



Council Minutes

Meeting #: R15/2025
Date: September 10, 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)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services
K. O'Connell, Director of Corporate Services
S. Saunders, Director of Recreation, Culture & Community Services
A. Pitcher, Manager of Capital Projects
A. Proton, Manager of Legislative Services
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:02 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.

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 - August 27, 2025

Moved By Frisch
Seconded By Morin

THAT Council adopt the August 27, 2025 Regular Council minutes.

CARRIED

4. STAFF REPORTS

4.1 Infrastructure and Environmental Engineering

4.1.1 Courtenay and District Memorial Outdoor Pool – Public Engagement

Moved By Frisch
Seconded By Hillian

THAT Council direct staff to proceed with public engagement in order to receive feedback on the Courtenay and District Memorial Outdoor Pool Options Analysis;

THAT staff report back to Council at a later date with the findings of the public engagement;

AND THAT Council direct staff to request a delegation to the Comox Valley Regional District Recreation Commission to share the Courtenay and District Memorial Outdoor Pool - Public Engagement staff report.

CARRIED

4.2 Financial Services

4.2.1 Permissive Tax Exemption Policy Direction

Moved By Jolicoeur
Seconded By Hillian

THAT Council direct staff to report back with options to update Permissive Property Tax Exemption – Policy 1960.00.01 for changes to commence in 2027 in the following areas:

- Exemption duration considerations
- Changing regional service into exemption by activity

- Policy around exemptions for housing, including not for profit housing and shelters
- Up to 100% exemptions for not for profit Indigenous organizations
- Additional information on the values that organizations need to represent in order to be eligible
- Organizations that disparage others are not eligible for permissive tax exemptions
- Removal of the “other” category

CARRIED

4.3 Recreation, Culture and Community Services

4.3.1 Grant Application to Union of B.C. Municipalities (UBCM) Strategic Priorities Fund - Capacity Building Stream for Recreation Facilities Master Plan

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to submit a grant application for the Recreation Facilities Master Plan to the Union of BC Municipalities (UBCM) Strategic Priorities Fund – Capacity Building Stream;

THAT Council supports the project, and is willing to provide overall grant management, and support any cost overruns; and

THAT Council include the project budget for the Recreation Facilities Master Plan in the 2026-2030 Financial Plan.

CARRIED

5. EXTERNAL CORRESPONDENCE

5.1 Business Licence Fee Concerns: Cannabis Retail - G. Ehrler, Beaufort Botanicals Ltd.

Moved By McCollum

Seconded By Cole-Hamilton

THAT Council direct staff to draft a bylaw to amend the Business Licence Bylaw to remove the business licence fee for "Storefront Cannabis Retailer".

CARRIED

6. COUNCIL REPORTS

6.1 Councillor Cole-Hamilton

No report provided.

6.2 Councillor Frisch

No report provided.

6.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

6.4 Councillor Jolicoeur

No report provided.

6.5 Councillor McCollum

No report provided.

6.6 Councillor Morin

No report provided.

6.7 Mayor Wells

No report provided.

7. 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) (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

8. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 7:06 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:24 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer, Adriana Proton