillor Grant

Councillor Grant attended a Comox Valley Regional District Board meeting and reported:

-The CVRD is considering decommissioning the Puntledge River pump station, which has supplied water for many years. It is now more costly to maintain as a backup than to shut down, so it will be decommissioned.

-Island Corridor Foundation, which received a \$600,000 provincial grant to clear brush along the rail corridor from Victoria to Courtenay, ran out of funds in Qualicum and the Foundation is requesting \$200,000 from the CVRD to complete the work.

-The MRDT (Municipal and Regional District Tax) is currently collected by Courtenay. The CVRD is interested in establishing a regional MRDT, which would require approval from 51% of hotels. Previous attempts failed due to insufficient support. A presentation from Tourism to Council on this topic is expected soon.

f. Councillor Meilleur

Councillor Meilleur thanked Councillors Kerr and Haslett, along with all the volunteers, for making the Nautical Days Festival a success, and also thanked Councillor Swift and the Filberg Festival for an amazing weekend of events.

g. Mayor Minions

Mayor Minions thanked Councillor Swift, Linda Thomas, the Filberg Lodge Board, and all volunteers, noting it was a fantastic three days and a very successful year for the festival. She expressed gratitude to everyone involved in planning and delivering the Comox festival weekend, recognizing its success and thanking all who contributed. Upcoming events on the weekend of August 22nd to 24th include the CVEX Exhibition, Pride Society events, Ribfest, and a Celebration of Life for Anela.

17. RESOLUTION TO GO IN-CAMERA: NIL

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 8:38 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER

Town of Comox – Administration

From: Brandy fox [REDACTED]
Sent: August 7, 2025 5:26 PM
To: council
Cc: [REDACTED]
Subject: TOWN OF COMOX Concerned citizen of Comox
Attachments: rats.jpeg; rat.jpeg; rats.jpeg; rat.jpeg

RECEIVED

August 7, 2025

TOWN OF COMOX

LOG: 25-345	REFER:	AGENDA: RCM 03Sep25
FILE: 0220-20	ACTION: MR	

Copies: Council
JW/TH/SR/CD

Good evening Council of Comox,

My family and I have recently moved to the Town of Comox, from Edmonton Alberta. We arrived here in mid-July and found ourselves lucky enough to have found property to rent privately. With that being said, we have come to realize that the house next to us at [REDACTED] has been unoccupied for who knows how long. According to another neighbour I have spoken with it's been at least 4 years. The reason I am writing this to all council members is because I was out one evening and noticed movement in the backyard and trees. Upon closer look, I noticed a bunch of rats climbing the trees. Now I myself come from another province that has ZERO rats. So, i have no clue on how to protect the home we rent, let alone answer any questions my children have about keeping our belongings or yard safer from being overran by rats. I spoke with the Bylaw officer today via phone and was advised that Comox is one of the only municipalities without a bylaw for rats. Why is this? Does this mean that neighbours to homes with a rat infestation in the yard and possibly the house is left to deal with it on their own without the help of the municipality? I believe that Comox should have some form of rat bylaw like other municipalities as legally we as neighbours cannot access someone else's property to rid of the problem ourselves.

I also understand that Comox is the type of place that you expect people to be friendly and speak with neighbours about things and hope they will do something when a issue arises. I am all for that but when it comes of overgrown and a bunch of rats, I feel like the owner of the property doesn't care much about what happening in their own backyard. I have seen the owner of the house fly into the driveway and maybe spends 15 minutes at the house then speeds off away from the house.

Please for the sake of all the residents in Comox, and for the safety of all people and pets put some kind of bylaw in for rats. Or at least have some way to hold the homeowner accountable to deal with a rat infestation, and not have a concerned neighbour upset cause someone else is being unmindful of others around them.

Sincerely,
Brandy Fuchs









RECEIVED

August 20, 2025

TOWN OF COMOX



August 20, 2025

Jordan Wall
Chief Administrative Officer
Town of Comox
1809 Beaufort Ave
Comox, BC V9M 1R9

LOG: 25-350	REFER:	AGENDA: RCM 03Sep25
FILE: 0114-20	ACTION: MR	

File: 5360-30/SWMP

Sent via email only

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

Re: Solid Waste Management Plan: Strategies and Actions Available for Input

The Comox Strathcona Waste Management (CSWM) service is updating its Solid Waste Management Plan (SWMP) to meet provincial requirements and better address the region's evolving waste needs.

After extensive engagement with community members, staff and experts over the past year, we are reaching out to you today to share a key milestone. Eight strategies and 33 actions have now been shortlisted based on community benefit, cost, diversion potential, and operational impact.

These strategies and actions will be available for public feedback from September 5 to October 16, 2025.

To support these efforts, CSWM representatives will host open houses and information booths from Zeballos across to Quadra Island and down to Union Bay, presenting the strategies and gathering public feedback. As we are hosting events in your community, please encourage your residents to come out and participate in the conversation.

- Comox Centre Mall Open House on Saturday, September 20, from 10 am to 2 pm
- Comox Community Centre Open House on Sunday, September 21, from 10 am to 2 pm

Council Presentation Opportunity

We would also be pleased to present the shortlisted strategies and actions to your Council this fall and answer any questions. Please contact Bridget Meagher,

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

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox Valley Regional Districts.

CSWM@comoxvalleyrd.ca and let us know if your Council is interested, and we will coordinate a date and time for an online or in-person presentation.

Your feedback is essential to shaping a plan that meets the needs and priorities of residents across the Comox Valley and Strathcona regions.

Background

The Solid Waste Management Plan will guide how waste, recycling, and organics are managed from our community over the next decade.

The SWMP renewal is required by the Province and provides an opportunity to adapt to the diverse and evolving needs across the region.

Next Steps

We are currently in Step 3 of a four-step planning process, to evaluate options before a draft plan is developed.

The draft plan will be reviewed by the Comox Strathcona Waste Management Board and shared with the public again before it is submitted to the Province. We expect that it will be submitted to the Ministry of Environment and Parks by June 2026.

Questions?

For more information on the SWMP background and planning process visit engagecomoxvalley.ca/swmp.

Sincerely,

M. Rutten

Marc Rutten, P.Eng.

Acting Chief Administrative Officer

cc: Shelly Russwurm, Director of Corporate Services, Town of Comox
Vivian Schau, Senior Manager of CSWM Services
Sarah Willie, Manager of Solid Waste Planning and Policy Development

/bm

Town of Comox – Administration

Subject: FW: Motion to uphold Tanker ban

LOG: 25-352	REFER:	AGENDA: RCM 03SEP25
FILE: 5280-10	ACTION: MR	

From: Sherwin Christian <[REDACTED]>
Sent: August 25, 2025 12:08 PM
To: council <council@comox.ca>
Subject: Motion to uphold Tanker ban

RECEIVED

Aug 25, 2025

TOWN OF COMOX

Dear Mayor and Council of Town of Comox,

My name is Sherwin Christian, and as a resident of British Columbia (B.C.) actively involved in local environmental initiatives, I am writing to you regarding a critical issue that directly impacts our coastal communities: the high likelihood of the federal government removing the *2019 Oil Tanker Moratorium Act*. This potential action would undo a vital safeguard for all of us in B.C., and I feel compelled to reach out.

The Issue

Earlier in July, Prime Minister Carney said a new pipeline project to B.C.'s North Coast is “[highly, highly likely](#)” to be deemed a nationally significant project.

I'm writing in hopes that we can connect regarding amplifying the voice of Coastal Communities in BC to voice their support of the much needed tanker ban.

One avenue would be for municipalities and Regional Districts to pass a motion that could be called:

“Defend the North Coast Tanker Ban and Protect B.C.’s Coast”

This motion would reaffirm the community’s support for the 2019 federal tanker ban on B.C.’s North Coast and call on the provincial and federal governments to:

- Uphold and fully enforce the tanker ban to protect our shared coast
- Oppose any new northern oil pipelines and associated tanker traffic.
- Invest in clean, renewable energy that creates sustainable jobs and protects coastal ecosystems.

The Motion and supporting materials are in this [link](#) in draft form. I would be grateful for your input!

- Draft motion
- Staff report summary
- One-page fact sheet on why this issue matters to local residents
- Draft advocacy letters to Premier David Eby and Prime Minister Mark Carney

Summary and Background

In 2019, after decades of public engagement and advocacy by Indigenous nations, local governments, community groups, and residents, the Government of Canada passed the Oil Tanker Moratorium Act (Bill C-48). This legislation prohibits large oil tankers carrying crude oil and certain persistent oils from docking, loading or unloading at ports along B.C.'s North Coast, including Haida Gwaii, Dixon Entrance, Hecate Strait and Queen Charlotte Sound.

The tanker ban was widely supported in British Columbia and seen as critical to protecting:

- Wild salmon, herring, halibut, and other fisheries that sustain coastal communities;
- Marine mammals, including orcas and humpback whales;
- The region's tourism and seafood industries; and
- Cultural and economic livelihoods of Indigenous nations and local communities.

Recently, Alberta Premier Danielle Smith and oil industry proponents have signaled renewed interest in proposing a northern oil pipeline, which would rely on tanker access to B.C.'s North Coast. This raises concerns about reversing hard-won environmental protections and increasing the risk of catastrophic oil spills.

Prime Minister Mark Carney has stated that a new pipeline project to B.C.'s North Coast is "highly, highly likely" to be deemed a nationally significant project. B.C. communities have consistently voiced strong opposition to oil tanker expansion on the North Coast, instead supporting clean energy solutions that create long-term, sustainable jobs without endangering marine ecosystems. P.M. Carney has stated he will not advance new pipeline projects in provinces that do not support them.

Discussion:

Adopting the attached motion would:

- Reaffirm local government commitment to protecting the unparalleled ecological and cultural value of B.C.'s North Coast;
- Demonstrate support for Indigenous nations, local communities, and businesses who depend on healthy marine ecosystems; and
- Urge the provincial and federal governments to uphold the North Coast tanker ban and reject new northern oil pipeline proposals.

Protecting the coast aligns with the province's **CleanBC** plan and the growing public demand for climate action, nature conservation, and resilient coastal economies.

Please see last week's Globe and Mail: [To preserve B.C.'s beautiful North Coast, we must maintain the oil tanker ban](#)

"The tanker ban is not a punishment to one province or industry; rather, it is intended to protect our marine environment and the communities and the livelihoods it supports."

-David Anderson, former federal cabinet minister, member of Parliament, and member of B.C.'s legislative assembly.

Thanks to the recent ICJ ruling there is now a legal framework that could make fossil fuel expansion more risky and costly. See this week's Globe and Mail [piece](#) for more context.

These letters would be sent to key provincial and federal ministers, as well as shared with other UBCM member local governments for consideration.

Thank you for all you do for our coastal communities. I look forward to connecting at your earliest convenience.

Regards,

Sherwin Christian (he/him/his)

Motion to Defend the North Coast Tanker Ban and Protect B.C.'s Coast

Notice of Motion:

That [Municipality __] write letters to the Prime Minister of Canada, the Premier of British Columbia, the BC Minister of Energy, Mines and Low Carbon Innovation, the BC Minister of Water, Land and Resource Stewardship, the federal Minister of Environment and Climate Change and the federal Minister of Energy and Natural Resources:

- Urging the federal government to stand by the 2019 North Coast tanker ban and reject any proposals that would undermine it;
- Urging the provincial and federal governments publicly reaffirm their opposition to new northern oil pipelines and associated tanker traffic on the North Coast;
- Encouraging the prioritization of investment in renewable energy and clean technologies that strengthen B.C.'s economy, create good jobs, and protect the coast and climate for current and future generations.

And that [Municipality __] submit the following emergency resolution to the 2025 UBCM:

Protecting Our Coasts

WHEREAS in 2019, the federal Oil Tanker Moratorium Act was implemented, banning large oil tankers from carrying crude oil and persistent oils along B.C.'s ecologically sensitive North Coast;

WHEREAS the federal government has revisited discussions around reopening the Northern Gateway pipeline and tanker project, which would imperil salmon, orcas, herring, halibut, clean water, healthy beaches and a coastal economy built on tourism and sustainable seafood;

THEREFORE BE IT RESOLVED THAT UBCM urge the provincial government to affirm its strong support for the North Coast tanker ban and the protection of B.C.'s coast from the threat of oil spills, economic disruption, and environmental harm associated with new oil pipelines and tanker traffic;

AND BE IT BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to all UBCM member local governments for their consideration of similar motions.

Summary

Subject: Motion to Defend the North Coast Tanker Ban and Protect B.C.'s Coast

Purpose:

To recommend that [Municipality/Regional District Name] endorse a motion urging the provincial government to reaffirm its opposition to new northern oil pipelines and tanker traffic, support the 2019 North Coast tanker ban, and advocate for clean energy investments that protect B.C.'s coast and climate.

Background:

In 2019, after decades of public engagement and advocacy by Indigenous nations, local governments, community groups, and residents, the Government of Canada passed the Oil Tanker Moratorium Act (Bill C-48). This legislation prohibits large oil tankers carrying crude oil and certain persistent oils from docking, loading or unloading at ports along B.C.'s North Coast, including Haida Gwaii, Dixon Entrance, Hecate Strait and Queen Charlotte Sound.

The tanker ban was widely supported in British Columbia and seen as critical to protecting:

- Wild salmon, herring, halibut, and other fisheries that sustain coastal communities;
- Marine mammals, including orcas and humpback whales;
- The region's tourism and seafood industries; and
- Cultural and economic livelihoods of Indigenous nations and local communities.

Recently, Alberta Premier Danielle Smith and oil industry proponents have signalled renewed interest in proposing a northern oil pipeline, which would rely on tanker access to B.C.'s North Coast. This raises concerns about reversing hard-won environmental protections and increasing the risk of catastrophic oil spills.

Prime Minister Mark Carney has stated that a new pipeline project to B.C.'s North Coast is "[highly, highly likely](#)" to be deemed a nationally significant project. B.C. communities including [First Nations](#) have voiced strong opposition to oil tanker expansion on the North Coast, instead supporting clean energy solutions that create long-term, sustainable jobs without endangering marine ecosystems. P.M. Carney has stated he will not advance new pipeline projects in provinces that do not support them.

Discussion:

By adopting the attached motion, [Municipality/Regional District Name] would:

- Reaffirm local government commitment to protecting the unparalleled ecological and cultural value of B.C.'s North Coast;

- Demonstrate support for Indigenous nations, local communities, and businesses who depend on healthy marine ecosystems; and
- Urge the provincial and federal governments to uphold the North Coast tanker ban and reject new northern oil pipeline proposals;

Protecting the coast aligns with the province’s CleanBC plan and the growing public demand for climate action, nature conservation, and resilient coastal economies.

Letters from BC communities to Mark Carney and federal ministers, and letters to David Eby and provincial ministers would quickly send the message that the tanker ban must be upheld for our collective safety. Carney could add a North Coast oil pipeline to the ‘special projects list’ at any moment and letters sent quickly could influence this decision.

An endorsed UBCM resolution would show a unified call for the protection of our coast. It would need to be an emergency resolution because Carney’s announcement of the North Coast pipeline being likely to be added to the ‘special projects list’ came in early July, after the UBCM deadline.

Recommendation:

That Council endorse the attached motion titled:

“Motion to Defend the North Coast Tanker Ban and Protect B.C.’s Coast,”

And direct staff to forward copies to the Premier of British Columbia, relevant provincial and federal ministers, and to other UBCM member local governments for consideration.

Sample Letter to Premier David Eby and Provincial Ministers

[Municipality Letterhead]

[Date]

The Honourable David Eby, Premier of British Columbia
West Annex, Parliament Buildings
Victoria, BC V8V 1X4

CC:

- Honourable Randene Neill, Minister of Water, Land and Resource Stewardship
- Honourable Adian Dix, Minister of Energy, Mines and Low Carbon Innovation
- Honourable Tamara Davidson Minister of Environment and Parks

Re: Defend the North Coast Tanker Ban and Protect B.C.'s Coast

Dear Premier Eby and Honourable Ministers,

On behalf of [Municipality/Regional District Name], we write to reaffirm our community's strong support for the 2019 Oil Tanker Moratorium Act, which bans large oil tankers carrying crude and persistent oils from B.C.'s ecologically sensitive North Coast.

This ban was achieved through years of united action by Indigenous nations, coastal communities, local governments, and residents determined to protect salmon, herring, halibut, orcas, clean beaches and a sustainable coastal economy.

Why this matters to our community

- A single major oil spill would devastate fisheries, tourism, and cultural practices that sustain our coast.
- British Columbians have consistently rejected new northern oil pipelines and associated tanker traffic that would put our coast at risk.
- B.C. is uniquely positioned to lead in clean energy: wind, solar, storage and grid modernization, creating good, long-term jobs that do not threaten coastal ecosystems.

We respectfully ask the Government of British Columbia to:

- Publicly reaffirm its opposition to any new northern oil pipelines and related tanker traffic;
- Call on the federal government to uphold and fully enforce the North Coast tanker ban;
- Prioritize provincial investment in renewable energy and clean technology that protects the coast, supports economic resilience, and aligns with B.C.'s climate commitments.

We want future generations to enjoy wild salmon, healthy marine life and clean beaches — not the devastating legacy of oil spills. Thank you for your leadership, and we urge you to continue standing with British Columbians to keep the North Coast spill-free.

Sincerely,

[Mayor / Board Chair Name]

On behalf of [Municipality/Regional District Name and Council/Board]

Sample Letter to Prime Minister Mark Carney and Federal Ministers

[Municipality Letterhead]

[Date]

The Right Honourable Mark Carney, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

cc:

- Honourable Tim Hodgson, Minister of Energy and Natural Resources
- Honourable Julie Dabrusin, Minister of Environment and Climate Change

Re: Defend the North Coast Tanker Ban and Protect B.C.'s Coast

Dear Prime Minister Carney and Honourable Ministers,

On behalf of [Municipality/Regional District Name], we write to express our strong support for the 2019 Oil Tanker Moratorium Act, which prohibits large oil tankers from carrying crude and persistent oils along B.C.'s North Coast.

This law was won after years of determined advocacy by Indigenous nations, coastal communities and local governments, all united in the belief that the risk of oil spills is too great for this extraordinary region.

Why this matters to our community

- The North Coast is home to salmon, orcas, herring, halibut and other marine life central to our economy, culture and identity.

- A major spill could devastate fisheries, tourism and traditional harvesting practices, with consequences lasting generations.
- Residents across B.C. continue to say no new northern oil pipelines and tanker traffic, choosing a future based on clean energy instead.

We respectfully ask the Government of Canada to:

- Maintain and fully enforce the 2019 North Coast tanker ban;
- Reject any proposals that would weaken or overturn this critical protection;
- Prioritize federal investment in renewable energy and clean technology to create sustainable jobs and protect marine ecosystems.

Prime Minister Carney has pledged not to force pipelines through provinces that do not want them. We urge the federal government to honour this commitment and stand with British Columbians in keeping the North Coast spill-free for generations to come.

Thank you for your attention and leadership.

Sincerely,

[Mayor / Board Chair Name]

On behalf of [Municipality/Regional District Name and Council/Board]

LOG: 25-355	REFER:	AGENDA: RCM 03Sep25
FILE: 0220-30	ACTION: MR	

RECEIVED

Aug. 26, 2025

TOWN OF COMOX

Dear Mayor Minions and Council

On Friday, September 20, from 12:00 to 1:00 p.m. at the Sid Williams Theatre, the Hon. Senator Kim Pate, C.M. will be formally inducted onto the Comox Valley Walk of Achievement.

walkofachievement.com

As you may know, the Walk of Achievement program was launched in December 2006 with the induction of Rock & Roll Hall of Fame broadcaster Red Robinson. Since then, the Walk of Achievement has celebrated individuals from the Comox Valley who have made a significant impact nationally, and internationally.

The purpose of the Walk of Achievement is to:

- Recognize outstanding achievements of individuals from the Comox Valley who have excelled in their chosen field.
- Inspire youth in the Comox Valley to believe in themselves and to explore the limitless possibilities the world has to offer.
- Instill a sense of pride across our community by showcasing the Comox Valley as a place that nurtures excellence.

This year, Senator Pate is being recognized for her exceptional contributions.

- Raised in the Comox Valley, she graduated from George P. Vanier Secondary School.
- She earned her law degree with honours from Dalhousie Law School, following studies at the University of Victoria, and later completed postgraduate work in forensic mental health.
- She was appointed a Member of the Order of Canada for her advocacy on behalf of marginalized, victimized, and incarcerated women, and for her groundbreaking research on women in the criminal justice system.
- As Executive Director of the Canadian Association of Elizabeth Fry Societies, she advanced human rights and was awarded the Governor General's Award.
- On November 10, 2016, she was appointed as an Independent Senator in the Senate of Canada.
- Throughout her career, she has been a tireless champion of Diversity, Equity, and Inclusion, amplifying the voices of women in Canadian prisons, supporting the rights of Indigenous Peoples, and working to eliminate inequality.

As part of the ceremony, we will also honour and induct the late Jim Egan, a Comox Valley resident and one of Canada's earliest and most influential human rights activists.

[Watch more about Jim Egan](#)

We have been informed that other Senators will also be in attendance.

On behalf of the Walk of Achievement Committee, it is my honour to cordially invite Mayor Minions and Council to attend this ceremony as esteemed guests. Your presence would underscore the importance

of recognizing achievement and supporting those who dedicate their lives to building a more just and equitable society.

Thank you for your kind consideration.

Respectfully,

David Durrant
for Jackie Green Committee Chair

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	7130-20
FROM:	Gord Schreiner, Fire Chief	DATE:	August 20, 2025
SUBJECT:	Allocating 2025 Wildfire Deployment Revenue		

Prepared by:	Supervisor:	Report Approved:
<i>Gord Schreiner, Fire Chief</i>	<i>E. Henley, Director of Finance</i>	<i>Jordan Wall, Chief Administrative Officer</i>

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council allocate the following amounts from revenue received through 2025 wildfire deployments to the fire department's 2025 operating budget:

- \$10,000 to the Community Safety Program.
- \$15,000 for the repair, replacement, and enhancement of wildfire equipment.
- \$100,000 for the design and construction drawings related to the fire station replacement.

ALTERNATIVES TO THE RECOMMENDATIONS:

THAT Council direct these funds to the shared (Town of Comox / Comox Fire Protection District) Capital Reserve account. (Note: This would delay the fire station replacement project.)

PURPOSE

To determine the allocation of net revenue received from the Fire Department's 2025 wildfire deployments, recognizing this revenue is shared with our partner, the Comox Fire Protection District.

STRATEGIC PLAN LINKAGE

This report supports Council's Strategic Priorities as outlined below:

Strategic Priority	Areas of Focus	Staff Report Linkage
Community Connection and Wellness	Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.	Strengthens public safety (Community Safety Program and wildfire readiness)
Organizational Excellence	Service Excellence – deliver services reliably and sustainably while maintaining existing service levels.	Supports the maintenance of existing service levels (ensuring wildfire equipment is repaired, replaced, and upgraded as needed)
Sustainable Infrastructure	Plan and invest in Town infrastructure to meet future needs.	Provides essential funding to advance the design and planning for the new fire station

BACKGROUND

Over the past decade, our fire department has regularly supported the Province in responding to interface wildfires. Following each deployment, we invoiced the Province under established provincial contracts. After covering operational expenses, additional net revenue often remains. Council may recall that wildfire revenue has previously supported significant projects, including \$700,000 toward the purchase of our new aerial apparatus (delivered in early 2024).

2025 Deployments (Wesley Ridge (Qualicum) and Mount Underwood (Port Alberni) fires)

This year, the department was deployed for a total of 18 days:

- Structure Protection Trailer & Crew: 18 days
- Fire Engine & Crew: 2 days
- Fireboat & Crew: 4 days

The department has invoiced the Province for approximately \$205,000, of which an estimated \$125,000 will remain after expenses.

RECOMMENDED ALLOCATIONS

- \$10,000 – Community Safety Program
Longstanding initiative providing discounted emergency kits, wildfire sprinkler kits, and free smoke alarms to citizens.
- \$15,000 – Wildfire Equipment Maintenance and Replacement
Wildfire response is demanding on equipment, requiring annual repair, replacement, and upgrades to maintain operational readiness.
- \$100,000 – Fire Station Replacement: Design & Construction Drawings
The fire station replacement project is progressing well. Initial drawings are complete but to move to the next step additional budget is required to develop ready for tender

drawings and a more accurate budget forecast. The hiring of the following subtrade consultants is required. Approving this funding will support an April 1 target start date for construction, pending overall project funding approval.

- Plumbing
- Electrical
- Code consultant
- Building envelope
- Sprinkler

BENEFITS OF DEPLOYMENT PARTICIPATION

Responding to provincial wildfire deployments presents challenges but provides significant benefits to our community:

- Firefighters earn additional income while gaining valuable experience.
- The Town benefits from substantial revenue that offsets capital costs, reducing reliance on property taxation.
- The department acquires and maintains equipment that is available for local use.

Over the past 10 years, the department has responded to over twenty different wildfires and invoiced the Province for approximately \$2.2 million. After expenses, approximately \$1.5 million has been reinvested into capital projects and wildfire response capabilities.

FINANCIAL IMPLICATIONS

The proposed allocations utilize external revenue and do not increase local property taxes. These investments provide long-term value by advancing strategic projects and maintaining public safety.

GOVERNANCE CONSIDERATIONS

Q: How often are we requested for wildfire deployments?

A: Requests are unpredictable. In 2024, no deployments were requested. In 2025, we had two deployments (both on Vancouver Island).

Q: Are deployments difficult to manage?

A: Yes. Deployments are dynamic and can arise with little notice. The department must ensure sufficient local coverage while managing staff availability and the logistics of equipment deployment (vehicles, pumps, boats, etc.).

Q: How many firefighters are deployed at one time?

A: Deployment sizes vary:

- Structure Protection Unit (trailer): 5 firefighters
- Fireboat or Fire Engine: 3 firefighters
- Relief staff often rotate during extended operations

In 2025, approximately 20 of our 55 firefighters were deployed at some point.

CONCLUSION

Wildfire deployments provide both challenges and opportunities for our department and our community. While they demand significant effort and resources, they also generate important revenue that allows us to strengthen public safety, support community programs, and advance critical projects such as the replacement of our aerial and the fire station replacement.

By allocating the 2025 wildfire revenue as recommended, Council can ensure that these funds directly benefit the citizens of Comox today—through enhanced community safety and wildfire readiness—while also investing in the long-term future of our fire services.

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	1705-20
FROM:	Gord Schreiner, Fire Chief	DATE:	August 20, 2025
SUBJECT:	2025-2027 Capital Budget adjustment		

Prepared by:	Supervisor:	Report Approved:
<i>Gord Schreiner, Fire Chief</i>	<i>E. Henley, Director of Finance</i>	<i>Jordan Wall, Chief Administrative Officer</i>

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT Council approve an adjustment to the Fire Department's Five-Year Capital Plan to advance the replacement of Duty Officer Truck #37 (2015 model) from 2027 to 2025.

ALTERNATIVES TO THE RECOMMENDATIONS:

THAT Council direct the Fire Department to repair the existing 2015 truck. Repair estimates range from \$15,000 to \$30,000.

PURPOSE

To authorize the replacement of one of the department's two duty pick-up trucks in 2025, following the failure of the 2015 vehicle's engine (seized motor).

STRATEGIC PLAN LINKAGE

This report supports Council's Strategic Priorities as outlined below:

Strategic Priority	Areas of Focus	Staff Report Linkage
Community Connection and Wellness	Public Safety – support Comox Fire Rescue and other local emergency services to maintain and enhance the safety of our citizens.	Ensures reliable emergency response capability and maintaining the department's current level of service.

BACKGROUND

The Fire Department's previous Five-Year Capital Plan scheduled replacement of the 2015 Duty Officer truck in 2025. However, in late 2024 a significant mechanical repair was required on the vehicle. At that time, due to budget pressures associated with the Fire Hall replacement project, this and other smaller vehicle replacements were deferred.

During a recent deployment to the Mount Underwood wildfire near Port Alberni, the 2015 truck suffered a major engine failure (seized). Given the age of the vehicle and the recent costly repairs, staff do not recommend investing further in this unit.

We were able to borrow a pick-up truck from the Public Works Department for several weeks. When they required the vehicle back before our deployment concluded, we rented a truck to complete the assignment. Reliable, front-line vehicles are critical for the department's emergency service delivery.

FINANCIAL IMPLICATIONS

- Advancing the purchase does not increase the overall cost of the Fire Department's Five-Year Capital Plan; it simply moves the expense forward by two years.
- The replacement would retire the oldest pick-up in the fleet (2015 model).

GOVERNANCE CONSIDERATIONS

Q: What is this truck used for?

A: The Duty Officer truck is used daily and responds to almost every call (over 900 calls per year).

Q: What happens if we do nothing?

A: The department would be short one vehicle and would need to juggle the use of remaining units, creating challenges during simultaneous calls. It would also limit the department's ability to respond quickly to provincial wildfire deployment requests.

Q: Is this an addition to the fleet?

A: No. This is a replacement of one of the two existing pick-up trucks. The department maintains an overall fleet of nine vehicles.

Q: What other vehicles are in the fleet?

- A:**
- Two pick-up trucks (2015 & 2018)
 - Two Squad trucks (2018 & 2021) – versatile small engines used daily for medical calls, fires, accidents, and wildfires

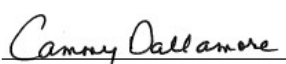
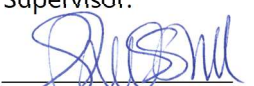
- One rescue/staging vehicle (1986 – no replacement planned)
- Two full-size fire engines (2010 & 2018)
- One aerial tower truck (2023)
- One fire prevention vehicle (2018)

CONCLUSION

The 2015 Duty Officer truck is no longer reliable for emergency service. Advancing its replacement ensures the Fire Department maintains a dependable fleet capable of meeting daily operational needs and supporting provincial deployment requests.

REGULAR COUNCIL MEETING

TO:	Mayor and Council	FILE:	0630-01
FROM:	Cammy Dallamore, Corporate Coordinator	DATE:	July 28, 2025
SUBJECT:	Flag Raisings and Flag Protocol Policy		

Prepared by:  C. Dallamore, Corporate Coordinator	Supervisor:  S. Russwurm, Director of Corporate Services	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.05 as detailed in the July 28, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved.

PURPOSE

To recommend an amendment to the Flag Raisings and Flag Protocol Policy No. CCL-058 by:

- Update definitions to include *K'ómoks First Nation Flag: the official flag of the K'ómoks First Nation, displaying a stylized sea creature and thunderbird crest in Coast Salish–Kwakwaka'wakw formline style, symbolizing cultural identity, connection to land and waters, and ancestral wisdom.*, and
- Amend Section 5.02(c)(A) – *Flag Protocol*: Add the K'ómoks First Nation flag to be flown to the left of the Provincial flag.

STRATEGIC PLAN LINKAGE

Regular updates and revisions to the Council Policy Manual supports the following Strategic Priority and Area of Focus:

Strategic Priority	Area of Focus
Organizational Excellence: We will modernize and create	Internal process: Streamline and develop new processes

stability to ensure high quality service delivery over time.	that are efficient, cost effective and support our overall objectives.
--	--

BACKGROUND

In November 2024, construction for the Comox Valley Regional District Sewer (CVRD) Conveyance Project required the removal of one of the permanent flagpoles in front of Town Hall, located closest to Beaufort Avenue. This flagpole had previously flown the K'ómoks First Nation (KFN) flag. In the interim, the KFN flag was relocated to the community recognition flagpole.

Now that construction on Beaufort Avenue is complete, the Town is reinstating a fourth flagpole in front of Town Hall. Once installed, the K'ómoks First Nation flag will be permanently flown to the left of the Provincial flag.

This dedicated placement ensures the KFN flag remains in place at all times, reflecting the Town's ongoing respect for the Nation's enduring presence and cultural significance. It also restores capacity for community flags to be raised as needed, without requiring the removal of the KFN flag.

GOVERNANCE CONSIDERATIONS

Q: Why is the Town installing a fourth flagpole?

A: To provide a dedicated location for the permanent display of the K'ómoks First Nation flag while maintaining the ability to fly community or event-based flags when appropriate.

ATTACHED: DRAFT Flag Raising and Protocol Policy CCL-058.05



POLICY AND PROCEDURE MANUAL

FLAG RAISINGS AND FLAG PROTOCOL POLICY

Section:
COUNCIL

Number:
CCL-058.05

Office of Primary Responsibility:
CORPORATE SERVICES

Type:

- ☒ Policy
- ☒ Procedure

Authority:

- ☒ Council
- ☐ Administrative

Approved By:

- ☒ Council
- ☐ Chief Administrative Officer
- ☐ Department Head

Date Adopted:
Dec 16, 2020

Date Last Amended:
May 7, 2025

Date to be Reviewed:
December, 2026

Manner Issued: Website, Internal Memo, Upon request

1 PURPOSE

- 1.01 To establish a consistent protocol for the flying of flags at all Town Facilities and to provide guidance for flying flags on the Town Hall Community Flagpole for Community Events.

2 SCOPE

- 2.01 This policy applies to the flying of flags at any Town Facility, including flags flown on the Town Hall Community Flagpole.

3 POLICY PRINCIPLES

- 3.01 Half-Masting is an expression of collective mourning of the Town.
- 3.02 Flag Raising Events celebrate diversity, civic pride and initiatives, and Town recognition of these events are important to local residents and community organizations.

4 DEFINITIONS

- 4.01 Community Events include local recreational events, cultural celebrations and/or special occasions.
- 4.02 Community Flagpole: the single flagpole beside the Town Hall building provided for the purpose of highlighting community events and non-profit initiatives.
- 4.03 Community Flag Raising: the raising of a flag on the Community Flagpole, provided for the purpose of highlighting community events and non-profit initiatives.
- 4.04 Half-mast and Half-masting: Flags that are lowered to a position that is an equal distance from the top and the bottom of a flagpole, as a sign of respect, mourning and condolence.

	FLAG RAISINGS AND FLAG PROTOCOL POLICY	POLICY AND PROCEDURES MANUAL	
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- 4.05 K'ómoks First Nation Flag: the official flag of the K'ómoks First Nation, displaying a stylized sea creature and thunderbird crest in Coast Salish–Kwakwaka'wakw formline style, symbolizing cultural identity, connection to land and waters, and ancestral wisdom.
- 4.06 National Flag: the flag approved by Parliament of Canada as a national symbol of Canada.
- 4.07 Order of Precedence: the positioning of the flags in priority of importance, order or rank.
- 4.08 Non-Profit: Any organization that is registered under the British Columbia Societies Act.
- 4.09 Provincial Flag: the flag approved by the Legislative Assembly of British Columbia as a provincial symbol of British Columbia.
- 4.10 Town: The Town of Comox.
- 4.11 Town Facility includes any facility owned, leased or operated by the Town.
- 4.12 Town Flag: the flag that represents the Town of Comox.

5 POLICY

5.01 Community Flag Raisings

- (a) The following flags will be raised on the Community Flagpole annually:
 - i. April 28: National Day of Mourning for Persons Killed or Injured in the Workplace
 - ii. September 30: National Day for Truth and Reconciliation
- (b) Council will accept applications for a Community Flag Raising from the following organizations annually:
 - i. Pride Society of the Comox Valley
 - ii. MIKI'SIW Metis Association
 - iii. The Royal Canadian Legion, Comox Branch
 - iv. Canadian Union of Public Employees, Local 556
- (c) All other requests for Community Flag Raisings will be circulated to Mayor and Council and will not be placed on an agenda unless Administration is requested to do so by a member of Council. This section supersedes any direction for correspondence included in Council Correspondence Policy No. CCL-006.

5.02 Flag Protocol

- (a) Flags at Half-Mast
 - i. Flags will be flown at Half-Mast to mark periods of official mourning upon the death of:

	FLAG RAISINGS AND FLAG PROTOCOL POLICY	POLICY AND PROCEDURES MANUAL	
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- (A) The Sovereign or an immediate member of the Canadian Royal Family;
 - (B) The current or former Governor General of Canada or Lieutenant Governor of British Columbia;
 - (C) The current or former Prime Minister of Canada;
 - (D) The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
 - (E) The current or former Premier of British Columbia;
 - (F) The current or former member of the Town Council
 - (G) A current employee of the Town;
 - (H) A Comox Valley police officer, paramedic, firefighter or other person who dies in the line of duty; and
 - ii. In the event of a death not specified in this policy, the Town of Comox will follow the direction of the federal Department of Canadian Heritage.
 - iii. Flags at Town Hall will be flown at Half-Mast from sunrise to sunset on the following days each year:
 - (A) April 28: National Day of Mourning for Persons Killed or Injured in the Workplace
 - (B) June 6: D Day
 - (C) September 30: National Day for Truth and Reconciliation
 - (D) November 11: Remembrance Day
 - iv. Flags flown at Half-Mast may occur at all Town Facilities or specific locations.
 - v. All Half-Masting requests shall be approved by the Chief Administrative Officer in consultation with the Mayor.
- (b) Dignitary Visits
- i. In the event of a visit of a dignitary to a Town of Comox facility, the Town may fly a courtesy flag on the Community Flagpole representing that dignitary.
 - ii. The flying of a courtesy flag to mark the visit of a dignitary will be made only after consulting the appropriate protocol officer responsible for coordinating the visit.
- (c) Flag Protocols and Configuration
- i. The following outlines the Order of Precedence to be usually flown at Town Facilities:
 - (A) Flags Flown Permanently at Town Hall:

From left to right: K'ómoks First Nation, Provincial Flag;
National Flag; Town Flag

(B) Flags Appearing Permanently in Council Chambers, Town Hall:
From left to right: Provincial Flag, Town Flag, National Flag

- ii. Only one flag shall be flown per pole.
- iii. Where there are only two flagpoles the Provincial Flag and the Town Flag shall be flown.
- iv. Where there is only one flagpole, the Town Flag shall be flown.

6 PROCEDURES

6.01 Flying of Flags on the Community Flagpole:

- (a) The Community Flagpole at the Town Hall shall be used for Community Flag Raisings.
- (b) The Town will endeavour to fly Community Flags as scheduled; however, civic uses and emergencies take precedence.
- (c) Community Flags shall be hung for a maximum of seven (7) days.
- (d) Application for Flag Raising shall be made in writing to the Corporate Services Department using the prescribed form of application and shall be submitted at least four (4) weeks prior to the date of recognition.
- (e) The Corporate Services Department shall review all applications to determine consistency with this Policy, and requests consistent with this policy, shall be provided to Council for consideration.
- (f) Notices of Council's decision shall be communicated to all applicants, posted on the Town Website and shared to the Town's social media channels.
- (g) A record shall be maintained of all Flag Raising requests received that shall include when the request was received, whether the request was granted or denied, and the dates the Community Flag was flown.

6.02 Half-mast Procedures

- (a) All flags flown together at Town Facilities shall be flown at Half-mast together.
- (b) In the case of a national or provincial official, flags flown at Half-mast shall be for the duration established by the appropriate federal or provincial protocol offices.
- (c) In the case of other persons, flags will be flown at Half-mast for a maximum of five business days from the date the notice of death is received.
- (d) A flag is brought to the Half-mast position by first raising the flag to the top of the mast, and then immediately lowering it, slowly to the Half-mast position.

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Government of Canada – [Position of honour of the National Flag of Canada - Canada.ca](https://www24.international.gc.ca/flags-drapeaux/position-honneur-the-national-flag-of-canada-canada-ca.aspx)

	FLAG RAISINGS AND FLAG PROTOCOL POLICY	POLICY AND PROCEDURES MANUAL	
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Amendment Date	Section Amended or Description of Amendment	Resolution Number
Dec 16, 2020	CCL 058.00 - Policy established as Flag Raisings and Flag Protocol Policy.	2020.426
May 18, 2022	CCL 058.01 - Policy renamed to Flag Protocol Policy and community flag raising policy and procedures moved to Community Event Recognition Policy CCL-059.	2022.194
August 7, 2024	CCL 058.02 - Community flag raising requests moved back to Flag Protocol Policy as proclamation and building light-up requests deleted from Community Event Recognition Policy CCL-059. September 30 added to half-masting policy in s. 5.02(a)(ii). CCL-059 recommended for discontinuance.	2024.297
Nov 6, 2024	CCL 058.03 – Policy for community flag raising requests updated to include an automatically approved list, and process established for all other requests – s. 5.01(a) & (b). Section 6.02(c) changed to five business days.	2024.395
May 7, 2025	CCL-058.04 - Update the policy by removing the Mayors discretionary flag-lowering for any deaths not listed in the policy and add that the Town will instead follow guidance from the federal Department of Canadian Heritage.	2025.190
	CCL-058.05 – Policy updated to define the K'ómoks First Nation flag and assign it to the flagpole left of the BC flag.	

August 13, 2025

LOG: 25-346	REFER:	AGENDA: RCM 03Sep25
FILE: 0114-20-6	ACTION: MR	

File: 3900-02

Via email: russwurm@comox.ca

File: 0114-20-601

Copies: Council
JW/SA/SR/CD/

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

RECEIVED

August 13, 2025

Attention: Ms. Shelly Russwurm, Director of Corporate Services **TOWN OF COMOX**

Dear Ms. Russwurm:

**Re: Bylaw No. 883 being "Comox Valley Sports Track and Fields Service
Conversion Bylaw 2353, Amendment No. 2"**

The Comox Valley Regional District (CVRD) Board, at its meeting of August 12, 2025, gave three readings to Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" (attached). The intent of the bylaw is to add the Village of Cumberland as a participant to the service.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the participants in the service, being the Directors for Electoral Areas A, B and C, the City of Courtenay, the Town of Comox and the Village of Cumberland.

In light of the above, the board requests your council to consent to the bylaw amendment under section 349 of the *Local Government Act* by considering the following resolution:

THAT the Town of Comox consent to the adoption of Comox Valley Regional District Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" under section 349 of the *Local Government Act*.

By way of background information, please find attached the staff report dated July 24, 2025 that was considered by the Comox Valley Recreation Commission at its July 29, 2025 meeting.

In order to proceed in a timely manner, we would appreciate a response by September 12, 2025. If you have any questions, please contact me at 250-334-6052 or via email at ldennis@comoxvalleyrd.ca.

We look forward to hearing from you at your earliest convenience.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Attachments: Bylaw No. 883 at third reading
 Staff report dated July 24, 2025

COMOX VALLEY REGIONAL DISTRICT
BYLAW NO. 883

WHEREAS the Board of the Regional District of Comox-Strathcona adopted Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" on the 30th day of July, 2001;

AND WHEREAS the Board wishes to amend the bylaw to add the Village of Cumberland as a participant in the service;

AND WHEREAS pursuant to the *Local Government Act* (RSBC, 2015, c.1), at least two-thirds of the participants have given consent on behalf of the electors to the adoption of this bylaw;

AND WHEREAS pursuant to the *Local Government Act* (RSBC, 2015, c.1), the approval of the Inspector of Municipalities has been obtained;

NOW THEREFORE the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 2353 being "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" is hereby amended as follows:

- a) Replacing Section 1 which reads:

1. **Service**

- The service established by this Bylaw is the Comox Valley Sports Track and Fields Service for the purpose of providing for the funding for the maintenance and capital costs of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C'.

- with the following:

1. **Service**

- The service established by this bylaw is the Comox Valley Sports Track and Fields Service for the purpose of providing for the funding for the maintenance and capital costs of the all-weather sports track and sports playing fields in the City of Courtenay, the Town of Comox, the

Village of Cumberland, the Baynes Sound portion of Electoral Area A (excluding Denman and Hornby Islands) and Electoral Areas B and C.

b) Replacing Section 2 which reads:

2. Boundaries

The boundaries of the Service Area are the Corporation of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C'.

with the following:

2. Boundaries

The boundaries of the Service Area are the City of Courtenay, the Town of Comox, the Village of Cumberland, the Baynes Sound portion of Electoral Area A (excluding Denman and Hornby Islands) and Electoral Areas B and C.

c) Replacing Section 3 which reads:

3. Participating Areas

The participating areas are the Corporation of the City of Courtenay, the Town of Comox, Electoral Areas 'A', 'B' and 'C'.

with the following:

3. Participating Areas

The participating areas are the City of Courtenay, the Town of Comox, the Village of Cumberland, the Baynes Sound portion of Electoral Area A (excluding Denman and Hornby Islands) and Electoral Areas B and C.

Effective Date

2. This bylaw comes into effect January 1, 2026.

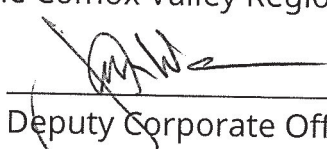
Citation

This Bylaw may be cited for all purposes as "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2".

Read a first and second time this 12th day of August 2025.

Read a third time this 12th day of August 2025.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" as read a third time by the Board of the Comox Valley Regional District on the 12th day of August, 2025.


Deputy Corporate Officer

Electoral Area A Director written consent obtained this	day of	2025.
Electoral Area B Director written consent obtained this	day of	2025.
Electoral Area C Director written consent obtained this	day of	2025.
City of Courtenay Council resolution given this	day of	2025.
Town of Comox Council resolution given this	day of	2025.
Village of Cumberland Council resolution given this	day of	2025.
Approved by the Inspector of Municipalities this	day of	2025.
Adopted this	day of	2025.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" as adopted by the Board of the Comox Valley Regional District on the xx day of xxx 2025.

Corporate Officer

DATE: July 24, 2025**FILE:** 7910-01**TO:** Chair and Directors
Comox Valley Recreation CommissionSupported by James Warren
Chief Administrative Officer**FROM:** James Warren
Chief Administrative Officer***J. Warren*****RE:** **Approval to add the Village of Cumberland as a participant to Service 601 Track and Fields****Purpose**

To provide an update on the request to the Village of Cumberland to contribute to Service 601 Comox Valley Track and Fields.

Recommendation from the Chief Administrative Officer:

THAT staff be directed to prepare an amendment to Bylaw No. 2353 being, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" to include the Village of Cumberland as a participant in the Comox Valley Track and Fields Service starting in 2026;

AND FURTHER THAT participating area approval for the amending bylaw be sought by way of consent of the service participants.

Executive Summary

The Service 601 Comox Valley Track and Fields (the Service) provides funding for the maintenance and capital costs of the 400-metre track and sports playing fields. Participants of this service are the City of Courtenay, Town of Comox, Part of Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C), but does not currently include the Village of Cumberland.

Following the development of the Sports Fields Strategy and Recreation Strategic Plan in 2023, several regional initiatives have advanced, including the pending construction of a new artificial turf field and the development of a regional Sports Fields Allocation Policy, fee structure and booking system (led by the City of Courtenay) is underway.

A further regional priority includes development of a playing field amenities investment plan to identify and fund potential upgrades throughout the Comox Valley. If Cumberland were a partner in these initiatives, this would support full regional collaboration.

At the Commission's direction, a letter was sent to Cumberland on September 29, 2023 requesting consideration of joining the Service. Cumberland initially declined to join the Service but was open to exploring other options to contribute to it. Cumberland has since reconsidered this decision and has requested to join the service as a full participant starting in 2026 (Appendix A).

Prepared by:

T. Morgan

Trish Morgan
Assistant Sr Manager of
Recreation Services

Concurrence:

D. DeMarzo

Doug DeMarzo
General Manager of
Community Services

Government and Community Interests Distribution (Upon Agenda Publication)

Village of Cumberland	✓
City of Courtenay	✓
Town of Comox	✓

Background/Current Situation

On March 21, 2023, the Comox Valley Recreation Commission (the Commission) adopted a new Recreation Strategic Plan.

In 2023, the Sports Field strategy was completed and includes several recommendations:

- Improve existing grass fields and addition of amenities;
- Construction of a new artificial turf field;
- Development of a region-wide allocation policy and booking system led by the City Of Courtenay; and
- Inviting Cumberland into the service.

Cumberland joining/contributing to the service will further support regional collaboration to provide the best possible user experiences and maximize efficiency across the sport field system.

As the Service is “regional in nature,” all residents across the Comox Valley have the opportunity to receive value from the Service. Incorporating Cumberland as a participant will spread the costs over a larger tax base, reducing the overall cost

per household. It will also ensure that all communities in the Comox Valley are financially supporting the Service on behalf of their constituents who may utilize the Service.

At the Commission's direction, a letter was sent to Cumberland on September 29, 2023 requesting consideration of joining the Service. Following a presentation to the Cumberland Council on October 30, 2023, Cumberland declined to join the Service at this time and expressed an interest in working with the Comox Valley Regional District on a service agreement whereby Cumberland would contribute financially to the service and potentially join the Service in the future.

Cumberland has since reconsidered this decision and has requested to join the service as a full participant starting in 2026 (Appendix A).

Should an amending bylaw proceed to the Board for three readings, the bylaw will then be forwarded to the service participants for their consent to adopt the bylaw. Once the consent of at least two-thirds of the participants is obtained, the bylaw can be forwarded to the Inspector of Municipalities for approval prior to adoption.

Options

- 1) THAT staff be directed to prepare an amendment to Bylaw No. 2353 being, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001" to include the Village of Cumberland as a participant in the Comox Valley Track and Fields Service starting in 2026.
- 2) THAT the Comox Valley Recreation Commission not proceed with directing an amendment to Bylaw No. 2353 being, "Comox Valley Sports Track and Fields Service Conversion Bylaw No. 2353, 2001", to include the Village of Cumberland as a participant in the service starting in 2026.

Staff recommend Option 1.

Financial Factors

Currently, the maximum tax rate for the Service is \$0.04/\$1,000 of property assessed value on land and improvements. In 2025, the residential property tax rate was \$0.0351/\$1,000.

Based on the 2025 Financial Plan the estimated tax rate for 2026 to 2029 is \$0.0260/\$1,000, which will be further reduced if Cumberland joins the service.

The table below shows the apportionment of costs under the current 2025-2029 requisition of \$986,000 with and without Cumberland's contribution:

Without Cumberland			With Cumberland		
Area	Apportionment		Area	Apportionment	
Baynes Sound	10.06%	\$99,263	Baynes Sound	9.48%	\$93,489
Area B	12.65%	\$124,631	Area B	11.90%	\$117,380
Area C	15.65%	\$154,321	Area C	14.74%	\$145,343
Comox	19.75%	\$194,774	Comox	18.60%	\$183,442
Courtenay	41.89%	\$413,011	Courtenay	39.45%	\$388,984
2025 Requisition			2025 Requisition		
\$986,000			\$986,000		
2025 Tax Rate			2025 Est. Tax Rate		
\$0.0351/\$1,000			\$0.0331/\$1,000		
Average on \$865,000 home			Average on \$865,000 home		
\$30.39/year			\$28.62/year		

Strategic Considerations - Strategic Drivers							
Fiscal Responsibility	✓	Climate Crisis and Environmental Stewardship and Protection	Community Partnerships	✓	Indigenous Relations	Accessibility, Diversity, Equity, and Inclusion	✓

- **Fiscal Responsibility:** The inclusion of Cumberland in the Service beginning in 2026 will expand the tax base, reducing the cost per household and ensuring that all users contribute to the maintenance and development of regional sports fields. Strategic investments—such as the artificial turf field and amenities plan—are being prioritized to maximize long-term value and efficiency.
- **Community Partnerships:** The Service fosters collaboration among multiple jurisdictions, including Courtenay, Comox, and Electoral Areas A, B, and C. Cumberland's decision to join the Service strengthens regional unity and demonstrates a shared commitment to delivering high-quality recreational infrastructure through cooperative governance.
- **Accessibility, Diversity, Equity, and Inclusion:** By developing a region-wide allocation policy, fee structure, and booking system, the CVRD is working to ensure fair and equitable access to sports fields for all residents. The expansion of amenities and inclusion of all communities, including Cumberland, supports a more inclusive and accessible recreation system across the Comox Valley.

Strategic Considerations - Regional Growth Strategy Goals							
Housing		Ecosystems, Natural Areas, and Parks		Local economic development		Transportation	
Infrastructure	✓	Food Systems		Public Health and Safety	✓	Climate Change	

- Infrastructure: Provide affordable, effective, and efficient infrastructure that conserves land, water and energy resourced by utilizing land that is already used for playing fields.
- Public health and safety: Support a high quality of life through the protection and enhancement of community health, safety and well-being through leisure and recreation.

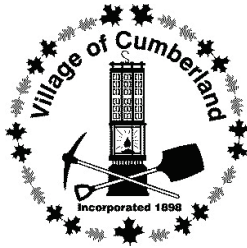
Intergovernmental Factors

Recreation staff have been working with municipal partners and Comox Valley Schools on the initiatives identified in the Recreation Strategic Plan and/or the Sports Fields Strategy. A significant amount of work was undertaken to help inform Cumberland of the benefits and considerations of joining the service.

Citizen/Public Relations

CVRD staff are available to support Cumberland with any information they may need to develop messaging for their community on joining the service.

Attachments: Appendix A – Cumberland confirmation of participation in service
Appendix B – April 25, 2024 Staff report: Cumberland Participation
in Track and Fields Services Function Update



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, B.C.
V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321

File No. 0400-61

July 17 2025

By email: administration@comoxvalleyrd.ca

James Warren, Chief Administrative Officer
Comox Valley Regional District
770 Harmston Avenue
Courtenay BC V9N 0G8

Dear James,

Re: Invite to Participate – Comox Valley Track and Fields Service

Please be advised that in response to Chair McCollum's letter of September 29, 2023 inviting the Village to participate in the regional Track and Fields Service, the Council of the Village of Cumberland adopted the following motion at its meeting on July 14, 2025:

THAT Council confirm interest to the Comox Valley Regional District for the Village of Cumberland to join the Comox Valley Track and Fields Service, Functions 601 to 603, as a full participant.

Thank you for the opportunity for Council to reconsider the Village's participation in this service. Council members look forward to the opportunity to participate in the governance for these important community facilities.

Please contact Ryan Parton, Manager of Recreation and Culture at rparton@cumberland.ca if you have any questions. We look forward to receiving further information on the process for formal consent to participate in the service.

Sincerely,

Rachel Parker
Corporate Officer

Cc: Ryan Parton, Manager of Recreation and Culture, Village of Cumberland
Kevin McPhedran, Director of Community Services, Village of Cumberland
Trish Morgan, Assistant Senior Manager of Recreation Services, CVRD

DATE: April 25, 2024

FILE: 7910-01

TO: Chair and Members
 Comox Valley Recreation Commission

Supported by James Warren
 Chief Administrative Officer

FROM: James Warren
 Chief Administrative Officer

J. Warren

RE: Cumberland Participation in Track and Fields Services Function Update

Purpose

To provide an update on the request to the Village of Cumberland (Cumberland) to contribute to Function 601 Comox Valley Track and Fields Service (Service).

Recommendation from the Chief Administrative Officer:

THAT staff be directed to work with the Village of Cumberland to develop a service agreement as an alternative to joining Function 601 Comox Valley Track and Fields Service.

Executive Summary

The Service provides funding for the maintenance and capital costs of the all-weather track and sports playing fields. Participants of this service are the City of Courtenay, Town of Comox, Part of Baynes Sound – Denman/Hornby Islands (Electoral Area A), Lazo North (Electoral Area B), and Puntledge – Black Creek (Electoral Area C).

In 2023 the Sports Field strategy was completed and includes several recommendations:

- Improve existing grass fields and addition of amenities;
- Construction of a new artificial turf field;
- Development of a region-wide allocation policy and booking system; and
- Inviting Cumberland into the service.

Cumberland joining/contributing to the service will further support regional collaboration to provide the best possible user experiences and maximize efficiency across the sport field system.

Staff Report – Cumberland Participation in Track and Fields Services Function Update Page 2

On March 21, 2023, the Comox Valley Recreation Commission (Commission) adopted a new Recreation Strategic Plan. Several initiatives were identified for further examination including the immediate priority of constructing a new artificial turf field at G.P. Vanier Secondary School. A second immediate priority is to develop a playing field amenities investment plan to identify and plan for field and amenity upgrades throughout the Comox Valley. Further, the City of Courtenay is leading the development of a regional Sports Fields Allocation Policy, fee structure and booking system. If Cumberland was a partner to, this would support full regional collaboration.

As the Service is “regional in nature”, all residents across the Comox Valley have the opportunity to receive value from the Service. Incorporating Cumberland as a participant will spread the costs over a larger tax base; reducing overall cost per household. It will also ensure that all communities in the Comox Valley are financially supporting the Service on behalf of their constituents who may utilize the Service.

At the Commissions direction a letter was sent to Cumberland on September 29, 2023 requesting consideration of joining the Service. Following a presentation to the Cumberland Council on October 30, 2023, Cumberland declined to join the Service at this time and expressed an interest in working with the Comox Valley Regional District on a service agreement whereby Cumberland would contribute financially to the service, and potentially join the Service in the future (Appendix A).

The table below shows the apportionment of costs under the current 2024-28 requisition of \$986,000 with and without Cumberland’s contribution:

Without Cumberland		
Area	Apportionment	
Baynes Sound	10.3%	\$102,249
Area B	12.7%	\$125,309
Area C	15.9%	\$156,289
Comox	19.5%	\$192,289
Courtenay	41.5%	\$409,585
2024 Requisition		\$986,000
Est. Tax Rate		\$0.0360/\$1,000
Average on \$800,000 home		\$28.80/year

With Cumberland		
Area	Apportionment	
Baynes Sound	9.7%	\$95,981
Area B	11.9%	\$117,628
Area C	14.9%	\$146,709
Comox	18.5%	\$182,094
Courtenay	39.2%	\$386,654
Cumberland	5.8%	\$56,934
2024 Requisition		\$986,000
2024 Est. Tax Rate		\$0.0340/1,000
Average on \$800,000 home		\$27.20/year

Staff Report – Cumberland Participation in Track and Fields Services Function Update Page 3

Prepared by:

Concurrence:

Concurrence:

T. Morgan***J. Zbinden******D. DeMarzo***

Trish Morgan
Assistant Senior Manager
of Recreation Services

Jennifer Zbinden
Senior Manager of
Recreation Services

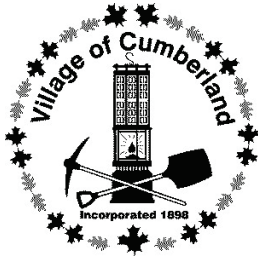
Doug DeMarzo
General Manager of
Community Services

Government and Community Interests Distribution (Upon Agenda Publication)

Village of Cumberland	✓
City of Courtenay	✓
Town of Comox	✓

Attachments:

Appendix A – Cumberland Response to Participate in the Track and Fields Service



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

November 30, 2023

File No. 0400-61/7700

By email: administration@comoxvalleyrd.ca

Melanie McCollum, Chair
Comox Valley Recreation Commission
770 Harmston Avenue
Courtenay, BC V9N 0G8

Rec'd: 20231201
File: 1700-02
Directors Site
JWarren
JMartens
LWiwcharuk
DDeMarzo
JZbinden

Dear Chair McCollum,

Thank you for your letter of September 29, 2023 inviting the Village of Cumberland to participate in the regional track and fields service.

Members of Council are certainly supportive of joining the existing service in order to contribute Cumberland's share for maintenance of the existing playing fields, Sports Centre track and field, and existing all weather turf field. Council is also keen to participate in the joint booking system. However members expressed a number of concerns about the recommendations of the Sports Field Study and the recent decision to fund the debt for a new artificial turf over a five year period, which would result in a tax increase of approximately \$50 per year to an average single family home to fund this project.

The Council has recently concluded its five year financial planning process and many projects and programs were left unfunded, and as such Council members found it difficult to approve funding for a new artificial turf field when other important local projects have been postponed and cut in order to be fiscally responsible to Village taxpayers.

I would like to thank the Recreation Commission for its work on the 2023 Sports Field Study, and I would encourage the Commission to consider a more cost-effective and environmentally sound way to provide field services to the community. The value of the service to provide field facilities for the greater health of our residents is recognized by the Village, as is the fact that many Cumberland residents participate in regional sports that use the facilities offered by the service. However, the short timeline for this decision provided little time for the Village to consult with Cumberland residents on such a significant tax increase and its value in relation to local recreational priorities.

To this end, Council has directed Village staff to work with the Comox Valley Regional District to work towards a service agreement whereby the Village would make a financial contribution to the service potentially for 2024 and further years with the option to participate in the service in a year following the contract end.

Yours sincerely,



Vickey Brown
Mayor

- c. Michelle Mason, Chief Administrative Officer
Ryan Parton, Acting Manager of Parks and Recreation
James Warren, Chief Administrative Officer, Comox Valley Regional District

Town of Comox – Administration

Subject: FW: Winter Shelter Strategy Update	LOG: 25-351	REFER:	AGENDA: RCM 03SEP25
	FILE: 5040-20-0	ACTION: MR	

From: Isha Matous-Gibbs (Urban Matters) <isha.matousgibbs@urbanmatters.ca>

Sent: August 22, 2025 2:26 PM

To: Kevin McPhedran <kmcphehdan@cumberland.ca>; Garbutt, Geoff <ggarbutt@courtenay.ca>; Lisa Kilpatrick <lkilpatrick@comoxvalleyrd.ca>; Cari McIntyre <cmcintyre@comoxvalleyrd.ca>; Jordan Wall <jwall@comox.ca>

Cc: Saunders, Susie <ssaunders@courtenay.ca>

Subject: Winter Shelter Strategy Update

Warning This E-Mail originated from outside The Town of Comox. *Please open with Caution*

Hello everyone,
I hope you are all having a great summer.

This email is to provide an update on the Winter Shelter Strategy.

RECEIVED

Aug 25, 2025

TOWN OF COMOX

Progress paused over summer as the focus turned to a multitude of other things. One of those things was considering an application for a Temporary User Permit for sheltering at 971 Cumberland Road. On July 16th, Council gave authority to Lookout Housing and Health Society to apply for a Temporary User Permit for 971 Cumberland Road. The process is expected to happen over the coming month. BC Housing has also confirmed that there is funding for a Temporary Winter Shelter assigned to Courtenay if a site can be secured. We cannot presume that this TUP will be approved, but it is great to see this being considered.

We have prepared a background/ technical document that supplements the Winter Shelter Strategy. We have some revisions to complete and will circulate a draft as soon as possible. I do want to share some KEY FINDINGS in the meantime.

KEY FINDINGS AND DRAFT RECOMMENDATION

One of the biggest barriers to securing a location for sheltering is zoning. The requirement that there be amendments to zoning bylaws or a public process to provide a Temporary Use Permit is an added procedural step to acquiring a location. This has an impact on securing a site in a variety of ways:

- The process takes time, money, expertise, and resources that most non-profits do not have. Even where there is expertise, this is unpaid work with little to no chance for recouping costs. The process takes away from non-profits ability to focus on providing the services they do best.
- This process delays securing a site. If a non-profit wishes to enter into a lease for a site, this generally requires an immediate commitment. To hold a site for sheltering use then requires the upfront payment and commitment to a lease, followed immediately by a request that the land-owner submit a re-zoning or TUP application. There is no guarantee that this will be approved and non-profits face significant financial risk by putting out non-recoupable payments for a lease.
- These processes require public processes that open debate about the general issues of homelessness, rather than focusing on dialogue with neighbors and the community about how to support and integrate shelter services.

These points will be further articulated in the background document, but as everyone is required to update their OCP this fall, I wanted to get the draft recommendation on zoning out to you as soon as possible.

Draft Recommendation: Zoning for Sheltering

It is my recommendation that each community consider including a policy related to the location of homelessness services in their OCP, AND to ensure that homelessness sheltering and services are included in at least one zone in the Zoning Bylaw.

There is language in the Kelowna OCP that could be used as an example below. They have not yet added the definition into their Zoning Bylaw but at least this is a starting point.

Kelowna OCP

Objective 4.2: Foster more inclusive and socially connected Urban Centres.

- *Policy 4.2.2. Safety Net Supports and Services.* Recognize Urban Centres as key locations for safety net supports and services, such as shelters and services that support them, for people experiencing homelessness. Recognize that shelters are used by a diversity of people with different needs such as women fleeing violence, youth and adults. Ensure information is provided to the community to foster positive relationships and promote acceptance for these supports, services and the citizens that are using them.

Objective 5.4: Strategically locate community services to foster greater inclusion and social connections in the Core Area.

- *Policy 5.4.2 Safety Net Supports and Services.* Allow safety net supports and services in the Core Area for people experiencing homelessness. Safety net supports and services include, but are not limited to, shelters and the supports associated with the shelter. Recognize that shelters are used by a diversity of people with different needs such as women fleeing violence, youth and adults. Ensure information is provided to the community to foster positive relationships and promote acceptance for these supports, services and the citizens that are using them.

Action associated 4.2.2 & 5.4.2: Establish location criteria for shelters and safety net supports for people experiencing homelessness.

I am happy to discuss this further with any of you, or to arrange a meeting to discuss as a group.

Winter Shelter Strategy Timeline and Process

Below is a general update on planned work to complete the plan.

Timeline:

- Background document draft circulated to you in August/ early September.
- Engagement occurring in September.
- Draft recommendations prepared and circulated for review September/ October.
- Strategy to be written in October.

Engagement plan:

- **Conversation with People with Lived and Living Experience:** Two focus groups with people who are currently unhoused. These will be focused on what kinds of services and supports are needed during the winter season.

- **Conversation with residents in areas where shelter services are provided:** two focus groups with people who have or do reside near sites that have been used for shelters. These focus groups plan to focus on what supports or hinders the integration of a shelter into community.
- **Winter Shelter Working Group:** A facilitated conversation with the Winter Shelter Working Group to review and validate key findings we have captured in a background document, and to articulate a vision for the future.

I hope this is useful and I look forward to connecting over the coming months.

Isha Matous-Gibbs (*she/her/they/them*)

Social Health and Wellness Planner

urban
matters

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Courtenay, BC V9N3P6

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Town of Comox – Administration**RECEIVED**

Subject: FW: Request for letter of request
Attachments: Comox Letter of Support.docx

Aug 26, 2025

TOWN OF COMOX**From:** admin@ssnvi.ca <admin@ssnvi.ca>**Sent:** August 26, 2025 8:37 AM**To:** council <council@comox.ca>**Subject:** Request for letter of request

LOG: 25-354	REFER:	AGENDA:
FILE: 1230-20-2	ACTION: MR	RCM 03SEP25

Dear Mayor and Town Council Members,

Senior Support North Vancouver Island is applying for the Government of Canada's New Horizons for Seniors Program grant. We would like to kindly ask the Town of Comox to sign a letter of support for the application. (Please find attached a draft letter of support).

Warm Regards,
 Christopher Bate (they/them)
 Executive Director
admin@ssnvi.ca
www.ssnvi.ca
 250-871-5940



Senior Support
 North Vancouver Island

Senior Support North Vancouver Island acknowledges that its community services are provided on the unceded traditional territories of the Wei Wai Kum First Nation, the Wei Wai Kai Nation, and the K'omoks First Nation.

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August 21, 2025

Employment and Social Development Canada (ESDC)
New Horizons for Seniors Program (NHSP)
Western Canada and Territories Region
270-220 4th Avenue SE
Calgary, AB
T2G 4X3

Re: Support for the New Horizons for Seniors Program Grant Application for Intergenerational Initiatives in Comox

To Whom It May Concern:

On behalf of the Town of Comox, I would like to strongly support the organization, Senior Support North Vancouver Island (SSNVI), in their application for funding from the New Horizons for Seniors Program (NHSP) for intergenerational programming in Comox, BC.

The positive outcomes of fostering relationships between seniors and children are profound and well-studied. The quality of life of seniors is enhanced because intergenerational friendships provide social engagement, skills sharing, and emotional support. The power of relationships across generations cultivates empathy and reduces ageism – and connections such as this lead to the betterment of our community. We witnessed these results firsthand when we partnered together to host the first Intergenerational Day at the Comox marina on June 1, 2024. The Town of Comox has also supported their intergenerational initiatives from September 2024 to March 2025 by providing a room at the Comox Recreation Centre where seniors and children met weekly from 1-3pm on Wednesdays to interact together through art activities, reading, music, and games.

Interestingly, the Town of Comox is unique in its population breakdown because people aged 65+ in the Valley make up 28% of the region, increasing to 30% over the next decade (7% higher than the projected national average). Not only would Comox benefit from more programming for seniors, an intergenerational focus aligns with Comox's Official Community Plan and commitment to an Age-Friendly community.

We are pleased SSNVI's mandate to provide emotional support to decrease the isolation of seniors as well as offer a variety of support services such as transportation, housing, information and education issues and resources to prevent elder abuse and fraud all coincide with the Town's aspiration for more senior support. Most of the services at SSNVI are provided to seniors from screened and trained volunteers, most of whom are seniors themselves.

Specifically, NHSP funding would address the needs and emotional well-being of seniors by implementing weekly activities in retirement residences in Comox with a diverse group of seniors (from groups such as SSNVI, MIKI'SIW Métis Association, retirement homes, the general public, etc.) partnered with pre-school groups. Having the same pre-school group meeting the same senior group each week will foster a relationship based on connectivity.

I enthusiastically support SSNVI's request for NHSP funding because this unique, senior led intergenerational programming, would maintain a sense of purpose and belonging for seniors

in Comox, while at the same time, allowing younger participants to gain valuable insights from their elders. I applaud SSNVI's objectives to reach out to our most vulnerable seniors to foster a cohesive and vibrant community that empowers seniors and encourages their active participation for healthy aging in Comox.

Sincerely,

Nicole Minions
Mayor, Town of Comox
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Comox, BC
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council@comox.ca

Steve Blacklock
Councillor, Town of Comox

Ken Grant
Councillor, Town of Comox

Chris Haslett
Councillor, Town of Comox

Dr. Jonathan Kerr
Councillor, Town of Comox

Jenn Meilleur
Councillor, Town of Comox

Maureen Swift
Councillor, Town of Comox