



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday October 1, 2025

Present: Acting Mayor J. Meilleur
Councillors N. Minions (electronically), S. Blacklock (electronically), K. Grant, C. Haslett,
J. Kerr, 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.

Shelly Russwurm, Corporate Officer, called the meeting to order. Acting Mayor Meilleur 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:

a. Appointment of Chair

Appointment of Chair

THAT Council appoint Councillor Meilleur as the Alternate Acting Mayor to Chair the October 1, 2025, Regular Council Meeting in the absence of the Mayor and Acting Mayor attending in person.

(2025.352) -- CARRIED

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

Adoption of Agenda

THAT the October 1, 2025, Regular Council Meeting agenda be Adopted.

(2025.353) -- CARRIED

3. COUNCIL RECOGNITION:

a. Council Recognition (Nautical Days Festival): Recognition for David Stevenson and Paul Baal

Council Recognition

Council recognized Dave and Paul for their significant contributions to the Nautical Days Festival, highlighting their leadership in logistics, volunteer coordination, and the arts and crafts section. Council and the community expressed appreciation for their dedication, teamwork, and the lasting impact of their efforts.

3.1 DELEGATIONS:

- a. **Bridget Meagher, Branch Assistant (Comox Strathcona Waste Management Services, Comox Valley Regional District): Solid Waste Management Plan**

Delegation - CVRD Solid Waste Management Plan

Council received a presentation from the Comox Strathcona Waste Management team on the renewal of the regional Solid Waste Management Plan. The update outlined progress on Step 3, including evaluation of strategies and actions for waste reduction, associated costs, and opportunities for public input through surveys and community engagement.

- b. **Shawn Vincent (Simba Investments Ltd.): Rezoning Properties and Stormwater Management Bylaw**

Delegation - Shawn Vincent (Simba Investments)

The delegate representing Simba Investments Ltd. provided an overview on 1000 Pritchard, 1603 Brighton and 1194 Pritchard.

- c. **Rachel Ricard (Seymour Pacific Homes): 2123 Hector Road**

Delegation - Rachel Ricard (Seymour Pacific Homes)

Council received a presentation on the rezoning and development permit applications for 2123 Hector Road, proposing a townhouse development (Glacier Reach Townhomes) on a 4.9 ha site.

- d. **Martha Gerow & Jasper Sky (Neighbourhood Committee #1 of Comox Community Homeowners): Key concerns facing extreme developments at 1946/50 Comox Ave**

Delegation - Buena Vista Neighbourhood Committee

Martha Gerow, on behalf of the Buena Vista Neighbourhood Committee, presented documents regarding housing and tree protection at 1946–1950 Comox Avenue, emphasizing the need for affordable housing and preservation of the site's mature tree canopy.

4. ADOPTION OF MINUTES:

- a. **Adoption of Minutes**

Adoption of Minutes

1. *THAT the Minutes of the Regular Council Meeting, held in Council Chambers on Wednesday, September 3, 2025, be Adopted.*

(2025.354) -- CARRIED

2. *THAT the Minutes of the Special Council Meeting, held in Council Chambers on Wednesday, September 10, 2025, be Adopted.*

(2025.355) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

- a. **Nautical Days Festival Committee Meeting Minutes (August 27, 2025)**

Nautical Days Festival Committee Minutes

That the Minutes of the Nautical Days Festival Committee Meeting, held in Council Chambers on Wednesday August 27, 2025, be Received.

(2025.356) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Festival Producer - 2026 Festival Agreement

**Festival Producer - 2026
Festival Agreement**

THAT Mark Berge be offered the opportunity to extend his agreement with the Town to coordinate the 2026 Nautical Days Festival.

(2025.357) -- CARRIED

b. Strategic Planning Committee Meeting Minutes (September 10, 2025)

**Strategic Planning
Committee Meeting Minutes**

THAT the Minutes of the Strategic Planning Committee Meeting, held September 10, 2025, be Received.

(2025.358) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Official Community Plan Update

**Official Community Plan
Update**

THAT Council supports, in principle, the Draft Development Permit Area Guidelines as presented in Attachment A of the September 5, 2025 report from the Director of Development Services titled Development Permit Areas.

(2025.359) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

Council received the following Consent Agenda items for information:

1. Bev Karila: Weeds & Fire Hazard - Private Property
 2. Jenna Craib: Point Holmes
 3. Will Cole-Hamilton, Chair (Comox Valley Regional District Board): Response to Comox GIA Policy Amendment Letter
 4. Andrena Koch-Schulte, Realtor (CV Real Estate Group): Allowing Modular Homes within Town Boundaries
 5. Ted Brooks: Sewer Line Project
 6. Marie Jacobs: Development in the Comox Valley
 7. Dennis Spong (Birdie Box Indoor Golf Simulator): Mobile Golf Simulator Proposal
 8. Cathy Peters, BC anti human trafficking educator, speaker, advocate (beamazingcampaign.org): 3 Asks to Stop Child Sex Trafficking in BC
 9. Rachel Mendel: Crosswalk Request for the Intersection of MacDonald and Lancaster
 10. Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Oct 16, 2025 - RSVP by Oct 6
 11. Anne MacNicoll: Manor Drive & Place Construction
 12. Ruby Johnson: Indoor Water Walking Pool for the Comox Valley
 13. Ambrose Yung, Registrar (Youth Parliament of BC Alumni Society): 97th Parliament Promotion
 14. Helen Stefiuk & Heather Tobe (Comox Valley Potters Club): Request for Advocacy to Find Meeting Space
 15. John Ayearst: Lancaster Park Changes
1. *THAT Item 4. (Andrena Koch-Schulte, Realtor (CV Real Estate Group): Allowing Modular Homes within Town Boundaries) be removed from the consent agenda for discussion.*
(2025.360) -- CARRIED
 2. *THAT Item 14. (Helen Stefiuk & Heather Tobe (Comox Valley Potters Club): Request for Advocacy to Find Meeting Space) be removed from the consent agenda for discussion.*
(2025.361) -- CARRIED
 3. *THAT Item 7. (Dennis Spong (Birdie Box Indoor Golf Simulator): Mobile Golf Simulator Proposal) be removed from the consent agenda for discussion.*
(2025.362) -- CARRIED

a. Consent Agenda

Consent Agenda

4. *THAT item 15. (John Ayearst: Lancaster Park Changes) be removed from the consent agenda for discussion.*

(2025.363) -- CARRIED

5. *THAT item 5. (Ted Brooks: Sewer Line Project) be removed from the consent agenda for discussion.*

(2025.364) -- CARRIED

6. *THAT Item 10. (Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Oct 16, 2025 - RSVP by Oct 6) be removed from the consent agenda for discussion.*

(2025.365) -- CARRIED

7. UNFINISHED BUSINESS:

a. Tanya Massa, Tourism Development Specialist (Experience Comox Valley): Revised CV Tourism Strategic Framework

Experience Comox Valley

Council referred a discussion of a Town Tourism Service and Commission to the Strategic Planning Committee meeting on October 8, 2025.

AT 6:18 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 7.(B) AS HIS PARTNER IS EMPLOYED WITH HABITAT FOR HUMANITY.

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

Habitat for Humanity

Council postponed consideration of Habitat for Humanity's request until the October 22, 2025, Regular Council Meeting.

AT 6:22 P.M. COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

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

Indigenous Women's Sharing Society

1. *THAT Council waives the Grant-in-Aid- Policy CCL-031.02 and approves the August 13, 2025 request from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, for a multi-year \$10,000 contribution toward implementing its 21 recommendations to improve community health and safety.*

AMENDING MOTION:

That the main motion be amended to limit funding to a single \$10,000 contribution in 2025.

(2025.366) -- CARRIED

[Opposed: Councillors CHaslett KGrant MSwift]

2. **MAIN MOTION AS AMENDED:**

THAT Council waives the Grant-in-Aid- Policy CCL-031.02 and approves the August 13, 2025 request from the Substance Use Strategy Collaborative, led by the Indigenous Women's Sharing Society, for a single \$10,000 contribution in 2025 toward implementing its 21 recommendations to improve community health and safety.

(2025.367) -- CARRIED

[Opposed: Councillors CHaslett KGrant MSwift]

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

Indigenous Women's Sharing Society

3. *THAT Grant-in-Aid Policy CCL-031.02 be referred to the October 22, 2025, Regular Council Meeting for discussion, with the intent to consider adding the Indigenous Women's Sharing Society to the list of approved groups for ongoing funding consideration.*

(2025.368) -- CARRIED

[Opposed: Councillors CHaslett KGrant MSwift]

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

CV Coalition to End Homelessness

The request from the Comox Valley Coalition to End Homelessness to amend the Zoning Bylaw to permit extreme weather response shelters was tabled until New Business Item 10(c).

e. 2123 Hector Road, RZ 24-3 and DP 25-5

2123 Hector Road, RZ 24-3 and DP 25-5

1. *THAT Zoning Amendment Bylaw No. 1850.48 be Adopted.*

(2025.369) -- CARRIED

2. *THAT Development Permit 25-5 be approved for Proposed Lot B, as shown on Attachment 1 (Plan of Proposed Subdivision) in the October 1, 2025, report from Development Services titled, "2123 Hector Road RZ 24-3 and DP 25-5"; AND FURTHER,*

THAT Staff issue the permit once the following conditions have been met:

a. Subdivision approval to create the Proposed Lot B.

b. Submission of an irrigation plan for the on-site landscaping that is acceptable to the Director of Development Services.

(2025.370) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS: NIL

10. NEW BUSINESS:

a. 2025 UBCM Grant - Community Emergency Preparedness Fund

Community Emergency Preparedness Fund

THAT Council support Comox Fire Rescue's application to the 2025 UBCM Community Emergency Preparedness Fund for \$30,000 to purchase specialized personal protective equipment (PPE) cleaning equipment, and confirm that, if the application is successful, the Town of Comox will provide overall grant management.

(2025.371) -- CARRIED

b. Development Application Procedure Update

**Development Application
Procedure Bylaw**

1. *THAT Council give First, Second and Third readings to Development Application Procedures Bylaw No. 2049.*

(2025.372) -- CARRIED

2. *THAT Council give First, Second and Third readings to Fees and Charges Amendment Bylaw No. 2016.09.*

(2025.373) -- CARRIED

3. *THAT Council give First, Second and Third readings to Comox Council Procedure Amendment Bylaw No. 1960.01.*

(2025.374) -- CARRIED

c. Extreme Weather Response Facilities

**Extreme Weather Response
Facilities**

THAT the Comox Valley Coalition to End Homelessness be encouraged to apply for a Temporary Use Permit once the permit regime is in place.

(2025.375) -- CARRIED

[Opposed: Councillor CHaslett]

d. Permissive Tax Exemption Bylaw - establishing 2026 - 2034 exemptions

Permissive Tax Bylaw

THAT Comox Permissive Tax Exemption Bylaw No. 2041 be given First, Second and Third readings.

(2025.376) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE: NIL

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

a. Councillor Blacklock

Councillor Blacklock advised of the upcoming Shells & Suds Trolley Tour through Downtown Comox, taking place on October 17 from 5:00 pm to 9:00 pm. Tickets are available on the Comox Business Improvement Association website.

b. Mayor Minions

Mayor Minions advised of the following:

-Invitations received from Ash Mandrella, Comox Valley Society for Diversity and Cultural Awareness, to attend the Diwali Festival of Lights on October 12.

-A meeting held with RCMP Inspector Scott Mercer regarding the regional service review for Cumberland, Courtenay, and Comox.

-Attendance at the Vancouver Island Regional Library Board AGM.

-Planning is underway among Town staff and organizations, including the Pearl Ellis Gallery, Comox Museum, and the library, for the Town's 80th Anniversary on January 14, 2026. A week-long event is being organized, with more information to be posted soon.

-Attendance at the UBCM Conference, including a meeting with the Minister of Water, Land and Resource Stewardship (a full report will follow at a future meeting).

c. Councillor Swift

Councillor Swift advised that she attended a Filberg Heritage Lodge & Park Association Board meeting and that preparations are underway for the winter event on November 22.

d. Councillor Haslett

Councillor Haslett advised of the following:

-Attendance at the UBCM Conference.

-Attendance at the North Island College for a discussion on their Strategic Plan

e. Councillor Kerr

Councillor Kerr advised of the following:

-North Island College opening ceremony for residences on September 19.

-Attendance at the UBCM Conference.

f. Councillor Grant

Councillor Grant attended various events as the Acting Mayor and advised of the following:

-Attendance at the Glacier View Lodge Walk on September 21.

-Attendance at the Courtenay Legion luncheon on September 22.

-Attendance at the Berwick Business after Business meeting on September 24.

-North Island 911 meeting.

g. Councillor Meilleur

Councillor Meilleur advised of the upcoming Lush Valley's Harvest Social on October 11 from 5:00 pm to 9:00 pm at the Florence Filberg Centre. Tickets are available on the Lush Valley website. She also attended the North Island College opening ceremony for residences on September 19. Councillor Meilleur extended congratulations to Assistant Fire Chief Rick Shelton on his retirement and thanked him for his many years of service.

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 7:39 p.m.

CARRIED

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



MAYOR



CORPORATE OFFICER