



Council Minutes

Meeting #: R16/2025
Date: September 17, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
D. Frisch
M. McCollum
W. Morin (electronic)

Regrets: W. Cole-Hamilton
D. Hillian
E. Jolicoeur

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
P. Preston, Manager of Building Services
A. Proton, Manager of Legislative Services
J. Schile, Manager of Development Planning
R. Matthews, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:11 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.

Without objection, Peggy Carswell extended an invitation to Council to attend the upcoming "Comox Valley Walk of Achievement" event to honour the late Jim Egan, Human Rights Advocate, and Senator Kim Pate, on Saturday, September 20, 2025 at the Sid Williams Theatre.

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 - September 10, 2025

Moved By Frisch

Seconded By McCollum

THAT Council adopt the September 10, 2025 Regular Council minutes.

CARRIED

4. STAFF REPORTS

4.1 City Manager (CAO)

4.1.1 2023-2026 Strategic Priorities Update September 2025

Moved By Frisch

Seconded By McCollum

THAT Council receive the update on progress towards the 2023-2026 Strategic Priorities for the City of Courtenay Council, update the 2023-2026 Strategic Priorities to reflect the new items and adjusted timelines in Attachment 2, and direct staff to report back on Strategic Priorities in February, July and September of 2026.

CARRIED

5. EXTERNAL REPORTS AND CORRESPONDENCE

5.1 Ombudsperson BC - Quarterly Report (Apr - Jun 2025)

Moved By Frisch

Seconded By McCollum

THAT Council receive the Ombudsperson BC Quarterly Report (Apr - Jun 2025).

CARRIED

6. BYLAWS

6.1 For First and Second Readings:

6.1.1 Zoning – Amendment Bylaw No. 3108 (2270 Cliffe Ave.)

Martin Jirout, Senior Project Manager, Vanya Koshti, Project Manager, and Chance Lee, Acquisition Manager, of Mansfield Center Inc., presented a proposed mixed-use development at Cliffe Avenue and Mansfield Drive, including 137 apartments (10% affordable units), 11 retail spaces, active transportation connections, EV parking, and improvements such as a new pedestrian crossing, bus shelter, and enhanced streetscapes.

Moved By Frisch

Seconded By McCollum

THAT Council receive for information the proposed rezoning which aligns with the Official Community Plan and a public hearing is prohibited per the *Local Government Act* section 464 (3) and the public notice has been given; and,

THAT Council give first and second readings to “Zoning – Amendment Bylaw No. 3108 (2270 Cliffe Ave.)”.

CARRIED

OPPOSED: Councillor Morin

Mayor Wells called a recess at 5:59 p.m. The Council meeting resumed at 6:22 p.m.

6.2 For First, Second and Third Readings:

6.2.1 Building Amendment Bylaw No. 3193– Implementation of BC Zero Carbon Step Code

Moved By Frisch

Seconded By McCollum

THAT Council give first, second and third reading to the “Building - Amendment Bylaw No. 3193, 2025 (Zero Carbon Step Code)”.

CARRIED

6.2.2 Consideration of 2026 Permissive Property Tax Exemptions

Moved By Frisch

Seconded By McCollum

THAT Council amend Tax Exemption 2026, Bylaw No. 3194, 2025 by adding Folio 750.012 at 40% exemption and Folio 1074.050 at 100% exemption,

AND THAT Council give first, second and third readings to "Tax Exemption 2026, Bylaw No. 3194, 2025".

CARRIED

Moved By Frisch

Seconded By McCollum

THAT Council direct staff to request more information from the Wachiay Friendship Centre regarding funding for their property taxes, and report back to Council regarding a potential grant for 2026 in the amount of a 40% permissive tax exemption for Folio 1171.006.

CARRIED

Moved By McCollum

Seconded By Frisch

THAT Council give first, second and third readings to "Tax Exemption 2026, Bylaw No. 3195, 2025".

CARRIED

Moved By McCollum

Seconded By Frisch

THAT Council give first, second and third readings to "Tax Exemption 2026, Bylaw No. 3196, 2025".

CARRIED

Moved By Frisch
Seconded By McCollum

THAT Council give first, second and third readings to "Tax Exemption Churches 2026, Bylaw No. 3197, 2025".

CARRIED

6.2.3 Business Licence Amendment Bylaw No. 3199

Moved By McCollum
Seconded By Frisch

THAT Council give first, second and third reading to the "Business Licence Amendment Bylaw No. 3199".

CARRIED

6.2.4 Updated Subdivision and Development Servicing Bylaw No. 3200

Moved By Frisch
Seconded By McCollum

THAT Council repeal "Subdivision and Development Servicing Bylaw No. 3190"; and

THAT "Subdivision and Development Servicing Bylaw No. 3200, 2025" be given first, second and third readings.

CARRIED

7. COUNCIL REPORTS

7.1 Councillor Frisch

No report provided.

7.2 Councillor McCollum

No report provided.

7.3 Councillor Morin

No report provided.

7.4 Mayor Wells

Mayor Wells reviewed his attendance at the 2025 Keeping it Living Dinner for Kus-kus-sum.

8. IN CAMERA RESOLUTION

Moved By Frisch

Seconded By McCollum

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

9. ADJOURNMENT

Mayor Wells terminated the open portion of the meeting at 7:19 p.m. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 7:39 p.m.

CERTIFIED CORRECT

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

Mayor Bob Wells

Corporate Officer, Adriana Proton