



The Corporation of the City of Courtenay

Council Minutes

Meeting #: R11/2025
Date: June 25, 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, joined at 4:16 pm.)
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
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
R. Dickinson, Development Engineer
A. Proton, Manager of Legislative Services (CO)
L. Bourgeois, Deputy Corporate Officer
L. Zervakis, Communication and Marketing Specialist

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 pm. 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 acknowledged the recent passing of local musician Anela Kahiamoe and extended condolences to his family and friends, recognizing his contributions to the Comox Valley community.

2. INTRODUCTION OF LATE ITEMS

Moved By Hillian

Seconded By McCollum

THAT Council add correspondence from Union of BC Municipalities (UBCM) Convention Lead under a new item numbered 6.1 - 2025 Union of BC Municipalities (UBCM) Convention - Provincial Appointment Book + Ministerial Meeting Requests and re-order the agenda accordingly.

CARRIED

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - June 11, 2025

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council adopt the June 11, 2025 Regular Council minutes.

CARRIED

4. STAFF REPORTS

4.1 Corporate Services

4.1.1 City of Courtenay 2024 Annual Report

Moved By Hillian

Seconded By McCollum

THAT Council approve the City of Courtenay 2024 Annual Report.

CARRIED

4.2 Development Services

4.2.1 Development Cost Charge Proposed Rates

Nancy Henderson, Senior Local Government Advisor at Urban Systems Ltd presented the proposed Development Cost Charge (DCC) rates. Jessica Wang, Development Finance Consultant, at Urban Systems Ltd was available to answer Council's questions.

Councillor Jolicoeur joined the meeting at 4:16 p.m.

Moved By Frisch

Seconded By McCollum

THAT Council endorse the application of a 1% Municipal Assist Factor in the calculation of Development Cost Charges.

CARRIED

Moved By Frisch

Seconded By Morin

THAT Council endorse Table 2, 'Proposed DCC Rates (2025) by Category,' as presented in the June 25, 2025 staff report titled "Development Cost Charge Proposed Rates".

CARRIED

Moved By Frisch

Seconded By Hillian

THAT staff be directed to initiate public engagement on the draft Development Cost Charge (DCC) rates, as outlined in Table 2, and report back to Council by September 2025 with a summary of engagement feedback and the draft DCC bylaw for consideration.

CARRIED

4.3 Financial Services

4.3.1 2026-2027 RCMP Municipal Policing Contract: Approval in Principle

Inspector Scott Mercer, Officer in Charge of the Comox Valley RCMP, responded to questions from Council.

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council provide approval in principle for an expenditure cap of \$9,758,180 for the 2026/2027 Municipal Policing Contract.

CARRIED

4.3.2 Financial Information Act – 2024 Statement of Financial Information

Moved By McCollum

Seconded By Hillian

THAT Council approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2024.

CARRIED

4.4 Fire Department

4.4.1 Fire Apparatus Replacement Schedule

Moved By Frisch

Seconded By Morin

THAT Council adopt a 15-year fire apparatus replacement cycle to ensure compliance with Fire Underwriters Survey standards for a medium-sized community; and

THAT Council direct staff to incorporate the revised apparatus replacement cycle into the 2026-2030 Financial Plan.

CARRIED

5. INTERNAL REPORTS AND CORRESPONDENCE

5.1 Solid Waste Curbside Collection Zone and Calendar Update

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council receive the Solid Waste Curbside Collection Zone and Calendar Update briefing note.

CARRIED

6. EXTERNAL CORRESPONDENCE

6.1 2025 Union of BC Municipalities (UBCM) Convention - Provincial Appointment Book + Ministerial Meeting Requests

Moved By Frisch

Seconded By Cole-Hamilton

THAT Council direct staff to submit ministerial meeting requests for the Union of BC Municipalities (UBCM) Convention as follows:

- Minister of Housing and Municipal Affairs, Ravi Kahlon
- Minister of Infrastructure, Bowinn Ma
- Premier David Eby
- Minister of Health, Josie Osborne
- Minister of Transportation and Infrastructure, Mike Farnworth
- Minister of Tourism, Arts, Culture and Sport, Spencer Chandra Herbert.

CARRIED

7. NOTICE OF MOTION

7.1 Traffic Safety Enforcement on Back Road - Councillor Hillian

WHEREAS traffic safety in residential neighbourhoods continues to be an issue of primary concern to Courtenay residents, including speeding and intersection safety, with particular concern regarding the Back Road area between Courtenay and Comox; and

WHEREAS the City has limited methods of effective enforcement and limited financial resources to address traffic safety and municipal servicing in general;

THEREFORE BE IT RESOLVED THAT Council advocate to the Provincial government for municipal implementation of photo radar and expanded use of intersection cameras to significantly improve traffic safety enforcement and generate much needed municipal revenue; and

BE IT FURTHER RESOLVED THAT, if general municipal implementation is not supported or imminent, Council request implementation of a pilot speed enforcement program, utilizing photo radar or such other advanced technology

as may be available, on an urgent basis on Back Road between Courtenay and Comox.

8. COUNCIL REPORTS

8.1 Councillor Cole-Hamilton

No report provided.

8.2 Councillor Frisch

No report provided.

8.3 Councillor Hillian

Councillor Hillian referenced resident correspondence regarding traffic concerns on Back Road and McDonald Road. He requested staff input on suggested safety measures. Staff confirmed data is being compiled and a memo can be provided. Councillor Hillian also reported on a recent call with the Ministry of Solicitor General and ICBC regarding traffic enforcement technology and municipal input on pilot programs.

Councillor Hillian submitted a report of activities, see agenda.

8.4 Councillor Jolicoeur

No report provided.

8.5 Councillor McCollum

No report provided.

8.6 Councillor Morin

No report provided.

8.7 Mayor Wells

Mayor Wells acknowledged Council's participation in recent community events, including graduation ceremonies and Indigenous Peoples Day on June 21st, hosted by K'ómoks First Nation, noting strong turnout and community engagement.

9. 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:

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(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; and

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

10. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 6:10 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 6:45 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025.

Mayor Bob Wells

Corporate Officer