



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