



# Council Minutes

---

**Meeting #:** R7/2025  
**Date:** April 23, 2025  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells (Mayor)  
W. Cole-Hamilton (electronic)  
D. Frisch  
D. Hillian (left the meeting at 7:00 p.m. and did not return)  
E. Jolicoeur  
M. McCollum (joined the meeting electronically at 4:36 p.m.)  
W. Morin (electronic)

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Operational Services  
M. Wade, Director of Development Services  
J. Chan, Manager of Business Administration (electronic)  
N. Gothard, Manager of Community and Sustainability Planning  
A. Guillo, Manager of Communications  
A. Proton, Manager of Legislative Services  
C. Thompson, Manager of Public Works Services  
L. Bourgeois, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 p.m. and acknowledged that the meeting was being held on the unceded territory of the K'ómoks First Nation.

Councillor Hillian, on behalf of Council, proclaimed May as Melanoma and Skin Cancer Awareness Month. The proclamation emphasized the importance of sun safety, early detection, and public awareness regarding skin cancer—the most common form of cancer in Canada. Overexposure to UV radiation was noted as a leading cause, and

regular self-examinations were encouraged. Recognition was given to the efforts of the Save Your Skin Foundation in promoting education, advocacy, and outreach.

Councillor Jolicoeur, on behalf of Council, acknowledged the ninth anniversary of the toxic drug emergency declaration in British Columbia. Since 2016, over 16,000 lives have been lost province-wide due to unregulated toxic drugs. Between September and December 2024, six Comox Valley residents died due to the crisis, bringing the regional total to 211 deaths since the emergency was declared.

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

Without any late items or objections, Council proceeded with the agenda as presented.

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - April 2, 2025**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt the April 2, 2025 Regular Council minutes.

**CARRIED**

## **4. PRESENTATION**

### **4.1 RCMP - Insp. Scott Mercer - 2025/26 Policing Priorities & Quarterly Report (Jan - Mar 2025)**

Insp. Scott Mercer, RCMP provided the following verbal update.

*Announcements:*

- Bee Patrol Program: Relaunched; six patrols scheduled downtown by summer.
- Retirement: Constable Shannon McQueary retiring May 2; potential return as reservist.
- Youth Programs:
  - Mountie Camp (May 12–16) at Goose Spit.
  - Positive Ticket Campaign (youth behavior rewards).

- Youth Microbial Event (May 31) with Comox First Nation.
- Awards Ceremony: May 20 at Marina Park; King Charles Medal and Wounded Warriors recognition.

*Q4 Report Highlights:*

- 11% decrease in overall calls (unwanted persons, traffic, wellbeing checks most common).
- Increase in breach files (156 additional files).
- High-call areas: Courthouse (+192%), Downtown Junction (+206%), Crown Isle Plaza (+68%), Connect Centre (-41%).
- Downtown calls down 17%, but breach files up 278%.
- Violent crime down 17%; small rise in extortion cases.
- Property crime down 22%; minor increases in break-and-enter, possession of stolen property.
- Controlled drugs: 89% increase in possession; 33% decrease in trafficking.
- Traffic offenses up 50%, mainly impaired driving.

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council receive the RCMP Quarterly Report (Jan - Mar 2025) for information.

**CARRIED**

**Councillor McCollum joined the meeting electronically at 4:36 p.m.**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council establish the City's 2025-26 policing priorities as follows:

1. Traffic
2. Violent Crime
3. Property Crime (including extortion)

4. Police / Community Relations (including youth and mental health)
5. Indigenous Relations and Reconciliation

AND THAT Council direct staff to communicate its 2025-26 policing priorities to the RCMP.

**CARRIED**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council request the RCMP include initiative status and outcomes as part of their quarterly report to Council; and

THAT Council request the RCMP provide a report at the end of the year summarizing annual activities, service activities, and outcomes.

**CARRIED**

## **5. STAFF REPORTS**

### **5.1 Corporate Services**

#### **5.1.1 City of Courtenay Engagement Framework**

Zaqir Virani, Director and Natalie Hill, Principal & Co-Founder of Spur Communication presented the update on the City of Courtenay Engagement Framework.

**Moved By** Jolicoeur

**Seconded By** Hillian

THAT Council approve the City of Courtenay Engagement Framework.

**CARRIED**

### **5.2 Development Services**

#### **5.2.1 Official Community Plan (OCP) update to meet Bill 44 Requirements – Consultation and Communications Strategy**

**Moved By** Jolicoeur

**Seconded By** Hillian

THAT Council receive the report “Official Community Plan (OCP) update to meet Bill 44 Requirements – Consultation and Communications Strategy” and endorse the consultation and communications strategy outlined in Attachment 1 in order to guide community and interest holder engagement.

**CARRIED**

**Moved By** Frisch

**Seconded By** Hillian

THAT pursuant to section 475 and 476 *Local Government Act*, Council will provide opportunities it considers appropriate for consultation with persons and parties it considers will be affected, including the Comox Valley Regional District, Town of Comox, Village of Cumberland, First Nations, and the province/provincial agencies and pursuant to section 476 *Local Government Act*, Council will consult with Comox Valley School District 71 prior to considering amendments to City of “Courtenay Official Community Plan Bylaw No. 3070, 2022”.

**CARRIED**

### **5.3 Operational Services**

#### **5.3.1 Recycle BC Master Service Agreement and Statement of Work**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council approve the 2025-2029 Recycle BC Master Services Agreement and Statement of Work and delegate authority to the Director of Operational Services to execute the agreement.

**CARRIED**

**Mayor Wells called a recess at 6:01 p.m. The meeting resumed at 6:19 p.m.**

## **6. EXTERNAL REPORTS AND CORRESPONDENCE**

**6.1 Letter from Comox Valley Regional District (CVRD) - Seeking consent to adopt Bylaw No. 865**

**Councillor Cole-Hamilton left the meeting at 6:34 p.m. and was absent from the vote.**

**Moved By** Hillian

**Seconded By** Frisch

THAT the City of Courtenay consent to the adoption of Comox Valley Regional District Bylaw No. 865 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009, Amendment No. 2" under section 349 of the *Local Government Act*.

**CARRIED**

**OPPOSED: Councillor Jolicoeur**

**6.2 Letter from Comox Valley Regional District (CVRD) - Request for Staff participation in CVRD Regional Growth Strategy**

**Councillor Cole-Hamilton was absent from the vote.**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council direct Development Services staff to participate in the Comox Valley Regional District Regional Growth Strategy minor amendment process via the Technical Advisory Committee and Steering Committee.

**CARRIED**

**6.3 Letter from Comox Valley Regional District (CVRD) - Comox Valley Housing Entity Engagement**

**Councillor Cole-Hamilton returned to the meeting at 6:35 p.m.**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council direct Development Services staff to participate in engagement sessions with the Comox Valley Regional District regarding the proposed Comox Valley non-market housing entity.

**CARRIED**

**6.4 Letter from the Comox Valley Transition Society (CVTS) - Change of fiscal host for Substance Use Awareness event**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council direct staff to provide the previously approved \$7500 for the Public Substance Use Education and Awareness Event, to the Comox Valley Transition Society as the new fiscal host.

**CARRIED**

**6.5 The Comox Valley Food Policy Council (CVFPC) - Support for Local Procurement Resolution**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the “Comox Valley Food Policy Council Letter - Support for City of Courtenay Local Procurement Resolution” for information; and

THAT Council direct staff to send a letter to the Comox Valley Food Policy Council thanking them for their correspondence and encouraging them to communicate with the Downtown Courtenay Business Improvement Association and the Comox Valley Chamber of Commerce.

**CARRIED**

**6.6 Village of Cumberland - Support Letter for Local Procurement**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the “Village of Cumberland - Support Letter for Local Procurement” for information.

**CARRIED**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 Comox Valley Raiders Youth Football Club Bill Moore Park Football Tower Updates and Scoreboard Replacement**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council receive the “Comox Valley Raiders Youth Football Club Bill Moore Park Football Tower Updates and Scoreboard Replacement” briefing note.

**CARRIED**

**7.2 Management Reports**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the Fire Services, Financial Services, Operational Services, and Development Services management reports as presented for information.

**CARRIED**

**Councillor Hillian left the meeting at 7:00 p.m., and did not return.**

**8. COUNCIL RESOLUTIONS**

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

**Moved By** Frisch

**Seconded By** Morin

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.

**CARRIED**

## **9. BYLAWS**

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

#### **9.1.1 2025 Tax Rate and Financial Plan Bylaw Amendments**

##### **9.1.1.1 2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to "2025-2029 Financial Plan Amendment Bylaw No. 3180, 2025".

**CARRIED**

**OPPOSED: Councillor Jolicoeur**

**Moved By** Jolicoeur

**Seconded By** Morin

THAT Council direct staff to prepare a report assessing the feasibility and financial implications of reallocating any unspent Growing Community Funds from the following 2025-2029 Financial Plan capital projects to the 6th Street Bridge project:

- East Side Fire Hall
- McPhee Meadows

- Playgrounds
- Parks and Recreation Master Plan Implementation
- Small Tool Electrification
- Renewable Energy Options
- Affordable Housing

**CARRIED**

**9.1.1.2 2025 Property Tax Rate Bylaw No. 3179, 2025**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council give first, second and third readings to "2025 Property Tax Rate Bylaw No. 3179, 2025".

**CARRIED**

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

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council give first, second and third readings to "Sewer Service Frontage Tax – Amendment Bylaw No. 3181, 2025".

**CARRIED**

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

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council give first, second and third readings to "Water Service Frontage Tax – Amendment Bylaw No. 3182, 2025".

**CARRIED**

**9.1.2 Loan Authorization Bylaw No. 3183, 2025 – Strategic Land Acquisition 2025**

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council give first, second, and third readings to “Loan Authorization Bylaw No. 3183, 2025 – Strategic Land Acquisition 2025”; and

THAT Council proceed to adoption of “Loan Authorization Bylaw No. 3183, 2025 – Strategic Land Acquisition 2025” through the Approval-free Liability Zone granted by the *Municipal Liabilities Regulation*, section 7.

**CARRIED**

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

**Moved By** Frisch

**Seconded By** Jolicoeur

THAT Council give first, second and third reading to Municipal Enforcement Bylaw No. 3185, 2025.

**CARRIED**

**9.2 For 2nd and 3rd Readings:**

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

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council give second and third readings to "Downtown Courtenay Revitalization Tax Exemption - Amendment Bylaw No. 3175, 2025".

**CARRIED**

**9.3 For Adoption:**

**9.3.1 Traffic Regulation - Amendment Bylaw No. 3172, 2025**

**Moved By** Frisch  
**Seconded By** Jolicoeur

THAT Council adopt "Traffic Regulation - Amendment Bylaw No. 3172, 2025."

**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 submitted a report of activities, see agenda.

### **10.4 Councillor Jolicoeur**

Councillor Jolicoeur provided the following updates:

- Attended the Association of Vancouver Island and Coastal Communities (AVICC) Convention held April 11–13, 2025, in Nanaimo.
- Announced the Comox Valley Food Policy Council's launch of a "Buy Local" campaign.
- Announced the new Farmer's Market bus stop.

### **10.5 Councillor McCollum**

No report provided.

### **10.6 Councillor Morin**

No report provided. Clarified that the Farmer's Market bus stop would commence next season.

### **10.7 Mayor Wells**

Mayor Wells provided the following updates:

- Attended the Habitat for Humanity Key Ceremony on April 22, 2025.

- Participated in the Tariff Leaders Meeting on April 23, 2025. The meeting was led by Health Minister Josie Osborne and included elected officials from across Vancouver Island.

## **11. IN CAMERA RESOLUTION**

**Moved By** Frisch

**Seconded By** Jolicoeur

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:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**CARRIED**

## **12. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 7:42 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 8:17 p.m.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 2025

---

Mayor Bob Wells

---

Corporate Officer