



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday October 22, 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
T. Hagmeier, Recreation Director
S. Ashfield, Director of Operations

Call to Order:

The meeting was called to order at 5:00 p.m. with 12 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 October 22, 2025, Regular Council Meeting agenda be Adopted.

(2025.377) -- CARRIED

3. DELEGATIONS:

a. Shannon Gibney (Comox Valley Tennis Club): Continued Rental of Building for Clubhouse

**Delegation - Comox Valley
Tennis Club**

Representatives from the Comox Valley Tennis Club reported that the club, with nine volunteer directors and 241 members, has played at Anderton Park for over 40 years. The season runs from April to October, featuring weekly events, lessons, and workshops. Members pay \$50 annually, contribute \$95 toward a Town security camera, provide a second camera, maintain the AED and courts, and welcome everyone to join.

4. ADOPTION OF MINUTES:

a. Adoption of Minutes

Adoption of Minutes

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

(2025.378) -- CARRIED

5. COUNCIL COMMITTEE MINUTES AND REPORTS:

a. Strategic Planning Committee Meeting Minutes

**Strategic Planning
Committee Meeting Minutes**

THAT the Minutes of the Strategic Planning Committee Meeting, held October 8, 2025, be Received.

(2025.379) -- CARRIED

COMMITTEE RECOMMENDATIONS:

(1) Town of Comox Tourism Service and Commission

**Town of Comox Tourism
Service and Commission**

THAT Council invite the Comox BIA to a future meeting to discuss the provision of a local Tourism Service and withdrawal from regional participation with a proposed budget of \$50,000 to \$60,000.

(2025.380) -- CARRIED

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

- 1. Couleen Maryschuk, Open House Coordinator (Comox Valley Schoolhouse Quilters' Guild): Nov 13th Open House*
- 2. Edward Savage: Appealing Vacation Rental Bylaw 1850.53*
- 3. Anthony Tessier, Cpl (Ret'd) CD: Appeal for Medical Support Following CAF Release*
- 4. Chris Read, North Island Director (Restore Island Rail Society): Letter of Support for CN Self-Propelled Rail Vehicles*
- 5. Don Pardiack: Zero Land Tax Increase*
- 6. Marie Jacobs: Appreciation for Parkette on Comox Ave*
- 7. Pat Carl: Elbows up for Climate Action Open Letter*
- 8. Robert McLennan, Coordinator, (Comox Bird Friendly Team): Bird Friendly Community Certification*
- 9. Shawn Vincent (Simba Investments Ltd): Pre-zoning Request: 1630 Brighton Road & 1000 Pritchard Road*
- 10. Comox Resident: Squatters*
- 11. Comox Resident: Theft in Stewart St Area & RV in Comox Mall Parking Lot*

(2025.381) -- CARRIED

a. Consent Agenda

Consent Agenda

2. *THAT Items 10. (Comox Resident: Squatters) and 11. (Comox Resident: Theft in Stewart St Area & RV in Comox Mall Parking Lot) be removed from the consent agenda for discussion.*
(2025.382) -- CARRIED
3. *THAT Item 5. (Don Pardiak: Zero Land Tax Increase) be removed from the consent agenda for discussion.*
(2025.383) -- CARRIED
4. *THAT Item 9. (Shawn Vincent (Simba Investments Ltd): Pre-zoning Request: 1630 Brighton Road & 1000 Pritchard Road) be removed from the consent agenda for discussion.*
(2025.384) -- CARRIED
5. *THAT item 8. (Robert McLennan, Coordinator, (Comox Bird Friendly Team): Bird Friendly Community Certification) be removed from the consent agenda for discussion.*
(2025.385) -- CARRIED
6. *THAT Council support the Town of Comox's efforts to become a Bird Friendly Municipality and endorse the initiative through submission of this Council resolution to Nature Canada confirming the Town's commitment to meeting the program's certification criteria.*
(2025.386) -- CARRIED

7. UNFINISHED BUSINESS:

a. Affordable Housing Sites

Affordable Housing Sites

THAT the October 17, 2025 report from the Director of Development Services, titled "Affordable Housing Sites", be received for information.

(2025.387) -- CARRIED

AT 5:27 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 7.(A) 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

1. *THAT Administration undertake a public consultation process for 2161 Park Drive to consider redesignating the parcel from park to residential, and include Habitat for Humanity Vancouver Island North in the process in early 2026, following completion of the OCP.*

(2025.388) -- CARRIED

2. *THAT 2161 Park Drive not be considered for an affordable housing project.*

(2025.389) -- DEFEATED

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

AT 5:50 P.M. COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

THE MEETING RECESSED AT 5:50 PM AND RECONVENED AT 5:52 PM

c. Affordable Housing Sites

Affordable Housing Sites

THAT Administration be directed to prepare a report for a future Council meeting outlining a possible submission to the BC Community Housing Fund for an affordable housing development at 151 Port Augusta Street.

(2025.390) -- DEFEATED

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

d. Grant in Aid Policy CCL-031.02

Grant in Aid Policy CCL-031.02

THAT the Grant in Aid Policy CCL-031.02 be amended to add the CV Substance Use Strategy to the list of groups from which grant-in-aid applications will be accepted for consideration.

(2025.391) -- DEFEATED

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

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Development Application Procedures Bylaw No. 2049

**Development Application
Procedures Bylaw**

THAT the Development Application Procedures Bylaw No. 2049 be Adopted.

(2025.392) -- CARRIED

b. Fees and Charges Amendment Bylaw No. 2016.09

**Fees and Charges
Amendment Bylaw
No. 2016.0**

THAT the Fees and Charges Amendment Bylaw No. 2016.09 be Adopted.

(2025.393) -- CARRIED

c. Council Procedure Amendment Bylaw No. 1960.01

**Council Procedure Bylaw
Amendment**

That Council Procedure Amendment Bylaw No. 1960.01 be Adopted.

(2025.394) -- CARRIED

d. Permissive Tax Exemption Bylaw No. 2041

**Permissive Tax Exemption
Bylaw**

THAT Permissive Tax Exemption Bylaw No. 2041 be Adopted.

(2025.395) -- CARRIED

10. NEW BUSINESS:

a. Community Centre Modular Pump Track

Community Centre Modular Pump Track

1. *THAT Council approve a budget of \$155,000 for the purchase of a modular pump track as part of the 2026 Capital Projects Budget.*

(2025.396) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett JKerr JMeilleur]

2. *THAT a report on the acquisition of a robust pump track targeted for mid to older teens be brought to a Regular Council Meeting in 2026 for consideration.*

(2025.397) -- CARRIED

b. Anderton Park Clubhouse

Anderton Park Clubhouse

1. *THAT Council approve the Licence to Use to be issued to the Comox Valley Tennis Club for the Anderton Park Clubhouse for the period of January 1, 2025, to December 31, 2027.*

(2025.398) -- CARRIED

2. *THAT Council approve an annual asset replacement fee of \$1,278 to be levied to the Comox Valley Tennis Club for the future replacement of the Anderton Park Clubhouse.*

(2025.399) -- CARRIED

c. Recreation Master Plan HAF Funding

Recreation Master Plan Funding

1. *THAT Council authorise \$70,000 of Housing Accelerator Funds (HAF) to fund a Recreation Master Plan.*

(2025.400) -- CARRIED

[Opposed: Mayor Minions, Councillor CHaslett]

2. *THAT staff add the Recreation Master Plan project to Council's Strategic Plan: Community Connection and Wellness – Recreation – Recreation Master Plan.*

(2025.401) -- CARRIED

d. 2025-26 Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule

Council Appointments 2025-26

1. *THAT Mayor Nicole Minions be appointed to the Vancouver Island Regional Library Board.*

(2025.402) -- CARRIED

2. *THAT Councillor Jonathan Kerr be appointed as alternate to the Vancouver Island Regional Library Board.*

(2025.403) -- CARRIED

3. *THAT all existing Comox Valley Regional District appointments continue.*

(2025.404) -- CARRIED

4. *THAT all existing external organization appointments continue.*

(2025.405) -- CARRIED

d. 2025-26 Appointments, Acting Mayor Roster, Signing Authorities and Meeting Schedule

Council Appointments 2025-26

5. *THAT Council approve the Acting Mayor Roster for the year 2025-26, as follows:*
- a. November and December, 2025: Councillor Chris Haslett*
 - b. January and February 2026: Councillor Dr. Jonathan Kerr*
 - c. March and April 2026: Councillor Jenn Meilleur*
 - d. May and June 2026: Councillor Maureen Swift*
 - e. July and August 2026: Councillor Ken Grant*
 - f. September and October, 2026: Councillor Steve Blacklock*

(2025.406) -- CARRIED

6. *THAT the following be appointed as having signing authority for the year 2025-26:*
- a. Mayor Nicole Minions*
 - b. Councillor Steve Blacklock*
 - c. Councillor Ken Grant*
 - d. Councillor Chris Haslett*
 - e. Councillor Dr. Jonathan Kerr*
 - f. Councillor Jenn Meilleur*
 - g. Councillor Maureen Swift*
 - h. Jordan Wall, Chief Administrative Officer*
 - i. Edward Henley, Director of Finance*
 - j. Shelly Russwurm, Director of Corporate Services*
 - k. Randy Houle, Director of Development Services*
 - l. Shelley Ashfield, Director of Operations*
 - m. Teodora "Odie" Morin, Deputy Director of Finance*

(2025.407) -- CARRIED

7. *THAT the 2026 Regular Council and Strategic Planning Committee meeting schedule be approved as outlined in the October 16, 2025 report from the Director of Corporate Services titled "2025-26 Acting Mayor Roster, Signing Authorities and Meeting Schedule".*

(2025.408) -- CARRIED

8. *THAT MNP LLP be appointed as the Town auditor for the 2026 calendar year.*

(2025.409) -- CARRIED

THE MEETING RECESSED AT 7:08 PM AND RECONVENED AT 7:16 PM

e. Town of Comox Staff Holiday Event

Staff Holiday Event

- THAT the staff Christmas party proceed in 2025.*

(2025.410) -- CARRIED

f. Replacement of UBCM Strategic Priorities Fund – Asset Management Plan resolution

**UBCM Strategic Priorities
Fund – Asset Management**

1. *THAT the July 16, 2025 resolution 2025.275, as follows, be repealed:*

"THAT Council support the submission of an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund, as detailed in the July 10, 2025 report titled "2025 UBCM Grant – Strategic Priorities Fund – Asset Management Plan" from the Comox Director of Finance, in the amount of \$276,950 to assist with the necessary revision and update of the tangible capital assets and implementation of asset management software and development of an updated asset management plan; AND FURTHER,

THAT Council commit to providing overall grant management for the project if the application is successful."

(2025.411) -- CARRIED

2. *THAT Council support the submission of an application to the Union of BC Municipalities (UBCM) Strategic Priorities Fund, as detailed in the July 10, 2025 report titled "2025 UBCM Grant – Strategic Priorities Fund – Asset Management Plan" from the Comox Director of Finance, in the amount of \$276,950 to assist with the necessary revision and update of the tangible capital assets and implementation of asset management software and development of an updated asset management plan; AND FURTHER,*

THAT Council commit to providing overall grant management for the project if the application is successful and supports any cost overruns.

(2025.412) -- CARRIED

g. Consideration of Pre-zoning for Residential Apartment Use

Prezoning Discussion

1. *THAT Council provide further direction as indicated at the April 16, 2025 Regular Council Meeting to pursue a medium pre-zoning approach focusing on missing middle housing with no additional multi-family pre-zoning.*

(2025.413) -- DEFEATED

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

2. *THAT Council direct staff to proceed with pre-zoning 1603 Brighton Road, 1000 Pritchard Road and 1490 Cambridge Road for multi-family, mid-rise, mixed use up to six storeys.*

(2025.414) -- DEFEATED

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

3. *THAT Council direct staff to proceed with pre-zoning 1603 Brighton Road, 1000 Pritchard Road and 1490 Cambridge Road for multi-family, low-rise up to four storeys.*

(2025.415) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

4. *THAT Council provide direction for pre-zoning of 1890 Comox Avenue to allow for multi-family apartment use up to six storeys in height.*

(2025.416) -- CARRIED

[Opposed: Mayor Minions, Councillors JKerr JMeilleur]

h. Development Cost Charge & Amenity Cost Charge Bylaws

DCC and ACC Bylaw - Nancy Henderson

1. *THAT Amenity Cost Charges Bylaw No. 2052 be given First, Second and Third Readings.*
(2025.417) -- CARRIED
2. *THAT Development Cost Charges Bylaw No. 2053 be given First, Second and Third Readings.*
(2025.418) -- CARRIED
3. *THAT Development Cost Charges Bylaw No. 2053 be advanced to the Inspector of Municipalities for approval.*
(2025.419) -- CARRIED
4. *THAT Council Policy CCL-069.03 (Affordable Housing Amenity Contribution) be rescinded, subject to the adoption of Amenity Cost Charges Bylaw No. 2052 and Development Cost Charges Bylaw No. 2053.*
(2025.420) -- CARRIED

i. Official Community Plan Bylaw

Official Community Plan

THAT Official Community Plan Bylaw No. 2054 be updated to reflect the decisions made in Resolution Numbers 2025.419 and 2025.420 at the October 22, 2025 Regular Council Meeting, and be brought back for Council's consideration at the earliest opportunity.
(2025.421) -- CARRIED
[Opposed: Councillor JKerr]

THE MEETING RECESSED AT 8:16 PM AND RECONVENED AT 8:24 PM

j. 2026 Corporate Budget

2025-2030 Budget

1. *THAT Council approves the 2026 Corporate Budget as attached in Appendix A of the October 17, 2025, report from the Director of Finance titled "2026 Corporate Budget", with an 8.65% increase to the general levy.*
(2025.422) -- CARRIED
[Opposed: Mayor Minions]
2. *THAT all but \$20,000 of the unallocated special projects budget be transferred to the Infrastructure Renewal Fund.*
(2025.423) -- CARRIED
3. *THAT an additional increase to the general tax levy of 0.008% for the tractor backhoe thumb unit, 0.035% for two new bus shelters, 0.006% for beach access improvements, 0.008% for the new Pioneer Park dog park, 0.019% for Comox dog park shade structure, 0.008% for the McKenzie Park water improvements, and 0.019% for Harbourwood Park sports court be approved to increase transfers to the Infrastructure Renewal Fund.*
(2025.424) -- CARRIED
[Opposed: Councillor CHaslett]

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- a. **Chrys Sample, Vice President (MIKI'SIW Métis Association): Métis Flag Raising Request: Nov 10-16, 2025 (Ceremony on Nov 12)**

Correspondence - Métis Flag Raising Request

THAT the October 15, 2025, flag-raising request from the MIKI'SIW Métis Association, for November 12-16, 2025, be received and the request granted.

(2025.425) -- CARRIED

- b. **Craig Freeman (Merville Community Association): Delegation Request Appeal: Moving Shakesides to the Merville Hall Site**

Correspondence - Merville Community Association

THAT Council approve scheduling the Merville Community Association delegation appeal to appear before Council at a future Regular Council Meeting for the purpose of requesting Council direction for the Town to seek a further variation of the Shakesides Trust.

(2025.426) -- DEFEATED

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

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. **Councillor Blacklock**

Councillor Blacklock reported that the BIA Shells & Suds Trolley Tour event on October 17 was well attended and reminded everyone of the upcoming Comox Halloween Costume Parade on October 31 from 3:30 p.m. to 5:30 p.m., and the Mayor's Tree Lighting & Winter Market on November 21 from 3:00 p.m. to 7:00 p.m.

- b. **Councillor Swift**

Councillor Swift had nothing to report.

- c. **Councillor Haslett**

Councillor Haslett advised of the upcoming Nautical Days Festival Committee meeting on October 29 at 4:00 pm, with the Green Team meeting beginning at 3:00 pm.

- d. **Councillor Kerr**

Councillor Kerr attended CVRD meetings including a Comox Valley Recreation Commission meeting and a Comox Strathcona Regional Hospital District Board meeting.

- e. **Councillor Grant**

Councillor Grant attended a Regional Parks and Trails Committee meeting and a CVRD Board meeting.

- f. **Councillor Meilleur**

Councillor Meilleur had nothing to report.

- g. **Mayor Minions**

Mayor Minions advised that the Diwali Festival of Lights celebration has been moved to Sunday, October 26, and that the 19 Wing Air Show planned for 2026 has been cancelled. She also attended a meeting regarding the RCMP, noting that the related report will not be released until 2026. Municipalities are being asked to provide input on appropriate officer numbers specific to their local resources rather than overall RCMP staffing levels.

18. RISE AND REPORT FROM IN-CAMERA: NIL

Adjournment:

Regularly moved and seconded that the meeting adjourn at 9:28 p.m.

CARRIED

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



MAYOR



CORPORATE OFFICER