



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R6/2025
Date: April 2, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
A. Langenmaier, Director of Financial Services
K. O'Connell, Director of Corporate Services
S. Saunders, Director of Recreation, Culture & Community Services (electronic)
K. Shaw, Director of Operational Services
M. Wade, Director of Development Services
M. Brown, Manager of Transportation Services
N. Gothard, Manager of Community and Sustainability Planning
A. Proton, Manager of Legislative Services (CO)
J. Schile, Manager of Development Planning
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 p.m. and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Mayor Wells read a statement on behalf of the Mayors from Canada, Mexico, and the United States, urging national leaders to uphold existing trade agreements and highlighting the economic benefits of the United States-Mexico-Canada Agreement (USMCA). The statement noted that North American trade had supported millions of

jobs and helped reduce living costs. It also warned that rising tariffs had increased costs for businesses, workers, and consumers, while disrupting supply chains. The Mayors called for policies that promote investment and cross-border trade to protect local economies and jobs.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By McCollum

THAT Council add correspondence from Comox Valley Airport Commission as new item *6.3 - Letter from Mike Atkins - Comox Valley Airport Commission* requesting a letter of support for the CV Airport BCAAP Grant.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - March 12, 2025

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council adopt the March 12, 2025 Regular Council minutes.

CARRIED

3.2 Parks and Recreation Advisory Commission (PRAC) Minutes – February 6, 2025 (Draft)

Moved By Cole-Hamilton

Seconded By Morin

THAT Council receive the draft February 6, 2025 Parks & Recreation Advisory Commission (PRAC) Meeting Minutes for information.

CARRIED

4. PRESENTATIONS

4.1 RCMP Town Hall held March 26, 2025

Inspector Mercer, Officer in Charge (OIC), accompanied by Staff Sergeant Beauregard, provided a verbal update on the RCMP Town Hall held on March 26, 2025. The purpose of the Town Hall was to gather public input to help inform the City's annual policing plan. The update included a summary of the RCMP's Third Quarter Report and recent changes within the detachment, such as new managerial appointments, staffing updates, and the implementation of body-worn cameras.

Attendees were invited to submit anonymous questions via the Slido app and participate in an open mic session, where key topics raised included public safety, police visibility, substance use, minor property crime, and traffic; the primary concerns identified through the event were substance use, mental health, traffic, property crime, and violent crime. Inspector Mercer noted he will return for formal follow-up on Council's 2025–26 policing priorities. Staff Sergeant Beauregard provided an update on two dog handling positions—one provincially funded and one municipally funded, shared 60/40 between Courtenay and Comox. The provincial role has been filled, while the municipal position remains vacant.

5. STAFF REPORTS

5.1 Operational Services

5.1.1 BC Transit – Transit Priorities Update

Seth Wright, Senior Manager of Government Relations at BC Transit, provided a presentation to Council.

Dan Casey, Transportation Consultant at Urban Systems, and Mike Zbarsky, Transit and Facilities Manager at the Comox Valley Regional District (CVRD), were present to answer Council's questions.

Moved By Cole-Hamilton

Seconded By Hillian

THAT Council request that BC Transit include improved pedestrian street crossings in the proposed England Avenue transit exchange, consider opportunities for public art, and include consultation with local business in future public engagement and report back to Council on the outcome of that engagement prior to endorsing the proposed improvements to the Comox Valley Regional Transit System's key exchanges; and

THAT Council direct staff to seek funding support from the Comox Valley Regional District Transit Service in support of the construction and upgrades to City-owned traffic signal infrastructure, required to support transit queue jump lanes, and consideration of the viability of a washroom facility at the South Courtenay exchange, and a crosswalk across Eighth on the west side of England Avenue.

CARRIED

5.1.2 6th Street Multi-Modal Corridor Enhancement – Grant Application

Dan Casey, Transportation Consultant at Urban Systems provided a presentation.

Moved By Frisch

Seconded By McCollum

THAT Council endorse the preferred cross-section for the 6th Street Corridor; and

THAT Council provide in principle support for the application to the National Active Transportation Fund for the ultimate build-out of 6th Street including two-way protected cycling facilities, pedestrian and public realm improvements; and

FURTHER THAT Council direct staff to prepare an application for 2025 B.C. Active Transportation Infrastructure Grant fund for the interim cycling improvements on 6th Street.

CARRIED

Without objection, the meeting recessed at 6:15 p.m. The Council meeting resumed at 6:41 p.m.

5.1.3 6th Street Parking Review – Parking Enhancement Option

Moved By Frisch

Seconded By Jolicoeur

THAT Council endorse parking enhancements along 6th Street corridor between Fitzgerald Avenue and Harmston Avenue and direct staff to implement angle parking on the north side of the corridor; and

THAT Council direct staff to report back on approaches for developing a Downtown Parking Management Program including enforcement options.

CARRIED

6. EXTERNAL REPORTS AND CORRESPONDENCE

6.1 Letter from Raymond Henault President - Courtenay Airpark Association

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to prepare a letter of support for the Courtenay Airpark Association to endorse their 2025/26 BC Air Access Program (BCAAP) funding application.

CARRIED

6.2 Invitation to World Masters Games in Taipei - Taipei Economic & Cultural Office

Moved By Frisch

Seconded By Hillian

THAT Council receive the “Invitation to World Masters Games in Taipei - Taipei Economic & Cultural Office” letter as information.

CARRIED

Moved By Frisch

Seconded By McCollum

THAT Council support Mayor Wells’ attendance at the World Masters Games in May 2025, in Taipei, Taiwan; and

THAT the City of Courtenay reimburse related incidental expenses in accordance with the Council Expense Reimbursement Policy.

CARRIED

Opposed: Councillor Jolicoeur

6.3 Letter from Mike Atkins - Comox Valley Airport Commission

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to prepare a letter of support for the Comox Valley Airport to endorse their 2025/26 BC Air Access Program (BCAAP) funding application.

CARRIED

7. INTERNAL REPORTS AND CORRESPONDENCE

7.1 2025 Pedestrian, Cycling & Pavement Renewal Program (PCPR)

Moved By McCollum

Seconded By Frisch

THAT Council receive the 2025 Pedestrian, Cycling & Pavement Renewal Program (PCPR) briefing note.

CARRIED

7.2 Cycling Network Plan – 2025 Implementation

Moved By Hillian

Seconded By Morin

THAT Council receive the Cycling Network Plan – 2025 Implementation briefing note.

CARRIED

8. NOTICE OF MOTION

8.1 Federation of Canadian Municipalities (FCM) Nomination (Councillor Cole-Hamilton)

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government;

WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 29-June 1 2025, followed by the election of FCM's Board of Directors; and

WHEREAS the UBCM-FCM Small Communities Travel fund covers airfare, hotel accommodation and ground transportation expenses related to attending FCM Board and Standing Committee meetings (other than the Annual Conference and Trade Show);

THEREFORE BE IT RESOLVED THAT Council of the City of Courtenay endorse Councillor Will Cole-Hamilton to stand for re-election on FCM's Board of Directors for the period starting in May 2025 and ending June 2027; and

BE IT FURTHER RESOLVED THAT the City assume all costs associated with Councillor Will Cole-Hamilton attending FCM's Board of Directors meetings that are not covered by the UBCM-FCM Small Communities travel fund.

9. BYLAWS

9.1 For 1st, 2nd and 3rd Readings:

9.1.1 Traffic Regulation - Amendment Bylaw No. 3172, 2025

Moved By Cole-Hamilton

Seconded By Frisch

THAT Council give first, second and third readings to "Traffic Regulation – Amendment Bylaw No. 3172, 2025".

CARRIED

9.2 For 1st Reading:

9.2.1 Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025

Moved By Jolicoeur

Seconded By Cole-Hamilton

THAT Council give first readings to “Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025”; and

THAT Council direct staff to provide notice of “Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025” in accordance with Section 227 of the *Community Charter*.

CARRIED

9.3 For 1st and 2nd Readings:

9.3.1 Amend Development Permit Area 1 and 2 for Small-Scale Multi-Unit Housing (SSMUH)

9.3.1.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (form & character development permit area, SSMUH)

Moved By Hillian

Seconded By Frisch

THAT Council receive the report titled “What We Heard Report - Development Permit Area Amendments for Small-Scale Multi-Unit Housing”.

CARRIED

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council give first and second readings to “Official Community Plan - Amendment Bylaw No. 3177, 2025 (form & character development permit area, SSMUH)”; and

THAT Council direct staff to provide notice for a Public Hearing to be held on Wednesday, April 30, 2025.

CARRIED

9.3.1.2 Zoning - Amendment Bylaw No. 3176, 2025 (form & character development permit area, SSMUH)

Moved By Morin

Seconded By McCollum

THAT Council give first and second readings to “Zoning - Amendment Bylaw No. 3176, 2025 (form & character development permit area, SSMUH)”;

and
THAT Council direct staff to provide notice for a Public Hearing to be held on Wednesday, April 30, 2025.

CARRIED

9.3.2 Regulate Short-term Rental (STR) Accommodations

9.3.2.1 Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)

Moved By Hillian

Seconded By Frisch

THAT Council give first and second readings to “Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)”.

CARRIED

9.3.2.2 Zoning - Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)

Moved By Hillian

Seconded By McCollum

THAT Council give first and second readings to “Zoning - Amendment Bylaw No. 3134, 2025 (short-term rental accommodation)”;

and
THAT Council direct staff to provide notice for a Public Hearing to be held on Wednesday, April 30, 2025.

CARRIED

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council direct staff to monitor the Canada Mortgage and Housing Corporation (CMHC) Primary Rental Market Vacancy Rate for three consecutive years following the adoption of “Zoning Amendment Bylaw No. 3134, 2025” (Short-Term Rental Accommodation); and

THAT following the three-year monitoring period, staff report back to Council with an analysis of the impact of short-term rental regulations on the local rental housing supply.

CARRIED

9.3.2.3 Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council give first and second readings to “Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)”.

CARRIED

10. COUNCIL REPORTS

10.1 Councillor Cole-Hamilton

No report provided.

10.2 Councillor Frisch

No report provided.

10.3 Councillor Hillian

No report provided.

10.4 Councillor Jolicoeur

No report provided.

10.5 Councillor McCollum

No report provided.

10.6 Councillor Morin

No report provided.

10.7 Mayor Wells

No report provided.

11. ADJOURNMENT

Mayor Wells terminated the meeting at 8:38 p.m.

CERTIFIED CORRECT

Adopted by Council April XX , 2025.

Mayor Bob Wells

Corporate Officer