TOWN OF COMOX

REGULAR (INAUGURAL) COUNCIL MEETING

AGENDA FOR WEDNESDAY NOVEMBER 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: d'Esterre Seniors' Centre, 1801 Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

Adoption of the Agenda

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1. INTRODUCTION AND APPROVAL OF LATE ITEMS: NIL

2. ADOPTION OF AGENDA:

a. Adoption of Agenda

That the Regular (Inaugural) Council Meeting Agenda for Wednesday November 4, 2026 be Adopted.

3. OATHS OF OFFICE:

(5) a. Administration of Oaths of Office

1. *Mayor-Elect:* *Nicole Minions*

2. *Councillors-Elect:* *Dr. Jonathan Kerr*
Jessica Wegg
Jenn Meilleur
Lisa Bourgeois
Dr. Neil Ladell
Vivian Chislett

4. GOVERNANCE COMMITMENT AND CODE OF CONDUCT:

(6) a. Signing of Governance Commitment

(10) b. Council Policy CCL-073 - Council Code of Conduct Policy

For information only.

5. INAUGURAL ADDRESS:

a. Inaugural Address by Mayor Minions

6. COUNCIL APPOINTMENTS:

(17) a. Comox Nautical Days Festival Committee Appointments

THAT the following be appointed to the Comox Nautical Days Festival Committee: Councillor Jonathan Kerr and Councillor Neil Ladell.

b. Council Appointments to Comox Valley Regional District

1. *THAT the following be appointed to the Comox Valley Regional District Board, the Comox Valley Regional District Recreation Commission, the Comox-Strathcona Waste Management Board and the Comox-Strathcona Regional Hospital Board: Mayor Nicole Minions and Councillor Jonathan Kerr, with Councillor Jenn Meilleur and Councillor Lisa Bourgeois as alternates.*

2. *THAT the following be appointed to the Comox Valley Sewerage Commission: Mayor Nicole Minions, Councillor Jonathan Kerr and Councillor Lisa Bourgeois, with Councillor Jenn Meilleur, Councillor Jessica Wegg and Councillor Neil Ladell as alternates.*

3. *THAT the following be appointed to the Comox Valley Water Committee: Councillor Jenn Meilleur with 2 voting units and Councillor Jonathan Kerr with 1 voting unit, with Mayor Nicole Minions and Councillor Lisa Bourgeois as respective alternates.*

4. *THAT the following be appointed to the Comox Valley Regional Parks and Trails Committee: Councillor Jonathan Kerr and Councillor Lisa Bourgeois, with Mayor Nicole Minions and Councillor Jenn Meilleus as alternates.*

c. Community Organization Appointments

1. *THAT Councillor Jenn Meilleur be appointed as liaison to the Comox Archives and Museum Society.*

2. *THAT Councillor Lisa Bourgeois be appointed as liaison to the Comox Business in Action and Professionals by the Sea Society.*

3. *THAT Councillor Jessica Wegg be appointed to the Comox Valley Community Justice Centre Board.*

4. *THAT Councillor Vivian Chislett be appointed as liaison to the d'Esterre Seniors' Centre Association.*

5. *THAT Councillor Neil Ladell be appointed to the Filberg Heritage Lodge and Park Association Board.*

6. *THAT Councillor Jenn Meilleur and Mayor Nicole Minions be appointed to the Comox Valley Food Policy Council.*

7. *THAT Councillor Vivian Chislett be appointed to the Comox Valley Social Planning Society Board.*

(17) c. Community Organization Appointments

8. THAT Mayor Minions be appointed to the Island Coastal Economic Trust Board.

9. THAT Councillor Jenn Meilleur be appointed to the Vancouver Island Regional Library Board, with Councillor Jessica Wegg as alternate.

d. 2026-2030 Acting Mayor Roster

That the Acting Mayor Roster for the 2026-2030 term be as follows:

- Councillor Lisa Bourgeios: each November and December
- Councillor Vivian Chislett: each January and February
- Councillor Jonathan Kerr: each March and April
- Councillor Neil Ladell: each May and June
- Councillor Jenn Meilleur: each July and August
- Councillor Jessica Wegg: each September and October

e. 2022-23 Signing Authority

THAT the following be appointed as having signing authority for the term 2026-2030:

Mayor Nicole Minions
Councillor Lisa Bourgeois
Councillor Vivian Chislett
Councillor Jonathan Kerr
Councillor Neil Ladell
Councillor Jenn Meilleur
Councillor Jessica Wegg
Jordan Wall, Chief Administrative Officer
Edward Henley, Director of Finance
Shelly Russwurm, Director of Corporate Services
Randy Houle, Director of Development Services
Shelley Ashfield, Director of Operations
Teodora "Odie" Morin, Deputy Director of Finance

f. 2027 Council and Committee Meeting Schedule

THAT the 2027 Regular Council and Strategic Planning Committee meeting schedule be approved, as outlined in the November 4, 2026 report from the Director of Corporate Services titled "2026-27 Council Appointments, Acting Mayor Roster, Signing Authority and Meeting Schedule".

7. ELECTION RESULTS:

(34) a. 2026 General Local Election Results

That the report titled "2026 Report of General Local Election Results" from the Chief Election Officer, as included in the November 4, 2026 Regular (Inaugural) Council Meeting agenda, be received and filed for information.

8. CONSENT AGENDA:

(37) a. Karen Milstein-McKinnon, Managing Director (Community Justice Centre): Council Delegate

(39) b. Christopher Bate, Coordinator (Comox Valley Social Planning Society): Council Liaison

(42) c. Eileen Gillette, Executive Director (Vancouver Island Regional Library): Trustee Appointment

(51) d. Patti Alvarado, Coordinator (Comox Valley Substance Use Strategy Collaborative): Council Representative

(52) e. Maurita Prato, Co-Chair & Naomi Robert, Co-Chair (Comox Valley Food Policy Council): Council Representative

9. NEW BUSINESS:

(53) a. 1890 Comox Avenue - Downzoning

That the October 30, 2026 Report to Mayor and Council from the Director of Development Services, titled "1890 Comox Avenue - Downzoning" be received for information.

10. CORRESPONDENCE:

(56) a. Chrys Sample, President (MIKI'SIW Métis Association): Nov 16th Flag Raising Request

11. LATE ITEMS: NIL

12. REPORTS FROM MEMBERS OF COUNCIL: NIL

13. MEDIA QUESTION PERIOD: NIL

14. PUBLIC QUESTION PERIOD:

15. RESOLUTION TO GO IN-CAMERA:

16. RISE AND REPORT FROM IN-CAMERA:

ADJOURNMENT

CORPORATE OFFICER

TOWN OF COMOX

OATH OF OFFICE

I, _____, do solemnly affirm that:

I am qualified to hold the office of _____ for the Town of Comox to which I have been elected/appointed.

I have complied with the provisions of the *Local Government Act* in relation to my election to this office. [omit this point for persons who have been appointed].

I will abide by all rules related to conflicts of interest under the *Community Charter*.

I will carry out my duties with integrity.

I will be accountable for the decisions that I make, and the actions that I take, in the course of my duties.

I will be respectful of others.

I will demonstrate leadership and collaboration.

I will perform the duties of my office in accordance with the law.

[Additional points to consider including:

I will abide by the Code of Conduct.

I will not allow any private or personal interest to influence my conduct in public matters.]

Sworn before me at Comox, BC
this 4th day of November, 2026

Shelly Russwurm, Corporate Officer
A Commissioner for Taking Affidavits
for British Columbia

TOWN OF COMOX
1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	**POLICY NO. CCL - 012**
ESTABLISHED: MAR 4, 2009	**LAST REVISED:**
TITLE: AN EFFECTIVE COUNCIL/CHIEF ADMINISTRATIVE OFFICER RELATIONSHIP	

POLICY STATEMENT:

To meet the Town of Comox Council's objective of becoming an effective and efficient Town Council, the Council and chief administrative officer relationship will be based on the following principles:

1. CLEAR ROLES AND RESPONSIBILITY

The Town of Comox Council and the chief administrative officer (CAO) will enter into a covenant to articulate the roles and responsibilities of each party.

2. INDEPENDENT AUTHORITY

The chief administrative officer will exercise independent authority in each of the following processes:

(a) Hiring, evaluating and compensating Town employees within the Council-approved compensation plan;

(b) Managing the affairs of the Town within the approved bylaws and policies of the Council; and

(c) Managing any technical advisory committees:

i. The CAO may establish a technical advisory committee to assist in identifying solutions to complex or technical matters;
ii. Technical advisory committee is deemed to be an advisory committee of the chief administrative officer; and
iii. Membership shall be at the discretion of the CAO.

3. ORIENTATION

The chief administrative officer will ensure that an orientation process will be made available for all Council members to ensure an understanding of organizational resources, challenges and opportunities. The process may include:

(a) A tour of the organization's properties, operations, and administrative functions;

(b) Meeting with key personnel relative to Council priorities; and

(c) Sessions and supportive written materials to develop a clear understanding of the strengths and opportunities of Town.

4. DECISION-MAKING

The chief administrative officer will exercise his decision-making based on a comprehensive, sound and transparent process, which will ensure that all Council members receive:

(a) Clear and complete information;

(b) An opportunity for discussion and questions; and

(c) Opportunities, where practical, for reflection on the key issues.

5. LEADERSHIP

The chief administrative officer will lead the administration based on:

(a) Sound administrative and governance principles;

(b) Development of a business plan to establish clear goals, objectives, priorities and targets for the term;

(c) Focus on Council policies;

(d) Focus on the future and what is perceived by the Council as in the best interests of the Town;

(e) Ongoing open communication with Council on all matters of Council significance;

(f) Ethical standards which are understood, promoted and lived; and

(g) A respect for the different perspectives and interests of each Council member while recognizing that the Council is to be treated as one body which makes its decisions as a body.

6. DEVELOPMENT

The chief administrative officer will ensure that his administration is guided by an individual development plan that has been developed by the supervisor and employee in accordance with approved Council policies and budgeted resources.
We, as members of the Town of Comox Council, will:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities

- make decisions which we believe to be in the best interests of the citizens of the Town of Comox
- review the background information and advice made available to us by the chief administrative officer (CAO) on behalf of the administration prior to rendering a decision
- seek further input from our CAO when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Mayor or CAO for review, comment and followup (as appropriate)
- refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table
- refrain from any public or private criticism of our administration wherein individual employees are identified
- act as good stewards of the Town and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the corporation of the Town through annual or longer term goals and priorities (Council's business plan), through the budget approval process and by agreeing to reasonable policies which reflect, in our view, the best interests of a majority of our citizens
- ensure that we formally evaluate the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment.

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I, the chief administrative officer will:

- conduct myself as your chief policy advisor in an honest and ethical manner
- ensure that Council members and the Mayor are accorded respect in all of my personal and public comments
- provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- act only on the will of Council as established by the approved resolutions, policies and bylaws of Council
- forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to reasonable decision options as well as my recommendation as your CAO
- seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the provincial and federal governments
- admit to any mistakes of substance made by myself or my staff and take corrective action
- listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis
- ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Chief Administrative Officer Signature:

_____
Signature

_____
Print Name

_____
Date

TOWN OF COMOX		POLICY AND PROCEDURE MANUAL
Section: COUNCIL	**Number:** CCL-073	**Office of Primary Responsibility:** CHIEF ADMINISTRATIVE OFFICER

COUNCIL CODE OF CONDUCT POLICY

Type:	**Authority:**	**Approved By:**
☒ Policy ☒ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Chief Administrative Officer ☐ Department Head
Date Adopted: November 16, 2022	**Date Last Amended:** March 4, 2009	**Date to be Reviewed:** November 2023
Manner Issued: Internal Memo		

1 PURPOSE:

1.01 To ensure and encourage that Council members conduct themselves in manner where:

(a) Public business is conducted with integrity in a fair, honest, and open manner.

(b) Members respect one another, the public, and staff; and recognize and understand the unique role and contribution each person has in making the Town a better place to work and live

(c) Members conduct in their performance of their duties and responsibilities to the Town is above reproach.

(d) The decision-making processes are easily accessible, participatory, and understandable.

2 POLICY STATEMENT

2.01 The Town of Comox Code of Conduct is intended to be self-enforcing and encourage good behaviour and communication between members. Violations or perceived violations of this policy will be actioned through the informal and formal complaint procedures outlined in Section 7 of this policy. The preferred method for resolution to complaints will be through the informal dispute mechanisms unless the alleged actions are of a serious nature.

3 DEFINITIONS

3.01 Members: All active Council members, Mayors, or Acting Mayors for the Town of Comox.

3.02 Council: All active Council members, Mayors, or Acting Mayors for the Town of Comox.

4 POLICY PRINCIPLES

4.01 Council members recognize the following principles and commit to the following in carrying out their functions:

(a) Integrity: make decisions that benefit the community, act lawfully and within the authorities of the Town of Comox, be free from undue influence, and not act in order to gain financial or other benefits for themselves, family, friends or business interest.

(b) Leadership: action and decisions made while on Council are done so in adherence to the Code of Conduct in a manner that builds the public's trust and confidence in the Town.

(c) Responsibility: Council members act within the letter and spirit of all relevant regulations.

(d) Respect: Town business should be conducted efficiently with decorum and civility. Council members should treat each other with respect at all times without using derogatory language towards others, including other Councillors, both in and outside of Council meetings. Members should conduct themselves in a manner that recognizes the different roles and perspectives that each member brings to the Council as a whole.

(e) Openness: Council members should be as open as possible about their decisions and state the reasoning for their votes on topics of community interest or controversy.

(f) Collaboration: The work of Council requires input, support, and cooperation with many different formal and informal agencies. Sustainable community partnerships should be fostered and Council members should seek to collaborate when appropriate.

5 SCOPE

5.01 This policy applies to all active Council members and Mayors in the Town of Comox

6 POLICY

6.01 All Council members shall adhere to the key principles and provision of the Code of Conduct as well as complete the online course launched by UBCM and LGMA to support responsible conduct by Council members.

6.02 **Comply with the Law**- Council members shall comply with all applicable federal, provincial, and municipal laws in the performance of their public duties. These laws include, but are not limited to, the Provincial Human Rights Code, the Criminal Code, the Local Government Act, the Community Charter, laws pertaining to Financial Disclosure and Employer Responsibilities, and relevant bylaws and policies.

6.03 **Respect for Process** – Members shall perform their duties in accordance with the policies and procedures and the rules of order established by the Town.

(a) Members will recognize the importance of the role of chair and treat that person with respect at all times.

(b) Members will prepare themselves for meetings, listening courteously and attentively to all discussions before Council and respect the perspectives and community representation brought by all members.

(c) Members will attend Council meetings prepared with the information they require to make decisions on the matters at hand and will use the meetings primarily to discuss with their fellow Councillors and not as information gathering sessions from staff.

(d) Disagreements will be a natural part of the decision making process and such disagreements will not be made or taken personally.

(e) Members when speaking with the public or during meetings will avoid inflammatory language and attempt to speak in an objective manner.

(f) Members will avoid actions that may result in discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

(g) Members are expected to question any request or action they believe may be unethical, unlawful, or prohibited by this Code of Conduct.

6.04 **Conflict of Interest**- Council members will fulfil their Oath of Office and shall act in accordance with the conflict of interest provisions of the Community Charter.

(a) Board members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interest.

(b) Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Town, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation, or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Town programs open to the Public and may purchase Town property or goods offered for sale.

(c) Members shall not use public resources which are not available to the public in general such as staff time, equipment, supplies, or facilities for private gain or personal purposes.

(d) Members shall not vote or participate in votes nor attempt to influence the vote on a matter in which they have a pecuniary interest. Members will make a best effort to self-identify when these potential conflicts of interest are present or perceived.

6.05 **Communications and Media Relations**

(a) The mayor is the spokesperson, unless otherwise designated, for the Town on Council or policy matters.

(b) Council members will attempt to accurately communicate the decision of Council even if they disagree with the decision in whole or part. Council members will refrain from making disparaging comments about other councillors, Council's decisions, or individual staff members and by doing so will affirm the respect and integrity of the decision making process of Council.

(c) Members shall publicly share substantive information relevant to the matter under consideration by Council which they may have received from sources outside of the public decision making process. Further, when possible, Council members will share substantive information on a decision before Council with other members before the Council meeting in which a decision is expected.

7 PROCEDURES

7.01 **Informal Complaint Procedure**

(a) If disputes or perceived violations arise under this policy, councillors shall first endeavour to resolve the dispute through dialogue with the member.

i. Members who believe another member has acted in contravention of this policy will attempt to explain the alleged violation of policy in a polite and courteous manner.

ii. Members who receive information from another member in which a potential Code of Conduct violation has occurred will attempt to understand the reasoning for the claim.

iii. At any time a Councillor may confer with the Mayor to discuss the potential violation of this policy to seek advice or understanding of the issue. The Mayor will treat any such conversations confidentially and will not action any complaints on behalf of another Councillor. The Mayor may seek further advice from the Chief Administrative Officer if required.

(b) If resolution of this issue is not reached under Section 7.01.a of this policy an informal complaint may be made to the Mayor. The Mayor will attempt to resolve the dispute privately between the members through the process outlined in sections 7.01.a.

i. The Mayor, at their discretion, will informally inform the rest of Council of the result of any complaints resolved or unresolved in section 7.01.b of this policy.

(c) Where appropriate, the informal complaint process described in section 7.01 is encouraged as the first means of remedying conduct that may be a violation this policy, however, it is not a prerequisite to pursuing a formal complaint.

(d) Where the Mayor is the subject of a complaint under this section of the policy the Acting Mayor at the time the alleged violation of the policy took place shall serve as Mayor for the purposes of the policy. In the event multiple violations have been alleged the date of the first violation shall be used to determine the Acting Mayor.

7.02 **Formal Complaint Procedure**- Any Council member who believes a violation of this policy has taken place and has unsuccessfully addressed the matter under Section 7.01 or believe the matter to be too serious for the informal complaint procedure may make a formal complaint through the process described in this section.

(a) Complaints regarding Council members will be made in writing, dated, and signed to the Mayor with all relevant details of the alleged violation including the section(s) of the policy which have been violated highlighted.

i. The Mayor will after receipt of the complaint confer with the Chief Administrative Officer (CAO) who will ensure appropriate record keeping throughout the process. Through this or further discussions the CAO may decide legal counsel will be used to support the processes.

ii. The Mayor may, if appropriate, first attempt to resolve the issue through the informal process identified in Section 7.01.

(b) If the Mayor and/or original complaining member is not satisfied with the resolution reached under the informal complaint procedure or the matter is not appropriate for informal resolution a copy of the written complaint shall be forwarded to the member alleged to have violated the policy.

(c) The member alleged to have violated this policy will have 15 (fifteen) calendar days to provide a written response to the Mayor should they choose to respond after receiving a written complaint against them.

(d) At the discretion of the Mayor a formal investigation may be launched at the conclusion of this 15 day period while considering the written response in section 7.02.c. All members must be made aware a formal investigation has been initiated regarding their conduct.

(e) A Council Member may appeal the decision to either launch or reject an investigation to Council in an in-camera meeting of Council within 7 (seven) Calendar days of an investigation being started.

i. Council will be provided both the written complaint and any response when considering the matter.

ii. A majority vote of Council will determine if an investigation will take place. The Mayor and the member alleged to have violated the Code of Conduct will both be permitted to engage in discussion and vote on this matter.

iii. If Council determines no investigation will take place Council will, at the conclusion of the meeting, rise and report their decision, reasoning for their decision, and release both the original complaint and any response publicly.

(f) In the event a formal investigation is to take place, the CAO will appoint an Ethics Commissioner or otherwise qualified individual to complete the investigation. This appointment will be made solely by the Chief Administrative Officer without input from any Council member to ensure impartiality. In the event the complaint was launched by the CAO the Corporate Officer will make the appointment without input from Council or other staff member.

(g) Any formal investigation will take place with procedural fairness and natural justice as procedural principles.

(h) (m) The Ethics Commissioner or other appointed individual will include in their report recommended remedies that may or may not be detailed in section 7.04 of this policy.

(i) At the conclusion of the investigation Council may review the initial report in-camera to consider the legal implications. However, after initial review the report will be made public with any information required to be protected by legislation redacted.

(j) Where the Mayor is the subject of a complaint under this section of the policy the Acting Mayor at the time the alleged violation of the policy took place shall serve as Mayor for the purposes of the policy. In the event multiple violations have been alleged the date of the first violation shall be used to determine the Acting Mayor.

7.03 **Complaints Generated from Members of Staff**

(a) Any member of staff who believes that a member of Council has violated this policy may make an informal complaint to the Chief Administrative Officer. The CAO will then represent that staff member in the informal complaint procedure described under section 7.0.1.a

(b) If a formal complaint is required due to lack of resolution from the informal procedure or seriousness of the action the staff member will submit their written complaint in the same manner described in section 7.02.a to the CAO. The CAO will then forward the information to the Mayor and the formal complaint procedure of 7.02 will be followed.

7.04 **Complaints from Members of the Public**

(a) Members of the public will not be permitted to submit complaints under this policy.

7.05 **Remedies**- Council may take appropriate measures based on the seriousness, repeated nature of the offense, the impact of the offense on the organization or

induvial impacted, and the member's past history. The following is a non-exhaustive list of potential remedies.

(a) A private apology to Council or the impacted individual

(b) A public apology

(c) A public letter of reprimand or censure of the member

(d) A private or public recommendation for the member to attend training

(e) Suspension of or removal from internal and external board or committee appointments

(f) No longer approving travel related expenses for the member

(g) Restricting a member from acting in an official capacity for Council at events

(h) Any other sanction the board deems reasonable or appropriate in the circumstances so long as it does not prevent the member from fulfilling their legislated duties and the sanction is not contrary to legislation.

7.06 **Reimbursement of Costs**

(a) Any member of Council who is ultimately found to have not acted with dishonesty, gross negligence, malicious or wilful misconduct, or to have violated the Code of Conduct policy at the conclusion of a formal investigation started under section 7.02.d of this policy will have their legal expenses reimbursed by the Town up to a maximum of $10,000 per Council term.

(b) A member may make a request to Council to reimburse legal costs up to a maximum of $10,000 per Council term as a result of actions taken from a formal investigation under Section 7.02.d being launched in relation to their alleged actions.

(c) For clarity, the Town will not reimburse any legal costs incurred prior to an investigation being launched under 7.02.d of this policy.

(d) Any monetary cap under this policy will not apply to or include amounts disbursed under Policy CCL-005 Litigation-Elected Officials. Actions by members outlined in Bylaw 1620 " A Bylaw to Provide Indemnification For Municipal Officials Against Proceedings In Connection With the Performance of Their Duties and the Conduct of Municipal Business" as replaced or amended from time to time do not apply to this policy.

8 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Amendment Date	Section Amended or Description of Amendment	Resolution Number
November 16, 2022	Policy adopted	2022.310

TOWN OF COMOX

STAFF REPORT
Meeting: November 4, 2026

REGULAR (INAUGURAL) COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	0530-30
FROM:	Shelly Russwurm, Director of Corporate Services	**DATE:**	October 29, 2026
SUBJECT:	2026-27 Council Appointments, Acting Mayor Roster, Signing Authority and Meeting Schedule		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
Shelly Russwurm, DCS		*Edward Henley, Fin. Director*	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

a. Comox Nautical Days Festival Committee Appointments

THAT the following be appointed to the Comox Nautical Days Festival Committee: Councillors Jonathan Kerr and Councillor Neil Ladell, with Mayor Minions as alternate.

b. Comox Valley Regional District Appointments

1. *THAT the following be appointed to the Comox Valley Regional District Board, the Comox Valley Regional District Recreation Commission, the Comox-Strathcona Waste Management Board and the Comox-Strathcona Regional Hospital Board: Mayor Nicole Minions and Councillor Jonathan Kerr, with Councillor Jenn Meilleur and Councillor Lisa Bourgeois as alternates.*
2. *THAT the following be appointed to the Comox Valley Sewerage Commission: Mayor Nicole Minions, Councillor Jonathan Kerr and Councillor Lisa Bourgeois, with Councillor Jenn Meilleur, Councillor Jessica Wegg and Councillor Neil Ladell as alternates.*
3. *THAT the following be appointed to the Comox Valley Water Committee: Councillor Jenn Meilleur with 2 voting units and Councillor Jonathan Kerr with 1 voting unit, with Mayor Nicole Minions and Councillor Lisa Bourgeois as respective alternates.*
4. *THAT the following be appointed to the Comox Valley Regional Parks and Trails Committee: Councillor Jonathan Kerr and Councillor Lisa Bourgeois, with Mayor Nicole Minions and Councillor Jenn Meilleur as alternates.*

c. Community Organization Appointments

1. *THAT Councillor Jenn Meilleur be appointed as liaison to the Comox Archives and Museum Society.*

2. *THAT Councillor Lisa Bourgeois be appointed as liaison to the Comox Business in Action and Professionals by the Sea Society.*
3. *THAT Councillor Jessica Wegg be appointed to the Comox Valley Community Justice Centre Board.*
4. *THAT Councillor Vivian Chislett be appointed as liaison to the d'Esterre Seniors' Centre Association.*
5. *THAT Councillor Neil Ladell be appointed to the Filberg Heritage Lodge and Park Association Board.*
6. *THAT Councillor Jenn Meilleur and Mayor Nicole Minions be appointed to the Comox Valley Food Policy Council.*
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8. *THAT Mayor Minions be appointed to the Island Coastal Economic Trust Board.*
9. *THAT Councillor Jenn Meilleur be appointed to the Vancouver Island Regional Library Board, with Councillor Jessica Wegg as alternate.*

d. 2026-2030 Acting Mayor Roster

THAT the Acting Mayor Roster for the 2026-2030 term be as follows:
- Councillor Lisa Bourgeios: each November and December
- Councillor Vivian Chislett: each January and February
- Councillor Jonathan Kerr: each March and April
- Councillor Neil Ladell: each May and June
- Councillor Jenn Meilleur: each July and August
- Councillor Jessica Wegg: each September and October

e. 2026-2030 Signing Authority

THAT the following be appointed as having signing authority for the term 2026-2030:
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Councillor Lisa Bourgeois
Councillor Vivian Chislett
Councillor Jonathan Kerr
Councillor Neil Ladell
Councillor Jenn Meilleur
Councillor Jessica Wegg
Jordan Wall, Chief Administrative Officer
Edward Henley, Director of Finance
Shelly Russwurm, Director of Corporate Services
Randy Houle, Director of Development Services
Shelley Ashfield, Director of Operations
Teodora "Odie" Morin, Deputy Director of Finance

f. 2027 Council and Committee Meeting Schedule

THAT the 2027 Regular Council and Strategic Planning Committee meeting schedule be approved, as outlined in the November 4, 2026 report from the Director of Corporate Services titled "2026-27 Council Appointments, Acting Mayor Roster, Signing Authority and Meeting Schedule".

PURPOSE

To obtain Council direction regarding Council appointments to the Comox Valley Regional District boards, committees and commissions, as well as to establish an acting mayor roster, establish signing authorities on behalf of the Town, and to establish Council's meeting schedule for the 2027 calendar year.

STRATEGIC PLAN LINKAGE

Meeting legislative requirements and adhering to Town policies when contemplating Council appointments to external organizations, designating signing authorities and formalizing a schedule of Council meetings contributes to an effective and efficient governing body.

Organizational Excellence	**Asset Management** - Focus on life-cycle funding when considering asset additions or replacements and communicate to the public the cost and need for asset renewal. **Internal processes -** Streamline and develop new processes that are efficient, cost effective and support our overall objectives.
Good Governance	**Relationships** – We develop connections and relationships both locally and regionally to leverage support for our goals. **Decision Making -** We make evidence-based decisions focused on the best interests of the Town over the long term.
Balanced Community Planning	**Strategic Growth** - We will balance the benefits of growth with the livability of our seaside community.

BACKGROUND

1. Regional District Boards, Committees and Commissions

Letters patent and sections 196/197 of the *Local Government Act* identify the methods to determine the number of municipal directors appointed to Comox Valley Regional District (CVRD) board, which are to be appointed at pleasure by Council. In accordance with these provisions, the Town of Comox is entitled to two municipal directors. These two appointees automatically become members of the Comox-Strathcona Waste Management Board, the Comox-Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Recreation Commission.

The appointment of the two municipal directors to the Comox Valley Water Committee combined have three voting units, meaning that one member must be assigned two voting units and the other member one voting unit.

The Town is a participant in the Comox Valley Sewerage Service, which requires the appointment of three municipal directors. These members can be independent to those appointed to the CVRD board; however, past practice with the Town is to appoint the same two municipal directors as appointed to the CVRD board, with one additional director.

In early 2022, Council consented to joining as a participant in a new Regional Parks and Trails Service. Council appointees to this new service can also be independent to those appointed to the CVRD board. Two members are required.

Past practice is for Council to appoint a single alternate appointee for each regular appointee; if Council wishes to appoint more than this number then Council is also required to establish a system to determine which alternate director is to act in the place of the absent director.

2. Acting Mayor Roster

In accordance with section 130(1) of the *Community Charter* and section 10(1) of the *Council Procedure Bylaw No. 1960*, Council must, from amongst its members, designate one or more Councillors, by Council resolution, to act in the place of the Mayor when the Mayor is absent or otherwise unable to act, or when the office of Mayor is vacant. In past practice the Town of Comox has appointed Councillors on a rotating schedule each year. Rather than appointing the same schedule each year, one is proposed below for the full four-year Council term:

Period	***Acting Mayor***
November and December, each year	Councillor Lisa Bourgeois
January and February, each year	Councillor Vivian Chislett
March and April, each year	Councillor Jonathan Kerr
May and June, each year	Councillor Neil Ladell
July and August, each year	Councillor Meilleur
September and October, each year	Councillor Wegg

3. Signing Authority

Council, on an annual basis, designates individual members of Council and members of staff as signing authorities on behalf of the Town. Members of Council and staff designated as signing authorities ensure that Council Policy No. CCL – 023 Cheque Signing are met (Attachment 3). Past practice is to have all members of Council and most Directors appointed as having signing authority, which is again recommended. As with the Acting Mayor schedule, it is proposed that signing authorities be established for the full four-year Council term, rather than annually, as follows:

SIGNING AUTHORITIES, 2026-2030	
Councillor	***Staff***
Mayor Nicole Minions	Jordan Wall, Chief Administrative Officer
Councillor Lisa Bourgeois	Edward Henley, Director of Finance

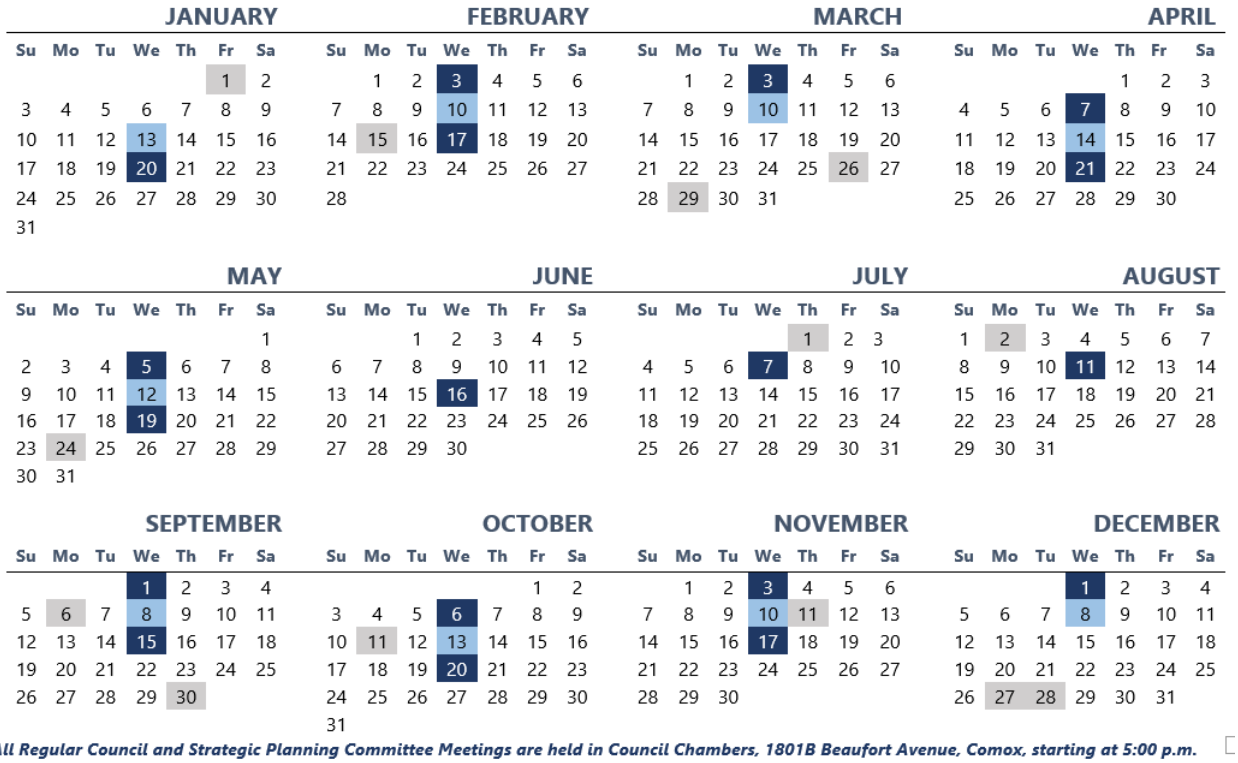
SIGNING AUTHORITIES, 2026-2030	
Councillor	***Staff***
Councillor Vivian Chislett	Shelly Russwurm, Director of Corporate Services
Councillor Jonathan Kerr	Randy Houle, Director of Development Services
Councillor Neil Ladell	Shelley Ashfield, Director of Operations
Councillor Jenn Meilleur	Teodora "Odie" Morin, Deputy Director of Finance
Councillor Jessica Wegg	

4. 2027 Council Meeting Schedule

Section 125 of the *Community Charter* requires that Council meet regularly in accordance with their procedure bylaw. Further, section 127 of the *Community Charter* requires that a schedule of the date, time, and place of all regular Council meetings to be held during the year, be prepared, and made available to the public. The *Community Charter* also requires publishing a statutory notice at least once per year on the availability of the schedule.

While Council is being asked to approve the meeting schedule for the 2027 calendar year, it is always within Council's authority to propose additional meeting dates and/or to cancel meetings when needed.

2027 COUNCIL AND COMMITTEE MEETING SCHEDULE



FINANCIAL IMPLICATIONS

There are no significant costs associated with Council appointments to the various external committees. Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2027 meeting schedule, is captured in the current operating budget.

Attachments:

1. ***Council Policy No. CCL – 004 Council Appointments to Outside Agencies***
2. ***Council Policy No. CCL - 011 Principles of Effective Council Structure – Council Appointments to External Organizations***
3. ***Council Policy No. CCL – 023 Cheque Signing***
4. ***2026-27 Council Appointments List***
5. ***October 3, 2026 Letter from Lisa Dennis, Manager of Legislative Services***

TOWN OF COMOX
1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	**POLICY NO. CCL - 004**
ESTABLISHED: DEC 20, 1995	**LAST REVISED: APR 16, 2008**
TITLE: COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES	

As deemed appropriate, Council may appoint representatives to outside agencies.

All appointments to outside agencies are to be made by the Mayor and approved by Council.

In the case of the appointment of the Regional District Director and alternate, the appointments will be in accordance with Section 784 of the Local Government Act.

TOWN OF COMOX
1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	**POLICY NO. CCL - 011**
ESTABLISHED: MAR 4, 2009	**LAST REVISED:**
TITLE: PRINCIPLES OF EFFECTIVE COUNCIL STRUCTURE – COUNCIL APPOINTMENTS TO EXTERNAL ORGANIZATIONS	

POLICY STATEMENT:

To meet the Town of Comox Council's objective of becoming an effective and efficient governing body, the Council structure for appointments to external organizations will be based on the following principles:

1. COMMITTEE APPOINTMENT

(a) For the Town of Comox Council to appoint a member of Council to an external organization:

i. Clear expectations must be articulated;
ii. It must be in compliance with Council bylaws and policies;
iii. It shall be relevant to the Town of Comox Council's strategic plan and annual objectives; and
iv. It must be perceived by the Town of Comox Council to add value to the governance of the entity.

(b) External organization appointments shall be on an annual basis.

2. TERMS OF REFERENCE

In the case of an external organization appointment, the external organization's terms of reference shall be received and accepted by the Council prior to the appointment.

3. REPORTING

(a) The Town of Comox Council must receive all minutes of external organizations to which the Town of Comox Council appoints a representative;

(b) A regular process of reporting to the Town of Comox Council must be established; and

(c) Any recommendations requiring action or approval for action by the Town of Comox Council must first be considered by the Town of Comox Council.

4. STAFFING

The chief administrative officer may assign a staff person to act as a key contact between the Council and all external organizations to which the Council has appointed a representative.

5. ROLE OF COUNCIL REPRESENTATIVE

(a) The Mayor of the Town of Comox shall recommend the representative of the Town of Comox Council to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;

(b) The Town of Comox Council's representative will be expected to always reflect a municipal perspective on all issues before an external organization to which that Councillor has been appointed;

(c) On any policy issues wherein a Town of Comox policy has not been articulated, or a change has been requested, the Council's representative will report back to the Town of Comox Council and request direction;

(d) The Town of Comox Council's representative will be expected to function within the policies and resolutions of the Town of Comox Council

6. ROLE OF EXTERNAL ORGANIZATION CHAIR

Shall provide a request in writing supported by a resolution of the external organization to seek support from the Comox Council on matters.

7. LEGAL REQUIREMENTS

All committees of the Comox Council shall be established and operate in compliance with all applicable legislation.

TOWN OF COMOX
1809 Beaufort Avenue Ph. 250 339-2202
Comox BC V9M 1R9 Fx. 250 339-7110

POLICY MANUAL

SECTION 1 – COUNCIL POLICIES	**POLICY NO. CCL – 023**
ESTABLISHED: < 2003	**LAST REVISED: MAY 7, 2003**
TITLE: CHEQUE SIGNING	

1. All cheques will be signed by one elected official and one staff person in accordance with the authorization of the signing authorities set out annually by Council.

2. The only exceptions to the above is that if all of the elected officials with signing authority are out of Town at the same time or, if a cheque is needed urgently and none are available to sign the cheque within a reasonable time, then the cheque may be signed by two staff officials of the Town with signing authority.

3. A record of all cheques signed by staff only will be provided.

2026-27 COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES AND COMMUNITY ORGANIZATIONS

Updated: November 4, 2026

COUNCIL APPOINTMENTS	APPT TYPE	MEMBER	ALTERNATE	APPOINTED	TERM
1. Council Standing Committees					
Strategic Planning Committee		All members of Council		Nov. 4, 2026	2026-2030
2. Council Select Committees					
Comox Nautical Days Festival	Appointment	Councillor Kerr and Councillor Ladell	Mayor Minions	Nov. 4, 2026	Not defined
3. Comox Valley Regional District and Comox-Strathcona Joint Regional District					
Comox Valley Regional District Board	Appointment	Mayor Minions Councillor Kerr	Councillor Meilleur Councillor Bourgeois	Nov. 4, 2026	Not defined
Comox-Strathcona Regional Solid Waste Management Board	Appointment	Mayor Minions Councillor Kerr	Councillor Meilleur Councillor Bourgeois	Nov. 4, 2026	Not defined
Comox-Strathcona Regional Hospital Board	Appointment	Mayor Minions Councillor Kerr	Councillor Meilleur Councillor Bourgeois	Nov. 4, 2026	Not defined
Comox Valley Regional District Recreation Commission	Appointment	Mayor Minions Councillor Kerr	Councillor Meilleur Councillor Bourgeois	Nov. 4, 2026	Not defined
Comox Valley Sewerage Commission	Appointment	Mayor Minions Councillor Kerr Councillor Bourgeois	Councillor Meilleur Councillor Wegg Councillor Ladell	Nov. 4, 2026	Not defined
Comox Valley Water Committee *(Number designates voting units)*	Appointment	Councillor Meilleur (2) Councillor Kerr (1)	Mayor Minions (2) Councillor Bourgeois (1)	Nov. 4, 2026	Not defined
Comox Valley Regional Parks and Trails Committee	Appointment	Councillor Kerr Councillor Bourgeois	Mayor Minions Councillor Meilleur	Nov. 4, 2026	Not defined

2026-27 COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES AND COMMUNITY ORGANIZATIONS

Updated: November 4, 2026

COUNCIL APPOINTMENTS	APPT TYPE	MEMBER	ALTERNATE	APPOINTED	TERM
4. Community Organizations					
Comox Archives & Museum Society	Liaison	Councillor Meilleur		Nov. 4, 2026	Not defined
Comox Business in Action	Liaison	Councillor Bourgeois		Nov. 4, 2026	Not defined
Comox Valley Community Justice Centre	Appointment	Councillor Wegg		Nov. 4, 2026	Not defined
d'Esterre Seniors Centre	Liaison	Councillor Chislett		Nov. 4, 2026	Not defined
Filberg Heritage Lodge & Park Association	Appointment	Councillor Ladell		Nov. 4, 2026	Not defined
Comox Valley Food Policy Council	Appointment	Councillor Meilleur	Mayor Minions (co-appt)	Nov. 4, 2026	Not defined
Comox Valley Social Planning Society	Appointment	Councillor Chislett		Nov. 4, 2026	Not defined
Island Coastal Economic Trust	Appointment	Mayor Minions		Nov. 4, 2026	Not defined
5. Vancouver Island Regional Library Board					
Vancouver Island Regional Library Board	Appointment	Councillor Meilleur	Councillor Wegg	Nov. 4, 2026	Nov 2026 – Oct 2027
STAFF APPOINTMENTS	**APPT TYPE**	**MEMBER**	**ALTERNATE**	**APPOINTED**	**TERM**
Courtenay Golf Club Ltd.	Appointment	Director of Finance		Oct. 16, 2024	Not defined
Comox Valley Harbour Authority	Appointment	Asset and Facilities Manager		Oct. 16, 2024	Not defined

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca

Comox Valley REGIONAL DISTRICT

File: 530.01

October 23, 2026

Sent via email only: russwurm@comox.ca

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

RECEIVED
October 23, 2026
TOWN OF COMOX

LOG:	REFER:	AGENDA:
26-926		RCM 04Nov26
FILE: 0360-20, C	ACTION: MR	

File: 0360-20, 0400-60

Copies: Council
JW/SR/KG

Dear Ms. Russwurm:

Re: Notice of Inaugural Meeting

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 17, 2026
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the Town of Comox Council must make the following appointments:

- Two directors and alternate directors from its mayor and council to the CVRD Board;
- three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission; and,
- two members and at least two alternate members to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 17, 2026.

As directors to the CVRD Board, the Town of Comox appointments are automatically members of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Recreation Commission (note: Sewage Commission and Regional Parks and Trails Committee appointments are made separately as identified above). Further, the council appointments to the Board may also be named to any standing or select committees, such as the Committee of the Whole.

Weighted Voting
Under the *Local Government Act*, regional districts follow Part 6 – Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, two Town of Comox directors have five votes each on weighted matters (see Appendix A).

In addition, voting at the Water Committee follows CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. The Town of Comox currently has three votes, split between two directors: one director with two votes and a director with one vote.

Please confirm the assignment of directors and weighted votes for the Water Committee effective November 17, 2026 to ensure the committee meeting in December can be conducted in accordance with the above-mentioned bylaw and policies.

Weighted voting for the Water Committee in 2027 will be determined early in the new year based on the previous year's consumption values. A follow-up letter will be sent to the Town advising if any further action is required to reassign weighted votes.

A sample resolution is attached as Appendix B for your Council's consideration. I would appreciate a response by November 10, 2026 in order for us to prepare for our inaugural meeting.

Please note that once your appointments have been made, we will send your designated CVRD Directors further correspondence regarding the inaugural meeting, upcoming meetings and orientation sessions, and other logistical and policy matters. A summary of the upcoming meetings and orientation sessions is included as Appendix C.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

L. Dennis
Lisa Dennis
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength
Appendix B – Sample resolution
Appendix C – Upcoming meeting and orientation sessions

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

APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

Comox Valley Regional District
(incorporated February 15, 2008)
Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister [1]	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
City:			
Courtenay	28,420	4	19
Town:			
Comox	14,806	2	10
Village:			
Cumberland	4,447	1	3
Electoral Areas:			
A (Baynes Sound / Denman Island)	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
Totals:	72,445	10	51

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

APPENDIX B

SAMPLE Resolution

THAT the following appointments be made to the Comox Valley Regional District effective November 17, 2026:

Comox Valley Regional District Board of Directors and Comox Valley Water Committee:

Name	CVRD Board Votes	Water Committee Votes
	5 votes	2 votes
	5 votes	1 vote

Alternate Regional District Directors:
Councillors _____

Sewage Commission:
Councillors _____, _____and _____;

Alternates: _____, _____and _____

Regional Parks and Trails Committee:
Councillors _____, and _____;

Alternates: _____, and _____.

APPENDIX C

Upcoming Meetings and Orientation Sessions

Please note the upcoming CVRD meeting and orientation dates below. Meeting times are subject to change or to be determined. All meetings are held in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, BC, unless otherwise noted. The full calendar of meetings for 2027 will be available following the inaugural meeting.

November 17, 2026 at 4:00 pm
Inaugural Comox Valley Regional District Board Meeting

November 24, 2026 at 12:00 pm
Comox Valley Regional District Board Orientation meeting; tour of Water Treatment Plant.

November 26, 2026 at 9:30 am
Comox Strathcona Waste Management (CSWM) Board Orientation and Governance

December 1, 2026 at TBD
Comox Valley Regional District Board Orientation Workshop; Board photos.

December 3, 2026 at 9:30 am
Comox Strathcona Regional Hospital District Board Orientation and Governance

December 8, 2026, at TBD
Sewage Commission, Regional Parks and Trails Committee, Water Committee, Recreation Commission

December 8, 2026 at TBD
Comox Valley Regional District Board Elected Official Legal Orientation

December 10, 2026 at 9:30 am
Comox Strathcona Waste Management Board Orientation - Solid Waste Management Plan

December 15, 2026 at 9:00 am
Comox Valley Regional District Board including a facilities tour – Wastewater Treatment Plant, Sports and Aquatic Centres

January 12 and 26, 2027 at 4:00 pm
Comox Valley Regional District Board meetings and orientation – Financial Planning and Indigenous Relations

January 19, 2027 at TBD
Comox Valley Regional District Board Strategic Planning Session

TOWN OF COMOX

STAFF REPORT

Meeting: Nov 4, 2026

REGULAR COUNCIL MEETING

TO:	Mayor and Council	**FILE:**	4200-20 / 2022-06
FROM:	Shelly Russwurm, Chief Election Officer	**DATE:**	October 22, 2026
SUBJECT:	2026 Report of General Local Election Results		

Prepared by:	Supervisor:	Financial Approved:	Report Approved:
S. Russwurm, Director		*Edward Henley, Fin. Director*	*Jordan Wall, CAO*

RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER:

That the report titled "2026 Report of General Local Election Results" from the Chief Election Officer, as included in the November 4, 2026 Regular (Inaugural) Council Meeting agenda, be received and filed for information.

PURPOSE:

To provide Council with the 2026 General Local Election results and total ballot account in accordance with section 158 of the *Local Government Act*.

BACKGROUND:

The 2026 General Local Election in the Town of Comox was held on Saturday, October 17, 2026. In accordance with section 158 of the *Local Government Act*, the Chief Election Officer is required to submit a report of the election results to the local government within 30 days of the date of the election, including a compilation of the information from the ballot accounts for the election.

Election Statistics:	2026	2022
Ballots cast at advance voting	2,816	1,717
Ballots cast at general voting	1,753	1,637
Ballots cast from mail voting	40	58
Total number of ballots cast	4,609	3,412
Total estimated eligible electors	12,591	11,978
Percent Voter Turnout	36.6%	28.5%

ATTACHED: *Determination of Final Election Results*
Total Ballot Account

TOWN OF COMOX

Form 6-2 [LGA s. 145]

2026 GENERAL LOCAL ELECTION
DETERMINATION OF OFFICIAL ELECTION RESULTS

Estimated Voter Turnout: 36.6%

	Mail Ballot Voting		Advance Polls October 7/10/12/14		General Vote October 17 Machine 4	Machine 5	Machine 6	General Vote Total October 17		Total Valid Ballots Cast		Result
BALLOTS CAST:	40		2,816		526	527	700	1753		4,609		
Councillor												
BLACKLOCK, Steve	13	*32.5%*	894	*31.7%*	163	159	203	525	*29.9%*	1432	*31.1%*	
SIDHU, Ruby	0	*0.0%*	192	*6.8%*	47	44	58	149	*8.5%*	341	*7.4%*	
CHISLETT, Vivian	16	*40.0%*	1512	*53.7%*	240	267	344	851	*48.5%*	2379	*51.6%*	**Elected**
MEILLEUR, Jenn	27	*67.5%*	1858	*66.0%*	340	346	482	1,168	*66.6%*	3053	*66.2%*	**Elected**
SWIFT, Maureen	15	*37.5%*	885	*31.4%*	165	156	182	503	*28.7%*	1403	*30.4%*	
GRANT, Ken	15	*37.5%*	933	*33.1%*	168	179	223	570	*32.5%*	1518	*32.9%*	
LADELL, Neil	24	*60.0%*	1642	*58.3%*	293	304	420	1,017	*58.0%*	2683	*58.2%*	**Elected**
HASLETT, Chris	18	*45.0%*	1032	*36.6%*	181	173	198	552	*31.5%*	1602	*34.8%*	
KERR, Jonathan	35	*87.5%*	2317	*82.3%*	411	415	571	1,397	*79.7%*	3749	*81.3%*	**Elected**
WEGG, Jessica	22	*55.0%*	1955	*69.4%*	351	359	492	1,202	*68.6%*	3179	*69.0%*	**Elected**
BOURGEOIS, Lisa	23	*57.5%*	1807	*64.2%*	327	327	445	1,099	*62.7%*	2,929	*63.5%*	**Elected**

Notes:
Percentages are based on ***percent of total ballots cast*** and will not necessarily add to 100.
Estimated Eligible Voters - 12,591

This determination of the official election results was made by the Chief Election Officer on Tuesday October 21, 2026 at 4:00 p.m. and is based on the ballots accounts as prepared by the Chief Election Officer.

Chief Election Officer

TOWN OF COMOX

Form No. 13-6
LGA s.141, VC s.103

2026 GENERAL LOCAL ELECTION

TOTAL BALLOT ACCOUNT

Total number of valid votes cast: 4,609

(1) Number of ballots received for use			5,500
(2) Ballots without objection	4,609		
(3) Ballots accepted subject to objection under S. 140	0		
(4) Ballots rejected without objection	0		
(5) Ballots rejected subject to objection under S. 140	0		
(6) Spoiled ballots that were replaced under S. 118	45 + 2	2 not replaced	
(7) **Number of ballots given to the electors** **(2+3+4+5+6)**		4,656	
(8) Unused ballots		837+7	7 issued, not ret.
(9) Number of ballots added under S.127(3)		0	
(10) Number of ballots not accounted for		0	
(11) **TOTAL** (7+8+9+10) NOTE: No. 1 & No. 11 must agree.			5,500

Election Official

**** Complete Ballot Account at close of each voting day***
***** Totals must equal totals of Table Ballot Accounts***

In accordance with section 160(3) of the Local Government Act, this document will be retained until November 16, 2026.
In accordance with section 160(8) of the Local Government Act, this document will be destroyed as soon as practical after Dec 16, 2026.

K:\3700 - LEGISLATIVE AND REGULATORY AFFAIRS Working - 4699\4200 Elections\4200-20 2026 General Election\06 Results\01 Daily Ballot Accounts\03 Total Election Ballot Account.docx

From: Karen Milstein-McKinnon [redacted]
Sent: October 15, 2026 12:34 PM
To: Nicole Minions <NMinions@comox.ca>
Subject: Council member - delegated board member to the community justice centre

RECEIVED
October 15, 2026
TOWN OF COMOX

LOG: 26-921	REFER:	AGENDA: RCM 04Nov26
FILE: 0360-20, C	ACTION: MR	

File: 0360-20-17
Copies: Council JW/SR/KG

Hello Nicole along with the many tasks undoubtedly on your plate, could you include an item as part of your new council orientation about the CJC Board of Directors Council Delegate (previously called Appointed member). Let me know if I can support in any way, or if there is any other helpful info I can provide.
If I can provide any info on the role, or you wish to discuss please let me know.

Our AGM is Dec 7 at 3 pm. We would be keen to welcome them then but realize that January may be more realistic on your end.

Some information below:

- The delegate is a full voting member of our Board of Directors. They are delegated by Council for nomination to the Board of the CJC, and then at the CJC we must vote them in (this step is a requirement of the BC Gaming Grant, from who we receive some funding.)
- We will be doing new board member orientation at our January Board meeting, with all Board members in attendance. Of course, if someone can't come, we can make other arrangements.
- Board meetings are currently the third Monday of the month, from 2 to 4 pm in person at the CJC. Hybrid options available when needed, in person attendance preferred. Once we have our new delegates, we will, if needed, evaluate the time and dates of the meeting. We understand there may occasionally be a conflict between our meetings and Cumberlands Community of the Whole meetings.
- Typically, we have 10 meetings a year.
- In addition to the normal responsibilities of a board members, but excluding any committee week (which they are welcome to participate in, but is not expected of them) a delegated director takes part in:
    - Reporting of the work of the Centre to the body to which they are a delegate
    - Promotion of, and advocacy for, the interests, programmers, services, and work of the Centre among the members of the Director's appointing constituency.
    - Bringing to the attention of the Centre the issues and concerns raised by their constituency and the body to which they are a delegate

We have a fabulous board of directors, which includes various community members, and the Officer in Charge at the RCMP., and it is an exciting time at the Community Justice Centre. The relationship we have with our delegates, is extremely valuable to being of service to community and meeting community needs. We are looking forward to welcoming your delegate.

Warmly, Karen

Karen Milstein-McKinnon
Managing Director
Pronouns - She / Her / Hers
[redacted]

Community Justice Centre
[redacted]450 Eighth Street
Courtenay BC V9N 1N5
Phone: 250-334-8101
Fax: 250-334-8102
website: www.communityjusticecentre.ca
social media: facebook & Instagram
support the CJC: Canada Helps

G_ilakas'la / čɛčɛhaθɛč c - With gratitude, we acknowledge that for thousands of years the Pentlatch, E'iksan, Sasitla, and Sahtloot people, now collectively known as the K'omoks First Nation, have walked gently on these unceded traditional territories where we now live, work and play. We thank them for their grace, tolerance and hospitality. We recognize that a land acknowledgement represents only a small piece in the pursuit of reconciliation and are committed to ongoing learning and action to be good allies and neighbours.

Confidentiality - This message, together with any attachments, is intended only for the use of the individual or entity to which it is addressed. It may contain information that is confidential and prohibited from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this message or any attachment is strictly prohibited. If you have received this message in error, please notify the original sender immediately and delete this message along with any attachments, from your computer.

From: [redacted]
Sent: October 16, 2026 11:32 AM
To: Nicole Minions <NMinions@comox.ca>
Subject: Request for representation to the Comox Valley Social Planning table

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

Good morning Nicole,

Please find attached a request for an elected representative at the Comox Valley Social Planning table for the upcoming term.

Thank you for all you do in our community,

Kind Regards,
Christopher Bate
(they/them)
Coordinator

RECEIVED
October 16, 2026
TOWN OF COMOX
https://cvsocialplanning.ca
[redacted]

LOG: 26-922	REFER:	AGENDA: RCM 04Nov26
FILE: 0360-20-0	ACTION: MR	

File: 0360-20-07
Copies: Council
JW/SR/KG

C2 – 450 8th Street
Courtenay, BC, V9N 1N5

250.218.0112

If you wish to be removed from this email list, please send a return email with REMOVE in the subject line.

The Comox Valley Social Planning Society and its programs respectfully acknowledge they operate on the traditional territory of the Pentlatch, E'iksan, Satsila, and Sahtloot people, now collectively known as the K'omoks First Nation.

Wellbeing Notice: *Receiving this email outside of normal work or volunteer work hours? Managing paid work, volunteer work, and life responsibilities is unique for everyone. I have sent this email at a time that works for me. Please respond at a time that works for you.*

Comox Valley Social Planning
CONNECTED PEOPLE, STRONG COMMUNITIES

2026.10.16

Mayor Nicole Minions
Via email: nminions@comox.ca

Dear Mayor Minions,

As Comox Valley communities head into another term with newly elected, re-elected, or acclaimed representatives, Comox Valley Social Planning is submitting its formal request for a representative from the Comox Council to liaise with our agency.

Comox Valley Social Planning has a few areas of focus.

The Society holds an agreement with the Comox Valley Regional District to act as a Regional Accessibility Committee, supporting all municipalities and the district. This Committee also coordinates a user led Transit Committee. Comox Valley Social Planning works closely with Living Wage BC to help calculate, track and promote the living wage in the Comox Valley. The Society works with local agencies and governments to promote equity building practices in the community. Staff from the organization have membership on the Comox Valley Substance Use Strategy Collaborative. In 2025, Comox Valley Social Planning assumed responsibility for the fiscal management and day-to-day operations of the Comox Valley Community Health Network. And, in 2026 (final contract pending), the organization will also assume responsibility for a one-year trial of the Comox Valley Coalition to End Homelessness.

It would be helpful if a representative from Comox Council has knowledge of, or would be willing to learn, the basic elements of accessibility, transit, living wage principles, housing/houselessness, and collaborative decision making.

Ideally, over the course of a year, a representative would be able to attend at least one meeting of each of the following:

ADDRESS: C2 - 450 8th Street, Courtenay, British Columbia V9N 1N5
TEL. (250) 218-0112 EMAIL: [redacted] WEB: cvsocialplanning.ca

Comox Valley Social Planning respectfully acknowledges it operates on the traditional territory of the Pentlach, E'iksan, Satsila, and Sahtloot people, now collectively known as the K'omoks First Nation

Comox Valley Social Planning
CONNECTED PEOPLE, STRONG COMMUNITIES

- Regional Accessibility Committee
- Transit User Committee
- Coalition to End Homelessness meeting
- three of the five members meetings held annually.

All these Committees and meetings have set dates and times (noted after the signature line) except for the Coalition at this time.

Please note that we have not requested a representative for the Community Health Network in this letter. A representative from the CVRD Board is appointed to the Network as part of the contract held between CVRD and Comox Valley Social Planning.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions.

Warm regards,

[redacted]

Christopher Bate
Coordinator

Committee	Meeting Date and Time
Accessibility	4th Monday monthly, 3:15 – 4:15 pm
Transit	2nd Monday Monthly, 12:00 – 1:00 pm
Members Meetings	1st Tuesday in January, March, May, September, and November, 12:00 – 1:00 pm
Coalition	To Be Determined

ADDRESS: C2 - 450 8th Street, Courtenay, British Columbia V9N 1N5
TEL. (250) 218-0112 EMAIL: [redacted] WEB: cvsocialplanning.ca

Comox Valley Social Planning respectfully acknowledges it operates on the traditional territory of the Pentlach, E'iksan, Satsila, and Sahtloot people, now collectively known as the K'omoks First Nation

From: Mariah Patterson [redacted]
Sent: October 21, 2026 3:43 PM
To: Nicole Minions <NMinions@comox.ca>
Cc: Jordan Wall <jwall@comox.ca>; Cammy Dallamore <cdallamore@comox.ca>
Subject: 2027 Appointments: Vancouver Island Regional Library Board

RECEIVED
October 21, 2026
TOWN OF COMOX

Greetings Mayor Minions,

Please find attached a letter regarding your local government's 2027 appointments to the Vancouver Island Regional Library (VIRL) Board of Trustees. The letter provides information about VIRL, the communities we serve, and the important role your representative plays on our Board.

We encourage you to consider continuity when making appointments, as returning Trustees bring valuable experience, knowledge of VIRL, and an understanding of our regional governance model.

As outlined in the *Library Act*, appointments are to be made at Council's first meeting in November.

Please use the following link to complete the 2027 VIRL Board Appointment Form by **Friday, December 4, 2026**.

If you have any questions or require assistance, please contact VIRL's Executive Assistant at [redacted] Thank you for your continued support of Vancouver Island Regional Library.

Warm regards,
Eileen Gillette

Sent on behalf of Eileen Gillette, Executive Director, Vancouver Island Regional Library

Mariah Patterson
Executive Assistant
W: 250-729-2310
C: 250-616-1749
mpatterson@virl.bc.ca
www.virl.bc.ca

LOG: 26-923	REFER:	AGENDA: RCM 04Nov26
FILE: 0360-20-1	ACTION: MR	

File: 0360-20-13 Copies: Council JW/SR/KG

Grateful to live, work and play on the traditional territories of the Snuneymuxw First Nation whose relationships with the land continue to this day.

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Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697
e: info@virl.bc.ca **w:** www.virl.bc.ca

October 21, 2026

Mayor Nicole Minions
Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9

Dear Mayor Minions and Council,

As you consider appointments to external boards and organizations for 2027, I want to introduce you to Vancouver Island Regional Library, the communities we serve, and the important role your representative plays on our Board of Trustees.

We encourage you to consider continuity when making appointments, as returning Trustees bring valuable experience, knowledge of Vancouver Island Regional Library, and an understanding of our regional governance model.

Please use the following link to complete the *Vancouver Island Regional Library (VIRL) Board Appointments 2027 form*. The appointment form is due Friday, December 4. If you require assistance, please contact VIRL's Executive Assistant at [redacted]

About Vancouver Island Regional Library (VIRL)

This year, VIRL celebrates 90 years of public library service. With 39 branches, a significant digital collection, and remote service delivery, we connect people in more than 240 rural, remote, and urban coastal communities across approximately 42,000 km², 10 regional districts, 28 municipalities, and the traditional territories of 54 First Nations.

VIRL is one of three regional library systems in British Columbia. Our 38 member-local governments pool resources to support shared collections, technology, infrastructure, and professional expertise. This regional model helps us use resources efficiently, bridge geographic and service gaps, and respond to communities of different sizes, circumstances, and needs.

Public libraries support affordability and livability, literacy and lifelong learning, skills and workforce development, innovation, digital inclusion, and equitable access to services. As trusted community infrastructure, libraries connect people to information, resources, opportunities, technology, and one another, while extending the reach and value of public investment.

Board Structure and the Role of a VIRL Trustee

The VIRL Board is made up of 38 Trustees, one representative from each member-local government.

This is an important governance appointment. VIRL Trustees bring their community's perspective to the Board, while sharing responsibility for governing the regional library system as a whole. Once appointed, Trustees have fiduciary responsibility to act in the best interests of VIRL and all residents it serves. In short, VIRL Trustees are appointed locally and govern regionally.

Your appointment helps ensure your leadership informs collective decisions affecting library services, facilities, investment, and long-term planning across the region.

The Board is responsible for strategic direction, financial stewardship, governance policy, risk, long-term sustainability, general organizational oversight, and oversight of the Executive Director. The Executive Director is the Board's one employee, who is responsible for leading VIRL's administration and more than 400 employees.

The Board is supported by an Executive Committee and an Audit & Finance Special Committee (AFSC). The AFSC provides detailed financial oversight and supports the annual budget process, working with the Executive Committee and Board. The Board approves VIRL's Financial Plan in September.

How are Trustees appointed?

Each member-local government appoints a Trustee and an alternate in accordance with the *Library Act 17 (2) All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board*.

Trustees are appointed annually and may be reappointed for up to eight consecutive years. Continuity can be valuable, allowing Trustees to deepen their understanding of a complex regional organization and contribute to priorities and decisions that extend over several years.

What makes an effective VIRL Trustee?

A strong regional Board benefits from different professional backgrounds, lived experiences, community knowledge, perspectives, skills, and interests.

Experience in local government, finance, governance, community development, infrastructure and asset management, technology, human resources, communications, risk, public policy, or strategic planning all bring value.

Most importantly, effective Trustees are curious, prepared, and collaborative. They listen, ask good questions, consider different perspectives, think strategically and long term, and balance knowledge of their own community with responsibility for the regional system as a whole.

What is the time commitment?

The VIRL Board is scheduled to meet four times in 2027, including the Annual General Meeting. Regular Board meetings are generally held on Saturdays in a hybrid format and typically run for approximately two to three hours. The Annual General Meeting is held in person in Nanaimo.

Trustees' service on the Executive Committee or Audit & Finance Special Committee attend additional meetings through the year. Committee meetings are held on Fridays in a hybrid format.

Trustees should allow time to review Board materials and prepare in advance of meetings.

Trustees are also invited to branch openings, celebrations, conferences, advocacy opportunities, and other VIRL events throughout the year.

2027 Board Dates

Saturday, February 20
Trustee Orientation, Annual General Meeting, and Board Meeting
Location: In-person (Vancouver Island Conference Centre, Nanaimo)

Saturday, May 29
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Saturday, September 11
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Saturday, November 20
Board Meeting
Location: Online or in-person (Nanaimo North Library)

Trustee Orientation and Annual General Meeting

At the Annual General Meeting, the Board elects its Chair, Vice Chair, and members of the Executive Committee. The Chair leads the Board and serves as its official spokesperson.

Trustees receive a comprehensive orientation prior to the Annual General Meeting, along with governance materials and resources they can take home or access online. Our goal is to ensure Trustees have the information, context, and ongoing support they need to understand VIRL and contribute effectively at the Board table.

Remuneration and Expenses

VIRL Trustees are not paid by VIRL for their service on the Board. Trustees may be reimbursed for reasonable travel and other eligible out-of-pocket expenses incurred while carrying out Board duties, in accordance with the *Library Act* and VIRL procedural bylaw.

Individual member-local governments may have their own policies regarding remuneration for elected officials serving on external boards.

A Meaningful Opportunity to Serve

Serving as a VIRL Trustee is an opportunity to help steward a significant regional public institution, work alongside elected representatives from across Vancouver Island and coastal British Columbia, and help shape the future of an organization that has served our communities for 90 years.

It is difficult to express how many ways our library system contributes to strong, healthy communities. Sometimes, a picture is worth a thousand words. I have enclosed a copy of *Libraries Light the Way*, a bold and compelling illustration of who we are, what we uniquely offer, and why we matter.

Below, you will also find answers to some common questions about VIRL, along with key strategic and governance documents that provide additional context for the appointment.

I would be delighted to continue this conversation in person. I am always happy to answer questions, meet with your Council or Board, or provide a presentation about VIRL, our regional model, and the role of your Trustee.

I look forward to working with you and welcoming your representative to the VIRL Board table in 2027.

Sincerely,

[redacted]

Eileen Gillette
Executive Director

cc: Jordan Wall, CAO, Town of Comox
Cammy Dallamore, Corporate Coordinator, Town of Comox

Questions and Answers

Q: How is VIRL funded and how are costs shared?

A: Approximately 95% of VIRL's revenue comes from local government levies.

Under section 24 of the *Library Act*, member contributions are apportioned using a provincially legislated formula based equally on:

- 50% population
- 50% converted assessment values

The VIRL Board approves the overall Financial Plan and levy requirement. The Province applies the legislated formula to determine each member community's requisition amount.

The regional model recognizes that residents use library services across community boundaries. Pooling resources allows communities to collectively support collections, technology, infrastructure, expertise, and services, while strengthening sustainability of the system as a whole.

Q: How is VIRL's budget developed?

A: Budget development is an approximately eight-month process involving management, the Executive Leadership Team, the Audit & Finance Special Committee (AFSC), the Executive Committee, and the Board of Trustees.

Management develops budget assumptions, financial forecasts, operating and capital requirements, and service priorities. The AFSC provides detailed financial review and oversight, while the Executive Committee provides strategic oversight and governance guidance.

Ultimately, the Board of Trustees reviews and approves the Financial Plan, annual levy requirement, and long-term financial priorities for the regional library system.

For 2027, VIRL's budget is $39.4 million, including an operating budget of $35.2 million and a capital budget of $4.2 million. The overall levy increase is 4.33%, the lowest percentage increase in five years.

VIRL's budget, along with a short video explaining our regional system and how our budget works, is available here: Reports and Plans - Vancouver Island Regional Library.

Q: What is the *Library Act*?

A: VIRL is one of three regional library systems in British Columbia and operates under the provincial *Library Act*.

The *Library Act* provides the legislative framework for how public libraries are established, governed, funded, and operated throughout the province. It establishes public library systems and their governing boards, defines Trustee responsibilities and accountability, and establishes regional library funding requirements and levy apportionment.

The Act also requires library borrowing to be free of charge to residents within a library service area and supports equitable access to public library service regardless of community size or geography.

Just as municipalities operate under the *Community Charter*, and regional districts operate under the *Local Government Act*, VIRL is established and governed through the *Library Act*.

Why this matters: Public library service is not simply a local program or facility. It is a provincially legislated public service delivered through locally appointed boards and strengthened through regional collaboration.

Q: What support do new Trustees receive?

A: We do not expect a new Trustee to arrive knowing the *Library Act*, VIRL's financial model, or details about how a regional library system operates.

New Trustees receive orientation on VIRL, our regional model, governance responsibilities, financial structure, strategic priorities, and Board procedures. Trustees also receive a portfolio of governance information and resources, and our team is available throughout the year to answer questions and provide support.

Q: Where can I learn more?

A: Additional information about VIRL and the role of the Board is available through:

- BC *Library Act*
- VIRL Procedural Bylaw
- VIRL Board Policies
- Strategic Plan
- 2027-2031 Financial Plan
- 2027 Budget Infographic and Budget Video
- Annual Report / Impact Report
- Libraries Light the Way (attached)

LIBRARIES LIGHT THE WAY

In every community, every day

WE CHAMPION LITERACY AND LIFELONG LEARNING

VIRL promotes **reading, digital literacy, and personal growth** from early childhood through every stage of life. VIRL offers programs, resources, and tools to help individuals explore, discover, and succeed.

WE PROVIDE OPEN ACCESS AND OPPORTUNITY

VIRL is the **great equalizer**. Libraries provide free access to books, digital tools, technology, and educational resources to ensure everyone has the opportunity to learn, grow, and participate fully in society.

WE BUILD BRIGHT FUTURES THROUGH EARLY LITERACY

Early literacy is foundational to a child's **development and future success**. VIRL supports children and families with programs, storytimes, and resources that nurture cognitive, emotional, and social growth. We lay the groundwork for school readiness, academic achievement, and lifelong wellbeing.

WE OPEN MINDS TO NEW PERSPECTIVES

VIRL reflects the diverse histories, traditions, and voices of the communities we serve through collections and cultural programming. We are the home of human potential, **available to all, now and into the future**.

WE ADVANCE COMMUNITY WELLBEING AND SUSTAINABILITY

VIRL libraries are vital hubs that promote equitable access, social connection, and opportunity for all. By supporting families, job seekers, seniors, newcomers, and nonprofits, we advance community wellbeing, environmental responsibility—sustainably—creating the conditions for individuals and communities **to grow, adapt, and thrive**.

WE SERVE AS WELCOMING PUBLIC SPACES

VIRL offers space to study, connect, create, and engage. In communities where public space is limited, our libraries are safe, inclusive, and accessible gathering places. As anchors in rural, urban, and mid-sized communities, we reflect local identity and **foster connection and pride**.

WE BRIDGE THE DIGITAL DIVIDE

VIRL provides high-speed internet, public computers, and digital literacy support to ensure no one is left behind in the digital age. In today's connected world, **access to technology** is essential.

WE CONNECT PEOPLE WITH TRUSTED INFORMATION

VIRL helps users find reliable, unbiased answers to their questions, from health and finance to education and current events, ensuring **informed decision-making and knowledge** for all.

WE CELEBRATE DIVERSITY AND INCLUSION

VIRL fosters understanding, representation, and belonging for all members of our communities through multilingual resources, inclusive services, and cultural events—**ensuring no one is left behind**.

WE DEFEND THE RIGHT TO KNOW

VIRL protects the fundamental freedoms of expression, inquiry, and access to information, ensuring everyone has the **right to read, learn, think, and speak** freely.

VISION

A thriving, connected, cohesive, and empowered region of island and coastal communities.

Let's create the future together.



virl.bc.ca

MISSION

We provide barrier-free, region-wide, and equitable access to a unique critical blend of Collective Services that lift our communities.

Town of Comox – Administration

From: CVSUS Coordinator [redacted]
Sent: October 23, 2026 3:46 PM
To: Town of Comox – Administration
Subject: Mayor & Council , Request for Representative

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

Dear Mayor & Council Members,

Congratulations on your recent election in the Town of Comox!

As we continue our work with the Comox Valley Substance Use Strategy Collaborative (CVSUSC), we would love to invite your councils to appoint a representative to participate in our collaborative monthly meetings and our specific action tables.

Here is our November 2026 meeting schedule and locations:

- Collaborative Monthly Meeting: Tuesday, November 3, 2026, from 9AM – 10:30 PM (On Zoom)

- Action Table #2 (OPS, OAT, CRCL, Prescribed Alternatives): Tuesday, November 10, 2026, from 10:00 AM – 11:30 AM (In-person at AVI Health and Community Services)

- Action Table #4 (Seniors): Thursday, November 12, 2026, from 1:30 PM – 3:00 PM (In-person at the Comox Valley Exhibition Grounds, Activity Room A)

Please let us know who your designated representatives will be. We look forward to working together!

Warm regards,

Patti Alvarado

Coordinator
Comox Valley Substance Use Strategy Collaborative

RECEIVED
October 23, 2026
TOWN OF COMOX

LOG: 26-929	REFER:	AGENDA: RCM 04Nov26
FILE: 0360-20-1	ACTION: MR	

File: 0360-20-12

Copies: Council
JW/SR/KG

I acknowledge that I live and work on the traditional unceded territory of the Komoks First Nation , the keepers of this land for time immemorial.

RECEIVED
October 26, 2026
TOWN OF COMOX

Comox Valley FOOD POLICY COUNCIL

LOG: 26-930	REFER:	AGENDA: RCM 04Nov26	File: 0360-20-05
FILE: 0360-20-0	ACTION: MR		Copies: Council JW/SR/KG

October 26, 2026

Attn: Mayor and Council, Town of Comox

RE: Request to the Town of Comox to appoint a Councillor to sit as a member on the Comox Valley Food Policy Council (CVFPC)

This letter is a formal request to the Mayor and Council to appoint one Mayor or Councillor to sit on the CVFPC for a 2-year term starting November, 2026. Terms are renewable and there are no limits to the number of terms.

The purpose of the CVFPC is to support regional, municipal and First Nations governments, and community leaders in incorporating food systems considerations into planning processes and initiatives, where appropriate. The CVFPC promotes knowledge-sharing, encourages best practices, and advocates for policies that strengthen local food production, improve food access, and build a resilient local food system.

The CVFPC has been in operation since November 2019, initiated by a motion at the CVRD Board of Directors to support its establishment. LUSH Valley coordinates and provides administrative support to the group.

The appointed Council member would act as a liaison between their municipality and the CVFPC, attending monthly Meetings of the Whole and contributing to discussions on local food systems policy and initiatives. This appointed member will also be asked to sit on the Municipal Policy subcommittee, which meets once per month.

Please note that our current Terms of Reference allow for any interested community members to submit an Expression of Interest to sit on the CVFPC. Any interested Town of Comox Councillor that is not appointed is encouraged to apply to join the CVFPC through this process.

For more information on the CVFPC including the Terms of Reference, Expression of Interest form and monthly activity updates, please visit lushvalley.org/cvfpc/about/

Please don't hesitate to contact us should you require further information in order to support this decision.

Sincerely,

[redacted]

Maurita Prato,
Co-Chair, Comox Valley Food Policy Council

[redacted]

Naomi Robert,
Co-Chair, Comox Valley Food Policy Council

TOWN OF COMOX

STAFF REPORT

Meeting: 11-04-2026

TO: Mayor and Council	**FILE:** N/A
FROM: Randy Houle, Director of Development Services	**DATE:** October 30, 2026
SUBJECT: 1890 Comox Avenue - Downzoning	

Prepared by:	Report Approved:
Randy Houle	
Randy Houle, Director of Development Services	*Jordan Wall, CAO*

RECOMMENDATION(S) FROM THE CHIEF ADMINISTRATIVE OFFICER:

1) THAT Council receives this report for information.

ALTERNATIVES TO THE RECOMMENDATION

1) THAT Staff prepare a zoning amendment bylaw to change the zoning designation of 1890 Comox Avenue, legally known as Lot A, Section 53, Comox District Plan 13070, from RM-3 (Mid-Rise Residential), to RM2 (Low-Rise Residential) and;

   THAT the accompanying Staff report include a project summary and financial implications to the Town.

PURPOSE

The purpose of this report is to provide Council with information regarding the proposed six-storey, 44-unit apartment development at 1890 Comox Avenue and outline the legislative process available under Section 463 of the *Local Government Act* should Council wish to consider withholding a building permit

to facilitate a conflicting zoning amendment. Council direction is required if it wishes to pursue this option.

BACKGROUND

As part of the adoption of Zoning Bylaw No. 2056 on February 18, 2026, the subject property was pre-zoned from R1.0 (Small Scale Multi-Family Housing) to RM-3 (Mid-Rise Residential) to permit an apartment building of up to six storeys. On July 30, 2026, a development permit application was submitted for a six-storey, 44-unit apartment building. The application is in the final stages of approval, with the development permit required to be issued before a building permit can be approved. Pursuant to Section 14(1)(f) of the Development Application Procedures Bylaw, authority to issue, amend or renew development permits has been delegated to the Director of Development Services.

The most up to date application information and drawings can be found on the Town of Comox website at Current Planning Applications | Town of Comox, APPN-2026-0016: DP (1890 Comox Avenue).

ANALYSIS/ISSUES/IMPLICATIONS

Applicable Legislation

As per Section 463 of the *Local Government Act*:

(1) A local government may direct that a building permit be withheld for a period of 30 days, beginning on the day the application for the permit was made, if it passes a resolution identifying what it considers to be a conflict between a development proposed in the application for a building permit and

(a) an official community plan that is under preparation, or

(b) a bylaw, under any of the following, that is under preparation:

(i) Division 5 [Zoning Bylaws];

(ii) Division 12 [Phased Development Agreements];

(iii) section 523 [runoff control requirements];

(iv) section 524 [requirements in relation to flood plain areas];

(v) section 525 [off-street parking and loading space requirements].

(2) Subsection (1) does not apply unless a local government has, by resolution at least 7 days before the application for a building permit, begun the preparation of a plan or bylaw that is in conflict with the application.

(3) During the 30 day period referred to in subsection (1), the local government must consider the application for the permit and may

(a) direct the permit be withheld for a further 60 days, or

(b) grant the permit, but impose conditions in it that would be in the public interest, having regard to the plan or bylaw that is under preparation.

(4) If the local government does not adopt a plan or bylaw referred to in subsection (1) within the 60 day period, the owners of the land for which a building permit was withheld under this section are entitled to compensation for damages arising from the withholding of the building permit.

Analysis

If Council wishes to have the option of withholding a building permit under Section 463 of the *Local Government Act*, it must first pass a resolution initiating the preparation of a zoning amendment bylaw that would conflict with the proposed development. This resolution must be passed at least seven days before a complete building permit application is submitted for the withholding provisions to apply.

Once a complete building permit application is submitted, Council may pass a resolution identifying the conflict between the proposed development and the zoning amendment bylaw under preparation and direct that the permit be withheld for an initial period of 30 days, beginning on the date the application is submitted. During this period, Council must consider the application and may direct that the permit be withheld for a further 60 days or grant the permit subject to conditions. If Council directs that the permit be withheld for an additional 60-day period, the zoning amendment bylaw must be adopted within that period to avoid potential compensation for damages arising from the withholding of the building permit.

ATTACHMENTS:

N/A

MIKI'SIW Métis Association
1625 McPhee Avenue
Courtenay, BC
V9N 3A6
Phone 778-225-0309
comoxvalleymetisoffice@gmail.com

RECEIVED
October 20, 2026
TOWN OF COMOX

LOG: 26-927	REFER:	AGENDA: RCM 04Nov26
FILE: 0230-20, 8	ACTION: MR	

File: 0230-20, 8100-01
Copies: Council
JW/SR/KG

October 20, 2026

Re: Indigenous Veterans Day – November 8, 2026
Louis Riel Day November 16, 2026

Dear Mayor Minions;

In past years the MIKI'SIW Métis Association was very pleased to be able to raise and fly the Métis Flag during Métis Week in Canada in the Town of Comox and throughout the Comox Valley. We are hoping to raise the flag again in Comox on November 16, 2026 and fly it through to November 20, 2026. The two important events for the Métis people in the Comox Valley in November are Indigenous Veterans Day and Louis Riel Day, which recognizes the great leader of the Métis and celebrates Métis culture and history in BC and Canada. The MIKI'SIW Métis Association represents and serves the interests of Métis people residing in the Comox Valley and has over 532 members. We are a chartered community of the Métis Nation of British Columbia, who are recognized by both the Provincial and Federal Government of Canada. Many other municipalities in BC will be flying the Métis flag for these events and we are hoping to have it flown proudly throughout the Comox Valley again this year. Last year we were pleased to have all of the municipalities work together to provide a schedule so that the flags were raised throughout the day in the different municipalities in the valley. We would love to have one or more members of our organization at the flag raising on November 16, 2026, If that is possible, please provide a time that we can attend. We will promote this event and invite our membership to attend the flag raising through electronic communication as well as social media. If you have any questions, please feel free to contact me at 250-218-9486.

Chrys Sample
President
MIKI'SIW Métis Association

TOWN OF COMOX

FLAG RAISING REQUEST FORM

Requests must be received at least four (4) weeks prior to the date of flag raising. *Requests may be mailed to: Comox Town Hall, 1809 Beaufort Avenue, Comox BC V9M 1R9 or e-mailed to town@comox.ca. Telephone enquiries should be directed to Town Hall Reception at (250) 339-2202 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.*

Organization you are representing:

MIKI'SIW Metis Association

Primary purpose of Organization:	**Number of members:**
To strengthen our community through gatherings and cultural events. To educate members and the public about Metis.	550

Mailing address of Organization:	**Contact Name:**
MIKI'SIW Metis Association 1625 McPhee Avenue	Chrys Sample
	Phone: [redacted]

City:	**Postal Code:**	**Email:**
Courtenay, BC	V9N 3A6	[redacted]

Purpose of Event Recognition (please check all that apply):

- ☐ Civic Promotion
- ☐ Public Awareness Campaign
- ☐ Charitable Fundraising Campaign
- ☑ Arts and Cultural Celebration
- ☐ Special Honour of Individual
- ☐ Other (specify):

Description of Organization and relevant information related to your request (attach additional page if needed):

We are a non profit organization of 550 members. Two important events for the Métis people in the C.V. in Nov. are Indigenous Veterans Day and Louis Riel Day, which recognizes ourMetisLeaderandculture.

Has a similar request been submitted in the past five years?

☑ YES (provide date of previous request): November 2025 ☐ NO

Describe any special initiatives or events planned in the Town of Comox as part of this Event Recognition:

Our Veterans will be taking part in the Remembrance Day Ceremony and on Nov 15, our Community is having a gathering to commemorate Louie Riel Day, with a meal, fiddle music, some jigging lessons, crafts and Metis books for our children.

Date of application:	**Signature of applicant:**	**Print name:**
23-Oct-2026	[redacted]	Chrys Sample

OFFICE USE ONLY

Request meets Flag Protocol Policy (YES/NO): ☐ **YES** ☐ **NO**

If NO:

- ☐ **Group not located in Comox Valley**
- ☐ **Event/Request related to ideological or religious beliefs**
- ☐ **Event/Request contrary to Town policy or bylaw**
- ☐ **Campaign intended for profit-making**

Community Flag Raising Dates (max 7 days):

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 its entirety with public meeting agendas, which are also posted on the Town website at http://comox.ca. The information is used for processing the Proclamation Request forms. Questions about this collection of information can be made to Town Hall at (250) 339-2202.