



# Council Minutes

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**Meeting #:** R17/2025  
**Date:** October 1, 2025  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells (Mayor)  
W. Cole-Hamilton  
D. Frisch  
M. McCollum  
W. Morin

**Regrets:** D. Hillian  
E. Jolicoeur

**Staff Present:** G. Garbutt, City Manager (CAO)  
A. Langenmaier, Director of Financial Services  
K. O'Connell, Director of Corporate Services  
S. Saunders, Director of Recreation, Culture & Community Services  
K. Shaw, Director of Operational Services  
M. Brown, Manager of Transportation Services  
N. Gothard, Manager of Community and Sustainability Planning  
P. Preston, Manager of Building Services  
J. Cramer, Planner  
A. Stewart-Jones, Planner 2  
R. Matthews, Deputy Corporate Officer

## 1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:06 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.

Mayor Wells acknowledged the Comox Valley Spirit Walk held on September 30 down 5th Street to recognize the National Day for Truth and Reconciliation, noting attendance of over 1,000 people.

**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 17, 2025**

**Moved By** Frisch  
**Seconded By** Morin

THAT Council adopt the September 17, 2025 Regular Council minutes.

**CARRIED**

**4. DELEGATIONS**

**4.1 Jordan Leighton - Development Variance Permit 1000 Piercy Ave - Proposed 5G Telus Tower**

Jordan Leighton appeared as a delegation to speak in opposition to the proposed Telus 5G tower at 1000 Piercy Avenue. The delegation cited personal health impacts related to electromagnetic field (EMF) exposure, concerns for vulnerable populations, and referenced case studies from other communities where residents near towers reported illness. The delegation requested that Council consider these risks and ensure stronger local input before approval of the development variance permit.

**5. STAFF REPORTS**

**5.1 Development Services**

**5.1.1 Request for Statement of Concurrence and Development Variance Permit Application No. 2503 for 1000 Piercy Avenue**

Telus representatives Brian Gregg and Doug Anastos responded to Council's questions, emphasizing that the proposed cell tower addresses longstanding community requests for improved service.

**Moved By** McCollum  
**Seconded By** Cole-Hamilton

THAT Council issue a statement of concurrence to Telus Communications Inc. in support of a 46-meter monopole antenna system within an estimated 225m<sup>2</sup> fenced compound at 1000 Piercy Avenue, legally described as Lot A District Lot 127 Section 69 Comox District Plan VIP 85657 Except Plan EPP 81814, for the following reasons:

- a. The City of Courtenay is satisfied with the TELUS consultation process, as outlined in the City of Courtenay Antenna System Applications and Process Policy, Policy No. DS-02;
- b. That the proposed tower is a permitted use;
- c. That the proposed design and location is acceptable; and
- d. That the City of Courtenay has been consulted and concurs with the antenna system location; and

THAT Council vary *Zoning Bylaw No. 2500, 2007* as follows:

General Regulations, Section 6.2.3 Building and Structure Height Exemptions - from “1.2 times” to “3.1 times” the maximum permitted height of a building in that zone;

Industrial Two Zone, Section 8.24.6 Setbacks (2) Rear Yard (i) - from “9 m” to “7.61 m” in the case of a one-storey building;

THAT Council approve “Development Variance Permit No. 2503 (1000 Piercy Avenue)”; and

THAT Council direct the Acting Director of Development Services to issue “*Development Variance Permit No. 2503 (1000 Piercy Avenue)*”; and

THAT Council direct the Director of Financial Services to fully execute a Licence of Occupation between the City of Courtenay and Telus Communications Inc. to the City’s satisfaction.

**CARRIED**

#### **5.1.2 Temporary Use Permit Application No. 2501 – 971 Cumberland Road**

**Moved By** McCollum

**Seconded By** Morin

THAT Council approve Temporary Use Permit Application No. 2501 and direct the Director of Development Services to issue the Temporary Use Permit in substantial conformance with the draft permit as shown in Attachment 1 for the property legally described as LOT A, SECTION 69, COMOX DISTRICT, PLAN 26945 (971 Cumberland Road); and

THAT Council delegate authority to the Director of Recreation, Culture, and Community Services to determine the form of agreements, and negotiate all terms and conditions deemed necessary or as legally required to facilitate the provision of winter shelter services at 971 Cumberland Road including the following conditions:

- Hours of Operation: 16 hours per day, approximately 6:00 PM to 10:00 AM daily, November 2025 through April 2026.
- Guest Capacity: Estimated maximum 20 individuals (18 guests, two staff) unless infrastructure upgrades are made to the building (additional washroom).
- Site Security: A minimum of two staff will be on-site at all times to ensure the safe and secure operations of the EWR.
- Perimeter Maintenance: Daily perimeter clean-ups will be conducted, to collect and dispose of debris and ensure the property remains clear of loitering.
- Community Engagement: Operator to establish within their staffing an outreach position that has dedicated hours towards community engagement to ensure open lines of communication, address conflict and concerns in a timely fashion, and work collaboratively to be good neighbours.
  - Community Integration: Operator will actively participate and or lead a Community Integration Table and provide support for the participation of shelter guests to participate in this table as well; and

THAT Council authorizes \$90,480 for the provision of winter shelter services in the 2025/2026 winter season from general revenue and, direct staff to request funding from the Comox Valley Regional District and Town of Comox to cover all or part of the expected expenditures related to shelter operations and community integration, and to collaborate with

Lookout Housing and Health Society and BC Housing to secure funding for building improvements for any expansion of services at this site.

**CARRIED**

### **5.1.3 Official Community Plan Review – Recommended Directions**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council receive the October 1 Staff Report “Official Community Plan Review – Recommended Directions” for information and direct staff to proceed with the third phase of public and interest-holder engagement.

**CARRIED**

**Mayor Wells called a recess at 5:54 p.m. The Council meeting resumed at 6:18 p.m.**

## **5.2 Financial Services**

### **5.2.1 Audit Service Plan for Year Ending December 31, 2025**

**Moved By** Morin

**Seconded By** Frisch

THAT Council appoint MNP LLP as the City’s auditors for 2025;  
and

THAT Council approve the 2025 Audit Service Plan as presented for the year ending December 31, 2025.

**CARRIED**

## **5.3 Operational Services**

### **5.3.1 Cliffe Avenue and 5th Street Intersection Review**

**Moved By** McCollum

**Seconded By** Morin

THAT Council endorse Options 4 and 5 including:

- the Removal of the Northbound Right-Turn Channel

- adding the 4th leg crossing, and

THAT staff be directed to add the Cliffe Avenue and 5th Street Intersection Improvement Project to the 2026 Financial Plan.

**CARRIED**

**Moved By** Cole-Hamilton

**Seconded By** Morin

THAT Council direct staff to optimize the timing of the existing traffic signals with the objective of decreasing Downtown congestion on Cliffe Avenue.

**CARRIED**

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

### **6.1 Nanaimo Regional Hospital District - Invitation to Attend Health Forward Summit - November 13, 2025**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council receive the August 1, 2025 invitation from Nanaimo Regional Hospital District to attend the Health Forward Summit on November 13, 2025.

**CARRIED**

## **7. BYLAWS**

### **7.1 For Final Adoption:**

#### **7.1.1 Building Amendment Bylaw No. 3193 - Implementation of BC Zero Carbon Step Code**

**Moved By** Frisch

**Seconded By** Morin

THAT Council adopt "Building Amendment Bylaw No. 3193".

**CARRIED**

**7.1.2 Business Licence Amendment Bylaw No. 3199 - Storefront Cannabis Retailer**

**Moved By** Frisch

**Seconded By** Morin

THAT Council adopt "Business Licence Amendment Bylaw No. 3199".

**CARRIED**

**7.1.3 Subdivision and Development Servicing Bylaw No. 3200**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT Council adopt "Subdivision and Development Servicing Bylaw No. 3200".

**CARRIED**

**8. COUNCIL REPORTS**

**8.1 Councillor Cole-Hamilton**

No report provided.

**8.2 Councillor Frisch**

No report provided.

**8.3 Councillor McCollum**

No report provided.

**8.4 Councillor Morin**

No report provided.

**8.5 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Orchard Day
- 2025 Union of British Columbia Municipalities (UBCM) Conference
- 2025 BC Law Enforcement Memorial

**9. ADJOURNMENT**

Mayor Wells terminated the meeting at 7:20 p.m.

**CERTIFIED CORRECT**

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

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Mayor Bob Wells

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Deputy Corporate Officer Rayanne  
Matthews