



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 Municipal and Regional District Tax (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 Canadian Radio-television and Telecommunications Commission (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.

(2026.002) -- 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.

(2026.003) -- 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.

(2026.004) -- 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.

(2026.005) -- 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.

*(2026.006) -- 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)*

(2026.007) -- CARRIED
- 2. *THAT Item 1. (Aaron Handford: Property Taxes) be removed from the Consent Agenda for discussion.*

(2026.008) -- 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.*

(2026.009) -- CARRIED

a. Consent Agenda

Consent Agenda

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

(2026.010) -- 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.*

(2026.011) -- CARRIED
[Opposed: Councillor JMeilleur]

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

(2026.012) -- 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.*

(2026.013) -- 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.*

(2026.014) -- 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.*

(2026.015) -- CARRIED

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

(2026.016) -- 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.*

(2026.017) -- 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.

(2026.018) -- 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.

(2026.019) -- 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 Street (the "Property") at a value proportionate to the 2026 BC Assessment land value (\$82,700), funded from the Town's Affordable Housing Reserve.*

(2026.020) -- 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.*

(2026.021) -- 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 Street for \$1 for the provision of affordable housing units, with the terms of sale to be brought back to Council for consideration.*

(2026.022) -- 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. (2026.023) -- 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. (2026.024) -- 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. (2026.025) -- CARRIED
- 4. THAT \$100,000 be contributed to the Fire Station Replacement project from the Affordable Housing fund. (2026.026) -- 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. (2026.027) -- 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. (2026.028) -- 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. (2026.029) -- 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.

(2026.030) -- 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.

(2026.031) -- 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.

(2026.032) -- 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.

(2026.033) -- 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.



ACTING MAYOR



CORPORATE OFFICER