

REGULAR COUNCIL MEETING
AGENDA FOR WEDNESDAY FEBRUARY 4, 2026

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.

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING HAS BEEN SCHEDULED FOR 06:00 PM AT D'ESTERRE SENIORS CENTRE, 1801 BEAUFORT AVENUE, IN ORDER TO CONSIDER THE FOLLOWING:

OFFICIAL COMMUNITY PLAN BYLAW NO. 2054 AND TOWN OF COMOX ZONING BYLAW NO. 2056

1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

- a. [Adoption of Agenda](#)

THAT the February 4, 2026, Regular Council Meeting agenda be Adopted.

3. DELEGATIONS:

- (4) a. [Roch Massicotte, President \(Comox Valley Marine Rescue Society\): 5 Year Extension for Moorage and Hydro](#)

4. ADOPTION OF MINUTES:

- (5) a. [Adoption of Minutes](#)

THAT the Minutes of the Regular Council Meeting of Council, held in Council Chambers on Wednesday, January 21, 2026, be Adopted.

5. COUNCIL COMMITTEE MINUTES AND REPORTS: NIL

6. CONSENT AGENDA:

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

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

1. Bob Wells, Mayor (City of Courtenay): Council Resolution to Support Elect Respect Campaign

2. Esther Karasova, Executive Director (Open Door Language & Culture Society): Lunar New Year Event, Feb 22, 3-5pm

- (13) a. [Consent Agenda](#)
3. Barb Morris, VP (Comox Valley Cycle Club): Event Request - Bicycle Race on the Lazo Loop for May 9, 2026
4. Lisa Dennis, Manager of Legislative Services (Comox Valley Regional District): 2026 Comox Valley Water Committee Voting Structure
5. Colleen McVea, Chair (Comox Valley Children's Day Care Society):
Appreciation for 2026 Tax Exemption

7. UNFINISHED BUSINESS:

- a. [Larissa Rutquist \(Comox Valley Community Broadcasting Society\): Seeking Support Letter for CRTC Application](#)

ITEM SUMMARY: At the January 21, 2026 Regular Council Meeting, representatives from the Comox Valley Community Broadcasting Society provided an overview of DIG FM, a volunteer run community radio station, and requested a letter of support from Council for their CRTC FM licence application and assistance in identifying a suitable Town owned space for a future radio studio.

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

- (24) a. [Amenity Cost Charges Bylaw No. 2052](#)
- THAT Amenity Cost Charges Bylaw No. 2052 be Adopted.
- (31) b. [Development Cost Charges Bylaw No. 2053](#)
- THAT Development Cost Charges Bylaw No. 2053 be Adopted.

10. NEW BUSINESS:

- (39) a. [Council Correspondence Policy CCL-006.04](#)
- THAT the draft Council Correspondence Policy CCL-006.04 as detailed in the January 26, 2026, report from the Corporate Coordinator, titled "Council Correspondence Policy" be Approved.
- (49) b. [Parcel Tax Review Panel](#)
- THAT Council set the Parcel Tax Review Panel on Wednesday, March 4, 2026 at 4:55 pm at the Comox Council Chambers.

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

- (52) a. [Sheriden Barnett \(Deputy CAO, K'ómoks First Nation\): Letter of Support request for K'ómoks Treaty](#)

THAT the correspondence dated January 29, 2026, from Sheridan Barnett, Deputy CAO, K'ómoks First Nation, requesting a letter of support for the K'ómoks Treaty be received;

AND FURTHER THAT Council approve providing a letter of support for the K'ómoks Treaty, addressed to Premier David Eby and MIRR Minister Chartrand-Hebert, for the Mayor's signature.

- (53) b. [Nicole Rempel \(Elected Chief, K'ómoks First Nation\): Letter of Support request for an Addition to Reserve Application](#)

THAT the correspondence dated January 29, 2026, from Chief Nicole Rempel of the K'ómoks First Nation, requesting a letter of support for K'ómoks First Nation's Addition to Reserve Application for the Piercy Road parcel (42.54 acres/17.21 hectares) be received;

AND FURTHER THAT Council approve providing a letter of support to K'ómoks First Nation in support of the Addition to Reserve Application for the Piercy Road parcel, for submission to the Government of Canada.

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



TOWN OF COMOX

REQUEST TO APPEAR AS A DELEGATION

TOWN OF COMOX

1809 Beaufort Avenue Ph: (250) 339-2202 Email: town@comox.ca

Comox BC V9M 1R9 Fx: (250) 339-7110

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: Roch Massicotte (President)		LOG: 26-020	REFER:	AGENDA: RCM 04Feb26
Organization you are representing: Comox Valley Marine Rescue Society (CVMRS)		FILE: 0230-20-2	ACTION: MR	File: 0230-20-29, 1850-20/CVMR
Primary purpose of Organization: Marine Search & Rescue		Copies: Council JW/EH/SR/CD/JW(Marina)		Number of members: 2
Mailing address of Organization: P.O. Box 10056		Contact Name: Roch Massicotte		
<div style="text-align: center;"> <p>RECEIVED</p> <p>January 23, 2026</p> <p>TOWN OF COMOX</p> </div>		Phone: [REDACTED]		
		Email: [REDACTED]		
City: Comox	Postal Code: V9M 3S5			
Subject matter: Moorage; RCM SAR 60 Comox Station, Vessels: Cape Lazo 37', and Paul Giles 22'.				
Specific request of Council, if any (i.e., letter of support, funding): To request a further five year extension for moorage and hydro from the Town of Comox (Marina) for the Royal Canadian Search and Rescue 60 Comox Station and the two SAR vessels. For the Town to provide off setting grants for the annual moorage.				
Requested meeting and date: February 4th, 2026		AV equipment required: Overhead projector		
Date of application: 19 January 2026	Signature of applicant: [REDACTED]		Print name: Roch Massicotte	

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 connection with public meeting agendas which are also posted on the Town website.



TOWN OF COMOX
Minutes of the Regular Council Meeting,
held in Council Chambers on Wednesday January 21, 2026

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

Call to Order:

The meeting was called to order at 5:00 p.m. with 17 members of the public in attendance.
 Acting Mayor Kerr 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 January 21, 2026, Regular Council Meeting agenda be Adopted.

(2026.001) -- CARRIED

3. DELEGATIONS:

a. Calum Matthews: (4VI) Regional Tourism Service

**Delegation - Regional
 Tourism Service**

Experience Comox Valley presented its five year Strategic Business Plan for the Regional MRDT, outlining proposed marketing, destination development, visitor services, and governance initiatives to support sustainable tourism across the Comox Valley. The presentation included proposed investments, projected revenues, and next steps to advance a regional MRDT approach, subject to approval by participating local governments.

At 5:35 P.M., MAYOR MINIONS, WHO WAS PARTICIPATING ELECTRONICALLY, LEFT THE MEETING.

b. Jeff West, Executive Director (Habitat for Humanity)

Delegation - Habitat for Humanity

Jeff West, Executive Director of Habitat for Humanity Vancouver Island North, outlined Habitat's affordable homeownership model for working families, including no down payment and income geared mortgages. He requested a partnership with the Town to support a four unit family townhome project at 266 Gladstone Avenue, with Habitat contributing approximately \$1.5 to \$2 million toward the development.

Jeff West, Executive Director (Habitat for Humanity)

c. Larissa Rutquist (Comox Valley Community Broadcasting Society): Seeking Support Letter for CRTC Application

Delegation - CV Community Broadcasting Society

Representatives from the Comox Valley Community Broadcasting Society provided an overview of DIG FM, a volunteer run community radio station, and requested a letter of support from Council for their CRTC FM licence application and assistance in identifying a suitable Town owned space for a future radio studio.

4. ADOPTION OF MINUTES:

a. Regular Council Meeting Minutes

Regular Council Minutes

That the Minutes of the Regular Meeting of Council, held in Council Chambers on Wednesday, December 3, 2025, be Adopted.

(2026.003) -- CARRIED

b. Public Hearing Minutes

Public Hearing Minutes

THAT the Minutes of the Public Hearing Meeting, held in d'Esterre Seniors Centre on Wednesday, December 10, 2025, be Adopted.

(2026.004) -- CARRIED

c. Special Council Meeting Minutes

Special Council Meeting

That the Minutes of the Special Meeting of Council, held in Council Chambers on Friday December 19, 2025, be Adopted.

(2026.005) -- 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 in Council Chambers on Wednesday, January 14, 2026, be Received.

(2026.006) -- CARRIED

COMMITTEE RECOMMENDATIONS:

- (1) Step-backs in the Draft Official Community Plan Bylaw No. 2054

COMMITTEE RECOMMENDATION

THAT the draft OCP bylaw for January 21st reverts to the original draft language regarding step backs which require a 0.3m or more step back above the fourth storey OR other façade treatments to reduce visual massing in place of step backs and includes the step backs as mandatory in the downtown area.

(2026.007) -- CARRIED

[Opposed: Councillors JKerr JMeilleur]

6. CONSENT AGENDA:

a. Consent Agenda

Consent Agenda

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

1. *Aaron Handford: Property Taxes*
2. *Cori Ramsay, UBCM President (UBCM): Community Works Fund 2024-34 Agreement - Year 2 Payment 2*
3. *Will Cole-Hamilton, Chair (CVRD): Regional Growth Strategy Minor Amendment Bylaw Referral*
4. *Thea Black, Teacher (Ecole Puntledge Park Elementary School): Reducing Homelessness - Letters from Students*
5. *Jeff Weightman, MCIP, RPP, PMP (BC Ministry of Agriculture and Food): Province Wide Agricultural Advisory Committee Workshop*
6. *Don Catling: Fuel Spill Bylaw Request*
7. *Debra Beattie: Short Term Rentals*
8. *Leslie Russell: Request for Directional Signage at Elm Pl & Pritchard Rd for Brook Place Strata*
9. *Corrie & Rob Van Haarlem: Request for Directional Signage at Elm Pl & Pritchard Rd*
10. *Will Cole-Hamilton, Chair (Comox Valley Regional District): Elected Officials' Forum Invitation – Jan 29, 2026 (RSVP by Jan 23)*

(2026.008) -- CARRIED

2. *THAT Item 1. (Aaron Handford: Property Taxes) be removed from the Consent Agenda for discussion.*

(2026.009) -- CARRIED

3. *THAT Items 8. & 9. (Leslie Russell: Request for Directional Signage at Elm Pl & Pritchard Rd for Brook Place Strata & Corrie & Rob Van Haarlem: Request for Directional Signage at Elm Pl & Pritchard Rd) be removed from the Consent Agenda for discussion.*

(2026.010) -- CARRIED

a. Consent Agenda

Consent Agenda

- 4. THAT Item 7. (Debra Beattie: Short Term Rentals) be removed from the Consent Agenda for discussion.

(2026.011) -- CARRIED

7. UNFINISHED BUSINESS:

a. Official Community Plan Bylaw No. 2054

Official Community Plan Bylaw No. 2054

- 1. THAT second reading of Official Community Plan Bylaw No. 2054, as passed on November 5th, 2025, be rescinded.

(2026.012) -- CARRIED [Opposed: Councillor JMeilleur]

- 2. THAT Official Community Plan Bylaw No. 2054 be given second reading, as Amended.

(2026.013) -- CARRIED [Opposed: Councillors JKerr JMeilleur]

- 3. THAT Official Community Plan Bylaw No. 2054, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the Local Government Act.

(2026.014) -- CARRIED [Opposed: Councillors JKerr JMeilleur]

- 4. THAT Council direct Administration to forward the amended Regional Context Statement to the Comox Valley Regional District Board in accordance with the Local Government Act.

(2026.015) -- CARRIED [Opposed: Councillor JKerr]

b. Zoning Bylaw No. 2056

Zoning Bylaw No. 2056

- 1. THAT second reading of Zoning Bylaw No. 2056, as passed on November 19th, 2025, be rescinded.

(2026.016) -- CARRIED

- 2. THAT Zoning Bylaw No. 2056 be given second reading, as amended.

(2026.017) -- CARRIED

- 3. THAT Zoning Bylaw No. 2056, as amended, be referred to a Public Hearing to be scheduled for February 4th, 2026, at 6:00 pm at D'Esterre Seniors Centre, located at 1801 Beaufort Avenue, and advertised as required by the Local Government Act.

(2026.018) -- CARRIED

8. SPECIAL REPORTS: NIL

9. BYLAW ADOPTIONS:

a. Records Management Bylaw No. 2050

Records Management Bylaw No. 2050

THAT the Records Management Bylaw No. 2050 be Adopted.

(2026.019) -- CARRIED

10. NEW BUSINESS:

- a. 2026 UBCM Community Emergency Preparedness Fund Resolution for Comox Valley Emergency Management Service

**2026 UBCM Community
Emergency Preparedness
Fund**

THAT Council support the Comox Valley Regional District's joint application to the Union of BC Municipalities Community Emergency Preparedness Fund for the following:

- 2025 Emergency Support Services Equipment and Training stream in the amount of up to \$150,000;
- 2026 Emergency Operations Centre Training and Equipment stream in the amount of up to \$150,000
- 2026 Public Notification and Evacuation Planning stream in the amount of up to \$200,000; and,
- 2026 Indigenous Cultural Safety and Humility stream in the amount of up to \$150,000,

AND FURTHER THAT the Comox Valley Regional District be designated as the primary applicant to apply for, receive, and manage the grant funding for each successful grant in the Community Emergency Preparedness Fund stream on behalf of the Town of Comox.

(2026.020) -- CARRIED

AT 6:09 P.M. COUNCILLOR BLACKLOCK LEFT THE MEETING, DECLARING A CONFLICT OF INTEREST WITH ITEM 10.(B) AS HIS PARTNER IS EMPLOYED WITH HABITAT FOR HUMANITY.

- b. 266 Gladstone Affordable Housing

**266 Gladstone Affordable
Housing**

- 1. *THAT the Town of Comox proceeds with the acquisition of the Comox Fire Protection District's one-third (1/3) ownership interest in the property located at 266 Gladstone Avenue (the "Property") at a value proportionate to the 2026 BC Assessment land value (\$82,700), funded from the Town's Affordable Housing Reserve.*

(2026.021) -- CARRIED

- 2. *THAT an Expression of Interest (EOI) process to solicit proposals from qualified non-profit housing providers for the development of affordable housing on the Property located at 266 Gladstone Street.*

(2026.022) -- DEFEATED

[Opposed: Councillors SBlacklock CHaslett KGrant JKerr JMeilleur MSwift]

- 3. *THAT the Town of Comox enter into direct negotiations with Habitat for Humanity for the sale of the property located at 266 Gladstone Avenue for \$1 for the provision of affordable housing units, with the terms of sale to be brought back to Council for consideration.*

(2026.023) -- CARRIED

AT 6:12 P.M. COUNCILLOR BLACKLOCK RETURNED TO THE MEETING.

c. Fire Station Replacement

Fire Station Replacement

- 1. THAT a Request for Proposals be issued for the Fire Station Replacement to determine a final Class A cost estimate. (2026.024) -- CARRIED
- 2. THAT a Municipal Finance Authority Loan of up to \$7,000,000 to fund the construction of the Fire Station Replacement be approved. (2026.025) -- CARRIED
- 3. THAT the construction of the Fire Station Replacement be authorized if the total Class A cost is less than \$6,100,000 for a total authorized expenditure of \$7,000,000 with contingency. (2026.026) -- CARRIED
- 4. THAT \$100,000 be contributed to the Fire Station Replacement project from the Affordable Housing fund. (2026.027) -- CARRIED
- 5. THAT the Exempt Staff Salary Policy No. CCL-063 be amended to include the following:
 - (a)Deputy Fire Chief with a Step 3 salary of \$142,100, and
 - (b)Fire Department Assistant with a Step 3 salary of \$81,600. (2026.028) -- CARRIED
- 6. THAT Council authorize moving forward \$300,000 the sprinkler installation, roof repair and concrete apron repair capital projects from the 2027 capital budget to the 2026 capital budget and to be constructed in coordination with the Fire Station Replacement project. (2026.029) -- CARRIED

d. Flag Raisings and Flag Protocol Policy CCL-058.05

Flag Raisings and Flag Protocol Policy CCL-058.05

THAT the draft Flag Raisings and Flag Protocol Policy CCL-058.06 as detailed in the December 17, 2025, report from the Corporate Coordinator, titled "Flag Raisings and Flag Protocol Policy" be Approved. (2026.030) -- CARRIED

11. NOTICES OF MOTION: NIL

12. CORRESPONDENCE:

a. 2026 AVICC AGM & Convention - Call for Resolutions

2026 AVICC AGM & Convention - Call for Resolutions

Council received the correspondence dated December 1, 2025, titled 2026 AVICC AGM & Convention - 2nd Call for Resolutions.

b. Jaqueline Zweng, Director (Wounded Warrior Run BC): 2026 BC Events

Wounded Warrior Run BC

Council received the correspondence dated December 12, 2025, titled Wounded Warriar Run BC 2026.

- c. Janette Martin-Lutzer, President (CV Ukrainian Cultural Society): Request to Town Council for Continued Subsidized Access to Town Facilities**

CV Ukrainian Cultural Society

THAT the January 21, 2026, correspondence from Janette Martin-Lutzer of the Comox Valley Ukrainian Cultural Society requesting their subsidized use of the Sail Buildings, and Community Centre, be received and the request granted to the end of 2026.

(2026.031) -- CARRIED

- d. Steve Cowan, Branch President (The Royal Canadian Naval Association, CV Branch): Permission for Battle of the Atlantic Memorial Service with Flyby, May 3, 2026**

Battle of the Atlantic Memorial Service

THAT the January 7, 2026 letter from Steve Cowan of the Royal Canadian Naval Association requesting permission to hold the annual memorial service to commemorate the Battle of the Atlantic at the Naval Memorial Cairn in Marina Park on Sunday, May 3, 2026, be received and permission granted;

AND FURTHER THAT Council approve a low-level flypast by a CP-140 Aurora long-range patrol aircraft, as low as 500 feet, at 1:25 pm during the two minutes of silence.

(2026.032) -- CARRIED

- e. Scott Mercer, Detachment Commander (Royal Canadian Mounted Police): Letter of Support for New Detachment Build**

RCMP Letter of Support for New Detachment

1. *THAT the letter from Inspector Scott Mercer, Detachment Commander, Comox Valley RCMP, regarding a request for support for a new RCMP detachment facility, be received.*

(2026.033) -- CARRIED

2. *THAT the Town of Comox send a letter to the Royal Canadian Mounted Police in support of advancing discussions to develop an understanding of the scope, feasibility, costs, and cost sharing associated with the potential construction of a new RCMP detachment facility.*

(2026.034) -- CARRIED

13. LATE ITEMS: NIL

14. REPORTS FROM MEMBERS OF COUNCIL:

- a. Councillor Meilleur**

Councillor Meilleur reported on the Town's 80th anniversary celebration and acknowledged the Pearl Ellis Gallery, Comox Archives and Museum Society, volunteers, and the K'ómoks First Nation for their contributions and strong community participation. Councillor Meilleur also attended a Ministry of Water, Land and Resource Stewardship workshop on the BC Coastal Marine Strategy and noted its relevance to the blue economy and economic development in coastal communities.

- b. Councillor Grant**

Councillor Grant had nothing to report.

- c. Councillor Haslett**

Councillor Haslett reported on activities related to the Town's 80th anniversary, Assistant Fire Chief Jim Lariviere's retirement, an upcoming Nautical Days Committee meeting, and ongoing strategic planning sessions at the D'esterre Senior's Centre.

d. Councillor Swift

Councillor Swift reported attending both the Town’s 80th anniversary, Assistant Fire Chief Jim Lariviere’s retirement, and noted the positive exposure generated for the museum. Councillor Swift also attended a Comox Valley Sewage Commission meeting and advised that upgrades to the sewage treatment plant will be undertaken as the conveyance project winds down.

e. Councillor Blacklock

Councillor Blacklock reported attending a Comox Business Improvement Association meeting as Council liaison and a Community Justice Centre board meeting. He commented on the success of the Town’s 80th anniversary event and noted that, despite increased tipping fees over the past decade, illegal dumping has declined, indicating the effectiveness of user pay waste management.

f. Councillor Kerr

Councillor Kerr noted positive experiences using the Gathering Space as a venue for meetings and strategic planning.

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 6:46 p.m.

CARRIED

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

MAYOR

CORPORATE OFFICER



RECEIVED

LOG: 26-013	REFER:	AGENDA: RCM 04Feb26
FILE: 0400-60	ACTION: MR	

January 20, 2026 **January 20, 2026**

Copies: Council
JW/SR/CD

File No.: 0540-06
Sent via email

TOWN OF COMOX

RE: Notice of Council Resolution - Support for the Elect Respect Campaign

Dear Colleagues,

Please be advised that at its regular meeting held on January 14, 2026, Courtenay City Council adopted a resolution endorsing the Elect Respect campaign:

“WHEREAS municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment;

AND WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions;

AND WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office;

AND WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables;

NOW THEREFORE BE IT RESOLVED:

THAT Courtenay Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online;
- Reject and call out harassment, abuse, and personal attacks;
- Focus debate on ideas and policies, not personal attacks;
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office;
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats; and
- Model integrity and respect by holding one another to the highest standards of conduct;

AND THAT Courtenay Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca;

AND THAT a copy of this resolution be sent to the K'ómoks First Nation, Comox Valley Regional District, Village of Cumberland, Town of Comox, Association of Vancouver Island and Coastal Communities, Union of BC Municipalities, the Federation of Canadian Municipalities, relevant MPs and MLAs, the local detachment of the Royal Canadian Mounted Police, and the founder of this campaign, Burlington Mayor Marianne Meed Ward."

This resolution is shared for your information and in the spirit of collaboration and mutual support for respectful, inclusive, and safe democratic participation across our communities.

Courtenay City Council invites local governments to consider supporting the Elect Respect campaign and welcomes continued engagement from all partners and organizations in advancing these shared principles.

Yours truly,



Mayor Bob Wells
City of Courtenay

CC K'ómoks First Nation
Comox Valley Regional District
Village of Cumberland
Town of Comox
Association of Vancouver Island and Coastal Communities
Union of BC Municipalities
Federation of Canadian Municipalities
Aaron Gunn, MP (North Island - Powell River)
Gord Johns, MP (Courtenay - Alberni)
Brennan Day, MLA (Courtenay - Comox)
Comox Valley RCMP
Mayor Marianne Meed Ward, City of Burlington, ON

*We respectfully acknowledge that the land we gather on is on the Unceded
Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.*

Town of Comox – Administration

From: Esther Karasova <esther@opendoorlanguage.com>
Sent: January 20, 2026 1:59 PM
To: council
Subject: Invitation to Lunar New Year Event- Open Door Society
Attachments: Open Door Lunar New Year Event Poster (2) (1).pdf

RECEIVED

January 20, 2026

TOWN OF COMOX

LOG: 26-016	REFER:	AGENDA: RCM
FILE: 0220-30	ACTION: MR	04Feb26

Greetings to Mayor and Council,

Copies: Council
JW/SR/CD

First of all, a big thank you for the use of the marina building and Comox Community Centre classroom for our language classes for newcomers to Canada. These spaces have made running our programs not only possible, but comfortable and welcoming. Much appreciated!

I'm writing to let you know about our first annual Lunar New Year's event. We want to recognize this important holiday for many students from around the world and join as a community to learn and celebrate. You are most welcome to come, meet the Open Door students and team, and enjoy a variety of activities. See the poster attached.

We look forward to continuing our partnership with the Town of Comox and thank you for your support.

Esther

Grateful to live, work and play on the 'Land of Plenty', the Unceded Traditional Territory of the K'ómoks First Nation.

Esther Karasova

Executive Director

403-708-6544

esther@opendoorlanguage.com

www.opendoorlanguage.com



Virus-free. www.avast.com

Open Door Language & Culture Society

Lunar New Year Celebration

Join us in welcoming the Year of the Horse!



Multi-cultural and family-friendly event
Snacks, stories, traditional crafts, games and more!

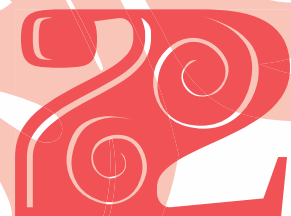
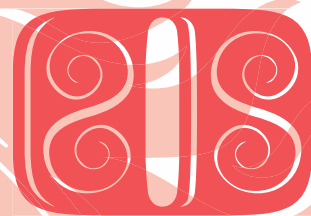
Come learn about this important celebration
observed in over a dozen countries!

Sunday February 22

3:00-5:00 pm
Little Red Church Hall
2182 Comox Ave



Scan the QR code or visit
[www.opendoorlanguage.com/
lunarnewyear](http://www.opendoorlanguage.com/lunarnewyear)
to register for your
FREE TICKET!
(Limited space available)



From: Barbara Morris [REDACTED]
Sent: January 18, 2026 2:04 PM
To: Communications - Town Of Comox <communications@comox.ca>
Cc: [REDACTED]

Subject: Request for event within the municipality; return of an historic bike race in Comox

Hello, I am writing on behalf of the Board of Directors for the Comox Valley Cycle Club on the 40th anniversary of the Club!

To celebrate we would like to hold a bicycle race on a route that was very popular in the past, the Lazo Loop. This is comprised of a Start / Finish on Guthrie, continue onto Pritchard, Knight, Lazo Road and back to Guthrie. The race would take 3-4 hours and we have requested permission for Road use from the MOTT and will have Cycling BC sanctioning, including insurance.

We have support from members of the community past and present, including Andy Everson (artist and former club member, VP of the club) and Nigel Ellsay, (raised in the Valley, former professional cyclist and current National Team Coach for Cycling Canada).

We would like to showcase the commitment that the town of Comox has made to cycling, with the new widened cycle roadway extending from Point Holmes to the separated path before Guthrie. We applaud these measures! Holding a race on this route would bring attention to the Valley residents about both the history of road racing here and the pleasures of riding within the municipality and environs.

We would like to invite the Council members to join in supporting this and include it on Community Events for 2026. We expect to have over 80 riders, many from the Island region and beyond, traveling to the Valley, staying and dining here.

RECEIVED

Please contact us with your approval, your questions and suggestions. **January 18, 2026**

Thank you,
Barb Morris
VP CVCC www.comoxvalleycycle.club
778 837 0288

TOWN OF COMOX

LOG: 26-017	REFER:	AGENDA: RCM 04Feb26
FILE: 0230-20-2	ACTION: MR	

From: Barb Morris [REDACTED]
Sent: January 20, 2026 9:15 PM
To: Cammy Dallamore <cdallamore@comox.ca>
Subject: Re: May 9 Request for event within the municipality; return of an historic bike race in Comox

File: 0230-20-28, 8100-20 Copies: Council
JW/SR/CD/SA/CP

Hi Cammy, my apologies, the date we have requested from MOTT and one we hope will fit with the Comox event schedule is May 9th. We have coordinated with a Victoria club that

has a large youth contingent to provide a race here that assists their preparation and those of the valley youth for BC Provincial championships later in the month.

It is our plan to become a popular event on the BC schedule and next year, schedule a stage race that will be the only one in BC. A stage race is a 3 race event where participants compete for placing and points.

We believe that the Comox Valley could be the place to ride, to visit, spend time and enjoy bike friendly outdoor activities, once introduced to that environment they will return.

Thank you
Barb Morris, VP CVCC
778 837 0288
Sent from performanceipad

Town of Comox – Administration

From: Barbara Morris [REDACTED]
Sent: January 26, 2026 9:13 AM
To: Town of Comox – Administration
Subject: Re: May 9 Request for event within the municipality; return of an historic bike race in Comox

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

Good morning David,

The bicycle race event will not require road closures on the route. We intend to hire Mainroad for traffic control measures at pertinent locations to allow safe intersection use. We use what's called a 'rolling enclosure' for the main group - a vehicle in front and behind that group with signage in the windows. All riders that are 'dropped' from the main enclosures are aware that they must follow the rules of the road and obey the traffic control personnel.

Thank you
Barb Morris
VP Comox Valley Cycle Club
778 837 0288

RECEIVED

File: 0540-20/CV Water

January 21, 2026

January 22, 2026

TOWN OF COMOX

Sent via email only: srusswurm@comox.ca

Shelly Russwurm
 Corporate Officer
 Town of Comox
 1809 Beaufort Avenue
 Comox, BC V9M 1R9

LOG: 26-018	REFER:	AGENDA: RCM 04Feb26
FILE: 0114-20-9	ACTION: MR	

File: 0114-20-99, 0400-60 Copies: Council
 JW/SA/SR/CD

Dear Ms. Russwurm:

Re: 2026 Comox Valley Water Committee voting structure

The Comox Valley Regional District (CVRD) operates the Comox Valley water supply system under Bylaw No. 1783 being "[Water Local Service Establishment Bylaw, 1995](#)" and includes the Town of Comox, City of Courtenay and Electoral Areas A, B and C as participants. The bylaw, including subsequent policy direction by the committee, requires annual reporting based on the previous year's water consumption to determine the assignment of weighted votes for water supply system decisions.

The bylaw and subsequent policy direction in March 2012 require that the per cent of water consumption in 2025 be compared against the per cent of water consumption in 1995 and that if any participant's relative amount of consumption increases by 4.17% or more, then that participant shall receive an additional vote. Any increase in votes shall be added to the original 1995 assignment of votes. The table below illustrates the consumption values and resulting votes for 2026.

Participant	2025 consumption	2025%	1995%	% change	baseline	2026 votes
City of Courtenay	6,700,154	63.10%	51.69%	11.41%	6	7
Town of Comox	2,743,187	25.84%	30.48%	-4.64%	3	3
Electoral Area A	40,124	0.38%	2.36%	-1.98%	1	1
Electoral Area B	879,181	8.28%	12.52%	-4.24%	1	1
Electoral Area C	255,371	2.41%	0.44%	1.97%	1	1
						13

As the number of votes allocated to the Town of Comox is unchanged for 2026, the resolution passed by Comox Council at the November 2, 2022 meeting appointing directors to the Comox Valley Water Committee will remain in effect unless you advise otherwise.

Two directors appointed to the Comox Valley Water Committee:

Councillor Grant	2 votes
Councillor Kerr	1 vote

Please note that the first meeting of the Water Committee is scheduled for Tuesday, February 10, 2026 at which time the election of the chair and vice-chair will be conducted.

The attached Schedule A shows the historic consumption and per cent consumption values for all participants.

If you have any questions, please contact me.

Sincerely,

L. Dennis

Lisa Dennis
Manager of Legislative Services

Enclosure: Schedule A – Historic consumption

cc: J. Warren, Chief Administrative Officer, CVRD
J. Wall, Chief Administrative Officer, Town of Comox

	City of Courtenay		Town of Comox		Area A		Area B		Area C		Total m3
	m3	%	m3	%	m3	%	m3	%	m3	%	
1995		51.69		30.48		2.74		12.52		0.44	
2000	4,326,535	54.46	2,428,098	30.56	50,439	0.63	797,858	10.04	341,928	4.3	7,944,858
2001	4,353,645	54.49	2,450,856	30.67	42,674	0.53	810,983	10.15	331,981	4.15	7,990,139
2002	4,643,105	54.44	2,569,743	30.13	46,908	0.55	956,084	11.21	313,008	3.67	8,528,848
2003	5,282,535	57.74	2,596,438	28.38	53,064	0.58	806,926	8.82	409,867	4.48	9,148,830
2004	5,284,562	57.62	2,639,371	28.78	54,608	0.6	806,965	8.8	385,201	4.2	9,170,707
2005	4,715,895	58.9	2,263,918	28.28	37,989	0.47	675,725	8.44	312,430	3.9	8,005,957
2006	5,297,371	57.23	2,719,867	29.39	47,147	0.51	789,429	8.53	402,014	4.34	9,255,828
2007	4,643,588	57.62	2,499,919	31.02	37,705	0.47	478,999	5.94	399,062	4.95	8,059,273
2008	4,757,131	58.4	2,531,740	31.08	39,485	0.48	557,952	6.85	258,883	3.18	8,145,191
2009	4,796,412	57.12	2,636,103	31.4	42,318	0.5	627,979	7.48	293,602	3.5	8,396,414
2010	4,667,929	59.3	2,348,114	29.83	42,012	0.53	548,175	6.96	265,720	3.38	7,871,950
2011	4,688,793	60.52	2,326,610	30.03	44,433	0.57	457,186	5.9	230,190	2.97	7,747,212
2012	4,850,901	60.39	2,439,895	30.37	48,683	0.61	458,181	5.7	235,253	2.93	8,032,913
2013	4,548,999	60.03	2,339,562	30.87	30,863	0.41	454,297	6	203,816	2.69	7,577,537
2014	4,739,429	60.78	2,377,421	30.49	31,723	0.41	460,102	5.9	189,068	2.42	7,797,743
2015	4,761,951	62.22	2,201,125	28.76	30,833	0.4	465,846	6.09	193,811	2.53	7,653,566
2016	4,978,973	61.65	2,282,252	28.26	33,458	0.41	555,434	6.88	226,478	2.8	8,076,595
2017	5,192,086	62	2,319,846	27.7	31,327	0.37	594,192	7.1	236,485	2.82	8,373,936
2018	5,029,326	62.28	2,204,812	27.3	25,746	0.32	565,667	7.01	249,441	3.09	8,074,992
2019	5,149,583	61.59	2,293,808	27.43	35,339	0.42	660,232	7.9	222,449	2.66	8,361,411
2020	4,734,550	60.35	2,209,362	28.16	33,645	0.43	657,355	8.38	210,721	2.69	7,845,633
2021	5,378,044	61.57	2,362,175	27.04	38,006	0.44	717,132	8.21	239,640	2.74	8,735,014
2022	5,673,949	63.14	2,383,944	26.53	35,718	0.4	665,718	7.41	227,094	2.53	8,986,423
2023	6,446,682	64.89	2,540,061	25.57	37,983	0.38	670,840	6.75	239,375	2.41	9,934,941
2024	6,314,318	65.17	2,470,641	25.5	35,748	0.37	644,710	6.65	224,070	2.31	9,689,487
2025	6,700,154	63.10	2,743,187	25.84	40,124	0.38	879,181	8.28	255,371	2.41	10,618,016



COMOX VALLEY CHILDREN'S DAY CARE SOCIETY

"Since 1970"

1800 Noel Avenue
Comox, British Columbia
V9M 2L1
Telephone: (250) 339-3033
Fax: (250) 339-7072
admin@cvcdds.com

RECEIVED

January 27, 2026

January 27, 2026

TOWN OF COMOX

Mayor and Council
Town of Comox
1800 Beaufort Avenue
Comox, BC V9M 1R9

LOG: 26-022	REFER:	AGENDA: RCM
FILE: 0220-20	ACTION: File	04Feb26

Sent via email:
town@comox.ca

Copies: Council
JW/EH/SR/CD

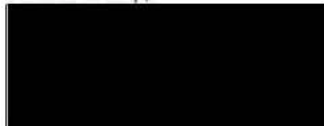
Dear Mayor and Council,

On behalf of the Board of Directors of the Comox Valley Children's Day Care Society, I would like to extend our sincere thanks to Town Council for approving a 100% permissive tax exemption for the years 2026 - 2034 for our Aspen Grove, Joyful Journeys, and Tigger Too childcare locations.

Council's support is deeply appreciated and has a meaningful impact on our ability to continue providing high-quality, affordable childcare services to families in the Comox Valley. As a non-profit organization, this exemption allows us to reinvest limited resources directly into our programs, staff, and facilities, strengthening the care and support we offer to children and families in our community.

We are grateful for the Town of Comox's continued recognition of the important role that licensed childcare plays in supporting working families, early childhood development, and overall community well-being. Thank you for your leadership and ongoing commitment to community services.

Yours truly,



Colleen McVea
Chair of the Comox Valley Children's Day Care Society Board

CC: Erin Balmer, Executive Director, Comox Valley Children's Day Care Society

TOWN OF COMOX

BYLAW NO. 2052

A BYLAW TO IMPOSE AMENITY COST CHARGES

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Comox may, by bylaw, impose amenity cost charges;

AND WHEREAS amenity cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding a facility or feature (amenity) that provides social, cultural, heritage, recreational or environmental benefits to a community and service, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS Council has considered the charges imposed by this bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, expected increases in population growth of residents and workers, the Financial Plan, and how development designed to result in a low environmental impact may affect the capital costs of facilities or features;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Amenity Cost Charges Bylaw No. 2052".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of amenity cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:

- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
- (b) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
- (c) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
- (d) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
- (e) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.
- (f) "Dwelling, One-Unit" means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (g) "Dwelling, Two-Unit" means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (h) "Dwelling Unit" means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (i) "Gross Floor Area" or "GFA" means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (j) "High Density Residential" means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating amenity cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (k) "Lot" means any lot, parcel, block, or other area in which land is held or into which

it is legally subdivided, and for certainty, includes a bare land strata lot under the *Strata Property Act*.

- (l) “Low Density Residential” means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (m) “Mobile Home” means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (n) “Mobile Home Park” means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (o) “Medium Density Residential” means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (p) “Secondary Suite” means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (q) “Subdivision” means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (r) “Town” means the Town of Comox.
- (s) “Zoning Bylaw” means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 AMENITY COST CHARGES:

3.1 Pursuant to section 570.2 (1) of the *Local Government Act* for the purpose of providing funds to assist the Town in paying the capital costs of providing, constructing, altering or expanding the amenities set out in Schedule “B” to this Bylaw to service, directly or indirectly, the Development and the increased population of residents that results from the Development for which the charge is being imposed, the amenity cost charges set out in Schedule “A”, attached hereto and forming part of this Bylaw, are hereby imposed on every person who obtains:

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;

- (b) approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the amenity cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

4.0 EXEMPTIONS:

4.1 Despite any other provision of this Bylaw, an amenity cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

- (a) the permit authorizes the Construction, of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;

4.2 Despite any other provision of this Bylaw, an amenity cost charge is not payable:

- (a) in relation to affordable and special needs housing units that are required under an affordable and special needs housing zoning bylaw as defined under section 478.1 of the *Local Government Act*;
- (b) if no increase in the population of residents is expected to result from the Development;
- (c) in respect of a particular amenity, if an amenity cost charge in respect of that amenity has previously been paid for the same Development, unless further Development is expected to result in an increase in the population of residents or workers;
- (d) in respect of a capital cost for which a development cost charge may be imposed;
- (e) in relation to a Development for any class of affordable housing prescribed by regulation; or
- (f) the *Local Government Act* or any regulations thereunder provide that no amenity cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

5.1 The amount of amenity cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.

5.2 Where a type of Development is not specifically identified in Schedule "A" the amount of amenity cost charges to be paid to the municipality shall be equal to the amenity cost charges that are payable for the most comparable type of Development.

5.3 When a Lot or a building or structure on a Lot is used or Developed or intended to be

used or Developed for more than one class of use, charges under this Bylaw shall be the aggregate of the applicable charges set out in Schedule "A" multiplied by the number of proposed Dwelling Units for Low Density Residential or Medium Density Residential and by the total square metres of GFA for High Density Residential.

5.4 The Town will consider provision of an amenity in lieu of an amenity cost charge payment in accordance with section 570.9 of the *Local Government Act*.

6.0 EFFECTIVE DATE:

6.1 This Bylaw shall come into force and effect the date of adoption.

7.0 SEVERABILITY:

7.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw remains valid.

8.0 ADOPTION:

READ A FIRST, SECOND, AND THIRD time this 22nd day of October, 2025

ADOPTED this _____ day of _____, 2026

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Amenity Cost Charges Bylaw No. 2052

Amenity Cost Charge Rates

Land Use	Unit	Total
Low Density Residential	Per Dwelling Unit/Lot	\$7,963
Medium Density Residential	Per Dwelling Unit	\$3,723
High Density Residential	Per m ² of GFA	\$44.30
Commercial	Per m ² of GFA	\$0.00
Industrial	Per m ² of GFA	\$0.00
Institutional	Per m ² of GFA	\$0.00

SCHEDULE "B"

Amenity Cost Charges Bylaw No. 2052
List of Amenities

1. Village Field Master Plan
2. Comox Community Centre Fitness Studio Expansion
3. Comox Community Centre Phase A: Building Expansion
4. CC/Village Park – Basketball Courts
5. CC/Village Park – Skills Trail
6. Lancaster Park – Covered Picnic Shelter
7. Lancaster Park – Pathway Lighting
8. Marina Park – Shade Structures

TOWN OF COMOX

BYLAW NO. 2053

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES

WHEREAS pursuant to the *Local Government Act*, the Council of the Town of Comox may, by bylaw, impose development cost charges;

AND WHEREAS development cost charges may be imposed for the purpose of providing funds to assist the municipality in paying the capital costs of providing, constructing, altering, or expanding sanitary sewer, water, drainage, roads, fire protection facilities, and providing and improving park land to service directly or indirectly, the development for which the charges are imposed;

AND WHEREAS the Council of the Town of Comox is of the opinion that the charges imposed by this Bylaw:

- (a) are not excessive in relation to the capital cost of prevailing standards of service in the municipality;
- (b) will not deter development in the municipality;
- (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land in the municipality; and
- (d) will not discourage development designed to result in a low environmental impact in the municipality;

AND WHEREAS Council has considered the charges imposed by this Bylaw in relation to future land use patterns and development, the phasing of works and services and the provision of park land described in the Official Community Plan, and how development designed to result in a low environmental impact may affect the capital costs of sewage, water, drainage, fire protection, roads, providing and improving park land;

AND WHEREAS in the opinion of the Council, the charges imposed by this Bylaw are related to capital costs attributable to projects included in the municipality's financial plan and long-term capital plans, and to capital projects consistent with the Official Community Plan.

NOW THEREFORE the Council of the Town of Comox, in open meeting assembled, enacts as follows:

1.0 TITLE:

This bylaw may be cited for all purposes as the "Development Cost Charges Bylaw No. 2053".

2.0 DEFINITIONS AND INTERPRETATION:

- 2.1 This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located in the Town of Comox.
- 2.2 In the event of a conflict with any term of this Bylaw with the provisions of the *Local Government Act* authorizing the imposition of development cost charges, this Bylaw is to be interpreted so that it is consistent with the authority set out in the *Local Government Act*.
- 2.3 Any reference to a statute or regulation refers to an enactment of British Columbia as amended, revised consolidated or replaced from time to time, and any reference to a bylaw refers to a bylaw of the Town of Comox, as amended, revised consolidated or replaced from time to time.
- 2.4 In this Bylaw, unless the context otherwise requires:
- (a) "Building Permit" means any permit required under the Town of Comox Building Bylaw, as amended, or repealed and replaced from time to time.
 - (b) "Commercial" means a commercial Development in a commercial Zone, or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list permitted uses, is of a commercial nature. Commercial uses generally include buying, selling, or trading of goods or services direct to consumers, administrative, professional or other business operations.
 - (c) "Community Care Facility" means an establishment licensed as required under the *Community Care and Assisted Living Act* intended to provide care for three (3) or more persons not related by blood or marriage to care provider.
 - (d) "Construction" includes building, erection, installation, repair, alteration, addition, enlargement, moving, relocating, reconstruction, demolition, removal, excavation, or shoring requiring a Building Permit.
 - (e) "Detached Accessory Dwelling Unit" means a self-contained Dwelling Unit designed to the applicable regulations under the Zoning Bylaw, that is detached from and clearly accessory to a One-Unit Dwelling or Two-Unit Dwelling and includes coach houses, carriage houses, or laneway houses, and may be situated above a detached garage.
 - (f) "Development" means Construction that requires the issuance of a Building Permit or Subdivision.
 - (g) "Dwelling, Multiple-Unit" means a principal building consisting of three (3) or more Dwelling Units.

- (h) “Dwelling, One-Unit” means a principal building used exclusively for residential purposes and consisting of one (1) Dwelling Unit and may include a fully enclosed Secondary Suite as an independent Dwelling Unit located within the principal building.
- (i) “Dwelling, Two-Unit” means a principal building used exclusively for residential purposes and consisting of two (2) principal Dwelling Units, and each principal dwelling unit in a Two-Unit Dwelling may include one fully enclosed Secondary Suite as an independent dwelling unit located within the principal building.
- (j) “Dwelling Unit” means a room, a suite of rooms or a building or structure that is used or intended to be used as a self-contained private residence for one (1) household that may contain eating, living, sleeping and sanitary facilities.
- (k) “Gross Floor Area” or “GFA” means the sum of the total floor area on a lot of each storey in each building measured to the outside face of the exterior walls; excludes the areas of canopies, sundecks, outside stairs, concealed parking, separate and attached carports and garages.
- (l) “High Density Residential” means a Multiple-Unit Dwelling with self-contained Dwelling Units accessed through a common hallway, one or more of which are wholly or partly above another self-contained Dwelling Unit. For the purpose of calculating development cost charges, High Density Residential also includes a Detached Accessory Dwelling Unit except for one Detached Accessory Dwelling Unit associated with a One-Unit Building.
- (m) “Industrial” means an industrial Development in an industrial Zone, or similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature. Industrial uses generally include manufacturing, processing, fabricating, distilling, brewing, assembling, storing, transporting, distributing, wholesaling, testing, servicing, repairing, wrecking, recycling or salvaging of goods, materials or things for direct use or resale to individual business customers, and not for the general public and includes cannabis grow operations.
- (n) “Institutional” means an institutional Development in an institutional Zone or a similar Development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an institutional nature. Institutional use generally includes non-profit civic facilities, services dedicated to religious, charitable, educational, health, or welfare purposes, and Community Care Facilities.
- (o) “Lot” means any lot, parcel, block, or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata lot under the

Strata Property Act.

- (p) “Low Density Residential” means a One-Unit Dwelling, or One-Unit Dwelling plus one Detached Accessory Dwelling Unit.
- (q) “Mobile Home” means a building containing one (1) Dwelling Unit, built in a factory environment in one or more sections, intended to be occupied in a place other than its manufacture and is constructed to the CAN/CSA Z-240 (Mobile Home) standard, but excludes recreational vehicles.
- (r) “Mobile Home Park” means a lot used for the accommodation of two (2) or more Mobile Homes placed on constructed pads.
- (s) “Medium Density Residential” means a Two-Unit Dwelling or Multiple-Unit Dwelling with self-contained Dwelling Units accessible through separate, ground-oriented entrances. Forms include Mobile Home Parks, duplexes, triplexes, fourplexes and townhouses.
- (t) “Secondary Suite” means a self-contained Dwelling Unit that is smaller than, secondary to, and connected to a principal Dwelling Unit located within a principal building on the same lot. For the purposes of this Bylaw a Secondary Suite is deemed not to be a separate Dwelling Unit from the principal Dwelling Unit.
- (u) “Subdivision” means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.
- (v) “Town” means the Town of Comox.
- (w) “Zone” means the zones identified and defined in the Zoning Bylaw.
- (x) “Zoning Bylaw” means the Town of Comox Zoning Bylaw, as amended, or repealed and replaced from time to time.

3.0 DEVELOPMENT COST CHARGES:

3.1 The development cost charges set out in Schedule “A”, attached hereto and forming part of this bylaw, are hereby imposed on every person who obtains:

- (a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that results in two (2) or more Lots on which the Zoning Bylaw permits the Construction of Low Density Residential;
- (b) approval of a Building Permit for all other types of Development to which this Bylaw applies.

and the development cost charge shall be paid upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

3.2 All charges imposed by this Bylaw may be paid by instalments in accordance with the permissions provided in the *Local Government Act*.

3.3 For certainty, this Bylaw imposes charges in respect of Building Permits authorizing the Construction, of buildings or structures that will, after the Construction, contain fewer than four (4) Dwelling Units and for which the Dwelling Units in the building or structure will be put to no use other than residential use.

4.0 EXEMPTIONS:

4.1 Despite any other provision of this Bylaw, a development cost charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

- (a) the permit authorizes the Construction, of a building or part of a building that is, or will be, after the Construction, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;
- (b) the permit authorizes the Construction of Dwelling Units in a building, where the floor area of each Dwelling Unit is no larger than 29m², and each Dwelling Unit is to be put to no other use other than residential use in those Dwelling Units;
- (c) the value of the work authorized by the permit does not exceed \$75,000;
- (d) the Development does not impose new capital cost burdens on the Town;
- (e) a development cost charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the municipality; or
- (f) the *Local Government Act* or any regulations thereunder provide that no development cost charge is payable.

5.0 CALCULATION OF APPLICABLE CHARGES:

5.1 The amount of development cost charges payable in relation to a particular Development shall be calculated using the applicable charges set out in Schedule "A" of this Bylaw.

5.2 Where a type of Development is not specifically identified in Schedule "A" the amount of development cost charges to be paid to the municipality shall be equal to the development cost charges that are payable for the most comparable type of Development.

5.3 The amount of development cost charges payable in relation to mixed-use type of Development shall be calculated separately for each portion of the Development, in accordance with Schedule "A", based on the mix of uses included in the Building Permit

SCHEDULE "A"

Development Cost Charges Bylaw No. 2053
 Development Cost Charge Rates

Land Use	Unit	Transportation	Water	Sewer	Drainage	Parks	Fire	Total
Low Density Residential	Per Lot	\$5,320	\$2,697	\$7,523	\$456	\$6,994	\$443	\$23,433
Medium Density Residential	Per Dwelling Unit	\$2,425	\$1,261	\$3,517	\$342	\$3,270	\$207	\$11,022
High Density Residential	Per m ² of GFA	\$20.95	\$15.01	\$41.85	\$2.32	\$38.91	\$2.46	\$121.50
Commercial	Per m ² of GFA	\$5.48	\$7.01	\$19.54	\$1.73	\$0.00	\$1.15	\$34.91
Institutional	Per m ² of GFA	\$6.26	\$10.51	\$29.31	\$1.73	\$0.00	\$1.73	\$49.54
Industrial	Per m ² of GFA	\$7.04	\$3.50	\$9.77	\$0.96	\$0.00	\$0.58	\$21.85



Statutory Approval

Under the provisions of sections _____ 560 _____

of the _____ Local Government Act _____

I hereby approve Bylaw No. _____ 2053 _____

of the _____ Town of Comox _____

a copy of which is attached hereto.

Dated this 26th *day*

of January , 2026

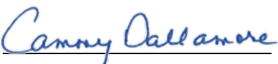
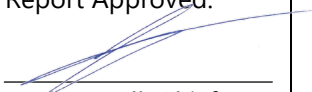
A handwritten signature in black ink on a light gray rectangular background.

Deputy Inspector of Municipalities



REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 0630-01
FROM: Cammy Dallamore, Corporate Coordinator	DATE: January 26, 2026
SUBJECT: Council Correspondence 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 Council Correspondence Policy CCL-006.04 as detailed in the January 26, 2026, report from the Corporate Coordinator, titled "Council Correspondence Policy" be Approved.

PURPOSE

To recommend an amendment to the Council Correspondence Policy CCL-006.04 as follows:

- a. Add Section 3.02 to include the definition of "Development Application".
- b. Add Sections 6.06(a) and (b) related to correspondence related to Development Applications.
- c. Add Sections 6.07(a) and (b) related to correspondence related to Development Applications subject to a Public Hearing.
- d. Add Table 1 – Development Application Submissions.

STRATEGIC PLAN LINKAGE

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

Strategic Priority	Areas of Focus
Good Governance – Areas of Focus	<p>Community Participation – We enhance two-way communication with our community.</p> <p>Decision-Making - We make evidence-based decisions focused on the best interests of the Town over the long term.</p>

Organizational Excellence – Areas of Focus	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives. Customer Service - Enhance customer service standards within our organization by providing better access to information, training tools and resources for staff.
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BACKGROUND

The Council Correspondence Policy explains how letters, emails, and other correspondence sent to Council and the Mayor are received, shared, and kept by the Town. The goal of the policy is to make sure correspondence is handled in a consistent and transparent way and that Council has the information it needs to make decisions.

Over time, staff have found that the policy does not clearly explain how correspondence related to Development Applications should be handled, especially when submissions are received at different stages of the process or around a Public Hearing. The proposed changes add clear definitions and set out specific steps for how development-related correspondence is processed, shared, and recorded. A summary table has also been added to make the process easier to understand. These updates are intended to improve consistency for staff and Council, and to better explain to the public how their submissions will be managed and considered.

Please refer to page 6 of the attached policy to understand the manner in which correspondence will be accepted for Public Hearings across the 5 stages. Please note that moving forward written submissions will not be accepted once the deadline for written submissions closes. If someone wishes to make a submission from this point they must attend and read their submission into the record in person.

The goal of this is to ensure all information is heard and presented to Council prior to the close of the Public Hearing allowing Council to consider and render a decision on the topic of the hearing .

ANALYSIS/ISSUES/IMPLICATIONS

The proposed amendments do not regulate land use, but clarify how development-related correspondence is received, documented, and shared with Council to support transparent and consistent decision-making. Where a Public Hearing is required, the policy establishes clear direction for handling correspondence received before, during, and after the hearing, while supporting records management and FOIPPA compliance.

a. Legal

The proposed amendments clarify internal correspondence handling procedures and support compliance with the *Local Government Act*, FOIPPA, and established Public Hearing practices, without introducing new legal obligations.

b. Public Relations

The proposed amendments improve clarity and transparency for the public by clearly explaining how development-related correspondence is received, managed, and considered by Council, which may enhance public understanding and confidence in the decision-making process.

GOVERNANCE CONSIDERATIONS

Q: Does the policy ensure consistent treatment of public submissions?

A: Yes. The amendments establish clear direction for receiving, documenting, and sharing correspondence at various stages of the development review process, including Public Hearings.

Q: Are Council confidentiality and independence maintained?

A: Yes. The policy formalizes correspondence handling without restricting Council's discretion or influencing deliberations.

Q: How does this support administrative accountability?

A: The clarified procedures improve consistency, record-keeping, and auditability, supporting accountable and defensible governance practices.

ATTACHED: DRAFT CCL-006.04 Council Correspondence Policy



COUNCIL CORRESPONDENCE POLICY

Section: COUNCIL	Number: CCL-006.04	Office of Primary Responsibility: CORPORATE SERVICES
Type: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Date Adopted: October 18, 2006	Date Last Amended:	Date to be Reviewed: December, 2026
Manner Issued: Website, Internal Memo, Upon request		

1 PURPOSE

- 1.01 To establish protocols regarding the receipt, distribution, response and record-keeping related to electronic and paper correspondence addressed to the Mayor and/or Mayor and Council.

2 POLICY STATEMENT

- 2.01 The Town of Comox (Town) offers a wide range of municipal services to the public. These include, but are not limited to:
- (a) administration and record-keeping;
 - (b) parks and recreation facilities and programs;
 - (c) land and building development;
 - (d) fire and emergency response;
 - (e) road maintenance;
 - (f) sewer and water utilities;
 - (g) solid waste collection; and
 - (h) bylaw enforcement, parking management and animal control.
- 2.02 To deliver municipal services, the Town needs to collect, use, disclose and retain many kinds of Personal Information. The Town also needs Personal Information in order to improve these services and to better understand what other services its residents and businesses need.

3 DEFINITIONS

- 3.01 Council Correspondence means all non-Transitory electronic or hardcopy communication from someone other than a Town Employee, addressed to "Council", "Mayor and Council" or all members of Council individually.
- 3.02 Development Application has the same meaning as "Application" in the Comox Planning Procedures Bylaw No. 2049.
- 3.03 Electronic Mail or Email means messages received from electronic devices through

the Town's corporate network at comox.ca.

- 3.04 Employee(s) include all persons hired by the Town of Comox, including firefighters, volunteers, students, recreation contractors, and persons currently completing probation.
- 3.05 Informal Petition means petition of an informational nature only bringing matters of community interest to the attention of Council, and excludes formal petitions with legislative requirements to establish municipal local area services or adopt loan authorization bylaws.
- 3.06 Mayor's Correspondence means all non-Transitory electronic or hardcopy communication from someone other than a Town Employee addressed to the Mayor.
- 3.07 Meeting means any Council or Council Committee meeting.
- 3.08 Personal Information has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.
- 3.09 Senior Manager means all members of the senior management team reporting directly to the Chief Administrative Officer.
- 3.10 Transitory means only required for a limited period of time for the completion of an action or the preparation of an ongoing record or communication series.

4 SCOPE

- 4.01 This policy applies to Council Correspondence and Mayor's Correspondence.

5 POLICY

- 5.01 All Council and Mayor's Correspondence shall be logged in a manner that will track the correspondence item, as well as all responses.
- 5.02 Council Correspondence shall be placed on a Meeting agenda for information and/or consideration.
- 5.03 Decisions of Council shall be communicated by the Mayor.
- 5.04 Emails addressed to the Mayor shall be monitored by the Corporate Services Department for recording, distribution, filing and action, as required. Emails addressed to individual Councillors shall be monitored by the individual Councillor only.
- 5.05 The Corporate Officer shall establish procedures to ensure timely and appropriate review and followup of Council and Mayor's Correspondence.
- 5.06 Individual Councillors have no individual decision-making power and, as such, separate or customized letterhead stationery shall not be purchased for, nor used by, individual Councillors.

	COUNCIL CORRESPONDENCE POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-006.04	Page 3

6 PROCEDURES

6.01 General

- (a) All Council and Mayor's Correspondence shall be date stamped and forwarded to the Corporate Officer for logging and distribution information.
- (b) Council Correspondence shall be circulated via email to Council, the Chief Administrative Officer and applicable Senior Managers as it is received. Senior Managers shall respond to routine requests for clarification and information, and responses shall be copied to Council, the Chief Administrative Officer and the Corporate Officer.
- (c) Correspondence other than Council Correspondence may be, at the discretion of the Chief Administrative Officer or the Corporate Officer, circulated to Council and/or placed on the next available Meeting agenda.
- (d) Individual Councillors may choose to respond to requests for information from a member of the public that are routine in nature where the information is readily available to the public. Such responses shall be shared with all members of Council, the Chief Administrative Officer and the Corporate Officer.
- (e) An acknowledgment of receipt shall be sent in response to all Council Correspondence received from a member of the general public or a local business or community organization. If the Council Correspondence is scheduled for a Meeting agenda, the author shall be advised of the tentative Meeting date and type once the Meeting agenda is finalized and made available to Council in accordance with Council Procedure Bylaw No. 1960, 2020.

6.02 Correspondence for Meeting Agendas

- (a) Council Correspondence requesting a decision of Council, except those relating to a matter in subsections 6.03, 6.04, 6.06 and 6.07 shall be placed on the next available Meeting agenda provided:
 - i. it includes the full name, civic address and municipality of the author, and
 - ii. it does not contain any defamatory statements, allegations, inferences, impertinent, disrespectful or improper matter.
- (b) Council Correspondence for informational purposes only will be placed on the next available Meeting agenda at the discretion of the Chief Administrative Officer or Corporate Officer.
- (c) Individual members of Council receiving correspondence addressed to the individual members only may submit a request to the Corporate Officer to have the correspondence considered by Council on a Meeting agenda. The request must contain reference to the correspondence item and a recommended action or proposed resolution.

	COUNCIL CORRESPONDENCE POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-006.04	Page 4

- (d) A copy of Council Correspondence deemed by the Corporate Officer not to comply with subsection 6.02(a) shall be returned to the author (if known) with an explanation as to why the material cannot be included on a Meeting agenda. The Corporate Officer may redact inappropriate portions of if there is otherwise a legitimate request, question, comment or suggestion and place the redacted version on the next available Meeting agenda with a copy provided to the author. All exclusively inappropriate content shall be circulated to Council for information and filed.
- (e) The receipt deadline for Council Correspondence to be included on a Council or Committee Meeting agenda is noon on the Wednesday prior to the Meeting date. Council Correspondence received after the deadline shall be forwarded by the Corporate Officer to the following Meeting agenda, with the exception of those that relate to existing agenda items or that are properly introduced and approved as a "late items" in accordance with Comox Council Procedure Bylaw No. 1960, 2020.
- (f) The author of Council Correspondence requesting consideration of a particular topic without providing sufficient supporting information shall be contacted to request additional supporting information prior to placing the correspondence on the next available Meeting agenda.
- (g) The author's name and street address are relevant to Council's consideration of a matter and will be published with the Meeting agenda. The house number and any personal contact information (phone numbers or email addresses) shall be redacted pursuant to the Freedom of Information and Protection of Privacy Act.

6.03 Council Correspondence Awaiting a Staff Report

- (a) Despite subsections 6.02(a) to (g), Council Correspondence relating to a matter that is awaiting a staff report for Council's consideration, shall be circulated to Council and held until that matter is scheduled for a Meeting agenda.

6.04 Council Correspondence Related to a Decision of Council

- (a) In the event that Council has made a final decision on a matter, all future Council Correspondence received regarding that same matter shall be circulated to Council and may, at the discretion of the Chief Administrative Officer or Corporate Officer, be placed on a future meeting Agenda for information.
- (b) In the event that a matter has been referred to a future process or Meeting for additional consideration, all future Council Correspondence received regarding that same matter shall be circulated to Council and placed on the applicable future process or Meeting agenda.
- (c) Responses to Council and Mayor's Correspondence shall be prepared by the

	COUNCIL CORRESPONDENCE POLICY	POLICY AND PROCEDURES MANUAL	
	CORPORATE SERVICES	CCL-006.04	Page 5

Corporate Services Department with input from applicable Senior Managers. The Chief Administrative Officer may direct other departments to prepare the response.

6.05 Informal Petitions

- (a) Informal Petitions shall be considered Council Correspondence and placed on the next available Meeting agenda.
- (b) Procedures as outlined in 6.02, 6.03 and 6.04 shall be followed with respect to all Informal Petitions.

6.06 Correspondence Related to a Development Application

- (a) All correspondence addressed or copied to Council regarding a Development Application will be considered as Council Correspondence. If correspondence is addressed to staff only it will not be circulated to Council and will be retained in the application file.
- (b) Council Correspondence relating to a Development Application, excluding a public hearing, that is awaiting a staff report for Council’s consideration, will be circulated to Council and held until that item is scheduled for a Council Meeting. At that time, all correspondence pertaining to the presented development application will be attached as background to the staff report.

6.07 Correspondence Related to a Public Hearing

- (a) All persons who believe that their interest in property is affected by a proposed development application will be afforded a reasonable opportunity to be heard by Council or to present written submissions to Council respecting the proposed development application. Written submissions must be read out by the person making the submission or staff in order to be considered. Emailed submissions will not be considered.
- (b) Correspondence regarding a Development Application that is subject to Public Hearing, will be processed as shown in Table 1:



TABLE 1: Development Application Submissions		Circulate to Council	Circulate to Staff	Add to Public Hearing Binder	Add to Website	Retained in File	Public Hearing Record/ Minutes
Period Received							
1	Prior to the proposed bylaw receiving 2 nd Reading or Council scheduling a Public Hearing	NO	YES	NO	NO	YES	NO
	Addressed to staff only						
2	After the proposed bylaw receives 2 nd Reading and prior to the Public Hearing Agenda deadline noted in the Public Notice	YES	YES	YES	YES	YES	YES
	Addressed or copied to Council						
3	After the Public Hearing Agenda deadline and prior to the start of the Public Hearing	NO	YES	NO	NO	YES	NO
	Verbal submissions	NA	NA	NA	NA	NA	YES
4	During the Public Hearing	NO	NO	IF POSSIBLE	YES	YES	YES
	Written submissions read out by member of the public or staff						
	Written submissions not read out	NO	NO	NO	NO	YES	NO
5	Email submissions	NO	NO	NO	NO	YES	NO
	After the close of the Public Hearing	NO	NO	NO	NO	YES	NO

7 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

COMMUNITY CHARTER

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT



COMOX COUNCIL PROCEDURE BYLAW No. 1960, 2020

COMOX PLANNING PROCEDURES BYLAW 1780

Amendment Date	Section Amended or Description of Amendment	Resolution Number
Oct 18, 2006	00 – Policy CCL-006 adopted.	06.479
Apr 16, 2008	01 – Procedure removed.	08.031
Mar 4, 2009	02 - Expanded to include distribution procedure and agenda criteria.	2009.062
Apr 6, 2022	03 - Re-written to include additional procedures on processing and responding to correspondence.	2022.135
	04 – Expanded to include additional procedures regarding Correspondence related to Development Applications and Public Hearings.	

REGULAR COUNCIL MEETING

TO: Mayor and Council	FILE: 1970-01
FROM: Edward Henley, Director of Finance	DATE: January 29, 2026
SUBJECT: Parcel Tax Review Panel	

Prepared by:  Edward Henley, Director of Finance	Report Approved:  Jordan Wall, Chief Administrative Officer
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RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

That Council set the Parcel Tax Review Panel on Wednesday, March 4, 2026 at 4:55 pm at the Comox Council Chambers.

PURPOSE

The purpose of this report is to establish the time and place for the sitting of the 2026 Parcel Tax Review Panel.

The establishment of the Parcel Tax Review Panel and the time and place of sitting is an annual action of Council. The time and place of the 2026 Parcel Tax Review Panel is proposed to be March 4, 2026 at 4:55 pm at the Comox Council Chambers located at 1801B Beaufort Avenue, Comox, BC. The 2026 Parcel Tax Review Panel will include all of the members of Council.

STRATEGIC PLAN LINKAGE

Strategic Priority Areas of Focus	
Organizational Excellence	Internal processes - Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance	Community Participation – We enhance two-way communication with our community.
Core Services	<ul style="list-style-type: none"> • Strong governance and administration • Financial management and accountability

BACKGROUND

In accordance with [Section 208 of the Community Charter](#), a parcel tax review panel must be convened to consider and respond to any complaints regarding a new or refusal to amend an existing parcel tax. The Parcel Tax Review Panel must consider any complaints prior to the annual property tax levy.

Each year parcel taxes are calculated and assessed on all new or newly subdivided properties added to the water and sewer distribution system within the Town of Comox. The property owners are provided notice of the amount to be added to their annual property tax notice, and that they have an opportunity to make an appeal at the annual Parcel Tax Review Panel if written notice is received at the Town Hall at least 48 hours prior to the meeting date proposed to be set on March 4, 2026. If no complaints are received, the parcel tax roll, as amended, is deemed to have been authenticated and the Parcel Tax Review Panel meeting will be cancelled.

Affected property owners are notified in writing of both the amount of the parcel tax assessed, and their opportunity to appeal the assessment. The notifications will include a map showing their property within the boundary of the parcel tax area and reference the parcel tax bylaw which will be posted online for review. Finance staff will deal with any questions from affected property owners to assist with the understanding of their inclusion in the parcel tax prior to the meeting.

For inclusion in parcel tax rolls for 2026:

- 6 parcels for water parcel tax
- 6 parcels for sewer parcel tax

ANALYSIS/ISSUES/IMPLICATIONS

a. Applicable Policies and Legislation

[Section 208 of the Community Charter](#) outlines the annual requirements for updating the parcel tax roll. Each year a municipality must publish notice in a newspaper that the parcel tax roll is available for inspection and provide direction and a deadline for written complaints. If any complaints related to the addition or refusal to adjust a particular parcel tax are received, a Parcel Tax Review Panel must be established to consider the complaints. Council must appoint at least three people as members of the review panel, establish the time and place, and provide advance notice of the time and place.

b. Financial

Parcel taxes for water and sewer are assessed in accordance with the water and sewer frontage tax bylaws. These revenues assist in the funding required to carry out capital and operational works for the provision of these two utility services, and have been included in the respective 2026-2030 Financial Plan.

c. Public Relations

Owners must receive notice by mail 14 days before the sitting of the review panel.

Advertisement of the meeting must be posted in the newspaper for two consecutive weeks or other means of advertising decided by Bylaw.

Hello James, Geoff, Michelle, and Jordan,

As you are all aware the K'moks Treaty has been overwhelmingly ratified by the K'omoks Nation on March 8th, 2025 . BC intends to move towards enabling legislation this spring and we would very much appreciate letters of support from each of the local governments.

We would be happy to walk through any aspects of the Treaty for locally elected officials, where that would be helpful. I know that there has been deep involvement and inclusion of local government elected officials in the Treaty negotiations over the past 30 years and support for the Treaty has been consistently vocalized by local leadership. I was present for a Treaty overview last winter that Canada and BC put on at the CVRD – however, Sarah and Marie-Louise and I would be happy to facilitate another Treaty overview when and if helpful for any or all of you.

We would also appreciate any support that may be mustered with our MLA's and members of the provincial opposition. As I am sure we are all aware, Treaties are a not only the highest form of Reconciliation, they are a direct public benefit, bring economic opportunity and facilitate certainty in otherwise uncertain times.

If you need further information or context, please fee free to reach out to me and/or to Sarah Cavanagh directly.

If happy to draft the letter, please address it to Premier Eby and MIRR Minister Chartrand-Hebert

CC to:

BC, Sarah Cavanagh [redacted] (add any other cc's required please Sarah)
Canada [redacted]

[redacted]

Sincerely,

Sheriden

RECEIVED

January 29, 2026

TOWN OF COMOX

LOG: 26-026	REFER:	AGENDA: RCM 04Feb26
FILE: 0400-04, C	ACTION: MR	

File: 0400-04, 0400-70

Copies: Council
JW/SR/CD



K'ómoks First Nation

3330 COMOX RD, COURTENAY, BC V9N 3P8
PH: 250.339.4545
F: 250.339.7053
E: RECEPTION@KOMOKS.CA

January 29, 2026

RECEIVED

January 29, 2026

Jordan Wall, CAO
Town of Comox
1809 Beaufort Avenue Comox BC V9M 1R9

TOWN OF COMOX

LOG: 26-031	REFER:	AGENDA: RCM 04Feb26
FILE: 0400-04,0	ACTION: MR	

File: 0400-04, 0400-70

Copies: Council
JW/SR/CD

Hello Jordan Wall,

Re: K'ómoks First Nation Addition to Reserve Letter of Support

K'ómoks First Nation (KFN) is proceeding with an Addition to Reserve Application to the Government of Canada for one parcel (42.54 acres/17.21 hectares) of fee-simple land held by the Nation in the Piercy Road area.

As part of this process, we are seeking a Letter of Support from the Town of Comox. We hope to work together with you and other First Nations, local, provincial, and federal government entities, and interested parties on our shared obligations and common interests through reconciliation and partnership building.

As you know, land is central to First Nation identity, knowledge, and economic resilience. Promoting the inherent right for First Nations to govern their lands, territories and resources is critical to creating pathways for self-determination and prosperity. KFN is seeking to act on this inherent right through the completion of an Addition to Reserve Process for the portion of LOT A SECTION 16 TOWNSHIP 9 COMOX DISTRICT PLAN VIP88394, EXCEPT PART IN PLAN EPP10606, as shown on Attachment No. 1. These lands are currently held fee-simple by KFN and were purchased by KFN in 2001 as an Accommodation Parcel following the conclusion of a complex infringement negotiation with the federal government. As time has advanced, the potential use of the lands has changed, and the Nation is at an important decision-point.

The purpose of K'ómoks First Nation's application for the Piercy Road site is to accommodate community growth, improve access to lands and resources, and support community and economic development initiatives for the Nation. K'ómoks IR No. 1 is nearing full build-out and can no longer serve as the location for future member housing or other community needs. The Puntledge and Goose Spit Indian Reserves are heavily encumbered by environmental constraints, while the Salmon River Indian Reserve is both distant and impacted by accessibility issues (see Attachment No. 2 for the location of KFN reserve lands). As such, KFN is applying to amend the status of its Piercy Road holding from fee-simple to reserve land. It is anticipated that future uses

may include administrative functions, community-support services, and economic development initiatives.

The subject parcel comprises approximately 42.54 acres (17.21 hectares). The lands are currently a mix of forested area and a former aggregate pit that was utilized during highway construction approximately 20 years ago.

Federal responsibility for the Addition to Reserve process is shared between the Minister of Crown-Indigenous Relations and the Minister of Indigenous Services Canada. The ATR process serves as a redress mechanism for past injustices by the Government of Canada. As part of this process, we are required to seek Letters of Support and respectfully request that the Town of Comox provide a positive response for this initiative. Attachment No. 3 includes a draft response template for your consideration.

Should you have any questions or wish to receive further information, please contact Carol McColl, K'ómoks First Nation Lands Manager by phone at 250-339-4545 ext. 125 or by email at carol.mccoll@komoks.ca.

Respectfully,



Nicole Rempel
Elected Chief, K'ómoks First Nation

cc: Chief & Council
cc: Intergovernmental Relations
cc: Jordan Templeman, Interim CAO
cc: Carol McColl, Lands Manager

Attachment No. 1: Subject Lands
Attachment No. 2: KFN Reserve Lands
Attachment No. 3: Response Letter Template

Attachment No. 1: Subject Lands, KFN Addition to Reserve Application

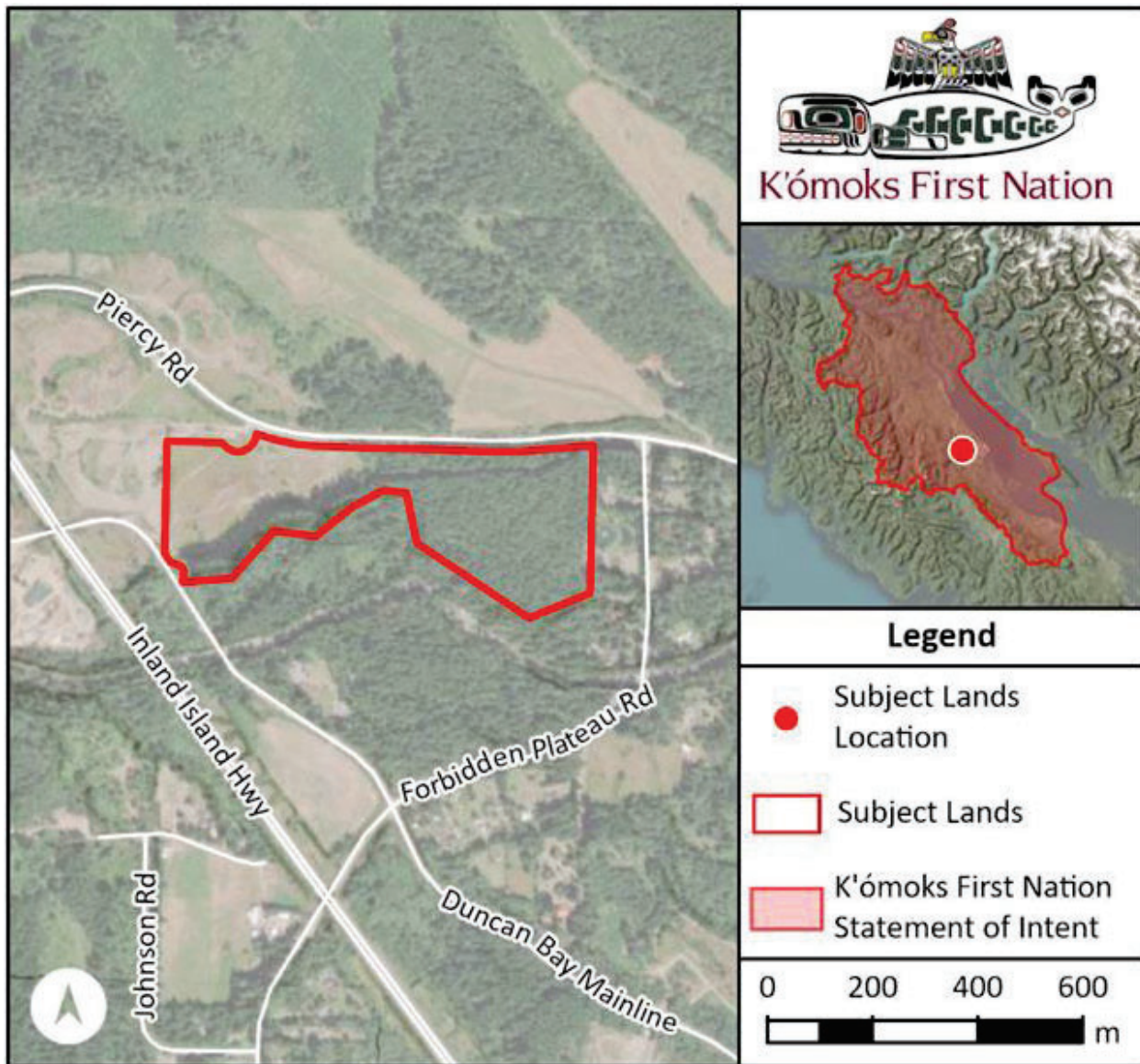
Map 1: Subject Lands

(Total Area 42.54 ac/17.21 ha)

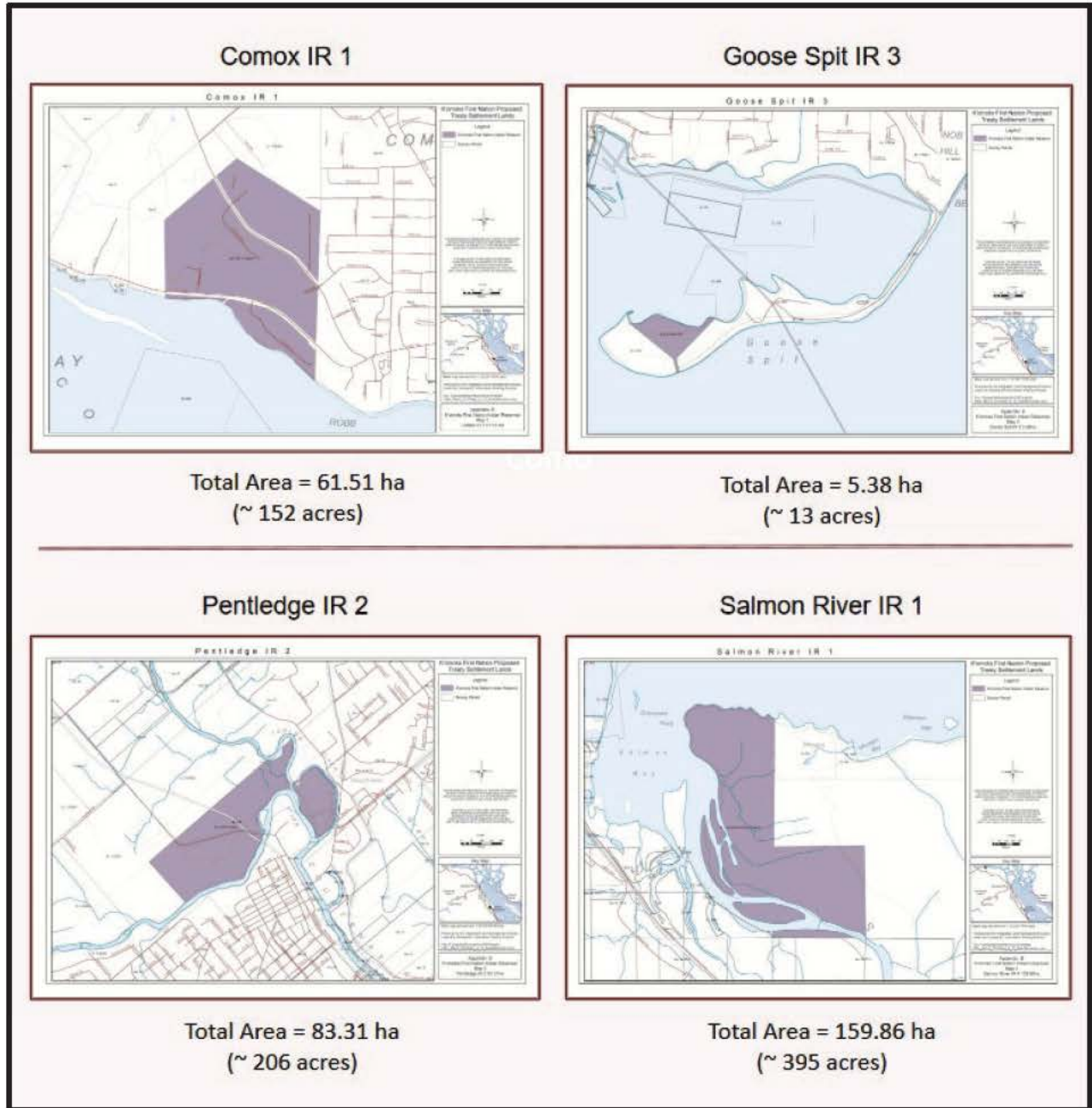
Map 2: Parcel Identification 028-351-118

Legal Descriptions:

LOT A SECTION 16 TOWNSHIP 9 COMOX DISTRICT PLAN VIP88394, EXCEPT PART IN PLAN EPP10606



Attachment No. 2: KFN Reserve Lands



Attachment No. 3: Response Letter Template

Letter Head

Insert date [please respond prior to DATE]

Chief Nicole Rempel,
K'ómoks First Nation
3330 Comox Road
Courtenay BC V9N 3P8

Dear Chief Rempel,

Re: K'ómoks First Nation Addition to Reserve Application – Piercy Rd.

In response to your recent letter requesting support for K'ómoks First Nation's (KFN) Addition to Reserve Application for the Piercy Rd. parcel, we provide the following.

We understand that the purpose of this application is to address the shortage of buildable land for economic development activities and / or community use. Further, we understand that the lands are currently held as fee-simple by the Nation.

We support this application for the following reasons (if applicable).

Add in any comments and/or a reference to an Adopted Motion, Band Council Resolution, or other recommendations.

We understand that this letter will be provided to the Government of Canada as part of K'ómoks First Nation's (KFN) Addition to Reserve Application for the Piercy Rd. parcel.

If there are any questions or if representatives of K'ómoks First Nation wish to meet to discuss this letter, please contact *contact person* at *telephone/email* at your earliest convenience.

Sincerely,

Name and Title