



The Corporation of the City of Courtenay

# Council Minutes

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**Meeting #:** R8/2025  
**Date:** May 7, 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 (electronic)  
M. McCollum  
W. Morin

**Staff Present:** K. O'Connell, Director of Corporate Services (Acting City Manager)  
C. Davidson, Director of Infrastructure & Environmental Engineering  
A. Langenmaier, Director of Financial Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Operational Services  
M. Wade, Director of Development Services  
K. McClintock, Manager of Finance  
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 4:04 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.

Councillor Jolicoeur, on behalf of Courtenay Council, recognized May 17 as the International Day Against Homophobia, Biphobia, and Transphobia. The acknowledgement affirmed the City's commitment to inclusion, equity, and human rights, and expressed solidarity with the 2SLGBTQIA+ community.

Mayor Wells proclaimed May 3 to May 24, 2025, as Canadian Armed Forces Snowbirds Season in Courtenay. The proclamation recognized the Snowbirds' contributions to

military aviation and their annual spring training in the Comox Valley, which continues to inspire pride and enthusiasm in the community.

## **2. INTRODUCTION OF LATE ITEMS**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council add correspondence regarding a joint letter of support for the implementation of an Integrated Mobile Crisis Response Team in the Comox Valley as new item 6.1 – Letter Requesting Endorsement – Integrated Mobile Crisis Response Team (IMCRT).

**CARRIED**

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - April 23, 2025**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt the April 23, 2025 Regular Council Meeting minutes, the April 30, 2025 Public Hearing minutes, and the April 30, 2025 Special Council minutes.

**CARRIED**

### **3.2 Special Council Minutes - April 30, 2025**

The April 30, 2025 Special Council Meeting minutes were adopted during Item 3.1.

### **3.3 Public Hearing Minutes - April 30, 2025**

The April 30, 2025 Public Hearing Meeting minutes were adopted during Item 3.1.

## **4. DELEGATIONS**

### **4.1 Comox Valley Regional District and British Columbia Automobile Association**

Michael Zbarsky (Manager of Transit and Facilities, CVRD) and David Holzer (Business Development Manager, Evolve e-Bike Share, BCAA) provided an update on the expansion of the regional Evolve electric bike share program.

The presentation included a proposal to extend the program to include electric scooters as part of the shared mobility offering.

**Moved By** Hillian

**Seconded By** Frisch

THAT Council direct staff to prepare a report on the implications of adding e-scooters to the Evolve E-bike Share program, and the implications of expanding the existing program.

**CARRIED**

## **5. STAFF REPORTS**

### **5.1 Financial Services**

#### **5.1.1 2024 Audited Financial Statements**

Cory Vanderhorst, Regional Assurance Partner MNP, Vancouver Island and Northern BC presented the City's 2024 Audited Financial Statements.

**Moved By** Hillian

**Seconded By** Frisch

THAT Council approve the Audited Financial Statements for the year-end December 31, 2024.

**CARRIED**

### **5.2 Development Services**

#### **5.2.1 Liquor Licence Application and Process Policy – DS-03**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council approve the Liquor Licence Application and Process Policy DS-03, dated May 7, 2025; and

THAT Council direct staff to prepare the bylaw amendment for "City of Courtenay Fees and Charges Bylaw No. 3107, 2023" to define fees for; applications requiring public input, report to Council and Council resolution to be \$1500, and for applications not requiring public input and only requiring staff assessment and staff response to be \$250.

**CARRIED**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council direct staff to prepare a report on proposed delegation for the liquor license application for Council's consideration in 2026.

**CARRIED**

**OPPOSED: Councillor Frisch and Councillor Jolicoeur**

## **6. EXTERNAL CORRESPONDENCE**

### **6.1 Letter Requesting Endorsement – Integrated Mobile Crisis Response Team (IMCRT)**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council endorse the joint letter of support to advocate for the implementation of an Integrated Mobile Crisis Response Team (IMCRT) in the Comox Valley.

**Moved By** Hillian

**Seconded By** McCollum

THAT Council defer consideration of endorsing the joint letter of support for the implementation of an Integrated Mobile Crisis Response Team (IMCRT) in the Comox Valley, and request a meeting with MLA Brennan Day to discuss the matter further.

**CARRIED**

**OPPOSED: Councillor Morin**

**Without objections, Mayor Wells called a recess at 6:05 p.m. The meeting resumed at 6:30 p.m.**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 2024 Annual Development Cost Charges (DCC) Report**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the 2024 City of Courtenay Annual DCC Reserve Fund Report for the year ended December 31, 2024.

**CARRIED**

**8. BYLAWS FOR FIRST, SECOND AND THIRD READINGS:**

**8.1 Zoning – Amendment Bylaw No. 3157 – Medium Density Multi-Residential (RM-1)**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council give first, second and third readings to “Zoning – Amendment Bylaw No. 3157 - Medium Density Multi-Residential (RM-1)”.

**CARRIED**

**9. BYLAWS FOR ADOPTION:**

**9.1 Bylaws to Regulate Short-term Rental Accommodation – Final Readings**

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

**Councillor Hillian left the meeting at 7:13 pm.**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt "Business Licence - Amendment Bylaw No. 3133, 2025 (short-term rental accommodation)".

**CARRIED**

**Councillor Hillian was absent for the vote.**

**9.1.2 Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt "Zoning - Amendment Bylaw No. 3134, 2025 (Short-Term Rental Accommodation)".

**CARRIED**

**Councillor Hillian was absent for the vote.**

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

**Moved By** McCollum

**Seconded By** Frisch

THAT Council adopt "Municipal Ticket Information - Amendment Bylaw No. 3139, 2025 (short-term rental accommodation)".

**CARRIED**

**Councillor Hillian was absent for the vote and returned to the meeting at 7:15 p.m.**

**9.2 Amend Development Permit Area 1 and 2 for Small-Scale Multi-Unit Housing**

**9.2.1 Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt "Official Community Plan - Amendment Bylaw No. 3177, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

**CARRIED**

**9.2.2 Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt " Zoning - Amendment Bylaw No. 3176, 2025 (Form & Character Development Permit Area – Small-Scale Multi-Unit Housing)".

**CARRIED**

**9.3 2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council adopt "2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025".

**CARRIED**

**9.4 Sewer Service Frontage Tax – Amendment Bylaw No. 3181, 2025**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council adopt "Sewer Service Frontage Tax – Amendment Bylaw No. 3181, 2025".

**CARRIED**

**9.5 Water Service Frontage Tax – Amendment Bylaw No. 3182, 2025**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt "Water Service Frontage Tax – Amendment Bylaw No. 3182, 2025".

**CARRIED**

**9.6 Municipal Enforcement Bylaw No. 3185 – Bylaw Adjudication**

**Moved By** Hillian

**Seconded By** McCollum

THAT Council adopt "Municipal Enforcement Bylaw No. 3185".

**CARRIED**

**10. COUNCIL REPORTS**

**10.1 Councillor Cole-Hamilton**

No report provided.

**10.2 Councillor Frisch**

No report provided.

**10.3 Councillor Hillian**

Councillor Hillian provided an update on the Kus-kus-sum project, noting progress despite soil management delays, earthworks are expected to finish by fall, with the steel wall removal planned for winter. The site is held in trust, with steps underway to support K'ómoks First Nation in assuming full ownership.

Councillor Hillian also submitted a report of activities, see agenda.

**10.4 Councillor Jolicoeur**

Councillor Jolicoeur shared two updates:

"Unity in Community" Event - June 7th, 2025 at Simms Park, celebrating diversity and showcasing local non-profits.

Youth Housing Needs Assessment - Led by Foundry Comox Valley (John Howard Society) to address youth homelessness and connect youth with support services.

**10.5 Councillor McCollum**

Councillor McCollum was re-elected to the Municipal Finance Authority (MFA) of BC Board of Trustees for a third term. She noted the MFA's AAA credit rating, which allows BC municipalities to access low borrowing rates, avoid bond fees, and fund infrastructure projects at reduced costs.



## **10.6 Councillor Morin**

Councillor Morin highlighted a community event on the toxic drug crisis, scheduled for June 3 to 4:

- "Precarious" theatre performance at Stan Hagen Theatre (June 3)
- Business luncheon and public presentation featuring keynote speaker Lisa Lapointe (June 4), with additional panelists including Dr. Charmaine Enns and Leslie McBain. Includes a peer luncheon for those with lived experience

Councillor Morin also submitted a report of activities, see agenda.

## **10.7 Mayor Wells**

Mayor Wells reviewed his recent attendance at several events:

- Attended the Bean Dinner in Cumberland and the Comox Valley Family Services fundraiser on May 1, 2025
- Participated in Red Dress Day, including a flag raising at City Hall and a well-attended community gathering on May 5, 2025
- Noted that Public Works Week will take place from May 18–24.

## **11. IN CAMERA RESOLUTION**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(g) litigation or potential litigation affecting the municipality; and

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**12. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 7:27 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:51 p.m.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 2025

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Mayor Bob Wells

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Corporate Officer