



# Council Minutes

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**Meeting #:** R14/2025  
**Date:** August 27, 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  
M. McCollum  
W. Morin

**Regrets:** E. Jolicoeur

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. Macdonald, Fire Chief  
P. Maloney, Acting Director of Development Services  
R. Armstrong, Manager of Utilities  
R. Dickinson, Development Engineer  
N. Gothard, Manager of Community and Sustainability Planning  
A. Proton, Manager of Legislative Services  
J. Tazzioli, Manager of Environmental Engineering  
R. Matthews, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:01 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 Hillian acknowledged the recent passing of Harry Holland, recognizing his longtime contributions to Courtenay through his real estate career, community service, and dedication to the Comox Valley, and extended condolences to his family.

Councillor Morin, on behalf of Courtenay Council, recognized International Overdose Awareness Day on August 31, noting the devastating impact of the toxic drug crisis in the

Comox Valley and across B.C., emphasized that each life lost represents a person and a grieving community, and reaffirmed the City's commitment to reducing harms, supporting solutions, and challenging stigma with compassion and resolve.

Councillor McCollum proclaimed September 9, 2025, as Fetal Alcohol Spectrum Disorder (FASD) Day, recognizing FASD as a serious, preventable condition with lifelong impacts. The day emphasizes the importance of education, awareness, and support for individuals, families, and communities affected.

## **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 - July 30, 2025**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt the July 30, 2025 Regular Council minutes.

**CARRIED**

## **4. DELEGATIONS**

### **4.1 Youth Climate Corps BC (YCCBC)**

Maddie Turenne, Mikasa Quaife, and Jesse Siefert of Youth Climate Corps BC (YCCBC) presented information on the program's impact on Courtenay so far, having actively supported local environmental and food-related projects, including fruit gleaning, garden transformation, and ecosystem restoration. In the first nine weeks, participants removed invasive plants, harvested produce, and completed 175 days of climate action, while building skills, fostering connections, and preparing to continue work on city climate initiatives.

## **5. PRESENTATIONS**

### **5.1 Comox Valley Tourism Strategy Framework - Draft**

Lisa Kilpatrick, Community Development & Resilience Manager, Comox Valley Regional District (CVRD), Tanya Massa, Experience Comox Valley Tourism Development Specialist, and Calum Matthews, President, 4EVER Strategies Inc., presented the draft Comox Valley Tourism Strategy Framework, which outlines a regional framework for sustainable tourism built on collaboration, reconciliation, environmental stewardship, and economic resilience. Public engagement is underway, with final approval anticipated in Fall 2025.

**Moved By** Hillian

**Seconded By** Morin

THAT Council receive the “Draft Comox Valley Tourism Strategic Framework”.

**CARRIED**

## **6. STAFF REPORTS**

### **6.1 Development Services**

#### **6.1.1 Downtown Revitalization Tax Exemption – 574 Cumberland Road**

##### **6.1.1.1 Presentation**

Shawn Vincent, Simba Investments Inc. (Applicant), presented the timeline of the Downtown Revitalization Tax Exemption – 574 Cumberland Road application and shared concerns regarding communication during the application process.

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council accept the downtown revitalization tax exemption application for 574 Cumberland Road as being considered prior to the initiation of construction and direct staff to enter into a Downtown Revitalization Tax Exemption Agreement as amended with 574 Cumberland Road Inc., Inc. No. BC1436809 for the property legally described as LOT 1 SECTION 61 COMOX DISTRICT PLAN EPP110090 (574 Cumberland Road); and

THAT Council direct staff to issue a Tax Exemption Certificate to 574 Cumberland Road Inc., Inc. No. BC1436809 for the property legally

described as LOT 1 SECTION 61 COMOX DISTRICT PLAN EPP110090 (574 Cumberland Road).

**CARRIED**

**Mayor Wells called a recess at 6:17 p.m. The Council meeting resumed at 6:39 p.m.**

## **6.2 Operational Services**

### **6.2.1 2025 Truth and Reconciliation Day Parade Proposal**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council approve the temporary road closure of 5<sup>th</sup> Street on Tuesday, September 30, 2025, from 10:00 am to 12:00 pm, including the 5<sup>th</sup> Street Bridge, for use by the MIKI'SIW Métis Association Comox Valley upon receipt of all applicable documents.

**CARRIED**

## **7. EXTERNAL REPORTS AND CORRESPONDENCE**

### **7.1 MIKI'SIW Métis Association - Request for Financial Support for Sept 30, 2025 Truth and Reconciliation Day - Spirit Walk**

**Moved By** Cole-Hamilton

**Seconded By** Hillian

THAT Council provide in-kind support valued at up to \$3,500 to the MIKI'SIW Métis Association to facilitate road closures on Harmston Avenue and 5th Street for the 5th Annual Spirit Walk in recognition of the National Day for Truth and Reconciliation on September 30, 2025, with funding to be provided from Council Discretionary Funds – Gaming Budget.

**CARRIED**

### **7.2 Ombudsperson BC - Quarterly Report (Jan - Mar 2025)**

**Moved By** Hillian  
**Seconded By** McCollum

THAT Council receive the Ombudsperson BC Quarterly Report (Jan - Mar 2025).

**CARRIED**

**7.3 Comox Valley Regional District - Request for Consent of Bylaw No. 883 "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2"**

**Moved By** McCollum  
**Seconded By** Frisch

THAT the City of Courtenay consent to the adoption of Comox Valley Regional District Bylaw No. 883 being "Comox Valley Sports Track and Fields Service Conversion Bylaw 2353, Amendment No. 2" under section 349 of the *Local Government Act*.

**CARRIED**

**7.4 Comox Valley Regional District - Detour Traffic Impacts from Sewer Conveyance Project**

Council received the August 19, 2025 correspondence from the Comox Valley Sewage Commission regarding detour traffic impacts from the CVRD Sewer Conveyance Project.

**7.5 Letter from Honourable Christine Boyle, Minister of Housing and Municipal Affairs - Housing Target Order for the City of Courtenay**

Council received the August 21, 2025 letter from Honourable Christine Boyle, Minister of Housing and Municipal Affairs, regarding the Housing Target Order for the City of Courtenay.

**8. INTERNAL REPORTS AND CORRESPONDENCE**

**8.1 Management Reports - August 2025**

**Moved By** Frisch  
**Seconded By** Cole-Hamilton

THAT Council receive the "Management Reports - August 2025" briefing note.

**CARRIED**

**9. BYLAWS**

**9.1 For Adoption:**

**9.1.1 Subdivision and Development Servicing Bylaw No. 3190, 2025**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council adopt "Subdivision and Development Servicing Bylaw No. 3190, 2025".

**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 McCollum**

No report provided.

**10.5 Councillor Morin**

No report provided.

**10.6 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- McPhee Meadows Groundbreaking Ceremony
- Pride Flag raising event at City Hall

- Pride Parade in downtown Courtenay
- Pulse in the Plaza (Pride Event) downtown Courtenay
- Comox Valley Exhibition (Fall fair)
- Paleontology Symposium
- YANA (You Are Not Alone) Bike Ride fundraising event - over \$100,000 was raised in the community

## 11. IN CAMERA RESOLUTION

**Moved By** Hillian

**Seconded By** Frisch

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

90 (1) (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;

(c) labour relations or other employee relations;

(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,

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

**CARRIED**

**Councillor McCollum left the meeting at 6:56 p.m. and was absent for the vote.**

## 12. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 6:57 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:26 p.m.

**CERTIFIED CORRECT**

Adopted by Council [MONTH] [DAY], 202X

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Mayor Bob Wells

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Corporate Officer, Adriana Proton